



AGENDA
CITY COUNCIL REGULAR MEETING
COUNCIL CHAMBERS
NOVEMBER 20, 2025
6:30 PM

The Joshua City Council will hold a Work Session at 6:30 pm. A Regular Meeting will be held immediately following the Work Session in the Council Chambers at Joshua City Hall, located at 101 S. Main St., Joshua, Texas. This meeting is subject to the open meeting laws of the State of Texas.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

B. PLEDGE OF ALLEGIANCE

1. United States of America
2. Texas Flag

C. INVOCATION

D. WORK SESSION

1. Review and discuss questions related to the budget report for October 2025. (Staff Resource: M. Peacock)
2. Review and discuss questions related to the budget report for Fiscal Year 2025. (Staff Resource: M. Freelen)
3. Discuss and provide directions to staff regarding the potential use of MUDs and/or PIDs for future development opportunities in the City of Joshua. (Staff Resource: M. Peacock)
4. Review and discuss a comprehensive update to the Employee Handbook, including revisions to the format, the addition of new policies, and updates to existing policies. (Staff Resource: B. Grounds)

E. UPDATES FROM MAYOR AND COUNCIL MEMBERS, UPDATES FROM CITY STAFF MEMBERS:

Pursuant to Texas Government Code Section 551.0415, the Mayor and Members of the City Council may report on the following items of community interest, including (1) expressions of thanks, congratulations, or condolences; (2) information about holiday schedules, (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving any imminent threat to public health and safety. Staff Updates will address operational issues in various City departments. No deliberation is authorized under the Texas Open Meetings Act.

F. PUBLIC FORUM, PRESENTATION, AND RECOGNITION:

The City Council invites citizens to speak on any topic. However, unless the item is specifically noted on this agenda, the City Council is required under the Texas Open Meetings Act to limit its response to responding with a statement of specific factual information, reciting the City's existing policy, or directing the person making the inquiry to visit with City Staff about the issue. Therefore, no Council deliberation is permitted. Each person will have 3 minutes to speak.

- [1.](#) Proclamation honoring the life and service of Councilmember Johnny Waldrip for his dedicated service and lasting contributions to the City of Joshua and the State of Texas.

G. CONSENT AGENDA

- [1.](#) Discuss, consider, and possible action on the October 16, 2025, meeting minutes. (Staff Resource: A. Holloway)
- [2.](#) Discuss, consider, and possible action on a resolution adopting the Investment Policy. (Staff Resource: M. Freelen)
- [3.](#) Discuss, consider, and possible action on a resolution to update the FY 25.26 Pay Plan. (Staff Resource: B. Grounds)
- [4.](#) Discuss, consider, and possible action on an Ordinance amending the City of Joshua's participation in the Municipal Retirement System (TMRS) plan. (Staff Resource: M. Peacock)

H. REGULAR AGENDA

- [1.](#) Discuss, consider, and possible action on an Ordinance amending the FY 2026 Budget. (Staff Resource: M. Peacock)
- [2.](#) Discuss, consider, and possible action on a resolution to add a Telework Policy to the Employee Handbook. (Staff Resource: B. Grounds)
- [3.](#) Discuss, consider, and possible action on a resolution affirming the casting of votes in the 2025-2029 Election of the Board of Directors for the Central Appraisal District of Johnson County, Texas. (Staff Resource: A. Holloway)
- [4.](#) Discuss, consider, and possible action on board appointments. (Staff Resource: A. Holloway)
- [5.](#) Discuss, consider, and possible action to authorize the closure of City Hall on Friday, December 26, 2025, in observance of the Christmas holiday. (Staff Resource: M. Peacock)

I. STAFF REPORT

- [1.](#) Municipal Court
- [2.](#) Public Works
- [3.](#) City Secretary's Office
- [4.](#) Police Department
- [5.](#) Animal Services
- [6.](#) Code Compliance
- [7.](#) Development Services
- [8.](#) Parks Department

J. FUTURE AGENDA ITEMS/REQUESTS BY COUNCIL MEMBERS TO BE ON THE NEXT AGENDA

Councilmembers shall not comment upon, deliberate, or discuss any item that is not on the agenda. Councilmembers shall not make routine inquiries about operations or project status on an item that

is not posted. However, any Councilmember may state an issue and request to place the item on a future agenda.

K. ADJOURNMENT

The City Council reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551.071 for private consultation with the attorney for the City.

Pursuant to Section 551.127, Texas Government Code, one or more Councilmembers may attend this meeting remotely using videoconferencing technology. The video and audio feed of the videoconferencing equipment can be viewed and heard by the public at the address posted above as the location of the meeting. A quorum will be physically present at the posted meeting location of City Hall.

In compliance with the Americans with Disabilities Act, the City of Joshua will provide reasonable accommodations for disabled persons attending this meeting. Requests should be received at least 24 hours prior to the scheduled meeting by contacting the City Secretary's office at 817/558-7447.

CERTIFICATE:

I hereby certify that the above agenda was posted on or before November 13, 2025, by 5:00 pm on the official bulletin board at Joshua City Hall, 101 S. Main, Joshua, Texas.

Alice Holloway
City Secretary



**City Council Agenda
November 20, 2025**

Work Session Item

Agenda Description:

Review and discuss questions related to the budget report for October 2025. (Staff Resource: M. Peacock)

Background Information:

Financial Information:

City Contact and Recommendations:

Mike Peacock, City Manager

Attachments:

1. Budget Report for October 2025



City of Joshua, TX

Budget Report
Account Summary

Item 1.

For Fiscal: 2025-2026 Period Ending: 10/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 100 - General							
Revenue							
Dept: 80 - Property taxes							
100-80-400000	GF Property Tax	3,861,467.00	3,861,467.00	46,553.86	46,553.86	-3,814,913.14	1.21 %
100-80-400100	GF Property Tax Penalty	15,000.00	15,000.00	878.17	878.17	-14,121.83	5.85 %
100-80-400200	GF Property Tax Interest	10,000.00	10,000.00	891.34	891.34	-9,108.66	8.91 %
Dept: 80 - Property taxes Total:		3,886,467.00	3,886,467.00	48,323.37	48,323.37	-3,838,143.63	1.24 %
Dept: 81 - Sales taxes							
100-81-401000	City Sales Taxes	1,400,000.00	1,400,000.00	140,935.07	140,935.07	-1,259,064.93	10.07 %
Dept: 81 - Sales taxes Total:		1,400,000.00	1,400,000.00	140,935.07	140,935.07	-1,259,064.93	10.07 %
Dept: 83 - Franchise taxes							
100-83-403000	Franchise Taxes	395,000.00	395,000.00	0.00	0.00	-395,000.00	0.00 %
Dept: 83 - Franchise taxes Total:		395,000.00	395,000.00	0.00	0.00	-395,000.00	0.00 %
Dept: 84 - Mixed beverage taxes							
100-84-404000	Mixed Beverage Tax	20,000.00	20,000.00	1,805.99	1,805.99	-18,194.01	9.03 %
Dept: 84 - Mixed beverage taxes Total:		20,000.00	20,000.00	1,805.99	1,805.99	-18,194.01	9.03 %
Dept: 86 - Fines and fees							
100-86-410000	Permits & Fees	200,000.00	200,000.00	10,653.13	10,653.13	-189,346.87	5.33 %
100-86-410100	Fines & Court Fees	170,000.00	170,000.00	10,257.65	10,257.65	-159,742.35	6.03 %
100-86-410500	Gas Well Fees	28,000.00	28,000.00	0.00	0.00	-28,000.00	0.00 %
100-86-410600	Development Fees	3,000.00	3,000.00	510.00	510.00	-2,490.00	17.00 %
100-86-410820	Pet Adoption Fees	20,145.00	20,145.00	1,900.00	1,900.00	-18,245.00	9.43 %
100-86-410850	Local Truancy and Prevention Divers..	7,500.00	7,500.00	389.58	389.58	-7,110.42	5.19 %
100-86-410860	Municipal Jury Fund	300.00	300.00	7.78	7.78	-292.22	2.59 %
100-86-410870	Time Payment Reimbursement Fee	2,500.00	2,500.00	179.51	179.51	-2,320.49	7.18 %
Dept: 86 - Fines and fees Total:		431,445.00	431,445.00	23,897.65	23,897.65	-407,547.35	5.54 %
Dept: 87 - Grants and contributions							
100-87-420400	Police Department Grants	20,000.00	20,000.00	0.00	0.00	-20,000.00	0.00 %
100-87-420700	ARPA Funds	20,000.00	20,000.00	0.00	0.00	-20,000.00	0.00 %
100-87-420800	LEOSE/Continuing Education	1,500.00	1,500.00	0.00	0.00	-1,500.00	0.00 %
Dept: 87 - Grants and contributions Total:		41,500.00	41,500.00	0.00	0.00	-41,500.00	0.00 %
Dept: 88 - Investment earnings							
100-88-460000	Interest Income	60,000.00	60,000.00	11,770.44	11,770.44	-48,229.56	19.62 %
Dept: 88 - Investment earnings Total:		60,000.00	60,000.00	11,770.44	11,770.44	-48,229.56	19.62 %
Dept: 89 - Miscellaneous							
100-89-490100	Miscellaneous Revenue	37,520.00	37,520.00	353.44	353.44	-37,166.56	0.94 %
Dept: 89 - Miscellaneous Total:		37,520.00	37,520.00	353.44	353.44	-37,166.56	0.94 %
Revenue Total:		6,271,932.00	6,271,932.00	227,085.96	227,085.96	-6,044,846.04	3.62 %
Fund: 100 - General Total:		6,271,932.00	6,271,932.00	227,085.96	227,085.96	-6,044,846.04	3.62 %
Report Total:		6,271,932.00	6,271,932.00	227,085.96	227,085.96	-6,044,846.04	3.62 %



City of Joshua, TX

Budget Report Account Summary

For Fiscal: 2025-2026 Period Ending: 10/31/2025

Item 1.

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 100 - General							
Expense							
Dept: 01 - Community Services							
100-01-500404	Contract Services	0.00	0.00	2,000.00	2,000.00	-2,000.00	0.00 %
Dept: 01 - Community Services Total:		0.00	0.00	2,000.00	2,000.00	-2,000.00	0.00%
Dept: 10 - Non-departmental							
100-10-500150	Training & Travel	0.00	0.00	410.30	410.30	-410.30	0.00 %
100-10-500160	Dues & Subscriptions	3,002.00	3,002.00	2,353.00	2,353.00	649.00	78.38 %
100-10-500401	Legal Services	45,000.00	45,000.00	0.00	0.00	45,000.00	0.00 %
100-10-500402	IT Services	71,928.00	71,928.00	12,000.00	12,000.00	59,928.00	16.68 %
100-10-500420	Central Appraisal District	60,280.00	60,280.00	0.00	0.00	60,280.00	0.00 %
100-10-500421	County Assessor - Collector	5,992.00	5,992.00	0.00	0.00	5,992.00	0.00 %
100-10-500550	Debt Service & Reports	3,450.00	3,450.00	0.00	0.00	3,450.00	0.00 %
100-10-500800	Events	19,500.00	19,500.00	0.00	0.00	19,500.00	0.00 %
100-10-500801	Christmas Tree & Decor	13,700.00	13,700.00	0.00	0.00	13,700.00	0.00 %
100-10-500840	380 Agreement Expenses	49,237.96	49,237.96	1,325.32	1,325.32	47,912.64	2.69 %
100-10-500900	Library Operating Expense	21,300.00	21,300.00	1,775.00	1,775.00	19,525.00	8.33 %
100-10-500902	Cle-Tran	7,143.00	7,143.00	0.00	0.00	7,143.00	0.00 %
100-10-500940	Liability Insurance	61,453.00	61,453.00	11,343.25	11,343.25	50,109.75	18.46 %
100-10-500941	Property Insurance	68,868.00	68,868.00	27,581.00	27,581.00	41,287.00	40.05 %
100-10-500943	Technology Replacements	31,308.17	31,308.17	19,606.17	19,606.17	11,702.00	62.62 %
100-10-560000	Capital Outlay	20,529.00	20,529.00	0.00	0.00	20,529.00	0.00 %
100-10-597150	Transfer To Donation	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
100-10-597700	Transfer To Capital Improvement	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
Dept: 10 - Non-departmental Total:		552,691.13	552,691.13	76,394.04	76,394.04	476,297.09	13.82%
Dept: 11 - City Manager							
100-11-500110	Salaries	341,781.00	341,781.00	20,559.07	20,559.07	321,221.93	6.02 %
100-11-500112	Worker's Comp	643.00	643.00	185.75	185.75	457.25	28.89 %
100-11-500117	Longevity Pay	1,984.00	1,984.00	0.00	0.00	1,984.00	0.00 %
100-11-500120	Payroll Taxes	5,306.00	5,306.00	328.31	328.31	4,977.69	6.19 %
100-11-500130	Benefits	32,569.00	32,569.00	2,338.62	2,338.62	30,230.38	7.18 %
100-11-500140	TMRS	36,938.00	36,938.00	1,377.73	1,377.73	35,560.27	3.73 %
100-11-500150	Training & Travel	5,950.80	5,950.80	0.00	0.00	5,950.80	0.00 %
100-11-500160	Dues & Subscriptions	1,703.00	1,703.00	0.00	0.00	1,703.00	0.00 %
100-11-500161	Surety Bonds	260.00	260.00	0.00	0.00	260.00	0.00 %
100-11-500213	Uniforms	300.00	300.00	0.00	0.00	300.00	0.00 %
100-11-500220	Office Supplies	3,999.92	3,999.92	203.45	203.45	3,796.47	5.09 %
100-11-500221	Printing	1,437.90	1,437.90	0.00	0.00	1,437.90	0.00 %
100-11-500222	Postage	500.00	500.00	0.00	0.00	500.00	0.00 %
100-11-500250	Office Equipment & Furniture	500.00	500.00	0.00	0.00	500.00	0.00 %
100-11-500310	Fuel, Oil & Service	1,599.96	1,599.96	114.20	114.20	1,485.76	7.14 %
100-11-500311	Vehicle R & M	842.04	842.04	70.17	70.17	771.87	8.33 %
100-11-500330	Building R & M	71,440.00	71,440.00	2,254.10	2,254.10	69,185.90	3.16 %
100-11-500350	Office Equipment R & M	3,387.88	3,387.88	198.99	198.99	3,188.89	5.87 %
100-11-500404	Contract Services	4,527.24	4,527.24	377.27	377.27	4,149.97	8.33 %
100-11-500410	Software Maintenance	9,309.32	9,309.32	309.30	309.30	9,000.02	3.32 %
100-11-500605	Lease Payments	14,658.84	14,658.84	1,221.57	1,221.57	13,437.27	8.33 %
100-11-500710	Utilities	19,199.40	19,199.40	0.00	0.00	19,199.40	0.00 %
100-11-500750	Mobile Technology	1,394.40	1,394.40	0.00	0.00	1,394.40	0.00 %
100-11-500909	Miscellaneous	160.00	160.00	0.00	0.00	160.00	0.00 %
Dept: 11 - City Manager Total:		560,391.70	560,391.70	29,538.53	29,538.53	530,853.17	5.27%

Budget Report

For Fiscal: 2025-2026 Period Ending Item 1. 5

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Dept: 12 - City Secretary							
100-12-500110	Salaries	138,110.00	138,110.00	9,011.51	9,011.51	129,098.49	6.52 %
100-12-500111	Overtime	0.00	0.00	277.10	277.10	-277.10	0.00 %
100-12-500112	Worker's Comp	323.00	323.00	89.00	89.00	234.00	27.55 %
100-12-500117	Longevity Pay	560.00	560.00	0.00	0.00	560.00	0.00 %
100-12-500120	Payroll Taxes	2,167.00	2,167.00	135.44	135.44	2,031.56	6.25 %
100-12-500130	Benefits	10,436.00	10,436.00	792.17	792.17	9,643.83	7.59 %
100-12-500140	TMRS	14,900.00	14,900.00	592.85	592.85	14,307.15	3.98 %
100-12-500150	Training & Travel	10,800.00	10,800.00	0.00	0.00	10,800.00	0.00 %
100-12-500160	Dues & Subscriptions	586.00	586.00	0.00	0.00	586.00	0.00 %
100-12-500161	Surety Bonds	130.00	130.00	0.00	0.00	130.00	0.00 %
100-12-500213	Uniforms	1,117.95	1,117.95	0.00	0.00	1,117.95	0.00 %
100-12-500218	Events & Awards	5,280.00	5,280.00	0.00	0.00	5,280.00	0.00 %
100-12-500220	Office Supplies	1,150.00	1,150.00	15.99	15.99	1,134.01	1.39 %
100-12-500222	Postage	500.00	500.00	0.00	0.00	500.00	0.00 %
100-12-500240	Election Expenses	5,600.00	5,600.00	0.00	0.00	5,600.00	0.00 %
100-12-500250	Office Equipment & Furniture	1,300.00	1,300.00	0.00	0.00	1,300.00	0.00 %
100-12-500403	Ordinance Codification	21,400.00	21,400.00	0.00	0.00	21,400.00	0.00 %
100-12-500404	Contract Services	2,008.96	2,008.96	67.83	67.83	1,941.13	3.38 %
100-12-500410	Software Maintenance	26,537.55	26,537.55	11,013.19	11,013.19	15,524.36	41.50 %
100-12-500750	Mobile Technology	504.00	504.00	0.00	0.00	504.00	0.00 %
100-12-500800	Events	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00 %
100-12-500909	Miscellaneous	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-12-500931	Publishing & Filing Fees	9,200.00	9,200.00	0.00	0.00	9,200.00	0.00 %
100-12-500946	Records Retention	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
Dept: 12 - City Secretary Total:		259,110.46	259,110.46	21,995.08	21,995.08	237,115.38	8.49%
Dept: 13 - Human Resources							
100-13-500110	Salaries	113,192.00	113,192.00	7,436.85	7,436.85	105,755.15	6.57 %
100-13-500112	Worker's Comp	212.00	212.00	61.25	61.25	150.75	28.89 %
100-13-500117	Longevity Pay	288.00	288.00	0.00	0.00	288.00	0.00 %
100-13-500120	Payroll Taxes	1,762.00	1,762.00	105.42	105.42	1,656.58	5.98 %
100-13-500130	Benefits	10,571.00	10,571.00	792.86	792.86	9,778.14	7.50 %
100-13-500140	TMRS	12,193.00	12,193.00	474.57	474.57	11,718.43	3.89 %
100-13-500150	Training & Travel	2,255.50	2,255.50	0.00	0.00	2,255.50	0.00 %
100-13-500151	Tuition Reimbursement	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
100-13-500160	Dues & Subscriptions	639.00	639.00	0.00	0.00	639.00	0.00 %
100-13-500161	Surety Bonds	130.00	130.00	0.00	0.00	130.00	0.00 %
100-13-500190	Employee Morale	1,420.00	1,420.00	0.00	0.00	1,420.00	0.00 %
100-13-500212	Reference Materials	790.52	790.52	0.00	0.00	790.52	0.00 %
100-13-500213	Uniforms	150.00	150.00	0.00	0.00	150.00	0.00 %
100-13-500220	Office Supplies	672.80	672.80	0.00	0.00	672.80	0.00 %
100-13-500222	Postage	100.00	100.00	0.00	0.00	100.00	0.00 %
100-13-500250	Office Equipment & Furniture	2,077.91	2,077.91	0.00	0.00	2,077.91	0.00 %
100-13-500403	Legal Services	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
100-13-500404	Contract Services	30,763.20	30,763.20	2,455.12	2,455.12	28,308.08	7.98 %
100-13-500410	Software Maintenance	13,088.08	13,088.08	50.66	50.66	13,037.42	0.39 %
100-13-500750	Mobile Technology	600.00	600.00	0.00	0.00	600.00	0.00 %
100-13-500909	Miscellaneous	931.00	931.00	0.00	0.00	931.00	0.00 %
100-13-500930	Advertising	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
Dept: 13 - Human Resources Total:		205,336.01	205,336.01	11,376.73	11,376.73	193,959.28	5.54%
Dept: 14 - Finance							
100-14-500110	Salaries	190,833.00	190,833.00	12,530.19	12,530.19	178,302.81	6.57 %
100-14-500111	Overtime	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-14-500112	Worker's Comp	360.00	360.00	104.00	104.00	256.00	28.89 %
100-14-500117	Longevity Pay	1,672.00	1,672.00	0.00	0.00	1,672.00	0.00 %
100-14-500120	Payroll Taxes	3,040.00	3,040.00	174.99	174.99	2,865.01	5.76 %
100-14-500130	Benefits	32,208.00	32,208.00	2,331.83	2,331.83	29,876.17	7.24 %
100-14-500140	TMRS	20,792.00	20,792.00	799.68	799.68	19,992.32	3.85 %

Budget Report

For Fiscal: 2025-2026 Period Ending: Item 1. 5

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-14-500150	Training & Travel	300.00	300.00	0.00	0.00	300.00	0.00 %
100-14-500160	Dues & Subscriptions	250.00	250.00	0.00	0.00	250.00	0.00 %
100-14-500161	Surety Bonds	260.00	260.00	0.00	0.00	260.00	0.00 %
100-14-500213	Uniforms	300.00	300.00	0.00	0.00	300.00	0.00 %
100-14-500220	Office Supplies	1,031.09	1,031.09	42.49	42.49	988.60	4.12 %
100-14-500221	Printing	2,586.00	2,586.00	0.00	0.00	2,586.00	0.00 %
100-14-500222	Postage	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-14-500250	Office Equipment & Furniture	1,050.00	1,050.00	0.00	0.00	1,050.00	0.00 %
100-14-500404	Contract Services	1,524.36	1,524.36	127.03	127.03	1,397.33	8.33 %
100-14-500405	Accounting & Audit	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00 %
100-14-500410	Software Maintenance	30,019.56	30,019.56	119.32	119.32	29,900.24	0.40 %
100-14-500909	Miscellaneous	2,500.00	2,500.00	129.00	129.00	2,371.00	5.16 %
Dept: 14 - Finance Total:		330,726.01	330,726.01	16,358.53	16,358.53	314,367.48	4.95%
Dept: 15 - Municipal Court							
100-15-500110	Salaries	63,087.00	63,087.00	4,074.52	4,074.52	59,012.48	6.46 %
100-15-500111	Overtime	600.00	600.00	45.60	45.60	554.40	7.60 %
100-15-500112	Worker's Comp	121.00	121.00	34.75	34.75	86.25	28.72 %
100-15-500117	Longevity Pay	1,440.00	1,440.00	0.00	0.00	1,440.00	0.00 %
100-15-500120	Payroll Taxes	1,061.00	1,061.00	59.32	59.32	1,001.68	5.59 %
100-15-500130	Benefits	10,099.00	10,099.00	761.45	761.45	9,337.55	7.54 %
100-15-500140	TMRS	6,998.00	6,998.00	262.86	262.86	6,735.14	3.76 %
100-15-500150	Training & Travel	1,884.00	1,884.00	0.00	0.00	1,884.00	0.00 %
100-15-500161	Surety Bonds	130.00	130.00	0.00	0.00	130.00	0.00 %
100-15-500213	Uniforms	300.00	300.00	0.00	0.00	300.00	0.00 %
100-15-500220	Office Supplies	200.00	200.00	23.99	23.99	176.01	12.00 %
100-15-500221	Printing	2,933.00	2,933.00	0.00	0.00	2,933.00	0.00 %
100-15-500222	Postage	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-15-500350	Office Equipment R & M	350.00	350.00	0.00	0.00	350.00	0.00 %
100-15-500401	Legal Services	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00 %
100-15-500404	Contract Services	24,917.28	24,917.28	76.44	76.44	24,840.84	0.31 %
100-15-500410	Software Maintenance	303.96	303.96	50.66	50.66	253.30	16.67 %
100-15-500411	Warrant Entry Fees	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
100-15-500414	Credit Card Processing	11,175.00	11,175.00	0.00	0.00	11,175.00	0.00 %
100-15-500910	Warrant Entry Fees	1,400.00	1,400.00	0.00	0.00	1,400.00	0.00 %
Dept: 15 - Municipal Court Total:		135,999.24	135,999.24	5,389.59	5,389.59	130,609.65	3.96%
Dept: 21 - Development Services							
100-21-500110	Salaries	175,166.00	175,166.00	12,553.74	12,553.74	162,612.26	7.17 %
100-21-500111	Overtime	750.00	750.00	36.32	36.32	713.68	4.84 %
100-21-500112	Worker's Comp	588.00	588.00	247.00	247.00	341.00	42.01 %
100-21-500117	Longevity Pay	792.00	792.00	0.00	0.00	792.00	0.00 %
100-21-500120	Payroll Taxes	2,913.00	2,913.00	178.08	178.08	2,734.92	6.11 %
100-21-500130	Benefits	28,872.00	28,872.00	1,627.72	1,627.72	27,244.28	5.64 %
100-21-500140	TMRS	18,987.00	18,987.00	804.43	804.43	18,182.57	4.24 %
100-21-500150	Training & Travel	5,710.00	5,710.00	0.00	0.00	5,710.00	0.00 %
100-21-500160	Dues & Subscriptions	712.00	712.00	61.61	61.61	650.39	8.65 %
100-21-500161	Surety Bonds	130.00	130.00	0.00	0.00	130.00	0.00 %
100-21-500213	Uniforms	570.00	570.00	0.00	0.00	570.00	0.00 %
100-21-500220	Office Supplies	1,500.00	1,500.00	8.79	8.79	1,491.21	0.59 %
100-21-500221	Printing	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-21-500222	Postage	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-21-500250	Office Equipment & Furniture	250.00	250.00	0.00	0.00	250.00	0.00 %
100-21-500310	Fuel, Oil & Service	1,000.00	1,000.00	71.87	71.87	928.13	7.19 %
100-21-500311	Vehicle R & M	2,241.90	2,241.90	145.89	145.89	2,096.01	6.51 %
100-21-500403	Permits Software	9,106.83	9,106.83	0.00	0.00	9,106.83	0.00 %
100-21-500404	Contract Services	7,861.04	7,861.04	88.42	88.42	7,772.62	1.12 %
100-21-500406	Nuisance Abatement	6,000.00	6,000.00	780.00	780.00	5,220.00	13.00 %
100-21-500410	Software Maintenance	2,543.76	2,543.76	151.98	151.98	2,391.78	5.97 %
100-21-500414	Credit Card Processing	5,500.00	5,500.00	0.00	0.00	5,500.00	0.00 %

Budget Report

For Fiscal: 2025-2026 Period Ending

Item 1.

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-21-500605	Lease Payments	16,322.70	16,322.70	1,281.84	1,281.84	15,040.86	7.85 %
100-21-500710	Utilities	761.04	761.04	0.00	0.00	761.04	0.00 %
100-21-500750	Mobile Technology	938.64	938.64	0.00	0.00	938.64	0.00 %
100-21-500932	Engineering Services	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
100-21-500934	Gas Well Inspection Services	24,000.00	24,000.00	0.00	0.00	24,000.00	0.00 %
Dept: 21 - Development Services Total:		335,215.91	335,215.91	18,037.69	18,037.69	317,178.22	5.38%
Dept: 31 - Police							
100-31-500110	Salaries	1,451,685.00	1,451,685.00	86,961.05	86,961.05	1,364,723.95	5.99 %
100-31-500111	Overtime	34,408.14	34,408.14	3,092.92	3,092.92	31,315.22	8.99 %
100-31-500112	Worker's Comp	30,726.00	30,726.00	6,994.50	6,994.50	23,731.50	22.76 %
100-31-500117	Longevity Pay	8,376.00	8,376.00	0.00	0.00	8,376.00	0.00 %
100-31-500120	Payroll Taxes	23,793.00	23,793.00	1,302.03	1,302.03	22,490.97	5.47 %
100-31-500130	Benefits	231,078.00	231,078.00	14,986.64	14,986.64	216,091.36	6.49 %
100-31-500140	TMRS	159,838.00	159,838.00	5,746.91	5,746.91	154,091.09	3.60 %
100-31-500150	Training & Travel	6,600.06	6,600.06	0.00	0.00	6,600.06	0.00 %
100-31-500152	LEOSE Training	28,649.00	28,649.00	23.54	23.54	28,625.46	0.08 %
100-31-500160	Dues & Memberships	1,816.86	1,816.86	0.00	0.00	1,816.86	0.00 %
100-31-500161	Surety Bonds	130.00	130.00	0.00	0.00	130.00	0.00 %
100-31-500179	Citizens Police Academy	999.58	999.58	0.00	0.00	999.58	0.00 %
100-31-500213	Uniforms	5,667.18	5,667.18	964.88	964.88	4,702.30	17.03 %
100-31-500215	Law Enforcement Supplies	6,667.80	6,667.80	566.05	566.05	6,101.75	8.49 %
100-31-500217	Investigations	4,296.28	4,296.28	0.00	0.00	4,296.28	0.00 %
100-31-500218	Awards	520.00	520.00	0.00	0.00	520.00	0.00 %
100-31-500219	Public Relations	1,071.11	1,071.11	0.00	0.00	1,071.11	0.00 %
100-31-500220	Office Supplies	3,965.41	3,965.41	226.52	226.52	3,738.89	5.71 %
100-31-500222	Postage	582.64	582.64	23.50	23.50	559.14	4.03 %
100-31-500250	Office Equipment & Furniture	492.00	492.00	0.00	0.00	492.00	0.00 %
100-31-500260	Vests & Safety Equipment	9,071.95	9,071.95	0.00	0.00	9,071.95	0.00 %
100-31-500262	Equipment	17,240.00	17,240.00	0.00	0.00	17,240.00	0.00 %
100-31-500310	Fuel, Oil & Service	29,992.91	29,992.91	2,048.62	2,048.62	27,944.29	6.83 %
100-31-500311	Vehicle R & M	12,519.20	12,519.20	15,179.64	15,179.64	-2,660.44	121.25 %
100-31-500320	Equipment R & M	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
100-31-500330	Building R & M	7,927.04	7,927.04	886.56	886.56	7,040.48	11.18 %
100-31-500404	Contract Services	93,931.30	93,931.30	65,658.38	65,658.38	28,272.92	69.90 %
100-31-500408	Reporting System	48,789.51	48,789.51	0.00	0.00	48,789.51	0.00 %
100-31-500410	Software Maintenance	4,280.88	4,280.88	650.54	650.54	3,630.34	15.20 %
100-31-500605	Lease Payments	103,925.16	103,925.16	8,671.95	8,671.95	95,253.21	8.34 %
100-31-500710	Utilities	13,000.20	13,000.20	0.00	0.00	13,000.20	0.00 %
100-31-500750	Mobile Technology	4,411.44	4,411.44	0.00	0.00	4,411.44	0.00 %
Dept: 31 - Police Total:		2,347,951.65	2,347,951.65	213,984.23	213,984.23	2,133,967.42	9.11%
Dept: 32 - Animal Services							
100-32-500110	Salaries	167,165.00	167,165.00	9,767.31	9,767.31	157,397.69	5.84 %
100-32-500111	Overtime	2,400.00	2,400.00	381.65	381.65	2,018.35	15.90 %
100-32-500112	Worker's Comp	4,884.00	4,884.00	1,103.25	1,103.25	3,780.75	22.59 %
100-32-500117	Longevity Pay	712.00	712.00	0.00	0.00	712.00	0.00 %
100-32-500120	Payroll Taxes	2,937.00	2,937.00	147.06	147.06	2,789.94	5.01 %
100-32-500130	Benefits	24,823.00	24,823.00	1,543.70	1,543.70	23,279.30	6.22 %
100-32-500140	TMRS	18,296.00	18,296.00	648.02	648.02	17,647.98	3.54 %
100-32-500150	Training & Travel	2,800.00	2,800.00	0.00	0.00	2,800.00	0.00 %
100-32-500160	Dues & Subscriptions	200.00	200.00	0.00	0.00	200.00	0.00 %
100-32-500161	Surety Bonds	520.00	520.00	0.00	0.00	520.00	0.00 %
100-32-500213	Uniforms	1,394.00	1,394.00	0.00	0.00	1,394.00	0.00 %
100-32-500220	Office Supplies	500.00	500.00	0.00	0.00	500.00	0.00 %
100-32-500222	Postage	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00 %
100-32-500250	Office Equip & Furniture	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
100-32-500262	Miscellaneous Shelter Equipment	5,724.87	5,724.87	0.00	0.00	5,724.87	0.00 %
100-32-500280	Micro Chips	4,140.00	4,140.00	0.00	0.00	4,140.00	0.00 %
100-32-500282	Medical Supplies	10,093.67	10,093.67	1,048.40	1,048.40	9,045.27	10.39 %

Budget Report

For Fiscal: 2025-2026 Period Ending

Item 1.

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-32-500283	Staff Immunizations	2,988.00	2,988.00	0.00	0.00	2,988.00	0.00 %
100-32-500284	Rabies Vouchers	1,000.00	1,000.00	30.00	30.00	970.00	3.00 %
100-32-500298	Animal Food	6,773.65	6,773.65	0.00	0.00	6,773.65	0.00 %
100-32-500310	Fuel, Oil & Service	5,161.82	5,161.82	175.26	175.26	4,986.56	3.40 %
100-32-500311	Vehicle R & M	2,600.54	2,600.54	100.92	100.92	2,499.62	3.88 %
100-32-500330	Building R & M	5,972.10	5,972.10	0.00	0.00	5,972.10	0.00 %
100-32-500404	Contract Services	17,067.76	17,067.76	461.36	461.36	16,606.40	2.70 %
100-32-500408	Professional Services	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
100-32-500410	Software Maintenance	3,739.72	3,739.72	202.64	202.64	3,537.08	5.42 %
100-32-500414	Credit Card Processing	1,000.00	1,000.00	104.33	104.33	895.67	10.43 %
100-32-500605	Lease Payments	18,993.72	18,993.72	1,144.81	1,144.81	17,848.91	6.03 %
100-32-500710	Utilities	13,674.48	13,674.48	0.00	0.00	13,674.48	0.00 %
100-32-500750	Mobile Technology	2,815.56	2,815.56	0.00	0.00	2,815.56	0.00 %
100-32-500800	Events	685.00	685.00	0.00	0.00	685.00	0.00 %
Dept: 32 - Animal Services Total:		335,261.89	335,261.89	16,858.71	16,858.71	318,403.18	5.03%
Dept: 33 - Fire							
100-33-500262	Equipment	0.00	0.00	245.00	245.00	-245.00	0.00 %
100-33-500330	Building R & M	27,825.00	27,825.00	198.00	198.00	27,627.00	0.71 %
100-33-500404	Contract Services	9,529.00	9,529.00	684.00	684.00	8,845.00	7.18 %
100-33-500410	Software Maintenance	0.00	0.00	822.32	822.32	-822.32	0.00 %
100-33-500710	Utilities	35,944.56	35,944.56	0.00	0.00	35,944.56	0.00 %
100-33-500908	Emergency Management	26,975.20	26,975.20	11,458.04	11,458.04	15,517.16	42.48 %
Dept: 33 - Fire Total:		100,273.76	100,273.76	13,407.36	13,407.36	86,866.40	13.37%
Dept: 34 - Fire Marshal							
100-34-500110	Salaries	75,384.00	75,384.00	0.00	0.00	75,384.00	0.00 %
100-34-500112	Worker's Comp	299.00	299.00	0.00	0.00	299.00	0.00 %
100-34-500117	Longevity Pay	40.00	40.00	0.00	0.00	40.00	0.00 %
100-34-500120	Payroll Taxes	1,211.00	1,211.00	0.00	0.00	1,211.00	0.00 %
100-34-500130	Benefits	14,573.00	14,573.00	0.00	0.00	14,573.00	0.00 %
100-34-500140	TMRS	8,104.00	8,104.00	0.00	0.00	8,104.00	0.00 %
100-34-500310	Fuel, Oil & Service	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
100-34-500605	Lease Payments	5,538.00	5,538.00	0.00	0.00	5,538.00	0.00 %
Dept: 34 - Fire Marshal Total:		106,649.00	106,649.00	0.00	0.00	106,649.00	0.00%
Dept: 41 - Public Works							
100-41-500110	Salaries	326,792.00	326,792.00	19,451.93	19,451.93	307,340.07	5.95 %
100-41-500111	Overtime	10,000.00	10,000.00	1,016.20	1,016.20	8,983.80	10.16 %
100-41-500112	Worker's Comp	9,800.00	9,800.00	2,333.00	2,333.00	7,467.00	23.81 %
100-41-500117	Longevity Pay	2,840.00	2,840.00	0.00	0.00	2,840.00	0.00 %
100-41-500120	Payroll Taxes	5,627.00	5,627.00	293.38	293.38	5,333.62	5.21 %
100-41-500130	Benefits	69,638.00	69,638.00	4,102.41	4,102.41	65,535.59	5.89 %
100-41-500140	TMRS	36,493.00	36,493.00	1,305.91	1,305.91	35,187.09	3.58 %
100-41-500150	Training & Travel	6,030.00	6,030.00	1,400.00	1,400.00	4,630.00	23.22 %
100-41-500161	Surety Bonds	130.00	130.00	0.00	0.00	130.00	0.00 %
100-41-500213	Uniforms	8,234.75	8,234.75	650.23	650.23	7,584.52	7.90 %
100-41-500220	Office Supplies	300.00	300.00	191.34	191.34	108.66	63.78 %
100-41-500261	Equipment Rental	9,179.20	9,179.20	1,902.96	1,902.96	7,276.24	20.73 %
100-41-500270	Street Supplies & Materials	175,207.67	175,207.67	19,385.07	19,385.07	155,822.60	11.06 %
100-41-500310	Fuel, Oil & Service	30,500.00	30,500.00	1,139.95	1,139.95	29,360.05	3.74 %
100-41-500311	Vehicle R & M	9,929.77	9,929.77	4,953.31	4,953.31	4,976.46	49.88 %
100-41-500320	Equipment R & M	23,482.00	23,482.00	4,136.84	4,136.84	19,345.16	17.62 %
100-41-500330	Building R & M	6,588.76	6,588.76	80.04	80.04	6,508.72	1.21 %
100-41-500331	Sign R & M	12,577.66	12,577.66	0.00	0.00	12,577.66	0.00 %
100-41-500332	Minor Tools	1,000.00	1,000.00	479.99	479.99	520.01	48.00 %
100-41-500404	Contract Services	37,632.40	37,632.40	5,084.54	5,084.54	32,547.86	13.51 %
100-41-500410	Software Maintenance	1,559.52	1,559.52	201.30	201.30	1,358.22	12.91 %
100-41-500605	Lease Payments	24,000.00	24,000.00	2,245.61	2,245.61	21,754.39	9.36 %
100-41-500670	Drainage Utility	12,900.00	12,900.00	1,853.17	1,853.17	11,046.83	14.37 %

Budget Report

For Fiscal: 2025-2026 Period Ending:

Item 1.

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-41-500710	Utilities	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
100-41-500711	Street Lights	62,700.00	62,700.00	0.00	0.00	62,700.00	0.00 %
100-41-500903	Clean-Up And Recycling	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
100-41-555602	Interest Expense	23,960.00	23,960.00	0.00	0.00	23,960.00	0.00 %
100-41-565601	Principal Payments	68,000.00	68,000.00	0.00	0.00	68,000.00	0.00 %
Dept: 41 - Public Works Total:		984,101.73	984,101.73	72,207.18	72,207.18	911,894.55	7.34%
Dept: 42 - Parks & Recreation							
100-42-500111	Overtime	0.00	0.00	-0.10	-0.10	0.10	0.00 %
100-42-500130	Benefits	0.00	0.00	899.36	899.36	-899.36	0.00 %
Dept: 42 - Parks & Recreation Total:		0.00	0.00	899.26	899.26	-899.26	0.00%
Expense Total:		6,253,708.49	6,253,708.49	498,446.93	498,446.93	5,755,261.56	7.97%
Fund: 100 - General Total:		6,253,708.49	6,253,708.49	498,446.93	498,446.93	5,755,261.56	7.97%
Report Total:		6,253,708.49	6,253,708.49	498,446.93	498,446.93	5,755,261.56	7.97%



**City Council Agenda
November 20, 2025**

Work Session Item

Agenda Description:

Review and discuss questions related to the budget report for Fiscal Year 2025. (Staff Resource: M. Freelen)

Background Information:

Financial Information:

City Contact and Recommendations:

Marcie Freelen, Finance Director

Attachments:

1. Budget Report for Fiscal Year 2025
2. Fiscal Year 2025 Comparison



City of Joshua, TX

Budget Report
Account Summary

Item 2.

For Fiscal: 2024-2025 Period Ending: 09/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 100 - General							
Revenue							
Dept: 80 - Property taxes							
100-80-400000	GF Property Tax	3,728,462.00	3,728,462.00	4,025.08	3,741,297.24	12,835.24	100.34 %
100-80-400100	GF Property Tax Penalty	15,000.00	15,000.00	853.38	17,382.62	2,382.62	115.88 %
100-80-400200	GF Property Tax Interest	10,000.00	10,000.00	741.27	13,343.53	3,343.53	133.44 %
100-80-400300	TIF Revenue	70,000.00	70,000.00	0.00	70,486.88	486.88	100.70 %
Dept: 80 - Property taxes Total:		3,823,462.00	3,823,462.00	5,619.73	3,842,510.27	19,048.27	100.50%
Dept: 81 - Sales taxes							
100-81-401000	City Sales Taxes	1,386,000.00	1,386,000.00	150,643.80	1,611,191.69	225,191.69	116.25 %
Dept: 81 - Sales taxes Total:		1,386,000.00	1,386,000.00	150,643.80	1,611,191.69	225,191.69	116.25%
Dept: 83 - Franchise taxes							
100-83-403000	Franchise Taxes	395,000.00	395,000.00	20,019.37	417,540.36	22,540.36	105.71 %
Dept: 83 - Franchise taxes Total:		395,000.00	395,000.00	20,019.37	417,540.36	22,540.36	105.71%
Dept: 84 - Mixed beverage taxes							
100-84-404000	Mixed Beverage Tax	20,000.00	20,000.00	1,517.98	19,112.14	-887.86	95.56 %
Dept: 84 - Mixed beverage taxes Total:		20,000.00	20,000.00	1,517.98	19,112.14	-887.86	95.56%
Dept: 85 - Emergency services district fees							
100-85-408000	ESD Contract Fee	689,224.00	344,612.00	0.00	344,611.98	-0.02	100.00 %
100-85-408001	ESD Staffing	26,280.00	13,140.00	0.00	13,140.00	0.00	100.00 %
Dept: 85 - Emergency services district fees Total:		715,504.00	357,752.00	0.00	357,751.98	-0.02	100.00%
Dept: 86 - Fines and fees							
100-86-410000	Permits & Fees	300,000.00	100,000.00	35,447.51	381,645.49	281,645.49	381.65 %
100-86-410100	Fines & Court Fees	200,000.00	200,000.00	7,893.23	147,427.93	-52,572.07	73.71 %
100-86-410500	Gas Well Fees	44,800.00	44,800.00	0.00	31,000.00	-13,800.00	69.20 %
100-86-410600	Development Fees	3,000.00	3,000.00	505.00	10,605.00	7,605.00	353.50 %
100-86-410820	Pet Adoption Fees	20,145.00	20,145.00	735.00	17,955.00	-2,190.00	89.13 %
100-86-410840	Credit Card Fees	0.00	0.00	18,029.10	18,029.10	18,029.10	0.00 %
100-86-410850	Local Truancy and Prevention Divers..	10,000.00	10,000.00	292.86	6,248.10	-3,751.90	62.48 %
100-86-410860	Municipal Jury Fund	300.00	300.00	5.88	121.06	-178.94	40.35 %
100-86-410870	Time Payment Reimbursement Fee	2,500.00	2,500.00	160.29	3,202.21	702.21	128.09 %
Dept: 86 - Fines and fees Total:		580,745.00	380,745.00	63,068.87	616,233.89	235,488.89	161.85%
Dept: 87 - Grants and contributions							
100-87-420400	Police Department Grants	2,891.00	2,891.00	0.00	2,045.57	-845.43	70.76 %
100-87-420500	ESD Grants	0.00	0.00	0.00	48,750.00	48,750.00	0.00 %
100-87-420700	ARPA Funds	120,160.00	120,160.00	129,450.18	129,450.18	9,290.18	107.73 %
100-87-420800	LEOSE/Continuing Education	1,500.00	1,500.00	0.00	3,456.35	1,956.35	230.42 %
Dept: 87 - Grants and contributions Total:		124,551.00	124,551.00	129,450.18	183,702.10	59,151.10	147.49%
Dept: 88 - Investment earnings							
100-88-460000	Interest Income	60,000.00	60,000.00	10,749.35	138,447.12	78,447.12	230.75 %
Dept: 88 - Investment earnings Total:		60,000.00	60,000.00	10,749.35	138,447.12	78,447.12	230.75%
Dept: 89 - Miscellaneous							
100-89-490100	Miscellaneous Revenue	37,520.00	44,035.00	6,303.48	44,547.29	512.29	101.16 %
Dept: 89 - Miscellaneous Total:		37,520.00	44,035.00	6,303.48	44,547.29	512.29	101.16%
Dept: 90 - Tranfers In							
100-90-491200	Transfer from Type A EDC	129,827.00	129,827.00	72,867.15	72,867.15	-56,959.85	56.13 %
100-90-491300	Transfer from Type B EDC	375,496.00	375,496.00	374,401.93	374,401.93	-1,094.07	99.71 %
Dept: 90 - Tranfers In Total:		505,323.00	505,323.00	447,269.08	447,269.08	-58,053.92	88.51%

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Dept: 96 - Proceeds							
100-96-492000	Proceeds from Disposal	0.00	0.00	-24,149.09	0.00	0.00	0.00 %
100-96-496000	Proceeds from Insurance Claims	0.00	61,010.00	11,166.34	98,741.60	37,731.60	161.84 %
	Dept: 96 - Proceeds Total:	0.00	61,010.00	-12,982.75	98,741.60	37,731.60	161.84%
	Revenue Total:	7,648,105.00	7,157,878.00	821,659.09	7,777,047.52	619,169.52	108.65%
	Fund: 100 - General Total:	7,648,105.00	7,157,878.00	821,659.09	7,777,047.52	619,169.52	108.65%
	Report Total:	7,648,105.00	7,157,878.00	821,659.09	7,777,047.52	619,169.52	108.65%



City of Joshua, TX

Budget Report Account Summary

For Fiscal: 2024-2025 Period Ending: 09/30/2025

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
Fund: 100 - General							
Expense							
Dept: 10 - Non-departmental							
100-10-500160	Dues & Subscriptions	2,938.00	2,938.00	0.00	2,902.00	36.00	98.77 %
100-10-500401	Legal Services	45,000.00	45,000.00	8,017.22	46,657.75	-1,657.75	103.68 %
100-10-500402	IT Services	70,320.00	70,320.00	0.00	71,927.68	-1,607.68	102.29 %
100-10-500420	Central Appraisal District	55,746.00	55,746.00	15,095.30	74,317.64	-18,571.64	133.31 %
100-10-500421	County Assessor - Collector	5,992.00	5,992.00	0.00	5,464.80	527.20	91.20 %
100-10-500550	Debt Service & Reports	3,450.00	3,450.00	0.00	3,450.00	0.00	100.00 %
100-10-500800	Events	6,483.00	6,483.00	0.00	8,150.20	-1,667.20	125.72 %
100-10-500801	Christmas Tree & Decor	2,000.00	2,000.00	0.00	7,257.36	-5,257.36	362.87 %
100-10-500840	380 Agreement Expenses	47,982.00	47,982.00	1,167.61	46,558.28	1,423.72	97.03 %
100-10-500865	TIF1 Expenses	110,000.00	110,000.00	0.00	107,237.07	2,762.93	97.49 %
100-10-500900	Library Operating Expense	21,300.00	21,300.00	1,775.00	21,300.00	0.00	100.00 %
100-10-500902	Cle-Tran	6,802.00	6,802.00	0.00	7,142.56	-340.56	105.01 %
100-10-500940	Liability Insurance	48,973.00	48,973.00	126.00	60,232.00	-11,259.00	122.99 %
100-10-500941	Property Insurance	54,493.00	54,493.00	1,244.00	73,217.00	-18,724.00	134.36 %
100-10-500943	Technology Replacements	0.00	0.00	0.00	1,042.00	-1,042.00	0.00 %
100-10-560000	Capital Outlay	120,160.00	120,160.00	4,750.00	113,472.30	6,687.70	94.43 %
100-10-597700	Transfer To Capital Improvement	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00 %
Dept: 10 - Non-departmental Total:		651,639.00	651,639.00	32,175.13	650,328.64	1,310.36	99.80%
Dept: 11 - City Manager							
100-11-500110	Salaries	422,391.00	456,651.00	59,427.33	382,645.53	74,005.47	83.79 %
100-11-500112	Worker's Comp	947.00	997.00	0.00	1,077.00	-80.00	108.02 %
100-11-500117	Longevity Pay	2,056.00	2,056.00	0.00	1,776.00	280.00	86.38 %
100-11-500120	Payroll Taxes	6,505.00	7,118.00	870.09	5,809.41	1,308.59	81.62 %
100-11-500130	Benefits	25,681.00	29,216.00	1,872.82	31,171.50	-1,955.50	106.69 %
100-11-500140	TMRS	26,698.00	28,863.00	3,918.35	25,215.50	3,647.50	87.36 %
100-11-500150	Training & Travel	5,951.00	5,951.00	10.83	3,821.48	2,129.52	64.22 %
100-11-500160	Dues & Subscriptions	2,467.00	2,467.00	11.98	2,571.63	-104.63	104.24 %
100-11-500161	Surety Bonds	390.00	390.00	0.00	180.00	210.00	46.15 %
100-11-500213	Uniforms	300.00	300.00	0.00	24.00	276.00	8.00 %
100-11-500220	Office Supplies	4,000.00	4,000.00	196.77	2,263.42	1,736.58	56.59 %
100-11-500221	Printing	1,438.00	1,438.00	0.00	743.00	695.00	51.67 %
100-11-500222	Postage	1,500.00	1,500.00	0.74	54.20	1,445.80	3.61 %
100-11-500250	Office Equipment & Furniture	912.00	912.00	0.00	656.96	255.04	72.04 %
100-11-500310	Fuel, Oil & Service	1,600.00	1,600.00	130.94	1,427.67	172.33	89.23 %
100-11-500311	Vehicle R & M	72.00	72.00	70.17	1,279.19	-1,207.19	1,776.65 %
100-11-500330	Building R & M	21,440.00	21,440.00	452.81	21,110.86	329.14	98.46 %
100-11-500350	Office Equipment R & M	3,388.00	3,388.00	265.99	2,813.88	574.12	83.05 %
100-11-500404	Contract Services	5,347.00	5,347.00	3,951.56	8,918.72	-3,571.72	166.80 %
100-11-500410	Software Maintenance	8,328.00	8,328.00	87.94	7,679.36	648.64	92.21 %
100-11-500605	Lease Payments	15,569.00	15,569.00	1,221.57	14,156.43	1,412.57	90.93 %
100-11-500710	Utilities	19,199.00	19,199.00	2,895.94	17,997.49	1,201.51	93.74 %
100-11-500750	Mobile Technology	1,394.00	1,394.00	306.82	1,625.78	-231.78	116.63 %
100-11-500909	Miscellaneous	160.00	160.00	39.48	266.17	-106.17	166.36 %
Dept: 11 - City Manager Total:		577,733.00	618,356.00	75,732.13	535,285.18	83,070.82	86.57%
Dept: 12 - City Secretary							
100-12-500110	Salaries	132,976.00	136,770.00	18,323.18	134,294.72	2,475.28	98.19 %
100-12-500112	Worker's Comp	297.00	297.00	0.00	466.00	-169.00	156.90 %
100-12-500117	Longevity Pay	192.00	192.00	0.00	464.00	-272.00	241.67 %
100-12-500120	Payroll Taxes	2,087.00	2,143.00	258.65	1,965.38	177.62	91.71 %

Budget Report

For Fiscal: 2024-2025 Period Ending

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-12-500130	Benefits	8,831.00	8,831.00	-10,454.81	-2,820.22	11,651.22	-31.94 %
100-12-500140	TMRS	8,376.00	8,618.00	1,169.34	8,492.12	125.88	98.54 %
100-12-500150	Training & Travel	4,600.00	6,000.00	895.67	5,014.94	985.06	83.58 %
100-12-500160	Dues & Subscriptions	510.00	510.00	0.00	420.00	90.00	82.35 %
100-12-500161	Surety Bonds	0.00	0.00	0.00	130.00	-130.00	0.00 %
100-12-500213	Uniforms	1,118.00	1,118.00	0.00	222.78	895.22	19.93 %
100-12-500218	Events & Awards	1,780.00	1,780.00	909.66	1,298.90	481.10	72.97 %
100-12-500220	Office Supplies	1,150.00	1,150.00	21.53	900.29	249.71	78.29 %
100-12-500222	Postage	500.00	500.00	3.38	521.96	-21.96	104.39 %
100-12-500240	Election Expenses	5,100.00	2,000.00	0.00	121.88	1,878.12	6.09 %
100-12-500250	Office Equipment & Furniture	2,000.00	3,700.00	650.07	2,971.53	728.47	80.31 %
100-12-500402	IT Services	0.00	0.00	59.97	138.97	-138.97	0.00 %
100-12-500403	Ordinance Codification	7,200.00	7,200.00	0.00	375.00	6,825.00	5.21 %
100-12-500404	Contract Services	1,195.00	1,195.00	183.30	1,937.10	-742.10	162.10 %
100-12-500410	Software Maintenance	20,888.00	20,888.00	47.98	14,279.18	6,608.82	68.36 %
100-12-500750	Mobile Technology	504.00	504.00	80.44	442.51	61.49	87.80 %
100-12-500800	Events	4,500.00	4,500.00	0.00	1,478.17	3,021.83	32.85 %
100-12-500905	City Newsletter	1,599.00	1,599.00	0.00	993.99	605.01	62.16 %
100-12-500909	Miscellaneous	1,000.00	1,000.00	279.22	500.70	499.30	50.07 %
100-12-500931	Publishing & Filing Fees	9,200.00	9,200.00	2,388.19	4,763.22	4,436.78	51.77 %
100-12-500946	Records Retention	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
Dept: 12 - City Secretary Total:		216,603.00	220,695.00	14,815.77	179,373.12	41,321.88	81.28 %
Dept: 13 - Human Resources							
100-13-500110	Salaries	102,325.00	105,365.00	14,519.94	105,764.32	-399.32	100.38 %
100-13-500112	Worker's Comp	229.00	229.00	0.00	349.00	-120.00	152.40 %
100-13-500117	Longevity Pay	192.00	192.00	0.00	192.00	0.00	100.00 %
100-13-500120	Payroll Taxes	1,603.00	1,647.00	201.18	1,538.18	108.82	93.39 %
100-13-500130	Benefits	8,863.00	8,863.00	634.80	8,336.20	526.80	94.06 %
100-13-500140	TMRS	6,448.00	6,642.00	926.57	6,677.68	-35.68	100.54 %
100-13-500150	Training & Travel	4,024.00	4,024.00	0.00	45.00	3,979.00	1.12 %
100-13-500151	Tuition Reimbursement	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
100-13-500160	Dues & Subscriptions	739.00	739.00	299.00	1,169.95	-430.95	158.32 %
100-13-500161	Surety Bonds	0.00	0.00	0.00	130.00	-130.00	0.00 %
100-13-500190	Employee Morale	1,900.00	1,900.00	75.04	375.54	1,524.46	19.77 %
100-13-500212	Reference Materials	790.00	790.00	0.00	790.52	-0.52	100.07 %
100-13-500213	Uniforms	150.00	150.00	0.00	0.00	150.00	0.00 %
100-13-500220	Office Supplies	503.00	503.00	0.00	440.68	62.32	87.61 %
100-13-500222	Postage	150.00	150.00	21.54	134.37	15.63	89.58 %
100-13-500250	Office Equipment & Furniture	2,205.00	2,205.00	0.00	357.41	1,847.59	16.21 %
100-13-500403	Legal Services	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00 %
100-13-500404	Contract Services	11,362.00	11,362.00	580.72	6,804.45	4,557.55	59.89 %
100-13-500410	Software Maintenance	17,262.00	17,262.00	47.98	18,436.02	-1,174.02	106.80 %
100-13-500909	Miscellaneous	1,081.00	1,081.00	0.00	482.11	598.89	44.60 %
100-13-500930	Advertising	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00 %
Dept: 13 - Human Resources Total:		175,826.00	179,104.00	17,306.77	152,023.43	27,080.57	84.88 %
Dept: 14 - Finance							
100-14-500110	Salaries	176,141.00	181,383.00	24,941.16	182,477.77	-1,094.77	100.60 %
100-14-500111	Overtime	1,000.00	1,000.00	0.00	203.91	796.09	20.39 %
100-14-500112	Worker's Comp	396.00	396.00	0.00	512.00	-116.00	129.29 %
100-14-500117	Longevity Pay	1,576.00	1,576.00	0.00	1,576.00	0.00	100.00 %
100-14-500120	Payroll Taxes	2,825.00	2,901.00	331.72	2,582.66	318.34	89.03 %
100-14-500130	Benefits	23,113.00	23,113.00	1,655.46	21,249.23	1,863.77	91.94 %
100-14-500140	TMRS	11,241.00	11,575.00	1,591.71	11,608.55	-33.55	100.29 %
100-14-500150	Training & Travel	300.00	300.00	150.00	425.00	-125.00	141.67 %
100-14-500160	Dues & Subscriptions	80.00	80.00	250.00	250.00	-170.00	312.50 %
100-14-500161	Surety Bonds	260.00	260.00	0.00	260.00	0.00	100.00 %
100-14-500213	Uniforms	300.00	300.00	0.00	0.00	300.00	0.00 %
100-14-500220	Office Supplies	1,031.00	1,031.00	33.79	589.53	441.47	57.18 %

Budget Report

For Fiscal: 2024-2025 Period Ending

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-14-500221	Printing	2,640.00	2,640.00	469.43	1,024.68	1,615.32	38.81 %
100-14-500222	Postage	1,000.00	1,000.00	97.68	935.91	64.09	93.59 %
100-14-500250	Office Equipment & Furniture	1,050.00	1,050.00	0.00	37.99	1,012.01	3.62 %
100-14-500405	Accounting & Audit	40,000.00	40,000.00	0.00	36,150.00	3,850.00	90.38 %
100-14-500410	Software Maintenance	42,328.00	42,328.00	87.94	43,023.70	-695.70	101.64 %
100-14-500909	Miscellaneous	2,500.00	2,500.00	151.75	2,078.50	421.50	83.14 %
Dept: 14 - Finance Total:		307,781.00	313,433.00	29,760.64	304,985.43	8,447.57	97.30%
Dept: 15 - Municipal Court							
100-15-500110	Salaries	61,287.00	63,087.00	8,613.00	63,609.55	-522.55	100.83 %
100-15-500111	Overtime	600.00	600.00	0.00	235.98	364.02	39.33 %
100-15-500112	Worker's Comp	140.00	140.00	0.00	155.00	-15.00	110.71 %
100-15-500117	Longevity Pay	1,440.00	1,440.00	0.00	1,440.00	0.00	100.00 %
100-15-500120	Payroll Taxes	1,035.00	1,061.00	122.96	995.51	65.49	93.83 %
100-15-500130	Benefits	8,411.00	8,411.00	611.16	7,867.52	543.48	93.54 %
100-15-500140	TMRS	3,983.00	4,097.00	549.51	4,109.46	-12.46	100.30 %
100-15-500150	Training & Travel	1,884.00	1,884.00	431.00	1,405.66	478.34	74.61 %
100-15-500160	Dues & Subscriptions	0.00	0.00	0.00	75.00	-75.00	0.00 %
100-15-500161	Surety Bonds	130.00	130.00	0.00	260.00	-130.00	200.00 %
100-15-500213	Uniforms	300.00	300.00	0.00	106.56	193.44	35.52 %
100-15-500220	Office Supplies	200.00	200.00	0.00	53.47	146.53	26.74 %
100-15-500221	Printing	2,933.00	2,933.00	0.00	489.70	2,443.30	16.70 %
100-15-500222	Postage	1,000.00	1,000.00	52.38	695.50	304.50	69.55 %
100-15-500350	Office Equipment R & M	350.00	350.00	0.00	0.00	350.00	0.00 %
100-15-500401	Legal Services	6,000.00	6,000.00	1,000.00	5,500.00	500.00	91.67 %
100-15-500404	Contract Services	24,917.00	24,917.00	4,076.44	24,917.28	-0.28	100.00 %
100-15-500410	Software Maintenance	304.00	304.00	0.00	303.96	0.04	99.99 %
100-15-500411	Warrant Entry Fees	2,000.00	2,000.00	444.00	2,382.00	-382.00	119.10 %
100-15-500414	Credit Card Processing	0.00	12,000.00	8,047.63	8,047.63	3,952.37	67.06 %
100-15-500910	Warrant Entry Fees	1,400.00	1,400.00	69.94	489.58	910.42	34.97 %
Dept: 15 - Municipal Court Total:		118,314.00	132,254.00	24,018.02	123,139.36	9,114.64	93.11%
Dept: 21 - Development Services							
100-21-500110	Salaries	255,160.00	237,622.00	24,467.50	210,511.80	27,110.20	88.59 %
100-21-500111	Overtime	750.00	750.00	66.29	318.17	431.83	42.42 %
100-21-500112	Worker's Comp	1,087.00	1,037.00	0.00	1,392.00	-355.00	134.23 %
100-21-500117	Longevity Pay	1,272.00	1,272.00	0.00	1,088.00	184.00	85.53 %
100-21-500120	Payroll Taxes	4,197.00	3,826.00	334.91	3,268.42	557.58	85.43 %
100-21-500130	Benefits	30,316.00	26,781.00	1,165.22	22,158.69	4,622.31	82.74 %
100-21-500140	TMRS	16,177.00	15,078.00	1,567.47	13,447.82	1,630.18	89.19 %
100-21-500150	Training & Travel	5,210.00	5,210.00	393.34	6,179.37	-969.37	118.61 %
100-21-500160	Dues & Subscriptions	162.00	162.00	0.00	1,200.00	-1,038.00	740.74 %
100-21-500161	Surety Bonds	390.00	390.00	0.00	260.00	130.00	66.67 %
100-21-500213	Uniforms	570.00	570.00	0.00	476.99	93.01	83.68 %
100-21-500220	Office Supplies	1,500.00	1,500.00	0.00	664.91	835.09	44.33 %
100-21-500221	Printing	2,000.00	2,000.00	0.00	1,116.57	883.43	55.83 %
100-21-500222	Postage	1,500.00	1,500.00	225.76	864.14	635.86	57.61 %
100-21-500250	Office Equipment & Furniture	500.00	500.00	0.00	215.87	284.13	43.17 %
100-21-500310	Fuel, Oil & Service	1,000.00	1,000.00	112.46	920.76	79.24	92.08 %
100-21-500311	Vehicle R & M	554.00	554.00	145.89	1,711.96	-1,157.96	309.02 %
100-21-500403	Permits Software	9,107.00	9,107.00	0.00	9,106.83	0.17	100.00 %
100-21-500404	Contract Services	8,725.00	8,725.00	1,432.37	5,918.44	2,806.56	67.83 %
100-21-500406	Nuisance Abatement	3,000.00	3,000.00	1,050.00	8,780.00	-5,780.00	292.67 %
100-21-500410	Software Maintenance	2,240.00	2,240.00	119.92	2,512.82	-272.82	112.18 %
100-21-500414	Credit Card Processing	0.00	0.00	8,718.26	8,718.26	-8,718.26	0.00 %
100-21-500605	Lease Payments	16,829.00	16,829.00	1,281.84	15,382.08	1,446.92	91.40 %
100-21-500710	Utilities	1,019.00	1,019.00	126.78	716.57	302.43	70.32 %
100-21-500750	Mobile Technology	483.00	483.00	156.42	822.41	-339.41	170.27 %
100-21-500932	Engineering Services	40,000.00	40,000.00	2,956.50	12,436.24	27,563.76	31.09 %
100-21-500933	Planning Services	5,000.00	5,000.00	0.00	307.50	4,692.50	6.15 %

Budget Report

For Fiscal: 2024-2025 Period Ending:

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-21-500934	Gas Well Inspection Services	38,000.00	38,000.00	0.00	24,000.00	14,000.00	63.16 %
Dept: 21 - Development Services Total:		446,748.00	424,155.00	44,320.93	354,496.62	69,658.38	83.58 %
Dept: 31 - Police							
100-31-500110	Salaries	1,402,966.00	1,439,692.00	174,906.45	1,250,011.21	189,680.79	86.82 %
100-31-500111	Overtime	27,500.00	27,500.00	427.74	32,997.37	-5,497.37	119.99 %
100-31-500112	Worker's Comp	34,678.00	34,678.00	0.00	35,616.00	-938.00	102.70 %
100-31-500117	Longevity Pay	8,088.00	8,088.00	0.00	6,896.00	1,192.00	85.26 %
100-31-500120	Payroll Taxes	23,082.00	23,614.00	2,531.84	19,255.96	4,358.04	81.54 %
100-31-500130	Benefits	172,383.00	172,383.00	11,488.12	145,179.35	27,203.65	84.22 %
100-31-500140	TMRS	90,485.00	92,829.00	11,379.73	81,487.58	11,341.42	87.78 %
100-31-500150	Training & Travel	6,600.00	6,600.00	0.00	8,635.09	-2,035.09	130.83 %
100-31-500152	LEOSE Training	12,000.00	12,000.00	3,917.36	13,033.42	-1,033.42	108.61 %
100-31-500160	Dues & Memberships	1,268.00	1,268.00	318.00	2,071.96	-803.96	163.40 %
100-31-500161	Surety Bonds	130.00	130.00	0.00	130.00	0.00	100.00 %
100-31-500179	Citizens Police Academy	1,000.00	1,000.00	0.00	1,076.47	-76.47	107.65 %
100-31-500213	Uniforms	5,500.00	5,500.00	537.92	5,294.84	205.16	96.27 %
100-31-500215	Law Enforcement Supplies	6,500.00	6,500.00	1,139.37	6,541.12	-41.12	100.63 %
100-31-500217	Investigations	3,700.00	3,700.00	600.00	3,615.83	84.17	97.73 %
100-31-500218	Awards	520.00	520.00	0.00	437.98	82.02	84.23 %
100-31-500219	Public Relations	500.00	500.00	0.00	173.75	326.25	34.75 %
100-31-500220	Office Supplies	3,500.00	3,500.00	19.97	2,791.70	708.30	79.76 %
100-31-500222	Postage	750.00	750.00	32.08	495.30	254.70	66.04 %
100-31-500250	Office Equipment & Furniture	181.00	181.00	0.00	167.97	13.03	92.80 %
100-31-500260	Vests & Safety Equipment	10,000.00	32,538.00	1,630.23	27,589.29	4,948.71	84.79 %
100-31-500310	Fuel, Oil & Service	55,000.00	45,555.00	2,604.93	24,999.66	20,555.34	54.88 %
100-31-500311	Vehicle R & M	26,384.00	38,034.00	3,330.37	15,231.14	22,802.86	40.05 %
100-31-500320	Equipment R & M	1,500.00	1,500.00	0.00	144.41	1,355.59	9.63 %
100-31-500330	Building R & M	9,698.00	9,698.00	549.00	9,161.62	536.38	94.47 %
100-31-500404	Contract Services	53,628.00	53,628.00	513.41	58,030.65	-4,402.65	108.21 %
100-31-500408	Reporting System	44,752.00	44,752.00	1,796.07	30,474.94	14,277.06	68.10 %
100-31-500410	Software Maintenance	4,099.00	4,099.00	89.94	4,130.88	-31.88	100.78 %
100-31-500605	Lease Payments	114,994.00	114,994.00	10,407.28	95,908.10	19,085.90	83.40 %
100-31-500710	Utilities	14,881.00	14,881.00	1,956.61	12,371.38	2,509.62	83.14 %
100-31-500750	Mobile Technology	10,000.00	10,000.00	781.22	9,274.50	725.50	92.75 %
100-31-560000	Capital Outlay	0.00	12,436.00	21,363.00	33,799.12	-21,363.12	271.78 %
Dept: 31 - Police Total:		2,146,267.00	2,223,048.00	252,320.64	1,937,024.59	286,023.41	87.13 %
Dept: 32 - Animal Services							
100-32-500110	Salaries	160,320.00	165,072.00	22,328.07	145,607.98	19,464.02	88.21 %
100-32-500111	Overtime	2,400.00	2,400.00	218.85	1,155.15	1,244.85	48.13 %
100-32-500112	Worker's Comp	5,585.00	5,585.00	0.00	7,709.00	-2,124.00	138.03 %
100-32-500117	Longevity Pay	600.00	600.00	0.00	328.00	272.00	54.67 %
100-32-500120	Payroll Taxes	2,801.00	2,869.00	326.67	2,419.70	449.30	84.34 %
100-32-500130	Benefits	17,031.00	17,031.00	1,198.81	16,737.88	293.12	98.28 %
100-32-500140	TMRS	10,122.00	10,426.00	1,439.38	9,415.20	1,010.80	90.31 %
100-32-500150	Training & Travel	2,650.00	2,650.00	667.00	1,605.88	1,044.12	60.60 %
100-32-500160	Dues & Subscriptions	200.00	0.00	0.00	0.00	0.00	0.00 %
100-32-500161	Surety Bonds	520.00	520.00	0.00	440.00	80.00	84.62 %
100-32-500213	Uniforms	1,380.00	1,380.00	36.00	299.79	1,080.21	21.72 %
100-32-500220	Office Supplies	500.00	700.00	-7.99	866.95	-166.95	123.85 %
100-32-500222	Postage	1,200.00	1,200.00	87.98	460.18	739.82	38.35 %
100-32-500250	Office Equip & Furniture	1,000.00	1,000.00	0.00	69.99	930.01	7.00 %
100-32-500262	Miscellaneous Shelter Equipment	5,409.00	7,409.00	359.69	6,637.30	771.70	89.58 %
100-32-500280	Micro Chips	4,140.00	2,140.00	453.75	2,498.45	-358.45	116.75 %
100-32-500282	Medical Supplies	6,940.00	6,940.00	2,998.52	6,482.47	457.53	93.41 %
100-32-500283	Staff Immunizations	4,004.00	5,488.00	0.00	1,484.00	4,004.00	27.04 %
100-32-500284	Rabies Vouchers	1,000.00	1,000.00	10.00	255.00	745.00	25.50 %
100-32-500298	Animal Food	5,674.00	5,674.00	371.44	4,909.04	764.96	86.52 %
100-32-500310	Fuel, Oil & Service	2,162.00	2,162.00	165.40	1,753.59	408.41	81.11 %

Budget Report

For Fiscal: 2024-2025 Period Ending:

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		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-32-500311	Vehicle R & M	1,180.00	4,067.00	100.92	2,022.76	2,044.24	49.74 %
100-32-500330	Building R & M	5,972.00	5,972.00	227.75	4,294.41	1,677.59	71.91 %
100-32-500404	Contract Services	16,924.00	16,924.00	386.36	5,745.18	11,178.82	33.95 %
100-32-500408	Professional Services	4,000.00	4,000.00	0.00	1,696.53	2,303.47	42.41 %
100-32-500410	Software Maintenance	1,240.00	1,240.00	0.00	1,059.84	180.16	85.47 %
100-32-500414	Credit Card Processing	1,000.00	1,000.00	62.71	625.16	374.84	62.52 %
100-32-500605	Lease Payments	14,725.00	14,725.00	1,144.81	13,737.72	987.28	93.30 %
100-32-500710	Utilities	13,804.00	13,804.00	2,201.44	13,068.86	735.14	94.67 %
100-32-500750	Mobile Technology	2,333.00	2,333.00	463.24	2,487.22	-154.22	106.61 %
100-32-500800	Events	2,085.00	2,085.00	172.40	535.90	1,549.10	25.70 %
Dept: 32 - Animal Services Total:		298,901.00	308,396.00	35,413.20	256,409.13	51,986.87	83.14%
Dept: 33 - Fire							
100-33-500110	Salaries	692,239.00	390,444.00	0.00	352,293.87	38,150.13	90.23 %
100-33-500111	Overtime	25,000.00	25,000.00	0.00	17,556.60	7,443.40	70.23 %
100-33-500112	Worker's Comp	18,704.00	10,932.00	0.00	31,394.00	-20,462.00	287.18 %
100-33-500117	Longevity Pay	2,436.00	2,436.00	0.00	1,728.00	708.00	70.94 %
100-33-500120	Payroll Taxes	12,103.00	7,333.00	0.00	5,989.90	1,343.10	81.68 %
100-33-500130	Benefits	89,325.00	49,328.00	-35.85	38,520.85	10,807.15	78.09 %
100-33-500140	TMRS	45,268.00	26,286.00	0.00	21,330.10	4,955.90	81.15 %
100-33-500150	Training & Travel	7,468.00	7,468.00	0.00	3,986.29	3,481.71	53.38 %
100-33-500160	Dues & Subscriptions	4,622.00	4,622.00	0.00	4,792.87	-170.87	103.70 %
100-33-500161	Surety Bonds	130.00	130.00	0.00	130.00	0.00	100.00 %
100-33-500180	Incentive	19,000.00	14,288.00	0.00	14,288.00	0.00	100.00 %
100-33-500181	Testing & Recruitment	6,425.00	6,425.00	0.00	200.00	6,225.00	3.11 %
100-33-500182	Insurance (VFIS)	3,229.00	3,229.00	0.00	3,229.00	0.00	100.00 %
100-33-500213	Uniforms	4,753.00	4,753.00	1,425.00	2,326.26	2,426.74	48.94 %
100-33-500215	Law Enforcement Supplies	150.00	150.00	0.00	0.00	150.00	0.00 %
100-33-500217	Investigations	250.00	250.00	0.00	0.00	250.00	0.00 %
100-33-500220	Office Supplies	1,917.00	1,917.00	0.00	278.21	1,638.79	14.51 %
100-33-500222	Postage	100.00	100.00	0.00	266.65	-166.65	266.65 %
100-33-500250	Office Equipment & Furniture	3,820.00	3,820.00	0.00	2,946.92	873.08	77.14 %
100-33-500262	Equipment	5,000.00	5,000.00	0.00	570.34	4,429.66	11.41 %
100-33-500264	Radios & Mics	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
100-33-500290	Fire Fighting Supplies	5,203.00	5,203.00	0.00	203.19	4,999.81	3.91 %
100-33-500291	EMS Supplies	2,500.00	2,500.00	0.00	738.28	1,761.72	29.53 %
100-33-500293	Personal Protective Equipment	4,700.00	4,700.00	0.00	0.00	4,700.00	0.00 %
100-33-500296	Fire Prevention Program	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
100-33-500310	Fuel, Oil & Service	16,560.00	31,298.00	0.00	6,306.84	24,991.16	20.15 %
100-33-500311	Vehicle R & M	26,713.00	26,713.00	580.50	54,744.71	-28,031.71	204.94 %
100-33-500320	Equipment R & M	8,950.00	9,335.00	2,591.00	8,080.32	1,254.68	86.56 %
100-33-500330	Building R & M	14,650.00	14,650.00	7,388.69	43,346.54	-28,696.54	295.88 %
100-33-500350	Office Equipment R & M	0.00	0.00	0.00	750.00	-750.00	0.00 %
100-33-500404	Contract Services	21,813.00	21,813.00	4,499.46	14,840.85	6,972.15	68.04 %
100-33-500410	Software Maintenance	6,911.00	6,911.00	153.94	4,638.72	2,272.28	67.12 %
100-33-500605	Lease Payments	9,584.00	9,584.00	0.00	4,670.94	4,913.06	48.74 %
100-33-500710	Utilities	37,427.00	37,427.00	6,679.55	35,713.28	1,713.72	95.42 %
100-33-500750	Mobile Technology	7,327.00	7,327.00	80.44	866.68	6,460.32	11.83 %
100-33-500908	Emergency Management	23,936.00	23,936.00	372.05	14,932.52	9,003.48	62.39 %
100-33-500909	Miscellaneous	300.00	300.00	0.00	55.96	244.04	18.65 %
Dept: 33 - Fire Total:		1,131,513.00	768,608.00	23,734.78	691,716.69	76,891.31	90.00%
Dept: 41 - Public Works							
100-41-500110	Salaries	323,302.00	332,046.00	38,940.11	310,802.41	21,243.59	93.60 %
100-41-500111	Overtime	10,000.00	10,000.00	0.00	9,258.68	741.32	92.59 %
100-41-500112	Worker's Comp	12,827.00	12,827.00	0.00	12,882.00	-55.00	100.43 %
100-41-500117	Longevity Pay	2,384.00	2,384.00	0.00	2,344.00	40.00	98.32 %
100-41-500120	Payroll Taxes	5,569.00	5,696.00	550.88	5,044.05	651.95	88.55 %
100-41-500130	Benefits	56,087.00	56,087.00	3,212.44	46,619.04	9,467.96	83.12 %
100-41-500140	TMRS	21,115.00	21,673.00	2,484.44	20,287.52	1,385.48	93.61 %

Budget Report

For Fiscal: 2024-2025 Period Ending Item 2. 5

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100-41-500150	Training & Travel	2,520.00	2,520.00	0.00	5,548.00	-3,028.00	220.16 %
100-41-500161	Surety Bonds	0.00	0.00	0.00	130.00	-130.00	0.00 %
100-41-500213	Uniforms	8,235.00	8,235.00	1,127.71	6,855.83	1,379.17	83.25 %
100-41-500220	Office Supplies	300.00	300.00	159.71	598.28	-298.28	199.43 %
100-41-500261	Equipment Rental	6,912.00	7,761.00	0.00	5,922.20	1,838.80	76.31 %
100-41-500270	Street Supplies & Materials	140,716.00	140,716.00	5,077.02	106,341.41	34,374.59	75.57 %
100-41-500310	Fuel, Oil & Service	30,500.00	30,500.00	3,035.97	25,699.89	4,800.11	84.26 %
100-41-500311	Vehicle R & M	9,798.00	9,798.00	351.73	10,057.36	-259.36	102.65 %
100-41-500320	Equipment R & M	19,450.00	27,762.00	4,125.96	46,876.85	-19,114.85	168.85 %
100-41-500330	Building R & M	6,433.00	6,433.00	264.76	7,582.55	-1,149.55	117.87 %
100-41-500331	Sign R & M	5,583.00	5,583.00	670.00	10,448.71	-4,865.71	187.15 %
100-41-500332	Minor Tools	1,000.00	1,000.00	1,099.00	2,122.93	-1,122.93	212.29 %
100-41-500404	Contract Services	49,704.00	49,704.00	16,103.54	65,343.38	-15,639.38	131.47 %
100-41-500410	Software Maintenance	1,232.00	1,232.00	59.96	2,110.51	-878.51	171.31 %
100-41-500605	Lease Payments	31,236.00	31,236.00	2,245.61	26,947.32	4,288.68	86.27 %
100-41-500670	Drainage Utility	9,695.00	9,695.00	0.00	11,824.15	-2,129.15	121.96 %
100-41-500710	Utilities	4,000.00	4,000.00	609.73	4,746.21	-746.21	118.66 %
100-41-500711	Street Lights	62,700.00	62,700.00	10,389.85	62,449.74	250.26	99.60 %
100-41-500903	Clean-Up And Recycling	5,000.00	5,000.00	0.00	4,899.01	100.99	97.98 %
100-41-500999	City Cleanups	0.00	0.00	0.00	84.79	-84.79	0.00 %
Dept: 41 - Public Works Total:		826,298.00	844,888.00	90,508.42	813,826.82	31,061.18	96.32%
Dept: 42 - Parks & Recreation							
100-42-500110	Salaries	165,847.00	169,778.00	17,880.49	146,342.30	23,435.70	86.20 %
100-42-500111	Overtime	10,000.00	10,000.00	903.09	7,630.69	2,369.31	76.31 %
100-42-500112	Worker's Comp	3,093.00	3,093.00	0.00	4,137.00	-1,044.00	133.75 %
100-42-500117	Longevity Pay	416.00	416.00	0.00	320.00	96.00	76.92 %
100-42-500120	Payroll Taxes	3,024.00	3,081.00	280.64	2,530.56	550.44	82.13 %
100-42-500130	Benefits	28,792.00	28,792.00	1,361.86	22,077.51	6,714.49	76.68 %
100-42-500140	TMRS	11,087.00	11,338.00	1,144.87	8,933.39	2,404.61	78.79 %
100-42-500404	Contract Services	3,859.00	3,859.00	89.52	3,771.19	87.81	97.72 %
100-42-500605	Lease Payments	23,592.00	23,592.00	1,696.33	20,355.96	3,236.04	86.28 %
Dept: 42 - Parks & Recreation Total:		249,710.00	253,949.00	23,356.80	216,098.60	37,850.40	85.10%
Expense Total:		7,147,333.00	6,938,525.00	663,463.23	6,214,707.61	723,817.39	89.57%
Fund: 100 - General Total:		7,147,333.00	6,938,525.00	663,463.23	6,214,707.61	723,817.39	89.57%
Report Total:		7,147,333.00	6,938,525.00	663,463.23	6,214,707.61	723,817.39	89.57%

GENERAL FUND



	2022-2023 Audited	2023-2024 Audited	2024-2025 Unaudited	2024-2025 Estimated Actuals	2025-2026 Budget
Beginning Fund Balance	\$ 6,791,068	\$ 1,453,251	\$ 2,039,443	\$ 2,039,443	\$ 2,790,311
Tax Revenue					
100-80-400000 GF Property Tax	2,972,345	3,412,758	3,741,297	3,749,000	3,861,467
100-80-400100 GF Property Tax Penalty	16,090	19,003	17,383	15,500	15,000
100-80-400200 GF Property Tax Interest	6,706	14,389	13,344	12,000	10,000
100-81-401000 City Sales Taxes	1,405,423	1,362,427	1,611,192	1,400,000	1,400,000
100-84-404000 Mixed Beverage Tax	21,187	19,891	19,112	19,000	20,000
100-83-403000 Franchise Taxes	403,599	416,835	417,540	395,000	395,000
100-80-400300 TIF Revenue	62,674	68,032	70,487	70,000	-
Total Tax Revenue	4,888,023	5,313,334	5,890,354	5,660,500	5,701,467
Charges for Services					
100-85-408000 ESD Contract Fee	190,237	447,436	344,612	344,612	-
100-85-408001 ESD Staffing	7,939	24,820	13,140	13,140	-
100-85-408002 ESD Incentive	2,738	-	-	-	-
100-85-408003 ESD Fuel Stipend	3,120	-	-	-	-
100-85-408004 ESD Personnel Stipend	1,560	-	-	-	-
100-86-410800 Trash Collection Service Charges	88,172	-	-	-	-
Total Charges for Services	293,766	472,256	357,752	357,752	-
Fees					
100-86-410000 Permits/Fees	353,044	325,292	381,645	200,000	200,000
100-86-410200 Rabies Vouchers	1,375	225	-	-	-
100-86-410500 Gas Well Fees	33,800	45,063	31,000	31,000	28,000
100-86-410600 Development Fees/Reimbursements	65,695	6,797	10,605	3,000	3,000
100-86-410809 Utility Admin Fees	5,702	-	-	-	-
100-86-410820 Pet Adoption Fees	10,461	14,500	17,955	20,145	20,145
100-86-410830 Pet Microchip Fees	3,814	3,320	-	-	-
100-86-410840 Credit Card Fees	1,289	14,922	18,029	-	-
Total Fees	475,180	410,118	459,235	254,145	251,145
Donations					
100-87-420300 General Fund Donations	3,987	-	-	-	-
Total Donations	3,987	-	-	-	-
Intergovernmental Revenue					
100-87-420400 Police Department Grants	19,994	14,976	2,046	2,046	20,000
100-87-420401 FD Grants	152,183	152,183	-	-	-
100-87-420500 ESD Grant	195,000	195,000	48,750	-	-
100-87-420800 LEOSE/Continuing Education	1,197	3,266	3,456	3,456	1,500
100-87-420700 ARPA Funding	874,256	232,666	129,450	130,000	20,000
Total Intergov't Revenue	\$ 1,242,630	\$ 598,091	\$ 183,702	\$ 135,502	\$ 41,500
Fines & Forfeitures					
100-86-410100 Fines/Court Fees	\$ 206,885	\$ 276,819	\$ 147,428	\$ 170,000	\$ 170,000
100-86-410850 Local Truancy and Prevention	9,297	15,121	6,248	7,700	7,500
100-86-410860 Municipal Jury Fund	186	302	121	174	300
100-86-410870 Time Payment Reimbursement	2,151	3,930	3,202	3,000	2,500
Total Fines & Forfeitures	218,518	296,173	156,999	180,874	180,300
Interest Income					
100-88-460000 Interest Income	54,621	104,681	138,447	105,000	60,000
Total Interest Income	54,621	104,681	138,447	105,000	60,000
Miscellaneous					
100-89-490100 Misc. Revenue	5,550	113,718	44,547	37,520	37,520
100-96-496000 Proceeds from Insurance	-	112,493	98,742	67,621	-
Total Miscellaneous	5,550	226,211	143,289	105,141	37,520
Sale of Assets					
100-96-492000 Proceeds from Disposal	116,306	81,280	-	-	-
Total Sale of Assets	116,306	81,280	-	-	-
Transfers					
100-90-491200 Transfer from Type A	111,635	125,135	72,867	129,827	-
100-90-491300 Transfer from Type B	334,751	423,974	374,402	375,496	-
100-96-494000 Proceeds from Debt	279,810	278,531	-	-	-
Total Transfers	726,196	827,640	447,269	505,323	-
Total Revenues	\$ 8,024,777	\$ 8,329,783	\$ 7,777,048	\$ 7,304,237	\$ 6,271,932

Expenditures

Community Service	\$ 288,550	\$ 108,201	\$ -	\$ -	\$ -
Non-Departmental	6,656,499	1,093,255	650,329	631,168	552,691
City Manager	995,086	640,201	535,285	570,243	560,391
City Secretary	223,153	251,572	179,373	209,833	259,111
Human Resources	-	139,470	152,023	155,034	205,337
Finance	-	369,099	304,985	306,877	330,726
Municipal Court	116,130	128,008	123,139	131,235	135,999
Development Services	453,416	345,953	354,497	349,214	335,217
Police	1,873,825	2,026,177	1,937,025	2,011,069	2,347,951
Animal Services	257,352	264,158	256,409	291,302	335,264
Fire	1,208,055	1,143,184	691,717	693,944	100,274
Fire Marshal	87,953	62,016	-	-	106,649
Public Works	784,031	748,323	813,827	835,691	984,103
Parks & Recreation	418,546	423,974	216,099	367,759	-
Total Operating Expenses	13,362,595	7,743,590	6,214,708	6,553,370	6,253,713

Revenue to Expenditure	(5,337,818)	586,193	1,562,340	750,867	18,219
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Ending Fund Balance	\$ 1,453,250	\$ 2,039,443	\$ 3,601,783	\$ 2,790,311	\$ 2,808,530
Assigned through Parkland Dedication			139,848	139,848	139,848
Reserved for radios through Johnson County			-	-	17,067
Restricted through LEOSE			28,992	28,992	28,649
Restricted through Opioid Initiative			12,660	12,660	12,660
Restricted through ARPA			20,000	20,000	-

Ending Unreserved Fund Balance			\$ 3,400,283	\$ 2,588,810	\$ 2,610,305
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Minimum Fund Balance per policy			\$ 1,553,677	\$ 1,638,342	\$ 1,563,428
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Overage/(Deficit) of Fund Balance				\$ 950,468	\$ 1,046,877
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Ending Unreserved Fund Balance was higher than estimated by	\$ 811,473
Amended Budget Fund Balance Addition	\$ 219,353
Actual Fund Balance Addition	\$ 1,562,340



City Council Agenda November 20, 2025

Work Session Item

Agenda Description:

Review and discuss a comprehensive update to the Employee Handbook, including revisions to the format, the addition of new policies, and updates to existing policies. (Staff Resource: B. Grounds)

Background Information:

The City's Employee Handbook serves as a key resource for communicating personnel policies, procedures, and expectations to all staff. The current handbook includes 53 policies, most of which were established in 2018. While several policies have been updated or added in recent years, those revisions were incorporated into the existing format to maintain consistency throughout the document.

Staff is proposing a comprehensive update to the handbook format, which will include a Statement of Purpose, Definitions, and Procedures for each policy. This structure will enhance clarity, ensure consistency, and make policies easier to navigate and apply.

Through this review, the staff have identified 37 additional policies that should be incorporated into the handbook. Some of these topics are currently referenced within existing policies but need to be expanded to provide greater detail and clearer guidance to employees and supervisors.

Staff are seeking City Council guidance regarding the proposed format and presentation of these updates prior to finalizing the draft Employee Handbook for future consideration and adoption.

Financial Information:

The proposed update is not expected to have a financial impact, other than the cost associated with legal review by the City Attorney.

City Contact and Recommendations:

Brittany Grounds

Attachments:

Proposed New Table of Contents

Table of Contents

Human Resources Policy Manual

City of Joshua

Section 1: Authority and Administration

- 1.1 Administration
- 1.2 Personnel Files
- 1.3 Tobacco-Free Workplace

Section 2: Federal and State Employment Laws and Regulations

- 2.1 Equal Opportunity Employment
- 2.2 Americans with Disability Act of 1990
- ~~2.3 Health Insurance Portability and Accountability (HIPAA)~~
- 2.4 Family Medical Leave Act (FMLA) (revised 05-15-2025)
- 2.5 Covered Applications and Prohibited Technology

Section 3: Recruitment and Employment

- 3.1 Employment Status and Expectations of Continued Employment
- 3.2 Nepotism and Non-Fraternization
- 3.3 Filling of Positions/Vacancies
- 3.4 Performance Evaluations (revised 10-21-2021)
- ~~3.5 Education and Training~~
- ~~3.6 Membership in Organizations and Associations~~
- 3.7 Commitment
- 3.8 Separation from Employment (revised 10-21-2021)

Section 4: Compensation

- 4.1 Hours Worked (revised 05-15-2025)
- 4.2 Tuition Reimbursement
- 4.3 Inclement Weather and Emergency Closing (revised 05-15-2025)
- 4.4 Compensation
- 4.5 Timekeeping and Timesheets (revised 10-21-2021)
- 4.6 Rest and Meal Periods (revised 05-15-2025)
- 4.7 Overtime (revised 05-15-2025)
- 4.8 Final Pay at Termination or Retirement
- 4.9 Service Recognition Program & Longevity (revised 10-17-2024)
- 4.10 Interim Pay Premium

Section 5: Leave

- 5.1 Holiday Leave (revised 05-15-2025)
- 5.2 Vacation Leave (revised 05-15-2025)
- 5.3 Sick Leave
- 5.4 Shared Sick Leave
- 5.5 Bereavement Leave (revised 10-21-2021)
- 5.6 Jury Duty Leave
- 5.7 Military Leave (revised 10-21-2021)
- 5.8 Modified Duty (revised 10-21-2021)
- 5.9 Mental Health Leave for Police (revised 05-15-2025)
- 5.10 Administrative Leave with and without Pay (revised 10-21-2021)
- 5.11 Public Safety Quarantine Leave (revised 05-15-2025)

Section 6: Benefits

- 6.1 Employee Assistance Program
- 6.2 Employee Benefits

Section 7: General Rules and Conduct

- 7.1 Harassment and Discrimination
- 7.2 Political Activity
- 7.3 Conflict of Interest and Outside Employment
- 7.4 Drug-Free Workplace
- 7.5 Conformance
- 7.6 Personal Appearance and Dress Code (revised 05-15-2025)
- 7.7 Contact with the Public and the Media (revised 05-15-2025)
- 7.8 Social Media (External)
- 7.9 Social Media (Internal)
- 7.10 Discipline (revised 05-15-2025)
- 7.11 Travel
- 7.12 Use of City Purchasing Cards (revised 10-21-2021)

Section 8: Complaint Resolution

- 8.1 Grievances and Appeals

Section 9: Safety

- 9.1 Safety

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1. Employment Policies

A. *Employment Basics*

1.1 At-Will Employment

1.2 Employment Status Definitions

1.3 Introductory Period

1.4 Performance Evaluation

B. *Hiring and Separation*

1.5 Recruitment and Selection

1.6 Employment of Relatives (Nepotism)

1.7 Criminal History Check

1.8 Reduction in Force

1.9 Involuntary Separation and Progressive Discipline

1.10 Voluntary Separation

C. *Equal Employment and Accommodations*

1.11 Equal Employment Opportunity

1.12 Nondiscrimination and Anti-Harassment

1.13 Racial Discrimination Based on Hair Texture or Hairstyle (CROWN Act)

1.14 Religious Accommodation

1.15 ADA Accommodation

1.16 Reasonable Accommodations for Pregnant Workers

1.17 Mental Health Support

D. *Classification*

1.18 Exempt and Non-Exempt Classification

2. Compensation, Time, and Leave

A. *Compensation and Pay*

2.1 Workweek

2.2 Timekeeping

2.3 Overtime

2.4 Compensatory Time

2.5 Interim Pay

2.6 Payroll and Direct Deposit

2.7 Longevity Pay

B. Attendance and Scheduling

2.8 Punctuality and Attendance

2.9 Meal Breaks

2.10 On-Call and Call-Back

2.11 Modified Duty Assignments

C. Leave Policies

2.12 Vacation Leave

2.13 Sick Leave

2.14 Shared Sick Leave

2.15 Administrative Leave

2.16 Public Safety Quarantine Leave

2.17 Holiday Leave / Holiday Pay

2.18 Family and Medical Leave (FMLA)

2.19 Medical Leave (Non-FMLA)

2.20 Emergency or Bereavement Leave

2.21 Military Leave

2.22 Jury Duty

2.23 Voting Leave

2.24 Lactation Accommodation

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A. Insurance and Coverage

3.1 Affordable Care Act (ACA) Compliance

3.2 Employee Insurance

3.3 Employee and Retiree Insurance

B. Retirement and Education

3.4 Retirement Systems

3.5 Tuition Reimbursement

4. Workplace Conduct and Ethics

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4.1 Business Conduct and Ethics

4.2 Conflict of Interest

4.3 Prohibited Conduct

4.4 Conducting Personal Business

4.5 Outside Employment

4.6 Off-Duty Conduct

B. Respectful Workplace

4.6 Anti-Violence, Bullying, and Abuse

4.7 Alcohol and Drug Policy

4.8 Smoking, Vaping, and Smokeless Tobacco

C. Integrity and Compliance

4.9 Confidential Information

4.10 Whistleblower Protection

4.11 Political Activity

4.12 Complaint Process

4.13 Complaint Process (Leave Laws)

4.14 Use of Employer (City) Property

5. Health, Safety, and Security

A. Safety and Reporting

5.1 First Report of Injury

5.2 Workers' Compensation

5.3 Health and Medical Exams / Fitness for Duty

5.4 Inclement Weather

5.5 Security

5.6 Dangerous Activity Reporting

5.7 Housekeeping

5.8 Workplace Inspections and Searches

5.9 Driving

6. Technology and Property

A. Technology Use

6.1 Computer and Internet Use

6.2 Social Media

6.3 Cell Phone Use

6.4 Covered Applications and Prohibited Technology

B. Property Use

6.5 Nonbusiness Use of Employer Facilities

6.6 Personal Property

7. Operations and Miscellaneous

A. General Operations

7.1 Employee References

7.2 Right to Revise

SAMPLE

Mayoral Proclamation

Honoring the Life and Service of Councilmember Johnny Lee Waldrip

WHEREAS, the City of Joshua joins together in deep respect and heartfelt gratitude to honor the life and legacy of Councilmember Johnny Lee Waldrip, a man whose lifelong dedication to public service reflected the highest ideals of integrity, courage, and compassion; and

WHEREAS, Johnny faithfully served the State of Texas with great distinction, beginning his career with the Department of Public Safety and later as a Texas Ranger, where he earned statewide recognition for his bravery, professionalism, and steadfast commitment to justice; and

WHEREAS, following his retirement from the Texas Rangers, Johnny continued to dedicate himself to public service as Chief Deputy of the Grayson County Sheriff's Office and later as Grayson County Commissioner, where his leadership was guided by fairness, humility, and an unwavering sense of duty; and

WHEREAS, in 2018, Johnny and his beloved wife, Carol, made Joshua their home, and in 2022, he once again answered the call to serve, this time as a valued member of the Joshua City Council, offering wisdom, calm leadership, and a servant's heart to the community he loved so deeply; and

WHEREAS, Councilmember Waldrip was a man of quiet strength, deep faith, and enduring integrity, respected by all who knew him and admired for his kindness, humility, and thoughtful guidance; and

WHEREAS, his passing leaves a profound void in the hearts of his family, friends, and colleagues, yet his legacy of service, honor, and compassion will continue to inspire the City of Joshua for generations to come.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Joshua, Texas, extends its deepest condolences to Carol Waldrip and the entire Waldrip family, and expresses its sincere appreciation for the remarkable life and service of Councilmember Johnny Lee Waldrip, an honorable man, devoted husband, and true public servant whose impact will forever be remembered.

IN WITNESS WHEREOF, I, Scott Kimble, Mayor of the City of Joshua, Texas, do hereby proclaim October 9th of each year as "Councilmember Johnny Lee Waldrip Day of Remembrance" in the City of Joshua, Texas, and call upon all citizens to join in honoring his extraordinary life, dedicated service, and lasting legacy to our community.

Scott Kimble, Mayor
City of Joshua



**MINUTES
CITY COUNCIL REGULAR MEETING
COUNCIL CHAMBERS
OCTOBER 16, 2025
6:30 PM**

The Joshua City Council held a Work Session at 6:30 pm. A Regular Meeting will be held immediately following the Work Session in the Council Chambers at Joshua City Hall, located at 101 S. Main St., Joshua, Texas. This meeting is subject to the open meeting laws of the State of Texas.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

Mayor Kimble announced a quorum and called the meeting to order at 6:30 pm.

B. PLEDGE OF ALLEGIANCE

1. United States of America
2. Texas Flag

The City Council led the Pledge of Allegiance.

C. INVOCATION

Mayor Kimble requested a moment of silence in honor of Councilmember Johnny Waldrip, followed by leading the Invocation.

D. WORK SESSION

1. Review and discuss questions related to the budget report for September 2025. (Staff Resource: M. Peacock)

City Manager Peacock presented the budget report, noting that all departments are operating within their approved budgets. He further reported a surplus of \$207,117, which will be transferred to the City's reserve fund.

E. UPDATES FROM MAYOR AND COUNCIL MEMBERS, UPDATES FROM CITY STAFF MEMBERS:

Pursuant to Texas Government Code Section 551.0415, the Mayor and Members of the City Council may report on the following items of community interest, including (1) expressions of thanks, congratulations, or condolences; (2) information about holiday schedules, (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving any imminent threat to public health and safety. Staff Updates will address operational issues in various City departments. No deliberation is authorized under the Texas Open Meetings Act.

Mayor Kimble reported that he received an email from Mr. Morris with NCTCOG providing an update on the FM 917 Railroad Grade Separation Project. The project cost has increased from the original 2016 estimate of \$13 million to \$38 million for FY 2025. NCTCOG plans to address the funding gap through the upcoming Regional 10-Year Plan and the 2027 Unified Transportation Program.

City Manager Peacock introduced Vanessa Quinones, the new Assistant to City Manager-Communications. The City Council welcomed her to the City of Joshua.

Item 1.

F. PUBLIC FORUM, PRESENTATION, AND RECOGNITION:

The City Council invites citizens to speak on any topic. However, unless the item is specifically noted on this agenda, the City Council is required under the Texas Open Meetings Act to limit its response to responding with a statement of specific factual information, reciting the City's existing policy, or directing the person making the inquiry to visit with City Staff about the issue. Therefore, no Council deliberation is permitted. Each person will have 3 minutes to speak.

NA

G. CONSENT AGENDA

1. Discuss, consider, and possible action on a resolution approving the City of Joshua Investment Report for the Quarter Ending September 30, 2025. (Staff Resource: M. Freelen)
2. Discuss, consider, and possible action on the September 18, 2025, meeting minutes. (Staff Resource: A. Holloway)

Motion made by Councilmember Anderson to approve the Consent Agenda. Seconded by Councilmember Marshall.

Voting Yea: Mayor Kimble, Councilmember Kidd, Councilmember Nichols, Councilmember Breitenstein, Councilmember Marshall, Councilmember Anderson

H. REGULAR AGENDA

1. Public hearing on a request for an ordinance as a conditional use permit regarding approximately .2930 acres of land in the Original Town of Joshua, Lot 4R, Block 11, City of Joshua, Texas, located at 107 N. Main Suite A, to allow for the use of an indoor Amusement Family Arcade. (Staff Resource: A. Maldonado)
 - Staff Presentation
 - Owner's Presentation
 - Those in Favor
 - Those Against
 - Owner's Rebuttal

Mayor Kimble opened the public hearing at 6:48 p.m.

Assistant City Manager Maldonado read the staff report aloud. No public comments were received.

Mayor Kimble closed the public hearing at 6:51 p.m.

2. Discuss, consider, and possible action on approving an Ordinance as a conditional use permit regarding approximately .2930 acres of land in the Original Town of Joshua, Lot 4R, Block 11, City of Joshua, Texas, located at 107 N. Main, Suite A, to allow for the use of an Indoor Amusement Family Arcade. (Staff Resource: A. Maldonado)

Motion made by Councilmember Kidd to approve the Ordinance as presented. Seconded by Councilmember Nichols.

Voting Yea: Mayor Kimble, Councilmember Kidd, Councilmember Nichols, Councilmember Breitenstein, Councilmember Marshall, Councilmember Anderson

3. Discuss, consider, and possible action on an Ordinance amending the Code of Ordinances to add a provision prohibiting any member of the City Council or Planning & Zoning Commission from

participating in a vote or decision related to an amendment to the City's Comprehensive Plan or a change in zoning classification if the member, or a relative of the member, has an interest in property located within 200 feet of the subject property. (Staff Resource: A. Holloway)

Motion made by Councilmember Anderson to approve the Ordinance as presented. Seconded by Councilmember Marshall.

Voting Yea: Mayor Kimble, Councilmember Kidd, Councilmember Nichols, Councilmember Breitenstein, Councilmember Marshall, Councilmember Anderson

4. Discuss, consider, and possible action on an Ordinance calling a special election consistent with state law and Article III of the City Charter. (Staff Resource: A. Holloway)

Motion made by Councilmember Nichols to approve the Ordinance as presented, calling the Special Election to be held on December 13, 2025. Seconded by Councilmember Kidd.

Voting Yea: Mayor Kimble, Councilmember Kidd, Councilmember Nichols, Councilmember Breitenstein, Councilmember Marshall, Councilmember Anderson

I. STAFF REPORT

1. Police Department

Police Chief Fullagar reported that the current patrol report reflects over 500 calls; however, this number is inaccurate. For comparison, the total number of calls last year was 256. He explained that the police department is currently experiencing significant issues with the reporting system.

Councilmember Anderson requested that the report be noted to reflect the error in the data.

2. Municipal Court Report
3. Public Works
4. Parks Department
5. City Secretary's Office

J. EXECUTIVE SESSION

The City Council of the City of Joshua will recess into Executive Session (Closed Meeting) pursuant to the provisions of Chapter 551, Subchapter D, Texas Government Code, to discuss the following:

1. In accordance with the Texas Government Code, Section 551.074, to deliberate regarding the appointment, employment, and evaluation of a public officer or employee:
 - a. City Manager
2. Pursuant to Section 551.072 of the Texas Government Code: to discuss or deliberate the purchase, exchange, lease, or value of real property.

Mayor Kimble announced the City Council will recess into Executive Session at 7:08 pm.

K. RECONVENE INTO REGULAR SESSION

In accordance with Texas Government Code, Section 551, the City Council will reconvene into regular session and consider action, if any, on matters discussed in executive session.

Mayor Kimble announced the City Council has reconvened into Regular Session at 7:37 pm.

Item 1.

Councilmember Anderson moved to authorize the City Manager to execute a utility easement and take all appropriate action.

Motion made by Councilmember Anderson to approve. Seconded by Councilmember Kidd.

Voting Yea: Mayor Kimble, Councilmember Kidd, Councilmember Nichols, Councilmember Breitenstein, Councilmember Marshall, Councilmember Anderson

L. FUTURE AGENDA ITEMS/REQUESTS BY COUNCIL MEMBERS TO BE ON THE NEXT AGENDA

Councilmembers shall not comment upon, deliberate, or discuss any item that is not on the agenda. Councilmembers shall not make routine inquiries about operations or project status on an item that is not posted. However, any Councilmember may state an issue and request to place the item on a future agenda.

NA

M. ADJOURN

Mayor Kimble adjourned the meeting at 7:39 pm.



**City Council Agenda
November 20, 2025**

Resolution

Action Item

Agenda Description:

Discuss, consider, and possible action adopting the Investment Policy.(Staff Resource: M. Freelen)

Background Information:

The Investment Policy requires an annual review and adoption by City Council. This Investment Policy does not include any updates from the previous year.

Financial Information:

No known financial impact.

City Contact and Recommendations:

Marcie Freelen, Finance Director

Staff recommend adopting the Investment Policy.

Attachments:

1. Investment Policy
2. Resolution



City of Joshua, Texas
Investment Policy
July 20, 2023

City of Joshua, Texas
Investment Policy
July 20, 2023

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City of Joshua, Texas
Investment Policy
July 20, 2023

I. PURPOSE

The Investment Policy of the City of Joshua, Texas, is adopted in accordance with Chapter 2256, Texas Government Code, the Public Funds Investment Act (the "Act"). This Policy establishes guidelines for the Investment Officers with regard to how City funds will be invested. This Policy also establishes guidelines for periodic review and reporting of the investments.

II. SCOPE

This Investment Policy applies to all aspects of investing the financial assets for the City of Joshua, Texas. This applies to all funds reported in the City's Annual Comprehensive Financial Report including the General Fund, Special Revenue Funds (Joshua Type A and Type B/Parks Corporation), Debt Service and Debt Reserve Funds, Capital Project Funds, Enterprise Funds, Internal Service Funds, and any new funds created by the City and any funds managed by the City of Joshua, Texas, as trustee or agency, unless exempted by law. In addition to this Policy, bond funds established by bond ordinances shall also be managed by their governing ordinances and all applicable State and Federal Law.

All funds covered by this Investment Policy shall be invested in accordance with the Public Funds Investment Act as amended from time to time. (Texas Government Code, Ch. 2256.)

III. INVESTMENT OBJECTIVES & STRATEGY

A. Objective

It is the policy of the City of Joshua that, giving due regard to the safety and risk of investments, all available funds shall be invested in conformance with State and Federal Regulations, applicable bond covenants and ordinances, and this adopted Investment Policy. The primary objectives for investment activities are listed in priority order.

1. Suitability

Understanding the suitability of the investment to the financial requirements of the City is important. The needs and limitations of each group of funds must be considered. Any investment eligible in the Investment Policy is suitable for all City funds.

2. Safety of Principal

The primary objective of all investment activity is the preservation of capital and the safety of principal in the overall portfolio. Each investment transaction shall seek to ensure first that capital losses are avoided, whether they have resulted from securities defaults or erosion of market value. All investments are to be of high-quality instruments with no perceived default risk. Market price fluctuations will, however, occur.

With foremost emphasis on safety of principal (i.e. avoidance of capital losses), the Investment Officers will ensure that preservation of capital and protection of principal in the overall portfolio is maintained. Speculation is prohibited.

3. Maintenance of Adequate Liquidity

The investment portfolio will remain sufficiently liquid to meet the cash flow requirements that might be reasonably anticipated. Liquidity shall be achieved by maintaining appropriate cash equivalent balances, matching investment maturities with anticipated cash flow requirements, investing in securities with active secondary markets, and maintaining appropriate portfolio diversification.

4. Marketability

Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash requirement. An efficient market is generally defined as having a bid-asked price relationship being no greater than 1/10 of 1 percent of principal value.

5. Diversification

Diversified investment maturities shall provide monthly cash flow based on the anticipated operating needs of the City. Short term financial institution deposits, investment pools, money market mutual funds and staggered maturities of securities shall provide timely liquidity and may be utilized.

6. Yield

Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The comparative yield of a like-term treasury security shall be the minimum yield objective.

B. Strategy

The investment objectives above apply to all funds covered by this Policy. Investment strategies and guidelines by fund-type are as follows:

1. Pooled Funds

Pooled Funds comprise the majority of the City's portfolio and include all operating funds and long-term reserves. Investment strategies for pooled funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure which will minimize volatility while providing competitive yields on City funds. Daily liquidity for operations is required first. Reserves established in accordance with the City's cash reserves policy or designated for specific purposes and time frames may be invested for longer terms.

2. Debt Service Funds

Investment strategies for Debt Service Funds have as their primary objective the assurance of investment liquidity to cover the debt service obligations on the required dates. Surplus funds outside the debt service dates will be invested according to investment targets and strategies for Pooled Funds.

3. Debt Service Reserve Funds

Debt Service Reserve Funds are reserves required by bond covenant or other contractual requirement to be maintained through the life of the debt issue. These funds generally do not have a need for liquidity and may be invested in longer term maturities within the overall guidelines of this Policy and bond covenants.

4. Capital Project and Special Purpose Funds

These funds include both bond proceeds and operating funds set aside for identified Capital Projects or Special Purposes. The funds should be invested to match projected cash flow requirements of projects with sufficient liquidity to meet unanticipated project outlays. In general, the final maturity dates of investments should not exceed the expected project completion date(s) and meet all underlying bond covenants, where applicable.

IV. STANDARD OF CARE

A. Prudence

Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. The standard of care shall be applied to the context of managing the overall portfolio.

B. Delegation of Authority

The Finance Manager, Finance Director and City Manager are hereby designated as the Investment Officers of the City of Joshua, Texas, and are responsible for investment decisions and activities consistent with this Investment Policy.

The Investment Officers shall be responsible for all transactions and compliance with the internal controls, ensuring all safekeeping, custodial, and collateral duties remain consistent with this Investment Policy, as well as establishing and maintaining written procedures for cash management. The Investment Officers shall maintain timely, accurate and systematic records of all investments, maturities and earnings. Bonding of all staff with financial signatory authority is required and such bonding requirements will also apply to those individuals authorized to place, purchase or sell investment instruments. Bonding will protect the public against loss from possible embezzlement and malfeasance.

C. Training

It is the City's policy to provide training required by the Public Funds Investment Act Section 2256.008(a) through courses and seminars offered in compliance with the Act to ensure the quality and capability of the Investment Officers in making investment decisions. In accordance with State Law, Investment Officers must accumulate ten hours of investment training within twelve months of attaining the position of Investment Officer. Thereafter, eight hours of training must be accumulated every two-years within the period that begins on the first day of the City's fiscal year and ends on the last day of the next fiscal year.

Training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Act.

All investment training shall be from an independent source approved by the City Council. The following sponsors are hereby approved:

- 1) Government Finance Officers Association (GFOA and GFOAT);
- 2) Texas Society of Certified Public Accountants (TSCPA);
- 3) Texas Municipal League (TML);
- 4) Government Treasurers' Organization of Texas (GTOT);
- 5) Sponsors approved by the TSCPA and GFOA, GFOAT, GTOT, to provide CPE credits;
- 6) Center for Public Management at the University of North Texas; or
- 7) Alliance of Texas Treasury Associations (ATTA)

D. Ethics

The Investment Officers involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Furthermore, in accordance with the Public Funds Investment Act, an Investment Officer who has a personal business relationship with a firm or

is related within the second degree by consanguinity or affinity to individuals seeking to sell investments to the City must disclose such relationships in accordance with Section 2256.00S(i) of the Public Funds Investment Act. Such disclosure should be made to the Texas State Ethics Commission and to the City Council.

E. Limitation of Liability

The Investment Officers acting in accordance with this Policy and the City's Investment Strategy and exercising due diligence shall be relieved of personal liability for an individual investment's performance provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse development.

F. Internal Controls

The Investment Officers shall establish a system of internal controls, which shall be documented in writing and reviewed periodically by the City's independent auditors. The controls shall be designed to prevent and control losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions. Dual controls of all investment activities will consistently be maintained by the Investment Officers.

The Investment Officers shall develop and maintain written administrative procedures for the operation of the investment and cash management program, consistent with this Investment Policy.

It is the policy of the City to provide a competitive environment for all individual investment purchases and sales, and financial institution, money market mutual fund, and local government investment pool selections. The investment officer is authorized to solicit bids for investments orally, in writing, electronically, or in any combination of these methods. At least three providers must be contacted in all transactions involving individual securities. For those situations where it may be impractical or unreasonable to receive three quotes for a transaction due to a rapidly changing market environment or to secondary market availability, documentation of a competitive market survey of comparable securities or an explanation of the specific circumstance must be included with the transaction quote/bid sheet. All quotes received must be documented and filed for auditing purposes.

V. AUTHORIZED INVESTMENTS

A. Authorized Investments

The following is a list of authorized and legal investment options:

- 1) Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks, but excluding mortgage backed securities;
- 2) Direct obligations of the State of Texas or its agencies and instrumentalities;

- 3) Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States;
- 4) Obligations of states, agencies, counties, cities and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than "A" or its equivalent;
- 5) Certificates of Deposit (CD) as authorized under the Act;
- 6) Repurchase Agreements which are fully collateralized as authorized by the Act. Flexible repurchase agreements may be used for capital project funds but will not extend past the anticipated expenditure schedule;
- 7) Commercial Paper rated A1/P1 or better as authorized by the Act;
- 8) AAA-Rated no-load government money market mutual funds as authorized by and compliant with the Act;
- 9) Local government investment pools as authorized by and compliant with the Act;
- IO) FDIC insured *Brokered Certificate of Deposit* securities purchased from a broker or a bank with a main or branch office in Texas, settled delivery versus payment to the City's safekeeping agent; and
- 11) Fully insured or collateralized interest-bearing accounts as authorized under the Act, including those accounts utilizing an FDIC insurance spreading program acceptable to the City.

B. Prohibited Investments

This Policy bestows the authority upon the Investment Officers to determine certain investment instruments as unsuitable for the City even though those investments may be authorized by this Policy and/or the Public Funds Investment Act. Additionally, certain investments are expressly prohibited by the Public Funds Investment Act. Those prohibited investments are:

- 1) Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
- 2) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;

3) Collateralized mortgage obligations (CMO) that have a stated final maturity date of greater than 10 years; and

4) Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

C. Valuation

The Investment Officers shall monitor, on no less than a quarterly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency. An investment that requires a minimum rating under this Policy and/or the Public Funds Investment Act does not qualify as an authorized investment during the period the investment does not have the minimum rating required by the Act. The City shall take all prudent measures that are consistent with its Investment Policy to liquidate an investment that does not have the minimum rating. The City is not required to liquidate investments that were authorized investments at the time of purchase.

The Investment Officers shall monitor, on no less than a quarterly basis, the status and ownership of all banks issuing brokered CDs owned by the City based upon information from the FDIC. If any bank has been acquired or merged with another bank in which brokered CDs are owned, an Investment Officer shall take steps to ensure that full FDIC insurance is in place as soon as the lapse in FDIC coverage is detected.

D. Protection of Principal

The City shall seek to control the risk of loss due to the failure of an issuer or grantor. Such risk shall be controlled by investing only in the safest types of investments as defined in this Policy; by qualifying the broker, dealer and financial institution with whom the City will transact; by maintaining collateralization as required by law; and through portfolio diversification by maturity and type.

The purchase of individual securities shall be executed "delivery versus payment" through the City's safekeeping agent. By so doing, City funds are not released until the City has received, through the safekeeping agent, the securities purchased.

E. Diversification

The investments shall be diversified by security type and institution. With the exception of U.S. Treasury securities, Government-sponsored enterprises (GSE's), interest-bearing checking accounts that are fully collateralized, and authorized local government pools, the City will diversify the entire portfolio to comply with the investment strategy. In no case shall any single investment transaction be more than twenty five-percent (25%) of the entire portfolio at the time of purchase of the security.

F. Diversification by Investment Maturity

To minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. The weighted average maturity will be determined on a total portfolio basis with a maximum of 540 days and maximum maturity for an individual security or CD shall not exceed three (3) years.

Maturity guidelines by fund are as follows:

1) Pooled Funds

Pooled Funds are a pooling of operating funds needed for day-to-day operations along with special revenue funds, internal service funds, and any other funds that do not fall into one of the three (3) categories listed below.

Maturity Limitation: The maximum allowable maturity for an individual investment shall be three (3) years.

2) Debt Service Funds

Debt Service Funds shall be invested to ensure adequate funding for each consecutive debt service payment.

Maturity Limitation: The Investment Officers shall invest in such a manner as not to exceed an "unfunded" debt service date with the maturity of any investment. An unfunded debt service date is defined as a coupon or principal payment date that does not have cash or investments available to satisfy said payment.

3) Debt Service Reserve Funds

Market conditions, Bond Ordinance constraints and Arbitrage regulation compliance will be considered when formulating Reserve Fund strategy.

Maturity Limitation: Maturities shall generally not exceed the call provisions of the Bond Ordinance and shall not exceed the final maturity of the bond issue or three years, whichever is less.

City funds that are considered "bond proceeds" for arbitrage purposes will be invested using a more conservative approach than the standard investment strategy when arbitrage rebate rules require refunding excess earnings. All earnings in excess of the allowable arbitrage earnings will be made available for any necessary payments to the U.S. Treasury.

4) Capital Project and Special Purpose Funds

Maturity Limitation: Funds used for construction programs have reasonably predictable draw down schedules. Therefore, investment maturities shall generally follow the anticipated cash flow requirements. Bond proceeds (excluding reserve and debt service funds) shall generally be limited to the cash flow requirements or the "temporary period" as defined by Federal tax law. During the temporary period bond proceeds may be invested at an unrestricted yield. After the expiration of the temporary period, bond proceeds subject to yield restriction shall be invested considering the anticipated cash flow requirements of the funds and market conditions to achieve compliance with the applicable regulations.

VI. RELATIONSHIPS WITH FINANCIAL INSTITUTIONS AND FIRMS

A. Primary Depositories

Primary Depositories shall be selected through the banking service procurement process, which shall include a formal request for applications no less than every five (5) years. In selecting the primary depository, the creditworthiness of institutions shall be considered and the Investment Officers shall conduct a comprehensive review of prospective depositories' credit characteristics and financial history. The City's primary depository contract and other financial relationships for banking services are outside the scope of this Investment Policy; however, all deposits and collateral are subject to compliance with the Act.

B. Selection and Compliance of Investment Providers

An investment provider offering to engage in an investment transaction with the City shall be presented with the Investment Policy of the City. All investment providers must acknowledge receipt of the Investment Policy.

The qualified representative of a local government investment pool or discretionary investment management firm must execute a written instrument to acknowledge the following:

- 1) the business organization has received and reviewed the City's Investment Policy; and
- 2) the business organization has implemented reasonable procedures and controls to preclude transactions conducted between the City and the business organization that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio, requires an

interpretation of subjective investment standards, or relates to investment transactions of the City that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

Broker/Dealer institutions or firms may qualify under this section:

- 1) Security Dealers which are the approved and designated Dealers of the Federal Reserve Bank of New York "Primary Dealers" and approved by City Council.
- 2) Security Dealers and Brokers which are not designated as "Primary Dealers" but which are approved individually by the City Council.

Addendum A is the list of brokers/dealers who have qualified and are hereby approved to conduct business with the City as required by the Act. The qualified broker/dealer list must be reviewed and approved by City Council at least annually.

VII. SAFEKEEPING AND COLLATERALIZATION

To protect against potential fraud and embezzlement, investments shall be secured through third party custody and safekeeping procedures.

A. Safekeeping & Custody

All security purchases and trades conducted for the City of Joshua, Texas will be settled and protected by the City's contracted third-party safekeeping agent. The use of the Delivery Versus Payment (DVP) procedure will be continually used for investment securities transactions, purchases and sales. The City shall authorize the release of funds only after its safekeeping agent has received securities or receipt for the same amount into the City's safekeeping account.

Securities owned by the City under repurchase agreements shall be secured by a written Master Repurchase Agreement, or similar agreement, and all securities will be moved on a DVP basis.

The City shall approve all third-party custodial agents for the custody of securities pledged to the City as collateral to secure demand or time deposits.

All securities and collateral shall be held in an account in the City's name as evidenced by safekeeping receipt of the institutions with which the securities are placed.

Safekeeping and custody procedures shall be reviewed annually by the independent auditor.

B. Collateralization Requirements

The City, in accordance with state statute, requires all City funds held by financial institutions above the FDIC insurable limit to be collateralized with securities or letters of credit issued to the City by the Federal Home Loan Bank. Money Market Accounts and Certificates of Deposits require collateral or FDIC coverage for all principal and accrued interest. Letters of Credit pledged as collateral for

Certificates of Deposit and Money Market Accounts must equal 100% of total value of principal and anticipated interest in excess of FDIC insurance levels. Securities held as collateral shall have a market value equaling at least 102% of the total value of City funds, plus accrued interest, held in excess of FDIC insurance levels, and all securities shall be placed with a third-party custodial agent. *Collateral may be substituted or released only with the written authorization of an Investment Officer.* Allowable collateral may consist only of the following securities as permitted under the Public Funds Collateral Act (Texas Government Code, Ch. 2257).

- 1) Obligations of the U.S. Government, its agencies and instrumentalities including mortgage backed securities and CMOs which do not constitute a high-risk mortgage security *as defined by the Public Funds Collateral Act.*
- 2) Obligations of any U.S. state, agencies, counties, cities and other political subdivisions rated as to investment quality by at least one nationally recognized rating agency.

A monthly report listing the collateral must be provided directly from the Custodian to the City.

Financial institutions serving as City Depositories will be required to sign a Depository Agreement with the City. The "Security for Deposits" portion of the Agreement shall define the City's rights to the collateral in case of default, bankruptcy or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- 1) the Agreement must be in writing;
- 2) the Agreement has to be executed by the Depository and the City contemporaneously with the acquisition of the asset;
- 3) the Agreement must be approved by the Board of Directors or the Bank Loan Committee of the Depository and a copy of the meeting minutes must be delivered to the City; and
- 4) the Agreement must be part of the Depository's "official record" continuously since its execution.

VIII. PORTFOLIO REPORTING AND REVIEW

A. Reporting

As required by law, the Investment Officers shall submit a written investment report, prepared in accordance with the Act, signed by each Investment Officer of the City within a reasonable time after the end of each fiscal quarter to the City Council detailing the investment position for the previous quarter. Monthly market values will be obtained from the City's investment advisor, or other source believed to be reliable, to monitor the portfolio's position. "Weighted Average Yield to Maturity" shall be the standard for calculating portfolio rate of return.

- 1) For pooled investments -the report must:
 - a. state the beginning book value and market value of the pool portfolio for the reporting period,
 - b. state changes to the book value and market value during the reporting period,
 - c. state the ending book value and market value of the portfolio, and

- d. state the fully accrued interest for the reporting period.
- 2) For separately invested assets -the report must:
 - a. state the book value and market value for each investment at the beginning and end of the reporting period,
 - b. disclose the stated maturity date for each separate investment, and
 - c. show the specific fund from which moneys were received to purchase the investment.
 - 3) The report must state compliance of the investment portfolio with the City's Investment Policy & Strategy and relevant provisions of the Public Funds Investment Act.

B. Annual Review

This Policy shall be reviewed and adopted annually by the City Council.

C. External Audit

In accordance with the Public Funds Investment Act, in conjunction with the City's annual financial audit, a compliance audit of management controls on investments and adherence to the City's established investment policies shall be performed. An annual review of the City's quarterly reports will also be performed by an independent auditor with the results being presented to the City Council.

CITY OF JOSHUA, TEXAS
LIST OF AUTHORIZED BROKER/DEALERS

SAMCO Capital Markets, Inc.

Wells Fargo Bank, N.A.

Pinnacle Bank

CERTIFICATION

I hereby certify as the qualified representative of [INSERT NAME OF BUSINESS ORGANIZATION] that:

- (A) I am duly authorized to execute this this certification on behalf of [INSERT NAME OF BUSINESS ORGANIZATION];
- (B) I have received and personally read the Investment Policy adopted by the City Council of the City of Joshua; and
- (C) [INSERT NAME OF BUSINESS ORGANIZATION] has implemented reasonable procedures and controls designed to preclude:
 - (1) investment transactions conducted between the City and [INSERT NAME OF BUSINESS ORGANIZATION] that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards; and
 - (2) imprudent investment activities arising out of transactions conducted between our firm and the City; and.

[INSERT NAME OF BUSINESS ORGANIZATION] will not deliver or propose any investments that are not allowed under the City's Investment Policy. All our personnel will be routinely informed of the City's investment objectives, strategies and constraints whenever we are so advised. We will notify the City immediately by telephone and in writing in the event of a material adverse change in our financial condition. We pledge to exercise due diligence in informing the City of all foreseeable risks associated with financial transactions conducted with our firm. I attest to the accuracy of our responses.

[INSERT NAME OF BUSINESS ORGANIZATION]:

Signature

Title

Date

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JOSHUA, TEXAS, ADOPTING THE INVESTMENT POLICY OF THE CITY OF JOSHUA, TEXAS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Joshua, Texas (“City”), is a home-rule municipality located in Johnson County; and

WHEREAS, Chapter 2256 of the Government Code, commonly known as the “Public Funds Investment Act,” requires the City to adopt an investment policy by rule, order, ordinance or resolution; and

WHEREAS, the Public Funds Investment Act requires the treasurer, the chief financial officer, if not the treasurer; and the investment officer of the city to attend investment training; and

WHEREAS, the attached investment policy complies with the Public Funds Investment Act and authorizes the investments of city funds in safe and prudent investments.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JOSHUA, TEXAS, THAT:

SECTION 1. All of the above premises are hereby found to be true and correct and are hereby approved and incorporated into the body of this resolution as if copied in their entirety.

SECTION 2. This resolution shall take effect immediately from and after its date of passage.

DULY PASSED, APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF JOSHUA, TEXAS ON THIS 20th DAY OF NOVEMBER, 2025.

Scott Kimble, Mayor

ATTEST:

Alice Holloway, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Terrence S. Welch, City Attorney



**City Council Agenda
November 20, 2025**

Minutes Resolution

Regular Item

Agenda Description:

Discuss, consider, and possible action on a resolution to update the FY 25.26 Pay Plan. (Staff Resource: B. Grounds)

Background Information:

The proposed updates to the Pay Plan include the following changes:

- Retitling the Senior Building Inspector position to Building Inspector.
- Adding Election Workers.

Financial Information:

Expenses have been reflected in the 25/26 budget.

City Contact and Recommendations:

Brittany Grounds, Human Resources Director.

Attachments:

Redline Pay Plan

Proposed Pay Plan Effective 11.20.2025

Resolution for Pay Plan 11.20.2025

CITY OF JOSHUA
GENERAL PAY STRUCTURE
Proposed 11/20/2025

Item 3.

Grade	Pay Frequency	FLSA Status	Pay Range		Position Title
			Minimum	Maximum	
100	Annual Hourly (2080)	Non-exempt	A \$ 27,000.00	\$ 32,000.00	Kennel Technician
			H \$ 12.98	\$ 15.38	Election Worker (seasonal)
101	Annual Hourly (2080)	Non-exempt	A \$ 28,000.00	\$ 38,000.00	
			H \$ 13.46	\$ 18.27	
102	Annual Hourly (2080)	Non-exempt	A \$ 29,500.00	\$ 39,500.00	
			H \$ 14.18	\$ 18.99	
103	Annual Hourly (2080)	Non-exempt	A \$ 32,500.00	\$ 45,000.00	Parks Maintenance Worker
			H \$ 15.63	\$ 21.63	
104	Annual Hourly (2080)	Non-exempt	A \$ 35,000.00	\$ 47,500.00	Public Works Crew Member
			H \$ 16.83	\$ 22.84	
105	Annual Hourly (2080)	Non-exempt	A \$ 37,500.00	\$ 50,000.00	Animal Control Officer
		Non-exempt	H \$ 18.03	\$ 24.04	Code Enforcement Officer
		Non-exempt			Parks Crew Leader
		Non-exempt			Permit Clerk
106	Annual Hourly (2080)	Non-exempt	A \$ 40,000.00	\$ 55,000.00	Administrative Assistant II
		Non-exempt	H \$ 19.23	\$ 26.44	Finance Coordinator
107	Annual Hourly (2080)	Non-exempt	A \$ 42,500.00	\$ 57,500.00	Public Works Crew Leader
			H \$ 20.43	\$ 27.64	
108	Annual Hourly (2080)	Non-exempt	A \$ 45,500.00	\$ 60,500.00	
		Non-exempt	H \$ 21.88	\$ 29.09	
109	Annual Hourly (2080)	Non-exempt	A \$ 48,500.00	\$ 63,500.00	Court Administrator/Clerk
			H \$ 23.32	\$ 30.53	
110	Annual Hourly (2080)	Non-exempt	A \$ 52,500.00	\$ 67,500.00	Animal Services Manager
		Non-exempt	H \$ 25.24	\$ 32.45	Assistant to the City Manager -Communications Parks Manager Senior Building Inspector
111	Annual Hourly (2080)	Non-exempt	A \$ 58,500.00	\$ 73,500.00	
		Non-exempt	H \$ 28.13	\$ 35.34	
112	Annual Hourly (2080)	Non-exempt	A \$ 64,500.00	\$ 84,500.00	
			H \$ 31.01	\$ 40.63	
113	Annual Hourly (2080)	Non-exempt	A \$ 70,500.00	\$ 90,500.00	
			H \$ 33.89	\$ 43.51	

114	Annual	Exempt	A	\$ 76,500.00	\$ 96,500.00	Public Works Director	Item 3.
	Hourly (2080)	Exempt	H	\$ 36.78	\$ 46.39		
115	Annual	Exempt	A	\$ 86,500.00	\$ 106,500.00		
	Hourly (2080)		H	\$ 41.59	\$ 51.20		
116	Annual	Exempt	A	\$ 96,500.00	\$ 116,500.00	Human Resources Director Economic Development Director	
	Hourly (2080)	Exempt	H	\$ 46.39	\$ 56.01		
117	Annual	Exempt	A	\$ 106,500.00	\$ 126,500.00	Police Chief	
	Hourly (2080)	Exempt	H	\$ 51.20	\$ 60.82		
118	Annual	Exempt	A	\$ 116,500.00	\$ 136,500.00	Finance Director	
	Hourly (2080)		H	\$ 56.01	\$ 65.63		
119	Annual	Exempt	A	\$ 126,500.00	\$ 146,500.00	Assistant City Manager	
	Hourly (2080)		H	\$ 60.82	\$ 70.43		
120	Annual	Exempt	A	\$ 136,500.00	\$ 156,500.00		
	Hourly (2080)		H	\$ 65.63	\$ 75.24		
121	Annual	Exempt	A	\$ 146,500.00	\$ 166,500.00		
	Hourly (2080)		H	\$ 70.43	\$ 80.05		
122	Annual	Exempt	A	\$ 156,500.00	\$ 176,500.00		
	Hourly (2080)		H	\$ 75.24	\$ 84.86		

**CITY OF JOSHUA
PUBLIC SAFETY PAY STRUCTURE**

Police Department

Police Officer	Non-exempt	\$ 60,000.00	\$ 75,000.00
Police Sergeant	Non-exempt	\$ 76,000.00	\$ 88,000.00
Police Captain	Exempt	\$ 89,000.00	\$ 101,000.00
Fire Marshal	Non-exempt	\$ 60,000.00	\$ 75,000.00

CITY OF JOSHUA
GENERAL PAY STRUCTURE
Effective 11/20/2025

Grade	Pay Frequency	FLSA Status	Pay Range		Position Title
			Minimum	Maximum	
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110	Annual Hourly (2080)	Non-exempt	A \$ 52,500.00	\$ 67,500.00	Animal Services Manager
		Non-exempt	H \$ 25.24	\$ 32.45	Assistant to the City Manager -Communications Parks Manager Building Inspector
111	Annual Hourly (2080)	Non-exempt	A \$ 58,500.00	\$ 73,500.00	
		Non-exempt	H \$ 28.13	\$ 35.34	
112	Annual Hourly (2080)	Non-exempt	A \$ 64,500.00	\$ 84,500.00	
			H \$ 31.01	\$ 40.63	
113	Annual Hourly (2080)	Non-exempt	A \$ 70,500.00	\$ 90,500.00	
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114	Annual	Exempt	A	\$ 76,500.00	\$ 96,500.00	Public Works Director	Item 3.
	Hourly (2080)	Exempt	H	\$ 36.78	\$ 46.39		
115	Annual	Exempt	A	\$ 86,500.00	\$ 106,500.00		
	Hourly (2080)		H	\$ 41.59	\$ 51.20		
116	Annual	Exempt	A	\$ 96,500.00	\$ 116,500.00	Human Resources Director Economic Development Director	
	Hourly (2080)	Exempt	H	\$ 46.39	\$ 56.01		
117	Annual	Exempt	A	\$ 106,500.00	\$ 126,500.00	Police Chief	
	Hourly (2080)	Exempt	H	\$ 51.20	\$ 60.82		
118	Annual	Exempt	A	\$ 116,500.00	\$ 136,500.00	Finance Director	
	Hourly (2080)		H	\$ 56.01	\$ 65.63		
119	Annual	Exempt	A	\$ 126,500.00	\$ 146,500.00	Assistant City Manager	
	Hourly (2080)		H	\$ 60.82	\$ 70.43		
120	Annual	Exempt	A	\$ 136,500.00	\$ 156,500.00		
	Hourly (2080)		H	\$ 65.63	\$ 75.24		
121	Annual	Exempt	A	\$ 146,500.00	\$ 166,500.00		
	Hourly (2080)		H	\$ 70.43	\$ 80.05		
122	Annual	Exempt	A	\$ 156,500.00	\$ 176,500.00		
	Hourly (2080)		H	\$ 75.24	\$ 84.86		

**CITY OF JOSHUA
PUBLIC SAFETY PAY STRUCTURE**

Police Department

Police Officer	Non-exempt	\$ 60,000.00	\$ 75,000.00
Police Sergeant	Non-exempt	\$ 76,000.00	\$ 88,000.00
Police Captain	Exempt	\$ 89,000.00	\$ 101,000.00

Fire Marshal	Non-exempt	\$ 60,000.00	\$ 75,000.00
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CITY OF JOSHUA

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JOSHUA, TEXAS, AMENDING THE CITY OF JOSHUA PAY PLAN; PROVIDING FOR A REPEALER CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Joshua has adopted the revised pay plan to provide pay ranges for City employees; and

WHEREAS, the City Council of the City of Joshua finds it to be in the public's interest and the interest of the City to adopt the revised pay plan; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JOSHUA, TEXAS, THAT:

SECTION 1

The City of Joshua's Pay Plan is hereby amended as shown in Exhibit "A," which is attached hereto and incorporated herein for all purposes.

SECTION 2

All orders, ordinances, and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 3

This Resolution shall take effect immediately upon its passage, and it is so resolved.

PASSED, APPROVED, AND ADOPTED, by the City Council of the City of Joshua, Texas, this the 20th day of November 2025.

Scott Kimble, Mayor

ATTEST:

Alice Holloway, City Secretary

Terrence S. Welch, City Attorney



**City Council Agenda
November 20, 2025**

Ordinance

Regular Item

Agenda Description:

Discuss, consider, and possible action to authorize an ordinance approving changes to the current City of Joshua Texas Municipal Retirement System (TMRS) plan.

Background Information:

This item allows the City Council to review and take action on proposed enhancements to the City's TMRS plan. The recommended changes include:

- Adoption of a 50% Updated Service Credit (USC) (without transfers)
- Implementation of a 70% retroactive Cost of Living Adjustment (COLA)
- Both benefits are proposed to be repeating

These enhancements are intended to make the City's retirement plan more competitive with those of neighboring municipalities, supporting efforts to attract and retain qualified employees.

Financial Information:

The proposed changes will result in an increase to the City's TMRS contribution rate.

- Current City Contribution Rate: 5.95%
- New Contribution Rate (Effective January 1, 2026): 12.20%

The financial impact of this rate increase has been included in the FY 2026 budget, previously adopted by the City Council.

City Contact and Recommendations:

Brittany Grounds, Human Resources Director.

City staff recommends that the City Council authorize the ordinance approving the proposed changes to TMRS.

Attachments:

1. **TMRS Ordinances**
2. **Joshua 2026 Plan Change Study**
3. **Joshua Transmittal Letter**

4. **TMRS Fact Sheet - COLA Repeating Option**
5. **TMRS Fact Sheet - Updated Service Credit**

CITY OF JOSHUA, TEXAS

ORDINANCE NO.

AN ORDINANCE REGARDING THE CITY OF JOSHUA'S TEXAS MUNICIPAL RETIREMENT SYSTEM BENEFITS AUTHORIZING: (1) ANNUALLY ACCRUING UPDATED SERVICE CREDITS; AND (2) ANNUALLY ACCRUING ANNUITY INCREASES, ALSO REFERRED TO AS COST OF LIVING ADJUSTMENTS (COLAS) FOR RETIREES AND THEIR BENEFICIARIES.

Whereas, the City of Joshua, Texas (the "City"), elected to participate in the Texas Municipal Retirement System (the "System" or "TMRS") pursuant to Subtitle G of Title 8, Texas Government Code, as amended (which subtitle is referred to as the "TMRS Act"); and

Whereas, each person who is or becomes an employee of the City on or after the effective date of the City's participation in the System in a position that normally requires services of 1,000 hours or more per year ("Employee") shall be a member of the System ("Member") as a condition of their employment; and

Whereas, the City Council finds that it is in the public interest to: (1) in accordance with TMRS Act §853.404 and §854.203(h), authorize annually accruing Updated Service Credits; and (2) in accordance with TMRS Act §854.203 and §853.404, authorize annually accruing annuity increases, also referred to as cost of living adjustments ("COLAs") for retirees and their beneficiaries; now:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JOSHUA, TEXAS:**Section 1. Authorization of Annually Accruing Updated Service Credits.**

(a) As authorized by TMRS Act §854.203(h) and §853.404, and on the terms and conditions set out in TMRS Act §§853.401 through 853.404, the City authorizes each Member of the System who on the first day of January of the calendar year immediately preceding the January 1 on which the Updated Service Credits will take effect (i) has current service credit or prior service credit in the System by reason of service to the City, (ii) has at least 36 months of credited service with the System, and (iii) is a TMRS-contributing Employee of the City, to receive "Updated Service Credit," as that term is defined and calculated in accordance with TMRS Act §853.402.

(b) The Updated Service Credit authorized and provided under this Ordinance shall be **50%** of the "base Updated Service Credit" of the TMRS Member calculated as provided in TMRS Act §853.402.

(c) If the City previously adopted an ordinance authorizing Updated Service Credit for unforfeited prior service credit and/or current service credit with another System participating municipality (also known as "Transfer USC"), the calculations and adjustments set forth in TMRS Act §853.601 apply to any such prior Transfer USC.

(d) Each Updated Service Credit authorized and provided by this Ordinance shall replace any Updated Service Credit, prior service credit, special prior service credit, or antecedent service credit previously authorized for part of the same service.

(e) The initial Updated Service Credit authorized by this Section shall be effective on January 1 immediately following the year in which this Ordinance is approved, subject to receipt by the System prior to such January 1 and approval by the Board of Trustees ("Board") of the System. Pursuant to TMRS Act §853.404, the authorization and grant of Updated Service Credits in this Section shall be effective on January 1 of each subsequent year, using the same percentage of the "base Updated Service Credit" stated in Subsection (b) in computing Updated Service Credits for each future year, provided that, as to

such subsequent year, the actuary for the System has made the determination set forth in TMRS Act §853.404(d), until this Ordinance ceases to be in effect as provided in TMRS Act §853.404(e).

Section 2. Authorization of Annual Increases in Retirement Annuities, or COLAs.

(a) On the terms and conditions set out in TMRS Act §854.203 and §853.404, the City authorizes and provides for payment of the increases described by this Section to the annuities paid to retired City Employees and beneficiaries of deceased City retirees (such increases also called COLAs). An annuity increased under this Section replaces any annuity or increased annuity previously granted to the same person.

(b) The amount of the annuity increase under this Section is computed as the sum of the prior service and current service annuities on the effective date of retirement of the person on whose service the annuities are based, multiplied by **70%** of the percentage change in Consumer Price Index for All Urban Consumers, from December of the year immediately preceding the effective date of the person's retirement to the December that is 13 months before the effective date of the increase under this Section.

(c) An increase in an annuity that was reduced because of an option selection is reducible in the same proportion and in the same manner that the original annuity was reduced.

(d) If a computation under this Section does not result in an increase in the amount of an annuity, the amount of the annuity will not be changed under this Section.

(e) The amount by which an increase under this Section exceeds all previously granted increases to an annuitant is an obligation of the City and of its account in the benefit accumulation fund of the System.

(f) The initial increase in annuities authorized by this Section shall be effective on January 1 immediately following the year in which this Ordinance is approved, subject to receipt by the System prior to such January 1 and approval by the System's Board. Pursuant to TMRS Act §853.404, an increase in retirement annuities shall be made on January 1 of each subsequent year, provided that, as to such subsequent year, the actuary for the System has made the determination set forth in TMRS Act §853.404(d), until this Ordinance ceases to be in effect as provided in TMRS Act §853.404(e).

Passed and approved _____, 20_____.

ATTEST:

City Secretary

APPROVED:

Mayor

APPROVED AS TO FORM AND LEGALITY:

Terrence S. Welch, City Attorney

2026 Rates • Joshua

October 14, 2025

Plan Provisions	Current	Option 1
Employee Contribution Rate	7%	7%
City Matching Ratio	2 to 1	2 to 1
Updated Service Credit (USC)	None	50% (Repeating)
Transfer USC *	No	No
COLA	None	70% (Repeating)
Retroactive COLA	No	Yes
Retirement Eligibility	20 years	20 years
Vesting	5 years	5 years
Supplemental Death Benefit	Actives + Retirees	Actives + Retirees
Contribution Rates	2026	2026
Normal Cost Rate	6.41%	9.76%
Prior Service Rate	<u>-0.64%</u>	<u>2.26%</u>
Retirement Rate	5.77%	12.02%
Supplemental Death Rate	<u>0.18%</u>	<u>0.18%</u>
Total Contribution Rate	5.95%	12.20%
Unfunded Actuarial Liability	\$-570,947	\$1,086,915
Funded Ratio	109.9%	85.4%
Benefit Increase Amortization Period	20 years	20 years
Stat Max	13.50%	13.50%
Retirement Rate Exceeds Stat Max	No	No

* As of the December 31, 2024 valuation date, there were 17 employees with service in other TMRS cities eligible for transfer USC.



October 21, 2025

Marcie Freelen
Finance Director
City of Joshua
101 S. Main St.
Joshua, TX 76058

Dear Ms. Freelen:

We are pleased to enclose a model ordinance for your city to adopt:

**50% Updated Service Credit without Transfers
70% Cost of Living Adjustment Increase to Annuitants
Both Annually Repeating**

Both Effective January 1, 2026

By adopting this ordinance, the city will not have to adopt an ordinance each year to reauthorize the calculation of USC/COLA. These benefits will remain in effect for future years until such time as they are discontinued by an ordinance adopted by the City Council.

With the adoption of this additional benefit, the city's contribution rate will be **12.20%** beginning January 1, 2026.

Please make sure the ordinance is adopted and signed before the effective date. When the ordinance is adopted, please send a copy to City Services at cityservices@tmrs.com.

If you have any questions about the model ordinance or anything else, please call me at 512-225-3742.

Sincerely,

A handwritten signature in blue ink, appearing to read "Colin Davidson".

Colin Davidson
Director of City and Member Services

Effective May 27, 2023, the Texas Legislature amended the TMRS Act to provide participating cities with a new repeating COLA option.

What is the new repeating COLA option?

Currently, COLAs are calculated retroactively by looking back to the cumulative change in the Consumer Price Index (CPI) since each retiree's retirement date, which can be many years. The new option calculates the COLA only going back to the change in the CPI for one year. Cities have a three-year period (2023-2025) in which to adopt the new option.

How can a city use the new repeating COLA option?

A city only can use the new repeating COLA option to maintain or increase their repeating COLA CPI percentage. They cannot decrease it.

How does the new repeating COLA option impact a retiree?

It won't unless a city adopts the new option. A city does not have to adopt the new repeating COLA option. If a city does adopt it, the impact on each retiree depends on many factors, but no retiree's current monthly benefit will be reduced.

What if a retiree receives a repeating COLA?

If a retiree is receiving a repeating COLA, that COLA remains in effect, absent city action. Again, nothing changes unless a city takes action to change its repeating COLA.

Member Service Center

800-924-8677

Fax • 512-476-5576

Website

tmrs.com

Mailing Address

P.O. Box 149153

Austin, TX 78714-9153

Updated Service Credit (USC) is a TMRS financial credit that can increase your benefit at retirement based on changes in your salary or your city’s retirement plan.

Who can receive USC? To receive USC, your city must provide it. To find out if your city does, go to the “For Members” tab on tmrs.com, click on My City Plan, and search for your city.

How is USC Calculated? TMRS calculates USC each January by comparing your current TMRS retirement cash balance to a hypothetical balance using your city’s current plan design and your average salary for the last few years. If the hypothetical cash balance is greater, you will be awarded USC.

To determine your average salary, the most recent year of salary isn’t used, and the three prior years are averaged together. For example, salaries used to calculate your USC in 2023 would be 2021, 2020, and 2019.

TMRS uses that average monthly salary and your city’s current plan to determine what your cash balance would be if you had made that salary and received those benefits for your entire city tenure and received 3% annual interest on your account. A city may also include any time you worked for another TMRS city in the USC calculation.

If that hypothetical cash balance is greater than your actual cash balance, the difference is multiplied by the USC percentage your city has adopted, either 50%, 75%, or 100%. USC earns 5% annual interest and can be replaced by a higher USC in the future.

USC is added to your TMRS cash balance when you retire and is included in retirement estimates that you can run on [MyTMRS](https://tmrs.com). You can also call the Member Service Center at 800-924-8677 or schedule an appointment with our Member Education team to review your account.

Member Service Center

800-924-8677

Fax • 512-476-5576

Website

tmrs.com

Mailing Address

P.O. Box 149153

Austin, TX 78714-9153



**City Council Agenda
November 20, 2025**

Ordinance

Action Item

Agenda Description:

Discuss, consider, and possible action on an Ordinance amending the FY 2026 budget. (Staff Resource: M. Peacock)

Background Information:

Financial Information:

City Contact and Recommendations:

Mike Peacock, City Manager

Attachments:

- 1. Budget Amendment**
- 2. Ordinance**



FY 2025-26 Budget Amendment

Type A

	GL Account Number	GL Account Name	Adopted Budget	Adjustment	Amended Budget
Revenues					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
	Total Revenues Added			\$0.00	\$0.00
Expenditures	200-23-500110	Salaries	\$123,122.00	\$767.00	\$123,889.00
	200-23-500120	Payroll Taxes	\$1,858.00	\$72.00	\$1,930.00
	200-23-500130	Benefits	\$10,094.00	\$1,522.00	\$11,616.00
	200-23-500140	TMRS	\$7,467.00	\$5,860.00	\$13,327.00
					\$0.00
					\$0.00
	total expenses added			\$8,221.00	
	total revenues added			\$0.00	
	net change			\$8,221.00	



FY 2025-26 Budget Amendment

Type B

	GL Account Number	GL Account Name	Adopted Budget	Adjustment	Amended Budget
Revenues					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
	Total Revenues Added			\$0.00	\$0.00
Expenditures	GL Account Number	GL Account Name	Adopted Budget	Adjustment	Amended Budget
	300-42-500130	Benefits	\$28,678.00	\$11,356.00	\$40,034.00
	300-42-500140	TMRS	\$11,911.00	\$8,231.00	\$20,142.00
	total expenses added			\$19,587.00	
	total revenues added			\$0.00	
	net change			\$19,587.00	



FY 2025-26 Budget Amendment

Capital Improvements

	GL Account Number	GL Account Name	Adopted Budget	Adjustment	Amended Budget
Revenues					\$0
					\$0
					\$0
		Total Revenues Added		\$0	\$0
Expenditures					
	700-42-560685	Park Improvements	\$0	\$30,483	\$30,483
Unspent park improvement bond funds					\$0
		total expenses added		\$30,483	
		total revenues added		\$0	
		net change		\$30,483	

CITY OF JOSHUA, TEXAS

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JOSHUA, TEXAS, ADOPTING BUDGET AMENDMENT NUMBER THREE PERTAINING TO THE FISCAL YEAR 2026 BUDGET; AND PROVIDING FOR SAID ORDINANCE TO TAKE IMMEDIATE EFFECT.

WHEREAS, Chapter 102 of the Texas Local Government Code, as amended, governs municipal budgets and provides that the chapter does not prevent the City Council of the City of Joshua, Texas, from making changes in the budget for municipal purposes; and

WHEREAS, Section 6.08 of the City of Joshua Home-Rule Charter authorizes the amending of the Fiscal Year 2026 (FY26) Budget; and

WHEREAS, as required by the City Charter, the City Manager has prepared an amended budget for certain revenues and expenditures in the FY26 Budget and submitted it to the City Council for its approval. A true and correct copy is attached as Exhibit "A".

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JOSHUA, TEXAS, THAT:

SECTION 1. The findings set forth above are incorporated into the body of this ordinance as if fully set forth herein.

SECTION 2. Pursuant to the City Charter requirements of the City of Joshua, Texas, the budget amendment for FY26, attached as Exhibit "A", is hereby authorized and approved.

SECTION 3. Pursuant to the City Charter requirements, this ordinance and budget amendment shall become an attachment to the original budget.

SECTION 4. This ordinance shall become effective from and after its passage and is so ordained.

PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF JOSHUA, TEXAS, ON THE 20th DAY OF NOVEMBER 2025.

APPROVED:

Scott Kimble, Mayor

ATTEST:

Alice Holloway, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Terrence S. Welch, City Attorney



**City Council Agenda
November 20, 2025**

Minutes Resolution

Regular Item

Agenda Description:

Discuss, consider, and possible action on a resolution to add a Telework Policy to the Employee Handbook. (Staff Resource: B. Grounds)

Background Information:

At the request of the City Council, staff have drafted a Telework Policy to be included in the Employee Handbook. The policy is presented using the proposed new handbook format.

Financial Information:

There are no immediate costs associated with adopting this policy. However, departmental expenses related to telework implementation (such as equipment or technology support) may be considered in future budget cycles as needed.

City Contact and Recommendations:

Brittany Grounds, Human Resources Director

Staff recommends approval.

Attachments:

Telework Policy

Telework Agreement

Telework Resolution

CITY OF JOSHUA

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JOSHUA, TEXAS, AMENDING THE CITY OF JOSHUA EMPLOYEE HANDBOOK; PROVIDING FOR A REPEALER CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Joshua has adopted the revised Employee Handbook to provide policies for City employees; and

WHEREAS, the City Council of the City of Joshua finds it to be in the public's interest and the interest of the City to adopt the revised Employee Handbook; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JOSHUA, TEXAS, THAT:

SECTION 1

The City of Joshua's Employee Handbook is hereby amended to include Exhibit "A," which is attached hereto and incorporated herein for all purposes.

SECTION 2

All orders, ordinances, and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 3

This Resolution shall take effect immediately upon its passage, and it is so resolved.

PASSED, APPROVED, AND ADOPTED, by the City Council of the City of Joshua, Texas, this the 20th day of November 2025.

Scott Kimble, Mayor

ATTEST:

Alice Holloway, City Secretary

Terrence S. Welch, City Attorney

Policy: Telework

Effective Date: 11/20/2025

STATEMENT OF PURPOSE:

The purpose of this policy is to establish clear guidelines for the conditions under which employees may perform their regular job duties from an approved remote workspace. This policy ensures telework arrangements are structured, secure, and consistent with the City's operational needs, and legal requirements.

DEFINITIONS:

- A. City-Issued Equipment: Any computer, tablet, monitor, keyboard, mouse, or other equipment provided by the City for work purposes.
- B. Remote Workspace: An approved location outside the normal workplace where an employee performs their duties after a Telework Agreement is approved.
- C. Supervisor: An employee responsible for overseeing the work of others, including managers and directors.
- D. Telework / Remote Work: A formalized working arrangement, documented in a Telework Agreement, in which an employee performs job duties at an approved remote workspace for a portion of their scheduled workweek.

APPLICABILITY: This policy applies to all City employees.

PROCEDURES:

- A. Eligibility:
 - 1. Employees may telework up to one day per week. Exceptions may be approved by the City Manager.
 - 2. Initial eligibility shall be determined by the department director based on:
 - i. Job duties that do not require face-to-face interaction with the public.
 - ii. Ability to perform responsibilities remotely without negatively impacting productivity.
 - iii. Access to City-issued equipment and a suitable remote workspace.
 - iv. Demonstrated history of effective performance; employees on probation or in the work experience period are ineligible.

B. Equipment and Workspace

1. Teleworking employees must use City-issued equipment. The use of personal devices and computers are now permitted.
2. City-issued equipment remains the property of the City and must be returned upon termination of the telework arrangement.
3. Employees are responsible for securing equipment and maintaining a safe, appropriate workspace.
4. The City will not reimburse costs related to internet access, printer supplies, or remote workspace setup.
5. Additional equipment (e.g., monitors, docking stations, printers) may be provided on a case-by-case basis with department director and City Manager approval.

C. Safety and Security

1. Employees must maintain a safe remote workspace and adhere to the same safety practices as in City facilities.
2. The City is not liable for damage to personal property at the remote workspace.
3. Employees must secure City-issued equipment and data and immediately report any loss or damage.
4. City data may only be accessed through approved secure networks and VPNs on City-issued devices.

D. Application and Approval Process

1. Telework is not guaranteed and may be suspended or revoked at any time by the department director or City Manager.
2. Employees must submit a Telework Agreement, which is finalized only after approval by the department director, Human Resources Director, and City Manager.
3. Telework hours must coincide with the employee's normal schedule, and all time must be accurately reported in the City's timekeeping system.
4. Employees must attend all required in-person commitments, even on scheduled telework days.

E. Performance Expectations

1. Employees must maintain productivity, meet performance standards, and communicate effectively while teleworking.
2. Supervisors shall monitor employee performance and departmental impacts. Telework may be revoked if performance or operations are negatively affected.
3. Employees must maintain professionalism, including appearance and conduct in virtual meetings, and comply with all City policies.
4. Telework does not replace childcare, eldercare, or other personal obligations.

FORMS:

A. Telework Agreement



Telework Agreement

Section One: Application- To be completed by employee

To determine eligibility for telework, Section One must be completed below by the employee and submitted to the department director/manager for consideration. This information assists in determining the feasibility of a telework arrangement. Completing Section One of this Telework Agreement does not guarantee approval.

A. Employee Information

Name:		Job Title:	
Department Name:		Supervisor:	
Telework Phone Number: () -			
Remote Workspace Location:			

Work Hours:	Monday	Tuesday	Wednesday	Thursday	Friday

B. Employee Acknowledgement

<i>Please read and confirm understanding and acknowledgement by initialing next to each statement. I hereby agree:</i>	<i>Initials</i>
I have read and understand all provisions of the Telework Administrative and all related requirements.	
I confirm that I meet and will comply with all criteria set forth within the Telework Policy.	
I understand my application does not guarantee I will be approved to telework and, if approved, teleworking may be discontinued at any time by the City or me.	
I understand approval for telework does not constitute an employment contract, nor compromise, in any way the doctrine of employment-at-will.	
I acknowledge that failure to comply with the Telework Policy or approved agreements related to telework may result in the immediate discontinuance of telework and could also result in disciplinary action up to and including termination.	

Employee Signature: _____

Date: _____

Section Two: Additional Requirements- To be completed by department director/manager (if request is supported)

Section Two of this Telework Agreement should be fully completed if the employee's department director/manager is supportive of the terms outlined in Section One. The terms contained within this section should be discussed with the employee and documented collaboratively. If the department director/manager is not supportive of the terms outlined in Section One, the supervisor should skip this section and complete Section Three.

A.Employee Job Duties and Responsibilities while Teleworking

The expectation for a telework agreement is that the employee will effectively accomplish regular job duties, regardless of work location. In the space below, please define additional telework- specific expectations required of the employee.

B.Equipment

It is the employee's responsibility to provide and maintain a reliable and consistent internet connection that is of sufficient speed to facilitate working remotely. Please specify all equipment the employee will need to telework. In the event of equipment failure or service interruption, the employee must notify their supervisor immediately to discuss alternate assignments or other options.

Equipment	Provided By:	Responsible Party:
Example: Laptop Computer	Example: City	Example: Employee

Section Three: Telework Agreement Execution- *To be completed by department director/manager*

If the department director/manager is supportive of terms outlined in Sections One and Two, the department director/manager should check the “approved” box below, sign the Agreement, then route the Agreement for the Human Resources Director’s consideration. If the department director/manager is not supportive of the proposed telework arrangement, then the department director/manager should check the “not approved” box below, indicate a brief reason why, and return the Agreement to the employee.

Each telework arrangement is unique depending on the needs of the department, supervisor, position, and employee. Approval of a teleworking arrangement cannot begin unless this Telework Agreement is signed by the employee, their department director/manager, Director of Human Resources and, City Manager.

All Telework Agreements approved and denied must be sent to the Human Resources Department for record-keeping purposes.

☐

Approved

☐

Not Approved

Reason Not Approved:

Department Director/Manager Signature

Date: _____

Human Resources Director Signature

Date: _____

City Manager Director Signature

Date: _____



**City Council Agenda
November 20, 2025**

Resolution

Action Item

Agenda Description:

Discuss, consider, and possible action on a Resolution affirming the casting of votes in the 2025-2029 Election of the Board of Directors for the Central Appraisal District of Johnson County, Texas. (Staff Resource: A. Holloway)

Background Information:

The City Council is allotted a total of 24 votes to cast in the 2025–2029 Board of Directors Election. The completed official ballot, accompanied by the approved resolution, must be received no later than December 15, 2025.

In accordance with state law, any ballots received after this deadline will not be counted.

Financial Information:

NA

City Contact and Recommendations:

Alice Holloway, City Secretary

Attachments:

1. Resolution
2. Copy of Official Ballot

CITY OF JOSHUA, TEXAS
RESOLUTION NO. _____

RESOLUTION BY THE CITY OF JOSHUA, TEXAS, AFFIRMING THE CASTING OF VOTES IN THE 2025-2029 ELECTION OF THE BOARD OF DIRECTORS FOR THE CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY, TEXAS.

WHEREAS, the Texas Property Tax Code requires the creation of a tax appraisal district in each county in the State of Texas; and

WHEREAS, an appraisal district is governed by a board of directors appointed by votes of the governing bodies of the taxing units that participate in the district; and

WHEREAS, each governing body must determine its votes by resolution and submit the resolution to the district's chief appraiser; and

WHEREAS, the candidate is eligible for election to the Board of Directors of the Central Appraisal District of Johnson County for the 2026-2029 term; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JOSHUA, TEXAS.

The City of Joshua 24 allotted votes are hereby cast for candidate(s) _____ for Director of the Johnson County Appraisal District.

PASSED and APPROVED on the 20th day of November 2025.

Scott Kimble, Mayor

ATTEST:

Alice Holloway, City Secretary



CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY
109 N. MAIN, CLEBURNE, TX 76033

Official Ballot

Board of Directors 2026 - 2029 Election

Each taxing unit is entitled to cast its allocated number of votes for one or more of the nominees listed below.

Votes may be distributed among the nominees in any proportion desired, but the total number of votes cast may not exceed the total votes allocated to your taxing unit.

Votes must be cast by resolution of the governing body of the taxing unit in accordance with Texas Property Tax Code §6.03(f).

Nominees	Votes Cast
Ignacio Hernaiz	
Jason Marbut	
Peter Svendsen	

Certification of Governing Body Resolution

The votes recorded above were cast by official action of the governing body of the taxing unit, as authorized by the resolution indicated below.

Resolution No.: _____ Adoption Date: _____
 Taxing Unit: City of Joshua
 Authorized Representative: Scott Kimble
 Title: Mayor
 Signature: _____
 Date: 11-20-25

Please return this completed ballot and a copy of the resolution by December 15, 2025.
jcad@johnsoncad.net - 109 N. Main St. Cleburne TX 76033



**City Council Agenda
November 20, 2025**

Minutes Resolution

Action Item

Agenda Description:

Discuss, consider, and possible action on board appointments. (Staff Resource: A. Holloway)

Background Information:

Mr. Michael Frazier has accepted a position out of state and has submitted his resignation. Currently, Mr. Mark Rayburn serves as Alternate 1, and Mrs. Kathy Sales serves as Alternate 2.

Mrs. Kathy Sales is not interested in replacing Mr. Frazier.

In addition, staff have received a new application from Mrs. Shantell Mosley, who has expressed interest in serving on the Type A EDC. The board presently has a vacancy for the Alternate 2 position.

Financial Information:

NA

City Contact and Recommendations:

Alice Holloway, City Secretary

No recommendation from staff

Attachments:

Application

Full Name: Shantell Mosley

Physical Resident Address/Homestead: 125 Mockingbird Hill Dr.

Home/Mobile/Work Number:

Are you a resident inside city limits of Joshua? Texas

If yes, how long? If not a resident, put NA: 1 year

What is your Occupation? CPS HM Residential Contract PS VI

Place of Employment: The Department of Family & Protective Services

Address of Employment: 125 Mockingbird Hill Dr.

What board(s) / commission(s) are you interested in serving on? Please check all that applies.:

- Zoning Board of Adjustment
- Type "A" Economic Development Corporation Board

If you are interested in more than one board, which board is your preference? Type A Economic Development Corporation Board

Please list any civic or community activities you have been involved in.: I have participated in feeding the displaced at Union Gospel Mission, serving at the food pantry, handing out Christmas gifts to the children of the incarcerated and contribute regularly through volunteer service at my church.

Why are you interested in serving on a board or commission? I am interested in serving on the economic development committee because I believe in the importance of fostering sustainable economic growth within our community. I am passionate about creating opportunities for local businesses and attracting new investments that can enhance the quality of life for residents. By contributing my skills and insights, I hope to help shape policies that support innovation, workforce development, and equitable access to resources. I am eager to collaborate with other committee members to drive meaningful change and make a positive impact on our community's economic landscape.

Please list any experience that makes you a good fit for the board or commission you are applying for.:

In my role as a CPS HM Residential Contract PS VI, I have gained extensive experience in case management, community engagement, and resource coordination. This position has strengthened my ability to analyze needs, develop solutions, and collaborate effectively with individuals and agencies to achieve positive outcomes. These skills align closely with the mission of the Economic Development Committee to foster sustainable growth and improve the quality of life for all residents.

My community involvement reflects a deep commitment to service and local development. I actively volunteer with the Union Gospel Mission, where I assist in feeding the displaced, and I serve at a community food pantry to support families experiencing food insecurity. Additionally, I participate in outreach programs that provide Christmas gifts to children of the incarcerated and contribute regularly through volunteer service at my church.

Through both my professional and volunteer experiences, I have developed a strong understanding of community needs, compassion for underserved populations, and a results-driven approach to improving local conditions. I bring to the committee a combination of organizational skill, community insight, and a collaborative spirit dedicated to advancing equitable and meaningful economic opportunities within our city.

By Typing my name below, I certify that the information provided in this board application is true and correct.: Shantell Nicole Mosley
Today's Date: November 5, 2025

City of Joshua
Municipal Court Council Report
From 10/1/2025 to 10/31/2025

11/3/2025 9:11

Item 1.

Violations by Type

Traffic	Penal	City Ordinance	Parking	Other	Total
105	5	12	0	3	125

Financial

State Fees	Court Costs	Fines	Tech Fund	Building Security	Total
\$6,091.41	\$5,116.75	\$8,628.70	\$142.54	\$174.61	\$20,154.01

Warrants

Issued	Served	Closed	Total
0	0	2	2

FTAs/VPTAs

FTAs	VPTAs	Total
0	0	0

Dispositions

Paid	Non-Cash Credit	Dismissed	Driver Safety	Deferred	Total
65	0	16	5	12	98

Trials & Hearings

Jury	Bench	Appeal	Total
0	0	0	0

Omni/Scofflaw/Collection

Omni	Scofflaw	Collections	Total
32	0	32	64

Public Works Monthly Team Status Report

For The Month Of October 2025	
1	10/1/25
2	10/2/25
3	10/3/25
4	10/4/25
5	10/5/25
6	10/6/25
7	10/7/25
8	10/8/25
9	10/9/25
10	10/10/25
11	10/11/25
12	10/12/25
13	10/13/25
14	10/14/25
15	10/15/25
16	10/16/25
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19	10/19/25
20	10/20/25
21	10/21/25
22	10/22/25
23	10/23/25
24	10/24/25
25	10/25/25
26	10/26/25
27	10/27/25
28	10/28/25
29	10/29/25
30	10/30/25
31	10/31/25

Completed Items

[illegible]

In Progress

Year Round	City Wide		Tree trimming.
Year Round	City Wide		Street sign repairs.
Year Round	City Wide		Asphalt street repairs.
Year Round	City Wide		Set out traffic counter and gather data.
Seasonal	City Wide		Mowing right of ways and drainage easements.

Assigned But Not Yet Started	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	32
33	34
35	36
37	38
39	40
41	42
43	44
45	46
47	48
49	50
51	52
53	54
55	56
57	58
59	60
61	62
63	64
65	66
67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

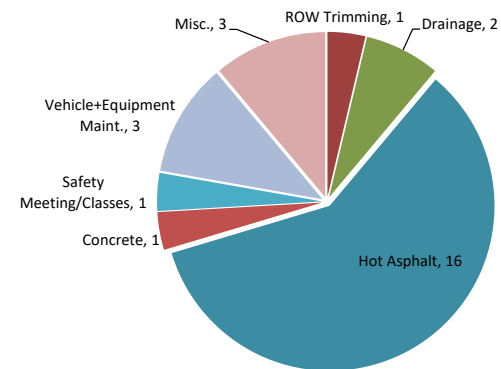
[illegible]

City of Joshua
Public Works Monthly Activity Report
For the Month of October 2025

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Row Mowing																																0
ROW Trimming																												1				1
Drainage						1			1																							2
Signs																																0
Hot Asphalt		1	1			1	1	1		1				1	1	1	1			1	1	1					1			1	1	16
Pot hole																																0
Building Maint.																																0
Concrete	1																															1
Emergency Services																																0
Crack Seal																																0
Safety Meeting													1																			1
Supporting other Dept.																																0
Vehicle+Equipment Maint.									1																			1			1	3
Misc.	1																						1	1								3

Chart reflects one per daily occurrence

ROW Mowing	0
ROW Trimming	1
Drainage	2
Signs	0
Hot Asphalt	16
Pot hole	0
Building Maint.	0
Concrete	1
Emergency Services	0
Crack Seal	0
Safety Meeting/Classes	1
Supporting other Dept.	0
Vehicle+Equipment Maint.	3
Misc.	3



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



City of North Richland Hills
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P.O. Box 820609, North Richland Hills, TX 76182-0609
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arichardson@nrhtx.com

