

City of Glen Rose
City Secretary's Office
Staff Report for July Activities

1. Compiled, organized, processed, and distributed City Council Packets for July 13 and July 27, 2021. Completed redlines for Job descriptions, ordinance changes and policy changes for packets.
2. Completed four sets of minutes from the June City Council meetings for review and approval at the first July City Council Meeting.
3. Researched and worked with Charter Spectrum and Kinetic by Windstream regarding high-speed internet services for City Hall.
4. Worked with Kelly Harris for transfer of CVB to Somervell County, including but not limited to transfer of files, separating City Hall and CVB equipment at the CVB, researching copier contract, organizing a plan with Kelly regarding turnover of internet, phone, email, website, and social media.
5. Cleared the Mayor's office of archived files and the CVB Building of files.
6. Completed Open Records Request including several from Somervell County. Records request were regarding employee verification, security background checks, property information, TMRS requests from previous employee, etc.
7. Assisted with Payroll processing and completed HSA benefits transfer for employees
8. Created and posted all required documentation for the November election.
9. Worked with all board member files for records retention.
10. Updated City of Glen Rose board members listing and posted for public view.
11. Updated Mayor History list and posted for public view.
12. Posted notification in the newspaper regarding Bid for Employee health insurance. Conducted Bid opening. There was one Bidder with several option. Options were discussed with employees.
13. Completed minutes from July's City Council meetings for August Agenda Packet.
14. Prepared, mailed, contacted, and received Well #4 Easement Agreements from the Freas Family. Filed Easement agreement with the Somervell County Clerk's Office.
15. Processed all City Council approved Ordinances, Resolution and contract agreements as discussed in the July City Council Meetings.
16. Worked with Deputy City Secretary Sosol regarding budgeting, and accounts payable.
17. Contacted Somervell County Elections Department regarding contract options for November election. Received two quotes which will be presented to Council in the near future.
18. Processed two outgoing employees.
19. City Intern John Hague and I met via Zoom with TextMyGov for an initial setup meeting. We are hoping to be "live" by the end of August.
20. Processed new hire information for benefits (insurance) and completed a change in benefits for an employee.
21. Submitted several newspaper legal notifications.
22. Ensured that the SCAD office had the most recently adopted city limits map and annexation ordinances since 2018.
23. Calculated a release of lien for property located at 201 Second Street and notified owner of the process required to pay and have the lien released.
24. Made requested changes to the Personnel policy and presented to staff for review.
25. Worked with Mr. and Mrs. Conte and our GIS mapping company to correct the City Limit boundary lines in the system. Notified property owners of completion on this project.
26. Staff meeting regarding employee health benefit options, changes to the personnel policy and acquired signatures from employees regarding their job descriptions.