

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

1. Compiled, organized, processed, and distributed City Council Packets for November 8<sup>th</sup>, 9<sup>th</sup> and 30<sup>th</sup>, 2021, and the Early Voting Ballot Board for November 6<sup>th</sup>.
2. Posted the minutes and audio/video of November 8<sup>th</sup>, 2021, November 9<sup>th</sup>, 2021, and November 30<sup>th</sup>, 2021, Council meetings and posted on website.
3. Completed three sets of minutes for the November City Council meetings for review and approval at the first December City Council Meeting.
4. Accepted application for PW, PD and AC and distributed as necessary.
5. Completed new hire paperwork for two new employees, set them up in our TMRS System, Insurance and Payroll module.
6. Participated in Staff meetings.
7. Worked on training for Newly elected officials. Completed Oath of Office and Swearing-In meeting for newly elected councilmembers.
8. Set up three new email addresses. Archived two old addresses.
9. Processed and codified all recent Ordinances in the City's Online Code of Ordinances.
10. Worked all day election day (6am – 8:30pm). Submitted Unofficial election results to the County Registrar..
11. Worked with Cave Consulting on updates to our Google drive.
12. Worked on projects for the Citizen Notification System.
13. Completed Open Records Request regarding permits, property information, mapping, elections, background investigations, Building plans, etc.
14. Assisted with Payroll processing.
15. Updated the Kiosk in front of City Hall.
16. Worked with Windstream - Kinetic regarding upgrade to the City's internet service.
17. Worked with BizProTec to switch internet services for City Hall. (still in progress)
18. Worked with Mayor Douglas to complete all approved ordinance, resolution, agreements, and work orders.
19. Submitted multiple newspaper notices for public hearings.
20. Worked on the Employee Appreciation Holiday Dinner including the Christmas cards that Council recently signed.
21. Put together cards and gift certificates for employee appreciation for Thanksgiving.
22. Accomplished the 2021 records destruction project.
23. Ordered new name tags and name tags for multiple members of Council including the newly elected members.
24. Working on a "Subdivision Map" for council reference. (still in progress)
25. Got Married!