

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

1. Compiled, organized, processed, and distributed City Council Packets for January 3, 2022; January 11, 2022; January 24, 2022; and January 31, 2022
2. Posted the minutes and audio/video of all January meetings, Council meeting and posted on website.
3. Completed four set of minutes for the January 2022 City Council meetings for review and approval at the first February City Council Meeting.
4. Accepted application for PW and distributed as necessary.
5. Processed two Applications for City Council for the May 2022 Election. The Deadline to file is February 18, 2022.
6. Processed Mayor Douglas for Training in March 2022.
7. Booked Hotel for trip listed above.
8. Coded invoices as needed.
9. Met with Police Chief Martin regarding Job Offer to new Police Department Employee.
10. Worked with Central Texas Title in Glen Rose to complete the abandonment of alleyways in Wolf City.
11. Assisted with postings and notices for the Bid Packet regarding updating the City's Comprehensive Plan.
12. Completed multiple open records requests.
13. Worked on Records retention documents.
14. Accomplished one Personnel Verification request.
15. Attended the TMCCP Election Law Seminar Training. There were many new laws put in place this year.
16. Processed and submitted Employee HSA Funding for January.
17. Set additional employees up with access to create and manage Zoom meetings.
18. Worked with Kinect (phone service) regarding issues with the ZoomRoom equipment.