

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

1. Compiled, organized, processed, and distributed City Council Packets for September 7, 2021, September 14, 2021, September 22, 2021, and September 28, 2021.
2. Completed four sets of minutes from the September City Council meetings for review and approval at the first October City Council Meeting.
3. Made the necessary corrections to minutes, ordinance, job descriptions, and various policies.
4. Processed HOT funds that the City accepted on behalf of the Tourism Department and had a check cut for August and September HOT payments for Somervell County.
5. Posted PW Tech job notice.
6. Updated website and Facebook regarding City-wide yard sale, job openings, and Bulk Trash pickup.
7. Participated in Staff meetings.
8. Worked on TML Conference travel arrangements.
9. Answered citizen questions regarding the November election.
10. Processed and codified all recent Ordinances in the City's Online Code of Ordinances.
11. Worked with Cave Consulting on updates to the city website.
12. Submitted information to eHT and 3CGO to update our zoning map.
13. Completed Open Records Request regarding permits, property information, mapping, elections, background investigations, etc.
14. Assisted with Payroll processing.
15. Worked on notification system information and emailed committee members ideas and sample flyers for TextMyGov.
16. Worked with BizProTec regarding upgrade to the City's internet service.
17. Worked with ESS regarding election equipment and supplies.
18. Submitted signed collection agreement to HomeAway POC and received fully executed copy of this agreement for our records.
19. Worked with Mayor Douglas to complete all approved ordinance, resolution, agreements, and work orders.
20. Submitted multiple newspaper notices for public hearings, election notices, bulk trash pickup, etc.
21. Processed Rock Ridge estate plat.
22. Worked with Chris Hay with eHT and Brian Shirley with 3CGO regarding the cities GIS Mapping system.
23. Filed the city's budget with the County Clerks Office and posted all required tax and budget information on the city's website.
24. Spoke with City Attorney Pendleton regarding required notifications posted at the properties requesting disannexation.
25. Mailed early voting ballots to requested recipients.
26. Worked on Election items.

27. Contacted TMLIRP to request an updated Certificate of Insurance for TNMP (per their request).
28. Sent annexation information to United Coop to ensure proper franchise fee payments.
29. Worked with front office staff to plan, prepare, and clean up Employee Appreciation Luncheon.
30. Fielded several calls and concerns regarding the Historic Farmers Market.
31. Contacted Peggy Busch, Sharon Lawler, and Amanda Ramirez to work on election day as the Judge, Assist Judge and Spanish speaking Election Clerk.
32. Worked on employee evaluations.
33. Presented and processed employee insurance information.