

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

1. Compiled, organized, processed, and distributed City Council Packets for December 14th, 2021.
2. Posted the minutes and audio/video of December 14th, 2021, Council meeting and posted on website.
3. Completed three set of minutes for the December 14, 2021 City Council meetings for review and approval at the first January City Council Meeting.
4. Accepted application for PW and distributed as necessary.
5. Participated in Staff meetings.
6. Registered Councilmembers Freas and Walker for the "Newly Elected Official" Training in San Antonio for January.
7. Booked Hotel and processed Per Diem for the San Antonio trip listed above.
8. Worked with BizProTec to finalize the change in internet service provider for City Hall.
9. Finalized plans for the Employee Appreciation Holiday Dinner including getting Christmas cards and gifts distributed. Thank you to Mayor Pro Tem Joslin for distributing the gifts at the Holiday dinner.
10. Ordered name tag and business cards for new Building Assistant
11. Working on a "Subdivision Map" for council reference. (still in progress)
12. Reviewed City's cell phone service plans and ordered necessary new phone to replace old equipment.
13. Worked with Kinect (VOIP provider) and Buck Martin to install new phone at the Chief of Police's Office.
14. Coded invoices as needed.
15. Met with Councilmember Walker to discuss processes and procedures that were accomplished for the Rezone on S Hwy 144 where the New Dollar General is building a store.
16. Met briefly with Councilmember Harris regarding packet questions.
17. Met with Police Chief Martin regarding interviews and required documentation for hiring a Peace Officer.
18. Created a "Council Chamber Reservation" Calendar to share with Council and Staff.
19. Worked with Auditors regarding our annual audit. The Administrative Staff (Rosario, Emily and Lupita) received great complements from the Audit Staff on the work that was accomplished to this past year. They stated that it was the best that they have seen.
20. Worked with Central Texas Title in Glen Rose regarding abandoned alleyways in Wolf City.
21. Worked with Council to schedule a workshop to discuss the Comprehensive Plan.
22. Worked with FundView and Cave Consulting on two factor authentication for Google Drive, email and FundView applications.
23. Completed multiple open records requests.
24. Worked with Deputy City Secretary Sosol to distribute the remaining HOT funds to the Somervell County Tourism Department.

25. Arranged for multiple Public Hearing Notifications to run in the Glen Rose Reporter.
26. Worked on Records retention documents.
27. Accomplished two Personnel Verification requests.
28. Worked the Mayor Douglas regarding agenda items for January and what the desire of Council would be regarding splitting the meeting into two separate meetings.
29. Registered for TMCCP Election Law Seminar Training in January.
30. Participated in training with FundView for the Utility Billing System.
31. Processed and submitted Final Employee HSA Funding for the year.
32. Processed new insurance for our two newest employees.
33. Set up Zoom meetings for ALL December and January Meetings.