

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

1. Compiled, organized, processed, and distributed City Council Packets for July 27, 2021, August 10, 2021, and August 24, 2021.
2. Completed four sets of minutes from the August City Council meetings for review and approval at the first September City Council Meeting.
3. Made the necessary corrections to minutes, ordinance, job descriptions, and various policies as discussed in the August 10th meeting.
4. Worked with Kelly Harris for transfer of CVB Facebook pages to Somervell County Tourism. Her group is still working out how to change ownership of the pages.
5. Worked on August 24th agenda packet.
6. New Hire set up and processing.
7. Updated website and Facebook regarding late trash pickup the week ending 8/13/2021 and notice for Filing for a Place on the Ballot.
8. Distributed correspondence to the Mayor and Council from SCWD regarding annexations.
9. Participated in Staff meetings.
10. Processed new hire employee paperwork, cell phone, office phone, etc.
11. Scheduled JK Fire protection to certify all exit lights and fire extinguishers for all of the city's buildings.
12. Worked with Cave Consulting to archive necessary email accounts, create forwarder accounts where necessary, and create new email addresses for the Building Official and the Municipal Judge.
13. Worked with Kelly Harris regarding HOT payments and contracts with VRBO and Airbnb.
14. Worked with Kelly Harris regarding outstanding info on the TML Exhibition and the Travel and Adventure Show.
15. Worked closely with Fundview and Badger/Beacon to find a resolution to meter reading and calculations for billing.
16. Processed Applications for Place on the November Ballot and answered citizen questions regarding the November election.
17. Applicants for City Council met on August 24 at 10:00am to draw for their place on the ballot. The order will be 1) George Freas; 2) Richard Vaughn; 3) Lesley Jameson; and 4) TJ Walker.
18. Processed and codified all recent Ordinances in the City's Online Code of Ordinances.
19. Updated a portion of the website to include Ordinances, Meeting Minutes, etc.
20. Submitted information to eHT and 3CGO to update our zoning map.
21. Updated, copied, and scheduled ALL staff meeting for September 13th to distribute the new Personnel Policy to all employees and received a written confirmation of receipt from each employee, and begin Open Enrollment for Insurance.
22. Completed Open Records Request regarding permits, property information, mapping, elections, background investigations, etc.
23. Assisted with Payroll processing.
24. Accomplished training with Municode Meetings and Municode Ordinance Codification.
25. Accomplished training with TextMyGov.
26. Worked with Eddie with the County's IT department to transfer CVB phone number to the county.
27. Worked with BizProTec regarding connectivity issues.
28. Worked with ESS regarding election equipment.