

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

1. Compiled, organized, processed, and distributed City Council Packets for October 12, 2021, and October 20 (Cancelled).
2. Posted the minutes and audio/video of September 7, 2021, September 14, 2021, September 22, 2021, and September 28, 2021, Council meetings and posted on website.
3. Completed four sets of minutes from the October City Council meetings for review and approval at the first November City Council Meeting.
4. Posted PW Tech job notice on front kiosk.
5. Accepted application for PW, PD and AC and distributed as necessary.
6. Bulk trash pick up was a success this year and pickups were completed in three days.
7. Participated in Staff meetings.
8. Worked on training arrangements for two PW employees.
9. Served as the Early Voting Clerk for two weeks while early voting was being conducted.
10. Processed and codified all recent Ordinances in the City's Online Code of Ordinances. We held two early voting dates from 7am – 7pm and we were open 12 hours on election day.
11. Worked with Cave Consulting on updates to the city website adding the new TextMyGov widget to our webpage.
12. Met with the Citizen Notification System Committee twice to discuss set up and implementation of the new system.
13. Created the City of Glen Rose a QR Code.
14. Created the TextMyGov flyer with the QR code. Partnered with the ISD for distribution of the flyer during the ISD's Community Service Project.
15. Ordered election equipment as discussed with Council during budget season.
16. Completed Open Records Request regarding permits, property information, mapping, elections, background investigations, etc.
17. Assisted with Payroll processing.
18. Accomplished training with the new Building, Planning, Code Enforcement Admin.
19. Updated the Kiosk in front of City Hall.
20. Worked with AFLAC for staff benefits.
21. Worked with Windstream - Kinetic regarding upgrade to the City's internet service.
22. Worked with
23. Worked with Mayor Douglas to complete all approved ordinance, resolution, agreements, and work orders.
24. Submitted multiple newspaper notices for public hearings.
25. Processed Squaw Valley Subdivision final plats.
26. Mailed early voting ballots to requested recipients.
27. Fielded several calls and concerns regarding the Historic Farmers Market.
28. Contacted Peggy Busch, Sharon Lawler, and Amanda Ramirez as a reminder for work on election day as the Judge, Assist Judge and Spanish speaking Election Clerk