

City of Glen Rose
City Secretary's Office
June Staff Report

City Secretary

1. Council Meetings – Packets, Posting, Packets – June 11, June 14, and June 28
2. Texas Municipal Clerk's Association – Records Management Conference – June 16 and 17
3. Public Information Requests – Received, assigned, and reviewed – 5
4. Processed 6/24 payroll

Deputy City Secretary

1. Attended June 14 council meeting
2. Virtual attendance - Texas Municipal Clerk's Association – Records Management Conference – June 16 and 17
3. Processed 6/10 payroll
4. Submitted monthly payroll reports TMRS and HSA.

Municipal Court

1. Processed citations, payments and court related paperwork.
2. Have been in touch with Kinect representative to fix issues with Zoom.
3. Answered phone calls, processed utility payments, helped to create new water accounts.

Utility Billing

1. Answered and redirected phone calls for different departments.
2. Processed water and citations payments.
3. Processed paperwork for new water accounts and for closed water accounts.
4. Submitted ACH files for bank drafts water payments.
5. Made courtesy calls to citizens who were on the cut off list for non-payment, this month we had 31 accounts that made it to the list, but only 7 were turned off for nonpayment.