

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

City Secretary

1. Council Meetings – Packets, Posting, Packets – July 7, 12, 26
2. Public Information Requests – Received, assigned, and reviewed – 4
3. Texas Municipal Clerk's Association – Scholarship Committee Chair – Met with committee and scored applications for TMCA Scholarships
4. Registered council and staff for TML Conference
5. Met with Council member Conrad, Council member Harris, and P&Z Chair Streeter to review the proposed schedule of uses
6. Attended virtual training for Cobra benefits

Deputy City Secretary

1. Processed 07/02/22 and 07/22/22 payroll.
2. Submitted monthly payroll reports TMRS and HSA.
3. Submitted quarterly reports and payments to TWC, IRS, State Comptroller.
4. Processed payments to vendors for the month of July.
5. Reconciled bank accounts for TexPool and TexStar.
6. Assisted the front office with payments and phone calls for utilities and tickets, opening and closing procedures due to being short staff.

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.
 - a. 98 accounts penalized for late payment
 - b. 39 accounts on cut-off list
 - c. 39 phone calls made
 - d. 14 accounts turned off for non-payment