

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

Deputy City Secretary

1. Attended Regular Council Meeting as active City Secretary on 04-12-2022.
2. Have been in touch with ES&S and the School District clerk regarding the election.
3. Worked on minutes from 04-12-2022.
4. Processed Payroll for two pay cycles.
5. Submitted monthly payroll reports TMRS and HSA.
6. Attended online and in person the last two sessions (5<sup>th</sup> and 6<sup>th</sup>) for the financial training with North Central Texas Council of Governments (Acknowledgement letter is attached).
7. Attended "Minutes and Agendas" webinar with TMCCP.
8. Have been filing paperwork from the City Secretary Office.
9. Worked on SOPs for the Finance Office. Have been working on the City Secretary SOP but haven't finished, I will be working together with our new City Secretary in order to finish them.

Municipal Court Clerk

1. Processed citations, payments and court related paperwork.
2. Worked on the list for the Bulk Trash pickup, we had 120 addresses that participated.
3. Helped City Administrator with the Cyber Security training.
4. Helped City Administrator with Trash Survey.
5. Have been in touch with Kinect representative to fix issues with Zoom.
6. Answered phone calls, processed utility payments, helped to create new water accounts.
7. Worked on SOP for Court clerk positions and opening/closing procedures for the main office.

Utility Billing Clerk

1. Answered and redirected phone calls for different departments.
2. Worked on the list for the Bulk Trash pickup, we had 120 addresses that participated.
3. Processed water and citations payments.
4. Processed paperwork for new water accounts and for closed water accounts.
5. Submitted ACH files for bank drafts for water payments.
6. Made courtesy calls to citizens who were on the cut off list for non-payment, this month we had 49 accounts that made it to the list, but only 11 were turned off for nonpayment.
7. Worked on SOP for UB clerk position.