

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

City Secretary

1. Council Meetings – Packets, Posting, Packets – October 11
2. Public Information Requests – Received, assigned, and reviewed – 5
3. Attended TML Conference
4. Attended Texas Municipal Clerks Association Advanced Institute
5. Virtual Training – Public Funds Investment
6. Multiple virtual product demos
7. Worked with Municode/CivicPlus to update agenda templates, including logo updates
8. Received and partially distributed council laptops

Deputy City Secretary

1. 3 payrolls were processed and payments to payroll vendors were made
2. Balanced TexPool and TexStart accounts from September
3. Paid Sales Taxes to State Comptroller
4. Worked with Michael on the Financial Report from the month of September
5. Reconciled bank accounts for TexPool and TexStar.
6. Worked with CPA to gather information for audit

Municipal Court

1. Processed citations, payments and court related paperwork.
2. Answered phone calls, processed utility payments, helped to create new water accounts.
3. Municipal court – October 18 – 6 cases on docket

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.
 - 93 accounts penalized
 - 59 accounts made it to the cut off list; phone calls were made to all
 - 16 accounts were charged a cut-off fee
 - 12 accounts were disconnected