

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

Deputy City Secretary

1. Attended Regular Council Meeting as active City Secretary on 03-08-2022.
2. Posted audio/video on the website from.
3. Have been in touch with ES&S and School District clerk regarding election.
4. Worked on minutes from 03-08-2022.
5. Processed Payroll for two pay cycles.
6. Submitted monthly payroll reports TMRS and HSA.
7. Processed payments to regular vendors and payroll vendors.
8. Attended online and in person (3th and 4th) session for the financial training with North Central Texas Council of Governments.
9. Continue taking trainings for Municode and ES&S.

Municipal Court Clerk

1. Processed citations, payments and court related paperwork.
2. Helped ES&S representative to put together voting equipment.
3. Helped Chief Martin to designed the new business cards for his department.
4. Attended online training with ES&S (Election equipment).
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.

Utility Billing Clerk

1. Answered and redirected phone calls for different departments.
2. Processed water and citations payments.
3. Processed paper work for new water accounts and for closed water accounts.
4. Submitted ACH files for bank drafts water payments.
5. Made courtesy calls with the help of Municipal Clerk to citizens who were on the cut off list for non-payment, this month we had 114 accounts that made it to the list, but only 7 were turned off for nonpayment.

*I would like to highlight the fact that Emily and Lupita were very helpful and worked hard to keep the office running while I was out of the office. *