

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

I believe that the proper functioning of this office has been and will always be the combined effort of the City Secretary, Deputy City Secretary, Municipal Court Clerk and Utility Billing Clerk. Because of that, during the time I'm taking care of the City Secretary position, I will include in my report the activities that said employees worked on.

Deputy City Secretary

1. Attended Regular Council Meeting (Prepared by Former City Secretary McDonald) as active City Secretary on 02-08-2022, prepared and attended Special Council Meeting on 02-18-2022. Posted audio/video on the website for both meetings.
2. Processed one application for the City Council for the May 2022 Election.
3. Have been emailing with Hospital and School District clerks regarding the election.
4. Called Election Judges Mrs. Peggy Busch and Mrs. Sharon Lawler and early voting clerk Mrs. Sandra Ramsay to thank them and inform them we will not be holding an election.
5. Attended online training with ES&S (Election equipment)
6. Removed former City Secretary McDonald as primary contact from TexPool, TexStar, TML, TMLIRP, Smart Child Support, FFB and HSA Bank (Health savings account for employees)
7. Processed Payroll for two pay cycles.
8. Submitted monthly payroll reports TMRS and HSA.
9. Processed payments to regular vendors and payroll vendors.
10. Attended first two online sessions of a North Central Texas Council of Governments (NCTCOG) Financial training.
11. Processed payroll paperwork for new Police Officer Jesse Ramirez.
12. Met with former City Secretary McDonald to talk about elections, activities and procedures regarding the City Secretary's Office, received some training on how to work with MUNICODE (Council Meetings software).

Municipal Court Clerk

1. Processed citations, payments and court related paperwork.
2. Contacted IT provider BizProtec, phone system provider KINECT, TxMyGov provider, cell phone provider FirstNet, to introduce herself as a main POC and to remove former City Secretary McDonald from the contacts list.
3. Attended online training with TxMyGov
4. Attended online training with ES&S (Election equipment)
5. Worked with Cave Consulting to solve the issues we were having with emails
6. Met with Kinect representative to resolve the issue we were having with Zoom.
7. Created email address for Officer Ramirez and provide him with a cell phone also she installed a desk phone for Officer Ramirez office.
8. 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 75 accounts that made it to the list.
6. Worked closely with FundView to provide Public Works Director with water consumption annual report for the Texas Water Development Board.