

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

City Secretary

1. Attended Regular Council Meeting on 5/24/2022
2. Fundview Training - General Ledger, AP/AR, Utility Billing, Payroll, Employee Administration
3. Evaluation of Records Management process - beginning phase of reorganization

Deputy City Secretary

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1. Attended Regular Council Meetings as active City Secretary on 05-10-2022.
2. Assisted newly elected City Secretary King with Regular Council Meeting on 05-24-2022.
3. Worked on minutes from 05-10-2022 and 05-24-2022 meetings.
4. Processed Payroll for two pay cycles.
5. Submitted monthly payroll reports TMRS and HSA.

Municipal Court Clerk

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 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 to citizens who were on the cut off list for non-payment, this month we had 35 accounts that made it to the list, but only 11 were turned off for nonpayment.