

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

City Secretary

1. Council Meetings – Packets, Posting, Packets – September 13, September 27
2. Public Information Requests – Received, assigned, and reviewed – 4
3. Completed open enrollment
4. Attended virtual training – Athenian Dialogue on the book “The Art of Gathering”
5. Attended virtual training – Using Parliamentary Procedure for More Efficient Meetings
6. Attending virtual training – TMRS 2022 Annual City Training Conference
7. Attended demos for digital archiving software

Deputy City Secretary

1. 3 payrolls were processed and payments to payroll vendors were made
2. Balanced TexPool and TexStart accounts from August
3. Paid Sales Taxes to State Comptroller
4. Helped with front desk and court the days Lupita and Emily were off
5. Worked with Michael on the Financial Report from the month of August
6. Reconciled bank accounts for TexPool and TexStar.

Municipal Court

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

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.
 - 125 accounts penalized
 - 49 accounts made it to the cut off list, phone calls were made to them
 - 15 accounts were cut off and both fees were applied to them