

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

City Secretary

1. Council Meetings – Packets, Posting, Packets – August 9, 23
2. Public Information Requests – Received, assigned, and reviewed – 6
3. Bid opening for 2022-2023 employee benefits. Met with HUB International to review plans and schedule open enrollment. Met with Aflac to discuss cafeteria plan.
4. Continuing education – Athenian Dialogue “The Art of Gathering”
5. Interviewed and made an offer for the Administrative/Customer Service intern from Tarleton; student is currently completing the required paperwork
6. Reached out to interim firms to inquire about an interim building official
7. Worked with Deputy CS to plan the employee appreciation lunch
8. Worked with Ms. Holder to create social media posts; scheduled posts for upcoming holidays
9. Continued working on filing

Deputy City Secretary

1. Processed 8/05/22 and 8/19/22 payroll.
2. Submitted monthly payroll reports TMRS and HSA.
3. Submitted quarterly reports and payments to TWC, IRS, State Comptroller.
4. Processed payments to vendors for the month of July.
5. Reconciled bank accounts for TexPool and TexStar.
6. Assisted the front office with payments and phone calls for utilities and tickets, opening and closing procedures.

Municipal Court

1. Processed citations, payments and court related paperwork.
2. 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.
  - a. 142 accounts penalized for late payment
  - b. 68 accounts on cut-off list
  - c. 68 phone calls made
  - d. 19 accounts turned off for non-payment