

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

City Secretary

1. Council Meetings – Packets, Posting, Packets – December 13 (Regular and Special)
2. Public Information Requests – Received, assigned, and reviewed – 6
3. Worked with CivicPlus/Municode on the website redesign project
4. Worked with BizProtec on email and Google Drive migration
5. FY2022-2023 Audit
6. Attended Fundview Webinar
7. Made multiple posts on social media regarding holidays and trash service

Deputy City Secretary

1. Processed December 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 November (304)
5. Reconciled bank accounts for TexPool and TexStar.

Municipal Court

1. Processed 39 citations and associated payments and paperwork.
2. Answered phone calls, processed utility payments, helped to create new water accounts.
3. Answered calls regarding trash service change-over

Utility Billing

1. Answered and redirected phone calls to different departments.
2. Processed water and citation payments.
3. Processed paperwork for new water accounts and for closed water accounts.
4. Submitted ACH files for bank drafts of water payments.
5. Made courtesy calls to citizens who were on the cut-off list for non-payment.
6. Answered calls regarding trash service change-over