

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

City Secretary

1. Council Meetings – Packets, Posting, Packets – November 8 and 21
2. Public Information Requests – Received, assigned, and reviewed – 8
3. Worked with CivicPlus/Municode on the website redesign project
4. Attended webinar – “Basics of a Well-Organized Texas Municipal Court”
5. Attended the Public Hearing with Public Management, Inc. regarding the city's CDBG application
6. Completed the annual Workers' Comp audit
7. Opened Interbank account and FFB Money Market account

Deputy City Secretary

1. Processed 11/11 and 11/25 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 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. 127 accounts penalized for late payment
 - b. 47 accounts on cut-off list
 - c. 47 phone calls made
 - d. 10 accounts turned off for non-payment
 - e. 1 account terminated for non-payment (2 months)