

City of Glen Rose  
City Secretary's Office  
April 2023 Staff Report

City Secretary

1. Council Meetings – Packets, Posting, Packets – March 11
2. Public Information Requests – Received, assigned, and reviewed – 10
3. Worked with CivicPlus/Municode on the website redesign project
4. Got bids for flooring
5. Met with security companies to get estimates for City Hall
6. Attended virtual meetings with Peloton regarding the City's Comp Plan
7. Continued work on website and digital archiving projects
8. Attended TML legislative updates Zoom call
9. Attended meetings with developers
10. Assisted Mr. McKethan with questions regarding ongoing issues

Deputy City Secretary

1. Processed payroll
2. Submitted monthly payroll reports TMRS and HSA.
3. Processed payments to vendors
4. Reconciled bank accounts for TexPool and TexStar.

Municipal Court

1. Processed 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.
  - a. 87 late penalties
  - b. 77 called prior to disconnect
  - c. 12 disconnect fees applied
  - d. 8 disconnected