

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

City Secretary

1. Council Meetings – Packets, Posting, Packets – March 20
2. Public Information Requests – Received, assigned, and reviewed – 3
3. Worked with CivicPlus/Municode on the website redesign project
4. Worked with BizProtec on email and Google Drive migration
5. Got bids for flooring
6. Met with 2 security companies to get estimates for City Hall
7. Attended virtual meetings with Peloton regarding the City's Comp Plan
8. Attended kick-off meeting with MCCi (Laserfiche project)
9. Registered council members for the TML Small Cities conference
10. Worked with UB

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. 142 late penalties
 - b. 60 called prior to disconnect
 - c. 10 disconnect fees applied
 - d. 7 disconnected