

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

City Secretary

1. Council Meetings – Packets, Posting, Packets – May 9 and 23
2. Public Information Requests – Received, assigned, and reviewed – 3
3. Worked with CivicPlus/Municode on the website redesign project
4. Coordinated flooring replacement
5. Coordinated security camera install schedule, to include obtaining approval from HPC
6. Met with companies regarding council chamber a/v
7. Phone call with Tyler/Incode regarding software
8. Introduction meeting with FMI (CDBG grant)
9. Continued work on website and digital archiving projects
10. Attended TMHRA Conference
11. 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. 106 late penalties
  - b. 47 called prior to disconnect
  - c. 17 disconnect fees applied
  - d. 10 disconnected