

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

City Secretary

1. Council Meetings – Packets, Posting, Packets – February 13 and 27
2. Public Information Requests – Received, assigned, and reviewed – 4
3. Worked with CivicPlus/Municode on the website redesign project
4. Worked with BizProtec on email and Google Drive migration
5. Met with Auditors from TWDB
6. Attended two webinars – TABC and Insurance benefits

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. 145 late penalties
 - b. 80 called prior to disconnect
 - c. 18 disconnect fees applied
 - d. 10 disconnected
6. Answered calls regarding trash service change-over