



PUBLIC NOTICE

EFFECTIVE DECEMBER 17, 2021

City Hall is **CLOSED** to the Public for In-Person Transactions

In response to the public health directives designed to prevent the community spread of COVID-19 among the general public, the City of Glenn Heights has closed this office for in-person transactions.

Services will be provided by email, phone, 24-hour drop box and video appointments.

External document stations are located outside of the City Hall Building.

- Hard copies of the following forms can be accessed by the public from the external document holders at the building entrance.
 - Water Applications
 - Service Agreements
 - Bank Draft Forms
 - Credit Card Authorization Forms
 - Request for Defensive Driving/Deferred Disposition
 - Public Information Request Forms
- Completed documents and payments can be placed into the secured drop box at the building entrance.
- Forms can also be downloaded, completed and submitted via the department web page:
<https://www.glennheightstx.gov/182/Utility-Billing>
<https://www.glennheightstx.gov/192/Municipal-Court>
<https://www.glennheightstx.gov/155/City-Secretary>

Phone calls with City Hall Staff

- To contact Utility Billing staff by phone call: (972) 223-1690, option 3
- To contact Municipal Court staff by phone call: (972) 223-1690 ext. 275
- To contact the City Secretary staff by phone: (972) 223-1690 ext. 125
- To contact Human Resources staff by phone: (972) 223-1690 ext. 150
- To contact Finance staff by phone: (972) 223-1690 ext. 130
- To contact Community Engagement staff by phone: (972) 223-1690 ext. 145
- To contact the City Manager's Office by phone: (972) 223-1690 ext. 141

Email City Hall Staff

- Email Utility Billing: utbilling@glennheightstx.gov
- Email Municipal Court: karen.mcgee@glennheightstx.gov
- Email City Secretary: brandi.brown@glennheightstx.gov
- Email Human Resources: jaynice.porter-brathwaite@glennheightstx.gov
- Email Finance: phillip.conner@glennheightstx.gov
- Email Community Engagement: ghce@glennheightstx.gov
- Email City Manager's Office: delilah.mendoza@glennheightstx.gov

Video calls with City Hall Staff

- To schedule a video call with City staff, please contact us by phone or email to set up an appointment.