

City Administrator Report May 2021

Following is a list of some of the more significant and/or time-consuming transactions I was involved in during the month:

1. Reviewed the May Council agenda with Mayor Douglas and City Secretary Ritchie. Helped prepare the packet. Prepared Administrator Report and monthly financial reports.
2. Have been handling various Building Official duties until a new Building Official is hired.
3. Communicated with selected CVB Director candidate a couple of times during the month to keep her abreast of developments.
4. The TNMP substation wall is in the process of being built.
5. Worked with staff to prepare a proposed General Fund Budget
6. Received the deed and sanitary control easements for the Paluxy Summit well.
7. Continued to work with Jimmy Gosdin and his engineer as his project made its way through the engineering, P&Z, and Council review process.
8. Attended and participated in two P&Z meetings.
9. Continuing to reach out to the Freas family for sanitary control easement for Well #4.
10. Received notice from our contract with TCEQ that the Sanitary Control Ordinance proposed appeared acceptable to TCEQ.
11. Attended bid opening for Hwy 67 E and Bull Adams Lane sewer line project.
12. Contacted TML legal staff for the status of ad valorem tax increase caps, information on the regulation of shipping containers for use as residences, and a financial policy compliant with CFR 200 requirements for federal grant expenditures.
13. Responded to calls concerning material mailed to short term rental operators.
14. Worked with engineers for the Rock Ridge Estates subdivision on Gibbs to help them through the engineering, P&Z, and Council approval process.
15. Contacted TxDOT staff to secure guidance on the procurement process for the sidewalk project.
16. Spoke with Superintendent Overbo concerning traffic management at the Junior High.
17. Responded to a couple of inquiries from Jay Hinton of the Glen Rose Reporter.
18. Advanced procurement process for American Rescue Plan funded project.
19. Consulted Chris Hay, PE of eHT Engineering numerous times during the month regarding various projects and to obtain cost estimates needed to update the City's coverage on its facilities. Also obtained information from Public Works Director Holder on the City's facilities. Filled out TMLIRP forms to update property valuations. Discussed coverage with our TMLIRP field representative.
20. Worked with CPA Brenda James to clear up a final due to/due from entry in the General Ledger. Also addressed need to segregate funds from a couple of new municipal court fees implemented in January 2020.
21. Worked with City Attorney Pendleton to address the shipping container as a dwelling question that had been raised by someone wanting to install one in Glen Rose. Asked for guidance on the $\frac{3}{4}$ vote requirement required when letters from 20% of the adjoining property owners oppose a zoning change associated with an adjacent property. Also

worked with him to determine how to handle bills from music licensing agencies since the City is no longer hosting concerts at Oakdale Park.

22. Worked with staff to prepare a proposed Utility Fund Budget.
23. Alerted Inspector McKinzie to the complaint regarding the Jefferson Street property and asked him to follow up with the plumbing contractor.
24. Met with Somervell County Water District Manager Kevin Taylor to review the proposed interlocal agreement associated with providing water service to the Squaw Creek Meadows Subdivision.
25. Discussed issues raised in a TCEQ Notice of Violation letter generated by their recent inspection of our water system with Public Works Director Holder. He is taking steps to resolve the violations. One had to do with a couple of customer owned backflow prevention devices, and one involved patching the crack in the Bryant Street water tank to prevent rodents from entering the tank.
26. Discussed fire suppression hood requirements and their applicability to mobile food vendors with Fire Marshal Smith. Different cities have different approaches. He suggested it is something that should be addressed by the City.
27. Working with Public Management to close out the CDBG street and drainage grant project.