

## **City Administrator Report July 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. Also City Secretary Ritchie and I covered for Code Enforcement Officer West while she was out for over two weeks on vacation and then handling a family emergency.
3. Reached out to 4 cities looking for leads on a Building Official.
4. Communicated with SCWD General Manager Kevin Taylor on two occasions regarding his plans to attend a Council Meeting and my plans to attend a SCWD Board Meeting. He wants to wait until after he has resolved his personal issues with the City to meet. Both meetings have been put on hold until later.
5. Followed up with Rock Ridge Estates and Squaw Creek Meadows developers on bonds/letters of credit, but neither party has yet moved forward with this, so the final plats have not been signed and filed..
6. Continued to work on finalizing the budget during the month and completed the process on August 3rd.
7. Mr. Gosdin decided to proceed with phases 1 - 4 rather than 1 & 2. He will be returning to meet with the Council and will then provide a bond/letter of credit for all 4 phases.
8. Attended and participated in one P&Z meeting. Presented a draft of an ordinance amending portions of the Zoning Ordinance for review. A final draft is presented in this week's Council packet.
9. Received the Freas family signed sanitary control easements.
10. Scheduled interviews with 3 applicants for Building Official for the first week of August.
11. Completed the TDEM forms associated with the ARP funding.
12. Consulted with Mayor Douglas and City Secretary Ritchie on handover of CVB funds. Responded to a County request to replace an A/C at the CVB building. Met two contractors on site and secured two bids. As you know, this ended up being a County responsibility. I conveyed bids to Councilmember Harris at the last Council meeting.
13. Conducted a walk through of the Animal Control Facility and reviewed operating procedures.
14. Continue to work with Fire Marshal Smith on various re-inspections and Certificate of Occupancy inspections.
15. Completed adjustments to TMLIRP coverage and obtained a rerate from them. The cost is less than last year due to the removal of the Oakdale Park facilities.
16. At the request of Mayor Dougals, searched for, found, and transcribed a portion of the meeting where Judge Chambers asked the City to extend sewer service where it would be available to serve about a 20 acre piece of land the County was planning on selling.
17. With the help of the Fire Marshal we were able to get the fire sprinkler system operational in one of the hotels where it had been off for a while.

18. With the help of Jeannie Lane, the polycart situation on the east side of the Square has been resolved.
19. Began working on revisions to the Subdivision Ordinance to shore up our compliance with the relatively new 30 day action requirement by creating a strong “administratively complete” definition and procedures. Obtained some sample forms for developers from the City of Richmond, Texas, which we should be able to modify and use. The P&Z expressed a desire to review the Subdivision Ordinance.
20. NextLink corrected their monthly lease payments and provided a check for the months when their payments were less than the recently increased lease amount.
21. Participated in TxDOT kickoff of our sidewalk grant and worked with our TxDOT project manager to file the initial paperwork.
22. Worked with 3 developers during the month concerning their plans for property in Glen Rose.
23. Attended Lower Brazos Regional Flood Planning Group meeting and filled out their survey for Glen Rose.
24. Followed up with Chris Hayt on our TWDB and ARPA projects.
25. Consulted with City Attorney Pendleton on potential wrongful termination suit, transfer of CVB funds, and dis-annexation petition.
26. Began working with Glen Lake Camp on “No Parking” sign request.
27. Attended NTCOG meeting with other local officials on our Hazard Mitigation Plan.
28. Met with Rainbow Village RV Park owner and others on 2 occasions to address flooding/drainage issues. Public Works Director Holder attended the second meeting.