

**City Administrator Report
December 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 December Council agenda with Mayor Douglas and City Secretary McDonald. Helped prepare the packet. Prepared Administrator Report and monthly financial reports.
2. Met with Superintendent Overbo to explore parking at their facility for guests at Big Rocks. This is not an option during the school year when much of the traffic at Big Rocks occurs.
3. Worked with the auditors as they prepared this year's audit. We are expecting to receive a good report.
4. Cave Consulting staff came to City Hall to assist with preparations to implement two-factor authentication for our google systems..
5. Prepared Comprehensive Plan Assessment for use at the workshop.
6. Met with Jessica Taylor of TWDB, Keith Kindle of eHT, and a couple of other members of the TWDB staff. The numbers have been reconciled and TWDB is ready to begin processing outlays for the Grand Avenue Lift Station Project. They also indicated the City could use remaining funds for change orders at the Wastewater Treatment Plant.
7. Continued working on the City's Hazard Mitigation Plan and submitted documentation of hours to be used as part of our contribution to the project cost.
8. Met with a local realtor and developer to discuss the possibility of a project on some of the property adjacent to the 7-Eleven.
9. Continued to work with Chief Martin as he modified the Police Chief's Association's Police Department Policies and Procedures template to fit Glen Rose's needs.
10. Followed up on our TxDOT sidewalk grant Advanced Funding Approval with our TxDOT Project Manager Jeremy Dooley. The AFA was being held up due to a TxDOT training requirement. I signed up for a class in February that will satisfy that requirement. It is believed the AFA will now receive final approval.
11. Received report and estimates from Roxana Bagwell of Maguire Iron, Inc. concerning our ground storage and elevated storage tanks.
12. Began exploring the possibility of creating a vacant building inspection program like the one used in White Settlement. Received feedback from TML Attorney Will Trevino that Glen Rose, as a General Law Municipality, may implement such a program if it should choose to do so.
13. Participated in an Emergency Management drill.
14. Met with Public Works Director Holder and Danny Armstrong of eHT to discuss the implications of SCWD transitioning from a free chlorine to chloramine treated system.
15. Attend the P&Z Meeting to become acquainted with those volunteering to fill the two open P&Z seats. The P&Z recommended Larry "Joe" Boles and Greg Clanton.
16. Reviewed Chris Hay's close out proposal for the east side sewer main project with City Attorney Pendleton. The close out has been approved.
17. Met with a developer, his engineer, and Public Works Director Holder to look at utilities and access for property being considered for development.
18. Continued looking into the "No Parking" proposal for Barnard Street.
19. Discovered that the developer closed on the 18.9 acre tract on the north side of the golf course.

20. Reviewed several Municipal Solid Waste RFPs and began drafting one for Glen Rose's use.
21. Reviewed revisions to the Building Department Fee Schedule being proposed by Building Official Reeves.
22. Staff expects to meet with a local realtor concerning the possibility of providing sewer service to her lots located north of the Rainbow Post Office.