

# City Administrator Report

## June, 2023

- 1.) Completed application process for the TxDot (Safe Route/ Transportation Alternative) sidewalk project.
- 2.) Continued meeting with GoVirtualCFO on local and comparable Cities for Salary Survey.
- 3.) Met with Starbucks representatives for Pre-Development meeting regarding their new location at 307 S. English and 67 here in Glen Rose. (Meeting went well)
- 4.) Met with County Judge to set up coordination meeting regarding upcoming Emergency Management Drill and Graded exercises in June and July.
- 5.) Met with Stan Lowry, George and Demetra regarding the 2% Sales Tax issue with the County.
- 6.) Met with Jim Holder and Mayor to set up meeting with owners regarding the Valley View Gutter issue.
- 7.) Reviewed the May YTD Financials
- 8.) Attended the interview with Mr. Sam Demel for the City Administrator Position
- 9.) Continued the development of Budget worksheets and met with Staff to discuss the Budget process.
- 10.) Met with Dennis McKenzie, interim Building Official on requirements for Certificate of Occupancy for Whiskey Woods Development.
- 11.) Toured the Animal Control Center and met with Christy on the Budget sheets.
- 12.) Met with TexDot area engineer Sarah Horner, the Mayor and George Freas, along with City and TexDot staff starting the initial monthly meeting regarding TexDot projects and Issues.
- 13.) Reviewed City Council Agenda packet
- 14.) Met with Jim Holder on a problem regarding the future Dinowash Car Wash property that has a sewer line running through the middle of the property with no easement. The owner has agreed to grant an easement to the City at the front of his property. I have contacted Stan Lowry to get the proper documents completed in order to accept the granted easement and bring the issue to the Council.
- 15.) Worked on modified Budget worksheets for distribution to staff.
- 16.) Met with Dennis McKenzie (Independent Building Official) to finalize inspection requirements for Whiskey Woods Project.
- 17.) Met with Scott Knapp on his planned development of Town homes at 401 Sam Houston regarding his need to install a residential sprinkler system in each townhome, per ordinance.
- 18.) Met with Jim Holder and Council member TJ Walker regarding dangerous and unimproved drainage area at Walker/ Mission St. intersection. Drainage area appears to need "No Through Traffic" signage and barricades to ensure proper safety.
- 19.) Attended June Council Meeting.
- 20.) Met with Home Owners of the Vista Ridge area to discuss the curb and gutter needs of the development regarding a current flat curb that allows rain runoff to flow into resident's yard and around the house to a water feature. The drainage process was designed to do that type of flow; however, the residents are concerned that with the buildout of the Vista Ridge development the water issue has increased in flow.
- 21.) Met with Larry Allen to finalize offer letter and discuss current Building Official issues. Larry reports on Monday, June 26<sup>th</sup>.

- 22.) Met with Jim Holder on a potential Certificate of Convenience and Necessity (CCN) for the Water and Sewer systems, designed by Enprotec/Hibbs and Todd.
- 23.) Continued to work on Staff 2023/2024 Budget Spreadsheets.
- 24.) Met with Jim Holder and Chris Hay (Enprotec /Hibbs and Todd) on Water and Sewer projects for the upcoming 2023/2024 Budget.
- 25.) Met with the County Judge, Mayor, and Jim Holder for a planning meeting related to the Emergency Management Drill on June 21<sup>st</sup>.
- 26.) Met with Staff on the issue of a County property on Texas Drive interested in developing an RV Park.
- 27.) Worked on developing Budget Worksheets for the upcoming Budget Workshops.
- 28.) Attended the 4.5-hour Emergency Management Drill practicing for an upcoming graded Emergency test in July.
- 29.) Met with Jim Holder at #3 Well to do an onsite review of the storage project planned for the next Budget year
- 30.) Met with Buck Martin on some police issues.
- 31.) Met with Go Viral CFO Doug Martella and Patrick Lawler on progress of the Salary Survey project. (Comparable Cities)
- 32.) Met with TexDot and Jim Holder on signing of amended SRTA Sidewalk project.
- 33.) Met with George Freas and Dr Stangerwald, owner of the County property on Texas Drive regarding her plans for her property. Meeting was relatively successful in that she is willing to look at other land usage opportunities other than RV Park.
- 34.) Survived couple of days without office furniture. LOL.
- 35.) Met with Larry Allen on his first day as new Building Official to go over current projects and priority issues.
- 36.) Met with Abra Nusser of Peloton Land Solutions regarding the process for developing the new Glen Rose Communication Plan.
- 37.) Continued discussions with Dollar General on the lighting requirements in order to issue the Certificate of Occupancy.
- 38.) Continued development of the Budget Worksheets and Capital Plan.
- 39.) Met with Chris Hay of Enprotec, Hibbs and Todd on Utility Projects for the Budget and development of new Impact Fee Structure.
- 40.) Attended P&Z meeting
- 41.) Met Wes Rollen Somervell Chief Appraiser on the current Homestead Exemption structure.
- 42.) Met with Go Viral CFO to discuss progress on the Salary Survey, Organizational Structure projects and assistance with Budget presentation.
- 43.) Met with George Freas, Rich Bruning, Commissioner Jeff Harris, and Abra Nusser (Peloton) to discuss possible revenue generating options for the Texas Drive (Dr Stangerwald) property.