

**City Administrator Report  
For December 2022**

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

1. Worked through conflict of interest issues and scored engineering proposals for the CDBG project.
2. Reviewed December Council agenda with Mayor Douglas, City Attorney Lowry, and City Secretary King. Worked on the packet. Prepared Administrator Report and helped Deputy City Secretary Sosol prepare the monthly Financial Report.
3. Followed up on action taken by the Council at its meeting. Sent documents to Hunter Ryffel on annexation. Worked with Carlos Aguilar on Freeman Millican contract. Notified Tex-21 about the City's delegate and alternate.
4. Still waiting on a bond from Squaw Creek Estates bond so that the approved plat can be filed.
5. Provided guidance on setbacks for a lot in Vista Ridge.
6. Early in the month, reviewed and followed upon HazMAP. Made the coordinator aware that projects were omitted from the City's plan. Also, objected to the inclusion of "Vulnerable Species" and "Climate Variability" components of the plan which had not been discussed at any time during the planning process. Made Judge Chambers aware of these latter items. Followed up again at the end of the year to ensure that the omitted projects will be included in the City's plan.
7. Continued to work with CISA on City cyber security.
8. Bryan Barnes never returned my calls. Sent him a letter via certified mail regarding the need for a bond for Phase I so that a letter of acceptance can be issued so that certificates of occupancies can be issued once the houses now under construction are completed. Asked about failing retaining wall. Made him aware of Sheehan concern and First Baptist request.
9. We have now transitioned from Republic to Frontier, so no more worries about side-load equipment failures.
10. Met with representatives of Peloton and TxDOT to follow up on TxDOT Comprehensive Plan items and to discuss progress on the traffic lights. Abra raised the issue of manual traffic direction. Although the initial response was encouraging, later it was discovered that the District Office probably won't provide authorization for manual traffic direction.
11. Met with Public Works Director Holder, SCWD General Manager Taylor, and SCWD staff member John Flippen on operational issues involving both entities. They haven't committed to using chloramines, but are exploring other options. They haven't yet received the sidewalk design that Chris Hay was scheduled to provide. Although they are willing to look into the matter, they have no plans for paving the parking lot on Barnard because it was reported that late Building Official Heap had said paving wasn't required.
12. Followed up with SCAD on properties that had been removed from the City tax roll. Received assurances from SCAD Attorney Bruce Medley that if the City takes no action, those properties will be re-included on the City's tax roll.
13. The transition to the Microsoft email and the migration from googledocs to the City's service has been completed.
14. GRISD approved the amendment to our interlocal agreement on sidewalk funding. Notified Jeremy Dooley with TxDOT that all of the partners had approved pursuing additional funding.
15. Bickerstaff has been working on the City's project.

16. Worked with Fire Marshal Smith, Inspector McKinzie and Building and Planning Services Assistant Holthe to issue a Certificate of Occupancy for Baymont and a Temporary Certificate of Occupancy for Holiday Inn.
17. Responded to an email from Judy Hampton regarding citizen concerns about timber retaining walls in Tuscan Village.
18. Working with both Police Chief Martin and Code Compliance Officer Wilson to make sure vendors at the Farmers Market are aware of the new guidelines and obtain the required permits.
19. Worked with staff to prepare for this year's arctic blast.
20. The interior work at the Well #5 Standpipe has been completed and the contractor is making progress on the exterior work.
21. The contractor is continuing to work on the Valley View street reconstruction project.
22. The TxDOT Hereford Street/Spanish Oaks Project has been put out for bids and is expected to be presented to the Council for award at the 1-10-22 Meeting.
23. Reviewed first draft of the Comprehensive Plan.
24. Judge Chamber's has been waiting to act on the OSSF plan until the beginning of next year. His plan is to present the agreement to OSSF staff and County Attorney Brown for their input before taking it to the Commissioners Court. James Cagle has been following-up with Judge Chambers concerning this matter.
25. Met with a contract on the Dollar General lighting situation. The developer has indicated they will come into compliance with the City's outdoor lighting ordinance.
26. SCWD Board President Mieth agreed to place Mayor Douglas' request on the January 9, 2022 agenda.
27. Provided some answers to the auditor, who plans on presenting a report to the Council at its January meeting.
28. Worked with Public Works Director Holder and City Attorney Lowry to let Mr. Ryffel know that a replat of Stoneview is required to formally identify Phase I due to bonding requirements. Sent a letter explaining matters and providing a plan forward to Mr. Ryffel.
29. Attended and participated in the December 27<sup>th</sup> P&Z Meeting. A request for a rezone on Paluxy Street and the P&Z's proposed parking revisions will be coming to the City Council at its January 10<sup>th</sup> meeting.
30. We aren't receiving any Building Official applications. Reached out to SGR regarding an interim placement.
31. Worked with staff to provide additional notification to citizens regarding the transition from Republic to Frontier.
32. Worked with material provided by Russ Miller of the Dark Skies Association to prepare an updated Outdoor Lighting Ordinance for the City. The current ordinance predates the proliferation of LED lighting. The Ordinance has been presented to City Attorney Lowry for his review and will be presented to the Council at its January meeting.
33. After receiving input from Public Works Director Holder, reached out to Maguire Iron about the Well #3 ground storage tank project that was discussed when this year's budget was being prepared.