

**City Administrator Report
For November 2022**

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

1. Met with Councilman Freas and representatives of the firm planning on developing the property next to the 7-Eleven to discuss some of the obstacles to that property being annexed.
2. Met with P&Z to discuss some changes to the Zoning Ordinance amendment process which City Attorney Lowry asked be rewritten to comply with state statutes. The changes were approved, submitted to the Council and approved by Council at its meeting.
3. Along with my fellow committee members, scored the CDBG Grant Administrator proposals and recommended Public Management be selected. The committee's recommendation was approved by the Council at its meeting.
4. Attended the November 3rd Comprehensive Plan Community Forum.
5. Reviewed November 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.
6. The Council voted to accept the petition for annexation for the property next to 7-Eleven, allowing the process to move forward, but Councilwoman Conrad mentioned the obstacles which in her opinion were standing in the way of final annexation.
7. Followed up on action taken by the Council at its meeting. Submitted Tex-21 membership application. Discussed different options for resolving the parking situation with the firm which was denied its requested parking variance. Called Greg Clanton to schedule a Retails Strategies presentation for the December Council meeting. Provided Judge Chambers and Superintendent Overbo with the amendment to our interlocal agreement with Somervell County and GRISD on the TxDOT sidewalk project. Offered to meet with their respective governing bodies. Superintendent Overbo asked that I attend GRISD's December meeting.
8. Provided paperwork concerning Grant Administration selection to Public Management and reviewed the Engineering firm selection process.
9. Submitted annual eminent domain report to the Comptroller's Office.
10. Still waiting on a bond from Squaw Creek Estates so that the approved plat can be filed.
11. Terry Sheehan, whose property is next to the failing retaining wall, called to express concern about losing his fence due to the walls failure. Also received a complaint from First Baptist about having the contractor clean up the mess left over on their side of the retaining wall adjacent to their property. Have called Bryan Barnes twice, but he hasn't returned me calls.
12. After confronting our problems with Republic last month, they have begun providing an early afternoon report on the status of collections. Their service has much improved. Republic and Frontier are continuing to communicate as the time for the transition draws near. Frontier has two new trucks for our account which are being broken in at another city. The poly carts and dumpsters will begin to be distributed in mid-December. The same company will be distributing Frontier's equipment and picking up Republic's equipment.
13. Receiving no response from TxDOT on our traffic light resolutions, I asked Abra if Peloton could be of assistance. She is planning on scheduling a follow-up meeting on our Comprehensive Plan with TxDOT and plans on making the traffic light request one of the agenda items.
14. Still working with Administrative Assistant Holder on transition to new email provider. Organized documents and began preparing for the migration from Google Docs as well.

15. Somervell County Commissioners Court approved the amendment to our interlocal agreement on sidewalk funding.
16. The Council chambers' formica work was completed. The new cabinets and countertops have been installed in the front office.
17. The Interbank and new First Financial Bank money market accounts were opened and funded, though one of the requested transfers into Interbank didn't get processed. That transfer is being taken care of and will result in the City's funds being pretty well evenly split between the four banking/investment pool entities the City does business with.
18. At City Attorney Lowry's request, searched for an attorney that could help the City with some issues requiring specialized knowledge. Met with City Attorney Lowry and attorneys from Bickerstaff to determine if that firm could meet the City's needs. As you know, a special meeting was called and the Council authorized letters of engagement. Signed letters of engagement were sent to Bickerstaff and staff began providing information to and having discussions with Bickerstaff and City Attorney Lowry.
19. Worked with Jake McAdams of Public Management to identify the area in Wolf City where a qualifying street project could be undertaken. Provided surveys and boundary to P&Z Chair Streeter as she had volunteered to work with a student present at the November meeting to arrange for students to collect the required surveys.
20. The variable speed drive was installed at Well #5 and Maguire has begun work on the standpipe.
21. The contractor is continuing to work on the Valley View street reconstruction project.
22. All is going well with our new arrangement with Inspector McKinzie. He has just about completed resolving the issues at Tres Rios. We received a letter from TCEQ and they seemed to be satisfied with the steps the City has taken to address the complaint they received.
23. Solicited and received RFQs for an Engineering firm for the 2022-23 CDBG application. Have been addressing what Texas Department of Agriculture has identified as a conflict of interest in one engineering firm's participation in the process.
24. The TxDOT Hereford Street water main permits have been approved and the job has been put out for bids. Due to an error in the newspaper ad. It had been expected that the Council would be asked to award the job at its December meeting, but due to a mistake in the newspaper ad, the award will be delayed until January.
25. So far, no progress has been made on the interlocal agreement with Somervell County regarding OSSF services. Made the Squaw Valley Estates team aware of the City's efforts to simplify the OSSF process by trying to secure an interlocal agreement so their builders wouldn't have to work with the TCEQ office in Fort Worth to secure their OSSF permits and inspections. While I was following up on the amendment to the interlocal agreement on sidewalks, met with County Judge Chambers and County Attorney Brown concerning the agreement, making County Attorney Brown aware of the reason the City is requesting it. The idea of providing a way for City residents to work with Somervell County rather than TCEQ in Fort Worth seemed to be favorably received. Judge Chamber's has been waiting to act on the 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.
26. Working with the new Dollar General on the results of our recent lighting report.
27. Worked with Mayor Douglas to set up a meeting between representatives of the City and the Somervell County Water District. Engaged in a considerable amount of research and analysis in preparation for that meeting. Encountered an obstacle concerning the Mayor's request and she addressed it in a letter to the District. We are hoping the meeting can go forward. If not, Mayor Douglas is planning on addressing the District at its next Board meeting. Unfortunately, for some

reason their December meeting has been cancelled. Mayor Douglas has asked that they conduct their December meeting as some of the matters she needs to discuss with them are time sensitive.

28. Was made aware of some concerns related to the County's new overflow parking lot on the other side of Gibbs from the Expo. Staff plans on addressing these concerns with Judge Chambers.
29. The annual audit is in progress. The auditor plans to present a report to the Council at its January meeting.