

**City Administrator Report
For April 2022**

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 April Council agenda with Mayor Douglas and staff. Worked on the packet. Prepared Administrator Report and monthly financial reports.
2. Jimmy Gosdin met with the Bluebird HOA, and they reached an agreement as to a utility easement and privacy fence.
3. Continued to work with Peloton, though the pace has slowed down. Gathered contact information for the Stakeholders approved by the Council and forwarded to Peloton staff. Community Forum #1 has been scheduled for 10 a.m. to 2 p.m. May 21st at the High School Cafeteria .
4. The ARPA project environmental study was completed, so once eHT issues the plans, we will be ready to go out for bids. Staff will be meeting with Engineer Hay on May 5th to review the ARPA water project plans and the Valley View street improvement plans.
5. Continued to respond to outside legal counsel questions and requests. The hearing has been delayed until June 30th.
6. Spoke with Frontier and contacted some of their references regarding their municipal solid waste proposal.
7. Pulled together information related to the LaMure's request to close Elm Street.
8. The Declaration Ordinance, since it affects the City's boundaries, was filed with the County Clerk's Office, the Appraisal District, and the State Comptroller's Office.
9. Reviewed and processed Medwedeff deed for abandoned street. Discovered the deed failed to retain a utility easement, as required by the abandonment ordinance, and corrected that oversight. The documents were filed with the County Clerk.
10. Met with Scott Steenson, his designer, Public Works Director Holder, Building Official Reeves, and Fire Marshal Smith to review plans for development in the Paluxy Summit Subdivision.
11. Met with James Cagle, his banker, his engineer, Building Official Reeves, and Public Works Director Holder to discuss plans for developing Cagle's 18 acre tract at the golf course.
12. Met with or had conversations with three City Attorney options: Laura Fahey, Charlie Buenger, and Stan Lowry.
13. Spoke with City Secretary applicants and scheduled interviews. After the interview, followed up with Staci King, who has agreed to accept the City's job offer. The Council will need to take official action at the May 10th meeting.
14. Worked with staff and Cave Consulting to prepare a survey on once-a-week or twice-a-week trash collection. The results will be presented at the May 10th Meeting.
15. A proposal for Wastewater Treatment Plant change order work has been prepared by eHT, reviewed by staff, and submitted to TWDB. It is expected this project will use up virtually all the remaining TWDB EDAP grant/loan funds.
16. Working on developing a procurement process that will satisfy TxDOT's requirements for their grant program. Modified some Texas Department of Agriculture CDBG procurement documents, but they were kicked back as inadequate. Will be meeting with State and District level TxDOT staff to obtain guidance for revising the documents to make them acceptable.

17. Staff has come up with a plan for resolving the problem with unmetered street lights at Paluxy Summit. We want to turn one light that is remote from the rest over to TNMP and have them bill us monthly as they do for all the other TNMP street lights in town. Then, we will install wiring across one of the streets and tie all the other lights onto an already metered circuit.
18. eHT has prepared an updated City Limits and ETJ map for your review and approval.
19. Worked with Mayor Pro Tem Joslin and Councilwoman Conrad to prepare proposed amendments to the Personnel Policy regarding "Non-Shift" Pay. Obtained wage surveys from the cities of Cleburne and Granbury to see how our wages compare. Worked with Councilwoman Walker to refine the Incentive Pay program.
20. Attended another on-site meeting at Rock Ridge Estates at the request of the developer's engineer to look at drainage issues where one of the streets intersects Gibbs Street.
21. Met with Bryan Barnes, Mayor Pro Tem Joslin, and Public Works Director Holder to examine some erosion in the bar ditch next to Outlaw Station.
22. Have continued discussions with Jim Gartrell on a utility easement and have talked to a property owner in the Summit Ridge Subdivision about running the sewer line through an existing easement along their property line. It appears we should be able to move forward with this.. The line would enable the City to abandon one of the Summit Ridge lift stations.
23. At the request of County Commissioner Harris, Public Works Director Holder prepared a proposal to place an additional stop sign at the intersection of Walnut and Vernon Streets, to make it a 4-way stop. Met with Commissioner Harris and Public Works Director Holder to review the proposal. This will be presented to the Council at the May 10th meeting.
24. Worked with Mayor Douglas in responding to the Turn and Burn situation involving permits and inspections.
25. Pursued cyber security training for staff to comply with the state's requirements. Found a free course offered by A&M's TEEEX program, which is the same group that provides some of our public works training. Staff have begun taking the on-line course.
26. Continued pursuing free cyber vulnerability testing through Cybersecurity and Infrastructure Security Agency. After consulting with our IT contractor as to the suitability of the service, began filling out the application forms and will be submitting them soon.
27. Submitted state-required 380 Agreement report.
28. Have been engaged in discussions with Counselor Herrera regarding the current TNMP rate case.