

**City Administrator Report
For October 2022**

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

1. Had lunch with Ally Tello of TNMP and City Secretary King as Ms. Tello works to become acquainted with her TNMP customers.
2. Reviewed October 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. Submitted opioid abatement settlement application to the State Comptroller's Office.
4. Still waiting on a bond from Squaw Creek Estates so that the approved plat can be filed.
5. Attended this year's TML Annual Conference in San Antonio.
6. Continued to work with Frontier and Republic on the trash collection transition. Also, put pressure on Republic to come up with a plan for delivering consistent reliable trash collection service to the City until the end of their contract on December 31st. They are having repeated mechanical failures. It was asked that they transfer the Glen Rose account to a district that has other cities with side-load operations or work with Frontier to do an early transfer of the account.
7. Followed up with TxDOT on the Barnard/Elm Street traffic light. Waiting on a response. It seems recent turnover in the District Engineer's office has slowed the response to this request. It is understood that in a matter of months there have been two new occupants of that office.
8. Reviewed and approved Comprehensive Plan and Frontier fliers for this month's utility bill.
9. After a 2" rain, the retaining wall at Rock Ridge Estates which staff had been concerned about began leaning over. Public Works Director Holder notified Mr. Barnes and City Engineer Hay about the situation. Engineer Duffy who designed the wall was also notified. So far, no plan for moving forward has been presented.
10. Working with Administrative Assistant Holder on transition to new email provider.
11. Working with Jeremy Dooley on obtaining additional grant funds for engineering and construction cost overruns anticipated for our TxDOT sidewalk project. Discussed the matter with Mayor Douglas, County Judge Chambers and Superintendent Overbo, all of whom thought it would be prudent to pursue additional grant funding. Additional local matching funds (20% of the additional grant amount) will be required. A three way split would require each of the partners to come up with about a 7% match for any additional grant funding that is approved. An amendment to our current interlocal agreement will be presented to the three governing bodies.
12. Contacted a TML attorney about a pest control ordinance proposed by P&Z Chair Streeter. It's not clear whether or not the City has the authority needed to adopt this ordinance. Waiting on a response.
13. Visited with Lindsey Brewer and her landlord concerning a Certificate of Occupancy for Sugarbiscuits, which is about to reopen. The outstanding issues have been resolved and the Certificate has been issued.
14. Attended a TxDOT meet and greet with Police Department personnel and Public Works Director Holder.
15. Responded to an Animal Control incident involving an injured animal outside the city limits that occurred after hours. Prepared a memo stating City policy which Animal Control Officer Wilson shared with dispatch to prevent future after hours phone calls regarding incidents occurring outside the city limits.
16. The contractor installed the pay window counters and the new formica at the dais. The sheet for the work area below the dais broke, so I new one has been ordered.

17. Staff has been working with Interbank to complete all the paperwork associated with the City's new account. City Secretary King had received everything needed to submit the paperwork on November 1st.
18. Had a phone conference with City Attorney Lowry on annexation, zoning, and platting issues related to the tract next to 7-Eleven.
19. Public Works Director Holder received 2 bids on the variable frequency drive needed to keep water supplied from Well #5 while Maguire Iron renovates the standpipe at that well site. He awarded the bid and we are now waiting on the drive to arrive.
20. As you know, the City only received a response to its RFP for depository services from First Financial Bank and that firm will continue to provide those services to the City for another 5 years.
21. The contractor is continuing to work on the Valley View street reconstruction project. Currently, he is installing curbs along one side of the roadway.
22. An arrangement has been made with Inspector McKinzie for him to continue to provide inspection services to the City. Under our new arrangement, inspections are scheduled only for Mondays, Wednesdays, and Fridays.
23. Worked on the Grease Trap (Grease Management) Ordinance submitted by P&Z Chair Streeter to prepare it for Council consideration. It was adopted.
24. Met with Public Works Director Holder, a developer, his contractor, and the homeowners to come up with a strategy to prevent a repeat of the flooding that had occurred at a home next to the multi-family units on Litigation. The developer agreed to install a berm.
25. Solicited and received RFPs for Grant Administrators for the 2022-23 CDBG application.
26. The church community service group worked on painting handrails and bridge railing on a Saturday.
27. The TxDOT Hereford Street water main permits were kicked back for the second time because, again, the name of the District Engineer had to be changed due to TxDOT staffing changes.
28. Discovered that Somervell County could permit septic tanks if they have an interlocal agreement with the City. Drafted an agreement which was subsequently reviewed by City Attorney Lowry and Mayor Douglas before being transmitted to County Judge Chambers for his review.
29. Completed the Wastewater Winter Averaging Participation applications for commercial business and had staff notify the two entities which, previously, had expressed interest in the program.
30. Took a week of vacation during the last week of October.

The following matters were addressed during my week of vacation (the week ending 10-28-22):

31. Received three bids on light metering to be conducted at many of the City's businesses and awarded the project to the low bidder. Russ Miller has agreed to help on the night the metering is done.
32. Addressed Republic trash collection failures and strategies for getting caught up and preventing future failures.
33. Rearranged my vacation to come to work on October 27th to participate in the Peloton TAC (Technical Advisory Committee) and CPAC (Comprehensive Plan Advisory Council) meetings held on that day.
34. Worked with City Attorney Lowry and City Secretary King to resolve a controversy that had erupted during my time off over a campaign sign posted on private property.