

**City Administrator Report
For March 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 March Council agenda with Mayor Douglas and staff. Worked on the packet. Prepared Administrator Report and monthly financial reports.
2. Met with the Bluebird HOA to discuss a possible utility easement through the end of the Birdsong Ct. cul-de-sac. No resolution was reached. They wanted to meet with the developer to discuss the possibility of his installing a privacy fence between their street and the proposed new development. That meeting is supposed to take place on April 8th.
3. Have been assisting Peloton with moving the Comprehensive Plan process forward, particularly with respect to CPAC, providing planning information, and helping locate a venue for the introductory public meeting.
4. With Building Official Reeves attended a HazMAP meeting at the Fire Department.
5. The ARPA project environmental study was completed, so once eHT issues the plans, we will be ready to go out for bids.
6. Continued to respond to outside legal counsel requests. Submitted bills to City Attorney Pendleton for his review and approval.
7. Received a little over \$200,000 from TWDB in make-up payments for the Grand Avenue Lift Station Project. The lift station is now operational. The next and final phase of the TWDB project is to pursue some change order work at the Wastewater Treatment Plant.
8. The Advanced Funding Agreement for our TxDOT sidewalk project was received and is being presented to Council for action at the April 12th meeting.
9. Conducted a pre-proposal conference for the Solid Waste RFP. Issued an addendum. Conducted a public proposal opening and distributed proposals to the Council and to City Attorney Pendleton. This is another item being presented to Council at the April 12th meeting.
10. Met with TNMP regarding unmetered circuits for some of the Paluxy Summit subdivision's street lights. Need to get back to this project to resolve this problem and to replace some defective ballasts.
11. Continued to do research regarding the annexation map eHT is working on. Discovered a city limits map commissioned by the City Council in 1959 and drafted by County Surveyor Moody Booker in 1960. Worked with City Attorney Pendleton and Engineer Hay to develop a strategy for incorporating this map into a new city limits map. Drafted a Declaration Ordinance and submitted it to City Attorney Pendleton for his review. This Ordinance will be presented to Council at the April 12th meeting.
12. Was contacted by the City's electricity broker regarding the possibility of extending the City's contract.
13. Discussed properties identified for addition and deletion from the tax rolls with Chief Appraiser Rollen. He is anxious to receive a reliable and definitive map of the city limits from the City.
14. Have only received a couple of extra City Secretary applications since the March meeting. Although she has come by to help with some critical matters, former City Secretary McDonald hasn't been available to put in very many hours during the past month. CPA Brenda James has agreed to help Deputy City Secretary Sosol with accounts payable until a new City Secretary is hired.

15. Worked with Councilwoman Conrad to prepare proposed amendments to the Personnel Policy regarding overtime and compensation for unused PTO time. Worked with Councilwoman Walker to prepare amendments for proposed new Tuition Assistance and Incentive Pay programs.
16. Followed up on Maguire Iron proposal by obtaining an estimate from Engineer Hay for the scope of work outlined by Maguire. Also spoke with a TIPS representative to understand how their system works. Submitted the proposal to City Attorney Pendleton for his review..
17. Attended an on-site meeting at Rock Ridge Estates at the request of the developer. Building Official Reeves, Public Works Director Holder, Fire Marshal Smith, the developer, his engineer, and the lead man for his contractor all attended. Grading, fill material, easements, and fire hydrants were discussed.
18. Met with Building Official Reeves and Superintendent Overbo to discuss a driveway GRISD is planning on building from SW Barnard Street to the GRISD campus.
19. Both Public Works Director Holder and I have spoken with Jim CGartrell about securing an easement through his lot at the end of Heritage Estates to allow for the installation of a sewer main from the Summit Ridge Subdivision. The line would enable the City to abandon one of the Summit Ridge lift stations.
20. At the request of County Commissioner Harris, Public Works Director Holder is working on a proposal to place an additional stop sign at the intersection of Walnut and Vernon Streets, to make it a 4-way stop. This will probably be presented to the Council at the May 10th meeting.
21. Attended both the Peloton TAC meeting with department heads and CPAC meeting.
22. Worked with Mayor Douglas and staff to prepare a list of 10 stakeholder interviews for Council's review.