

**City Administrator Report  
For January 2023**

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

1. Reviewed January 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.
2. Followed up on action taken by the Council at its meeting. Forwarded signed Freeman Millican CDBG contract.
3. Received bond from Squaw Creek Estates . Approved by City Attorney. Waiting on Engineer Chris Hay to approve amount.
4. Checked in with Laura Rojas Sifuentes with NCTCOG and learned that our HazMAP, along with those of all the other participating counties, has been submitted. She is waiting on feedback from FEMA.
5. Mr. Barnes responded to the request from First Baptist and cleaned up the area adjacent to the church. A contractor tore out the failing portions of the back retaining wall and began rebuilding. What was built doesn't match the approved plans. The concrete hasn't yet been poured. The engineer who designed those plans called to express some concerns. Called Mr. Barnes to make him aware that the retaining wall needs to be built according to the approved plans or the engineer needs to issue revised plans.
6. Met with TxDOT representatives and Public Works Director Holder to discuss the Taco Bell driveway.
7. Worked on notifications for the first of the quarterly bulky trash collections.
8. Reviewed second and third drafts of the Comprehensive Plan and provided feedback to Abra Nusser. She should have a final draft ready for Council review sometime soon.
9. Worked with Jeremy Dooley to process some paperwork which should provide additional grant funding for the City's sidewalk project.
10. Bickerstaff continues to work on the City's legislative effort and provided an update to the Council. Worked with Counselor Russell and Mayor Douglas to get letters out to Senator Birdwell and Representative Burns. Notified SCWD General Manager Kevin Taylor about the City's effort at obtaining legislative relief from requirements regarding annexation of property in a water district.
11. Worked with Fire Marshal Smith to address, via written notices, three properties where action is needed to come into compliance with the Fire Code.
12. Worked with both Police Chief Martin and Code Compliance Officer Wilson to address a complaint about piles of woodchips at a property on SW Barnard Street. .
13. The Well #5 Standpipe renovation project has been completed.
14. Was off on vacation during the week of the 16<sup>th</sup>.
15. The contractor is continuing to work on the Valley View street reconstruction project.
16. We are processing the Hereford Street/Spanish Oaks Project contract documents.
17. The developer has notified the City that the new light poles needed to bring the new Dollar General into compliance with the City's outdoor lighting ordinance have been ordered.
18. Mayor Douglas, Councilman Freas, Councilman Joslin, and I attended the SCWD Board meeting. They weren't interested in working through the City's issues via a committee setting.
19. The City received its second clean audit in a row. Copies were distributed to several entities that require this report including TWDB, TDA, Texas MAC, TDEM, and EMMA.
20. Filed annual annexation reports with the State Demographer and the Census Bureau.

21. Filed an annual debt report with TML.
22. After being notified of an impending TWDB audit of the City's first audit of its EDAP project, began pulling records together. The project began in 2012. Have been asking employees for various documents, searching through boxes in the City's archives, reaching out to eHT, and organizing documents as they are found. This is a major undertaking. The audit is scheduled to occur the week after my employment contract ends.
23. When the high school volunteer wasn't available to collect the needed CDBG questionnaires, worked with Conde Compliance and Animal Control staff to do so. The questionnaires have been collected and submitted to Public Management.
24. Worked with Engineer Chris Hay, Public Works Director Holder, City Attorney Lowry, and a project engineer to address concerns raised by Hay regarding the engineer's drainage study.
25. Worked with Public Management to set up an account in the new TDA grant reporting system.
26. After one minor adjustment is made, will be able to issue a Letter of Acceptance for the completed portions of the Stoneview Subdivision.
27. We aren't receiving any Building Official applications from qualified applicants. SGR isn't able to provide an interim. Reached out to Texas First Group to see if they could provide an interim. So far, they haven't been able to.
28. Public Works Director Holder is hesitant to present a plan for moving forward with the Well #3 Ground Storage Tank replacement while the Hereford/Spanish Oaks water main replacement is in progress.
29. City Hall was closed for 2 ½ days during the week of the 30<sup>th</sup> due to the weather.
30. Attended and participated in the P&Z Meeting that was delayed until February 2<sup>nd</sup>. Worked with City Secretary King, City Attorney Lowry, and Building and Planning Services Assistant Holthe to do what was needed to handle the weather-related delay. The P&Z approved rezoning for three properties, elected a chair and vice chair, discussed adding a definition for cigar bar and identifying approved zone locations, and prepared recommendations for overhauling parking requirements for all zoning categories.