

**City Administrator Report  
For February 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 February Council agenda with Mayor Douglas and City Secretary McDonald. Helped prepare the packet. Prepared Administrator Report and monthly financial reports.
2. Learned that the property owner's association on Birdsong are unwilling to grant the city a utility easement so that the City can provide gravity flow sewer service to the property immediately to the west of Birdsong.
3. Met with TML Cyber Risk Services Manager Ryan Burns to discuss ways the City can prepare for cyber security threats. TML is in the process of developing some new resources which he will be forwarding to staff soon.
4. Assisted Council in completing the Comprehensive Plan selection process except for the signing of contract.
5. Continued to work with TWDB and eHT throughout the month on reconciling our TWDB financials to TWDB's satisfaction. Finally achieved that goal at the end of the month..
6. Obtained TxDOT Local Government training related to our grant project. Our TxDOT project manager informed me that the paperwork necessary for local let had been submitted.
7. Staff notified TxDOT about the revised no parking zone on NE Barnard Street.
8. After submitting it to Council and making a requested revision, published our Municipal Solid Waste RFP. After the RFP was published, have spoken with representatives of the three firms actively engaged in municipal solid waste collection in our area. All are planning on submitting a response to the RFP.
9. The new Building Department fees have been posted and went into effect after the February 8th Council Meeting.
10. Ordered parts and worked on street lights at Paluxy Summit.
11. Reviewed annexation map provided by eHT and engaged in several days of research, locating annexation ordinances and tracking down missing information. Forwarded information to eHT so they can prepare a final document.
12. Reviewed the SCAD's record of City-owned properties. Notified SCAD of some needed corrections.
13. Discussed the City's Investment Policy with Scott McIntyre of Hilltop Securities. Late in the month, he forwarded a red-lined copy of that policy indicating changes he is proposing. That document was forwarded to Auditor Hamby for his review. McIntyre will be present at the March 8th Council Meeting to discuss the policy and his investment recommendations.
14. Met with Public Works Director Holder, Building Official Reeves, and a property owner about her development plans for 30 acres across from the Promise and the possibility of annexing into the City and receiving City services.
15. Discovered the firms which provide Interim City Secretaries have no one available. Arranged for former City Secretary McDonald to work for the City on a part-time contract basis. Administrative Assistant Holder has been making progress with her the duties she took over that had been previously handled by the City Secretary. Deputy City Secretary Sosol is handling the bulk of the City Secretary duties. The job has been posted at TML and TMCA, and the responses that have been received will be presented to the Council.

16. After learning about the 7-Eleven tax situation and after Mayor Pro Tem Joslin provided a copy of the list of businesses paying sales tax within the City and within Somervell County, worked with staff to conduct a review. Found a few discrepancies which were reported to the Comptroller's Office and corrected.
17. Met with Building Official Reeves and Public Works Director Holder to review the City of Stephenville Subdivision Ordinance which Reeves has recommended that the City modify and adopt. Engineer Hays reviewed the Ordinance and recommended a few changes. The Planning and Zoning Commission is anxious to get started on this project.
18. Met with Todd Cave concerning some recommendations for improving our Google filing system.
19. Prepared a couple of revisions to the Personnel Policy to harmonize it with the PD's recently adopted 1 year probation period and to clarify what hours count toward the 40 hour threshold which must be met before overtime is paid.
20. Along with Public Works Director Holder, met with Maguire Iron to discuss estimated costs for repairing/replacing City water tanks and elevated storage tanks.
21. Met with Building Official Reeves and Public Works Director Holder to discuss some concerns which had arisen with regard to construction at the Stone Ridge Subdivision. Staff met with the developer, the contractor, and the project engineers and a plan was agreed upon for remedying the concerns to everyone's satisfaction.
22. Worked with Building Department staff to resolve a customer complaint about how one portion of our new fee schedule was being applied. It was decided when a group of lots under one ownership were being rezoned with the same designation at the same time, the rezoning would be viewed and priced as one transaction.
23. Requested additional clarifying information on the Easy Street minor replat. Once that information was provided, forwarded the replat to the Council.
24. Finished drafting an Ordinance to amend the City's Utility Ordinance, specifically provisions related to utility billing.
25. Worked with Deputy City Secretary Sosol to prepare a revised City Secretary job description.
26. Responded to a GRISD request that they be allowed to use our voting equipment at their location during early voting since they are the only one of the entities listed in the recent City Council Interlocal Agreement which is having an election. They asked to speak with the Council concerning this at the March 8th Council Meeting.