

City Administrator Report
June 2021

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 May Council agenda with Mayor Douglas and City Secretary Ritchie. Helped prepare the packet. Prepared Administrator Report and monthly financial reports.
2. Have been handling various Building Official duties until a new Building Official is hired. Also City Secretary Ritchie and I covered for Code Enforcement Officer West while she was out for over two weeks on vacation and then handling a family emergency.
3. Created a list of City owned real estate and shared it with the auditor and made the SCAD aware of some corrections needed in their system related to city-owned real estate.
4. Re-enrolled City in federal surplus property program.
5. The TNMP fence at the substation was completed.
6. Updated the proposed General Fund Budget.
7. The plat for the Squaw Valley Meadows Subdivision has been completed except for the bonds and filing. Waiting on Mr. Gosdin, who is waiting on TNMP and contractor pricing.
8. Attended and participated in one P&Z meeting.
9. Continuing to reach out to the Freas family for sanitary control easement for Well #4. Still haven't been able to secure the signed documents.
10. Attended a pre-construction meeting for the Hwy 67 E and Bull Adams Lane sewer line project. Due to material shortages, the project won't begin until the end of July.
11. Worked on improving Building Department forms for SUP's and zone changes..
12. Continued to assist engineers for the Rock Ridge Estates subdivision on Gibbs to help them through the engineering, P&Z, and Council approval process.
13. Explored third party building official service options. After you rejected that option, City Secretary Ritchie updated our TML Building Official listing and added a listing on Indeed.
14. Advanced procurement process for American Rescue Plan funded project.
15. Consulted Chris Hay, PE of eHT Engineering numerous times during the month regarding various projects. Worked with him regarding a change order to the Grand Avenue Lift Station and regarding restoration of TWDB funding once the City has caught up on its project match commitments.
16. Worked with CPA Brenda James to finish clearing the last "due-to due-from" transactions in the General Ledger. Also completed segregating the new municipal court funds. Complied with state law by posting a page on our website listing unclaimed checks.
17. Worked with City Attorney Pendleton on the Zoning Ordinance amendments, particularly the amendment dealing with game halls. Also consulted with him on disannexation, SCWD agreement, and the effluent water interlocal agreement.
18. Provided information to engineers working on the new Dollar General project on Austin Street.
19. Finished closing out the CDBG project.
20. Scheduled a Building Official applicant for an interview. No show.

21. Hired a new utility worker and accepted the resignation of our part-time A/C officer.
22. Made preparations to hand CVB operations over to Somervell County.
23. Looked into various matters related to the Animal Control Department.
24. Worked with Fire Marshal Smith to address issues at two hotels and at one restaurant during the month.
25. Have been tracking activity, or the lack thereof, on Texas' distribution of ARPA funds.
26. As has been reported, we updated our coverage amounts on all the city property. We've been informed TMLIRP has approved an overall 4.9% increase in its rates. Once we get the rerate, we are going to review deductible options. The City currently has a \$1,000 deductible which is lower than the deductible for most municipalities.