

City Administrator Report For May 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 both May Council agendas with Mayor Douglas and staff. Worked on the packet. Prepared Administrator Report and monthly financial reports.
2. Met with Malinda Brooke of Rainbow Village RV Park regarding her concerns about drainage. Discussed the matter with Public Works Director Holder.
3. Continued to work with Peloton, though the pace has slowed down. Met with Peloton every other week to review Comprehensive Plan activity. Arranged refreshments for, helped with notifications, and attended May 21st Community Forum. After reaching out to Abra Nusser regarding a Council request that she attend a joint P&Z, Historic Preservation, and City Council Meeting, presented her suggestion that she hold a Leadership Retreat and help the City develop a Strategic Plan. After her proposal was approved by Council, made arrangements to have it at Inn on the River and to have a catered lunch, and provided her with contact information for invitations to the event.
4. Staff provided input on the preliminary plans for the ARPA Spanish Oaks and Hereford Street water main projects. Now waiting for final drawings.
5. The results of the once a week versus twice a week trash collection survey were presented to Council and the contract with Frontier was finalized. The final contract documents have been signed and filed.
6. Provided outside Counsel with the recently approved city limits map showing annexations. Made them aware of Poehls group claim of City's inadvertent disannexation. They saw no substance to the claim. Received word on May 27th that plaintiff's were dropping their suit. Received copy of Court's Order of Dismissal on June 3rd.
7. Provided Frontier with a list of commercial customers, their addresses and service requirements. Frontier is going to begin contacting those customers to discuss their service needs under the new contract going into effect in January.
8. When it was discovered Will Vaughn wasn't available and a surveyor recommended by him didn't provide a date for when a survey could be obtained, staff made arrangements for eHT to survey the utility easement in Heritage Estates. Also, collaborated with Stephen LaMure, and eHT is going to provide him with a survey of the Elm Street easement as well.
9. Forwarded Council's resolution on TNMP rate case to Counselor Herrera.
10. Obtained and filed signed copies of the revised Wrecker Yard lease.
11. Provided the State Comptroller's Office with the updated city limits/annexation map and a list of all the City's annexation ordinances and asked them if they would review their files to see if there were any that they did not have. When they indicated that they were missing two of the ordinances, copies of those ordinances were forwarded to them.
12. Worked with staff and Mayor Douglas to put together a preliminary budget proposal for consideration at the May 24th Council meeting.
13. Worked with Public Works Director Holder to put in an order for a new truck. Due to the current inventory situation, if we are able to get a truck, we won't receive it for at least six months.
14. Submitted a list of projects for the HazMAP so that the City is eligible for FEMA funding for these projects should funding become available.

15. Explored options for a Historic Preservation Officer. Luis Cossio is willing to take on those duties, but the City's Ordinance will need to be amended to allow a volunteer to fulfill that role. Currently, only a member of the staff can be the Historic Preservation Officer. The state allows either a member of staff or a volunteer to do so.
16. Worked with Building Official Reeves to get a letter to Superintendent Overbo concerning approval of their plans to build a driveway at grade across a portion of the floodplain.
17. Continued to work on the City Attorney situation.
18. Gathered information from the City's Ordinance books and minutes for Historic Preservation Vice Chair Ann Carver to help her understand how the boundaries for the Historic District were developed as she prepares to file an annual report to the Texas Historical Commission.
19. The eHT work orders were signed and forwarded to eHT and TWDB. It is expected the Wastewater Treatment Plant change order work will soon be approved.
20. Continued the uphill battle of trying to come up with a procurement process that would satisfy TxDOT. After meeting with TxDOT, reviewing the matter with Mayor Douglas, and making the Council aware of TxDOT arguments for State let over local let, asked TxDOT to prepare a contract amendment to go with State let. A draft change order has been reviewed and approved and will be coming to the Council for action sometime soon. Under a State let scenario, a local procurement process isn't required.
21. Still working on the Paluxy Summit street light situation. A conduit has been laid, but wire still needs to be pulled. Haven't received a response from TNMP on the possibility of their taking ownership of the one remote light that would be very difficult for the City to provide metered service to.
22. The amendments to the Personnel Policy were approved and a revised policy was distributed to all the city employees.
23. Provided a letter to Developer Bryan Barnes listing what needed to be completed before a letter of acceptance will be issued for Rock Ridge Estates. Notified his engineer that the Council didn't approve the abandonment of the utility easement and that an inquiry was made about connecting the subdivision to Tom Rumph Road. Met with Barnes and various others on the first Friday of June and reviewed the project's status. It appears most of the outstanding items, other than the retaining walls and the TNMP work, will be completed by the middle of the month.
24. The City's application for free cyber vulnerability testing through Cybersecurity and Infrastructure Security Agency was processed and accepted. A vulnerability scan was conducted. The City's server, maintained by BizProtec, passed the test. The City's website and a couple of its apps failed portions of the test. Kerry Hancock of BizProtec is notifying those vendors responsible for services which didn't pass the test..
25. City Secretary King started work on May 23rd. It is a relief to have her on board. Provided answers to questions by Jay Hinton as he prepared an article concerning City Secretary King.
26. Building Official Reeves, Public Works Director Holder and I met with TxDOT to discuss the extension of Hwy 144 across a new bridge over the Paluxy.
27. Worked with staff to forward HOT financial data to Tourism Director Harris so that she can prepare a financial report for the Comptroller regarding last year's funds.
28. Worked with staff to schedule this year's audit.
29. Signed the paperwork necessary to obtain backup internet service from Charter.
30. Submitted updates to our city limits map on google.com. The updates were kicked back due to formatting. With the help of Brian Shirley at 3cGEO, corrected the formatting issue and resubmitted.

31. Met with two contractors to look at City Hall remodel work. Have received one estimate. Waiting on the second estimate.
32. Matthew Taylor started to work in our Utility Department. He is a licensed water system operator.