

## **City Administrator Report September 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 September Council agendas with Mayor Douglas and City Secretary Ritchie. Helped prepare the packet. Prepared Administrator Report and monthly financial reports.
2. Drafted ordinances and resolutions for all three of the September Council meetings.
3. The tax rate was adopted, completing the FY 2021-22 budget process.
4. City Secretary Ritchie was provided with an amended budget cover sheet. She posted the adopted budget with this cover sheet on the website, posted a statement about our tax rate on our homepage, and filed a copy of the budget with the County Clerk's Office (all as required by State Law).
5. A signed copy of the tax rate ordinance was sent to Chief Appraiser Rollens.
6. The plat for Phase I Rock Ridge Estates was filed.
7. Still waiting on the bond or letter of credit so that the Squaw Valley Meadows plat can be filed. Followed up with Mr. Gosdin, but he is not yet ready.
8. Worked with staff and CPA Brenda James to complete end of the year accounting tasks.
9. Corresponded with TWDB, eHT, the bank officials handling our escrow accounts, and our auditor regarding financial issues related to our TWDB EDAP projects. (The 20% match, balances, and potential change orders to allow the City to access the balance of the EDAP grant and loan funds awarded to the City.)
10. Consulted with City Attorney Pendleton on Economic Development and Disannexation Executive Sessions and related matters. Provided additional information on annexation.
11. Consulted with TMLIRP on potential disannexation legal matters.
12. Worked with Homeaway.com to redirect payments to Somervell County by drafting an amendment to the City's agreement with Homeaway.com which was subsequently approved by the Council.
13. Notified 3 local 501(c)(3) organizations about a TNMP grant opportunity.
14. Met with the Mayor and all of the Council members (some on more than one occasion) at different times during the month.
15. Prepared for annual evaluation.
16. Provided information to Public Management on ARPA funding.
17. Attended and participated in one P&Z meeting. The commission approved Rock Ridge Estates Phase II.
18. Worked with Public Works Director Holder to prepare for installation of the generator for the Utility Yard. The generator and transfer switch were delivered. A natural gas line was installed and the electrical parts were ordered. The installation should be completed by mid October.
19. Another generator and two generator trailers were acquired through the federal surplus program.
20. Holder awarded the Well #3 generator project installation to Wallace controls. Parts for the other generator wiring projects have been ordered (Wells 2, 4, 5, and 6).
21. Prepared and delivered evaluations on department heads and the animal control officer.
22. Addressed matters related to an employee termination. Consulted with TMLIRP legal counsel.
23. Dealing with complaints about Farmers Market from local brick and mortar merchants.

24. Sent an email to Chris Hay following up on 7 items I have pending with him: end of year invoicing, Stone Ridge Phase II review, the Valley View project, the Spanish Oaks/Hereford project, a survey for the Grand Avenue lift station, an annexation layer for our 3cGEO website map, and desired end of the EDAP project TWDB change orders.
25. Followed up with Jeremy Dooley of TxDOT on our Sidewalk Grant Project. Previously I had asked for guidelines for procuring engineering and grant administration services. He wants to obtain our AFA (advance funding agreement) before initiating procurement. He said we should get our AFA next week.
26. Developed an application for 380 Economic Development Agreements to be used in connection with annexations. Another application needs to be developed for other 380 Agreement applications.
27. Received notice from TCEQ this afternoon regarding an outstanding violation involving a back-flow prevention device at the hospital. The hospital's contractor, like many other contractors, is having trouble getting parts. Holder contacted TCEQ. At this point the City isn't in trouble, but TCEQ is monitoring the situation to make sure the back flow prevention deficiency is corrected.
28. Continued to receive complaints from Ms. Brooke of Rainbow Village RV Park about deepening the ditch along Bull Adams Lane. It is hard to provide satisfaction because, according to Mr. Gosdin, our crew, and Engineer Hay, there is only a 3" drop per 100' and the current ditch line has a consistent grade from one end to the other.
29. Obtained a sales tax confidentiality report from the State Comptroller's Office to obtain a better understanding of increasing sales tax revenues for economic development and planning purposes.