

**City Administrator Report
For September 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 September Council agendas with Mayor Douglas and City Secretary King. Worked on the packet. Prepared Administrator Report and helped Deputy City Secretary Sosol prepare the monthly Financial Report.
2. Continued to work with Frontier and Republic on the trash collection transition.
3. The FY 2022-2023 tax rate and the new trash rates have been adopted. A copy of the tax rate ordinance was sent to Chief Appraiser Rollen and City Secretary King posted the required information on our website and filed a copy of the budget with the County Clerk's Office. The budget was given to Deputy City Secretary Sosol to enter into our accounting software. Mission accomplished.
4. Worked with Public Works Director Holder to address a complaint in Summit Ridge about loose gravel leftover from a chip seal project from 2 years ago.
5. Continued to work with Public Works on getting our water system ready for generators. Purchased a final backup generator through the surplus program.
6. Along with Building Department Administrative Assistant Holthe had a visit with former Building Official Reeves when he came by to pick up his final check.
7. Valves were installed on both sides of the water main which crosses the creek at the east side of the WWTP. This has been on our "To Do" list for a while and it is a relief to get this completed. This pipe almost washed out once before. If it had, service would have been lost to a hotel and several other businesses. Now the area can be isolated and re-supplied from a different direction.
8. Received resolutions back from Somervell County, the Hospital District, and GRISD on the traffic light for Elm & Barnard Streets and forwarded them to TxDOT.
9. Completed the 2022 SAM registration, which is required for grant projects, for the City. Set up City Secretary King and Deputy City Secretary Sosol as administrators within the system so that they can handle future registrations.
10. A problem was encountered on the approximately 10' tall retaining wall on the west side of the Rock Ridge Subdivision in that the contractor didn't follow the approved engineered drawings. The other, shorter, retaining walls were built according to the approved plans. Approval of the deviation has been received from the engineer who designed the plans. Since the subdivision is now substantially complete the Subdivision has been released for permitting. Once the bond is squared away to City Attorney Lowry's satisfaction, a Letter of Acceptance will be issued.
11. Made arrangements with Republic Services for poly carts for the Wine & Art Festival.
12. The roll up window has been installed for the Municipal Court pay window. Still waiting on cabinets, countertops, and formica.
13. Finished preparing and submitted paperwork to the Texas Historical Commission on Mario Luis Cossio's appointment as the City's Historic Preservation Officer.
14. Received an executed copy of our Historic Use Water Permit from Prairielands.
15. Continued to reach out to Tryce Berend on the IntraFi account and spoke several times to Vickie Pettit to see if FFB has a higher interest rate alternative to offer.
16. City Secretary King arranged for employees to enroll for this year's health insurance program.
17. Continued working with Peloton on the Comprehensive Plan.
18. Accompanied by Public Works Director Holder, had one phone conference during the month with City Attorney Lowry.

19. Worked with Public Works Director Holder on a plan to install a variable frequency drive pump at Well #5 in connection with the Maguire tank project to keep the water mains in that area pressurized while the tank is out of service.
20. Worked with City Secretary King on an RFP for Depository Services.
21. The contractor is continuing to work on the Valley View street reconstruction project.
22. Provided information to Council members Freas and Conrad concerning current trash rates and the new rates under the Frontier Waste contract.
23. Attended this month's primary P&Z Meeting. The Squaw Valley Meadows final plat, Holden Street Cottages PD amendment, and proposed revisions to trash rates were considered at that meeting.
24. Dennis McKinzie has been providing inspection services, but due to personal matters it appears he may have to discontinue doing so. He located a retired City of Brownwood inspector who lives in Granbury who has expressed some interest in providing those services to the City. We posted an ad for Building Official on TML's website. I reached out to someone with a Building Official resume on Indeed who lives in the Burnet area, to see if he might be interested in a full time position or in a part-time virtual Building Official position.
25. Ordered parts to rewire some street lights at Paluxy Summit so that they are on a metered circuit.
26. Met with investors to provide input on their plans to purchase and develop some property within the city. They are considering building lower cost, multi-family housing.
27. Made the requested revisions to the Subdivision Ordinance which, subsequently, was adopted.
28. Worked on the Grease Trap (Grease Management) Ordinance submitted by P&Z Chair Streeter to prepare it for Council consideration. It was adopted.
29. Worked with property owners on their short term rental amendment to the Holden Street Cottages PD. Responded to complaints from neighboring property owners. Discussed the matter at length in our phone conference with City Attorney Lowry. Their request was withdrawn.
30. The Taco Bell replat was completed and filed.
31. Had Inspector McKinzie inspect the lift stations and sewer lines at Tres Rios. The improvements he recommended were acceptable to Tres Rios.
32. With Public Works Director Holder, met with church group which wants to do some community service projects.
33. Public Works Director Holder is responding to a complaint TCEQ had received about the Tres Rios lift stations. I made him aware of McKinzie's recent inspection and findings.
34. Contacted TxDOT on status of Hereford water main project permits. Was told they should be issued in about a week and a half.
35. Worked to help a citizen navigate the TCEQ permitting for septic tanks within the City. Identified a contact in the TCEQ Dallas/Fort Worth regional office.
36. Working with Russ Miller of the Dark Skies initiative on an unfinished project by former Building Official Reeves to monitor light levels at select businesses within the City.
37. Worked with CPA Brenda James to set up accounts for holding the equipment and vehicle funds included in this year's General Fund and Utility Fund budgets.
38. Responded to several citizen inquiries/complaints during the month.