

**City Administrator Report  
For August 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 August 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. The City's Strategic Plan has been completed, presented, and adopted.
3. Staff worked with Republic and Frontier to coordinate a meeting between representatives of both companies to begin planning the upcoming transition in garbage collection service for the City. City staff will be meeting with Frontier to review their transition plan later this month.
4. The Public Works Department has completed installing the new sewer main in Summit Ridge and has taken the lift station in that vicinity out of service.
5. The FY 2022-23 Budget has been adopted. The new trash rates the Utility Fund Budget is based on have been adopted and will go into effect on January 1st. All that remains is to adopt the 2022 ad valorem tax rate at the September 13th Council Meeting. A considerable amount of time was devoted to this effort - preparing notices and all the formatting and supplemental information required for the budget filing.
6. The City has received reimbursement from both GRISD and Somervell County for the engineering portion of the TxDOT sidewalk project. TxDOT Project Manager Dooley called to say the project had been handed over to a contracted design engineer and that he would be touching base with me on any developments happening on the design front.
7. Met with Hospital Administrator Michael Honea, County Judge Danny Chambers, and Superintendent Trig Overbo on the Council's request that each of those entities join the Council in adopting a resolution supporting a traffic light at Elm and Barnard. Provided all three with template resolutions. All three indicated they would present the resolution to their respective boards.
8. Provided economic data to Greg Clanton and met with him and Joe Boles to discuss economic development. They would like to serve on an economic development advisory committee.
9. Progress continues to be made on the retaining walls at the Rock Ridge Estates subdivision, but they aren't finished yet.
10. After updating the Google City limits map, at Councilwoman Harris' requested added Ms. Dorothy Ave to their map and updated the CR designation to Bull Adam's Lane.
11. Randy Delossa has been making progress on the City Hall remodel. Last week, I gave him the go ahead on the front office cabinets and all the formica work.
12. Changes have been made with our Historic Preservation program. Mario Luis Cossio resigned from the Historic Preservation Commission; Mayor Douglas appointed Karen Braswell to his vacant position; and, I appointed Mr. Cossio as the City's Historic Preservation Officer. Attended a portion of the Historic Preservation Commission Meeting where all these changes were announced.
13. Mayor Douglas signed the City's Historic Use Permit issued by Prairielands Groundwater Conservation District and it was sent to Prairielands for final approval.
14. Interacted with Tryce Berend on several occasions to discuss the possibility of opening a checking account with InterBank that would have an interest rate about 1% higher than the interest rates associated with the City's current accounts.
15. Interacted with City Secretary King as she worked through the process to obtain this year's employee health insurance proposal.

16. Learned that everything is now a go for our TWDB change order project. Initially staff was told this change order work wouldn't be approved, but with the help of eHT, staff persistently asked that the project be approved. The City could have lost access to over \$800,000 in TWDB project funding if this hadn't been pushed through.
17. Continued to work with Peloton staff on the Comp Plan throughout the month. Attended and participated in the second CPAC meeting.
18. Had two phone conferences during the month with City Attorney Lowry. City Secretary King participated in both and Mayor Douglas participated in one.
19. Touched base with Roxana Bagwell of Maguire Iron on our Well #5 Standpipe project. She indicated they are planning on beginning that project in October.
20. Mayor Douglas and I met with representatives of Comanche Peak regarding their plans to renew their permit for operations.
21. The contractor has begun work on the Valley View street reconstruction project.
22. Building Official Reeves has now retired. Dennis McKinzie is providing inspection services and I am helping out with Building Official duties until the plan forward is confirmed at the September 13th Council meeting.
23. Wiring for Transfer Switches has now been completed at all well sites except Well #2. A plan for that installation has been discussed with TNMP and the parts have been ordered. Recently, staff located another generator through the State's surplus program. We are close to having everything in place so that we can readily address prolonged power outages.
24. The fire hydrants at the Expo were removed.
25. Attended the Community Meeting called by Judge Chambers. Was asked to discuss the implications of disincorporation. Used the opportunity illustrate the contrast County property tax raising ability with the City's ability by noting how to raise the same amount the County raises through a \$0.01/\$100 valuation rate, the City would have to impose an \$0.11/\$100 valuation rate.
26. Met with the outgoing and incoming TNMP Community Liaisons.
27. Prepared amendments to this year's budget which the Council approved. Worked with Deputy City Secretary Sosol to get the amendments entered into the accounting software.
28. Responded to a complaint by First Methodist Church concerning their utility bill..
29. Met with an engineer on a couple of potential projects. One involves multi-family and the other commercial development.
30. Devoted considerable time to importing, refining, and formatting revisions to the City's Subdivision Ordinance for consideration at the September 13th Meeting. Presented the Ordinance to the Planning and Zoning Commission.
31. While at the Planning and Zoning Commission Meeting, was presented with a Grease Trap Ordinance, which I worked to revise and reformat, redesignating it as a Sewer System Grease Management Ordinance for consideration at the September 13th Meeting..
32. Reviewed operations at the Wastewater Treatment Plant with Public Works Director Holder.
33. Resolved a billing dispute with Team Viewer software company.
34. Assisted property owners with a strategy for moving forward with a request for a Short Term Rental in the Holden Street Cottages Planned Development.
35. With input from City Attorney Lowry, moved forward with processing a minor plat for the site of a future Taco Bell. Former Building Official Reeves reviewed and signed off on their construction plans.
36. Met with Glenn Wilson on a proposed building expansion.
37. Responded to several citizen inquiries/complaints during the month.