

City Administrator Report
August 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 August Council agenda with Mayor Douglas and City Secretary Ritchie. Helped prepare the packet. Prepared Administrator Report and monthly financial reports.
2. Interviewed candidates for building official.
3. Met with owners of Rainbow Village RV Park, the house to the east, and the Squaw Valley Meadows Subdivision to discuss drainage issues at the RV Park.
4. Met with Councilwoman Conrad and owner of 108 Paluxy regarding the path forward for rescinding the Demolition Order so that an investor could purchase and rehabilitate the property. Provided a letter to the investor outlining a process involving their purchase of the property, submission of plans for review, and the issuance of permits with the promise that afterwards the Demolition Order would be rescinded.
5. Attended 7-Eleven Grand Opening.
6. Obtained guidance from Chief Appraiser Rollens on property tax calculations.
7. Filed budget with City Secretary Ritchie. Sent sanitary control easement documents to TCEQ and touched base with them to make sure they had received everything needed for Well #4.
8. Hired Kyle Reeves as new Building Official and have been getting him up to speed. Introduced him to Fire Marshal Smith, County Floodplain Coordinator Jones, and 2 of the P&Z Board. Two participated in the interview, so they already knew him. One was out of pocket. Took him on a tour of areas where construction is taking place. Showed him the city facilities and infrastructure projects. With the help of Animal Control Officer Wilson, gave Building Official Reeves a tour of that facility.
9. Continued to follow up with Rock Ridge Estates and Squaw Creek Meadows developers on bonds/letters of credit, but neither party has yet moved forward with this, so the final plats have not been signed and filed.
10. Consulted with City Attorney Pendleton on dis-annexation issues, the letters of credit for the two plats that are in the process of being finalized, the SCWD cease and desist letter, a development agreement for the acreage near 7-Eleven, the interpretation of the 525' width limitation regarding annexation of property within a water district, the order of demolition for 108 Paluxy, how to proceed on returned certified mail code enforcement notices, and a complaint about our no firearms sign at Big Rocks from someone who is licensed to carry (the sign is being revised).
11. Attended and participated in one P&Z meeting. The commission adopted a set of priorities for the coming months.
12. Facilitated a meeting between the investor buying the golf course property, City representatives, and engineers for the City and the developer. Plans for development centered around having sewer service were discussed.
13. Discussed financial matters related to handoff of the CVB with Auditor Michael Hamby.
14. Broached the topic of developing an annexation map with Chris Hay and Brian Shirley of 3CGeo.
15. As you know, we completed the budget process except for adopting the property tax rate. As part of the process, Public Works Director Holder, Engineer Hay, and I reviewed our ongoing projects to make a best guess at how much would be completed in FY 2020-21 and how much would be carried over to FY 2021-22. Made other changes to the budget

as dictated by the Council and necessitated by unfolding circumstances prior to submitting final versions to the Council for approval.

16. Again, as you know, we made year-end amendments to the FY 2020-21 budget to keep us in good standing with our auditor. This was especially necessary for the CVB budget due to our transfer of that operation to Somervell County.
17. Spoke to State Comptroller staff about this year's tax ad requirements; then, worked with Chief Appraiser Rollens and City Secretary Ritchie to prepare a ¼ page ad for the tax rate for the newspaper.
18. Consulted with TML legal staff concerning their interpretation of the 525' width requirement for annexation of property in a water district.
19. Met with staff and developer representatives regarding annexation and residential development of about the south ½ of the land between 7-Eleven and Squaw Creek. This developer now owns the property north of Tractor Supply. In the past, the City explored building a detention pond on that property to alleviate flooding in Golden Heights. The developer is planning on building a detention pond there for holding water generated by development on that property. They were made aware that the City might be interested in providing funds for including extra storage capacity in their pond. They seemed interested in working with the City to that end.
20. Prepared notices for upcoming P&Z and Council public hearings. Turned paperwork over to Building Official Reeves for his review.
21. Worked with Republic on collection issues related to their staff and COVID.
22. Provided financial data to grant administrator for reports that are due with respect to our ARPA funds. Received first tranche of \$334,000 in ARPA funds on 8-23.
23. Signed up for training related to our TxDOT grant. Have reached out to the TxDOT project manager to begin the procurement process for grant administration and engineering services
24. Participated in a Municode Training session.
25. Consulted with Public Works Director Holder on easement issues concerning our Hwy 67 and Bull Adams Lane sewer main project and plans for emergency power at various facilities. After the budget amendments were approved, ordered a natural gas generator for the Utility Yard Office.
26. Finalized negotiations with Windstream for fiber service to City Hall. City Secretary Ritchie had obtained proposals from Windstream and Charter, the two companies providing fiber service in this area. Windstream had the best proposal, but their reputation for service hasn't been the best. Their initial proposal was for 5 years. Due to their service reputation, I was reluctant to enter into a 5-year contract. I asked for a 12-month trial contract. They agreed to offer the same prices in their 5-year contract for a 12-month contract.