

**City Administrator Report**  
**October 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 October Council agenda with Mayor Douglas and City Secretary Ritchie. Helped prepare the packet. Prepared Administrator Report and monthly financial reports.
2. Obtained the electrical easement from the Water District, filed it, and forwarded it to TNMP.
3. Submitted additional information for our ARPA grant.
4. Attended the TML annual conference in Houston.
5. After the conference, I began taking steps to improve our cyber security. Met with our IT contractor, BizProTec and reached out to Cave Consulting and Fundview. To meet with Todd Cave on 11-10-21.
6. Our new water tank on Bryant Street was brought on line and the old one was drained and removed. According to Public Works Director Holder it is a wonder that it hadn't failed.
7. Worked with Building Official Reeves and Engineer Hay to make sure all of the latter's comments had been addressed prior to the Phase II plat of Rock Ridge Estates being approved by Council. Everything was addressed and the plat was approved and filed.
8. Drafted 3 ordinances for the November Council meeting (ROW Management, Utility Billing, No Parking Zone on NE Barnard at Glen Lake Camp.).
9. 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.
10. Never received a response from TWDB on my September email regarding the escrow account that needs to be closed. Re-sent the email requesting action.
11. Consulted with City Attorney Pendleton on converting temp agency employee to a permanent employee, the ROW Management Ordinance and the Taylor, Olson bill, a 380 Agreement, and another bond proposal for the Squaw Creek Meadows subdivision.
12. Chief Martin obtained a PD policy template from the Police Chief's Association that he believes can be tailored to fit our department's needs. This will probably be presented to you at your December meeting.
13. Responded to questions about the City's plans to hire a second police officer from reporter Jay Hinton.
14. Met with Building Official Reeves, Public Works Director Holder, and the developer to discuss plans for the subdivision next to 7-Eleven. Since then, a petition for annexation has been submitted and staff responded by submitting a Development Agreement (which has to be declined before the property can be annexed. The developer has reached out to SCWD to obtain permission for the annexation.
15. Determined that the 2009 Comprehensive Plan was adopted. Reached out to Freese Nichols and Public Management for proposals for updating that plan.
16. Met with Holder, Reeves, developer Roger Montoya and his architect to discuss a proposal for a subdivision adjacent to Golden Heights.
17. Worked with staff to resolve a lingering problem with our new utility billing system software.
18. Consulted with TML legal staff on how to handle billing (and service disconnects for unpaid bills) where Somervell County Water District is providing water service.
19. With the help of Public Works Department staff, we installed the new automatic transfer switch and wired and started the new natural gas generator at the Utility Yard.
20. Received a complaint through our website portal from a tourist about offensive t-shirts being sold at the farmer's market.

21. Worked with Jeremy Dooley, our TxDOT project manager, to submit an AFA for our sidewalk grant project. Hoping to receive approval soon so that we can begin procuring grant administration and engineering services.
22. After I reached out to hospital staff, the hospital's contractor secured the permits needed to install the code compliant backflow protection devices. As of the last report, all but one of the units has been installed.
23. Worked with Building Official Reeves and City Secretary Ritchie to make sure the correct notices were published on the 29th for the zoning for the property beside 7-11 (in the event that it is annexed) and a requested rezoning for a property on Mary Lynn near SW Barnard Street.
24. Submitted an outlay to TWDB on the Grand Avenue Lift Station project to start the process of determining where we stand on city contributions vs TWDB contributions.
25. Addressed concerns raised by some cities electing to return ARPA funds due to the federal strings attached to those funds.
26. Working with staff and Mr. Pollock to arrange an open cut across his driveway for the Hwy 67 sewer main this coming Saturday.