



## **City Administrator Report – June 22, 2021 City Council Meeting**

The City has coordinated with the Texas Department of Emergency management to host a juvenile COVID-19 vaccination clinic that will be at the City Community Center Building on June 24<sup>th</sup> from noon to 5:00 pm. These will be conducted on a first come, first served basis. A parent or guardian must be present for those under 18 years of age to receive a vaccination.

The engineering transition is underway, with the various tasks and projects under the scope of engineering having been directed to be continued by Jones | Carter or be on a schedule to transition to WGA. Most of these items will have been transitioned by this week.

Staff is continuing to consider options for communication and procedures for potential upcoming emergencies. Included with these is being prepared for possible hurricane and heat emergency situations during the summer. There are several possible expenditure items related to emergency responses being considered which may come before Council in July.

Items for consideration on this agenda include the Interlocal Agreement between the City and Montgomery County that will allow the County to process the COVID-19 reimbursement to the City, authorizing the City Engineer to take the actions necessary to renew the TPDES Permits that are needed to operate the wastewater treatment plants, and the modifications to Chapter 64 of the City Code of Ordinances which pertains to vendors. While this Chapter identified “street festivals”, it did not establish guidelines for administering the event/street festival. It also sets a required clean up deposit, should City staff time be needed for that following the event.

The regular local meetings I have attended since the last City Administrator Report include the Planning and Zoning Commission Meeting on June 1<sup>st</sup>, the City Council Meeting on June 8<sup>th</sup>, the Chamber of Commerce monthly lunch meeting on June 11<sup>th</sup>, and the Montgomery Economic Development Corporation Meeting on June 21<sup>st</sup>. I was also involved in several internal meetings related to engineering services and other City functions. I also discussed items of interest with members of the public who contacted City Hall. Some of these meetings included the engineering transition, disaster preparation planning and coordination with other government agencies. One meeting that I would like to mention was a meeting we held with the City Attorney on working on a revised sign ordinance, so we can keep this on a timeline toward completion.

As I have mentioned previously, I am planning to take several days of vacation time coming up, as I am at the maximum limit that I can carry. My planned vacation time begins June 24, and I will return to work on July 6. I will be available to staff during most of this period if I am needed.

Please feel free to contact me directly if you have any questions about these items. I look forward to seeing each of you at the upcoming meeting. If you have specific questions on items within the reports, please feel free to contact me or the appropriate department head prior to the meeting. Also, please let me know if you will be unable to attend this City Council Meeting.

Respectfully submitted,

*Richard Tramm*

City Administrator