

City Administrator and City Secretary Report 08-19-14

Kit Hopkins and Joan have been coming in just about every day and working from home on the weekends to reconcile the books.

Progress on organizing files still proceeding

Meet with TCEQ with Judy Graci for funding, grants and planning for the Master Water Plan

Meet with Specialized Management the free consultant paid for by TCEQ to help us with the Master Water Plan.

Work on and attended committees meetings on the standing committees. 11 more Meetings since last Regular Council Meeting

Created with Council Member Graci open records request on BCRUA and Floating Drought Contingency Plan

Worked with Ad hoc Committee on Master Water Plan

Worked with Ad hoc Committee on PZ and BOA. Met with City Attorney

Road problems and drainage problems please notify City Hall so that the Public Works Committee can evaluate and be aware of them. Working extensively with Public Works Chair and Committee on coordinating efforts for roadway repair, signs, drainage and tree and roadway easement clean up and clearing and developing budget for next fiscal year.

Arrange for repair, replacement or damaged street signs.

Attended two small cities meeting put on by Danny Hobby at Travis County.

Several construction meetings and pre application meetings with new incoming residents and their builders had two meetings on variance requests and Joan processed one set of notice to residents and public notices for these hearings.

Set up several inspections and follow up on the several construction projects going on in the town.

Processing several complaints mostly on short term rentals, mulch pile problems.

Mulch pile removed

Worked with Travis County Election and put on the November documents election.

Set up ballot headings and type of ballot and sent to Travis County.

Gathered and processed the applicants for vacant council seats and the written, emailed and called support for the individual applicants

Certifying all candidates' names and sending them to Texas Secretary of State Election Division Office for the upcoming election in November.

Sent out requests to committee heads for their budget requests for next fiscal year.

Sent out requests to Committee heads for their questions for Community Survey.

Update State of Texas Travel Guide

Rewrote the Frequently Asked Questions for Site Development and Building Permits

Still Working with R Roucloux on developing a checklist for subdivision.

Working to get National Database at USPO changed so our sales tax stops going to Leander.

Worked with Fire Chief to develop new Fire Code and Urban Wildfire Interface codes

Reworking the application for building permits and checklists.

Signed up to become a Notary.

Coordinated major repairs to building for the landlord while she is out of town.

Worked with Committee Chairs and Finance Committee to develop the budget for each committee and the overall budget

Attended two TCMA meeting Updates on APPCA and new healthcare IRS forms.