



City Administrator Report – February 2026

Administration

1. Issue boil water notice and monitor regulatory water supply quality testing
2. Oversight of employee workers compensation claim (2)
3. Issuance of Donald Allman Municipal Audit
4. Support on coordination of General and Special Election
5. Coordination of Regular City Council Meeting February 9th, 2026
6. Review, accept, and grade Cemetery Request for Proposal (RFP) Submittal of Qualifications (SOQs)
7. Authorization of Water Distribution System Supervisory Control and Data Acquisition improvements (SCADA)
8. Coordination meeting on Development Agreement
9. Coordination on website migration
10. Kickoff meeting with Crossroads Utility Management Operations
11. Monitor Texas Commission Environmental Quality (TCEQ) Wastewater Treatment Permit Renewal
12. Migration to Command CodeRED from Onsolve CodeRED
13. Interview of potential Lineman Position
14. Renewal of SAM.gov registration
15. Review of Planning & Zoning hearing results
16. Guidance and direction on permitting and zoning questions
17. Address utility customer complaint (1)
18. Procurement of office supplies
19. Monitoring progress on Lower Colorado River Authority (LCRA) Electrical Distribution Study
20. Revision planning of Texas Department of Agriculture (TDA) Community Development Block Grant Valve Improvement Project
21. Monitor and cooperation of Texas Municipal League (TML) Risk Pool (Insurance) Claim of *Old Utility Building*
22. Review of updates on Electrical Distribution System Emergency Operations Plan
 - a. Created by Senergy Engineering
23. Update on City of Bartlett *Debt Book*
24. Coordination of schedule Debt Payment for fiscal year 2025-2026
25. Direction on Open Records Request policy and procedures
26. Coordination of Holiday employee relations
27. Review and approve weekly accounts payable

28. Consult with City's accounting department on financial operations and projections
29. Coordinate lease purchase agreement with Cadence Bank for Public Works equipment

Planning & Zoning Services

1. Coordinate variance request publication and public hearing for PID 147749

Development Services

1. Engaging with developer for the preparation and negotiation of potential development agreement
2. Engaging with developer for the preparation and negotiation of possible public improvement district (PID)
3. Review of Development Agreement
4. Respond to developer(s) inquiries
5. Coordination of Minor Plat application
6. Consultation meeting with prospective commercial interest

Public Utilities Operations

1. Ensure monthly disconnection notices are completed
2. Review electrical infrastructure redundancy plan for Bartlett Water Supply
3. Coordinate possible Water and Wastewater operator contract
4. Address utility disconnection disputes
5. 2026 Clean Water State Revolving Fund (CWSRF) Planning

Parks and Recreation

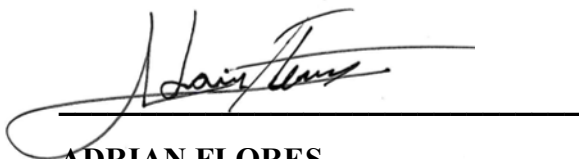
1. -

Library Services

1. Attend weekly Wednesday 4:00 P.M. meeting with volunteer library staff
2. Preparation of Library Coordinator introduction
3. Preparation of Library Board Agenda and items
4. Support of library programing

If you have any questions on any of these items, feel free to let me know. If you have a written question about this report feel free to email me at cityadmin@bartlett-tx.us.

Sincerely,



ADRIAN FLORES
CITY ADMINISTRATOR

