



**Date:** February 16, 2022

**To:** Mayor and Council Members of the City of Rollingwood

**From:** Ashley Wayman, Interim City Administrator

**Subject:** City Administrator's Report

Financials – Highlights of the financials through the month of January 2022:

- As of January 31, 2022, 33% of the Fiscal Year has passed.
- Property taxes collected were up 5% from the amount collected in the same period in FY 20-21.
- Sales taxes collected were up 11% from the amount collected in the same period in FY 20-21.
- The Water Fund balance is currently at \$175,765. The General Fund balance is at \$2,690,602

Since we brought Utility Billing in-house in May, we have been working diligently to understand and operationalize the features of our new utility billing system as well as iron out the problems we encounter. Our main focus at the beginning of the conversion was ensuring that we were still able to bill customers. We then shifted to broadening the payment options that we offered for utility payments. At last month's City Council Meeting we discussed the issues that were uncovered with ACH payments, and have made great progress toward fixing those issues in the last few weeks. We have contacted all affected customers and continue to do so as needed. We also have performed a successful test ACH batch from beginning to end and now have the capability to perform ACH drafts from customers' accounts.

We will continue to work with customers in the coming weeks to understand the best way to resolve outstanding issues with their accounts. I am also working with the Mayor and staff members to conduct a review and analysis of our overall accounts receivable. Once the audit is presented at the March City Council Meeting and we finish this review we will have a clear picture of our steps moving forward.

The 90% design plans for the Nixon/Pleasant drainage project are now complete. We have taken additional comments from residents and stakeholders and incorporated those where possible. We expect to have the final plans in the near future.

The 90% design plans for the Hubbard/Hatley Drainage project are complete, and we have scheduled a pre-100% design plan submittal meeting with the City Engineers. We will also be visiting further with the city's attorney dedicated to this project at the next City Council meeting. We expect to have the final plans for this project in the near future as well.

We are still working on finalizing the SitePro Lift Station Control Policy and contract amendment that the City Council authorized the Mayor to execute at the January City Council Meeting. We are ensuring that all parties involved have input on that policy before it is approved. We are looking forward to having this finalized and to begin utilizing our automated lift station system.

We have an item on this month's agenda to reschedule the March City Council meeting because the regular meeting date falls during the week of spring break. Staff is recommending Wednesday, March 9 for the rescheduled date after a poll of Council Member availability. We will be sending out an updated item submittal and posting timeline after approval of the rescheduled meeting date.

We are in the process of interviewing applicants for the Assistant to the City Administrator position and we hope to make final hiring decisions in the coming week.

I am available by email and cell phone at 737-218-8326. Please let me know if you have any questions or concerns.

Best,

Ashley Wayman  
Interim City Administrator



**THE CITY OF ROLLINGWOOD**

Phone +1 (512) 327-1838

403 Nixon Dr, Rollingwood, TX 78746-5512

[www.rollingwoodtx.gov](http://www.rollingwoodtx.gov)