



Date: December 21, 2022
To: Mayor and Council Members of the City of Rollingwood
From: Ashley Wayman, City Administrator
Subject: City Administrator's Report

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

- As of November 30, 2022, 17% of the Fiscal Year has passed.
- Property taxes collected were up 14% from the amount collected in the same period in FY 21-22.
- Sales taxes collected were up 2% from the amount collected in the same period in FY 21-22.
- The Water Fund balance is currently at \$632,599. The General Fund balance is at \$1,834,587.

We expect to go live with the City Council Message Board this week. The message board will be linked to our website and we will share information with the community on how to access the message board. We also are excited to say that we now have a computer at city hall dedicated to resident access and review of building permits. This was an item that was requested and approved by the City Council during the budget process and we hope that it improves accessibility of information to the public.

A Draft Zilker Park Vision Plan has been released and is available on the City of Austin Website [HERE](#). The comment period for this draft plan is open through January 8, 2023, and there is an item on the agenda for the City Council to consider submitting comments on behalf of the City. We encourage residents to review and comment on the plan at the following link: <https://www.austintexas.gov/ZilkerVision>

While we don't expect precipitation this week, multiple days of freezing temperatures are in the forecast. We have taken steps at City Hall to prepare for the possibility of winter storms now through the rest of the winter months. As long as road conditions are safe, City Hall will remain open on regularly scheduled business days, though water to the field house and dog water fountain has been shut off until temperatures rise to avoid any line breaks. We will be prepared to notify residents through Swift911, our website and our social media channels if conditions change. Please see the attachments to this report for tips on preparing your home for freezing temperatures and what to do before and during a winter storm.

City Hall will be closed on Friday, December 23 and Monday, December 26 in observance of the Christmas Holiday. City Hall will also be closed on Monday, January 3 in observance of the New Year's Holiday. On behalf of the all of us here at City Hall, I want to wish you all a safe and happy holiday season!

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

Best,
Ashley Wayman
City Administrator



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Tips to Prepare Your Pipes for Freezing Weather

Locate Your Water Shutoff

Locate the water main shutoff valve and keep it clear of debris and obstacles at all times. For most homes, the property owner's shutoff valve is on your side of the water meter at the meter box. For renters, please consult with your property manager. If you cannot find your shutoff valve, or if you only have a shutoff valve on the city side, contact the Rollingwood Public Works Department for shut-off.

Weatherize to Keep Out Cold Air

Make repairs to broken or drafty windows, doors, and walls. Seal all leaks in crawl spaces and basements. Winterize unheated spaces and be prepared to close garage doors for the duration of the freeze. Gather supplies to cover vents on your home's foundation.

Weatherize Exposed Pipes and Water Heaters

Prepare to insulate pipes in unheated and drafty areas, such as an attic or garage. Also check manufacturer recommendations for your tanked and tankless water heaters. Hardware and plumbing supply stores carry insulation to help keep pipes from freezing. Get all supplies now so you are ready to wrap pipes and water heaters when a winter storm is approaching.

Prepare supplies to wrap outside faucets with towels or a Styrofoam insulator.

Learn How to Drip Faucets Properly

After the measures above are taken, drip one cold water faucet slowly if you feel your pipes may still freeze. The faucet you choose should be the one that is the greatest distance from your main shutoff valve. It does not need to be a running trickle. You can capture the water used to drip faucets for future use. Open cabinet doors under sinks to allow warm air circulation around pipes.

Watch this Austin Water Video about How and When to Drip your Faucet during Winter Weather:

https://www.youtube.com/watch?v=gzcvjv_9KZk&t=1s



Gather Supplies

Have one gallon of water per person and pet per day for seven days. Create an emergency supply kit for home, work, and vehicle with supplies including but not limited to: food, water, batteries, flashlights/lanterns, blankets, baby supplies, warm clothing, personal hygiene items and medications.

Heat Your Home Safely

Only use generators and grills outdoors and away from windows. Never heat your home with a gas stove/oven to prevent carbon monoxide poisoning.

More Tips for Potential Freezing Weather from Austin Water:

<https://www.austintexas.gov/department/cold-weather-tips-potential-freezing-weather>

Important Numbers:

Rollingwood City Hall: 512-327-1838

Rollingwood Police Department Non-Emergency Number: 512-328-1900 (Select option for the on-call officer)

Water or Wastewater Emergencies (Crossroads Utility Services): 512-246-1400



Winter Storm Checklist

Preparing your home PRIOR to a winter storm:

- Cover all hose bibs and insulate all exposed pipes
- Keep extra water (one gallon per person per day for 3 days) and non-perishable food items on hand to last several days if possible
- Double check carbon monoxide/smoke detectors to ensure they are in good working order
- Have emergency contact phone numbers readily available such as Rollingwood City Hall, Rollingwood Police Department, and family members
- Keep water meter box free of debris to allow accessibility
- Make sure house address number is displayed visibly on the home to allow effective and quick emergency services response
- Create an emergency supply kit for home, work, and vehicle with supplies included but not limited to: food, water, batteries, flashlights/lanterns, blankets, baby supplies, warm clothing, personal hygiene items, and medications
- Secure alternative ways for cooking such as using propane gas
- Keep gutters free from debris

What to do DURING a winter storm:

- Remember the 4 P's: People, Pets, Plants and Pipes
- Know where your water meter is located and know how to shut off if it is on the customer side. If your water meter is on the city side, please contact the Rollingwood Public Works Department for shut off.
- Only use generators and grills outdoors and away from windows. Never heat your home with a gas stovetop or oven to prevent carbon monoxide poisoning.
- Let your faucets drip to help prevent pipes from freezing
- Advise Public Works if you will be out of town as they can assist in turning off water from the main to prevent pipes from freezing.
- Minimize travel if possible

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