



Date: November 20, 2019

To: Mayor and Council Members of the City of Rollingwood

From: Amber Lewis, City Administrator

Subject: City Administrator's Report

Financials – Highlights of the financials for the month of September 2019:

- As of October 31, 2019, 8% of the Fiscal Year has passed.
- Property taxes collected are up 1% as compared to same period FY 18-19.
- Sales taxes collected increased 2% as compared to same period FY 18-19.
- The Water Fund balance is currently at \$393,726. The General Fund balance is at \$1,027,919

Though budget is over, this month was not much slower than the last as it was anticipated to be. Much of our time has been consumed with preparing agendas and proper notice for the Council and Boards and Commissions, working on issuing RFPs and RFQs and finishing up a few PIRs. Chief Brady also wrote an article for the Picayune this month. We issued RFPs for a wastewater rate consultant and for a building permit fee study this month. They are due November 21st and December 2nd, respectively and were advertised in the Westlake Picayune and Austin American Statesman. We are also working on the RFQ for a comprehensive plan and hope to get that out by next week.

Saturday, November 2nd saw a great turnout for "It's My Park Day" and the Dog Water Fountain dedication ceremony. Many members of NULO were in attendance, as well as various Park Commission and City Council Members, Ashley and I.

Tuesday, November 5th was Election Day. Between the extra people and equipment in City Hall we had our hands full! The regularly scheduled Utility Commission Meeting that was scheduled for that night was rescheduled for Tuesday, November 19th.

In the early morning hours of Tuesday, November 7th, Austin PD chased a vehicle into Rollingwood, causing quite a commotion in the City. I was out of town, and there were a few other breaks in communication that were discussed with staff members subsequent to this event. This was a learning experience for Team Rollingwood, and has prompted a deeper look into the City's emergency plan and ordinances that relate to cases like these. We hope to have some proposed changes and new procedures in place in the coming months to ensure that we are prepared if something like this happens again.

Low temperatures and concerns of ice that blew in on Veteran's Day, November 11th triggered a Swift 911 to be sent to Rollingwood citizens as well as information about the event to be posted to Facebook. Alex came in on the holiday to make sure city hall and areas of the park were protected from damage from the freezing temperatures. This event also caused the regular Park

Commission meeting to be rescheduled to Tuesday, November 19th due to schools being delayed for ice and weather conditions.

On Tuesday, November 12th Public Works worked to decommission two water lines in two separate locations. In one location the water line was struck and compromised causing a boil water notice to be issued. At the other location a gas line was hit and compromised. Decommissioning lines in the city has proved to be especially challenging. As we continue our efforts in this area we will try to be strategic and careful so that the impact to the residents is minimal.

Construction of the temporary office space and evidence space in the garage and renovation of the old Police office is moving quickly. Carrie has officially moved to Jackie Bob's old office, and the garage offices for Public Works are mostly complete.

We have received a few applications for the Public Works Director position. If you have any feedback about the skills and qualifications for the new position, please let me know. We have advertised on City's website and on TML. We are aiming to begin reviewing applications this week or early next week.

Last week, Amy, Wendi, Ashley and myself took part in a Webinar that gave information on how to fill out the application to be included in the Call for Projects for the 2045 Regional Transportation Plan. We will be collaborating to get the different parts of this application filled out before the December 4th deadline so that the Bee Cave Road Project will be considered for this plan.

We will also have a representative from TML Health coming into the office this week to distribute information to employees about the new benefits they are eligible for that Council budgeted for this fiscal year, including an Employee Assistance Program (EAP) and Long- and Short-Term Disability. These are a few great benefits that we can offer to employees and that are getting the City on the road to being competitive with other city benefit plans in our area. Similarly, Chief Brady has been hard at work at making the Patrol Officer Positions more competitive in the area in order to attract and retain qualified employees.

I am available by email and cell phone, 512-647-0637.

Please let me know if you have any questions or concerns.



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