



Date: June 11, 2021

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 through the month of May 2021:

- As of May 31, 2021, 67% of the Fiscal Year has passed.
- Property taxes collected were up 10% from the amount collected in the same period in FY 19-20.
- Sales taxes collected were 94% of what was collected in the same period in FY 19-20.
- The Water Fund balance is currently at \$543,275. The General Fund balance is at \$1,854,233.

We have wrapped up community clean-up after the May 2021 storm event. Two containers were delivered to the upper park and were swapped out both on Monday and Tuesday. Waste Connections had three crews here on Saturday and an extra crew on both Monday and Tuesday completing curbside pick-up. Altogether they collected 25 tons of brush from Rollingwood with this project. There was quite a bit of dumping at vacant homes that Public Works is cleaned up last week.

While the city was without power, 3 of the lift stations experienced outages at the same time. Crossroads moved the mobile generator from lift station to lift station and they were on call throughout the day and night, until power was fully restored nearly 70 hours later. While the City managed to make this work, the process is unsustainable with regard to resources and manpower. To address this, staff is looking into long-overdue upgrades via automation, remote monitoring and redundant power sources.

When Rollingwood is without power, many have limited access to critical information, updates and emergency services. In this last storm, however, both City Hall and the Police Department were without power for over 48 hours, and we were unable to provide that critical communication infrastructure to our residents in need. Further, our police officers struggled to communicate with residents and operate incident command. There is a need for enhanced emergency power generation and baseline upgrades at City Hall and the Police Department to ensure uninterrupted operation for the protection of life and property of our residents.

We have completed the implementation and the conversion to Incode for in-house water and wastewater billing. Bills have been printed and will be sent out this week. Staff performed an audit of the meter sizes in the ground in comparison to what the meter was in the billing system and discovered some errors. The city was losing about \$500 per month net. There is an item on the agenda to discuss how the errors should be addressed.

We are still working with Nelisa sharing information for the LUE study. Our primary goal this month has been to ensure that we would be on-time, or at least near time, with regard to billing for water and wastewater utilities.

We have been meeting with Crossroads regularly and believe that the transition is going smoothly. The field work for the valve, manhole, GPS and mapping project with M.E. Simpson is complete and we expect to have the information sometime this week.

You may recall that we submitted our application for FEMA reimbursement for expenses incurred as a result of the winter storm. FEMA has initially approved \$25,783.51, but 25% must be matched by the city. Therefore we anticipate receiving about \$19,337 in reimbursement for the contractor, repairs to the fieldhouse, and overtime wages.

Carrie has gotten four major projects resolved or near completion since assuming the Interim PW Director position on March 5th:

- Arise meter upgrade is still pending repair. Fluid Meter Service providing the meter is going to perform the change out at I believe no cost to the City. This project has been pending completion since 11/17/2020
- 4818 Rollingwood Drive backyard water meter relocation. The work order was first issued for this on 5/25/2020. Crossroads completed this work on 6/1/2021.
- 19 Treemont connection to sewer. The work order was first issued for this on 12/3/2020. Hydrosource, who provides our grinder pumps, has installed the grinder pump and this project is just waiting the inspection. The City is paying for the grinder pump and the panel, and the builder is paying for the electrical work and inspection. This will be under warranty for 5 years.
- 5012 Timberline sewer connection. The first work order for AWR to make this connection was issued by me on 3/18/2021, but the property owner paid the tap fees to Jackie Bob, just to provide some context for how long this has been pending. This work was completed 5/27/2021.

Carrie has been working on a safety manual and safety training opportunities for the public works employees. We held CPR and First Aid Training for all employees.

We will have had budget meetings with the Department Heads and Gavin. There is a budget workshop on the agenda to introduce the city to the budget process and to review the base budget for the General Fund.

As always, 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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