



**Date:** December 11, 2025  
**To:** Mayor and Councilmembers of the City of Rollingwood  
**From:** Alun Thomas, City Administrator  
**Subject:** City Administrator's Report

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### **City Financials**

Highlights of the financials through the month of November 2025:

- As of November 30, 2025, 17% of Fiscal Year 2025-2026 has passed.
- Property taxes collected were 2% of the amount collected in November 2024.
- Sales taxes collected were 98% of the amount collected in November 2024.
- The Water Fund balance is currently at \$1,057,774.73. The General Fund balance is \$5,208,938.57.

### **Utilities**

As of December 11, 2025, the EyeOnWater customer portal has a total of **248** accounts (an decrease of 1 since my last report) that are registered within the system, representing 42% of the system's connections. Of those accounts, **191** (the same as my last report) have signed up for leak alerts, and the rest have not.

Total water usage for the month of November was 12,502,155 gallons, down approximately 2.5% from last year's 12,188,879 gallons for the same month.

### **Water CIP and Drainage Projects**

Construction activities have largely concluded for Water CIP Bond Program Packages 1-4 and the Hubbard/Hatley/Pickwick and Nixon/Pleasant drainage projects. Upcoming work includes punch-list items and completion of the outfall on Almarion Way, which is being redesigned.

Updates on these projects and their impacts on residents can be found on our city website, under the public notices section on the front page. The page "Rollingwood Water System Improvements Updates" will be kept up to date with project progress and milestones. A full schedule of all projects can also be found on this page, and the schedule is being updated frequently as the projects progress. Link: <https://www.rollingwoodtx.gov/administration/page/rollingwood-water-system-improvements-updates>

### **Fiscal Year 2026 Paving Projects**

As of the date of this report, work is well underway on the Fiscal Year 2026 Paving Projects, with milling largely completed, and paving already in progress on Edgegrove Drive and Wallis Drive. The project,

updates for which are online (<https://www.rollingwoodtx.gov/administration/page/fiscal-year-2026-paving-projects>), is currently on schedule and within budget. Although work was expected to begin as early as December 15, that date is now the date on which we anticipate paving activities to conclude. Restriping will take place approximately one week later.

As always, the webpage for the project will be frequently updated as new information becomes available.

### **Food Trucks**

During November's regular Council meeting, Council directed me to examine the issue of rules for food trucks, catering vehicles, and coffee trucks operating within the city limits. Our legal team is currently examining the City's existing code to ensure compliance with state law, and once I receive their review, I will continue with the process.

### **Distribution Lists for Boards and Commissions**

Recently, the City has received a large increase in the number of emails for boards and commissions, with multiple people asking if there is a better way to send comments to the boards and commissions rather than asking the city secretary to forward their emails. As such, I will be working with our IT contractor to see what it takes to implement and manage distribution lists for each board and commission.

### **Emergency Management Readiness**

In November, two additional members of the Rollingwood staff attended FEMA training (ICS 300 and ICS 400), as part of our ongoing effort to improve the City's readiness for critical events.

With 4 out of 19 members of staff having completed ICS 300 and ICS 400 training, the City of Rollingwood is already well ahead of most cities in emergency management training. In February, the City will host both an ICS 300 (Intermediate Incident Command System for Expanding Incidents) and an ICS 400 (Advanced Incident Command System for Complex Incidents) class, with Westlake Fire Department graciously allowing us free use of their facilities for the event. At that class, five more staff members from the City will gain insight and expertise in emergency management and critical incident response, and the City's capacity to handle a significant event will be greatly improved.

I would like to thank City Council for providing funding for such training and also thank Chief Muñoz for her continued strong support for enhancing our public safety capabilities by agreeing to lead this effort.

### **City Holidays**

City Hall will be closed on Wednesday, Thursday, and Friday, December 24, 25, and 26, 2025 in observance of Christmas, and again on Thursday, January 1 for New Year's Day.

**Contact Me if Needed**

I can be reached by email at [athomas@rollingwoodtx.gov](mailto:athomas@rollingwoodtx.gov) and by cell phone at (737) 218-8326. Please let me know if you have any questions or concerns.

Sincerely,

Alun Thomas

City Administrator