



Date: November 13, 2020
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 October 2020:

- As of October 31, 2020, 8.33% of the Fiscal Year has passed.
- Property taxes collected are from the amount collected in the same period in FY 19-20.
- Sales taxes collected were up 1% as compared to the same period in FY 19-20.
- The Water Fund balance is currently at \$533,229. The General Fund balance is at \$1,133,553.

This has been a busy first month of the fiscal year! We received a deadline extension and on Tuesday, November 10, submitted our final application for CARES Act Funding. We have submitted invoices covering all of the funding allocated to Rollingwood and then some.

We are currently in the process of posting and interviewing for the Public Works Superintendent position. We have interviewed one person who has 7 years' experience with Crossroads Utility and both water and wastewater licenses that are necessary for the city to operate both systems. We plan to check some references next week. The interview went really well and we are excited to possibly have this important position filled sooner rather than later.

Carrie wrote this month's article for the Picayune and focused on her role as the Director of Development Services. This included a re-cap of how we continued construction during the first lock down in a safe and responsible manner.

The acrylic shields have been installed in the City Council Chambers in preparation for when we are able to resume in-person meetings. We were able to submit those expenditures for CARES Act reimbursement.

We have planned a Staff Thanksgiving Lunch on Wednesday, November 18 here at city hall, and will be having the luncheon outdoors, weather permitting.

We are in the process of working with Buie to plan a virtual 65th Birthday party for Rollingwood. Stay tuned for more details.

We have received a quote for the conversion and installation of Incode software for the purposes of utility billing and financials. This will tie in with the court Incode system and the Police's records management system. With a price tag of \$75,000, this is under the approved budget. Tyler is not available until about May to complete the conversion and installation.

We have been in discussions with WSB engineers about the project to find and validate all of the easements belonging to the city. The project would also involve identifying those easements

that need to be obtained based on the projects as identified in the IIP. We hope to have a scope of work for your consideration at the December meeting.

I've updated you about the lack of modeling for the wastewater system. David and I have been working to get KFA the information necessary to get started on this as soon as possible.

We have requested that Nelisa Heddin provide a scope for the policy of LUE assignments, commercial wastewater rates, and water rates analysis. I hope to have something in December for your consideration.

The letter to UT for damages to the batting cage has been drafted and is under review. We will send that out as soon as we receive the okay to do that.

We have asked for a revised bid for the message board system and we are waiting to hear back about that.

We continue to support the Strike Force with getting them the information they need and administrating their many meetings.

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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