



**Date:** March 9, 2022

**To:** Mayor and Council Members of the City of Rollingwood

**From:** Ashley Wayman, Interim City Administrator

**Subject:** City Administrator's Report

Financials – Highlights of the financials through the month of February 2022 will be available soon and included in next month's City Administrator Report. Because this meeting was moved a week earlier, we do not yet have the state sales tax numbers to finalize the financials.

At last month's City Council meeting, a potential funding opportunity with the Texas Water Development Board (TWDB) was discussed. After further research, and given that we do not yet have an approved water Capital Improvements Plan, we are comfortable that we should defer our application to the next available submittal period. We will continue to gather all relevant data and pertinent engineering information over the course of the next several months so we can be ready to submit a completed Project Information Form to TWDB for the Drinking Water State Revolving Fund (DWSRF).

We have worked nearly all of the way through the utility billing issues that we encountered during our conversion to in-house utility billing. If you are aware of anyone that still has concerns regarding their bill, please have them reach out to us at City Hall and we will be happy to assist them. Our next steps will be to present to the community the opportunity to sign up for electronic billing (E-Bills) and the Utility Billing online bill view portal. These are now both fully functional and will relieve staff of some envelope stuffing and past bill researching.

We have posted for the positions of Public Works Superintendent and City Secretary. We also still have open positions for an additional Police Officer and Public Works Operator. Makayla Rodriguez joined our team last week as our Assistant to the City Administrator. Makayla is already proving to be a wonderful addition and a great asset to our team!

We have coordinated with the City Attorney to schedule a training for the Planning and Zoning Commission on Wednesday, March 30 at 6:00 p.m. We are also in the process of finalizing a date for a Board of Adjustment training. We think that these trainings will be beneficial for both our new members and those that have served longer.

Finally, after an availability poll of the City Council, the best date for the third and final Comprehensive Plan Workshop was Wednesday, March 23 at 6:00 p.m. There is an item on this month's agenda to formally schedule this workshop.

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

Best,

Ashley Wayman  
Interim City Administrator