



**Date:** September 18, 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 August 2019:

- As of August 31, 92% of the Fiscal Year has passed.
- Property taxes collected are up 16% as compared to same period FY 17-18.
- Sales taxes collected increased 9% as compared to same period FY 17-18.
- The Water Fund balance is currently at \$269,653. The General Fund balance is at \$1,275,035.

Much of this last month has been consumed with preparing agendas and proper notice for the Boards and Commissions, training Ashley, Carrie and Elaine, meeting with Park and RCDC regarding their budgets, and work on the administrative portion of the budget. I have also been working on 2 large public information requests and continue to perform work on those requests.

Mayor Dyson, Kristal, Abel and I met with the group from C3 regarding ACL and reimbursement for expenses. We discussed our request of \$76,000 which included a request for reimbursement for preparation, administrative and public works expenses, which has never been reimbursed. They approved \$55,000, which is up \$5,000 from the past 3 years. The Mayor shared the vision to improve and build a trail at Dellana Lane and they have agreed to meet in early November to see how they can be part of this improvement.

Mayor Dyson, Jackie Bob, Kristal, Carrie, and I have been working with Josh McKay to build temporary office space and evidence space in the garage and to renovate the old Police office. The floor in the trailer needs to be replaced and they are asking to move back to City Hall. Carrie is doing a great job of organizing, but really needs her own office space to help her stay organized on all of her permits. Finally, the ceiling in the garage will be repaired. There are a few holes, one of which has insulation hanging and poses a fire risk. Both spaces will have properly draining AC units. Josh estimates the project at \$35,000, which is below the required public bid amount. The work is on the agenda for your consideration. Josh is working on securing another bid. Funds to pay for the project will be taken from the budget line item of Municipal Building Improvement and Planning where \$315,000 was budgeted for renovations or architectural services for a new building design.

We have gone live with the new Municode agenda management system. It generates a dynamic PDF file for the agenda and packet and feeds the website with a calendar and meeting. We really like the new system.

I have submitted numbers to the water and wastewater attorneys related to expenses incurred from the water events and they are working on a demand to Austin Water.

The Utility Commission has directed me to gather proposals for a rate study for the wastewater rates. There is an issue with how winter averaging is calculated that enables some users with very low water consumption during the winter months to pay nothing for wastewater. Further, the wastewater fund appears to be performing poorly over this fiscal year. Like the water fund, it appears that there is a misalignment with how the City's rates are charged and with the structure of the City's contract with Austin Water. Expenses are outpacing revenues by \$220,000.

The Utility Billing Adjustment policy and procedure is another option to addressing the financial health of the water fund as opposed to raising rates but was not submitted to be re-considered by the Council at this meeting. The City received several complaints about high water bills within the past 2 weeks.

Mayor Dyson and I received additional data gathered for the Commercial Corridor Analysis. An analysis of the traffic to the park was performed and it was shocking to learn how many different people visit the park over the calendar year. It is north of 8,000 people.

We continue working on establishing the ability for the Park Commission to accept electronic payments and setting up the webpage to advertise the pet pavers.

The Police Department hired two new officers and they will be sworn in at the meeting.

I did not receive a project status update from the TXDOT staff on the Bee Cave Road project this month.

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

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



**THE CITY OF ROLLINGWOOD**

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