



**Date:** September 11, 2020

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

**From:** Amber Lewis, City Administrator

**Subject:** City Administrator's Report

The state will not have sales tax numbers until September 14. The financials will be later than what you are used to for that reason and won't be on my monthly report. Most of our time has been consumed with budget and public information requests. We spent a lot of time responding to TCEQ's report of deficiencies in our annual MS4 report for 2019, revising the report accordingly, and making changes on the website. The deficiencies centered around a lack of properly tracking and reporting the MS4 activities in calendar year 2019. I have identified training for public works employees, we have established an excel spreadsheet to document activities, and public works is regularly inspecting silt fencing and drainage facilities before and after rain events. Finally, any report of illicit discharge will be sent to the Police Department and logged in their new RMS system. This system will allow for accurate tracking of complaints and how each complaint was addressed.

I want to share a couple of items to update you about regarding the budget. Please let me know if you have any questions or concerns.

1. RCDC preliminarily approved the park improvements exceptional item (\$30,000).
2. Charlie has cleared both the MoPac Legal (\$40,000) and a portion of the Comp Plan (\$30,000) to be eligible for funding by RCDC. Those requests will be made at the next RCDC meeting.
3. There is a budget amendment on the agenda for COVID expenses, (\$50,000, which we expect to get all/a portion reimbursed from Travis County), equipment for park maintenance (\$20,000), and renovation of the police department (\$20,000). There are reserves available to pay for the expenses, but we expect revenues to cover the expenses at the end of the year, which would not impact the 2020-2021 budget considerations.

I am available by email and cell phone, 512-647-0637. Please let me know if you have any questions or concerns.