



## **CITY OF ROLLINGWOOD CITY COUNCIL MEETING AGENDA**

**Wednesday, December 18, 2019**

Notice is hereby given that the City Council of the City of Rollingwood, Texas will hold a regular meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on December 18, 2019 at 7:00 PM, where the following items will be discussed:

### **CALL REGULAR CITY COUNCIL MEETING TO ORDER**

1. Roll Call

### **PUBLIC COMMENTS**

Citizens wishing to address the City Council for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda.

Citizens who wish to address the Council with regard to matters on the agenda will be received at the time the item is considered.

### **PUBLIC HEARING**

- [2.](#) Public hearing on an ordinance amending the City's code of ordinances section 12.06 to prohibit the operation of "motor-assisted scooters" in the City; providing for a penalty of up to \$500 per day for a violation of this ordinance; providing for severability, and an effective date.
- [3.](#) Public hearing, discussion and possible action on approval of a final plat application for the purpose of obtaining a building permit at 2514 Rollingwood Drive.

### **PRESENTATIONS**

- [4.](#) Presentations and interviews of the firms and responses as submitted to the City's Request for Proposals for wastewater rate consultants to perform a wastewater rate study.
- [5.](#) Presentation and interview of the firm and response as submitted to the City's Request for Proposals for a consultant to perform a building fee study.
- [6.](#) Presentation and status update of the Commercial Corridor Analysis from The Retail Coach.

### **CONSENT AGENDA**

All Consent Agenda items listed are considered to be routine by the City Council and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a City Council Member has requested that the item be discussed, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

- [7.](#) Discussion and possible action on the November 20, 2019 City Council meeting minutes.
8. Discussion and possible action on a term extension to allow Pat Sheehan to continue serving on RCDC.
9. Discussion and possible action on a term extension to allow Clark Wilson to continue serving on the Utility Commission.
10. Discussion and possible action to accept Sandra Farrell's resignation from the Park Commission.
11. Discussion and possible action to accept Josh McKay's resignation from the Rollingwood Community Development Corporation.
12. Discussion and possible action on a 30 day extension of the lease with Western Hills Girls Softball.
- [13.](#) Discussion and possible action to reappoint the board and commission members whose terms are expiring for additional two year terms: Board of Adjustment - Grace Casstevens, Brad O'Donnell, Chris Braden, and Keith Martinson; Park Commission - Niccole Maurici, Catherine Horne, and Laurie Mills; Planning and Zoning Commission - Brian Nash, Amy Rodnick, Alex Robinette, and Tony Stein; RCDC - Susan Miller, David Smith, and Patrick Sheehan; Utility Commission - Clark Wilson, Jonathan Miller, Andrew Zachary, and Christopher Meakin.
- [14.](#) Discussion and possible action on the capital improvement schedule by Western Hills Girls Softball for the lease year of 2018-2019.

## **REGULAR AGENDA**

- [15.](#) Discussion and possible action to review applications and make appointments to the Park Commission, Utility Commission, RCDC, Planning and Zoning Commission, and the Board of Adjustment.
- [16.](#) Discussion and possible action on the selection of Western Hills Little League as the lessee of the Rollingwood Athletic Facilities and authorizing the negotiation of a lease by and between the City of Rollingwood and Western Hills Little League.
- [17.](#) Discussion and possible action on ordinance amending the City of Rollingwood's Code of Ordinances Chapter 24 (Signs and Advertising); article II (Sign Regulations), Division 4 (Variances); Section 24-122 (Hearing); providing a savings clause; providing a severability clause; and providing an effective date.
- [18.](#) Public hearing, discussion and possible action on a variance from the City's Code of Ordinances Sections 24-91 (a) and 24-91 (f)(5) to allow for a building mounted sign on an office building and for the lettering to exceed 30 inches in overall height requested by Wellsky.

- [19.](#) Discussion and possible action on a quote from Cleanscapes, in the amount of \$1,200, to install drip irrigation along Gentry Drive.
- [20.](#) Discussion and possible action on implementing a paid police reserve program.
- [21.](#) Discussion and possible action on implementing a police cadet sponsoring program.
- [22.](#) Update and discussion regarding Combined Transportation, Emergency & Communications Center (CTECC) fees.
23. Discussion and possible action on agreement with Jordan Vonderhaar to create a recruitment promotional video for the Police Department.
24. Discussion and possible action on the selection of a wastewater rate consultant.
25. Discussion and possible action on a proposal from Willdan Financial Services submitted in response to the City's Request for Proposals for a consultant to perform a building fee study.
26. Discussion and possible action regarding issuing an RFP for a Financial Advisor.
27. Discussion and possible action on the creation of a Commercial Corridor Task Force and designating members of the Planning and Zoning Commission, Rollingwood Community Development Corporation, and City Council to sit on the Task Force.
- [28.](#) Discussion and possible action on an Ordinance to amend the park rules.
- [29.](#) Discussion and possible action on an ordinance amending the City of Rollingwood's Code of Ordinances Part II – Land Development Code, Chapter 101 (Buildings and Construction); Article VI (Manner of Conducting Construction Restricted), Section 101-247 (Conduct of Construction Restricted); providing a savings clause; providing a severability clause; and providing an effective date.
- [30.](#) Discussion and possible action on ordinance amending the City of Rollingwood's Code of Ordinances Chapter 2 (Administration); Article II (City Council), Division 2 (Meetings), Section 2-57 (Presiding Officer; Mayor Protempore; Council Liaisons); providing a savings clause; providing a severability clause; and providing an effective date.
- [31.](#) Discussion and possible action on an ordinance amending the City of Rollingwood's Code of Ordinances Chapter 4 (Animals); Article III (Animal Care and Control), Division 1 (Generally), Section 4-90 (Public Nuisances); providing a savings clause; providing a severability clause; and providing an effective date.

### **MAYOR AND DEPARTMENT REPORTS**

All reports are posted to inform the public. No discussion or action will take place on items not on the regular or consent agenda.

32. Mayor's Report

[33.](#) City Administrator's Report

- [34.](#) Chief of Police Report
- [35.](#) Municipal Court Report
- [36.](#) City Engineer Report - LNV, Inc.
- [37.](#) City Stats - November 2019
- [38.](#) City Financials for November 2019 - FY 2019-2020
- [39.](#) RCDC Financials for November 2019 - FY 2019-2020
- [40.](#) Contract invoices through November 2019 - AWR Services, Inc., Water and Wastewater Services, K. Friese & Associates - IIP & MS4, LNV, Inc., City Engineer, Professional Design Group, Inspections, ATS, Building Official, Denton, Navarro, Rocha Bernal and Zech, PC., City Attorney
- [41.](#) Texas Gas Service - Notices, Letters and Documents.
- 42. Texas Central Appraisal District and Tax Assessor - Notices, Letters and Documents.
- [43.](#) AWR Services, INC., Report on Water and Wastewater for November 2019

**ADJOURNMENT OF MEETING**

### **CERTIFICATION OF POSTING**

I hereby certify that the above Notice of Meeting was posted on the bulletin board at the Rollingwood Municipal Building, in Rollingwood, Texas and to the City website at [www.rollingwoodtx.gov](http://www.rollingwoodtx.gov) on December 13, 2019 at 3:30 p.m.

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Ashley Wayman, City Secretary

#### **NOTICE -**

The City of Rollingwood is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please contact the City Secretary, at (512) 327-1838 for information. Hearing-impaired or speech-disabled persons equipped with telecommunication devices for the deaf may call (512) 272-9116 or may utilize the stateside Relay Texas Program at 1-800-735-2988.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE CITY’S CODE OF ORDINANCES SECTION 12.06 TO PROHIBIT THE OPERATION OF "MOTOR-ASSISTED SCOOTERS" IN THE CITY; PROVIDING FOR A PENALTY OF UP TO \$500 PER DAY FOR A VIOLATION OF THIS ORDINANCE; PROVIDING FOR SEVERABILITY, AND AN EFFECTIVE DATE**

**WHEREAS**, the City of Rollingwood is a General Law Type A City under the statutes of the State of Texas;

**WHEREAS**, the City Council of the City of Rollingwood (“City Council”) seeks to establish regulations prohibiting the use of motor-assisted scooters, as defined in this ordinance and by the Texas Transportation Code; and

**WHEREAS**, pursuant to Chapter 551.352 of the Texas Transportation Code, the City has the authority to prohibit the operation of a motor-assisted scooter on a street, highway, or sidewalk if the governing body of the county or municipality determines that the prohibition is necessary in the interest of safety; and

**WHEREAS**, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

**WHEREAS**, the City Council finds that the amendments imposed by this Ordinance are characterized as reasonable, necessary, and proper for the good government of the City; and

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROLLINGWOOD, TEXAS, THAT:**

**SECTION 1.** All the above premises are hereby found to be true and correct legislative and factual findings of the City Council and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

**SECTION 2.** The City’s Code of Ordinances Chapter 12, Traffic and Vehicles, Section 12.06 title is hereby amended to “Article 12.06 Golf Carts, Neighborhood Electric Vehicles, Pocket Bikes, Mini-motorbikes, and Motor-Assisted Scooters.”

**SECTION 3.** The City’s Code of Ordinances Chapter 12, Traffic and Vehicles is hereby amended by adding the definition of “Motor-assisted scooter” and “Impoundment or impound” in Section 12.06.001, Definitions as follows:

**Sec. 12.06.001            Definitions**

Commercially Owned. A scooter which is owned for the purpose rental or other commercial.

Impoundment or Impound. Impoundment or impound as used in this article means removal of a motor-assisted scooter to a temporary storage location or designated impound facility by the City.

Motor-assisted scooter. A motor-assisted scooter is a self-propelled device with at least two wheels in contact with the ground during operation; a braking system capable of stopping the device under typical operating conditions; a gas or electric motor not exceeding 40 cubic centimeters; a deck designed to allow a person to stand or sit while operating the device; and the ability to be propelled by human power alone. Or as defined by Chapter 551 of the Texas Transportation Code, as amended.

Person means an individual, partnership, corporation, company, association, or other legal entity.

**SECTION 4.** The City's Code of Ordinances Chapter 12, Traffic and Vehicles is hereby amended by adding a new Section 12.06.007 and moving the language from current Section 12.006 Penalties to the newly created Section 12.007 Penalties.

**SECTION 5.** The City's Code of Ordinances Chapter 12, Traffic and Vehicles is hereby amended by replacing the language in Section 12.06.006 with the following:

**Sec. 12.06.006                      Prohibition of motor-assisted scooters**

- (a) It shall be unlawful for a person to operate any Commercially Owned motor-assisted scooter on any public sidewalk, public property, public park, public way, public street, or highway within the City.
- (b) It is an offense for any person to abandon, place, or leave behind any motor-assisted scooter on any public sidewalk, public property, public park, public way, public street, or highway within the City.
- (c) A person who violates, causes, allows, or permits a violation of this Section commits a misdemeanor punishable by a fine not exceeding five-hundred dollars (\$500).
- (d) Each violation of this Section designated as an offense constitutes a separate offense.
- (e) The City may impound any motor-assisted scooter found unattended on any public sidewalk, public property, public park, public way, public street, or highway within the City.
  - a. Prior to impoundment, and where no emergency conditions exist or where traffic is not unduly impeded, a warning shall be issued and placed upon any motor-assisted scooter found in violation of this Section.
  - b. The warning shall state that should the motor-assisted scooter not be removed within twenty-four (24) hours, then impoundment shall occur.
  - c. Not more than seventy-two (72) hours after impoundment of any motor-assisted scooter, the City shall attempt notice to the owner of the motor-assisted scooter, as disclosed by readily identifiable owner contact information attached to the motor-assisted scooter. The notice shall be attempted by telephone, electronic mail, or U.S. mail. The notice shall outline the impoundment and redemption process. If a motor-assisted scooter is redeemed prior to the submission of notice, or if the city is unable to readily identify the owner, then notice need not be sent. Saturdays,

Sundays, and city holidays are to be excluded from the calculation of the seventy-two (72) hour period.

- d. All motor-assisted scooters that are impounded under this section shall be subject to an impound fee that is sufficient to offset the City’s cost of enforcement and storage for each motor-assisted scooter.

**SECTION 6.** All provisions of the ordinances of the City of Rollingwood in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and all other provisions of the ordinances of the City of Rollingwood not in conflict with the provisions of this ordinance shall remain in full force and effect.

**SECTION 7.** Should any sentence, paragraph, sub Article, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

**SECTION 8.** This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and charter in such cases provide.

**APPROVED, PASSED AND ADOPTED** by the City Council of the City of Rollingwood, Texas, on the \_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED:

\_\_\_\_\_  
Michael Dyson, Mayor

ATTEST:

\_\_\_\_\_  
Ashley Wayman, City Secretary

STATE OF TEXAS:  
COUNTY OF TRAVIS:

KNOW ALL MEN BY THESE PRESENTS:

THAT, HODGSON 2017 PARTNERSHIP LTD, A TEXAS LIMITED PARTNERSHIP, BEING THE OWNER OF 0.4446 ACRES BEING ALL OF A 0.3800 ACRE TRACT OUT OF THE HENRY P. HILL LEAGUE IN THE VILLAGE OF ROLLINGWOOD, TRAVIS COUNTY, TEXAS, AND ALL OF TRACT A, ROLLINGWOOD PARK ESTATES, A SUBDIVISION RECORDED IN VOLUME 75, PAGE 91, PLAT RECORDS, TRAVIS COUNTY, TEXAS, BOTH CONVEYED TO US BY WARRANTY DEED RECORDED IN DOCUMENT NO. 2019017446, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, DO HEREBY SUBDIVIDE PURSUANT TO THE CITY OF ROLLINGWOOD CODE OF ORDINANCES AND CHAPTER 212, OF THE TEXAS LOCAL GOVERNMENT CODE, TO BE KNOWN AS

**FINAL PLAT OF:  
2514 ROLLINGWOOD DRIVE  
SUBDIVISION**

AND DO HEREBY DEDICATE TO THE PUBLIC THE USE OF THE EASEMENTS SHOWN HEREON, SUBJECT TO ANY EASEMENTS, COVENANTS OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED.

WITNESS MY HAND THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2019, A.D.

BY: \_\_\_\_\_, MANAGING MEMBER  
HODGSON 2017 PARTNERSHIP LTD, A TEXAS LIMITED PARTNERSHIP  
114 FLYING SCOT  
LAKEWAY, TEXAS 78734

STATE OF TEXAS:  
COUNTY OF TRAVIS:

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED \_\_\_\_\_, OF HODGSON 2017 PARTNERSHIP LTD, A TEXAS LIMITED PARTNERSHIP KNOWN TO ME TO BE THE PERSON(S) WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME IN THE CAPACITY THEREIN STATED FOR THE PURPOSES AND CONSIDERATION THEREIN EXPRESSED,

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2019, AD.

NOTARY PUBLIC FOR THE STATE OF TEXAS

(NAME: \_\_\_\_\_)

MY COMMISSION EXPIRES: \_\_\_\_\_

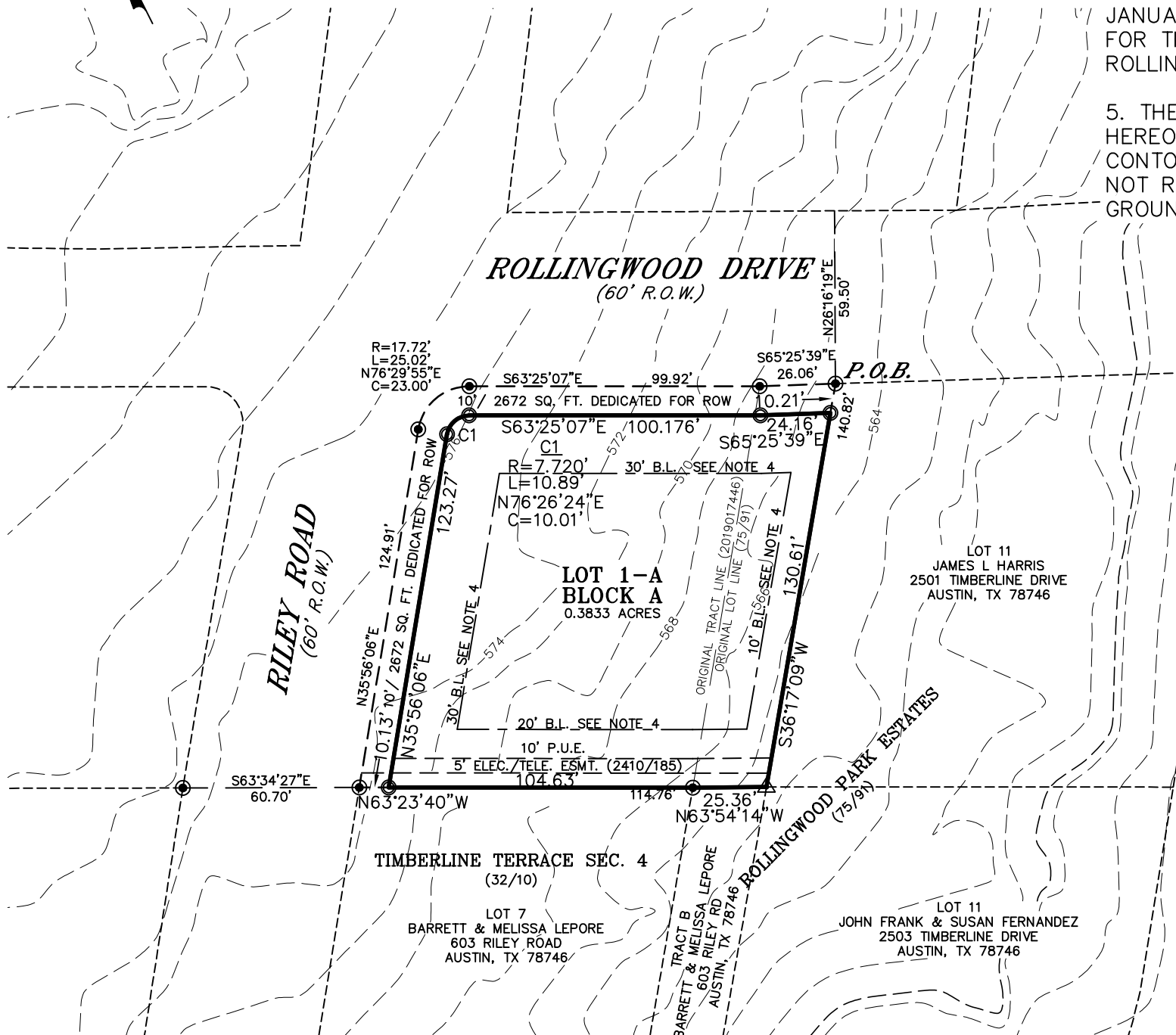
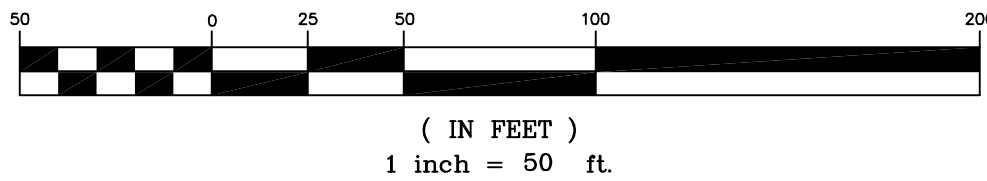
**SURVEYOR’S CERTIFICATE**

I, HERMAN CRICHTON, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND HEREBY CERTIFY THAT THIS PLAT COMPLIES WITH THE CITY OF ROLLINGWOOD CODE OF ORDINANCES, IS TRUE AND CORRECT, AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE BY ME OR MADE UNDER MY SUPERVISION IN AUGUST OF 2019

HERMAN CRICHTON, R.P.L.S. 4046 DATE:  
SURVEYING BY:  
Crichton and Associates  
TBLS Firm # 101727-00  
6448 East Highway 290  
Suite B105  
Austin, Texas 78723  
(512) 244-3395  
Orders@CrichtonandAssociates.com  
PREPARATION DATE SEPTEMBER 3, 2019  
BEARING BASIS  
TEXAS STATE PLANE  
GRID COORDINATE (NAD83)  
TEXAS CENTRAL ZONE (4203)

**FINAL PLAT OF:  
2514 ROLLINGWOOD DRIVE  
SUBDIVISION**

**GRAPHIC SCALE**



**NOTES:**

- 1) NO BUILDINGS ON LOTS WITHIN THE SUBJECT SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTION IS MADE TO PUBLIC WATER AND WASTEWATER SYSTEMS OR OTHER SYSTEMS APPROVED BY THE CITY OF ROLLINGWOOD
- 2) ALL WATER AND WASTEWATER FACILITIES REQUIRED FOR SERVICE TO THE SUBJECT SUBDIVISION SHALL BE IN PLACE BEFORE ANY TAPS ARE SOLD FOR ANY LOT.
- 3) THIS PLAT SHOWS ALL EXISTING PLOT-ABLE EASEMENTS REFERENCED IN AUSTIN TITLE COMPANIES TITLE COMMITMENT NO. AUT-22-668-AUT1900053HUNZIK
- 4) THE FRONT YARD OF EACH LOT SHALL HAVE A MINIMUM DEPTH OF 30 FEET. FOR PURPOSES OF THIS SUBSECTION, "QUALIFIED BUILDING" MEANS EITHER A MAIN BUILDING, A GARAGE, OR A COVERED FRONT PORCH OR COVERED FRONT TERRACE.

THE SIDE YARD OF EACH LOT SHALL HAVE A MINIMUM WIDTH OF:

TEN FEET, WHEN THE LOT ABUTS ANOTHER LOT, EXCEPT THAT THE SUM TOTAL OF THE TWO SIDE YARDS OF ANY LOT SHALL NOT BE LESS THAN 25 FEET;

THIRTY FEET, WHEN THE LOT BORDERS A STREET

TWENTY FEET, WHEN TWO LOTS EXTEND THE LENGTH OF ONE BLOCK AND HAVE ABUTTING REAR LOT LINES.

FOR PURPOSES OF THIS SECTION, THE TERM "QUALIFIED BUILDING" MEANS A MAIN BUILDING OR ACCESSORY BUILDING.

THE REAR YARD OF EACH LOT SHALL HAVE A MINIMUM DEPTH OF 20 FEET. FOR PURPOSES OF THIS SUBSECTION, "QUALIFIED BUILDING" MEANS AN ACCESSORY BUILDING, OR A MAIN BUILDING OR ANY PROJECTION THEREOF OTHER THAN A PROJECTION OF UNCOVERED STEPS, UNENCLOSED BALCONIES OR UNENCLOSED PORCHES.

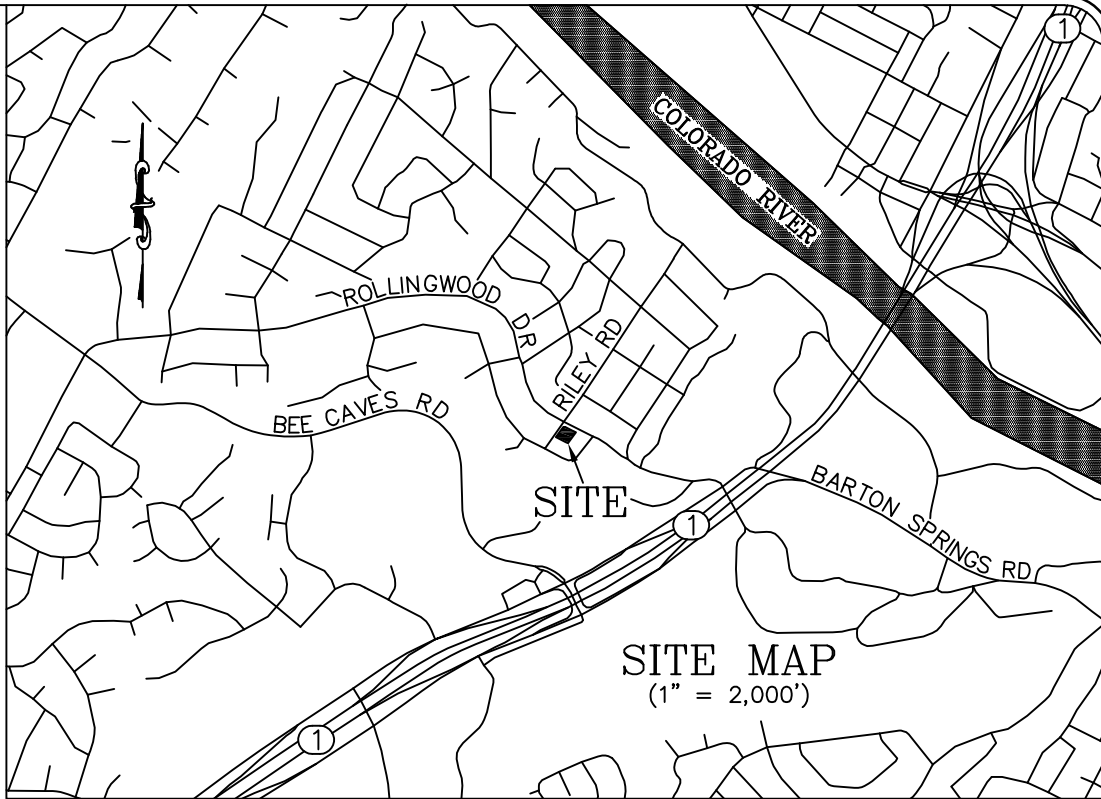
THIS SUBDIVISION IS LOCATED WITHIN THE FULL PURPOSE CITY LIMITS OF THE CITY OF ROLLINGWOOD, TEXAS ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2019, A.D.

APPROVED BY THE CITY OF ROLLINGWOOD, TRAVIS COUNTY, TEXAS.

\_\_\_\_\_  
CHAIR, PLANNING & ZONING COMMISSION  
CITY OF ROLLINGWOOD, TEXAS

\_\_\_\_\_  
MAYOR, CITY OF ROLLINGWOOD, TEXAS

1. TOTAL ACRES: 0.446
2. TOTAL NUMBER OF LOTS:  
1
3. 0 LF OF NEW STREET
4. NO PORTION OF THIS TRACT IS WITHIN THE DESIGNATED FLOOD HAZARD AREA AS SHOWN ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FLOOD INSURANCE RATE MAP (FIRM) NUMBERS 48453C0445J EFFECTIVE JANUARY 6, 2016 PREPARED FOR THE CITY OF ROLLINGWOOD
5. THE TOPOGRAPHY SHOWN HEREON IS PER RECORD CONTOUR MAPS AND DOES NOT REPRESENT AN ON THE GROUND SURVEY.



**FIELD NOTES**

**FIELD NOTES FOR 0.4446 ACRES BEING ALL OF A 0.3800 ACRE TRACT OUT OF THE HENRY P. HILL LEAGUE IN THE VILLAGE OF ROLLINGWOOD, TRAVIS COUNTY, TEXAS, AND ALL OF TRACT A, ROLLINGWOOD PARK ESTATES, A SUBDIVISION RECORDED IN VOLUME 75, PAGE 91, PLAT RECORDS, TRAVIS COUNTY, TEXAS BEING THE SAME TRACT CONVEYED TO HODGSON 2017 PARTNERSHIP, LTD. IN DOC. NO. 2019017446, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, SAID TRACT BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:**

**BEGINNING** at a 1/2" iron pin found on the South R.O.W. of Rollingwood Drive being the North common corner of said Tract A and Lot 11 of said Rollingwood Park Estates for the Northeast corner of this tract and the **POINT OF BEGINNING**.

THENCE S36°17'09"W, a distance of 140.82 feet to a 1/2" iron pin found at the South common corner of said Tract A and Lot 11, also being the North common corner of Tract B and Lot 10 of said Rollingwood Park Estates for the Southeast corner of this tract.

THENCE N63°54'14"W with the common line of said Tract A and Tract B, a distance of 25.36 feet to a 1/2" iron pin found being the West common corner of Tract A and B, also being the Southeast corner of said 0.3800 acre tract also being the Northeast corner of Lot 7, Timberline Terrace Section 4, a subdivision recorded in Book 32 Pg. 10, Travis County, Texas Plat Records.

THENCE N63°23'40"W with the common line of said 0.3800 acre tract and said Lot 7, a distance of 114.76 feet to a 1/2" iron pin found. On the East R.O.W. of Riley Road being the West common corner of said 0.3800 acre tract and said Lot 7 for the Southwest corner of this tract.

THENCE N35°56'06"E with the East R.O.W. of Riley Road, a distance of 124.91 feet to a 1/2" iron pin found at a point of curve to the right.

THENCE to the point of curve to the right, whose elements are R=17.72 feet, L= 25.02 feet, whose chord bears N76°29'26"E, 23.00 feet to a 1/2" iron pin found being the intersection of the East R.O.W. of Riley Road and the South R.O.W. of Rollingwood Drive for the Northwest corner of this tract.

THENCE with the South R.O.W. of Rollingwood Drive the following two (2) courses:

- 1) S63°25'07"E, a distance of 99.92 feet to a 1/2" iron pin found at the Northeast corner of said 0.3800 acre tract and the Northwest corner of said Tract A.
- 2) S65°25'39"E with the North line of said Tract A, a distance of 26.06 feet to the **POINT OF BEGINNING** and containing 0.4446 acres, more or less.

THE STATE OF TEXAS  
COUNTY OF TRAVIS

I, DANA DEBEAUVOIR, CLERK OF THE COUNTY COURT, OF TRAVIS COUNTY, TEXAS DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2019 A.D. AT \_\_\_\_ O'CLOCK \_\_\_\_M. DULY RECORDED ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2019 A.D. AT \_\_\_\_ O'CLOCK \_\_\_\_M. OF SAID COUNTY AND STATE IN DOCUMENT NO. \_\_\_\_\_ OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY COURT OF SAID COUNTY, THE \_\_\_\_\_, DAY OF \_\_\_\_\_, 2019 A.D,

DANA DEBEAUVOIR, COUNTY CLERK,  
TRAVIS COUNTY, TEXAS

BY \_\_\_\_\_  
DEPUTY

REVISED: DEC. 13, 2019  
REVISED: DEC. 10, 2019 SHEET 1 OF 1

DATE: Sept. 3, 2019 JOB NO. 19\_143

SCALE: 1" = 50' CASE NO.

# Professional Proposal

## Professional Proposal

**City of Rollingwood, Texas**

**Wastewater Utility  
Cost of Service and Rate Design Study Proposal**

**November 21, 2019**



**Nelisa Heddin Consulting, LLC**  
P.O. Box 341855  
Lakeway, TX 78734  
(512) 589-1028  
[nheddin@nelisaheddinconsulting.com](mailto:nheddin@nelisaheddinconsulting.com)

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# INTRODUCTION

**Cover Letter**

**Executive Summary**

**1**



November 21, 2019

4.

City of Rollingwood  
Attn: City Secretary  
403 Nixon Drive  
Rollingwood, TX 78746

To Whom It May Concern:

Nelisa Heddin Consulting (NH Consulting) is pleased to present the City of Rollingwood (City) with a Proposal for a Wastewater Cost of Service and Rate Design Study.

With extensive experience in the financial management of utilities and the performance of cost of service and rate design studies, the project team offers an extraordinary pool of resources to support the City's needs. NH Consulting is specifically qualified to meet the needs of the Town in the following areas:

- The project manager assigned to this engagement clearly understands the operating environment of municipal utilities in the State of Texas and is committed to understanding the City's long-term and short-term goals such that strategies to achieve those goals may be identified;
- NH Consulting is committed to providing value-added services to the City that go beyond simply the performance of a rate study, but assisting the City in planning for the future of its Utilities;
- The project manager assigned to this engagement is experienced in the performance of and specializes in cost of service and rate design studies, having consulted with numerous entities throughout the southwest, and is a recognized expert in the industry having testified before the State Office of Administrative Hearings and the State Legislature on utility rates; and
- NH Consulting is dedicated to assisting the City in guaranteeing the future efficiency and effectiveness of the City's Utilities.

Thank you for the invitation to propose for this project, we look forward to the opportunity to work with the City. Please feel free to contact us with any questions or comments regarding this proposal, or any other services required by the City at (512) 589-1028.

Sincerely,

Nelisa Heddin  
President

P.O. Box 341855 Lakeway TX 78734  
Phone: 512-589-1028  
Email: [Nheddin@NelisaHeddinConsulting.com](mailto:Nheddin@NelisaHeddinConsulting.com)  
[NelisaHeddinConsulting.com](http://NelisaHeddinConsulting.com)

Nelisa Heddin Consulting, LLC (NH Consulting) is pleased to provide the City of Rollingwood (“City”) with a proposal for a cost of service and rate design study for the City’s Wastewater Utility. NH Consulting will work with the City to develop rate recommendations which will assure adequate revenues for operations and capital improvements on a self-sustaining basis, while considering the economic impact on the Utility’s customers, taking into consideration the cost of providing the services. ***NH Consulting offers the City of Rollingwood unparalleled expertise in the performance of cost of service and rate design analysis.***

NH Consulting is a financial and management consulting firm specializing in meeting the needs of municipal utilities.

NH Consulting intends to provide the City with a comprehensive package of services to enable the City to more efficiently manage its utilities and fully evaluate the City’s utility rate structure.

The following proposal identifies the project team’s qualifications and outlines our approach to the project.

The project team believes that the successful completion of this project will be dependent on the following requirements:

- A project manager who clearly understands the City’s operating environment including long-term and short-term goals and is committed to helping the City identify strategies to achieving those goals
- A project manager who is committed to providing value-added services to the City that go beyond simply the performance of a rate study, but assisting the City in planning for the future of its Utilities
- A project manager who is experienced in the performance of and specializing in cost of service and rate design studies for numerous entities throughout the U.S and is a recognized expert in the industry having testified before the State Office of Administrative Hearings and the State Legislature
- Responsiveness and constant communication with the City

As outlined in this proposal, NH Consulting is uniquely qualified to meet each of these requirements.





## SCOPE OF WORK AND SCHEDULE

<b>Project Approach</b>	<b>2</b>
<b>Work-Plan</b>	<b>4</b>
<b>Tasks/Scope of Work</b>	<b>6</b>
<b>Additional Scenarios</b>	<b>10</b>
<b>Meetings and Development of Materials</b>	<b>10</b>
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## PROJECT APPROACH

### *Analysis of Wastewater Fund Finances and Wastewater Rates*

There are many State and Federal regulations surrounding water and wastewater rates. Chapter 13 of the Texas Water Code states, “rates shall not be unreasonably preferential, prejudicial, or discriminatory but shall be sufficient, equitable, and consistent in application to each class of consumers.” Special care must be taken during the development of water and wastewater rates to ensure that the rates developed are in accordance with this statute.

The development of wastewater rates involves four primary steps:

#### **1) Determination of Annual Revenue Requirements for the Study Period**

It is particularly important that all costs associated with providing service are included in the revenue requirement. This includes direct costs such as those required to operate the City’s collection system, the contract cost for wastewater treatment from the City of Austin as well as the City’s administrative costs associated with managing this utility. It is imperative that the costs included in the revenue requirements are within the confines of State and Federal regulations.

There are two primary approaches to the development of revenue requirements, the “cash-needs” approach, and the “utility” approach. The “cash-needs” approach ensures that the revenues generated by the utility cover the cash needs of the utility, including debt obligations, as they come due, whereas the “utility” basis does not consider debt obligations. The primary difference is that the “utility” basis considers depreciation rather than debt. NH Consulting will work closely with City staff to determine the approach which is most appropriate in meeting the City’s needs.

#### **2) Functionalize Revenue Requirements into Functional Cost Components**

Wastewater costs are related to the flow and strength of the wastewater returned to the system. The wastewater treatment process is dependent on both the strength of the wastewater and the volume of the wastewater treated. Thus, costs are related to these factors. Wastewater revenue requirements must be functionalized based on:

- **Flow Costs**– Costs incurred by the wastewater utility that can be directly related to the volume of wastewater treated. These costs include pumping costs and wastewater treatment plant capacity.
- **Strength** – Costs incurred by the utility that can be related to the strength of the wastewater treated, such as chemical costs. Strength costs can be further functionalized in terms of BOD, TSS, and NH<sub>3</sub>, depending on the facility’s specific permit treatment parameters.
- **Customer Costs** – those costs associated with serving customers, irrespective of the amount or rate of wastewater treated.

#### **3) Allocation of Cost Components into Customer Classes**

The functionalized wastewater costs are then allocated to customer classes based on projected flow, and, in the case of surcharge design, strength.



#### 4) **Design Wastewater Rates**

The design of wastewater rates is a complex task. This is due to the fact that most utilities do not meter wastewater, as they do water. Thus, best estimates must be made during the determination of billing units. This is a particularly sensitive task. It is imperative that a utility normalize the historical data to ensure they do not over-estimate billing units. Additionally, the City must adopt a policy for the determination of wastewater billing. Options include winter averaging and maximum fee capping. Another consideration in setting wastewater rates is the option of wastewater surcharges for industrial customers. Given that the City does not provide partner water utility services directly, NH Consulting will work closely with the City to determine the best means of charging customers for service.

## WORK PLAN

The Project Team has put together a work plan that accomplishes the four steps of rate design and accomplishes the goals/objectives outlined by the City. NH Consulting's general approach to rate design is to first thoroughly understand the goals of the Utility and design rates which meet those goals. And finally, work with the City to present recommendations and provide as much support as necessary to ensure that the City, its elected officials and residents have the information they need to fully understand and evaluate decisions going forward.

As outlined in the Request for Proposal, at the onset of the engagement, NH Consulting will meet with the Utility Commission and City Council to go over expectations and get public input before development of the proposed rate structure. This may be conducted through a joint meeting or separate meetings; however the City prefers. NH Consulting will coordinate directly with the City to develop the most appropriate structure and to identify the exact content to be included in these meetings. NH Consulting has conducted similar introductory work sessions with elected officials and the public in the past – the format may include:

1. Introduction to overall trends in the utility industry, including, but not limited the “infrastructure crisis” described by the American Water Works Association, whereby utilities are faced with financial challenges associated with having to rehabilitate and/or replace aging infrastructure.
2. Description of how wastewater services are provided in the City of Rollingwood, including:
  - History of wastewater system ownership including, purchase of the system from the LCRA in 2012 and assumption of related debt by the City in accordance with that purchase agreement.
  - City owned collection system.
  - Contracted treatment of wastewater with the City of Austin.
3. Outline of relevant contractual terms for provision of services, to the extent they are relevant to the discussion, which may include:
  - Wastewater treatment contract with the City of Austin, including terms of contract – including how monthly fees are determined, and adjustments to wholesale wastewater treatment fees by the City of Austin.
  - Utility billing and collections.
4. Outline of annual expenditures including pro-rata share of total expenses for each category, focusing on the fact that nearly 30% of the City's total budget funds treatment by the City of Austin, approximately 21% of the City's total budget pays for annual debt service, approximately 10% of the City's total budget funds billing and collections, while other contractual services accounts for another 12% of the expenses. As such, of the City's expenses, a very small portion of annual expenditures can be influenced by or affected by the City's operations and are ultimately within the City's direct control. It has been NH Consulting's experience that this is very eye opening for most residents and elected officials.

	FYE 2020 Budget	% of Total
Personnel Expenses	\$165,224	21%
Supplies & Operations Expenses	44,000	6%
Utility Billing & Collections	81,000	10%
Wastewater Fees	230,000	29%
Other Contractual Services	95,500	12%
Miscellaneous	3,600	0%
Annual Debt Service	<u>168,523</u>	21%
	<u>\$787,847</u>	

5. Discussion of the City of Austin's future projections of wholesale wastewater treatment rates in the future, if available. (Prior to this meeting NH Consulting will contact the City of Austin to discuss their future projections of rates and other issues relevant to this analysis.)
6. Discussion of capital improvement needs on the system, if any.
7. Discussion of the City's historical revenue recovery compared to budgeted expenses.
8. Discussion current rate structure, and historical rate changes.
9. Discussion of best-management practices related to wastewater rates including:
  - Basis for billing residential customers (typically winter averaging)
  - Basis for billing commercial customers
  - Industrial pre-treatment surcharges, how they are determined and why
10. Discussion of rate design elements including base fees and volumetric charges; as well as a discussion of policy surrounding the level of base fees versus volumetric fees with the goal of understanding the City's position on these issues. Relevant to this discussion may include desired proportionate share of revenues from base fees and associated revenue stability, versus degree of "control" customers have over their total bill through their own personal consumption habits.
11. Discussion of policy issues facing the City and/or concerns with rate structure or policy considerations.
12. Receive input and feedback from the community.

NH Consulting will seek to have a clear understanding of Utility Commission and City Council's expectations and receive input prior to development of final recommendations.

Task Number	Task Name	Description	Deliverable (if any)
1  (RFP Task 1.b.)	<b>Meet with City staff (On-going task – NH Consulting anticipates 3 meetings with City staff throughout the process, but may meet more as necessary)</b>	NH Consulting will begin the project by meeting with City Staff to collect and review all available information and review the methodology to be used in the development of the recommended rate structures. NH Consulting will also develop a clear line of communication with relevant staff members. We will also discuss a strategy for moving forward with a public meeting.	Request for Information will be provided to the City which outlines all data and documentation that will be necessary to complete the analysis.  It must be noted that NH Consulting will work closely with the City throughout the process. <i>Meetings are not limited to a set amount, but instead will be held as determined necessary by the City and NH Consulting.</i>
2 (RFP Task 1.a.)	<b>Meet with Utility Commission and City Council</b>	The exact format of the meeting(s) will be developed in close coordination with the City but may include many of the elements outlined above and/or additional elements as identified.	Presentation(s) with the City Council and Utility Commission in a public setting.
3 (RFP Task 1.d.)	<b>Develop CIP Funding Plan</b>	The City will be asked to provide NH Consulting with a future capital improvement plan, outlining future capital needs for the city's wastewater utility in the next five to ten years. NH Consulting will then work with City staff to identify a funding plan for those improvements. This funding may include, but may not be limited to: utilization of existing cash reserves and or other cash funding currently accessible, funding through issuance of future "surrogate debt" to be issued, funding through impact fees, as well as funding through cash recovery each year through rates.	The CIP funding plan will be outlined in the final report, and will be incorporated into the rate analysis as necessary.
4 (RFP Tasks 1.c., 1.d., and 1.e.)	<b>Revenue Requirement Determination</b>	Development of Revenue Requirements for the base-year utilizing historical actual costs, City budgets, debt service schedules, capital improvement plans and information/input from City staff.	Detailed schedule outlining the base-year revenue requirement and the basis of development, assumptions, and adjustments will be provided to and reviewed with City staff in a work-paper document. Base year revenue requirements will be relied upon to develop five-year revenue requirements.

5 (RFP Tasks 1.c., 1.d., and 1.e)	<b>Development of Five-Year Revenue Requirement Forecast</b>	Once the base year revenue requirements for the test year have been developed, NH Consulting will work with City staff to develop a five-year projection of revenue requirements for each utility. Known and measurable changes such as capital improvements, future debt issues and process changes, will be taken into account. The project team will work closely with City staff project these costs into the five-year planning period considering elements including, but not limited to, inflation, personnel changes, growth impacts, etc. Existing costs will be determined as well as the costs for the proposed CIP. O&M reserves repair and replacement reserves and debt service reserves will be established to coincide with the City's financial policies.	Detailed schedules outlining the five-year projection and the basic assumptions used to make those projections. These schedules will likely be included in the final report of the study.
6	<b>Functionalization of Revenue Requirements</b>	Once revenue requirements have been determined and projected for the five-year study period, NH Consulting will functionalize each cost component into functional categories, based on that cost. Wastewater components will be functionalized into flow, treatment, and customer cost categories.	Cost functionalization work-paper schedules will be reviewed with City staff and will be relied upon for the allocation of costs to customer classes.
7 (RFP Task 1.c.)	<b>Customer Demand Analysis</b>	NH Consulting will next examine the historical usage patterns of the City's current customer classes and will evaluate possible new customer classifications. NH Consulting will examine the usage patterns of the customer classes and coordinate closely with the City to determine the best means of estimating wastewater use for retail customers. In addition, NH Consulting will use this analysis to review the City's current customer classifications as to appropriateness.	Historical customer demands, average use, and peaking patterns will be provided to City staff in detailed work-papers for review and incorporation into the customer cost allocations and future use projections.

8 (RFP Task 1.c.)	<b>Customer Count and Demand Projections</b>	<p>The next step in the analysis is to project future customer growth. NH Consulting will examine historical growth patterns, and discuss future growth with the City's utility and planning departments to make this projection. In addition, NH Consulting will analyze historical usage patterns and customer growth projections to project usage for the five-year study period.</p>	<p>Future projections of customer count and demands will be reviewed with City staff. The final report will summarize these projections and the basic assumptions utilized in making these projections.</p>
9	<b>Allocation of Cost Components to Customer Classes</b>	<p>Once NH Consulting has accurately functionalized costs into cost components and has analyzed customer demands, NH Consulting will be able to allocate costs to customer classes based on their usage patterns, and thus relative demands they place on the utility.</p>	<p>Detailed work-papers allocating costs to customer classes will be reviewed with City staff. The final report will summarize the results of the cost allocation analysis.</p>
10 (RFP Task 1.f.)	<b>Rate Design</b>	<p>The previous steps have allocated costs to customer classes based on their system demands and have projected customer demands, and thus billing units, into the future. The final step of the analysis is to design rates for the utilities. NH Consulting will first determine cost-of-service based rates for each customer class. Additionally, NH Consulting will provide alternative rate design options if deemed necessary. The ultimate rates recommended by the project team will be fair and equitable among customers; fully recover the costs associated with providing services; and will meet the goals of the City as defined in the project kick-off meeting.</p>	<p>The final rate design work papers will be reviewed with City staff. The recommended rate design will be incorporated into the final report.</p>
11 (RFP Task 1.f.)	<b>Develop Summary of Impact on Customer Bills</b>	<p>A summary of impact to customer bill, based upon various levels of consumption will be prepared. NH Consulting will also present, to the extent data is available, to percentage of customer bills that are within a particular use category so that the City can thoroughly understand the number of customers impacted at various consumption levels.</p>	<p>This summary will be included in the final public presentations and will also be made available to be utilized in any and all public communication materials distributed to customers via mailers, the City's website and/or press releases as necessary.</p>

12	<b>Preliminary Draft Report</b>	NH Consulting will prepare a preliminary draft report for the City that discusses the methodology used during the analyses, the critical assumptions made by the project team, and findings and recommendations. The project team will present the draft report to City staff for comment.	A draft report will be provided to City staff for comment/edits. Unless otherwise requested by the City, the draft report will be provided in an electronic, PDF format.
13	<b>Issuance of Final Report</b>	NH Consulting will incorporate the City's comments into the draft report, and will issue a final report to the City. This report would include an executive summary, which documents the findings and recommendations in a clear and concise manner.	The project team will provide the City with the final report.
14	<b>Presentation of Findings</b>	NH Consulting will present findings in during regularly scheduled or special called meetings/workshops or public hearings. The project team will educate the Council and/or the public on the methodology, findings, and recommendations of the project.	NH Consulting typically presents findings with a Power-Point presentation, or similar format as deemed appropriate.
15 (RFP Task 1.g.)	<b>Provide Timeline for Adoption of Rates</b>	NH Consulting will coordinate with City staff and/or the City's attorney as necessary to develop a time-line for consideration and adopting of recommendations including but not limited to required public notifications, public presentations and reading of proposed ordinance.	The timeline will be provided to City staff and coordinated with the City's attorney to confirm all legal requirements have been met. The timeline will also be included in the presentation of findings as necessary.
16 (RFP Task 1.g.)	<b>Assist staff in Preparation of Public Notifications, Proposed Ordinance, and Public Education Materials as Necessary</b>	NH Consulting will assist City staff and/or the City attorney in the preparation of public notifications and the proposed ordinance as necessary. NH Consulting will also assist in the development of public education materials and information to be presented on the City's website as necessary.	Input and assistance will be provided in assembling public notifications and the proposed ordinance as necessary. NH Consulting will also assist in developing public education materials as necessary.

## Additional Scenarios

It has been the experience of NH Consulting that in order for officials to be able to make the best-informed decisions pertaining to the future of the utility, it may be necessary to run multiple “what-if” scenarios for consideration. These scenarios may include rates with or without future funding for CIP projects, or scenarios looking at different levels of base fees versus volumetric fees, or scenarios evaluating potential changes to customer classifications. NH Consulting will work with the City to identify if any alternative “what-if” scenarios are necessary, and if they are, NH Consulting will commit to running these scenarios as necessary in order to ensure the City has all the information necessary to make informed decisions.

## Meetings and Development of Materials

NH Consulting considers the role of consultant to the City of Rollingwood to consist of more than simply developing a rate mode and writing a report. Rather, NH Consulting considers its role as one of guiding the City through the process of considering and evaluating changes to its wastewater utility rates. This role includes not just running numbers and writing a report, but also attending meetings with City staff, City Council, and the Utility Commission, providing guidance on the best way to approach policy initiatives, listening to the City Council and Utility Commission and the public and incorporating their thoughts and concerns into the model, and assisting with the development of materials and communications with the public and even the ordinance to be adopted.

It is extremely important to NH Consulting that the City receives the time and assistance it needs to determine the most appropriate path forward for the City’s wastewater utility. NH Consulting will not only develop rates and write a report, but will guarantee assistance to the City in the other elements involved including public communications and even discussing implementation of final rates with the City’s billing company. NH Consulting will also be available anytime during the five-year study period to assist with any future questions pertaining to the rates and recommendations.

As such, this proposal does not limit the number of meetings with City staff, the City Council or the Utility Commission – but instead, NH Consulting will commit to doing whatever is necessary to get the job done and see that the City is able to adopt changes to its rates as necessary.

## Cost Breakdown

As requested in the RFP, NH Consulting has outlined the costs by RFP Task outlined below. It must be noted that the costs are estimated within in each task. However, this proposal is for the entirety of the scope of services for a flat guaranteed fee of **\$6,890**. As previously noted, NH Consulting will attend meetings as necessary and provide the additional assistance as outlined herein for this total fee.

RFP Task	Description	Estimated Cost
1.a.	Meet with City Council and Utility Commission	\$260
1.b.	Meet with City Staff	390
1.c.	Review Historical Account and Operational Costs and Calculated Future Costs and Consumption.	3,300
1.d.	Identify and Prioritize CIP Funding Needs	520
1.e.	Develop Forecast of Annual Revenue Requirements	1250
1.f.	Recommend Rate Structure	780
1.g.	Work with Staff to Provide Timeline	390
	TOTAL	\$6,890

### Schedule for completion

Upon approval of contract from the City, NH Consulting will issue a request for information (RFI) to City staff within two business days. This RFI will outline the data and information that will be required to complete the analysis. Data can be provided to NH Consulting as it is available. A kick-off meeting will be schedule with City staff at a mutually agreeable time. During this meeting the RFI will be reviewed and discussed and together we will identify the best approach for the initial public meeting(s) with the Utility Commission and City Council. Those meetings will be scheduled at a mutually agreeable time.

NH Consulting will begin working on the analysis immediately upon receipt of data from the City. NH Consulting will commit to completing this project within 90 days from receipt of data from the City.



## QUALIFICATIONS

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## NELISA HEDDIN CONSULTING, LLC PROFILE

NH Consulting is a management consulting firm specializing in the financial planning and management of municipal utilities. NH Consulting works closely with each client to develop strategic, individualized solutions. We provide a full range of services to meet our clients' complex needs including cost of service and rate design studies, impact fee analysis, and budgeting assistance.

NH Consulting works closely with each client to thoroughly understand their unique needs, goals, issues and challenges and develops strategic solutions customized to address the individualized needs of each client.

Services provided by NH Consulting include:

- Cost of Service and Rate Design Studies
- Comprehensive Fee Analysis
- Indirect Cost Allocation Studies
- Impact Fee Analysis
- Pro Forma Analysis
- Bond Issuance Support
- Annual and Long Term Operational Budgeting
- Cost Benefit Analysis
- Comparative Benchmarking Analysis
- Financial Planning and Modeling
- Financial Planning and Modeling
- Financial Planning and Budgeting for CIP Programs
- Public Education Programs
- Service Area Valuations
- Feasibility Analysis
- Regionalization Planning and Implementation
- Expert Witness Testimony
- Legislative Support
- Billing System Reviews and Implementation

### Strategic – Innovative - Excellence

Nelisa Heddin, president of NH Consulting, is Past Chair of the Texas AWWA Rates and Charges Sub-Committee, and is still actively involved in this professional organization. Ms. Heddin brings the most innovative solutions in the industry to each of her clients – allowing her to develop customized strategies to meet each of her clients needs.

# Firm Profile



## PROJECT TEAM PROFILE

### NELISA HEDDIN, PROJECT MANAGER

Ms. Heddin will serve as the project manager for this engagement, bringing over 19 years in utility rate design to this engagement. Ms. Heddin will be performing the financial analysis and will be responsible for the overall quality control for this engagement.

Ms. Heddin is an industry expert in financial planning and management for municipal utilities, specializing in cost of service and rate design studies, impact fee analysis, cost benefit analysis, and annual and long-term budgeting. Ms. Heddin has over 19 years experience in providing consulting services to utilities of all sizes throughout the Southwest. She is a Past-Chair of the Texas AWWA Rates and Charges Sub-committee and has been invited to speak at numerous industry functions regarding cost of service issues, rate design, water loss and capital financing.

### Expertise You Can Rely On – Quality You Can Trust

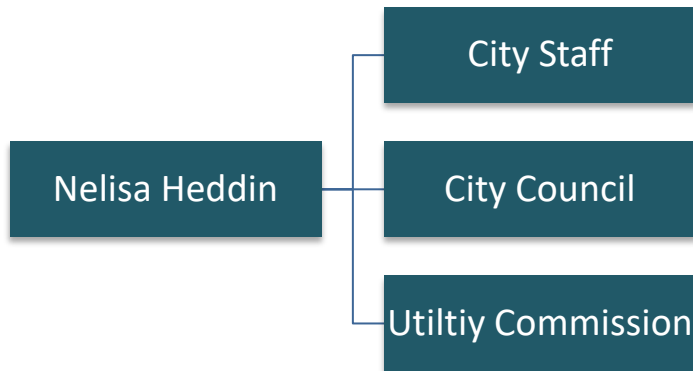
NH Consulting assigns a single project manager who services as project manager and analyst for each engagement – this ensures continuity throughout each engagement. Nelisa Heddin, the proposed project manager for this engagement, is a leading expert in cost of service and rate design studies, having worked for entities across the United States such as the Cities of Dallas, Phoenix, Tucson, Little Rock, Webster, Pflugerville, and Georgetown.

# Project Team Profile



## Organizational Chart

Nelisa Heddin, president of NH Consulting, will be working directly with the City on this engagement. While administrative staff may be utilized to some degree to assist in some areas such as data entry, Ms. Heddin will perform the financial analysis, write the report and will work directly with the City. It is the perspective of NH Consulting that the City must have direct access to the expert in this field rather than staff who have limited experience. As such, the organizational chart for this engagement is very simple:



## Nelisa Heddin

President

### Professional Background

Nelisa Heddin is an industry expert in financial planning and management for water and wastewater utilities; specializing in cost of service and rate design studies, impact fee analysis, cost benefit analysis, and annual and long-term budgeting. Ms. Heddin has over 16 years experience in providing consulting services to utilities of all sizes throughout the Southwest. Ms. Heddin has a Masters of Business Administration with a specialty in Finance. She is a Past-Chair of the Texas AWWA Rates and Charges Subcommittee and has been invited to speak at numerous industry functions regarding water and wastewater rates, rate design, water loss, and capital financing.

### Education

B.S., Biology, New Mexico State University, 1996  
MBA, Finance, New Mexico State University, 1999

### Professional Affiliations

American Water Works Association  
Past Chairman Texas AWWA Rates and Charges Subcommittee  
Texas Municipal League  
Texas Government Financial Officers Association

### Sample of Relevant Project Experience

#### Cost of Service and Rate Design Projects

Bistone Municipal WSC  
City of Alamo Heights, Texas  
City of Bastrop, Texas  
City of Bonham, Texas  
City of Burnet, Texas  
City of Cameron, Texas  
City of Copperas Cove, Texas  
City of Corinth, Texas  
City of Cuero, Texas  
City of Del Rio, Texas  
City of Friendswood, Texas  
City of Garland, Texas  
City of Gladewater, Texas  
City of Horseshoe Bay, Texas  
City of Idabel, Oklahoma  
City of Krum, Texas  
City of Lago Vista, Texas  
City of Leon Valley, Texas  
City of Little Rock, Arkansas  
City of Lindale, Texas  
City of Mexia, Texas  
City of Midland, Texas  
City of Missouri City, Texas  
City of Moulton, Texas

City of Murphy, Texas  
City of New Madrid, Missouri  
City of North Lake, Texas  
City of Pecos, Texas  
City of Pflugerville, Texas  
City of Phoenix, Arizona  
City of Richmond, Texas  
City of Selma, Texas  
City of Southside Place, Texas  
City of Sweet Water, Texas  
City of Webster, Texas  
City of Wortham, Texas  
Eldorado Area WSD  
Fair Management, LC  
Gorforth SUD  
La Ventana Utilities  
MB Wastewater Services, LLC  
Quail Valley Utility District  
Southern Crossing Utilities  
Travis County WCID #17  
West Travis County Public Utility Agency  
Whiterock Water Supply Corporation

# Resume



Impact Fee Studies

West Travis County Public Utility Agency  
 City of Southside Place, Texas  
 City of Cuero, Texas  
 City of Bastrop, Texas

City of Burnet, Texas  
 City of Corinth, Texas  
 City of Missouri City, Texas

Valuation Analysis

Central Texas UDC  
 West Travis County Public Utility Agency

U.S. Navy  
 City of Dallas, Texas

Green Valley SUD  
 City of Fort Worth, Texas

Operations and Management Reviews

Quail Valley Utility District  
 City of Waco, Texas

City of Bastrop, Texas  
 City of Uvalde, Texas

City of Gladewater, Texas  
 City of Galveston, Texas

Other Projects

Central Texas UDC - Facilities Acquisition  
 Negotiations

City of Bee Cave - Litigation Support and Expert Witness  
 Testimony

City of Georgetown/ Chisholm Trail SUD -  
 Regionalization Feasibility

La Ventana - Litigation Support and Expert Witness  
 Testimony

City of Georgetown - Contract Assignment  
 Consents

White Bluff Rate Payers - Litigation Support and Expert  
 Witness Testimony

City of Lakeway – Review of Utility Rates of  
 Lakeway MUD

Canyon Lake Rate Payers – Litigation Support and Expert  
 Witness Testimony

**Publications and Presentations**

Texas H2O, November/December 2004, “Finding the Water: How to Cope with HB3338”

Office of Rural Community Affairs, 2004 – Water Related Training for Local Leaders

Texas Water, 2004 – Professional Paper - Water Audits, Water Loss and HB3338

Texas Rural Water Association Annual Conference 2002– Presentation – Encroachment Issues

Incode Education Forum, 2007 – Selling Utility Rate Studies

Texas Water, 2006 – Water Loss Determination

Munis Education Forum, 2006 – Utility Rate Analysis

Incode Education Forum, 2006 – Utility Rate Analysis

TAWWA Rate Seminar, 2010 - Utility Rate Analysis

GFOAT, 2005 – Capital Financing Seminar

GFOAT Gulf-Coast Chapter, 2005 – Presentation – The GFO's Water Challenges

## Current Workload

Nelisa Heddin is available to begin work with the City immediately, with most of Ms. Heddin's current project workload being completed by or before December 2019; enabling NH Consulting to complete the proposed engagement within the time constraints outlined by the City.

Client	Project Description	Estimated Completion Date
City of Mexia	Water and Wastewater Cost of Service and Rate Design Study	30-Nov-19
Bistone MWSD	Water Cost of Service and Rate Design Study	30-Nov-19
White Rock WSC	Water Cost of Service and Rate Design Study	30-Nov-19
Travis County WCID #17	Water and Wastewater Cost of Service and Rate Design Study	31-Dec-19
Missouri City	Mustang Bayou True-Up Analysis - Phase 2	31-Dec-19
Missouri City	Mustang Bayou Retail Rate Analysis	31-Dec-19
Missouri City	GRP Pro Forma	15-Jan-19



## REFERENCES

References

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## References

### West Travis County Public Utility Agency Financial Manager Cost of Service and Rate Design Study

<b>Project Description</b>	Nelisa Heddin became familiar with the West Travis County water and wastewater systems beginning in 2007 during a contested proceeding between the Lower Colorado River Authority (LCRA) and the City of Bee Cave and eventually testified on the equitability of the rates implemented by the LCRA before the State Office of Administrative Hearings (SOAH). Ultimately, the City of Bee Cave along with Travis County MUD #3 and Hays County ended up purchasing the systems and created the West Travis County Public Utility Agency (Agency) to own and operate the systems. Ms. Heddin assisted in the acquisition of the systems and the transition of the operation of the systems to the Agency. Ms. Heddin served as the Financial Manager for the Agency assisting with budgeting, revenue tracking, and the many challenges associated with this large, regional system through 2014. Ms. Heddin has completed 4 cost of service and rate design studies for the Agency, with the most recent analysis completed in May, 2019.
<b>Project Completion</b>	2012 – present
<b>Project Highlights</b>	Financial Manager Annual Budgeting Impact Fee Analysis Wholesale Rate Analysis Cost of Service and Rate Design Capital Improvement Planning Public Education
<b>Contact</b>	Jennifer Riechers West Travis County Public Utility Agency General Manager (512) 263-0100  12117 Bee Cave Rd. Building 3, Suite 120 Bee Cave, Texas 78738 <a href="mailto:jriechers@wtcpua.org">jriechers@wtcpua.org</a>

### City of Southside Place, Texas Cost of Service and Rate Design Study

<b>Project Description</b>	In 2008, Nelisa Heddin conducted a Cost of Service and Rate Design study for the City of Southside Place. The analysis evaluated the cost of providing services to residential and commercial customers and made recommendations to adjustments in rates based upon those costs. Ms. Heddin was asked to return in 2014 to conduct a follow-up study; she is scheduled to present recommendations to City Council in May, 2014.
<b>Project Completion</b>	2008, 2014
<b>Project Highlights</b>	Cost of Service and Rate Design Transitional Implementation Plan Capital Improvement Planning
<b>Contact</b>	David Moss City of Southside Place, Texas City Manager (713) 668-2341  6309 Edloe Ave Houston, Texas 77005 <a href="mailto:citymgr@southside-place.org">citymgr@southside-place.org</a>

### City of Webster, Texas Cost of Service and Rate Design Study

<b>Project Description</b>	Nelisa Heddin started working with the City of Webster in 2004 when she conducted a Cost of Service and Rate Design study for the City. At that time, the City was not charging residential customers for water and wastewater services – they had a “live free in Webster campaign.” During the post-9/11 economic downturn, the City could no longer utilize tax-revenues to subsidize their utilities. Ms. Heddin worked closely with City staff to develop a transitional implementation plan which would slowly increase rates over time to achieve cost of service. Ms. Heddin has been asked to assist the City in subsequent studies in 2007 and 2013.
<b>Project Completion</b>	2004, 2007 and 2013
<b>Project Highlights</b>	Cost of Service and Rate Design Transitional Implementation Plan Capital Improvement Planning Public Education
<b>Contact</b>	Mike Rodgers, CPA City of Webster, Texas Director of Finance (281) 316-4102  101 Pennsylvania Ave Webster, Texas 77598 <a href="mailto:mrodgers@cityofwebster.com">mrodgers@cityofwebster.com</a>

### City of Corinth, Texas Cost of Service and Rate Design Study

<b>Project Description</b>	In 2006, Nelisa Heddin conducted a Cost of Service and Rate Design study for the City of Corinth. As the City had difficulty getting rate recommendations passed in the past, Ms. Heddin worked closely with City staff to develop strategies that would ensure adoption by the City’s elected officials and acceptance by the public. The analysis had to consider substantial capital improvements required on the system and developed rates to recover the revenues necessary to keep the system in compliance. Since the original analysis, Ms. Heddin has been invited to assist the City in evaluating rates in 2007, 2008, 2009, 2010 and 2013.
<b>Project Completion</b>	2006, 2007, 2008, 2009, 2010 and 2014
<b>Project Highlights</b>	Cost of Service and Rate Design Benchmarking Analysis Transitional Implementation Plan Capital Improvement Planning
<b>Contact</b>	Lee Ann Bunselmeyer City of Corinth, Texas Director of Finance (940) 498-3280  3300 Corinth Parkway Corinth, Texas 76208 <a href="mailto:lbunselmeyer@cityofcorinth.com">lbunselmeyer@cityofcorinth.com</a>

# City of Rollingwood | Texas

Proposal for

## Wastewater Rate Study



## 1. Introduction

November 19, 2019

Ms. Ashley Wayman  
City Secretary  
City of Rollingwood  
403 Nixon Drive  
Rollingwood, TX 78746

**Re:     *Proposal to Prepare a Wastewater Rate Study for the City of Rollingwood***

Dear Ms. Wayman:

Thank you for the opportunity to present this Proposal (“RFP”) for a Wastewater Rate Study for the City of Rollingwood (“The City”). Willdan Financial Services (“Willdan”) is one of the largest public sector financial consulting firms in the United States. Our company has helped over 90 cities in Texas and over 1,200 public agencies across the USA successfully address a broad range of financial challenges, including financing the costs of growth and generating revenues for utilities to fund desired services.

Our firm specializes in municipal and public sector utilities and our principal clients are national, state and local governments. Each of our clients is served directly by senior level professionals with decades of experience in utility consulting and economic/financial management. We are proud of our history of building long term relationships with clients based on affordability, professionalism and performance.

We have a proven track record of completing projects on time and staying within the quoted budget. Our client references will confirm that we do not miss deadlines or exceed our budget in our engagements. We encourage you to contact the references provided for feedback on our performance, commitment to our clients and adherence to project milestones.

Willdan’s interactive approach results from our highly regarded revenue requirement and rate model that creates a focused and tailored analysis of the City’s current rates, revenues, capital project and operational expenditures, debt commitments, reserve funding, and other financial data. The culmination of our analysis will be a comprehensive utility revenue requirement financial plan that develops projected system operating results for the next five fiscal years and will also allow for alternative rate designs. We will employ our proven interactive approach, supported with advanced financial modeling techniques, to develop our sophisticated and flexible revenue requirement/rate model for use by the City. **Our internationally-recognized model will help us guide the City through operating and financial scenarios, while evaluating the impact of policy assumptions, and performing sensitivity analysis on important fiscal indicators like utility fund balances and debt coverage requirements.**

Our ability to focus on the financial aspects of operating publicly-owned utility systems is coupled with recognized leadership in strategic planning and operations and enables us to bring unmatched value to our clients. Our team brings a set of nationally-recognized qualifications and experts that sets us apart. These qualifications include:

***Live and Work in Texas*** — We will conduct the analysis for this study both at the City and in our Plano, Texas office. We present a team of professionals with decades of experience providing economic and financial consulting services to the utility industry. Our team includes professionals who are all based in Plano, who have nationwide reputations and experience in the industry and possess impeccable academic credentials. Plus, we have an in-depth knowledge of the local market, given our residence here in Texas and our experience completing similar rate studies for 90 Texas cities.

**Unparalleled Expertise in Financial and Rate Modeling** — The project team’s efforts will result in a focused and tailored analysis of the City’s current utility rates and revenues, development of a comprehensive financial management plan, cost of service analysis based on guiding industry practices, and innovative rate design solutions.

**Effectively Communicate Study Results** — Sound technical analysis is only one element of this process. It will be equally important to effectively and transparently communicate results and implications of the proposed rate structure to City staff, Council members, key stakeholders and, ultimately, to those that will be subject to new rates. In other words, the objective of this study is not simply to write a report, deliver it to the client, and leave. We consider rate studies to be part of an overall process, the ultimate goal of which is to adopt a formal and final rate and financial plan. This involves far more than the completion of a report – the public involvement process is critical, and we will work tirelessly with staff to ensure that our recommended alternatives are successfully implemented. Most of our projects incorporate significant community and/or stakeholder involvement and education efforts, and our experienced consultants are able to communicate complicated technical analysis in a manner that is easy to follow and understand.

**Significant Resources to Devote to Serving the City’s Needs** — Willdan combines the approach and attention of a boutique, North-Texas based consulting firm with the resources of a nationwide consulting organization. While our proposed team is based in our Plano office, if necessary we can draw from the vast resources and industry expertise of fellow Willdan employees in other regions of the United States. This gives us a significant advantage over sole proprietors or boutique consulting firms, who often have limited availability, resources and expertise that can hamper their ability to serve clients.

**Appreciate the Sensitivity of Rate Proposals** — Our team understands the fact that the political, social and economic impact of rate alternatives on ratepayers is of critical importance to those who are responsible for deciding whether to implement these plans. We recognize that it is never easy to ask ratepayers to pay more for utility service. Therefore, we will work with City staff to design rate alternatives that will recover the revenue the utility requires, while to the best extent possible minimizing the impact of any increases on ratepayers and their families.

**Offer a Highly Innovative Approach** — Our approach to the development of utility rates has been carefully honed over the years. We will work collaboratively with City staff to carefully assess and understand the City’s unique Wastewater utility system concerns and issues and develop a tailored approach that will best serve your needs. We do not use a “cookie-cutter” approach, but rather bring a combination of planning and financial expertise providing a thorough understanding of all aspects of utility operations and management. This allows us to work collaboratively to provide comprehensive business solutions. Our objective is to educate and inform throughout the process, not just at the completion of the project.

In summary, we are very excited about the opportunity to provide such a valuable service to the City. For that reason, we will devote our firm’s resources to ensure that each of the City’s objectives are achieved with the highest level of quality and satisfaction. Please feel free to contact me if you have any questions or require any further clarification. I can be reached directly at (972) 378-6588, or via email at [djackson@willdan.com](mailto:djackson@willdan.com).

Thank you once again for this opportunity. We look forward to hearing from you.

Respectfully Submitted,

**WILLDAN FINANCIAL SERVICES**



Dan V. Jackson  
Vice President

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## 2. Scope of Work and Schedule

### Project Understanding

Willdan understands that the City of Rollingwood (“City”) seeks a comprehensive Wastewater rate study and long-term financial plan for the current year, and a 10-year forecast period. The overall objective is to establish user rates and charges that are sufficient to meet future system revenue requirements including debt service coverage, capital improvement needs and operating and emergency/shortfall reserves. The project team will also work with the City to establish rates around a broader set of goals or objectives, including but not limited to financial/rate stability, conservation, and minimizing customer impacts.

To accomplish these overall goals and objectives, our team’s approach will utilize the “generally accepted” cash basis rate setting methodology as delineated in AWWA’s Manual M-1. Our team uses the M-1 manual as the basis for all of our studies, and *our project team members have served on the AWWA’s Rates and Charges Committee which develops, reviews and revises this manual on a periodic basis.* We will tailor our application of the cash basis methodology to the specific circumstances of the City.

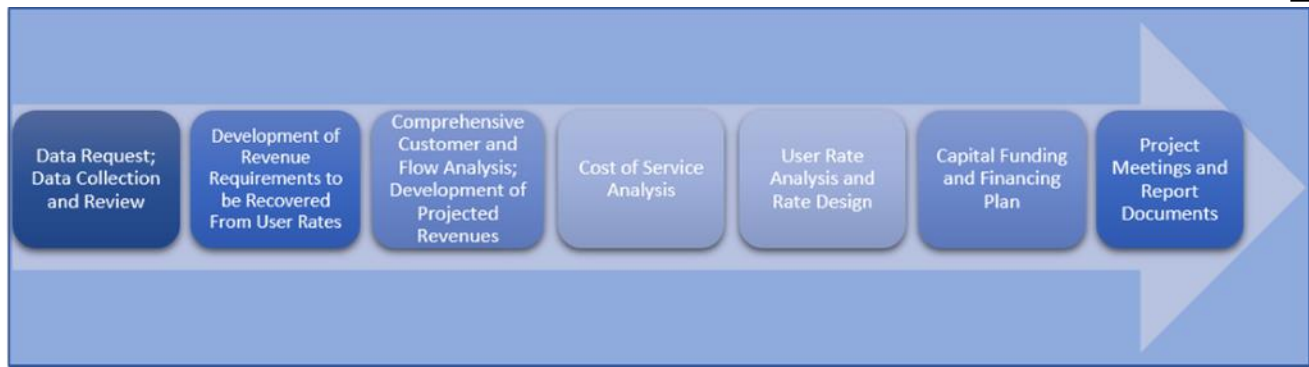
The project team will employ such standard inputs as account growth projections, historic and forecast adjusted water consumption, City’s CIP, account/usage/revenue data from the City’s billing system, and current budget information to develop its forecast of future costs.

Upon finalization of the inputs outlined above, the project team will develop a comprehensive 5-year forecast (with the option of an increase up to a 10-year forecast period) model that will present alternative long-term Wastewater rate plans sufficient to fund operating expenditures, debt service and the forecast CIP. The model will functionalize costs between treatment, distribution/collection, administration and customer billing, and will allocate costs between customer classes. Historic peaking factors will be used to classify water costs between base and extra capacity. The functionalization, classification and allocation of costs will be done in accordance with the AWWA M-1 cash basis guidelines.

Another benefit of a five-year financial plan is that it will enable the City to better evaluate the potential economic and financial impact of the previously-discussed capital improvements and future inevitable increases in the cost of service. *This includes addressing such questions as whether future system and revenue growth will finance some of these improvements and lessen the need for rate increases and/or debt funding needs.* It also will allow the City to determine whether it may be appropriate to implement rate adjustments over a period of several years.

To summarize, the information developed during the course of this rate study will allow the City to choose a financial and capital plan that will minimize the impact on all classes of ratepayers, while still allowing it to meet increased expense demands and environmental standards. In our opinion, the **cost of service, while important, will not be the sole factor in setting the rate design for each customer class.** Rate design is more than just a series of mathematical calculations; the proposed rate structure must balance the sometimes-conflicting issues of utility funding requirements, the cost of service to customer classes, and users’ ability to pay. We agree with these sentiments and, based on our experience throughout the United States, we believe they are socially and politically acceptable.





## Willdan's Unique Project Approach

Willdan proposes to develop a spreadsheet-based utility financial planning model that will allow the City to test a variety of “what-if” futures, whereby the City can change assumptions related to growth, the capital improvement program, operational programs, and a variety of other planning, engineering, and financial variables and predict the financial outcome of that scenario and its effect on utility rates. This is especially useful in testing the affordability of the capital improvement program, allowing the user to turn new projects “on or off” in the model, change the costing with updated information, delay their funding, or look at cash vs. debt vs. fee-funding alternatives and their impact on affordability.

Working with the professionals on our team and City staff, we will use advanced modeling techniques to test the City’s capital improvement program for prioritization, timing and affordability of projects. In doing so, the City will be able to identify the resources available for implementing programs identified in the capital planning process. In the end, the process will allow the City to determine the optimum rate path for balancing the financial health of the system against political and other considerations.

We cannot emphasize strongly enough the need for, and benefit of, a properly constructed public involvement process to introduce the recommended rate plan to the public. The general public and elected officials are naturally going to be inclined to oppose rate plans that involve higher rates and fees; after all, no one wants to pay more for anything at any time for any reason. Therefore, the burden is on the City and its consulting team to present any proposed rate plan to the public in a manner that is both easily understandable and emphasizes the benefits of implementation (i.e. a better quality of service). **Consulting teams and rate plans that do not recognize both the need to present information in an understandable manner and take into account the sensitivity of ratepayers and elected bodies to cost increases are doomed to fail.**

With this in mind we would note the following about our services and the deliverables we will prepare for the City.

- We take pride in the quality of our written reports. The intent is to make our reports readable and easily understandable to those who are not ratemaking or financial professionals. We are frequently complimented by clients who tell us that they understood both the major points of our analysis and the benefits of our proposed rate plans. We pledge to produce both a final report and presentations to the City that will result in a similar reaction.
- Many regard the process of rate studies as simply writing a report, dropping it off to the client, and leaving. Rate studies should be considered overall processes, the goal of which is to ultimately adopt a formal rate and financial plan. This involves far more than the completion of a report – the public involvement process is critical, and we will work tirelessly with staff to ensure that our recommended alternatives are successfully implemented.
- We also believe that our public presentations are of a superior quality, both in terms of overall presentation and understandability. Mr. Jackson has provided over 300 public presentations in his career, to such diverse clients as border communities, large cities and suburbs, and Pacific island nations. He understands how to make presentations to non-financial audiences.

We take pride in the frequent compliments received from clients about the ease and understandability of our presentations, and the fact that they present critical information required to make decisions in a straightforward and easy to follow manner.

In conclusion, our project team offers the benefits of not only a first-rate analysis and model development, and a well written and easily understandable report, but also a public involvement process that is designed to successfully implement the results of the analysis.

## Deliverables

Based on the objectives as listed above, the project team will provide the following project deliverables:

1. A formal, documented and detailed schedule outlining the analysis, report development and public involvement process associated with this study.
2. Bound copies and an electronic copy of a final rate study report that documents the results of the project, the recommendations presented in accordance with the objectives stated above, and detailed support for all conclusions. The report will describe the process used to:
  - Determine revenue requirements in the test year and at least a 5-year forecast period, with the option of an increase up to a 10-year forecast period. Revenue requirements include the wastewater utility's *operations and maintenance costs, capital needs/outlays funded by rates, debt service for capital needs funded by rates, reserve requirements for emergency/shortfalls and rate stabilization*, non-rate revenues, and other pertinent utility costs.
  - Allocate costs between customer classes and functional areas. The revenue requirements will first be allocated to functional areas, including treatment collection, customer service, administration and billing. *These costs will then be allocated to the customer classes based on their system historical billing units.* The calculation of these costs for the test year will be a crucial stepping-stone in the forecast of these costs over the next five years.
  - *Present alternative rate structures* based as stated above on revenue requirements, cost of service, current standards and customers' ability to pay. We anticipate that the final rate plan will be developed as a result of consensus between staff, governing bodies and the project team at the close of the public hearings.
  - PowerPoint presentations will be used in each of our presentations. We are prepared to conduct the following formal meetings with the City:
    - An initial staff meeting to review project goals and data requirements (with additional meetings with staff as necessary during the analysis course of this project);
    - A formal staff meeting to review preliminary findings and recommendations, and to make adjustments as necessary based on staff input;
    - A workshop with the City Council to review initial findings and recommendations;
    - A final council meeting/public hearing to explain to the public the rationale behind and benefits of the proposed rate plan and at which the Council will adopt the rate plan.
3. *A fully functional and debugged automated rate model to calculate and project Wastewater rates both for the present ('test') year and ten years into the future.* The model will be designed in Microsoft Excel.

## Method of Approach

### Revenue Requirement and Rate Study Objectives

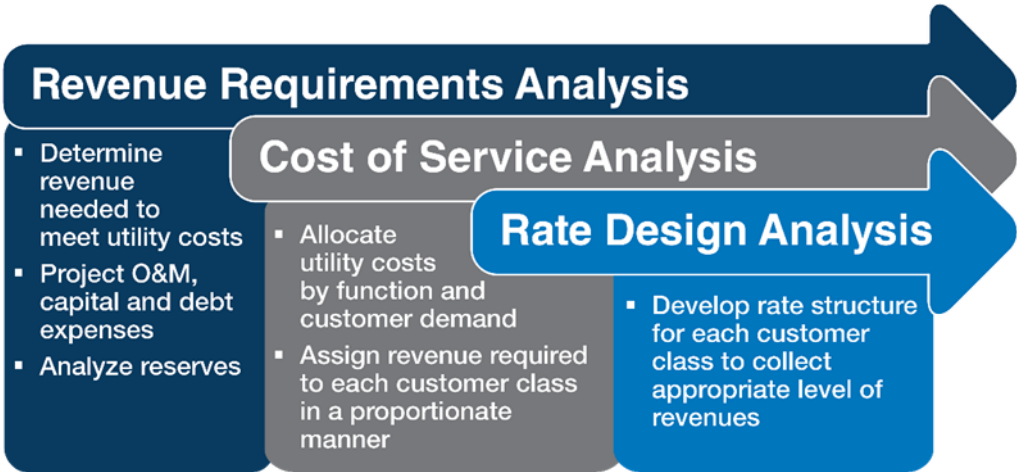
Willdan’s overarching objectives in successfully accomplishing the City’s rate study are outlined below.

## Key Objectives



### Rate Setting Process

The graphic on the following page summarizes the standard approach commonly employed by Willdan to develop utility rates. Willdan’s rate-setting process and model has been developed through the completion of many successful studies over the past twenty years and continues to be the basis for developing proven, well-balanced financial plans that are supported by equitable rate structures. Willdan’s combination of consulting experience and technical expertise helps distill complex decisions into a clear and easy-to-understand process. As there are often competing objectives, for a successful rate study it is necessary to understand not only the technical details and corresponding rates, but also the social and political corollaries that can often jeopardize the implementation of a technically sound rate structure. Our rate experience goes beyond simply “running the numbers” by creating numerous scenarios and considering stakeholder considerations, such as customer impact (ability to pay) to ensure a complete and unimpeded rate analysis.



Each step of the three-step approach is typically performed in tandem. Although presented sequentially, the overall analysis is circular – as variables in one analysis may influence another. Thus, it is imperative to constantly review assumptions to determine if variables are fixed (i.e. debt service) or flexible (i.e. staffing needs) and monitor how changes in certain variables affect the overall analysis.

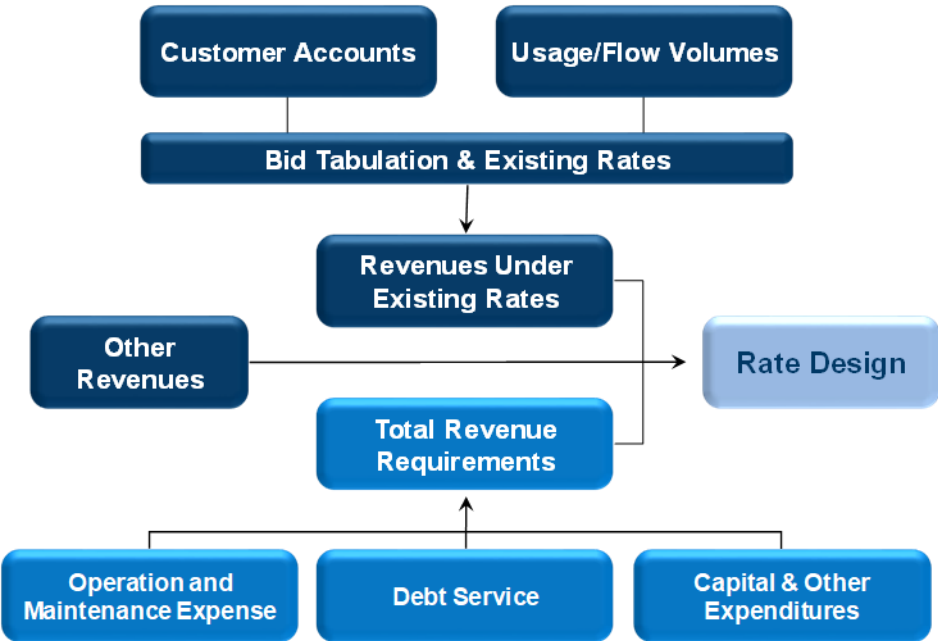
## Scope of Work

The remainder of this section presents our approach to performing the major tasks required to successfully conduct a Wastewater Rate Study and long-term financial plan engagement, in accordance with the City’s RFP.

### Task I: Project Kick-off, Data Acquisition and Assessment

The project team will meet with City staff at the outset of this project. The purpose of this meeting will be to discuss study goals and objectives, review requirements for completing each task, establish responsibilities and lines of communication, and refine the work plan and schedule. We have found in our prior studies that these meetings are extraordinarily beneficial in terms of gathering required data, finalizing study objectives, and ensuring that the goals of both the project team and the City are synonymous.

During this meeting we will discuss the rate study process and describe the steps Willdan will take to produce a realistic rate plan and financial forecast. The chart below provides an overview of Willdan’s approach to developing the City’s wastewater rate plan.



The project kick-off meeting will be followed by a detailed review of data available to support the cost-of-service rate study. We will provide a preliminary data request list to initiate data collection and organization. This will be a comprehensive data request (i.e. a “wish list”) and we realize that not all elements may be readily available. Therefore, if City staff finds that the level of effort required to fulfill this data request is excessive, we will discuss with staff alternative methods of obtaining the same or similar data with less effort. Our goal is to obtain the required data while minimizing the required staff effort, as we recognize that City staff have many other duties and responsibilities.

During this initial site visit the project team will tour City facilities and meet with the appropriate City staff. The project team will be available to meet with other City representatives as deemed appropriate by City staff.

### Task II: Demographic Analysis

The project team will prepare a comprehensive demographic analysis of ratepayers as a pretext to the development of Wastewater rate plans. This is a standard feature of our rate studies, as it provides information that is critical in establishing a framework for determining the appropriateness of potential rate adjustments.

The project team will develop current data on:

- Number of households;
- Median household income;
- Average Wastewater monthly bill, both total and as a percentage of household income; and
- Monthly Wastewater charges for other representative utilities in the Austin area and throughout the state of Texas

*The data developed in this section will help City staff and other decision-makers gauge the relative burden of Wastewater monthly charges in the City as compared to similar Texas utilities. This will help determine the sensitivity and reasonableness of alternative rate adjustment proposals. It will also be useful information to present at any public hearings.*

### Task III: Determine Revenue Requirements

In this task, the project team will determine overall revenue requirements for the current year and for a ten-year forecast period. Requirements will reflect the City's current policies and practices regarding appropriate levels of fund balance, interfund transfers, and capital financing (including debt service coverage levels and debt-to-equity ratios). Accordingly, revenue requirements that will meet financial performance measures will be determined.

*The first step in this analysis is to gain historical perspective on the City's system.* This includes analyzing the data provided in response to the data request (Task I) such as current and historical volumetric data, customer and account data, budgets, financial statements, capital expenditures, customers, debt service, historical Wastewater rates, current rates, rate setting procedures, and historic collection efficiency.

Total revenue requirements for the Wastewater utilities will be calculated after analyzing the data outlined above. The revenue requirements consist of the total cost to provide this service, including operation and maintenance (O&M) costs, transfers to the General Fund, debt service requirements (including coverage requirements) on existing and any proposed new debt, direct capital outlays financed by rates, and other financial needs.

O&M costs will be projected by detailed expenditure categories and, if necessary, by component system. These projections will be based on past trends, expected inflation levels, new facilities that may affect operating costs, changes in the customer base, and other factors. We will also consider the levels of cash reserve funding required for the Wastewater system operations in our determination of the revenue requirements.

The development of a reasonable set of assumptions concerning future capital spending for repairs and replacements and system expansion is one of the most critical elements of the revenue requirement. The project team will discuss all components of this category with City staff, including the expected amount of CIP, funding alternatives (i.e. pay-as-you-go vs. long term (tax vs. revenue) bonds), expected reserve requirements, and coverage requirements. It is essential that all parties agree on the reasonableness of these assumptions, since they will have the greatest impact on the recommended rate alternatives. As noted earlier, this involves balancing what needs to be spent from an operations/engineering perspective with the willingness and ability of ratepayers to pay. Finally, the project team will discuss with City staff the types of additional capital improvement projects that may be required and the timing and source of funding for each.

Once the total costs of providing Wastewater service have been calculated, these costs will be compared to the actual billing and collection for the past several fiscal years. This will have the effect of determining both the adequacy of the billing and collection procedures in effect, and the degree to which customers are currently paying the costs of providing this service.

**Task IV: Determine User Characteristics and Customer Classes (Incl. Sales Forecast Review and Revenue Test)**

A fundamental principle of cost-of-service ratemaking for Wastewater utilities is for costs to be allocated to user groups based on the demands each group places on the system. For wastewater service, demands usually are measured in terms of customer flows and sewage strength characteristics that determine sewer treatment plant influent loadings. These demands are collectively referred to as “user characteristics.”

This task involves determining the appropriate groupings of customers so that customers with similar user characteristics populate the same customer class. For cost-allocation purposes, customers are grouped into different classes based on differences in their user characteristics. The development of information for grouping customers and allocating costs to specific customer groups is an essential step in the ratemaking process, to ensure that costs will be recovered in direct proportion to their use of the system. As with all our studies, the AWWA Manual M-1 will provide the framework for our allocation methodology.

The determination of customer user characteristics as noted above will include a careful review of the City’s sales volume histories and forecasts. The volume data must be considered as a whole and separately for each defined customer class. Methodologies for projecting Wastewater revenues will be assessed to confirm appropriate accounting for expected growth, inflow and infiltration, and normal weather conditions. Historical sewer flow and loadings data will be used to determine flows and loadings for the system and individual customer classes.

*The project team will finalize ten-year projections of sales/demand volumes that will then be used to calculate projected revenues under current rates for the rate forecast period. This step is often referred to as a revenue test.*

**Task V: Cost Functionalization, Classification and Allocation**

In this task, the project team will calculate the cost of sewer collection and treatment, based on the information gathered in previous tasks. As discussed in Task III, these costs include such categories as O&M (personnel, chemicals, engineering, administrative, equipment maintenance, vehicles, materials, etc.), reserves, debt service, and capital outlays funded by rates (assuming that the cash basis is utilized). These costs will then be assigned to individual customer classes through a three-step apportionment process.

These steps are referred to as “functionalization,” “classification” and “allocation.” **Functionalization** involves the categorization of utility costs according to the utility functions these costs are incurred to perform. Typical sewer functions include treatment, collection, disposal, and customer billing. **Classification** is the apportionment of functionalized utility costs according to the types (or classes) of demands served by the utility. Water Environment Federation (WEF) and U.S. Environmental Protection Agency (EPA) methods classify wastewater costs according to flow, biochemical oxygen demand (BOD) loadings, and total suspended solids (TSS) loadings. **Allocation** is the assignment of classified utility costs to individual customer classes. *Costs are allocated proportionately to customer classes based on their contributions to total utility system demands.*

Under typical circumstances, *standard industry ratemaking principles and practices as outlined in AWWA and WEF ratemaking manuals serve as the foundation for cost allocations to customer classes.* These industry manuals are not prescriptive and recognize the need to afford utility decision makers the flexibility to reflect local circumstances.

**Task VI: Alternative Rate Designs for Current Year and 5-year Forecast**

After allocating costs to customer classes, a plan will be developed for evaluating rate design options that *will recover allocated costs, including O&M, debt service, general fund transfers and reserve requirements.* The project team proposes that for ease of evaluation the rate design process be segregated into a two-step process. During this task, the current year and forecast rate design alternatives will be presented separately. This will enable City staff to evaluate both its immediate short-term needs and its longer-term needs under each alternative.

In addition, Willdan will develop and establish the current and forecast system averages for charges and fees. This will provide the City with a general guideline for customer charges needed to recover Wastewater rate revenue requirement.

We intend to consult closely with City officials to develop a consensus on the appropriate rate designs for each alternative. In this task, we also intend to accomplish the following objectives:

- Determine whether any rate classes are subsidizing the others, and the degree to which any subsidy is equitable;
- Provide a detailed delineation of the advantages and disadvantages of each alternative;
- Calculate the impact of any proposed “transition period” into the new rates;
- Compare the recommended rates to the City’s historical rate structure; and
- Prepare the cost of Wastewater service per household based on the new rate design (*also known as a “bill impact analysis” which is commonly performed in our rate studies*).

In instances where cost-of-service-based changes in revenue responsibility will result in significant rate increases for any one customer class, the merits of implementing rate changes over a multi-year period will be discussed with City staff. If appropriate, multi-year rate transition plans will be developed that meet, to the extent possible, expressed criteria for rate change acceptance.

The project team will meet with City officials prior to unveiling any recommendations to Council or the public in order to go over the initial alternatives and to make any revisions as deemed appropriate by City staff and management.

*Another key to this analysis will be to determine the extent to which the rate designs under each alternative will cover the cost of the City’s capital improvement plan.* The forecast alternatives will provide a roadmap to the types of future rate changes that may be necessary to meet these and other Wastewater financial obligations.

#### **Task VII: Prepare and Present Draft and Final Reports, Conduct Training for City Staff**

The project team will prepare concise draft and final rate study reports/memoranda. The report will include documentation of the analyses conducted for each study task as well as recommendations for implementation, administration, and future updating. The report will provide detailed information on the determination of revenue requirements, document allocations of revenue requirements to functional parameters and customer classes, and alternative rate recommendations for the water and sewer utilities. Information on the impact of recommended rate changes to customers’ typical monthly bills will be provided. The steps in the rate calculations will be described clearly so that there is a full understanding of the technical steps and assumptions contained in the determination of the rates.

The project team will present and review the draft report with City staff. The report will then be revised to incorporate comments compiled by staff. A final report based on this review in a well written, easy-to-follow format will be submitted to the City. Ten bound copies will be presented to the City.

#### **Task VIII: City Council Meetings**

The results of the rate study will ideally be presented to the City Council during a Council work session as this gives members an opportunity to focus on this very important topic and ask questions freely. This presentation will be provided in order to offer the supporting rationale for the proposed rates and to address any questions and/or concerns raised by Council members and residents prior to action being taken on the proposed rates and charges. It is anticipated that the workshop would be followed by a presentation in a public Council meeting and a scheduled public hearing. PowerPoint presentations will be used in each of our presentations.

With the approval of staff, we are prepared to conduct the following formal meetings with the City:

- An initial staff meeting to review project goals and data requirements (with additional meetings with staff as necessary during the analysis segment of this project);
- A formal staff meeting to review preliminary findings and recommendations, and to make adjustments as necessary based on staff input;
- A workshop with the City Council to review initial findings and recommendations;
- A final meeting and public hearing with Council to approve the chosen rate plan.

Our project team is a strong advocate of the need for a comprehensive public involvement program to accompany any changes in the City's Wastewater rates. It is important that the ratepayers have a proper understanding of the reasons for any proposed rate changes, and the impact of these changes on their monthly bills. It is also important for City staff to reach out to the public, to solicit comment and input, to determine the preferences among ratepayers as to alternative rate structures, and to ensure that accurate information is disseminated among the community.

#### Task IX: Project Management and Quality Control

The cost-of-service rate study for the City will be effectively managed through a variety of project planning and monitoring tools, including the project budget and schedule and regular project progress reporting.

Our project team consists of experienced senior-level professionals who have conducted dozens of cost-of-service and financial studies for clients over the past two decades. This is not a team composed of one senior person and little-experienced staff; all team members are seasoned professionals who know how to complete a study on time and on budget.

Willdan's perspective on technical and logistical issues is based on and consistent with common quality assurance and quality control (QA/QC) business standards. Although the QA/QC concept has historically been applied to manufacturing and engineering standards, the concept can also be applied to utility services such as those proposed herein. For service-oriented businesses, quality control (QC) is any procedure or set of procedures intended to ensure that a performed service meets the requirements of the client or customer. Similarly, but not identical, quality assurance (QA) is defined as a procedure or set of procedures intended to ensure that a service under development (before work is complete, as opposed to afterwards) meets specified requirements. An effective quality assurance system will increase customer confidence, enhance a company's credibility, improve work processes and efficiency, and enable a company to better compete with others. For Willdan, the QA/QC concept is based on overall "Company Quality." This concept includes a focus on the client, the company personnel and the final product. Willdan has realized that success is only possible if the project manager leads the quality process by example. As such, the company-wide quality approach places an emphasis on three aspects:

1. **Communication** – This is actually a reoccurring theme behind each Willdan procedure and activity. We believe that frequent and open communication, both with the client and our own personnel, is the true key to completing a successful project engagement. Specific communication measures utilized by Willdan during the course of the project include active discussions and e-mail correspondences during the data acquisition stage of the project, periodic status reports, meetings to review assumptions and projections, conference calls as necessary to ensure that those involved in the process are "on the same page," and delivery of study output in portions as completed, to allow for an effective review by staff.
2. **Relationships** – Although this proposal document places specific attention on the project as defined in the RFP, one of our primary goals with any new project is to develop a positive relationship with the client. While the key to the success of a project is communication, the key to the success of Willdan is the client relationship. Of course, there is direct correlation between items 1 and 2 because communication and a successful project are the foundation for a long-term relationship.

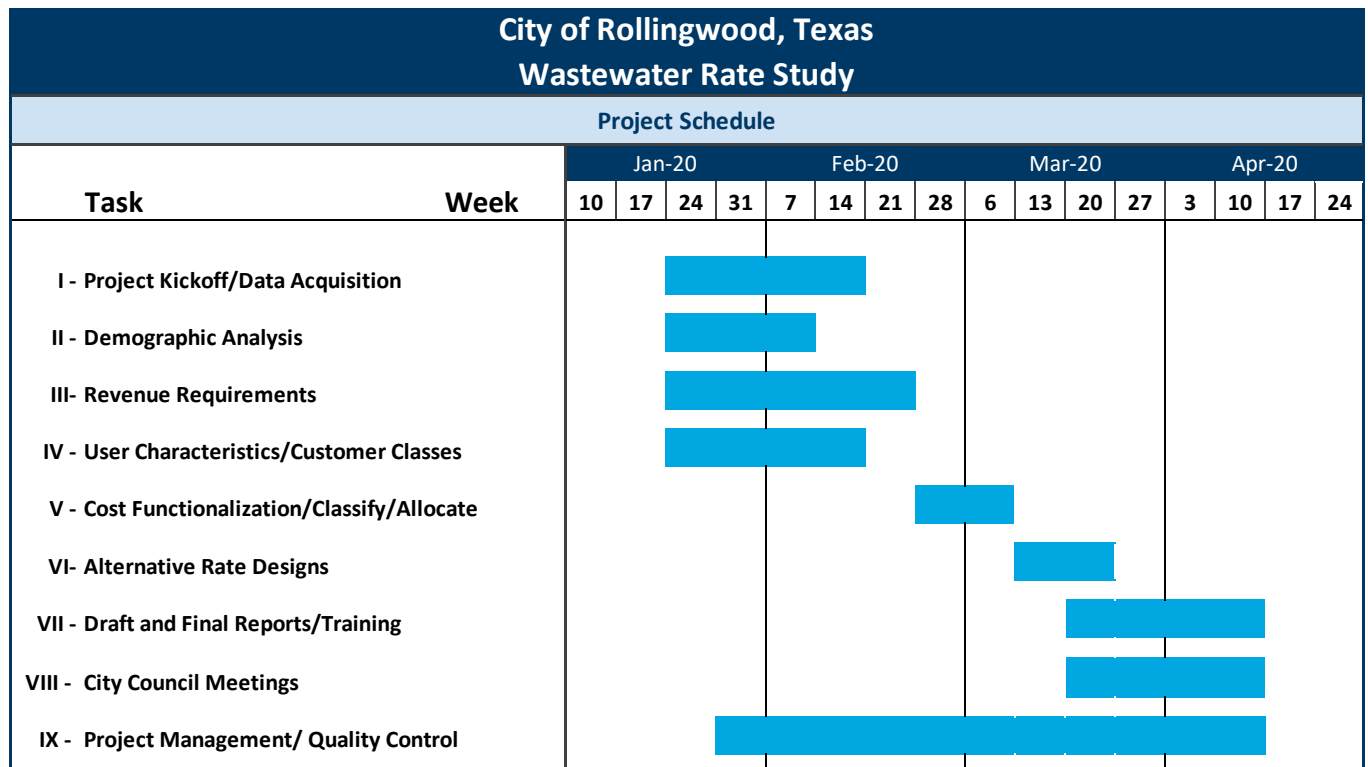
3. **Product** – For a rate study project, the final deliverable is generally considered to be the rate study report, provided upon project completion. However, there are many other elements that lead to the development and generation of the final report. Of these other elements, the rate model (and applicable software) represents the primary component in the development of the utility rate analysis. As such, the development of the rate model is where much of the QA/QC efforts are focused. Specific measures utilized by Willdan during the course of the project to ensure that the data provided and final rate model is accurate and complete include performing internal peer reviews for calculation accuracy, reviewing data input information with City staff (e.g. historical customer data, budgets, financial reports, capital improvement program, etc.), walking staff members through the model for understanding and auditing, and actively seeking reviews and revisions from each participating project team member. As a result of such upfront due diligence, the possibility of significant inaccuracies is mitigated.

## Proposed Schedule

Willdan prides itself on being responsive to customer needs. In line with this core belief, we will work within the timeline identified within the City's RFP.

It is important to note that completion of the tasks within this expedited timeframe will depend to a great extent upon the availability of required data from the City, and the ability to schedule meetings in a timely manner with City staff and Council. In order to assist with the process, we will prepare an initial request for information for the City and submit it in advance of the project kick-off workshop, to aid the City in compiling the data needed. We generally can deliver preliminary recommendations within 60 days of receipt of all data.

Based on these factors and our current understanding of the solicitation, Willdan has developed the following preliminary project schedule as shown on the chart below, with final deliverables provided on September 27, 2019. It should be noted that this schedule is dependent on the timely receipt of information from the City. Any delays in receiving requested data may lead to delays in completion of the project.



## Cost Proposal

Per the instructions outlined, Willdan is submitting the following cost proposal. The table below outlines the proposed project hours, professional fees and expenses for this engagement. Based on the scope of work described with Willdan's technical proposal, we are proposing professional fees and expenses for the wastewater rate study **not-to-exceed \$19,920**. The price is fully inclusive of all expenses and professional fees. The price is firm for a period of 90 days from the proposal closing date of November 21, 2019.

City of Rollingwood, TX Water and Wastewater Rate Study			
Proposed Project Team Hours and Professional Fees			
	D. Jackson Project Manager \$210	D. Lanning Senior Project Analyst \$175	Total Hours
<b>Scope of Services</b>			
Task I: Project Kick-off, Data Acquisition & Assessment	4.0	-	4.0
Task II: Demographic Analysis	-	4.0	4.0
Task III: Determine Revenue Requirements	4.0	18.0	22.0
Task IV: Determine User Characteristics & Customer Classes	4.0	8.0	12.0
Task V: Cost Functionalization, Classification & Allocation	4.0	8.0	12.0
Task VI: Alternative Rate Designs	8.0	8.0	16.0
Task VII: Prepare & Present Draft & Final Reports	4.0	8.0	12.0
Task VIII: City Council Meetings	8.0	4.0	12.0
Task IX: Project Management & Quality Control	8.0	-	8.0
<b>Subtotal Hours</b>	<b>44.0</b>	<b>58.0</b>	<b>102.0</b>
Task I: Project Kick-off, Data Acquisition & Assessment	840	-	840
Task II: Demographic Analysis	-	700	700
Task III: Determine Revenue Requirements	840	3,150	3,990
Task IV: Determine User Characteristics & Customer Classes	840	1,400	2,240
Task V: Cost Functionalization, Classification & Allocation	840	1,400	2,240
Task VI: Alternative Rate Designs	1,680	1,400	3,080
Task VII: Prepare & Present Draft & Final Reports	840	1,400	2,240
Task VIII: City Council Meetings	1,680	700	2,380
Task IX: Project Management & Quality Control	1,680	-	1,680
<b>Subtotal Professional Fees</b>	<b>9,240</b>	<b>10,150</b>	<b>\$ 19,390</b>
Travel and Production Expenses			<b>\$ 2,500</b>
<b>Total Cost</b>			<b>\$ 21,890</b>
Professional Fee Discount		9%	1,970
<b>Official Bid – Not to Exceed</b>			<b>\$ 19,920</b>

We believe that we have properly considered all aspects of this engagement and have developed a fair and reasonable proposed price that reflects the total effort and ensures the production of a top-quality product. Pricing for additional services, presentations, and public hearings would be discussed with City staff in advance and billed at an hourly rate as shown in the table below.

Willdan Financial Services	
Position	Hourly Rate
Dan V. Jackson	\$210
Dan Lanning	\$175
Dennis Goral	\$125

### 3. Qualifications

#### Firm History

Willdan Financial Services is an operating division within Willdan Group, Inc. (WGI), which was founded in 1964 as an engineering firm working with local governments. Today, WGI is a publicly-traded company (ticker: WLDN). WGI, through its subsidiaries, provides professional technical and consulting services that ensure the quality, value and security of our nation's infrastructure, systems, facilities, and environment. The firm has pursued two primary service objectives since its inception—ensuring the success of its clients and enhancing its surrounding communities.

In doing so, Willdan has gained a notable reputation for technical excellence, cost-effectiveness, and client responsiveness in providing superior consulting services. The company's service offerings span a broad set of complementary disciplines that include engineering and planning, energy efficiency and sustainability, and financial and economic consulting. Willdan has crafted this set of integrated services so that, in the face of an evolving environment—whether economic, natural, or built—Willdan can continue to extend the reach and resources of its clients.

Currently, WGI has over 1,300 employees operating from offices in **Arkansas, Arizona, California, Colorado, Connecticut, District of Columbia, Florida, Illinois, Kansas, Kentucky, Maryland, Nevada, New Jersey, New York, Ohio, Oregon, Utah, Texas, and Washington.**

#### Willdan Financial Services

Established on June 24, 1988, Willdan Financial Services, a California Corporation, is a national firm, and is one of the largest public sector financial consulting firms in the United States. Since that time, we have helped over 1,200 public agencies successfully address a broad range of financial challenges, such as financing the costs of growth and generating revenues to fund desired services. Willdan assists local public agencies by providing the following services:

- User fee studies;
- Cost allocation studies;
- Real estate economic analysis;
- Economic development plans and strategies;
- Housing development and implementation strategies;
- Real estate acquisition;
- Feasibility studies;
- Financial consulting;
- Development impact fee establishment and analysis;
- Utility rate and cost of service studies;
- Debt issuance support Tax increment finance district formation and amendment;
- Long-term financial plans and cash flow modeling; and
- Property tax audits.

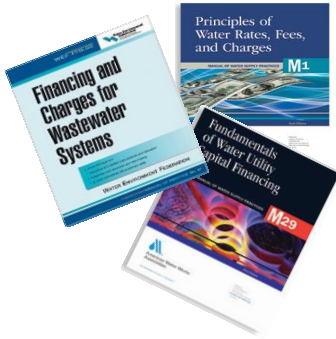
Our staff of 80 full-time employees supports our clients by conducting year-round workshops and on-site training to assist them in keeping current with the latest developments in our areas of expertise.

On April 6, 2015, the Plano, Texas office of Economists.com joined Willdan. Economists.com provided economic analysis and innovative financial solutions since 1997 to a wide range of municipal and public sector utilities and other critical infrastructure organizations.



## Utility Rate Analysis Experience

Willdan's professional staff has provided professional consulting services, including financial planning; wholesale/retail rate and cost-of-service studies; alternative and feasibility analyses; and operational and management studies for water, reclaimed water, wastewater, reclaimed water, solid waste, and stormwater utility clients across the United States. Additionally, Willdan's Plano office staff are involved with the development of the rate-setting methodologies set forth in the American Water Works Association (AWWA) M1 Manual "Principles of Water Rates, Fees and Charges," and the AWWA M29 Manual, "Water Utility Capital Financing." **Willdan is nationally recognized for its expertise with its staff frequently being called upon to speak or instruct on utility financial matters, as subject matter experts, in such forums as the AWWA Utility Management conference.**



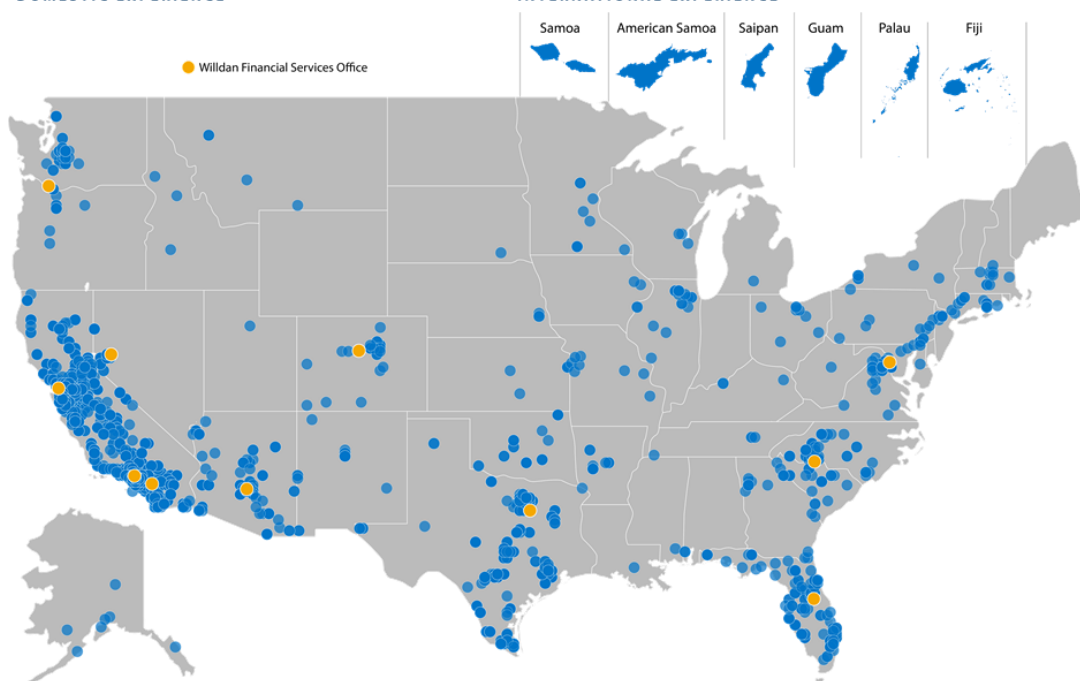
Willdan staff is experienced in a broad range of utility planning services. This means that we understand the importance of an approach that integrates elements of utility planning, engineering, and finance. Willdan team members possess considerable experience in utility rate and cost-of-service studies and have performed these services for hundreds of utilities throughout the United States. Our team includes staff with public sector experience exceeding 30 years, some of which are on the forefront of utility rate-making and rate-modeling. In addition, team members have held positions as assistant finance director for a utility regulatory agency, as well as in the role of accountant and auditor, and therefore understand the financial, operational and political realities faced by governmental staff and management.

## National & International Presence

For over 30 years, Willdan's professional staff has provided utility rate, financial, economic, management and capital planning consulting services to utilities and governmental entities across the country. Willdan staff are experienced in a broad range of utility planning services and therefore understand the importance of an approach that integrates elements of rates and capital planning with the political aspects of the utility. Willdan team members possess considerable experience in utility rate and cost-of-service studies and have performed these services for hundreds of utilities throughout the country and the Pacific region. A graphical representation of Willdan's geographical client presence is depicted below.

DOMESTIC EXPERIENCE

INTERNATIONAL EXPERIENCE



## Plano Clients

**Table 1** presents a comprehensive listing of the Plano office's clients. As the table shows, we have worked for almost 90 cities in Texas alone, as well as additional cities throughout the southwest and the United States in general. We have also completed rate studies for several international clients, including the nations of Fiji, Palau, Samoa and the multi-national Asian Development Bank.

This list does not include the hundreds of additional clients served by other Willdan offices. **We do not “pack” our proposals with representative engagements in which designated team members did not participate**, as it is our belief that a company's general experience not shared by proposed team members is not useful to, nor relevant to, the City's needs and requirements. We encourage all prospective clients to contact our references to assess the degree of satisfaction our past clients have with our work product and consulting services.

**Table 1**

Willdan Financial Services Client List - Plano Office							
Texas				Arizona		United States	
1	Alamo Heights	45	Little Elm	1	Arizona Dept. of Environmental Quality	1	Hot Springs, AR
2	Allen	46	Los Fresnos	2	Avondale	2	Hot Springs Village. AR
3	Amarillo	47	McKinney	3	Bisbee	3	North Little Rock Wastewater Utility. AR
4	Aqua Water Supply Corporation	48	Mercedes	4	Buckeye	4	Russellville, AR
5	Aubrey	49	Mesquite	5	Camp Verde	5	Ada, OK
6	Arlington	50	Midlothian	6	Casa Grande	6	Chickasha, OK
7	Balch Springs	51	New Summerfield	7	Chino Valley	7	Edmond, OK
8	Bellmead	52	North Fort Bend Water Authority	8	Clarkdale	8	Miami, OK
9	Beeville	53	Oak Point	9	Clifton	9	Pryor, OK
10	Brady	54	Parker	10	Cottonwood	10	North Chicago, IL
11	Brazos River Authority	55	Plano	11	Chloride Domestic Water Imp. District	11	South Adams County, CO
12	Castroville	56	Port of Houston Authority	12	Douglas	12	Sarpy County NE
13	Cedar Hill	57	Princeton	13	Eagar		
14	Celina	58	Prosper	14	Eloy		<a href="#">Pacific Region</a>
15	Cinco Southwest MUD 1,2,3	59	Raymondville	15	Flowing Wells Irrigation District	1	Water Authority of Fiji
16	Cibolo Creek Municipal Authority	60	Richardson	16	Florence	2	Palau Public Utilities Corporation
17	Coppell	61	Robstown	17	Gila Bend	3	Electric Power Corporation -- Samoa
18	Crandall	62	Rockwall	18	Globe	4	American Samoa Power Authority
19	Denton	63	Rowlett	19	Goodyear	5	Commonwealth Utilities Corporation -- Saipan
20	Denton County FWSD #1A	64	Royse City	20	Holbrook	6	Guam Power Authority
21	Denton County FWSD #8C	65	San Benito	21	Marana	7	Asian Development Bank
22	DeSoto	66	San Marcos	22	Miami		
23	Donna	67	Schertz	23	Nogales		
24	Duncanville	68	Schertz Seguin LGC	24	Patagonia		
25	Eagle Pass	69	Seguin	25	Payson		
26	East Medina County SUD	70	Selma	26	Picacho Peak		
27	El Paso County WCID #4	71	Sonora	27	Pine Strawberry Water Improvement District		
28	Frisco	72	Southmost Regional Water Auth	28	Pomerine Domestic Water Improvement District		
29	Grand Prairie	73	Springtown	29	Prescott		
30	Garland	74	Taylor	30	Quartzsite		
31	Groesbeck	75	Tomball	31	Queen Creek		
32	Hackberry	76	Tornillo Water Improvement Dist	32	Safford		
33	Harker Heights	77	Troup	33	Show Low		
34	Harlingen	78	Van Alstyne	34	San Luis		
35	Hempstead	79	Venus	35	Somerton		
36	Hewitt	80	Waco	36	Springerville		
37	Hutchins	81	Waxahachie	37	Tombstone		
38	Jonah Water SUD	82	Webb County	38	Water Infrastructure Finance Authority of Arizona		
39	Kempner WSC	83	West Harris County RWA	39	Wellton		
40	Laguna Madre Water District	84	Whitehouse	40	Willcox		
41	Laredo	85	Winona	41	Winslow		
42	La Villa	86	Woodway	42	Yuma		
43	Leander	87	Yancey Water Supply Corporation				
44	Liberty Hill						

**Table 2** presents a list of our specific clients in central Texas. We have prepared rate studies with objectives similar to those of Rollingwood for numerous cities in the same region as Rollingwood, including Liberty Hill, Leander, Aqua Water Supply Corporation and many others.

**Table 2**

Willdan Financial Services	
Central Texas Area Clients -- Rate Studies	
Cities	SUDs/LGCs
Alamo Heights	Cibolo Creek Municipal Authority
Brady	Aqua Water Supply Corporation
Castroville	Cibolo Valley Local Govt Corp
Harker Heights	East Medina County SUD
Hewitt	Jonah Water SUD
Leander	Kempner WSC
Liberty Hill	Schertz-Seguin Local Govt Corp
San Marcos	Yancey Water Supply Corporation
Schertz	
Seguin	
Selma	
Sonora	
Taylor	

## Project Team

Our management and supervision of the project team is very simple: staff every position with experienced, capable personnel in sufficient numbers to deliver a superior product on time and on budget. With that philosophy in mind, we have selected several experienced professionals for this engagement.

We are confident that our team possesses the depth of experience that will successfully fulfill the desired work performance. We also note that our project team members have over 60 years' combined experience preparing water and wastewater rate studies and long-term financial plans. Unlike many other consulting firms, our senior personnel do not just perform periphery roles while assigning most of the responsibility for these engagements to less experienced personnel. Our senior level team members will be responsible for every aspect of this engagement.

## Project Team Biographies

Vice President **Dan V. Jackson** will serve as **principal-in-charge and project manager** for this engagement. In this role, Mr. Jackson will participate in the kick-off meeting, provide direction and supervision throughout the project, and present preliminary and final recommendations to City staff and the City Council. Mr. Jackson has over 30 years of experience in financial consulting for water, wastewater, stormwater, solid waste and electric utilities throughout Texas, the southwest, the United States and Pacific Region. *Mr. Jackson has provided over 250 public presentations in his career to city councils, county commissioners, and utility boards.* He understands how to make presentations to non-financial audiences. Furthermore, he is a frequent speaker at utilities conferences and trade associations.

With more than 30 years of professional consulting experience, Mr. **Daniel Lanning** will serve as the **senior project analyst** working closely with Mr. Jackson to develop the analyses under the City's scope of services. Furthermore, Mr. Lanning will share knowledge gained through his involvement with American Water Works Association (AWWA) developing industry professional standards. *He is a contributing author to the AWWA Manual of Practice M29 – Capital Financing for Water Utilities and is involved in the ongoing update of the AWWA Manual M1 – Principles of Water Rates, Fees, and Charges.*

## Staff Continuity

We do not anticipate staffing changes during the course of the project. However, in the extremely unlikely event that this situation arises, any change in team members will be discussed and approved in concert with the City prior to the change being made.

## Current Abilities

Regrettably, because Willdan is a private company, we are unable to provide information on current client engagements and workload. However, we assure the City of Rollingwood that the staff designated to complete this engagement have sufficient existing capacity to complete this engagement on the timeframe outlined both in this proposal and in the City's RFP.

## Resumes

The resumes for Willdan's proposed project team are presented on the following pages.

## Dan V. Jackson, MBA

### Vice President and Managing Principal

#### Education

*Master of Business Administration,  
University of Chicago;  
Specialization in Finance/Accounting*

*Bachelor of Arts,  
University of Chicago,  
1982; Major in Social Sciences  
Dean's Honor List*

#### Areas of Expertise

*Rate Design*

*Cost of Service*

*Financial Forecasting*

*Strategic Planning*

*Utility/Company Valuation*

*Acquisition Analysis*

*Privatization Analysis*

*Economic Impact and Development*

*Expert Witness Testimony*

#### Affiliations

*Member, American Water Works Association*

*National Association for Business Economics*

*Commissioner, Community Development Commission, City of Dallas, Texas, 1993-1995*

#### Other

*The Forgotten Men – Fiction – Mediaguruz Publishing; Amazon.com*

#### 30 Years' Experience

Mr. Jackson has 35 years of experience as an international financial expert, having completed more than 300 water, wastewater, electric, gas, solid waste and stormwater rate/cost of service studies and long-term financial plans for clients in the United States and the Pacific Region. He also has served as an expert witness in state court, federal court and before several public utility commissions. Mr. Jackson's prior experience includes positions with Deloitte and Touche, Arthur Andersen and Reed-Stowe and Company.

In 1997, Mr. Jackson co-founded Economists.com LLC, which became an international consulting firm with offices in Dallas and Portland, Oregon. Willdan acquired Economists.com in 2015, and he now serves as Vice President and Managing Principal. Mr. Jackson has given dozens of lectures and presentations before professional associations and is also a published author; his novel **The Forgotten Men** is available on Amazon.com.

Mr. Jackson's experience is summarized below.

### Water/Wastewater – Rate Studies and Long-term Financial Plans

Alamo Heights, TX	2018
Allen, TX	2007, 2009, 2012
Amarillo, TX	2017
Aqua Water Supply Corporation, TX	2003
Balch Springs, TX	2017
Brady, TX	2016
Castroville, TX	2016, 2018
Cedar Hill, TX	2016, 2018
Celina, TX	2014, 2018, 2019
Cibolo Creek Municipal Authority	2012, 2015
Coppell, TX	2017
Denton County FWSD 1A, TX	2017
Denton County FWSD 8C, TX	2018
DeSoto, TX	2005 – 2019
Donna, TX	2007, 2011, 2012, 2013, 2015, 2016
Duncanville, TX	2002, 2003, 2007, 2013, 2014, 2018
El Paso County WCID #4, TX	2005, 2007, 2010, 2011, 2015
El Paso County Tornillo WCID, TX	2006, 2010
Fairview, TX	2016, 2018
Frisco, TX	2017
Garland, TX	2009 – 2012
Grand Prairie, TX	2019
Groesbeck, TX	2001, 2004
Hackberry, TX	2006
Harker Heights, TX	2006
Hewitt, TX	2009 – 2015
Hondo, TX	2019
Hutchins, TX	2017, 2019
Jonah Special Utility District, TX	2006
Kaufman, TX	1994
Kempner WSC, TX	2014 – 2015
Laguna Madre Water District, TX	1991, 1994, 1999, 2005, 2014, 2018
Laredo, TX	2018, 2019

D. Jackson  
Resume Continued

La Villa, TX	2007
League City, TX	2019
Leander, TX	2017 – 2018
Liberty Hill, TX	2018, 2019
Little Elm, TX	2001, 2004, 2008 – 2016
Los Fresnos, TX	2007
McKinney, TX	2016, 2010
Mercedes, TX	2001, 2003
Mesquite, TX	2018
Midlothian, TX	2000, 2003, 2006, 2010, 2011, 2016
North Fort Bend Water Authority, TX	2011, 2016
Oak Point, TX	2006, 2011
Paris, TX	1995
Parker, TX	2016
Plano, TX	2017
Port of Houston Authority, TX	2001
Princeton, TX	2012
Prosper, TX	2005, 2016, 2018
Raymondville, TX	2001
Richardson, TX	2016
Robinson, TX	2012, 2014, 2015
Robstown, TX	2014, 2015
Rowlett, TX	2009, 2017, 2019
Royse City, TX	2007, 2011, 2018
Rockwall, TX	2018
Sachse, TX	2014
San Juan, TX	2019
Schertz, TX	2012 – 2018
Schertz-Seguin Local Govt Corp, TX	2010 – 2019
Seguin, TX	2015 – 2019
Selma, TX	2018
Sonora, TX	2012
Southmost Regional Water Authority, TX	2001
Tomball, TX	2018
Troup, TX	2006
Venus, TX	2005, 2012
Waxahachie, TX	2012
West Harris County Regional Water Auth, TX	2003, 2006, 2010, 2011
Webb County, TX	2011
Whitehouse, TX	2008
Winona, TX	2009
Yancey Water Supply Corporation, TX	2005
Bisbee, AZ	2000 – 2005, 2018
Buckeye, AZ	2013, 2015, 2016
Camp Verde Sanitary District, AZ	2006, 2008
Carefree, AZ	2018
Casa Grande, AZ	2009
Chino Valley, AZ	2010 – 2018
Chloride Domestic Water Imp District, AZ	2003
Clarkdale, AZ	2005

#### D. Jackson

Resume Continued

▪ Clifton, AZ	2018
▪ Cottonwood, AZ	2004, 2007, 2009
▪ Douglas, AZ	2009, 2011
▪ Eagar, AZ	2006, 2011, 2012
▪ Eloy, AZ	2007, 2011 – 2013
▪ Florence, AZ	2008, 2012
▪ Flowing Wells Improvement District, AZ	2008
▪ Goodyear, AZ	2014, 2015
▪ Holbrook, AZ	2004
▪ Marana, AZ	2008 – 2013, 2016
▪ Miami, AZ	2010 – 2012, 2015
▪ Nogales, AZ	2011, 2015 – 2016, 2018
▪ Patagonia, AZ	1999, 2002
▪ Payson, AZ	2006, 2010, 2012, 2013, 2014
▪ Prescott, AZ	2008
▪ Quartzsite, AZ	2004, 2009, 2011, 2012, 2018
▪ Queen Creek, AZ	2004, 2007, 2015, 2016
▪ Safford, AZ	2006
▪ San Luis, AZ	2002, 2012, 2013, 2017, 2018
▪ Show Low, AZ	2011, 2014
▪ Somerton, AZ	1999, 2002, 2005 – 2010, 2018
▪ Tombstone, AZ	2001
▪ Tonto Village DWID, AZ	2018
▪ Wellton, AZ	2003
▪ Willcox, AZ	2002
▪ Winslow, AZ	2016, 2018
▪ Yuma, AZ	2007, 2014, 2015, 2018
▪ North Chicago, IL	2001, 2005
▪ Ada, OK	2014, 2015, 2018
▪ Chickasha, OK	2016
▪ Edmond, OK	2010, 2015, 2017, 2018
▪ Miami, OK	2009, 2014, 2017
▪ Pryor, OK	2016
▪ Hot Springs, AR	2005, 2009 – 2018
▪ North Little Rock Wastewater Utility, AR	1999, 2003, 2006, 2011 – 2015
▪ Russellville, AR	2013, 2014, 2015
▪ Sarpy County, NE	2018
▪ South Adams County WSD, CO	2013

#### Water, Wastewater, Gas, Electric – Pacific Region Experience

▪ Commonwealth Utilities Corporation, Saipan	2005 – 2018
▪ American Samoa Power Authority	2009, 2014, 2017
▪ Electric Power Corp, Samoa	2013
▪ Water Authority of Fiji	2016, 2017, 2019
▪ Palau Public Utilities Corporation	2008, 2018
▪ Guam Power Authority	2011

#### Solid Waste and Stormwater – Rate Studies and Long-term Financial Plans

▪ Duncanville, TX	2007
▪ Hewitt, TX	2010
▪ Mercedes, TX	1999

D. Jackson  
Resume Continued

▪ San Marcos, TX	2018
▪ San Luis, AZ	2003, 2013
▪ Somerton, AZ	2006
▪ Hot Springs, AR	2011, 2012, 2013, 2016
▪ Miami, OK	2009

#### Water/Wastewater – CCN/ System Valuations and Acquisitions

▪ Avondale, AZ	2006
▪ Buckeye, AZ	2013 – 2015
▪ Casa Grande, AZ (private)	2015
▪ Chino Valley, AZ	2006, 2016, 2018
▪ Clarksdale, AZ	2009
▪ Cottonwood, AZ	2009, 2012
▪ Florence, AZ	2007, 2014
▪ Marana, AZ	2009, 2010
▪ Pine Strawberry Water Imp District, AZ	2009
▪ Prescott, AZ	2006
▪ Prescott Valley, AZ	1998
▪ Queen Creek, AZ	2008, 2011
▪ Show Low, AZ	2010, 2011
▪ Aubrey, TX	2015
▪ Arlington, TX	1999, 2001
▪ Celina, TX	2006, 2015
▪ Forney Lake WSC, TX	2016
▪ Gunter, TX	2006
▪ Kempner WSC, TX	2016
▪ Rockwall, TX	2005
▪ Taylor, TX	1999
▪ Trinity Water Reserve, TX	2000
▪ Whitehouse, TX	2006
▪ Van Alstyne, TX	2019
▪ North Chicago, IL	2001
▪ North Little Rock WWU, AR	2015

#### Water/Wastewater – Impact Fee Studies

▪ Cibolo Creek Municipal Authority, TX	2015
▪ East Medina County Special Utility District, TX	2000
▪ Harlingen, TX	2005
▪ Laguna Madre Water District, TX	1993, 1996, 2000, 2003
▪ Los Fresnos, TX	2006
▪ Mesquite, TX	1996
▪ Marana, AZ	2011 – 2014
▪ Prescott, AZ	2007
▪ San Luis, AZ	2002
▪ Wellton, AZ	2003
▪ Yuma, AZ	2004, 2007, 2016
▪ Hot Springs, AR	2005, 2009, 2016

#### Water/Wastewater – Other Studies

City of Paris, TX – Campbell’s Soup Co. wholesale contract review/negotiations

City of Conroe, TX – Evaluation of proposed long-term wholesale contract

D. Jackson  
Resume Continued

**Cities of Bellmead, Woodway and Hewitt, TX** – Least cost alternative analysis and assistance with wholesale contract negotiations with City of Waco

**City of Lubbock, TX** – Analysis of reasonableness of rates for Franklin Water System, January 2002

**City of Rockwall, TX** – Wholesale contract review, 2005

**City of Miami, OK** – Non-rate revenue study, 2010

**Town of Payson, AZ** – Financial feasibility and economic impact study of C.C. Cragin Reservoir, 2011

**City of Duncanville, TX** – Water and wastewater cost allocation study, 2002

**City of Whitehouse, TX** – Economic analysis of potential acquisition of a water supply corporation, 2006

**City of Midlothian, TX** – Drought management plans, 2001

**City of Midlothian, TX** – Assistance with wholesale contract negotiations, 2000 – 2001

**City of Arlington, TX** – Cost of service study for non-water/sewer revenues, 1997

**City of Arlington, TX** – Lease vs. purchase analysis of city fixed assets, 1998

**City of Donna, TX** – Water and wastewater affordability analysis, 2005

**Southmost Regional Water Authority** – Economic and financial impact of proposed desalination treatment plant, 2001

**Texas Water Development Board Region M** – Financial feasibility analysis of water resource alternatives, 2006

**Laguna Madre Water District; Port Isabel, TX** – Lost/unaccounted for water study, 1992

**Schertz Seguin Local Government Corporation, TX** – Assistance in contract negotiations with SAWS, 2010

**California-American Water Company** – Reasonableness of rate structure for City of Thousand Oaks, 2003

**California-American Water Company** – Reasonableness of rate structure for City of Felton, 2004

**Forsyth County, GA** – Business plan with extensive recommendations for managing unprecedented growth in volume and customer connections. Ten-year projection of operating income, 1998.

**City of Lakeland, FL** – Valuation of wastewater reuse alternatives over 20-year timeframe

**Border Environment Cooperation Commission and City of Bisbee, AZ** – Wastewater system improvements plan, 2003

**Water Infrastructure Finance Authority of Arizona** – Evaluation of 40-year wastewater construction financing plan for Lake Havasu City, 2002

**Water Infrastructure Finance Authority of Arizona** – Comprehensive residential water and wastewater rate survey for the state of Arizona, 2004 – 2008

**City of Plano, TX** – evaluation of long-term contract with North Texas Municipal Water District, 2015 – 2016

#### Expert Witness Testimony

**City of Arlington, TX** – Seven separate cost of service analyses and testimony in wholesale contract rate proceedings before TNRCC. Largest ongoing wastewater rate dispute in Texas history, 1990 – 1994.

D. Jackson

*Resume Continued*

**Cameron County Fresh Water Supply District No. 1 vs. Town of South Padre Island** (TNRCC Docket 30346-W) – Expert testimony on reasonableness of rate structure, 1992.

**Cameron County Fresh Water Supply District No. 1 vs. Sheraton Hotel/Outdoor Resorts** (TNRCC Docket 95-0432-UCR) – Expert testimony on reasonableness of rate structure, 1993.

**City of Celina, TX** (SOAH Docket 2003-0762-DIS) – Expert testimony on the proposed creation of a Municipal Utility District, 2004.

**East Medina County Special Utility District, TX** (SOAH Docket 582-02-1255) – Expert testimony on CCN application, 2003.

**East Medina County Special Utility District, TX** (SOAH Docket 582-04-1012) – Expert testimony on CCN application, 2004.

**City of Karnes City, TX** – Expert testimony on valuation of CCN before the Texas Commission on Environmental Quality, 2009.

**City of Princeton, TX** (SOAH Docket 582-06-1641 and TCEQ Docket 2006-0044-UCR) – Expert testimony on ability to serve proposed service territory, 2007.

**Town of Little Elm, TX** (SOAH Docket 582-01-1618) – Expert testimony on reasonableness of rate structure, 2001.

**Schertz Seguin Local Government Corporation** – Expert testimony addressing application of San Antonio Water System for groundwater permits for Gonzalez County UWCD, 2009.

**City of Ruidoso, NM** – Expert testimony on reasonableness of wastewater rates, 2010.

**City of Hot Springs, AR** – Expert witness testimony on reasonableness of solid waste rates, 2010.

**Dallas County Water Control and Improvement District No. 6** (TNRCC Docket 95-0295-MWD) – Hearing on the merits for proposed wastewater treatment plant permit, 1995.

**Commonwealth Utilities Corporation Saipan** -- Expert testimony before Commonwealth Public Utilities Commission on reasonableness of rate structure, 2010 – 2015.

**City of Mesquite, TX vs. Southwestern Bell Telephone Company** (No. 3-89-0115-T, U.S. Federal Court Northern Texas) – 18-year estimate of revenues excluded from municipal franchise fees by SWB. Expert testimony on SWB accounting and franchise policies and discovery disputes, 1991 – 1995.

**City of Port Arthur, et. al., vs. Southwestern Bell Telephone Company** (No. D-142,176, 136th Judicial District Court of Beaumont, Texas) – 20-year estimate of revenues excluded from municipal franchise fees by SWB. Expert testimony on SWB accounting and franchise policies. Case settled on first day of trial for approximately \$30 million, 1993 – 1995.

**Southwestern Bell Telephone Company vs. City of Arlington, TX** (No. 3:98-CV-0844-X, U.S. Federal Court Northern Texas) – 15-year estimate of access revenues excluded from municipal franchise fees by SWB. Expert testimony on SWB accounting and franchise policies, 1996.

**Metro-Link Telecom vs. Southwestern Bell Telephone Company** (No. 89-CV-0240, 56th Judicial District Court Galveston County, TX) – 20-year pro forma model calculating lost revenue from the cancellation of a trunk line leasing contract. The model formed the basis of a \$5.7 million judgment against SWB, 1994

**Complaint of the City of Denton against GTE Southwest, Inc.** (PUC Docket 14152), 1994.

**GTE vs. City of Denton** (No. 95-50259-367, 367th Judicial District Court of Denton County, TX) – 10-year estimate of revenues excluded from municipal franchise fees by GTE, 1994 – 1996.

D. Jackson  
Resume Continued

**MAS vs. City of Denton, TX** (No. 99-50263-367, Judicial District Court of Denton County, TX) – Testimony on reasonableness of franchise fee payment calculations.

#### Regulated Utilities – USA

**City of Miami, OK** – Electric, water and wastewater and electric rate study, 2006

**Bonneville Power Administration** --Participation in Average System Cost (ASC) program, including proposed changes in ASC methodology, 1988 – 1990

**Houston Lighting & Power** – Feasibility/Prudence analysis of South Texas Nuclear Project vs. alternate forms of energy. Analysis formed the basis of partner's expert testimony before the Public Utility Commission of Texas, 1988

**Kansas Power & Light** – Analysis of proposed merger with two separate companies, 1988

**Greenville Electric Utility System** – Development of short-term cash investment policy in accordance with state law, 1989

**Horizon Communications** – Business plan development, 2000

**City of Mercedes, TX** – Economic Impact of New City Projects, 2000

#### Telecommunications

**City of Dallas, TX** – Forecast of economic and financial construction and non-construction damages resulting from franchise's failure to fulfill terms of agreement, 2004

**City of Dallas, TX** – Financial evaluation and forecast of alternative wireless services contracts, 2005

**City of Dallas, TX** – Evaluation and advice concerning VOIP contract with SBC, 2003

**Voice Web Corporation** -- Economic/financial forecast and strategic plan for CLEC development, 2001

**United Telephone of Ohio** -- Pro forma forecast model projecting the impact on financial statements of proposed changes in state telecommunications regulatory structures. Model was used as the basis for privatization bids for Argentine and Puerto Rican Telephone Companies, 1988

**Bonneville Power Administration** – Evaluation and financial forecast of long-term fiber optic leasing operation, 1999

**Bonneville Power Administration** – Economics of Fiber Analysis, 1999

**City of Portland, OR** –Municipal Franchise Fee Review, 2000

**US West, Inc.** – Valuation study and financial forecast of headquarters operation. Used as basis for Partner's allocated cost testimony before the Public Utility Commission in Washington and Utah.

**Virgin Islands Telephone Company** – Business Interruption study assessing impact of Hurricane Hugo on company operations, outside plant, and total revenue. Included valuation and 10-year financial forecast of revenues and expenses, 1990.

**Star-Tel** – Estimate of revenues lost due to rival's unfair business practices, 1995

**Cities of Denton and Carrollton, TX** – Review of municipal franchise fee payments by GTE, 1994 – 1996

**Winstar Gateway Network** – forecast of average lifespan per ANI for specific customer classes

**Advisory Commission on State Emergency Communications** – Review of E911 Equalization Surcharge Payments by AT&T, ATC Satelco, and Lake Dallas Telephone Company

D. Jackson  
Resume Continued

**Northern Telecom** – Projection of potential revenue generated from the long-term lease of DMS-100 switching units to Pacific Bell

**Publications/Presentations/Seminars**

- ***The Forgotten Men (fiction)*** – Mediaguruz Publishing, 2012
- *Raising Water and Wastewater Rates – How to Maximize Revenues and Minimize Headaches* – Arizona Small Utilities Association, August 2002; Texas Section AWWA, April 2003
- *Wholesale Providers and the Duty to Serve: A Case Study*; Water Environment Federation, September 1996
- *Lease vs. Purchase – A Guideline for the Public Sector*; Texas Town and City, March 1998
- *An Introduction to Lease vs. Purchase*; Texas City Managers Association, May 1998
- *Technische Universiteit Delft* – Delft Netherlands; Annual Infrastructure Conference – May 2000, 2001
- *The US Water Industry – A Study in the Limits of Privatization*; Technische Universiteit Delft – Delft Netherlands, March 2007
- *The New Information Economy: Opportunity or Threat to the Rio Grande Valley?*; Rio Grande Valley Economic Summit, Oct 2000
- *The Financial Benefits of Regionalization – A Case Study*; Texas Water Development Symposium, September 2010
- *Developing Conservation Water Rates Without Sacrificing Revenue*; TWCA Conference, San Antonio, TX, October 2012
- *Water Rates – Challenges for Pacific Utilities*; Pacific Water and Wastes Conference, American Samoa, September 2014

## Daniel D. Lanning

### Senior Consultant and Financial Analyst

#### Education

*Bachelor of Science,  
Accounting, Bentley  
University, Waltham  
Massachusetts*

#### Areas of Expertise

*Management Consulting*

*Impact Fee Studies*

*Financial Analysis*

*Utility Rate and Cost  
Studies*

*Feasibility and Financial  
Analysis and Reporting*

*Expert Witness*

*Utility Regulation*

#### Affiliations

*American Water Works  
Association*

*Texas Section American  
Water Works Association*

#### Societies

*American Water Works  
Association; Member:  
Rates and Charges  
Committee, Accounting  
and Finance  
Subcommittee; Member  
Task Force revising  
AWWA Manual M-1 –  
Water Rates and Charges;  
Member Task Force to  
prepare AWWA Manual  
M-52 – Developing Rates  
for Small Systems;  
Member Task Force to  
edit/revise AWWA  
Manual M-29 –  
Fundamentals of Water  
Utility Capital Financing.*

Mr. Lanning is a management consultant with extensive experience in utility and energy matters. Since becoming a consultant nearly 30 years ago, Mr. Lanning has served as project manager, task leader and key staff person on numerous impact fee, cost of service, asset valuation, financial feasibility and management studies for public and private water, sewer, solid waste and stormwater utilities. He has also conducted numerous financial/economic feasibility and management studies, as well as electric deregulation planning and energy commodity procurement and negotiation support engagements. In addition, he has presented testimony and reports before local and federal courts and state regulatory agencies supporting positions on revenue requirement, cost of service, tariff/rate design, and electric and gas fuel adjustment clauses.

Prior to becoming a consultant, Mr. Lanning was a member of the New Hampshire Public Utilities Commission (PUC) staff where he held several positions including Assistant Finance Director, Chief Auditor at the Seabrook Nuclear Power Plant, and a PUC Examiner assisting the Commission's compliance with the Public Utility Regulatory Policies Act (PURPA).

As a consultant, Mr. Lanning has been instrumental in developing and updating water, sewer, stormwater, and solid waste impact fees, cost of service, rate, and long-term financial planning studies. These studies regularly involve reviewing and evaluating utility capital improvement plans, capital financing alternatives, operating statistics and budget reporting and developing computer financial models for various types of government entities.

### Professional Experience

Mr. Lanning has led and participated in over 100 important financial, rate and impact fee studies and projects as a consultant. A sample list of water and wastewater rate and impact fee analysis projects are listed below.

- League City, TX (W/WW Rate Study)
- Rowlett, TX (W/WW Rate Study)
- Royse City, TX (W/WW Rate Study)
- San Juan, TX (W/WW Rate Study)
- Grand Prairie, TX (W/WW Rate Revenue Requirement Study)
- McKinney, TX (W/WW Rates)
- Frisco, TX (W/WW Rates)
- Amarillo TX (W/WW Rates)
- Laredo, TX (W/WW Rates)
- Brady, TX (W/WW Rates)
- San Luis, AZ (W/WW and Solid Waste Rates)
- Celina, TX (W/WW Rate Study)
- Rockwall, TX (W/WW Rates; Asset Valuation)
- Los Fresnos, TX (W/WW Rates)
- Winslow, AZ (W/WW Rates and Bond Feasibility Study)
- Balch Springs, TX (W/WW Rates)

**D. Lanning**

*Resume Continued*

**Societies**

*Water Environment  
Federation: Member  
Financing and Charges  
Task Force that prepared  
WEF Manual of Practice  
No. 27, Financing and  
Charges for Wastewater  
Systems.*

**Over 30 Years of Utility  
Accounting, Finance and  
Ratemaking Experience**

- Hutchins, TX (W/WW Rates)
- University Park, TX (W/WW Rates)
- Highland Park, TX (W/WW Rates)
- Schertz, TX (W/WW Rates)
- Beeville, TX (W/WW Rates)
- West Harris Regional Water Authority, TX (Wholesale Water Rates)
- Plano, Garland, Richardson and Mesquite, TX (Evaluation of Wholesale Water Contract)
- Midlothian, TX (W/WW Rates)
- Fairview, TX (W/WW Rates)
- Richardson, TX (W/WW Rates)
- Schertz Seguin Local Government Corporation (Wholesale Water Rates)
- Seguin, TX (W/WW Impact Fee)
- Liberty Hill, TX (W/WW Impact Fees)
- Yuma, AZ (W/WW Capacity/Impact Fees, Solid Waste)
- Hot Springs, AR (W/WW Impact Fees and Non-Revenue Water Audit)
- Marana, AZ (W/WW Impact Fees)
- Cibolo Creek Municipal Authority, TX (W/WW Impact Fees and WW Rate Analysis)
- Fort Worth, TX (W/WW Impact Fees)
- Douglas, AZ (Solid Waste Rates)
- North Little Rock Wastewater Utility, AR (WW Rates)
- Westminster, CO (W/WW Rates)
- Duluth, MN (WW Rates)
- Lansing, MI (CSO Value Engineering Study)
- Oswego, NY (W/WW Rates)
- New Bedford, MA (CSO Affordability and SRF Funding Application)
- Brewer Water District, ME (W Rates)
- DC Water and Sewer Authority (now DC Water) (W/WW Rates)
- Los Angeles Department of Water and Power (Integrated Resource Plan – Financial Model)
- Fort Worth, TX (Wholesale Rates & Contract Negotiations)
- Falls Church, VA (Utility Asset Valuation)
- USAID (Bosnia and Herzegovina sector wide financial strengthening of water/wastewater utilities)
- Waller Lansden Dortch & Davis, LLP (Representing Trustee of Jefferson County, AL sewer debt)
- OK Foods Inc., Muldrow, OK (W Rates)
- Corporation (IFC) and Egyptian Ministry of Housing, Utilities & Urban Developments (Purchase Feasibility Study)
- City of Nashua, NH (Negotiation Support – Purchase of Private Water System)

D. Lanning  
Resume Continued

### Recent Project Experience

**City of Rockwall, TX – Water and Wastewater Rate Study** (Senior Financial Analyst, 2018): Mr. Lanning prepared a water and wastewater rate analysis and report for the City of Rockwall. The report included recommended rates and a financial plan for the next 10 years. The study included evaluations of alternative rate structures and an impact analysis of recommended rate increases on customers.

**City of Celina, TX – Water and Wastewater Rate Study** (Senior Financial Analyst, 2018): Mr. Lanning prepared a water and wastewater rate analysis and report for the City of Celina. Since the City is growing rapidly, the report included recommended rates for the next three years with a recommendation of an annual review to confirm growth estimates continue as planned. The report also included a 10-year financial plan for the water and wastewater utilities. Several alternative rate structures were developed and an impact analysis of these alternative on customers and the City were provided. Finally, the impact of recommended rate increases on customers was prepared.

**Town of Fairview, TX – Water and Wastewater Rate Study** (Senior Financial Analyst, 2016 and 2018): Mr. Lanning prepared a water and wastewater rate analysis and report for the Town of Fairview. The report included recommended rates and a financial plan for the next 10 years. The study included evaluations of alternative rate structures and an impact analysis of recommended rate increases on customers.

**City of Midlothian, TX – Water and Wastewater Rate Study:** As a key member of the Willdan project team, Mr. Lanning prepared an updated water and wastewater rate analysis and report for the City of Midlothian (a long-standing Willdan/Economists.com client). The report included recommended rates and a 10-year financial plan. Updates included several new wholesale customer rates based on contract terms and supported by the utility method in determining cost of service for wholesale customers (as recommended in the AWWA M-1 Manual). An impact analysis of recommended rate increases on customers was provided in the draft and final reports.

**City of Winslow, AZ – Wastewater Rate Study and Long-term Financial Plan** (Senior Financial Analyst, 2016): Willdan was retained by the City of Winslow to prepare a financial evaluation rate study of the City's wastewater in anticipation of a bond issue. Mr. Lanning was a key member of the Willdan project team that prepared the wastewater rate analysis and report for the City. In developing our forecast, Willdan reviewed the City's operating and financial performance and made forecasts based on assumptions developed through interviews and data provided by City staff and review of historical financial performance by the Wastewater Fund. The report included recommended rates and a financial plan for the next 10 years. The study included evaluations of alternative rate structures and an impact analysis of recommended rate increases on customers.

**City of San Luis, AZ – Solid Waste, Water and Wastewater Rate Study** (Senior Financial Analyst, 2017): Mr. Lanning prepared a solid waste, water and wastewater rate analysis and report for the City of San Luis. The report included recommended rates and a financial plan for the next 10 years. The study included evaluations of alternative rate structures and an impact analysis of recommended rate increases on customers.

**City of Schertz, TX – Water and Wastewater Rate Study** (Senior Financial Analyst, 2015): In 2015, Mr. Lanning prepared a water and wastewater rate analysis and report for the City of Schertz (a long-standing Willdan /Economists.com client). The report included recommended rates and a financial plan for the next 10 years. Updates included several new customer classes and an impact analysis of recommended rate increases on customers.

D. Lanning  
Resume Continued

**City of Yuma AZ – Water and Wastewater Capacity (Impact) Fee Study** (Senior Analyst 2016): Mr. Lanning was a key member of the Willdan project team retained by the City of Yuma to develop a schedule of maximum water and wastewater capacity fees. The methodology used to develop the capacity fees was reflective of that put forth in Arizona Revised Statute 9-463.05. The City's capital improvement plan included projects designed both to repair and replace current capacity and to expand total system capacity to meet the needs of new growth. The project team utilized the CIP to develop recommended maximum capacity fees for each basin in the City.

The capacity fee process adhered to a basic, generally-accepted methodology so that it could be properly calculated and implemented. The methodology is known as the Total Cost Attribution method and was considered by the project team to be the most appropriate for Yuma and closely matches the methodology outlined in Arizona Revised Statute 9-463.05. The City used the maximum fees developed in the study as guidance in adopting reasonable water and wastewater capacity fees.

**Town of Marana, AZ – Water and Wastewater Impact Fee Study** (Senior Analyst 2017): Mr. Lanning was a key member of the Willdan team retained by the Town of Marana to develop a schedule of maximum water and wastewater impact fees. The methodology used to develop the Marana Impact Fees was reflective of that put forth in Arizona Revised Statute 9-463.05. Using the Town's Infrastructure Improvement Plan which includes projects designed to expand total system capacity to meet the needs of new growth, the project team developed recommended maximum impact fees for each basin/benefit area within the Town.

**City of Fort Worth, TX – Water and Wastewater Impact Fee Study** (Project Manager, 2004): Mr. Lanning led a team of experts selected by the City of Fort Worth's Water Department to update Water and Wastewater Impact Fee report for 2004 in accordance with Texas local government codes as mandated by state statute. Public acceptance of the new fee was a critical component of this project. The Water and Wastewater Impact Fee report consists of the following components: land use assumptions (LUA), capital improvements plan (CIP) and impact fee schedule of charges. The project team updated the LAU and CIP, assisting department staff in conducting meetings with stakeholder groups (citizen advisory committee on impact fees, wholesale water and wastewater advisory committee/subcommittee on impact fees, the City Council, and the public) by providing public relations support. The team prepared the requisite reports and assisted the City in implementing revised water and wastewater impact fees within the timeframe mandated by state statutes.

**City of University Park, TX – Water and Wastewater Rate Study** (Project Manager, 2013): Mr. Lanning served as project manager of a team of experts that completed a cost of service and rate design study for University Park that included an evaluation of customer class usage patterns; an allocation of cost of service to customer class based on demand; identification of large users (residential and commercial) and development of alternative rate structures designed to enhance water conservation. Tests were performed to determine impacts of decreased use on utility revenue and a reserve was recommended to offset variations in water use due to weather or significant changes to customer use patterns.

**Bank of New York Mellon versus Jefferson County, Alabama, et al., in the Circuit Court of Jefferson County, Alabama, Case Number CV 2009-02318** (Expert Witness, 2010): Deposed as an expert witness regarding reasonableness of sewer rates and appropriate sewer design alternatives on behalf of the Bank of New York Mellon (the Trust) by its attorneys; Waller Lansden Dortch & Davis, LLP.

D. Lanning  
Resume Continued

**District of Columbia Water and Sewer Authority** (Senior Analyst, 2006 – 2007): Mr. Lanning provided analysis for a cost of service and rate design alternative evaluation prepared for the District of Columbia Water and Sewer Authority. The study evaluated current and projected water and wastewater rates and three rate design alternatives. The purpose of this cost of service study was to determine whether the existing rates recover costs from the various customer classes or groups in proportion to the cost of providing service to those classes or groups. The study concluded that the existing rates were not significantly understated and that the rate structure met most of the WASA Board criteria. Some improvement could be made by increasing the customer charge to recover the true cost of service for customer accounting and billing as well as developing a private fire protection fee and an upfront contribution program for customers with special improvement requirements.

### Professional Activities

- *User Fees: Cause and Effect* – Presenter – 2003 Arkansas Water Works and Water Environment Association Conference Short School “Visionaries for Arkansas,” April 2003.
- *How Utility Rates and Charges Are Determined* – Presenter – Kansas Water Environmental Association, 58th Annual Conference – April 2003.
- *Rate 101 Seminar – Fundamentals of Water and Wastewater Rates* – Government Financial Officers Association of Texas 2004 Annual Conference – April 2004 – Presenter (“Revenue Requirements”) and Lead Moderator.
- *Alternative Financing Available for Water/Wastewater Utility Energy Saving Improvements: Two Examples From New York* – C. Korzenko and D. Lanning, (co-presenters) American Water Works Association (AWWA) 2005 Annual Conference and Exposition – San Francisco.
- *Rate 101 Seminar – Fundamentals of Water and Wastewater Rates* – Government Financial Officers Association of Texas 2005 Fall Conference – November 2005 – Presenter (“Revenue Requirements”) and Lead Moderator.
- *“Planning and Financing Water and Wastewater Utility Infrastructure Replacement”* – S. Kuhr, G. Nestel, H. Reynolds and D. Lanning – Underground Infrastructure Management - magazine and web site – five articles published between 2005 and 2008.
- *“Now That I Must Do It, How Do I Do It? What You Need to Know About the Fundamentals of Water Utility Capital Finance – An Introduction to AWWA’s New and Improved Manual M29,”* American Water Works Association (AWWA) conference ACE 07 Workshop June 24, 2007 – Workshop Presenter – “Financial Requirements Planning Process.”
- *“Everything You Ever Wanted to Know About Finance Management but were Afraid to Ask: An Overview of the New AWWA Financial Management for Water Utilities Manual,”* American Water Works Conference (AWWA) ACE 08 Workshop, June 8, 2008 – Workshop Presenter – “Operational and Capital Planning, Capital Assets, CIP and Planning, Benchmarking, Strategic Financial Planning.”
- *“Inside/Outside Rates: Refinements in the M1 Manual”* Eric Rothstein and Dan Lanning; AWWA 2012 Annual Conference and Exhibits (ACE12) Rate and Charges Committee Session “AWWA’s Updated M1 Manual – Perspectives on a Changing World,” June 13, 2012.

## 4. References

Identified below are select Texas engagements completed by the proposed project team within the last three years and include the principal client contact's name and contact information. Please note that many of our projects completed in the last three years are for long-term ongoing clients. We are proud of the fact that many clients who initially engaged us for rate studies are happy with our work project, and subsequently engage us for additional work.

We are also proud of our reputation for customer service and encourage you to contact the references listed in regard to our commitment to completing our projects within budget and agreed upon timeline. Please feel free to ask for additional contact information for our other State or international clients.

### City of Schertz, TX | Water and Wastewater Cost of Service and Rate Design Study; 2012, 2015, 2017, 2018, 2019

The City engaged Economists.com to develop a comprehensive water and wastewater rate study for fiscal year 2012 and beyond, with particular emphasis on the evaluation of the reasonableness of their conservation-based rate structure. In 2015 the project team completed a new rate study and financial plan. The City was interested in evaluating whether there was a need to refine the usage blocks or adjust the base charge. The project team also provided an analysis of the City's options regarding the financing of long-term capital improvements to the water and wastewater system. The project team has completed annual updates of the City's water and wastewater rate plan in 2017 and 2018 and has recently completed the 2019 rate update.

**Client Contact:** Mr. James Hooks, Public Works Director  
10 Commercial Place, Building 2, Schertz, TX 78154  
Tel #: (210) 619-1800 | Email: [jhooks@schertz.com](mailto:jhooks@schertz.com)

### City of Seguin, TX | Water and Wastewater Cost of Service and Rate Design Forecast; 2015 to present

The City initially engaged Willdan /Economists.com to develop a comprehensive water and wastewater rate plan for the period fiscal year (FY) 2015 through FY 2024. The City faces the need to spend tens of millions of dollars to repair and replace its aging water distribution and wastewater collection system. Further, the City is beginning to experience a significant level of growth in both its commercial and residential sectors.

The project team developed a multi-year water and wastewater rate plan that uniformly applied rate adjustments to all customer classes based on projected revenue requirements. The rate plan is intended to fully fund needed capital improvements over the next five years. Additionally, as part of this study, special rates were developed for a new large water customer based on that customer's cost of service. The rate model designed for the City included a specific cost of service for each class of water and wastewater customers in accordance with American Water Works Association (AWWA) and Water Environment Federation (WEF) ratemaking guidelines. The City Council adopted the multi-year rate plan after a public hearing in open session in September 2015.

The project team also provided a more in-depth analysis of the City's options regarding the financing of long-term capital improvements to the water and wastewater system. These options included the development of an impact fee to ensure that the new growth paid its share of the capital improvement costs.

Willdan/Economists.com has provided ongoing assistance to the City of Seguin on a variety of matters relative to their water and wastewater utility for the past decade. This includes service to the supplier co-owned by the City of Seguin, the Schertz-Seguin Local Government Corporation. This also includes annual reviews and updates of the City's water and wastewater rate structure. The project team recently completed the 2019 update.

**Client Contact:** Mr. Douglas Faseler, City Manager  
205 N River Street, Seguin, TX 78155  
Tel #: (830) 401-2302 | Email: [cm@seguintexas.gov](mailto:cm@seguintexas.gov)

### City of Brady, TX | Water and Wastewater Cost of Service Rate Study; 2017

Willdan was engaged in late 2016 by the City of Brady to prepare a comprehensive water and wastewater rate study and long-term financial forecast for fiscal year 2017 and beyond. The City is experiencing little growth, but it is faced with the need to invest millions of dollars in water and wastewater infrastructure. The overall objective was to develop a long-term rate plan that will enable the City to fund these capital expenses while minimizing the impact on ratepayers. The project team presented several alternatives to City staff and Council, and the Council approved a long-term rate plan in 2017 based on its preferred alternative.

**Client Contact:** Ms. Lisa Remini, Director of Finance  
201 E Main St, Brady TX 76825  
Tel #: (325) 597-2152 Ex 204 | Email: [lremini@bradytx.us](mailto:lremini@bradytx.us)

### Leander, TX | Water and Wastewater Cost of Service Rate Study; 2017-2018

Willdan was selected to manage and complete a comprehensive review of the water and wastewater rates and a full cost of service rate study for the City of Leander. The City is undergoing a significant amount of growth and expansion, and its capital investment needs are substantial in the coming years. The City acquires its water from a combination of Lower Colorado River Authority (LCRA) and the Brushy Creek Regional Utility Authority. The City also depends on BCRUA for wastewater treatment. The project team developed a comprehensive ten year forecast model that forecasts both internal costs and BCRUA costs, as well as growth, usage and CIP estimates. Additionally, the project team developed a wholesale cost of service methodology to be used in conjunction with the City of Georgetown's wholesale water contract. Mr. Dan V. Jackson, Willdan Vice President, managed this project and directed all staff on behalf of Willdan. Mr. Jackson engineered the development of the model (which was based on a model Mr. Jackson designed for Willdan) and approved both the report and presentations. Due to extraordinary forecast growth, the project team recommended no initial rate adjustment, though it is important for high-growth cities such as Leander to continue to carefully monitor growth and CIP investment and to reassess rate plans should those forecasts change. Willdan possesses and retains intellectual property rights and ownership over all models and work product for the City of Leander. The rate study was completed in 2017 and the wholesale cost of service methodology was completed in 2018.

**Client Contact:** Mr. Kent Cagle, City Manager  
200 West Willis St., Leander, TX 78641  
Tel # (512) 528-2702 | Email: [kcagle@leandertx.gov](mailto:kcagle@leandertx.gov)

### City of Liberty Hill, TX | Water and Wastewater Rate Study; 2018

Willdan was selected to manage and complete a comprehensive review of the water and wastewater rates and a full cost of service rate study for the City of Liberty Hill. Like its neighbor Leander, another client of Willdan, the City is undergoing a significant amount of growth and expansion. The City projects the need for over \$100 million in capital investment for water and wastewater related infrastructure in the coming years. The City's system is further complicated by the fact that its wastewater customers far exceeds its water customers, and it maintains a significant number of MUD customers and out of city customers. The project team developed a comprehensive ten-year forecast

The project team provided a proposed rate plan to the Council for consideration in November 2018. Once again, like Leander, the project team advised that due to extraordinary forecast growth, the City must continue to carefully monitor growth and CIP investment and to reassess rate plans should those forecasts change.

**Client Contact:** Mr. Greg Boatright, City Manager  
926 Loop 332, Liberty Hill, TX 78642  
Tel # (512) 778-5449 | Email: [gboatright@libertyhilltx.gov](mailto:gboatright@libertyhilltx.gov)

### City of Selma, TX | Water Cost of Service Rate Study; 2019

Willdan was engaged by the City of Selma to conduct a water utility cost of service and rate study. The City had experienced significant growth over the past decade but was rapidly approaching buildout. Further, the City had not implemented rate adjustments in a number of years, and as a result the utility fund was struggling to meet costs. Finally, the City was facing the need to fund capital improvements to repair and maintain the water system. The project team has developed a long-term rate plan that is due to be evaluated and approved by the City Council in spring 2019.

**Client Contact:** Mr. Johnny Casias, City Manager  
9375 Corporate Drive, 78154  
Tel #: (210) 651-7858 | Email: [jcasias@ci.selma.tx.us](mailto:jcasias@ci.selma.tx.us)

### City of Alamo Heights, TX | Water and Wastewater Rate Study; 2018

Willdan was engaged to conduct a comprehensive review of the water and wastewater rates and complete a full cost of service rate study for the City of Alamo Heights. The City is land-locked within the San Antonio metropolitan area and thus has limited potential for additional growth. However, the City's infrastructure is aging and significant expenditures are required to improve service and to meet EPA guidelines. The project team worked extensively with City staff and Council to structure a rate plan that would enable it to recover sufficient revenues while minimizing the impact on its predominantly fixed income residents. The Council unanimously adopted the project team's proposed rate plan in December 2018.

**Client Contact:** Mr. Robert Galindo, Director of Finance  
6116 Broadway, San Antonio, TX 78209  
Tel #: (210)882-1502 | Email: [rgalindo@alamoheightstx.gov](mailto:rgalindo@alamoheightstx.gov)

### City of Plano, TX | Water and Wastewater Cost of Service Rate Study; 2017

Willdan was engaged in April 2017 by the City of Plano to prepare a comprehensive water and wastewater rate study and long-term financial forecast for fiscal year 2017 and beyond. The City is approaching buildout and transitioning its water and wastewater utility to a mature, low-growth state. Additionally, the City must absorb significant expected increases from North Texas Municipal Water District. Finally, the City is weighing the prospect of diverting from a pay-as-you-go structure for funding capital improvements to a debt-funding alternative. The overall objective was to develop a long-term rate plan that will enable the City to fund these expenses while minimizing the impact on ratepayers. The Council adopted the rate plan unanimously in September 2017.

**Client Contact:** Ms. Karen Rhodes-Whitley, Director Budget and Research  
1520 K Avenue, Plano TX 75086  
Tel #: (972) 941-7472 | Email: [karenr@plano.gov](mailto:karenr@plano.gov)

## 5. Additional Data

### Rate and Financial Planning Model

During this project, we will be utilizing our Microsoft Excel-based model, with its interactive dashboard, as a comprehensive financial tool to allow planning and evaluation of variable inputs and assumptions, thereby **creating a thorough analysis of revenue requirements to address the City's goal of ensuring predictable and stable revenue**. These analyses are then seamlessly integrated with the rate development component of the model to demonstrate and project various rate design alternatives, and the effects they would have on the City's financial outlook.

**The Financial Planning component of the model provides transparency such that users can develop a viable financial plan and understand the reasons for needed revenue adjustments.**

The model is used in meetings, in order to efficiently cycle through rate scenarios and establish the most viable rate plans for the City. During these interactive meetings we invite City staff to participate in scenario planning/"what-if" sessions, where we use the dashboard to demonstrate and evaluate the financial/rate impact of alternative data (CIP, operating costs, etc.) and assumptions (interest rates, customer growth, cost escalation, etc.) in real-time to focus on the most critical drivers of the analysis. This ensures the resulting rate plan alternatives are viable from a financial, operational, managerial and political perspective. The rate plan alternatives will then be incorporated into the wastewater rate study report, which will provide the City every assumption, data item, and calculation used in the development of each rate plan alternative.

### Willdan Models Guide You to Your Optimal Solutions

#### Real-Time Financial Modeling

The goal of financial forecasting is to provide clear vision regarding the potential financial outcomes of current management decisions. Our goal is to help you mold the existing knowledge base of the City into a viable financial management and rate plan. At Willdan, the development and use of real-time financial models in an interactive, collaborative process is an integral part of the model development.

#### Model Development as Part of the Consulting Process

Each model is designed with the following elements:

- Graphical dashboard to clearly show the results of various scenarios to the user;
- Assumptions;
- Data tables; and
- Calculation engine.

Each model is "baselined" after an initial meeting with staff to ensure that we have the correct data and a basic understanding of the financial dynamics of your system. We will then conduct interactive financial planning sessions with City staff. After validating our data, calculation approach, and baseline assumptions, we will explore alternative scenarios, varying a number of assumptions and financial planning techniques:

- Rate increase magnitude and timing;
- Alternative timing of capital projects;
- Alternative financing options (alternative combinations of pay-as-you-go, revenue bond debt and State Revolving Fund (SRF) debt, for example);
- Alternative growth/demand forecasts and other "what-if" analyses, such as the impact of a loss of one or more service areas or addition of wholesale customers; and
- Effect of increases in other sources of funds, such as impact fees.

The model is self-solving through the use of controlled feedback loops, and therefore does not require significant manipulation by the user to solve correctly. Given any combination of cost requirements (both operating and capital), non-rate sources of funds, and forecast assumptions, rate increases are generated that:

- Meet specified reserve targets;
- Fully fund capital expenditures using specified financing techniques; and
- Meet legal and contractual requirements that are financially measurable, such as debt service coverage on revenue bonds.

Alternatively, the user can specify rate increases and then examine the results to determine if the desired/required parameters are met.

Subsequent to careful development and validation of the baseline forecast, a series of alternative forecasts will be prepared illustrating various results in the following general categories.

- **What if things turn out differently?** These alternatives will demonstrate the sensitivity of the forecast to the significant assumptions used. This results in a sound understanding of areas where a conservative forecast approach is warranted.
- **What happens when we try this?** This series of alternatives focuses on different financial management approaches.
- **What can we do to make it better?** This approach to forecasting identifies the factors that may be causing significant rate increases in a given year and explores alternatives. For example, if a large capital project in a single year is the culprit, we would work with staff and the consulting engineers to determine whether this project could be phased or delayed.

In like manner, the rate design model can be used to explore the impact of various rate structures on bills for each customer class over the relevant consumption range.

## Willdan's Suite of Financial Models – Description of Product Features

The key to success is a robust, real-time financial forecasting model, customized to simulate the utility's financial dynamics. Highlights of Willdan's modeling products are outlined below.

### Suite of Models:

- Financial planning;
- Cost of service design; and
- Rate design.

The suite of models includes financial planning tools for water, wastewater, recycled water, stormwater and virtually any utility or municipal government fund, and has the ability to analyze any rate structure and determine the levels of revenue generated by each customer class. In addition, the rate design model can use the City's detailed billing data to develop a bill impact analysis on individual customer bills, which, can be updated for each rate design scenario.

### Features:

- Excel-based open architecture that allows easy integration of City financial data;
- Modular design that allows for maximum design flexibility;
- Easy to update through open architecture and modular design, which equates to easy annual data updates;
- Automated calculation engine that optimizes financial plan based on user-set constraints;
- Navigation features to quickly move around the model;
- Side-by-side scenario analysis comparison; and
- Healthy listing of user defined assumptions that can be customized to meet the City's needs.

Our utility rate Excel-based model is the most user friendly, comprehensive and well-designed utility rate model currently used in the industry and has the elements necessary to provide analysis and feedback to facilitate meaningful policy discussions and conduct a full financial and rate study. The comprehensive and efficient design of our models allows us to complete the scope items in an effective manner during our interactive meetings.

A sample dashboard is presented below, which shows how the data, assumptions, and calculations are summarized into an easy-to-understand graphical interface which updates with each alternative scenario evaluated.





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# City of Rollingwood | Texas

Proposal for

## Building Permit Fee Study



# 1. Introduction

November 26, 2019

Ms. Ashley Wayman  
 City Secretary  
 City of Rollingwood  
 403 Nixon Drive  
 Rollingwood, TX 78746

**Re: Proposal to conduct a Building Permit Fee Study for the City of Rollingwood**

Dear Ms. Wayman;

Recent State legislation has placed a new spotlight on fees charged by local governments for requested services. As a result of SB 2, local governments in Texas will now be restricted in their ability to raise property taxes to address funding needs, placing greater emphasis on developing and setting fees that maximize recovery of the cost of providing requested services. Further, HB 852 now prohibits municipalities from using value or cost of constructing a home when determining permit fees, meaning fees should be reviewed and an analysis developed that develops defensible adequate fees, without considering value or cost.

Considering this, it is critical for the City of Rollingwood ("City") to ensure that its fees for requested services are developed or updated to ensure maximum appropriate cost recovery, so that the revenues generated by fees cover the cost of those services to the best extent possible, including the cost of overhead support. City Staff, and ultimately the Council, need a clear understanding of standards, service levels and the associated costs. Recognizing this, the City has responded by requesting a proposal for a study of its Building, Tree Permit and Tree Canopy Management Fees.

**Extensive Experience with Similar Projects** — Willdan Financial Services ("Willdan") possesses **extensive recent and local experience with these types of studies in Texas, and throughout the country. Some recent clients include the Cities of Mesquite, TX; DeSoto, TX; Missouri City, TX; Hayward, CA; Palm Desert, CA; West Hollywood, CA; and Mission Viejo CA.** In addition, formerly as Economists.com, we have completed hundreds of water and wastewater cost of service studies throughout Texas over the past 20 years, **most recently for the Cities of Prosper; Celina; Liberty Hill; Allen; and Mesquite**, among many others. To demonstrate this experience highlighted below are the following advantages that Willdan would bring to the City:

**Unique Combination of Services and Expertise/Public Engagement** — Willdan is a team of 80 professionals who provide essential financial consulting services throughout the United States. Willdan has provided the requested services to municipal clients for two decades; and is the only firm providing these types of consulting services that also **has a long history of providing contract staff support to public agencies for the delivery of municipal services.** This direct experience as "agency staff" provides us with firsthand understanding of City operations and is uniquely useful in understanding City operations.

**Collaborative Approach**— Willdan prides itself on working closely with City staff to develop an approach that is targeted toward your specific objectives and accounts for your reality, and then working together with you to gather first-hand information regarding the processes and tasks required to provide services to those requesting them. **A collaborative approach ensures we clearly understand your goals and challenges, and just as importantly, you understand the process and the results.** We have included one full day of on-site data gathering and staff interviews to ensure we obtain the information we need efficiently and accurately, with limited need for follow-up.

**Willdan will work with the City to create a Fee model, that provides the benefit of a fresh approach and new perspectives.**

**User-friendly Model and Report and Innovative Methodology** — Unlike some firms who utilize a proprietary software requiring licenses and specialized training, we create user-friendly **Excel-based models that the City can retain and conduct our analysis and develop the model collaboratively with City staff.** Rather than using an inflexible software program, we construct our models from the ground up, mirroring the City's budget format wherever possible.

Unique to the industry, Willdan utilizes the iterative method to perform allocations, which is acknowledged as the most accurate and reasonable technique. The iterative method, unlike other methods, ensures that the distributions used to allocate cost are accurately applied from start to finish, without the need for shortcuts such as step-down or second step calculations. As a result, ***the information contained in our models is easy for City staff to interpret, and the familiar software ensures ease of navigation.*** This also allows for easy on-the-fly adjustments and updates, inclusion of updated budgets, or changes in organizational structure.

Our model and project approach is geared toward delivering work on schedule and presenting results at public meetings, and at staff and council workshops. This Willdan team has years of experience at communicating complex analytical results in a manner that is easy to understand by even non-finance-oriented individuals.

Our objective is to provide useful, detailed information to City Council and staff, so that they have the information necessary to make important decisions. Our experience ensures that we can meet this objective.

I, Chris Fisher, will serve as the Primary Contact person for this proposal; as an officer of the firm, I am authorized to bind Willdan Financial Services. My contact information is provided in the table below.

Contact Information
<b>Principal-in-Charge</b>
Chris Fisher
Vice President – Group Manager
Tel#: (800) 755-6864   Fax #: (888) 326-6864
Email: <a href="mailto:CFisher@Willdan.com">CFisher@Willdan.com</a>

Sincerely,

**WILLDAN FINANCIAL SERVICES**



Chris Fisher  
Vice President - Group Manager  
Financial Consulting Services

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## 2. Project Approach

### Project Understanding

Willdan Financial Services (“Willdan”) is confident that we can meet the City of Rollingwood’s request for services to assist the City in studying and updating its Building Permit, as well as its Tree Permit and Tree Canopy Management fees.

***The overall objective of this project will be to develop an updated schedule of fees for specified City services, that accounts for the true costs of providing those services.***

The end products will include user-friendly an Excel-based model, which City staff will retain, and which can be easily updated to add or remove services and/or costs, update budgets in future years, determine the proper allocation of expenditures, and on-going full cost of services provided by the City. Most importantly, we will ensure that the results and recommendations are clear and understandable, defensible, and easily implementable.

Using our extensive experience developing and analyzing cost allocation methodologies and approaches, we will work with City Staff to incorporate appropriate central service overhead factors into this analysis. Inclusion of overhead is a principal element of any fee study, as it ensures that the full cost of service which we calculate, and upon which fee recommendations are based, includes costs of direct and indirect overhead, in addition to the direct cost of providing the services.

We will meet with departmental representatives at the City at the beginning of the project, to discuss the approach and process for the study. We will work directly with personnel at the City who provide services and interact directly with residents and customers, to understand the personnel and procedures involved. By carefully examining these processes, we will be able to identify associated costs such as direct staff costs (salaries and benefits) associated with personnel involved in the activities, and appropriate overhead allocations from both the department and city levels.

***Final recommended fees will be the result of these collaborative discussions, so that they reflect realities and considerations that are specific to the City of Rollingwood.***

This analysis and method enables us to calculate the full cost of providing selected services, so that the City can recover these costs through fees.

For a successful and effective engagement, it is important to have a thorough understanding of specific City policies and objectives, the structure and organization of the City, and the relationships between the central and operating departments. We bring years of successful experience working directly with hundreds of cities. Willdan possesses the resources, practical experience, creative thinking, and collaborative consulting skills necessary to complete this important project. Key distinct advantages that Willdan brings to the City include the following:

#### ***On-site Data Gathering***

Our experience has taught us that working together, via face-to-face discussions, is the most efficient and thorough way to ensure that results are accurate, and that studies are completed in a timely manner, which again, is critical in this proposed engagement. Consequently, through on-site interviews with your staff, Willdan will collect the majority of required data for studies.

This method is better than the typical “time and motion surveys” that are provided to agency staff when studies like these are conducted. This process ensures that we gather the data we need in one coordinated step, rather than having to go through repeated follow-up and clarification.

***This approach and the dedication of our staff will help ensure we meet the City’s timeline and objectives and provide important information to City staff and the Council as soon as possible.***

#### ***Public Engagement***

Our models and project approach are geared toward delivering our work on schedule and presenting our analysis results at public meetings and Council workshops. While we understand that the City Council and local business community may be generally supportive of increasing fees where necessary, it will be important to present recommendations to them in a way that clearly demonstrates the rationale and supporting analysis.

The Willdan Team is experienced at communicating complex analytical results in a manner that is easy to understand by non-finance-oriented individuals and facilitates discussion. Our proposed principal-in-charge for this engagement has coordinated or participated in numerous public and staff workshops regarding fees and cost of service-based charges. As previously mentioned, our objective is to provide useful, detailed information to the Council and City staff, necessary to make important decisions. Our experience ensures that we can meet this objective.

### ***User-friendly Models and Reports***

Willdan prides itself on creating user-friendly Excel-based models that the City can retain and ***conducting our analysis and developing the models collaboratively with City staff.*** With City staff's immediate input and collaboration, Willdan will design extremely flexible, intuitive Excel-based models. In the future, as the City assumes new responsibilities, modifies existing processes, and/or eliminates unnecessary services or programs, the models will be capable of adding or deleting funds, objects, departments, programs, staff positions, and activities. Willdan understands that issues facing the City are unique; consequently, we design our models to match your immediate and desired needs to ensure that end-results exceed staff expectations.

**The model will be developed to allow the City to run “what-if” scenarios to address possible changes in staffing levels, working hours, etc.**

***This model is then the City's to retain, after our services are completed, and allows for the creation of revenue projections, highlighting potential new revenues, and levels of subsidy.***

A key element of these studies is presenting results and recommendations in a straightforward manner, that allows Council and staff to confidently make fee setting policy decisions and understand the impacts of those decisions. Rather than using an inflexible proprietary software program, we construct our models from the ground up, as previously discussed, mirroring the City's budget format wherever possible. As a result, the information contained in our models are easy for City staff to interpret, and the familiar software ensures ease of navigation. As the model is being designed and constructed, we will work together with City staff to determine the best and most effective features to include.

***Rather than a costly and inflexible proprietary software, which can require expensive licensing fees, Willdan builds the Model utilizing Excel, from the ground up, employing the City's budget as the gauge. This Model, which is then the City's to retain, gives City staff the control to make on-the-fly adjustments and updates.***

After the project is completed, we will provide training, so that your staff can independently and efficiently evaluate the effects of changes in certain factors.

Created directly from the models, our reports clearly and graphically illustrate bases for the full cost recovery level of fee programs, provide projections of revenue from fee programs, both at full cost recovery and at recommended levels, and present the fee methodologies.

## 3. Project Methodology

### Fee Study Methodology

To update fees, the City of Rollingwood should develop a fee schedule that accurately accounts for the true cost of providing services. Once the study is complete, the fee study model must be flexible so that the City can add, delete, and revise fees in the future. To meet this goal, we will bring our expertise and unique perspectives to your fee study by approaching the project with these three principles:

#### 1) Defensibility

Our user fee projects have not been legally challenged since the inception of this practice area in our firm. We have accomplished this by closely working with legal counsel familiar with user fee studies, our engineering division and with agency staff. In this way, we can tailor the correct approach to ensure full cost recovery combined with a sound and reasonable basis for each user fee you implement.

#### 2) Project and Staff Time

The City must have a sound and technically defensible fee schedule to ensure costs are appropriately recovered, as applicants approach the City for its services. Our standards and approaches serve to get to the issues of your fee study quickly. Starting with the project kick-off, we will make certain that your staff understands the purpose and scope of the study and its corresponding on-site departmental interview. As Willdan is able to communicate directly with the service providers, this face-to-face interaction provides valuable time estimates.

#### 3) Responsiveness

We take great pride in providing responsive service to our client agencies. Frequent communication is critical to a successful user fee study experience.

We will provide a list of data requirements in advance of the project kick-off. Due to this simple step, the introductory meeting can focus on the survey input process, answering questions, determining policy goals, and defining next steps in the project. We will follow up weekly with you at each step in the fee study process to make sure that staff “buys in” to the fee study approach and results.

### Approach

Our approach to preparing the fee study and documentation for Rollingwood includes:

- Close coordination with your staff to devise a consensus approach. Different programs and/or different service delivery methods will necessitate different approaches. We will discuss specific pros and cons with City staff as we determine which methods work best for various categories of fees;
- Strict adherence to key legal and policy issues with regard to fees, including the percent of cost recovery that the City seeks to achieve. A fee shall not be set higher than the reasonable cost of providing a fee-generating service. Our approach provides you with a fee schedule that achieves maximum legal cost recovery while ensuring that each fee is supported by technically defensible documentation; and
- Technical analysis necessary for project participants to resolve policy issues.

As described below, there are two basic approaches to calculating user fees:

#### Approach 1: Case Study Method

This is also sometimes referred to as a cost build-up approach. Using a time and materials approach, the “Case Study Method” examines the tasks, steps and City staff involved in providing a particular ‘unit’ of service, such as a permit review, and then uses that information to develop estimates of the actual labor and material costs associated with providing a unit of service to a single user. It is often used when a service is provided on a regular basis, and staff and other costs associated with the service can be segregated from available budget data.

A typical case study fee model should comprise the following three general cost layers:

**1) Central Services Overhead:** This category may involve such costs as labor, services, and supplies that benefit more than one department, division, or project. The exact benefits to specific areas are impossible to ascribe to a single activity. Examples are purchasing, human resources, and liability insurance. As part of the fee study, these costs are calculated in the overhead cost review.

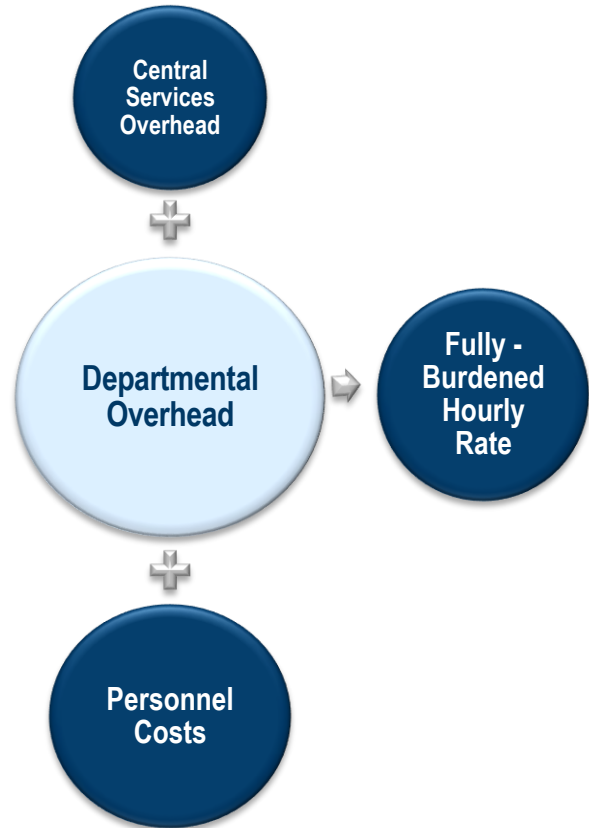
**2) Department Overhead:** This category may include expenses related to such items as office supplies, outside consultants, and membership dues. It may include management, supervision, and administrative support that are not provided to a direct fee-generating service. Typically, these items are charged, on an item-by-item basis, directly to the department, division, or project.

**3) Personnel Costs:** This category refers to direct salary and benefit costs of staff hours spent on providing a fee-generating service (e.g., on-site building inspector).

### Approach 2: Average Cost Method

This is also sometimes referred to as a programmatic approach, because it looks at costs at a program level, and then allocates them to participants on an occurrence basis. By taking total service costs across a substantial sample period (a year) and dividing by the total number of service units delivered over that same period, costs per unit of service is estimated.

This approach is useful when services or programs are provided in a more aggregate manner, where it might be difficult to identify a specific sequence of steps associated with one user or participant; or where it is not feasible to cost-effectively segregate costs associated with specific activities.



## 4. Scope of Work and Schedule

Our proposed work plan is described in detail by task, and provided below. We explain how each task will be accomplished and identify associated meetings and deliverables. We want to ensure our scope provides quality and clarity and is responsive to the City's needs and specific local circumstances. We will work in concert with the City to adjust the scope as needed during the course of the studies.

### Task 1: Initial Document Request

**Objective:** Initial due diligence; obtain study-related data.

**Description:** Prior to the kick-off meeting, we will obtain and review relevant documentation to further enhance our understanding of the services, fees, and rates to be studied. A written request for data will be sent to the City. Please note that Time Survey data is not part of this request and will be gathered during the on-site interviews described in Task 5.

We will request information and documentation on current fees and fee programs, activity levels, and budget and staffing information (to the extent not already available) related specifically to programs and activities which have associated fees, and for which the City has this level of detail.

**Deliverables:** **Willdan:** Submit information request to City.

**City:** Provide requested data to Willdan (prior to Task 3, Kick-off Meeting/Refine Scope). We will follow up with the City to confirm receipt of requested data and information and highlight data elements that are outstanding.

### Task 2: Compile Inventory of Current and Potential Fees/Review Existing Cost Allocation Method

**Objective:** Willdan will identify a schedule of fees and methodology for calculating the fees, obtain and review the City's current methodology and approach to allocating indirect service costs, and obtain staffing, salary and benefit information.

**Description:** Based on the results of the initial document request and independent research, incorporate into our model the existing fees, provided by the City, to comprise the parameters of the fee study.

As mentioned in the Project Understanding, we will work with staff to incorporate reasonable indirect overhead factors to include central service cost support. This engagement does not include the development of a full citywide cost allocation plan.

We will obtain data necessary to confirm or develop indirect cost allocation percentages to use in developing fully-burdened hourly personnel rates. We will gather and review data and supporting analysis as necessary, related to the City's cost allocation approach. This information will be used to verify the allocation of indirect service costs to operating departments, and then will be incorporated with staffing, and salary and benefit data to develop a comprehensive schedule of Fully-Burdened Hourly Rates (FBHR). If an indirect cost plan is not currently in use by the City, we utilize a Citywide overhead factor determined by budget analysis or utilize the more stringent "de minimis" rate established by the Office of Management and Budget for federal cost allocation compliance. These rates will form a basis for the calculation of the costs of providing services to residents and customers, for which fees are charged.

**Meetings:** It is possible that a conference call with the City may be necessary to discuss new fees to implement or existing fees that may no longer be required.

**Deliverables:** **Willdan:** One (1) draft list of current fees based on initial data provided (to be discussed and finalized during the kick-off call), and a schedule of Fully-Burdened Hourly Rates.

**City:** Review completed fee schedules with comments/revisions to be discussed during the kick-off meeting.

### Task 3: Kick-off / Refine Scope

**Objective:** Confirm goals and objectives for the Fee Study. Identify and resolve policy issues typically raised by a Fee Study of this type, address gaps in data, and refine appropriate existing or new fee categories (based on Task 2).

**Description:** Verify our understanding of the City's goals, the City's cost-recovery policy for setting fees, and fill any gaps in data/information necessary for the project. It is important for the City and Willdan to identify and address any foreseeable problems and maintain open communication throughout the process.

During this discussion, we will ask that the City identify a project manager who will serve as the primary contact for the project. The project manager shall have responsibility for ensuring that all available data is provided in a timely manner, thereby maintaining adherence to the project's schedule.

**Meetings:** One (1) project kick-off meeting to initiate the project, discuss data needs, and address policy issues. If desired, this meeting can be conducted as a conference call, and another in-person meeting added later in the project.

**Deliverables:** **Willdan:** 1) Revised project scope and schedule (if needed); and 2) brief summary of policy decisions (if needed).

**City:** 1) Provide further data needs; and 2) determine/introduce City's project manager.

#### Task 4: Develop Comprehensive Fee Model and Overhead Allocation Factors

**Objective:** Develop and test fee model and incorporate overhead factors.

**Description:** This task involves the development of the model ultimately used to calculate fees, based on data and information gathered in previous tasks and in the Time Survey Interviews described in Task 5. To ensure that City policies are met through the imposition of the calculated fees, the model will be formatted to include appropriate costs.

As this project does not include the development of a separate Cost Allocation Plan, we will utilize the City's existing indirect cost allocation methodology/plan/analysis or include the calculations of said factors as described in Task 2, to determine the appropriate indirect cost factors to apply to personnel rates, to develop fully-burdened hourly rates. These rates will serve as a basis for calculating the full cost of providing services.

Key model inputs will include staff and allocated overhead costs per position, and relevant budget data on salaries and benefits. This information will be obtained directly from the City and incorporated directly into the fee model. We will request clarification and/or additional data if necessary.

The model will provide an allocation of administrative and overhead costs to fee related activities, so that fees and billable rate schedules incorporate applicable costs. Furthermore, the fees and rates charged to customers will also reflect the cost of the services being provided, to the extent possible given policy and/or political considerations.

**Deliverables:** **Willdan:** One (1) user-friendly model in Microsoft Excel format, which, when finalized, City staff can use to calculate fee changes annually, or as often as deemed appropriate by the City Council.

#### Task 5: Time Survey Interviews and On-site Information Gathering

**Objective:** Meet with City staff to complete Time Surveys and understand service delivery processes.

**Description:** In order to assist staff with the completion of the survey worksheets, we will schedule on-site meetings with staff.

The Willdan Team will conduct interviews with supervisors/managers, as well as other staff, as deemed appropriate and/or necessary, to determine the average time required by City staff to provide each of the services for which a fee is collected.

The fee model is designed so that full cost recovery fees are calculated immediately upon input of staff time. These full costs are also compared to current cost recovery levels. This will allow Willdan and City staff to conclude with a final meeting to review the draft full cost recovery fees, and adjust any times as necessary, once all information has been compiled and input into the fee model.

We will schedule the interviews with staff to minimize any disruption to their normal workflow.

**Meetings:** One (1) on-site meeting/staff interview.

**Deliverables:** **Willdan and City:** Time surveys and draft full cost recovery fees.

#### Task 6: Common Fees Comparison

**Objective:** Examine selected fees charged by up to five (5) comparable cities in Travis County, or jurisdictions that are similar to the City of Rollingwood.

**Description:** We will access and use our knowledge of other jurisdictions to benchmark the City's five (5) most common fees or highest yielding fees with comparable jurisdictions agreed.

Fee schedules are rarely readily or directly comparable from agency to agency due to definitional and operational differences. For example, a grading permit in one jurisdiction may include the plan check service, while the same permit in another jurisdiction may not, resulting in similar sounding services with widely varying costs. For this reason, Willdan takes a selection of the City's most commonly used and/or highest yielding fees.

The survey will contain the following, a comparison of common or similar fees and charges used by the City and other jurisdictions; current and proposed fees and charges unique to the City of Rollingwood; fees and charges used by other public entities not currently used in the City; and If possible, identify characteristics and processes unique to the City that account for significant variances in fees and charges used by other jurisdictions.

**Deliverables:** Willdan: Recommendations provided in Task 8 will incorporate the data gathered during our examination.

## Task 7: Data Analysis and Final Fee Schedule

**Objective:** Incorporate information obtained from on-site surveys to fully develop model.

**Description:** We will update the model, based on information received during the on-site surveys, to generate a comprehensive fee schedule. In addition, it is very common that a supplemental data request may be necessary, based on new fees identified that the City is not currently collecting. Where appropriate, we will suggest and discuss with staff alternate approaches to existing fee programs and suggest potential areas where fees could be collected where they are not currently. We will present the full cost recovery level for fees, both current and projected under the new calculated fees, and revenue projections, given certain assumptions about the levels of subsidy for different fees. Current levels of cost recovery will be compared to actual full costs calculated during the course of this study. Cost will be calculated at reasonable activity levels and include all appropriate direct and indirect costs and overhead. We will review fee programs for compliance with Propositions 218 and 26.

The fee data analysis and model development may take three (3) to four (4) weeks with frequent correspondence with City staff to discuss current cost recovery amounts, necessary to recover full cost and frequency activity.

**Meetings:** Conference calls to finalize fee schedule.

**Deliverables:** Final fee model for City Council presentation and discussion.

## Task 8: Prepare and Present Draft Report

**Objective:** Prepare draft report.

**Description:** This task involves the preparation of the draft report that discusses the study's background, the methodologies utilized in the study, and the results and presentation to various stakeholder groups. As noted below, meetings may occur during this or the next task as appropriate. The calculations used to generate the fee study will be included textually, as well as in easy to understand tables. Individual fee summaries and a comprehensive fee schedule will be included. The draft report will include the following:

- Key results and findings;
- Basic descriptions of each service;
- The full cost of each service and current cost recovery levels;
- Costs broken down graphically into indirect and direct components, with a graphic display of the level of cost recovery;
- Fee recommendations with associate levels of cost recovery;
- Projections of potential fee revenue;
- Assessment of reasonableness of each City's costs;
- Review of reasonableness of current consultant cost structure;
- As appropriate, recommend alternative methodologies for building permit fee calculation; and
- Summary and recommendations.

The objective of the report is to communicate the recommendation of appropriate fees, which include the appropriate subsidy percentage for those fees where full cost recovery may be unrealistic.

**Meetings:** One (1) meeting with the City Staff, to present draft results address questions and receive feedback.

**Deliverables:** Willdan: Draft report for City review and comment.

**City:** Review of draft report, with comments and edits.

#### Task 9: Revise Draft Report/Determine Cost Recovery Levels for Recommended Adoption

**Objective:** Review of draft report and fee model.

**Description:** The goal of this task is to conduct an in-depth review of the draft report and model, incorporate feedback and changes as a result of previous discussions, and arrive at an optimum fee structure.

Often through the course of an engagement, City staff will volunteer insightful likes and dislikes regarding the existing fee structure. We listen to this feedback carefully because your staff members know the community best. Comments usually revolve around issues of:

- Understandability;
- Fairness to applicants;
- Ease of calculation
- Appropriate levels of cost recovery; and
- Full cost recovery hourly rates.

When adjusting fee recovery levels, we believe it is important to address these concerns.

Following one (1) round of comments and feedback from City staff on the draft report, we will prepare the final report for presentation to the City Council.

**Meetings:** One (1) online demonstration (GoToMeeting) to review the model.

**Deliverables:** Draft report, revised draft /final report.

#### Task 10: Prepare and Present Final Report/Train Staff on Model

**Objective:** Prepare and present final report to City Council. Train staff on the operation and use of the model for future modifications.

**Description:** This task is the culmination of the entire project. Based on staff comments received regarding the draft report, we will prepare the final report for presentation.

**Meetings:** One (1) conference call/online meeting with City Staff to present results, and one (1) meeting with City Council to present the results and adopt the updated fee schedule.

**Deliverables:** Provide one (1) electronic PDF file copy of the final report and models. Using Microsoft Word and Excel, an updateable electronic copy of the study and models, as well as related schedules, will also be provided on CD-ROM.

### City Staff Support

To complete our tasks, we will need the cooperation of City staff. We suggest that the City of Rollingwood assign a key individual to represent the City as the project manager who can function as our primary contact. We anticipate that the City's project manager will:

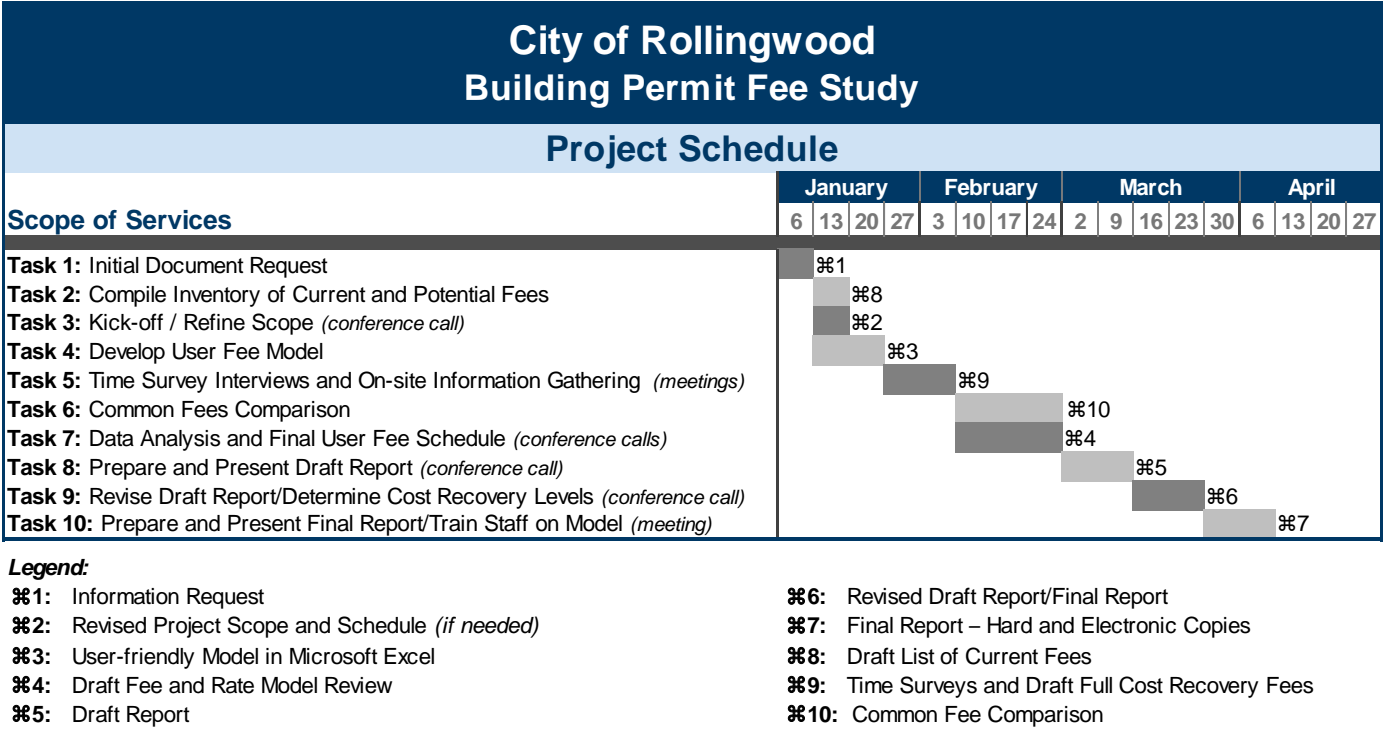
- 1) Coordinate responses to requests for information;
- 2) Coordinate review of work products; and
- 3) Help resolve policy issues.

Willdan will endeavor to minimize the impact on City staff in the completion of this project. We will ask for responses to initial information requests in a timely manner. If there are delays on the part of the City, we will contact the City's project manager to steer the project back on track. We will keep the City's project manager informed of data or feedback we need to keep the project on schedule. Willdan will rely on the validity and accuracy of the City's data and documentation to complete the analysis. Willdan will rely on the data as being accurate without performing an independent verification of accuracy and will not be responsible for any errors that result from inaccurate data provided by the client or a third party.

## Project Schedules

Willdan understands time is of the essence for the City of Rollingwood to begin this engagement. The schedule below assumes that the project starts in the first week of January 2020 but can easily be adjusted based on the City's direction. This schedule can only be met with the cooperation of City staff. Delays in responding to our requests for data and review will result in corresponding delays to the project schedule. If that is the case, we will notify the City immediately of the possible impact on the schedule.

### Building Permit, Tree and Tree Canopy Management Fee Study



## Fee Proposal

### Building, Tree and Tree Canopy Management Fee Study

Based on the corresponding work plan identified within Willdan's Technical Proposal, we propose a ***not-to-exceed fixed fee of \$12,825*** to prepare the Fee Study. The table below provides a breakdown of this fee by task and project team member.

City of Rollingwood Building Permit Fee Study						
Fee Proposal						
	C. Fisher Principal-in- Charge	T. Thrasher Tech Project Manager	D. Goral Analytical Support	R. Quaid QA/Tech Advisor	<u>Total</u>	
	\$ 250	\$ 185	\$ 110	\$ 210	Hours	Cost
Scope of Services						
Task 1: Initial Document Request	-	-	1.0	-	1.0	\$ 110
Task 2: Compile Inventory of Current and Potential Fees	-	1.0	1.0	-	2.0	295
Task 3: Kick-off /Refine Scope	1.0	1.0	1.0	-	3.0	545
Task 4: Develop User Fee Model/Incorporate Overhead Factors	-	4.0	16.0	-	20.0	2,500
Task 5: Time Survey Interviews and Information Gathering	-	4.0	4.0	-	8.0	1,180
Task 6: Common Fees Comparison	-	2.0	10.0	-	12.0	1,470
Task 7: Data Analysis and Final Fee and Rate Schedule	1.0	4.0	20.0	-	25.0	3,190
Task 8: Prepare and Present Draft Report	1.0	2.0	6.0	1.0	10.0	1,490
Task 9: Revise Draft/Determine Cost Recovery Levels	-	2.0	4.0	1.0	7.0	1,020
Task 10: Prepare and Present Final Report/Train Staff on Model	1.0	3.0	2.0	-	6.0	1,025
Total – User Fee Study					4.0	23.0
					65.0	2.0
					94.0	\$ 12,825

### Additional Professional Services

#### Hourly Fee Schedule

Our current hourly rates are listed below.

Willdan Hourly Rate Schedule			
Position	Hourly Rate	Position	Hourly Rate
Group Manager	\$250	Managing Principal	\$240
Principal Consultant	\$210	Senior Project Manager	\$185
Project Manager	\$165	Senior Project Analyst	\$135
Senior Analyst	\$125	Analyst II	\$110
Analyst I	\$100		

### Notes

- Our fee includes all direct expenses associated with the project.
- We will invoice the City monthly based on percentage of project completed.
- Additional services may be authorized by the City and will be billed at our then-current hourly consulting rates.
- City shall reimburse Willdan for any costs Willdan incurs, including without limitation, copying costs, digitizing costs, travel expenses, employee time and attorneys' fees, to respond to the legal process of any governmental agency relating to City or relating to the project. Reimbursement shall be at Willdan 's rates in effect at the time of such response.
- The cost of preparing the Fee Study can be included in the resulting new fee schedule. Therefore, over time, the City can recover the initial outlay of funds that was required to complete the study.

## 5. Qualifications

### Firm Profile

Willdan Financial Services is an operating division within Willdan Group, Inc. (WGI), which was founded in 1964 as an engineering firm working with local governments. Today, WGI is a publicly owned company on NASDAQ (WLDN). WGI provides technical and consulting services that ensure the quality, value, and security of our nation's infrastructure, systems, facilities, and environment. WGI has been a consistent industry leader through its subsidiaries and provides professional technical and consulting services that ensure the quality, value and security of our nation's infrastructure, systems, facilities, and environment.

The firm has pursued two primary service objectives since its inception — ensuring the success of its clients and enhancing its surrounding communities. In doing so, Willdan has gained a notable reputation for technical excellence, cost-effectiveness, and client responsiveness in providing superior consulting services. The company's service offerings span a broad set of complementary disciplines that include engineering and planning, energy efficiency and sustainability, and financial and economic consulting. Willdan has crafted this set of integrated services so that, in the face of an evolving environment —whether economic, natural, or built — Willdan can continue to extend the reach and resources of its clients.

Today, WGI has over 1,300 employees operating from offices in **Arkansas, Arizona, California, Colorado, Connecticut, District of Columbia, Florida, Illinois, Kansas, Kentucky, Maryland, Nevada, New Jersey, New York, Ohio, Oregon, Utah, Texas, and Washington.**

### Willdan Financial Services

Established on June 24, 1988, Willdan Financial Services, a California Corporation, is a national firm, and is one of the largest public sector financial consulting firms in the United States. Since that time we have helped over 1,200 public agencies successfully address a broad range of financial challenges, such as financing the costs of growth and generating revenues to fund desired services.

- User fee studies;
- Cost allocation studies;
- Real estate economic analysis;
- Economic development plans and strategies;
- Tax increment finance district formation and amendment;
- Housing development and implementation strategies;
- Financial consulting;
- Real estate acquisition;
- Development impact fee establishment and analysis;
- Utility rate and cost of service studies;
- Feasibility studies;
- Debt issuance support;
- Long-term financial plans and cash flow modeling;
- Property tax audits;
- Arbitrage Rebate; and
- Administration of special taxes, assessments, standby charges, and utility rates.

### Organizational Chart

The organization chart located below represents Willdan Financial Service's reporting structure, including the operating groups and the responsible manager; it as well defines the assets available to the City of Rollingwood.



## Firm Distinctiveness

### Experience

Willdan has provided user fee and cost allocation plan services to municipal clients for more than twenty years; and has prepared comprehensive user fee studies, full cost allocation plans, and OMB compliant cost allocation plans for clients throughout the United States, including Texas, California, Arizona, Florida, Kentucky, and Utah. Willdan’s proven and successful track-record conducting user fee studies and cost allocation plan services for public agencies dates to 1998. Since that time, we have developed the expertise to successfully integrate this service into the Financial Consulting Services group’s primary functions.

Our record of success within the industry provides assurance of the professionalism and capability we will bring to this engagement. A team composed of project managers and analysts develop and/or update cost allocation plans, along with their frequent companion projects — user fee studies.

Our employees know and understand the problems facing local government under the current economic climate, and we have oriented our practice to support an agency’s modified budget policies and public service priorities.

*The team presented within this proposal has worked collectively on numerous projects, such as the one requested by the City of Rollingwood; an established work practice between the team members has been forged, this proven long-standing system has benefited our clients.*

### Staff Continuity

Mr. Fisher has been assigned to serve as the City’s representative; and has been selected for this role due to his extensive experience, which includes the preparation and supervision of numerous Cost Allocation Plans and User Fee Studies, as well as his experience presenting to governing bodies, stakeholders, and industry groups.

*It is important to note that Mr. Fisher has been with Willdan for more than 20 years, ensuring the City of Rollingwood of continuity and dedication in staffing during the completion of the project.*

## Similar Services

Listed in the table below, are public agencies in which similar services have been completed, or are currently in progress, in the previous five years.

Willdan Financial Services Cost Allocation Plan and User Fee Study Experience	
Contracting Agency	Project Description
City of Banning, CA	Cost Allocation Plan, User Fee Study and User Fee Study and Development Impact Fee Study
City of Bellflower, CA	Cost Allocation Plan, OMB Compliant Plan, User Fee Study and Development Impact Fee Study
City of Belmont, CA	User Fee Study and Refinement of Cost Allocation Plan
City of Blythe, CA	Cost Allocation Plan and OMB Compliant Plan
City of Brea, CA	Police Department Cost Allocation Plan
City of Cerritos, CA	Development Services User Fee Study
City of Chino Hills, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Claremont, CA	Cost Allocation Plan and User Fee Study
City of Coalinga, CA	User Fee and Rate Study
City of Colton, CA	User Fee Study
City of DeSoto, TX	Comprehensive User Fee Study
City of Dinuba, CA	Cost Allocation Plan
City of El Centro, CA	Comprehensive User Fee Study
City of El Cerrito, CA	Cost Allocation Plan and Community Development Department User Fee Study

**Willdan Financial Services**  
**Cost Allocation Plan and User Fee Study Experience**

<b>Contracting Agency</b>	<b>Project Description</b>
City of El Monte, CA	Cost Allocation Plan, OMB Compliant Plan, User Fee Study and Development Impact Fee Study
City of Encinitas, CA	Development Services User Fee Study and Cost Allocation Plan
City of Escondido, CA	Cost Allocation Plan, OMB Compliant Plan, and Comprehensive User Fee Study
City of Fillmore, CA	Cost Allocation Plan, OMB Compliant Plan, and User Fee Study
City of Fountain Hills, AZ	Comprehensive User Fee Study
City of Fullerton, CA	Community Development Department User Fee Study
City of Galt, CA	Cost Allocation Plan and OMB Compliant Plan
City of Gardena, CA	Cost Allocation Plan
City of Gilroy, CA	Cost Allocation Plan, OMB Compliant Plan, and User Fee Study
City of Glendale, AZ	Cost Allocation Plan
City of Goleta, CA	Cost Allocation Plan, OMB Compliant Plan, and Comprehensive User Fee Study
City of Hawthorne, CA	Cost Allocation Plan and Comprehensive User Fee Study
City of Hayward, CA	Comprehensive Master User Fee Study and Full Overhead Cost Allocation Plan
City of Hayward, CA	Rental Inspection Program Fee Analysis
City of Hesperia, CA	Cost Allocation Plan
City of Indian Wells, CA	Comprehensive User Fee Study
City of Irvine, CA	Overhead Cost Allocation, OMB Compliant Plan and Comprehensive User Fee Study
City of Irwindale, CA	Cost Allocation Plan, User Fee Study and Development Impact Fee Study
City of La Mirada, CA	Cost Allocation Plan and User Fee Study Update
City of La Puente, CA	Cost Allocation Plan, OMB Compliant Plan, and User Fee Study
City of Laguna Hills, CA	Comprehensive User Fee Study and Cost Allocation Plan Update
City of Los Banos, CA	Full Cost Allocation Study, OMB Compliant Plan, and Comprehensive User Fee Study
City of Lynwood, CA	User Fee Study and Cost Allocation Plan, and Updates
City of Mesquite, TX	Cost Allocation Plan and OMB Compliant Plan
City of Mission Viejo, CA	Comprehensive User Fee Study and Cost Allocation Plan
City of Missouri City, TX	Full and OMB Compliant Cost Allocation Plan and User Fee Study
City of Montebello, CA	Cost Allocation Plan Update
City of Montebello, CA	Transit Cost Allocation Plan
City of Monterey Park, CA	Cost Allocation Plan and User Fee Study, and Updates
City of Monterey, CA	Cost Allocation Plan and Indirect Cost Rate
City of Murrieta, CA	Comprehensive User Fee Study, Cost Allocation Plan, and OMB Compliant Plan, and Updates
City of National City, CA	Cost Allocation Plan, OMB Compliant Cost Allocation Plan, User Fee Study, and ISF Allocation Study
City of Oroville, CA	Cost Allocation Plan
City of Pacifica, CA	Comprehensive Citywide User Fee Study and Charges Rate Study
City of Palm Desert, CA	Cost Allocation Plan and Comprehensive User Fee Study

**Willdan Financial Services**  
**Cost Allocation Plan and User Fee Study Experience**

<b>Contracting Agency</b>	<b>Project Description</b>
City of Patterson, CA	Comprehensive User Fee Study, Full Cost Allocation Plan, and OMB Compliant Plan
City of Petaluma, CA	Cost Allocation Plan, User Fee Study, CIP Admin Rate & Work Order Rate Analysis, Hourly Overhead Rates, and ISF Allocation Study
City of Petaluma, CA	Cost Allocation Plan Update
City of Pittsburg, CA	User Fee Study and Cost Allocation Plan
City of Rocklin, CA	User Fee Study
City of Richmond, CA	Cost Allocation Plan, OMB Compliant Plan, User Fee Study and Development Impact Fee Study
City of St. Helena, CA	Cost Allocation Plan, OMB Compliant Plan, User Fee Study and Development Impact Fee Study
City of Salinas, CA	Full Cost Allocation Plan and Comprehensive Fee Study
City of San Bruno, CA	Comprehensive User Fee Study, Cost Allocation Plan, and OMB Compliant Plan
City of San Fernando, CA	Cost Allocation Plan, OMB Compliant Plan, User Fee Study and Development Impact Fee Study
City of San Jacinto, CA	Cost Allocation Plan, OMB Compliant Plan, User Fee Study and Development Impact Fee Study
City of Santa Ana, CA	User Fee Study
City of Signal Hill, CA	Comprehensive User Fee Study, Cost Allocation Plan, and OMB Compliant Plan
City of Soledad, CA	User Fee Study
City of Sunnyvale, TX	Comprehensive User Fee Study
City of Surprise, AZ	Full Cost Allocation Plan
City of Tulare, CA	Comprehensive User Fee and Rate Study, Full Cost Allocation Plan, and OMB Compliant Plan
City of Twentynine Palms, CA	Comprehensive User Fee Study, Full Cost Allocation Plan, and OMB Compliant Plan
City of Union City, CA	Comprehensive User Fee Study, Full Cost Allocation Plan, and OMB Compliant Plan
City of Watsonville, CA	Comprehensive User Fee and Rate Study, Cost Allocation Plan, and OMB Compliant Plan, and Updates
City of West Hollywood, CA	Cost Allocation Plan and User Fee Study
City of West Sacramento, CA	Cost Allocation Plan, OMB Compliant Plan, and Comprehensive User Fee Study
City of Yucaipa, CA	Comprehensive User Fee and Rate Study, Full Cost Allocation Plan, and OMB Compliant Plan
County of Placer, CA	Land Development Fee Study
County of San Benito, CA	User Fee Study and Development Impact Fee Study
Kentuckiana Works, KY	OMB Cost Allocation Plan and Updates
Rainbow Municipal Water District, CA	Cost Allocation Plan and OMB Compliant Plan
Sacramento Public Library, CA	Cost Allocation Plan, and Updates
Town of Paradise Valley, AZ	Planning and Engineering Services Fee Study
Town of San Anselmo, CA	Full Cost Allocation Plan and Comprehensive User Fee Study

## Project Team

Our management and supervision of the project team is very simple: staff every position with experienced, capable personnel in sufficient numbers to deliver a superior product to the City, on time and on budget. With that philosophy in mind, we have selected experienced professionals for this engagement. We are confident that our team possesses the depth of experience that will successfully fulfill your desired work performance.

Mr. **Chris Fisher** will administer the City of Rollingwood project as the **Principal-in-Charge**. He will apply his extensive financial rate design/modeling experience and ability to clearly communicate results through the facilitation of numerous stakeholder forums. In this role, he will attend meetings and presentations, provide technical guidance, produce key study elements, and will be responsible for work deliverables.

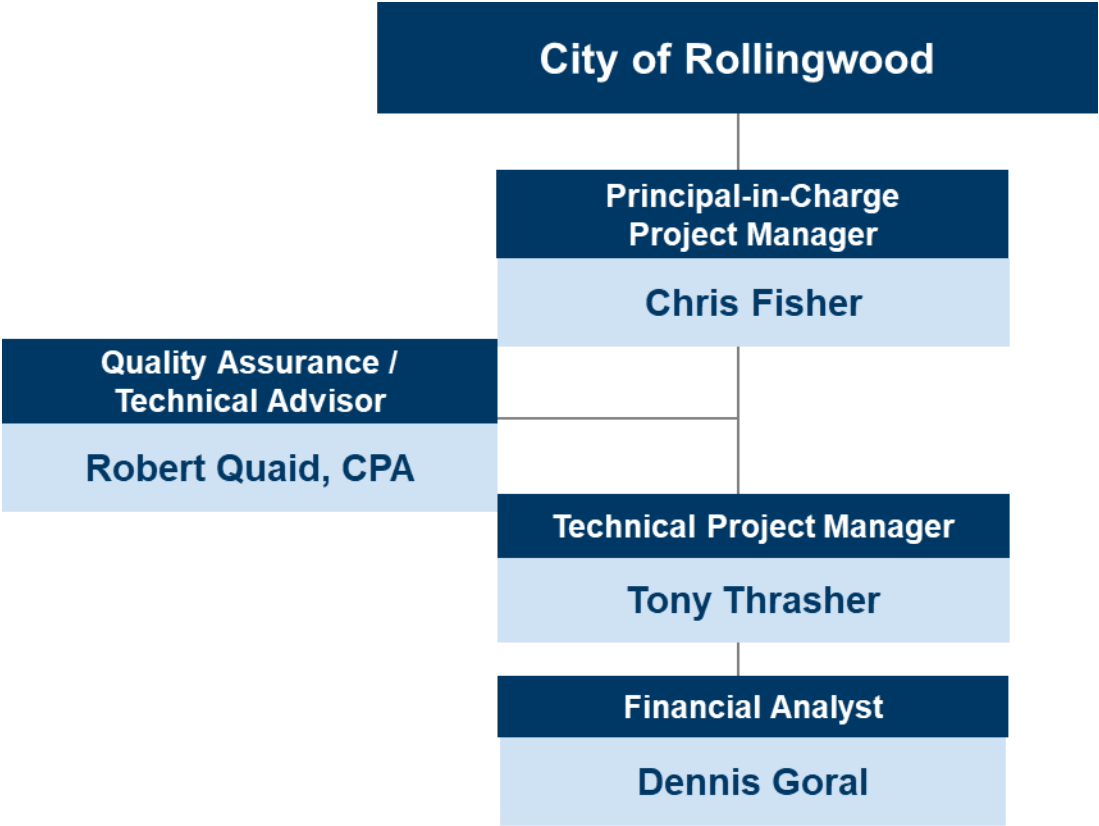
Mr. **Tony Thrasher** will serve as **Technical Project Manager** for this engagement. He will work closely with Mr. Fisher to develop the analysis under the City’s scope of services and develop complete and accurate models that will best fit the project needs.

Mr. **Dennis Goral** will provide **Analytical Support**, he will work closely with the management team, and the City, to ensure that data is collected, interpreted, researched, and correctly entered into the model.

Mr. **Robert Quaid, CPA**, will provide quality assurance/quality control to this engagement in the role of **Quality Assurance/Technical Advisor**. Mr. Quaid will review the models as a third-party internal reviewer prior to their submittal to City staff. His continual review of data entry and model development assures that the draft, and final products have been thoroughly evaluated for potential errors; thus, providing quality client deliverables, and high levels of integrity and outcomes throughout the duration of the project.

## Organizational Chart

Provided in the graphic below is an organizational chart that defines individual roles and the reporting structure.



## Project Management

Furthermore, to ensure that the project stays on schedule, and is properly focused on City objectives, Mr. Fisher, in collaboration with the project team will provide City staff with updates to summarize our progress against the project timeline, and update the status of upcoming deliverables. We will also document discussions leading to important policy decisions and/or the choice of critical assumptions used in constructing the analysis and model.

The Project Team will utilize a detailed Project Management Plan from the outset of the engagement to manage and control all proposed activities, deliverable deadlines, client and stakeholder engagement, and quality control.

Willdan will meet with staff to enhance our understanding of the project objectives, review the project timelines, and seek assistance in identifying the best information sources to obtain the necessary inputs to evaluate the City of Rollingwood.

Finally, following key stakeholder discussions, we will schedule a call to summarize findings and direction with City staff, to make certain that we are in agreement with stated objectives, and that feedback is incorporated as appropriate. These steps guarantee that as the project moves forward success will be achieved by continually aligning our approach and work with stakeholder and City objectives, adjusting where necessary.



## Staff Changes

We do not anticipate staffing changes during the course of the project. However, in the extremely unlikely event that this situation arises, any change in team members will be discussed and approved in concert with the City prior to the change being made.

## Current Workload

Regrettably, Willdan does not share information on current workload. However, Willdan's Financial Consulting Services group is composed of a team of over 20 senior-level professional consultants. While each member of the project team currently has work in progress with other clients, the workload is at a manageable level with sufficient capacity to meet the needs of the City specific to the schedule and budget for this engagement.

Furthermore, Willdan as a whole is composed of over 1,300 employees, including a cadre of public finance experts. If necessary, the team can recruit additional, qualified individuals from our employee roster to assist with the completion of this engagement to deliver the final materials on time and within budget.

## Resumes

Resumes for Willdan's project team are presented on the following pages.

## Chris Fisher

### Principal-in-Charge

#### Education

San Francisco State University, Bachelor of Science, Finance

#### Areas of Expertise

Cost of Service Analyses

Multi-disciplinary Team Management

Special District Formations

Client Presentations

Proposition 218

#### Affiliations

California Society of Municipal Finance Officers

Municipal Management Association of Northern California

California Municipal Treasurers Association

#### 20 Years' Experience

Mr. Chris Fisher, Vice President and Group Manager of Willdan's Financial Consulting Services group, will serve as Principal-in-Charge for the City of Rollingwood's project. He will also share his extensive knowledge related to cost-of-service principles with members of the project team.

Mr. Fisher joined Willdan in April of 1999, and during that time has managed an array of financial consulting projects for public agencies in California, Texas, Arizona, and Florida, coordinating the activities of resources within Willdan, as well as those from other firms working on these projects. He is one of the firm's leading experts for special district financing related to public infrastructure, maintenance, and services, including public safety.

#### Related Experience

**City of DeSoto, TX – User Fee Study:** Mr. Fisher served as the principal-in-charge for City's Comprehensive User Fee Study.

**City of National City, CA — Cost Allocation Plan, OMB Compliant Cost Allocation Plan, User Fee Study, and ISF Allocation Study:** Mr. Fisher served as the principal-in-charge for the City of National City's Cost Allocation Plan, OMB Compliant Cost Allocation Plan, User Fee, and ISF Allocation Study.

**City of Murrieta, CA – Cost Allocation & OMB Compliant Plan and Comprehensive User Fee Study:** Mr. Fisher served as the project manager on the City's fee study. The primary objective for the cost allocation study was to ensure that general government costs were fairly and equitably allocated to appropriate programs and funds. ***The City has recently re-engaged Willdan to conduct an update to both studies.***

**Sacramento Public Library Authority, CA — Cost Allocation Plan and OMB Circular A-87:** In April 2014, as Project Manager, Mr. Fisher completed the final report for the Sacramento Public Library Authority. Throughout the project, he provided quality assurance to the project, which involved the development of a methodology for this unique venture. Mr. Fisher presented the final report to the Library Authority Board, as well as the Joint Powers Authority. An update to the CAP has just been completed and presented to the Board.

**City of Hayward, CA — Cost Allocation Plan and User Fee Study:** Mr. Fisher served as the project manager for the City's full overhead cost allocation plan and OMB A-87 cost allocation plan, along with a comprehensive master user fee study. He worked with the City and Willdan staff to gather the necessary data and is overseeing Willdan's development of the cost allocation model. The City has a complicated and detailed budget and the cost allocation plan that Willdan developed is tailored to their structure and includes provision for several Internal Service Funds.

**City of Salinas, CA — Comprehensive Fee Study and Full Cost Allocation Plan:** Mr. Fisher served as the project manager for the City of Salinas engagement, to prepare an OMB A-87-compliant full cost allocation plan and comprehensive fee study for the development of a master list of fees. Mr. Fisher led an all-departments overview meeting, where the framework and general process was reviewed, and global practical and policy questions were addressed. Immediately following the overview meeting, individual meetings were held with representatives from each department to discuss their specific fee related activities and gather necessary information to update fees.

**City of Irvine, CA — OMB Cost Allocation Plan and Comprehensive User Fee Study:** Willdan completed a cost allocation plan and user fee study for the City of Irvine. Mr. Fisher managed and provided quality assurance to this project, ensuring the accuracy of the models, as well as the final reports. He also presented the results to the City's Finance Commission and to the City Council.

**City of Union City, CA — Comprehensive Fee and Rate Study & Overhead Cost Allocation Plan:** Mr. Fisher served as the principal-in-charge for the City's fee study. He oversaw the development of an overhead cost allocation plan, OMB compliant cost allocation plan, as well as a comprehensive user fee study.

**C. Fisher**

*Resume Continued*

**City of Signal Hill, CA – Cost Allocation Plan and User Fee Study:** As principal-in-charge, Mr. Fisher oversaw the development and review of a Full and OMB compliant cost allocation study and a comprehensive user fee and rate study for the City's master list of fees.

**City of Petaluma, CA — Overhead Cost Allocation Plan and OMB Circular A-87 Plan, User Fee Study, CIP Rate Analysis, and Hourly Overhead Rate Study:** Mr. Fisher served as project manager for the project team and provided oversight for this thorough and intensive study for the City of Petaluma.

**City of Belmont, CA — Master Fee Study and Cost Allocation Refinement:** Mr. Fisher served as the project manager for Willdan's work with the City of Belmont and the Belmont Fire Protection District's fee study. Willdan completed a Master Fee Study and an analysis and review of the existing Cost Allocation Plan for the City of Belmont, and a Fee and Rate Study for the Belmont Fire Protection District.

**City of Pittsburg, CA —Cost Allocation Plan and User Fee Study:** Mr. Fisher provided policy guidance and quality assurance to the City's update and development of a comprehensive user fee study for the development of a master user fee and rate schedule and a cost allocation plan to recover overhead costs related to central service activities.

**City of West Covina, CA — Comprehensive Cost Allocation Plan and User Fee Study:** Mr. Fisher served in the role of project manager for the City's engagement. The cost allocation plan developed will aid the City in the recovery of overhead costs related to central service activities.

**City of Laguna Hills, CA — Comprehensive Cost Allocation Plan and Comprehensive User Fee Study:** Mr. Fisher oversaw the update of the City's general overhead allocation plan and cost-of-service user fees.

## Tony Thrasher

### Technical Project Manager

#### Education

*Bachelor of Science  
in Economics;  
California State  
Polytechnic University,  
Pomona*

#### Areas of Expertise

*Cost Allocation Plans*

*Fiscal Analysis for  
User Fees and Rates*

*District Administration  
Services*

*Utility Rate Studies*

#### 11 Years' Experience

Due to his cost allocation and user fee analyses experience, Mr. Tony Thrasher has been selected to serve as Technical Project Manager for the City's engagement. Mr. Thrasher is a Senior Project Manager within the Financial Consulting Services group, whereby his responsibilities include managing projects and conducting fiscal analyses for cost allocation plans, user fees, and utility rate studies.

Mr. Thrasher's prior employment was as a financial analyst working in bond, equity, and mortgage-backed security markets for Wells Fargo Bank, Bank of New York Mellon, and Deutsche Bank. His experience includes portfolio accounting, differential analysis, and forecasting.

#### Related Experience

**City of DeSoto, TX – User Fee Study:** Mr. Thrasher served as the technical project manager for City's Comprehensive User Fee Study.

**City of Missouri City, TX – Comprehensive User Fee Study and Cost Allocation Plan:** Mr. Thrasher served as the technical project manager for City's Fee Study.

**City of Mesquite, TX – Cost Allocation Plan:** Mr. Thrasher served as the technical project manager for City's Cost Allocation Study.

**City of Surprise, AZ – Cost Allocation Plan:** Mr. Thrasher served as the technical project manager for the 2017 Cost Allocation Plan to identify the City's costs related to rendering internal central support services, and the allocation of those costs to operating departments.

**Kentuckiana Works, KY – Cost Allocation Plan:** Mr. Thrasher is serving as the technical project manager for Kentuckiana Works Cost Allocation Plan. This is an ongoing project.

**City of Chino Hills, CA — Cost Allocation Plan and Comprehensive User Fee Study:** Mr. Thrasher is serving as the technical project manager for the City's Cost Allocation Plan and Comprehensive User Fee Study. He is working directly with the City contact throughout the engagement.

**City of West Covina, CA — Cost Allocation Plan and Comprehensive User Fee Study:** Mr. Thrasher provided analytical support in association with the gathering of budget and allocation basis data, and in the development of the model and report for the project. He worked directly with the City contact throughout the engagement.

**City of Bellflower, CA — OMB Cost Allocation Plan and Comprehensive User Fee Study Update:** In Willdan's initial engagement with the City, Mr. Thrasher provided analytical support, with his primary duties including finalizing model figures and generating reports. In the subsequent update of both the CAP and the Fee Study, Mr. Thrasher assumed a lead technical role, working directly with the client to develop a new Cost Allocation Model, update the comprehensive fee model, and resolve policy and fee setting issues. He was directly responsible for delivery of reports and presentations to the City.

**City of Salinas, CA — Full Cost Allocation Plan and Comprehensive Fee Study:** Mr. Thrasher provided analytical support for the City of Salinas OMB A-87-compliant full cost allocation plan and comprehensive fee study engagement. He worked closely with City staff to gather and analyze data to produce reports, participated in multiple meetings, and assisted the City appointed Project Manager in the adoption of the new fees.

**City of Hayward, CA — Cost Allocation Plan and User Fee Study:** For this project, Mr. Thrasher provided analytical support, and was largely responsible for the development of the models. Primary duties include gathering and verifying necessary data, finalizing model figures and generating reports.

**City of Petaluma, CA — Overhead Cost Allocation Plan and OMB Circular A-87 Plan, User Fee Study, CIP Rate Analysis, and Hourly Overhead Rate Study:** Mr. Thrasher provided analytical support for this engagement. His primary duties were to work with City staff to gather data, provide assistance to the project manager, and produce reports.

T. Thrasher

Resume Continued

**City of Mission Viejo, CA — Cost Allocation Plan and User Fee Study:** Mr. Thrasher was assigned to work with the City on this project, providing analytical support, gathering data, working with staff to make refinements, and developing cost allocation and fee models to ensure full-cost recovery for building and safety, planning, community development, and public works departments.

**City of National City, CA — Cost Allocation Plan, OMB Compliant Cost Allocation Plan, User Fee Study, and ISF Allocation Study:** Mr. Thrasher served as the technical project manager for the City of National City’s Cost Allocation Plan, OMB Compliant Cost Allocation Plan, User Fee, and ISF Allocation Study.

**City of Irvine, CA — OMB Cost Allocation Plan and Comprehensive User Fee Study:** Serving as the project’s analyst, Mr. Thrasher provided analytical support; and designed micro-level allocation models to ensure full-cost recovery for public safety, public works, community development, community services, and administrative departments.

**Sacramento Public Library Authority, CA — Cost Allocation Plan and OMB Circular A-87:** Mr. Thrasher provided analytical support. His primary duties included finalizing model figures and generating reports.

**City of Galt, CA — Cost Allocation Plan:** As the assigned technical lead, Mr. Thrasher worked directly with City Staff to develop the Cost Allocation Model and report and worked with Staff to test and adjust the model and methodology where appropriate before finalizing. Following completion of the initial CAP, he worked with the City to update the model for the subsequent budget update.

**City of Monterey, CA — Cost Allocation Plan:** Mr. Thrasher is serving as the technical project manager for the City of Monterey Cost Allocation Plan engagement and updates. He is assisting in the development of the City’s general overhead allocation plan, whereby he applies his expertise on alternative allocation methods.

## Dennis Goral

### Senior Analyst

#### Education

*Double Bachelor of Science, Finance and Economics, University of Texas*

Mr. Goral is a Senior Analyst with 3 years of municipal analysis experience and 2 years in financial and economic analysis experience. His consulting experience includes a variety of projects associated with public water, wastewater, reclaimed water, sanitation, natural gas, and electric utility systems throughout the United States and Pacific Islands.

#### Areas of Expertise

*Rate Studies*

*Rate Design*

Mr. Goral has been involved with many different facets of project analysis for cost allocation, cost of service, and water and wastewater utility systems including data gathering, dashboard development, dynamic model development, sensitivity analysis, cost-benefit analysis, alternative analysis, demographic analysis, consumption analysis and rate design. Additionally, he has been involved in model development and analysis for cost allocation and user fee studies.

*Dynamic Computer Modeling*

He has special expertise in dashboard development and dynamic model development. In addition, Mr. Goral has an extensive working knowledge of Microsoft Excel and the ability to perform detailed and complex analyses. He has experience in presenting complex information in a simple and easy to understand way.

*Dashboard Design*

*Cost of Service Studies*

#### Representative Client Listing

The following is a listing of Mr. Goral's cost allocation and user fee related project experience:

*Alternatives Analysis*

**City of DeSoto, TX – User Fee Study:** Mr. Goral served as the Senior Financial Analyst, and assisted in the preparation of a user fee study for the City of DeSoto. Full cost calculations were developed for each fee analyzed in the study. The report included the methodology and suggested fees for those the City wished to analyze.

*Advanced Excel*

*Cost Allocation Studies*

*User Fee Studies*

**City of Missouri City, TX – Full Cost Allocation and User Fee Study:** Mr. Goral assisted as the Senior Financial Analyst in the preparation of a full cost allocation and model for the City of Missouri City, that would identify the allocable and non-allocable costs associated with the City's central service departments and functions, and to distribute those costs to the operating entities in a fair and equitable manner. Additionally, the indirect department overhead calculated in the CAP was used to calculate the fully burdened hourly rates for city positions to use in the user fee study. Mr. Goral prepared full cost calculations for each fee analyzed in the user fee study.

#### Clubs and Organizations

*GFOAT, Government Finance Officers Association of Texas*

*SEED, Student Entrepreneurs and Economic Development*

**City of Mesquite, TX – Full Cost Allocation Study:** The City of Mesquite was looking to update the cost allocation plan to reflect the current fiscal environment. As the Senior Financial Analyst on the project, Mr. Goral worked on creating a new CAP and model for the City, that would identify the allocable and non-allocable costs associated with the City's central service departments and functions, and to distribute those costs to the operating entities in a fair and equitable manner.

*SIFE, Student in Free Enterprise*

*Alpha Beta Gamma, Business Honors Society*

**Town of Sunnyvale, TX – User Fee Study:** Mr. Goral served as the Senior Financial Analyst for the Town of Sunnyvale User Fee Study engagement. Full cost calculations were developed for each fee analyzed in the user fee study. The report included the methodology and suggested fees for the fees the Town wished to analyze.

#### Honors and Awards

*Lowe's Community Improvement Grant for Collin Community College, 2011*

The following is a listing of Mr. Goral's water and wastewater related project experience accumulated in the past three years:

#### 5 Years' Experience

- City of DeSoto, TX
- City of Balch Springs, TX
- City of Donna, TX
- City of McKinney, TX
- City of Schertz, TX
- City of Fairview, TX
- City of Altus, OK
- City of Winslow, AZ
- City of Cedar Hill, TX
- City of Frisco, TX
- City of Castroville, TX
- City of Crandall, TX
- City of Hutchins, TX
- City of Midlothian, TX
- City of Springtown, TX
- City of Royse City, TX
- City of Buckeye, AZ
- Schertz-Seguin Local Government Corporation, TX
- Water Authority of Fiji, Fiji
- City of Plano, TX

**D. Goral***Resume Continued*

- City of Coppell, TX
- Town of Camp Verde, AZ
- City of Allen, TX
- City of Amarillo, TX
- City of Brady, TX
- City of Edmond, OK
- City of Florence, AZ
- City of Laredo, TX
- City of Leander, TX
- City of Los Fresnos, TX
- City of Somerton, AZ
- Town of Prosper, TX
- Town of Carefree, AZ
- City of Duncanville, TX
- City of Rockwall, TX
- Commonwealth Utilities Corporation, Saipan
- City of San Luis, AZ
- City of Rowlett, TX
- City of Russellville, AR
- Town of Springerville, AZ
- City of Tomball, TX
- City of Tornillo, TX
- City of College Station, TX
- Denton County Fresh Water Supply District 1A, TX
- LAZY 9 MUD 1A, TX
- City of New Summerfield, TX
- City of Princeton, TX
- City of Mesquite, TX
- City of Alamo Heights, TX
- Denton County Fresh Water Supply District 8C, TX

## Robert Quaid, CPA

### Quality Assurance/Technical Advisor

#### Education

Bachelor of Science,  
University of Southern  
California

With his 35 years of extensive experience in public financing, Mr. Robert Quaid has been selected to provide quality assurance/quality control in the role of technical advisor. In his position as a Principal Consultant at Willdan, Mr. Quaid provides project management, procedural support, technical support, and quality review for Willdan's District Administration group, as well as the Financial Services Consulting group specific to cost allocation plans, user fee studies, and special financial analysis.

#### Areas of Expertise

Fiscal Analysis for User  
Fees and Rates

Cost Allocation Plans

Acquisition Audit  
Services

Prior to joining Willdan, Mr. Quaid worked in the private industry of real estate accounting and finance. He began his career with the public accounting firm formerly known as Haskins & Sells (currently known as "Deloitte & Touche"). His experience includes financial statement analyses, asset administration, computer conversion, and reporting to the Securities and Exchange Commission for several public real estate partnerships. In 1979, Mr. Quaid became a licensed California CPA.

Statutory Financial  
Reporting

Fund Audits

Quality Review of  
Community Facilities,  
Lighting & Landscaping,  
and Assessment  
Districts

#### Related Experience

**City of Thousand Oaks, CA — Cost Allocation Plan:** Mr. Quaid served as project manager for the development of an OMB A-87 compliant cost allocation plan model using fiscal year actual costs as the basis for the allocations. He was responsible for the preparation of the Cost Allocation Plan report and provided cost allocation model training to City staff.

The objective of this project was to determine the appropriate allocation of indirect costs from City General Fund central service departments to the General Fund operating departments/programs and the non-General Fund departments/programs. The plan model included 16 allocation bases allocating costs to over 100 departments and divisions. Both full and OMB A-87 cost allocation models were delivered to the City. Willdan was awarded a four-year contract.

#### Affiliations

California Society of  
Municipal Finance  
Officers

California Society of  
CPAs

**Cities of Fontana, Gardena and Hawthorne, CA — Cost Allocation Plan Projects:** For each of these cities, Mr. Quaid served in the role of task manager for the development of an OMB A-87 compliant cost allocation plan model using Microsoft Excel. He was responsible for the preparation of the cost allocation plan report and trained City staff on how to use the cost allocation model.

**City of Rialto, CA — Comprehensive User Fee Study:** Project manager for the Comprehensive User Fee Study to develop a user fee model in Microsoft Excel and update fees for Planning, Engineering, Building, Public Works, Recreation, Police, Fire, City Clerk, Treasurer and Finance.

#### Certifications/ Licenses

Certified Public  
Accountant

**City of Cathedral City, CA — Comprehensive User Fee Study:** Mr. Quaid served as project manager for a user fee study that required updating fees for Planning, Engineering, Building, Police, Fire, City Clerk, and Finance.

#### 35 Years' Experience

Mr. Quaid has provided Quality Assurance and Quality Control to multiple clients. Provided below are a few examples of clients in which services have been provided in the previous three years.

- City of Belmont, CA
- City of Cerritos, CA
- City of Claremont, CA
- City of Coalinga, CA
- City of DeSoto, TX
- City of El Cerrito, CA
- City of Fillmore, CA
- City of Galt, CA
- City of Hayward, CA
- City of Indian Wells, CA
- City of Laguna Hills, CA
- City of Missouri City, TX
- City of Monterey, CA
- City of Petaluma, CA
- City of Rocklin, CA
- City of St. Helena, CA
- City of San Bruno, CA
- City of Sunnyvale, TX
- City of Surprise, AZ
- City of Union City, CA
- City of Watsonville, CA
- City of Yucaipa, CA
- County of San Benito, CA
- Sacramento Public Library, CA

## 6. References

Below are recent project descriptions, including client contact information, that are similar in nature to those requested by the City. We are proud of our reputation for customer service and encourage you to contact these clients regarding our commitment to completing the projects within budget and agreed upon timelines.

City of DeSoto, TX

Comprehensive User Fee Study

Through competitive bid, Willdan was selected by the City of DeSoto to provide a Comprehensive User Fee Study. The City wished to undertake a comprehensive City-wide review and evaluation of user fees and rate charges, which would result in a cost-based user fee study.

The Comprehensive Fee Study calculated the full cost of the select City services, and provided a recommended fee to be charged for each applicable service. Willdan recommended cost recovery strategies, and identified best practices in establishing the user fees.

Client Contact:

Ms. Melissa Adams, Accounting Manager, Finance Services Department  
211 East Pleasant Run Road, DeSoto, TX 75115  
Tel #: (972) 230-7306 | Email: [madams@desototexas.gov](mailto:madams@desototexas.gov)

City of Missouri City, TX

Full Overhead Cost Allocation Plan, OMB Cost Allocation Plan, and Comprehensive User Fee Study

Willdan is concluding our work with the City of Missouri City on their Full Cost Allocation Plan and Comprehensive User Fee Study, the CAP will also be OMB compliant.

The City was seeking an outside consultant to complete a review and update of their current cost allocation plan and the preparation of a comprehensive user fee study for the development of its master list of fees. Our primary objective for the cost allocation study is to ensure that general government costs are fairly and equitably allocated to appropriate programs and funds, which are based on tailored and well thought out allocation factors.

For the Fee Study, the primary objective is to ensure that fees for requested services are calculated to account for the full cost of providing the services, and set appropriately, given City policy and financial objectives.

Client Contact:

Ms. Edena Atmore, Director of Financial Services  
1522 Texas Parkway, Missouri City, TX 77489  
Tel #: (281) 403-8614 | Email: [Edena.Atmore@Missouricitytx.gov](mailto:Edena.Atmore@Missouricitytx.gov)

City of Mesquite, TX

Cost Allocation Plan

The City of Mesquite was looking to update the cost allocation study to reflect the current fiscal environment. The City engaged Willdan to create a new CAP and model for the City, that would identify the allocable and non-allocable costs associated with the City's central service departments and functions, and to distribute those costs to the operating entities in a fair and equitable manner.

The Willdan team worked with City staff to gather the necessary data to develop the cost allocation model. Willdan completed a full cost allocation plan for the City in January 2019.

Client Contact:

Ms. Debbie Mol, CPA, Director of Finance  
757 N Galloway Avenue, Mesquite, TX 75149  
Tel #: (972) 216-6287 | Email: [dmol@cityofmesquite.com](mailto:dmol@cityofmesquite.com)

## City of Mission Viejo, CA

### Cost Allocation Plan and Comprehensive User Fee Study

Willdan completed a comprehensive user fee study and full cost allocation plan for the City of Mission Viejo, which also included an evaluation of citywide user fees and comparison of fees with similar agencies.

Willdan collected and validated data and information necessary to develop models for both the Cost Allocation Plan and User Fee Study. We reviewed and analyzed existing user fee programs, and based upon conversations with staff, made suggestions, as necessary, for fees that may need to be added to the City's fee schedule for which fees were not currently being charged, or changes in structure for certain fees. We developed a cost of service analysis and model that updated the cost of providing services associated with existing fees and incorporated new fees and used it to create an updated comprehensive fee schedule. We presented the results of both studies to City Staff, and to the City Council. Updated fees were adopted with few questions and requested changes from the Council.

We were recently hired again to prepare an update to the Cost Allocation Plan and User Fee study.

**Client Contact:**

Ms. Cheryl Dyas, CPA, Director of Administrative Services/City Treasurer  
200 Civic Center, Mission Viejo, CA 92691  
Tel #: (949) 724-6255 | Email: [cdyas@cityofmissionviejo.org](mailto:cdyas@cityofmissionviejo.org)

## City of Hayward, CA

### Full Overhead Cost Allocation Plan, OMB A-87 Cost Allocation Plan, and Comprehensive Master User Fee Study

Willdan completed a full overhead cost allocation plan and OMB A-87 cost allocation plan, along with a comprehensive master user fee study for the City of Hayward. The Willdan team worked with City staff to gather the necessary data to develop the cost allocation model. The City had a complicated and detailed budget and the cost allocation plan that Willdan developed is tailored to their structure and includes provisions for several Internal Service Funds. Willdan staff worked through the course of reorganizing staff functions and/or reducing staff, it was important to revisit the manner and methodology by which indirect overhead costs were distributed to the operating departments and, as appropriate, other chargeable funds and programs. The City was in need of a new cost allocation plan that would ensure the fair and equitable allocation of government expenses to appropriate departments, programs, and funds, while utilizing tailored and well thought out allocation factors.

Furthermore, Willdan updated many of its user fee programs, and the information developed during the cost allocation plan served as the basis for the study.

Willdan has been recently re-selected to provide Cost Allocation Plan and User Fee updates for multiple years.

**Client Contact:**

Mr. Dustin Claussen, Director of Finance  
777 B Street, 3rd Floor, Hayward, CA 94541  
Tel. #: (510) 583-4010 | Email: [Dustin.Claussen@hayward-ca.gov](mailto:Dustin.Claussen@hayward-ca.gov)



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[www.willdan.com](http://www.willdan.com)



# Commercial Corridor Analysis Strategy

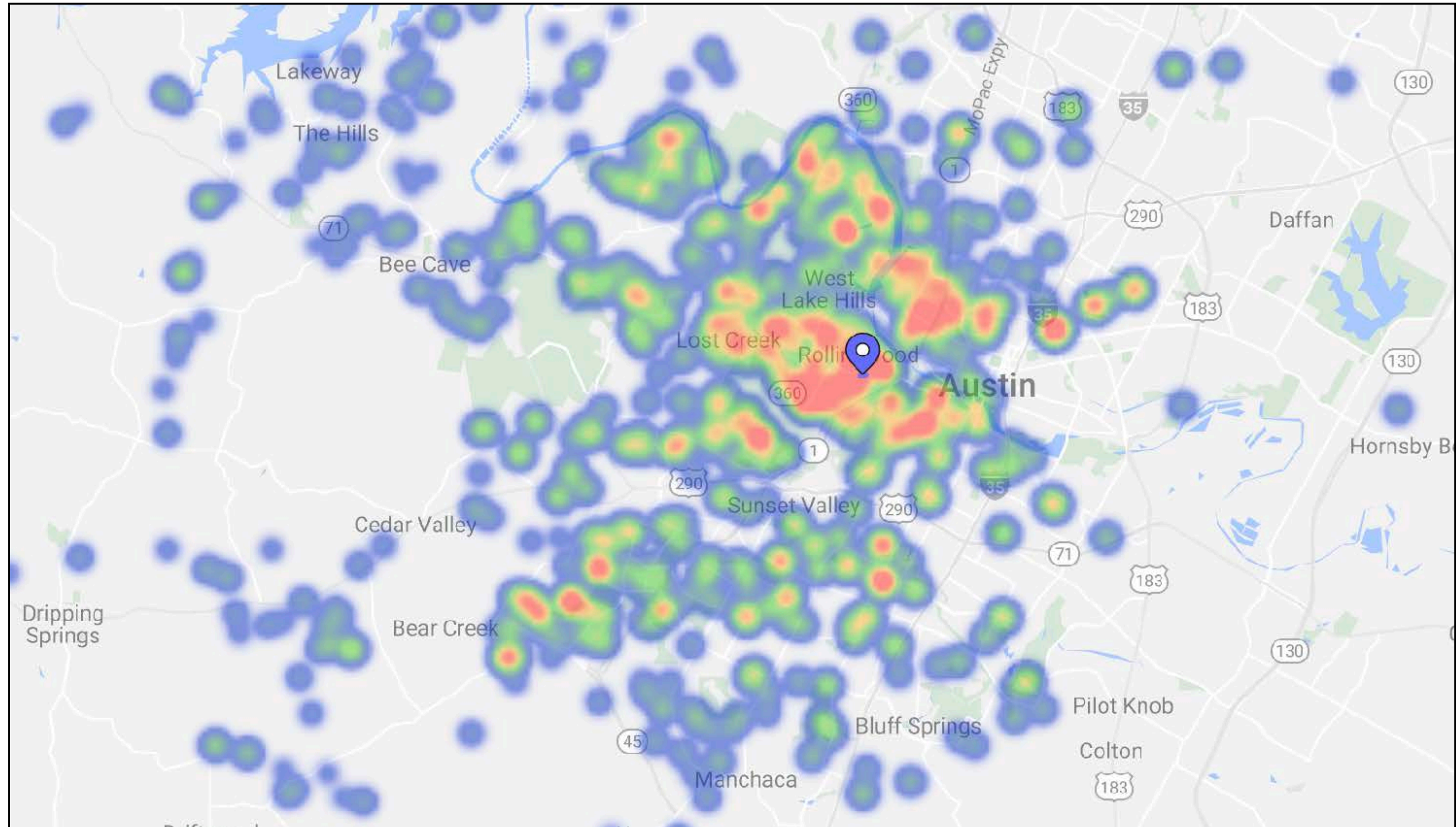
Rollingwood, Texas

October 2019

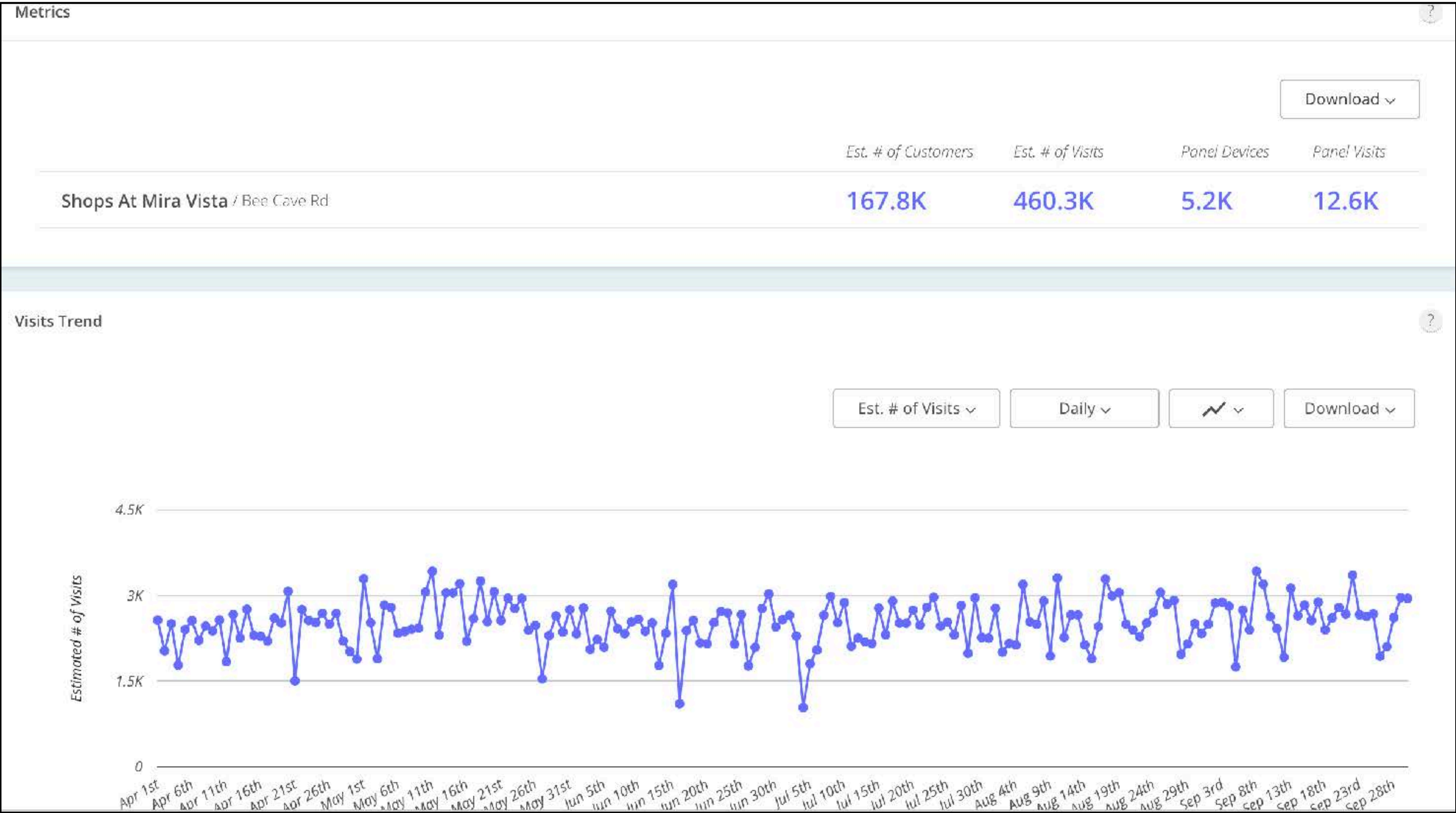


# Retail Market Analysis

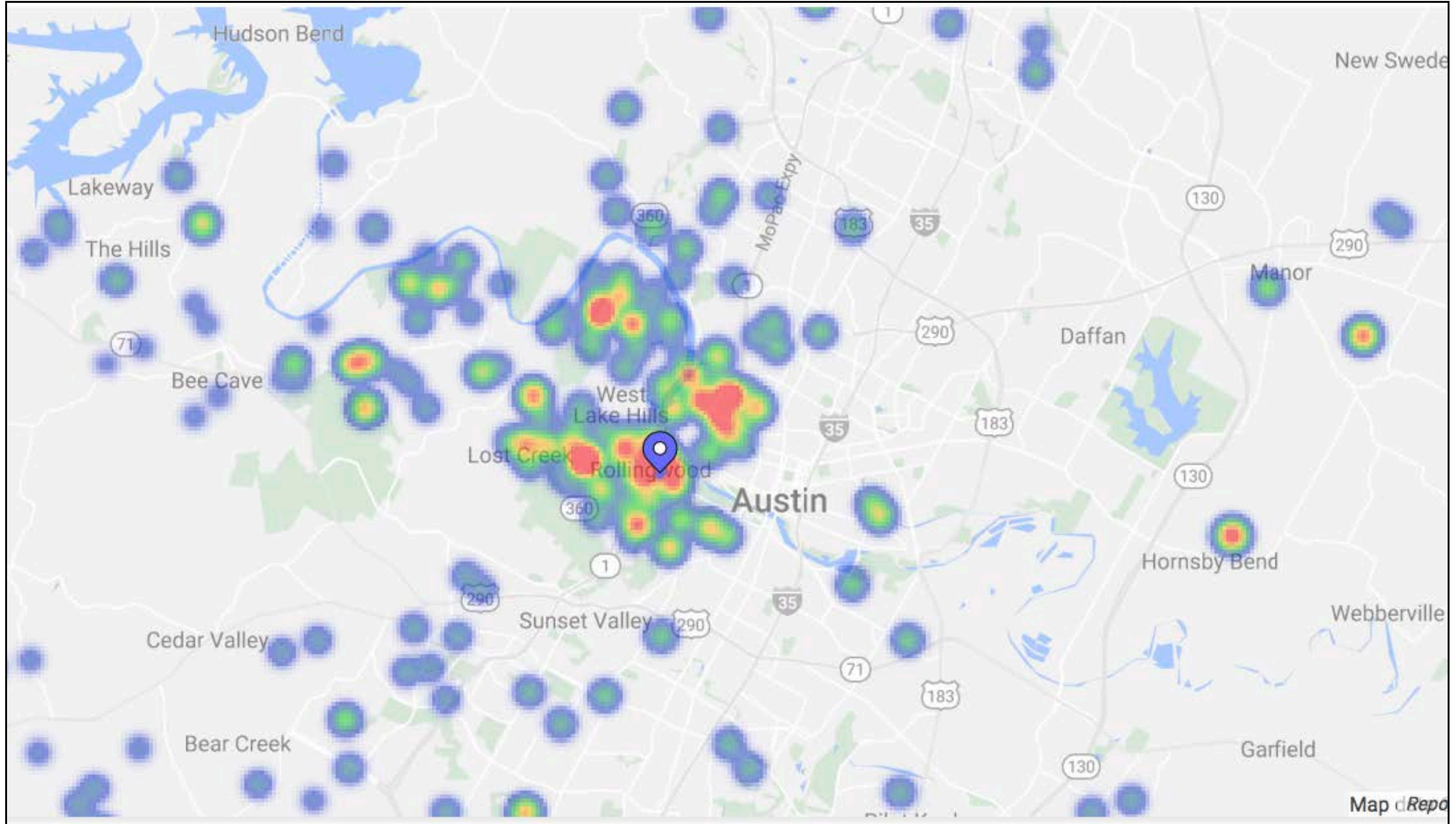
# Cell Phone Analysis



Shops at Mira Vista

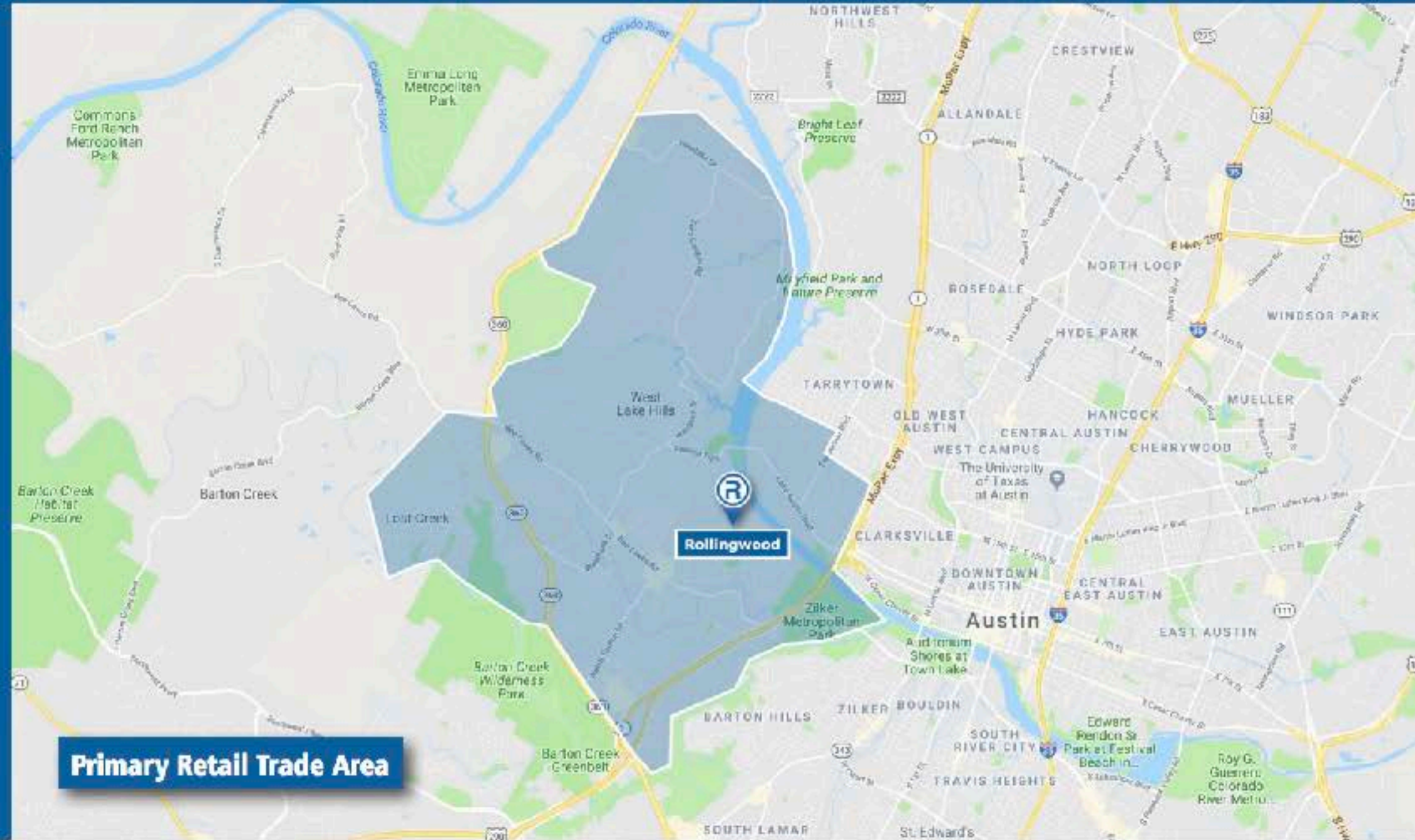


Shops at Mira Vista



Rollingwood Park

## Retail Market Profile 2019



### Contact Information

**Amber A. Lewis, MPA, City Administrator**  
 City of Rollingwood  
 403 Nixon Drive  
 Rollingwood, Texas 78746  
 Phone 512.327.1838 Ext. 105  
[administrator@cityofrollingwood.com](mailto:administrator@cityofrollingwood.com)  
[www.rollingwoodtx.gov](http://www.rollingwoodtx.gov)

July 2019. All information furnished is from sources deemed reliable and is submitted subject to errors, omissions, change of terms and/or conditions. Prepared by The Retail Coach, LLC, a national retail consulting and market research firm. 800.851.0962.

### Population

	2000	2010	2019 ESTIMATE	2024 PROJECTION
Primary Retail Trade Area	26,562	26,259	28,564	30,428

### Income

	2019 ESTIMATE
Average Household	\$211,085
Median Household	\$139,462
Per Capita	\$89,728

### Educational Attainment

	2019 ESTIMATE
Graduate or Professional	35.9%
Bachelor's Degree	44.1%
Associate Degree	2.9%
Some College, No Degree	11.2%
High School Graduate	4.7%
Some High School, No Degree	0.7%
Less than 9th Grade	0.5%

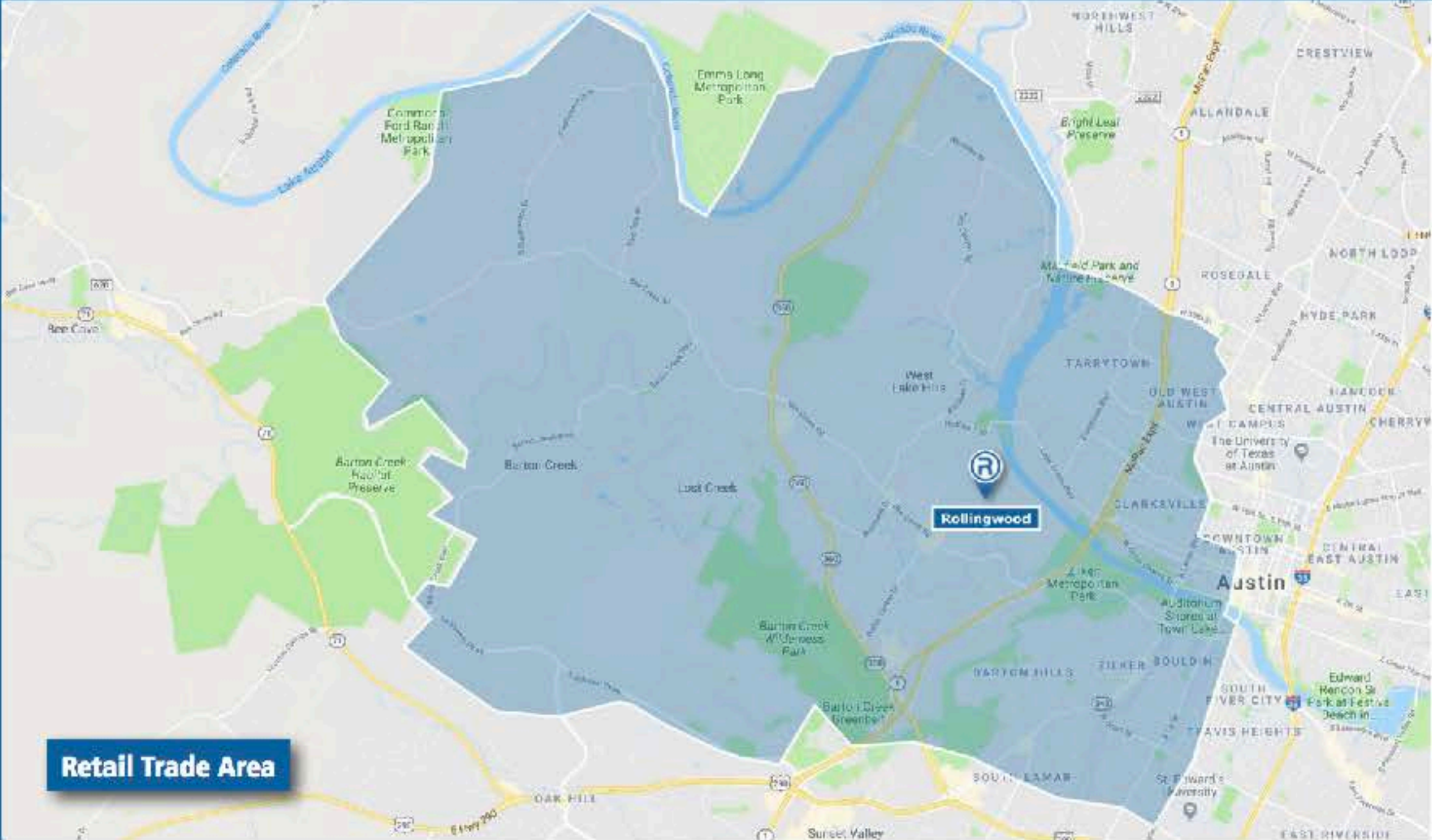
### Race Distribution

	2019 ESTIMATE
White	86.54%
Black or African American	1.03%
American Indian/Alaskan	0.31%
Asian	8.30%
Native Hawaiian/Islander	0.06%
Other Race	1.32%
Two or More Races	2.44%
Hispanic or Latino (of any race)	8.24%

### Age

GROUPS	2019 ESTIMATE
9 Years and Under	10.13%
10-17 Years	10.16%
18-24 Years	9.06%
25-34 Years	14.60%
35-44 Years	9.80%
45-54 Years	13.78%
55-64 Years	15.93%
65 Years and Over	16.55%
DISTRIBUTION	2019 ESTIMATE
Median Age	41.23
Average Age	40.75

Retail Market Profile 2019



Contact Information

**Amber A. Lewis, MPA, City Administrator**  
City of Rollingwood  
403 Nixon Drive  
Rollingwood, Texas 78746  
Phone 512.327.1838 Ext. 105  
administrator@cityofrollingwood.com  
www.rollingwoodtx.gov

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Population

	2000	2010	2019 ESTIMATE	2024 PROJECTION
Retail Trade Area	87,246	92,790	109,142	117,447

Income

	2019 ESTIMATE
Average Household	\$174,709
Median Household	\$111,212
Per Capita	\$82,956

Educational Attainment

	2019 ESTIMATE
Graduate or Professional	31.1%
Bachelor's Degree	42.8%
Associate Degree	3.3%
Some College, No Degree	12.9%
High School Graduate	6.7%
Some High School, No Degree	1.4%
Less than 9th Grade	1.8%

Race Distribution

	2019 ESTIMATE
White	85.27%
Black or African American	1.70%
American Indian/Alaskan	0.45%
Asian	5.98%
Native Hawaiian/Islander	0.05%
Other Race	3.86%
Two or More Races	2.70%
Hispanic or Latino (of any race)	12.61%

Age

GROUPS	2019 ESTIMATE
9 Years and Under	9.99%
10-17 Years	9.23%
18-24 Years	7.21%
25-34 Years	17.13%
35-44 Years	13.75%
45-54 Years	14.38%
55-64 Years	13.89%
65 Years and Over	14.43%
DISTRIBUTION	2019 ESTIMATE
Median Age	39.56
Average Age	40.10



# RETAIL TRADE AREA • GAP/OPPORTUNITY ANALYSIS

Rollingwood, Texas

SECTOR	DESCRIPTION	POTENTIAL SALES	ACTUAL SALES	*LEAKAGE/SURPLUS	*LEAKAGE INDEX
<b>44, 45, 722</b>	<b>Total retail trade including food and drinking places</b>	<b>\$1,740,979,745</b>	<b>\$1,286,774,576</b>	<b>\$454,205,169</b>	<b>0.74</b>
441	Motor vehicle and parts dealers	\$360,336,218	\$33,127,076	\$327,209,142	0.09
4411	Automobile dealers	\$323,408,955	\$17,148,382	\$306,260,573	0.05
4412	Other motor vehicle dealers	\$31,161,775	\$10,923,067	\$20,238,708	0.35
4413	Automotive parts, accessories, and tire stores	\$5,765,488	\$5,055,627	\$709,861	0.88
442	Furniture and home furnishings stores	\$23,014,816	\$42,138,659	-\$19,123,843	1.83
4421	Furniture stores	\$14,395,233	\$19,895,117	-\$5,499,884	1.38
4422	Home furnishings stores	\$8,619,583	\$22,243,542	-\$13,623,959	2.58
443	Electronics and appliance stores	\$44,753,617	\$45,014,635	-\$261,018	1.01
443141	Household appliance stores	\$7,308,789	\$1,058,720	\$6,250,069	0.14
443142	Electronics stores	\$37,444,828	\$43,955,915	-\$6,511,087	1.17
444	Building material and garden equipment and supplies dealers	\$99,304,228	\$46,198,253	\$53,105,975	0.47
4441	Building material and supplies dealers	\$85,387,466	\$41,565,919	\$43,821,547	0.49
44411	Home centers	\$48,807,603	\$3,405,453	\$45,402,150	0.07
44412	Paint and wallpaper stores	\$2,158,629	\$11,695,516	-\$9,536,887	5.42
44413	Hardware stores	\$7,288,931	\$5,556,560	\$1,732,371	0.76
44419	Other building material dealers	\$27,132,303	\$20,908,390	\$6,223,913	0.77
4442	Lawn and garden equipment and supplies stores	\$13,916,761	\$4,632,334	\$9,284,427	0.33
44421	Outdoor power equipment stores	\$2,063,224	\$	\$2,063,224	0.00
44422	Nursery, garden center, and farm supply stores	\$11,853,537	\$4,632,334	\$7,221,203	0.39
445	Food and beverage stores	\$221,762,092	\$213,522,303	\$8,239,789	0.96
4451	Grocery stores	\$199,129,647	\$147,357,901	\$51,771,746	0.74
44511	Supermarkets and other grocery (except convenience) stores	\$190,315,274	\$146,186,337	\$44,128,937	0.77
44512	Convenience stores	\$8,814,373	\$1,171,564	\$7,642,809	0.13
4452	Specialty food stores	\$7,587,953	\$41,514,638	-\$33,926,685	5.47
4453	Beer, wine, and liquor stores	\$15,044,492	\$24,649,764	-\$9,605,272	1.64

# RETAIL TRADE AREA • GAP/OPPORTUNITY ANALYSIS

Rollingwood, Texas

SECTOR	DESCRIPTION	POTENTIAL SALES	ACTUAL SALES	*LEAKAGE/SURPLUS	*LEAKAGE INDEX
446	Health and personal care stores	\$65,820,276	\$144,858,544	-\$79,038,268	2.20
44611	Pharmacies and drug stores	\$54,436,330	\$80,958,156	-\$26,521,826	1.49
44612	Cosmetics, beauty supplies, and perfume stores	\$3,664,478	\$38,568,470	-\$34,903,992	10.52
44613	Optical goods stores	\$3,293,002	\$19,066,348	-\$15,773,346	5.79
44619	Other health and personal care stores	\$4,426,467	\$6,265,570	-\$1,839,103	1.42
447	Gasoline stations	\$142,555,940	\$55,201,417	\$87,354,523	0.39
448	Clothing and clothing accessories stores	\$70,630,859	\$239,386,324	-\$168,755,465	3.39
4481	Clothing stores	\$51,625,577	\$186,255,175	-\$134,629,598	3.61
44811	Men's clothing stores	\$2,589,885	\$4,303,663	-\$1,713,778	1.66
44812	Women's clothing stores	\$9,107,220	\$21,169,039	-\$12,061,819	2.32
44813	Children's and infants' clothing stores	\$4,349,140	\$5,660,513	-\$1,311,373	1.30
44814	Family clothing stores	\$29,938,169	\$151,825,716	-\$121,887,547	5.07
44815	Clothing accessories stores	\$2,295,128	\$3,183,351	-\$888,223	1.39
44819	Other clothing stores	\$3,346,035	\$112,893	\$3,233,142	0.03
4482	Shoe stores	\$12,338,630	\$31,713,245	-\$19,374,615	2.57
4483	Jewelry, luggage, and leather goods stores	\$6,666,652	\$21,417,904	-\$14,751,252	3.21
44831	Jewelry stores	\$5,753,774	\$15,623,471	-\$9,869,697	2.72
44832	Luggage and leather goods stores	\$912,878	\$5,794,433	-\$4,881,555	6.35
451	Sporting goods, hobby, musical instrument, and book stores	\$27,689,795	\$31,422,663	-\$3,732,868	1.13
4511	Sporting goods, hobby, and musical instrument stores	\$22,434,229	\$27,369,935	-\$4,935,706	1.22
45111	Sporting goods stores	\$11,051,238	\$16,611,741	-\$5,560,503	1.50
45112	Hobby, toy, and game stores	\$5,633,093	\$10,758,171	-\$5,125,078	1.91
45113	Sewing, needlework, and piece goods stores	\$2,058,852	\$	\$2,058,852	0.00
45114	Musical instrument and supplies stores	\$3,691,046	\$	\$3,691,046	0.00
4512	Book stores and news dealers	\$5,255,566	\$4,052,728	\$1,202,838	0.77

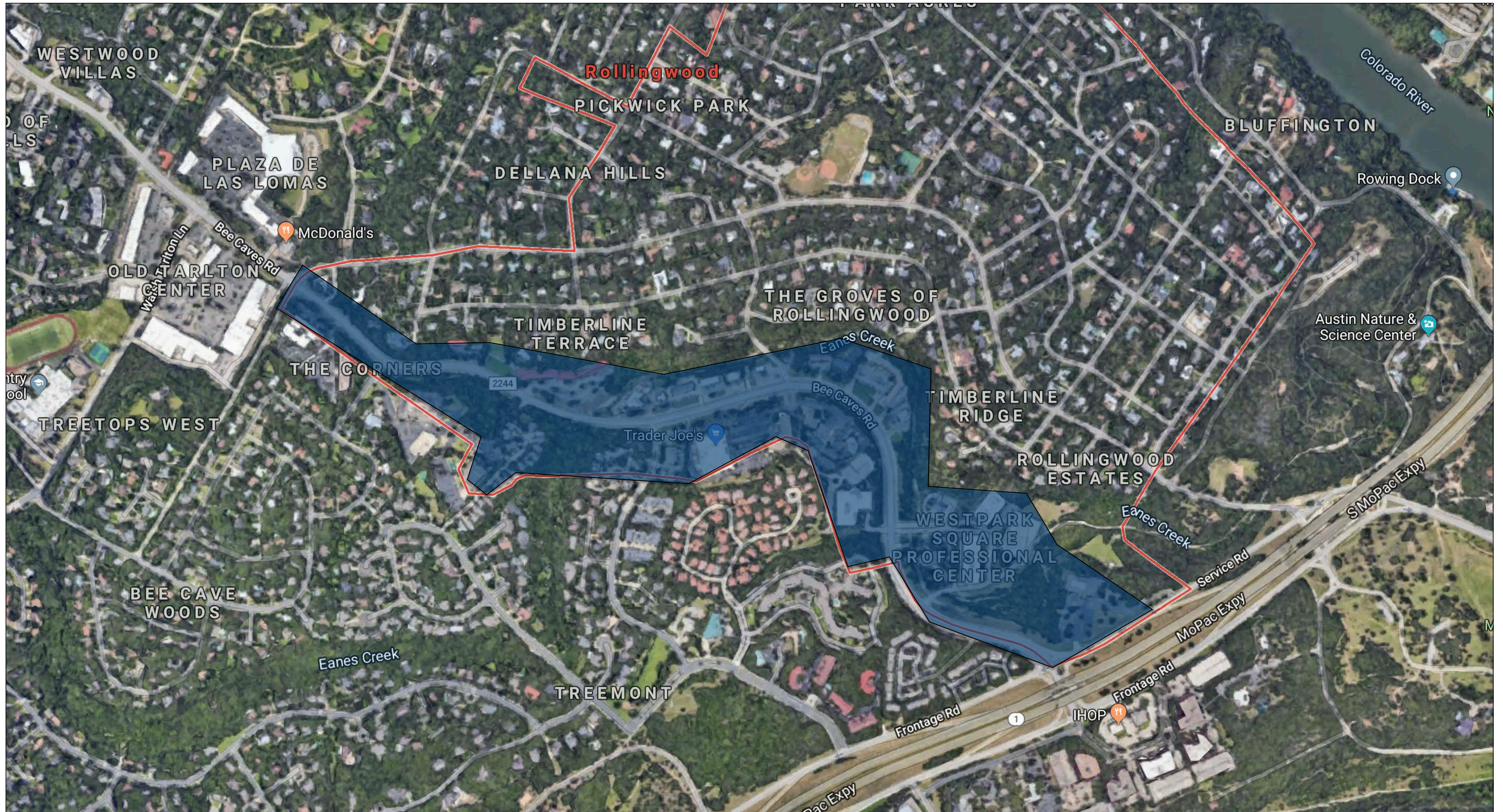
# RETAIL TRADE AREA • GAP/OPPORTUNITY ANALYSIS

## Rollingwood, Texas

SECTOR	DESCRIPTION	POTENTIAL SALES	ACTUAL SALES	*LEAKAGE/SURPLUS	'LEAKAGE INDEX
452	General merchandise stores	\$207,103,630	\$176,220,915	\$30,882,715	0.85
4522	Department stores	\$42,490,745	\$122,282,600	-\$79,791,855	2.88
4523	Other general merchandise stores	\$164,612,884	\$53,938,315	\$110,674,569	0.33
453	Miscellaneous store retailers	\$28,512,695	\$58,389,897	-\$29,877,202	2.05
4531	Florists	\$2,756,757	\$1,351,085	\$1,405,672	0.49
4532	Office supplies, stationery, and gift stores	\$11,448,179	\$20,250,738	-\$8,802,559	1.77
45321	Office supplies and stationery stores	\$3,783,414	\$6,231,760	-\$2,448,346	1.65
45322	Gift, novelty, and souvenir stores	\$7,664,765	\$14,018,978	-\$6,354,213	1.83
4533	Used merchandise stores	\$7,190,840	\$8,301,800	-\$1,110,960	1.15
4539	Other miscellaneous store retailers	\$7,116,918	\$28,486,274	-\$21,369,356	4.00
45391	Pet and pet supplies stores	\$1,309,247	\$15,882,393	-\$14,573,146	12.13
45399	All other miscellaneous store retailers	\$5,807,672	\$12,603,881	-\$6,796,209	2.17
454	Non-store retailers	\$177,025,134	\$72,536,310	\$104,488,824	0.41
722	Food services and drinking places	\$272,470,448	\$128,757,580	\$143,712,868	0.47
7223	Special food services	\$23,850,132	\$203,727	\$23,646,405	0.01
7224	Drinking places (alcoholic beverages)	\$8,722,103	\$	\$8,722,103	0.00
7225	Restaurants and other eating places	\$239,898,212	\$128,553,690	\$111,344,522	0.54
722511	Full-service restaurants	\$118,233,564	\$56,029,415	\$62,204,149	0.47
722513	Limited-service restaurants	\$100,648,858	\$53,997,452	\$46,651,406	0.54
722514	Cafeterias, grill buffets, and buffets	\$3,756,202	\$4,821,113	-\$1,064,911	1.28
722515	Snack and nonalcoholic beverage bars	\$17,259,589	\$13,705,710	\$3,553,879	0.79

# Commercial Corridor Analysis Strategy

# Study Area



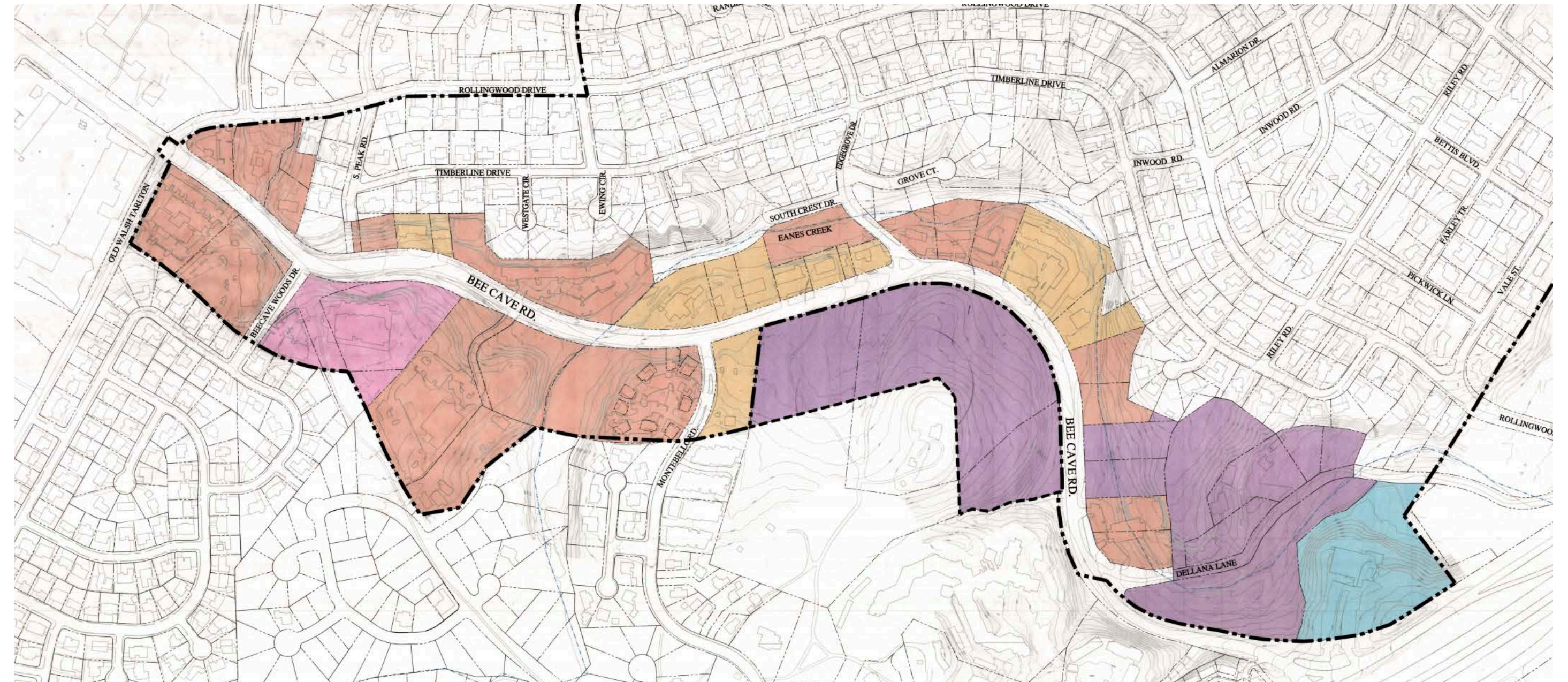
# Highest and Best Use Analysis

**The Retail Coach will analyze each property to determine the highest and best use of each property.**

- Existing market conditions
  - Trade Area population
- Traffic counts and traffic patterns
- Site-line visibility from primary & secondary traffic arteries
  - Ingress/egress
  - Adequate parking
  - Site characteristics
    - Topography
- Proximity to retail/office clusters

# Zoning Analysis

**The Retail Coach will examine current zoning of each property and will make recommendations on zoning options in the future to help maximize ROI to the community.**



Site Description	Highest and Best Use (Yes or No)	Current Zoning	Zoning Change Recommended?
Park Hills Baptist Church	No - Rollingwood is not receiving any real tax value as it currently stands	Government and Institutional District (GI)	Yes - Change to PUD or MU Opportunity to conceptually tie this site into the Endeavor development
Endeavor - Rollingwood Center 3	No	Planned Unit Development (P.U.D.)	No
Bee Cave Corner Office Building	No	Professional and Business Office District (C-1)	Yes - Change to PUD to tie into surrounding zoning and future development
BB&T Bank	No	Planned Unit Development (P.U.D.)	No
Mira Vista Office Buidling	No	Planned Unit Development (P.U.D.)	No
Vacant Land	No	Professional and Business Office District (C-1)	Yes - Consider up zoning to C2
Vacant Land	No	Professional and Business Office District (C-1)	Yes - Consider up zoning to C2
Chevron Gas Station	No	Business District (C-2)	No
Routh Properties - Shopping Center	No	Business District (C-2)	No
Rollingwood Office Center	No	Professional and Business Office District (C-1)	Consider C2 Zoning
Office Building with Prevana Wellness	No	Professional and Business Office District (C-1)	Consider C2 Zoning
Dentist Office - Austin Smile Creations	No	Professional and Business Office District (C-1)	Consider C2 Zoning
Frist United Bank	No	Planned Unit Development (P.U.D.)	No
Shops at Mira Vista	Yes	Planned Unit Development (P.U.D.)	No
Shell Gas Station	No	Business District (C-2)	No
Former Gatti's Pizza	Yes - Due to its size	Business District (C-2)	No
Small Service Strip Center - Quik Print and Michele's	No - Tenants in the strip are not high sales tax producers	Business District (C-2)	No
Service Strip Center - Reid's Cleaners and Goodwill	No - Tenants in the strip are not high sales tax producers	Business District (C-2)	No
Goodyear Vehicle Service Center	No	Business District (C-2)	No
Jiffy Lube	No	Business District (C-2)	No
Prosperity Bank	No	Business District (C-2)	No
The Finish Line Car Wash	No	Business District (C-2)	No
Grouping of Service and Office Properties	No	Planned Unit Development (P.U.D.)	No
Stantec and Mattersight	No	Professional and Business Office District (C-1)	Yes - Consider up zoning to C2
Arise Austin Medical Center	No - This hospital provides value to the community, but from a tax standpoint, this is very limited.	Hospital District (H-1)	Yes, Consider changing the zoning to MU, PUD or C2 in case the site is ever sold
The Palisades	No	Professional and Business Office District (C-1)	Yes - Consider up zoning to C2
Abercrombie Gems and Precious Metals	No	Business District (C-2)	No
Wiseman Family Practice and Austin Compounding Pharmacy	No	Business District (C-2)	No
Vacant Land	No	Professional and Business Office District (C-1)	Yes, Consider changing the zoning to C2 into be consistent with 3008 and 3010
Office Building with Integrated Financial Planning and Kathy Purvis CAR	No	Hospital District (H-1)	Yes, Consider changing the zoning to MU, PUD or C2 in case the site is ever sold
CBRE Center 2 Office Building	No	Professional and Business Office District (C-1)	Consider C2 Zoning
Office Building	No	Professional and Business Office District (C-1)	Consider C2 Zoning
Centre One Office Building	Yes	Professional and Business Office District (C-1)	Consider C2 Zoning
Hajjar Peters LLP	No	Professional and Business Office District (C-1)	Consider C2 Zoning
3160 Professional Building	No	Professional and Business Office District (C-1)	Consider C2 Zoning

Site Description	Other Comments
Park Hills Baptist Church	This site is at the gateway to Rollingwood and due too its size has the potential as a mixed use development
Endeavor - Rollingwood Center 3	It would have been nice to see a retail component as part of the first floor of this development to serve those employees at the office building and the surrounding area
Bee Cave Corner Office Building	Yes - Change to PUD to tie into surrounding zoning and future development
BB&T Bank	The tax value of the bank is not the highest use
Mira Vista Office Buidling	No
Vacant Land	This site will be difficult to develop due to Eanes Creek, but if it is possible to develop on the site, focus should be on a multi-level development with retail on the bottom and service/office on the top.
Vacant Land	Yes - Consider up zoning to C2
Chevron Gas Station	Appropriate zoning, but not serving its highest and best use
Routh Properties - Shopping Center	Although the center is not the highest and best use for the property, it will be hard to convince the shopping center owner to make any changes since the property is 100% leased
Rollingwood Office Center	This site has potential for multi level uses - retail on bottom/service-office on top. The site has good access from the strip center next door
Office Building with Prevana Wellness	Consider combining this property with 2714 and 2724 for retail and restaurant opportunities.
Dentist Office - Austin Smile Creations	Located at lighted intersection. The opportunities are limited due to how shallow the site is.
Frist United Bank	This is a bank taking up a prime space with the potential to bring in sales tax if it was another use other than a bank.,
Shops at Mira Vista	No
Shell Gas Station	Great location at a lighted intersection
Former Gatti's Pizza	2802 could be combined with 2800 for a possible development.
Small Service Strip Center - Quik Print and Michele's	This site has potential for multi level uses - retail on bottom/service-office on top.
Service Strip Center - Reid's Cleaners and Goodwill	This site has potential for multi level uses - retail on bottom/service-office on top.
Goodyear Vehicle Service Center	Could 2824, 2826, and 2900 be combined for a mixed use/retail use?
Jiffy Lube	Could 2824, 2826, and 2900 be combined for a mixed use/retail use?
Prosperity Bank	As banks increasingly go mobile, this site could eventually develop as a retail use since it connects with the Trader Joe's development. If 2901 re-develops , this add even more value to this site.
The Finish Line Car Wash	Could 2824, 2826, and 2900 be combined for a mixed use/retail use?
Grouping of Service and Office Properties	The right developer could find a way to develop this into a mixed use center or retail development. Visibility is limited from Bee Caves Rd, but the correct signage at Montebello Rd. could make this site work.
Stantec and Mattersight	Is the pad site fronting Bee Caves Rd suitable for development. If it is, a restaurant or retail strip could work on this site.
Arise Austin Medical Center	Yes, Consider changing the zoning to MU, PUD or C2 in case the site is ever sold
The Palisades	Can the multi tiered lot on the West end be developed?
Abercrombie Gems and Precious Metals	No
Wiseman Family Practice and Austin Compounding Pharmacy	No
Vacant Land	Is this lot developable? Consider combining this property with 3008 and 3010 Bee Cave
Office Building with Integrated Financial Planning and Kathy Purvis CAR	Yes, Consider changing the zoning to MU, PUD or C2 in case the site is ever sold
CBRE Center 2 Office Building	Not a retail site to do to topography of the site and poor visibility
Office Building	Consider C2 Zoning
Centre One Office Building	Consider C2 Zoning
Hajjar Peters LLP	Currently a law office. Has potential for other uses. Possibly a larger multi level building with room for the law office on an upper floor.
3160 Professional Building	Located at lighted intersection. The opportunities are limited due to how small the site is.

# Zoning Recommendations

- There is very little consistency currently as it relates to zoning along Bee Caves Rd. It is our recommendation that the recommendations below and on the accompanying Microsoft Excel document are implemented by Rollingwood.
- Consider removing Hospital District (H) from Rollingwood's list of zoning options. With a lack of developable property within Rollingwood, this zoning option is not applicable. In case the properties currently zoned Hospital District ever sell, it is our recommendation that these sites be rezoned to another option as soon as possible.
- Consider adding a Mixed Use (MU) zoning option to the Rollingwood list of zoning options. This zoning option will allow for more flexible uses, combining different types of development (residential, retail, hotel, etc.)
- Consider combining C1 and C2 zoning options into one category. After a thorough review of Rollingwood's Zoning Document, there is very little difference between C1 and C2.

# Community and Economic Development Recommendations

- Due to shallow properties along Bee Caves Rd., multi-level development should be the focus for Rollingwood moving forward. Consider providing incentives to those property owners and/or developers who develop properties this way. Due to the properties on the North side of Bee Caves Rd. backing up to residential property in most cases, consider focusing and driving multi-level re-development to the South side of Bee Caves Rd. if possible.
- The City of Rollingwood and Rollingwood Community Development Corporation need to pay close attention to any properties along MOPAC and Bee Caves Rd. that go up for sale or have had a recent change of ownership. A change of ownership can have a huge impact, good or bad, on Rollingwood for years to come. Consider having a staff member focused on building relationships with property owners in the community.
- Consider hosting a quarterly Rollingwood Commercial Exchange or other event that would include regular meetings with the Chamber, City officials, commercial realtors, brokers, and developers. The goal of these events would allow for the opportunity to share the vision of redevelopment for Rollingwood. This event would also allow for sharing of available properties throughout the community or any other important real estate news in Rollingwood and the surrounding area.

# Community and Economic Development Recommendations

- Focus on retailer and developer recruitment. Consider attending and exhibiting at retail industry trade shows, such as the International Council of Shopping Centers and Retail Live conferences.
- Consider taking a new look at the parking requirements for new development and/or re-development moving forward and making any changes that might be necessary.
- Maintain gateway entrances into Rollingwood and high-profile areas with attractive landscaping and curb appeal. Retail prospects, much like business and industrial prospects, like to see communities that take pride in their appearance and invest in making it as appealing as possible. Often, a person's first impression of a community is shaped by how clean and neat it is.
- Continue to focus on branding for Rollingwood and creating a "Place" that offers everything to Rollingwood residents to live, work, and play.



Aaron Farmer

President

[afarmer@theretailcoach.net](mailto:afarmer@theretailcoach.net)

662.231.0608

[www.TheRetailCoach.net](http://www.TheRetailCoach.net)

## **Recommendations**

### **Community Development Recommendations**

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- Consider combining C1 and C2 zoning options into one category. After a thorough review of Rollingwood's Zoning Document, there is very little difference between C1 and C2.

**Property Address**

900 S MoPac Expy  
2500 Bee Caves Rd.  
2700 Bee Caves Rd.  
2702 Bee Caves Rd.  
2705 Bee Caves Rd.  
2706 Bee Caves Rd.  
2708 Bee Caves Rd.  
2710 Bee Caves Rd.  
2712 Bee Caves Rd.  
2714 Bee Caves Rd.  
2720 Bee Caves Rd.  
2724 Bee Caves Rd.  
2725 Bee Caves Rd.  
2745 Bee Caves Rd.  
2800 Bee Caves Rd.  
2802 Bee Caves Rd.  
2808 Bee Caves Rd.  
2814 Bee Caves Rd.  
2824 Bee Caves Rd.  
2826 Bee Caves Rd.  
2829 Bee Caves Rd.  
2900 Bee Caves Rd.  
2901 Bee Caves Rd.  
3001 Bee Caves Rd.  
3003 Bee Caves Rd.  
3006 Bee Caves Rd.  
3008 Bee Caves Rd.  
3010 Bee Caves Rd.  
3012 Bee Caves Rd.  
1015 Bee Cave Woods  
3101 Bee Caves Rd.  
3102 Bee Caves Rd.  
3103 Bee Caves Rd.  
3144 Bee Caves Rd.  
3160 Bee Caves Rd.

**Site Description**

Park Hills Baptist Church  
Endeavor - Rollingwood Center 3  
Bee Cave Corner Office Building  
BB&T Bank  
Mira Vista Office Buidling  
Vacant Land  
Vacant Land  
Chevron Gas Station  
Routh Properties - Shopping Center  
Rollingwood Office Center  
Office Building with Prevana Wellness  
Dentist Office - Austin Smile Creations  
Frist United Bank  
Shops at Mira Vista  
Shell Gas Station  
Former Gatti's Pizza  
Small Service Strip Center - Quik Print and Michele's  
Service Strip Center - Reid's Cleaners and Goodwill  
Goodyear Vehicle Service Center  
Jiffy Lube  
Prosperity Bank  
The Finish Line Car Wash  
Grouping of Service and Office Properties  
Stantec and Mattersight  
Arise Austin Medical Center  
The Palisades  
Abercrombie Gems and Precious Metals  
Wiseman Family Practice and Austin Compounding Pharmacy  
Vacant Land  
Office Building with Integrated Financial Planning and Kathy Purvis CAR  
CBRE Center 2 Office Building  
Office Building  
Centre One Office Building  
Hajjar Peters LLP  
3160 Professional Building

**Highest and Best Use (Yes or No)**

No - Rollingwood is not receiving any real tax value as it currently stands

No

No

No

No

No

No

No

No

No

No

No

No

Yes

No

Yes - Due to its size

No - Tenants in the strip are not high sales tax producers

No - Tenants in the strip are not high sales tax producers

No

No

No

No

No

No

No - This hospital provides value to the community, but from a tax standpoint, this is very limited.

No

No

No

No

No

No

No

Yes

No

No

**Current Zoning**

Government and Institutional District (GI)  
Planned Unit Development (P.U.D.)  
Professional and Business Office District (C-1)  
Planned Unit Development (P.U.D.)  
Planned Unit Development (P.U.D.)  
Professional and Business Office District (C-1)  
Professional and Business Office District (C-1)  
Business District (C-2)  
Business District (C-2)  
Professional and Business Office District (C-1)  
Professional and Business Office District (C-1)  
Professional and Business Office District (C-1)  
Planned Unit Development (P.U.D.)  
Planned Unit Development (P.U.D.)  
Business District (C-2)  
Business District (C-2)  
Business District (C-2)  
Business District (C-2)  
Business District (C-2)  
Business District (C-2)  
Business District (C-2)  
Business District (C-2)  
Business District (C-2)  
Planned Unit Development (P.U.D.)  
Professional and Business Office District (C-1)  
Hospital District (H-1)  
Professional and Business Office District (C-1)  
Business District (C-2)  
Business District (C-2)  
Professional and Business Office District (C-1)  
Hospital District (H-1)  
Professional and Business Office District (C-1)  
Professional and Business Office District (C-1)  
Professional and Business Office District (C-1)  
Professional and Business Office District (C-1)  
Professional and Business Office District (C-1)

**Zoning Change Recommended?**

Yes - Change to PUD or MU Opportunity to conceptually tie this site into the Endeavor development

No

Yes - Change to PUD to tie into surrounding zoning and future development

No

No

Yes - Consider up zoning to C2

Yes - Consider up zoning to C2

No

No

Consider C2 Zoning

Consider C2 Zoning

Consider C2 Zoning

No

No

No

No

No

No

No

No

No

No

No

Yes - Consider up zoning to C2

Yes, Consider changing the zoning to MU, PUD or C2 in case the site is ever sold

Yes - Consider up zoning to C2

No

No

Yes, Consider changing the zoning to C2 into be consistent with 3008 and 3010

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Consider C2 Zoning

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Consider C2 Zoning

## Other Comments

This site is at the gateway to Rollingwood and due to its size has the potential as a mixed use development. It would have been nice to see a retail component as part of the first floor of this development to serve the community.

The tax value of the bank is not the highest use.

This site will be difficult to develop due to Eanes Creek, but if it is possible to develop on the site, focus on the highest and best use.

Appropriate zoning, but not serving its highest and best use.

Although the center is not the highest and best use for the property, it will be hard to convince the shop owner to change.

This site has potential for multi level uses - retail on bottom/service-office on top. The site has good access to the highway.

Consider combining this property with 2714 and 2724 for retail and restaurant opportunities.

Located at lighted intersection. The opportunities are limited due to how shallow the site is.

This is a bank taking up a prime space with the potential to bring in sales tax if it was another use other than a bank.

Great location at a lighted intersection.

2802 could be combined with 2800 for a possible development.

This site has potential for multi level uses - retail on bottom/service-office on top.

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Could 2824, 2826, and 2900 be combined for a mixed use/retail use?

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The right developer could find a way to develop this into a mixed use center or retail development. Visibility is the pad site fronting Bee Caves Rd suitable for development. If it is, a restaurant or retail strip could work.

Is the pad site fronting Bee Caves Rd suitable for development. If it is, a restaurant or retail strip could work.

Can the multi tiered lot on the West end be developed?

Is this lot developable? Consider combining this property with 3008 and 3010 Bee Cave Rd.

Not a retail site due to topography of the site and poor visibility.

Currently a law office. Has potential for other uses. Possibly a larger multi level building with room for the law office.

Located at lighted intersection. The opportunities are limited due to how small the site is.

nent

those employees at the office building and the surrounding area

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work.



## **CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES**

**Wednesday, November 20, 2019**

The City Council of the City of Rollingwood, Texas met in a regular meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on November 20, 2019 at 7:00 PM.

### **CALL REGULAR CITY COUNCIL MEETING TO ORDER**

1. Roll Call

Mayor Michael Dyson called the meeting to order at 7:01 p.m.

**Present members:** Mayor Michael Dyson, Sara Hutson, Wendi Hundley, Amy Pattillo, and Gavin Massingill.

Council Member Buck Shapiro joined the meeting at 7:45 p.m.

**Also present:** City Administrator Amber Lewis, Finance Manager Abel Campos, Police Chief Jason Brady and City Secretary Ashley Wayman.

### **SWEARING-IN CEREMONY OF NEWLY ELECTED OFFICIALS**

2. Swearing-in ceremony of newly elected officials: Wendi Hundley, Council Member; Amy Pattillo, Council Member; and Buck Shapiro, Council Member.

Mayor Michael Dyson called up Council members Wendi Hundley and Amy Pattillo for their swearing-in ceremonies. He stated that the the swearing in of Buck Shapiro will be held when he arrives.

Judge Robby Chapman performed the swearing-in ceremonies for Council Member Wendi Hundley and Council Member Amy Pattillo.

3. Recess meeting for brief reception, congratulations, and for officials to take their positions on the dais.

Mayor Michael Dyson called for a brief recess at 7:06 p.m.

4. Call City Council Meeting back to order and call roll.

Mayor Michael Dyson called the meeting back to order at 7:10 p.m. and called roll.

**Present members:** Wendi Hundley, Gavin Massingill, Amy Pattillo, Sara Hutson and Mayor Michael Dyson.

5. Nomination and election of the Mayor Pro Tempore for a term of one year and to perform the duties of the Mayor in the event of the Mayor's failure, inability or refusal to act.

**Wendi Hundley motioned to nominate Gavin Massingill as Mayor Pro Tempore for a term of one year and to perform the duties of the Mayor in the event of the Mayor's failure, inability or refusal to act. Sara Hutson seconded the motion. The motion passed 3-0 with one abstention.**

6. Nomination and election of Council Members, which may be the Mayor, to serve as council liaisons for Police and courts, Utilities, Streets and roadways, Park and planning, Personnel; and Budget.

Mayor Michael Dyson suggested keeping the same configuration of liaisons with the exception of adding Buck Shapiro as a second liaison to Police and Courts with Amy Pattillo.

**Wendi Hundley motioned to nominate the Mayor's selection for the Council liaisons to stay as they are with the addition of Buck Shapiro as a co-liaison to Police and Courts. Amy Pattillo seconded the motion.**

Sara Hutson brought up the issue of the liaison groups not aligning with the current configuration of city departments. Mayor Michael Dyson agreed and asked that this be noted for next year.

**The motion passed 4-0.**

### **PUBLIC COMMENTS**

The following citizens spoke during Public Comments:

- Robert Patterson, resident, spoke about human evolution and the need to collect more data in regards to animals and humans living in harmony before making any decisions.

### **PRESENTATIONS**

7. Presentation of Certificate of Appreciation to Sergeant Stephen Pompa for 13 years of service with the Rollingwood Police Department.

Mayor Michael Dyson expressed his and the City's appreciation of Stephen Pompa for his service to the City of Rollingwood.

Police Chief Jason Brady accepted this certificate of appreciation on behalf of Sergeant Stephen Pompa, who was unable to attend the meeting.

8. Presentation, discussion and possible action on the implementation of a retirement savings plan and investment vehicle, 457 Deferred Compensation Plan, to be effective January 1, 2020, through ICMA-RC for all City employees.

Sallie Harborth with ICMA-RC gave a brief overview of the 457 plan offered through ICMA-RC and highlighted the benefits that will be offered to staff if this plan is approved and adopted.

She answered questions from council regarding the fiduciary education ICMA-RC offers, expense ratios, standard fund line-ups, and other relevant topics. She stated that the city would not incur any expenses under this plan.

Mayor Michael Dyson credited Police Chief Jason Brady with bringing this item to the City Council in an effort to increase employee benefits and to supplement employee attraction and retention efforts.

**Wendi Hundley motioned to approve the implementation of a retirement savings plan and investment vehicle, 457 Deferred Compensation Plan, to be effective January 1, 2020, through ICMA-RC for all City employees. Amy Pattillo seconded the motion. The motion passed 4-0.**

9. Discussion on the Quarterly Investment Report for the 4th Quarter.

Finance Manager Abel Campos discussed the highlights of the Quarterly Investment Report for the 4<sup>th</sup> Quarter.

10. Discussion on the Budget Review for the 4th Quarter.

Finance Manager Abel Campos gave the highlights of the Budget Review for the 4<sup>th</sup> Quarter. He also stated that the numbers do not reflect audited adjustments yet and are subject to change.

11. Report from AWR regarding high bills, air in the water lines, electronic meters feasibility test, and strategy to decommission abandoned water lines.

Hal Lanham with AWR discussed the possible issue of air in the water lines, whether this could produce false readings, and the installation of air relief valves. He also spoke about electronic meters, and the benefits that the City and customers can expect to see if electronic meters are installed. He explained that AWR uses Badger brand meters and spoke on the positive features of this brand of electronic water meters.

Mayor Michael Dyson summarized the conversation that took place at the Utility Commission meeting on November 19, 2019 during this same presentation by AWR.

Hal Lanham answered questions from Council regarding cost of the meters, purchasing versus lease-purchasing, cellular service concerns, and the proposal of a feasibility test.

Council Member Buck Shapiro joined the meeting at 7:45 p.m.

12. Discussion and possible action on a recommendation from Utility Commission regarding an agreement with AWR to perform an electronic water meter feasibility test.

Mayor Michael Dyson summarized the proposal from AWR on the electronic water meter feasibility test.

The Council discussed the capability of some electronic badger meters to shut off water remotely.

**Wendi Hundley motioned to direct the City Administrator and/or Mayor to execute an agreement with AWR to perform an electronic water meter feasibility test. Gavin Massingill seconded the motion. The motion passed 5-0.**

13. Discussion and possible action on a recommendation from Utility Commission regarding an agreement with AWR for the testing and painting of the fire hydrants.

Hal Lanham explained that the neglecting of fire hydrants is a common issue in cities. He talked about possible issues that can arise from hydrants not being actuated on a proper schedule as well as the proposal from AWR to test and paint fire hydrants in the city. He explained that this is a proactive action on the part of the city, and that it would ensure that if the fire department needs to use a hydrant it will be functional.

Wendi Hundley discussed adding some items to the contract if it is to be signed, including the deliverable of a color-coded map that could be integrated with water line map, the installation of reflective band on the hydrants, and meeting certain national standards.

**Wendi Hundley moved to recommend that the City enter into an agreement with AWR for the testing and painting of the fire hydrants, amending the contract to include the deliverable of a color-coded map that could be integrated with the city's water line map, installation of reflective banding on the hydrants, the color-coding to come from the National Fire Protection Association Standard 24 and to indicate any hydrants that are not performing at 250 gallons of water per minute or more so that they can be painted black.**

**Amy Pattillo seconded the motion.**

Sara Hutson questioned if the price would change with these amendments and Hal Lanham stated that the price would not change. Mayor Michael Dyson also asked if AWR would be on the lookout for any hydrants that are not on the map and they ensured that they would alert the city if they found any hydrants that were not notated on the map.

**The motion passed 5-0.**

At the conclusion of this item, Mayor Michael Dyson returned to item 2 for the swearing-in ceremony of Council Member Buck Shapiro.

Judge Robby Chapman performed the swearing-in ceremony of Council Member Buck Shapiro.

14. Presentation and status update of the Commercial Corridor Analysis from The Retail Coach.

Aaron Farmer with The Retail Coach was unable to join the meeting. Mayor Michael Dyson stated that the report would be postponed to the next Council Meeting. He spoke about the report, which was included in the packet, and the reason that this report was commissioned by RCDC.

Council Member Gavin Massingill discussed the conversation that is currently happening at the state level regarding changing from sales tax being based on place of origin to the place of destination. He stated that this would create an opportunity for small cities like Rollingwood to press that issue at the state level and TML and advocate for their cities.

15. Presentation from Chief Jason Brady Regarding the City's and other applicable street parking regulations and enforcement directives.

Mayor Michael Dyson stated that abundant construction in the city has brought on citizen comments regarding appropriate parking and enforcement.

Police Chief Jason Brady gave a presentation on parking regulations as stated in the Texas Transportation Code and particular actions that are and are not allowed by state law.

### **PUBLIC HEARING**

16. Public Hearing on a preliminary plat application for the purpose of obtaining a building permit at 2514 Rollingwood Drive.

**Mayor Michael Dyson opened the public hearing at 8:38 p.m.**

There were no citizen comments.

**Mayor Michael Dyson closed the public hearing at 8:38 p.m.**

17. Discussion and possible action on a recommendation from the Planning and Zoning Commission on a preliminary plat application for the purpose of obtaining a building permit at 2514 Rollingwood Drive.

**Wendi Hundley motioned to approve the preliminary plat for 2514 Rollingwood Drive. Amy Pattillo seconded the motion.**

There was a discussion on the content of the motion. City Attorney Charles Zech stated that this motion is appropriate and that the language regarding the conditions that must be met before final approval do not need to be included in the motion language.

**The motion passed 5-0.**

18. Public hearing on an ordinance amending the City's code of ordinances section 12.06 to prohibit the operation of "motor-assisted scooters" in the City; providing for a penalty of up to \$500 per day for a violation of this ordinance; providing for severability, and an effective date.

**Mayor Michael Dyson opened the public hearing at 8:41 p.m.**

There were no citizen comments.

**Mayor Michael Dyson closed the public hearing at 8:41 p.m.**

19. Discussion and possible action on an ordinance amending the City's code of ordinances section 12.06 to prohibit the operation of "motor-assisted scooters" in the City; providing for a penalty of up to \$500 per day for a violation of this ordinance; providing for severability, and an effective date.

Sara Hutson questioned whether anything was done to promote this item. City Administrator Amber Lewis stated that this item was published in the newspaper and posted to the city's website. Wendi Hundley stated that she posted it to her Council Member Facebook Page.

Wendi Hundley stated that she has asked the City Attorney to evaluate how this applies to personal scooters versus commercial scooters. City Attorney Charles Zech stated he has looked into this and that you can differentiate between commercial and personal scooters in an ordinance, but there is still an issue of enforcement.

Wendi Hundley suggested an ordinance to this effect be drafted and that this item be brought back in another public hearing.

The Council discussed other issues regarding scooters in the City of Rollingwood, including fines and abandonment.

City Attorney Charles Zech clarified that he will look at how to enforce abandonment of scooters and will come back with an ordinance that includes that language at the next meeting.

Wendi Hundley stated that this conversation has evolved since the original public hearings on this topic and that it is worth having another public hearing to see if people want to allow personal scooters but not commercial scooters, if they want them banned altogether or if they want both types allowed.

**No action was taken.**

20. Public hearing on an ordinance adopting a new article of the City's code of ordinances by adding Chapter 12 Traffic and Vehicles, Article 12.08 Dockless Vehicles: electric bicycles and bicycles equipped with GPS; providing for the regulation of dockless vehicles: electric bicycles and bicycles equipped with GPS in the city; providing for the permit requirements for dockless vehicles: electric bicycles and bicycles equipped with GPS; providing for a penalty of up to \$500 per day for a violation of this ordinance; providing for severability, and an effective date.

**Mayor Michael Dyson opened the public hearing at 8:55 p.m.**

There were no citizen comments.

**Mayor Michael Dyson closed the public hearing at 8:56 p.m.**

21. Discussion and possible action an ordinance adopting a new article of the City's code of ordinances by adding Chapter 12 Traffic and Vehicles, Article 12.08 Dockless Vehicles: electric bicycles and bicycles equipped with GPS; providing for the regulation of dockless vehicles: electric bicycles and bicycles equipped with GPS in the city; providing for the permit requirements for dockless vehicles: electric bicycles and bicycles equipped with GPS; providing for a penalty of up to \$500 per day for a violation of this ordinance; providing for severability, and an effective date.

Amy Pattillo brought up an inconsistency with the ordinance and the form included in the packet and stated that the City Administrator should be the person to address the forms to. She also clarified the estimated number of permits.

**Amy Pattillo motioned to adopt a new article of the City's code of ordinances by adding Chapter 12 Traffic and Vehicles, Article 12.08 Dockless Vehicles: electric bicycles and bicycles equipped with GPS as shown in the agenda with the City Administrator being the processing agent and including that two permits will be given. Gavin Massingill seconded the motion.**

The Council discussed number of permits that will be issued, locations that the City designates for bikes to be dropped off, how those locations will be proposed and approved by the city, and whether there is an opportunity to cap on the number of bikes that are allowed per permit.

**The motion passed 5-0.**

### **CONSENT AGENDA**

22. Discussion and possible action to approve the minutes from the October 16, 2019 meeting.
23. Discussion and possible action on an Interlocal Agreement between the City of Rollingwood and the City of West Lake Hills for providing law enforcement and related public services in their respective cities.
24. Discussion and possible action on an addendum to the professional services agreement with Clean Scapes, LP to provide for monthly irrigation inspection services for the park and public spaces in an annual amount of \$2,940.

**Wendi Hundley motioned to approve the consent agenda. Gavin Massingill seconded the motion.**

Sara Hutson pointed out that a correction was made to the minutes today.

**The motion passed 5-0.**

### **REGULAR AGENDA**

25. Discussion and possible action to change the current address of 2410 Vance Lane to 103 Riley Road, and to direct the Development Services Manager to make the formal address change, as requested.

**Wendi Hundley motioned to direct the Development Services Manager to make the formal address change for 2410 Vance Lane to 103 Riley Road. Amy Pattillo seconded the motion.**

The Council discussed the reasons given for the request and if and how this address change would affect setbacks and fencing.

**The motion passed 5-0.**

26. Discussion and possible action to approve the provision for a sign-on bonus and agreement form for new patrol officers of Rollingwood Police Department.

Mayor Michael Dyson stated that Police Chief Jason Brady has been working toward making the City of Rollingwood competitive with comparable cities in employee compensation and benefits. He also stated that he used his discretionary spending authority to authorize Police Chief Jason Brady to extend the bonus offer, and that the item is here tonight in hopes that the Council will approve of this item.

Police Chief Jason Brady stated that he had seen increased interest in applying for Police Department positions and that the city has had issues hiring and retaining employees, so this

bonus is an important step. He explained that it would suffice before an improved pay structure is developed and proposed. He also explained the requirements for employees to keep the full sign-on bonus.

Amy Pattillo confirmed that this bonus would only apply for future hires, and discussed the short and long-term plans for attracting quality applicants.

Buck Shapiro questioned whether this is enough of an incentive to attract and retain employees.

Sara Hutson questioned the difference between items 4 and 5 on the agreement and the Council discussed leaving both items as they are.

**Amy Pattillo motioned to approve the provision for a sign-on bonus and agreement form for new patrol officers of Rollingwood Police Department. Wendi Hundley seconded the motion. The motion passed 5-0.**

27. Standing agenda item ----- update, discussion and possible action regarding the Bee Cave Improvement Project TXDOT has committed to co-sponsoring with the City of Rollingwood that will address the low water crossing flooding issues, expand to 5-lanes with shoulders and sidewalks throughout Rollingwood's portion of Bee Cave Road.

Amy Pattillo distributed a timeline regarding this plan and explained that the City is applying for the Bee Caves Road project to be included in the 2045 plan. She also talked about the difference between projects being considered fiscally constrained and illustrative and the steps that need to be taken for this project to be carried out.

Mayor Michael Dyson called up item 28 explaining that it closely relates to item 27.

28. Discussion and possible action on a resolution of the City of Rollingwood of intent to commit funding and/or right-of-way acquisition for the Bee Cave Road Improvement Project.

Amy Pattillo stated that this item was meant to see if the Council is interested in passing a resolution that may help increase the plan's score.

City Administrator Amber Lewis stated that she was counseled that this does not commit the Council to expending any funds and Mayor Michael Dyson reiterated that this action would show the Council's support of this project.

Sara Hutson expressed concern about committing funding to a project that possibly could include a contra-flow project, which would not be favorable for the City of Rollingwood. Mayor Michael Dyson agreed that this is an issue he is also concerned about, but assured everyone that Rollingwood is not the only city that has a problem with this possibility, and that all discussions that the City is involved in will oppose this proposal.

Amy Pattillo echoed this idea, explaining the cohesive rejection in the region of Bee Caves Road including contra-flow.

**Wendi Hundley motioned to direct the City Attorney to draft a resolution of the City of Rollingwood of intent to commit funding and/or right-of-way acquisition for the Bee Cave Road Improvement Project to be signed by the Mayor and submitted with the City's application. Amy Pattillo seconded the motion. The motion passed 5-0.**

29. Standing agenda item ----- update, discussion and possible action to pass a resolution, request a meeting with, to provide information or a statement of position of the City to, and/or to request information or analyses from relevant state and local officials in connection with the proposed South Mopac expansion.

Amy Pattillo updated the Council on the timeline that has been reported for the Mopac South Project.

30. Discussion and possible action to review applications and make appointments to the Park Commission, Utility Commission, RCDC, Planning and Zoning Commission and the Board of Adjustment.

Mayor Michael Dyson stated that one application has been received from Phil McDuffee for the Park Commission

**Wendi Hundley moved to appoint Phil McDuffee to the Park Commission. Amy Pattillo seconded the motion. The motion passed 5-0.**

Mayor Michael Dyson called up the reports on items 33 through 43 and stated that these reports are for informational purposes only and that no discussion or action would take place.

### **EXECUTIVE SESSION**

31. Executive session pursuant to Texas Local Government Code Section 551.071 Consultation with Legal Counsel regarding the agreement by and between the City of Austin and the City of Rollingwood for the provision of wholesale water service.

**Mayor Michael Dyson adjourned the meeting into Executive Session at 9:44 p.m.**

**Mayor Michael Dyson reconvened the meeting into open session at 10:15 p.m.**

**No action was taken during Executive Session.**

32. Executive session pursuant to Texas Local Government Code Section 551.071, Consultation with Legal Counsel, regarding liabilities of allowing off leash dogs in a city-owned park.

**Mayor Michael Dyson adjourned the meeting into Executive Session at 10:15 p.m.**

**Mayor Michael Dyson reconvened the meeting into open session at 10:29 p.m.**

**No action was taken during Executive Session.**

### **MAYOR AND DEPARTMENT REPORTS**

All reports are posted to inform the public. No discussion or action took place on these items.

33. City Administrator's Report  
34. Municipal Court Report  
35. Chief of Police Report

36. City Engineer- LNV, Inc., Report
37. Contract invoices through October 2019 - AWR Services, Inc., Water and Wastewater Services, K. Friese & Associates - IIP & MS4, LNV, Inc., City Engineer, Professional Design Group, Inspections, ATS, Building Official, Denton, Navarro, Rocha Bernal and Zech, PC., City Attorney
38. City Stats for October 2019
39. City Financials for October 2019 - FY 2019-2020
40. RCDC Financials for October 2019 - FY 2019-2020
41. Texas Central Appraisal District and Tax Assessor - Notices, Letters and Documents.
42. Texas Gas Service - Notices, Letters and Documents.
43. AWR Services, INC., Report on Water and Wastewater for October 2019

**ADJOURNMENT OF MEETING**

**Mayor Michael Dyson called for adjournment at 10:31 p.m. Wendi Hundley motioned to adjourn the meeting. Sara Hutson seconded the motion. The motion passed 5-0.**

**Minutes Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.**

\_\_\_\_\_  
**Michael R. Dyson, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Ashley Wayman, City Secretary**

## **Update - Membership of City of Rollingwood Boards and Commissions**

Attached for your information is the status of appointments and terms of office of the members of the City's five boards and commissions as of December 18, 2019.

Board of Adjustment  
Planning and Zoning Commission  
Park Commission  
Utility Commission  
Community Development Corporation

This data includes actions taken by the City Council at the most recent council meeting, and any resignations received to date.

Ashley Wayman  
City Secretary

### **Board of Adjustment – Full**

<b><u>Member Name</u></b>	<b><u>Position # - Office</u></b>	<b><u>First Appointed</u></b>	<b><u>Current Term Ends</u></b>
Grace Casstevens	1 – MEMBER	May 2013	December 2019
Brad O'Donnell	3 – MEMBER/ Sec.	March 2016	December 2019
Chris Braden	5 – MEMBER/ Chair	May 2014	December 2019
Keith Martinson	9 – MEMBER	September 2017	December 2019
Jim Beneke	7 – MEMBER	March 2007*	December 2020
Alison Queralt	2 – Alternate-1	February 2018	December 2020
Ellin Wilson	6 – Alternate-2	May 2018	December 2020
Kathryn Turpin	8 – Alternate-3	October 2018	December 2020
Gerald Speitel	4 – Alternate-4	July 2018	December 2020

#### **Council Liaison: Mayor Michael Dyson**

5 Members appointed by Mayor, subject to confirmation by City Council

4 Alternate Members appointed by Mayor, subject to confirmation by City Council, Chair elected by majority of the Board, Secretary is an informal officer of the Board designated by the Board.

Meetings: 2<sup>nd</sup> Tuesday of each month (on an as needed basis).

**\*Terms of Service Limitation Extended-City Council 2-18-2015**

### **Park Commission– One Open**

<b><u>Member Name</u></b>	<b><u>Position # - Office</u></b>	<b><u>First Appointed</u></b>	<b><u>Current Term Ends</u></b>
Niccole Maurici	1 – Member	July 2019	December 2019
VACANT	2 – Member		December 2019
Catherine Horne	3 – Member /Chair	July 2019	December 2019
Laurie Mills	4 – Member	July 2019	December 2019
Mary Elizabeth Cofer	5 – Member	September 2019	December 2020
Phillip McDuffee	6 – Member	December 2019	December 2020
Colleen Preheim	7 – Member	April 2019	December 2020

#### **Council Liaisons: Wendi Hundley and Buck Shapiro**

7 Members appointed by City Council -1 Chair or 2 Co-Chairs as designated by majority vote of Commission. Meetings: 2nd Tuesday of each month, January-May and September-December.

## **Planning and Zoning Commission – One Open**

<b><u>Member Name</u></b>	<b><u>Position - Office</u></b>	<b><u>First Appointed</u></b>	<b><u>Current Term Ends</u></b>
Brian Nash	1 – Member	March 2018	December 2019
Amy Rodnick	2 – Member	March 2019	December 2019
Alex Robinette	3 – Member	November 2018	December 2019
Tony Stein	4 – Member	June 2017	December 2019
VACANT	5 – Member		December 2020
Jordan Scott	6 – Member - Chair	October 2017	December 2020
Jamil Alam	7 – Member	March 2018	December 2020

### **Council Liaison: Mayor Pro Tem Gavin Massingill**

7 Members appointed by City Council

Chair and Secretary designated by majority vote of Commission yearly January 1 – December 31.

Meetings: 1<sup>st</sup> Wednesday of the month, February-May and September-December

## **Rollingwood Community Development Corporation – Full**

<b><u>Member Name</u></b>	<b><u>Position # - Office</u></b>	<b><u>First Appointed</u></b>	<b><u>Current Term Ends</u></b>
Susan Miller	1- Director/Treasurer	December 2018	December 2019
David Smith	2- Director	July 2019	December 2019
Patrick Sheehan	3- Director	July 2012	December 2019
VACANT	4- Director		December 2019
Becky Kittleman	5- Director/Vice Pres.	February 2015	December 2020
Mike Dyson	7- Director/ President	May 2017	December 2020
Barry Delcambre	6- Director/Secretary	November 2018	December 2020

### **Council Liaison: Buck Shapiro**

The President, Vice President, Secretary, and Treasurer are selected by members of the Corporation.

Terms begin Jan. 1 and extend for two years or until a successor is appointed.

Meetings: 2nd Thursday of each month

## **Utility Commission – Two Open**

<b><u>Member Name</u></b>	<b><u>Position-Office</u></b>	<b><u>First Appointed</u></b>	<b><u>Current Term Ends</u></b>
Clark Wilson	1 – Member	<b>July 2010**</b>	December 2019
Jonathan Miller	2 – Member	June 2017	December 2019
Andrew Zachary	3 – Member	May 2017	December 2019
Christopher Meakin	4 – Member	December 2015	December 2019
William Teten	5 – Member/Chair	July 2015	December 2020
VACANT	6 – Member		December 2020
VACANT	7 – Member		December 2020

### **Council Liaison: Sara Hutson**

7 Members appointed by City Council

Chair position, acknowledged in ordinance, but silent regarding method of selection.

Meetings: 1st Tuesday of each month, February-May and September-December

**\*Terms of Service Limitation Extended -\*2-18-15 and \*\*1-17-18**

## Board and Commission Members Whose Terms are Expiring in December 2020 and are Seeking Reappointment

### Board of Adjustment

Grace Casstevens – Place 1

Brad O'Donnell – Place 3

Chris Braden – Place 5

Keith Martinson – Place 9

### Park Commission

Niccole Maurici – Place 1

Catherine Horne – Place 3/Chair

Laurie Mills – Place 4

### Planning and Zoning Commission

Brian Nash – Place 1

Amy Rodnick – Place 2

Alex Robinette – Place 3

Tony Stein – Place 4

Rollingwood Community Development Corporation

Susan Miller – Place 1/Treasurer

David Smith – Place 2

Patrick Sheehan – Place 3

Utility Commission

Clark Wilson – Place 1

Jonathan Miller – Place 2

Andrew Zachary – Place 3

Christopher Meakin – Place 4

**WHGS/WHLL Capital Improvements**  
**Lease Year 9/18-8/19**

Annual Capital Improvement for period 9/18/-8/19	5,000
Carryover from 2016 & 2017 Improvements	<u>(2,512)</u>
Balance as of 9/18	2,488
Approved improvements by Park Commission:	
September 2018	
Irrigation improvements	
Added new heads and lines	1,380
Emergency improvements as requested by City:	
February 2019	
Move electric wires and boxes for irrigation system	
Bury exposed electrical lines	4,080
Other potential improvements:	
January and February 2019	
Field improvements to put fields in better operating condition	
Leveled Fields 1&2 and added dirt and conditioner	
Etched out dirt lines for Fields 1,2&3	
Installed new bases as need on all Fields	
Installed new clay at pitchers mounds/homeplate on Fields 1,2&3	<u>3,650</u>
Total Capital Improvements for period 9/18-8/19	9,110

# CITY OF ROLLINGWOOD

**Name:** Josh McKay

**Street Address:** 3207 Pickwick Ln

**Phone Numbers: Home** 512-426-1483 **Business** \_\_\_\_\_ **Email:** Josh@akenindustries.com

**Employer:** Aken Industries

Occupation: Consultant &amp; General Contractor

**Business Address:** P.O. Box 162424 Austin, TX 78717

**How long have you been a resident of Rollingwood?** 7 months

**Are you a qualified voter of the City?** \_\_\_\_\_

**Please give a brief resume, including education, past employment, any special background or qualifications you have for service on Rollingwood Boards and Commissions. Use attachments if necessary.**

[illegible]

**Please state why you wish to serve the City of Rollingwood as a member of one of the Boards and Commissions. Use attachments if necessary.**

[illegible]

**If selected by the Rollingwood City Council, on which Board/Commission would you be willing to serve?** 1. P&Z 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

**Have you previously served on a city board or commission?** Yes X No \_\_\_\_\_

**If yes, which board or commission and how long?** P&Z chair 1 year  
RCDC currently 3 months

**Statutory Requirements for Service on the City of Rollingwood City Council (Chapter 141, Texas Election Code)**

**I hereby affirm that I:**

**(1) am a United States citizen; (2) am 18 years of age or older (as of the first day in office); (3) have not been determined by a final judgment of a court exercising probate jurisdiction to be either totally mentally incapacitated or partially, mentally incapacitated without the right to vote; (4) have not been finally convicted of a felony from which I have not been pardoned or otherwise released from the resulting disabilities; and, (5) as of today, have resided continuously in the state for 12 months and the City for six months .**

**I have reviewed the requirements for service on the Rollingwood City Boards and Commissions and this is my sworn acknowledgment of eligibility.**

**I am fully aware that this application is a government document and I declare the foregoing information to be true and correct.**

**Signature:**  **Date:** 12/6/19

**PROPOSAL: ATHLETIC FACILITIES**

**FROM**

**Western Hills Girls Softball Program, Inc.  
and Western Hills Little League, Inc.**

**Steve Franke  
WHGS Board President/Treasurer  
6850 Austin Center Blvd., Suite 100  
Austin, TX 78731  
(512) 789-3354**

**Chad Smith  
WHLL Board Member  
515 Congress Avenue, Suite 2100  
Austin, TX 78701  
(512) 922-5431**

# Western Hills Girls Softball



November 21, 2019

To the Park Commission and the City Council  
City of Rollingwood  
Rollingwood, TX

Thank you for the opportunity to submit a proposal to lease, operate, maintain, and improve the designated athletic facilities within Hatley Park from the City of Rollingwood. Western Hills Girls Softball Program, Inc. (WHGS) and Western Hills Little League, Inc. (WHLL) are interested in being long-term partners with the City of Rollingwood to provide youth sports activities within Hatley Park and continue to make overall improvements to the Park for the benefit of the Rollingwood community.

The enclosed proposal outlines the following:

- Profiles of Western Hills Girls Softball Program, Inc. and Western Hills Little League, Inc.
- Scope of Services
- Fee Estimate

We believe WHGS and WHLL are well qualified to perform the services requested by City of Rollingwood in the operation and maintenance of the lease of the Athletic Facilities within Hatley Park and we look forward to the opportunity to continue our long-standing relationship with the City of Rollingwood, improve the designated athletic facilities and the entire park, and continue our missions of providing youth sports to kids primarily within the Eanes School District.

If you have any questions about this proposal or our qualifications, please feel free to call Steve Franke or Chad Smith and they would be happy to answer them.

Sincerely,

Steve Franke  
WHGS Board President

Chad Smith  
WHLL Board Member

**PROFILES OF WESTERN HILLS GIRLS SOFTBALL PROGRAM, INC. AND WESTERN HILLS LITTLE LEAGUE, INC.**

Western Hills Girls Softball Program, Inc. (WHGS) is a Texas nonprofit corporation that was incorporated in 2002 and is a tax-exempt organization under Internal Revenue Code 501(c)(3). The mission of WHGS is to run a youth softball league for girls ranging from 4 years old to 14 years old (sometimes 15 year olds are eligible depending on birthday cut-off), who primarily reside from the Eanes Independent School District. The league usually entails a main Spring season and a smaller scale Fall season and participation ranges from 60-125 girls per season. Prior to the formation of WHGS, the league had been run by Western Hills Optimist and has been in existence since the late 1960's. Hatley Park has been the one and only home to WHGS for its entire history.

Western Hills Little League, Inc. (WHLL) is a Texas nonprofit corporation that was incorporated in 1969 and is a tax-exempt organization under Internal Revenue Code 501(c)(3). The mission of WHLL is to run a youth baseball league for girls and boys ranging from 4 years old to 16 years old, who primarily come from the Eanes Independent School District and West Austin. The league usually entails a main Spring season and a smaller scale Fall season and participation ranges from 800-1,000 youth per season. Prior to the formation of WHLL, the league had been run by Western Hills Optimist and has been in existence since the 1960's. Hatley Park has been one of the main homes for WHLL for its entire history. Hatley Park is used by the league for youth ranging from 4 to 8 years old and participation ranges from 300-500 youth per season.

Both WHGS and WHLL are extremely important for the development of both softball and baseball within Eanes ISD and to ultimately feed the Westlake High School teams.

## **SCOPE OF SERVICES**

WHGS and WHLL would like to operate, maintain, and lease the designated Athletic Facilities owned by the City of Rollingwood. WHLL would be the main leaseholder with WHGS operating under a sublease agreement with WHLL. At least for the initial transition of the new lease, Steve Franke will continue as the liaison with the City's Park Commission. In addition, WHGS and WHLL are planning to evaluate the possibility of merging and operating under the same umbrella within the next 12 months.

The services performed would include the following:

**Scheduling:** WHGS and WHLL would run practices and games over two seasons (Spring and Fall). The two seasons would run from beginning of February through end of May (Spring season) and beginning of September through mid-November (Fall Season). In addition, both leagues use the fields in a much smaller capacity for the month of June for any of our All Star/All City teams.

**Ground Maintenance:** In the past, non-routine maintenance of the fields and a watering schedule has been performed when it is needed. Going forward, WHGS and WHLL are planning to implement a much more in-depth and routine maintenance program to hopefully take the park grounds from natural turf to grass turf (Bermuda and Rye grass as much as possible). This ground maintenance plan would entail the following:

❖ Spring season:

- Turf preparation (late January/early February)
  - Mow the turf at lowest level to allow 3 weeks of growth
  - Core aerate the turf
  - Measure all grass dirt interfaces to spec and edge
  - Top dress w/16 yards of armadillo dirt
  - Over seed with Bermuda grass seed
  - Drag the seeds and top dressing
  - Fertilize w/10-12 bags of 4-1-2 ratio (or City approved) fertilizer
  - Irrigate all turf
  - Spot seed as needed or add new Bermuda grass sod to areas as necessary
- Dirt maintenance
  - Rebuild home plate, batter's box, pitcher's mound, pitcher's circle, bullpens and base anchors as necessary
  - Lip removal
  - Add 12 bags of field conditioner
  - Nail drag or roto till skinned areas
  - Level the infield dirt

❖ Fall season:

- Turf preparation (early September)
  - Mow the turf at lowest level to allow 3 weeks of growth
  - Core aerate the turf
  - Measure all grass dirt interfaces to spec and edge
  - Top dress w/16 yards of armadillo dirt

**SCOPE OF SERVICES (continued)**

- Over seed with annual Rye grass seed
- Drag the seeds and top dressing
- Fertilize w/8-10 bags of even ratio (or City approved) fertilizer
- Irrigate all turf
- Spot seed as needed
- Dirt maintenance
  - Lip removal
  - Add field conditioner
  - Nail drag or roto till skinned areas
  - Level the infield dirt
- ❖ Monthly maintenance
  - Lip prevention
  - Touchup all clay at home, pitcher's circle, and around base anchors
  - Edge all dirt/grass interfaces
  - Nail drag and mat drag Fields #1 and #2
  - Rake Fields #3, #4, and #5
  - Fill in any holes dug by dogs
  - Spot fertilize
- ❖ End of Year Shutdown Process (after Fall Season)
  - Fertilize with Winter fertilizer (City approved)

As part of instituting this ground maintenance plan, we would request the City's support to help close the park twice each year for approximately two weeks during the seeding process.

**Financial Plan:** WHGS and WHLL expect the following estimated annual operating costs to cover the new ground maintenance plan for the designated Athletic Facilities:

Field maintenance & repairs	\$ 15,000
Water	8,000
Mowing	7,500
Janitorial services	6,000
Insurance	5,000
Utilities	3,200
Equipment & supplies	1,300
Other repairs & maintenance	<u>1,000</u>
Total annually	<u>47,000</u>

**Capital Improvements:** In the next 12-36 months, WHGS and WHLL plans to make the following capital improvements to the Athletic Facilities: (1) Repair/improve the WHLL batting cage with new artificial turf and netting (approximately \$2,000-3,000); (2) Install a wind/sunscreen on fenced backstop of Field 2 to help cut sun glare for safety of players (approximately \$1,500); (3) Install a padded backstop on Fields #1 and #2 and have City of Rollingwood branding (approximately \$3,000-4,000); and (4) Install shade structures over spectator seating areas, as needed (approximately \$4,000-5,000).

**SCOPE OF SERVICES (continued)**

**Insurance Requirements:** WHGS and WHLL will acquire the minimum insurance coverages as mandated by the City of Rollingwood, which will include: (1) general liability insurance with limits of coverage of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, to include coverage for sexual abuse with the same minimum limits of coverage; (2) sports excess accident insurance with a limit of coverage of not less than \$100,000 per incident; (3) directors' and officers' insurance coverage with a limit of not less than \$1,000,000 per occurrence; and (4) crime coverage with a limit of not less than \$35,000 per occurrence. These coverages will cover the leased premises and use thereof and the City shall be included as an additional insured in each such policy of insurance.

**FEE ESTIMATE**

WHGS and WHLL propose the following lease fees for a 15 year lease term:

- (1) WHGS and WHLL will commit to paying \$42,000 annually to cover operation, maintenance, and improvement costs for the Athletic Facilities (that amount has averaged \$30,000-32,000 under the previous lease).
- (2) In addition, WHGS and WHLL will make a \$30,000 contribution for field improvements upon the execution of the new 15 year lease. This money will be spent in the next 12 months for field improvements that will be discussed and approved by the City, WHGS, and WHLL.

## ATHLETIC FIELDS LEASE RECOMMENDATIONS

Dec. 2019

### Financial Plan

- Evaluate/update every 12 months
- Park Commission to commit to \$2K annually for back fields to help with the repair/maintenance of the off-lease use

Consider a per player fee structure on top of lease amount- similar to the WAYA fee. \$5

### Capital Improvements

- \$10K annually
- City pre-approval required for annual plan/invoices

### Janitorial Services

Leaseholder pay the City directly for the maintenance of the bathrooms, \$6000 per year (allows 3 days a week during the 7 months of the year the fields are used by the clubs)

City holds the contract removing the middleman when there are issues. Vendor must sign in at City Hall on days they are cleaning.

### Mowing and Irrigation

Leaseholder must contract directly with the City Vendor. If there are issues (i.e. Irrigation leaks noticed) then the City may contact vendor directly via email and copy Leaseholder.

Monthly irrigation check.

### Fencing Season Repair Allowance

Leaseholder is responsible for up to \$1500 worth of repairs annually for damage during the ball seasons. Vendor will come out to inspect and repair in July and December.

### Monthly Walk Through

Similar to WAYA- a monthly walk through during the first week of the month prior to the Park Commission meeting with a City Representative and Leaseholder Rep. Inspect fields, fencing, etc..

### Field Improvement Plans

Must submit quarterly copies of invoices pertaining to the RW Fields maintenance.

**ORDINANCE NO. 2019-12-18-17**

**AN ORDINANCE AMENDING THE CITY OF ROLLINGWOOD'S CODE OF ORDINANCES CHAPTER 24 (SIGNS AND ADVERTISING); ARTICLE II (SIGN REGULATIONS), DIVISION 4 (VARIANCES); SECTION 24-122 (HEARING); PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROLLINGWOOD, TEXAS, THAT:**

**SECTION 1.** The City's Code of Ordinances Chapter 24, Signs and Advertising, Article II, Sign Regulations, Division 4, Variances, Section 24-122, Hearing, is hereby amended as follows with underlines being additions and strikethroughs being deletions:

Sec. 24-122 – Hearing.

Upon receipt of a variance application, the city council shall hold a public hearing prior to the approval or disapproval of the requested variance ~~set a date for hearing before the council.~~

**SECTION 2.** All provisions of the ordinances of the City of Rollingwood in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and all other provisions of the ordinances of the City of Rollingwood not in conflict with the provisions of this ordinance shall remain in full force and effect.

**SECTION 3.** Should any sentence, paragraph, sub Article, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

**SECTION 4.** This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and charter in such cases provide.

**APPROVED, PASSED AND ADOPTED** by the City Council of the City of Rollingwood, Texas, on the \_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED:

\_\_\_\_\_  
Michael Dyson, Mayor

ATTEST:

\_\_\_\_\_  
Ashley Wayman, City Secretary



On Behalf of:

Wellsky  
11300 Switzer Road  
Overland Park, KS 66210  
(913) 307-1000

November 15, 2019

To: City of Rollingwood Mayor  
Mayor Mike Dyson  
403 Nixon Drive  
Rollingwood, TX 78746

Subject: Request for Variance on Wellsky offices at 2500 Bee Caves Rd.

Dear Mayor Dyson,

Liberty Signs, Inc. on behalf of Wellsky would like to be included on the council agenda for the next upcoming meeting so we may request a sign variance for their proposed sign on Building B. We would like to use halo lit illumination.

The current ordinance states that illuminated signs are not permitted on office building channel letters; we would like to request illumination on the Wellsky sign. The sign will be going in place of the previous halo illuminated Latinworks sign, top right corner of the southeast elevation of Building B. The sign faces away from any neighborhood residents and will therefore not cause any light pollution. Allowing this variance would also help with the visibility of the sign, which will be at a disadvantage due to the proportionately larger size of the building to which it is affixed.

We look forward to meeting with the council at the next variance meeting.

Sincerely,

A handwritten signature in black ink, appearing to be "M. Dyson", written over the word "President".

President

(on behalf of: Wellsky)

PO Box 1259  
Liberty Hill, TX 78642  
1300B W Industrial  
Round Rock, TX 78681  
(512) 255-3887 p  
(512) 388-7395  
[www.libertysignstx.com](http://www.libertysignstx.com)

Sec. 24-124. - Criteria for approval.

Before the city council acts on a variance application, the applicant must prove hardship, and the council must find that:

- (1) There are special circumstances or conditions applying to the land, buildings, topography, vegetation, sign structures or other matters on adjacent lots or within the adjacent right-of-way, which would substantially restrict the effectiveness of the sign in question; provided, however, that such special circumstances or conditions are unique to the particular business or enterprise to which the applicant desires to draw attention, and do not apply generally to all businesses or enterprises;
- (2) That such special circumstances were not created by the applicant or anyone in privy to the applicant;
- (3) That the granting of the variance will be in general harmony with the purposes of this article, and will not be materially detrimental to the persons residing or working in the vicinity, to adjacent property, to the neighborhood, or to the public welfare in general;
- (4) The variance applied for does not depart from the provisions of this article any more than is required to identify the applicant's business or use;
- (5) Such other factors and criteria as the council deems applicable to the proposed variance.


(Code 1995, § 3.06.126; Ord. No. 2013-05-15, 5-15-2013)

**ESTIMATE ONLY**

Project Name: CITY OF ROLLINGWOOD  
 Managers Name: Catherine Horne  
 Contact Name: \_\_\_\_\_

Date: 10/10/2019  
 Email: hornefamily5011@gmail.com  
 Email: \_\_\_\_\_

Clean Scapes LP, proposes to furnish all the materials and perform the labor necessary for the completion of the irrigation for the above referenced project in compliance with Clean Scapes LP ("Contractor") Specifications ("Specifications") and as provided below:

Quantity	Description	Unit Cost	Total
1	SCOPE: DRIP INSTALL ALONG GENTRY DR.  TIME & MATERIALS 	\$1,200.00	\$1,200.00
<b>Sub Total</b>			\$1,200.00
<b>Tax</b>			\$0.00
<b>Total</b>			\$1,200.00

**Clean Scapes, LP**

Name: Frank Sierra-Gomez  
 License #: TX LI0023691  
 Phone: 737-203-6924

**Owner/Purchaser**

Approval Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

***Approval Signature is Required to Proceed with the Irrigation Repairs.***

Irrigation in Texas is regulated by the Texas Commission on Environmental Quality 512-239-1000

City Administrator Lewis,

As we discussed, I would like to be able to pay Rollingwood police reserves. This might help us retain the current reserve officer we have who is very competent and also acts as a department trainer. I was thinking at least \$26.00 per hour. At 16 hours per month this would be less than \$5000 per reserve officer per year (not including uniforms and other expenses). See the link below for an example of an agency who pays reserve officers.

[https://www.governmentjobs.com/jobs/2302777/reserve-police-officer-part-time/agency/wataugatx/apply?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.governmentjobs.com/jobs/2302777/reserve-police-officer-part-time/agency/wataugatx/apply?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

Respectfully,



Jason Brady  
Chief of Police  
Rollingwood Police Department

403 Nixon Drive  
Rollingwood, Texas 78746  
[jbrady@rollingwoodtx.gov](mailto:jbrady@rollingwoodtx.gov)  
Office 512-328-1900  
Fax 512-831-5250

City Administrator Lewis,

As we discussed, I would like the option should I choose to exercise it, to hire a police cadet. This would not be a new FTE, but a new pay scale until they successfully graduate. The UT System Police Academy is the training academy for officers who work all 14 UT campuses. It is highly rated. As of 2019, the last 16 cadet classes at the UT System Police Academy have maintained a 100% pass rate on first attempt on the TCOLE exam. They sometimes have additional space and allow smaller agencies to send a cadet free of tuition depending on availability. Only uniforms, ammunition and the like would be our responsibility.

Additionally although not free, there are other local academies such as CAPCOG, Austin Community College and numerous regional academies throughout the state. Even if the city were to pay full tuition and a reduced salary, there would still be cost savings over a starting certified sworn officer salary.

While this option would not be my first choice as it further delays the time it takes to staff a fully certified and trained officer, it would be an additional resource for us to recruit officers in this highly competitive market if needed. I am requesting that we officially create the position of police cadet for the city of Rollingwood.

Respectfully



Jason Brady  
Chief of Police  
Rollingwood Police Department

403 Nixon Drive  
Rollingwood, Texas 78746  
[jbrady@rollingwoodtx.gov](mailto:jbrady@rollingwoodtx.gov)  
Office 512-328-1900  
Fax 512-831-5250

Calculation for amount due March 2021

<b>EMPLOYEE</b>					
<b>City</b>	<b>Emp Cost</b>	<b>% Use</b>	<b>Costs</b>	<b>Indirect cost rate</b>	<b>Charged</b>
<b>Jonestown</b>	\$3,910,791.00	1.67%	<b>\$ 65,467.00</b>	36.18%	\$ 89,152.96
<b>Manor</b>	\$3,910,791.00	6.15%	<b>\$240,426.00</b>	36.18%	\$327,412.13
<b>Mustang Ridge</b>	\$3,910,791.00	0.90%	<b>\$ 35,385.00</b>	36.18%	\$ 48,187.29
<b>Rollingwood</b>	\$3,910,791.00	0.47%	<b>\$ 18,549.00</b>	36.18%	\$ 25,260.03
<b>Sunset Valley</b>	\$3,910,791.00	1.37%	<b>\$ 53,446.00</b>	36.18%	\$ 72,782.76
<b>Westlake Hills</b>	\$3,910,791.00	3.27%	<b>\$127,952.00</b>	36.18%	\$174,245.03

<b>CTECC Expenses</b>			
<b>City</b>		<b>% Use</b>	<b>Costs</b>
<b>Jonestown</b>	\$2,852,523.00	1.67%	<b>\$ 47,752.00</b>
<b>Manor</b>	\$2,852,523.00	6.15%	<b>\$175,366.00</b>
<b>Mustang Ridge</b>	\$2,852,523.00	0.90%	<b>\$ 25,809.00</b>
<b>Rollingwood</b>	\$2,852,523.00	0.47%	<b>\$ 13,529.00</b>
<b>Sunset Valley</b>	\$2,852,523.00	1.37%	<b>\$ 38,983.00</b>
<b>Westlake Hills</b>	\$2,852,523.00	3.27%	<b>\$ 93,328.00</b>

<b>City</b>	<b>Employee</b>	<b>CTECC</b>	<b>Total</b>
<b>Jonestown</b>	\$ 89,152.96	\$ 47,752.00	<b>\$136,904.96</b>
<b>Manor</b>	\$ 327,412.13	\$ 175,366.00	<b>\$502,778.13</b>
<b>Mustang Ridge</b>	\$ 48,187.29	\$ 25,809.00	<b>\$ 73,996.29</b>
<b>Rollingwood</b>	\$ 25,260.03	\$ 13,529.00	<b>\$ 38,789.03</b>
<b>Sunset Valley</b>	\$ 72,782.76	\$ 38,983.00	<b>\$111,765.76</b>
<b>Westlake Hills</b>	\$ 174,245.03	\$ 93,328.00	<b>\$267,573.03</b>

Proposed Rules for the Off-Leash Area of the Park.

1. Off-Leash hours are dawn to dusk.
2. Owners are legally and financially liable for damage or injury inflicted by their dog(s). The City of Rollingwood has no liability or responsibility for injuries in the dog park.
3. No dogs without people. Dogs must be under voice control at all times. No more than three (3) dogs per adult.
4. Watch your dogs at all times. Discourage barking and digging. If your dog digs a hole, fill it in.
5. Your dog must wear a collar in the park at all times with up to date annual vaccinations visible. No spike, prong or pinch collars.
6. Your dog must be leashed to and from the parking area.
7. Clean up after your dog and dispose of waste materials properly.
8. No contagious or aggressive dogs. Do not let your dog mount other dogs. Watch for signs of aggression. If your dog becomes aggressive, leave the park immediately.
9. No dogs in heat. Closely monitor un-neutered males.
10. Dogs must be over four (4) months old.
11. Bring children at your own risk. Children under 10 must be accompanied by an adult.
12. No smoking, alcohol, glass containers, bicycles, roller-blades, skateboards, other animals, or toys (including play pools) allowed in the park.
13. No dog or human food, except for training purposes in the agility area.
14. Commercial/professional dog training is not allowed.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE CITY OF ROLLINGWOOD'S CODE OF ORDINANCES PART II – LAND DEVELOPMENT CODE, CHAPTER 101 (BUILDINGS AND CONSTRUCTION); ARTICLE VI (MANNER OF CONDUCTING CONSTRUCTION RESTRICTED), SECTION 101-247 (CONDUCT OF CONSTRUCTION RESTRICTED); PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROLLINGWOOD, TEXAS, THAT:**

**SECTION 1.** The City's Code of Ordinances Part II – Land Development Code, Chapter 101, Buildings and Construction, Article VI, Manner of Conducting Construction Restricted, Section 101-247, Conduct of Construction Restricted, subsection (b) is hereby amended as follows with underlines being additions and strikethroughs being deletions:

Sec. 101-247 – Conduct of construction restricted.

(b) *Prohibited days and hours/signage.* Except as provided in subsection (f) of this section, construction or demolition activities shall not be permitted on weekends or city ~~federal~~ holidays, or between the hours of 7:00 p.m. and the following 7:00 a.m. on weekdays. Except in connection with activity excepted by subsection (f) of this section, the building permit holder shall post on the affected site a sign prescribed by the building official or other designee of the city council site providing notice of the restrictions provided in this subsection. At the permit holder's election, the building official may provide the prescribed sign to be posted and may charge a reasonable fee therefor, based on the cost of production to the city, to be added to the building permit fee.

**SECTION 2.** All provisions of the ordinances of the City of Rollingwood in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and all other provisions of the ordinances of the City of Rollingwood not in conflict with the provisions of this ordinance shall remain in full force and effect.

**SECTION 3.** Should any sentence, paragraph, sub Article, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

**SECTION 4.** This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and charter in such cases provide.

**APPROVED, PASSED AND ADOPTED** by the City Council of the City of Rollingwood, Texas, on the \_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED:

\_\_\_\_\_  
Michael Dyson, Mayor

ATTEST:

\_\_\_\_\_  
Ashley Wayman, City Secretary

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE CITY OF ROLLINGWOOD'S CODE OF ORDINANCES CHAPTER 2 (ADMINISTRATION); ARTICLE II (CITY COUNCIL), DIVISION 2 (MEETINGS), SECTION 2-57 (PRESIDING OFFICER; MAYOR PROTEMPORE; COUNCIL LIAISONS); PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROLLINGWOOD, TEXAS, THAT:**

**SECTION 1.** The City's Code of Ordinances Chapter 2, Administration, Article II, City Council, Division 2, Meetings, Section 2-57, Presiding Officer; Mayor Pro tempore; council liaisons, subsection (d) is hereby amended as follows with underlines being additions and strikethroughs being deletions:

Sec. 22-57 – Presiding Officer; Mayor Pro tempore; council liaisons

(d) At the first meeting following each regular council election, or as soon thereafter as practicable, the city council shall elect at least one and no more than two councilmembers, which may be the mayor, to serve as council liaison for each of the following:

- (1) Police and courts;
- (2) ~~Utilities~~ Utility Commission;
- (3) Streets and roadways;
- (4) Park Commission ~~and planning~~;
- (5) Personnel; ~~and~~
- (6) Budget-;
- (7) Planning and Zoning Commission;
- (8) Board of Adjustment; and
- (9) Rollingwood Community Development Corporation.

**SECTION 2.** All provisions of the ordinances of the City of Rollingwood in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and all other provisions of the ordinances of the City of Rollingwood not in conflict with the provisions of this ordinance shall remain in full force and effect.

**SECTION 3.** Should any sentence, paragraph, sub Article, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

**SECTION 4.** This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and charter in such cases provide.

**APPROVED, PASSED AND ADOPTED** by the City Council of the City of Rollingwood, Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED:

\_\_\_\_\_  
Michael Dyson, Mayor

ATTEST:

\_\_\_\_\_  
Ashley Wayman, City Secretary

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE CITY OF ROLLINGWOOD'S CODE OF ORDINANCES CHAPTER 4 (ANIMALS); ARTICLE III (ANIMAL CARE AND CONTROL), DIVISION 1 (GENERALLY), SECTION 4-90 (PUBLIC NUISANCES); PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROLLINGWOOD, TEXAS, THAT:**

**SECTION 1.** The City's Code of Ordinances Chapter 4, Animals, Article III, Animal Care and Control, Division I, Generally, Section 4-90, Public Nuisances, subsection (a)(5) is hereby amended as follows with underlines being additions and strikethroughs being deletions:

Sec. 4-90 – Public nuisances.

- (a) It is unlawful to maintain an animal in such a manner as to be a public nuisance. The owner of an animal is deemed to be maintaining a public nuisance if the animal:

- (5) Defecates in any location other than the property of its owner without prompt removal and sanitary disposal of the feces ~~on the property of another person;~~

**SECTION 2.** All provisions of the ordinances of the City of Rollingwood in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and all other provisions of the ordinances of the City of Rollingwood not in conflict with the provisions of this ordinance shall remain in full force and effect.

**SECTION 3.** Should any sentence, paragraph, sub Article, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

**SECTION 4.** This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and charter in such cases provide.

**APPROVED, PASSED AND ADOPTED** by the City Council of the City of Rollingwood, Texas, on the \_\_\_\_ day of \_\_\_\_\_, 2019.

APPROVED:

\_\_\_\_\_  
Michael Dyson, Mayor

ATTEST:

---

Ashley Wayman, City Secretary



**Date:** December 16, 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 November 2019:

- As of November 30, 2019, 17% of the Fiscal Year has passed.
- Property taxes collected are about 67% of what was collected in the same period in FY 18-19.
- Sales taxes collected increased 4% as compared to the same period in FY 18-19.
- The Water Fund balance is currently at \$438,699. The General Fund balance is at \$1,047,868.

This month has flown by between the City Hall closure for the Thanksgiving Holiday and preparing for the Council meeting and board and commission meetings, some of which do not meet again until February. We also spent a lot of time preparing for Public Works Director Interviews and scheduling with the interview panel and applicants. Ashley wrote this month's article in the Picayune regarding the new technology and means of communication that the City is implementing.

We received two proposals in response to our RFP for a wastewater rate study and presentations and a recommendation to Council took place at the December Utility Commission meeting. Both consultants will present at the December City Council Meeting and a final selection will be made. We received one proposal in response to our RFP for a Building Permit Fee Study, which will also be presented at the December meeting. We also completed and issued the RFQ for a Comprehensive Plan on December 12th. Notice of the RFQ was put in the Westlake Picayune and the Statesman, and responses are due on January 23rd.

The discussions on The Retail Coach Corridor Analysis came on the heels of the original discussion of a Comprehensive Plan. Mayor gave The Retail Coach presentation at the Planning and Zoning meeting this month, with members of RCDC present, and Aaron Farmer will be at this month's City Council meeting to present this month.

On Tuesday, December 3rd, Wendi, Amy, the Mayor, Ashley and I met with TXDoT representatives to discuss and finalize the City's application to get the Bee Caves Road project in the 2045 Regional Transportation Plan. The City's application was turned in before the December 4th deadline.

The police department participated in the "Police Navidad" event held by the Benevolent Foundation on Saturday, December 7th. The event, which included a tailgate, potluck, silent disco and kickball, was very successful and the City extends thanks to all who participated.

On Tuesday, December 10, Ashley and I attended the Texas Gas Service Rate Filing meeting, which informed us about the upcoming increase in rates and what options the City has in response to the increase. More information about this, and potential options for the City of Rollingwood, will be available in January.

The Public Works Director/City Engineer interview committee, consisting of the Mayor, Wendi, Sara, Carrie, Jonathan Miller, Ashley and Myself, interviewed five candidates for the position. We hope to have a candidate meet and greet in January and to appoint at the January City Council meeting.

Over the weekend of December 15th, many residents experienced severe gridlock in the neighborhood and in front of their houses due to the traffic caused by Trail of Lights. The City set up a meeting with Austin Transportation and Trail of Lights representatives on Monday the 16th and came up with a plan to alleviate these traffic issues. The City plans to deploy certain street closures and only allow residential traffic in these areas beginning on Monday the 16th in hopes that by the busier event days the word will have spread that Rollingwood is not a direct route into the festival.

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**

Phone +1 (512) 327-1838

403 Nixon Dr, Rollingwood, TX 78746-5512

[www.rollingwoodtx.gov](http://www.rollingwoodtx.gov)

19-Jan 18-Dec 18-Jan 2018-2019 YTD 2017-2018 YTD

### Staffing:

Authorized Staff:	9	9	9		
Current Staff:	8	8	9		
Acquired Comp Hours:	12	66	0	319.25	126.5
Comp Hours Spent:	0	0	0	61.75	9.75
Vacation Hours Spent:	6	34	40	1124.25	597.25
Sick Hours Spent:	68	65.5	0	875	363
Acquired Holiday Hours:	154	0	104	673	346
Holiday Hours Spent :	70	0	112	662	418
Injury Hours:	0	0			
Number of Days without Injury:	31	31			
Total Hours Worked:	916	1027.5	867.5	25791.25	15305.75

### Fleet:

Vehicles Authorized:	4	4
Vehicles Operational:	2	3
Total Miles Driven:	2576	1715
Gasoline Used (gal):	248.51	201

### Police Activity:

Calls for Service:	88	129
Call dispatched:	61	59
Self assigned calls:	27	70
Total Vehicle Accidents:	3	4
Injury Accidents:	0	0
Fatal Accidents:	0	0
Written Accident Reports:	12	9
Criminal Offense Reports:	10	3

Misdemeanor Arrest:	3	2
Felony Arrest:	3	0
Citations:	2	1
Proactive Citizen Contacts:	3	7

### Ordinance Violations:

Construction:	2	2
Solicitation:	1	2
Noise:	0	0
All Others:	1	1

**Traffic Initiatives:**

Gentry/Ridgewood	5
Vale Street	4
Ewing/RW stop sign	6
<b>Total:</b>	<b>15</b>

**Citations and Warnings:**

Total of Citations issued: 39

Citations this month by Officer:

Arispe	6
Duarte	4
Howe	1
Odom	5
Ronne	23

Total Warnings Issued: 39

Warning this month by Officer:

Ronne	31
Howe	7
Odom	1

**Training:**

Howe: Crase Training

**Events:**

19-Feb 19-Jan 18-Feb 2018-2019 YTD 2017-2018 YTD

### Staffing:

Authorized Staff:	9	9	9		
Current Staff:	7	7	9		
Acquired Comp Hours:	0	12	12	319.25	138.5
Comp Hours Spent:	4.5	0	0	66.25	9.75
Vacation Hours Spent:	0	6	36	1125.25	633.25
Sick Hours Spent:	67.5	68	26	942.5	389
Acquired Holiday Hours:	24	154	0	697	346
Holiday Hours Spent :	24	70	0	686	418
Injury Hours:	0	0			
Number of Days without Injury:	28	31			
Total Hours Worked:	845	916	1058	26636.25	16363.75

### Fleet:

Vehicles Authorized:	4	4	
Vehicles Operational:	2	2	
Total Miles Driven:	2841	2571	
Gasoline Used (gal):	238.41	248.51	

### Police Activity:

Calls for Service:	91	88
Call dispatched:	43	61
Self assigned calls:	48	27
Total Vehicle Accidents:	4	3
Injury Accidents:	1	0
Fatal Accidents:	0	0
Written Accident Reports:	10	12
Criminal Offense Reports:	6	10

Misdemeanor Arrest:	1	3
Felony Arrest:	0	3
Citations:	1	2
Proactive Citizen Contacts:	3	3

### Ordinance Violations:

Construction:	5	2
Solicitation:	3	1
Noise:	2	0
All Others:	1	1

**Traffic Initiatives:**

Park Zone	12.5
Riley Rd.	5
Hatley & Edgegrove	3
<b>Total:</b>	<b>20.5</b>

**Citations and Warnings:**

Total of Citations issued: 41

Citations this month by Officer:

Arispe	3
Duarte	2
Howe	5
Odom	10
Ronne	21

Total Warnings Issued:

Warning this month by Officer: 43

Ronne	32
Howe	8
Odom	3

**Training:****Events:**

19-Mar 19-Feb 18-Mar 2018-2019 YTD 2017-2018 YTD

### Staffing:

Authorized Staff:	9	9	9		
Current Staff:	7	7	9		
Acquired Comp Hours:	22	0	8.25	341.25	146.75
Comp Hours Spent:	21	4.5	0	87.25	9.75
Vacation Hours Spent:	91	0	18	1216.25	651.25
Sick Hours Spent:	4	67.5	42.5	946.5	431.5
Acquired Holiday Hours:	24	24	16	721	362
Holiday Hours Spent :	24	24	40	710	458
Injury Hours:	0	0			
Number of Days without Injury:	31	28			
Total Hours Worked:	848	845	1019.5	27484.25	17383.25

### Fleet:

Vehicles Authorized:	3	3	
Vehicles Operational:	3	3	
Total Miles Driven:	2372	2841	
Gasoline Used (gal):	266.17	238.41	

### Police Activity:

Calls for Service:	109	91
Call dispatched:	77	43
Self assigned calls:	32	48
Total Vehicle Accidents:	6	4
Injury Accidents:	1	1
Fatal Accidents:	0	0
Written Accident Reports:	17	10
Criminal Offense Reports:	8	6

Misdemeanor Arrest:	2	1
Felony Arrest:	0	0
Citations:	1	1
Proactive Citizen Contacts:	2	3

### Ordinance Violations:

Construction:	2	5
Solicitation:	1	3
Noise:	0	2
All Others:	2	1

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**Traffic Initiatives:**

Gentry/Nixon	4
Riley/RW Stop Sign	5.5
RW/Ewing	5
<b>Total:</b>	<b>14.5</b>

**Citations and Warnings:**

Total of Citations issued:	38
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Citations this month by Officer:

Arispe	7
Duarte	1
Howe	4
Odom	12
Ronne	14

Total Warnings Issued:	40
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Warning this month by Officer:

Ronne	24
Howe	6
Odom	10

**Training:**

K.Pompa-Financial Strength  
 S.Pompa-Financial Strength  
 D.Arispe-Financial Strength  
 K.Pompa-Civilian Interaction  
 S.Pompa-Civilian Interaction

**Events:**

19-Apr 19-Mar 18-Apr 2018-2019 YTD 2017-2018 YTD

### Staffing:

Authorized Staff:	9	9	9		
Current Staff:	8	8	9		
Acquired Comp Hours:	11.25	22	8.25	353	160.5
Comp Hours Spent:	6	21	0	93.25	30.75
Vacation Hours Spent:	8	91	4	1224.25	724.25
Sick Hours Spent:	29	4	20	975.5	393
Acquired Holiday Hours:	0	24	32	721	370
Holiday Hours Spent :	0	24	24	710	442
Injury Hours:	0	0			
Number of Days without Injury:	30	31			
Total Hours Worked:	921	848	1115.5	28405.25	17211.75

### Fleet:

Vehicles Authorized:	3	3	
Vehicles Operational:	3	3	
Total Miles Driven:	2575	2372	
Gasoline Used (gal):	286.51	266.17	

### Police Activity:

Calls for Service:	125	109
Call dispatched:	82	77
Self assigned calls:	43	32
Total Vehicle Accidents:	5	6
Injury Accidents:	1	1
Fatal Accidents:	0	0
Written Accident Reports:	14	17
Criminal Offense Reports:	11	8

Misdemeanor Arrest:		
Felony Arrest:	2	0
Citations:	3	1
Proactive Citizen Contacts:		

### Ordinance Violations:

Construction:	6	2
Solicitation:	0	1
Noise:	1	0
All Others:	2	2

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**Traffic Initiatives:**

4800 BLK Rollingwood Dr.	5
Wallis&Rollingwood stop sign	4
Edgegrove	3
<b>Total:</b>	<b>12</b>

**Citations and Warnings:**

Total of Citations issued:	42
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Citations this month by Officer:

Arispe	6
Duarte	1
Howe	0
Odom	2
Ronne	33

Total Warnings Issued:	58
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Warning this month by Officer:

Ronne	54
Howe	3
Odom	1

**Training:**

K.Pompa-Chief Training  
 K.pompa-UCR Training  
 S.Pompa-UCR Training  
 J.Odom-CIT Training  
 K.Pompa-Swift911 Training  
 S.Pompa-Swift911 Training  
 S.Pompa-Lock Down Drill  
 Hill Country Middle School

**Events:**

Flooding 4/7/19  
 5K Race 4/26/19

19-May 19-Apr 18-May 2018-2019 YTD 2017-2018 YTD

### Staffing:

Authorized Staff:	9	9	9		
Current Staff:	9	8	9		
Acquired Comp Hours:	40.5	11.75	27	393.5	172.25
Comp Hours Spent:	4	6	0	97.25	36.75
Vacation Hours Spent:	73	8	34	1297.25	732.25
Sick Hours Spent:	53.5	29	20.5	1029	422
Acquired Holiday Hours:	32	0	0	753	370
Holiday Hours Spent :	24	0	0	734	442
Injury Hours:	0	0			
Number of Days without Injury:	27	30			
Total Hours Worked:	1470.5	921	1879	28954.75	18132.75

### Fleet:

Vehicles Authorized:	3	3
Vehicles Operational:	3	3
Total Miles Driven:	2625.9	2575
Gasoline Used (gal):	242.61	286.51

### Police Activity:

Calls for Service:	126	125
Call dispatched:	84	82
Self assigned calls:	42	43
Total Vehicle Accidents:	3	5
Injury Accidents:	0	1
Fatal Accidents:	0	0
Written Accident Reports:	9	14
Criminal Offense Reports:	6	11

Misdemeanor Arrest:	4	0
Felony Arrest:	1	2
Citations:	3	3
Proactive Citizen Contacts:	5	0

### Ordinance Violations:

Construction:	6	6
Solicitation:	2	0
Noise:	1	1
All Others:	8	2

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**Traffic Initiatives:**

Rollingwood Dr.	15
Hatley @ Riley stop sign	4
3100 Blk Gentry	2.5
<b>Total:</b>	<b>21.5</b>

**Citations and Warnings:**

Total of Citations issued:	48
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Citations this month by Officer:

Arispe	5
Duarte	1
Howe	9
Odom	5
Ronne	21
Melinn	6
K.Pompa	1

Total Warnings Issued:	46
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Warning this month by Officer:

Ronne	37
Howe	6
Odom	3

**Training:****Events:**

Flooding, May 3

19-Jun      19-May      18-Jun      2018-2019 YTD      2017-2018 YTD

### Staffing:

Authorized Staff:	9	9	9		
Current Staff:	7	7	9		
Acquired Comp Hours:	33.75	40.5	12	427.25	185.75
Comp Hours Spent:	41.5	4	0	138.75	9.75
Vacation Hours Spent:	54.5	73	144	1351.75	815.25
Sick Hours Spent:	0	53.5	10	1029	439.5
Acquired Holiday Hours:	16	32	24	769	402
Holiday Hours Spent :	32	24	40	766	482
Injury Hours:	0	0			
Number of Days without Injury:	30				
Total Hours Worked:	976	1470.5	1086	29930.75	20444.25

### Fleet:

Vehicles Authorized:	3	3	3
Vehicles Operational:	3	3	3
Total Miles Driven:	1920	2625.9	
Gasoline Used (gal):	219.7	242.61	

### Police Activity:

Calls for Service:	116	126
Call dispatched:	74	84
Self assigned calls:	42	42
Total Vehicle Accidents:	10	3
Injury Accidents:	0	0
Fatal Accidents:	0	0
Written Accident Reports:	5	3
Criminal Offense Reports:	9	6

Misdemeanor Arrest:	2	4
Felony Arrest:	1	1
Citations:	2	3
Proactive Citizen Contacts:	2	5

### Ordinance Violations:

Construction:	6	6
Solicitation:	1	2
Noise:	1	1
All Others:	2	8

**Traffic Initiatives:**

Rollingwood Dr.	10.25
Riley & RW Stop sign	2.5
Ewing & RW Stop sign	2.5
<b>Total:</b>	<b>15.25</b>

**Citations and Warnings:**

Total of Citations issued: 39

Citations this month by Officer:

Arispe	2
Duarte	1
Howe	1
Odom	2
Ronne	4
Melinn	29

Total Warnings Issued: 32

Warning this month by Officer:

Ronne	10
Howe	2
Melinn	20

**Training:**

Evidence Tech Training- S.Pompa  
 Evidence Tech Training- G. Duarte  
 Baliff Training- D. Bowne  
 Baliff Training- J.Noble

**Events:**

G. Ronne's Departure 6/16/19  
 A. Melinn in training w/ Duarte

19-Jul 19-Jun 18-Jul 2018-2019 YTD 2017-2018 YTD

### Staffing:

Authorized Staff:	9	9	9		
Current Staff:	7	7	9		
Acquired Comp Hours:	0	33.75	0	427.25	185.75
Comp Hours Spent:	0	41.5	0	138.75	9.75
Vacation Hours Spent:	42	54.5	104	1393.75	919.25
Sick Hours Spent:	34	0	27.5	1063	467
Acquired Holiday Hours:	36	16	21	805	423
Holiday Hours Spent :	60	32	38	826	520
Injury Hours:	0	0	0		
Number of Days without Injury:	31				
Total Hours Worked:	856.5	976	956.5	30787.25	21400.75

### Fleet:

Vehicles Authorized:	3	3	4		
Vehicles Operational:	3	3			
Total Miles Driven:	2012	1920			
Gasoline Used (gal):	267.38	219.7			

### Police Activity:

Calls for Service:	113	116		
Call dispatched:	87	74		
Self assigned calls:	26	42		
Total Vehicle Accidents:	6	10		
Injury Accidents:	2	0		
Fatal Accidents:	0	0		
Written Accident Reports:	5	5		
Criminal Offense Reports:	7	9		

Misdemeanor Arrest:	1	2		
Felony Arrest:	1	1		
Citations:	1	2		
Proactive Citizen Contacts:	2	2		

### Ordinance Violations:

Construction:	5	6		
Solicitation:	0	1		
Noise:	1	1		
All Others:	1	2		

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**Traffic Initiatives:**

Rollingwood Dr. 10

Riley &amp; Hatley Stop sign 3

Vale St. 3

**Total:****Citations and Warnings:**

Total of Citations issued: 23

Citations this month by Officer:

Melinn 22

Howe 1

Total Warnings Issued: 27

Warning this month by Officer:

Melinn 19

Howe 8

**Training:****Events:**

Blues On the Green

19-Nov

**Staffing:**

Authorized Staff:	9
Current Staff:	6
Acquired Comp Hours:	10.5
Comp Hours Spent:	1
Vacation Hours Spent:	67
Sick Hours Spent:	17
Acquired Holiday Hours:	16
Holiday Hours Spent :	24
Injury Hours:	0
Number of Days without Injury:	31
Total Hours Worked:	796

**Fleet:**

Vehicles Authorized:	3
Vehicles Operational:	3
Total Miles Driven:	2188
Gasoline Used (gal):	288.37

**Police Activity:**

Calls for Service:	97
Call dispatched:	44
Self assigned calls:	24
Total Vehicle Accidents:	4
Injury Accidents:	0
Fatal Accidents:	0
Written Accident Reports:	4
Criminal Offense Reports:	6

Misdemeanor Arrest:	2
Felony Arrest:	0
Citations:	0
Proactive Citizen Contacts:	4

**Ordinance Violations:**

Construction:	10
Solicitation:	1

Noise:	0
All Others:	4

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**Traffic Initiatives:**

Park Zone	23
Bee Cave Rd.	50

**Total:**

**Citations and Warnings:**

Total of Citations issued:	62
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Citations this month by Officer:

Melinn	18
Munoz	10
Wissen	11
Arispe	23

Total Warnings Issued:	5
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Warning this month by Officer:

Munoz	1
Arispe	4

**Training:**

**Munoz:** Probationary Police Officer

**Wissen:** Probationary Police Officer





## CITY OF ROLLINGWOOD MONTHLY STATS

## Municipal Court

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35.

## Violations Fined by Date

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Total
Traffic	56	56											112
State Law	0	0											0
City Ordinance	93	0											93
Parking	3	1											4
<b>Total Violations</b>	<b>152</b>	<b>57</b>											<b>209</b>

## Completed Cases

Paid Fine	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Total
Traffic	4	12											16
State Law	0	0											0
City Ordinance	11	16											27
Parking	1	0											1
<b>Total Paid Fines</b>	<b>16</b>	<b>28</b>											<b>44</b>
Before Judge	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	TOTAL
Traffic	10	2											12
State Law	0	0											0
City Ordinance	0	3											3
Parking	0	0											0
<b>Total Before Judge</b>	<b>10</b>	<b>5</b>											<b>15</b>
By Jury													
<b>Total</b>	<b>0</b>	<b>0</b>											<b>0</b>
	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	TOTAL
<b>Total Completed</b>	<b>26</b>	<b>33</b>											<b>59</b>

## Other Completed

Dismissed DSC. Sec. 2	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Total
Traffic	5	3											8
State Law	0	0											0
City Ordinance	0	0											0
Parking	0	0											0
<b>Total</b>	<b>5</b>	<b>3</b>											<b>8</b>
Dismissed After Deferred Disp.	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	TOTAL
Traffic	1	2											3
State Law	0	0											0
City Ordinance	0	0											0
Parking	0	0											0
<b>Total</b>	<b>1</b>	<b>2</b>											<b>3</b>
Dismissed By Presenting Insurance	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	TOTAL

## Municipal Court

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[illegible]**Warrants FY2019-2020**[illegible]

## Municipal Court

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[illegible]

### Other Paid Cases

[illegible]

## Payment Process Methods

[illegible]**Fees and Fines Paid FY 2019-2020**[illegible]

**Municipal Court**

35.

[illegible]

## CITY OF ROLLINGWOOD MONTHLY STATS

## Municipal Court

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35.

## Violations Filed by Date

	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Total
Traffic	48	4	22	41	42	41	37	44	38	24	29	26	396
State Law	2	2	1	4	1	0	4	1	6	0	0	0	21
City Ordinance	170	2	0	0	2	0	1	2	1	2	0	0	180
Parking	2	0	1	1	0	0	0	1	0	0	0	1	6
<b>Total Violations</b>	<b>222</b>	<b>8</b>	<b>24</b>	<b>46</b>	<b>45</b>	<b>41</b>	<b>42</b>	<b>48</b>	<b>45</b>	<b>26</b>	<b>29</b>	<b>27</b>	<b>603</b>

## Completed Cases

Paid Fine	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Total
Traffic	33	7	11	5	9	10	8	10	8	10	4	7	17
State Law	0	1	0	1	0	0	0	0	0	0	0	0	2
City Ordinance	39	34	16	1	1	2	1	1	1	0	0	0	96
Parking	2	1	0	1	0	0	0	0	0	0	0	1	5
<b>Total Paid Fines</b>	<b>74</b>	<b>43</b>	<b>27</b>	<b>8</b>	<b>10</b>	<b>12</b>	<b>9</b>	<b>11</b>	<b>9</b>	<b>10</b>	<b>4</b>	<b>8</b>	<b>17</b>
Before Judge	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Total
Traffic	1	9	11	6	1	2	8	8	9	15	4	5	79
State Law	0	0	1	1	0	0	1	0	0	1	0	0	4
City Ordinance	0	10	13	5	0	0	1	0	0	1	0	0	30
Parking	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Before Judge</b>	<b>1</b>	<b>1</b>	<b>25</b>	<b>12</b>	<b>1</b>	<b>2</b>	<b>10</b>	<b>8</b>	<b>9</b>	<b>17</b>	<b>4</b>	<b>5</b>	<b>113</b>
By Jury	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Total
<b>Total</b>	0	0	0	0	0	J-00	0	0	0	0	0	0	0
	Oct-17	Nov-17	Dec-17	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Total
<b>Total Completed</b>	<b>24</b>	<b>105</b>	<b>52</b>	<b>20</b>	<b>11</b>	<b>14</b>	<b>19</b>	<b>19</b>	<b>18</b>	<b>27</b>	<b>8</b>	<b>13</b>	<b>330</b>

## Other Completed

Dismissed DSC. Sec. 2	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Total
Traffic	16	22	10	11	3	5	1	17	15	9	2	4	115
State Law	0	0	0	0	0	0	0	0	0	0	0	0	0
City Ordinance	0	0	0	0	0	0	0	0	0	0	0	0	0
Parking	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>16</b>	<b>22</b>	<b>10</b>	<b>11</b>	<b>3</b>	<b>5</b>	<b>1</b>	<b>17</b>	<b>15</b>	<b>9</b>	<b>2</b>	<b>4</b>	<b>115</b>
Dismissed After Deferred Disp.	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Total
Traffic	0	1	1	3	1	0	2	3	4	4	1	0	20
State Law	0	0	0	1	0	0	0	1	0	0	0	0	2
City Ordinance	0	0	0	0	0	0	0	0	0	0	0	0	0
Parking	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>22</b>
Dismissed By Presenting Insurance	Oct-18	Nov-18	Dec-18	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jan-00	Aug-18	Sep-18	Total
Traffic	0	0	2	0	1	1	0	0	0	2	0	0	6
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>6</b>

## CITY OF ROLLINGWOOD MONTHLY STATS

## Municipal Court

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Violation	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Total
Traffic	0	0	0	0	0	0	0	0	0	0	0	0	0
State Law	0	0	0	0	0	0	0	0	0	0	0	0	0
Parking	0	0	0	0	0	0	0	0	0	0	0	0	0
City Ordinance	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Dismissed by Judge	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Total
Traffic	0	0	0	0	0	0	0	0	0	0	0	0	0
State Law	0	0	0	0	0	0	0	0	0	0	0	0	0
City Ordinance	0	0	0	0	0	0	0	0	0	0	0	0	0
Parking	0	0	0	0	1	0	0	0	0	0	0	0	1
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>
Dismissed/ Compliance	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Total
Traffic	5	22	2	2	7	5	2	6	4	4	1	4	64
State Law	0	0	0	0	0	0	0	0	0	0	0	0	0
City Ordinance	0	0	0	0	0	0	0	0	0	0	0	0	0
Parking	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>5</b>	<b>22</b>	<b>2</b>	<b>2</b>	<b>7</b>	<b>5</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>4</b>	<b>64</b>
Dismissed by Prosecutor	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Total
Traffic	1	0	0	4	1	2	0	1	0	2	0	1	12
State Law	0	0	0	0	0	1	0	0	0	0	0	1	2
City Ordinance	0	2	8	2	0	1	0	0	0	0	0	0	13
Parking	0	1	0	0	0	0	0	0	0	0	0	0	1
<b>Total</b>	<b>1</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>28</b>
	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Total
<b>Total other Completed</b>	<b>33</b>	<b>1</b>	<b>21</b>	<b>23</b>	<b>2</b>	<b>12</b>	<b>5</b>	<b>0</b>	<b>23</b>	<b>21</b>	<b>4</b>	<b>2</b>	<b>147</b>
<b>Grand Total Completed</b>	<b>122</b>	<b>3</b>	<b>73</b>	<b>43</b>	<b>7</b>		<b>29</b>	<b>28</b>	<b>41</b>	<b>48</b>	<b>12</b>	<b>10</b>	<b>416</b>

Warrants FY2017-2018													
Issued	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Total
Traffic	2	0	14	4	4	0	0	2	0	0	8	0	34
State Law	0	0	2	0	0	0	0	0	0	0	0	0	2
City Ordinance	0	0	0	0	0	0	0	0	0	0	0	0	0
Parking	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Violations</b>	<b>2</b>	<b>0</b>	<b>16</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>36</b>
Total Warrants Issued	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Total
	2	0	16	4	4	0	0	2	0	0	8	0	36
Cleared	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Total
Traffic	21	0	0	1	0	7	0	5	4	0	0	1	39
State Law	0	0	0	0	0	0	0	0	0	0	0	0	0
City Ordinance	0	0	0	0	0	0	0	0	0	0	0	0	0
Parking	0	0	0	0	0	2	0	0	1	0	0	0	3

## CITY OF ROLLINGWOOD MONTHLY STATS

## Municipal Court

202

35.

Total Warrants	21	0	0		0	9	0	5	5	0	0	1	42
Total Warrants Cleared	21	0	0		0	9	0	5	5	0	0	1	42
Change in Total Warrants	-19	0	+16				0	-3	5	0	-8	-1	

Other Paid Cases													
Paid Fines	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Total
Total Other Paid Fines	10				0	0	8	0	0	5	0	10	33

Payment Process Methods													
Paid Fines	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Total
Municipal Court Clerk	43	20	38	16	14	29	26	22	11	26	12	20	277
Online	153	108	55	36	24	42	21	44	33	19	16	16	567
Total	196	128	93	52	38	71	47	66	44	45	28	36	844

## Fees and Fines Paid FY 2017-2018

	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Total
Administrative Fee	992.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	992.87
Administrative \$20.00	60.00	20.00	40.00	40.00	40.00	40.00	0.00		20.00	0.00	0.00	0.00	260.00
Arrest Fee	536.96	310.00	324.16	127.36	95.42	175.37	149.56	190.22	124.56	184.50	71.08	111.04	2,400.23
Bond Forfeiture	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CCC04-Consolidated Court Cost	2,615.58	760.00	1,469.74	698.85	726.86	1,362.89	1,196.36	1,321.51	956.36	1,475.26	568.48	888.20	14,040.09
Civil Justice Fee Court	0.46	0.15	0.27	0.12	0.16	0.29	0.25	0.24	0.15	0.26	0.09	0.20	2.64
Civil Justice Fee State	4.19	1.35	2.42	1.08	1.46	2.59	2.25	2.15	1.35	2.34	0.81	1.78	23.77
Court Tech Fund	433.55	256.00	266.98	101.88	76.68	140.29	119.63	152.14	95.63	147.57	56.84	92.81	1,940.00
DSC Admin Fee	176.81	29.70	49.50	69.30	90.74	158.40	118.80	107.26	49.50	49.50	19.80	46.44	965.75
Fine	14,266.60	11,839.00	8,283.00	2,548.20	1,328.40	2,167.70	1,802.60	2,009.70	1,665.90	2,720.70	911.50	1,593.80	51,137.10
Indigent Defense Fee	130.79	38.00	73.48	34.95	36.35	68.15	59.83	66.10	47.83	73.66	28.44	44.43	702.01
JFCI- Judicial Fee - City	39.22	11.40	22.05	10.48	10.90	20.44	17.94	19.81	13.74	22.08	8.52	13.32	209.90
JFCT2-Judicial Fee- State	353.11	102.60	198.41	94.35	98.13	183.99	161.52	178.43	129.12	198.84	76.76	119.92	1,895.18
Muni. Court Bldg. Sec.	325.17	192.00	200.23	76.41	57.52	105.22	89.73	114.12	74.73	110.69	42.64	69.61	1,458.07
State Jury Fee	261.55	76.00	146.98	69.88	72.68	136.29	119.63	132.14	95.63	147.26	56.84	88.81	1,403.69
State Traffic Fee	1,454.41	480.00	807.35	390.00	485.16	833.08	750.00	807.50	480.00	690.00	210.00	480.00	7,867.50
TFC	145.44	48.00	80.73	39.00	48.52	83.31	75.00	80.75	48.00	69.00	21.00	56.06	794.81

CITY OF ROLLINGWOOD MONTHLY STATS

Municipal Court

203

35.

Truancy Prevention	128.76	36.00	73.48	32.94	34.35	62.14	59.80	64.03	47.80	73.60	28.40	44.38	685.68
Omni Fees State	300.00	80.00	36.63	23.37	20.00	80.00	20.00	60.00	80.00	20.00	0.00	20.00	740.00
Omni Base Vendor	90.00	24.00	10.99	7.01	6.00	24.00	6.00	18.00	24.00	6.00	0.00	6.00	222.00
Local Omni Base Fee	60.00	16.00	7.33	4.67	4.00	16.00	4.00	12.00	16.00	4.00	0.00	4.00	148.00
Time Pmt. Plan - Local	0.00	30.00	9.12	10.00	0.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00
Time Pmt. Plan - Effiency	0.00	7.50	2.28	2.50	0.22	0.00	0.00	0.00	0.00	0.00	.0.00	0.00	12.50
Time Pmt. Plan - State	0.00	37.50	11.40	12.50	1.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62.50
Warrant Fee	950.00	250.00	400.00	100.00	138.80	250.00	50.00	150.00	200.00	100.00	50.00	50.00	2,688.80
Collection Agency Fee	992.97	390.60	50.15	191.95	181.80	507.38	95.10	206.43	146.40	72.00	0.00	147.90	2,982.68
Total Fees/Fines Paid	24,318.44	15,035.80	12,566.68	4,686.80	3,556.13	6,417.53	4,898.00	5,692.53	4,316.70	6,167.26	2,151.20		93,685.77



engineers | architects | surveyors

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**CITY OF ROLLINGWOOD  
ENGINEER'S MONTHLY REPORT  
LNV, INC.  
DECEMBER 12, 2019**

**Includes Activities and Services from November 14 to December 12, 2019**

**1. Site Development Plan (Drainage) and RSDP Review**

**A. Drainage Plan Review**

- 2500 Hatley Dr Pool – Provided comments 10/24/19
- 3202 Pickwick Ln - Provided comments 3/12/19
- 3012 Bee Cave Rd - Provided comments 6/27/19
- 4907 Timberline Dr – Approved (minor site plan change) 12/5/19
- 4806 Timberline Drive – Approved 11/21/19
- 2516 Timberline Dr – Provided Comments 10/6/19 (On hold, Owner to make revisions to site plan)

**B. Residential Stormwater Discharge Permit (RSDP) – No Activity**

**C. 2500 Bee Cave (Rollingwood Centre Phase III) – LNV continues to provide on-site reviews of site conditions for soil erosion control, grading, drainage, and utilities during the construction phase. Stantec (Endeavor's Engineer) is creating an improvement plan to provide increased protection for Eanes Creek adjacent to the Rollingwood Center Development. Plans will be reviewed for approval when received.**

**D. Drainage Plan Inspection – No Activity**

**2. Cul-De-Sac Waterline Improvement Project – Tabled, On-Hold**

**Task Order No. 21:** Includes waterline improvements at the following cul-de-sacs:

- A. Westgate Circle
- B. Ewing Circle
- C. Michele Circle
- D. Jeffery Cove
- E. South Crest Drive

LVN provided final plans to the City 6/14/18. LVN has prepared updated construction cost estimates (4/17/19) with 2019 unit cost and added mobilization and a 20% contingency.

### **3. Water Distribution System Support**

LVN continues to provide support on an as needed basis. LVN is currently working with the City and AWR to assist with waterline abandonment. No changes are necessary to the November 2019 Water System Map. LVN will continue to support the City with waterline abandonment and updating of the water system map.

### **4. Wastewater System Support**

LVN is currently assisting AWR and providing information as needed for a proposal for videoing of the wastewater system.

### **5. Riley Road Curb Cut Drainage Improvements**

LVN is in the process of providing a drainage improvement plan for the Riley Road curb cut located just north of the Hatley Road and Riley Road intersection. Final plans should be complete by 12/20/19 and will be provided to the City for approval. LVN will assist with obtaining bids from selected contractors.

Submitted By:



Jay Campbell, PE, CFM, CPESC  
Project Manager

## CITY OF ROLLINGWOOD MONTHLY STATS

## Top Water Users

206

37.

## FY 2019-2020 Top Water Users

October	Nov	Dec	Jan	Feb	March	April	May	June	July	August	Sept
117	84										
88	65										
85	59										
82	58										
70	56										
65	53										
61	49										
57	47										
57	46										
56	46										
Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage
73.8	56.3	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

## FY 2018-2019 Top Water Users

October	Nov	Dec	Jan	Feb	March	April	May	June	July	August	Sept
66	43	139	170	55	52	72	43	142	82	129	148
62	39	87	120	41	39	64	43	43	74	115	145
58	37	58	97	38	33	56	42	43	64	104	129
41	34	54	40	36	30	53	38	42	59	90	125
40	34	52	40	35	28	46	37	38	58	89	117
38	34	45	38	35	27	43	34	37	56	86	90
36	33	44	37	34	27	42	30	34	53	84	87
35	33	37	36	34	27	41	30	30	52	79	82
33	31	36	31	34	26	40	30	30	50	77	80
31	28	35	28	32	26	40	30	30	48	76	76
Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage
44	34.6	58.7	63.7	37.4	31.5	49.7	35.7	46.9	59.6	92.9	107.9

**CITY OF ROLLINGWOOD MONTHLY STATS**  
**Top Water Users**

<b>FY 2017-2018 Top Water Users</b>												
<b>October</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept</b>	
66	43	139	170	55	52	72	43	142	82	129	76	
62	39	87	120	41	39	64	43	43	74	115	72	
58	37	58	97	38	33	56	42	43	64	104	61	
41	34	54	40	36	30	53	38	42	59	90	61	
40	34	52	40	35	28	46	37	38	58	89	56	
38	34	45	38	35	27	43	34	37	56	86	56	
36	33	44	37	34	27	42	30	34	53	84	55	
35	33	37	36	34	27	41	30	30	52	79	54	
33	31	36	31	34	26	40	30	30	50	77	52	
31	28	35	28	45	26	40	30	30	48	76	45	
Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	Avg Usage	
44	34.6	58.7	63.7	38.7	31.5	49.7	35.7	46.9	59.6	92.9	58.8	

# Water and Wastewater Monthly Statistics

208

37.

Current Month			
	GALLONS	COST	**Adjusted Rate \$/1000 Gal.
Water Purchased from City of Austin	10,130,600	\$53,207	\$5.25
Water Billed to Rollingwood Residents/ Businesses	8,965,000	\$85,984.94	\$9.59
Wastewater Bill from City of Austin	3,475,100	\$22,635	\$6.51
Wastewater Billed to Rollingwood Residents	3,475,100	\$47,738	\$13.74

Last Year			
	GALLONS	COST	**Adjusted Rate \$/1000 Gal.
Water Purchased from City of Austin	5,760,700	\$32,450	\$5.63
Water Billed to Rollingwood Residents/ Businesses	5,098,000	\$99,785	\$19.57
Wastewater Bill from City of Austin	3,502,100	\$22,789	\$6.51
Wastewater Billed to Rollingwood Residents	3,502,100	\$53,701	\$15.33

PUBLIC WORKS	
Occurrences or Gallons	
Line Flushings	4,000
Fire Hydrant Flushings	0
Unauthorized Consumption Estimate	
Water Main Breaks	112,000
Sewer Breaks	0
Service Line Leaks	0
Master Meter Reading	10,132,600
Water Loss	1,051,600

Current					
Location	Date	Level (ft.)	Volume (Ac-Ft)	% Full	Monthly Historic
Buchanan Dam	12/12/19	1016.06	790,123	90%	1010.59
Mansfield Dam	12/12/19	670.14	940,542	83%	666.85
Total Combined Storage			1,730,665		
<a href="https://hydromet.lcra.org/riverreport/">https://hydromet.lcra.org/riverreport/</a>					

City of Austin typically reads meters at the start of the month. City of Rollingwood reads meters typically around the middle of the month. The number of days between read periods may differ between CoA and CoR.

## Backflow Prevention Fee

\*\*The Adjusted Rate Includes:

Customer Charge  
Fixed Charge

Contracted Wholesale rate per 1000 Gal.  
Reserve Fund Surcharge

Contracted Wholesale Rate for Water : \$4.65  
Contracted Wholesale Rate for Wastewater : \$5.67

## CITY OF ROLLINGWOOD MONTHLY STATS

## Sales Tax Revenue

209

37.

FY 2019-2020	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Total	Current Average
	91,077.01	74,497.13											165,574	82,787
													0	
FY 2018-2019	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Total	12 Month Average
	73,123	71,123	77,158	71,452	80,971.02	72,136.00	96,236.88	79,895.87	91,090	72,701	87,223	77,169.25	950,280	79,190

Comparison by Month	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Total To Date
Total Increase or Decrease	17,954	3,374	-77,158	-71,452	-80,971	-72,136	-96,237	-79,896	-91,090	-72,701	-87,223		-\$707,537
Total % Increase or Decrease	24.55%	4.74%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	0.00%	-189.27%

## Sales Tax Revenues FY 2017-2018

Total:

12 Mo. Avg.

\$73,223

Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17
72,033	70,289	55,644	105,515	69,061	63,168	73,892	67,649	72,443	73,525	84,718	70,733

## Sales Tax Revenues FY 2016-2017

Total:

\$660,679

12 Mo. Avg.

\$55,057

Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16
64,958	64,783	55,260	70,550	57,445	57,218	60,690	58,942	82,731	131,881	71,529	70,733

## Sales Tax Revenues FY 2015-2016

Total:

\$660,679

12 Mo. Avg.

\$55,057

Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15
60,763	52,993	50,776	58,251	58,466	48,582	57,935	53,949	50,885	53,050	58,131	56,898

## Sales Tax Revenues FY 2015-2016

Total:

\$637,914

12 Mo. Avg.

\$53,160

Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	April-14	May-14	June-14	July-14	Aug-14	Sept-14
53,417	60,449	55,382	70,179	60,870	43,543	51,854	60,473	48,865	51,030	43,645	47,352

## Sales Tax Revenues FY 2014-2015

Total:

\$637,914

12 Mo. Avg.

\$53,160

Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	April-13	May-13	June-13	July-13	Aug-13	Sept-13
49,054	61,523	58,436	62,246	49,770	48,154	52,802	50,076	50,043	50,828	52,271	52,711

## Sales Tax Revenues FY 2013-2014

Total:

\$594,423

12 Mo. Avg.

\$49,535

Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	April-12	May-12	June-12	July-12	Aug-12	Sept-12
36,155	45,606	36,037	60,950	46,029	50,569	52,451	62,850	47,677	51,672	49,150	55,277

## Sales Tax Revenues FY 2012-2013

Total:

\$516,681

12 Mo. Avg.

\$43,057

Oct-10	Nov-10	Dec-10	Jan-11	Feb-11	Mar-11	April-11	May-11	June-11	July-11	Aug-11	Sept-11
36,734	37,226	55,929	45,721	39,127	30,768	41,483	49,583	41,391	56,050	39,604	43,065

# City of Rollingwood, Texas

## Statement of Revenues and Expenditures

100 - General Fund

From 11/1/2019 Through 11/30/2019

	Current Period Actual	Current Year Actual	Total Budget - Revised	Budget Balance Remaining	Percent Total Budget
<b>REVENUES</b>					
Administration	174,844.33	238,619.53	2,216,324.00	(1,977,704.47)	10.76%
Development Services	19,103.11	52,243.11	131,975.00	(79,731.89)	39.58%
Streets	12,403.77	27,568.09	114,056.00	(86,487.91)	24.17%
Police	5.00	10.00	31,050.00	(31,040.00)	0.03%
Court	3,319.02	9,504.64	61,650.00	(52,145.36)	15.41%
Park Department	0.00	300.00	400.00	(100.00)	75.00%
Total REVENUES	209,675.23	328,245.37	2,555,455.00	(2,227,209.63)	12.84%
<b>EXPENDITURES</b>					
Administration	67,512.14	121,940.02	695,780.00	573,839.98	17.52%
Development Services	14,587.29	26,712.14	205,304.00	178,591.86	13.01%
Sanitation	11,014.80	11,014.80	126,000.00	114,985.20	8.74%
Streets	14,183.00	20,731.70	135,624.00	114,892.30	15.28%
Police	90,062.50	227,848.80	1,200,344.00	972,495.20	18.98%
Court	7,417.07	15,775.16	116,336.00	100,560.84	13.55%
Park Department	7,480.55	13,973.15	99,632.00	85,658.85	14.02%
Public Works	68.98	1,196.45	17,550.00	16,353.55	6.81%
Total EXPENDITURES	212,326.33	439,192.22	2,596,570.00	2,157,377.78	16.91%
Excess Revenues Over (Under) Expenses	(2,651.10)	(110,946.85)	(41,115.00)	(69,831.85)	269.84%

# City of Rollingwood, Texas

## Statement of Revenues and Expenditures

200 - Water Fund

From 11/1/2019 Through 11/30/2019

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
REVENUES					
Non-Departmental	<u>76,360.02</u>	<u>205,097.75</u>	<u>708,500.00</u>	<u>(503,402.25)</u>	<u>28.94%</u>
Total REVENUES	<u>76,360.02</u>	<u>205,097.75</u>	<u>708,500.00</u>	<u>(503,402.25)</u>	<u>28.95%</u>
EXPENDITURES					
Non-Departmental	<u>96,077.07</u>	<u>126,183.00</u>	<u>936,714.00</u>	<u>810,531.00</u>	<u>13.47%</u>
Total EXPENDITURES	<u>96,077.07</u>	<u>126,183.00</u>	<u>936,714.00</u>	<u>810,531.00</u>	<u>13.47%</u>
Excess Revenues Over (Under) Expenses	<u>(19,717.05)</u>	<u>78,914.75</u>	<u>(228,214.00)</u>	<u>307,128.75</u>	<u>(34.57)%</u>

# City of Rollingwood, Texas

## Statement of Revenues and Expenditures

### 301 - Street Maintenance Fund

From 11/1/2019 Through 11/30/2019

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
REVENUES					
Non-Departmental	<u>13,534.57</u>	<u>25,940.17</u>	<u>130,000.00</u>	<u>(104,059.83)</u>	<u>19.95%</u>
Total REVENUES	<u>13,534.57</u>	<u>25,940.17</u>	<u>130,000.00</u>	<u>(104,059.83)</u>	<u>19.95%</u>
EXPENDITURES					
Non-Departmental	<u>12,403.77</u>	<u>27,568.09</u>	<u>114,056.00</u>	<u>86,487.91</u>	<u>24.17%</u>
Total EXPENDITURES	<u>12,403.77</u>	<u>27,568.09</u>	<u>114,056.00</u>	<u>86,487.91</u>	<u>24.17%</u>
Excess Revenues Over (Under) Expenses	<u>1,130.80</u>	<u>(1,627.92)</u>	<u>15,944.00</u>	<u>(17,571.92)</u>	<u>(10.21)%</u>

# City of Rollingwood, Texas

## Statement of Revenues and Expenditures

### 310 - Court Security Fund

From 11/1/2019 Through 11/30/2019

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
REVENUES					
Court	<u>72.00</u>	<u>218.59</u>	<u>1,500.00</u>	<u>(1,281.41)</u>	<u>14.57%</u>
Total REVENUES	<u>72.00</u>	<u>218.59</u>	<u>1,500.00</u>	<u>(1,281.41)</u>	<u>14.57%</u>
EXPENDITURES					
Court	<u>0.00</u>	<u>0.00</u>	<u>11,000.00</u>	<u>11,000.00</u>	<u>0.00%</u>
Total EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>11,000.00</u>	<u>11,000.00</u>	<u>0.00%</u>
Excess Revenues Over (Under) Expenses	<u>72.00</u>	<u>218.59</u>	<u>(9,500.00)</u>	<u>9,718.59</u>	<u>(2.30)%</u>

## City of Rollingwood, Texas

### Statement of Revenues and Expenditures

#### 320 - Court Technology Fund

From 11/1/2019 Through 11/30/2019

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
REVENUES					
Court	<u>96.00</u>	<u>291.45</u>	<u>1,500.00</u>	<u>(1,208.55)</u>	<u>19.43%</u>
Total REVENUES	<u>96.00</u>	<u>291.45</u>	<u>1,500.00</u>	<u>(1,208.55)</u>	<u>19.43%</u>
EXPENDITURES					
Court	<u>23.33</u>	<u>58.56</u>	<u>7,500.00</u>	<u>7,441.44</u>	<u>0.78%</u>
Total EXPENDITURES	<u>23.33</u>	<u>58.56</u>	<u>7,500.00</u>	<u>7,441.44</u>	<u>0.78%</u>
Excess Revenues Over (Under) Expenses	<u>72.67</u>	<u>232.89</u>	<u>(6,000.00)</u>	<u>6,232.89</u>	<u>(3.88)%</u>

# City of Rollingwood, Texas

## Statement of Revenues and Expenditures

330 - Court Efficiency Fund

From 11/1/2019 Through 11/30/2019

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
REVENUES					
Court	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>(100.00)</u>	<u>0.00%</u>
Total REVENUES	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>(100.00)</u>	<u>0.00%</u>
EXPENDITURES					
Court	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>100.00</u>	<u>0.00%</u>
Total EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>100.00</u>	<u>0.00%</u>
Excess Revenues Over (Under) Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00%</u>

## City of Rollingwood, Texas

### Statement of Revenues and Expenditures

430 - Debt Service Fund Series 2014

From 11/1/2019 Through 11/30/2019

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
REVENUES					
Non-Departmental	<u>9,068.89</u>	<u>9,084.43</u>	<u>200,050.00</u>	<u>(190,965.57)</u>	<u>4.54%</u>
Total REVENUES	<u>9,068.89</u>	<u>9,084.43</u>	<u>200,050.00</u>	<u>(190,965.57)</u>	<u>4.54%</u>
EXPENDITURES					
Non-Departmental	<u>0.00</u>	<u>0.00</u>	<u>199,750.00</u>	<u>199,750.00</u>	<u>0.00%</u>
Total EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>199,750.00</u>	<u>199,750.00</u>	<u>0.00%</u>
Excess Revenues Over (Under) Expenses	<u>9,068.89</u>	<u>9,084.43</u>	<u>300.00</u>	<u>8,784.43</u>	<u>3,028.14%</u>

# City of Rollingwood, Texas

Statement of Revenues and Expenditures

440 - Debt Service Fund Series 2012

From 11/1/2019 Through 11/30/2019

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
REVENUES					
Non-Departmental	<u>14,936.11</u>	<u>14,990.28</u>	<u>319,720.00</u>	<u>(304,729.72)</u>	<u>4.68%</u>
Total REVENUES	<u>14,936.11</u>	<u>14,990.28</u>	<u>319,720.00</u>	<u>(304,729.72)</u>	<u>4.69%</u>
EXPENDITURES					
Non-Departmental	<u>0.00</u>	<u>0.00</u>	<u>318,720.00</u>	<u>318,720.00</u>	<u>0.00%</u>
Total EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>318,720.00</u>	<u>318,720.00</u>	<u>0.00%</u>
Excess Revenues Over (Under) Expenses	<u>14,936.11</u>	<u>14,990.28</u>	<u>1,000.00</u>	<u>13,990.28</u>	<u>1,499.02%</u>

## City of Rollingwood, Texas

Statement of Revenues and Expenditures  
450 - Debt Service Fund Series 2019  
From 11/1/2019 Through 11/30/2019

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
REVENUES					
Non-Departmental	<u>18,529.73</u>	<u>18,529.73</u>	<u>408,215.00</u>	<u>(389,685.27)</u>	<u>4.53%</u>
Total REVENUES	<u>18,529.73</u>	<u>18,529.73</u>	<u>408,215.00</u>	<u>(389,685.27)</u>	<u>4.54%</u>
EXPENDITURES					
Non-Departmental	<u>0.00</u>	<u>0.00</u>	<u>407,715.00</u>	<u>407,715.00</u>	<u>0.00%</u>
Total EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>407,715.00</u>	<u>407,715.00</u>	<u>0.00%</u>
Excess Revenues Over (Under) Expenses	<u>18,529.73</u>	<u>18,529.73</u>	<u>500.00</u>	<u>18,029.73</u>	<u>3,705.94%</u>

# City of Rollingwood, Texas

## Statement of Revenues and Expenditures

702 - Drainage Fund

From 11/1/2019 Through 11/30/2019

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
REVENUES					
Capital Improvements	<u>0.00</u>	<u>0.00</u>	<u>162,357.00</u>	<u>(162,357.00)</u>	<u>0.00%</u>
Total REVENUES	<u>0.00</u>	<u>0.00</u>	<u>162,357.00</u>	<u>(162,357.00)</u>	<u>0.00%</u>
EXPENDITURES					
Capital Improvements	<u>8,315.90</u>	<u>8,315.90</u>	<u>172,357.00</u>	<u>164,041.10</u>	<u>4.82%</u>
Total EXPENDITURES	<u>8,315.90</u>	<u>8,315.90</u>	<u>172,357.00</u>	<u>164,041.10</u>	<u>4.82%</u>
Excess Revenues Over (Under) Expenses	<u>(8,315.90)</u>	<u>(8,315.90)</u>	<u>(10,000.00)</u>	<u>1,684.10</u>	<u>83.15%</u>

# City of Rollingwood, Texas

## Statement of Revenues and Expenditures

800 - Waste Water Fund

From 11/1/2019 Through 11/30/2019

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
REVENUES					
Non-Departmental	<u>56,372.66</u>	<u>113,170.41</u>	<u>673,160.00</u>	<u>(559,989.59)</u>	<u>16.81%</u>
Total REVENUES	<u>56,372.66</u>	<u>113,170.41</u>	<u>673,160.00</u>	<u>(559,989.59)</u>	<u>16.81%</u>
EXPENDITURES					
Non-Departmental	<u>51,393.63</u>	<u>77,301.72</u>	<u>621,501.00</u>	<u>544,199.28</u>	<u>12.43%</u>
Total EXPENDITURES	<u>51,393.63</u>	<u>77,301.72</u>	<u>621,501.00</u>	<u>544,199.28</u>	<u>12.44%</u>
Excess Revenues Over (Under) Expenses	<u>4,979.03</u>	<u>35,868.69</u>	<u>51,659.00</u>	<u>(15,790.31)</u>	<u>69.43%</u>

City of Rollingwood, Texas  
Balance Sheet  
As of 11/30/2019

		General Fund	Water Fund	Street Maintenance Fund	POLICE FUND	Waste Water Fund	Court Security Fund	Court Technology Fund	Court Efficiency Fund	Capital Projects Fund	Debt Service Fund Series 2014	Debt Service Fund Series 2012	Drainage Fund	Total
ASSETS														
Current Assets														
1000	Operating Cash	875,096.15	378,858.13	204,272.85	0.00	449,150.62	13,852.87	7,484.24	114.31	0.00	8,170.19	7,374.61	60,760.99	2,023,664.69
1004	Police Fund Cash	0.00	0.00	0.00	3,315.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,315.13
1006	Cash-Cap Proj SR2014GO Streets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1007	Cash-DS SR2014 GO Streets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1.34)	0.00	0.00	(1.34)
1009	Cash-DS SR2014 Water Improv	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.34	0.00	0.00	1.34
1010	Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1011	Petty Cash - Court	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
1012	Cash-Cap Projects SR2012A	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1013	Cash-Debt Service SR2012	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1016	Merchant Acct Cash	(49.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(49.00)
1030	Tex-Pool	172,771.46	59,840.39	0.00	0.00	299,982.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	532,594.41
1131	Net Pension Asset	0.00	(3,706.92)	0.00	0.00	(3,706.92)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(7,413.84)
1141	Deferred Outflows of Resources	0.00	(536.34)	0.00	0.00	(536.34)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,072.68)

City of Rollingwood, Texas  
Balance Sheet  
As of 11/30/2019

		General Fund	Water Fund	Street Maintenance Fund	POLICE FUND	Waste Water Fund	Court Security Fund	Court Technology Fund	Court Efficiency Fund	Capital Projects Fund	Debt Service Fund Series 2014	Debt Service Fund Series 2012	Drainage Fund	Total
1142	Deferred Outflows - OPEB	0.00	449.28	0.00	0.00	449.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	898.56
1200	Accounts Receivable	0.00	117,463.53	0.00	0.00	79,328.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	196,791.95
1205	Allows for Uncollectables	0.00	(7,300.00)	0.00	0.00	(9,000.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(16,300.00)
1208	Accum Amort-A Premium	0.00	0.00	0.00	0.00	68,871.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68,871.30
1209	Accum Amort-B Premium	0.00	0.00	0.00	0.00	29,401.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,401.34
1213	Live Oak Mira Vista PUD	0.00	0.00	0.00	0.00	16,925.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,925.37
1215	Other Receivables (Water)	0.00	0.00	0.00	0.00	(2,987.24)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(2,987.24)
1216	Mira Vista PUD Receivable	0.00	0.00	0.00	0.00	(28.72)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(28.72)
1217	Cencor PUD Receivable	0.01	0.00	0.00	0.00	(13,701.52)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(13,701.51)
1218	Endeavor PUD Receivable	0.00	0.00	0.00	0.00	4,074.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,074.52
1230	Taxes Receivable - General	17,158.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,874.11	0.00	0.00	32,033.01
1250	Allowance For Losses	0.00	(4,500.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(4,500.00)
1302	Due From Water Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	173,600.00	0.00	173,600.00

City of Rollingwood, Texas  
Balance Sheet  
As of 11/30/2019

		General Fund	Water Fund	Street Maintenance Fund	POLICE FUND	Waste Water Fund	Court Security Fund	Court Technology Fund	Court Efficiency Fund	Capital Projects Fund	Debt Service Fund Series 2014	Debt Service Fund Series 2012	Drainage Fund	Total
1350	Sales Tax Receivable	<u>59,625.70</u>	<u>0.00</u>	<u>13,445.49</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>73,071.19</u>
Total Current Assets		1,124,853.22	540,568.07	217,718.34	3,315.13	918,222.67	13,852.87	7,484.24	114.31	0.00	23,044.30	180,974.61	60,760.99	3,109,438.48
Plant & Equipment														
1600	Water Systems	0.00	1,885,140.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,885,140.74
1601	Water Line Improvements	0.00	1,799,149.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,799,149.92
1605	W/WW Imp.BCR	0.00	561,036.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	561,036.56
1606	Cap.Imp.BackFlow	0.00	92,420.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92,420.00
1610	Accum Depreciation	0.00	(1,577,669.70)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,577,669.70)
1615	Water Line Improvements	0.00	0.00	0.00	0.00	194,039.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	194,039.50
1616	Wastewater System	0.00	0.00	0.00	0.00	12,262,665.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,262,665.58
1620	Equipment	0.00	27,951.36	0.00	0.00	70,711.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	98,662.58
1621	Equipment-Computer	0.00	1,726.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,726.00
1628	Accum Deprec - Maint & Office	0.00	(37,361.43)	0.00	0.00	(990,679.86)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,028,041.29)
1630	Accum Depr - Equipment	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,117,941.48)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,117,941.48)</u>
Total Plant & Equipment		<u>0.00</u>	<u>2,752,393.45</u>	<u>0.00</u>	<u>0.00</u>	<u>10,418,794.96</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,171,188.41</u>
Total ASSETS		<u>1,124,853.22</u>	<u>3,292,961.52</u>	<u>217,718.34</u>	<u>3,315.13</u>	<u>11,337,017.63</u>	<u>13,852.87</u>	<u>7,484.24</u>	<u>114.31</u>	<u>0.00</u>	<u>23,044.30</u>	<u>180,974.61</u>	<u>60,760.99</u>	<u>16,280,626.89</u>
LIABILITIES & RESERVES														

City of Rollingwood, Texas  
Balance Sheet  
As of 11/30/2019

		General Fund	Water Fund	Street Maintenance Fund	POLICE FUND	Waste Water Fund	Court Security Fund	Court Technology Fund	Court Efficiency Fund	Capital Projects Fund	Debt Service Fund Series 2014	Debt Service Fund Series 2012	Drainage Fund	Total
Current Liabilities														
2000	Accounts Payable	(85.65)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(85.65)
2003	Accounts Payable - Vendor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2008	Accounts Payable Other	6,339.90	(414.65)	0.00	0.00	(2,588.39)	0.00	23.33	0.00	0.00	0.00	0.00	1,965.00	5,325.19
2010	Health Insurance	6,703.42	(2,515.40)	0.00	0.00	(2,623.99)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,564.03
2012	Aflac Insurance	(33.06)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(33.06)
2015	Economic Development Sales Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2020	Federal W/H Tax	2,014.63	0.00	0.00	0.00	(2.09)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,012.54
2030	Unemployment Tax Liability	(1,242.78)	(194.89)	0.00	0.00	(530.24)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,967.91)
2035	Social Security/Medicare Tax	1,705.40	(400.12)	0.00	0.00	(62.52)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,242.76
2050	Appearance Bond Reserve	(291.34)	0.00	0.00	0.00	0.00	(9.00)	(16.00)	0.00	0.00	0.00	0.00	0.00	(316.34)
2055	Omnibase Vendor Reserve	(24.08)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(24.08)
2060	Traffic Fine Reserve	17,892.07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,892.07
2070	Deferred Revenues	12,646.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,646.02

City of Rollingwood, Texas  
Balance Sheet  
As of 11/30/2019

		General Fund	Water Fund	Street Maintenance Fund	POLICE FUND	Waste Water Fund	Court Security Fund	Court Technology Fund	Court Efficiency Fund	Capital Projects Fund	Debt Service Fund Series 2014	Debt Service Fund Series 2012	Drainage Fund	Total
2080	TMRS Retirement W/Held	17,644.78	551.69	0.00	0.00	1,003.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,200.23
2090	Deferred Revenue-Paving Assess	0.00	0.00	0.00	0.00	323.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00	323.48
2100	Meter Service Deposits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2110	Compensated Absence Pay	0.00	7,357.59	0.00	0.00	7,357.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,715.18
2115	Salaries Payable	(4,748.33)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(4,748.33)
2117	Unclaimed Property	153.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	153.97
2119	Restrict Cov Amend 2805 Pickwi	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
2120	Bonds Payable-SR2014 Water Imp	0.00	(107,838.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(107,838.00)
2121	Bond Premium-SR2014 Water Impr	0.00	911,635.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	911,635.76
2122	Accrued Interest Payable	0.00	4,407.19	0.00	0.00	63,987.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	68,394.19
2124	Bonds Payable-SR2012A	0.00	0.00	0.00	0.00	1,470,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,470,000.00
2125	Bonds Payable-SR2012B	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2126	Net Bond Premium-SR2012A	0.00	0.00	0.00	0.00	70,308.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	70,308.53
2127	Net Bond Premium-SR2012B	0.00	0.00	0.00	0.00	134,405.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	134,405.35

City of Rollingwood, Texas  
Balance Sheet  
As of 11/30/2019

		General Fund	Water Fund	Street Maintenance Fund	POLICE FUND	Waste Water Fund	Court Security Fund	Court Technology Fund	Court Efficiency Fund	Capital Projects Fund	Debt Service Fund Series 2014	Debt Service Fund Series 2012	Drainage Fund	Total
2129	Friends of the Park	2,966.01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,966.01
2131	RWC-Donation	(603.28)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(603.28)
2132	My Park Day	1,209.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,209.30
2133	Animal Waste Station	97.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97.77
2134	Bicycle Rack	760.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	760.00
2135	Bonds Payable-2019 Refunding	0.00	0.00	0.00	0.00	9,325,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,325,000.00
2136	Bond Premium-2019 Refunding	0.00	0.00	0.00	0.00	588,635.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	588,635.30
2137	Park Pet Pavers	625.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	625.00
2140	Deferred Inflows of Resources	0.00	1,170.13	0.00	0.00	1,170.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,340.26
2141	Res Storm Discha Permit-Zone 7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	137,501.00	137,501.00
2143	Res Storm Disch Permit-Zone 1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	3,500.00
2144	Res Storm Discha Permit-Zone 5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,384.00	37,384.00
2145	OPEB Liabilty	0.00	4,855.68	0.00	0.00	4,855.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,711.36

City of Rollingwood, Texas  
Balance Sheet  
As of 11/30/2019

		General Fund	Water Fund	Street Maintenance Fund	POLICE FUND	Waste Water Fund	Court Security Fund	Court Technology Fund	Court Efficiency Fund	Capital Projects Fund	Debt Service Fund Series 2014	Debt Service Fund Series 2012	Drainage Fund	Total
2250	Deferred Tax Rev-Delinquent Tx	17,158.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,874.11	0.00	0.00	32,033.01
2252	Due to Debt Service Fund 440	0.00	0.00	0.00	0.00	173,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	173,600.00
2400	Liab Pay from Rest Assets	0.00	154,019.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	154,019.98
2425	Bldg & Misc Deposits	<u>3,500.00</u>	<u>1,750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,250.00</u>
Total Current Liabilities		<u>86,888.65</u>	<u>974,384.96</u>	<u>0.00</u>	<u>0.00</u>	<u>11,834,839.59</u>	<u>(9.00)</u>	<u>7.33</u>	<u>0.00</u>	<u>0.00</u>	<u>14,874.11</u>	<u>0.00</u>	<u>180,350.00</u>	<u>13,091,335.64</u>
Total LIABILITIES & RESERVES		<u>86,888.65</u>	<u>974,384.96</u>	<u>0.00</u>	<u>0.00</u>	<u>11,834,839.59</u>	<u>(9.00)</u>	<u>7.33</u>	<u>0.00</u>	<u>0.00</u>	<u>14,874.11</u>	<u>0.00</u>	<u>180,350.00</u>	<u>13,091,335.64</u>
EQUITY														
3000	Unapprop Fund Balance	2,037,390.33	875,062.46	204,156.39	16,657.51	(154,094.88)	1,358.87	0.00	0.00	(1,289,474.90)	(1,681.74)	(674.85)	(82,642.00)	1,606,057.19
3030	Amounts Tp Be Provided For	(1,289,474.90)	0.00	0.00	0.00	(105,000.00)	0.00	0.00	0.00	1,289,474.90	0.00	0.00	0.00	(105,000.00)
3450	Reserve for Court Technology	0.00	0.00	0.00	(13,342.38)	0.00	(4,495.00)	7,663.80	0.00	0.00	0.00	0.00	0.00	(10,173.58)
3451	Reserve for Court Security	0.00	0.00	0.00	0.00	(15,699.20)	15,320.85	0.00	0.00	0.00	0.00	0.00	0.00	(378.35)
3452	Reserve for Court Efficiency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	114.31	0.00	0.00	0.00	0.00	114.31

City of Rollingwood, Texas  
Balance Sheet  
As of 11/30/2019

		General Fund	Water Fund	Street Maintenance Fund	POLICE FUND	Waste Water Fund	Court Security Fund	Court Technology Fund	Court Efficiency Fund	Capital Projects Fund	Debt Service Fund Series 2014	Debt Service Fund Series 2012	Drainage Fund	Total
3600	Invest in FA Net Related Debt	0.00	1,074,287.20	0.00	0.00	136,933.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,211,220.20
Other		<u>290,049.14</u>	<u>369,226.90</u>	<u>13,561.95</u>	<u>0.00</u>	<u>(359,960.88)</u>	<u>1,677.15</u>	<u>(186.89)</u>	<u>0.00</u>	<u>0.00</u>	<u>9,851.93</u>	<u>181,649.46</u>	<u>(36,947.01)</u>	<u>487,451.48</u>
Total FUND EQUITY		<u>1,037,964.57</u>	<u>2,318,576.56</u>	<u>217,718.34</u>	<u>3,315.13</u>	<u>(497,821.96)</u>	<u>13,861.87</u>	<u>7,476.91</u>	<u>114.31</u>	<u>0.00</u>	<u>8,170.19</u>	<u>180,974.61</u>	<u>(119,589.01)</u>	<u>3,189,291.25</u>
TOTAL LIABILITIES & FUND BALANCE		<u>(1,124,853.22)</u>	<u>(3,292,961.52)</u>	<u>(217,718.34)</u>	<u>(3,315.13)</u>	<u>(11,337,017.63)</u>	<u>(13,852.87)</u>	<u>(7,484.24)</u>	<u>(114.31)</u>	<u>0.00</u>	<u>(23,044.30)</u>	<u>(180,974.61)</u>	<u>(60,760.99)</u>	<u>(16,280,626.89)</u>

2019-2020

CITY OF ROLLINGWOOD  
MONTHLY FINANCIAL ANALYSIS

**NOTE: YTD ACTUAL AS OF 11/30/2019; 16.67% OF FISCAL YEAR**

**REVENUE STATUS & COMPARISON TO PRIOR YEAR**

	CURRENT YEAR:			PRIOR YEAR:		CURRENT YR COMPARED TO PY YR
	EST. REVENUE	YTD	PERCENT	YTD		
CURRENT PROPERTY TAXES	\$ 1,240,174	\$ 56,448	5%	\$ 84,676		67%
TELECOM TAXES	\$ 71,600	\$ 14,098	20%	\$ 14,230		99%
4-B SALES TAX	\$ 130,000	\$ 25,936	20%	\$ 25,022		104%
CITY SALES TAX	\$ 523,000	\$ 103,902	20%	\$ 100,237		104%
ELECTRIC UTILITY FRANCHISE FEE	\$ 98,000	\$ 30,002	31%	\$ 29,154		103%
BUILDING PERMIT FEES	\$ 131,975	\$ 52,078	39%	\$ 33,678		155%
COURT FINES	\$ 32,000	\$ 8,159	25%	\$ 25,568		32%
WATER SALES	\$ 700,000	\$ 203,526	29%	\$ 100,848		202%
STREET SALES TAX	\$ 130,000	\$ 25,936	20%	\$ 25,022		104%
PROPERTY TAX-DEBT SERVICE 2014	\$ 199,350	\$ 9,071	5%	\$ 16,702		54%
PROPERTY TAX-DEBT SERVICE 2012	\$ 318,320	\$ 14,958	5%	\$ 50,306		30%
PROPERTY TAX-DEBT SERVICE 2019	\$ 4,073,150	\$ 18,512	0%	\$ -	#DIV/0!	
WASTEWATER REVENUES	\$ 560,000	\$ 94,062	17%	\$ 106,490		88%
PUD SURCHARGE	\$ 98,160	\$ 16,359	17%	\$ 16,359		100%

**BUDGET STATUS & COMPARISON TO PRIOR YEAR**

	CURRENT YEAR:			PRIOR YEAR:		CURRENT YR COMPARED TO PY YR
	BUDGET	YTD	PERCENT	YTD		
GENERAL FUND:						
REVENUE	\$ 2,555,455	\$ 328,245	13%	\$ 345,938		95%
EXPENDITURES	\$ 2,596,570	\$ 439,192	17%	\$ 382,564		115%
WATER FUND:						
REVENUE	\$ 708,500	\$ 205,098	29%	\$ 102,031		201%
EXPENDITURES	\$ 936,714	\$ 126,183	13%	\$ 126,487		100%
STREET MAINTENANCE FUND:						
REVENUE	\$ 130,000	\$ 25,940	20%	\$ 25,025		104%
EXPENDITURES	\$ 114,056	\$ 27,568	24%	\$ 12,175		226%
COURT SECURITY FUND:						
REVENUE	\$ 1,500	\$ 219	15%	\$ 501		44%
EXPENDITURES	\$ 11,000	\$ -	0%	\$ -	#DIV/0!	
COURT TECHNOLOGY FUND:						
REVENUE	\$ 1,500	\$ 291	19%	\$ 676		43%
EXPENDITURES	\$ 7,500	\$ 59	1%	\$ 64		91%
COURT EFFICIENCY FUND:						
REVENUE	\$ 100	\$ -	0%	\$ -	#DIV/0!	
EXPENDITURES	\$ 100	\$ -	0%	\$ -	#DIV/0!	
DEBT SERVICE FUND - 2014:						
REVENUE	\$ 200,050	\$ 9,084	5%	\$ 16,740		54%
EXPENDITURES	\$ 199,750	\$ -	0%	\$ -	#DIV/0!	
DEBT SERVICE FUND - 2012:						
REVENUE	\$ 319,720	\$ 14,990	5%	\$ 55,072		27%
EXPENDITURES	\$ 318,720	\$ -	0%	\$ -	#DIV/0!	
DEBT SERVICE FUND - 2019:						
REVENUE	\$ 408,215	\$ 18,530	5%	\$ -	#DIV/0!	
EXPENDITURES	\$ 407,715	\$ -	0%	\$ -	#DIV/0!	
DRAINAGE FUND:						
REVENUE	\$ 162,357	\$ -	0%	\$ 73,424		0%
EXPENDITURES	\$ 172,357	\$ 8,316	5%	\$ -	#DIV/0!	
WASTE WATER FUND:						
REVENUE	\$ 673,160	\$ 113,170	17%	\$ 125,761		90%
EXPENDITURES	\$ 621,501	\$ 77,302	12%	\$ 97,094		80%

## City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

100 - General Fund

10 - Administration

From 11/1/2019 Through 11/30/2019

		Current Period Actual	Y-T-D Actual	Total Budget - Revised	Budget Balance Remaining	Percent Total Budget
<b>REVENUES</b>						
	<b>Taxes</b>					
4000	Current Property Taxes	56,363.97	56,447.74	1,240,174.00	(1,183,726.26)	4.55%
4020	Penalty & Int on Taxes	54.49	113.42	1,900.00	(1,786.58)	5.96%
4030	Gross Receipts Tax (Gas)	5,002.26	5,002.26	13,000.00	(7,997.74)	38.47%
4035	Telecommunication Tax	14,098.39	14,098.39	71,600.00	(57,501.61)	19.69%
4036	Mixed Beverage Tax	0.00	1,126.83	5,000.00	(3,873.17)	22.53%
4037	4-B Sales Tax	13,532.72	25,936.49	130,000.00	(104,063.51)	19.95%
4040	City Sales Tax	54,212.13	103,901.72	523,000.00	(419,098.28)	19.86%
4050	Franchise Tax (Cable TV)	1,332.44	1,332.44	5,000.00	(3,667.56)	26.64%
4051	Electric Utility Franchise Fee	30,002.28	30,002.28	98,000.00	(67,997.72)	30.61%
	<b>Total Taxes</b>	<b>174,598.68</b>	<b>237,961.57</b>	<b>2,087,674.00</b>	<b>(1,849,712.43)</b>	<b>11.40%</b>
	<b>Charges for Services</b>					
4209	RCDC Administration Fees	0.00	0.00	5,000.00	(5,000.00)	0.00%
4211	RCDC Legal Fees	0.00	0.00	2,000.00	(2,000.00)	0.00%
4510	Board of Adjustment Fees	0.00	0.00	500.00	(500.00)	0.00%
	<b>Total Charges for Services</b>	<b>0.00</b>	<b>0.00</b>	<b>7,500.00</b>	<b>(7,500.00)</b>	<b>0.00%</b>
	<b>Licenses &amp; Permits</b>					
4516	Solicitation Permit Fees	0.00	0.00	100.00	(100.00)	0.00%
	<b>Total Licenses &amp; Permits</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>	<b>(100.00)</b>	<b>0.00%</b>
	<b>Interest Income</b>					
4400	Interest Income	237.87	517.52	2,000.00	(1,482.48)	25.87%
4401	Interest Income - Checking	7.78	16.93	50.00	(33.07)	33.86%
	<b>Total Interest Income</b>	<b>245.65</b>	<b>534.45</b>	<b>2,050.00</b>	<b>(1,515.55)</b>	<b>26.07%</b>
	<b>Revenues</b>					
4540	Miscellaneous Receipts	0.00	123.51	1,000.00	(876.49)	12.35%
4736	Water Fund Administrative Fee	0.00	0.00	40,000.00	(40,000.00)	0.00%
4737	Wastewater Fd Admin Fee	0.00	0.00	28,000.00	(28,000.00)	0.00%
4738	ACL Revenues	0.00	0.00	50,000.00	(50,000.00)	0.00%
	<b>Total Revenues</b>	<b>0.00</b>	<b>123.51</b>	<b>119,000.00</b>	<b>(118,876.49)</b>	<b>0.10%</b>
	<b>Total REVENUES</b>	<b>174,844.33</b>	<b>238,619.53</b>	<b>2,216,324.00</b>	<b>(1,977,704.47)</b>	<b>10.77%</b>

### EXPENDITURES

## City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

100 - General Fund

10 - Administration

From 11/1/2019 Through 11/30/2019

		<u>Current Period Actual</u>	<u>Y-T-D Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
	Personnel Expenses					
5000	Salary	7,568.88	18,810.22	87,015.00	68,204.78	21.61%
5002	Holiday Compensation	0.00	0.00	5,000.00	5,000.00	0.00%
5009	Retirement Payout Reserve	0.00	0.00	10,000.00	10,000.00	0.00%
5010	Training	1,091.40	1,461.40	6,000.00	4,538.60	24.35%
5020	Health Insurance	646.16	1,289.73	8,789.00	7,499.27	14.67%
5030	Workers Comp. Insurance	0.00	1,445.57	1,500.00	54.43	96.37%
5035	Social Security/Medicare Tax	579.02	1,576.27	6,494.00	4,917.73	24.27%
5040	Unemployment Comp. Insurance	0.00	27.69	158.00	130.31	17.52%
5050	Tx Mun Retire Systm Exp	<u>2,485.42</u>	<u>6,126.31</u>	<u>10,274.00</u>	<u>4,147.69</u>	<u>59.62%</u>
	Total Personnel Expenses	12,370.88	30,737.19	135,230.00	104,492.81	22.73%
	Supplies & Operations Expenses					
5101	Fax / Copier	0.00	210.81	3,500.00	3,289.19	6.02%
5103	Printing & Reproduction	135.53	135.53	3,000.00	2,864.47	4.51%
5110	Postage	320.55	320.55	1,000.00	679.45	32.05%
5120	Subscriptions & Memberships	343.27	354.26	4,700.00	4,345.74	7.53%
5125	Travel	0.00	0.00	2,000.00	2,000.00	0.00%
5140	Telephone	239.89	384.91	5,000.00	4,615.09	7.69%
5157	Records Management	197.39	197.39	10,000.00	9,802.61	1.97%
5158	Office Supplies	234.06	1,133.84	7,500.00	6,366.16	15.11%
5331	Advertising	<u>907.56</u>	<u>1,010.04</u>	<u>3,500.00</u>	<u>2,489.96</u>	<u>28.85%</u>
	Total Supplies & Operations Expenses	2,378.25	3,747.33	40,200.00	36,452.67	9.32%
	Contractual Services					
5188	Legal Services-PPIA	1,859.50	1,859.50	0.00	(1,859.50)	0.00%
5204	Legal Services-MoPac	2,052.00	2,052.00	75,000.00	72,948.00	2.73%
5207	Legal Services-Code Review	0.00	5,432.00	8,000.00	2,568.00	67.90%
5210	Legal Services	18,675.20	18,675.20	90,000.00	71,324.80	20.75%
5214	Emergency Notification System	0.00	0.00	2,400.00	2,400.00	0.00%
5217	Payroll Services	508.05	508.05	5,200.00	4,691.95	9.77%
5226	Drug Testing	0.00	0.00	100.00	100.00	0.00%
5230	Audit	0.00	0.00	20,000.00	20,000.00	0.00%
5231	Health Fee/Travis County	0.00	0.00	1,500.00	1,500.00	0.00%
5236	Communications and Outreach	1,653.75	1,653.75	10,000.00	8,346.25	16.53%

## City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

100 - General Fund

10 - Administration

From 11/1/2019 Through 11/30/2019

		Current Period Actual	Y-T-D Actual	Total Budget - Revised	Budget Balance Remaining	Percent Total Budget
5237	Tax Assessment/Collection	0.00	0.00	1,700.00	1,700.00	0.00%
5240	Insurance - Prop & Gen Liab	0.00	6,679.67	8,500.00	1,820.33	78.58%
5250	Insurance - Official Liability	0.00	3,360.42	5,400.00	2,039.58	62.23%
5260	Appraisal District - T/C	0.00	0.00	8,900.00	8,900.00	0.00%
5270	Engineering Services	12.76	12.76	30,000.00	29,987.24	0.04%
	Total Contractual Services	24,761.26	40,233.35	266,700.00	226,466.65	15.09%
	Miscellaneous/Other Expenses					
5300	Computer Software & Support	3,578.42	6,261.13	25,000.00	18,738.87	25.04%
5301	Public Meetings Technology	0.00	0.00	15,000.00	15,000.00	0.00%
5302	Website Support	0.00	0.00	5,000.00	5,000.00	0.00%
5325	Election Services	0.00	0.00	2,000.00	2,000.00	0.00%
5330	Election, Public Notice	0.00	0.00	1,000.00	1,000.00	0.00%
5332	Comprehensive Long Range Plan	10,850.00	10,850.00	45,000.00	34,150.00	24.11%
5340	Miscellaneous	169.34	488.71	0.00	(488.71)	0.00%
5341	Zilker Clubhouse	0.00	0.00	1,350.00	1,350.00	0.00%
	Total Miscellaneous/Other Expenses	14,597.76	17,599.84	94,350.00	76,750.16	18.65%
	Capital Outlays					
5413	Furniture	0.00	0.00	2,000.00	2,000.00	0.00%
5414	Computers	649.48	1,703.48	3,000.00	1,296.52	56.78%
5453	City Hall Grounds Maintenance	350.74	350.74	4,300.00	3,949.26	8.15%
	Total Capital Outlays	1,000.22	2,054.22	9,300.00	7,245.78	22.09%
	Non-Departmental Expenses					
5525	4B Sales Tax Allocation	12,403.77	27,568.09	150,000.00	122,431.91	18.37%
	Total Non-Departmental Expenses	12,403.77	27,568.09	150,000.00	122,431.91	18.38%
	Total EXPENDITURES	67,512.14	121,940.02	695,780.00	573,839.98	17.53%
	Excess Revenues Over (Under) Expenses	107,332.19	116,679.51	1,520,544.00	(1,403,864.49)	7.67%

## City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

100 - General Fund

15 - Development Services

From 11/1/2019 Through 11/30/2019

		Current Period Actual	Y-T-D Actual	Total Budget - Revised	Budget Balance Remaining	Percent Total Budget
<b>REVENUES</b>						
	Charges for Services					
4510	Board of Adjustment Fees	165.00	165.00	0.00	165.00	0.00%
	Total Charges for Services	165.00	165.00	0.00	165.00	0.00%
	Licenses & Permits					
4210	Plat Fees	0.00	1,500.00	0.00	1,500.00	0.00%
4301	Tree Removal and Replacement	0.00	135.00	500.00	(365.00)	27.00%
4302	Inspections	8,007.36	18,107.36	40,000.00	(21,892.64)	45.26%
4303	Building Fees	10,930.75	32,335.75	50,000.00	(17,664.25)	64.67%
4304	Development & Zoning Fees	0.00	0.00	40,000.00	(40,000.00)	0.00%
4305	Sign Fees	0.00	0.00	125.00	(125.00)	0.00%
4306	Emergency & Utilities Permits	0.00	0.00	150.00	(150.00)	0.00%
4310	Pet License Fees	0.00	0.00	1,200.00	(1,200.00)	0.00%
	Total Licenses & Permits	18,938.11	52,078.11	131,975.00	(79,896.89)	39.46%
	Total REVENUES	19,103.11	52,243.11	131,975.00	(79,731.89)	39.59%
<b>EXPENDITURES</b>						
	Personnel Expenses					
5000	Salary	3,988.41	9,491.68	52,405.00	42,913.32	18.11%
5020	Health Insurance	591.86	1,181.27	8,169.00	6,987.73	14.46%
5030	Workers Comp. Insurance	0.00	915.53	950.00	34.47	96.37%
5035	Social Security/Medicare Tax	305.11	588.82	3,999.00	3,410.18	14.72%
5040	Unemployment Comp. Insurance	0.00	0.00	125.00	125.00	0.00%
5050	Tx Mun Retire System Exp	455.08	1,083.01	6,356.00	5,272.99	17.03%
	Total Personnel Expenses	5,340.46	13,260.31	72,004.00	58,743.69	18.42%
	Supplies & Operations Expenses					
5101	Fax / Copier	0.00	0.00	100.00	100.00	0.00%
5103	Printing & Reproduction	0.00	0.00	100.00	100.00	0.00%
5110	Postage	0.00	0.00	500.00	500.00	0.00%
5120	Subscriptions & Memberships	0.00	0.00	500.00	500.00	0.00%
5125	Travel	0.00	0.00	500.00	500.00	0.00%
5140	Telephone	0.00	0.00	1,500.00	1,500.00	0.00%
5158	Office Supplies	1.96	1.96	100.00	98.04	1.96%

## City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

100 - General Fund

15 - Development Services

From 11/1/2019 Through 11/30/2019

		<u>Current Period Actual</u>	<u>Y-T-D Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
5331	Advertising	0.00	0.00	1,000.00	1,000.00	0.00%
	Total Supplies & Operations Expenses	1.96	1.96	4,300.00	4,298.04	0.05%
	Contractual Services					
5200	Building Inspection Service	5,006.12	9,211.12	40,000.00	30,788.88	23.02%
5251	Building Plan Reviews	0.00	0.00	40,000.00	40,000.00	0.00%
5252	Zoning Reviews	4,238.75	4,238.75	30,000.00	25,761.25	14.12%
5253	Arborist Reviews	0.00	0.00	10,000.00	10,000.00	0.00%
5257	My Permit Now	0.00	0.00	2,000.00	2,000.00	0.00%
	Total Contractual Services	9,244.87	13,449.87	122,000.00	108,550.13	11.02%
	Miscellaneous/Other Expenses					
5300	Computer Software & Support	0.00	0.00	7,000.00	7,000.00	0.00%
	Total Miscellaneous/Other Expenses	0.00	0.00	7,000.00	7,000.00	0.00%
	Total EXPENDITURES	14,587.29	26,712.14	205,304.00	178,591.86	13.01%
	Excess Revenues Over (Under) Expenses	4,515.82	25,530.97	(73,329.00)	98,859.97	(34.81)%

## City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

100 - General Fund

20 - Sanitation

From 11/1/2019 Through 11/30/2019

	<u>Current Period Actual</u>	<u>Y-T-D Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
EXPENDITURES					
	Miscellaneous/Other Expenses				
5286	0.00	0.00	1,000.00	1,000.00	0.00%
5370	11,014.80	11,014.80	125,000.00	113,985.20	8.81%
	Total Miscellaneous/Other Expenses	11,014.80	126,000.00	114,985.20	8.74%
	Total EXPENDITURES	11,014.80	126,000.00	114,985.20	8.74%
	Excess Revenues Over (Under) Expenses	(11,014.80)	(126,000.00)	114,985.20	8.74%

# City of Rollingwood, Texas

## Statement of Revenues and Expenditures - with codes

100 - General Fund

30 - Streets

From 11/1/2019 Through 11/30/2019

		<u>Current Period Actual</u>	<u>Y-T-D Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
<b>REVENUES</b>						
	Other Revenues					
4721	Transf From Street Maintenance	12,403.77	27,568.09	114,056.00	(86,487.91)	24.17%
	Total Other Revenues	12,403.77	27,568.09	114,056.00	(86,487.91)	24.17%
	Total REVENUES	12,403.77	27,568.09	114,056.00	(86,487.91)	24.17%
<b>EXPENDITURES</b>						
	Personnel Expenses					
5000	Salary	2,492.25	6,866.98	35,372.00	28,505.02	19.41%
5020	Health Insurance	237.30	506.40	4,419.00	3,912.60	11.45%
5030	Workers Comp. Insurance	10,408.13	11,034.55	650.00	(10,384.55)	1,697.62%
5035	Social Security/Medicare Tax	190.66	525.33	2,666.00	2,140.67	19.70%
5040	Unemployment Comp. Insurance	0.00	0.00	79.00	79.00	0.00%
5050	Tx Mun Retire Systm Exp	266.76	730.30	4,238.00	3,507.70	17.23%
	Total Personnel Expenses	13,595.10	19,663.56	47,424.00	27,760.44	41.46%
	Supplies & Operations Expenses					
5140	Telephone	40.63	81.26	2,000.00	1,918.74	4.06%
5145	Uniforms & Accessories	75.34	75.34	400.00	324.66	18.83%
5161	Tree Trimming Services	0.00	0.00	1,500.00	1,500.00	0.00%
5180	Signs & Barracades	0.00	0.00	2,000.00	2,000.00	0.00%
5181	Equipment Rental	0.00	0.00	1,000.00	1,000.00	0.00%
5190	Materials	40.81	40.81	1,000.00	959.19	4.08%
5195	Vehicle Operations	418.22	418.22	2,000.00	1,581.78	20.91%
5196	Vehicle Maintenance & Repairs	0.00	0.00	500.00	500.00	0.00%
5255	Vehicle Insurance	0.00	439.61	600.00	160.39	73.26%
5350	Tools/Equipment & Repair	0.00	0.00	400.00	400.00	0.00%
5355	Street Maintenance & Repairs	12.90	12.90	30,000.00	29,987.10	0.04%
	Total Supplies & Operations Expenses	587.90	1,068.14	41,400.00	40,331.86	2.58%
	Contractual Services					
5233	Project Management	0.00	0.00	8,400.00	8,400.00	0.00%
5276	Paying Agent Fees	0.00	0.00	400.00	400.00	0.00%
	Total Contractual Services	0.00	0.00	8,800.00	8,800.00	0.00%
	Capital Outlays					

## City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

100 - General Fund

30 - Streets

From 11/1/2019 Through 11/30/2019

		<u>Current Period Actual</u>	<u>Y-T-D Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
5491	Traffic Infrastructure	0.00	0.00	18,000.00	18,000.00	0.00%
5494	Street Striping	0.00	0.00	20,000.00	20,000.00	0.00%
	Total Capital Outlays	0.00	0.00	38,000.00	38,000.00	0.00%
	Total EXPENDITURES	14,183.00	20,731.70	135,624.00	114,892.30	15.29%
	Excess Revenues Over (Under) Expenses	(1,779.23)	6,836.39	(21,568.00)	28,404.39	(31.69)%

## City of Rollingwood, Texas

### Statement of Revenues and Expenditures - with codes

100 - General Fund

40 - Police

From 11/1/2019 Through 11/30/2019

		Current Period Actual	Y-T-D Actual	Total Budget - Revised	Budget Balance Remaining	Percent Total Budget
<b>REVENUES</b>						
	Revenues					
4542	Police Miscellaneous Revenue	5.00	10.00	250.00	(240.00)	4.00%
4558	Vehicle Operations	0.00	0.00	500.00	(500.00)	0.00%
4566	Grant Revenue-Police	0.00	0.00	30,300.00	(30,300.00)	0.00%
	Total Revenues	5.00	10.00	31,050.00	(31,040.00)	0.03%
	Total REVENUES	5.00	10.00	31,050.00	(31,040.00)	0.03%
<b>EXPENDITURES</b>						
	Personnel Expenses					
5000	Salary	76,936.26	142,682.05	640,985.00	498,302.95	22.25%
5006	Overtime	83.19	268.59	10,000.00	9,731.41	2.68%
5007	Stipends	0.00	0.00	13,560.00	13,560.00	0.00%
5010	Training	265.00	(460.00)	7,000.00	7,460.00	(6.57)%
5020	Health Insurance	6,020.44	11,692.35	79,619.00	67,926.65	14.68%
5030	Workers Comp. Insurance	(10,408.13)	0.00	10,800.00	10,800.00	0.00%
5035	Social Security/Medicare Tax	4,790.02	9,776.97	49,036.00	39,259.03	19.93%
5040	Unemployment Comp. Insurance	9.34	9.34	2,000.00	1,990.66	0.46%
5050	Tx Mun Retire Systm Exp	5,087.88	9,854.29	77,944.00	68,089.71	12.64%
5070	Police Professional Liability	0.00	5,085.22	8,500.00	3,414.78	59.82%
	Total Personnel Expenses	82,784.00	178,908.81	899,444.00	720,535.19	19.89%
	Supplies & Operations Expenses					
5103	Printing & Reproduction	0.00	0.00	500.00	500.00	0.00%
5104	Laptop Technology	290.11	290.11	0.00	(290.11)	0.00%
5106	Ticket Writer Fees	0.00	0.00	2,000.00	2,000.00	0.00%
5107	Police Qualification	0.00	0.00	1,500.00	1,500.00	0.00%
5108	Property and Evidence	0.00	0.00	1,000.00	1,000.00	0.00%
5109	Bicycle Maintenance	0.00	0.00	250.00	250.00	0.00%
5110	Postage	0.00	0.00	250.00	250.00	0.00%
5140	Telephone	630.17	711.42	7,300.00	6,588.58	9.74%
5143	Police Car & Accessories	0.00	0.00	5,000.00	5,000.00	0.00%
5144	Police Supplies	73.75	73.75	9,600.00	9,526.25	0.76%
5145	Uniforms & Accessories	23.90	23.90	10,000.00	9,976.10	0.23%

# City of Rollingwood, Texas

## Statement of Revenues and Expenditures - with codes

100 - General Fund

40 - Police

From 11/1/2019 Through 11/30/2019

		Current Period Actual	Y-T-D Actual	Total Budget - Revised	Budget Balance Remaining	Percent Total Budget
5157	Records Management	0.00	0.00	36,000.00	36,000.00	0.00%
5158	Office Supplies	0.00	161.43	1,000.00	838.57	16.14%
5159	National Night Out Supplies	0.00	0.00	2,500.00	2,500.00	0.00%
5185	Communication Equipment Maint	0.00	0.00	1,000.00	1,000.00	0.00%
5186	Radar Certification	0.00	0.00	250.00	250.00	0.00%
5195	Vehicle Operations	844.94	844.94	10,000.00	9,155.06	8.44%
5196	Vehicle Maintenance & Repairs	1,095.59	1,201.56	5,050.00	3,848.44	23.79%
5255	Vehicle Insurance	0.00	3,700.09	0.00	(3,700.09)	0.00%
	Total Supplies & Operations Expenses	2,958.46	7,007.20	93,200.00	86,192.80	7.52%
	Contractual Services					
5211	Radio Services	0.00	3,908.52	3,500.00	(408.52)	111.67%
5216	Dispatch Services	0.00	0.00	19,700.00	19,700.00	0.00%
5226	Drug Testing	35.00	35.00	500.00	465.00	7.00%
5238	Temporary Building Expenses	321.28	642.56	4,000.00	3,357.44	16.06%
5239	Laboratory Services	0.00	0.00	1,000.00	1,000.00	0.00%
5258	ACL Event	0.00	31,194.43	30,000.00	(1,194.43)	103.98%
	Total Contractual Services	356.28	35,780.51	58,700.00	22,919.49	60.95%
	Miscellaneous/Other Expenses					
5300	Computer Software & Support	3,963.76	6,152.28	48,000.00	41,847.72	12.81%
	Total Miscellaneous/Other Expenses	3,963.76	6,152.28	48,000.00	41,847.72	12.82%
	Capital Outlays					
5404	Radio	0.00	0.00	20,000.00	20,000.00	0.00%
5411	Video Cameras/Microphones	0.00	0.00	1,000.00	1,000.00	0.00%
5414	Computers	0.00	0.00	5,000.00	5,000.00	0.00%
5495	New Vehicle and Outfitting	0.00	0.00	75,000.00	75,000.00	0.00%
	Total Capital Outlays	0.00	0.00	101,000.00	101,000.00	0.00%
	Total EXPENDITURES	90,062.50	227,848.80	1,200,344.00	972,495.20	18.98%
	Excess Revenues Over (Under) Expenses	(90,057.50)	(227,838.80)	(1,169,294.00)	941,455.20	19.48%

# City of Rollingwood, Texas

## Statement of Revenues and Expenditures - with codes

100 - General Fund

50 - Court

From 11/1/2019 Through 11/30/2019

		Current Period Actual	Y-T-D Actual	Total Budget - Revised	Budget Balance Remaining	Percent Total Budget
<b>REVENUES</b>						
	Fines/Forfeitures & Penalties					
4100	Court Fines	2,803.60	8,159.00	32,000.00	(23,841.00)	25.49%
4101	Collection Agency Fees	0.00	0.00	2,000.00	(2,000.00)	0.00%
4527	Drivers Safety Course Adm fee	0.00	0.00	100.00	(100.00)	0.00%
4528	Truancy Prevention Fund	26.00	83.68	500.00	(416.32)	16.73%
	Total Fines/Forfeitures & Penalties	2,829.60	8,242.68	34,600.00	(26,357.32)	23.82%
	Revenues					
4055	Child Safety Revenue	162.33	315.04	2,000.00	(1,684.96)	15.75%
4500	Administrative Court Fees	210.30	614.73	6,500.00	(5,885.27)	9.45%
4526	Credit-Debit Card Fees	116.79	332.19	1,500.00	(1,167.81)	22.14%
4540	Miscellaneous Receipts	0.00	0.00	50.00	(50.00)	0.00%
4568	Transfer From Court Security F	0.00	0.00	10,000.00	(10,000.00)	0.00%
4569	Transfer From Court Technology	0.00	0.00	7,000.00	(7,000.00)	0.00%
	Total Revenues	489.42	1,261.96	27,050.00	(25,788.04)	4.67%
	Total REVENUES	3,319.02	9,504.64	61,650.00	(52,145.36)	15.42%
<b>EXPENDITURES</b>						
	Personnel Expenses					
5000	Salary	2,991.52	7,437.26	38,950.00	31,512.74	19.09%
5010	Training	275.00	275.00	2,000.00	1,725.00	13.75%
5020	Health Insurance	65.76	131.25	865.00	733.75	15.17%
5030	Workers Comp. Insurance	0.00	963.72	1,000.00	36.28	96.37%
5035	Social Security/Medicare Tax	343.60	798.45	2,980.00	2,181.55	26.79%
5040	Unemployment Comp. Insurance	0.00	0.00	50.00	50.00	0.00%
5050	Tx Mun Retire Systm Exp	341.33	848.59	4,736.00	3,887.41	17.91%
	Total Personnel Expenses	4,017.21	10,454.27	50,581.00	40,126.73	20.67%
	Supplies & Operations Expenses					
5103	Printing & Reproduction	0.00	0.00	1,000.00	1,000.00	0.00%
5110	Postage	0.00	0.00	250.00	250.00	0.00%
5120	Subscriptions & Memberships	55.00	55.00	250.00	195.00	22.00%
5125	Travel	0.00	0.00	250.00	250.00	0.00%
5140	Telephone	81.25	162.50	4,000.00	3,837.50	4.06%

# City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

100 - General Fund

50 - Court

From 11/1/2019 Through 11/30/2019

		Current Period Actual	Y-T-D Actual	Total Budget - Revised	Budget Balance Remaining	Percent Total Budget
5158	Office Supplies	0.00	0.00	250.00	250.00	0.00%
	Total Supplies & Operations Expenses	136.25	217.50	6,000.00	5,782.50	3.62%
	Contractual Services					
5201	Collection Agency Fees	0.00	0.00	2,000.00	2,000.00	0.00%
5206	Incode Online Pmt Processing	0.00	339.78	9,000.00	8,660.22	3.77%
5210	Legal Services	1,763.61	1,763.61	10,000.00	8,236.39	17.63%
5212	Presiding Judge Expense	1,500.00	3,000.00	18,000.00	15,000.00	16.66%
5213	Interpreter Fees	0.00	0.00	1,000.00	1,000.00	0.00%
	Total Contractual Services	3,263.61	5,103.39	40,000.00	34,896.61	12.76%
	Miscellaneous/Other Expenses					
5300	Computer Software & Support	0.00	0.00	14,755.00	14,755.00	0.00%
	Total Miscellaneous/Other Expenses	0.00	0.00	14,755.00	14,755.00	0.00%
	Capital Outlays					
5414	Computers	0.00	0.00	5,000.00	5,000.00	0.00%
	Total Capital Outlays	0.00	0.00	5,000.00	5,000.00	0.00%
	Total EXPENDITURES	7,417.07	15,775.16	116,336.00	100,560.84	13.56%
	Excess Revenues Over (Under) Expenses	(4,098.05)	(6,270.52)	(54,686.00)	48,415.48	11.46%

## City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

100 - General Fund

55 - Park Department

From 11/1/2019 Through 11/30/2019

		Current Period Actual	Y-T-D Actual	Total Budget - Revised	Budget Balance Remaining	Percent Total Budget
<b>REVENUES</b>						
	Revenues					
4355	Donations - Park	0.00	100.00	100.00	0.00	100.00%
4519	Commercial Park Permits	0.00	0.00	200.00	(200.00)	0.00%
4523	Donations-Community Educ Garde	0.00	0.00	100.00	(100.00)	0.00%
	Total Revenues	0.00	100.00	400.00	(300.00)	25.00%
	Other Revenues					
4750	Park Pavers	0.00	200.00	0.00	200.00	0.00%
	Total Other Revenues	0.00	200.00	0.00	200.00	0.00%
	Total REVENUES	0.00	300.00	400.00	(100.00)	75.00%
<b>EXPENDITURES</b>						
	Personnel Expenses					
5000	Salary	1,940.81	5,600.61	26,923.00	21,322.39	20.80%
5020	Health Insurance	235.78	503.63	2,722.00	2,218.37	18.50%
5030	Workers Comp. Insurance	0.00	481.86	500.00	18.14	96.37%
5035	Social Security/Medicare Tax	148.48	428.46	2,060.00	1,631.54	20.79%
5040	Unemployment Comp. Insurance	0.00	0.00	53.00	53.00	0.00%
5050	Tx Mun Retire System Exp	762.05	1,949.86	3,274.00	1,324.14	59.55%
	Total Personnel Expenses	3,087.12	8,964.42	35,532.00	26,567.58	25.23%
	Supplies & Operations Expenses					
5103	Printing & Reproduction	0.00	0.00	500.00	500.00	0.00%
5130	Utilities	0.00	19.41	500.00	480.59	3.88%
5158	Office Supplies	0.00	0.00	100.00	100.00	0.00%
5164	Equipment Maint & Repairs	0.00	0.00	1,000.00	1,000.00	0.00%
5190	Materials	244.66	805.32	3,000.00	2,194.68	26.84%
5191	Maintenance	135.17	135.17	2,500.00	2,364.83	5.40%
5198	Fieldhouse Supplies & Maintena	0.00	0.00	1,000.00	1,000.00	0.00%
	Total Supplies & Operations Expenses	379.83	959.90	8,600.00	7,640.10	11.16%
	Miscellaneous/Other Expenses					
5300	Computer Software & Support	23.33	58.56	500.00	441.44	11.71%
	Total Miscellaneous/Other Expenses	23.33	58.56	500.00	441.44	11.71%
	Capital Outlays					

## City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

100 - General Fund

55 - Park Department

From 11/1/2019 Through 11/30/2019

		<u>Current Period Actual</u>	<u>Y-T-D Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
5427	Landscaping & Lighting	3,990.27	3,990.27	50,000.00	46,009.73	7.98%
5512	Playground Mulching & Maintena	0.00	0.00	5,000.00	5,000.00	0.00%
	Total Capital Outlays	<u>3,990.27</u>	<u>3,990.27</u>	<u>55,000.00</u>	<u>51,009.73</u>	<u>7.26%</u>
	Total EXPENDITURES	<u>7,480.55</u>	<u>13,973.15</u>	<u>99,632.00</u>	<u>85,658.85</u>	<u>14.02%</u>
	Excess Revenues Over (Under) Expenses	<u>(7,480.55)</u>	<u>(13,673.15)</u>	<u>(99,232.00)</u>	<u>85,558.85</u>	<u>13.77%</u>

## City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

100 - General Fund

65 - Public Works

From 11/1/2019 Through 11/30/2019

		<u>Current Period Actual</u>	<u>Y-T-D Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
	EXPENDITURES					
	Supplies & Operations Expenses					
5130	Utilities	0.00	678.15	6,000.00	5,321.85	11.30%
5140	Telephone	43.99	43.99	300.00	256.01	14.66%
5158	Office Supplies	0.00	0.00	1,000.00	1,000.00	0.00%
	Total Supplies & Operations Expenses	43.99	722.14	7,300.00	6,577.86	9.89%
	Miscellaneous/Other Expenses					
5381	Animal Control/Disposal	0.00	0.00	250.00	250.00	0.00%
	Total Miscellaneous/Other Expenses	0.00	0.00	250.00	250.00	0.00%
	Non-Departmental Expenses					
5515	Maintenance Building	24.99	474.31	10,000.00	9,525.69	4.74%
	Total Non-Departmental Expenses	24.99	474.31	10,000.00	9,525.69	4.74%
	Total EXPENDITURES	68.98	1,196.45	17,550.00	16,353.55	6.82%
	Excess Revenues Over (Under) Expenses	(68.98)	(1,196.45)	(17,550.00)	16,353.55	6.81%

## City of Rollingwood, Texas

### Statement of Revenues and Expenditures - with codes

200 - Water Fund

60 - Non-Departmental

From 11/1/2019 Through 11/30/2019

		Current Period Actual	Y-T-D Actual	Total Budget - Revised	Budget Balance Remaining	Percent Total Budget
<b>REVENUES</b>						
	Interest Income					
4400	Interest Income	82.39	179.25	500.00	(320.75)	35.85%
4401	Interest Income - Checking	3.04	5.42	0.00	5.42	0.00%
	Total Interest Income	85.43	184.67	500.00	(315.33)	36.93%
	Revenues					
4600	Water Sales	75,585.46	203,525.50	700,000.00	(496,474.50)	29.07%
4610	Late Charges	689.13	1,387.58	3,000.00	(1,612.42)	46.25%
4628	Capital Recovery/Hook-Up Conne	0.00	0.00	5,000.00	(5,000.00)	0.00%
	Total Revenues	76,274.59	204,913.08	708,000.00	(503,086.92)	28.94%
	Total REVENUES	76,360.02	205,097.75	708,500.00	(503,402.25)	28.95%
<b>EXPENDITURES</b>						
	Personnel Expenses					
5000	Salary	7,193.72	24,782.84	136,786.00	112,003.16	18.11%
5010	Training	0.00	333.00	1,000.00	667.00	33.30%
5020	Health Insurance	737.66	1,767.03	17,425.00	15,657.97	10.14%
5030	Workers Comp. Insurance	0.00	2,264.73	2,300.00	35.27	98.46%
5035	Social Security/Medicare Tax	550.32	1,895.88	10,119.00	8,223.12	18.73%
5040	Unemployment Comp. Insurance	0.00	0.00	600.00	600.00	0.00%
5050	Tx Mun Retire Systm Exp	820.81	2,659.46	16,084.00	13,424.54	16.53%
	Total Personnel Expenses	9,302.51	33,702.94	184,314.00	150,611.06	18.29%
	Supplies & Operations Expenses					
5103	Printing & Reproduction	0.00	0.00	250.00	250.00	0.00%
5105	Tools and Supplies	0.00	0.00	1,000.00	1,000.00	0.00%
5110	Postage	0.00	0.00	100.00	100.00	0.00%
5140	Telephone	40.63	81.26	2,000.00	1,918.74	4.06%
5145	Uniforms & Accessories	75.34	75.34	500.00	424.66	15.06%
5153	Credit Card Services	0.00	0.00	100.00	100.00	0.00%
5158	Office Supplies	104.17	104.17	200.00	95.83	52.08%
5166	Maintenance & Repairs	1,338.46	6,012.14	25,000.00	18,987.86	24.04%
5171	Equipment	0.00	0.00	500.00	500.00	0.00%
5181	Equipment Rental	0.00	0.00	500.00	500.00	0.00%

## City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

200 - Water Fund

60 - Non-Departmental

From 11/1/2019 Through 11/30/2019

		Current Period Actual	Y-T-D Actual	Total Budget - Revised	Budget Balance Remaining	Percent Total Budget
5190	Materials	93.32	93.32	1,500.00	1,406.68	6.22%
5193	Meter Replacement	870.00	1,020.00	6,000.00	4,980.00	17.00%
5195	Vehicle Operations	418.22	418.22	1,500.00	1,081.78	27.88%
5196	Vehicle Maintenance & Repairs	0.00	0.00	1,000.00	1,000.00	0.00%
5255	Vehicle Insurance	0.00	805.96	1,100.00	294.04	73.26%
	Total Supplies & Operations Expenses	2,940.14	8,610.41	41,250.00	32,639.59	20.87%
	Contractual Services					
5167	Administrative Fees	0.00	0.00	35,000.00	35,000.00	0.00%
5210	Legal Services	200.00	200.00	10,000.00	9,800.00	2.00%
5219	Utility Billing/Collection	6,635.74	6,635.74	58,000.00	51,364.26	11.44%
5232	Utility Billing-Collect Add'l	208.38	208.38	30,000.00	29,791.62	0.69%
5233	Project Management	0.00	0.00	14,000.00	14,000.00	0.00%
5269	Engineering Svc's - Cul-De-Sac	0.00	0.00	5,000.00	5,000.00	0.00%
5270	Engineering Services	0.00	0.00	5,000.00	5,000.00	0.00%
5276	Paying Agent Fees	0.00	0.00	400.00	400.00	0.00%
5280	Water Purchased	74,919.02	74,919.02	550,000.00	475,080.98	13.62%
5296	TCEQ	1,847.95	1,847.95	3,000.00	1,152.05	61.59%
	Total Contractual Services	83,811.09	83,811.09	710,400.00	626,588.91	11.80%
	Miscellaneous/Other Expenses					
5300	Computer Software & Support	23.33	58.56	750.00	691.44	7.80%
	Total Miscellaneous/Other Expenses	23.33	58.56	750.00	691.44	7.81%
	Total EXPENDITURES	96,077.07	126,183.00	936,714.00	810,531.00	13.47%
	Excess Revenues Over (Under) Expenses	(19,717.05)	78,914.75	(228,214.00)	307,128.75	(34.57)%

## City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

301 - Street Maintenance Fund

60 - Non-Departmental

From 11/1/2019 Through 11/30/2019

		<u>Current Period Actual</u>	<u>Y-T-D Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
	REVENUES					
	Taxes					
4039	Street Sales Tax	<u>13,532.71</u>	<u>25,936.48</u>	<u>130,000.00</u>	<u>(104,063.52)</u>	<u>19.95%</u>
	Total Taxes	<u>13,532.71</u>	<u>25,936.48</u>	<u>130,000.00</u>	<u>(104,063.52)</u>	<u>19.95%</u>
	Interest Income					
4400	Interest Income	<u>1.86</u>	<u>3.69</u>	<u>0.00</u>	<u>3.69</u>	<u>0.00%</u>
	Total Interest Income	<u>1.86</u>	<u>3.69</u>	<u>0.00</u>	<u>3.69</u>	<u>0.00%</u>
	Total REVENUES	<u>13,534.57</u>	<u>25,940.17</u>	<u>130,000.00</u>	<u>(104,059.83)</u>	<u>19.95%</u>
	EXPENDITURES					
	Capital Outlays					
5469	Transfer to Street Department	<u>12,403.77</u>	<u>27,568.09</u>	<u>114,056.00</u>	<u>86,487.91</u>	<u>24.17%</u>
	Total Capital Outlays	<u>12,403.77</u>	<u>27,568.09</u>	<u>114,056.00</u>	<u>86,487.91</u>	<u>24.17%</u>
	Total EXPENDITURES	<u>12,403.77</u>	<u>27,568.09</u>	<u>114,056.00</u>	<u>86,487.91</u>	<u>24.17%</u>
	Excess Revenues Over (Under) Expenses	<u>1,130.80</u>	<u>(1,627.92)</u>	<u>15,944.00</u>	<u>(17,571.92)</u>	<u>(10.21)%</u>

# City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

310 - Court Security Fund

50 - Court

From 11/1/2019 Through 11/30/2019

		<u>Current Period Actual</u>	<u>Y-T-D Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
	REVENUES					
	Revenues					
4504	Court Security Fee	<u>72.00</u>	<u>218.59</u>	<u>1,500.00</u>	<u>(1,281.41)</u>	<u>14.57%</u>
	Total Revenues	<u>72.00</u>	<u>218.59</u>	<u>1,500.00</u>	<u>(1,281.41)</u>	<u>14.57%</u>
	Total REVENUES	<u>72.00</u>	<u>218.59</u>	<u>1,500.00</u>	<u>(1,281.41)</u>	<u>14.57%</u>
	EXPENDITURES					
	Personnel Expenses					
5010	Training	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>500.00</u>	<u>0.00%</u>
	Total Personnel Expenses	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>500.00</u>	<u>0.00%</u>
	Miscellaneous/Other Expenses					
5311	Office Security	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>500.00</u>	<u>0.00%</u>
	Total Miscellaneous/Other Expenses	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>500.00</u>	<u>0.00%</u>
	Capital Outlays					
5513	Transfer To Court	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00%</u>
	Total Capital Outlays	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00%</u>
	Total EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>11,000.00</u>	<u>11,000.00</u>	<u>0.00%</u>
	Excess Revenues Over (Under) Expenses	<u>72.00</u>	<u>218.59</u>	<u>(9,500.00)</u>	<u>9,718.59</u>	<u>(2.30)%</u>

## City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

320 - Court Technology Fund

50 - Court

From 11/1/2019 Through 11/30/2019

		<u>Current Period</u> <u>Actual</u>	<u>Y-T-D Actual</u>	<u>Total Budget -</u> <u>Revised</u>	<u>Budget Balance</u> <u>Remaining</u>	<u>Percent Total</u> <u>Budget</u>
	REVENUES					
	Revenues					
4502	Court Technology Fee	<u>96.00</u>	<u>291.45</u>	<u>1,500.00</u>	<u>(1,208.55)</u>	<u>19.43%</u>
	Total Revenues	<u>96.00</u>	<u>291.45</u>	<u>1,500.00</u>	<u>(1,208.55)</u>	<u>19.43%</u>
	Total REVENUES	<u>96.00</u>	<u>291.45</u>	<u>1,500.00</u>	<u>(1,208.55)</u>	<u>19.43%</u>
	EXPENDITURES					
	Miscellaneous/Other Expenses					
5300	Computer Software & Support	<u>23.33</u>	<u>58.56</u>	<u>500.00</u>	<u>441.44</u>	<u>11.71%</u>
	Total Miscellaneous/Other Expenses	<u>23.33</u>	<u>58.56</u>	<u>500.00</u>	<u>441.44</u>	<u>11.71%</u>
	Capital Outlays					
5513	Transfer To Court	<u>0.00</u>	<u>0.00</u>	<u>7,000.00</u>	<u>7,000.00</u>	<u>0.00%</u>
	Total Capital Outlays	<u>0.00</u>	<u>0.00</u>	<u>7,000.00</u>	<u>7,000.00</u>	<u>0.00%</u>
	Total EXPENDITURES	<u>23.33</u>	<u>58.56</u>	<u>7,500.00</u>	<u>7,441.44</u>	<u>0.78%</u>
	Excess Revenues Over (Under) Expenses	<u>72.67</u>	<u>232.89</u>	<u>(6,000.00)</u>	<u>6,232.89</u>	<u>(3.88)%</u>

# City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

330 - Court Efficiency Fund

50 - Court

From 11/1/2019 Through 11/30/2019

		Current Period Actual	Y-T-D Actual	Total Budget - Revised	Budget Balance Remaining	Percent Total Budget
	REVENUES					
	Revenues					
4500	Administrative Court Fees	0.00	0.00	100.00	(100.00)	0.00%
	Total Revenues	0.00	0.00	100.00	(100.00)	0.00%
	Total REVENUES	0.00	0.00	100.00	(100.00)	0.00%
	EXPENDITURES					
	Supplies & Operations Expenses					
5158	Office Supplies	0.00	0.00	100.00	100.00	0.00%
	Total Supplies & Operations Expenses	0.00	0.00	100.00	100.00	0.00%
	Total EXPENDITURES	0.00	0.00	100.00	100.00	0.00%
	Excess Revenues Over (Under) Expenses	0.00	0.00	0.00	0.00	0.00%

## City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

430 - Debt Service Fund Series 2014

60 - Non-Departmental

From 11/1/2019 Through 11/30/2019

		<u>Current Period Actual</u>	<u>Y-T-D Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
<b>REVENUES</b>						
	Taxes					
4020	Penalty & Int on Taxes	<u>8.77</u>	<u>13.87</u>	<u>300.00</u>	<u>(286.13)</u>	<u>4.62%</u>
	Total Taxes	<u>8.77</u>	<u>13.87</u>	<u>300.00</u>	<u>(286.13)</u>	<u>4.62%</u>
	Interest Income					
4031	Property Tax-Debt Service Fund	<u>9,060.12</u>	<u>9,070.56</u>	<u>199,350.00</u>	<u>(190,279.44)</u>	<u>4.55%</u>
	Total Interest Income	<u>9,060.12</u>	<u>9,070.56</u>	<u>199,350.00</u>	<u>(190,279.44)</u>	<u>4.55%</u>
	Other Revenues					
4577	Trf From Streets-Paying Agent	<u>0.00</u>	<u>0.00</u>	<u>400.00</u>	<u>(400.00)</u>	<u>0.00%</u>
	Total Other Revenues	<u>0.00</u>	<u>0.00</u>	<u>400.00</u>	<u>(400.00)</u>	<u>0.00%</u>
	Total REVENUES	<u>9,068.89</u>	<u>9,084.43</u>	<u>200,050.00</u>	<u>(190,965.57)</u>	<u>4.54%</u>
<b>EXPENDITURES</b>						
	Contractual Services					
5276	Paying Agent Fees	<u>0.00</u>	<u>0.00</u>	<u>400.00</u>	<u>400.00</u>	<u>0.00%</u>
5298	Bond Principal - Series 2014	<u>0.00</u>	<u>0.00</u>	<u>120,000.00</u>	<u>120,000.00</u>	<u>0.00%</u>
5299	Bond Interest - Series 2014	<u>0.00</u>	<u>0.00</u>	<u>79,350.00</u>	<u>79,350.00</u>	<u>0.00%</u>
	Total Contractual Services	<u>0.00</u>	<u>0.00</u>	<u>199,750.00</u>	<u>199,750.00</u>	<u>0.00%</u>
	Total EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>199,750.00</u>	<u>199,750.00</u>	<u>0.00%</u>
	Excess Revenues Over (Under) Expenses	<u>9,068.89</u>	<u>9,084.43</u>	<u>300.00</u>	<u>8,784.43</u>	<u>3,028.14%</u>

## City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes  
440 - Debt Service Fund Series 2012  
60 - Non-Departmental  
From 11/1/2019 Through 11/30/2019

		<u>Current Period Actual</u>	<u>Y-T-D Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
REVENUES						
	Taxes					
4020	Penalty & Int on Taxes	<u>14.42</u>	<u>32.36</u>	<u>1,000.00</u>	<u>(967.64)</u>	<u>3.23%</u>
	Total Taxes	<u>14.42</u>	<u>32.36</u>	<u>1,000.00</u>	<u>(967.64)</u>	<u>3.24%</u>
	Interest Income					
4031	Property Tax-Debt Service Fund	<u>14,921.69</u>	<u>14,957.92</u>	<u>318,320.00</u>	<u>(303,362.08)</u>	<u>4.69%</u>
	Total Interest Income	<u>14,921.69</u>	<u>14,957.92</u>	<u>318,320.00</u>	<u>(303,362.08)</u>	<u>4.70%</u>
	Other Revenues					
4573	Trf From Wastewater-Pay Agent	<u>0.00</u>	<u>0.00</u>	<u>400.00</u>	<u>(400.00)</u>	<u>0.00%</u>
	Total Other Revenues	<u>0.00</u>	<u>0.00</u>	<u>400.00</u>	<u>(400.00)</u>	<u>0.00%</u>
	Total REVENUES	<u>14,936.11</u>	<u>14,990.28</u>	<u>319,720.00</u>	<u>(304,729.72)</u>	<u>4.69%</u>
EXPENDITURES						
	Contractual Services					
5276	Paying Agent Fees	<u>0.00</u>	<u>0.00</u>	<u>400.00</u>	<u>400.00</u>	<u>0.00%</u>
5342	Debt Service-2012A Interest	<u>0.00</u>	<u>0.00</u>	<u>28,320.00</u>	<u>28,320.00</u>	<u>0.00%</u>
5343	Debt Service-Principal 2012A	<u>0.00</u>	<u>0.00</u>	<u>290,000.00</u>	<u>290,000.00</u>	<u>0.00%</u>
	Total Contractual Services	<u>0.00</u>	<u>0.00</u>	<u>318,720.00</u>	<u>318,720.00</u>	<u>0.00%</u>
	Total EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>318,720.00</u>	<u>318,720.00</u>	<u>0.00%</u>
	Excess Revenues Over (Under) Expenses	<u>14,936.11</u>	<u>14,990.28</u>	<u>1,000.00</u>	<u>13,990.28</u>	<u>1,499.02%</u>

# City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

450 - Debt Service Fund Series 2019

60 - Non-Departmental

From 11/1/2019 Through 11/30/2019

		Current Period Actual	Y-T-D Actual	Total Budget - Revised	Budget Balance Remaining	Percent Total Budget
<b>REVENUES</b>						
	Taxes					
4020	Penalty & Int on Taxes	17.87	17.87	500.00	(482.13)	3.57%
	Total Taxes	17.87	17.87	500.00	(482.13)	3.57%
	Interest Income					
4031	Property Tax-Debt Service Fund	18,511.86	18,511.86	407,315.00	(388,803.14)	4.54%
	Total Interest Income	18,511.86	18,511.86	407,315.00	(388,803.14)	4.54%
	Other Revenues					
4573	Trf From Wastewater-Pay Agent	0.00	0.00	400.00	(400.00)	0.00%
	Total Other Revenues	0.00	0.00	400.00	(400.00)	0.00%
	Total REVENUES	18,529.73	18,529.73	408,215.00	(389,685.27)	4.54%
<b>EXPENDITURES</b>						
	Contractual Services					
5276	Paying Agent Fees	0.00	0.00	400.00	400.00	0.00%
5298	Bond Principal - Series 2014	0.00	0.00	70,000.00	70,000.00	0.00%
5299	Bond Interest - Series 2014	0.00	0.00	337,315.00	337,315.00	0.00%
	Total Contractual Services	0.00	0.00	407,715.00	407,715.00	0.00%
	Total EXPENDITURES	0.00	0.00	407,715.00	407,715.00	0.00%
	Excess Revenues Over (Under) Expenses	18,529.73	18,529.73	500.00	18,029.73	3,705.94%

## City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

702 - Drainage Fund

35 - Capital Improvements

From 11/1/2019 Through 11/30/2019

		Current Period Actual	Y-T-D Actual	Total Budget - Revised	Budget Balance Remaining	Percent Total Budget
REVENUES						
	Licenses & Permits					
4480	Drainage Fd Transfer In-Zone 7	0.00	0.00	102,357.00	(102,357.00)	0.00%
4660	Drainage Review Revenue	0.00	0.00	60,000.00	(60,000.00)	0.00%
	Total Licenses & Permits	0.00	0.00	162,357.00	(162,357.00)	0.00%
	Total REVENUES	0.00	0.00	162,357.00	(162,357.00)	0.00%
EXPENDITURES						
	Contractual Services					
5270	Engineering Services	5,818.40	5,818.40	60,000.00	54,181.60	9.69%
	Total Contractual Services	5,818.40	5,818.40	60,000.00	54,181.60	9.70%
	Capital Outlays					
5485	MS-4 Expenditures	0.00	0.00	10,000.00	10,000.00	0.00%
5507	Drainage Expenditures-Zone 7	2,497.50	2,497.50	102,357.00	99,859.50	2.43%
	Total Capital Outlays	2,497.50	2,497.50	112,357.00	109,859.50	2.22%
	Total EXPENDITURES	8,315.90	8,315.90	172,357.00	164,041.10	4.82%
	Excess Revenues Over (Under) Expenses	(8,315.90)	(8,315.90)	(10,000.00)	1,684.10	83.15%

## City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes  
800 - Waste Water Fund  
60 - Non-Departmental  
From 11/1/2019 Through 11/30/2019

		Current Period Actual	Y-T-D Actual	Total Budget - Revised	Budget Balance Remaining	Percent Total Budget
<b>REVENUES</b>						
	Interest Income					
4400	Interest Income	413.00	898.56	3,500.00	(2,601.44)	25.67%
4401	Interest Income - Checking	4.13	8.37	0.00	8.37	0.00%
	Total Interest Income	417.13	906.93	3,500.00	(2,593.07)	25.91%
	Revenues					
4620	Wastewater Revenues	46,854.68	94,061.78	560,000.00	(465,938.22)	16.79%
4628	Capital Recovery/Hook-Up Conne	0.00	0.00	3,500.00	(3,500.00)	0.00%
	Total Revenues	46,854.68	94,061.78	563,500.00	(469,438.22)	16.69%
	Other Revenues					
4706	Industrial Waste Surcharge Fee	921.33	1,842.66	8,000.00	(6,157.34)	23.03%
4709	PUD Wastewater Surcharge	8,179.52	16,359.04	98,160.00	(81,800.96)	16.66%
	Total Other Revenues	9,100.85	18,201.70	106,160.00	(87,958.30)	17.15%
	Total REVENUES	56,372.66	113,170.41	673,160.00	(559,989.59)	16.81%
<b>EXPENDITURES</b>						
	Personnel Expenses					
5000	Salary	7,193.72	24,782.84	132,786.00	108,003.16	18.66%
5010	Training	0.00	0.00	1,000.00	1,000.00	0.00%
5020	Health Insurance	737.66	1,767.03	17,422.00	15,654.97	10.14%
5030	Workers Comp. Insurance	0.00	2,264.73	2,350.00	85.27	96.37%
5035	Social Security/Medicare Tax	550.32	1,895.89	10,119.00	8,223.11	18.73%
5040	Unemployment Comp. Insurance	0.00	0.00	290.00	290.00	0.00%
5050	Tx Mun Retire System Exp	820.81	2,659.46	16,084.00	13,424.54	16.53%
	Total Personnel Expenses	9,302.51	33,369.95	180,051.00	146,681.05	18.53%
	Supplies & Operations Expenses					
5145	Uniforms & Accessories	75.32	75.32	250.00	174.68	30.12%
5163	Grinder Pump Maint/Replacement	0.00	0.00	1,000.00	1,000.00	0.00%
5166	Maintenance & Repairs	1,908.02	2,482.15	40,000.00	37,517.85	6.20%
5195	Vehicle Operations	418.21	418.21	2,000.00	1,581.79	20.91%
5255	Vehicle Insurance	0.00	805.96	1,100.00	294.04	73.26%
	Total Supplies & Operations Expenses	2,401.55	3,781.64	44,350.00	40,568.36	8.53%
	Contractual Services					

## City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

800 - Waste Water Fund

60 - Non-Departmental

From 11/1/2019 Through 11/30/2019

		<u>Current Period Actual</u>	<u>Y-T-D Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
5167	Administrative Fees	0.00	0.00	28,000.00	28,000.00	0.00%
5210	Legal Services	200.00	200.00	10,000.00	9,800.00	2.00%
5218	Annual Televising/Smoke Testin	0.00	0.00	18,500.00	18,500.00	0.00%
5219	Utility Billing/Collection	3,500.00	3,500.00	21,000.00	17,500.00	16.66%
5232	Utility Billing-Collect Add'l	11,507.83	11,507.83	60,000.00	48,492.17	19.17%
5233	Project Management	0.00	0.00	11,500.00	11,500.00	0.00%
5240	Insurance - Prop & Gen Liab	0.00	425.32	500.00	74.68	85.06%
5270	Engineering Services	0.00	0.00	2,500.00	2,500.00	0.00%
5290	Wastewater Fees	23,537.08	23,537.08	230,000.00	206,462.92	10.23%
5292	Industrial Waste Surcharges	<u>921.33</u>	<u>921.33</u>	<u>12,000.00</u>	<u>11,078.67</u>	<u>7.67%</u>
	Total Contractual Services	39,666.24	40,091.56	394,000.00	353,908.44	10.18%
	Miscellaneous/Other Expenses					
5300	Computer Software & Support	<u>23.33</u>	<u>58.57</u>	<u>3,100.00</u>	<u>3,041.43</u>	<u>1.88%</u>
	Total Miscellaneous/Other Expenses	<u>23.33</u>	<u>58.57</u>	<u>3,100.00</u>	<u>3,041.43</u>	<u>1.89%</u>
	Total EXPENDITURES	<u>51,393.63</u>	<u>77,301.72</u>	<u>621,501.00</u>	<u>544,199.28</u>	<u>12.44%</u>
	Excess Revenues Over (Under) Expenses	<u>4,979.03</u>	<u>35,868.69</u>	<u>51,659.00</u>	<u>(15,790.31)</u>	<u>69.43%</u>

Friends of the Park - Donations  
(PAVERS)

CITY OF ROLLINGWOOD  
ENGRAVED PAVER

Last updated:  
12/11/2019

ACCOUNT 100/2129

DONATIONS	\$	3,250.00	
LESS EXPENDITURES:	\$	(283.99)	BRICK & STONE
	\$	<u>2,966.01</u>	

Last updated:  
12/11/2019

ACCOUNT	100/2132
DONATIONS:	
\$	2,725.00
\$	500.00
\$	3,225.00

## LESS EXPENDITURES:

	DATE
\$ 628.40 SECOND NATURE LANDSCAPES	10/24/2016
\$ 311.00 JOANNE PARKER REIMBURSEMENT: IT'S MY PARK DAY	9/28/2016
\$ 222.00 JOANNE PARKER REIMBURSEMENT: IT'S MY PARK DAY	10/17/2016
\$ 96.00 JOANNE PARKER REIMBURSEMENT: IT'S MY PARK DAY	10/24/2016
\$ 7.36 QUIK PRINT	10/31/2016
\$ 46.25 JOANNE PARKER REIMBURSEMENT: IT'S MY PARK DAY	11/7/2016
\$ 18.93 QUIK PRINT	11/15/2016
\$ 120.00 STOKES SIGN CO	3/9/2017
\$ 63.26 JOANNE PARKER REIMBURSEMENT: IT'S MY PARK DAY	12/18/2017
\$ 75.00 SECOND NATURE LANDSCAPE	1/2/2018
\$ 325.95 JOANNE PARKER REIMBURSEMENT	3/26/2018
\$ 101.55 ANNETTE HUDSON REIMBURSEMENT: MORNING IN THE PARK	5/7/2018

	\$	2,015.70
BALANCE	\$	1,209.30

DEPARTMENT	YTD REVENUE	YTD EXPENDITURES	DIFFERENCE
ECONOMIC DEVELOPMENT	\$ -	\$ -	\$ -
NON-PROJECT RELATED	\$ 26,336.88	\$ -	\$ 26,336.88
	\$ 26,336.88	\$ -	\$ 26,336.88

**Rollingwood Community Development Corporation**  
**Balance Sheet - Balance Sheet**  
**As of 11/30/2019**

		<u>RCDC Fund</u>	<u>Total</u>
<b>Assets</b>			
Operating Cash	1000	133,445.91	133,445.91
Texpool	1005	125,676.99	125,676.99
Due from City	1100	13,532.97	13,532.97
Sales Tax Receivable	1350	0.00	0.00
Total Assets		<u>272,655.87</u>	<u>272,655.87</u>
<b>Liabilities</b>			
Accounts Payable	2000	0.00	0.00
Accts Payable Yr End	2001	0.00	0.00
xxAccts Payable to City	2020	0.00	0.00
Payable to City	2030	0.00	0.00
Total Liabilities		<u>0.00</u>	<u>0.00</u>
<b>Fund Balance</b>			
Fund Balance	3000	199,263.26	199,263.26
xxFund Balance	3001	0.00	0.00
Other		<u>73,392.61</u>	<u>73,392.61</u>
Total Fund Balance		<u>272,655.87</u>	<u>272,655.87</u>
Liability & Fund Balance		<u>272,655.87</u>	<u>272,655.87</u>

RDCD  
MONTHLY FINANCIAL ANALYSIS

**NOTE: YTD ACTUAL AS OF 11/30/2019; 16.67% OF FISCAL YEAR**

**REVENUE STATUS & COMPARISON TO PRIOR YEAR**

	CURRENT YEAR:			PRIOR YEAR:		CURRENT YR COMPARED TO PY YR
	EST. REVENUE	YTD	PERCENT	YTD		
SALES TAX REVENUE	\$ 130,000	\$ 25,936	20%	\$ 25,022		104%

**BUDGET STATUS & COMPARISON TO PRIOR YEAR**

	CURRENT YEAR:			PRIOR YEAR:		CURRENT YR COMPARED TO PY YR
	BUDGET	YTD	PERCENT	YTD		
ECONOMIC DEVELOPMENT:						
REVENUE	\$ -	\$ -	#DIV/0!	\$ -		#DIV/0!
EXPENDITURES	\$ 13,000	\$ -	0%	\$ -		#DIV/0!
NON-PROJECTED RELATED:						
REVENUE	\$ 130,000	\$ 26,337	20%	\$ 23,908		110%
EXPENDITURES	\$ 88,000	\$ -	0%	\$ 300		0%
RECAP:						
REVENUE	\$ 130,000	\$ 26,337	20%	\$ 23,908		110%
EXPENDITURES	\$ 101,000	\$ -	0%	\$ 300		0

**Rollingwood Community Development Corporation**  
**Statement of Revenues and Expenditures - Rev and Expend by Project - With Codes**  
**500 - RCDC Fund**  
**80 - Economic Development**  
**From 11/1/2019 Through 11/30/2019**

		<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Revised</u>	<u>Total Budget Variance - Revised</u>	<u>Percent Total Budget</u>
Expenditures						
Rollingwood	5524	0.00	0.00	13,000.00	13,000.00	0.00%
Bus.						
Promotion&...						
Total Expenditures		<u>0.00</u>	<u>0.00</u>	<u>13,000.00</u>	<u>13,000.00</u>	<u>0.00%</u>
Excess Revenues		0.00	0.00	(13,000.00)	13,000.00	0.00%
Over(Under)						
Expenditures						

**Rollingwood Community Development Corporation**  
**Statement of Revenues and Expenditures - Rev and Expend by Project - With Codes**  
**500 - RCDC Fund**  
**90 - Non-Project Related**  
**From 11/1/2019 Through 11/30/2019**

		<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Revised</u>	<u>Total Budget Variance - Revised</u>	<u>Percent Total Budget</u>
<b>Revenues</b>						
Sales Tax Revenue	4000	13,532.71	25,936.48	130,000.00	(104,063.52)	19.95%
Interest Revenue	4050	195.00	398.42	0.00	398.42	0.00%
Interest Revenue - Checking	4051	1.01	1.98	0.00	1.98	0.00%
<b>Total Revenues</b>		<u>13,728.72</u>	<u>26,336.88</u>	<u>130,000.00</u>	<u>(103,663.12)</u>	<u>20.26%</u>
<b>Expenditures</b>						
Admin Services Agreement	5575	0.00	0.00	88,000.00	88,000.00	0.00%
<b>Total Expenditures</b>		<u>0.00</u>	<u>0.00</u>	<u>88,000.00</u>	<u>88,000.00</u>	<u>0.00%</u>
<b>Excess Revenues Over(Under) Expenditures</b>		<u>13,728.72</u>	<u>26,336.88</u>	<u>42,000.00</u>	<u>(15,663.12)</u>	<u>62.70%</u>

# City of Rollingwood, Texas

## Statement of Revenues and Expenditures - with codes

100 - General Fund

55 - Park Department

From 11/1/2019 Through 11/30/2019

		Current Period Actual	Y-T-D Actual	Total Budget - Revised	Budget Balance Remaining	Percent Total Budget
<b>REVENUES</b>						
	Revenues					
4355	Donations - Park	0.00	100.00	100.00	0.00	100.00%
4519	Commercial Park Permits	0.00	0.00	200.00	(200.00)	0.00%
4523	Donations-Community Educ Garde	0.00	0.00	100.00	(100.00)	0.00%
	Total Revenues	0.00	100.00	400.00	(300.00)	25.00%
	Other Revenues					
4750	Park Pavers	0.00	200.00	0.00	200.00	0.00%
	Total Other Revenues	0.00	200.00	0.00	200.00	0.00%
	Total REVENUES	0.00	300.00	400.00	(100.00)	75.00%
<b>EXPENDITURES</b>						
	Personnel Expenses					
5000	Salary	1,940.81	5,600.61	26,923.00	21,322.39	20.80%
5020	Health Insurance	235.78	503.63	2,722.00	2,218.37	18.50%
5030	Workers Comp. Insurance	0.00	481.86	500.00	18.14	96.37%
5035	Social Security/Medicare Tax	148.48	428.46	2,060.00	1,631.54	20.79%
5040	Unemployment Comp. Insurance	0.00	0.00	53.00	53.00	0.00%
5050	Tx Mun Retire Systm Exp	762.05	1,949.86	3,274.00	1,324.14	59.55%
	Total Personnel Expenses	3,087.12	8,964.42	35,532.00	26,567.58	25.23%
	Supplies & Operations Expenses					
5103	Printing & Reproduction	0.00	0.00	500.00	500.00	0.00%
5130	Utilities	0.00	19.41	500.00	480.59	3.88%
5158	Office Supplies	0.00	0.00	100.00	100.00	0.00%
5164	Equipment Maint & Repairs	0.00	0.00	1,000.00	1,000.00	0.00%
5190	Materials	244.66	805.32	3,000.00	2,194.68	26.84%
5191	Maintenance	135.17	135.17	2,500.00	2,364.83	5.40%
5198	Fieldhouse Supplies & Maintena	0.00	0.00	1,000.00	1,000.00	0.00%
	Total Supplies & Operations Expenses	379.83	959.90	8,600.00	7,640.10	11.16%
	Miscellaneous/Other Expenses					
5300	Computer Software & Support	23.33	58.56	500.00	441.44	11.71%
	Total Miscellaneous/Other Expenses	23.33	58.56	500.00	441.44	11.71%
	Capital Outlays					

## City of Rollingwood, Texas

Statement of Revenues and Expenditures - with codes

100 - General Fund

55 - Park Department

From 11/1/2019 Through 11/30/2019

		<u>Current Period Actual</u>	<u>Y-T-D Actual</u>	<u>Total Budget - Revised</u>	<u>Budget Balance Remaining</u>	<u>Percent Total Budget</u>
5427	Landscaping & Lighting	3,990.27	3,990.27	50,000.00	46,009.73	7.98%
5512	Playground Mulching & Maintena	0.00	0.00	5,000.00	5,000.00	0.00%
	Total Capital Outlays	<u>3,990.27</u>	<u>3,990.27</u>	<u>55,000.00</u>	<u>51,009.73</u>	<u>7.26%</u>
	Total EXPENDITURES	<u>7,480.55</u>	<u>13,973.15</u>	<u>99,632.00</u>	<u>85,658.85</u>	<u>14.02%</u>
	Excess Revenues Over (Under) Expenses	<u>(7,480.55)</u>	<u>(13,673.15)</u>	<u>(99,232.00)</u>	<u>85,558.85</u>	<u>13.77%</u>



AWR Services, Inc.  
500 N. Capital of Texas Hwy  
Austin, TX 78746

Inv 40.

Date	Invoice #
11/30/2019	13792

Bill To
City of Rollingwood WW 403 Nixon Rollingwood, TX 78746

Terms
Net 30

Qty	Description	Amount
	CITY OF ROLLINGWOOD WASTEWATER SYSTEM OPERATIONS Contract Operations for the month of November, 2019	3,500.00
	LIFT STATIONS: Lift Station #2 - Hatley - AWR responded to alarms from station, high temp alarm, upon investigation determine pump #2 alarming indicating over-temp, test pumps and unable to replicate issue manually, remove pump from rotation and contact contractors for assessment. (WH, MP)	109.75
	Lift Station #7 - Nixon - AWR responded to alarms from station, upon investigation appears to have abnormal runtimes between pumps, consult Engineer and discuss run times and cycles, determine check valve for pump #1 not functioning properly allowing back feed and causing pumps to activate repeatedly, coordinate with contractors and Engineer and place order for check valve, will install once received. (LB, MB)	448.15
	WASTEWATER SYSTEM CUSTOMER CALLS: 4 Randolph Place - Wastewater Discharge/Tap - AWR responded to City request to investigate sewer issue at location, upon investigation determine builder attempting to install discharge line to rear, discuss construction issues and concerns with Engineer, obtain comments and conduct further investigation, determine originally City approved discharge from new construction at 4 Randolph will require grinder pump and appears to be attempting to connect to discharge line which is customer discharge and not City from 3 Jeffery Cove; coordinate with City Administrator and Engineer, determine discharge line connection for 4 Randolph should be in front of lot and will not require grinder pump, update contractor/builder and City staff and Engineer, remove incorrect discharge line materials installed from service, update staff. (AWR)	973.83

Thank you for your business.

**Total**

**Payments/Credits**

**Balance Due**



AWR Services, Inc.  
500 N. Capital of Texas Hwy  
Austin, TX 78746

Date	Invoice #
11/30/2019	13792

Bill To
City of Rollingwood WW 403 Nixon Rollingwood, TX 78746

**Terms**

Net 30

Qty	Description	Amount
	GRINDER PUMPS: 4801 Rollingwood Drive - Western Hills Athletic Center - AWR at the request of the PWD, performed inspection and cleaning of the athletic center grinder pump system catch basket due to increased traffic and duplex grinder pump system, inspect station, and remove debris from catch basket during visit, update PWD and AWR staff. (LB, MB, TS)	165.93
	Grinder Pump Mushroom Vent - AWR at the request of the City obtained pricing for a mushroom vent to be installed on a grinder pump station, provide pricing and receive authorization to obtain and delivery to City staff for installation. (LB, TS)	86.23
	REIMBURSABLE EXPENSES: Total Reimbursable Expenses	865.69
Thank you for your business.		
<b>Total</b>		\$6,149.58
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$6,149.58

**AWR Services, Inc.**  
**November 2019**  
**WasteWater Reimbursable Expenses**

Date	Source Name	Memo	Class Code	Amount
11/21/2019	Home Depot	RW WW	WW	\$ 98.19
09/19/2019	Hydro Source Services, Inc.	RW - WW	WW	\$ 654.58
<b>TOTAL</b>				<u><u>\$ 752.77</u></u>

*\*Please note the above reimbursable expenses do not include cost + 15%*

Hydro Source Services, Inc.  
4001 Canyon Glen Cir  
Austin, TX 78732 US  
512.572.6188  
accounting@hydrosourcetx.com



*RW WW*

## INVOICE

**BILL TO**  
RHONDA PARKER  
AWR SERVICES INC  
500 N CAPITAL OF TEXAS  
HWY  
BLDG 1 STE 125  
AUSTIN, TX 78746 USA

**SHIP TO**  
AWR SERVICES INC  
500 N CAPITAL OF TEXAS  
HWY  
BLDG 1 STE 125  
AUSTIN, TX 78746 USA

**INVOICE #** 1715  
**DATE** 09/19/2019  
**DUE DATE** 09/19/2019  
**TERMS** Due on receipt

**CUSTOMER P.O. #**  
NOT PROVIDED

ITEM	PART #	DESCRIPTION	QTY	EACH	EXTENDED
09/19/2019	<b>LABOR</b>	CERTIFIED SERVICE TECHNICIAN	3	125.00	375.00T
09/19/2019	<b>PARTS</b>	REPLACEMENT PARTS	1	279.58	279.58T

Thank you for your business. Please contact us with any questions or concerns.

A 2.9 % processing fee will be added to all credit card payments.

<b>SUBTOTAL</b>	654.58
<b>TOTAL</b>	695.49
<b>BALANCE DUE</b>	<b>\$695.49</b>

**COPY**

**HydroSource****Service Report**

Job#: 1302

Customer PO#:

Service: EONE

RW

**Customer Information**

Company: AWR SERVICES  
 Contact:  
 Address:

Office Phone:  
 Mobile Phone:  
 Email:

**Equipment Information**

Manufacturer: EONE  
 Model Number: WH-EXT  
 Serial Number: WH454389  
 Request Date: 07-30-2019  
 Completion Date: 09-19-2019

Project: UNKNOWN

**Labor**

Date	Work Performed	Hours	Rate	Extend
9-19-19	SHOP SERVICE: PERFORMED LEVEL-2 E/ONE PUMP SERVICE.	3.00	125.00	375.00

**Replacement Parts**

Part#	Description	Qty	List	Extend
1208	MECHANICAL SEAL KIT w/ (4) MAIN O-RINGS AND (7) LOCKNUTS	1	50.39	50.39
5015	BEARING, PUMP END (200, 2000, EXTREME)	1	33.38	33.38
5035	BEARING, TOP (2000, EXTREME)	1	73.32	73.32
6203	SEAL, LEVEL SENSING HOUSING, EXTREME	1	3.39	3.39
7290	PRESSURE SWITCH, ON/OFF W/ O-RINGS	1	59.55	59.55
7291	PRESSURE SWITCH, ALARM W/ O-RINGS	1	59.55	59.55

**RECEIVED**  
 OCT 03 2019  
 BY: \_\_\_\_\_

**COPY**

Labor	Parts	SubTotal	Discount	Tax	Total
\$375.00	\$279.58	\$654.58	\$0.00	\$0.00	\$654.58

BILL TO:  
Acct: 6035 3226 5031 2196  
AWR SERVICES INC

RW WW

4 Randolph PL

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$29.13	11/12/19	12/11/19	7044715
PO: 252082		Store: 6570, SUNSET VALLEY, TX	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
PVC SDR35 D3034 4"X10' SEWER PIPE-WH	00007765180000100033	1.0000 EA	\$16.58	\$16.58
FITTING	00001890490000100031	1.0000 EA	\$2.35	\$2.35
FITTING	00001890490000100031	1.0000 EA	\$2.35	\$2.35
4" COUPLING FOR CI,PL,CU,LEAD	00006880020000100039	1.0000 EA	\$7.85	\$7.85

Purchased by: HARVILL WILLIAM  
Customer #: 00061

SUBTOTAL	\$29.13
TAX	\$0.00
TOTAL	\$29.13

BILL TO:  
Acct: 6035 3226 5031 2196  
AWR SERVICES INC

L360 WTP

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$73.89	11/12/19	12/11/19	7102796
PO: 339889		Store: 6570, SUNSET VALLEY, TX	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
HRD FAUCVR	10000324440000200009	1.0000 EA	\$3.37	\$3.37
HRD FAUCVR	10000324440000200009	1.0000 EA	\$3.37	\$3.37
PERSONAL CERAMIC HEATER W/THERMOSTAT	10042551040002300005	1.0000 EA	\$25.97	\$25.97
HRD FAUCVR	10000324440000200009	1.0000 EA	\$3.37	\$3.37
GREAT STUFF FIREBLOCK 16 OZ	10018693010000400005	1.0000 EA	\$7.25	\$7.25
BERNZOMATIC WT2301 TORCH HEAD	10000038510001500012	1.0000 EA	\$16.97	\$16.97
HRD FAUCVR	10000324440000200009	1.0000 EA	\$3.37	\$3.37
HRD FAUCVR	10000324440000200009	1.0000 EA	\$3.37	\$3.37
HRD FAUCVR	10000324440000200009	1.0000 EA	\$3.37	\$3.37
BERNZOMATIC 14.1OZ PROPANE CYLINDER	00002198610001500011	1.0000 EA	\$3.48	\$3.48

Purchased by: LOPEZ CARLOS  
Customer #: 00048

SUBTOTAL	\$73.89
TAX	\$0.00
TOTAL	\$73.89

BILL TO:  
Acct: 6035 3226 5031 2196  
AWR SERVICES INC

Cottonwood Wp

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$159.07	11/13/19	12/11/19	6511329
PO: 252083		Store: 514, MARBLE FALLS, TX	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
3/4" FPT X FHT SWIVEL	00006858530000600005	1.0000 EA	\$1.74	\$1.74
3/4" FPT X FHT SWIVEL	00006858530000600005	1.0000 EA	\$1.74	\$1.74
SET YOUR OWN COMBI 1-1/2 IN. SHACKLE	10017868120000500002	1.0000 EA	\$16.76	\$16.76
HK PORTER 24" GEN-PURP BOLT CUTTERS	00006205170000100006	1.0000 EA	\$49.97	\$49.97
SET YOUR OWN COMBI 1-1/2 IN. SHACKLE	10017868120000500002	1.0000 EA	\$16.76	\$16.76
3/4"X100' CONTRACTOR FARM HOSE	00004768100001000002	1.0000 EA	\$59.98	\$59.98

Purchased by: SLANN BRIAN  
Customer #: 00054

SUBTOTAL	\$146.95
TAX	\$12.12
TOTAL	\$159.07

219612

COPY

Remit payment and make checks payable to:  
HOME DEPOT CREDIT SERVICES  
DEPT. 32 - 2650312196  
PO BOX 9001043  
LOUISVILLE, KY 40290-1043

## INVOICE DETAIL

BILL TO:  
Acct: 6035 3226 5031 2196  
AWR SERVICES INC

Coves Wtr

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$51.27	10/22/19	12/11/19	8020129
PO: 339884		Store: 6531, AUSTIN, TX	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
6" ROUND VALVE BOX BLK/GRN NDS	0000164860000600005	1.0000 EA	\$5.92	\$5.92
6" ROUND VALVE BOX BLK/GRN NDS	0000164860000600005	1.0000 EA	\$5.92	\$5.92
6" ROUND VALVE BOX BLK/GRN NDS	0000164860000600005	1.0000 EA	\$5.92	\$5.92
6" ROUND VALVE BOX BLK/GRN NDS	0000164860000600005	1.0000 EA	\$5.92	\$5.92
6" ROUND VALVE BOX BLK/GRN NDS	0000164860000600005	1.0000 EA	\$5.92	\$5.92
6" ROUND VALVE BOX BLK/GRN NDS	0000164860000600005	1.0000 EA	\$5.92	\$5.92
6" ROUND VALVE BOX BLK/GRN NDS	0000164860000600005	1.0000 EA	\$5.92	\$5.92
6" ROUND VALVE BOX BLK/GRN NDS	0000164860000600005	1.0000 EA	\$5.92	\$5.92

Purchased by: HARVILL WILLIAM  
Customer #: 00061

SUBTOTAL	\$47.36
TAX	\$3.91
TOTAL	\$51.27

BILL TO:  
Acct: 6035 3226 5031 2196  
AWR SERVICES INC

RW WW  
Hatley LS

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$74.76	10/24/19	12/11/19	6523916
PO: 437086		Store: 6570, SUNSET VALLEY, TX	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
SET YOUR OWN COMBI 1-1/2 IN. SHACKLE	10017868120000500002	1.0000 EA	\$15.47	\$15.47
HASP, SAFETY LATCHPOST 4.5" ZINC	00002401760000400004	1.0000 EA	\$7.18	\$7.18
SET YOUR OWN COMBI 1-1/2 IN. SHACKLE	10017868120000500002	1.0000 EA	\$15.47	\$15.47
SET YOUR OWN COMBI 1-1/2 IN. SHACKLE	10017868120000500002	1.0000 EA	\$15.47	\$15.47
SET YOUR OWN COMBI 1-1/2 IN. SHACKLE	10017868120000500002	1.0000 EA	\$15.47	\$15.47

Purchased by: BARTSCH LAYNE  
Customer #: 00064

SUBTOTAL	\$69.06
TAX	\$5.70
TOTAL	\$74.76

BILL TO:  
Acct: 6035 3226 5031 2196  
AWR SERVICES INC

RW Water  
4 Randolph

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$18.55	10/25/19	12/11/19	5615111
PO: 437089		Store: 8454, KYLE, TX	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
PVC CAP	00008114590000100031	1.0000 EA	\$8.59	\$8.59
WCPG PU GRIP GLOVE HI VIS 3-PACK	10023139660000500011	1.0000 EA	\$4.98	\$4.98
WCPG PU GRIP GLOVE HI VIS 3-PACK	10023139660000500011	1.0000 EA	\$4.98	\$4.98

Purchased by: BARTSCH LAYNE  
Customer #: 00064

SUBTOTAL	\$18.55
TAX	\$0.00
TOTAL	\$18.55

219607





AWR Services, Inc.  
500 N. Capital of Texas Hwy  
Austin, TX 78746

Date	Invoice #
11/30/2019	13791

Bill To
City of Rollingwood W 403 Nixon Rd Rollingwood, TX 78746

Terms
Net 30

Qty	Description	Amount
	CITY OF ROLLINGWOOD - WATER SYSTEM	
	Contract Operations for the month of November, 2019	2,750.00
	Remote Access	325.00
598	Utility Billing	2,691.00
521	Utility Billing Stationary	574.97
513	Copies	128.25
	Postage	29.27
8	Finals/Transfers	200.00
	WATER SYSTEM REPAIRS:	
	TCEQ Mandatory Water System Inspection - AWR responded to TCEQ notice for mandatory water system inspection to be conducted in mid-November 2019, coordinate with City and AWR staff accordingly to prepare for inspection, coordinate on documentation requested by TCEQ Inspector, meet with City Administrator and staff, meet with TCEQ Inspector and conduct system inspection, provide all readily available documentation from AWR, coordinate with City on City-held documentation and information, receive preliminary inspection and coordinate with City Administrator on same, continue coordination on items noted by in TCEQ Inspector and provide guidance to City, update AWR staff. (AWR)	2,369.70
	WATER SYSTEM CUSTOMER CALLS:	
	10 South Peak - 6" Water Main Leak - AWR responded to City request to assist with repair, flushing, and bacteriological sampling due to 6" main water line leak under repair, complete repairs, restore services, conduct flushing of lines, obtain bacteriological sample and take to independent lab for analysis, City staff notify affected customers of Boil Water Notice, receive "clear" result next business day, notify City staff, City notify customers, update AWR. (AWR)	379.50
	CITY AUTHORIZED WATER SYSTEM PROJECTS:	
	Electronic Water Meter Pilot Program (15x) - 50% of Project Due	3,750.00

Thank you for your business.

**Total**

**Payments/Credits**

**Balance Due**



AWR Services, Inc.  
500 N. Capital of Texas Hwy  
Austin, TX 78746

Inv 40.

Date	Invoice #
11/30/2019	13791

Bill To
City of Rollingwood W 403 Nixon Rd Rollingwood, TX 78746

Terms
Net 30

Qty	Description	Amount
	REIMBURSABLE EXPENSES:	
	LABORATORY EXPENSES:	
	Total Reimbursable Expenses	41.40
	WATER EXPENSES:	
	Total Reimbursable Expenses	21.33

Thank you for your business.

**Total** \$13,260.42

**Payments/Credits** \$0.00

**Balance Due** \$13,260.42

**AWR Services, Inc.**  
**November 2019**  
**Water Reimbursable Expenses**

Date	Source Name	Memo	Class Code	Amount
11/19/2019	Aqua-Tech Laboratories, Inc.	OCT 2019 Analysis	LAB	\$ 36.00
11/21/2019	Home Depot	RW W	W	\$ 18.55
<b>TOTAL</b>				<u><u>\$ 752.77</u></u>

*\*Please note the above reimbursable expenses do not include cost + 15%*

# AQUA-TECH

LABORATORIES, INC.

635 Phil Gramm Blvd., Bryan TX 77807

P: (979)778-3707, F: (979)778-3193

email: [accounting@aquatechlabs.com](mailto:accounting@aquatechlabs.com)

## Invoice

Invoice Number: 42424

Invoice Date: 11/19/2019

Bill To:	Comments:
AWR Services, Inc. 500 Capital of Texas Hwy N Building 1, Ste. 125 Austin, TX 78746	October 2019 Analysis

Customer ID	Customer PO	Payment Terms	Due Date	Discount
AWR Services Inc.	*	NET 30 Days	12/19/2019	

Quantity	Item ID & Matrix	Description (see key below)	Unit Price	Amount
2	A Total Coliform DW	Total Coliform SM 9223 [NEL]-Bastrop Co MUD #1	18.00	36.00
1	A Weekend Work ...	Weekend Work Fee	150.00	150.00
		Subtotal		186.00
1	A Total Coliform DW	Total Coliform SM 9223 [NEL]-Camp Travis	18.00	18.00
1	A Total Coliform DW	Total Coliform SM 9223 [NEL]-Refuge Ranch	18.00	18.00
2	A Total Coliform DW	Total Coliform SM 9223 [NEL]-Rolling Wood	18.00	36.00
2	A Total Coliform DW	Total Coliform SM 9223 [NEL]-South Buda WCID #1	18.00	36.00
1	A Total Coliform DW	Total Coliform SM 9223 [NEL]-The Coves	18.00	18.00

**COPY**

Due to the increase in operational costs, Aqua-Tech Laboratories will be implementing a slight price increase. The new price list will be effective June 1, 2019. Aqua-Tech values you as a customer and encourages you to speak with accounting staff at 979-778-3707 ext. 4 or [accounting@aquatechlabs.com](mailto:accounting@aquatechlabs.com) if you have questions.

Location: A-Austin Laboratory Parameter (all others through Bryan Laboratory)

Matrix Codes: NP-Non Potable Water, DW-Drinking Water, SL-Solid

NEL-NELAC Accredited, SUB-Subcontracted, INF-Informational (not certified)

DWP-Accredited through the TCEQ DW Commercial Lab Approval Program

ANR-Accreditation Not Required

Empty sample containers, which may contain site references, will be bagged and disposed via municipal waste collection.

Go paperless! If you prefer to have your invoices e-mailed, please send a request to [accounting@aquatechlabs.com](mailto:accounting@aquatechlabs.com) and we will make the change for you.  
Thank you for your business!

Total Invoice Amount	\$312.00
Payments/Credits Applied	\$0.00
<b>TOTAL</b>	<b>\$312.00</b>

277

Commercial Account

Remit payment and make checks payable to:  
HOME DEPOT CREDIT SERVICES  
DEPT. 32 - 2650312196  
PO BOX 9001043  
LOUISVILLE, KY 40290-1043

INVOICE DETAIL

40.

BILL TO:  
Acct: 6035 3226 5031 2196  
AWR SERVICES INC

Coves Wtr

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$51.27	10/22/19	12/11/19	8020129
PO: 339884		Store: 6531, AUSTIN, TX	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
6" ROUND VALVE BOX BLK/GRN NDS	00001648600000600005	1.0000 EA	\$5.92	\$5.92
6" ROUND VALVE BOX BLK/GRN NDS	00001648600000600005	1.0000 EA	\$5.92	\$5.92
6" ROUND VALVE BOX BLK/GRN NDS	00001648600000600005	1.0000 EA	\$5.92	\$5.92
6" ROUND VALVE BOX BLK/GRN NDS	00001648600000600005	1.0000 EA	\$5.92	\$5.92
6" ROUND VALVE BOX BLK/GRN NDS	00001648600000600005	1.0000 EA	\$5.92	\$5.92
6" ROUND VALVE BOX BLK/GRN NDS	00001648600000600005	1.0000 EA	\$5.92	\$5.92
6" ROUND VALVE BOX BLK/GRN NDS	00001648600000600005	1.0000 EA	\$5.92	\$5.92
6" ROUND VALVE BOX BLK/GRN NDS	00001648600000600005	1.0000 EA	\$5.92	\$5.92

Purchased by: HARVILL WILLIAM  
Customer #: 00061

SUBTOTAL	\$47.36
TAX	\$3.91
TOTAL	\$51.27

BILL TO:  
Acct: 6035 3226 5031 2196  
AWR SERVICES INC

RW WW  
Hatley LS

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$74.76	10/24/19	12/11/19	6523916
PO: 437086		Store: 6570, SUNSET VALLEY, TX	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
SET YOUR OWN COMBI 1-1/2 IN. SHACKLE	10017868120000500002	1.0000 EA	\$15.47	\$15.47
HASP, SAFETY LATCHPOST 4.5" ZINC	00002401760000400004	1.0000 EA	\$7.18	\$7.18
SET YOUR OWN COMBI 1-1/2 IN. SHACKLE	10017868120000500002	1.0000 EA	\$15.47	\$15.47
SET YOUR OWN COMBI 1-1/2 IN. SHACKLE	10017868120000500002	1.0000 EA	\$15.47	\$15.47
SET YOUR OWN COMBI 1-1/2 IN. SHACKLE	10017868120000500002	1.0000 EA	\$15.47	\$15.47

Purchased by: BARTSCH LAYNE  
Customer #: 00064

SUBTOTAL	\$69.06
TAX	\$5.70
TOTAL	\$74.76

BILL TO:  
Acct: 6035 3226 5031 2196  
AWR SERVICES INC

RW water  
4 Randolph

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$18.55	10/25/19	12/11/19	5615111
PO: 437089		Store: 8454, KYLE, TX	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
PVC CAP	00008114590000100031	1.0000 EA	\$8.59	\$8.59
WCPG PU GRIP GLOVE HI VIS 3-PACK	10023139660000500011	1.0000 EA	\$4.98	\$4.98
WCPG PU GRIP GLOVE HI VIS 3-PACK	10023139660000500011	1.0000 EA	\$4.98	\$4.98

Purchased by: BARTSCH LAYNE  
Customer #: 00064

SUBTOTAL	\$18.55
TAX	\$0.00
TOTAL	\$18.55

209607



## CITY OF ROLLINGWOOD, TEXAS

## PAYMENT AUTHORIZATION

Date: 11/12/2019Budget Code: See BelowVendor: K Friese & Associates, Inc.Invoice No. See Below1120 South Capital of Texas HwyInvoice Date 11/6/2019City View 2, Suite 100Acct No. City of RollingwoodAustin, TX 78746Vendor Code: K FrieseNature of Expense/Expenditure: Engineering Services

Justification of Expense/Expenditure: \_\_\_\_\_

Description		Quantity	Unit Cost	Extended Cos
Inv #1910075	RLWD Infrastructure Improve. Plan	1	\$ 10,850.00	\$10,850.00
	Rollingwood MS4	1	\$ -	\$ -
	Zoning Reviews	1	\$ 4,238.75	\$ 4,238.75
	RLWD Infrastructure Improve. Plan	100/5332/10		
	Rollingwood MS4	702/5485/35		
	Zoning Reviews	100/5252/15		
Total				\$15,088.75

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

City Secretary: \_\_\_\_\_

Date: 11.12.19

Finance Dept: \_\_\_\_\_

Date: 11/12/2019

City Administrator: \_\_\_\_\_

Date: 11.18.19



**K Friese & Associates, Inc.**  
**1120 South Capital of Texas Highway**  
**CityView 2, Suite 100**  
**Austin, Texas 78746**  
**(512) 338-1704**

November 6, 2019  
 Project No: 0630  
 Invoice No: 1910075

Amber Lewis  
 City of Rollingwood  
 403 Nixon  
 Rollingwood, TX 78746

Project 0630 Rollingwood Infrastructure Improvements Plan

**Professional Services from October 1, 2019 to October 31, 2019**

Task 100 Administration & Coordination

**Professional Personnel**

	Hours	Rate	Amount	
Cantalupo, Joseph	1.50	200.00	300.00	
LaFollette, Caroline	4.50	120.00	540.00	
Totals	6.00		840.00	
<b>Total Labor</b>				<b>840.00</b>
<b>Total this Task</b>				<b>\$840.00</b>

Task 102 Analysis, Modeling, and Problem Area Identification

**Professional Personnel**

	Hours	Rate	Amount	
Cantalupo, Joseph	2.50	200.00	500.00	
LaFollette, Caroline	1.50	120.00	180.00	
Ramirez, Claire	.75	120.00	90.00	
Totals	4.75		770.00	
<b>Total Labor</b>				<b>770.00</b>
<b>Total this Task</b>				<b>\$770.00</b>

Task 103 Development of CIP

**Professional Personnel**

	Hours	Rate	Amount	
LaFollette, Caroline	13.50	120.00	1,620.00	
Ruhnau, Leigh	12.00	120.00	1,440.00	
Zeeb, Hannah	6.00	100.00	600.00	
Totals	31.50		3,660.00	
<b>Total Labor</b>				<b>3,660.00</b>
<b>Total this Task</b>				<b>\$3,660.00</b>

Task 104 Reporting

**Professional Personnel**

	Hours	Rate	Amount	
LaFollette, Caroline	21.50	120.00	2,580.00	
Totals	21.50		2,580.00	
<b>Total Labor</b>				<b>2,580.00</b>

Project	0630	Rollingwood Infrastructure Improvements	Invoice	1910075
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<b>Total this Task</b>	<b>\$2,580.00</b>
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Task	120	Goodman Group - Funding Options
------	-----	---------------------------------

**Consultants**

The Goodman Group

3,000.00

**Total Consultants****3,000.00****3,000.00****Total this Task****\$3,000.00****Total this Invoice****\$10,850.00**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
<b>Billings to Date</b>	<b>10,850.00</b>	<b>74,903.85</b>	<b>85,753.85</b>

Project 0630 Rollingwood Infrastructure Improvements Invoice 1910075

## Billing Backup

Wednesday, November 6, 2019

K Friese & Associates, Inc.

Invoice 1910075 Dated 11/6/2019

1:49:35 PM

Project 0630 Rollingwood Infrastructure Improvements Plan

Task 100 Administration & Coordination

### Professional Personnel

			Hours	Rate	Amount
048	Cantalupo, Joseph	10/16/2019	1.50	200.00	300.00
121	LaFollette, Caroline	10/16/2019	4.00	120.00	480.00
121	LaFollette, Caroline	10/23/2019	.50	120.00	60.00
	Totals		6.00		840.00
	<b>Total Labor</b>				<b>840.00</b>

**Total this Task \$840.00**

Task 102 Analysis, Modeling, and Problem Area Identification

### Professional Personnel

			Hours	Rate	Amount
048	Cantalupo, Joseph	10/9/2019	.50	200.00	100.00
048	Cantalupo, Joseph	10/15/2019	1.00	200.00	200.00
048	Cantalupo, Joseph	10/25/2019	1.00	200.00	200.00
121	LaFollette, Caroline	10/22/2019	1.50	120.00	180.00
110	Ramirez, Claire	10/10/2019	.75	120.00	90.00
	Totals		4.75		770.00
	<b>Total Labor</b>				<b>770.00</b>

**Total this Task \$770.00**

Task 103 Development of CIP

### Professional Personnel

			Hours	Rate	Amount
121	LaFollette, Caroline	10/1/2019	1.00	120.00	120.00
121	LaFollette, Caroline	10/9/2019	2.00	120.00	240.00
121	LaFollette, Caroline	10/10/2019	1.00	120.00	120.00
121	LaFollette, Caroline	10/14/2019	2.00	120.00	240.00
121	LaFollette, Caroline	10/15/2019	3.50	120.00	420.00
121	LaFollette, Caroline	10/21/2019	1.00	120.00	120.00
121	LaFollette, Caroline	10/24/2019	.50	120.00	60.00
121	LaFollette, Caroline	10/28/2019	1.50	120.00	180.00
121	LaFollette, Caroline	10/30/2019	1.00	120.00	120.00
057	Ruhnau, Leigh	10/9/2019	1.50	120.00	180.00
057	Ruhnau, Leigh	10/10/2019	1.50	120.00	180.00
057	Ruhnau, Leigh	10/15/2019	4.00	120.00	480.00
057	Ruhnau, Leigh	10/21/2019	1.00	120.00	120.00
057	Ruhnau, Leigh	10/28/2019	3.00	120.00	360.00
057	Ruhnau, Leigh	10/30/2019	1.00	120.00	120.00
113	Zeeb, Hannah	10/14/2019	1.00	100.00	100.00
113	Zeeb, Hannah	10/28/2019	2.00	100.00	200.00

Project	0630	Rollingwood Infrastructure Improvements	Invoice	1910075
113	Zeeb, Hannah	10/30/2019	3.00	100.00
	Totals		31.50	3,660.00
	<b>Total Labor</b>			<b>3,660.00</b>
		<b>Total this Task</b>		<b>\$3,660.00</b>

Task	104	Reporting			
<b>Professional Personnel</b>					
			Hours	Rate	Amount
121	LaFollette, Caroline	10/3/2019	1.00	120.00	120.00
121	LaFollette, Caroline	10/7/2019	.50	120.00	60.00
121	LaFollette, Caroline	10/8/2019	.50	120.00	60.00
121	LaFollette, Caroline	10/9/2019	.50	120.00	60.00
121	LaFollette, Caroline	10/10/2019	1.50	120.00	180.00
121	LaFollette, Caroline	10/11/2019	3.50	120.00	420.00
121	LaFollette, Caroline	10/16/2019	1.00	120.00	120.00
121	LaFollette, Caroline	10/24/2019	1.50	120.00	180.00
121	LaFollette, Caroline	10/25/2019	7.00	120.00	840.00
121	LaFollette, Caroline	10/28/2019	1.50	120.00	180.00
121	LaFollette, Caroline	10/30/2019	1.00	120.00	120.00
121	LaFollette, Caroline	10/31/2019	2.00	120.00	240.00
	Totals		21.50		2,580.00
	<b>Total Labor</b>				<b>2,580.00</b>
		<b>Total this Task</b>			<b>\$2,580.00</b>

Task	120	Goodman Group - Funding Options			
<b>Consultants</b>					
The Goodman Group					
AP 0010300	10/31/2019	The Goodman Group		3,000.00	
	<b>Total Consultants</b>			<b>3,000.00</b>	<b>3,000.00</b>
		<b>Total this Task</b>			<b>\$3,000.00</b>
		<b>Total this Project</b>			<b>\$10,850.00</b>
		<b>Total this Report</b>			<b>\$10,850.00</b>

The Goodman Corporation  
3200 Travis Street, Ste. 200  
Houston, TX 77006

# Invoice

<b>Bill To</b>						<b>Date</b>	<b>Invoice #</b>
Caroline LaFollette, P.E. K FRIESE + ASSOCIATES 1120 S. Capital of Texas Highway CityView 2, Suite 100 Austin, Texas 78746						10/31/2019	10-2019-10
				<b>Terms</b>	<b>Project</b>		
					ROL100		
<b>Item</b>	<b>Description</b>	<b>Rate</b>	<b>Prior %</b>	<b>Curr %</b>	<b>Amount</b>		
Contract Services	Rollingwood Infrastructure Plan CIP Review	3,000.00	0%	100.00%	3,000.00		

<b>Total</b>	\$3,000.00
<b>Balance Due</b>	\$3,000.00

Phone #	Fax #
713-951-7951	713-951-7957

**From:** Angela Marlett <amarlett@kfriese.com>  
**Sent:** Tuesday, November 12, 2019 1:13 PM  
**To:** Ashley Wayman; Abel Campos  
**Cc:** Caroline LaFollette; Joe Cantalupo  
**Subject:** Rollingwood Infrastructure Improvements Plan - KFA 0630 Invoice 1910075  
**Attachments:** Rollingwood Infrastructure Improvements Plan - KFA 0630 Invoice 1910075.pdf

Hello:

Please find attached your current invoice for **Rollingwood Infrastructure Improvements Plan**. If you have any questions or concerns, please don't hesitate to reach out – I'm happy to help.

Thank you,

Angela Marlett  
Billing Specialist

---

**K FRIESE + ASSOCIATES**  
PUBLIC PROJECT ENGINEERING

AUSTIN | WILLIAMSON COUNTY | SAN ANTONIO

1120 S. Capital of Texas Highway, CityView 2, Suite 100, Austin, Texas 78746  
P 512.338.1704 F 512.338.1784

HAVE YOU SEEN OUR NEW WEBSITE?  
[www.kfriese.com](http://www.kfriese.com)



**K Friese & Associates, Inc.**  
**1120 South Capital of Texas Highway**  
**CityView 2, Suite 100**  
**Austin, Texas 78746**  
**(512) 338-1704**

November 5, 2019

Project No: 0676

Invoice No: 1910039

Amber Lewis  
 City of Rollingwood  
 403 Nixon  
 Rollingwood, TX 78746

Project 0676 Rollingwood Development Reviews

**Professional Services from October 1, 2019 to October 31, 2019**

Task 100 General Services

**Professional Personnel**

	Hours	Rate	Amount
LaFollette, Caroline	17.00	125.00	2,125.00
Ortega, Victoria	.50	165.00	82.50
Winek, Lauren	16.25	125.00	2,031.25
Totals	33.75		4,238.75

**Total Labor**

**4,238.75**

**Total this Task**

**\$4,238.75**

**Total this Invoice**

**\$4,238.75**

	Current	Prior	Total
<b>Billings to Date</b>	<b>4,238.75</b>	<b>7,990.00</b>	<b>12,228.75</b>

Project 0676 Rollingwood Development Reviews Invoice 1910039

## Billing Backup

Tuesday, November 5, 2019

K Friese & Associates, Inc.

Invoice 1910039 Dated 11/5/2019

11:39:54 AM

Project 0676 Rollingwood Development Reviews

Task 100 General Services

### Professional Personnel

			Hours	Rate	Amount	
121	LaFollette, Caroline	10/1/2019	2.00	125.00	250.00	
121	LaFollette, Caroline	10/2/2019	2.00	125.00	250.00	
121	LaFollette, Caroline	10/3/2019	1.00	125.00	125.00	
121	LaFollette, Caroline	10/21/2019	1.50	125.00	187.50	
121	LaFollette, Caroline	10/22/2019	2.00	125.00	250.00	
121	LaFollette, Caroline	10/23/2019	2.50	125.00	312.50	
121	LaFollette, Caroline	10/24/2019	.50	125.00	62.50	
121	LaFollette, Caroline	10/25/2019	1.00	125.00	125.00	
121	LaFollette, Caroline	10/29/2019	1.00	125.00	125.00	
121	LaFollette, Caroline	10/30/2019	1.00	125.00	125.00	
121	LaFollette, Caroline	10/31/2019	2.50	125.00	312.50	
031	Ortega, Victoria	10/8/2019	.50	165.00	82.50	
141	Winek, Lauren	10/1/2019	4.50	125.00	562.50	
141	Winek, Lauren	10/3/2019	.50	125.00	62.50	
141	Winek, Lauren	10/4/2019	.25	125.00	31.25	
141	Winek, Lauren	10/22/2019	2.00	125.00	250.00	
141	Winek, Lauren	10/23/2019	4.00	125.00	500.00	
141	Winek, Lauren	10/24/2019	.50	125.00	62.50	
141	Winek, Lauren	10/29/2019	3.50	125.00	437.50	
141	Winek, Lauren	10/30/2019	1.00	125.00	125.00	
	Totals		33.75		4,238.75	
	<b>Total Labor</b>					<b>4,238.75</b>
				<b>Total this Task</b>		<b>\$4,238.75</b>
				<b>Total this Project</b>		<b>\$4,238.75</b>
				<b>Total this Report</b>		<b>\$4,238.75</b>



**CITY OF ROLLINGWOOD, TEXAS  
PAYMENT AUTHORIZATION**

Date: 11/20/2019 Budget Code: See Below

Vendor: AWR Services, Inc. Invoice #: See Below

500 N. Capital of Texas Hwy Invoice Date: 10/31/19

Building 1, Ste 125 Account No. City of Rollingwood

Austin, TX 78746

Vendor ID AWR

Nature of expense/expenditure: Water Billing Service

Justification of expense/expenditure: \_\_\_\_\_

Description			Quantity	Unit Cost	Extended Cost
Inv #13772	Water Fund - 200/5219/60	Utility Billing/Collection	1	\$6,635.74	\$6,635.74
"	Water Fund - 200/5232/60	Utility Billing-Collect Add'l	1	\$208.38	\$208.38
			1	\$0.00	\$0.00
			1	\$0.00	\$0.00
			1	\$0.00	\$0.00
TOTAL COST					\$6,844.12

Approved by: \_\_\_\_\_

Department Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Dept: \_\_\_\_\_ Date: 11/20/2019

City Secretary: AWayman Date: 11-22-19

City Administrator: aal Date: 11-22-19



AWR Services, Inc.  
500 N. Capital of Texas Hwy  
Austin, TX 78746

# Invoice

Date	Invoice #
10/31/2019	13772

Bill To
City of Rollingwood W 403 Nixon Rd Rollingwood, TX 78746

Qty	Description	Terms
		Net 30
		Amount
	CITY OF ROLLINGWOOD - WATER SYSTEM	
	Contract Operations for the month of October, 2019	
	Remote Access	
597	Utility Billing	2,750.00
597	Utility Billing Stationary	325.00
333	Copies	2,686.50
	Postage	658.84
4	Finals/Transfers	83.25
		32.15
		100.00
	WATER SYSTEM REPAIRS:	
	4824 Rollingwood Drive - Storm Drain Blockage - AWR responded to a City issued W/O regarding a customer report of a clogged/blocked storm drain on Rollingwood Drive, upon arrival and assessment determine work necessary to clear blockage, coordinate with contractors and update City staff, cont'd and proposals anticipated in November 2019. (MB, LB)	146.28
	REIMBURSABLE EXPENSE:	
	LABORATORY EXPENSE:	
	Total Reimbursable Expenses	62.10
Thank you for your business.		
Total		\$6,844.12
Payments/Credits		\$0.00
Balance Due		\$6,844.12

# AQUA-TECH

LABORATORIES, INC.  
635 Phil Gramm Blvd., Bryan TX 77807  
P: (979)778-3707, F: (979)778-3193  
email: accounting@aquatechlabs.com

## Invoice

Invoice Number: 41872  
Invoice Date: 10/19/2019

<b>Bill To:</b>	<b>Comments:</b>
AWR Services, Inc. 500 Capital of Texas Hwy N Building 1, Ste. 125 Austin, TX 78746	September 2019 Analysis

Customer ID	Customer PO	Payment Terms	Due Date	Discount
AWR Services Inc.	*	NET 30 Days	11/18/2019	

Quantity	Item ID & Matrix	Description (see key below)	Unit Price	Amount
3	A Total Coliform DW	Total Coliform SM 9223 [NEL]-Bastrop Co MUD #1	18.00	54.00
1	A Total Coliform DW	Total Coliform SM 9223 [NEL]-Camp Travis	18.00	18.00
1	A Total Coliform DW	Total Coliform SM 9223 [NEL]-Refuge Ranch	18.00	18.00
3	A Total Coliform DW	Total Coliform SM 9223 [NEL]-Rolling Wood	18.00	54.00
2	A Total Coliform DW	Total Coliform SM 9223 [NEL]-South Buda WCID #1	18.00	36.00
1	A Total Coliform DW	Total Coliform SM 9223 [NEL]-The Coves	18.00	18.00
1	A Total Coliform DW	Total Coliform SM 9223 [NEL]-Travis Co WCID #19	18.00	18.00

COPY

Due to the increase in operational costs, Aqua-Tech Laboratories will be implementing a slight price increase. The new price list will be effective June 1, 2019. Aqua-Tech values you as a customer and encourages you to speak with accounting staff at 979-778-3707 ext. 4 or accounting@aquatechlabs.com if you have questions.

Location: A-Austin Laboratory Parameter (all others through Bryan Laboratory)  
Matrix Codes: NP-Non Potable Water, DW-Drinking Water, SL-Solid

NEL-NELAC Accredited, SUB-Subcontracted, INF-Informational (not certified)  
DWP-Accredited through the TCEQ DW Commercial Lab Approval Program  
ANR-Accreditation Not Required

Empty sample containers, which may contain site references, will be bagged and disposed via municipal waste collection.

Go paperless! If you prefer to have your invoices e-mailed, please send a request to accounting@aquatechlabs.com and we will make the change for you.  
Thank you for your business!

Total Invoice Amount	\$216.00
Payments/Credits Applied	\$0.00
<b>TOTAL</b>	<b>\$216.00</b>



**CITY OF ROLLINGWOOD, TEXAS  
PAYMENT AUTHORIZATION**

Date: 11/20/2019 Budget Code: See Below

Vendor: AWR Services, Inc. Invoice #: 13773  
500 N. Capital of Texas Hwy Invoice Date: 10/31/19  
Building 1, Ste 125 Account No. City of Rollingwood  
Austin, TX 78746

Vendor ID: AWR

Nature of expense/expenditure: Wastewater Billing Service

Justification of expense/expenditure: \_\_\_\_\_

Description	Quantity	Unit Cost	Extended Cost
Waste Water Fund 800/5219/60 Utility Billing/Collection	1	\$3,500.00	\$3,500.00
Waste Water Fund 800/5232/60 Utility Billing-Add'l	1	\$11,507.83	\$11,507.83
	1	\$0.00	\$0.00
	1	\$0.00	\$0.00
	1	\$0.00	\$0.00
TOTAL COST			\$15,007.83

Approved by: \_\_\_\_\_

Department Supervisor: [Signature]

Finance Dept: \_\_\_\_\_

City Secretary: [Signature: A. Wayman]

City Administrator: [Signature: aol]

Date: \_\_\_\_\_

Date: 11/20/2019

Date: 11.22.19

Date: 11.22.19



AWR Services, Inc.  
500 N. Capital of Texas Hwy  
Austin, TX 78746

# Invoice

Date	Invoice #
10/31/2019	13773

Bill To
City of Rollingwood WW 403 Nixon Rollingwood, TX 78746

Terms

Net 30

Qty	Description	Amount
	CITY OF ROLLINGWOOD WASTEWATER SYSTEM OPERATIONS Contract Operations for the month of October, 2019	3,500.00
	LIFT STATIONS: Lift Station #2 - Hatley - Replacement Pump Installation - AWR at the direction of the City, coordinated with contractors and the City Engineer to complete the installation of a new pump purchased by the City DPW to install in the station, test operations, additionally replace a failed latch on the control panel for the station with a new latch, and place into service. (LB, MB)	266.30
	All Lift Stations - Area Wide Power Failure - AWR responded to phase failure alarms from all lift stations near the end of October, 2019, rolling power outages in the area reported by Austin Energy, contact personnel and monitor stations to determine if emergency generator necessary, power restored before high wet well levels reached, place each station back in auto. (LB, BL, MB)	721.40
	WASTEWATER SYSTEM CALLS FOR SERVICE: 4 Randolph Place - Sewer Discharge Issue - AWR responded to a City request to investigate a possible sewer issue at this location, previous home demolition and new property constructed, discharge lines from new property exiting rear of construction, wastewater tap location at street appears to be proper location, coordinate with City Administrator, staff, and City Engineer on same, work continued in November 2019 (to be billed - further investigation in November determined final resolution to connect sewer discharge in front of property and remove proposed discharge from service as line it was connecting to is a discharge from 3 Jeffery Cove and not City gravity ww main). (AWR)	938.80

Thank you for your business.

Total

Payments/Credits

Balance Due



AWR Services, Inc.  
500 N. Capital of Texas Hwy  
Austin, TX 78746

# Invoice

Date	Invoice #
10/31/2019	13773

Bill To
City of Rollingwood WW 403 Nixon Rollingwood, TX 78746

Terms

Net 30

Qty	Description	Amount
	GRINDER PUMP REPAIRS:	
	303 Almarion Way - GP - Upon arrival tank in high level, pump down manually and determine pump failed, remove failed pump, install spare pump, test operations, pump down system successfully, adjust floats, and place customer back in service, coordinate delivery of failed pump to contractors for analysis. (LB, WH, CL)	633.70
	305 Pleasant - GP - AWR responded to City issued W/O for GP in alarm, upon arrival high level alarm disengage, run several cycles of system to ensure proper discharge, discuss with customer and determine inflow line to GP tank may have obstruction between home and tank, advise customer may need licensed plumber to investigate. (LB, KAL)	147.45
	408 Wallis - GP - AWR responded to City issued W/O for GP in alarm, upon arrival pump will not pump down, determine discharge line failed and pump and requires replacement, pump down tank manually into barrels and replace discharge line and pump, test operations, transfer waste and pump down successfully, place customer back in service. (WH, CL, MB)	923.05
	4904 Timberline Drive - GP - AWR responded to an after-hours customer call for grinder pump in alarm, upon arrival tank in high level alarm and pump would not function, determine pump failure, remove and replace pump with spare from LS#1, test operations and place customer back in service, deliver failed pump to contractors for analysis on repair. (LB, MB)	183.75
	4821 Rollingwood Drive - Western Hills Athletic Center GP - AWR, at the direction of the City DPW, conducted a lift station inspection, cleaning, and removal of debris from catch basket in the duplex grinder pump system at this location, update DPW. (WH)	65.63
Thank you for your business.		<b>Total</b>
		<b>Payments/Credits</b>
		<b>Balance Due</b>



AWR Services, Inc.  
500 N. Capital of Texas Hwy  
Austin, TX 78746

# Invoice

Date	Invoice #
10/31/2019	13773

Bill To
City of Rollingwood WW 403 Nixon Rollingwood, TX 78746

Terms

Net 30

Qty	Description	Amount
	REIMBURSABLE EXPENSES:	
	WASTEWATER EXPENSES:	
	Total Reimbursable Expenses	7,627.75
Thank you for your business.		
<b>Total</b>		\$15,007.83
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$15,007.83

**AWR Services, Inc.**  
**Reimbursable Expenses**  
**October, 2019**

Invoice	Vendor	Memo	Class	Amount
1778	Hydro Source	PO#737066	WW	\$ 132.81
31181	GP	#MGV-2 Vent	WW	\$ 25.00
6139	Merrigan Electric	PO#339858	WW	\$ 783.00
2019-1133	PSI	PO#437085	WW	\$ 5,699.83
<b>TOTAL</b>				<u><u>\$ 6,640.64</u></u>

*\*Please note the above reimbursable expenses do not include cost + 15%*

Hydro Source Services, Inc.  
14 Applegate Cir  
Round Rock, TX 78665 US  
512.572.6188  
accounting@hydrosourcetx.com



## INVOICE

**BILL TO**  
RHONDA PARKER  
AWR SERVICES INC  
500 N CAPITAL OF TEXAS  
HWY  
BLDG 1 STE 125  
AUSTIN, TX 78746 USA

**SHIP TO**  
Address: 4904 TIMBERLINE  
DR, 78746

**INVOICE #** 1778  
**DATE** 10/16/2019  
**DUE DATE** 10/16/2019  
**TERMS** Due on receipt

**CUSTOMER P.O. #**  
437066

ITEM	PART #	DESCRIPTION	QTY	EACH	EXTENDED
10/16/2019	LABOR	CERTIFIED SERVICE TECHNICIAN	1	125.00	125.00T

Thank you for your business. Please contact us with any questions or concerns.

A 2.9 % processing fee will be added to all credit card payments.

SUBTOTAL	125.00
TAX	7.81
TOTAL	132.81
BALANCE DUE	<b>\$132.81</b>

Rw ww

303 Almarion

018

6801 BURNET LANE  
AUSTIN, TEXAS 78757  
PH. (512) 454-4845  
FAX (512) 467-8463

**INVOICE**

**GP EQUIPMENT COMPANY**

### *Specializing in Pumps*

Invoice 31181

40

Date 11-1-19

SOLD TO

SHIP TO W / E

**ORDERED BY**

**CUSTOMER P.O.**

## TERMS

PHONE NO.

**JOB NAME**

SHIPPED VIA

[illegible]

RECEIVED BY

**DATE RECEIVED**

**FREIGHT**

**SUB-TOTAL**

SALES TAX

**TOTAL**

**COPY**

Merrigan Electric LLC  
706 Riva Ridge  
Leander, TX 78641 US  
512-944-3217  
cmerrigan01@yahoo.com  
www.merriganelectric.com

**Invoice**

BILL TO  
AWR SERVICES  
500 N. Capital of Texas Hwy. Suite  
125  
Austin, TX 78746

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
6139	09/16/2019	\$783.00	10/16/2019	Net 30	

P.O. NUMBER  
339858

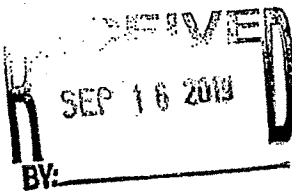
DATE	ACTIVITY	QTY	RATE	AMOUNT
09/16/2019	16 Electrical & Lighting Electrical & Lighting. Installed New terminal blocks and re-wired seal fail relay for new pumps.	5	135.00	675.00
09/16/2019	Material-No Tax Polaris Tap(s)	1	108.00	108.00

Licensed & Insured  
TECL# 24574

BALANCE DUE

**\$783.00**

RW WW  
LS#4





Pump Solutions, Inc.  
18594 U.S. Highway 59  
New Caney, TX 77357

# Invoice

## Bill To

A.W.R. Services  
Attn: Accounts Payable  
500 N Capital of Texas Highway  
Building 1, Suite 125  
Austin, TX 78746

Date	Invoice #
11/7/2019	2019-1133

Authorized By / P.O. No.		Terms	Rep	Service Location	
437085		Net 30	PSI	ROLLINGWOOD / HATLEY L/S	
Hours	Item	Description		Rate	Amount
1	Pump Re...	PUMP REPAIR INCLUDES REWIND, OVERLOAD & THERMAL PROTECTOR, BASIC REPAIR KIT.		5,039.8282	5,039.83
4	CRANE	STRAIGHT TIME LABOR / CRANE TRUCK 10/23/2019 W.O. # A 5969  INSTALLED REPAIRED PUMP #1 & RAN TO TEST. AMPS GOOD & ALL WORKING OK.		165.00	660.00

All work is complete!

**Subtotal** \$5,699.83

**Sales Tax ( )** \$0.00

**Total** \$5,699.83

**Payments/Credits** \$0.00

**Balance Due** \$5,699.83

Remit To:  
Pump Solutions, Inc.  
18594 U.S. Highway 59  
New Caney, TX 77357

Contact Accounts Receivable:  
P: 281-399-9400 email: sandy@pumpsolutions.net



**CITY OF ROLLINGWOOD  
PAYMENT AUTHORIZATION**

Date: 11/6/2019 Budget Code: See below  
 Vendor: ATS Engineers/Inspectors/Surveyors Invoice #: See below  
4910 West Hwy 290 Invoice Date: See below  
Austin, TX 78735 Account No. Rollingwood  
 Vendor ID: ATS

Nature of expense/penditure: \_\_\_\_\_

Justification of expense/penditure: \_\_\_\_\_

Description	Quantity		Extended Cost
Inv #I-839803 100/5251/15 Building Plan Reviews	1	\$0.00	\$0.00
Inv #I-844017 [REDACTED] Inspections 10/30/2019	1	\$4,925.00	\$4,925.00
(100/5200/15)	1	\$0.00	\$0.00
	1	\$0.00	\$0.00
	1	\$0.00	\$0.00
	1	\$0.00	\$0.00
	1	\$0.00	\$0.00
	1	\$0.00	\$0.00
		0	
TOTAL COST			\$4,925.00

Approved by: \_\_\_\_\_

Department Supervisor: 

Date: \_\_\_\_\_

Finance Dept: 

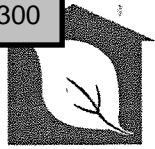
Date: 11/06/19

City Secretary: Awayman

Date: 11.12.19

City Administrator: aal

Date: 11.18.19



# ATS

Engineers | Inspectors | Surveyors

RECEIVED  
NOV 01 2019

DATE	INVOICE
10/30/2019	I-844017

## CITY OF ROLLINGWOOD

City of Rollingwood  
Attn: City Administrator  
403 Nixon Drive  
Rollingwood, TX 78746

P.O. #:	DUE DATE
	11/29/2019

DESCRIPTION	AMOUNT
Insulation Inspection (Passed - 10/1/2019) at 305 Vale, Rollingwood	65.00
Final Gas Inspection (Passed - 10/1/2019) at 4906 Rollingwood Dr., Rollingwood	65.00
Demo Pre-Con Inspection (Passed - 10/1/2019) at 4813 Timberline, Rollingwood	65.00
Layout Inspection (Passed - 10/1/2019) at 305 Vale, Rollingwood	65.00
Insulation Inspection (Reinspect required - 10/2/2019) at 4811 Timberline Drive, Rollingwood	65.00
Sewer Inspection (Passed - 10/2/2019) at 2500 Hatley Drive, Rollingwood	65.00
Electrical Rough Inspection (Passed - 10/2/2019) at 2705 Ste 220 Bee Caves Rd, Rollingwood	75.00
Pool Inspection (Passed - 10/3/2019) at 405 Inwood, Rollingwood	65.00
Wallboard Inspection (Partial Passed - 10/3/2019) at 2500 Ste 100 Bee Caves Rd, Rollingwood	75.00
Insulation Inspection (Passed - 10/3/2019) at 5004 Rollingwood Dr., Rollingwood	65.00
Plumbing Rough Inspection (Passed - 10/3/2019) at 2500 Ste 100 Bee Caves Rd, Rollingwood	75.00
Plumbing Rough Inspection (Passed - 10/4/2019) at 3218 Park Hills Drive, Rollingwood	65.00
Frame Inspection (Passed - 10/4/2019) at 403 Nixon, Rollingwood (City Hall)	75.00
Layout Inspection (Partial Passed - 10/7/2019) at 2807 Pickwick Lane, Rollingwood	65.00
Frame Inspection (Passed - 10/8/2019) at 2807 Pickwick Lane, Rollingwood	65.00
Final Gas Reinspection (Passed - 10/8/2019) at 4906 Rollingwood Dr., Rollingwood	65.00
Wallboard Inspection (Failed - 10/8/2019) at 15 Treemont Drive, Rollingwood	65.00
Layout Inspection (Passed - 10/9/2019) at 3009 Hatley Drive, Rollingwood	65.00
Deck Inspection (Passed - 10/9/2019) at 4824 Rollingwood Dr., Rollingwood	65.00
Final Inspection (Partial Passed - 10/10/2019) at 2500 Pickwick Lane, Rollingwood	65.00

11/29/2019

	<b>TOTAL</b>
--	--------------

DATE	INVOICE
10/30/2019	I-844017

City of Rollingwood  
 Attn: City Administrator  
 403 Nixon Drive  
 Rollingwood, TX 78746

P.O. #:	DUE DATE
	11/29/2019

DESCRIPTION	AMOUNT
Mechanical Inspection (Partial Passed - 10/10/2019) at 2500 Ste 100 Bee Caves Rd, Rollingwood	65.00
Pre-Con Inspection (Passed - 10/10/2019) at 4901 Rollingwood Dr., Rollingwood	65.00
Electrical Rough Inspection (Partial Passed - 10/11/2019) at 403 Nixon, Rollingwood (City Hall)	75.00
Demo Inspection (Passed - 10/15/2019) at 5012 Timberline Drive, Rollingwood	65.00
Insulation Inspection (Passed - 10/15/2019) at 5 Rockway Cove, Rollingwood	65.00
Demo Inspection (Passed - 10/15/2019) at 205 Almarion Way, Rollingwood	65.00
Final Inspection (Passed - 10/15/2019) at 2500 Pickwick Lane, Rollingwood	65.00
Wallboard Inspection (Passed - 10/15/2019) at 305 Vale, Rollingwood	65.00
Frame Inspection (Partial Passed - 10/16/2019) at 2500 III Ste. 202 Bee Caves Rd, Rollingwood	75.00
Frame-Mechanical-Electrical-Plumbing Inspection (Passed - 10/16/2019) at 3217 Park Hills Drive, Rollingwood	65.00
Final Inspection (Completed - 10/17/2019) at 4906 Rollingwood Dr., Rollingwood	65.00
Mechanical, Electrical and/or Plumbing Inspection (Passed - 10/17/2019) at 2807 Pickwick Lane, Rollingwood	65.00
Foundation Pre-pour Inspection - AD (Passed - 10/17/2019) at 200 Almarion Way, Rollingwood	65.00
Electrical Rough Inspection (Passed - 10/17/2019) at 2500 Ste 202 Bee Caves Rd, Rollingwood	75.00
Insulation Inspection (Passed - 10/17/2019) at 3217 Park Hills Drive, Rollingwood	65.00
Insulation Inspection (Passed - 10/17/2019) at 403 Nixon, Rollingwood (City Hall)	75.00
Wallboard Inspection (Passed - 10/18/2019) at 4811 Timberline Drive, Rollingwood	65.00
Mechanical, Electrical and/or Plumbing Inspection (Correct and Proceed - 10/18/2019) at 5002 Rollingwood Dr., Rollingwood	65.00

11/29/2019

	<b>TOTAL</b>
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DATE	INVOICE
10/30/2019	I-844017

City of Rollingwood  
 Attn: City Administrator  
 403 Nixon Drive  
 Rollingwood, TX 78746

P.O. #:	DUE DATE
	11/29/2019

DESCRIPTION	AMOUNT
Insulation Inspection (Passed - 10/18/2019) at 2807 Pickwick Lane, Rollingwood	65.00
Gas Inspection (Reinspect required - 10/21/2019) at 405 Inwood, Rollingwood	65.00
Wallboard Inspection (Passed - 10/21/2019) at 5004 Rollingwood Dr., Rollingwood	65.00
Yardline Inspection (Passed - 10/22/2019) at 2409 Vance, Rollingwood	65.00
Plumbing Rough Inspection (Partial Passed - 10/22/2019) at 2500 III Ste. 202 Bee Caves Rd, Rollingwood	75.00
Mechanical, Electrical and/or Plumbing Inspection (Passed - 10/22/2019) at 2705 Ste 220 Bee Caves Rd, Rollingwood	75.00
Final Mechanical Inspection (Passed - 10/22/2019) at 4906 Rollingwood Dr., Rollingwood	65.00
Wallboard Inspection (Passed - 10/22/2019) at 403 Nixon, Rollingwood (City Hall)	75.00
Layout Inspection (Partial Passed - 10/22/2019) at 4813 Timberline, Rollingwood	65.00
Wallboard Inspection (Partial Passed - 10/22/2019) at 2500 Ste 100 Bee Caves Rd, Rollingwood	75.00
Frame Inspection (Correct and Proceed - 10/22/2019) at 5002 Rollingwood Dr., Rollingwood	65.00
Pool Steel Bonding Inspection (Passed - 10/23/2019) at 5001 Timberline Drive, Rollingwood	65.00
Final Inspection (Partial Passed - 10/23/2019) at 3009 Hatley Drive, Rollingwood	65.00
Pre-Demo Inspection (Passed - 10/23/2019) at 4830 Rollingwood Dr., Rollingwood	65.00
Final Inspection (Passed - 10/24/2019) at 2705 Ste 220 Bee Caves Rd, Rollingwood	75.00
Layout Inspection (Passed - 10/24/2019) at 3218 Park Hills Drive, Rollingwood	65.00
Mechanical Inspection (Partial Passed - 10/24/2019) at 2500 Ste 202 Bee Caves Rd, Rollingwood	75.00
Foundation Pre-pour Inspection - AD (Failed - 10/24/2019) at 3218 Park Hills Drive, Rollingwood	65.00

11/29/2019

	<b>TOTAL</b>
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DATE	INVOICE
10/30/2019	I-844017

City of Rollingwood  
 Attn: City Administrator  
 403 Nixon Drive  
 Rollingwood, TX 78746

P.O. #:	DUE DATE
	11/29/2019

DESCRIPTION	AMOUNT
Layout Inspection (Passed - 10/24/2019) at 4806 Timberline Drive, Rollingwood	65.00
Final Inspection (Passed - 10/24/2019) at 4 S. Peak Rd, Rollingwood	65.00
Layout Inspection (Passed - 10/24/2019) at 400 Vale St, Rollingwood	65.00
Final Inspection (Passed - 10/24/2019) at 4806 Timberline Drive, Rollingwood	65.00
Plumbing Rough Inspection (Passed - 10/24/2019) at 5001 Timberline Drive, Rollingwood	65.00
Frame-Mechanical Inspection (Partial Passed - 10/24/2019) at 2705 Ste 300 Bee Caves Rd, Rollingwood	65.00
Water Line Inspection (Passed - 10/25/2019) at 5002 Rollingwood Dr., Rollingwood	65.00
Wallboard Inspection (Passed - 10/28/2019) at 2500 III Ste. 202 Bee Caves Rd, Rollingwood	75.00
Driveway Inspection (Failed - 10/28/2019) at 6 Inwood Circle, Rollingwood	65.00
Final Inspection (Passed - 10/28/2019) at 3205 Gentry, Rollingwood	65.00
Plumbing Rough Inspection (Passed - 10/29/2019) at 4901 Rollingwood Dr., Rollingwood	65.00
Insulation Inspection (Passed - 10/30/2019) at 2705 Ste 300 Bee Caves Rd, Rollingwood	75.00
Plumbing Rough Inspection (Passed - 10/30/2019) at 209 Ashworth, Rollingwood	65.00
Electrical Rough Inspection (Partial Passed - 10/30/2019) at 2705 Ste 300 Bee Caves Rd, Rollingwood	75.00
Frame Inspection (Passed - 10/31/2019) at 2500 Ste 550 Bee Caves Rd, Rollingwood	75.00
Driveway Reinspection (Passed - 10/31/2019) at 6 Inwood Circle, Rollingwood	65.00
Pool Bonding Inspection (Passed - 10/31/2019) at 405 Inwood, Rollingwood	65.00
Sales Tax	0.00
We accept cash, checks, Visa, Master Card, American Express, and Discover. You may call 512.328.6995 to charge by phone. A late fee will be added to the invoice total for \$15.00 or 10% of the invoice balance, whichever the greater, if payment is not received by 11/29/2019	
<b>TOTAL</b>	<b>\$4,925.00</b>



# ATS

Engineers | Inspectors | Surveyors

DATE	INVOICE
10/31/2019	340257

City of Rollingwood  
Attn: City Administrator  
403 Nixon Drive  
Rollingwood, TX 78746

P.O. #:	DUE DATE
	11/30/2019

DESCRIPTION	AMOUNT
Residential Plan Review Shed @ 2807 Pickwick Lane 10/7/19 - Approved	100.00
Commercial Plan Review Whitebox Finish-out @ 2500 Bee Cave Rd. Ste. 120 5hrs @ 95/hr 10/29/19 - Approved	475.00
Commercial Plan Review 4th Floor Finish-out @ 2500 Bee Cave Rd. Bldg. 3, Floor 4 7hrs @ 95/hr 10/18/19 - Approved	665.00
Sales Tax	0.00
We accept cash, checks, Visa, Master Card, American Express, and Discover. You may call 512.328.6995 to charge by phone. A late fee will be added to the invoice total for \$15.00 or 10% of the invoice balance, whichever the greater, if payment is not received by 11/30/2019	
	<b>TOTAL</b>
	\$1,240.00



1301 South Mopac; Suite 400  
Austin, TX 78746-6918  
800-700-2443 • texasgasservice.com

December 16, 2019

The City Secretaries and/or City Managers of the following Texas cities:  
Austin, Bee Cave, Cedar Park, Cuero, Dripping Springs, Gonzales, Kyle, Lakeway, Lockhart,  
Luling, Nixon, Rollingwood, Shiner, Sunset Valley, West Lake Hills, and Yoakum, Texas

Dear City Secretary and/or City Manager:

In accordance with Texas Gas Service Company's Weather Normalization Clause (WNA) tariff, this report is being provided for the month of November 2019.

The Central Texas Service Area experience colder than normal weather during November that resulted in the following WNA activity:

Customer Class	Amount Collected or Refunded	Average Weather Rate	Average Bill Impact	% Bill Impact
Residential	(\$3,138)	(\$0.0576)	(\$1.87)	-6.1%
Commercial	(\$864)	(\$0.0147)	(\$3.97)	-2.5%
Public Authority	(\$1,696)	(\$0.0503)	(\$20.58)	-8.9%

If you have any questions, please do not hesitate to contact me at (512) 370-8275.

Sincerely,

A handwritten signature in cursive script that reads "Emily Igunbor".

Emily Igunbor  
Rates Analyst  
Rates and Regulatory Affairs

## AWR Monthly Operating Report

City of Rollingwood

December 18, 2019

### AWR Water & Wastewater Services Summary

#### Lift Station Monitoring

AWR personnel made site visits and monitored the City of Rollingwood's lift stations five (5) days per week for the month of November 2019. In addition, AWR responded to emergency calls 24 hours per day/7 days per week.

#### Billing & Collection

AWR billed 598 active customers during the month of November 2019. All amounts collected were deposited in the City's depository bank. Delinquent accounts and high user notices were processed based upon the City's approved policies, and once approved, were mailed to customers.

- *Uncollected Arrears Accounts* – Please note the utility billing uncollected arrears accounts as of November 2019 have reached the following, including uncollected final accounts (Please also see attached Arrears Listing Report):

○ <b>60-Days Delinquent</b>	\$14,264.21
○ <b>90-Days Delinquent</b>	\$ 8,036.74
○ <b>Excess of 120-Days Delinquent</b>	\$19,388.91 (includes payment plans)

#### AWR Project Proposals

AWR continues to coordinate with the City Administrator and City staff regarding proposed projects in the Water and Wastewater systems. A brief update of these items is below.

1. *Electronic Water Meter Test (Pilot) Program* – The program was authorized by the City subject to some minor language revisions to proceed. An item for \$3,750 for 50% of the project has been added to AWR's Water System invoice. The order has been placed, and the equipment is anticipated to be delivered in approximately 4-6 weeks.
2. *Testing & Repainting of City Fire Hydrants* – AWR was authorized to proceed with testing and repainting of the City's fire hydrants with the addition of some minor language additions for color coding and testing to be included along with reflectorized strips for the fire hydrants to be provided by the City. This project is in the scheduling phase and anticipated to begin in January 2020.
3. *4824 Rollingwood Drive Storm Sewer Cleanout* – AWR at the request of the City conducted an inspection and assembled a proposal to clean out a manhole-storm-drain which is filled with debris and sediment. The estimated cost of the project is \$5,250 to conduct an 8" hydro-vactor pressure cleaning of the area to remove the debris and sediment and allow storm drainage to work as designed. We are requesting authorization to proceed with this work should the City desire to do so.
4. *City Water System Leak Detection Testing* – AWR has requested proposals from two (2) contractors for comprehensive leak detection testing of the City's water system. Each contractor utilizes different technology; and a proposal of each is anticipated for City consideration in January 2020.
  - a. *Sonic Testing* - The first technology is called "sonic" testing, using precise sounding equipment and headphone technology to manually sound water lines, valves and meters. This technology has been in use for some time and is fairly accurate.
  - b. *Correlating Logging Testing* – The second technology is called "correlating logging" testing and makes use of specialized sounding units which are affixed temporarily to valves, hydrants, lines and make use of an advanced software application to locate potential leaks using the data from each correlating logger. This technology is the newest and is typically found to be more accurate in locating leaks underground.

## **Water System**

1. *10 South Peak* – AWR responded to a City request for assistance regarding completion of water line repairs to a 6" City water main. AWR assisted with repairs, flushed the lines upon completion, tested operations, and obtained a bacteriological sample and delivered it to an independent lab for analysis.

City staff notified affected customers accordingly of the Boil Water Notice, and AWR updated City staff to notify customers the next business day when the "clear" sample was received from the lab releasing the Boil Water Notice.

## **Lift Station Repairs & Maintenance**

1. *Lift Station #2 – Hatley* – AWR has experienced over-temp alarms from pump #2. We are currently working with contractors to conduct an assessment and requested a proposal for repairs.
2. *Lift Station #7 – Nixon* – AWR responded to alarms from station tripping out due to long run-times. Further investigation indicates the check valve for Pump #1 is failing and needs to be replaced. We are working with contractors on pricing to conduct repairs and replace the check valve.

## **TCEQ Water System Inspection**

AWR responded to a TCEQ notice of water system inspection received in November 2019. AWR coordinated with City staff and the City Administrator to prepare for the inspection and meet with City staff and TCEQ inspector at City Hall to conduct inspection.

AWR coordinated with the City on documentation and other information in City files requested by TCEQ, provide readily available documentation, coordinate with City staff on other documents. TCEQ preparing exit report and will send to City once complete.

## **Drought Contingency Plan**

Current combined storage level in Lakes Travis and Buchanan is 1.731 million acre-feet, or 86% of total capacity. Lake Travis is currently at 83% of total capacity, or 941,000 acre-feet.

*"Stage I Watering Restrictions"*, commonly referred to as once-per-week yard watering in accordance with the City of Austin's watering restrictions, are currently in effect in the City.

## **Water Loss**

November 2019 Estimated Water Loss – 10%

# City of Rollingwood

## Water Accountability

### November 2019

#### **BILLING PERIOD 11/1/2019 - 11/30/2019**

Gallons:

Water Purchase from City of Austin:

10,132,600

Read Dates: 11/02/2019 - 12/03/2019

Gallons Billed for Billing Cycle:

8,965,000

Read Dates: 09/25/2019 - 10/23/2019

Line Flushings: (regular line & Muzzel flushing)

4,000

Fire Hydrant Flushings: Standard Operations

0

Main Breaks: 4 Jeffrey Cove

112,000

Service Line Leaks:

0

Total Consumption

9,081,000

Purchased Water:

10,132,600

September Consumption

9,081,000

Water Loss (Gallons)

1,051,600

Water Loss Percentage:

10%

#### **Number of Connection Accounts:**

Residential:

538

Residential Irrigation:

0

Commercial:

39

Commercial Irrigation:

18

City Meters

22

Total:

617

# City of Rollingwood

## Monthly Billing & Collections Report

### November 2019

11/01/2019 - 11/30/2019

Penalty:	\$ 664.13
Water Collections:	\$ 118,250.72
Wastewater Collections:	\$ 46,344.84
Water Demand Fee	\$ 16,827.47
Residential Irrigation	\$ 221.24
Park Donation	\$ 10.00
Deposits Collected	\$ 3,000.00
Misc./Returned Check Fee	\$ 25.00
Undistributed Overpayments	\$ 2,556.54

<u>Total Collections:</u>	<u>\$ 187,899.94</u>
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Current Month Billing Period: November 2019

Penalty	\$ 360.21
Water:	\$ 69,041.68
Wastewater:	\$ 47,738.30
Water Demand Fee:	\$ 16,935.00
Residential Irrigation:	\$ 8.26
Park Donation	\$ 10.00
Deposits/Misc	\$ -

<u>Total Current Billing:</u>	<u>\$ 134,093.45</u>
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Security Deposit:

Balance Forward:	\$ 145,845.00
Deposits Billed	\$ 3,500.00
Deposits Applied/Billed	<u>\$ (1,675.00)</u>

<u>Current Balance:</u>	\$ 147,670.00
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# City of Rollingwood

## Water Accountability

### November 2019

#### **BILLING PERIOD 11/1/2019 - 11/30/2019**

Gallons:

Water Purchase from City of Austin:

10,132,600

Read Dates: 11/02/2019 - 12/03/2019

Gallons Billed for Billing Cycle:

8,965,000

Read Dates: 09/25/2019 - 10/23/2019

Line Flushings: (regular line & Muzzel flushing)

4,000

Fire Hydrant Flushings: Standard Operations

0

Main Breaks: 4 Jeffrey Cove

112,000

Service Line Leaks:

0

Total Consumption

9,081,000

Purchased Water:

10,132,600

September Consumption

9,081,000

Water Loss (Gallons)

1,051,600

Water Loss Percentage:

10%

#### **Number of Connection Accounts:**

Residential:

538

Residential Irrigation:

0

Commercial:

39

Commercial Irrigation:

18

City Meters

22

Total:

617

**City of Rollingwood**  
**Arrears Listing Totals**  
**November 2019**

<u>*60 Days</u>	\$ 14,264.21	
<u>*90 Days</u>	\$ 8,036.74	
<u>*120 Days+</u>	<u>\$ 19,388.91</u>	Payment Plans/Pending Adjustments
	\$ 41,689.86	
Overpayments/Credit Balances:	\$ (11,590.63)	

\*Note: Total arrears include balances from uncollected final accounts.

CITY OF ROLLINGWOOD  
CONSUMPTION REPORT  
NOVEMBER 2019

ACCOUNT	STREET #	STREET LABEL	Nov-19	Oct-19	Sep-19	Aug-19	Jul-19	Jun-19	May-19	Apr-19	Mar-19	Feb-19	Jan-19	Dec-18	*TOTAL*
1-01-43486-01	205	1/2 ALMARION	0	0	0	0	0	0	0	10	0	0	0	0	10
1-01-78850-00	2500-	1/2 BEE CAVES ROAD IRRIG	120	161	140	116	46	4	49	63	219	84	75	69	1146
1-01-43484-01	2501	1/2 HATLEY	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-43482-01	403	1/2 NIXON DR	0	0	0	0	8	0	0	0	0	0	0	0	8
1-01-43483-01	6	1/2 PLEASANT C	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-43485-01	6	1/2 ROCK WAY CV	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-43481-01	203	1/2 VALE DR	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-90000-01	FH MTR	2500 BEE CAVES ROAD		0	0	44	42	43	6	6	5	7	5	3	161
1-01-43500-01	2745 -	2765 BEE CAVE	36	28	38	36	52	20	16	18	14	18	12	19	307
1-01-43499-01	2745-	2765 BEE CAVE-IRRG	52	69	86	61	48	32	36	33	18	14	7	9	465
1-01-43974-00	301	ALMARION DR	4	7	12	14	7	6	3	3	4	4	3	4	71
1-01-43965-01	302	ALMARION DR	59	53	57	60	36	5	3	56	18	38	37	21	443
1-01-43973-01	303	ALMARION DR	12	35	28	38	22	19	16	7	3	5	5	3	193
1-01-43966-01	304	ALMARION DR	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-43972-01	305	ALMARION DR	26	35	54	56	27	33	12	38	18	8	6	5	318
1-01-43947-02	400	ALMARION DR	7	26	29	16	12	14	4	4	4	5	2	5	128
1-01-43889-00	401	ALMARION DR	2	2	0	0	1	2	2	4	2	2	2	2	21
1-01-43948-00	402	ALMARION DR	6	6	14	10	4	5	5	5	5	5	5	5	75
1-01-43981-00	403	ALMARION DR	20	23	36	37	21	13	5	6	3	4	7	8	183
1-01-43949-01	404	ALMARION DR	56	38	44	37	5	5	7	14	7	15	11	17	256
1-01-43980-02	405	ALMARION DR	14	12	18	18	18	16	14	26	11	11	10	14	182
1-01-43950-00	406	ALMARION DR	7	6	5	5	8	7	8	9	7	10	8	9	89
1-01-43979-02	407	ALMARION DR	4	6	12	6	4	4	4	6	4	6	5	12	73
1-01-43967-01	201	ALMARION PL	3	19	46	33	8	0	12	2	1	1	2	11	138
1-01-43986-00	205	ALMARION PL		0	0	7	7	4	5	3	4	4	3	5	42
1-01-43986-01	205	ALMARION PL	1	0	0	0									1
1-01-43956-01	200	ALMARION WAY	0	1	8	0	22	4	1	7	4	6	4	5	62
1-01-62187-00	203	ALMARION WAY	3	2	3	1	2	1	2	4	1	3	1	2	25
1-01-43553-00	200	ASHWORTH DR	3	11	31	46	64	6	4	3	2	4	2	3	179
1-01-43554-00	201	ASHWORTH DR	11	21	28	34	17	11	9	14	13	7	6	7	178
1-01-43860-00	202	ASHWORTH DR	3	5	8	7	4	5	3	5	2	5	3	5	55
1-01-43793-00	203	ASHWORTH DR	3	13	34	39	19	12	3	5	3	4	3	3	141
1-01-43635-00	204	ASHWORTH DR	5	19	24	41	20	7	4	6	3	4	6	5	144
1-01-57784-03	205	ASHWORTH DR					0	9	8	12	6	5	4	4	48
1-01-57784-04	205	ASHWORTH DR	8	18	17	11	7	0	0						61
1-01-43936-00	206	ASHWORTH DR	11	29	26	11	17	17	4	4	6	6	3	5	139
1-01-43819-03	207	ASHWORTH DR	2	23	29	29	10	24	30	36	25	4	2	23	237
1-01-43792-00	208	ASHWORTH DR	5	5	6	6	5	5	5	7	5	7	5	8	69
1-01-43524-05	209	ASHWORTH DR	1	5	9	3	2	3	4	5	3	5	4	5	49
1-01-43934-00	210	ASHWORTH DR		0	0	0	2	4	3	4	3	3	3	3	25
1-01-43934-01	210	ASHWORTH DR	0	0	0	0	0								0
1-01-43932-00	212	ASHWORTH DR	5	9	18	29	6	5	6	6	6	6	7	5	108

CITY OF ROLLINGWOOD  
CONSUMPTION REPORT  
NOVEMBER 2019

ACCOUNT	STREET #	STREET LABEL	Nov-19	Oct-19	Sep-19	Aug-19	Jul-19	Jun-19	May-19	Apr-19	Mar-19	Feb-19	Jan-19	Dec-18	*TOTAL*
1-01-43937-00	213	ASHWORTH DR	11	25	33	48	18	7	5	40	7	6	3	5	208
1-01-43930-00	214	ASHWORTH DR	3	18	40	42	14	3	2	4	3	3	3	4	139
1-01-43601-02	2700	BEE CAVE RD	137	130	284	26	15	8	7	11	13	127	129	158	1045
1-01-43951-01	2705	BEE CAVE RD	80	144	216	237	160	146	113	107	59	72	43	63	1440
1-01-43606-00	2710	BEE CAVE RD	62	10	72	82	56	75	41	131	84	82	54	98	847
1-01-73510-01	2712	BEE CAVE RD	246	250	286	309	203	340	210	258	309	162	299	339	3211
1-01-78201-01	2714	BEE CAVE RD	4	4	6	5	4	4	5	7	4	6	4	5	58
1-01-43604-00	2720	BEE CAVE RD	35	0	7	34	25	29	24	32	23	29	24	25	287
1-01-43607-00	2724	BEE CAVE RD		0	0	0	0	0	0	0	0	0	0	3	3
1-01-43607-01	2724	BEE CAVE RD	0	0											0
1-01-43501-00	2725	BEE CAVE RD	2	14	30	17	15	6	2	2	1	2	1	2	94
1-01-43498-01	2785	BEE CAVE RD	44	42	45	31	24	24	27	32	24	31	37	34	395
1-01-43594-00	2800	BEE CAVE RD	10	7	8	8	6	5	4	4	4	7	1	6	70
1-01-43593-00	2802	BEE CAVE RD		0	0	3	3	4	1	6	4	6	4	6	37
1-01-43593-01	2802	BEE CAVE RD	0												0
1-01-43592-00	2804	BEE CAVE RD	0	0	0	0	1	0	1	0	1	0	1	0	4
1-01-54870-01	2805	BEE CAVE RD	123	112	123	139	118	123	135	156	113	155	109	141	1547
1-01-43591-00	2806	BEE CAVE RD	6	4	25	4	3	2	1	2	2	2	1	5	57
1-01-43590-00	2814	BEE CAVE RD	20	11	10	11	8	7	6	9	6	9	7	7	111
1-01-43579-00	2824	BEE CAVE RD	3	3	5	4	3	4	3	5	3	4	4	17	58
1-01-43584-00	2826	BEE CAVE RD	4	2	2	3	2	3	3	3	2	3	3	2	32
1-01-43513-00	2829	BEE CAVE RD	7	15	42	20	5	7	6	10	9	6	6	5	138
1-01-43600-00	2900	BEE CAVE RD	92	89	122	134	85	93	83	127	102	124	95	115	1261
1-01-43494-02	3001	BEE CAVE RD	119	16	22	26	16	45	18	26	8	34	15	26	371
1-01-43636-01	3003	BEE CAVE RD	304	280	280	279	220	220	237	279	210	305	224	267	3105
1-01-43610-00	3006	BEE CAVE RD	152	140	156	153	122	132	94	130	75	103	93	98	1448
1-01-43586-03	3010	BEE CAVE RD	13	11	11	13	10	11	9	8	3	5	4	4	102
1-01-43596-00	3101	BEE CAVE RD	33	21	21	22	18	19	20	22	19	25	17	17	254
1-01-43728-00	3102	BEE CAVE RD	5	2	3	6	6	5	7	2	4	5	2	3	50
1-01-43597-00	3103	BEE CAVE RD	35	20	63	47	43	17	20	20	14	17	12	14	322
1-01-43468-01	3144	BEE CAVE RD	6	7	14	5	2	4	4	3	3	3	6	4	61
1-01-43605-03	3160	BEE CAVE RD	5	4	4	24	3	4	7	9	6	8	4	5	83
1-01-43931-01	2705-I	BEE CAVE RD	232	220	199	165	189	74	68	59	39	17	2	4	1268
1-01-73509-01	2712-I	BEE CAVE RD	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-43512-00	2829-I	BEE CAVE RD	58	64	65	59	53	54	62	71	52	67	52	68	725
1-01-43831-00	2901-A	BEE CAVE RD	1	0	1	0	1	0	1	0	1	0	0	0	5
1-01-43633-00	2901-B	BEE CAVE RD	1	0	0	1	2	0	0	0	1	0	0	0	5
1-01-43964-00	2901-C	BEE CAVE RD	1	2	2	1	2	1	2	2	2	5	1	2	23
1-01-43617-00	2901-D	BEE CAVE RD	1	0	1	1	2	2	3	3	3	16	18	6	56
1-01-43867-00	2901-E	BEE CAVE RD	2	2	4	2	3	4	10	30	7	3	2	2	71
1-01-43563-00	2901-F	BEE CAVE RD	2	2	3	2	3	2	2	3	2	3	2	2	28
1-01-43562-00	2901-G	BEE CAVE RD	2	2	2	2	4	1	2	3	2	3	1	2	26

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1-01-43561-00	2901-H	BEE CAVE RD	1	0	0	1	1	0	0	0	0	1	0	1	5
1-01-43595-00	2901-I	BEE CAVE RD	133	146	226	406	69	60	17	227	21	44	30	20	1399
1-01-43495-02	3001-I	BEE CAVE RD	205	198	247	57	86	74	267	0	0	1	0	0	1135
1-01-43567-01	3003-I	BEE CAVE RD	99	75	94	71	63	59	37	19	11	25	10	12	575
1-01-43582-00	3101-I	BEE CAVE RD	88	88	103	92	79	22	72	53	22	0	119	71	809
1-01-43583-00	3103-I	BEE CAVE RD	33	188	215	150	63	11	0	0	0	0	17	83	760
1-01-78847-01	2702	BEE CAVE RD - BLDG	1	1	9	9	6	4	5	8	3	1	0	1	48
1-01-78849-01	2702	BEE CAVE RD - IRR	2	7	10	9	8	7	8	9	7	10	7	9	93
1-01-44056-00	2901.5	BEE CAVE RD - IRRIG	0	2	7	4	0	0	0	0	0	0	0	0	13
1-01-43514-02	3008	BEE CAVE RD #100	2	4	1	1	0	5	2	2	1	7	4	2	31
1-01-49678-00	2500	BEE CAVE RD 1	89	128	176	192	139	142	108	133	82	105	83	89	1466
1-01-49679-00	2500	BEE CAVE RD 2	23	20	24	26	18	22	20	23	18	26	16	19	255
1-01-49680-00	2500	BEE CAVE RD 2-IR	140	216	436	202	125	87	75	86	57	29	28	130	1611
1-01-49681-00	2500	BEE CAVE RD, BLDG 3	78	169	989	0	0								1236
1-01-49682-00	2500	BEE CAVE ROAD - 3	79	2	0	0	0								81
1-01-43598-00	1015	BEE CAVE WOODS	15	9	9	11	4	16	9	15	9	9	6	8	120
1-01-43599-00	1015-I	BEE CAVE WOODS	4	121	264	31	9	8	10	3	0	16	5	4	475
1-01-78202-00	2714	BEE CAVED ROAD IRR	20	55	63	61	46	51	33	70	152	11	44	41	647
1-01-43526-00	2402	BETTIS BLVD	5	7	12	11	5	6	5	7	5	6	6	6	81
1-01-44043-01	2403	BETTIS BLVD	10	19	19	17	7	9	8	18	9	9	9	30	164
1-01-44018-00	2500	BETTIS BLVD	16	35	58	70	17	10	7	22	11	12	13	10	281
1-01-44029-00	2501	BETTIS BLVD	13	11	20	13	7	3	3	9	4	4	4	3	94
1-01-53884-10	2502	BETTIS BLVD	13	28	36	37	25	5	5	5	5	5	4	5	160
1-01-53884-11	2502	BETTIS BLVD	14	0											14
1-01-44030-01	2505	BETTIS BLVD	3	4	4	4	10	9	14	12	11	14	11	14	110
1-01-43992-02	2601	BETTIS BLVD	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-43648-01	1	BRETT COVE	0	22	35	35	4	1	0	0	0	0	0	0	97
1-01-43647-01	2	BRETT COVE	3	22	87	32	25	3	13	21	4	2	3	12	227
1-01-43616-00	3	BRETT COVE	49	65	68	79	3	5	4	5	5	4	5	4	296
1-01-43640-06	2	CHRIS COVE	8	42	42	42	21	16	8	14	12	19	9	14	247
1-01-43639-02	3	CHRIS COVE	9	26	44	57	33	9	4	14	10	17	38	0	261
1-01-79910-01	4	CHRIS COVE	4	37	45	36	22	2	3	4	2	3	2	1	161
1-01-43550-00		COMMUNITY GARDEN	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-43520-01	2600	DELLANA LN	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-43790-01	1001	EWING CIR	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-72123-02	1002	EWING CIR	14	25	45	54	52	35	13	18	24	7	7	8	302
1-01-43841-00	1003	EWING CIR	31	11	22	10	5	11	1	5	2	3	3	4	108
1-01-44027-01	303	FARLEY TRAIL	27	35	37	25	12	16	13	16	18	12	14	18	243
1-01-44023-02	403	FARLEY TRAIL	23	43	43	29	13	14	13	15	12	8	3	5	221
1-01-44020-01	404	FARLEY TRAIL	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-44022-00	405	FARLEY TRAIL	19	24	25	24	8	13	10	15	11	8	8	15	180
1-01-43619-00	406	FARLEY TRAIL	2	9	42	53	1	1	1	2	1	2	2	2	118

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1-01-43521-00		FOOD FOREST	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-43467-03	3100	GENTRY AVE	5	16	38	31	18	11	7	6	2	1	14	16	165
1-01-43540-00	3102	GENTRY AVE	13	13	11	11	15	6	14	13	27	2	4	4	133
1-01-43927-00	3104	GENTRY AVE	1	1	0	1	1	0	0	1	1	0	1	1	8
1-01-79906-01	3111	GENTRY AVE	4	1	1	1	4	0	2	2	2	2	1	1	21
1-01-43926-00	3202	GENTRY AVE	12	27	42	41	26	29	17	41	20	9	5	10	279
1-01-44025-01	3204	GENTRY AVE	5	2	4	9	9	5	1	1	2	1	1	1	41
1-01-43906-02	3205	GENTRY AVE	23	46	12	26	10	5	9	9	6	8	4	6	164
1-01-63747-01	3207	GENTRY AVE	10	15	17	16	6	3	4	4	7	6	3	6	97
1-01-43908-03	3209	GENTRY AVE	6	25	28	58	28	25	7	7	12	18	13	8	235
1-01-43923-02	3210	GENTRY AVE		0	0	13	1	58	0	0	0	0	0	0	72
1-01-43923-03	3210	GENTRY AVE		0	2	0									2
1-01-43923-04	3210	GENTRY AVE	5	3	0										8
1-01-43472-00	3211	GENTRY AVE	21	40	80	33	17	9	11	13	8	14	11	16	273
1-01-43922-00	3214	GENTRY AVE	4	15	44	52	30	11	10	21	3	4	3	5	202
1-01-64135-03	3304	GENTRY AVE	6	15	18	29	25	9	9	32	4	4	4	2	157
1-01-43920-00	3306	GENTRY AVE	5	16	25	19	13	0	3	7	3	3	2	4	100
1-01-43919-01	3308	GENTRY AVE	5	44	61	59	48	7	5	26	19	6	1	13	294
1-01-75969-01	3208	GENTRY DRIVE											0	3	3
1-01-75969-02	3208	GENTRY DRIVE								0	4	9	8	0	21
1-01-75969-03	3208	GENTRY DRIVE	6	10	23	27	18	5	1	11	0	0			101
1-01-77251-06	3212	GENTRY DRIVE	4	17	5	13	1	4	3	4	3	4	2	4	64
1-01-43490-01	3213	GENTRY DRIVE	14	44	22	41	27	11	34	21	13	11	5	13	256
1-01-78354-02	3302	GENTRY DRIVE	46	45	52	51	40	11	24	16	10	41	23	27	386
1-01-43532-01	1	GROVE CT	10	26	26	36	14	19	5	18	4	6	4	6	174
1-01-43580-01	3	GROVE CT	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-67052-03	5	GROVE CT	3	7	9	14	9	8	4	6	5	6	5	5	81
1-01-43522-00	7	GROVE CT	21	39	33	25	19	18	18	24	17	23	17	22	276
1-01-43612-00	8	GROVE CT	12	9	7	7	5	7	8	9	4	7	6	12	93
1-01-43527-02	9	GROVE CT	30	8	23	23	16	14	11	29	25	27	14	22	242
1-01-00799-01	2401	HATLEY DR	10	13	35	24	82	21	14	11	12	8	7	10	247
1-01-44044-03	2403	HATLEY DR						0	5	9	8	10	9	8	49
1-01-44044-04	2403	HATLEY DR	3	2	4	5	6	4	1	0					25
1-01-43581-02	2500	HATLEY DR	22	0	0	0	0	0	0	0					22
1-01-43968-00	2501	HATLEY DR	23	18	24	28	16	12	2	2	1	1	1	1	129
1-01-44033-02	2502	HATLEY DR	0	0	0	0	0	0	1	0	0	0	1	1	3
1-01-43991-01	2600	HATLEY DR	7	9	11	27	7	2	1	32	1	3	26	7	133
1-01-44007-02	2701	HATLEY DR	16	13	20	33	6	19	2	6	3	12	4	13	147
1-01-44013-00	2703	HATLEY DR	3	23	34	25	27	13	2	10	3	4	3	3	150
1-01-43929-00	2800	HATLEY DR	44	3	28	35	18	4	2	3	4	3	3	15	162
1-01-43782-02	2801	HATLEY DR	35	88	82	50	46	54	10	7	21	8	4	4	409
1-01-77807-00	2802	HATLEY DR	5	0	0	0	24	2	4	6	6	7	5	7	66

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1-01-43469-00	2803	HATLEY DR	7	25	29	35	21	7	6	7	4	7	5	5	158
1-01-43631-01	2805	HATLEY DR	2	4	1	3	2	2	3	4	3	3	3	3	33
1-01-43620-02	2806	HATLEY DR	7	24	72	66	37	12	24	18	6	9	5	7	287
1-01-43995-00	2807	HATLEY DR	4	11	17	52	2	3	1	7	1	3	3	4	108
1-01-43961-04	2808	HATLEY DR	41	48	76	51	14	20	18	21	13	22	26	8	358
1-01-43918-00	2903	HATLEY DR	5	15	26	30	18	20	28	5	11	7	7	8	180
1-01-43963-00	2904	HATLEY DR	2	20	34	47	24	32	7	10	9	8	7	7	207
1-01-43921-00	2905	HATLEY DR	3	4	5	3	4	5	5	3	2	4	4	2	44
1-01-43916-00	2906	HATLEY DR	4	11	20	25	4	15	6	5	4	4	4	5	107
1-01-43962-00	2910	HATLEY DR	6	23	39	45	7	10	2	9	4	11	3	6	165
1-01-43704-01	3009	HATLEY DR	24	15	19	7	12	7	9	12	11	29	24	32	201
1-01-43684-01	3010	HATLEY DR	6	20	28	31	18	14	9	18	13	6	3	4	164
1-01-43684-02	3010	HATLEY DR	0	0											0
1-01-43835-00	3011	HATLEY DR	5	6	18	31	17	20	5	7	5	6	4	5	129
1-01-68070-01	3012	HATLEY DR	5	13	22	20	12	6	4	6	4	6	4	5	107
1-01-43709-00	3013	HATLEY DR	5	10	12	12	7	3	3	4	3	4	3	4	70
1-01-43637-00	3017	HATLEY DR	3	4	7	6	2	3	0	3	2	2	3	2	37
1-01-43546-00	3018	HATLEY DR	6	7	10	9	5	5	6	7	4	6	4	4	73
1-01-43638-05	3019	HATLEY DR	12	12	18	11	9	4	6	7	4	8	6	4	101
1-01-43680-00	3020	HATLEY DR	2	3	6	10	2	2	2	3	2	2	2	2	38
1-01-43957-03	2800	HUBBARD CIR	19	18	16	14	14	6	6	8	5	7	4	5	122
1-01-43745-00	2801	HUBBARD CIR		0	22	21	12	5	5	11	10	5	4	5	100
1-01-43745-01	2801	HUBBARD CIR	27	21	0										48
1-01-43958-00	2803	HUBBARD CIR	4	8	12	17	7	2	5	5	24	32	25	29	170
1-01-43955-01	2804	HUBBARD CIR	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-43959-01	2805	HUBBARD CIR	4	3	41	27	0	2	5	5	3	4	2	7	103
1-01-44036-01	3	INWOOD CIR	2	2	3	1	0	1	2	2	1	2	1	2	19
1-01-44035-03	4	INWOOD CIR	16	25	34	37	21	23	20	26	15	16	9	21	263
1-01-44034-00	5	INWOOD CIR	1	4	5	7	2	1	2	1	4	2	1	2	32
1-01-77584-06	6	INWOOD CIR	2	3	1	4	11	1	2	1	0	0	0	0	25
1-01-44017-00	7	INWOOD CIR	0	0	2	1	0	10	0	0	1	2	2	8	26
1-01-44016-00	8	INWOOD CIR	8	13	17	16	7	6	8	10	7	10	170	32	304
1-01-44015-00	9	INWOOD CIR	6	10	19	16	8	5	6	7	5	7	8	7	104
1-01-79909-01	11	INWOOD CIR	7	16	17	21	9	8	6	7	4	6	4	9	114
1-01-74556-01	2	INWOOD COVE	46	43	49	36	38	6	8	7	6	10	9	11	269
1-01-43491-01	3	INWOOD COVE	21	40	47	45	24	16	4	2	1	2	1	13	216
1-01-43457-00	4	INWOOD COVE	7	10	17	15	12	6	6	9	6	5	3	12	108
1-01-47751-00	5	INWOOD COVE	22	19	20	23	19	18	16	26	24	29	97	87	400
1-01-43975-01	300	INWOOD RD	9	9	51	65	45	42	8	10	6	9	6	8	268
1-01-43845-01	301	INWOOD RD	8	23	42	42	6	7	6	8	6	7	5	7	167
1-01-43976-02	302	INWOOD RD	0	0	0	0	2	0	16	1	0	0	0	1	20
1-01-65818-02	303	INWOOD RD		0	1	1	2	2	2	5	2	4	3	2	24

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1-01-65818-03	303	INWOOD RD	0	0	0										0
1-01-43977-02	304	INWOOD RD	17	33	56	65	26	17	15	32	8	2	6	16	293
1-01-43996-00	305	INWOOD RD	4	13	19	22	7	3	2	6	3	4	3	2	88
1-01-76725-00	306	INWOOD RD	10	27	51	35	20	21	11	25	13	16	6	13	248
1-01-43763-00	307	INWOOD RD	9	15	34	36	12	6	4	9	5	8	7	6	151
1-01-43510-00	400	INWOOD RD										0	5	8	13
1-01-43510-01	400	INWOOD RD	0	0	0	1	0	0	0	0	0	0	0		1
1-01-43983-01	402	INWOOD RD	19	14	22	24	6	6	8	9	6	7	5	7	133
1-01-43984-00	404	INWOOD RD	5	12	21	23	8	7	4	2	2	3	2	8	97
1-01-44003-01	405	INWOOD RD	33	40	45	44	7	1	2	2	9	8	16	9	216
1-01-67765-01	406	INWOOD RD	5	5	6	7	3	3	4	4	3	4	3	4	51
1-01-43497-01	2785	IRRIG BEE CAVE	37	70	128	47	15	5	14	44	27	18	40	9	454
1-01-43758-00	1	JEFFREY CV	3	26	46	42	16	3	2	3	3	3	2	2	151
1-01-43759-00	2	JEFFREY CV	2	12	19	24	22	2	2	2	2	1	3	2	93
1-01-43760-00	3	JEFFREY CV	32	35	48	42	26	27	10	19	24	18	7	16	304
1-01-43603-00	4	JEFFREY CV	0	1	6	3	0	1	0	0	2	0	1	2	16
1-01-73150-00	5	JEFFREY CV	20	3	26	16	9	3	4	2	2	3	3	3	94
1-01-43715-00	100	KRISTY DR	4	16	26	34	12	9	5	5	4	5	4	5	129
1-01-43714-00	102	KRISTY DR	16	9	15	18	8	4	3	5	4	4	5	9	100
1-01-76245-00	104	KRISTY DR	10	16	14	11	3	3	3	4	2	4	4	4	78
1-01-72751-01	106	KRISTY DR	17	16	20	17	12	10	0	10	9	10	9	6	136
1-01-43711-00	100	LAURA LN	24	23	33	46	21	12	3	19	13	36	40	31	301
1-01-43834-00	102	LAURA LN	0	10	40	115	13	1	2	2	1	2	1	1	188
1-01-43708-00	103	LAURA LN	3	37	25	31	7	5	3	8	17	17	3	3	159
1-01-43833-00	104	LAURA LN	16	46	50	45	8	3	4	15	4	4	4	3	202
1-01-43707-00	105	LAURA LN	39	40	47	53	25	4	10	1	1	5	5	3	233
1-01-43798-00	106	LAURA LN	13	19	23	18	13	12	11	10	6	8	7	14	154
1-01-43706-01	107	LAURA LN	13	29	33	27	21	19	5	6	4	4	3	4	168
1-01-43657-00	108	LAURA LN	3	8	17	25	35	4	5	5	3	4	3	2	114
1-01-43705-07	109	LAURA LN	18	16	13	15	6	4	3	16	26	24	10	13	164
1-01-43641-00	111	LAURA LN	3	10	14	16	3	9	2	2	1	1	1	1	63
1-01-43642-00	113	LAURA LN	3	13	125	36	24	20	11	13	16	14	10	14	299
1-01-43643-00	115	LAURA LN	6	8	13	15	5	5	5	9	5	9	6	6	92
1-01-44864-01	117	LAURA LN	1	13	0	0	2	0	1	2	0	0	0	0	19
1-01-43696-00	2	MICHELE CIR	65	40	42	42	1	19	1	3	1	0	1	4	219
1-01-43685-00	3	MICHELE CIR	2	17	36	35	2	2	2	2	1	2	2	2	105
1-01-43683-03	4	MICHELE CIR							0	7	12	10	8	16	53
1-01-43683-04	4	MICHELE CIR					0	35	68	26	0				129
1-01-43683-05	4	MICHELE CIR	38	32	40	49	39	0	0						198
1-01-65555-01	301	NIXON DR	20	30	53	61	28	7	7	17	13	12	4	21	273
1-01-43464-00	303	NIXON DR	6	9	12	16	14	18	14	25	6	6	5	5	136
1-01-43686-00	305	NIXON DR	1	4	10	11	2	2	2	3	2	2	1	2	42

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1-01-43687-00	307	NIXON DR	14	22	19	20	20	13	17	24	20	23	9	11	212
1-01-43710-03	308	NIXON DR	10	15	25	23	15	13	10	13	8	10	12	0	154
1-01-43688-00	309	NIXON DR	20	22	26	17	18	15	13	5	3	4	5	6	154
1-01-43492-00	310	NIXON DR	6	28	36	39	19	16	7	7	6	7	5	7	183
1-01-78346-02	311	NIXON DR	1	10	30	9	7	3	2	6	4	4	3	4	83
1-01-43660-00	312	NIXON DR	6	11	16	24	7	5	14	23	6	8	8	9	137
1-01-43755-01	400	NIXON DR	5	54	75	22	31	0	9	6	4	6	6	4	222
1-01-44057-00	403	NIXON DR	3	3	6	20	5	0	2	4	2	8	19	21	93
1-01-44055-00	403	NIXON DR - CITY PARK	112	95	103	87	122	0	113	123	35	0	0	0	790
1-01-43659-02	3200	PARK HILLS DRIVE		1	4	5	3	2	3	3	2	3	4	2	32
1-01-43659-03	3200	PARK HILLS DRIVE	0												0
1-01-49375-01	3203	PARK HILLS DRIVE	36	34	50	45	34	19	8	24	6	5	3	7	271
1-01-43691-01	3205	PARK HILLS DRIVE	10	24	31	20	10	10	8	20	27	1	4	4	169
1-01-43658-02	3206	PARK HILLS DRIVE	17	23	22	24	22	10	17	20	9	8	13	14	199
1-01-43692-01	3207	PARK HILLS DRIVE	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-64134-01	3209	PARK HILLS DRIVE	43	47	51	43	58	24	38	6	7	0	0	1	318
1-01-43671-00	3210	PARK HILLS DRIVE	4	27	49	71	17	3	19	7	4	5	5	4	215
1-01-59507-04	3211	PARK HILLS DRIVE			0	20	2	2	5	7	5	4	3	5	53
1-01-59507-05	3211	PARK HILLS DRIVE	1	2	3	0									6
1-01-43672-03	3212	PARK HILLS DRIVE	13	22	24	22	17	23	26	29	18	5	1	2	202
1-01-43695-01	3213	PARK HILLS DRIVE	8	40	49	33	31	23	30	17	3	6	4	6	250
1-01-43673-00	3214	PARK HILLS DRIVE	4	13	32	40	15	12	3	14	27	8	6	9	183
1-01-43458-01	3215	PARK HILLS DRIVE	5	23	39	39	7	11	13	19	11	4	4	5	180
1-01-43674-00	3216	PARK HILLS DRIVE	3	11	18	19	6	3	3	3	2	5	4	3	80
1-01-43697-01	3217	PARK HILLS DRIVE	15	28	51	38	24	6	16	32	10	20	17	29	286
1-01-43675-01	3218	PARK HILLS DRIVE	1	1	148	0	0	0	0	0	0	0	0	0	150
1-01-43698-00	3219	PARK HILLS DRIVE	7	17	41	44	16	6	4	6	4	4	5	3	157
1-01-44860-01	3220	PARK HILLS DRIVE	13	12	17	24	5	11	8	25	3	3	5	4	130
1-01-43699-00	3221	PARK HILLS DRIVE	6	7	13	22	10	8	9	8	7	9	7	9	115
1-01-43549-00	3222	PARK HILLS DRIVE	12	17	23	19	9	20	5	14	3	4	5	4	135
1-01-43700-00	3223	PARK HILLS DRIVE	10	20	44	48	26	20	9	14	4	4	4	5	208
1-01-43678-00	3224	PARK HILLS DRIVE	14	15	16	22	0	7	1	3	1	2	1	2	84
1-01-43701-01	3225	PARK HILLS DRIVE	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-43679-00	3226	PARK HILLS DRIVE	3	2	2	3	2	2	3	3	0	8	4	3	35
1-01-43702-00	3227	PARK HILLS DRIVE	35	18	36	30	9	3	3	8	3	3	5	4	157
1-01-43703-00	3229	PARK HILLS DRIVE					0	2	1	3	3	5	6	6	26
1-01-43703-01	3229	PARK HILLS DRIVE	0	0	0	0	0	0							0
1-01-43676-01	3300	PARK HILLS DRIVE	17	33	52	38	34	24	11	28	19	14	9	10	289
1-01-43653-08	3301	PARK HILLS DRIVE	4	6	8	5	4	7	7	7	6	6	4	6	70
1-01-51818-02	3302	PARK HILLS DRIVE	24	22	26	45	20	14	14	15	8	12	8	11	219
1-01-43621-01	3303	PARK HILLS DRIVE	17	20	34	39	38	24	11	24	12	16	8	8	251
1-01-43820-04	3304	PARK HILLS DRIVE				0	17	31	6	28	26	9	7	6	130

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1-01-43820-05	3304	PARK HILLS DRIVE	24	23	27	25	17	0							116
1-01-43651-00	3305	PARK HILLS DRIVE	4	14	19	26	3	4	4	6	4	7	6	5	102
1-01-43652-01	3306	PARK HILLS DRIVE	11	26	30	30	41	21	11	8	7	8	12	32	237
1-01-43650-06	3307	PARK HILLS DRIVE	20	11	24	37	11	7	4	9	3	4	5	6	141
1-01-43649-00	3309	PARK HILLS DRIVE	8	29	53	28	17	6	4	5	5	5	3	3	166
1-01-72453-03	2401	PICKWICK LN	35	42	47	52	46	38	5	8	5	9	6	11	304
1-01-43487-01	2402	PICKWICK LN	8	85	129	25	11	8	11	11	10	19	19	34	370
1-01-44012-01	2500	PICKWICK LN	16	57	145	104	37	1	3	9	1	7	1	3	384
1-01-43993-00	2601	PICKWICK LN	16	33	44	42	20	20	14	23	11	5	6	10	244
1-01-44622-00	2602	PICKWICK LN	17	49	47	53	40	23	11	32	12	13	11	12	320
1-01-75537-00	2604	PICKWICK LN	15	44	53	57	33	35	28	29	11	8	4	8	325
1-01-44004-01	2606	PICKWICK LN	25	29	33	33	21	26	19	34	7	9	20	45	301
1-01-43470-01	2803	PICKWICK LN	22	11	59	41	2	7	7	11	4	6	5	7	182
1-01-43915-02	2807	PICKWICK LN	42	56	55	44	19	24	15	22	11	20	22	37	367
1-01-43945-01	2808	PICKWICK LN	0	1	0	1	1	0	0	0	0	0	0	0	3
1-01-43628-00	2810	PICKWICK LN	12	0	41	24	19	3	18	4	2	11	7	7	148
1-01-43904-01	3202	PICKWICK LN	21	30	30	5	25	4	8	7	7	9	4	6	156
1-01-47243-00	3203	PICKWICK LN	7	8	30	21	9	11	11	12	4	5	7	5	130
1-01-43602-01	3204	PICKWICK LN				0	10	9	22	0	5	4	4	7	61
1-01-43602-02	3204	PICKWICK LN	18	17	34	0	2	0							71
1-01-43892-00	3205	PICKWICK LN	3	24	20	14	4	4	5	6	3	4	4	6	97
1-01-43901-00	3206	PICKWICK LN	4	7	17	15	5	5	4	6	5	6	4	7	85
1-01-43893-01	3207	PICKWICK LN					0	16	5	11	5	6	5	5	53
1-01-43893-02	3207	PICKWICK LN	12	21	19	19	11	0							82
1-01-43900-00	3208	PICKWICK LN	2	2	3	3	2	1	2	1	2	1	1	2	22
1-01-43894-02	3209	PICKWICK LN	47	38	45	77	59	59	24	40	28	23	13	52	505
1-01-43627-00	3210	PICKWICK LN	2	15	17	27	9	1	2	7	1	2	1	2	86
1-01-43895-02	3211	PICKWICK LN	21	28	29	32	29	16	17	33	6	7	7	7	232
1-01-43914-03	3214	PICKWICK LN	5	6	11	14	9	9	3	8	6	6	4	5	86
1-01-43779-00	3215	PICKWICK LN	1	26	2	5	2	1	1	2	1	2	2	1	46
1-01-43896-00	3216	PICKWICK LN	6	9	15	18	13	2	10	9	2	1	0	3	88
1-01-43465-01	3217	PICKWICK LN	3	9	12	9	4	3	7	4	1	3	2	2	59
1-01-43898-00	3219	PICKWICK LN	4	9	14	14	10	8	6	10	4	5	5	6	95
1-01-43757-00	1	PLEASANT CV	6	6	9	12	5	4	4	5	5	6	5	7	74
1-01-43756-01	2	PLEASANT CV	13	26	50	50	25	14	6	12	12	10	7	12	237
1-01-47750-02	3	PLEASANT CV	9	22	49	36	21	6	17	17	7	6	4	5	199
1-01-43754-00	4	PLEASANT CV	5	16	30	30	15	8	7	13	9	9	10	9	161
1-01-43753-00	5	PLEASANT CV	4	9	52	59	26	13	4	11	11	5	7	11	212
1-01-43569-00	6	PLEASANT CV	6	35	55	53	38	24	8	12	4	5	4	4	248
1-01-43663-00	300	PLEASANT DR	3	3	5	4	3	3	3	4	3	5	3	3	42
1-01-67008-02	301	PLEASANT DR	2	4	3	2	6	2	1	5	2	2	2	1	32
1-01-43664-00	302	PLEASANT DR	10	20	30	30	14	4	5	6	13	10	20	19	181

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1-01-53726-02	303	PLEASANT DR	14	39	39	33	16	12	23	19	6	8	6	10	225
1-01-43665-00	304	PLEASANT DR	11	39	9	51	18	33	30	33	21	14	9	15	283
1-01-43655-00	305	PLEASANT DR	5	4	5	3	3	2	3	4	4	4	3	3	43
1-01-43666-01	306	PLEASANT DR	5	35	42	52	33	12	8	12	5	7	6	7	224
1-01-76109-04	307	PLEASANT DR	4	14	27	34	6	4	2	1	1	6	1	2	102
1-01-43667-00	308	PLEASANT DR	5	5	1	2	2	0	6	5	4	4	0	0	34
1-01-43476-01	309	PLEASANT DR	10	20	32	48	36	35	14	16	16	13	10	11	261
1-01-43718-00	310	PLEASANT DR	4	10	26	50	8	4	3	5	4	7	6	7	134
1-01-43669-02	312	PLEASANT DR	12	46	30	64	3	21	11	27	8	8	6	23	259
1-01-43670-01	314	PLEASANT DR	4	4	5	5	2	0	8	4	3	3	7	0	45
1-01-43771-01	1	RANDOLPH PLACE	0	0	0	1	0	0	0	0	0	6	0	0	7
1-01-73511-05	2	RANDOLPH PLACE					0	2	3	3	3	3	3	3	20
1-01-73511-06	2	RANDOLPH PLACE	8	5	6	5	2	1	0						27
1-01-43773-00	3	RANDOLPH PLACE	3	3	3	3	3	2	2	7	3	4	4	3	40
1-01-43774-01	4	RANDOLPH PLACE	0	0	0	1	0	0	0	2	0	0	0	0	3
1-01-43775-00	5	RANDOLPH PLACE	7	7	9	2	6	7	6	7	3	10	7	7	78
1-01-43899-00	501	RIDGEWOOD RD	3	5	6	8	7	4	3	4	3	4	2	3	52
1-01-43911-02	601	RIDGEWOOD RD	14	16	16	18	14	9	14	17	13	15	10	22	178
1-01-43762-00	903	RIDGEWOOD RD	8	21	37	33	27	14	6	11	5	7	4	12	185
1-01-43565-01	905	RIDGEWOOD RD	3	4	8	18	5	3	1	0	6	6	8	12	74
1-01-43764-00	907	RIDGEWOOD RD	7	28	36	33	16	4	10	9	4	4	3	5	159
1-01-43765-00	909	RIDGEWOOD RD	24	28	34	38	27	5	8	24	23	19	11	20	261
1-01-43766-01	911	RIDGEWOOD RD	15	15	18	20	5	19	12	15	4	6	5	5	139
1-01-43978-01	100	RILEY RD	26	34	54	59	20	46	20	11	9	16	28	58	381
1-01-74078-05	102	RILEY RD									0	4	6	4	14
1-01-74078-07	102	RILEY RD	0	0	0	0									0
1-01-43969-01	104	RILEY RD	1	1	1	3	1	1	1	1	1	1	0	2	14
1-01-44028-00	105	RILEY RD	10	6	10	10	5	6	7	7	19	4	5	4	93
1-01-44032-00	302	RILEY RD	6	22	59	46	23	25	2	4	3	4	4	3	201
1-01-44031-04	305	RILEY RD	1	0	1	1	2	1	1	1	1	0	1	1	11
1-01-43997-00	400	RILEY RD	5	3	7	4	1	2	3	6	3	4	2	4	44
1-01-43998-01	402	RILEY RD	14	24	23	26	23	15	7	3	4	6	3	3	151
1-01-44019-00	403	RILEY RD	5	8	7	6	5	5	5	6	5	5	6	5	68
1-01-43999-03	404	RILEY RD	11	19	27	10	11	14	14	19	7	7	5	12	156
1-01-54249-00	406	RILEY RD	6	37	36	34	19	7	4	19	2	3	5	21	193
1-01-75848-03	500	RILEY RD	4	29	26	25	3	2	4	6	4	5	4	4	116
1-01-44011-00	501	RILEY RD	3	2	3	3	3	3	2	3	2	4	3	6	37
1-01-76260-04	502	RILEY RD	37	32	32	29	32	25	25	28	17	19	17	11	304
1-01-44010-01	503	RILEY RD	8	4	9	16	12	5	8	8	7	5	5	5	92
1-01-43746-03	603	RILEY RD	25	38	46	49	36	20	9	10	8	11	9	8	269
1-01-43987-01	2800	ROCK WAY	9	26	43	51	23	19	17	22	10	9	7	7	243
1-01-43933-00	2802	ROCK WAY		0	0	30	18	17	5	12	3	2	8	6	101

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1-01-43933-01	2802	ROCK WAY	23	22	26	0									71
1-01-43989-00	2804	ROCK WAY	27	2	17	19	11	5	2	8	2	2	3	1	99
1-01-43943-00	2805	ROCK WAY	1	6	12	14	4	2	1	1	1	1	1	2	46
1-01-43538-00	2807	ROCK WAY	2	18	31	30	18	8	2	2	1	4	3	3	122
1-01-43552-02	2809	ROCK WAY	4	3	4	3	3	3	3	4	2	4	7	4	44
1-01-43786-00	2	ROCK WAY COVE	3	4	5	6	4	3	3	2	3	4	3	4	44
1-01-43785-00	3	ROCK WAY COVE	3	4	4	3	2	2	3	2	2	4	2	2	33
1-01-43534-00	4	ROCK WAY COVE	3	1	12	0	0	1	4	4	3	5	3	4	40
1-01-44052-01	6	ROCK WAY COVE	5	9	16	17	11	11	3	4	4	3	3	4	90
1-01-43614-00	7	ROCK WAY COVE	16	20	19	17	28	21	23	24	4	4	4	5	185
1-01-79920-00	5	ROCK WAY CV	6	0											6
1-01-56361-00	2400	ROLLINGWOOD DRIVE	4	2	5	3	3	3	5	4	3	4	3	5	44
1-01-43730-00	2402	ROLLINGWOOD DRIVE	2	15	24	23	4	3	3	5	3	3	3	3	91
1-01-43533-00	2403	ROLLINGWOOD DRIVE	2	2	4	4	4	14	2	3	3	3	3	3	47
1-01-43574-00	2404	ROLLINGWOOD DRIVE	4	32	66	86	27	27	3	22	4	4	7	8	290
1-01-44009-00	2405	ROLLINGWOOD DRIVE	3	2	4	3	2	3	2	3	2	2	3	4	33
1-01-43729-00	2406	ROLLINGWOOD DRIVE	13	12	13	9	5	7	4	10	5	7	15	15	115
1-01-43544-04	2408	ROLLINGWOOD DRIVE	4	10	17	10	5	5	13	64	1	4	3	2	138
1-01-43778-01	2514	ROLLINGWOOD DRIVE	0	0	0	0	0	0	0	0					0
1-01-74675-04	2600	ROLLINGWOOD DRIVE	8	9	13	13	6	12	13	20	13	3	1	0	111
1-01-44000-00	2601	ROLLINGWOOD DRIVE	3	3	5	4	2	2	3	3	2	4	4	2	37
1-01-75538-01	2602	ROLLINGWOOD DRIVE	12	8	9	10	10	8	10	10	5	5	2	4	93
1-01-44001-00	2603	ROLLINGWOOD DRIVE	2	4	2	5	2	3	2	1	1	1	2	2	27
1-01-55644-02	2604	ROLLINGWOOD DRIVE	18	34	34	29	8	8	6	13	6	9	6	7	178
1-01-44002-01	2605	ROLLINGWOOD DRIVE	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-43748-04	2606	ROLLINGWOOD DRIVE						0	1	0	0	0	0	19	20
1-01-43748-05	2606	ROLLINGWOOD DRIVE	17	38	70	34	1	1	1	0					162
1-01-43749-00	2608	ROLLINGWOOD DRIVE	27	38	43	51	45	37	24	33	6	5	5	5	319
1-01-43750-00	2610	ROLLINGWOOD DRIVE	8	13	30	34	17	7	7	11	6	7	6	7	153
1-01-43751-00	2612	ROLLINGWOOD DRIVE	5	10	25	39	16	6	3	6	2	2	2	5	121
1-01-43817-05	2700	ROLLINGWOOD DRIVE	12	17	25	35	29	20	10	15	12	12	4	13	204
1-01-43818-01	2702	ROLLINGWOOD DRIVE	17	24	31	27	21	23	20	25	4	4	6	5	207
1-01-43425-00	2704	ROLLINGWOOD DRIVE	13	11	14	13	5	3	3	4	3	3	4	4	80
1-01-43941-01	2801	ROLLINGWOOD DRIVE	3	70	117	129	74	76	20	23	4	6	7	4	533
1-01-43881-00	2803	ROLLINGWOOD DRIVE	7	15	16	30	7	5	5	6	4	6	5	14	120
1-01-43459-02	2804	ROLLINGWOOD DRIVE	13	14	16	17	13	8	15	25	9	10	7	7	154
1-01-43887-00	2805	ROLLINGWOOD DRIVE	0	7	5	0	5	5	2	6	3	3	3	4	43
1-01-77248-00	2806	ROLLINGWOOD DRIVE	25	40	48	29	25	23	13	14	13	13	14	30	287
1-01-43822-00	2808	ROLLINGWOOD DRIVE	12	24	18	30	18	20	4	14	3	5	4	6	158
1-01-43823-00	2810	ROLLINGWOOD DRIVE	8	7	5	10	5	3	2	3	3	3	4	4	57
1-01-43479-00	4801	ROLLINGWOOD DRIVE	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-43615-00	4803	ROLLINGWOOD DRIVE	49	58	35	8	0	0	0	0	0	0	0	0	150

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1-01-43564-01	4814	ROLLINGWOOD DRIVE	3	3	3	3	4	2	3	4	3	4	3	4	39
1-01-43825-02	4816	ROLLINGWOOD DRIVE		17	26	51	16	15	12	19	12	12	7	12	199
1-01-43825-03	4816	ROLLINGWOOD DRIVE	5	0											5
1-01-77642-01	4818	ROLLINGWOOD DRIVE	7	10	36	33	15	4	5	6	4	8	4	7	139
1-01-43827-00	4820	ROLLINGWOOD DRIVE	5	4	12	8	6	3	4	5	4	5	5	3	64
1-01-43828-00	4822	ROLLINGWOOD DRIVE	10	6	18	21	9	5	8	10	10	2	2	5	106
1-01-43829-01	4824	ROLLINGWOOD DRIVE	1	0	1	0	9	0	0	2	0	0	0	0	13
1-01-43830-01	4826	ROLLINGWOOD DRIVE	4	2	4	4	4	2	3	3	3	4	3	3	39
1-01-43861-00	4828	ROLLINGWOOD DRIVE	2	2	3	6	2	0	9	4	3	4	5	3	43
1-01-43769-00	4829	ROLLINGWOOD DRIVE	1	1	1	1	1	1	0	1	1	1	0	1	10
1-01-43832-00	4830	ROLLINGWOOD DRIVE					0	0	1	25	0	0	2	0	28
1-01-43832-01	4830	ROLLINGWOOD DRIVE	0	0	0	0	0	0							0
1-01-43770-01	4831	ROLLINGWOOD DRIVE	3	5	8	9	5	4	4	4	3	5	5	4	59
1-01-43542-01	4900	ROLLINGWOOD DRIVE	9	20	28	46	19	26	17	18	14	12	9	8	226
1-01-43862-00	4902	ROLLINGWOOD DRIVE	9	17	25	27	15	11	3	11	7	7	4	8	144
1-01-43777-02	4903	ROLLINGWOOD DRIVE	2	1	2	3	1	1	2	2	1	2	2	2	21
1-01-43971-00	4904	ROLLINGWOOD DRIVE	9	20	39	26	8	17	15	9	3	4	4	4	158
1-01-43838-00	4905	ROLLINGWOOD DRIVE	4	3	4	4	0	7	3	3	3	4	4	3	42
1-01-43863-01	4906	ROLLINGWOOD DRIVE	10	66	0	0	17	0	0	0	1	0	3	0	87
1-01-43863-02	4906	ROLLINGWOOD DRIVE	15	0											15
1-01-43776-01	4907	ROLLINGWOOD DRIVE	0	1	2	14	15	15	19	19	17	21	14	21	158
1-01-43558-02	4908	ROLLINGWOOD DRIVE	14	34	69	52	3	20	19	19	14	21	14	15	294
1-01-43613-00	4909	ROLLINGWOOD DRIVE	27	82	90	67	19	31	30	36	10	12	7	10	421
1-01-43864-00	4910	ROLLINGWOOD DRIVE	3	3	3	5	3	1	3	4	3	5	3	4	40
1-01-43536-01	4911	ROLLINGWOOD DRIVE	19	22	27	28	22	28	8	20	12	7	22	7	222
1-01-43865-01	4912	ROLLINGWOOD DRIVE	0	9	21	28	8	6	3	8	4	4	4	4	99
1-01-43767-01	4913	ROLLINGWOOD DRIVE	25	48	25	35	6	9	6	14	17	0	1	2	188
1-01-56623-03	4914	ROLLINGWOOD DRIVE	19	13	16	14	21	18	20	22	14	25	25	36	243
1-01-53727-01	4916	ROLLINGWOOD DRIVE	21	30	41	49	35	33	10	15	10	10	15	17	286
1-01-77577-02	4918	ROLLINGWOOD DRIVE	58	50	60	84	0	37	5	12	11	11	6	139	473
1-01-43875-00	5000	ROLLINGWOOD DRIVE	2	1	2	2	1	2	1	1	1	1	0	0	14
1-01-76723-06	5002	ROLLINGWOOD DRIVE	12	0	0	0	0	0	0	0	0	0	0	0	12
1-01-43575-00	5004	ROLLINGWOOD DRIVE	11	27	37	43	24	10	3	15	5	4	4	4	187
1-01-43878-01	5006	ROLLINGWOOD DRIVE	9	25	38	36	20	59	0	0	11	8	6	8	220
1-01-43879-03	5008	ROLLINGWOOD DRIVE	0	0	0	0	0	2	0	0	0	0			2
1-01-43880-00	5010	ROLLINGWOOD DRIVE	2	15	25	28	12	7	1	3	1	2	1	2	99
1-01-43877-01	5012	ROLLINGWOOD DRIVE	0	14	22	35	17	17	28	32	39	32	13	14	263
1-01-43503-04	5014	ROLLINGWOOD DRIVE	8	15	40	42	8	1	6	1	52	13	12	1	199
1-01-43882-00	5100	ROLLINGWOOD DRIVE	8	13	10	10	7	6	8	8	11	6	6	5	98
1-01-43587-00	4801-I	ROLLINGWOOD DRIVE	48	117	217	133	149	157	126	168	117	185	122	125	1664
1-01-43588-00		ROLLINGWOOD MUNICIPAL	9	128	260	53	0	0	1	3	0	4	0	0	458
1-01-43505-00	900	S. MOPAC EXPRESSWAY	14	12	10	14	5	6	17	18	30	43	32	4	205

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1-01-43788-03	4901	SOUTH CREST		0	0	114	0	0	0	0	0	0	0	0	114
1-01-43788-04	4901	SOUTH CREST	1	9	27	0									37
1-01-43952-05	4903	SOUTH CREST	30	30	42	43	22	22	22	30	15	10	21	44	331
1-01-43784-01	4905	SOUTH CREST	6	17	28	22	11	5	6	10	5	8	4	7	129
1-01-79903-05	4907	SOUTH CREST	28	47	33	44	35	15	4	6	4	5	3	8	232
1-01-43886-03	2	SOUTH PEAK RD	8	22	36	43	6	38	5	7	4	5	6	6	186
1-01-43885-00	4	SOUTH PEAK RD	4	1	14	11	13	12	7	0	0	16	14	8	100
1-01-43884-00	6	SOUTH PEAK RD	3	14	24	28	17	4	3	7	3	5	3	5	116
1-01-43462-01	8	SOUTH PEAK RD	6	7	33	45	8	6	19	6	14	2	4	6	156
1-01-43455-01	10	SOUTH PEAK RD	12	32	43	39	21	42	22	26	18	5	10	4	274
1-01-43719-00	2501	TIMBERLINE DRIVE	5	34	45	43	13	4	3	8	3	3	2	5	168
1-01-43727-00	2502	TIMBERLINE DRIVE	16	20	29	27	17	15	17	20	16	7	7	9	200
1-01-43721-00	2503	TIMBERLINE DRIVE	37	30	35	47	23	13	17	26	17	21	17	21	304
1-01-43726-00	2504	TIMBERLINE DRIVE	5	13	18	19	17	7	3	4	3	3	3	3	98
1-01-43725-01	2506	TIMBERLINE DRIVE	2	1	0	13	7	5	4	16	4	3	4	3	62
1-01-43724-00	2508	TIMBERLINE DRIVE	2	20	30	30	11	4	2	7	3	15	19	20	163
1-01-43716-02	2514	TIMBERLINE DRIVE	16	0	0	0	0	0	0	0	0	0	0	0	16
1-01-76242-03	2516	TIMBERLINE DRIVE	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-43556-02	4701	TIMBERLINE DRIVE											0	17	17
1-01-43556-03	4701	TIMBERLINE DRIVE	14	15	18	76	0	0	0	0	0	0	0	0	123
1-01-43717-01	4702	TIMBERLINE DRIVE	26	29	25	33	26	5	4	10	6	6	5	9	184
1-01-43744-04	4703	TIMBERLINE DRIVE	17	36	54	39	30	19	9	13	6	8	19	26	276
1-01-43722-02	4704	TIMBERLINE DRIVE	8	23	44	47	42	20	27	20	23	34	36	19	343
1-01-43743-07	4705	TIMBERLINE DRIVE	6	19	26	37	18	14	8	9	4	3	5	13	162
1-01-43723-00	4706	TIMBERLINE DRIVE	8	13	21	17	10	8	8	11	8	9	8	9	130
1-01-43742-00	4707	TIMBERLINE DRIVE	13	21	43	47	17	10	9	9	8	9	7	9	202
1-01-43732-00	4708	TIMBERLINE DRIVE	2	26	33	39	17	3	3	5	6	3	3	3	143
1-01-43741-02	4709	TIMBERLINE DRIVE	24	35	51	41	35	30	37	38	33	8	5	16	353
1-01-75489-01	4710	TIMBERLINE DRIVE	9	14	35	42	36	33	17	16	5	7	6	8	228
1-01-43740-01	4711	TIMBERLINE DRIVE	1	2	6	13	1	0	1	1	0	1	1	0	27
1-01-43734-00	4712	TIMBERLINE DRIVE	6	14	19	17	11	8	3	11	7	6	5	9	116
1-01-43739-02	4713	TIMBERLINE DRIVE	25	22	58	63	24	29	25	32	22	35	27	24	386
1-01-43735-01	4714	TIMBERLINE DRIVE	4	7	12	19	7	7	4	5	5	7	3	4	84
1-01-43738-02	4715	TIMBERLINE DRIVE	3	2	3	3	3	2	3	3	3	3	4	3	35
1-01-43736-03	4716	TIMBERLINE DRIVE	3	22	36	37	28	14	6	18	14	16	15	2	211
1-01-64503-01	4717	TIMBERLINE DRIVE	1	0	5	4	3	3	5	5	5	4	4	3	42
1-01-43507-02	4800	TIMBERLINE DRIVE	30	32	35	37	31	28	28	36	26	4	3	7	297
1-01-43816-00	4801	TIMBERLINE DRIVE	17	19	19	21	17	14	11	16	11	10	9	12	176
1-01-43794-00	4802	TIMBERLINE DRIVE	2	10	13	11	6	2	4	7	2	1	1	2	61
1-01-43815-00	4803	TIMBERLINE DRIVE	2	2	2	1	0	5	3	2	2	4	5	1	29
1-01-43795-00	4804	TIMBERLINE DRIVE	12	20	32	32	24	18	10	17	6	7	8	8	194
1-01-43814-04	4805	TIMBERLINE DRIVE	12	10	7	9	6	11	10	0	3	5	5	4	82

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1-01-43796-00	4806	TIMBERLINE DRIVE							0	2	3	4	8	0	17
1-01-43796-01	4806	TIMBERLINE DRIVE	0	0	0	0	0	0	0	0	0				0
1-01-43813-00	4807	TIMBERLINE DRIVE	3	5	9	12	3	2	2	3	3	4	4	4	54
1-01-43797-03	4808	TIMBERLINE DRIVE	14	15	19	16	11	3	6	8	5	6	5	2	110
1-01-43812-00	4809	TIMBERLINE DRIVE	15	10	10	11	13	14	15	17	15	19	17	21	177
1-01-43572-06	4810	TIMBERLINE DRIVE	4	5	5	4	3	4	5	5	4	5	3	4	51
1-01-43517-00	4811	TIMBERLINE DRIVE										0	2	2	4
1-01-43517-01	4811	TIMBERLINE DRIVE	1	8	0	0	0	0	0	0	0	0	0		9
1-01-78348-05	4812	TIMBERLINE DRIVE	14	41	66	43	23	29	21	32	6	9	120	10	414
1-01-43811-01	4813	TIMBERLINE DRIVE	0	0	0	0	0								0
1-01-43570-06	4814	TIMBERLINE DRIVE	7	17	50	51	5	6	10	15	13	14	4	15	207
1-01-43810-00	4815	TIMBERLINE DRIVE	6	18	15	26	3	2	2	3	4	2	3	3	87
1-01-43768-01	4816	TIMBERLINE DRIVE	8	7	18	28	11	6	7	11	8	10	7	7	128
1-01-43809-00	4817	TIMBERLINE DRIVE	2	11	10	21	2	3	1	3	2	2	3	5	65
1-01-43808-00	4819	TIMBERLINE DRIVE	3	9	14	16	9	8	7	8	7	10	7	9	107
1-01-43807-00	4821	TIMBERLINE DRIVE	7	9	11	23	10	14	6	12	4	2	1	1	100
1-01-75300-05	4823	TIMBERLINE DRIVE	22	38	53	53	45	43	43	29	15	16	13	8	378
1-01-43800-00	4824	TIMBERLINE DRIVE		0	0	0	2	-30	2	2	2	1	2	2	-17
1-01-43800-01	4824	TIMBERLINE DRIVE	0	0	0	0									0
1-01-43799-01	4826	TIMBERLINE DRIVE	30	25	30	27	27	40	42	37	17	9	10	17	311
1-01-43802-01	4828	TIMBERLINE DRIVE	27	52	63	34	21	22	18	26	20	20	18	9	330
1-01-46097-02	4829	TIMBERLINE DRIVE	20	29	34	30	20	21	21	53	6	7	8	6	255
1-01-43803-02	4830	TIMBERLINE DRIVE	7	9	13	30	0	12	11	18	14	5	4	3	126
1-01-43804-00	4831	TIMBERLINE DRIVE	23	16	21	25	7	4	7	5	3	5	5	6	127
1-01-43509-00	4900	TIMBERLINE DRIVE	6	3	6	5	6	5	4	5	4	4	7	5	60
1-01-75296-00	4901	TIMBERLINE DRIVE	14	57	62	49	9	15	6	5	2	4	3	4	230
1-01-72139-03	4902	TIMBERLINE DRIVE	10	5	5	3	2	5	142	6	5	6	7	12	208
1-01-43559-00	4903	TIMBERLINE DRIVE	46	53	67	70	50	45	22	26	10	10	10	22	431
1-01-43475-00	4904	TIMBERLINE DRIVE	10	22	24	19	18	10	8	8	6	7	6	8	146
1-01-43859-01	4905	TIMBERLINE DRIVE	8	54	0	38	4	4	3	23	0	0	0	4	138
1-01-43836-01	4906	TIMBERLINE DRIVE	16	20	31	25	5	7	7	15	6	6	5	8	151
1-01-43858-01	4907	TIMBERLINE DRIVE											0	1	1
1-01-43858-02	4907	TIMBERLINE DRIVE	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-43837-00	4908	TIMBERLINE DRIVE	10	9	16	11	8	2	2	2	2	2	2	2	68
1-01-79590-00	4909	TIMBERLINE DRIVE	24	27	26	30	17	18	12	27	21	18	17	54	291
1-01-43557-00	4910	TIMBERLINE DRIVE	2	3	6	5	4	3	3	5	3	5	4	5	48
1-01-43856-04	4911	TIMBERLINE DRIVE	11	22	32	38	30	21	17	6	3	4	6	6	196
1-01-77647-08	4913	TIMBERLINE DRIVE	1	2	2	1	2	2	2	2	2	3	2	2	23
1-01-43555-04	4914	TIMBERLINE DRIVE	8	23	34	55	18	22	2	8	3	6	4	4	187
1-01-50215-00	4915	TIMBERLINE DRIVE	0	21	20	15	13	6	7	9	9	11	6	13	130
1-01-43789-01	4916	TIMBERLINE DRIVE	2	6	4	4	5	3	2	4	3	3	4	4	44
1-01-43853-00	4917	TIMBERLINE DRIVE	37	29	33	26	7	5	4	4	4	5	3	5	162

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1-01-43839-01	4918	TIMBERLINE DRIVE	30	7	36	34	17	9	11	14	9	8	10	10	195
1-01-43852-02	4919	TIMBERLINE DRIVE	5	31	35	30	12	19	0	5	5	5	5	5	157
1-01-43548-02	4920	TIMBERLINE DRIVE	11	24	44	50	23	16	13	17	12	5	6	5	226
1-01-43842-08	5000	TIMBERLINE DRIVE				0	0	0	1	5	6	5	6	5	28
1-01-43842-09	5000	TIMBERLINE DRIVE	5	32	34	13	0								84
1-01-45147-01	5001	TIMBERLINE DRIVE	5	11	28	18	24	13	4	8	4	3	3	20	141
1-01-43843-00	5002	TIMBERLINE DRIVE	5	19	24	22	15	8	2	13	4	3	3	4	122
1-01-43873-00	5003	TIMBERLINE DRIVE	84	0	32	37	28	22	23	14	11	14	12	9	286
1-01-43847-05	5004	TIMBERLINE DRIVE	7	27	29	31	5	6	7	11	10	10	8	8	159
1-01-43872-07	5005	TIMBERLINE DRIVE						0	7	11	20	26	14	25	103
1-01-43872-08	5005	TIMBERLINE DRIVE	17	15	35	30	11	4	0	0					112
1-01-43848-00	5006	TIMBERLINE DRIVE	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-49677-07	5007	TIMBERLINE DRIVE						0	5	9	8	18	12	11	63
1-01-49677-08	5007	TIMBERLINE DRIVE	28	12	8	5	2	4	1	0					60
1-01-43849-00	5008	TIMBERLINE DRIVE	21	21	32	26	23	12	5	16	6	10	9	10	191
1-01-43870-02	5009	TIMBERLINE DRIVE	4	7	8	9	0	7	4	4	2	4	4	4	57
1-01-43519-02	5010	TIMBERLINE DRIVE	23	29	37	25	21	21	24	31	8	7	13	8	247
1-01-53728-00	5011	TIMBERLINE DRIVE	16	24	35	37	13	14	18	16	5	6	6	12	202
1-01-43850-00	5012	TIMBERLINE DRIVE				0	0	0	0	0	1	0	0	0	1
1-01-43850-01	5012	TIMBERLINE DRIVE	0	2	0	0	0	0							2
1-01-63873-00	5013	TIMBERLINE DRIVE		15	26	30	22	5	6	8	7	8	7	6	140
1-01-63873-01	5013	TIMBERLINE DRIVE	16	6	0										22
1-01-43851-00	5014	TIMBERLINE DRIVE	1	3	6	6	0	1	2	2	2	2	2	2	29
1-01-43868-00	5015	TIMBERLINE DRIVE	2	2	3	2	2	0	2	2	3	3	3	2	26
1-01-52384-00	2	TIMBERLINE RIDGE	10	14	27	30	28	15	10	19	11	8	10	8	190
1-01-77583-01	3	TIMBERLINE RIDGE	9	13	19	18	9	8	17	0	26	34	31	29	213
1-01-64065-00	4	TIMBERLINE RIDGE	10	8	11	6	6	2	7	0	2	4	1	3	60
1-01-43623-00	6	TIMBERLINE RIDGE	6	33	58	72	27	14	6	9	5	3	2	2	237
1-01-47244-00	1	TREEMONT DR	5	7	13	16	9	5	5	6	5	6	4	5	86
1-01-43543-00	2	TREEMONT DR			0	0	3	2	5	0	4	1	3	3	21
1-01-43543-01	2	TREEMONT DR	6	6	6	4	0								22
1-01-68462-01	3	TREEMONT DR	4	5	9	10	7	6	6	8	5	7	3	14	84
1-01-43518-01	4	TREEMONT DR	10	17	26	29	26	22	23	26	4	2	4	3	192
1-01-43566-02	5	TREEMONT DR	5	9	13	11	4	6	5	7	4	5	5	5	79
1-01-43531-00	6	TREEMONT DR	12	15	16	16	15	9	11	14	11	13	10	11	153
1-01-43677-01	7	TREEMONT DR	6	9	7	26	11	1	1	2	1	1	1	2	68
1-01-43545-00	8	TREEMONT DR	7	6	6	9	12	12	14	10	2	1	2	3	84
1-01-43528-00	9	TREEMONT DR	6	21	22	17	10	8	3	9	7	5	2	12	122
1-01-45181-01	10	TREEMONT DR	3	3	5	5	2	3	3	4	3	3	3	3	40
1-01-43824-00	11	TREEMONT DR	1	1	1	1	0	1	1	1	1	1	5	1	15
1-01-43890-00	12	TREEMONT DR		0	0	24	16	9	13	15	2	2	16	22	119
1-01-43890-01	12	TREEMONT DR		0	15	0									15

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1-01-43890-02	12	TREEMONT DR	10	8	0	0									18
1-01-43990-00	13	TREEMONT DR	3	6	13	13	5	4	2	4	3	18	3	3	77
1-01-43654-01	14	TREEMONT DR		1	0	0	1	0	0	1	1	3	2	7	16
1-01-43654-02	14	TREEMONT DR	0	0											0
1-01-43530-00	15	TREEMONT DR	1	3	5	3	0	0	0	0	0	0	0	0	12
1-01-45531-01	16	TREEMONT DR				0	5	12	11	10	8	10	8	8	72
1-01-45531-02	16	TREEMONT DR	9	19	12	9	5	0							54
1-01-79905-00	17	TREEMONT DR	8	7	15	12	11	7	8	9	7	9	7	9	109
1-01-78998-08	18	TREEMONT DR	13	12	13	12	7	6	7	7	6	8	5	8	104
1-01-79908-03	20	TREEMONT DR	13	14	16	16	2	2	3	4	2	1	2	2	77
1-01-43928-00	21	TREEMONT DR	8	7	9	9	6	7	4	9	5	7	8	6	85
1-01-43466-00	22	TREEMONT DR	3	3	4	5	3	3	1	4	2	2	2	4	36
1-01-43571-00	24	TREEMONT DR	5	31	35	21	3	8	0	7	0	0	0	29	139
1-01-43504-02	101	VALE ST	18	21	36	33	21	25	22	27	30	55	40	34	362
1-01-75297-00	103	VALE ST	7	4	26	6	3	5	15	72	26	34	28	35	261
1-01-44045-00	200	VALE ST	2	1	2	1	2	2	1	2	1	2	3	1	20
1-01-44049-00	201	VALE ST	8	12	19	16	11	10	3	3	3	1	1	2	89
1-01-44038-00	300	VALE ST	0	0	0	0	0	0	0	0	0	0	3	0	3
1-01-44050-00	301	VALE ST	2	13	44	51	10	4	1	4	2	1	1	2	135
1-01-57781-02	302	VALE ST	16	22	28	28	26	31	9	10	13	5	4	3	195
1-01-74560-00	303	VALE ST	27	46	57	74	56	54	9	25	16	31	20	8	423
1-01-44039-05	304	VALE ST	11	8	11	3	4	3	8	0	0	15	6	4	73
1-01-44024-01	305	VALE ST	2	24	0	0	0	1	0	0	2	0	0	0	29
1-01-43460-01	400	VALE ST	14	16	24	16	9	14	17	27	17	9	6	6	175
1-01-44053-00	401	VALE ST		0	0	5	0	1	3	5	4	4	3	6	31
1-01-44053-01	401	VALE ST	0	0	0										0
1-01-43577-01	402	VALE ST	6	17	30	34	2	7	2	14	2	2	4	3	123
1-01-43456-01	403	VALE ST	28	25	52	35	14	9	5	9	5	9	5	12	208
1-01-68074-08	404	VALE ST	3	4	9	7	3	4	2	3	3	4	3	3	48
1-01-43477-01	405	VALE ST	9	28	46	49	26	20	4	10	3	3	4	3	205
1-01-44026-01	406	VALE ST	4	14	19	20	9	7	3	4	3	4	4	4	95
1-01-43634-01	409	VALE ST	23	117	27	72	32	30	15	46	8	5	3	3	381
1-01-44014-00	500	VALE ST	11	19	29	16	1	2	1	1	1	2	2	1	86
1-01-51819-01	501	VALE ST	53	61	63	63	53	45	43	33	18	35	21	25	513
1-01-43573-01	503	VALE ST					0	0	26	96	3	1	0	1	127
1-01-43573-02	503	VALE ST	8	28	63	90	21	8	0						218
1-01-44042-01	2402	VANCE LN			0	14	3	12	12	10	11	10	15	28	115
1-01-44042-02	2402	VANCE LN	5	35	49	19	0								108
1-01-43489-03	2403	VANCE LN	24	26	41	34	21	21	16	4	4	5	4	4	204
1-01-43656-01	2404	VANCE LN	2	3	24	55	44	28	12	40	3	4	2	3	220
1-01-44040-01	2405	VANCE LN	10	22	41	43	25	5	5	6	3	20	4	17	201
1-01-44041-00	2406	VANCE LN	1	7	10	16	1	0	10	4	1	2	1	1	54

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ACCOUNT	STREET #	STREET LABEL	Nov-19	Oct-19	Sep-19	Aug-19	Jul-19	Jun-19	May-19	Apr-19	Mar-19	Feb-19	Jan-19	Dec-18	*TOTAL*
1-01-44046-02	2407	VANCE LN	6	5	10	5	5	6	5	5	2	9	4	4	66
1-01-43529-02	2408	VANCE LN	0	0	0	0	0	0	0	0	0	0	0	0	0
1-01-43515-03	2409	VANCE LN	1	2	8	10	0	0	0	0	1	0	2	6	30
1-01-67191-06	2410	VANCE LN	14	9	13	4	2	3	1	1	2	1	1	1	52
1-01-43942-00	2800	VANCE LN	3	32	41	38	30	23	3	42	12	6	5	3	238
1-01-43924-01	2801	VANCE LN	13	16	30	34	10	8	5	5	4	5	4	4	138
1-01-78683-00	2802	VANCE LN	21	44	74	89	37	29	15	38	15	8	7	9	386
1-01-43463-02	2803	VANCE LN		0	35	30	19	14	20	20	6	9	6	15	174
1-01-43463-03	2803	VANCE LN	46	34	0	0									80
1-01-44048-00	2401	VANCE LN 1"	3	20	32	34	9	8	6	8	8	6	4	6	144
1-01-43939-00	98	WALLIS DR	1	6	8	7	3	3	2	3	2	4	3	3	45
1-01-43938-00	100	WALLIS DR	16	20	19	16	12	5	2	5	3	4	3	3	108
1-01-43681-00	102	WALLIS DR	6	12	21	22	23	7	3	4	2	5	3	4	112
1-01-43506-00	103	WALLIS DR	6	20	32	46	29	18	3	9	1	3	2	5	174
1-01-43787-00	104	WALLIS DR	4	23	32	38	31	27	2	2	3	4	3	4	173
1-01-43917-00	200	WALLIS DR	15	16	47	40	16	17	2	4	6	4	6	4	177
1-01-43913-00	203	WALLIS DR	4	28	45	53	22	11	4	5	3	4	4	4	187
1-01-45741-00	300	WALLIS DR	4	20	41	51	19	8	4	8	5	5	6	5	176
1-01-43960-00	301	WALLIS DR	1	10	23	38	3	2	2	3	2	3	3	3	93
1-01-43910-05	302	WALLIS DR	6	31	63	58	28	34	5	8	3	6	4	4	250
1-01-68650-06	303	WALLIS DR	14	18	30	61	16	15	8	8	5	6	5	6	192
1-01-43903-00	400	WALLIS DR						0	1	27	5	3	1	5	42
1-01-43903-01	400	WALLIS DR	7	14	50	29	2	0	0	0					102
1-01-43953-00	401	WALLIS DR	2	16	25	20	8	8	4	6	3	2	1	1	96
1-01-43905-00	402	WALLIS DR	22	37	31	30	21	16	4	5	4	8	6	6	190
1-01-43954-02	403	WALLIS DR	10	37	39	34	19	20	22	27	4	7	5	5	229
1-01-43902-00	404	WALLIS DR	12	15	24	23	18	15	9	8	4	5	10	5	148
1-01-43909-01	406	WALLIS DR	9	40	50	27	8	14	7	38	6	10	9	12	230
1-01-43450-00	408	WALLIS DR	12	23	64	43	9	17	7	10	7	11	8	14	225
1-01-43888-00	503	WALLIS DR	5	18	31	32	15	23	14	43	6	7	7	6	207
1-01-67790-00	1	WESTGATE CIR	22	33	36	31	25	26	9	33	16	9	5	10	255
1-01-43611-02	2	WESTGATE CIR	23	28	34	31	16	7	5	7	11	15	15	13	205
1-01-43844-03	3	WESTGATE CIR	3	4	12	6	5	3	3	5	2	4	3	4	54
1-01-43846-00	4	WESTGATE CIR	7	4	20	28	6	3	4	5	5	4	3	3	92
<b>TOTALS:</b>			8,965	13,081	19,433	17,326	9,731	7,762	6,424	8,483	5,469	5,740	5,427	6,501	