



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

**Wednesday, August 27, 2025**

The City Council of the City of Rollingwood, Texas held a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on August 27, 2025. Members of the public and the City Council were able to participate in the meeting virtually, as long as a quorum of the City Council and the presiding officer were physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. A video recording of the meeting was made and will be posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request.

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

#### **1. Roll Call**

**Mayor Gavin Massingill called the meeting to order at 5:18 p.m.**

**Present Members:** Mayor Gavin Massingill, Council Member Brook Brown, Council Member Kevin Glasheen, Council Member Phil McDuffee, and Council Member Alec Robinson

**Also Present:** City Administrator Alun Thomas, City Secretary Makayla Rodriguez, Assistant to the City Administrator Lindsay Saenz, Development Services Manager Nikki Stautzenberger, Finance Director Abel Campos, Public Works Director Izzy Parra, Police Chief Kristal Muñoz, and City Attorney Esther Peña

### **BUDGET WORKSHOP**

#### **2. Discussion and update on the FY 2025-2026 Budget**

Mayor Gavin Massingill announced that the budget is nearing its end and gave an overview of the budget workshop.

*Mayor Pro Tem Sara Hutson joined the meeting at 5:21 p.m.*

Mayor Gavin Massingill discussed the City's revenue at the no new revenue rate, actual no new revenue rate, and voter approval rate calculated by Travis County Appraisal District. He also discussed the reserve balance and department unexpended balances.

Finance Director Abel Campos discussed how Travis County Appraisal District calculates the no new revenue rate, actual no new revenue rate, and voter approval rate. Members of City Council asked questions of Mr. Campos regarding the process. Mayor Gavin Massingill recommended

that City Council approve the actual no new revenue rate, which is the lowest rate that can be adopted.

Mayor Gavin Massingill began reviewing exceptional items starting with City staff's cost of living adjustment (COLA) percentages. He recommended approving the 2% and 3% totaling to a 5% cost of living adjustment. City Council generally supported providing City staff with a 5% cost of living adjustment.

Mayor Gavin Massingill discussed AF-3, an exceptional item for a half ton truck for the Public Works Department. City Council asked questions regarding budget impacts and generally supported approving AF-3. Mr. Massingill continued to discuss AF-4, an additional three-fourths or one ton truck for Public Works and City Council generally supported approving AF-4.

Mayor Gavin Massingill discussed exceptional item 100-15-1, to retain an architectural and design firm for the new city hall. Members of Council asked questions regarding the item and City Council generally supported approving exceptional item 100-15-1.

Mayor Gavin Massingill discussed exceptional item 100-25-1, to purchase a new drop box for utility payments in front of City Hall. Utility Billing Manager Veronica Hernandez discussed the need for a new drop box. City Council generally supported approving exceptional item 100-25-1.

Mayor Gavin Massingill discussed exceptional item 100-30-1, funding for additional street paving. He stated that City Council has already budgeted \$300,000 from last year and suggested adding \$200,00 for a total of \$500,000 for street paving. City Council asked questions regarding street paving and generally supported approving exceptional item 100-30-1.

Mayor Gavin Massingill discussed exceptional item 100-40-1, financing and outfitting three new vehicles for the Police Department. Members of Council discussed budget options for the vehicles. City Council generally supported approving exceptional item 100-40-1.

Mayor Gavin Massingill discussed exceptional item 100-40-2, to fund the annual subscription to Flock Safety for seven license plate reading cameras. Some members of City Council expressed support for approving exceptional item 100-40-2.

Mayor Gavin Massingill discussed exceptional item 100-65-1, additional funding for creek cleaning and clearing. Public Works Director Izzy Parra explained that he would like to add an additional \$50,000. City Council generally supported approving exceptional item 100-65-1.

Mayor Gavin Massingill clarified that the budget will not be adopted until after the public hearing scheduled for the next meeting as well as discussed the tax rates options and other considerations. He stated that staff will bring back an updated budget with the voter approval rate.

*Mayor Gavin Massingill recessed the meeting at 6:37 p.m.*

*Mayor Gavin Massingill called the meeting back to order at 6:47 p.m.*

## **PUBLIC COMMENTS**

Shanthi Jayakumar, resident at 3309 Park Hills Drive, shared history of the city's establishment, water infrastructure, and water tower.

## **PRESENTATIONS**

3. Annual MS4 presentation from K. Friese and Associates

Maritza Almada of K. Friese and Associates gave the annual MS4 presentation.

Members of Council asked questions of Ms. Almada regarding MS4 violations and who responsible for construction site inspections. She confirmed that K. Freise and the City conducts inspections.

## **CONSENT AGENDA**

4. Discussion and possible action on the minutes from the July 16, 2025 City Council meeting
5. Discussion and possible action on the minutes from the August 7, 2025 Special City Council meeting
6. Discussion and possible action regarding the Administrative Services Agreement between the City of Rollingwood and the Rollingwood Community Development Corporation
7. Discussion and possible action on a resolution verifying that all City of Rollingwood employees completed the annual cybersecurity training required by the Texas Government Code
8. Discussion and possible action on an amendment to the city's Code of Ordinances to correct a scrivener's error in the Article and Division referenced in Section 101-94(a) - Site Plan Requirements

Council Member Brook Brown removed item 4 from the Consent Agenda.

**Council Member Brook Brown moved to approve items 5 through 8 on the Consent Agenda. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.**

Council Member Brook Brown shared edits to the July City Council meeting minutes.

**Council Member Brook Brown moved to approve the meeting minutes from the July 16, 2025 City Council meeting minutes upon the changes mentioned. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.**

## **REGULAR AGENDA**

9. Update and discussion regarding Water CIP Packages 1-4 and the Nixon/Pleasant and Hubbard/Hatley/Pickwick Drainage Projects

Greg Blackburn of K. Friese and Associates discussed that Nixon/Pleasant is almost completed and Hubbard/Hatley is estimated to be completed on October 8, 2025.

City Council and Greg Blackburn discussed road paving and striping.

10. Discussion and possible action on construction traffic on Almarion Way related to projects within the city limits of Austin

Arno Prodel, resident at 200 Almarion Way, discussed construction activity taking place in the City of Austin near his home. He mentioned that construction workers use Almarion Way as a shortcut to access the City of Austin property. He stated that construction trucks have blocked his driveway, parked in his driveway, and also impeded access to nearby homes. Mr. Prodel raised traffic and safety concerns and requested that the City Council take action to address the issue.

Police Chief Kristal Muñoz explained that the Police Department cannot prevent access to homes but they do enforce no through trucks. She discussed the possible use of implementing parking by permit only and confirmed that citations have been issued to the drivers.

City Administrator Alun Thomas explained that legal counsel recommended an ordinance to restrict access from a city street to a property located outside the City's jurisdiction. City Council discussed this option, similar instances, and next steps.

Shanthi Jayakumar, resident at 3309 Park Hills Drive, discussed another instance in which there were construction drivers that accessed the City of Austin through by using the City's streets.

**Council Member Kevin Glasheen moved to give the property owners notice that they are no longer allowed to have vehicle access from Almarion Way to their lots. Council Member Brook Brown seconded the motion. The motion carried with 5 in favor and 0 against.**

Members of Council continued discussion on possible solutions.

**Council Member Kevin Glasheen amended his motion to add no parking on Almarion Way for any City of Austin constructions projects. Council Member Phil McDuffee seconded the motion.**

Mayor Pro Tem Sara Hutson suggested broadening the restriction beyond Almarion Way and that parking access be restricted throughout the entire city for individuals conducting construction projects outside city limits. City Administrator Alun Thomas explained that the parking ordinance can be revisited in a future meeting.

**The motion carried with 5 in favor and 0 against.**

11. Discussion and possible action regarding appointment to fill a vacancy on the Park Commission

City Administrator Alun Thomas explained that the Park Commission has a vacancy and that the City has two applicants to fill the open position.

**Council Member Phil McDuffee moved to nominate Sean Downing to fill the vacancy on the Park Commission. Council Member Alec Robinson seconded the motion. The motion carried with 5 in favor and 0 against.**

12. Update and discussion on the purchase of up to seven (7) license plate readers, in an amount not to exceed \$21,000, to monitor roadways entering Rollingwood

Mayor Gavin Massingill explained that the item is back to allow resident comment and feedback.

Council Member Kevin Glasheen explained that he supports the cameras because they will provide notification of stolen vehicles entering the City and help identify vehicles involved in crimes. He discussed a recent shooting in the City of Austin involving a stolen vehicle in which license plate readers could have been utilized.

Mayor Gavin Massingill explained that \$21,000 was tentatively approved for the cameras as an exceptional item and that final approval will be considered during the public hearing and budget adoption process.

Council Member Brook Brown shared concerns regarding Flock Safety's contract related to terms and conditions.

Council Member Alec Robinson reviewed data from an audit conducted by the City of Austin on their Flock Safety cameras. He continued to discuss the effectiveness of the system and expressed concerns regarding data retention.

Council Member Kevin Glasheen encouraged Council Member Brook Brown to work with Legal Counsel to work on the contract with Flock Safety. Members of Council continued to share concerns regarding the contract, negotiability, and privacy.

13. Discussion and possible action on the responsibility for the maintenance and operation of wastewater collection systems

City Administrator Alun Thomas discussed that there are three versions of the draft ordinance for consideration, one composing direction from City Council at the previous meeting, a version with additional edits by Council Member Brook Brown, and a version merging the changes from City Council and Council Member Brook Brown.

Council Member Brook Brown suggested delaying action on the item and discussed conflicts with the existing code regarding grinder pump replacement and rehabilitation. She suggested seeking guidance from Crossroads Utility Services on how to move forward, creating policies and expectations, and the need for overall education on grinder pump components. Council Member Kevin Glasheen stated that he agreed with Ms. Brown.

Mayor Gavin Massingill stated that the intent of the draft ordinance was to clarify responsibility of the grinder pumps between the city and homeowners.

Members of the City Council discussed items that should not be disposed of through toilets or garbage disposals.

Council Member Kevin Glasheen encouraged Council Member Brook Brown to create an ordinance and policies. Council Member Brook Brown agreed and stated that she will work with City staff and Crossroads Utility Services.

*Mayor Gavin Massingill moved back to Public Comments.*

## **ADJOURNMENT OF MEETING**

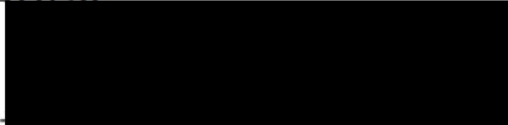
**The meeting was adjourned at 8:14 p.m.**

Minutes adopted on the 17<sup>th</sup> day of September, 2025.



Gavin Massingill, Mayor

ATTEST:



Makayla Rodriguez, City Secretary