



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

**Wednesday, July 19, 2023**

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 July 19, 2023. 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 BUDGET WORKSHOP AND REGULAR CITY COUNCIL MEETING TO ORDER**

#### 1. Roll Call

**Mayor Gavin Massingill called the meeting to order at 6:03 p.m.**

**Present Members:** Mayor Gavin Massingill, Mayor Pro Tem Sara Hutson, Council Member Phil McDuffee, Council Member Kevin Glasheen, and Council Member Alec Robinson.

**Also Present:** City Administrator Ashley Wayman, City Attorney Charles Zech, City Secretary Desiree Adair, Finance Director Abel Campos, Public Works Director Izzy Parra, Development Services Manager Nikki Stautzenberger, Interim Police Chief Kristal Muñoz, Utility Billing Manager Veronica Hernandez, and Assistant to the City Administrator Makayla Rodriguez.

### **BUDGET WORKSHOP**

#### 2. Update and discussion on the FY 2023-2024 Budget

Mayor Gavin Massingill discussed the updates to the base budget and the exceptional item requests. First, he discussed all fund exceptional items including COLA options, a wood chipper, and quarterly GIS map updates including plat research.

City Administrator Ashley Wayman described the updates to the base budget including health insurance, vehicle insurance, liability insurance, and Travis County Appraisal District fees.

Council Member Kevin Glasheen thanked everyone for their work on the budget.

Mayor Gavin Massingill presented the following exceptional items by department:

- Development Services – Survey Benchmark Network.

Council Member Kevin Glasheen suggested incorporating a requirement of surveying the nearest manhole cover into the requirement that homeowners get a survey. Instead of doing them all at once, his idea is to locate the nearest manhole to the residence as opposed to locating all of the manholes as a more cost-efficient option.

Mayor Gavin Massingill agreed that would work but explained that the city has appropriate funds to execute the project as is. He will leave the decision to Council.

Council Member Kevin Glasheen would like to put this on the agenda to discuss in the next meeting.

City Administrator Ashley Wayman discussed that the city engineers and ATS are working together to see if there is an overlap in data so that this cost might be reduced.

Mayor Gavin Massingill Continued with the exceptional items by department:

- Streets – Street maintenance and repairs. A pavement assessment may potentially be available next month.
- Police – Reserve officer pay and insurance.  
Interim Police Chief Kristal Muñoz discussed requested exceptional items including new handheld radios, new body cameras, speed trailer software, Brazos ticket writers, and a new firewall. Mayor Gavin Massingill asked Interim Police Chief Kristal Muñoz to prioritize the exceptional item requests. Interim Police Chief Kristal Muñoz stated firewall, radios, then body cameras are most important.
- Public Works – New 25 mph street signs.
- Water – Quarterly GIS map updates.
- Wastewater – Quarterly GIS map updates.

Mayor Gavin Massingill discussed the five-year revenue trends. City Administrator Ashley Wayman and Mayor Gavin Massingill discussed the current budget, projected revenues, and draft 2023-2024 revenue amounts. Mayor Gavin Massingill discussed achieving a six-month reserve in the general fund, water fund, and wastewater fund with the 2023-2024 budget.

Mayor Pro Tem Sara Hutson asked about the difference between earmarking and reserves. Mayor Gavin Massingill discussed the ledger entries with Finance Director Abel Campos. Mayor Pro Tem Sara Hutson requested that the department heads earmark known recurring five-year expenses.

**Mayor Gavin Massingill recessed the meeting at 7:06 p.m.**

**Mayor Gavin Massingill reconvened the meeting at 7:14 p.m.**

*Mayor Gavin Massingill called up agenda item 12 at this time*

### **PUBLIC COMMENTS**

The following individuals spoke during public comments:

- Brad O'Donnell, president of the Board of Adjustment, spoke positively regarding the swearing in of speakers at the Board of Adjustment. He also spoke regarding council members at the last meeting and the disruption of the Board of Adjustment meeting. Thirdly, he spoke regarding the rules and how he felt no rules were broken, but would like to know if any rules were broken.

Mayor Gavin Massingill thanked Mr. O'Donnell for his service to the community.

- Shanthi Jayakumar, 3309 Park Hills Drive, discussed the annual July 4<sup>th</sup> parade and fireworks at Zilker. She and the Rollingwood Women's Club thanked Mayor Gavin Massingill for the barbecue and personal attendance to the large smoker. She continued to thank City Administrator Ashley Wayman and City Staff for making this event a success. Thanks also went to the City Council for approving the rental of Zilker Clubhouse.

## **PRESENTATIONS**

3. Presentation, discussion, and possible action regarding a Project Development Agreement with Ameresco for the performance of an investment grade audit of the city's water meters and related systems and infrastructure

City Administrator Ashley Wayman began the discussion of the automated meter project and introduced Deval Allums of Ameresco.

Ms. Allums provided a presentation regarding current challenges, water meter history technology, a potential solution using advanced metering infrastructure, the goal of enhancing customer experience, a solution for procurement and implementation, the process involving Local Government Code 302, project deliverables from Ameresco, the development process, a review of data analysis, field survey and meter audit, Ameresco's Texas experience in AMI/AMR, and next steps.

City Council asked questions throughout the presentation.

City Administrator Ashley Wayman discussed past projects reviewed by City Council, meters, and software associated with those meters.

Mayor Gavin Massingill discussed the perspective of fixed cost and budgeting.

City council, Mayor Gavin Massingill, City Attorney Charles Zech, and City Administrator Ashley Wayman discussed logistics with the Water Improvement Project, the location of current meters, and the agreements.

Mayor Gavin Massingill would like Ms. Allums to present at the Utility Commission to get their feedback before coming back to City Council.

4. Presentation and discussion on the Quarterly Investment Report for the 3rd Quarter

Finance Director Abel Campos presented the Quarterly Investment Report for the 3<sup>rd</sup> quarter.

5. Presentation and discussion on the Budget Review for the 3rd Quarter

The budget review was presented and discussed by Finance Director Abel Campos.

## **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.

6. Discussion and possible action on the minutes from the June 21, 2023 City Council meeting
7. Discussion and possible action on the 2023 Joint Election Agreement with Travis County
8. Discussion and possible action on the 2023 Election Services Agreement with Travis County
9. Discussion and possible action on an Interlocal Agreement between the City of Rollingwood and the City of Austin for Public Health Services
10. Discussion and possible action on an ordinance adjusting all speed limits in Rollingwood to be posted at 25 MPH
11. Discussion and possible action to accept the resignation of Ryan Clinton from the CRCRC

**Council Member Phil McDuffee moved to approve the Consent Agenda. Council Member Alec Robinson seconded the motion. The motion carried with 4 in favor and 0 against.**

#### **REGULAR AGENDA**

12. Discussion and possible action on an Ordinance authorizing and ordering the issuance of City of Rollingwood, Texas General Obligation Bonds, Series 2023; prescribing the terms and form thereof; making other provisions regarding such Bonds, including use of the proceeds thereof, and matters incident thereto

James Gilley, US Capital Advisors and city financial advisor, discussed the bond issuance of this morning receiving six (6) bids. The best bid went to RW Baird & Co. with 4.050669 %. Baird purchased bonds at net premium and the City will receive \$3.9M for projects at closing.

Mayor Gavin Massingill thanked Mr. Gilley for his work. Council Member Kevin Glasheen asked a question regarding the rates and the market.

**Mayor Pro Tem Sara Hutson moved that the City Council adopt the ordinance authorizing and ordering the issuance of City of Rollingwood Texas general obligation bonds series 2023 which is before the City Council. Council Member Phil McDuffee seconded the motion. The motion carried with 4 in favor and 0 against.**

*The mayor returned to Public Comments at this time.*

13. Discussion and possible action on an ordinance calling the General Election to elect three (3) Council Members on the General Election date of November 7, 2023

**Mayor Pro Tem Sara Hutson moved for approval of the ordinance to call the November 7, 2023 election in the City of Rollingwood. Council Member Alec Robinson seconded the motion. The motion carried with 4 in favor and 0 against.**

14. Public hearing, discussion and possible action regarding the addition of requirements to the City's Code of Ordinances related to elevation and building height verifications

Mayor Gavin Massingill explained the ordinance under discussion.

**Mayor Gavin Massingill opened a public hearing at 8:33 p.m.**

No individuals spoke during the public hearing.

**Mayor Gavin Massingill closed the public hearing at 8:34 p.m.**

**Mayor Pro Tem Sara Hutson moved approval of the ordinance on building height verification without the requirement for the verification prior to issuance of the certificate of occupancy. Council Member Alec Robinson seconded the motion. The motion carried with 4 in favor and 0 against.**

15. Discussion and possible action on a proposal from ATS Engineers for elevation verification services

City Administrator Ashley Wayman introduced Brad Schubert of ATS Engineers. Mr. Schubert discussed the proposal of verification surveys and building height verifications. City Council asked questions regarding the checklist and reasons for the benchmark network.

**Council Member Kevin Glasheen moved to approve. Council Member Phil McDuffee seconded the motion. The motion carried with 4 in favor and 0 against.**

16. Discussion and possible action on an ordinance requiring any witness before the Board of Adjustment be duly sworn in and placed under oath by the presiding officer before presenting any testimony or evidence before the Board

City Attorney Charles Zech explained that City Council can adopt an ordinance requiring attendees who provide testimony before the Board of Adjustment be sworn in. The Board of Adjustment can choose whether to incorporate it into their rules. If the Board of Adjustment amends any rules, then those rules will have to come back for City Council approval.

Mayor Pro Tem Sara Hutson stated that she felt that the swearing in of speakers and witnesses before the Board of Adjustment is important to provide recourse and for providing accurate information.

Brad O'Donnell, chair of the Board of Adjustment, stated that he thought it would be a good idea to have speakers sworn for Board of Adjustment meetings. He suggested a paper sign in sheet for swearing to tell the truth.

Shanthi Jayakumar, 3309 Park Hills Drive, spoke regarding her experience on the Board of Adjustment and her concerns regarding the last meeting of the Board of Adjustment. She read rules from a past Board of Adjustment.

City Council asked questions regarding the difference between rules and this ordinance, and City Council's ability to make rules for the Board of Adjustment to follow. City Attorney Charles Zech explained the statutes regarding Board of Adjustment rules and their independent quasi-judicial nature.

**Mayor Pro Tem Sara Hutson moved approval of the ordinance as presented. Council Member Alec Robinson seconded the motion. The motion carried with 3 in favor and 1 against (Glasheen).**

17. Discussion and possible action regarding the RCDC Administrative Services Agreement

City Administrator Ashley Wayman discussed the annual reminder on the operations chart to approve the amount for the RCDC Administrative Services Agreement. They are requesting the same \$72,000 as last year for the RCDC budget which will come before City Council for approval.

**Council Member Kevin Glasheen moved to approve agenda item 17. Council Member Phil McDuffee seconded the motion. The motion carried with 4 in favor and 0 against.**

18. Discussion and possible action regarding the CRCRC meetings, procedures, membership, and appointments

Council Member Kevin Glasheen discussed the resignation of one member and the ability of the current chair of the CRCRC to serve as chair.

Dave Bench, 1 Randolph Place, spoke regarding the presenting issues of the CRCRC. Mr. Bench asked City Council about the process for appointing members to the CRCRC. Additionally, he asked to increase the number of members of the CRCRC to seven.

City Council asked questions of Mr. Bench.

**Council Member Kevin Glasheen moved to approve Dave Bench as Chair of the CRCRC. Council Member Alec Robinson seconded the motion. The motion carried with 4 in favor and 0 against.**

Mr. Bench asked for some suspension of the Open Meetings Act.

**Council Member Kevin Glasheen moved to suspend the Open Meetings Act for the CRCRC. The motion failed for lack of a second.**

Council Member Phil McDuffee explained that Mr. Bench was referring to the Open Meetings Act.

City Attorney Charles Zech explained that it would take another ordinance or an amendment to an ordinance to suspend the Open Meetings Act for the CRCRC.

**Council Member Kevin Glasheen moved to bring back an ordinance amendment to Ordinance 2 – 194 that would affect the CRCRC. Council Member Phil McDuffee seconded the motion.**

Council Member Alec Robinson stated that he is not for changing the ordinance as it is written.

**The motion carried with 3 in favor and 1 against (Robinson).**

19. Update, discussion and possible action regarding parking lot, trail and drainage improvements at the Park

Council Member Kevin Glasheen discussed pictures of the Park regarding the drainage feature in the batting cage, drainage to the west by the trail, and a downspout by the fieldhouse. He proposed a double row of limestone blocks for a retaining wall to prevent washout and will discuss funding with the RCDC. Council Member Kevin Glasheen plans on putting this on the next agenda for both Parks Commission and RCDC.

20. Discussion and possible action on an Interlocal Agreement between the City of Rollingwood and CAPCOG regarding a Solid Waste Grant

Mayor Gavin Massingill discussed the potential grant for a wood chipper. City Administrator Ashley Wayman will bring back the ILA agreement for next month's meeting.

### **ADJOURNMENT OF MEETING**

**Mayor Gavin Massingill adjourned the meeting at 9:41 p.m.**

Minutes Adopted on the 16<sup>th</sup> day of August, 2023.

  
\_\_\_\_\_  
Gavin Massingill, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Desiree Adair, City Secretary