



## **CITY OF ROLLINGWOOD BUDGET WORKSHOP AND CITY COUNCIL MEETING MINUTES**

**Wednesday, September 20, 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 September 20, 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, Council Member Brook Brown and Council Member Alec Robinson.

**Also Present:** City Administrator Ashley Wayman, City Attorney Charles Zech, City Secretary Desiree Adair, Finance Director Abel Campos, Development Services Manager Nikki Stautzenberger, Police Chief Kristal Muñoz, and Assistant to the City Administrator Makayla Rodriguez.

### **BUDGET AND TAX RATE**

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

Mayor Gavin Massingill discussed the budget options for the No New Revenue rate of 0.1767, the Voter Approval rate of 0.1983, and a Balanced Budget rate of 0.1917.

City Administrator Ashley Wayman explained the decision documents and Mayor Gavin Massingill brought up the exceptional items.

City Council asked questions regarding the current year revenue projections, the general fund total, and the administration department's revenue and distribution. Finance Director Abel Campos answered questions from City Council.

3. Public hearing on the FY 2023-2024 Budget

**Mayor Gavin Massingill opened the public hearing on the FY 2023-2024 Budget at 6:12 p.m.**

No individuals spoke during the public hearing.

**Mayor Gavin Massingill closed the public hearing at 6:12 p.m.**

4. Discussion and possible action on an ordinance of the City of Rollingwood, Texas adopting the Fiscal Year 2023-2024 budget beginning October 1, 2023, and ending September 30, 2024, in accordance with Texas local government code chapter 102; providing for the filing of the budget; providing that this ordinance shall be cumulative of all ordinances; providing a severability clause; and providing an effective date

**Council Member Phil McDuffee moved to approve ordinance 2023-09-20-04 adopting the Fiscal Year 2023-2024 budget beginning October 1, 2023, and ending September 30, 2024 that adopts the balanced budget rate. Council Member Brook Brown seconded the motion.**

Mayor Gavin Massingill explained that the rate would be 0.1917 for the balanced budget and thanked City Administrator Ashley Wayman, Finance Director Abel Campos, and staff for their hard work on the budget. Mayor Pro Tem Sara Hutson also thanked Mayor Gavin Massingill for his work on the budget.

**Mayor Gavin Massingill called for a Roll Call vote:**

<b>Council Member Brook Brown</b>	<b>Aye</b>
<b>Council Member Alec Robinson</b>	<b>Aye</b>
<b>Council Member Kevin Glasheen</b>	<b>Aye</b>
<b>Council Member Phil McDuffee</b>	<b>Aye</b>
<b>Mayor Pro Tem Sara Hutson</b>	<b>Aye</b>

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

**Mayor Pro Tem Sara Hutson moved to ratify the property tax increase in the amount of \$361,669 reflected in the budget. Council Member Brook Brown seconded the motion.**

**Mayor Gavin Massingill called for a Roll Call vote:**

<b>Council Member Brook Brown</b>	<b>Aye</b>
<b>Council Member Alec Robinson</b>	<b>Aye</b>
<b>Council Member Kevin Glasheen</b>	<b>Aye</b>
<b>Council Member Phil McDuffee</b>	<b>Aye</b>
<b>Mayor Pro Tem Sara Hutson</b>	<b>Aye</b>

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

5. Public hearing on the FY 2023-2024 Ad Valorem Tax Rate

**Mayor Gavin Massingill opened the public hearing on the FY 2023-2024 Ad Valorem Tax Rate at 6:18 p.m.**

No individuals spoke during the public hearing.

**Mayor Gavin Massingill closed the public hearing at 6:18 p.m.**

6. Discussion and possible action to postpone the final vote on the Ad Valorem Tax Rate for Fiscal Year 2023-2024 until Thursday, September 28, 2023 at 3:00 PM

**Mayor Pro Tem Sara Hutson moved to postpone the adoption of the Ad Valorem Tax Rate for Fiscal Year 2023-2024 until Thursday, September 28, 2023 at 3:00 p.m. Council Member Alec Robinson seconded the motion.**

Mayor Gavin Massingill stated that the recommended tax rate is reflective of the budget just adopted which is the balanced budget option which will be 0.1917 per \$100 of valuation.

**Mayor Gavin Massingill called for a Roll Call vote:**

<b>Council Member Brook Brown</b>	<b>Aye</b>
<b>Council Member Alec Robinson</b>	<b>Aye</b>
<b>Council Member Kevin Glasheen</b>	<b>Aye</b>
<b>Council Member Phil McDuffee</b>	<b>Aye</b>
<b>Mayor Pro Tem Sara Hutson</b>	<b>Aye</b>

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

## **PUBLIC COMMENTS**

There were no public comments.

## **PUBLIC HEARING**

7. Public hearing, discussion and possible action on a resolution reauthorizing all building permit fees in accordance with H.B. No. 1922, 88th Regular Session

**Mayor Gavin Massingill opened the public hearing to receive comment on agenda item number 7 at 6:22 p.m.**

No individuals spoke during the public hearing.

**Mayor Gavin Massingill closed the public hearing at 6:23 p.m.**

**Council Member Kevin Glasheen moved to reauthorize all building permit fees. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.**

## **CONSENT AGENDA**

8. Discussion and possible action on the minutes from the August 16, 2023 City Council meeting
9. Discussion and possible action on the minutes from the September 7, 2023 Special City Council Meeting
10. Discussion and possible action on the 2023-2024 Holiday Calendar for the City of Rollingwood, Texas

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

## **REGULAR AGENDA**

11. Discussion and possible action on an ordinance amending Ordinance No. 2022-09-21-04, adopting and approving amendments to the budget for the fiscal year beginning October 1, 2022 and terminating September 30, 2023, providing for adjustments of spending authority among budget line items, and providing for immediate effectiveness

Council Member Alec Robinson asked questions about the amounts in the Water CIP packages. City Administrator Ashley Wayman and Finance Director Abel Campos explained the Water CIP numbers. Staff will take a second look at these numbers.

Mayor Gavin Massingill will bring back item 11 at the September 28<sup>th</sup> Special City Council meeting.

12. Discussion and possible action on a resolution approving a budget for the Rollingwood Community Development Corporation, Rollingwood, Texas, for the fiscal year beginning October 1, 2023, and ending September 30, 2024

City Administrator Ashley Wayman stated that RCDC adopted their budget on August 14, 2023.

Council Member Kevin Glasheen asked about the mobility, connectivity and safety plan. City Administrator Ashley Wayman explained that is an approved project and it was not spent during the 2022-2023 Fiscal Year.

**Council Member Kevin Glasheen moved to approve the RCDC budget. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.**

13. Discussion and possible action to revise the proposal from ATS establishing a survey benchmark network for the City of Rollingwood

City Administrator Ashley Wayman introduced Andrew Jimenez of ATS Engineers and explained that he has brought a revised proposal for the survey benchmark network.

Mr. Jimenez explained a high-level solution that would take fewer work days and is represented in the proposal. This would bring significant cost savings to the survey benchmark network. He explained taking a GPS 3-minute shot, then taking multiple 3-minute shots, and subsequently

calculating the average. This method is more efficient and would reduce the time it takes to mark the manholes.

City Council asked questions regarding this technology, and Mr. Jimenez discussed the idea of an acceptable error. City Council thanked Mr. Jimenez for finding efficiency and cost savings.

**Council Member Brook Brown moved to approve the revised proposal from ATS, Arch Technical Services, to establish a survey benchmark network for the City of Rollingwood. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.**

14. Update on the MoPac South Project

*Mayor Gavin Massingill will return to this item at a later time.*

*Mayor Gavin Massingill returned to this item at 7:17 p.m.*

Amy Pattillo, 3 Rock Way Cove, discussed updates on the MoPac South Project from a CTRMA board meeting including:

- Description of the environmental assessment (EA)
- Possible change to an environmental impact statement (EIS)
- Rollingwood as a participating agency, rights and comments on a project
- TXDoT responded to the City that Rollingwood is not a participating agency under an EIS but an interested entity in an EA

Council Member Kevin Glasheen asked questions about the City's end game goal. Amy Pattillo stated that the City's solution is two lanes in both directions with no elevations, and the City has requested this multiple times as well as other functional improvements.

Ms. Pattillo explained that she represents Travis County on the CAMPO board that votes on how money is spent and planning for roadways.

City Council asked questions of Ms. Pattillo including transparency and public meetings. They asked for actionable steps and partnering opportunities with other cities.

Ms. Pattillo recommended obtaining legal representation for the City's interest in this project and City participation in the technical working group.

*Mayor Gavin Massingill moved to item 16 at this time.*

15. Discussion and possible action to select an IT services provider for the City of Rollingwood

City Administrator Ashley Wayman described the three proposals in response to the RFP. The City received proposals from Dual Origin LLC, UniVista (current Police Department provider), and TeamLogicIT (current Admin/Public Works provider). Staff recommendation is for UniVista due to current CJIS certification and the pricing structure. There will be costs of migration. UniVista provided costs for this migration with a lease option and this pricing is a worst-case scenario.

Council Member Kevin Glasheen asked questions about data migration costs and hardware markup costs.

Larry Whelan, of UniVista, discussed the costs provided and described how they would markup hardware.

Mr. Whelan described UniVista's history of working with cities since 2006, and how all employees are CJIS certified, background tested and drug tested. He explained how they believe in maintaining a strong customer relationship, how they created the lease option, and how there will be a time period that the City will be running on two systems.

Council Member Kevin Glasheen asked about cybersecurity, ransomware attacks and liability insurance. Mr. Whelan explained that UniVista carries \$2M in cybersecurity insurance and they include cybersecurity training. He also discussed standards of operation for CJIS.

Mayor Gavin Massingill asked about standards for security in the Police Department and other departments. Mr. Whelan explained the levels of security for different departments.

Council Member Alec Robinson asked questions about the proposed cost of the hardware, Microsoft licensing, and cloud services.

Council Member Phil McDuffee asked about the 5-year cost breakdown.

Sarah Williams, of TeamLogicIT, described their response to the RFP. She explained that the equipment would remain as what currently exists, and that they have done the research to become CJIS compliant. She clarified why the City currently operates in a cloud environment and why the City doesn't own the server. City Council asked questions of Ms. Williams.

Salvatore Forlenza, of Dual Origin LLC, spoke regarding their response to the RFP utilizing max costs. He stated that they appreciated the opportunity to provide a proposal.

City Administrator Ashley Wayman described the current costs for IT services.

Council Member Kevin Glasheen presented concerns about leasing equipment.

**Council Member Phil McDuffee moved to recommend selecting UniVista as our vendor. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 4 in favor and 1 against (Robinson).**

*Mayor Gavin Massingill moved back to agenda item 14 at this time.*

16. Discussion and possible action regarding Section 107-35 Swimming pools and tennis courts of the city's Code of Ordinances

Mayor Pro Tem Sara Hutson discussed a pickle ball court built on a property. She would like an amendment to the Code of Ordinances to change tennis courts to sport courts.

City Council discussed the noise difference between a pickleball court and a tennis court.

**Mayor Pro Tem Sara Hutson moved to amend Section 107-35 to change tennis courts to sport courts and send it to Planning and Zoning Commission as necessary to properly**

**amend our ordinance. Council Member Kevin Glasheen seconded the motion. The motion carried with 5 in favor and 0 against.**

17. Discussion and possible action to review the City of Rollingwood Investment Policy and to approve an ordinance requiring the annual review of the Investment Policy

Mayor Gavin Massingill and City Administrator Ashley Wayman discussed the City of Rollingwood Investment Policy, how it was approved last year and comes back in the budget discussions. Changes include that the City Administrator is designated to be responsible for ensuring all the physical and monetary assets are properly safeguarded *in the personnel policy*, and that the City Administrator or Finance Manager will attend investment training.

**Council Member Alec Robinson moved for approval of ordinance 2023-09-20-17 adopting the Investment Policy. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.**

18. Discussion and possible action regarding the adoption of a Capital Improvements Plan in accordance with Section 2-338 of the city's Code of Ordinances

Mayor Gavin Massingill explained the reasons for the adoption of a Capital Improvements Plan.

City Administrator Ashley Wayman described the update of adding an Exhibit A which includes the 10-year projected long term asset replacement plan for items more than \$5,000.

Council Member Brook Brown described interest in the useful life of the capital improvements.

**Council Member Brook Brown moved to adopt the Capital Improvements plan pursuant to section 2-338 of the City's Code of Ordinances. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.**

19. Discussion and possible action on a Budget Management and Review Policy

City Administrator Ashley Wayman discussed the development of this policy and its use for showing to rating agencies for financial stability.

**Council Member Alec Robinson moved to adopt the Budget Management and Review Policy. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.**

20. Update on the design and bid of Water CIP packages 1-4 and the Hubbard/Hatley/Pickwick and Nixon/Pleasant Drainage Projects

Mayor Gavin Massingill discussed updates on the Water CIP packages 1-4 and the two drainage projects which are ready to advertise for bids.

Mayor Gavin Massingill explained that the easements for the two drainage projects have agreement in concept and language.

21. Discussion and possible action on a recommendation from Park Commission to hire a civil engineer to address the drainage between the upper and lower park areas with a request for RCDC funding

*Mayor Gavin Massingill pulled up items 22, 23 and 24 in conjunction with this item.*

City Administrator Ashley Wayman described the recommendation from item 23 which is a recommendation from both the Park Commission and RCDC. She explained item 21 is a recommendation from Park Commission, but has not yet been heard by RCDC.

Council Member Kevin Glasheen described item 23 with approval from the Park Commission and RCDC. The gates were installed today in the Park. He presented artist renderings of the retaining wall and french drain. He discussed erosion issues in the Park.

Council Member Brook Brown presented pictures of erosion near the field house for item 24 and the drainage report from item 22. She discussed remedies of a perimeter drain system and presented the lower park photos. She explained drainage issues that come from the park on page 37 of the IIP final report. She presented and discussed four videos of drainage from a recent storm.

For item 23, Council Member Kevin Glasheen expressed potential interest in rainwater collection, runoff and drainage solutions throughout the Park. He reiterated the Park Commission and RCDC approvals for the retaining wall.

Mayor Gavin Massingill explained the process that City Council would need to send this item to RCDC for creation of a project and approval. With RCDC's approval of the project, then it would come back to City Council with details for final approval.

**Council Member Kevin Glasheen moved to approve the Park Commission recommendation and ask RCDC to create and approve project regarding a capital improvement solution to address erosion due to drainage by the fieldhouse in the Park with an approximate budget of \$30,000. Council Member Phil McDuffee seconded the motion.**

City Council discussed the prioritization of projects, water discharge, optimization of the process, and an amendment to the motion.

**Mayor Gavin Massingill called for a Roll Call vote:**

<b>Council Member Brook Brown</b>	<b>No</b>
<b>Council Member Alec Robinson</b>	<b>No</b>
<b>Council Member Kevin Glasheen</b>	<b>Aye</b>
<b>Council Member Phil McDuffee</b>	<b>Aye</b>
<b>Mayor Pro Tem Sara Hutson</b>	<b>No</b>

**The motion failed with 2 in favor and 3 against.**

**Council Member Brook Brown moved to ask that the staff seek bids or consultation with one or more vendors for consideration of installation of a rainwater tank for capture of stormwater off the field house downspouts and bring that back to the Council at the next meeting. Mayor Pro Tem Sara Hutson seconded the motion.**

Mayor Pro Tem Sara Hutson stated that at one time the installation of rainwater tanks on the field house was something that the Little League was considering for a capital improvement plan.



Mayor Gavin Massingill clarified that this motion would include any and all solutions to address rainwater retention or other means of controlling the water from the down spouts.

Council Member Kevin Glasheen discussed that this direction to staff is unclear and that it may just lead to nothing getting done.

**Mayor Gavin Massingill called for a Roll Call vote:**

<b>Council Member Brook Brown</b>	<b>Aye</b>
<b>Council Member Alec Robinson</b>	<b>No</b>
<b>Council Member Kevin Glasheen</b>	<b>No</b>
<b>Council Member Phil McDuffee</b>	<b>No</b>
<b>Mayor Pro Tem Sara Hutson</b>	<b>Aye</b>

**The motion failed with 2 in favor and 3 against.**

Mayor Gavin Massingill discussed the options that are before the Council under item 24. The City Council discussed the park and drainage related items on the agenda.

Council Member Kevin Glasheen spoke in support of sending it to RCDC to decide whether to fund one or both or either of those projects and there is a drainage assessment limited to the rainwater tanks to be assessed by rainwater tank vendor.

Council Member Brook Brown discussed the services provided by the vendor she researched regarding rainwater harvesting tanks. She also discussed previous drainage studies for the Park.

The City Council discussed the current rainwater tank by the waterwise garden.

Council Member Kevin Glasheen discussed that the 2014 study points out that a study needs to be done, and further discussed the retaining wall in the park that was approved by the Park Commission and RCDC.

Mayor Gavin Massingill discussed that staff would do some due diligence

**Council Member Kevin Glasheen moved to take action on 24 and amend it by saying that we send it to RCDC as written to consider the retaining wall and/or the rainwater tank for capture of stormwater with some recommendation from K. Friese that is obtained by City staff. Council Member Phil McDuffee seconded the motion.**

Mayor Gavin Massingill discussed that he would talk to K. Friese or any other vendors to get their input, including the one that Council Member Brown suggested before sending it to RCDC and Council Member Phil McDuffee further discussed this approach.

Council Member Brook Brown stated that this should come back to Council as opposed to going straight to RCDC.

**Council Member Kevin Glasheen withdrew his motion.**

**Mayor Pro Tem Sara Hutson moved to request engineering input from the City Engineer on the efficacy of a retaining wall with french drain and/or rainwater collection tanks on**

**the concession stand to mitigate drainage problems near the concession stand and bring it back to Council for assessment to determine whether or not we want to send it to RCDC for funding. Council Member Phil McDuffee seconded the motion.**

**Mayor Gavin Massingill called for a Roll Call vote:**

<b>Council Member Brook Brown</b>	<b>Aye</b>
<b>Council Member Alec Robinson</b>	<b>Aye</b>
<b>Council Member Kevin Glasheen</b>	<b>Yes</b>
<b>Council Member Phil McDuffee</b>	<b>Aye</b>
<b>Mayor Pro Tem Sara Hutson</b>	<b>Aye</b>

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

For item 21, the Council took no action and moved to the next item.

For item 22, the Council took no action but discussed that this would come back for further consideration at a later date.

22. Discussion and possible action on process for prioritization of Park drainage projects

*This item was considered in conjunction with item 21.*

23. Discussion and possible action on a recommendation from Park Commission regarding a capital improvement solution to address erosion due to drainage by the fieldhouse in the park with an approximate budget of \$30,000

*This item was considered in conjunction with item 21.*

24. Discussion and possible action to consider an additional park capital improvement project in conjunction with the proposed retaining wall that would include a drainage assessment and consideration of adding a rainwater tank for capture of stormwater off the Field House downspouts, sources for funds for such an addition to the project, and related drainage issues

*This item was considered in conjunction with item 21.*

25. Discussion and possible action in connection with eligibility requirements for Rollingwood Boards and Commissions

Council Member Brook Brown discussed establishing a residency requirement and other eligibility requirements to serve on boards and commissions. The proposed ordinance would allow appointment to advisory committees for persons who are Rollingwood residents but not U.S. citizens.

**Council Member Brook Brown moved for adoption of ordinance 2023-09-20-25. Council Member Alec Robinson seconded the motion.**

Amy Pattillo, 3 Rock Way Cove, expressed appreciation to Council Member Brook Brown for putting this on the agenda and for listening to members of the community.

Mayor Pro Tem Sara Hutson presented her concerns regarding residency of people with homes under construction.

Council Member Brook Brown proposed an amendment to include an occupancy permit or a real property deed.

The City Council discussed options for the residency requirement.

Council Member Brook Brown began to amend her motion, but then Council Member Kevin Glasheen called the question.

**The motion carried with 4 in favor and 1 against (Hutson).**

26. Discussion and possible action on a recommendation for new CRCRC members

Dave Bench, 1 Randolph Place, spoke regarding the recommendation from the CRCRC of Jay Van Bavel and Brian Rider as new members.

Mayor Pro Tem Sara Hutson requested information about all three applicants.

**Council Member Brook Brown moved to approve Jay Van Bavel and Brian Rider for membership on the CRCRC. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.**

27. Discussion and possible action regarding application of the Texas Open Meetings Act to the CRCRC and recommendation for relaxed application of Open Meetings Act requirements

Council Member Brook Brown described relaxations of the Open Meetings Act requirements for the CRCRC.

**Council Member Brook Brown moved to approve a resolution adopting the attachment titled Relaxation of Open Meetings Act Requirements for Meetings of the CRCRC. Mayor Pro Tem Sara Hutson seconded the motion.**

The City Council discussed the wording of the document, and Council Member Kevin Glasheen asked to change the language to an amendment of the resolution creating the CRCRC.

**Council Member Brook Brown restated her motion to amend the resolution creating the CRCRC to permit the CRCRC to meet under the above listed terms which amend the Open Meetings Act requirements of the organizing resolution. Mayor Pro Tem Sara Hutson confirmed she seconded the motion.**

**Mayor Gavin Massingill called for a Roll Call vote:**

<b>Council Member Brook Brown</b>	<b>Aye</b>
<b>Council Member Alec Robinson</b>	<b>No</b>
<b>Council Member Kevin Glasheen</b>	<b>Yes</b>
<b>Council Member Phil McDuffee</b>	<b>Yes</b>
<b>Mayor Pro Tem Sara Hutson</b>	<b>Aye</b>

**The motion carried with 4 in favor and 1 against (Robinson).**

28. Discussion and possible action regarding contract to hire Buie and Co. to assist the CRCRC in connection with distribution and assimilation of survey results, in an amount not to exceed \$10,000

Dave Bench, 1 Randolph, discussed the quotes provided to him for pushing the survey out and assistance with public outreach. He stated that Buie agreed to attend CRCRC meetings to guide the process. Mr. Bench has requested CRCRC members to volunteer to fill some of the tasks that had previously been filled by the company. He is asking for something less than \$10,000 in appropriation.

Council Member Alec Robinson asked for more details regarding this request. Mr. Bench explained the work that the company would do to assist the CRCRC.

**Council Member Kevin Glasheen moved to support the request and approve funding not to exceed \$8,000. Council Member Brook Brown seconded the motion. The motion carried with 4 in favor and 1 against (Robinson).**

Mayor Gavin Massingill thanked staff for a successful Rollingwood Night Out.

**ADJOURNMENT OF MEETING**

**Mayor Gavin Massingill adjourned the meeting at 10:41 p.m.**

**Minutes Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.**

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

**ATTEST:**

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