



CITY OF ROLLINGWOOD SPECIAL CITY COUNCIL MEETING MINUTES

Wednesday, July 22, 2026

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 22, 2026, at 5:00 PM. 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 has been made and is 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 5:00 p.m.

Present Members: Mayor Gavin Massingill, Mayor Pro Tem Sara Hutson, Councilmember Phil McDuffee, Councilmember Kevin Schell, and Councilmember Brook Brown

Councilmember Kevin Glasheen joined the meeting at 5:04 p.m.

Also Present: City Administrator Alun Thomas, Assistant to the City Administrator Lindsay Saenz, Police Lieutenant Leonardo Cantu, Finance Director Abel Campos, Director of Communications and Public Affairs Mackenzie Akin, and Utility Billing Manager Veronica Hernandez

PUBLIC COMMENTS

No public comments were made

REGULAR AGENDA

2. Discussion and update on the FY 2026-2027 Budget

Mayor Gavin Massingill introduced the Budget Department Worksheet and explained that the document was a working draft, and that it is, therefore, subject to change.

The General Fund (100) and the departments of Administration (10), Development Services (15), Sanitation (20), Utility Billing (25), Streets (30), Police (40), Court (50), Parks (55), and Public Works Department (65) were discussed line-by-line.

Next, the Water (200), Street Maintenance (301), Court Security (310), Court Tech (320), Court Efficiency (330), Debt Service 2014 (430), Debt Service 2019 (450), Debt Service 2020 (460), Debt Service 2023 (470), Debt Service 2024 (480), Capital Projects (701), Drainage (702), and Wastewater Fund (800) were presented in detail by Mayor Masingill.

Mayor Massingill began reviewing exceptional items beginning with City staff's cost of living adjustment (COLA) percentages. He recommended that Council approve a 3% cost of living adjustment in the salaries for non-contracted staff due to the prevailing rate of inflation.

Councilmember Kevin Schell introduced Exceptional Item 100-10-1, expressing his belief that establishing a college intern program would benefit the residents and the city. Councilmember Brook Brown agreed, suggesting it would be worthwhile to seek a candidate with an interest in public administration.

Councilmember Schell introduced Exceptional Item 100-10-2, noting that the city's current mass notification system is outdated. He proposed exploring a new vendor for the service, suggesting that residents should have the option to opt in to broader notifications—such as park events—rather than emergency alerts alone.

City Administrator Alun Thomas introduced Exceptional Item 100-15-1, requesting a large-format (36") plotter printer for printing larger maps, such as construction plans, upper park renovation plans, and potentially plans for a new city hall. He noted that this equipment would benefit not only staff but also board and commission members.

City Administrator Thomas then introduced Exceptional Item 100-15-2, proposing an add-on code enforcement module for the city's permitting software. He explained that the module would help track construction projects, violations, and violators, while improving communication between departments.

Councilmember Schell introduced Exceptional Item 100-15-3, noting that the item provides some of the funding for the Oak Wilt Treatment & Prevention Program that is being considered by Council, and so the need for the item is tied to whether the program is approved.

Mayor Massingill, on behalf of Director of Public Works Ismael Parra, introduced Exceptional Item 100-30-1, concerning the restriping of street lines throughout the city. He noted that improved street markings would lead to enhanced public safety.

Mayor Massingill introduced Exceptional Item 100-30-2, a continuation of the street prioritization list. He stated that this proactive approach would help extend the useful life of the city's paving.

Mayor Massingill introduced Exceptional Item 100-30-3, targeting drainage improvements at Vale/Bettis, which will consist of street contouring and curb modifications based on design work from WSB Engineering.

Councilmember Schell introduced Exceptional Item 100-30-4, addressing drainage improvements at the intersection of Inwood Road and Bettis Boulevard, developed through design work by Lochner, the City Engineer.

Mayor Massingill, on behalf of Police Chief Kristal Muñoz, introduced Exceptional Item 100-40-1, proposing the replacement of handheld radios with enhanced encryption models. He explained

that this upgrade is intended to keep the department current with the rapidly evolving cybersecurity threat environment.

Mayor Massingill, on behalf of Police Chief Kristal Muñoz, introduced Exceptional Item 100-40-2, which proposes new stationary and mobile radar signs and are intended to reduce the number of traffic violations.

Mayor Massingill, on behalf of Police Chief Kristal Muñoz, introduced Exceptional Item 100-40-3, a policy management software designed to help the police department remain compliant with state and federal laws.

Mayor Massingill, on behalf of Director of Public Works Izzy Parra, introduced Exceptional Item 100-55-1, requesting funding for a new zero-turn professional mower. He explained that the department's existing mower is nearing the end of its useful life and will need to be replaced to maintain current service levels for mowing operations throughout the city.

Mayor Massingill, on behalf of Director of Public Works Izzy Parra, introduced Exceptional Item 200-60-1, a valve inspection project. This water valve inspection would identify damaged or deteriorating valves before they become costly problems.

Mayor Massingill, on behalf of Director of Public Works Izzy Parra, introduced Exceptional Item 800-60-1, a manhole inspection project which identifies damaged or deteriorating manholes before they become costly problems. Inspections help the City prioritize repairs and help reduce the risk of sewer overflows.

Councilmember Brook Brown requested that City Administrator Alun Thomas notate the exceptional items for the next meeting.

Mayor Gavin Massingill reviewed the 5-year averages and initial revenue projections line by line.

Mayor Massingill recessed the meeting at 7:22 p.m.

Mayor Massingill reconvened the meeting at 7:30 p.m.

3. Discussion and possible action on a final report on revenues and expenditures in connection with the Water CIP bond program

Mayor Massingill discussed the final report in connection with the Water CIP bond program. He explained the bond funds expended throughout the project. He stated that the total cash available was \$5,388,893.55 and the remaining balance of \$306,574.73 represents the difference between funds available over total funds that were spent. Hence the project went under budget.

Mayor Massingill explained the expenditures in connection with the 2018 Tax Notes and the Nixon/Pleasant and Hubbard/Hatley/Pickwick drainage projects. He noted that the total available project funding was \$2,121,759.19, but that by the conclusion of the drainage improvements, total expenditures paid to vendors amounted to \$2,494,611.62, which was necessary to ensure that the City received buy-in from affected residents rather than use more forceful and uncooperative approaches to complete the projects.

With one source of funding under budget by approximately \$300,000 and the other source over budget by a higher but similar amount, Mayor Massingill remarked how successful the projects were, and how fiscally responsible the City was given the realities of the complex work being performed. He recommended that Council use the remaining CIP bond funds for the defeasance and redemption of a portion of the outstanding City of Rollingwood, Texas, General Obligation Bonds, Series 2023, which is an acceptable use of those funds, and which, over time, would save the City more money than the net overage of the two projects cost it.

Mayor Pro Tem Sara Hutson stressed the importance of identifying areas that did not go according to plan, in order to inform planning and decision-making for future projects.

It was the consensus of Council to post an action item for the possible defeasance at the next regular City Council meeting.

4. Discussion and action on a final report on revenues and expenditures in connection with the 2018 Tax Notes and the Nixon/Pleasant and Hubbard/Hatley/Pickwick Drainage Projects

This item was discussed in conjunction with item 3.

5. Discussion and possible action on ranking firms that responded to the Request for Qualifications for Owner's Representative Services for City Hall Improvements, and authorizing the Mayor to enter into price negotiations on behalf of the City

Mayor Gavin Massingill expressed his appreciation for all the companies that presented at the July 15, 2026, City Council meeting. He asked council to rank the companies from 1 to 5, one being their top choice.

Assistant to the City Administrator Lindsay Saenz handed out and picked up the voting sheets.

Mayor Massingill stated he would get in touch with the companies' references before talking to the companies. He also reassured Council that he would meet with the Council to make a decision on how to proceed.

6. Discussion and possible action to adopt a resolution to designate City Administrator Alun Thomas as the acting City Secretary

Councilmember Brook Brown moved to approve resolution 2026-07-22-07 designating the City Administrator, Alun Thomas, as acting City Secretary. Councilmember Kevin Schell seconded the motion. The motion passed with 5 in favor and 0 against.

EXECUTIVE SESSION

7. Executive session pursuant to section 551.074 of the Texas Government Code for discussion of personnel matters regarding the applications for and the appointment of a City Secretary

City Council went into Executive Session at 8:01 p.m.

City Council reconvened the meeting from Executive Session at 8:25 p.m.

Mayor Gavin Massingill stated that no action was taken during the executive session.

Councilmember Brook Brown moved to authorize the Mayor to proceed with negotiations for the hiring of Erin Penney as City Secretary. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

ADJOURNMENT OF MEETING

The meeting was adjourned at 8:26 p.m.

Minutes were adopted on the 19th day of August 2026.

Gavin Massingill, Mayor

ATTEST:

Erin Penney, City Secretary