



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

**Wednesday, August 26, 2020**

On Wednesday, August 26, 2020 at 6:00 p.m., the City Council of the City of Rollingwood, Texas held a budget workshop and regular meeting, open to the public, via video conference and telephone in accordance with an order of the Office of the Governor issued March 16, 2020. The public was able to watch this meeting live and had the opportunity to comment via audio devices at the following link: <https://meetings.ipvideotalk.com/183439729>

The public was also able to participate in this meeting by dialing one of the following numbers: 1(617) 315-8088 or toll free at 1(888) 330-2489 and entering the Meeting ID: 183439729

The public was permitted to offer public comments via their audio devices when logged in to the meeting or telephonically by calling in as provided by the agenda and as permitted by the presiding officer during the meeting. A video recording of the meeting was made and posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request. The following items were discussed:

### **CALL BUDGET WORKSHOP TO ORDER**

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

Mayor Michael Dyson called the budget workshop to order at 6:06 p.m.

**Present Members:** Mayor Michael Dyson, Mayor Pro Tem Gavin Massingill, Council Member Wendi Hundley, Council Member Sara Hutson, Council Member Amy Pattillo, Council Member Buck Shapiro.

**Also Present:** City Administrator Amber Lewis, Finance Director Abel Campos, City Attorney Charles Zech and City Secretary Ashley Wayman.

#### **2. Discussion on the proposed budget and impact of tax rates for FY 2020-2021.**

Mayor Pro Tem Gavin Massingill discussed where the City Council is in the budget process and explained where the documents that will be discussed during the budget workshop could be found.

Finance Manager Abel Campos discussed the tax rate overview sheet and the different rates being presented.

Mayor Pro Tem Gavin Massingill discussed the revenues and funds available tax rate sheet, explaining the various tax rates available to propose. He also discussed the exceptional item decision document.

Staff and the City Council discussed the potential cost of living increases and retention initiative exceptional items.

The City Council postponed a decision on the 2% COLA, 3% COLA, retention initiative, police retention initiative and reserve officer pay exceptional items.

The Council approved exceptional item AF-3, the Public Works Operator Position.

The Council approved exceptional item AF-4, the Utility Billing Manager Position.

Mayor Pro Tem Gavin Massingill withdrew exceptional item AF-5, the additional month of reserves, explaining that it is important to revisit this in the future.

The City Council approved exceptional item 100-10-1, the comprehensive plan.

The City Council approved exceptional item 100-10-2, Mopac legal fees.

The City Council approved exceptional item 100-10-3, the Incode Software.

The City Council approved exceptional item 100-40-2, the retirement payout reserve.

The City Council approved exceptional item 100-40-3, the Police Department gator.

The City Council approved exceptional item 100-55-1, the Public Works lawnmower and equipment.

The City Council approved exceptional item 100-55-2, playscape mulch.

The City Council approved exceptional item 100-55-3, park improvements.

Mayor Pro Tem Gavin Massingill explained that some items that qualified as RCDC projects would be bundled and discussed with the RCDC.

**Mayor Michael Dyson closed the budget workshop at 7:21**

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

#### **3. Roll Call**

Mayor Michael Dyson called the meeting to order at 7:21 p.m.

**Present Members:** Mayor Michael Dyson, Mayor Pro Tem Gavin Massingill, Council Member Wendi Hundley, Council Member Sara Hutson, Council Member Amy Pattillo, and Council Member Buck Shapiro.

**Also Present:** City Administrator Amber Lewis, City Attorney Charles Zech and City Secretary Ashley Wayman.

Mayor Michael Dyson explained the various ways citizens can speak and participate in this meeting.

### **PUBLIC COMMENTS**

The following individuals spoke during public comments:

- Christie Finnigan discussed the City of Rollingwood becoming a Tree City USA city and explained the application process.

### **PUBLIC HEARING**

4. Public hearing, discussion and possible action on a variance from the City's Code of Ordinances Sections, 24-91 (a) and 24-91 (b)(2)(a) to allow illumination on a building mounted sign on an office building and for the lettering to exceed 24 inches in overall height and exceed 4 square feet in total surface area requested by Jacobs Engineering Group.

**Mayor Michael Dyson opened the public hearing at 7:30 p.m.**

No individuals spoke during the public hearing.

**Mayor Michael Dyson closed the public hearing at 7:30 p.m.**

Wendi Hundley gave to context on this item as well as the criteria for approving this variance.

**Wendi Hundley motioned to approve a variance from the City's Code of Ordinances Sections, 24-91 (a) and 24-91 (b)(2)(a) to allow illumination on a building mounted sign on an office building and for the lettering to exceed 24 inches in overall height and exceed 4 square feet in total surface area requested by Jacobs Engineering Group. Amy Pattillo seconded the motion.**

The City Council discussed the details of this sign and variance and the location of the building.

Michael Hall, Resident on Timberline, stated his opposition to this lighted sign.

**Wendi Hundley amended her motion to remove “allow illumination on a building mounted sign.” Amy Pattillo seconded the amendment.**

**Mayor Michael Dyson called for a roll-call vote:**

- Wendi Hundley – Yes
- Sara Hutson – Yes
- Amy Pattillo – Yes
- Gavin Massingill – Yes
- Buck Shapiro - Yes

**The motion passed 5-0.**

Mayor Michael Dyson stated that Council has approved a variance with regard to exterior signage size but not as to illumination.

5. Public hearing, discussion and possible action on a plat for 401 Vale Street.

**Mayor Michael Dyson opened the public hearing at 7:43 p.m.**

No individuals spoke during the public hearing.

**Mayor Michael Dyson closed the public hearing at 7:43 p.m.**

Wendi Hundley recused herself for this discussion.

**Gavin Massingill motioned to approve a plat for 401 Vale Street. Buck Shapiro seconded the motion.**

City Administrator Amber Lewis confirmed that this plat was administratively complete and that the Planning and Zoning Commission recommended conditional approval upon the City Engineer signing off on three criteria.

Marcus Naiser with LNV Engineering discussed the comments made in the letter regarding drainage.

The Council, City Administrator Amber Lewis, and City Attorney Charles Zech discussed the current requirements in the city's code of ordinances.

**Mayor Michael Dyson called for a roll-call vote:**

- **Sara Hutson – Yes**
- **Amy Pattillo – Yes**
- **Gavin Massingill – Yes**
- **Buck Shapiro - Yes**

**The motion passed 4-0.**

Mayor Michael Dyson stated for the record that Wendi Hundley recused herself from this vote.

### **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 July 15, 2020 Budget Workshop and Regular City Council meeting and the July 28, 2020 Joint City Council, Planning and Zoning Commission, and Rollingwood Community Development Corporation Work Session.
7. Discussion and possible action on the Interlocal Agreement between the City of Rollingwood and the City of Austin for public health services.

**Gavin Massingill motioned to approve the consent agenda. Wendi Hundley seconded the motion.**

Sara Hutson pointed out mistakes in the July 15, 2020 Budget Workshop and Regular City Council meeting minutes.

**Gavin Massingill withdrew his motion to approve the consent agenda.**

**Gavin Massingill motioned to approve the Interlocal Agreement between the City of Rollingwood and the City of Austin for public health services. Wendi Hundley seconded the motion.**

**Mayor Michael Dyson called for a roll-call vote:**

- Wendi Hundley – Yes
- Sara Hutson – Yes
- Amy Pattillo – Yes
- Gavin Massingill – Yes
- Buck Shapiro - Yes

**The motion passed 5-0.**

**Gavin Massingill motioned to approve the minutes from the July 28 Joint City Council, Planning and Zoning Commission, and Rollingwood Community Development Corporation Work Session. Wendi Hundley seconded the motion.**

**Mayor Michael Dyson called for a roll-call vote:**

- Wendi Hundley – Yes
- Sara Hutson – Yes
- Amy Pattillo – Abstain
- Gavin Massingill – Yes
- Buck Shapiro - Yes

**The motion passed 4-0 with one abstention.**

Council Member Sara Hutson asked for page numbers to be put on the minutes and explained the mistakes in the July 15, 2020 Budget Workshop and Regular City Council meeting minutes.

Mayor Michael Dyson asked that the minutes be corrected and brought back to the next Council meeting for approval.

## **REGULAR AGENDA**

8. Discussion on Tax Notes Series 2020.

City Administrator Amber Lewis and Mayor Michael Dyson discussed why this item was brought to this meeting, discussing what the city should do with the Tax Notes given that the funds would not be spent on one of the contemplated purchases.

The City Council, James Gilley, the city's financial advisor and Jerry Kyle, the city's bond counsel, discussed the steps that the city has taken and would like to take to move in the right direction and the options available to the City Council at this time, including calling the bond in whole or in part at any time.

Mayor Michael Dyson brought up item 9 to be discussed in conjunction with this item.

The Council discussed ways to potentially provide oversight or a policy by which the public could participate in how the remaining funds from the tax notes are used and potential projects for which to use the funds. They also discussed how the IIP, Capital Improvements Plan and the Spatial Needs Assessment should be incorporated.

Mayor Michael Dyson stated that no formal action was taken but that he and staff have direction for next month's meeting.

9. Discussion and possible action related to a plan for oversight of the Tax Notes Series 2020 issued on May 20, 2020.

This item was covered under item 9.

10. Discussion and possible action on an ordinance authorizing the election of unopposed candidates for the positions of two Council Members and the position of Mayor and cancelling the November 3, 2020 General Election.

Mayor Michael Dyson thanked Council Members Sara Hutson and Gavin Massingill for applying for a place on the ballot and serving another term.

**Amy Pattillo motioned to approve an ordinance authorizing the election of unopposed candidates for the positions of two Council Members and the position of Mayor and cancelling the November 3, 2020 General Election. Wendi Hundley seconded the motion.**

**Mayor Michael Dyson called for a roll-call vote:**

- **Wendi Hundley – Yes**
- **Sara Hutson – Yes**
- **Amy Pattillo – Yes**
- **Gavin Massingill – Yes**
- **Buck Shapiro - Yes**

**The motion passed 5-0.**

11. Discussion and possible action on proposed Communication and Social Media Policies for the City of Rollingwood.

Council Member Wendi Hundley discussed the history of the communication policy in Rollingwood and the potential addition of a message board to the city's website.

The City Council discussed the idea of having a message board on the website, how city officials could use it to communicate, and seeing examples of other message boards. Wendi Hundley suggested that there could be a formal agenda item on this next month.

**Amy Pattillo motioned to approve proposed Communication and Social Media Policies for the City of Rollingwood. Wendi Hundley seconded the motion.**

The City Council discussed who has access to post to the city's website and the improvements that have been made to the website since Wendi Hundley volunteered to help with it.

**Mayor Michael Dyson called for a roll-call vote:**

- **Wendi Hundley – Yes**
- **Sara Hutson – Yes**
- **Amy Pattillo – Yes**
- **Gavin Massingill – Yes**
- **Buck Shapiro - Yes**

**The motion passed 5-0.**

12. Discussion and possible action to set a public hearing on the FY 2020-2021 Budget on September 16, 2020.

**Gavin Massingill motioned to set a public hearing on the FY 2020-2021 Budget on September 16, 2020. Wendi Hundley seconded the motion.**

**Mayor Michael Dyson called for a roll-call vote:**

- **Wendi Hundley – Yes**
- **Sara Hutson – Yes**
- **Amy Pattillo – Yes**
- **Gavin Massingill – Yes**
- **Buck Shapiro - Yes**

**The motion passed 5-0.**

13. Discussion and possible action on setting a proposed Ad Valorem tax rate for Fiscal Year 2020-2021.

**Gavin Massingill motioned to set a proposed Ad Valorem tax rate for Fiscal Year 2020-2021 at the 8% de minimus rate of \$0.24223. Amy Pattillo seconded the motion.**

Gavin Massingill discussed that proposing this rate preserves the City Council's options going into the final vote

**Mayor Michael Dyson called for a roll-call vote:**

- **Wendi Hundley – Yes**
- **Sara Hutson – Yes**
- **Amy Pattillo – Yes**

- **Gavin Massingill – Yes**
- **Buck Shapiro - Yes**

**The motion passed 5-0.**

14. Discussion and possible action to set a public hearing on the proposed Ad Valorem tax rate on September 16, 2020.

**Gavin Massingill motioned to set a public hearing on the proposed Ad Valorem tax rate of \$0.24223 on September 16, 2020. Wendi Hundley seconded the motion.**

**Mayor Michael Dyson called for a roll-call vote:**

- **Wendi Hundley – Yes**
- **Sara Hutson – Yes**
- **Gavin Massingill – Yes**
- **Buck Shapiro - Yes**

**The motion passed 4-0.**

Mayor Michael Dyson stated that Council Member Pattillo had stepped away from the dais for this vote.

15. Discussion and possible action to address community response related to the preparation of the Comprehensive Plan.

The City Council and City Attorney Charles Zech discussed the previous conversations regarding the need for a comprehensive plan and the requirement under state law.

The City Council discussed the comprehensive planning process that the city has undertaken as well as hiring Buie and Co. to help the city communicate with the residents regarding the plan.

Jen Kuhn, a resident on Timberline, spoke in favor of hiring the communications firm to help with this plan and spoke against four-story development on Bee Cave Road.

Ryan Clinton, 4714 Timberline, stated that if there is misinformation on any of his communications he would like to know about it, and that he has not taken any money in regards to this.

Sarah Clinton, 4714 Timberline spoke in opposition to scenarios B and C.

Debra Pennington, spoke about the purpose of a comprehensive plan and the way it should be approached.

Zine-Eddine Boutaghou, a residential property owner, explained that the survey was designed to draw certain responses. He also offered help as a volunteer.

16. Discussion and possible action to revise the tree canopy ordinance to require anyone cutting down trees to have the approved permit on-site while removal is in progress and to provide a copy of the permit to all adjoining property owners and those directly across an adjacent street.



Council Member Sara Hutson discussed how this item came about and explained the reasoning behind these proposed amendments.

The City Council discussed including this in one of the amendments that will go to the Planning and Zoning Commission as they review the residential tree canopy management ordinance.

17. 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 gave an update on the South Mopac project and discussed whether the city needs to pass a resolution regarding this project.

18. 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.

There were no updates concerning this project.

## **EXECUTIVE SESSION**

19. Executive session pursuant to Texas Government Code 551.074 regarding the evaluation of the City Administrator Amber Lewis.

**Mayor Michael Dyson adjourned the meeting into executive session at 10:58 p.m.**

**Mayor Michael Dyson reconvened the meeting into open session at 11:36 p.m. He stated that no action was taken during the executive session.**

## **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.

20. City Administrator's Report
21. Municipal Court Report
22. Chief of Police Report
23. Contract invoices through July 2020 - AWR Services, Inc., Water and Wastewater Services, K. Friese & Associates - IIP & MS4, LNV, Inc., City Engineer, Professional Design Group, Inspections, ATS, Building Official
24. City Engineer- LNV, Inc., Report
25. City Stats for July 2020
26. City Financials for July 2020 - Fiscal Year 2019-2020

27. RCDC Financials for July 2020 - FY 2019-2020
28. Texas Central Appraisal District and Tax Assessor - Notices, Letters and Documents.
29. Texas Gas Service - Notices, Letters and Documents
30. AWR Services, INC., Report on Water and Wastewater for July 2020

**ADJOURNMENT OF MEETING**

The meeting was adjourned at 11:38 p.m.

**Minutes Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.**

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**Michael R. Dyson, Mayor**

**ATTEST:**

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**Ashley Wayman, City Secretary**