



CITY OF ROLLINGWOOD
403 NIXON DRIVE, ROLLINGWOOD, TEXAS 78746

CITY COUNCIL MEETING
Wednesday, September 21, 2016

MINUTES

The City Council of the City of Rollingwood, Texas met in a Regular Meeting on Wednesday, September 21, 2016 in the City Council Chambers of the Rollingwood Municipal Building located at 403 Nixon Drive, Rollingwood, Texas. Mayor Thom Farrell called the Budget Workshop to order at 7:02 p.m.

Present were:

Mayor Thom Farrell, Mayor Pro Tem Sara Hutson, Alderman Joe Basham,
Aldерwoman Roxanne McKee, Alderman Michael Dyson, Alderman Bobby Dillard,
City Administrator Charles Winfield, City Secretary Robyn Ryan,
Public Works Director Jackie Bob Wright, Chief of Police Dayne Pryor and City Attorney Doug Young

2. PRESENTATIONS, RECOGNITIONS, ROLLINGWOOD EVENTS, SPOTLIGHT ON ROLLINGWOOD BUSINESSES

SPOTLIGHT ON ROLLINGWOOD ----- Reid's Dry Cleaners, 2804 Bee Caves Road, Suite C, Rollingwood, Texas 78746.

Mayor Farrell thanked Reid's for the service they provide.

DISCUSSION AND POSSIBLE ACTION ON THE JOYCE HOWELL MEMORIAL BENCH - Marilyn Kounnas.

Resident Marilyn Kounnas stated she and Shanthi Jayakumar had met with the Park Commission, who gave their support for the bench. They had met with Scott Ogden for placement of the bench in the parameters of the waterwise garden. They had a few vendors in line to give bids for the bench which may be made of native limestone or granite. The bench would be placed in the garden in front of City Hall near the Mayors' Tree.

3. CITIZEN COMMENTS - ITEMS NOT ON THE AGENDA

Roger Gordon who represents a resident requesting a variance asked council to consider adopting the 2015 International Code.

4. CONSENT AGENDA

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE REGULAR CITY COUNCIL BUDGET WORKSHOP/REGULAR MEETING MINUTES FROM AUGUST 17, 2016.

Aldерwoman McKee moved to approve the August 17, 2016 minutes, Alderman Basham seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE SPECIAL CALLED CITY COUNCIL MEETING MINUTES FROM AUGUST 31, 2016 AND SEPTEMBER 7, 2016.

Alderwoman McKee moved to approve the Special Called Minutes from August 31, 2016 and September 7, 2016, Alderman Basham seconded; the motion passed 5 to 0.

5. BUDGET - ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION
PRESENTATION OF THE ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION
2016-2017 FISCAL YEAR BUDGET APPROVED BY RCDC ON SEPTEMBER 15, 2016 -
CORPORATION PRESIDENT JOE BASHAM

Joe Basham, RCDC President presented the 2016-2017 RCDC Budget and he said the budget looked similar to last years' budget.

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE 2016-2017 FISCAL YEAR BUDGET OF THE ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION.

Alderman Basham moved to approve the RCDC Budget as presented, Alderwoman McKee seconded; the motion passed 5 to 0.

6. PUBLIC HEARING 2016-2017 BUDGET - CITY OF ROLLINGWOOD

OPEN PUBLIC HEARING

Mayor Farrell opened the **Public Hearing** at 7:13 p.m. No person was signed up to speak; the **Public Hearing** and was closed at 7:14pm and regular meeting reconvened.

Mayor Farrell moved the agenda items on Budget and Tax Rate to later in the meeting.

8. CITY ENGINEER REPORT

CITY ENGINEER: LNV, Inc., Report - August 2016.

Marcus Naiser of LNV, Inc., addressed the council and presented his report; the report was in the council packet.

9. REPORTS AND INFORMATION

The following reports are available to the public at the City's administrative offices and posted to the City's website. Discussion may occur as to any matter included in such reports.

MAYOR'S REPORT - August 2016

Mayor Farrell relayed information from resident Shelly Bain who had a group of cross county students who regularly practice at Zilker Park, and due to the ACL Festival preparation, needed a place to practice in the mornings from 6:15 to 7:00 from September 22nd to October 22nd. Ms. Bain had requested that the group run at the upper park on the walkway during this time period. Mayor Farrell said this would be accepted during the ACL weeks, and he wanted council to know that he had approved the request.

CITY ADMINISTRATOR - City Activity Report for August 2016.

City Administrator Charles Winfield presented the budget with revisions, discussed the ACL Festival progress, and the Towne Centre group was asking for their parking garages to be open until midnight on ACL nights. Mr. Winfield's report was included in the council packet.

CITY SECRETARY - Administrative Activity Report for August 2016; the report was included in the packet.

PUBLIC WORKS DIRECTOR - Public Works Department Activity Report for August 2016; both reports were included in the packet.

CHIEF OF POLICE - Activity and Service Calls Report for August 2016; the report was included in the packet.

MUNICIPAL COURT - Activity Report for August 2016; the report was included in the packet.

CITY STATS, CITY FINANCIALS and RCDC FINANCIALS for August 2016 FY 2015-2016. The City Engineer, Professional Design Group, Building Official, Scanlan, Buckle & Young, City Attorney, AWR Services, Inc., Water and Wastewater Services invoices were included in the packet.

AWR SERVICES - Water and Wastewater Reports for August 2016 and the Top Ten Water Users in the City were included in the packet.

CITY BUILDING OFFICIAL - Professional Design Group - Mike Alexander; there was no written report.

Texas Gas Service and Texas Central Appraisal District documents were included in the packet.

10. BOARDS AND COMMISSIONS

DISCUSSION AND POSSIBLE ACTION TO MAKE APPOINTMENT(S) TO BOARDS AND COMMISSIONS.

Mayor Farrell mentioned several vacancies on the boards and commissions which he would be filling shortly. There were no applications for the council review.

DISCUSSION AND POSSIBLE ACTION TO ADDRESS ATTENDANCE AT BOARD AND COMMISSION MEETINGS AND COMMUNICATING AND RESPONDING TO REQUESTS REGARDING ATTENDING THE MEETINGS IN ORDER TO MAKE A QUORUM.

There was a discussion regarding attendance at board and commission meetings. Council suggestions were an electronic software to notify commission members which would confirm attendance and post to individuals iphones. Mayor Farrell suggested the Chairperson take responsibility for member attendance, and the mayor added he would replace those not attending the meetings; per the ordinance. No action was taken.

PARK COMMISSION REPORT – Commission met on September 6, 2016.

Liaison Mike Dyson reported on items from the last meeting; It's our Park Day and Master Plan development.

UTILITY COMMISSION REPORT – Commission met on September 6, 2016.

Liaison Sara Hutson briefed the council on discussion from the last meeting; water, sewer costs, more information was needed before they could decide on the base rates for both.

ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION REPORT - Met Sept. 15, 2016.

President Joe Basham stated RCDC would begin posting on an RCDC Facebook account for economic development group.

11. OLD BUSINESS

UPDATE, DISCUSSION AND POSSIBLE ACTION TO APPROVE THE OAK WILT PROJECT AND THE EXPENDITURE ASSOCIATED WITH THE PROJECT IN ORDER TO CONTAIN THE ACTIVE OAK WILT CENTER IN THE CITY.

Mayor said he had met with 3 contractors regarding the project for the straight trenching, street trenching and other associated items; the cost would vary for each item. He added the bond money could be used for the street repairs; the remainder would come from street revenue. The project would take 3 months to complete. No action was taken.

UPDATE, AND DISCUSSION AND POSSIBLE ACTION TO ADOPT THE ROLLINGWOOD DRAINAGE CRITERIA MANUAL AND THE SITE IMPROVEMENT / DRAINAGE PLAN FORM.

Alderman Basham spoke on the manual, and he felt this subject would warrant a special meeting/workshop to look at all issues not at a meeting when the council was dealing with budget and tax rate. Alderman Dyson said there was a lot of time and good intention involved in the manual; and it also was loaded with negative issues with possible consequences, and he worried about the patchwork approach to all of the “fixes”; which ultimately may cause other drainage issues in the future.

Alderwoman McKee moved for the City Council to meet in a Special Meeting on September 27th at 5:30 pm. to discuss the criteria manual. There were additional comments from the council, City Engineer and City Attorney. Alderman Dillard seconded; the motion passed 5 to 0.

UPDATE, DISCUSSION AND POSSIBLE ACTION TO INSTRUCT THE CITY ATTORNEY TO PREPARE THE DRAINAGE CRITERIA ORDINANCE AND BRING IT BACK TO COUNCIL FOR REVIEW AND APPROVAL.

The item was **tabled** until the criteria manual was discussed on September 27th.

DISCUSSION AND POSSIBLE ACTION TO RECOMMEND APPROVAL OF THE 2012 INTERNATIONAL RESIDENTIAL BUILDING CODES, AND TO SEND TO THE PLANNING AND ZONING COMMISSION FOR REVIEW.

Roger Gordon who represented a Rollingwood resident on a recent variance issue, addressed the city council regarding the old Code versus the new Code.

Alderwoman McKee moved to recommend approval of the 2015 International Residential Building Codes and to send to Planning and Zoning Commission for review. After comments from Alderman Basham and Alderman Dillard, Alderwoman McKee revised her motion to the following: I recommend that we refer this item to Planning and Zoning Commission for review on the adoption of the 2015 International Residential Building codes. Mayor Pro Tem Hutson seconded; the motion passed 5 to 0. Alderman Basham suggested adding the “exceptions” to the codes, which may need to be included.

DISCUSSION AND POSSIBLE ACTION TO ADDRESS TRAFFIC ISSUES AND TO LOOK AT POTENTIAL SIDEWALKS IN THE CITY.

Mayor Farrell briefed the council regarding the agenda item, he wanted to place “cautionary” 20 mph signs before the bridge on Edgegrove, and to place yellow striping on the road to help slow traffic and add additional “cautionary” signage as well in the area. He said there were issues at Kristy Cove and Ashworth and he wanted to place 20 mph signs at that location, move the stop sign 4 feet from the corner, and with trimming of the foliage, he felt all of that would resolve that issue. The Mayor said another resident was asking for a cross walk on Rollingwood Drive, but that would require a Traffic Engineer and study. The Mayor said he intended to complete all of the items he mentioned. Alderman Dillard said he had received at least 30 emails about pedestrian safety issues in the City. Alderman Basham said there had been discussions of a sidewalk on Edgegrove that RCDC was going to contribute to but, if the plan was to eventually replace the bridge, then that should wait until that project got underway before putting in sidewalks. Mayor Farrell asked the city council for their approval on these items adding the cost would be minimal, and he would look at future consideration on the sidewalks and he would bring the cost to the October meeting.

Alderman Basham moved to solicit proposals for a traffic study based on pedestrian and a study regarding walkability and biking on Rollingwood streets. The motion was seconded by Alderman Dyson; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO APPROVE HIRING MURFEE ENGINEERING INC., TO INSTALL THE BIKE LANES IN THE CITY.

Mayor Farrell asked Marcus Naiser of LNV, Inc. to clarify this item and the fees originally charged. Mr. Naiser said there were engineering phase costs and construction phase costs. Resident Amy Pattillo made brief comments on the bike lanes. The item was **tabled** until October.

DISCUSSION AND POSSIBLE ACTION TO REVIEW THE CURRENT CONTRACTS WITH CITY CONTRACTORS AND TO APPROVE THE CONTINUATION OF SERVICES OR TO PREPARE A REQUEST FOR PROPOSALS (RFP) FOR ANY CONTRACTS DEEMED NECESSARY.

There was a review by City Council of the some of the contracts listed in the council packet. After a discussion, Alderwoman McKee moved to terminate the contracts with Building Stars and Austin Tree Experts, the motion was seconded by Mayor Pro Tem Hutson; the motion passed 5 to 0.

Alderwoman McKee concluded by saying the garden out in front of City Hall was not being maintained properly, and it needed additional attention to general maintenance, overgrowth and weeds. Ms. McKee wanted the contract for Plant Driven Designs to be sent to the Park Commission for review and for the Park Commission members to review the contract regarding the maintenance items and to discuss the items with Scott Ogden. Park Commission Member Amy Pattillo was present at the meeting and asked to speak on that subject; stating that the Park Commission was in charge of the Park and Park Master Plan development, and the contract may not be part of their responsibility. The item would be brought back to the City Council meeting in October to discuss city property vs. park property, and if the Park Commission should be responsible for this area as part of their duties and responsibility.

12. NEW BUSINESS

DISCUSSION AND POSSIBLE ACTION TO APPROVE A FIRST AMENDMENT TO THE TOWNE CENTRE PUD AGREEMENT PROVIDING FOR AMENDMENTS PREVIOUSLY APPROVED BY THE COUNCIL TO CONDITIONALLY ALLOW INCREASED HEIGHTS OF STRUCTURES, A FLAT ROOF WITH SCREENING OF ROOFTOP EQUIPMENT, ADDITIONAL VISUAL AND LIGHT SCREENING OF PARKING STRUCTURE, ACCESS TO A PUBLIC GREEN SPACE, AND IMPROVEMENTS TO THE PUBLIC GREEN SPACE.

The item was **tabled**.

DISCUSSION AND POSSIBLE ACTION TO ADOPT AN ORDINANCE ENACTING THE CHANGES IN ZONING REGULATIONS PROVIDED IN THE FIRST AMENDMENT TO THE TOWNE CENTRE PUD AGREEMENT AND CODIFYING THE ORIGINAL TOWNE CENTRE PUD REGULATIONS.

The item was **tabled**.

DISCUSS AND CONSIDER POSSIBLE ACTION TO APPROVE A TML WIND AND HAIL DEDUCTIBLE ENDORSEMENT TO THE CITY'S REAL AND PERSONAL PROPERTY COVERAGE AND PREMIUM INCREASE, TO RESTORE THE DEDUCTIBLE TO THE PREVIOUS LIMITS PRIOR TO THE PLAN CHANGE AND TO AUTHORIZE THE MAYOR TO SIGN SUCH ENDORSEMENT ON BEHALF OF THE CITY.

Alderman Basham moved to approve the TML Wind and Hail Deductible Endorsement, Alderwoman McKee seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE 2016-2017 HOLIDAY CALENDAR.

Alderman Basham moved to approve the 2016-2017 Holiday Calendar, Alderwoman McKee seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO DECLARE POLICE DEPARTMENT ITEMS AS SURPLUSED EQUIPMENT AND TO APPROVE PLACING THE ITEMS ON THE AUCTION SITE GOVDEALS.COM.

Alderman Basham moved to approve the agenda item as stated, Alderwoman McKee seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE SERVICES OF LANGUAGE LINE SERVICES, INC. FOR THE PURPOSE OF AN OVER THE PHONE INTERPRETER SERVICE TO BE USED FOR CASES PRESENTED BEFORE THE ROLLINGWOOD MUNICIPAL COURT.

Alderwoman McKee moved to approve, Alderman Dyson seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE PROCESS OF UPDATING THE "NO - SOLICITATION" LIST BY SENDING A LETTER TO THE RESIDENTS BY SEPARATE MAILING AT A COST OF APPROXIMATELY \$300, AND TO PLACE THE LETTER ON NEXT DOOR.

After a brief discussion, it was determined to post the notice on the website and on Next Door and have residents if interested, complete the form and send it back to city hall. There would be no mailing of the form, and there was no formal action taken.

DISCUSSION AND POSSIBLE ACTION TO APPOINT A REPRESENTATIVE TO THE CAPCOG GENERAL ASSEMBLY AND TO RECOGNIZE ALDERMAN MIKE DYSON AS A MEMBER OF THE ECONOMIC DEVELOPMENT BOARD OF CAPCOG.

Alderman Basham moved for Roxanne McKee to be appointed as Representative to the CAPCOG General Assembly, and to recognize Mike Dyson as a Member of the Economic Development Board of CAPCOG. Alderman Dillard seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE RENEWAL INTERLOCAL COOPERATIVE AGREEMENT BETWEEN THE CITY OF ROLLINGWOOD AND THE CITY OF AUSTIN FOR PUBLIC HEALTH SERVICES; INSPECTIONS, PERMITS AND OTHER FEES.

Alderman Basham moved to approve the renewal of the City of Austin Public Health Services agreement as stated, Alderman Dillard seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO APPROVE A TEMPORARY SHUTTLE SERVICE STOP AT THE UPPER ROLLINGWOOD PARKING LOT FOR PARKSIDE COMMUNITY SCHOOL DURING ACL WEEKS - September 30 - October 6th.

Alderman Basham moved to approve the temporary shuttle service stop, Alderwoman McKee seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE LEASE OF A NEW KYOCERA COPIER MODEL -CS 3051ci IN THE AMOUNT OF \$210.81 PER MONTH FOR 48 MONTHS AND TO AUTHORIZE THE RETURN OF THE CURRENT COPIER AT A COST OF \$375.00.

Alderman Dyson moved to approve the lease of the Kyocera copier as stated, Alderwoman McKee seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO APPROVE A CONTRACT TO CONVERT THE LEASE PROGRAM WITH THE POLICE DEPARTMENT TICKET WRITER TO A PURCHASE CONTRACT, WHICH WILL APPLY ALL LEASE PAYMENTS MADE TO THE PURCHASE PRICE AND TO CONSIDER THE TRANSFER OF FUNDS FROM THE COURT TECHNOLOGY FUND FOR THE PURCHASE.

The agenda item was **tabled**.

6. BUDGET

DISCUSSION AND POSSIBLE ACTION TO ADOPT AN ORDINANCE FOR THE CITY OF ROLLINGWOOD BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016 AND ENDING SEPTEMBER 30, 2017.

Mayor Farrell wanted to go into executive session to discuss staff salaries; there was no agenda item for that purpose. That discussion would take place at another meeting. City Administrator Charles Winfield addressed the council, presenting the current budget with options for council review and discussion of

reserves. Mayor Farrell stated that last year he started a Capital Reserve account for water, wastewater and streets. He wanted to lower the tax rate to the lowest level; for future projects, such as drainage, which would give the City the money it needed for many of those projects.

Alderman Basham moved to adopt the proposed budget as presented with the following modifications:

- Increase the Contingency Fund in the General Fund to \$46,030,
- Increase the Contingency Fund in the Water Fund to \$7,170 and
- Increase the Contingency Fund in the Wastewater Fund to \$6,800.

Alderman Dillard seconded the motion; the motion passed 5 to 0.

7. TAX RATE 2016-2017

DISCUSSION AND POSSIBLE ACTION TO RATIFY THE PROPERTY TAX RATE REFLECTED IN THE 2015-2016 BUDGET.

Alderman Dyson moved to ratify the property tax rate reflected in the 2015-2016 budget, Alderman Dillard seconded; The motion passed with the following record vote:

- Dillard – aye,
- Basham – aye,
- Dyson – aye,
- McKee – aye,
- Hutson – aye.

The motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION TO ADOPT THE 2016 TAX RATE FOR THE 2016-2017 FISCAL YEAR.

Alderman Basham moved to adopt the tax rate of .2002, which is broken down as follows: The M & O of .1105 and a Debt Service rate of .0897 in the form of the ordinance presented. Alderman Dyson seconded; the motion passed with a record vote as follows:

- Dillard – aye,
- Basham – aye,
- Dyson – aye,
- McKee – aye,
- Hutson – aye.

The motion passed unanimously.

There was a second motion presented by City Attorney Doug Young:

I move that the property tax rate be increased by the adoption of the M & O tax rate .1105 which is effectively a 7.91% increase in the tax rate. Alderman Dillard accepted the motion, and Alderman Basham seconded; the motion passed with a record vote as follows:

- Dillard – aye,
- Basham – aye,
- Dyson – aye,
- McKee – aye,
- Hutson – aye.

The motion passed unanimously.

DISCUSSION AND POSSIBLE ACTION TO APPROVE A BUDGET AMENDMENT ORDINANCE FOR THE 2015-2016 FISCAL YEAR BUDGET.

Alderman Basham moved to approve the budget amendment ordinance for the 2015-2016 FY budget as presented. Alderman Dillard seconded; the motion passed 5 to 0.

13. EXECUTIVE SESSION

There were no **Executive Sessions** called during the meeting.

ADJOURNMENT

Mayor Farrell called for adjournment. There was a motion and a second to adjourn; the meeting ended at 11:50 pm.

Minutes adopted on the 19th day of October 2016.

Thom Farrell, Mayor

ATTEST:

Robyn Ryan, City Secretary