



CITY OF ROLLINGWOOD BUDGET WORKSHOP AND CITY COUNCIL MEETING MINUTES

Wednesday, June 16, 2021

On Wednesday, June 16, 2021 at 6:30 p.m., the City Council of the City of Rollingwood, Texas held a Budget Workshop and City Council 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 with the following meeting login information:

Link: <https://us02web.zoom.us/j/85977690425?pwd=VIBIYTk2R2FaU0dySmtYUDFneDRNZz09>

Toll-Free Numbers: (833) 548-0276 or (833) 548-0282

Meeting ID: 859 7769 0425

Passcode: 2021

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 REGULAR CITY COUNCIL MEETING TO ORDER

1. Roll Call

Mayor Pro Tem Gavin Massingill called the meeting to order at 6:31 p.m.

Present Members: Mayor Pro Tem Gavin Massingill, Councilmember Amy Pattillo, Councilmember Sara Hutson, and Councilmember Wendi Hundley.

Also Present: City Administrator Amber Lewis, Police Chief Jason Brady, City Attorney Charles Zech, Assistant City Administrator Ashley Wayman, Development Services Director Carrie Caylor, Finance Director Abel Campos, and Utility Billing Manager Sharon Davis.

BUDGET WORKSHOP

2. Update and discussion on the FY 2021-2022 Budget

Mayor Pro Tem Gavin Massingill gave a summary of what would be discussed during this budget workshop. He discussed the purpose of the city's funds and departments found in the Budget Structure overview.

Mayor Pro Tem Gavin Massingill presented the department allocation request forms for the departments in the General Fund.

The Budget Workshop concluded at 7:35 p.m.

PUBLIC COMMENTS

Citizens wishing to address the City Council for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda.

Citizens who wish to address the Council with regard to matters on the agenda will be received at the time the item is considered.

3. Public Comments

The following individuals spoke during public comments:

- Alec Robinson discussed his opposition to Milk and Cookies being located in Rollingwood Park.

Mayor Pro Tem Gavin Massingill called up item 19 at this time.

PUBLIC HEARING

4. Public hearing, discussion and possible action on a Farmer's Market as a special event in the park

Mayor Pro Tem Gavin Massingill opened the public hearing at 7:56 p.m.

The following individuals spoke during the public hearing.

- City Administrator Amber Lewis discussed this request and the next steps depending on whether the City Council is interested in allowing a Farmer's Market in the Park.
- Barry Delcambre discussed his proposal for a Farmer's Market in the Park.
- Alec Robinson discussed his support for this proposal.

Mayor Pro Tem Gavin Massingill closed the public hearing at 8:05 p.m.

City Administrator Amber Lewis discussed that the staff needs direction regarding whether the City Council would like to pursue Zoning by Right or Zoning by Special Use Permit.

The City Council discussed how this differs from the city's commercial use permit process, as well as possible approaches to this item. City Attorney Charles Zech discussed the city's code as it pertains to this matter.

The City Council also discussed other special events in the park, the process that has been followed in previous instances, and whether these requests should go to the Park Commission as well.

Councilmember Amy Pattillo motioned to approve the farmer's market request for a single date special event subject to any recommendation from the July Park Commission meeting regarding fees. Mayor Pro Tem Gavin Massingill seconded the motion.

The City Council discussed vendor and booth fees, potential days of the week, hours, and times of the year, and potential costs to the city.

Councilmember Amy Pattillo withdrew her motion.

Councilmember Amy Pattillo motioned to approve the farmer's market request for a single date special event in the park subject to assessment of cost by the Police Chief and coordination with staff for the event date. Mayor Pro Tem Gavin Massingill seconded the motion.

The City Council discussed parking concerns and locations for booths.

Councilmember Amy Pattillo amended her motion to include working with the city staff for the event date and location. Mayor Pro Tem Gavin Massingill seconded the motion.

The City Council discussed how early setup would begin and noise concerns.

Mayor Pro Tem Gavin Massingill called a roll-call vote.

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Wendi Hundley – Yes**

The motion passed 4-0.

PRESENTATIONS

5. Presentation from K. Friese and Associates regarding a Drainage Utility Fee Study

Abe Salinas with K. Friese and Associates gave a presentation on stormwater and drainage challenges in Rollingwood and storm water utility fees.

The City Council asked questions regarding the fees that would be charged, how they would be calculated, and ways to calculate impervious cover. The City Council also discussed equitable distribution of fees.

City Attorney Charles Zech discussed statutory requirements for stormwater drainage utility fees.

The City Council discussed the next steps if a study like this were to be performed, and potential costs and revenues.

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 May 19, 2021 City Council Meeting
7. Discussion and possible action on the minutes from the May 27, 2021 Special City Council Meeting

Councilmember Wendi Hundley motioned to approve the consent agenda. Councilmember Amy Pattillo seconded the motion. Mayor Pro Tem Gavin Massingill called a roll-call vote.

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Wendi Hundley – Yes**

The motion passed 4-0.

REGULAR AGENDA

8. Discussion and possible action on a request from the Rollingwood Women's Club to organize a parade for the Fourth of July and approve the parade route

Macey Delcambre, representative of the Rollingwood Women's Club, discussed this proposed event.

Councilmember Amy Pattillo motioned to approve a request from the Rollingwood Women's Club to organize a parade for the Fourth of July and approve the parade route and the party in the park. Wendi Hundley seconded the motion.

Mayor Pro Tem Gavin Massingill called a roll-call vote.

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Wendi Hundley – Yes**

The motion passed 4-0.

9. Discussion and possible action to establish a Special Event Permit process

Development Services Director Carrie Caylor discussed the proposed special event permit application and that staff would like direction on a potential fee.

The City Council discussed whether an application fee should be charged, city resources that are used during special events, what events would constitute a special event, commercial uses versus special events, as well as having this process go to the Park Commission to review.

Mayor Pro Tem Gavin Massingill motioned to approve the special event permit application document. Councilmember Amy Pattillo seconded the motion.

Mayor Pro Tem Gavin Massingill called a roll-call vote.

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Wendi Hundley – Yes**

The motion passed 4-0.

10. Discussion and possible action on the proposal and scope of work for proceeding with the detailed design and construction document bid package for drainage improvements at Hubbard, Hatley, Pickwick

Mayor Pro Tem discussed the status of this project and the next steps that are being proposed today.

Mayor Pro Tem Gavin Massingill motioned to approve the proposal and scope of work for proceeding with the detailed design and construction document bid package for drainage improvements at Hubbard, Hatley, Pickwick. Councilmember Amy Pattillo seconded the motion.

Mayor Pro Tem Gavin Massingill called a roll-call vote.

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Wendi Hundley – Yes**

The motion passed 4-0.

11. Update on drainage improvements at Nixon Pleasant

Abe Salinas, with K. Friese and Associates, gave the status of this drainage project.

12. Discussion and possible action on a recommendation from the Utility Commission regarding a policy for over-billed and under-billed commercial and residential utility accounts

Utility Billing Manager Sharon Davis discussed the results of a water meter audit and the recommendation from the Utility Billing Commission for how to handle over and under-billed accounts.

Councilmember Amy Pattillo motioned to approve the recommendation from the Utility Commission that the City Council attempt to collect from both residential and commercial

accounts that have been under-billed related to their meter size for usage during calendar year 2021 and along with the notice of that collection to also include an option to voluntarily repay the full amount owed for any account prior to 2021. Councilmember Wendi Hundley seconded the motion.

The City Council discussed whether customers should be back billed for these amounts, as well as meter sizes and how to bill for compound meters.

Councilmember Amy Pattillo withdrew her motion.

The City Council further discussed the way to handle these bills.

Councilmember Amy Pattillo motioned to reimburse those that have been overcharged for the amount they have been overcharged. Mayor Pro Tem Gavin Massingill seconded the motion.

Councilmember Amy Pattillo clarified her motion to include that the timeframe would reflect the current budget cycle, back to October 2020.

The City Council discussed changing the wording to reflect that customers would be credited as opposed to reimbursed.

Councilmember Amy Pattillo amended her motion to strike, “reimburse” and insert, “credit.” Mayor Pro Tem Gavin Massingill seconded the amendment.

Mayor Pro Tem Gavin Massingill called a roll-call vote.

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Wendi Hundley – Yes**

The motion passed 4-0.

13. Discussion and possible action on a Resolution authorizing the execution of a financing agreement for the purpose of procuring vehicles and related equipment

City Administrator Amber Lewis discussed the city’s need for a new fleet of both police cars and one public works vehicle. She explained the proposed financing agreement.

The City Council and Police Chief Jason Brady further discussed the current state of the city’s police vehicles.

Councilmember Amy Pattillo motioned to approve a resolution authorizing the execution of a financing agreement for the purpose of procuring vehicles and related equipment. Councilmember Wendi Hundley Seconded the motion.

Mayor Pro Tem Gavin Massingill called a roll-call vote.

- **Mayor Pro Tem Gavin Massingill – Yes**

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

The motion passed 4-0.

Councilmember Amy Pattillo motioned to approve the use of the previously approved financing structure to purchase two police cars and one public works vehicle per the proposal in the amount of \$189,523.04 and for five annual payments. Councilmember Wendi Hundley seconded the motion.

The City Council and Police Chief Jason Brady further discussed the payment timeline and life of vehicles. They also discussed having a vehicle inventory presented during future budget cycles.

Mayor Pro Tem Gavin Massingill called a roll-call vote.

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Wendi Hundley – Yes**

The motion passed 4-0.

Mayor Pro Tem Gavin Massingill discussed doing an exceptional item sheet for this but to note that it is already approved, as well as to make sure to revisit the budget line items so that they reflect this financing.

14. Update, discussion and possible action regarding Comprehensive Plan Strike Force deliverables

City Administrator Amber Lewis discussed the timeline that was proposed during the creation of the Comprehensive Plan Strike Force.

The City Council discussed extending the deadline for Comprehensive Plan Strike Force deliverables.

Councilmember Amy Pattillo motioned to extend the time frame for the Comprehensive Plan Strike Force to convene through September 2021. Councilmember Wendi Hundley seconded the motion.

Mayor Pro Tem Gavin Massingill called a roll-call vote.

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Wendi Hundley – Yes**

The motion passed 4-0.

15. Discussion and possible action regarding resuming in-person meetings for City Council and Boards and Commissions and to review the City Council meeting time

Assistant City Administrator Ashley Wayman discussed that staff has been getting questions about when in-person meetings may be resumed and the current waiver on the Open Meetings Act requirements that allow the city to meet via video-conference.

The City Council discussed meeting in-person, giving flexibility to Board Chairs to decide whether to keep meeting virtually, whether any bills were passed during this legislative session that made any changes to the Open Meetings Act, and the possibility of hybrid meetings.

The City Council took no action on this item with the understanding that the July City Council meeting would be conducted virtually and that staff would come back to that meeting with concrete options and quotes for potential hybrid meeting solutions.

16. Update on the conversion to in-house water and wastewater billing, including a discussion on the implementation and notification of the wastewater base rate, the calculations of winter averages, and the status of the LUE study

Councilmember Sara Hutson discussed the concerns that she has heard over the newly implemented wastewater base rate, how residents were notified of the base rate, and that there has not been an update on the LUE study.

Utility Billing Manager Sharon Davis discussed the current state of LUE assignments in the city's billing system.

City Administrator Amber Lewis further discussed that the city's priority was to get bills out and continue bringing revenue into the city's water and wastewater funds and that there is now time to revisit the LUE Assignment study.

The City Council thanked staff, specifically Utility Billing Manager Sharon Davis, for her work getting this new program implemented.

17. Discussion and possible action to engage in surveying services to complete a survey of the upper and lower park areas, to include marking property line and required park/residential set backs and preparation of a plat map including but not limited to same property and set back lines and site topographic contours

Councilmember Sara Hutson discussed the recent discussions surrounding the park as well as the need for an updated survey of this area that includes correct property lines, setbacks and topography.

The City Council further discussed the existing park survey, how this survey could be updated, adding in the fields and field house, the cost of this additional survey work and whether this would be of help to the Strike Force.

18. Discussion and possible action regarding uses of Zilker Park that impact the City of Rollingwood, including but not limited to, the high volumes of traffic cutting through the City of Rollingwood as vehicles enter and exit Zilker Park and implementing temporary and/or permanent traffic dampening strategies at Riley Rd. and/or Ashworth

Councilmember Wendi Hundley discussed this item and traffic concerns in the areas that have been previously discussed, the action that was taken at the last meeting, and her proposed strategies for traffic calming.

Parker Reese discussed traffic concerns in this area and ways the City of Austin is looking at addressing these concerns.

The City Council further discussed traffic concerns in this area as well as the large parking lot at Zilker Park.

Councilmember Wendi Hundley motioned have the police department install a temporary semi-diverter in the southbound lane of Riley/Page and Ashworth/Stratford, to be installed at peak times, Friday after 4:00 and removed Sunday evening and also to instruct the staff to purchase a portable traffic counter in an amount not to exceed \$1,000, also including a “do not enter” sign on the semi-diverter. Councilmember Amy Pattillo seconded the motion.

The City Council further discussed this temporary solution, data collection and staff availability to place and remove the semi-diverter.

Councilmember Wendi Hundley amended her motion to read that the semi-diverter would be removed on Monday mornings. Councilmember Amy Pattillo seconded the amendment.

Mayor Pro Tem Gavin Massingill called a roll-call vote.

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Abstain**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Wendi Hundley – Yes**

The motion passed 3-0 with one abstention.

19. 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

Councilmember Amy Pattillo discussed that the City has engaged Bickerstaff to monitor the proposed South Mopac expansion and stated that Philip Arnold was in attendance to give a status report.

Philip Arnold gave an update on this proposed project and discussed the possible next steps.

Councilmember Amy Pattillo stated her agreement with the next steps proposed by Bickerstaff.

The City Council discussed these possible next steps and the best ways to reach out to CTRMA.

Councilmember Amy Pattillo motioned to authorize Bikerstaff to work with the Mayor to draft a letter with the questions presented in the next steps and to request that the Mayor reach out to Executive Director Bass to make an initial connection. Councilmember Wendi Hundley seconded the motion.

Mayor Pro Tem Gavin Massingill called a roll-call vote.

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Wendi Hundley – Yes**

The motion passed 4-0.

Mayor Pro Tem Gavin called up item 4 at this time.

EXECUTIVE SESSION

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

Mayor Pro Tem Gavin Massingill stated that this item would be pushed to the July City Council Meeting.

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.

21. City Administrator's Report
22. Chief of Police Report
23. Municipal Court Report
24. City Engineer Report - K. Friese & Associates
25. City Stats for May 2021
26. Contract invoices through May 2021 - AWR Services, Inc., Water and Wastewater Services, K. Friese & Associates - IIP & MS4, K. Friese & Associates, City Engineer
27. City Financials for May 2021 - Fiscal Year 2020-2021
28. RCDC Financials for May 2021 - Fiscal Year 2020-2021
29. Texas Gas Service - Notices, Letters and Documents
30. Texas Central Appraisal District and Tax Assessor - Notices, Letters and Documents
31. Crossroads Utility Services Report on Water and Wastewater for May 2021

ADJOURNMENT OF MEETING


The meeting was adjourned at 11:52 p.m.

Minutes Adopted on the 21st day of July, 2021.


[Michael R. Dyson \(Jul 22, 2021 10:49 HST\)](#)

Michael R. Dyson, Mayor

ATTEST:



Ashley Wayman, City Secretary






DRAFT 06-16-2021 CC Meeting

Final Audit Report

2021-07-22

Created:	2021-07-22
By:	Ashley Wayman (awayman@rollingwoodtx.gov)
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-  Document created by Ashley Wayman (awayman@rollingwoodtx.gov)
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-  Document emailed to Michael R. Dyson (mdyson@rollingwoodtx.gov) for signature
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