



## **CITY OF ROLLINGWOOD COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE AGENDA**

**Tuesday, September 26, 2023**

Notice is hereby given that the Comprehensive Residential Code Review Committee (CRCRC) of the City of Rollingwood, Texas will hold a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on Tuesday, September 26, 2023 at 5:00 PM. Members of the public and the CRCRC may participate in the meeting virtually, as long as a quorum of the CRCRC and the presiding officer are physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. The public may watch this meeting live and have the opportunity to comment via audio devices at the link below. The public may also participate in this meeting by dialing one of the toll-free numbers below and entering the meeting ID and Passcode.

**Link:** <https://us02web.zoom.us/j/5307372193?pwd=QmNUbmZBQ1lwUjNjNmK5RnJreIRFUT09>

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

**Meeting ID:** 530 737 2193

**Password:** 9fryms

The public will be 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. If a member of the public is having difficulties accessing the public meeting, they can contact the city at [dadair@rollingwoodtx.gov](mailto:dadair@rollingwoodtx.gov). Written questions or comments may be submitted up to two hours before the meeting. A video recording of the meeting will be 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 COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE MEETING AND PUBLIC WORKSHOP TO ORDER**

1. Roll Call

### **PUBLIC COMMENTS**

Citizens wishing to address the Comprehensive Residential Code Review Committee 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 Committee is restricted from discussing or taking action on items not listed on the agenda.

**Citizens who wish to address the Comprehensive Residential Code Review Committee with regard to matters on the agenda will be received at the time the item is considered.**

### **CONSENT AGENDA**

All Consent Agenda items listed are considered to be routine by the Comprehensive Residential Code Review Committee and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a Board 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.

2. Discussion and possible action on the minutes from the September 7, 2023 CRCRC meeting

### **REGULAR AGENDA**

3. Discussion and possible action on emails and letters to the CRCRC from 08-31-2023 to 09-22-2023
4. Introduction and welcome of new CRCRC members
5. Introduction of CRCRC Vice Chair
6. Introduction of Buie representative
7. Discussion and possible action on deliverables, assignments, and timeline of survey delivery
8. Discussion of changes to CRCRC Open Meetings Act requirements
9. Discussion and possible action on future meeting dates and agenda topics for discussion

### **ADJOURNMENT OF MEETING AND PUBLIC WORKSHOP**

#### **CERTIFICATION OF POSTING**

I hereby certify that the above Notice of Meeting was posted on the bulletin board at the Rollingwood Municipal Building, in Rollingwood, Texas and to the City website at [www.rollingwoodtx.gov](http://www.rollingwoodtx.gov) at **5:00 PM** on **September 22, 2023**.

*Desiree Adair*

Desiree Adair, City Secretary

#### NOTICE -

The City of Rollingwood is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please contact the City Secretary, at (512) 327-1838 for information. Hearing-impaired or speech-disabled persons equipped with telecommunication devices for the deaf may call (512) 272-9116 or may utilize the stateside Relay Texas Program at 1-800-735-2988.

The City Council will announce that it will go into executive session, if necessary, to deliberate any matter listed on this agenda for which an exception to open meetings requirements permits such closed deliberation, including but not limited to consultation with the city's attorney(s) pursuant to Texas Government Code section 551.071, as announced at the time of the closed session.

Consultation with legal counsel pursuant to section 551.071 of the Texas Government Code;  
discussion of personnel matters pursuant to section 551.074 of the Texas Government Code;  
real estate acquisition pursuant to section 551.072 of the Texas Government Code;

prospective gifts pursuant to section 551.073 of the Texas Government Code;  
security personnel and device pursuant to section 551.076 of the Texas Government Code;  
and/or economic development pursuant to section 551.087 of the Texas Government Code.  
Action, if any, will be taken in open session.



# CITY OF ROLLINGWOOD COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE MINUTES

Thursday, September 07, 2023

The Comprehensive Residential Code Review Committee (CRCRC) 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 Thursday, September 7, 2023. Members of the public and the CRCRC were able to participate in the meeting virtually, as long as a quorum of the CRCRC 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 COMPREHENSIVE RESIDENTIAL CODE REVIEW COMMITTEE MEETING AND PUBLIC WORKSHOP TO ORDER

1. Roll Call

**Chair Dave Bench called the meeting to order at 5:20 p.m.**

**Present Members:** Jeff Marx, Alex Robinette, Dave Bench, and Duke Garwood.

**Also Present:** City Administrator Ashley Wayman and City Secretary Desiree Adair.

## PUBLIC COMMENTS

There were no public comments.

## CONSENT AGENDA

2. Discussion and possible action on the minutes from the August 1, 2023 CRCRC meeting

**Duke Garwood moved to approve the minutes from August 1st. Alex Robinette seconded the motion. The motion carried with 4 in favor and 0 against.**

## REGULAR AGENDA

3. Discussion and possible action on emails and letters to the CRCRC from 07-28-2023 to 08-30-2023

Chair Dave Bench discussed the email from Genie Nyer.

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

Chair Dave Bench discussed three names: Frank Fernandez, Brian Rider, and Jay Van Bavel. He recommended Brian Rider and Jay Van Bavel. All candidates agreed to be kept in reserve in case of another opening on the committee.

**Duke Garwood moved to recommend Brian Rider and Jay Van Bavel to the Comprehensive Residential Code Review Committee. Alex Robinette seconded the motion.**

The CRCRC discussed when new members could start serving on the CRCRC.

**The motion carried with 4 in favor and 0 against.**

5. Discussion and possible action regarding the CRCRC process document including an update on Texas Open Meetings Act requirements

*Chair Dave Bench tabled this item until later in the meeting.*

*Chair Dave Bench returned to this item after item 8.*

Chair Dave Bench discussed the guiding process document from the agenda packet including topics addressed through 6-30-2023.

The CRCRC discussed cuts, retaining walls, the leveling of lots, and setbacks.

City Administrator Ashley Wayman mentioned an initial survey verification requirement that has been recently passed by City Council.

The CRCRC split up topics of interest between members.

Shanthi Jayakumar, 3309 Park Hills Drive, stated that she felt marketing at Rollingwood Night Out is a good idea.

*Jeff Marx left the meeting at 6:30 p.m.*

**The meeting was adjourned at 6:30 p.m.**

6. Discussion and possible action regarding survey demographics

Chair Dave Bench discussed the survey demographics document from the agenda packet. He stated that he pulled many of these demographic questions from the previous task force survey. The CRCRC discussed the criteria for who should take the survey.

Shanthi Jayakumar, 3309 Park Hills Drive, spoke regarding inviting adult homeowners to take the survey.

City Administrator Ashley Wayman discussed components of the previous survey.

The CRCRC discussed questions regarding “homeowners” and “head of household”, makeup of the household, and the previous survey demographics questions.

The CRCRC discussed authentication of the survey respondents. Jeff Marx discussed solutions for the survey vendor to provide regarding authentication.

- 7. Discussion and possible action regarding survey logistics and level of active participation by CRCRC members

Chair Dave Bench discussed costs of working with a survey company.

Greg Demas, 2803 Vance, spoke regarding Planning and Zoning Commission involvement including the outreach to the community.

City Administrator Ashley Wayman stated the methods for the distribution of the previous survey.

The CRCRC discussed community outreach and the marketing of the survey. They have a list of residences in Rollingwood from TCAD. Many agreed to help distribute postcards by hand to Rollingwood homes.

- 8. Discussion regarding Rollingwood Night Out

City Administrator Ashley Wayman discussed Rollingwood Night Out which is typically a public safety event and city staff will be present. There will be food, public safety vehicles, and the landing of a helicopter on September 12<sup>th</sup> from 6:00 – 8:00 p.m. Dave Bench will set up a table and have posters. Duke Garwood will be there for the first hour.

*Chair Dave Bench returned to Item 5 at this time.*

- 9. Discussion and possible action on future meeting dates and agenda topics for discussion

**ADJOURNMENT OF MEETING AND PUBLIC WORKSHOP**

The meeting and public workshop was adjourned at 6:30 p.m.

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

\_\_\_\_\_  
**Dave Bench, Chair**

**ATTEST:**

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

## Rollingwood Comprehensive Residential Code Review Committee | Buie & Co. Cost Estimate

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Hi, Dave.

Thank you so much for contacting Buie & Co. regarding your upcoming communications needs related to the Comprehensive Residential Code Review Committee (CRCRC) survey. Buie & Co. has previous experience with this type of project through our work with the City of Rollingwood, as well as the City of Bastrop.

We appreciate the opportunity to submit this menu of services and initial cost estimate for your consideration. Below, you will also find more information about our company. As a full-service communications firm, Buie & Co. seeks to serve as an extension of your internal team—a true partner that earns your trust and exceeds your expectations.

Please don't hesitate to reach out if you have any questions or would like additional information. Again, we appreciate the opportunity to earn your business, and thank you for your consideration.

Best,  
Jed Buie  
President  
Buie & Co.

### **ABOUT BUIE & CO.**

Buie & Co. is driven by passionate people with big ideas. We're a full-service communications firm that provides public relations, public involvement, government relations and creative services, with an emphasis on Central Texas infrastructure and social causes. Based in the City of Rollingwood, our unique focus and approach allow us to cultivate and maintain long-term relationships, build dynamic brands, shape the skyline and create lasting positive change in the region.

We're storytellers and problem solvers grounded in a culture of collaboration, respect and integrity. We partner with our clients to deliver creative strategies and unlock new outcomes to achieve their vision and mission.

### **RFQ RESPONSE**

Based on the needs outlined in our initial conversation and below, we recommend using SurveyMonkey for the upcoming CRCRC survey. This platform allows us to share, track and analyze data in multiple ways including by individual responses and IP addresses, so we can determine how many times a survey in a single household has been submitted. SurveyMonkey also allows us to upload images throughout the survey, so that the descriptive information and graphics can be included.

We recommend moving forward with the Advantage Annual plan, which is \$468 billed annually and offers the ability to meet all of the following CRCRC requirements:

- Distribute a survey in digital form that can be pulled from a website or pushed via email.
- Determine how many surveys are received from a single household - i.e. an audit trail.
- Support for all of the descriptive information and graphics included in the draft survey.
- Collect respondent data into a common file system, so that an individual's responses stay together and a complete set of answers to the 25 questions can be attributed to a single respondent.
- Manually add information from paper surveys.
- Create basic reporting of the results.

In addition to securing the survey service, Buie & Co. would also perform the following activities:

- Survey review, editing and drafting any additional demographic questions - 5 hr/\$200
- Uploading survey into SurveyMonkey and sharing raw report data - 5 hr/\$200
- Attend CRCRC meetings and advise on community outreach - 8 hr/\$200
  - This includes suggestions on messaging, which channels to use for outreach and follow-up, media outreach and follow up.
- Design collateral piece for community outreach (two rounds of revisions included) - 4.5 hr/\$200
- Project Management - 5 hrs/\$200 per month (we anticipate 2-3 months for the project)

The hours estimates are based on similar work Buie & Co. performed for the 2021 City of Rollingwood Comprehensive Plan.

A total for all of the activities listed above and the cost of SurveyMonkey is \$7,968.

### **THANK YOU!**

Thank you so much for your consideration. We hope this scope and the associated cost estimates align with your expectations, but please know this has been developed as a starting point for discussion.

Please, let me know if you have questions or would like additional information. We look forward to speaking with you again to further refine our proposal based on your feedback. We want your business and look forward to hearing from you.



### Relaxation of Open Meetings Act for CRCRC

- Any deliberation by a quorum of CRCRC members regarding any matter before the CRCRC and all decision-making meetings of the CRCRC will be conducted under the requirements of the Open Meetings Act. The CRCRC intends to hold semi-monthly meetings of the full committee under the Open Meetings Act, although times may change to better align with committee members' availability.
- CRCRC members may participate remotely via Zoom in meetings otherwise conducted under the Open Meetings Act. Members attending by Zoom will count in establishing a quorum.
- A regularly scheduled CRCRC meeting posted under the Open Meetings Act as a public meeting that does not achieve a quorum may be continued as a workshop for the receipt of public comment and for receipt of, and questions regarding, any sub-committee reports posted for the meeting. No action and no deliberation of any matter before the CRCRC shall be permitted in the absence of a quorum of the committee. Such meetings will remain open to the public throughout the duration of the meeting, will address only items posted publically 72-hours in advance of the meeting, and a video of the meeting will be made publically available.
- Members of the CRCRC in numbers less than a quorum may meet in person or virtually for the purposes of preparing reports or recommendations to the full committee.
- Any report of a subcommittee will be posted on the CRCRC website for public review and comment. Deliberation of and any action on a subcommittee report shall occur in a meeting posted and conducted under the Open Meetings Act.
- CRCRC chair may communicate with any or all CRCRC members via phone or email for the purposes of agenda preparation and scheduling of meetings. [**Note:** This limitation as to agenda preparation and scheduling is added here, as otherwise, if the chair were to discuss substantive matters or votes with a quorum or more of the members of the committee on any action that might be taken by the committee, then the chair could become the vehicle by which a "walking quorum" may occur, in violation of the commitment that the committee's deliberation and action will occur in a public meeting.]