



**Wednesday, February 21, 2018**  
**CITY OF ROLLINGWOOD 403 NIXON DRIVE, ROLLINGWOOD, TEXAS 78746 --~--**  
**REGULAR CITY COUNCIL MEETING AT 7:00 PM --~-- AGENDA**

**NOTICE OF THE CITY COUNCIL (REGULAR) MEETING OF THE CITY COUNCIL AT 7:00 PM OF THE CITY OF ROLLINGWOOD, TEXAS, TO BE HELD IN THE MUNICIPAL BUILDING, 403 NIXON DRIVE, ROLLINGWOOD, TEXAS, ON FEBRUARY 21, 2018, WHERE THE FOLLOWING ITEMS WILL BE HEARD:**

**1. CALL REGULAR CITY COUNCIL MEETING TO ORDER - 7:00 PM**

1.01 CALL TO ORDER AND ROLL CALL

**2. CITIZEN COMMENTS - ITEMS NOT ON THE AGENDA**

2.01 Comment Guidelines: All Citizen Comments are for items NOT on the agenda - PLEASE LIMIT COMMENTS TO 3 MINUTES.

**3. ROLLINGWOOD EVENTS AND PRESENTATION**

3.01 DISCUSSION AND POSSIBLE ACTION TO APPROVE THREE UPCOMING ROLLINGWOOD WOMENS CLUB EVENTS: 1) EGGSTRAVAGANZA AT THE ROLLINGWOOD PARK ON SATURDAY, MARCH 31, 2018 FROM 8:00 - NOON, 2) THE 5K "LIFE IS GOOD IN THE WOOD" FUN RUN/WALK, THE SCHEDULED ROUTE ON ROLLINGWOOD STREETS TO BE HELD ON FRIDAY APRIL 13, 2018 FROM 3:30 TO DARK, AND 3) THE 4TH OF JULY CELEBRATION ALONG WITH THE PROPOSED PARADE ROUTE TO BE HELD ON WEDNESDAY, JULY 4, 2018 FROM 8:00 AM TO NOON.

3.02 Presentation of the 2016-2017 Fiscal Year End Independent Audit - Janet Pittman, Auditor with (ABIP) Alonzo, Bacarisse, Irvine, and Palmer, P.C.

3.03 DISCUSSION AND POSSIBLE ACTION TO ACCEPT THE 2016-2017 FISCAL YEAR INDEPENDENT AUDIT REPORT.

**4. CONSENT AGENDA - DISCUSSION AND POSSIBLE ACTION TO APPROVE ALL ITEMS UNDER THE CONSENT AGENDA.**

4.01 DISCUSSION AND POSSIBLE ACTION TO APPROVE THE REGULAR CITY COUNCIL MEETING MINUTES FROM JANUARY 17, 2018.

4.02 DISCUSSION AND POSSIBLE ACTION TO APPROVE A SECOND MAILING OF THE LIGHTING FLYER TO RESIDENTS AND POSTING THE INFORMATIONAL FLYER TO THE CITY WEBSITE AND ON NEXTDOOR.

4.03 DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO NEGOTIATE AND EXECUTE A CONTRACT WITH CAPITOL CITY JANITORIAL, INC. IN AN AMOUNT UP TO \$285 PER MONTH FOR ONE YEAR, FOR THE PURPOSE OF PROVIDING JANITORIAL SERVICES INCLUDING CLEANING PRODUCTS FOR CITY HALL AND THE POLICE DEPARTMENT BUILDING.

4.04 DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE MAYOR TO EXPEND FUNDS NOT TO EXCEED \$1,500 FOR THE PURCHASE AND CEREMONIOUS DEDICATION OF A PLAQUE IN THE PARK, OR SOMETHING SIMILAR, TO FORMALLY RECOGNIZE AND EXPRESS SINCERE GRATITUDE FOR THE MANY CONTRIBUTIONS, IN-KIND AND FINANCIAL, OF THE ROLLINGWOOD WOMEN'S CLUB TO THE CITY OF ROLLINGWOOD.

4.05 DISCUSSION AND POSSIBLE ACTION TO REAPPOINT THE EXPIRING BOARD AND COMMISSION MEMBERS FOR AN ADDITIONAL TWO YEAR TERM.

4.06 DISCUSSION AND POSSIBLE ACTION TO APPROVE A RETROACTIVE WAGE INCREASE FOR A. HOWE AND TO ESTABLISH AN HOURLY RATE OF \$29.70, COMMENSURATE WITH THE POSITION OF CORPORAL WITH ADVANCED TEXAS COMMISSION ON LAW ENFORCEMENT (TCOLE) CERTIFICATION, EFFECTIVE AS OF JANUARY 7, 2018.

4.07 DISCUSSION AND POSSIBLE ACTION TO REVIEW THE RECOMMENDATIONS OF THE PLANNING AND ZONING COMMISSION TO AMEND SECTION 14.02.051, DEFINITIONS OF THE CODE OF ORDINANCES TO REVISE THE DEFINITION OF THE TERM - "ALTERATION".

4.08 DISCUSSION AND POSSIBLE ACTION TO REVIEW THE RECOMMENDATIONS OF THE PLANNING AND ZONING COMMISSION TO AMEND SECTION 14.02.051, DEFINITIONS OF THE CODE OF ORDINANCES TO REVISE OR REMOVE THE DEFINITION OF THE TERM - "RECONSTRUCTION".

4.09 DISCUSSION AND POSSIBLE ACTION TO REVIEW THE RECOMMENDATIONS OF THE PLANNING AND ZONING COMMISSION TO AMEND SECTION 14.02.051, DEFINITIONS OF THE CODE OF ORDINANCES TO REVISE THE DEFINITION OF THE TERM - "REMODEL".

4.10 DISCUSSION AND POSSIBLE ACTION TO REVIEW THE RECOMMENDATIONS OF THE PLANNING AND ZONING COMMISSION TO AMEND CODE OF ORDINANCES, SECTION 14.02.124, VISION CLEARANCE, REGARDING RETAINING WALLS.

4.11 DISCUSSION AND POSSIBLE ACTION ON ITEMS PULLED FROM THE CONSENT AGENDA, IF ANY.

## **5. CITY ENGINEER REPORT**

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5.01 CITY ENGINEER: LNV, Inc., Report for January 2018.

## **6. BUILDING OFFICIAL REPORT**

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6.01 City Building Official - Mike Alexander, Professional Design Group - Including Building Permit Listing - January 2018.

## **7. OLD BUSINESS**

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7.01 DISCUSSION AND POSSIBLE ACTION TO CHANGE THE PREVIOUSLY APPROVED DATE OF THE SPRING CLEAN-UP TO FRIDAY, SATURDAY, AND SUNDAY MARCH 9-10-11 OR MARCH 16-17-18, 2018.

7.02 UPDATE, DISCUSSION AND POSSIBLE ACTION REGARDING THE RECOMMENDATION OF THE PARK COMMISSION ON THE ROLLINGWOOD PARK MASTER PLAN.

7.03 STANDING AGENDA ITEM ----- DISCUSSION AND POSSIBLE ACTION FOR THE CITY COUNCIL TO CALL FUTURE "SPECIAL CALLED" MEETINGS OF THE ROLLINGWOOD CITY COUNCIL FOR ANY ITEMS DISCUSSED AND DEEMED NECESSARY.

## **8. NEW BUSINESS - GENERAL**

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8.01 DISCUSSION AND POSSIBLE ACTION ON AN APPEAL OF A REQUIREMENT AND DETERMINATION BY THE CITY ENGINEER IN CONNECTION WITH AN APPLICATION FOR A FENCE PERMIT PURSUANT TO ARTICLE 3.09 AT 4906 TIMBERLINE DRIVE.

8.02 DISCUSSION OF A PROPOSED SITE PLAN FOR ROLLINGWOOD TOWNE CENTER PHASE III, TO INCLUDE A PARKING FACILITY PARTIALLY LOCATED ON ADJACENT PROPERTY, AND POTENTIAL ZONING AND TRAFFIC ISSUES ASSOCIATED THEREWITH.

8.03 DISCUSSION AND POSSIBLE ACTION TO MAKE RECOMMENDATIONS TO THE PLANNING AND ZONING COMMISSION, AMENDING SECTION 14.02.051 OF THE CODE OF ORDINANCES, TO DEFINE AND TO ADD TO THE DEFINITION(S) OF TERMS - "ATTACHED TO A RESIDENCE".

8.04 DISCUSSION AND POSSIBLE ACTION TO SOLICIT A REQUEST FOR PROPOSALS FOR MAINTENANCE AND OPERATION SERVICES OF THE CITY'S WATER AND WASTEWATER UTILITIES, TO INCLUDE METER READING, CUSTOMER BILLING, AND/OR LIFT STATION MONITORING.

8.05 DISCUSSION AND POSSIBLE ACTION TO SOLICIT A REQUEST FOR PROPOSALS FOR ON-CALL SERVICES FOR THE CITY'S WATER AND WASTEWATER UTILITIES.

8.06 PRESENTATION, DISCUSSION AND POSSIBLE ACTION TO ADOPT AN ORDINANCE OF THE CITY OF ROLLINGWOOD, TEXAS AMENDING SECTION A9.004 (WATER SERVICE RATES, FEES AND DEPOSIT) OF APPENDIX A TO THE CITY CODE OF ORDINANCES TO AMEND THE FEES AND RATES FOR WATER SERVICES TO BE SUPPLIED BY THE CITY OF ROLLINGWOOD; AND ESTABLISHING AN EFFECTIVE DATE OF APRIL 1, 2018.

8.07 DISCUSSION AND POSSIBLE ACTION TO ESTABLISH THE "CITY OF ROLLINGWOOD IT & HI-TECH CITIZEN ADVISORY COUNCIL" AS A SPECIAL STANDING COMMITTEE TO SERVE AT THE PLEASURE OF CITY COUNCIL; ESTABLISHING GENERAL DUTIES AND RESPONSIBILITIES OF THE ADVISORY COUNCIL; TO BE DISSOLVED AT A TIME CERTAIN.

8.08 DISCUSSION AND POSSIBLE ACTION TO ESTABLISH THE "CITY STREETS AND ROADWAYS "CITIZEN ADVISORY COUNCIL" AS A SPECIAL STANDING COMMITTEE TO SERVE AT THE PLEASURE OF THE CITY COUNCIL; TO ACT AS A RESOURCE TO ENHANCE THE COMMUNICATION WITH RESIDENTS AND THE CITY AND PROVIDE GENERAL INPUT AND ASSISTANCE TO STAFF AND POLICE TO IMPROVE SAFETY FOR PEOPLE WALKING AND RIDING BICYCLES THROUGHOUT THE CITY; GENERATING IDEAS AND RECOMMENDING SOLUTIONS AS APPROPRIATE.

8.09 DISCUSSION AND POSSIBLE ACTION TO APPOINT MEMBERS TO BOARDS AND COMMISSIONS.

8.10 DISCUSSION AND POSSIBLE ACTION TO APPROVE AGREEMENTS IN SETTLEMENT OF POTENTIAL CLAIMS WITH POLICE OFFICERS, DANIEL ARISPE AND GREG DUARTE.

## **9. NEW BUSINESS - PARK COMMISSION**

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9.01 PARK COMMISSION - Met on February 6, 2018.

9.02 DISCUSSION AND POSSIBLE ACTION ON AUTHORIZING THE MAYOR TO NEGOTIATE AND EXECUTE A CONTRACT FOR SERVICES WITH CLEANSAPES, LP FOR THE PURPOSES OF PROVIDING LANDSCAPE MAINTENANCE TO THE CITY PARK AND THE TWO ENTRY WAYS INTO THE CITY.

## **10. MAYOR AND DEPARTMENT REPORTS**

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10.01 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.

10.02 MAYOR'S REPORT for January 2018

10.03 CITY ADMINISTRATOR'S REPORT of City Activity for January 2018

10.04 CITY SECRETARY REPORT of Administrative Activity for January 2018

10.05 PUBLIC WORKS DIRECTOR REPORT of Public Works Activity for January 2018

10.06 CHIEF OF POLICE REPORT of Activity and Service Calls Report for January 2018

10.07 MUNICIPAL COURT REPORT of Court Activity for January 2018

## **11. OTHER REPORTS**

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11.01 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.

11.02 UTILITY COMMISSION - Met on February 6, 2018

- 11.03 PLANNING AND ZONING COMMISSION - Met on February 7, 2018
- 11.04 ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION - Met on February 8, 2018
- 11.05 CITY STATS for January 2018
- 11.06 CITY FINANCIALS for January 2018 FY 2017-2018
- 11.07 RCDC FINANCIALS for January 2018 FY 2017-2018
- 11.08 CONTRACT INVOICES through January 2018 - LNV Inc., City Engineer, Professional Design Group, Building Official, Scanlan, Buckle & Young, City Attorney, AWR Services, Inc., Water and Wastewater Services, and Aken Industries, Inc. for Consulting Services.
- 11.09 AWR SERVICES, INC., Water and Wastewater Report for January 2018
- 11.10 Top Ten Water Users in the City
- 11.11 Texas Gas Service
- 11.12 Texas Central Appraisal District and Tax Assessor Letters

## **12. EXECUTIVE SESSION**

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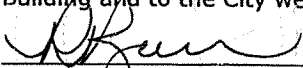
- 12.01 EXECUTIVE SESSION - Pursuant to Texas Government Code Section 551.071 - Consultation with Attorney, regarding Litigation Brainard v. City of Rollingwood.
- 12.02 EXECUTIVE SESSION - Pursuant to Texas Government Code Section 551.074 regarding personnel matters relating to an agreement of settlement of potential claims with Police Officers, Daniel Arispe and Greg Duarte.

## **13. ADJOURNMENT OF MEETING**

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### **CERTIFICATION OF POSTING**

I hereby certify the above Notice of Meeting was posted on the bulletin board at the Rollingwood City Hall Municipal Building and to the City website at [www.cityofrollingwood.com](http://www.cityofrollingwood.com) on Friday, the 16th day of February 2018 at 4:45 p.m.

  
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Robyn Ryan, City Secretary

NOTICE -  
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 TEX. GOV'T CODE § 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 LOCAL GOVERNMENT CODE;  
AND/OR ECONOMIC DEVELOPMENT PURSUANT TO SECTION 551.087 OF THE LOCAL GOVERNMENT CODE.  
ACTION, IF ANY, WILL BE TAKEN IN OPEN SESSION.

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.