

**NOTICE OF A MEETING OF THE
PUBLIC RELATIONS and COMMUNICATIONS COMMITTEE
OF THE VILLAGE OF VOLENTE, TEXAS
THURSDAY, FEBRUARY 26th, 2015 at 6:30 P.M.
City Hall, 16100 Wharf Cove, Volente, Texas.**

Notice is hereby given that the Public Relations Committee of the Village of Volente will hold a meeting at 6:30 PM. Thursday, the 26th day of February, 2015 in the Council Chambers at City Hall, 16100 Wharf Cove, Volente, TX at which time the following items will be discussed, to wit:

1. Open Regular Meeting.
2. Call Roll.
3. Citizen Comments.
4. Approval of the February 4, 2015 meeting minutes
5. Communication Plan
 - a. Review or Approve Steps for Staff to Follow for Standing Meetings and Town Hall Meetings
 - b. Discussion on Standardizing the Process of Communication
 - c. Worksheet for Standing Committees and Council to Use for Requests of the Public Relations and Communications Committee
 - d. Discussion or Approval of a Set Meeting Time for the Public Relations and Communications Committee
6. Discussion of the Village's Sponsorship of Olive Fest
 - a. Getting local artists to participate
 - b. A booth for the Village
 - c. Other Activities for the Booth
7. Prioritized List for the Committee Including the Focus and Delegation of Tasks
8. Community Newsletter
 - a. Discussion and Approval of Content
 - b. Assignments of Responsibilities
9. Adjourn.

IT IS HEREBY CERTIFIED that the above Agenda was posted on the bulletin board at the Village Offices and the Volente Fire Department Bulletin Board on this 23rd day of February, 2015.

Julia Vicars, Acting City Secretary

The Village of Volente is committed to the compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. A quorum of the City Council, Board of Adjustments or Planning and Zoning Commission may be in attendance at this meeting however, no official action by the City Council, Board of Adjustments or Planning and Zoning Commission shall be taken.

Minutes
Public Relations Committee
Village of Volente, Texas
Wednesday, February 4, 2015 at 6:30 p.m.
City Hall, 16100 Wharf Cove, Volente, Texas

1. Call to Order of the Public Relations Committee.
The meeting was called to order at 6:46 p.m.

2. Roll Call.
Members Present were: Kristi Belote, Joyce Beck, Terry Spurlin, and Linda Attwood. Judy Barrick arrived at 7:10 p.m.

3. Citizen Comments: David Springer discussed obtaining survey data from Survey Monkey. He explained different levels of service and costs from Survey Monkey. Discussed NextDoor website and its push technology. Discussed My Permit Now website for permitting of homebuilding.

4. New Members, Joyce Beck and Terry Spurlin, of the PR/Communications Committee filled out applications and took the oath of office.

5. Received member input on ways to communicate with the citizens of Volente and when to communicate.

There was discussion on coordinating with _____ (go to person for specific areas) to communicate information and gather information from citizens of the area they are responsible for.

Kristi Belote presented a rough outline of a newsletter for community. Kristi gave suggestions on topics to cover and section headings. Kristi suggested a volunteer of the quarter and possible recognition of citizen birthdays.

There was a list created of suggested priorities which will be sent out to the members of PR/Communicaton committee.

How do we communicate with our citizens?

- Village Facebook page
- Email distribution list of citizens (for use in emergency situations and general communications)
- Website sign-up. Julia has already put something up if you have not already seen it. It works great and we have already had people sign up. ****caveat with this listing**** we must be extremely carefully in guarding this list for privacy. Especially those that have checked that they do not wish to have their information disclosed

Village of Volente – Builder’s Post Construction Survey

We are working on updating several of our city ordinances related to building projects. As you have recently completed a project within the Village, we would appreciate your feedback.

General Information

1. Name of Builder/Engineer/Architect
2. Scope of project, ex: new construction, remodel, pool, etc
 - a. If new construction or remodel what was the square footage of the project?
 - b. Did the project require septic work?
 - c. Did the project require well work?
3. Timeframe of the project
 - a. Start Date
 - b. End Date
 - c. Did the project stay on schedule?
 - d. If not, what were the reasons for the delay?

Agencies and Ordinances

4. LCRA/TCEQ Guidelines
 - a. How did working with them affect your project?
 - b. What suggestions/comments would you have regarding them?
5. PEC Guidelines
 - a. How did working with them affect your project?
 - b. What suggestions/comments would you have regarding them?
6. Site Ordinance
 - a. How did working with them affect your project?
 - b. What suggestions/comments would you have regarding them?
7. Landscape Ordinance
 - a. How did working with them affect your project?
 - b. What suggestions/comments would you have regarding them?
8. Tree Ordinance
 - a. How did working with them affect your project?
 - b. What suggestions/comments would you have regarding them?
9. Dark Sky Ordinance
 - a. How did working with them affect your project?
 - b. What suggestions/comments would you have regarding them?

What Went Well and/or How Can We Improve?

10. Overall, how was it working with the Village of Volente staff?
 - a. What went well about the process?
 - b. What recommendations, if any, would you recommend to make the process easier?
11. Overall, how was it working with the Village of Volente ordinances?
 - a. What went well about the process?
 - b. What recommendations, if any, would you recommend to make the process easier?
12. Is there a city/county that we could look at to model our Village ordinances?
13. Use this space to comment on any other topic regarding building within the Village of Volente.



Village of Volente - Communication Request Form

Requesting Committee and/or Council Member

Request Received Date

When would like the information complete?

Point Person - will be used for any follow up or clarity needed by the PR/Communications Committee. Will also be used as the final approver of the request before publication

PR/Communications Committee person assigned

Request Overview/Summary

Goal(s) to be attained through the communication

Any suggested questions and/or input

Attachments and/or Supporting Documents

Communication Strategy – Village of Volente

Collection of resident emails/contact information

- Solicitation was done at the most recent Town Hall meeting
- Will solicit at the Olive Fest
- Will solicit at the Fish Fry

City Council and Committee Meetings

- As soon as the dates/agendas are available
 - Post both to NextDoor, the Village website and any other legalities of posting that apply
 - Include a solicitation for citizen's comments as well
- Send dates/agenda to the email distribution list
- Two days prior to the event post a reminder notice on NextDoor and send an email reminder
- After the event and once meeting minutes have been uploaded to the website, post on NextDoor and to the distribution list that they are available for review on the Village website. Could combine to one email if several become available at our near the same time. This can also include any other visuals such as tapings.
- For all communications would like to use a consistent subject line so residents will know what they are about. Examples include:
 - Meeting/Agenda Notice – Name of committee or council meeting
 - Reminder – Meeting notice
 - Meeting Minutes (and anything else such as tapings) Available

Town Hall Meetings

- Assuming we will have one about once per quarter
- Would like to give residents at least three weeks' notice as the purpose of a town hall is to get input from them so want as many as possible to attend.
- Three weeks out
 - Post both to NextDoor, the Village website and any other legalities of posting that apply
 - Include a solicitation for citizen's comments as well
 - Either two or three weeks out post to the fire hall's sign
- One week prior to the event, send a reminder notice
- One day prior to the event send a reminder notice
- Would like to get a generic banner that we can use at the entrance of the Village. This could be accomplished if we always do them on a set day like Saturday. If so, the banner could be posted one week out
- Once we have surveyed the community to determine who does not have access to a computer
 - Can send a post card announcing the town hall meeting
 - The need for post cards to all of the community will be evaluated for each event.
- If any meeting minutes or other visuals are available they can be uploaded to the website, post on NextDoor and to the distribution list that they are available for review on the Village website.
- Could include a brief survey after each Town Hall for input on its success.