



Village of Volente  
February 27, 2021, 9:00 A.M.  
Special Meeting Packet

- Agenda Item I.C. Discussion and Possible Action Regarding Setting City Council Goals

# Summary of Goals

<b>Staffing</b> <ul style="list-style-type: none"> <li>• Experience</li> <li>• How many</li> <li>• Part time</li> <li>• Training</li> </ul>	<b>Consultants</b> <ul style="list-style-type: none"> <li>• Legal</li> <li>• Ordnance revisions</li> <li>• BCRUA Oversight</li> <li>• IT Security</li> </ul>	<b>IT Solutions</b> <ul style="list-style-type: none"> <li>• Security &amp; Services</li> <li>• Software</li> <li>• Permitting</li> <li>• PIR Management</li> <li>• Document Retention</li> <li>• Online Banking</li> </ul>	<b>Committees</b> <ul style="list-style-type: none"> <li>• Goal oriented</li> <li>• Serve the Community</li> <li>• Citizen Involvement</li> <li>• Process for determining members</li> <li>• Reporting</li> <li>• Interlocal Govt. relations</li> </ul>	<b>Roads</b> <ul style="list-style-type: none"> <li>• Maintenance</li> <li>• Traffic Safety, Racing Issue</li> <li>• Signage</li> <li>• Intersection of Limecreek/2769</li> <li>• Road services site</li> </ul>
<b>Communication</b> <ul style="list-style-type: none"> <li>• Improve community spirit</li> <li>• Website / Newsletters</li> <li>• Meetings with Citizens</li> <li>• Community Events</li> <li>• Nextdoor Village Gov site</li> </ul> <p>2/27/2021</p>	<b>Website</b> <ul style="list-style-type: none"> <li>• Navigation</li> <li>• Timely</li> <li>• Retention of Information</li> <li>• Post Permits</li> <li>• Post PIRs</li> </ul>	<b>Banking</b> <ul style="list-style-type: none"> <li>• Security</li> <li>• Treasury Services</li> <li>• Online tools</li> <li>• Investment</li> </ul>	<b>Office Admin Task</b> <ul style="list-style-type: none"> <li>• Permitting</li> <li>• Records Retention</li> <li>• PIA Management</li> <li>• Meeting Records</li> <li>• Action Registry</li> <li>• Floodplain</li> </ul>	<b>Office Facilities</b> <ul style="list-style-type: none"> <li>• Location</li> <li>• Safety/Secure</li> <li>• Aligned to requirements</li> <li>• Meetings</li> <li>• Near &amp; Long term</li> </ul>

# Background Comments:

- Improve community communications, spirit and involvement
- Focus on priorities, Goals must be aligned with Comprehensive Plan/Vision
- Goals must be executable and stand the test of time/sustainable
- Goals must match resource commitment
- Modernize City Hall, facilities and functionality
- Provide for smooth transition from Council to Council
- Do we have the right portfolio of Committees? (purpose and number)

# RESOURCES TO ACCOMPLISH GOALS

## Village Citizens & Business Owners

Council (5)

Mayor & City Secretary (2)

City Engineer (?)

City Attorney

Admin Assistant (?)

Planning & Zoning

Board of Adjustments

Finance

Public Relations

Public Works

Safety & Environmental

Government Relations

Parks

### Potential New Resources

Committees  
Task Group  
Consultants  
Contractors  
Software

2/27/2021

IT Support Committee

Website Design

Contracting /Bid Committee

Business Relations Committee

Volente Council Workshop on 2021 Goals

# Council Notes on Goal

Status: Green 

**Why / Problem Statement / Business Case:**  
 Too much time spent on “cleaning up” files and records, searching for historical records, and navigating through technology issues.

**What / Project Objective:**

- Align CM and Council focus on more efficiently serving residents.
- Transition tactical office duties from Mayor to City Secretary.
- Support the success of the City Secretary and office staff. Develop subject matter experts.

**Scope:**

- Phase 1: Clean, organize and implement necessary systems to allow Village leaders to be more effective

When / Key Milestones and timeline				
	Priority activities	Owner	Timing	Status
Phase 1	• Hire and develop a high performing and capable office staff	Council	3/31/21	●
	• Continue to refine and organize the Village website	Kristin Ruff & Sonja	3/31/21	●
	• Identify software to improve efficiencies in responding to PIA requests	Sonja		●
Phase 1	• Identify and move assets to new bank	Mayor Thost	3/31/21	●
	• Finalize selection of members for committees, boards, and commissions	Council	3/31/21	●
	• Review Records Retention Policy and take appropriate action with office records	Sonja	3/31/21	●
Phase 1	• Identify a technology support solution and take action to activate services	City Secretary	2/28/21	●
	• Create and post a bi-weekly online newsletter to keep residents informed and updated	City Secretary	3/31/21	●
	• Establish a committee update template and share with committee leaders. Establish regular cadence for committee leaders submitting updates	City Secretary	2/28/21	●
	• Publicly post list of applied and approved permits & update regularly	City Secretary	3/31/21	●

**Financial / Business Impact:**

Investment

TBD

Return

TBD

**Who / Team Stakeholders & Dept:**

- Residents
- Council & Mayor
- City Secretary & Office Staff

**Resources require (\$, capabilities)**

TBD

**Improve communication with the residents of Volente**

**Hold Community Events Once COVID restrictions are lifted.**

First, I think given that there are only 8 months left in the year, we should focus only on priorities and not on nice to haves or issues that have already been addressed and only need action. And we should make sure what we accomplish will stand the test of time and not be tossed with new councils as in the past.

1.Improving community and volunteer spirit.

2.City Hall - new location and functioning normally day to day (IT, Banking, Equipment, Recordkeeping and archival).

3.Website - we inherited a website that isn't consistent, logical and with information that conflicts making it hard to refer people to specific information.

4.RFQ – City Legal Council

5.RFQ - find a specialist to rewrite the Site Development Ordinance. This has been on the council goals for over 5 years. This is locating the person to do the work and the rewrite.



CITY COUNCIL GOALS FOR 2021 1. Organize and modernize the VOV City Hall office so that the Village is in compliance with LGC, the VOV Comprehensive Plan and VOV Ordinances to ensure that Village Government is responsive to the needs of the community. 2. Educate the VOV residents of the duties of Administrative Staff in order to establish the importance of how a well -run municipal government, regardless of its size, is both cost effective and promotes open and responsive government. The duties of the Administrative Staff are essential to a well -run Volente. The public needs to be aware of the duties of City Administrators. A few are listed below: Records Management Officer Conduct Fair and impartial City Elections Public Information Officer Oversees publication /posting of legal notices Attends City Council Meetings and responsible for Agendas, Packets, and Minutes Posting and maintaining information on Village Website. I would like to add the co-ordination of a monthly Newsletter as well. The above list, although incomplete, underscores the importance of the Administrative Staff to the daily management of the VOV Government. Once an Administrative Staff is consistently in place, it will take time for residents to observe that Government can indeed work for them. One responsibility, in my opinion, that should be included in the above list is PR. Monthly Council Reports from the City Secretary is a good start. Holding informal meetings with residents on a periodic basis to answer questions, encourage involvement in government, etc. is worth examining. The Council has been struggling with enhancing public participation in our government without much success. Again, the dysfunction that sometimes can occur with the election of new Councils and/or when some Councils are not civil to each other have discouraged many residents from volunteering or even attending Council Meetings. The Nextdoor Platform also needs addressing. Some residents do not want to risk being targeted if serving in local government. I love to hear stories from long time residents about the cohesiveness, kindness and sense of community that was at one time a reality in Volente. That dovetails with the above goals I list above.

- Public safety traffic issues
- Lime Creek Racing
- Wharf Cove Intersection management
- TCSO use / deployment needs (discussion of business contribution to stand by services for high-risk time periods)
- Village entry signage
- Committee structure - Do our Committees really reflect what we need in Volente today?
- Ordinance revision
- Website future / communications (so much has been done already - Maybe just an update)
- Potential establishment of a BCRUA Oversight Committee - A group that could be a long-term mix of electeds and citizens that could provide consistency
- Review of Village Offices longer term strategies

- Final ILA agreement, and pre-construction/due diligence plan for tracking BCRUA Construction
- Road Maintenance Planning for one year, three year and ten year
- Relationship development and coordination with Travis County for Roads Maintenance, Traffic issues, and BCRUA issues
- Citizen communication and Website construction to promote simple, intuitive navigation, providing real-time bulletin board for present day news and actions
- Public Events to promote community
- Near term and long-term Village Office requirements