

# GOVERNANCE

TASK	ACTION	
Prepare guiding principles/mission statement	Prepare a mission statement encapsulating the primary concerns of Village residents; use the statement as a standard against which policy decisions are measured. Statement adopted by City Council in August 2017	X
Consider evening City Council meetings	Periodically evaluate meeting times and alter as needed	
Analyze Ordinances for applicability and compliance	Review ordinances; recommend changes as needed	P
Review master declaration	Review master declaration	
Evaluate floodplain management practices for compliance	Propose compliant ordinance to continue to be a NFIP community.	X
Engage with neighboring municipalities regarding issues of regional importance	Continue to meet with neighboring city managers and elected officials. Lines of communication have been opened. This is an ongoing item.	X
Evaluate municipal court options	Review previous cost estimates. Options were reviewed in November, and it was determined that municipal court is not feasible at this time.	X
Define service expectations in city contracts	Changes were made to the agreement with the Constable's Office. Amendment to Waste Connections contract resulted in service enhancements.	X
Determine authority delegated and authority retained	Evaluate political and administrative functions and assign responsibilities accordingly	P
Develop a protocol for interfacing with other entities in The Hills	Invitation for joint meetings issued by City Council	P
Participate in the legislative process	Establish a legislative agenda prior to legislative sessions.	X
Engage in succession planning (Council and Staff)	Encourage volunteerism and community involvement; cross train staff	
Strengthen Finance and Audit controls	Re-evaluate procedures and controls; modify as needed to ensure adequate controls; Tyler Software installed; new Auditor	X
Host semi-annual meeting of all four entities in The Hills	Schedule meeting	P
Develop an investment policy	Policy adopted May 2018	X
Participate in the legislative process	Formalize the method by which the City is involved in the Legislative Session	P
Adopt a Code of Ethics	Adopted December 2018	X

**NOTES:**

**Chair: George Spencer**

**Committee:**

Linda Lunney  
Pat Younger

# PUBLIC SAFETY

TASK	ACTION	
Focus efforts on three areas: Crime Prevention, Wildlife Management, Mitigation	Prioritize programs which meet at least one of these objectives	P
Work with Constable to develop quarterly or biannual programs on community policies	Promote community policing with regularly scheduled programs; <b>House Watch program initiated</b>	P
Continue daily communication between Constable, guards and staff	Update and distribute current contact information. ONGOING	X
Monitor wildlife activity; identify areas of need and resources for support	Document reports of wildlife activity; receive information from wildlife biologists; meeting held with stakeholders; ongoing	X
Review and update mitigation plans for fire, flood, and other hazards as needed	Evaluate potential hazards throughout the village and take appropriate measures to mitigate. Plans are current - <b>Progress reporting January 2021</b>	X
Maintain Hazard Mitigation Plan (with County)	Submit Village-specific plans to Travis County for inclusion in the HMP. Plan adopted; review again in 5 years; <b>LOI sent for 2022 plan participation</b>	X
Create community awareness of mitigation planning and emergency preparedness	Communicate with residents via Facebook and website regarding ongoing planning and preparedness efforts	X
Address Public Safety/Emergency Management easement	Work with the POA to develop an easement document for public safety and emergency management	
Continue to interface with the hospital		X
Strengthen interagency communication	Attend regional meetings; establish informal networking groups of appointed and elected officials	X
Evaluate options for emergency access to the golf course	Discuss options with the Club General Manager; AED purchases in progress; EMS/Fire Dept Training scheduled; maps distributed	X
Evaluate need for reflectors and safety lighting	LED lights purchased for walkers	X

NOTES:

**Chair: Robert Smith**

**Committee:**

Sgt. Michael De Leon

# COMMUNICATION

TASK	ACTION	
Update and maintain Website/Calendar	Add Village icon at eye level; Maintain current information; <b>Content Optimization performed/new website template</b>	X
Communicate law enforcement Issues	Revise Constable's report to provide more relevant information	X
Contribute to POA Newsletter	Contribute articles regarding Village matters to the POA Newsletter; <b>City newsletter created</b>	X
Define message "Who Is The Village"	Enumerate the key attributes to utilize in communication and marketing plan	P
Attend PIO Training	Monitor training opportunities through TML and affiliate organizations	P
Plan State of the Village Address	Scheduled for October 2019; <b>held annually, except during the pandemic</b>	X
Develop communications plan with Senior Citizens	Continue to utilize USPS; develop intergenerational programming	P
Make regular contact with external organizations and agencies	Pursue board membership and increase contacts with external organizations	P
Develop media plan	Establish goal of one article per month	P
Educate realtor community about the unique qualities of the Village	Provide educational information during RFID processing	
Establish a Welcome Committee with all entities represented	Home visits a couple of weeks after move-in; educate on all entities; New Resident packet developed	
Pen Interesting People profiles for local publications	Identify residents to profile; include in media schedule	
Exchange Public Safety Reports with the POA	Reports Exchanged	X
Develop "Who's Who" section for the Club's new member orientation		
Develop messaging for Census 2020	Electronic communication complete	X

**NOTES:**

**Chair: Wendy L. Smith**

**Committee:**

Hilda Potsavich  
 Jim Nelson  
 Linda Lunney

# PROGRAMS AND SERVICES

TASK	ACTION	
Participate in National Night Out	Encourage residents to host National Night Out events in October	
Host Veteran's Events	Coordinate with and expand on existing programs	P
Enter Village float in Lakeway 4th of July Parade	Continue to participate in the parade	X
Institute Oak Wilt prevention programs	Diseased tree ordinance adopted	X
Encourage Youth Activities	Continue to develop programs with the Youth Advisory Commission; incorporate youth programming into community events; <b>Jr. YAC created</b>	X
Schedule Park events and periodically evaluate policies	Plan regular events in the park/Club Estates Parkway Trail; <b>Holidays in the Park created</b>	X
Monitor trash service/recycling	Monitor customer service; encourage recycling; enhance services	X
Establish Community Policing programs	Coffee With The Constable and other programs which elevate the law enforcement profile in the Village	P
Provide Teen volunteer opportunities	Engage teens in community activities as volunteers; utilize the Youth Advisory Commission as a base	P
Encourage diversity and inclusion on Boards	Encourage diversity of all types on Village boards and committees	
Develop gardening programs at the Park	Solicit interest in forming a volunteer-supported garden club; park plant sales with speaker's bureau; Friends of the Park re-established	P
Establish Village U	Create an educational program/speaker series on Village-specific topics	
Continue the Annual Volunteer Dinner	<b>Annually, except during the pandemic</b>	X
Evaluate Parks and Recreation Programs	Workshop with the P&R Commission and City Council	X

**NOTES:**

**Chair: Hilda C. Potsavich**

**Committee:**

Casey Brown  
Youth Advisory Commission

# REGIONAL INVOLVEMENT

TASK	ACTION	
Engage in regional traffic and mobility planning process	COG membership; monitor/attend CAMPO, CARTPO and TxDOT meetings	P
Engage in cooperative programs regarding oak wilt	Host regional meetings on oak wilt and other environmental issues	P
Continue the Household Hazardous Waste partnership	Continue in-kind and financial contributions to the program	X
Get involved in community organizations	Evaluate the value of membership in the Chamber of Commerce and similar organizations; enlist in organizations which provide the most value	X
Establish/maintain relationships with neighboring communities, the school district, and the County	Meet regularly, both formally and informally	X
Follow the TML Legislative Updates and engage in small city efforts	Monitor the TML education calendar	P
Encourage other communities to establish a youth advisory commission; consider a Regional Youth Advisory Commission	Communicate with Lakeway, Bee Cave and LTISD regarding the importance of youth in civic engagement	X

**NOTES:**

**Chair: Wendy L. Smith**

**Committee:**  
Hilda Potsavich  
Bob Moore

# PHYSICAL ASSETS

TASK	ACTION	
Identify assets belonging to public entities	Develop an inventory	P
Identify responsibilities for each asset and opportunities to share resources	Consider liability and repair/maintenance; list current and potential interlocal agreements	P
Evaluate roads/gates and relationship between the Village and POA with regard to these assets	Consider law enforcement/emergency management easement	X
Formalize an asset management plan	Document assets	
Coordinate programs among four entities	Jointly plan/volunteer for events; VOH/MUD Welcome Packet Jan 2019	P
Jointly develop assets	Consider signs, pocket park, easement development, additional pet stations, etc.	P
Prioritize Facility Enhancements in the Park	Workshop with the P&R Commission and City Council	
Define Greenbelts and Develop Wildfire Mitigation and Maintenance Plans	Ground evaluation; map greenbelts for mitigation and maintenance; <span style="color: green;">in progress</span>	P

NOTES:

**Chair: Zac Carroll**

**Committee:**  
 Robert Richer  
 Wilson Smith

# REVENUE AND BUDGET

TASK	ACTION	
Evaluate opportunities to share resources and plan joint projects	Identify resources among the entities and discuss ways to share resources	P
Track costs and benefits of all four entities	Track budgets and tax rates annually; identify community benefits	P
Establish fiscal priorities	Identify fiscal priorities annually in advance of budget planning	X
Strengthen controls	Re-evaluate procedures and controls; modify as needed to ensure adequate controls	X
Establish fund balance/reserve goals	Evaluate municipal needs and provide fund balance guidance; adopt policy	X
Evaluate capital projects	Annually identify capital projects in advance of budget planning	X
Seek cost avoidance where possible	Negotiate to slow the rate of cost increases; obtain value added services where appropriate	P
Develop long range financial plans	Develop 5 Year Capital Improvement Plan; analyze budget trends for 5 year projections	X
Explore new avenues of revenue		
Evaluate criteria for the Financial Transparency Stars program	Determine criteria and associated time/staffing requirements	P
Implement Investment Plan	Invest in TexPool in accordance with policy; design quarterly report	X

**NOTES:**

**Chair: Jim Nelson**

**Committee:**

Jim Wingard

# THINK TANK

The purpose of the Think Tank is to consider ideas or projects which do not logically fit into any of the other seven categories.  
The Think Tank will be activated after initial plan adoption.

1. Explore changing demographics and associated needs of the community. Create a contemporary footprint while maintaining the original character.
2. Explore commercial ventures for revenue generation

**Chair:** Eric B. Ovlén

**Committee:**

Linda Lunney

Pat Younger