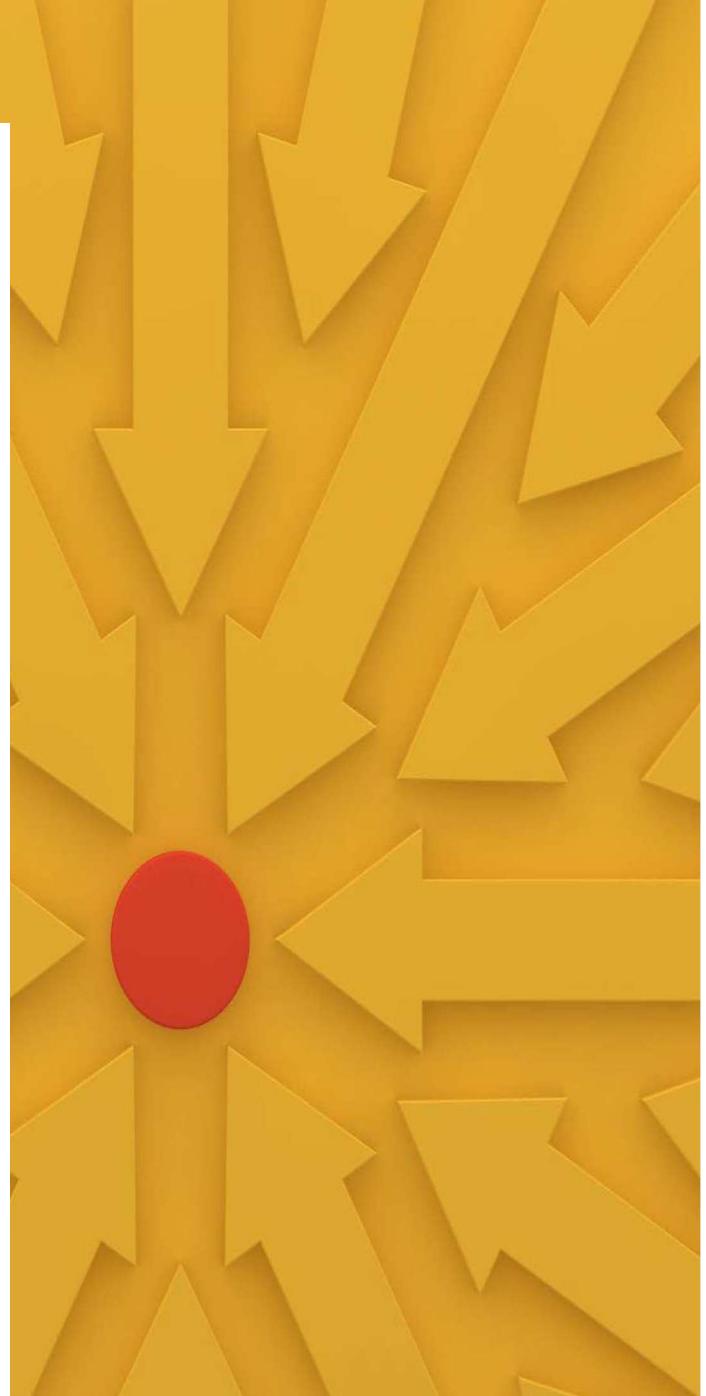




Weekly Report

Nov. 22nd, 2024

City of Lago Vista
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City Manager's Office

This week, the City Manager, along with HR, interviewed a candidate for the Director of Development Services position and is optimistic about making a decision soon. A strong candidate for the City Secretary role was also interviewed in collaboration with the Interim City Secretary and HR Director. The City Manager attended the bi-monthly Comprehensive Plan update meeting, with a joint CPAC and Council Meeting tentatively scheduled for December 19th.

The City Manager and City Attorney met with the Golf Course Irrigation Contractor to discuss the necessary information for progress and to review contract requirements. Additionally, the City Manager attended the Chamber of Commerce luncheon.

A meeting was held at the Airport lounge with the Mayor, Assistant Parks and Recreation Director, a consulting firm, and two AAB members to address runway issues, provide the City Manager with a status update and explore funding opportunities through TxDOT. A follow-up meeting with TxDOT representatives is being planned to further discuss their requirements and process.

This is a reminder that City Hall will be closed on Thursday for Thanksgiving. Also, please come join us in the festivities at the Christmas Tree lighting on Monday Dec. 2nd.

Golf Course

Last weekend brought us our busiest of the Fall with 365 Golfer's teeing-it-up continuing our up-tic in rounds. Mother Nature finally brought us one (1) inch of rain Monday night. The moisture woke up the rye seed beds throughout the course bringing shades of green to our fairways and roughs. New driving range mats were added to the practice area completing the entire practice tee upgrade.

Golf Course Maintenance performed routine duties while repairing a few leaks. Algaecide and fungicide were applied to the greens along with light topdressing. The Course Superintendent and Assistant Superintendent interviewed a candidate to join the team.

Economic Development

The Economic Development Director attended the North Lake Travis Chamber of Commerce luncheon, where Chief Ashby from Texas Emergency Management was the guest presenter. The Director participated in an interview panel with one of the firms under consideration for executive recruitment services for the City Manager position. Planning is also underway for the upcoming Plaque of Appreciation presentation on November 26th, which will recognize The Wild Navy Boutique.

The Communications & Marketing Coordinator remained active with outreach efforts, posting updates on social media, the city website, and the digital sign. Work began on reviewing and ensuring compliance for documents uploaded to the City website. The Coordinator attended a logistics meeting to finalize details for the Christmas Tree Lighting and participated in the City Council reception. Group photos of the outgoing and incoming City Council members were also taken to document the event.

Public Works

Engineering/Administration Department

This week, the Engineering team met with the construction and design teams for Firefly Cove to address complications, logistics, and traffic control management for their water and wastewater tie-ins to the City's mains. Two strong candidates for the CIP Manager position were interviewed, with a decision expected soon. Staff participated in a Christmas Tree Lighting planning meeting to address any last-minute changes and logistical issues.

Discussions were held with an engineering firm regarding future water infrastructure projects outlined in the CIP Plan. Additionally, the City Engineer met with a resident to address drainage concerns.

Utilities Department

The team completed a service installation on Paseo De Vaca and addressed sewer issues at Whittier Cove and Needles Cove. A water leak on Sleepy Hollow Lane was also repaired. Manhole inspections continued in the Country Club area, and cleanup of spoils at Cardinal Avenue is progressing.

Streets Department

Crews repaired sinkholes at Camelback and Oak Ridge, cleaned up rocks and repaired the road edge at Spanish Oak, and filled potholes in the City Hall parking lot. Tree trimming was performed at Greenshore Drive. The Alfalfa property and City gun range were mowed and weeded.

Plants Department

At Water Treatment Plants #1 and #3, daily and weekly testing was completed, along with general maintenance. Staff at Plant #3 received onsite training for the Trident unit. SCBA units at both plants were inspected. The Wastewater Treatment Plant completed lab testing, general maintenance, and pressed three containers of sludge.

Lift Stations and Effluent Disposal

Routine maintenance and generator repairs continued at lift stations. Power was restored at the Tessera lift station after a transformer failure, with the generator functioning properly during the outage. Effluent disposal remained on schedule, with watering at the golf course and Cedar Breaks ongoing. Clearing of trails, trees, and brush also continued at Cedar Breaks.

Information Technology

The department facilitated both in-person and virtual meetings as needed while addressing 10 new support tickets from staff. A productive meeting with the City's security providers focused on exploring new software and tools to enhance the organization's security posture. The team also worked with the Microsoft vendor to implement Autopilot software for mobile phones. Assistance was provided to the City Secretary with Open Records Requests (ORRs), and the team successfully renewed the FCC license for the city's radio station, a process required only once every 10 years.

IT staff resolved an issue preventing access to the SCADA system, which was traced to a misconfigured piece of equipment from Spectrum. The system is now fully operational. Additionally, an appointment is scheduled for Tuesday to complete porting phone numbers from Plant 1 to the PRI line at the Police Department, marking the final step in the phone project.

Municipal Court

Court received and processed several citations from the Police Department and Fire Marshal's Office. Weekly reports were completed for the State and the court's collection agency. To enhance the secure disposal of sensitive information, the court implemented a new monthly shredding service. This onsite shredding service ensures compliance with privacy regulations and protects the confidentiality of all parties involved.

Staff assisted customers with their cases at the court window, by phone, and via email. Additionally, the Court Administrator provided support to the Jonestown Municipal Court during their docket on November 19 and attended the Chamber luncheon on November 20.

Development Services

The Development Services Department received a construction application for a multi-family project on Pierce Cove. The proposed development includes four buildings with a total of 16 units. While the Building Official was on vacation throughout the week, so ATS was utilized to conduct 126 inspections from Monday through Thursday, with 25 additional inspections scheduled for Friday. The department also accepted 39 applications and registered nine new contractors.

Human Resources

The HR Director interviewed two additional candidates for the CIP Manager position and two for the City Secretary role, along with conducting a follow-up interview with a candidate for the Director of Development Services position. Additionally, I am reviewing bids and interviewing recruitment companies to assist with staffing needs. Efforts are also underway to purge old files for storage, ensuring better organization and compliance. Lastly, I am actively managing two ongoing FMLA cases.

Police Department

End of Week Report for 11/10/2024 – 11/16/2024

Calls for Service		391
Traffic Stops		100
Citations		25
Warnings		70
Arrests		2
Average Response Time (ART)		6 min 26 sec
Code Enf. Calls for Service		33
Animal Control Calls for Service		11

Last week, all of our patrol team attended training on the Law Enforcement Advanced DUI/DWI Reporting System (LEADRS). This free system greatly improves the efficiency of completing reports on DUI / DWI cases, reducing what is often times a three to four hour report to less than one hour, and will be a significant benefit for our patrol operations. The department's Executive Assistant also attended records' management training.