



# Weekly Report

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Jan 17<sup>th</sup>, 2025

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**City of Lago Vista**

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# City Manager's Office

The City Manager will work closely with ESD to monitor the inclement weather forecasted for early next week, and ensure proactive measures are in place. In addition, notifications and updates will be provided to the public as Monday approaches.

A bi-monthly progress meeting with Halff & Associates focused on reviewing materials for the January 16th joint session at the City Council meeting. A list of concerns and considerations raised during the session will be provided to Halff for further refinement.

Discussions with Freese & Nichols regarding the Water Master Plan resulted in a commitment to deliver a Final Draft for presentation at the February 6th Council Meeting.

The City Manager also met with Mr. Robbins and Councilman Benefield to discuss the upcoming Building & Standards Commission (BSC) meeting, addressing topics within the commission's purview. One of the main topics that was discussed was the Dark Sky Ordinance and its enforcement.

Additionally, a meeting was held with LVPOA and Councilwoman Owen to review their upcoming projects that will require City involvement for review and approval, ensuring alignment and collaboration on shared initiatives.

## Golf Course

Old Man winter showed his face last weekend with below freezing temperatures and a threat of frozen precipitation. Fortunately, we received one inch of rain with no freezing rain. 213 non-fair-weather Golfer's were still able to hit the links. The WGA and the MGA took advantage of sunshine and temperatures near 60 on Wednesday and Thursday this week.

Golf Course Maintenance performed routine duties this week. Two candidates have been interviewed to join our GCM team, with both interviews going well. Their applications were submitted to our HR Director and now going through the process of being approved. The state of Texas is preparing for an Arctic Blast expected to hit us here at Lago on

Saturday with temperatures reaching the low 20's Sunday through Tuesday night, along with a chance of frozen precipitation on Monday night and Tuesday morning. Precautions have been started to preserve our vastly improved greens conditions. They will be covered early Sunday morning and remain covered through at least Wednesday morning.

## Economic Development

This week, the Economic Development Director hosted an EDAC meeting where three new members were sworn in to serve on the committee. A development meeting was held with the City's development team and a developer to provide feedback and address questions about their project. This development is located on a parcel that was recently annexed into the City on Boggy Ford. Additionally, the Director met with a property owner interested in opening a laundromat to discuss the process and answer questions.

The Communications & Marketing Coordinator remained active with community engagement by posting updates on social media and the city website. The Coordinator attended the EDAC meeting, participated in a Zoom demo of a Chatbot feature with CivicPlus, and joined a TML Legislative Update Zoom call to stay informed on relevant legislative developments.

## Public Works

### **Engineering/Administration Department**

Phase 1 of the street rehabilitation program made significant progress, with several streets repaved. To stay ahead of expected inclement weather next week, the contractor plans to continue paving on Saturday. City staff is also preparing for the anticipated weather to ensure readiness and minimize disruptions.

Discussions continued on key infrastructure projects. Staff met with the project engineer for the Wastewater Treatment Plant (WWTP) Upgrade to review the initial meeting with TCEQ regarding the major permit amendment. RFP 25-03, the effluent pond rehab project, was presented to City Council at the Jan. 16<sup>th</sup> meeting. City Council voted to award the project to Jerdon Enterprises.

The design team for Turnback Ranch met with the Director and City Engineer to address requirements for Bar-K lift station upgrades and the realignment of the Paseo De Vaca and Bar-K intersection, as outlined in their Development Agreement. Also, the Director met with the PEC Substation design team to discuss challenges they are facing with the aesthetic requirements for their stormwater detention pond.

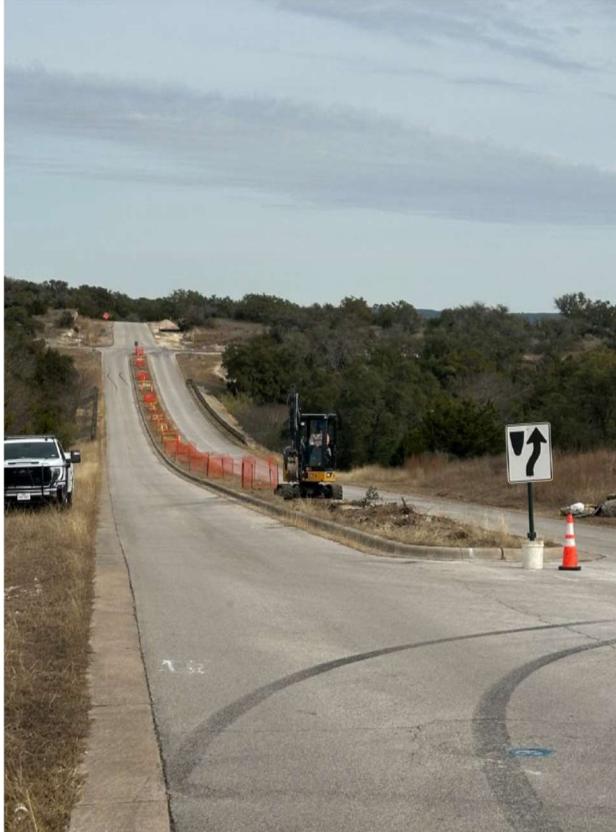
In addition, a meeting was held with the design engineer and developer of a recently annexed property on Lohman, south of Travis Drive, to discuss water and wastewater line requirements and potential options. The Director, City Engineer and 3<sup>rd</sup> party reviewer met with the design team for Tessera Phase 4B to discuss engineering review comments they received.

The weekly development meeting brought together staff from ESD, Code Enforcement, and the Building Department to review the progress of various developments and address ongoing code enforcement matters. Also, the Economic Development Director and a developer met with the team to discuss the developer's next steps to continue moving their project forward. They were informed of the Interim Growth Management Policy, as well as needing to provide the City with their projected water and sewer demand so it can be ran through the City's modeling systems.

An on-site meeting was also scheduled with the Firefly Cove development team to review recently conducted elevation surveys.

## Utilities Department

The Utilities Department continued work on the force main tie-in at the Veranda Walk lift station on Shoreline Ranch Blvd., advancing the project toward completion. Additionally, the team responded to a sewer issue at the POA's Greenshore Park.



## Streets Department

This week, the Streets Department trimmed trees along Stable Lane, Stamped Trail, Flintlock Circle, Diamond Cove, Panhandle Cove, Pueblo Cove, Peacemaker Trail, Chestnut Cove, Chantilly Trail, Big Horn Circle, and Blue Sky. These efforts ensure that trees will not obstruct paving operations as Lonestar progresses with the road rehabilitation project.

Additionally, the department removed one dead animal from the roadway to maintain clean and safe conditions.

## Plants Department

At **Water Treatment Plant #1**, staff completed all daily and weekly water testing, including chlorine residual sampling, and performed general maintenance. The "A side" clarifier was drained for repairs, and a micro switch was replaced at the Paseo tank. To compensate during repairs, water is being pulled from Plant 3. Preparations for freezing weather included wrapping the ground tank and pipes at Talon and scheduling a cla valve repair at the Paseo tank.

At **Water Treatment Plant #3**, daily and weekly testing was completed, and chlorine residuals were monitored. A problem with feeding LAS was addressed by replacing several valves and making adjustments, bringing the system back to normal operation.

The **Wastewater Treatment Plant** completed its regular sample submissions, lab testing, and general maintenance. Contractors assessed the necessary repairs for clarifier 1, while two pumps were installed at the sludge press, bringing it back online. Pipes were wrapped in anticipation of freezing weather to protect the system.

**Lift stations** received routine maintenance, and all generators are functioning properly except for the OBR generator, which is awaiting parts.

For **Effluent Disposal**, the golf course irrigation schedule remains on track, and sprinklers continue to operate at Cedar Breaks. Effluent water delivery to Cedar Breaks is ongoing, ensuring efficient system performance.

## Information Technology

The department supported both in-person and virtual meetings as needed and addressed 11 new support tickets from staff. New phones from AT&T have begun arriving, and staff are finalizing configurations and policies while conducting tests before distributing the devices to employees.

A meeting is scheduled with the vendor for the Police Department's in-car video system to discuss the upcoming software upgrade and its potential implications for operations. The IT team also assisted the City Secretary with Open Records Requests as needed.

A major update to the document management system is planned for Friday to minimize disruption by performing it while staff are out of the office. Additionally, the IT Department has been tasked with setting up a more functional virtual meeting system in the Council conference room to enhance meeting efficiency and capabilities.

## Library

On Monday, the Director attended a quarterly meeting of the Library Advisory Board, at which time two new members, Don Johndrow and Melissa Ojeda were sworn in. The main topic of discussion was a review of the Board's 2024 Workplan. A committee was appointed to discuss items that may be added to an updated 2025 Workplan, which is expected to be voted on at the Board's April 14 meeting.

The Director and Library Assistant, Sommer Hamilton joined the City's Communications & Marketing Coordinator and interim City Manager in a Zoom meeting with CivicPlus employees to discuss the possibility of adding a Chatbot to the City and Library websites. A chatbot would be beneficial, especially when City facilities are closed, in responding to general questions from the public.

A number of regular programs and events took place this week, including Eclectic Book Club, Personal Growth Group, Meditation, Bring Your Own Art, Spanish Class, Alzheimer's Support Group, Children's Storytime, and Teen League.

# Municipal Court

The Court received and processed numerous citations while completing weekly reports for the State and the Courts collection agency. Customers were assisted with their cases at the court window, by phone, and through email. Regular court dockets were held on January 14, and clerks spent the remainder of the week processing cases from the session. Notices to appear were also sent to individuals scheduled for the February 11 docket, ensuring timely communication and compliance.

# Parks & Rec

Interviews for the maintenance position were conducted this week, with applications still under review. Efforts are underway to replace the pickleball light bulb. The previous supplier is out of stock, but an alternative supplier was identified, and the bulb has been ordered. Replacement will be coordinated upon its arrival, provided it is the correct bulb.

Discussions were held with three representatives regarding new playground equipment, a software program to improve work order flow and routine equipment maintenance, and pre-emergence and fertilizer options for the Sunset fields. At Sunset Park, the solar panels are not functioning. The electrician suspects a blown fuse or faulty breaker and will conduct further troubleshooting to resolve the issue. New outfield distance markers were installed on both the baseball and softball fields, and additional winterizing measures were completed and double-checked in preparation for potential severe weather.

A Variable Frequency Drive (VFD) was installed on the pool's pump to reduce the pump's speed during the offseason. This will conserve energy as well as extend the life-cycle of the pump. Additional winterizing measures were also completed and double-checked to ensure readiness for upcoming bad weather.

Routine maintenance was performed at the airport. The fuel tank gauge was inspected and confirmed to be functioning properly, with notes taken for future preventive repairs.

Additionally, the ground cable clamp was replaced with a new clamp. Winterizing measures were finalized and verified to prepare for potential adverse weather conditions.

## Human Resources

An offer letter was extended to a candidate for the Development Services Director position. The on-boarding, and pre-screening process has been initiated for the new CIP Manager that accepted the City's offer earlier this week. Their anticipated start date is tentatively scheduled for Jan. 21<sup>st</sup>. Also, the on-boarding process has begun for two Golf Maintenance applicants. Recruiting efforts are ongoing for a Financial Assistant and the Water/Wastewater Superintendent positions.

Year-end payroll tax filings are in progress, alongside the creation of W-2 and 1095 forms to meet compliance requirements. Additionally, the department is in the final stages of researching payroll systems to identify the best solution for the City's needs.

## Police Department

End of Week Report for 1/05/2025 – 1/11/2025

Calls for Service		360
Traffic Stops		99
Citations		19
Warnings		71
Arrests		0
Average Response Time (ART)		5 min 3 sec
Code Enf. Calls for Service		16
Animal Control Calls for Service		3

Last week, we held an interview with a qualified applicant for a patrol officer position. Our School Resource Officers had a great week of LVISD students being back in school. Two of our supervisors attended training on managing criminal investigations and identifying trends and causes of criminal activity. Chief Boshears received

correspondence that he was reappointed by the President of the International Association of Chief's of Police to serve a three year term on the association's Community Policing Committee.