



# Weekly Report

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**March 1, 2024**

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**City of Lago Vista**

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# City Manager's Office

The City Manager, Human Resource Director, and Finance team convened with our HUB Insurance Provider for a midyear strategy session regarding the upcoming Request for Proposal (RFP) for insurance. This meeting facilitated discussions on potential benefits for staff in the future and strategies to minimize financial burdens while ensuring exceptional benefits.

In preparation for the Solar Eclipse event scheduled for April 8, 2024, the City Manager, Mayor, Chief of Police, and Communications and Marketing Manager participated in a meeting hosted by the Chamber of Commerce. The primary focus of the meeting was to ensure the safety of all while they enjoy this rare celestial event.

Furthermore, the City Manager attended the Lago Vista Property Owners Association Strategic Planning meeting on March 1, 2024. The purpose of the attendance was to address inquiries and provide insights on matters directly impacting the association.

## Public Works

The Public Works department has been actively engaged in various projects and tasks across different divisions. In Public Works Director and Engineer conducted meetings with the Hines Development Team to discuss acceptance processes for different phases of development. Additionally, a final walkthrough was conducted in Tessera Phase 4A to compile a punch list of necessary repairs before accepting infrastructure. Discussions with Bennett Paving were also held regarding the Street Rehab Project, ensuring compliance with project specifications. In the Utilities division, crews investigated customer concerns about standing water in a creek and initiated testing of valves and pressure reducing valves. Leaks were repaired, and service installations were completed at various locations.

The Street Department addressed issues like sinkholes, debris removal, tree trimming, and pothole patching to maintain road safety and cleanliness. The Plants division conducted routine operations and maintenance activities at water treatment and wastewater treatment plants, ensuring compliance with regulatory standards. Lift stations were also maintained regularly. Efforts were made to ensure efficient effluent disposal, including scheduled watering at the golf course and management of sprinklers at Cedar Breaks.

Throughout these tasks, the Public Works team remained committed to maintaining the city's infrastructure and providing essential services to the community.

## Golf Course

The PGA Head Golf Professional successfully finalized the delineation of all Lateral Hazards across the Golf Course, demarcating their boundaries with red stakes for clear identification.

In addition, the Golf Staff will now employ the newly installed Bag Stand and Podium to enhance the welcoming experience for both our established Local Loyal Golfers and newcomers arriving at the Golf Course.



## Development Services

The Director is tasked with conducting all Monday inspections that cannot be conducted by a third-party vendor due to local ordinance provisions. Our other inspector's schedule precludes availability on Mondays, with their workload instead concentrated on Fridays, aligning with the convenience of residents and contractors. Additionally, there were several "emergency" plan reviews and certificate of occupancy assessments that necessitated immediate attention.

## Economic Development

The Economic Development Director actively participated in a special call meeting convened by the Economic Development Advisory Committee (EDAC). Additionally, they successfully completed an incentive application, making it accessible on the Economic Development Department page of the city website to provide comprehensive information for interested parties. Furthermore, the Director engaged in preliminary discussions concerning the potential hosting of a car show event in Lago Vista, exploring opportunities for community engagement and economic development.

On the other hand, the Communications and Marketing Coordinator attended a meeting with the Concessions contract holder at the Golf Course to explore potential options for

hosting the Spring Employee Event. She also participated in key planning meetings such as the Lago Fest meeting and the Eclipse meeting, contributing ideas and strategies to enhance community events and initiatives. She also dedicated time to collaborate with the Lago Fest Sponsorship Coordinator, actively recruiting sponsors for the upcoming event and promoting community involvement through local businesses.

## Information Technology

Throughout the week, the IT Department was actively engaged in various projects and initiatives aimed at enhancing our technological infrastructure and operations. They participated in a project status meeting with Motorola regarding the implementation of the new LVPD CAD/RMS software, focusing on the placement of the upcoming hardware installations. Additionally, they initiated the process of obtaining a new license key for the latest version of Docuware and will proceed with updating the software once the necessary keys and files are received. Furthermore, staff conducted a meeting with the new phone system vendor to commence the installation project, targeting completion by the end of March. To address cybersecurity training needs, we scheduled a demonstration with a vendor to explore virtual training options for the entire organization, ensuring accessibility for all staff members with varying shifts and schedules. Additionally, they arranged a meeting with a vendor to review the network penetration test quote and discuss feasible timelines for its execution. Moreover, they facilitated the onboarding process for a new officer within the organization's Police Department and submitted the IT Department's Standard Operating Procedures (SOP) for review by the City Manager, ensuring alignment with organizational standards and protocols.

## Municipal Court

Clerks within the department diligently processed new citations received from the Police Department, while also focusing on meticulous preparation for three jury trials scheduled for March 26, 2024. Providing comprehensive assistance to customers with their citations remained a priority, with support available both at the court window and through phone and email channels. Additionally, the clerks continued their preparations for the regular court dockets scheduled for March 5, 2024. Furthermore, they ensured the timely processing of weekly reports for various agencies as part of their ongoing administrative responsibilities.

# Police Department

End of Week Report for 02/18/2024 – 02/24/2024

Calls for Service		363
Traffic Stops		87
Citations		15
Warnings		48
Arrests		1
Average Response Time (ART)		2 minutes

Chief Boshears and the IT Director convened a meeting with an engineer from Motorola to address and refine technical specifications for the new radio project. Although no definitive timeframe for completion has been established, progress on the radio project is advancing smoothly. Additionally, the City Manager, Chief Boshears, and Animal Control Officer Salinas held discussions with a representative from Texas Parks & Wildlife regarding coyote and wildlife concerns within the city. The aim of the meeting was to explore strategies for educating citizens about these issues. Furthermore, the patrol and investigations divisions remained active throughout the week, responding to multiple calls for service and diligently following up on reports of criminal offenses.

## Library

Staff have been collaborating with Library volunteer and retired librarian, Gale Huckaby, to revamp the teen area into a more welcoming and cozy space. As part of this effort, Young Adult (YA) books have been reorganized in multiple configurations, mirroring the layouts typically found in bookstores, thereby simplifying the process of locating titles within specific series. (Photos attached for reference).

Additionally, the recently established Teen Library League convened this week with twelve participants for their bi-monthly session, previously known as Teen Poetry Slam. The gathering centered around engaging discussions on writing, poetry, and art, reflecting the league's objective of creating several art pieces for display in the teen section of the library.



