



# Weekly Report

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Feb. 20<sup>th</sup>, 2025

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**City of Lago Vista**

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# City Manager's Office

This week, a preconstruction meeting was held with Tessera's design team to review the City's requirements before construction begins in Phase 4B. Additionally, a meeting was conducted with the Communications Coordinator to discuss necessary revisions to the Green Center's website. These updates aim to address ongoing issues the Streets Department has been experiencing with contractors.

Efforts continued on finalizing the strategic planning material and agenda to ensure a well-structured approach for the upcoming session. The City Manager also attended the North Lake Travis Chamber Luncheon, where the Police Chief was honored with the Citizen of the Year award in recognition of their dedication and service to Lago Vista.

Discussions with an engineering firm focused on the initial design parameters, timelines, and cost estimates for the Golf Course Effluent Dispersal System, an important infrastructure project for water management.

During the weekly Development Meeting with Development Services, ESD, and Code Enforcement, ongoing Code Enforcement matters were reviewed. Additionally, the Police Department provided an update on feral pig and coyote activity in the area. Two Wildlife Biologists are scheduled to meet with Animal Control and Code Enforcement early next week to provide expert recommendations on mitigating these issues.

This week also marked the launch of the interactive Capital Improvement Projects (CIP) platform, which is now integrated with the City's GIS system. This new tool is available online under the Public Works GIS Services webpage and provides residents with an interactive way to explore ongoing and planned infrastructure projects throughout the City.

While the platform is in its early stages, updates will be made frequently to enhance the level of detail and keep the community informed. The City welcomes feedback on ways to improve the platform and increase transparency, ensuring that residents have access to the most relevant and up-to-date information about capital improvement projects.

# Golf Course

Last weekend brought us a spring day and a winter day, however we had 155 Golfer's teeing off on Saturday. Spring Merchandise is beginning to arrive with the official start of Golf Season being right around the corner. February will bring us the 5th month in a row with both Rounds and Revenue up from last Fiscal Year.

Golf Course Maintenance focused on covering our much-improved greens this week. The staff worked diligently on Tuesday putting all tarps on before dark, just before the Polar Blast was upon us. GCM has a new member on the team with their official start on Tuesday. The Head Superintendent and PGA Head Golf Professional met with a Council Member this week to discuss our IPM Program.

# Economic Development

The Economic Development Director attended the NLT Chamber Awards Luncheon and compiled CapMetro information for a City Councilmember. Work continued on economic development initiatives, including collaborating with the EDAC Chair on a proposal for the committee to review.

The Communications & Marketing Coordinator managed public outreach by posting updates on social media, the digital sign, and the City website. They participated in a meeting to discuss updates to the Green Center webpage and attended the Chamber Luncheon. Additionally, they joined a Zoom meeting with NextRequest to begin training on the new software and attended the City Council meeting to document a special Proclamation.

# Public Works

## **Engineering/Administration Department**

The CIP Manager is actively working with the Grant Writer to compile the necessary materials for a Texas Water Development Board (TWDB) funding application, which could provide critical support for future infrastructure improvements.

As part of the ongoing Paving Plan, an RFP for the second tranche of road improvements has been officially published, moving the next phase of street rehabilitation forward.

In the absence of a City Engineer, the CIP Manager has taken on additional responsibilities, ensuring that permitting and development project reviews continue progressing without delays. This effort helps maintain efficiency in the development process and ensures that projects remain on track.

As of right now, the Effluent Pond project is scheduled to begin at the end of March. However, depending on the schedule and timeline for the Golf Course Effluent Dispersal system redesign, the effluent pond project start date may be extended.

## **Utilities Department**

The Utilities Department has been working around the clock to monitor the main water distribution line leaving Water Plant #3, ensuring that any issues are promptly addressed. Repairs on this critical line began earlier this afternoon to restore full functionality and maintain reliable water service.

Additionally, crews responded to and repaired a sewer line damaged by a contractor, preventing further disruptions and ensuring the system continues operating efficiently.

## **Streets Department**

This week, the Streets Department focused on infrastructure maintenance and community improvements. Pothole repairs were completed on Deer Run, Valleyview, Country Club, and Dodge to improve road conditions. Additionally, a sinkhole at the Animal Adoption Center was filled with base material to stabilize the area.

At Veterans Park, a new memorial brick was installed, and the damaged P.O.W./M.I.A. flag was replaced. The team also replaced American and Texas flags around the City to ensure they remain in good condition.

To support ongoing brush collection efforts, a 40 yard dumpster at the Green Center was filled with brush.

## **Plants Department**

Water Treatment Plants #1 and #3 completed all required daily and weekly water testing, including laboratory analysis, tank monitoring, sample submissions, and chlorine residual collection. General maintenance and upkeep were performed at both facilities. At Water Treatment Plant #3, a major leak was detected, and repairs are underway. Excel was scheduled to begin repairs on the 18-inch pipe on February 18, but that project was delayed due to the leak.

The Wastewater Treatment Plant completed its routine sample submissions, daily lab testing, and general maintenance. Clarifier 1 has been fully drained in preparation for repairs.

Lift stations underwent routine maintenance, with all generators functioning properly except for the OBR generator, which is still awaiting parts.

Effluent disposal operations continued as scheduled. The golf course remains on its regular watering cycle, and sprinklers at Cedar Breaks are operating with zone adjustments. Pump 1 at Cedar Breaks is down, with repairs scheduled for Monday to restore full functionality.

# Information Technology

The IT Department attended and facilitated both in-person and virtual meetings as needed. A meeting was held with the City Manager to review quotes for upgrades to the Council Chambers A/V system and the conference room. Purchase orders have been issued, and work will be scheduled soon.

Eighteen new support tickets were opened by staff, all of which were addressed as part of ongoing IT support efforts. The department is nearing the final stages of distributing new mobile phones to staff, with only a few minor issues left to resolve. Work also continues on upgrading the City's servers to a newer operating system to enhance security and maintain system support.

A new City-issued email address was implemented for the Charter Review Committee, with all board members added to the group. This system will be monitored to ensure it functions as intended. If successful, it may be expanded to other boards and commissions in the future. Additionally, an extra phone line was installed at the Court window to provide translation services for Spanish-speaking citizens, improving accessibility and customer service.

# Library

The Director attended the February luncheon of the North Lake Travis Chamber of Commerce this week.

Leaders of several classes and programs canceled their regularly scheduled meetings at the Library this week because of the frigid weather. Despite freezing temperatures, 30 individuals attended Children's Storytime on Wednesday morning.

# Municipal Court

The Court received and processed several citations while completing weekly reports for submission to the State and the Courts collection agency. Preparation continued for the upcoming trial scheduled for February 25. Additionally, clerks assisted customers with their cases by phone, through email, and at the court window, ensuring efficient case management and customer service.

# Parks & Rec

Parks and Recreation staff met with ADA representatives to discuss accessibility considerations at Sunset Park, with results expected in approximately 30 to 40 days. A new park maintenance staff member joined the team, contributing to ongoing upkeep efforts. Re-winterization was completed across park facilities to ensure they remain protected against the cold.

Additional infill dirt was delivered to Sunset Park for improvements to the baseball and softball fields. Meanwhile, solar panel batteries are currently charging, and once fully charged, they will be reinstalled to restore functionality. Routine maintenance was also performed throughout the parks to keep facilities in good condition.

At the airport, interviews were conducted for maintenance positions, and re-winterization efforts were completed to safeguard infrastructure against the weather. Routine maintenance was also performed to ensure safe and efficient airport operations.

# Human Resources

This week, there were no new employee onboardings or offboardings. Recruitment efforts continued across multiple positions. The City Manager position remains under Council review, with seven resumes currently being considered and two new candidates set for

prescreening. Two interviews have been scheduled next week for the Finance Director position, which has also been posted on Indeed, and outreach was made to a recruitment firm for additional support. The City Planner position saw one candidate withdraw in favor of a DDS role, while another candidate is awaiting a follow-up. The position has been posted on Indeed.

For the Building Inspector role, one candidate is awaiting economic development review, and the listing has been added to Indeed. Work is ongoing to develop a job description for the City Engineer position, and a job description was finalized for the Event Planner role as part of the reclassification of Susan Price's position. The Water/Wastewater Superintendent position received one additional resume, with an interview scheduled next week. Various labor positions across departments remain active in the recruitment process.

One interview was conducted this week for a Parks & Recreation position. Other HR tasks included processing payroll, benefits invoicing, and implementing the new payroll system. The system implementation will be an ongoing project over the next six weeks to ensure a smooth transition.

## Police Department

End of Week Report for 2/09/2025 – 2/15/2025

Calls for Service		312
Traffic Stops		79
Citations		25
Warnings		46
Arrests		6
Average Response Time (ART)		7 min 45 sec
Code Enf. Calls for Service		7
Animal Control Calls for Service		8