AGENDA
CITY COUNCIL REGULAR MEETING
CITY COUNCIL CHAMBERS
5803 THUNDERBIRD
LAGO VISTA, TX
JUNE 5, 2025 AT 1:15 PM

AMENDED AGENDA

- To include an additional Executive Session
- ItemTo include an additional Work Session Item
- To include an additional Action Session Item

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CALL TO ORDER, CALL OF ROLL

Kevin Sullivan, Mayor
Rob Durbin, Mayor Pro-Tem
Shane Saum, Council Member
Adam Benefield, Council Member
Norma Owen, Council Member
Paul Roberts, Council Member
Paul Prince, Council Member

EXECUTIVE SESSION

Convene into a closed Executive Session pursuant to;

A. Consultation with Legal Counsel concerning all regular meeting agenda items requiring confidential, attorney/client advice (as needed).pursuant to Texas Government Code Section 551.071.
B. Consultation with Legal Counsel concerning legal questions and advice related to pending or contemplated litigation concerning Golf Irrigation Contract RFP No. 24-07, pursuant to Texas Government Code Section 551.071.
C. Consultation with Legal Counsel concerning the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an employee pursuant to Texas Government Code Section 551.074 – Public Works Director, and Section 551.071 - legal advice related thereto concerning pending or contemplated litigation.
D. Consultation with Legal Counsel concerning the appointment, employment, evaluation,

reassignment, duties, discipline, or dismissal of an employee pursuant to Texas Government Code Section 551.074 – City Secretary, and Section 551.071 - legal advice related thereto concerning pending or contemplated litigation.

ACTION ON EXECUTIVE SESSION ITEMS (action and/or vote may be taken on the following agenda items):
Reconvene from Executive Session into open session to act as deemed appropriate in City Council's discretion regarding:

A. Consultation with Legal Counsel concerning all regular meeting agenda items requiring confidential, attorney/client advice (as needed).pursuant to Texas Government Code Section 551.071.
B. Consultation with Legal Counsel concerning legal questions and advice related to pending or contemplated litigation concerning Golf Irrigation Contract RFP No. 24-07, pursuant to Texas Government Code Section 551.071.
C. Consultation with Legal Counsel concerning the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an employee pursuant to Texas Government Code Section 551.074 – Public Works Director, and Section 551.071 - legal advice related thereto concerning pending or contemplated litigation.
D. Consultation with Legal Counsel concerning the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of an employee pursuant to Texas Government Code Section 551.074 – City Secretary, and Section 551.071 - legal advice related thereto concerning pending or contemplated litigation.

INVOCATION

PLEDGE OF ALLEGIANCE, PLEDGE TO TEXAS FLAG

CITIZEN COMMENTS
In accordance with the Open Meetings Act, Council is prohibited from acting or discussing (other than factual responses to specific questions) any items not on the agenda.

To participate in the citizen comments portion of the meeting, you must submit a completed form. If you are attending the meeting in the City Council Chambers you must complete the form available at that location and provide it to the Mayor prior to the start of the meeting. If you will be participating using the online videoconferencing tool, you must complete the form and submit it by email in accordance with the instructions included within the form. It is found on the City's website at the link below. The Council will reconvene from executive session at or around 6:30 p.m.

Citizen Participation Registration Form

ITEMS OF COMMUNITY INTEREST
Pursuant to Texas Government Code Section 551.0415, the City Council may report on any of the following items:

a. Expression of thanks, gratitude, and condolences.
b. Information regarding holiday schedules.
c. Recognition of individuals, i.e. Proclamations.
d. Reminders regarding City Council events.
e. Reminders regarding community events.
f. Health and safety announcements.

STAFF AND COUNCIL LIAISON REPORTS

A. Routine Reports from City Staff

B. Routine Reports from City Council Board/Commission/Committee Liaisons,

- Charter Review Committee, Councilor Prince & Councilor Saum
- Building and Standards Commission, Councilor Benefield
- Keep Lago Vista Beautiful, Councilor Benefield
- Lago Vista Starry Skies, Councilor Benefield
- Airport Advisory Board, Councilor Saum
- Planning & Zoning Commission, Mayor Pro Tem Durbin
- Economic Development Advisory Committee, Councilor Owen
- Lago Vista Independent School District, Councilor Owen
- Lago Vista Property Owner's Association, Councilor Owen
- Turnback Canyon Trail Conservancy, Councilor Owen
- Golf Course Advisory Committee, Councilor Prince
- Library Advisory Board, Councilor Prince
- Parks & Recreation Advisory Committee, Councilor Prince
- Board of Adjustment, Councilor Roberts
- Governmental Affairs, Councilor Saum
- Water Issues; Lower Colorado River Authority Board, Texas Water Development Board, and other entities as appropriate, Councilor Saum
- Youth Advisory Committee, Mayor Sullivan
- Capital Area Council of Governments, Mayor Sullivan
- Texas Department of Transportation, Mayor Sullivan
- Cap Metro, Mayor Sullivan

PRESENTATIONS

WORK SESSION

1. Discuss City ownership of parkland dedication related to Tessera on Lake Travis.

2. Improving City Council Meeting Efficiency and Operations.

3. Discussion regarding the Finance Sub-Committee update.

4. Discussion and provide direction to staff to enter into an Interlocal Agreement (ILA) with the Texas Department of Information Resources (DIR) and proposed shared services.

5. Discussion regarding possible proposed changes to the City of Lago Vista City Charter as suggested by the Charter Review Committee, with input by City Attorney Brad Bullock, and Council Liaisons.

CONSENT AGENDA

All matters listed under Consent Agenda, are to be considered routine by the City Council and will be enacted by one motion. There will not be separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

6. Discussion, consideration, and possible action regarding **Resolution No.25-2131**, a

Resolution urging the Governor of Texas to veto legislation that further erodes local control and municipal self-governance.

7. Discussion, consideration, and possible action to accept Councilmember Paul Roberts desire to withdraw from the Advocacy Committee, created at the May 15, 2025, City Council meeting, and be replaced by Councilmember Rob Durbin.

PUBLIC HEARING AND POSSIBLE ACTION

8. **Project # 23-2777-R-REZ** Conduct a public hearing for consideration of a request to rezone a parcel of land from "TR-1" Temporary Restricted to C-2 "General Commercial Retail". Said rezoning proposed for an approximate 4.035-acre tract of land identified as property ID NO. 984238 by the Travis Central Appraisal District and situated in the Mary Campbell Survey Abstract NO. 129 in the City of Lago Vista, Travis County Texas. Said Tract having been conveyed to Leonard Strickler and more generally described as being along the west side of Lohman Ford Road approximately 380 feet south of the intersection of Lohman Ford Rd. and Travis Dr.

9. **Project # 23-2778-R-REZ** Conduct a public hearing for consideration of a request to rezone a parcel of land from "TR-1" Temporary Restricted to C-2 "General Commercial Retail". Said rezoning Proposed for an approximate 3.776-acre tract of land identified as Property ID NO. 999032 by the Travis Central Appraisal District and situated in the Mary Campbell Survey Abstract NO. 129 in the City of Lago Vista, Travis County Texas. Said Tract Having Been conveyed to Leonard Strickler and more generally described as being along the west side of Lohman Ford Road Approximately 954 Feet South of the intersection of Lohman Ford RD. and Travis Dr.

ACTION ITEMS

10. Discussion, consideration, and possible action regarding a request submitted by Phillip & Jennifer Ciulla for a waiver of the Permit Extension Fee Project # 11783 addresses as 21313 Cardinal Lane, Lago Vista, Travis County Texas.

11. Discussion, consideration, and possible action regarding a request submitted by Kim Sharp for a waiver of the Permit Extension Fee on Project # 10985 addressed as 6801 Cedar Ridge, Lago Vista, Travis County Texas.

12. Discussion, consideration, and possible action regarding **Resolution No. 25-2132** establishing the Citizen Bond Oversight and Transparency Committee (CBOTC) and setting forth its purpose, scope and initial structure.

13. Discussion, consideration, and possible action regarding **Resolution No. 25-2133** urging the Lower Colorado River Authority (LCRA) to equitably manage Lake Travis, ensure water security, and engage in stakeholder collaboration.

14. Discussion, consideration, and possible action on a proposal to formally support the implementation of AI powered agent teams to assist city operations, beginning with the development of a pilot AI driven Grant Department.

15. Discussion, consideration, and possible action to approve bylaws for the Lago Vista Type B Economic Development Corporation (EDC).

16. Discussion, consideration, and possible action regarding an amendment to the Personnel Policies and Procedures Manual to revise vacation leave accrual thresholds and maximum caps.

17. Discussion, consideration, and possible action regarding **Ordinance No. 2025-06-05-03** amending Sections 1.109, 3.126, 5.116, 6.208, 6.214, And 13.604 of the code of ordinances to eliminate the use of daily citations for continuing violations, establish alternative enforcement mechanisms, and enhance development accountability tools.

18. Discussion, consideration, and possible action to adopt **Ordinance No. 2025-06-05-04**, amending the City of Lago Vista Code of Ordinances by adding Chapter 15, titled "Growth Management and Infrastructure Coordination," to establish application requirements, decision-making criteria, and cross-departmental coordination procedures for development applications including zoning, planned development districts (PDDs), and platting.

19. Discussion, consideration, and possible action to approve **Ordinance No. 2025-06-05-05** amending Chapter 1, Article 1.500 Purchasing, Section 1.503 Local Preference Program (LLP) of the Code of Ordinances and receive an initial report from staff on how the program has performed since implementation.

20. Discussion, consideration, and possible action awarding Mills Construction's bid for RFP 25-05 in the amount of $499,979 for the construction of Sunset Park driveway; and approving Budget Amendment **Ordinance No. 25-06-05-06** an ordinance of the City Council of the City of Lago Vista, Texas pursuant to the Texas Local Government Code Chapter 102, Sections 102.007(b) and 102.010, Providing for budget amendments to the Municipal Budget Ordinance No. 24-09-19-01, for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025; for the additional funds to cover project costs in the amount of $124,979.

21. Discussion, consideration, and possible action approving Bennett Paving change order in the amount of $107,620.92 to pave Sunset Park and authorize the City Manager to execute the change order.

ADJOURNMENT

IT IS HEREBY CERTIFIED that the above AMENDED Notice was posted on the Bulletin Board in accordance with Government Code section 551.041 located at all times in City Hall in said City by 1:15 PM on the 2nd day of June 2025.

_____

Susie Quinn TRMC, CMC , Interim City Secretary

THIS MEETING SHALL BE CONDUCTED PURSUANT TO THE TEXAS GOVERNMENT CODE SECTION 551.001 ET SEQ. AT ANY TIME DURING THE MEETING THE COUNCIL RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION ON ANY OF THE

ABOVE POSTED AGENDA ITEMS IN ACCORDANCE WITH THE SECTIONS 551.071, 551.072, 551.073, 551.074, 551.075 OR 551.076.

THE CITY OF LAGO VISTA IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. REASONABLE MODIFICATIONS AND EQUAL ACCESS TO COMMUNICATIONS WILL BE PROVIDED UPON REQUEST.

AT THIS MEETING AT THE STATED LOCATION, A QUORUM OF THE CITY COUNCIL WILL BE PHYSICALLY PRESENT, AND THIS NOTICE SPECIFIES THE INTENT TO HAVE A QUORUM PRESENT THERE, AND THE MEMBER OF THE CITY COUNCIL PRESIDING OVER THE MEETING WILL BE PHYSICALLY PRESENT AT THAT LOCATION. ONE OR MORE MEMBERS OF THE CITY COUNCIL MAY PARTICIPATE IN THIS MEETING REMOTELY, AND IF SO, VIDEOCONFERENCE EQUIPMENT PROVIDING TWO-WAY AUDIO AND VIDEO DISPLAY AND COMMUNICATION WITH EACH MEMBER WHO IS PARTICIPATING BY VIDEOCONFERENCE CALL WILL BE MADE AVAILABLE.

AGENDA ITEM NO. 1

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Mayor Sullivan, City Council

SUBJECT: Discuss City ownership of parkland dedication related to Tessera on Lake Travis.

BACKGROUND:

The Tessera development has both land and amenities that are owned by the city but funded and operated by the HOA. In 2020, the City adopted Resolution 20-1837, which accepted 7.7241 acres of property for the required parkland dedication; however, Travis County deed records do not properly reflect City ownership of the two parcels that make up the 7.7241 acres. This is likely because the total acreage is over two parcels – Lot 17R1-X and Lot 17R-2-X. Although the filed plats reflect the two lot descriptions, which collectively add up to 7.7241 acres, Resolution 20-1837 only explicitly references Lot 17R1-X. Thus, although the full acreage was conveyed to the City and accepted, the Resolution's failure to mention both parcels may explain the discrepancy in official Travis County records. Thus, a new resolution, explicitly referencing both parcels is recommended to be adopted and filed.

FINDINGS: To be determined (TBD)

FINANCIAL IMPACT: To be determined (TBD)

AGENDA ITEM NO. 2

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Susie Quinn, City Council

SUBJECT: Improving City Council Meeting Efficiency and Operations.

BACKGROUND:

BACKGROUND:
City Council meetings are the cornerstone of local governance, and the efficiency of these
meetings directly impacts staff workload, transparency, and public engagement. Currently, the
process of preparing minutes, compiling agendas, and managing routine items is resource-intensive
and may not fully reflect best practices in municipal operations.
This item proposes a discussion with staff and Council on how we might:
• Restructure council meetings to focus on high-impact issues.
• Implement new processes for approving minutes more efficiently.
• Examine consent agendas and routine reports for potential consolidation.
• Leverage staff institutional knowledge of practices used by other Texas cities.
• Ensure that staff hours are used effectively and document preparation is streamlined.

FINDINGS:

GOALS:
1. Reduce unnecessary staff time spent preparing repetitive or procedural documents.
2. Adopt standardized, proven meeting practices used by peer cities.
3. Preserve transparency and accountability while enhancing Council productivity.

FINANCIAL IMPACT: To be determined (TBD)

RECOMMENDATION: Discussion only. No action to be taken at this time. Direction may be provided to staff for future
improvements or policy proposals.

ATTACHMENTS:

Letter from Councilor Benefield.pdf

Cover Letter

DATE: May 28, 2025
SUBMITTED BY: Council Member Adam Benefield
TO: Mayor Kevin Sullivan and City Council
SUBJECT: Work Session Discussion Item: Improving Council Meeting Efficiency and Operational Processes

Dear Mayor Sullivan and Council Members,

I respectfully submit this agenda item for inclusion in the June 5, 2025 Work Session to initiate a discussion on improving the efficiency and structure of our City Council meetings.

It has become increasingly clear that there are opportunities to streamline our operations, particularly in the way we conduct meetings, approve minutes, and manage supporting documentation. With several members of our City staff possessing decades of institutional knowledge and experience in other municipalities, I believe we can benefit from evaluating best practices already in use across Texas cities.

This discussion will allow us to:

- Review how other municipalities manage council meeting structures.
- Explore ways to expedite meeting minutes approval and reduce staff burden.
- Identify repetitive or non-essential agenda items that could be consolidated.
- Consider format or procedural changes that respect transparency while increasing efficiency.

Ultimately, the goal is to enhance staff productivity, reduce unnecessary workload, and allow Council to focus on strategic initiatives while maintaining the transparency our residents expect.

Thank you for considering this item. I look forward to a productive conversation on June 5.

Sincerely,
Adam Benefield
Council Member, Place 2
City of Lago Vista

AGENDA ITEM NO. 3

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Susie Quinn, City Council

SUBJECT: Discussion regarding the Finance Sub-Committee update.

FINANCIAL IMPACT: To be determined (TBD)

AGENDA ITEM NO. 4

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Councilor Saum, City Council

SUBJECT: Discussion and provide direction to staff to enter into an Interlocal Agreement (ILA) with the Texas Department of Information Resources (DIR) and proposed shared services.

BACKGROUND:

Discussion and direction to staff regarding entering into an Interlocal Agreement (ILA) with the Texas Department of Information Resources (DIR) for access to statewide cooperative technology services. Council may provide guidance on participation in specific DIR programs such as Data Center Services (DCS), Managed Security Services (MSS), and the Open Data Portal (ODP).

FINDINGS:

The Texas Department of Information Resources (DIR) offers statewide technology programs and services that municipalities may access through an Interlocal Agreement. These programs are designed to enhance cybersecurity, data management, and technology infrastructure while achieving cost efficiencies and compliance with statewide standards.

This agenda item is intended to introduce Council to the opportunity for cooperation with DIR and to discuss potential benefits, costs, and implementation options for the following DIR programs:

- **Data Center Services (DCS):** Provides managed IT infrastructure, hosting, disaster recovery, and cloud services through state-vetted vendors.
- **Managed Security Services (MSS):** Offers 24/7 cybersecurity monitoring, risk assessment, threat detection, and incident response capabilities tailored to public sector entities.
- **Open Data Portal (ODP):** Enables municipalities to increase transparency and citizen engagement through a centralized portal for publishing public data sets in machine-readable formats.

Engagement in these programs may strengthen the City's cybersecurity posture, support compliance with state IT standards, improve disaster preparedness, and increase transparency for residents.

FINANCIAL IMPACT: To be determined (TBD)

ATTACHMENTS:
Texas Open Data Portal _ Texas Department of Information Resources.pdf
Buying Through DIR _ Texas Department of Information Resources.pdf
Managed Security Services _ Texas Department of Information Resources.pdf
Data Center Services _ Texas Department of Information Resources.pdf

Texas Open Data Portal

On this page:

What is the Open Data Portal?

What are the benefits of using the Open Data Portal?

What types of data are available on the Open Data Portal?

What is the Texas Open Data Portal (ODP)?

The Texas Open Data Portal (ODP) is the official State of Texas repository for publicly accessible open data sets. The ODP allows state agencies and other eligible DIR customers to publish open, non-regulated/PII, data sets to a data-sharing catalog on a publicly accessible website.

The ODP offers customers a secure data-sharing environment that improves efficiencies, reduces costs, increases transparency, and encourages greater engagement by Texans.

What are the benefits of the Open Data Portal?

The Open Data Portal (ODP) is a free service to Texas governmental entities and offers key value opportunities. Not only does the ODP allow constituents to self-serve their data consumption needs, but it also provides a pathway to redirect information requests by Texans. By reducing their overall public information requests through the ODP, Texas entities increase opportunity costs to focus on other core functions of their organization.

Making Open Government Easy

- Reduce public information requests by redirecting Texans to the ODP
- Self-service data consumption
- Transparency through open data
- Create data “stories” with visualizations and performance measures
- Embed data visualizations (charts, maps) into agency website
- Automatically update data

Visit the Open Data Portal ›

Provide Feedback

What data is available on the Open Data Portal?

- Permits & Licensing
- Blockchain
- Business & Economy
- Government & Taxes
- Social Services
- Transportation
- Agriculture
- Veteran
- Education
- Public Safety
- Energy and Environment
- Public Reports and Maps

Shared Technology Services- Texas Open Data Portal



Provide Feedback

Office of the Chief Data Officer

Texas Open Data Portal Topics

Visit the Open Data Portal

Related Content

Texas Open Data Portals Resource Guide

About File Formats

Some documents on this page are in the PDF format. Please download the Adobe Reader in order to view these documents.

Texas Department of Information Resources

300 W. 15th Street
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512-475-4700

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Open Data Portal
Communications Technology Services
Data Center Services
Information Security
Texas.gov Services
Technology Planning, Policy and Governance
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INFORMATION FOR

Buying Through DIR

Why Buy Through DIR?

- **Save Time:** DIR goes through a competitive procurement process using the Request for Offer (RFO) method of procurement to procure Automated Information System (AIS) and Information Technology (IT) products and services. This cuts the procurement time for our customers dramatically!
- **Save Money:** We leverage the State of Texas' purchasing power to get your organization big savings, meaning you receive discounted pricing with pre-negotiated terms and conditions in compliance with state procurement rules.
- **Easier Process:** Easily search for products and services and filter the results. You'll quickly find the vendor that's right for you.
- **Quality Assurance:** Every DIR approved vendor must comply with the contract in full, meaning they're knowledgeable and will meet (and often exceed) your expectations.

No matter what IT Products & Services you need, we are ready to help.

IT Sourcing List - updates on current contracts.

Note: Texas State Agencies are required to purchase hardware, software, and technical services through DIR per Texas Government Code (TGC) 2157.068.

Customer Eligibility

DIR serves a wide range of customers. However, before buying through DIR, learn more about your agency's eligibility to purchase through DIR.

Customer Eligibility ›

Provide Feedback

Search DIR Contracts

Browse through active DIR Contracts that meet your technology needs

Explore DIR Contracts

Explore the resources DIR has to offer

Provide Feedback

Procurement Professional's Guide to DIR

As a procurement professional, start here to find resources and templates for IT purchases, customized Training & Outreach, developing SOWs, and more

Outreach & Training

DIR conducts specialized trainings for your agency. Find out more about how to contact DIR for your training opportunities

Bulk Purchasing Opportunities

DIR engages in limited-time discount agreements for bulk purchasing. Find out about current bulk purchasing initiatives

Provide Feedback

Cooperative Contracts

Do It Yourself - See more about offerings that can be purchased including: Hardware, Software, and Services

Communications Technology Services

Statewide communications infrastructure providing voice & data solutions: TEX-AN Voice & Data Services contracts, ordering, consolidated billing, CCTS

Shared Technology Services (STS)

We Do It For You - Managed Shared IT Services offering Data Center Services (DCS), Texas.gov, Managed Security Services (MSS), Open Data Portal (ODP)

Explore our Program Areas to meet your buying needs and explore important information and resources available to you

- Cooperative Contracts
- Shared Technology Services
- Texas.gov Services
- Telecommunications, including TEX-AN Data & Voice, CCTS
- Information Security Products and Services
- Statewide Data Management
- Strategic Planning and Reporting

Buying Process

- Buying through DIR contracts will vary from contract to contract and differ depending on the Program Area
- Cooperative Contracts - typically will require the customer to issue a Purchase Order (PO) directly to the Vendor with the DIR Contract number referenced
- Telecommunications - Will vary depending on purchasing TEX-AN Voice or Data Services
- Shared Technology Services Contracts offer managed IT services allowing customers to focus on supporting their missions

Provide Feedback

Categories of Products and Services

Browse our categories of IT Products and Services that meet your needs

Texas Private Cloud

Texas Private Cloud (TPC) services delivered through the Texas Data Center Service

Deliverables-Based IT Services (DBITS)

Project-Based IT Services

Print, Mail and Digitization

DCS Print, Mail, and Digitization Services manages diverse print requirements and budgets.

Upcoming Events

MAY 28 DIR Information Security Forum (ISF) 2025

MAY 29 Southwest Minority Supplier Development Council's Premier Face Time Expo Conference

Related News

MAY 21, 2025

Protecting Critical Infrastructure: Why Cybersecurity for Water and Wastewater Systems Matters

APRIL 24, 2025

The RFO Lifecycle

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Open Data Portal

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Data Center Services

Information Security

Texas.gov Services

Technology Planning, Policy and Governance

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Managed Security Services

On this page:

Security Monitoring and Device Management

Security Incident Response

Security Risk and Compliance

What is Managed Security Services?

Managed Security Services (MSS) is an offering within DIR's Shared Technology Services program to provide strong and consistent management of state data security. IT Security is an increasingly critical priority for state and local governments, requiring heightened awareness to malicious threats and an expanded focus on the technology protecting sensitive information. In addition to ensuring secure computing environments, government entities are under never-ending requirements to meet rising constituent needs, do more with less, and increase the value they deliver to the public.

Whether a state, local, municipal, higher education, or other DIR eligible customer, MSS assists in consolidating security services, meeting legislative security requirements, mitigating security risks, and filling gaps in skillsets to provide a secure computing environment for your business and to deliver more effective services for your constituents.

Some of the major benefits provided by the MSS program include:

- **Security Monitoring and Device Management Services**. This service provides cybersecurity reporting, eyes-on-glass services to analyze cyber alerts generated for the customer's environment. MSS provides defense against cyberattacks on governmental entities.

- **Incident Response Services**. When faced with a potential breach or security incident, MSS provides security experts to evaluate, respond, and remediate the situation. Unlike most industry security response services, Texas governmental customers do not need to pay an ongoing subscription prior to the incident. Texas customers simply request immediate assistance for MSS support. MSS experts then engage to determine the services required – and begin providing services – either on-site or remotely.

- **Risk and Compliance Services**. These services help you meet your compliance obligations for security and privacy regulations. They are provided by security experts who have helped customers reduce the risks of data breaches and provide actionable recommendations for improving security. Some of these services include:

Managed Security Services is delivered through a contract between the Texas Department of Information Resources and AT&T. All DIR customers including state agencies, institutions of higher education, and local government entities are eligible to use the Managed Security Services contract.

Provide Feedback

DIR charges a fee of 2.75% of the customer's monthly invoice (service provider charges) to recover costs associated with managing the MSS program.

Learn More

To learn more about the STS program, its many services and how to become a STS customer, visit the STS portal:

Shared Technology Services-MSS ›

DIR Shared Technology Services- Managed Security Services



[Shared Technology Services]

Related Content

[Security Monitoring and Device Management]

[Security Incident Response]

[Security Risk and Compliance]

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Data Center Services

Offered through DIR's Shared Technology Services

Data Center Services Overview

The Texas Data Center Services program (DCS) allows state and local governmental entities (customers) to outsource management of technology infrastructure services. Customers receive the benefit of aggregated volume discounts by sharing technology services, while in turn receiving the "best in breed" technology services from competitively procured industry leading vendors. DCS provides secure connectivity to select public and private clouds designed around government security and disaster recovery requirements, and flexible service tiers to meet differing needs and budgets. Joining the program allows customers to delegate infrastructure management while increasing focus on delivering direct, mission-related value to their business users and clients.

Leveraging DCS services provides customers the peace of mind that their technology is being managed to the highest level of security standards and industry best practices. The DCS program offers unique value with "fit for purpose" solutions that leverage the benefits of customers sharing services:

- Independent security oversight and rigorous controls
- Best practice design architectures
- Secure public to private cloud network connectivity
- Economies of scale that benefit all agencies technologically as well as financially
- Best of the Industry standard service delivery models
- Managed services performed consistently across all environments.

Provide Feedback

Ready to get Started?

See more about DCS offerings on the Shared Technology Services Portal

STS Portal-DCS ›

Jump to...

Data Center Services include:

Technology Solution Services

Deciding what infrastructure hosting is right for your application can be challenging. We provide highly skilled architects to help find the solution.

Texas Private Cloud

We offer Private Cloud hosting in highly secure CJIS compliant state data centers with disaster recovery built in.

Public Cloud Manager

Our Public Cloud management services provide unique security assurances and cost optimization benefits.

Provide Feedback

Application Services

Rounding out our infrastructure hosting services, you can outsource your application development and maintenance projects within the DCS program.

Mainframe Services

Jump to...

We offer consur

Print, Mail, and Digitization

We not only print and mail millions of documents to Texans, we also offer digital print and document management solutions.

Security Operations

We provide a consistent, modern, and flexible approach to cybersecurity services to protect your infrastructure systems.

The Need

Government entities face the same technology challenges as their private-sector counterparts: rising customer expectations, increasingly sophisticated security threats, and competition for skilled IT resources. In addition, government must also be open, transparent, and auditable.

Compliance can be costly and directing resources toward these vital tasks can draw attention away from developing creative business solutions that build additional value for state citizens.

Provide Feedback

Shared Services with Shared Governance

Using an owner-operator governance model, customers retain control of strategic program direction while the service providers handle daily operations.

The Solution

DCS was designed from the ground up with government security, budgetary and regulatory requirements in mind. The program offers outsourced management of complete end-to-end Information Technologies.

DIR also provides contract management and oversight functions for DCS contracts, including:

- Serving as a lia
- Interpreting the
- Processing invoices and payments

Jump to...

DIR charges a fee of 2.75% of the customer's monthly invoice (service provider charges) for all DCS services, except Technology Solution Services Staff Augmentation (TSS-SA), to recover costs associated with managing the program. A fee of 1% is applied to TSS-SA charges.

Learn more about the exemption process for DCS.

More Information for Data Center Services

Tere Shade

dirsharedservices@dir.texas.gov

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AGENDA ITEM NO. 5

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	June 5, 2025
SUBMITTED BY:	Mayor Sullivan, City Council
SUBJECT:	Discussion regarding possible proposed changes to the City of Lago Vista City Charter as suggested by the Charter Review Committee, with input by City Attorney Brad Bullock, and Council Liaisons.
BACKGROUND:	The Charter Review Committee has been meeting for several months.
FINANCIAL IMPACT:	N/A

AGENDA ITEM NO. 6

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Councilor Saum, City Council

SUBJECT: Discussion, consideration, and possible action regarding **Resolution No.25-2131**, a Resolution urging the Governor of Texas to veto legislation that further erodes local control and municipal self-governance.

BACKGROUND: The 89th Texas Legislature ended on June 2nd, pending a special session. The Governor has 20 days to veto or allow a bill to become a law on bill sent to his desk in the final 10 days of session.

FINDINGS: This legislative session saw a significant increase in bills aimed at preempting local control, with many targeting municipal authority over land use, development standards, and governance. While some of these bills are currently bracketed to apply only to larger cities, the growing volume and frequency of such legislation suggest a troubling pattern that threatens to erode the principle of local self-governance statewide.

Lago Vista, like many smaller communities, depends on its ability to tailor policies to meet local needs, manage growth responsibly, and reflect the values of its residents. Preemption bills—whether or not they apply to Lago Vista today—set a precedent that can easily expand to include cities of all sizes in future sessions.

This resolution affirms Lago Vista's commitment to local decision-making and urges the Governor to veto preemption bills that undermine municipal authority, in order to protect the right of citizens to shape the future of their own communities.

FINANCIAL IMPACT: N/A

ATTACHMENTS:
Resolution No. 25-2131 Governor Veto

City of Lago Vista

Resolution No. 25-2131

A Resolution Urging the Governor of Texas to Veto Legislation that Further Erodes Local Control and Municipal Self-Governance

WHEREAS, the City of Lago Vista, Texas, was founded on the principles of local self-governance, citizen involvement, and community-driven decision-making; and
WHEREAS, Texas municipalities exist as political subdivisions of the State, yet they are closest to the people and best positioned to tailor land use, development standards, and local revenue policies to fit the unique character and needs of their communities; and
WHEREAS, recent legislation filed and passed in the Texas Legislature seeks to undermine the authority of city councils and local voters by centralizing control in Austin, in direct conflict with conservative principles of limited government and local autonomy; and
WHEREAS, these legislative efforts—often under the guise of "uniformity"—disproportionately favor large, urban interests at the expense of small and rural cities like Lago Vista, which face distinct infrastructure, environmental, and planning challenges; and
WHEREAS, such measures risk stifling community-led growth, exposing cities to costly mandates, and depriving citizens of the right to influence their own neighborhoods through local elections and ordinances; and
WHEREAS, the Governor of Texas holds the constitutional authority to veto harmful legislation and protect the right of cities to govern in accordance with the values of their residents;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAGO VISTA, TEXAS, THAT:

1. **The City of Lago Vista respectfully urges Governor Greg Abbott to veto any legislation that further restricts municipal authority**, particularly in the areas of:
    - Local land use and zoning decisions;
    - Development standards and building regulations;
    - Revenue generation and fiscal autonomy; and
    - Any other area of traditionally local governance without direct State funding or partnership.
2. **The City specifically urges a veto of the following bills, should they reach the Governor's desk:**

- SB 2858 (Creighton / C. Bell) Relating to state preemption of certain municipal and county regulation.
- SB 3016 (Creighton / C. Bell) Relating to state preemption of municipal and county regulation on land use, structures, businesses, and related activities and municipal boundaries and annexation.
- SB 840 (Hughes / Hefner) Relating to certain municipal regulation of certain mixed-use and multifamily residential development projects and conversion of certain commercial buildings to mixed-use and multifamily residential occupancy.
- HB 2844 (Landgraf / Kolkhorst) Relating to the regulation of food service establishments, including retail food stores and mobile food vendors; requiring an occupational license; imposing fees; authorizing an administrative penalty.
- HB 2559 (Bettencourt / Patterson) Relating to the imposition by a municipality of a moratorium on property development in certain circumstances.
- SB 924 (Hancock / Geren) Relating to entities that provide video services.
- SB 15 (Bettencourt / Gates) Relating to size and density requirements for residential lots in certain municipalities; authorizing a fee.

3. **The City Council calls upon all members of the Texas Legislature to reaffirm their support for local government as a core pillar of representative democracy**, and to oppose blanket preemption measures that remove power from the people and their local elected officials.
4. **The City Secretary is directed to send a certified copy of this resolution** to the Governor of Texas, the Lieutenant Governor, the Speaker of the House, and the elected State Representative and Senator for the City of Lago Vista.

PASSED AND APPROVED this ___ day of _____, 2025.

AGENDA ITEM NO. 7

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Susie Quinn, City Council

SUBJECT: Discussion, consideration, and possible action to accept Councilmember Paul Roberts desire to withdraw from the Advocacy Committee, created at the May 15, 2025, City Council meeting, and be replaced by Councilmember Rob Durbin.

BACKGROUND: At the May 15, 2025, City Council meeting, agenda item No. 14, the creation of the Development and Building Advocacy and Support sub-committee was approved and the following three Councilmembers agreed to serve; Council Member Adam Benefield, Council Member Paul Roberts, and Council Member Norma Owen. After reviewing his schedule, Council Member Paul Roberts determined that his schedule is a bit to full to serve on this committee at this time. He contacted Mayor Pro Tem Rob Durbin to see if his schedule was more flexible. Mayor Pro Tem Durbin agreed to take Council Member Roberts place on the committee.

FINDINGS: This is a new subcommittee so guidelines and regulations will need to be established and replacement of a member may be something the sub-committee determines for future committee member appointments. A Resolution establishing the committee is to be discussed by the committee and brought back to Council at a future date.

FINANCIAL IMPACT: N/A

RECOMMENDATION: Approve on Consent.

AGENDA ITEM NO. 8

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Ed McRoy, Development Services

SUBJECT: **Project # 23-2777-R-REZ** Conduct a public hearing for consideration of a request to rezone a parcel of land from “TR-1” Temporary Restricted to C-2 “General Commercial Retail”. Said rezoning proposed for an approximate 4.035-acre tract of land identified as property ID NO. 984238 by the Travis Central Appraisal District and situated in the Mary Campbell Survey Abstract NO. 129 in the City of Lago Vista, Travis County Texas. Said Tract having been conveyed to Leonard Strickler and more generally described as being along the west side of Lohman Ford Road approximately 380 feet south of the intersection of Lohman Ford Rd. and Travis Dr.

BACKGROUND: See Attached Materials

FINDINGS: See Attached Materials

RECOMMENDATION: Conduct a Public Hearing Discuss and Consider

ATTACHMENTS:
_06-05-2025__Case__23-2777_CC_Packet_Materials__FINAL_2_ (1).pdf

CITY OF LAGO VISTA STAFF REPORT
CC 06-05-2025

AGENDA TYPE: Public Hearing	Finance Review	☐ Yes	☒ N/A
	Legal Review	☐ Yes	☒ N/A
Meeting Date: June 05, 2025	BUDGET IMPACT: FY-2025 None anticipated		
Staff Contact: Ed McRoy			
Department: Development Services			

ACTION REQUESTED

Conduct a Public Hearing & Consider a recommendation to the City Council to rezone a property from TR-1 to C-2

AGENDA CAPTION

Project # 23-2777-R-REZ Conduct a public hearing for consideration of a request to rezone a parcel of land from TR-1 "Temporary Restricted -1" to C-2 "General Commercial Retail". Said rezoning proposed for an approximate 4.035-acre tract of land identified as Property ID NO. 984238 by the Travis Central Appraisal District and situated in the Mary Campbell Survey Abstract NO. 129 in the City of Lago Vista, Travis County Texas. Said tract having been conveyed to Leonard Strickler and more Generally described as being long the west side of Lohman Ford Road approximately 380 feet south of the intersection of Lohman Ford Rd. and Travis Dr.

BACKGROUND/SUMMARY/ANALISYS

Property Status

Current Zoning:	TR-1	Comp Plan:	Commercial
Current Use:	Vacant	Proposed:	Unspecified

Nearby Zoning

North	R-2 & C1-C	East	R-1
South	C-2	West	N/A (ETJ)

This site was a part of an original approximate 10-acre parcel recently annexed into the city. Approximately 3 acres in the center of the original tract was rezoned to C-2 for retail use and sold. This 4-acre northern portion, and an approximate 3-acre southern remainder portion were not included in the rezoning action for the middle section. The proposed action is to establish zoning consistent what that of the adjacent southern C-2 property.

The proposed zoning has been determined to be consistent with the Comprehensive Plan designation. The proposed commercial zoning is located along a significant major roadway. (Lohman Ford Rd). Property to the west is owned by the Lago Vista ISD. A utility analysis, tree survey, engineering analysis, drainage plan will be required with any future site development. A design plan review and TIA may also be deferred to that time. The proposed zoning appears compatible with directly adjacent properties. Compatibility with nearby non-adjacent properties is determined herein based on conformance with the Comprehensive Plan.

PUBLIC NOTICE INFORMATION

Newspaper notice	05/22/2025	Hill Country News
PON	05/12/2025	USPS 1st Class
Signage	03/12/2025	City Staff

PROCESS DESCRIPTION

This agenda item is to 1) receive citizen comments, questions and suggestions for a proposed zoning change as indicated in the agenda caption and to 2) consider a possible recommendation to the City Council.

Typical process (simplified):

A. Chair introduces the item
B. Staff Briefing/Comments/Technical Questions/Discussion
C. Applicant Presentation
D. Public Hearing Open - Conduct – Close
E. Discussion/Motions/Vote

Briefing /Comments

Public Hearing Protocols (Ref: Rules of Procedure (2018))

The intent of a public hearing is simply to take public input as maybe applicable to the item.

1) Those wishing to speak should turn in a completed request form five (5) minutes before the beginning of the meeting).[Note 2]
2) A maximum of 30 minutes shall be devoted to public comments [Note 1 (below)]
3) The Chair shall call each speaker forward individually.
4) Speakers will have three (3) minutes to make their comments. [Note 1 (below)]
5) Speakers should address all comments, questions, or submissions to the Council, Commission, Board, or Committee and not to City staff, or audience members.
6) Side conversations, repetitive statements, and non-germane matters are to be avoided.
7) All participants should maintain proper decorum and avoid the use of profane, vulgar, or defamatory statements.

Note 1 This applies unless a motion to suspend the rules is successful.
Note 2 The Chair may recognize individuals who did not submit a speaker request.

OPTIONS AND RECOMMENDATIONS

Option 1 **Approve** the request **as presented**. (waive CP W/O conditions)
Option 2 **Approve** the request **as recommended by P&Z** or **Staff** (waive CP W conditions)
Option 3 **Approve** the request with **other/added conditions**
Option 4 **Postpone** consideration
Option 5 **Deny** the request

P&Z Recommendation: Approve (waive CP with conditions as indicated in Attachment 5)

Staff Recommendation: Staff concurs with P&Z

Attachments

1. Location Map
2. Application Materials
3. Current Zoning Map
4. Comprehensive Plan Map
5. PON List & Responses
6. Ordinance
7. P&Z recommended Conditions

Attachment 1
Location Map



Date

03/12/2025

N

NTS

Request Type	Zoning Change	Projects
Change Requested	TR-1 - C2	23-2777-R-REZ & 23-2778-R-REZ
Map Purpose	Location	

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

CITY OF LAGO VISTA TEXAS

LAGO VISTA
TEXAS

CITY OF LAGO VISTA · DEVELOPMENT SERVICES
5803 THUNDERBIRD STREET · P.O. BOX 4727 · LAGO VISTA, TX 78645
Tel. (512) 267-5259 *Fax (512) 267-5265*

NOTE: Applicants should seek legal advice concerning the applicability of any existing private covenants or deed restrictions and their ability to be enforced or waived by other specific property owners.

APPLICATION FOR ZONING DISTRICT CHANGE

Contact Person: Leonard Strickler **Fee:** See Ordinance Appendix A (non-refundable)

Contact Phone: 512 748 8032 **Contact Email:** leonard strickler@yahoo.com

Property Owner(s):* Leonard Strickler

Owner's mailing address: 2701 Cavileer Ave, Austin Tx 78757

COMPLETE LEGAL DESCRIPTION OF SUBJECT PROPERTY

Subdivision, Section and Lot Number(s) if platted. Attach metes & bounds or equal description otherwise*

Tax ID # 984238

Municipal Address(es)* if applicable: 5700 Lohmans Ford Road

NATURE OF REQUEST

Current Zoning District(s): Recently Annexed **Requested District:** C-2

Purpose or Basis of Request* (if PDD, include whether concept and/or detail plan approval is sought):

Recently Annexed

Additional individual(s) authorized to act on behalf of the property owner(s)* regarding this application:

Name of Agent: _____ **Email:** _____

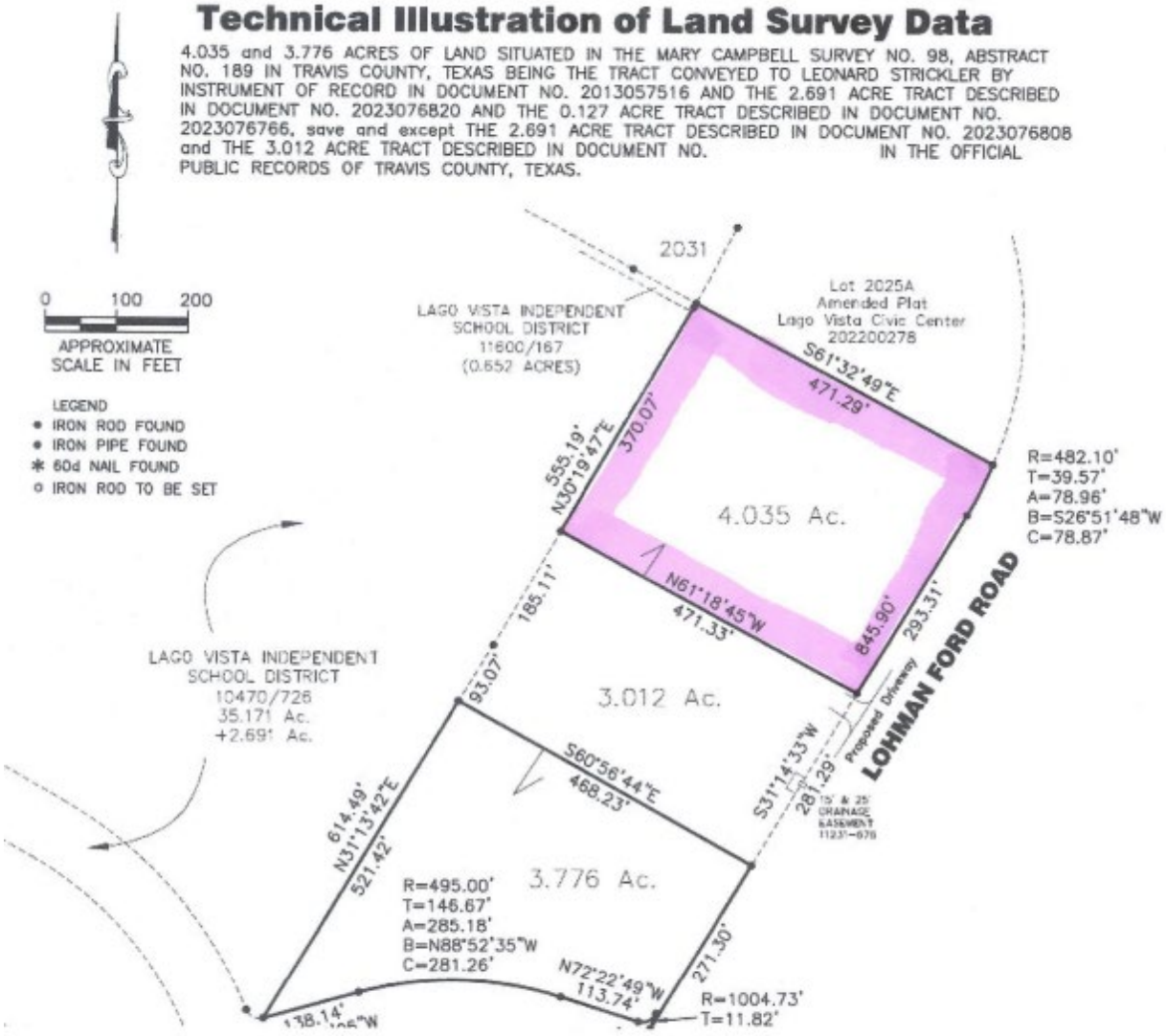
Mailing Address: _____ **Phone:** _____

NOTE: **Applications must be complete including all applicable portions of this form, payment of fees and all required drawings or documentation. All applications are accepted provisionally pending a completion review.** PLEASE TAKE SPECIFIC NOTICE AND INCORPORATE OR ADDRESS ALL LOCAL ORDINANCE REQUIREMENTS IN YOUR APPLICATION.

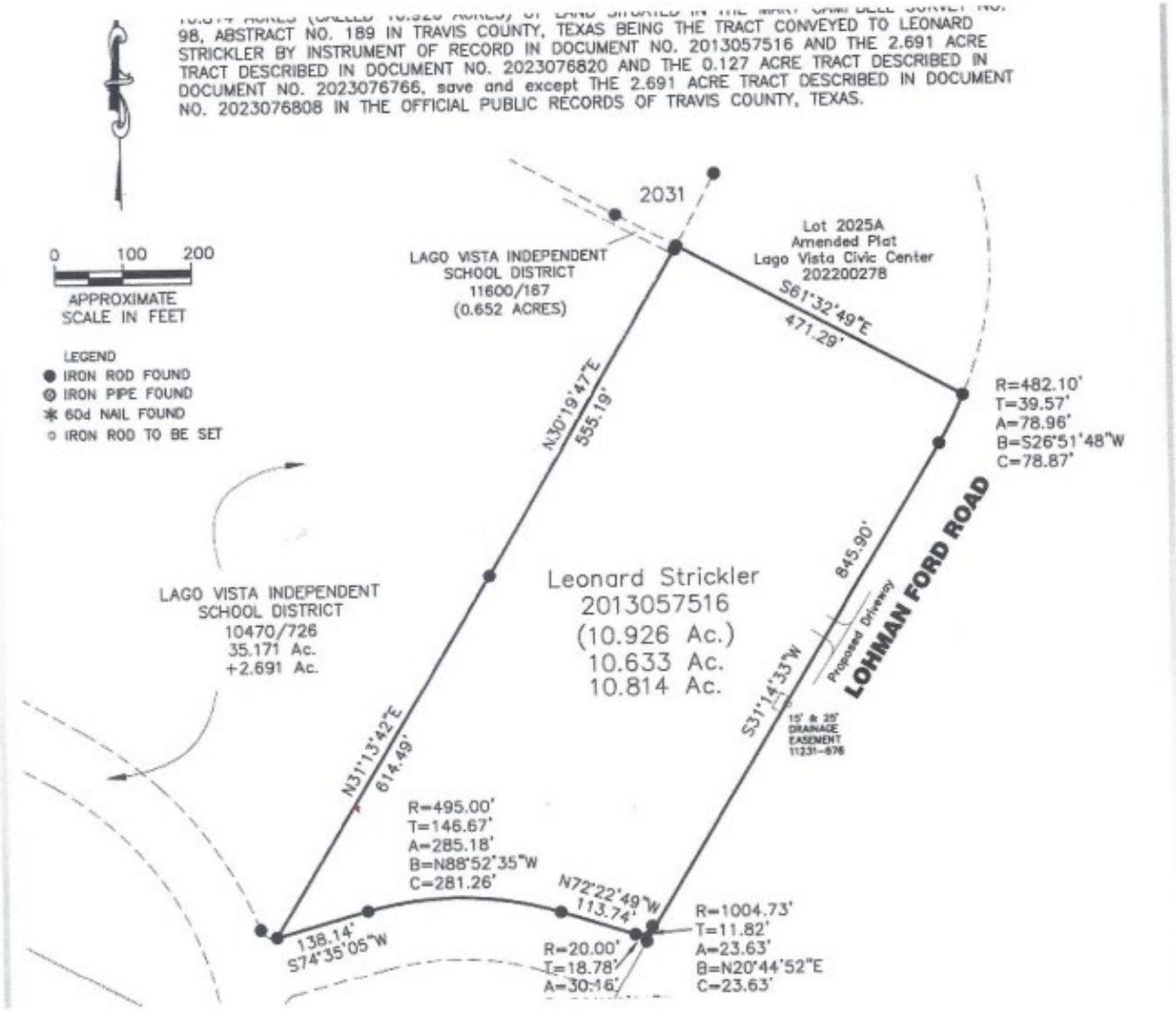
Property Owner's signature(s)* 3/9/25 **Date**

***Attach additional sheets as required**

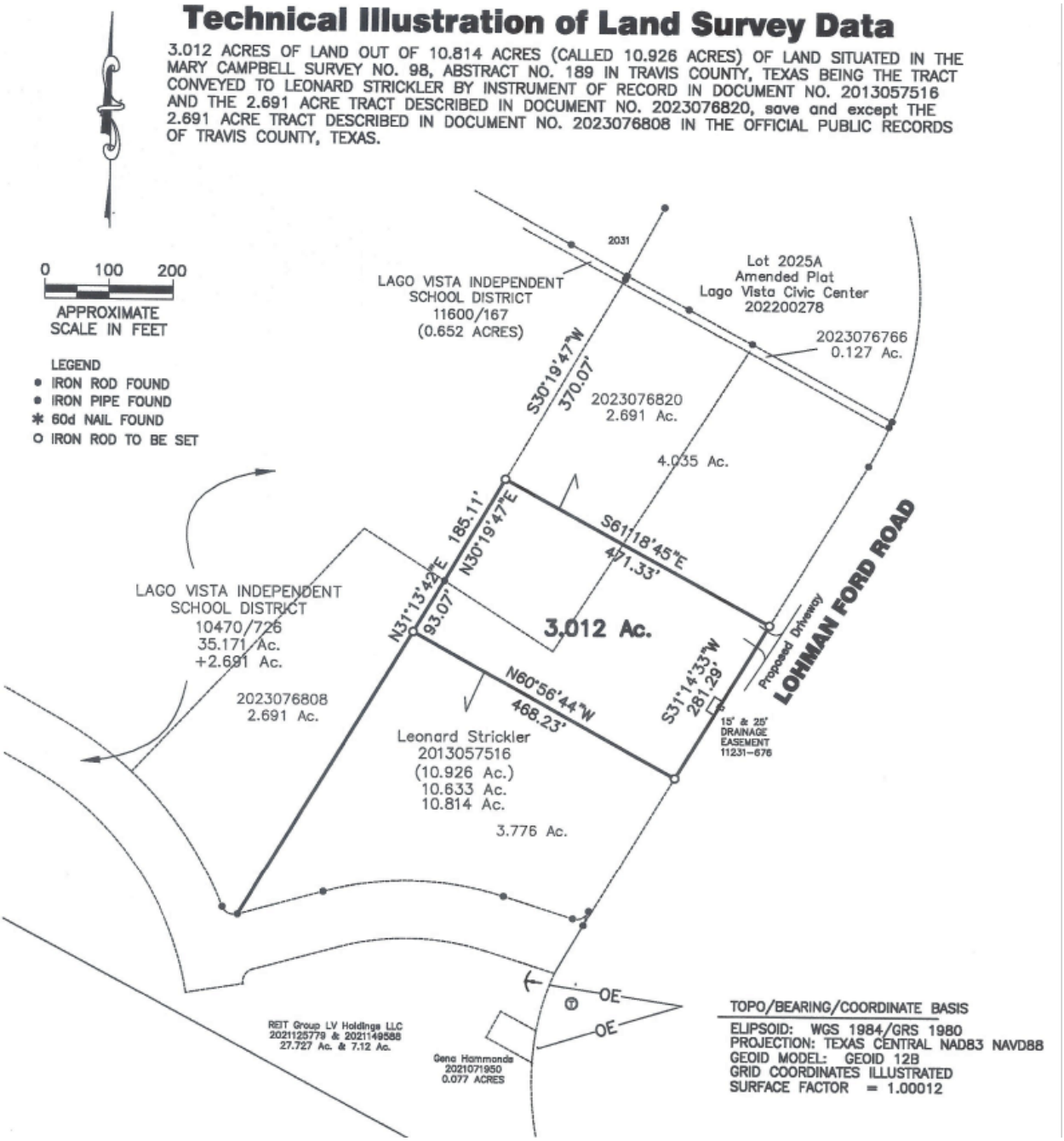
Attachment 2
Application Materials
Current Request – Survey



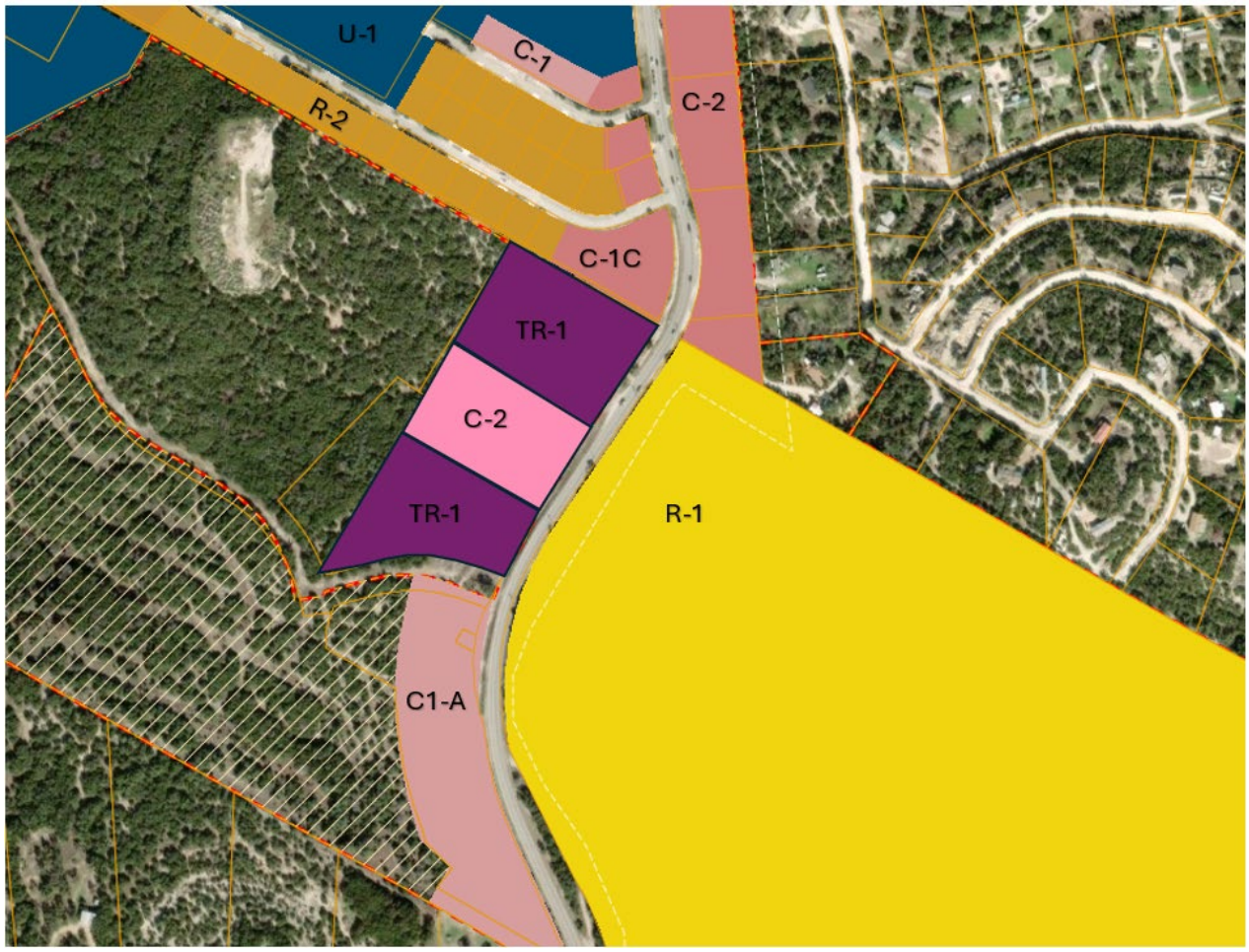
Attachment 2
Application Materials
Original Tract 10-acre Tract



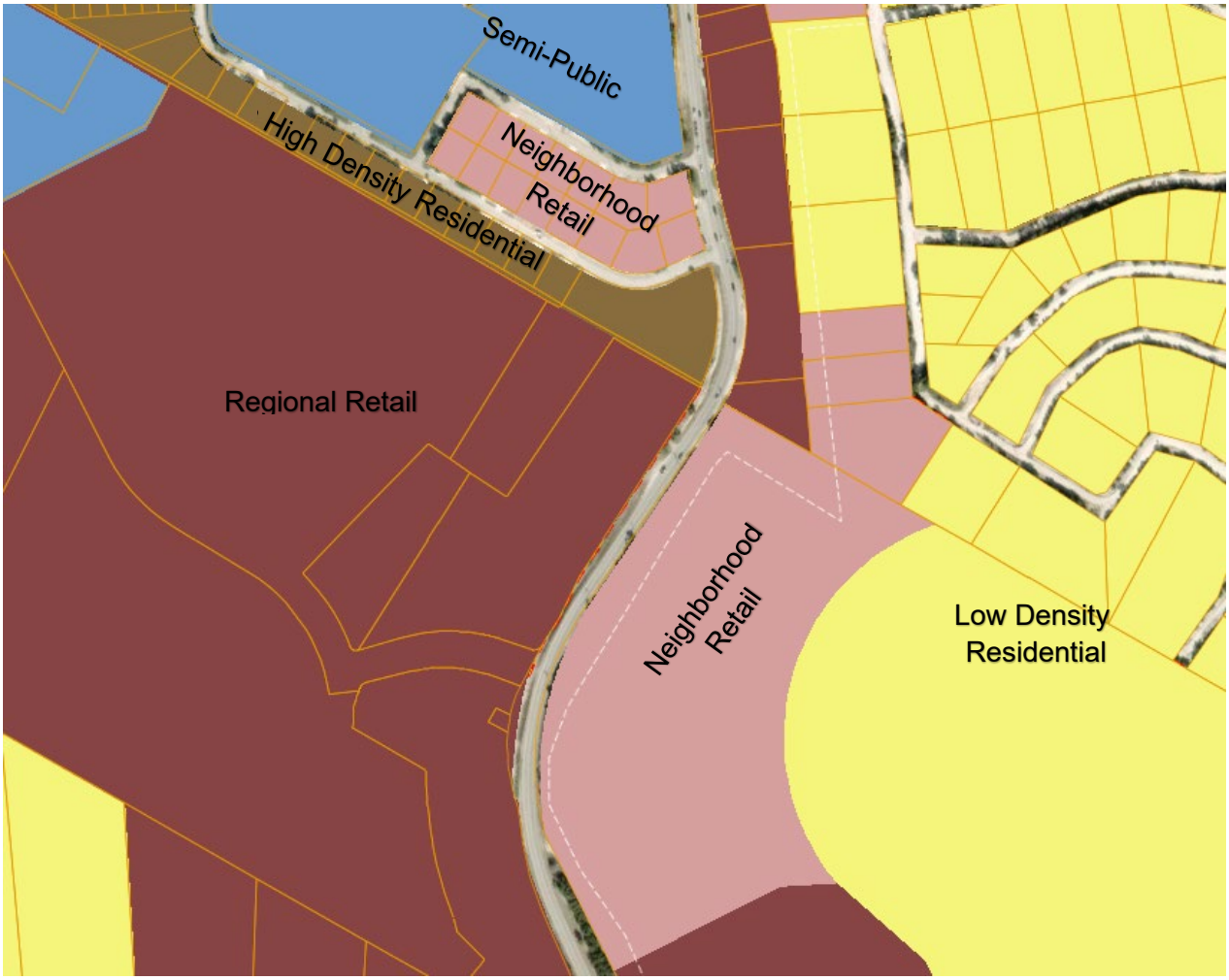
Attachment 2
Application Materials
Current Conditions



Attachment 3
Current Zoning



Attachment 4
Comprehensive Plan



Attachment 5
PON List & Responses

Case # 23-2777 & 23-2778 R-REZ		Property owner notice letters			4/10/2025
Property ID	Letter #	Situs Address	Situs Zipcode	Owners Name	Mailing Address
968192	1	TRAVIS DR 78645	78645	STRICKLER LEONARD	2701 CAVILEER AVE AUSTIN TX 78757-2711
171330	2	LOHMANS FORD RD TX 78645	78645	BALDY MOUNTAIN LLC	14806 N RR 620 AUSTIN TX 78681
171327	3	5600 LOHMANS FORD RD TX 78645	78645	HAMMONDS GENA S	5308 COUNTRY CLUB DR LAGO VISTA TX 78645-5831
176711	4	20100 TRAVIS DR TX 78645	78645	HOLDREN KARL W & DORAL P	25117 COLORADO CANYON DR MARBLE FALLS TX 78654-3753
176713	5	20104 TRAVIS DR TX 78645	78645	JACKSON BECKER COMMUNITIES LLC	621 COUNTY ROAD 175 LEANDER TX 78641
171326	6	LOHMANS FORD RD TX 78645	78645	LAGO VISTA I S D SCHOOL DISTRICT	PO BOX 4929 LAGO VISTA TX 78645
176678	7	6005 LOHMANS FORD RD TX 78645	78645	LAGO VISTA STORAGE LLC	5501 INDEPENDENCE PKWYSUITE 301 PLANO TX 75023
764791	8	LOHMANS FORD RD TX 78645	78645	REIT GROUP LV HOLDINGS LLC	301 SANTALUZ LN AUSTIN TX 78732-2467
176727	9	20107 TRAVIS DR TX 78645	78645	RICKER JOHN C & CHRISTINE	PO BOX 1986 ROUND ROCK TX 78680-1986
176726	10	20109 TRAVIS DR TX 78645	78645	STOKLEY ANTHONY & CAITLYNN MORROW	20109 TRAVIS DR APT B JONESTOWN TX 78645-5136
176712	11	20102 TRAVIS DR TX 78645	78645	WEBB JOEL D	3909 N I H 35 BOX 15 AUSTIN TX 78722-1500
176674	12	5905 LOHMANS FORD RD TX 78645	78645	WJSC LLC	3009 DRAPERS CV LAGO VISTA TX USA 78645-7209
171330		LOHMANS FORD RD TX 78645	78645	BALDY MOUNTAIN LLC	14806 N RR 620 AUSTIN TX 78681
984210		LOHMANS FORD RD TX 78645	78645	LAGO VISTA ISD	2701 CAVILEER AVE AUSTIN TX US 78757
984210		LOHMANS FORD RD TX 78645	78645	LAGO VISTA ISD	2701 CAVILEER AVE AUSTIN TX US 78757
783897		LOHMANS FORD RD TX 78645	78645	REIT GROUP LV HOLDINGS LLC	301 SANTALUZ LN AUSTIN TX 78732-2467
984238		LOHMANS FORD RD TX 78645	78645	STRICKLER LEONARD	2701 CAVILEER AVE AUSTIN TX 78757-2711
171325		5700 LOHMANS FORD RD TX 78645	78645	STRICKLER LEONARD	2701 CAVILEER AVE AUSTIN TX 78757-2711
171325		5700 LOHMANS FORD RD TX 78645	78645	STRICKLER LEONARD	2701 CAVILEER AVE AUSTIN TX 78757-2711
171325		5700 LOHMANS FORD RD TX 78645	78645	STRICKLER LEONARD	2701 CAVILEER AVE AUSTIN TX 78757-2711
984238		LOHMANS FORD RD TX 78645	78645	STRICKLER LEONARD	2701 CAVILEER AVE AUSTIN TX US 78757
171325		5700 LOHMANS FORD RD TX 78645	78645	STRICKLER LEONARD	2701 CAVILEER AVE AUSTIN TX US 78757

Legend	
	Letter sent
	Duplicate Address

Outside 200'Notification Area

Attachment 5
PON List & Responses

CITY OF LAGO VISTA TEXAS

Notice of Public Hearing

March 12, 2025

Project #: 23-2777-R-REZ & 23-2778-R-REZ

Hearing Date and Time: Thursday, March 27, 2025, at 6:30 PM in the Council Chambers at City Hall, 5803 Thunderbird Street, Lago Vista, Texas

DEMAREST WILMA A SECTION 7-03 TRUST
21609 HIGH DR
LAGO VISTA TX 78645-6508

Project Property Location:

Property ID's 999032 and 984238 Travis Central Appraisal District. Being adjacent to 5700 Lohman Ford Road. Said parcels being further described as being in the Mary Campbell Survey, Abstract No. 129 being tracts conveyed to Leonard Strickler by instruments of record in Documents No. 2013057516, 2023076820, and 22023076766 save and except tracts described in Documents 2023076808 Official Public Records of Travis County Texas and a 3.012 acre tract identified as Property ID 999031 in the Travis Central Appraisal District, and generally described as being along the west side of Loman Ford Rd. beginning approximately 380 feet south of the intersection of Loman Ford Rd. and Travis Dr. and proceeding additionally approximately 868 feet south-southwest along Loman Ford Rd. (a survey map with bearings and distances is available upon request).

Notification Mailing ID # 24

The Lago Vista Planning and Zoning Commission and will hold Public Hearings for consideration of a zoning change request from the TR-1 ("Temporary Restricted") zoning district to the C-2 ("General Commercial / Retail") zoning district for two (2) tracts of land totaling approximately 7.002 acres of undeveloped and vacant land.

For additional information, please contact us and include the above highlighted project number with all inquiries:

E-mail: development@lagovistatexas.gov
Phone Number: 512-267-5259

Please return your comments as soon as possible. Individuals who do not own property within the notification boundary or those unable to deliver written comments must attend the public hearing to provide input. **Please note that unexplained support or opposition is less useful to the voting members than comments with context and a specific basis.**

☐ In Favor ☑ Opposed

Comments: Commercial zoning could effect the value of my property. Although Lohmans Ford Rd is mainly commercial. It depends on the new businesses.

Signed: Wendy Bradley

This whole page may be returned as follows:
E-mail: development@lagovistatexas.gov
In Person: Development Services, Lago Vista City Hall 5803 Thunderbird St.
Postal Address: City of Lago Vista, Development Services P.O. Box 4727, Lago Vista, TX, (U.S.A.) 78645

Attachment 6
Ordinance

ORDINANCE NO. 25-06-05-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS, AMENDING THE OFFICIAL ZONING MAP BY CHANGING THE ZONING DISTRICT FROM "TR-1" TEMPORARY RESTRICTED TO C-2 "GENERAL COMMERCIAL RETAIL" FOR AN APPROXIMATE 4.035 ACRE TRACT OF LAND IDENTIFIED AS PROPERTY ID NO. 984238 BY THE TRAVIS CENTRAL APPRAISAL DISTRICT WITHIN THE MARY CAMPBELL SURVEY ABSTRACT NUMBER 189 IN THE CITY OF LAGO VISTA,TRAVIS COUNTY, TEXAS; PROVIDING FOR FINDINGS; PROVIDING FOR ENACTMENT; PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR SEVERABILITY; PROVIDING FOR PENALTIES; AND PROVIDING FOR AN EFFECTIVE DATE SAID TRACT HAVING BEEN CONVEYED TO LEONARD STRICKLER AND MORE GENERALLY DESCRIBED AS BEING ALONG THE WEST SIDE OF LOHMAN FORD ROAD APPROXIMATELY 380 FEET SOUTH OF THE INTERSECTION OF LOMAN FORD RD. AND TRAVIS DR.

WHEREAS, the owner(s) of an approximate 4.035 acre tract of land identified as Property ID NO. 984238 by the Travis Central Appraisal District within the Mary Campbell Survey Abstract Number 189 in the City of Lago Vista Travis County, Texas I as more particularly described in the attached Exhibit "A" (referred to hereinafter as the "Property"), have filed an application requesting the change in zoning of this property from the TR-1 ("Temporary Restricted") zoning district to the C-2 ("General Commercial / Retail") zoning district; and,

WHEREAS, the Property currently resides within the corporate limits of the City of Lago Vista; and,

WHEREAS, fifteen (15) days written notice to the owners of land in and within 200-feet of the area being rezoned, as well as published notice to the public at least fifteen (15) days prior to the date of such hearings, have been provided for public hearings before the Planning and Zoning Commission and City Council on the proposed rezoning of the Property included in this Ordinance; and

WHEREAS, the Planning and Zoning Commission at its public hearing held on May 15, 2025, and the City Council at its public hearing held on June 5, 2025, have both reviewed the request and the circumstances of the Property, and both find that a change in the zoning of said Property is warranted; and

WHEREAS, the Planning and Zoning Commission and the City Council at their respective public hearings have also both concluded that adequate details are not yet available to justify the design approval mandated by Section 6.105 of the Lago Vista Zoning Ordinance and that it is therefore more desirable to defer that requirement as described in the attached Exhibit "B" until those additional details are available; and

WHEREAS, the City Council finds the rezoning approved herein is consistent with the comprehensive plan: and,

WHEREAS, the City desires that development within its corporate limits occur in an orderly manner to protect the health, safety, and welfare of its present and future citizens, protect property values and provide for the growth of the City's tax base; and

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Chapter 211 of the Texas Local Government Code, the City has the authority to zone and rezone property; and

WHEREAS, the City Council finds that it is necessary and proper for the good government, peace or order of the City of Lago Vista to adopt this Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS, THAT:

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact. The Planning and Zoning Commission and City Council find that this Ordinance satisfies the requirements of Section 13 of the City of Lago Vista Zoning Ordinance, codified under Ordinance No. 98-04-27-03, as amended (the "Zoning Code").

Section 2. Enactment. The Zoning Ordinance and the Official Zoning Map and other applicable ordinances are hereby modified and amended by rezoning the Property from the TR-I ("Temporary Restricted") zoning district to the C-2 ("General Commercial / Retail") zoning district in accordance with the conditions described in Exhibit "B."

Section 3. Repealer. All ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted and amended herein, are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the city, the terms and provisions of this ordinance shall govern.

Section 4. Severability. Should any section or part of this Ordinance be held unconstitutional, illegal, or invalid, or the application to any person or circumstance for

any reasons thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this Ordinance are declared to be severable.

Section 5. Penalty. Any person, firm or corporation violating any of the provisions or terms of this Ordinance or of the Code of Ordinances as amended hereby, shall be subject to the same penalty as provided for in the Code of Ordinances, Section 1.109 General Penalty for Violations of Code; Continuing Violations of the City of Lago Vista, and upon conviction shall be punished by a fine not to exceed Two Thousand Dollars ($2,000.00) for each offense.

Section 6. Publication Clause. The City Secretary of the City of Lago Vista is hereby directed to publish in the Official Newspaper of the City of Lago Vista the Caption, and Effective Date Clause of this Ordinance as required by Section 52.013 of the Texas Local Government Code.

Section 7. Effective Date. This Ordinance shall be in force and effect from and after its passage on the date shown below in accordance with the provisions of the Texas Local Government Code and the City's Charter.

Section 8. Change of Zoning Map. The City Manager is hereby authorized to and shall promptly note the zoning change on the official Zoning Map of the City of Lago Vista, Texas.

Section 9. Proper Notice and Meeting. It is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Local Government Code.

AND, IT IS SO ORDERED.

PASSED AND APPROVED this 5th day of June, 2025

_____

Kevin Sullivan, Mayor

ATTEST:

_____

Susie, Quinn, Interim City Secretary

On a motion by Councilor _____, seconded by Councilor _____,

the above and foregoing ordinance was passed and approved.

Exhibit A

Legal Description/Location

Insert Meets and Bounds Description

Exhibit B

Conditions

The Property as described in Exhibit "A" has been approved for a zoning change from the TR-1 ("Temporary Restricted") zoning district to the C-2 ("General Commercial / Retail") zoning district in accordance with the requirements of Section 13 of the Lago Vista Code of Ordinances, subject to compliance with the following conditions:

Insert Conditions as Approved

Attachment 7
P&Z Recommended Conditions

1. the design review approval required by Section 6.105 of Chapter 14, the Lago Vista Zoning Ordinance, shall be deferred until sufficient progress on the site development plan review required by Chapter 3 .5 of the Lago Vista Code of Ordinances has been completed in order that the details required by that review can properly be presented for consideration by the Planning and Zoning Commission in accordance with the procedures specified in Section 6.105(b)(2);

2. that the site development plan application required by Chapter 3.5, the design review application required by Section 6.105 of Chapter 14, and the subdivision plat required by Section 2.24 of Chapter 10 shall be informed by a complete and administratively approved traffic impact analysis (TIA) in accordance with various provisions within the Lago Vista Code of Ordinances; and

3. that the deferred design review application and approval shall include but not be limited to accurate and detailed depictions of all proposed signage, a complete landscaping and protected tree preservation plan, lighting plans and schedules demonstrating compliance with all "dark sky" regulations, and proposed building elevations.

AGENDA ITEM NO. 9

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Ed McRoy, Development Services

SUBJECT: **Project # 23-2778-R-REZ** Conduct a public hearing for consideration of a request to rezone a parcel of land from “TR-1” Temporary Restricted to C-2 “General Commercial Retail”. Said rezoning Proposed for an approximate 3.776-acre tract of land identified as Property ID NO. 999032 by the Travis Central Appraisal District and situated in the Mary Campbell Survey Abstract NO. 129 in the City of Lago Vista, Travis County Texas. Said Tract Having Been conveyed to Leonard Strickler and more generally described as being along the west side of Lohman Ford Road Approximately 954 Feet South of the intersection of Lohman Ford RD. and Travis Dr.

BACKGROUND: See Materials Below

FINDINGS: See Materials Below

RECOMMENDATION: Conduct a Public Hearing, Discuss and Consider.

ATTACHMENTS:
_06-05-2025__CC_Case__23-2778_Staff_Packet_Materials___FINAL_2_.pdf

AGENDA TYPE: Public Hearing	Finance Review	☐ Yes	☒ N/A
	Legal Review	☐ Yes	☒ N/A
Meeting Date: June 05, 2025 **Staff Contact:** Ed McRoy **Department:** Development Services	BUDGET IMPACT: FY-25 None anticipated		

ACTION REQUESTED

Conduct a Public Hearing & Consider a request to rezone a property from TR-1 to C-2

AGENDA CAPTION

Project # 23-2778-R-REZ Conduct a public hearing for consideration of a request to rezone a parcel of land from "TR-1" Temporary Restricted to C-2 "General Commercial Retail". Said rezoning proposed for an approximate 3.776-acre tract of land identified as Property ID NO. 999032 by the Travis Central Appraisal District and situated in the Mary Campbell Survey Abstract NO. 129 in the City of Lago Vista, Travis County Texas. Said tract having been conveyed to Leonard Strickler and more generally described as being along the west side of Lohman Ford Road approximately 954 feet south of the intersection of Lohman Ford Rd. and Travis Dr.

BACKGROUND/SUMMARY/ANALISYS

Property Status

Current Zoning:	TR-1	Comp Plan:	Commercial
Current Use:	Vacant	Proposed:	Unspecified

Nearby Zoning

North	C-2 & N/A	East	R-1
South	C-1A	West	N/A (ETJ)

This site was a part of an original approximate 10-acre parcel recently annexed into the city. Approximately 3 acres in the center of the original tract was rezoned to C-2 for a retail use and sold. This 4-acre northern portion, and an approximate 3-acre southern remainder portion were not included in the rezoning action for the middle section. The proposed action is to establish zoning consistent what that of the adjacent southern C-2 property. The applicant is requesting waiver of a concept plan as a part of this request as they do not have a specific site user at this time

The proposed zoning has been determined to be consistent with the Comprehensive Plan designation. The proposed commercial zoning is located along a significant major roadway. (Lohman Ford Rd). Property to the west is owned by the Lago Vista ISD. A utility analysis, tree survey, engineering analysis, drainage plan will be required with any future site development. A TIA may also be required at that time. The proposed zoning appears compatible with directly adjacent properties. Compatibility with nearby non-adjacent properties is determined herein based on conformance with the Comprehensive Plan.

PUBLIC NOTICE INFORMATION

Newspaper notice	05/22/2025	Hill Country News
PON	05/12/2025	USPS 1st Class
Signage	03/12/2025	City Staff

PROCESS DESCRIPTION

This agenda item is to 1) receive citizen comments, questions and suggestions for a proposed zoning change as indicated in the agenda caption and to 2) consider a possible recommendation to the City Council.

Typical process (simplified):

A. Chair introduces the item
B. Staff Briefing/Comments/Technical Questions/Discussion
C. Applicant Presentation
D. Public Hearing Open - Conduct – Close
E. Discussion/Motions/Vote

Briefing /Comments

Public Hearing Protocols (Ref: Rules of Procedure (2018))

The intent of a public hearing is simply to take public input as maybe applicable to the item.

1) Those wishing to speak should turn in a completed request form five (5) minutes before the beginning of the meeting).[Note 2 (Below)]
2) A maximum of 30 minutes shall be devoted to public comments [Note 1 (below)]
3) The Chair shall call each speaker forward individually.
4) Speakers will have three (3) minutes to make their comments. [Note 1 (below)]
5) Speakers should address all comments, questions, or submissions to the Council, Commission, Board, or Committee and not to City staff, or audience members.
6) Side conversations, repetitive statements, and non-germane matters are to be avoided.
7) All participants should maintain proper decorum and avoid the use of profane, vulgar, or defamatory statements.

Note 1 This applies unless a motion to suspend the rules is successful.
Note 2 The Chair may recognize individuals who did not submit a speaker request.

OPTIONS AND RECOMMENDATIONS

Option 1 **Approve** the request **as presented**. (waive CP W/O conditions)
Option 2 **Approve** the request **as recommended by P&Z** or **Staff** (waive CP W conditions)
Option 3 **Approve** the request with **other/added conditions**
Option 4 **Postpone** consideration
Option 5 **Deny** the request

P&Z Recommendation: Approve (waive CP with conditions as indicated in Attachment 5)
Staff Recommendation: Staff concurs with P&Z

Attachments

1. Location Map
2. Application Materials
3. Current Zoning Map
4. Comprehensive Plan Map
5. PON List and Responses
6. Ordinance
7. P&Z Recommended Conditions

Attachment 1
Location Map



Date

03/12/2025

N

NTS

Request Type	Zoning Change	Projects
Change Requested	TR-1 - C2	23-2777-R-REZ & 23-2778-R-REZ
Map Purpose	Location	

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

CITY OF LAGO VISTA TEXAS

Application Materials

LAGO VISTA
TEXAS

CITY OF LAGO VISTA · DEVELOPMENT SERVICES
5803 THUNDERBIRD STREET · P.O. BOX 4727 · LAGO VISTA, TX 78645
Tel. (512) 267-5259 *Fax (512) 267-5265*

NOTE: Applicants should seek legal advice concerning the applicability of any existing private covenants or deed restrictions and their ability to be enforced or waived by other specific property owners.

APPLICATION FOR ZONING DISTRICT CHANGE

Contact Person: Leonard Strickler **Fee:** See Ordinance Appendix A (non-refundable)

Contact Phone: 512 748-8032 **Contact Email:** leonardstrickler@yahoo.com

Property Owner(s):* Leonard Strickler

Owner's mailing address: 2701 Cavileer Ave Austin Tx 78757

COMPLETE LEGAL DESCRIPTION OF SUBJECT PROPERTY

Subdivision, Section and Lot Number(s) if platted. Attach metes & bounds or equal description otherwise*

Tax ID #999032

Municipal Address(es)* if applicable: 5700 Lohmans Ford Road

NATURE OF REQUEST

Current Zoning District(s): Recently Annexed **Requested District:** C-2

Purpose or Basis of Request* (if PDD, include whether concept and/or detail plan approval is sought):

Recently Annexed

Additional individual(s) authorized to act on behalf of the property owner(s)* regarding this application:

Name of Agent: _____ **Email:** _____

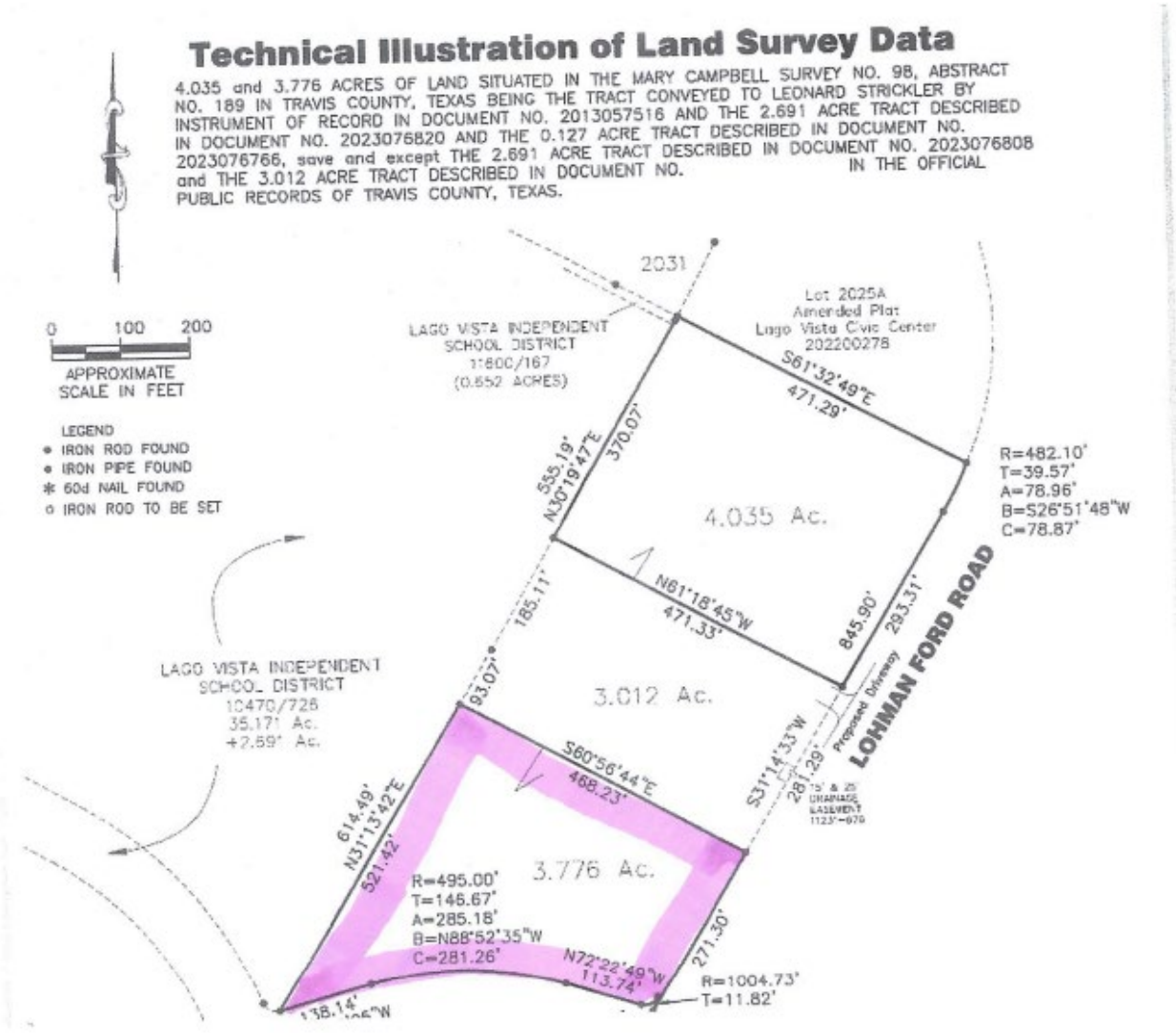
Mailing Address: _____ **Phone:** _____

NOTE: **Applications must be complete including all applicable portions of this form, payment of fees and all required drawings or documentation. All applications are accepted provisionally pending a completion review.** PLEASE TAKE SPECIFIC NOTICE AND INCORPORATE OR ADDRESS ALL LOCAL ORDINANCE REQUIREMENTS IN YOUR APPLICATION.

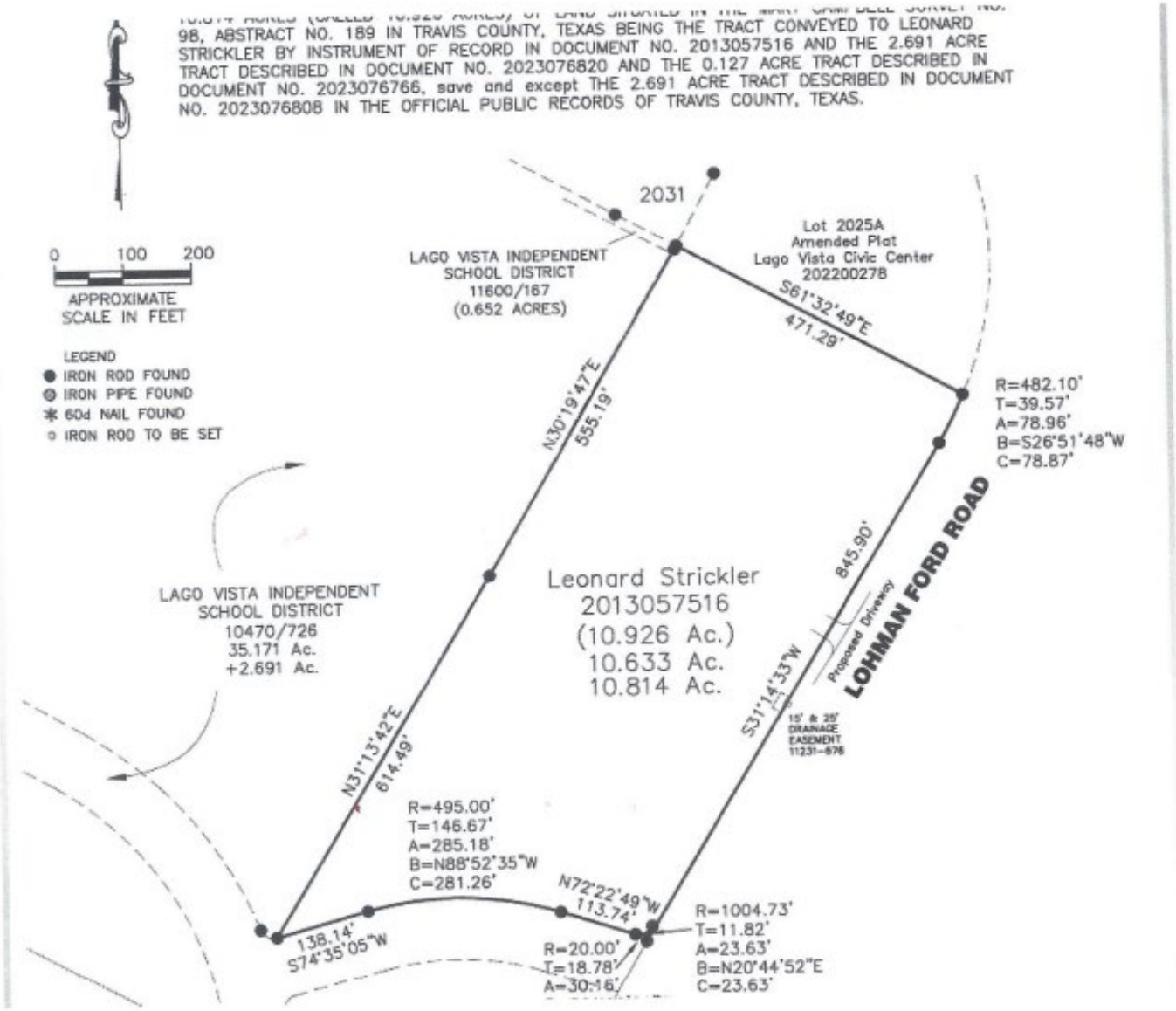
3/9/25
Property Owner's signature(s)* **Date**

***Attach additional sheets as required**

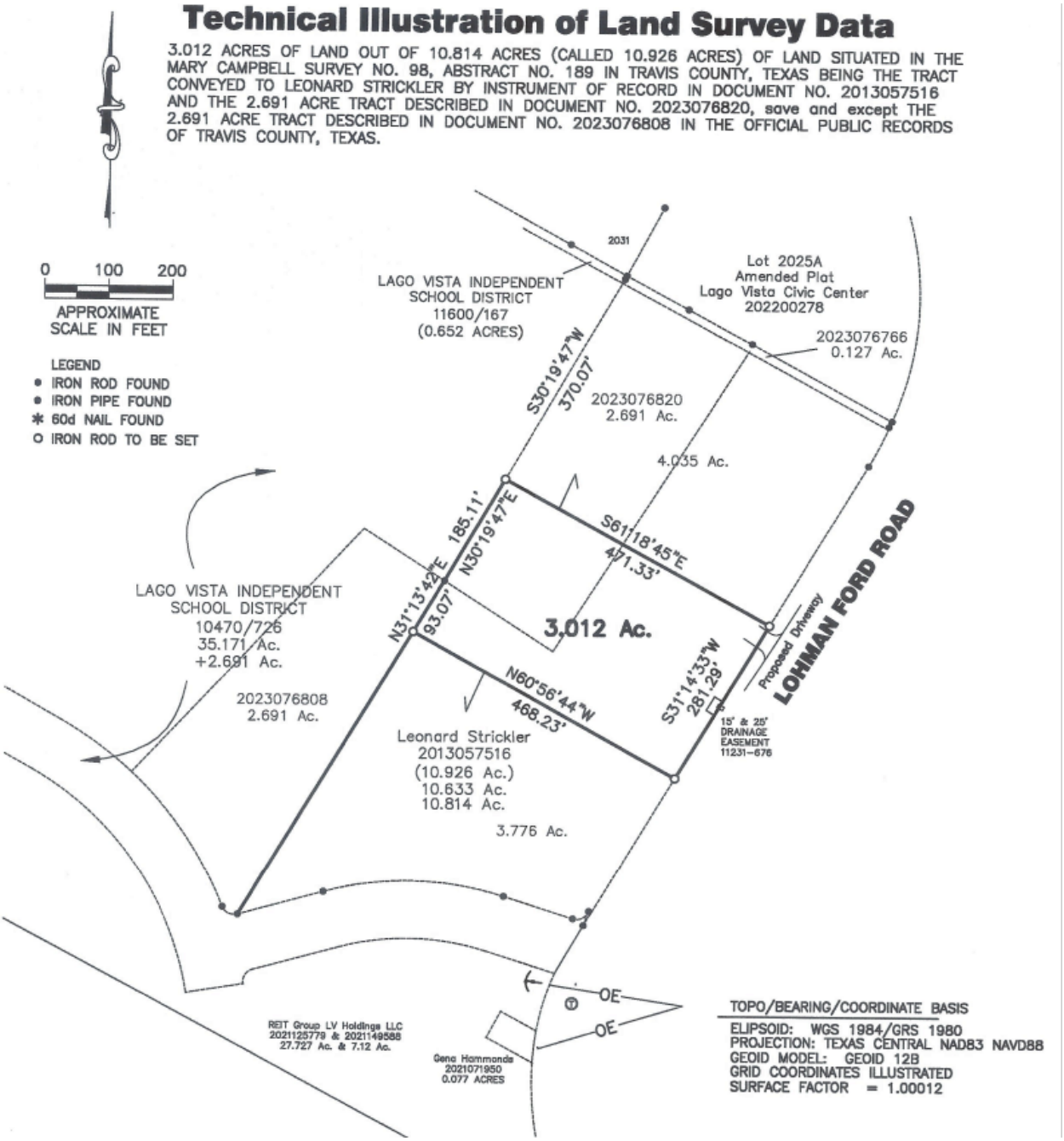
Attachment 2
Application Materials
Current Request – Survey



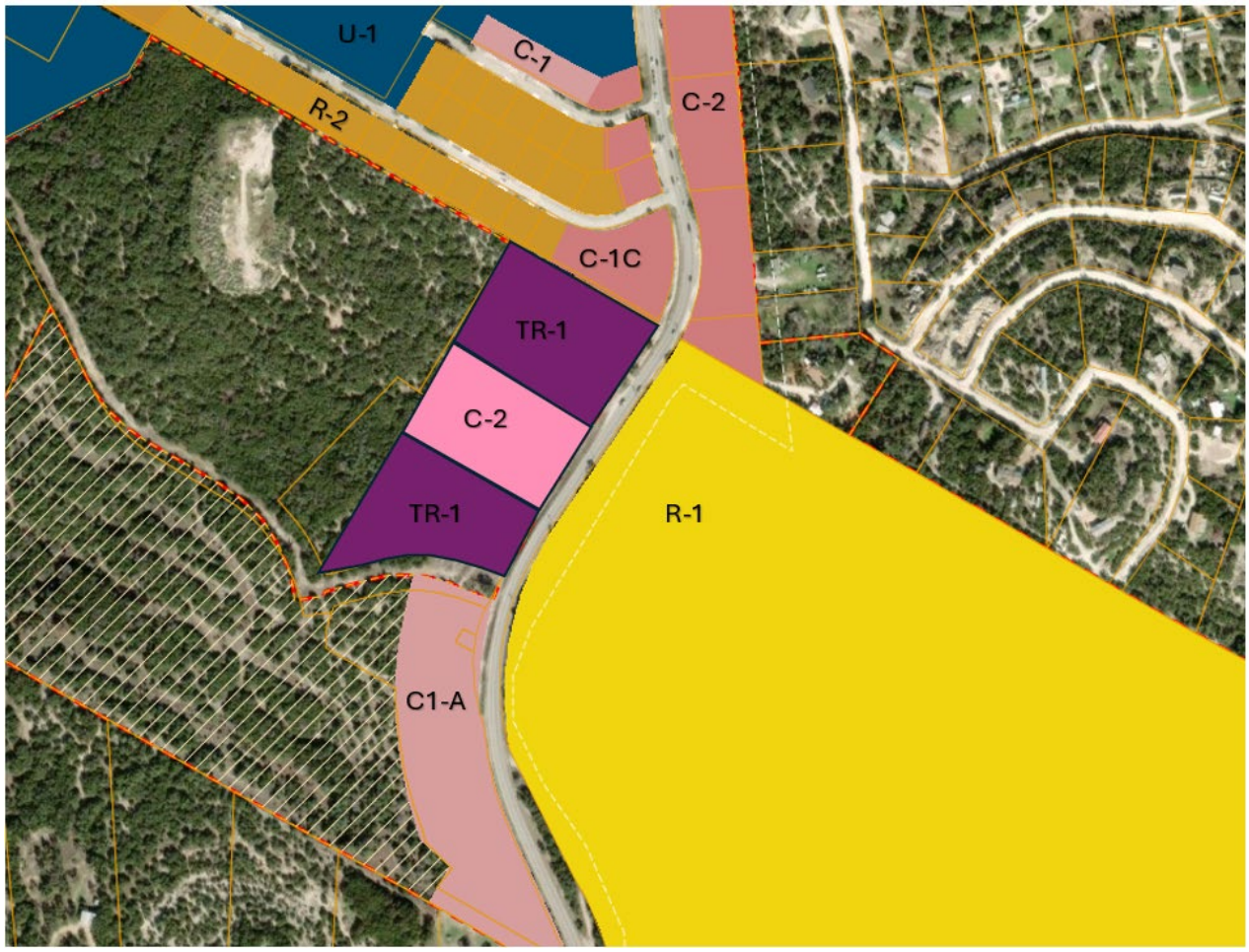
Attachment 2
Application Materials
Original Tract 10 acre Tract



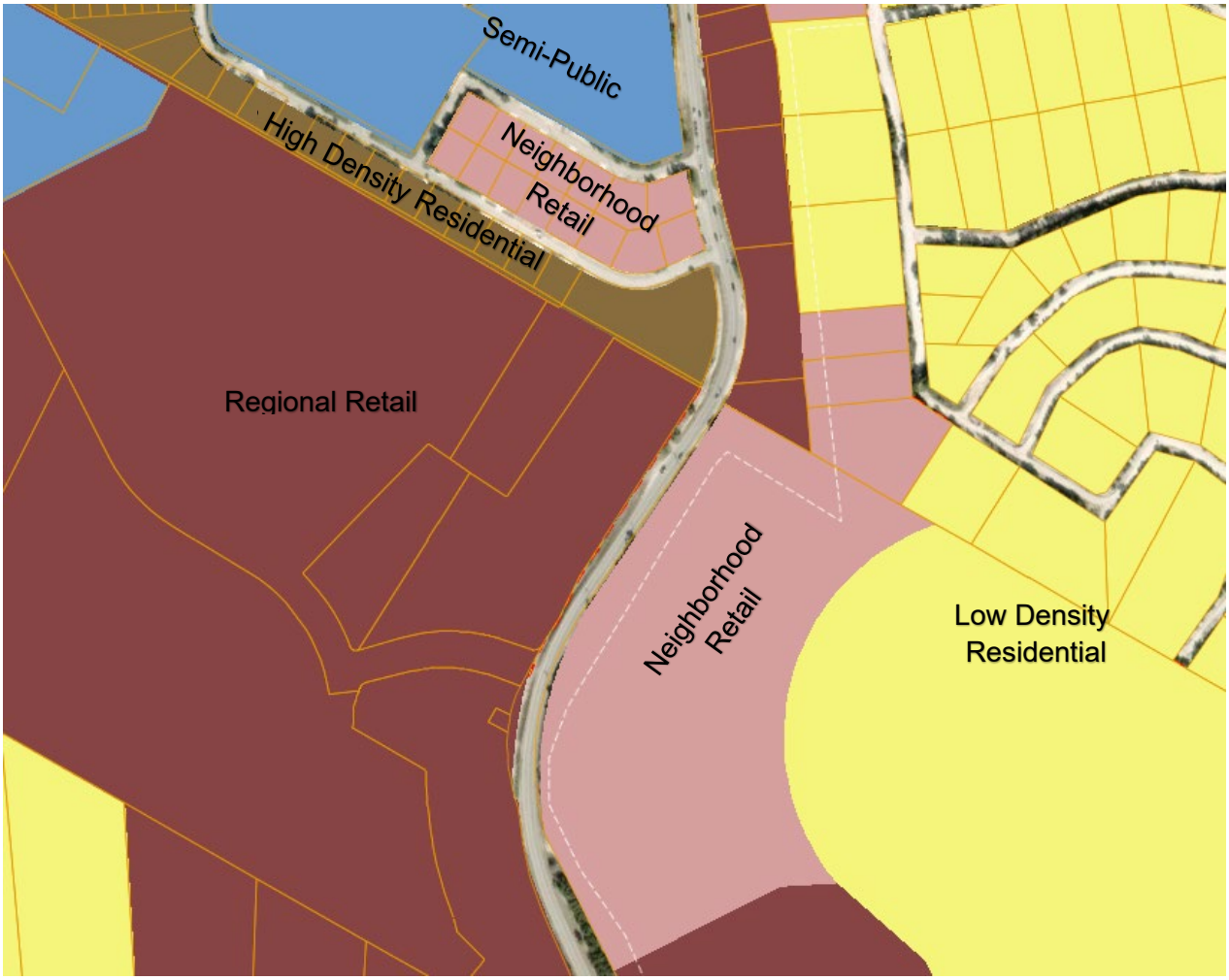
Attachment 2
Application Materials
Current Conditions



Attachment 3
Current Zoning



Attachment 4
Comprehensive Plan



Attachment 5
PON List & Responses

Case # 23-2777 & 23-2778 R-REZ			Property owner notice letters		4/10/2025
Property ID	Letter #	Situs Address	Situs Zipcode	Owners Name	Mailing Address
968192	1	TRAVIS DR 78645	78645	STRICKLER LEONARD	2701 CAVILEER AVE AUSTIN TX 78757-2711
171330	2	LOHMANS FORD RD TX 78645	78645	BALDY MOUNTAIN LLC	14806 N RR 620 AUSTIN TX 78681
171327	3	5600 LOHMANS FORD RD TX 78645	78645	HAMMONDS GENA S	5308 COUNTRY CLUB DR LAGO VISTA TX 78645-5831
176711	4	20100 TRAVIS DR TX 78645	78645	HOLDREN KARL W & DORAL P	25117 COLORADO CANYON DR MARBLE FALLS TX 78654-3753
176713	5	20104 TRAVIS DR TX 78645	78645	JACKSON BECKER COMMUNITIES LLC	621 COUNTY ROAD 175 LEANDER TX 78641
171326	6	LOHMANS FORD RD TX 78645	78645	LAGO VISTA I S D SCHOOL DISTRICT	PO BOX 4929 LAGO VISTA TX 78645
176678	7	6005 LOHMANS FORD RD TX 78645	78645	LAGO VISTA STORAGE LLC	5501 INDEPENDENCE PKWYSUITE 301 PLANO TX 75023
764791	8	LOHMANS FORD RD TX 78645	78645	REIT GROUP LV HOLDINGS LLC	301 SANTALUZ LN AUSTIN TX 78732-2467
176727	9	20107 TRAVIS DR TX 78645	78645	RICKER JOHN C & CHRISTINE	PO BOX 1986 ROUND ROCK TX 78680-1986
176726	10	20109 TRAVIS DR TX 78645	78645	STOKLEY ANTHONY & CAITLYNN MORROW	20109 TRAVIS DR APT B JONESTOWN TX 78645-5136
176712	11	20102 TRAVIS DR TX 78645	78645	WEBB JOEL D	3909 N I H 35 BOX 15 AUSTIN TX 78722-1500
176674	12	5905 LOHMANS FORD RD TX 78645	78645	WJSC LLC	3009 DRAPERS CV LAGO VISTA TX USA 78645-7209
171330		LOHMANS FORD RD TX 78645	78645	BALDY MOUNTAIN LLC	14806 N RR 620 AUSTIN TX 78681
984210		LOHMANS FORD RD TX 78645	78645	LAGO VISTA ISD	2701 CAVILEER AVE AUSTIN TX US 78757
984210		LOHMANS FORD RD TX 78645	78645	LAGO VISTA ISD	2701 CAVILEER AVE AUSTIN TX US 78757
783897		LOHMANS FORD RD TX 78645	78645	REIT GROUP LV HOLDINGS LLC	301 SANTALUZ LN AUSTIN TX 78732-2467
984238		LOHMANS FORD RD TX 78645	78645	STRICKLER LEONARD	2701 CAVILEER AVE AUSTIN TX 78757-2711
171325		5700 LOHMANS FORD RD TX 78645	78645	STRICKLER LEONARD	2701 CAVILEER AVE AUSTIN TX 78757-2711
171325		5700 LOHMANS FORD RD TX 78645	78645	STRICKLER LEONARD	2701 CAVILEER AVE AUSTIN TX 78757-2711
171325		5700 LOHMANS FORD RD TX 78645	78645	STRICKLER LEONARD	2701 CAVILEER AVE AUSTIN TX 78757-2711
984238		LOHMANS FORD RD TX 78645	78645	STRICKLER LEONARD	2701 CAVILEER AVE AUSTIN TX US 78757
171325		5700 LOHMANS FORD RD TX 78645	78645	STRICKLER LEONARD	2701 CAVILEER AVE AUSTIN TX US 78757

Legend	
	Letter sent
	Duplicate Address

Attachment 5
PON Notices and Responses

Outside 200'Notification Area

Notice of Public Hearing

March 12, 2025

CITY OF LAGO VISTA TEXAS

Project #: 23-2777-R-REZ & 23-2778-R-REZ

Hearing Date and Time: Thursday, March 27, 2025, at 6:30 PM in the Council Chambers at City Hall, 5803 Thunderbird Street, Lago Vista, Texas

DEMAREST WILMA A SECTION 7-03 TRUST
21609 HIGH DR
LAGO VISTA TX 78645-6508

Project Property Location:

Property ID's 999032 and 984238 Travis Central Appraisal District. Being adjacent to 5700 Lohman Ford Road. Said parcels being further described as being in the Mary Campbell Survey, Abstract No. 129 being tracts conveyed to Leonard Strickler by instruments of record in Documents No. 2013057516, 2023076820, and 22023076766 save and except tracts described in Documents 2023076808 Official Public Records of Travis County Texas and a 3.012 acre tract identified as Property ID 999031 in the Travis Central Appraisal District, and generally described as being along the west side of Loman Ford Rd. beginning approximately 380 feet south of the intersection of Loman Ford Rd. and Travis Dr. and proceeding additionally approximately 868 feet south-southwest along Loman Ford Rd. (a survey map with bearings and distances is available upon request).

Notification Mailing ID # 24

The Lago Vista Planning and Zoning Commission and will hold Public Hearings for consideration of a zoning change request from the TR-1 ("Temporary Restricted") zoning district to the C-2 ("General Commercial / Retail") zoning district for two (2) tracts of land totaling approximately 7.002 acres of undeveloped and vacant land.

For additional information, please contact us and include the above highlighted project number with all inquiries:

E-mail: development@lagovistatexas.gov
Phone Number: 512-267-5259

Please return your comments as soon as possible. Individuals who do not own property within the notification boundary or those unable to deliver written comments must attend the public hearing to provide input. **Please note that unexplained support or opposition is less useful to the voting members than comments with context and a specific basis.**

☐ In Favor ☑ Opposed

Comments:
Commercial zoning could effect the value of my property. although Lohmans Ford Rd is mainly commercial. It depends on the new businesses.

Signed: Wendy Bradley

This whole page may be returned as follows:
E-mail: development@lagovistatexas.gov
In Person: Development Services, Lago Vista City Hall 5803 Thunderbird St.
Postal Address: City of Lago Vista, Development Services
P.O. Box 4727, Lago Vista, TX, (U.S.A.) 78645

Attachment 6
Draft Ordinance

ORDINANCE NO. 25-06-05-02

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS, AMENDING THE OFFICIAL ZONING MAP BY CHANGING THE ZONING DISTRICT FROM "TR-1" TEMPORARY RESTRICTED TO C-2 "GENERAL COMMERCIAL RETAIL" FOR AN APPROXIMATE 3.776 ACRE TRACT OF LAND IDENTIFIED AS PROPERTY ID NO. 999032 BY THE TRAVIS CENTRAL APPRAISAL DISTRICT WITHIN THE MARY CAMPBELL SURVEY ABSTRACT NUMBER 189 IN THE CITY OF LAGO VISTA,TRAVIS COUNTY, TEXAS; PROVIDING FOR FINDINGS; PROVIDING FOR ENACTMENT; PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR SEVERABILITY; PROVIDING FOR PENALTIES; AND PROVIDING FOR AN EFFECTIVE DATE SAID TRACT HAVING BEEN CONVEYED TO LEONARD STRICKLER AND MORE GENERALLY DESCRIBED AS BEING ALONG THE WEST SIDE OF LOHMAN FORD ROAD APPROXIMATELY 954 FEET SOUTH OF THE INTERSECTION OF LOMAN FORD RD. AND TRAVIS DR.

WHEREAS, the owner(s) of an approximate 3.76 acre tract of land identified as Property ID NO. 999032 by the Travis Central Appraisal District within the Mary Campbell Survey Abstract Number 189 in the City of Lago Vista Travis County, Texas I as more particularly described in the attached Exhibit "A" (referred to hereinafter as the "Property"), have filed an application requesting the change in zoning of this property from the TR-1 ("Temporary Restricted") zoning district to the C-2 ("General Commercial / Retail") zoning district; and,

WHEREAS, the Property currently resides within the corporate limits of the City of Lago Vista; and,

WHEREAS, fifteen (15) days written notice to the owners of land in and within 200-feet of the area being rezoned, as well as published notice to the public at least fifteen (15) days prior to the date of such hearings, have been provided for public hearings before the Planning and Zoning Commission and City Council on the proposed rezoning of the Property included in this Ordinance; and

WHEREAS, the Planning and Zoning Commission at its public hearing held on May 15, 2025, and the City Council at its public hearing held on June 5, 2025, have both reviewed the request and the circumstances of the Property, and both find that a change in the zoning of said Property is warranted; and

WHEREAS, the Planning and Zoning Commission and the City Council at their respective public hearings have also both concluded that adequate details are not yet available to justify the design approval mandated by Section 6.105 of the Lago Vista Zoning Ordinance and that it is therefore more desirable to defer that requirement as described in the attached Exhibit "B" until those additional details are available; and

WHEREAS, the City Council finds the rezoning approved herein is consistent with the comprehensive plan: and,

WHEREAS, the City desires that development within its corporate limits occur in an orderly manner to protect the health, safety, and welfare of its present and future citizens, protect property values and provide for the growth of the City's tax base; and WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Chapter 211 of the Texas Local Government Code, the City has the authority to zone and rezone property; and

WHEREAS, the City Council finds that it is necessary and proper for the good government, peace or order of the City of Lago Vista to adopt this Ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS, THAT:

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact. The Planning and Zoning Commission and City Council find that this Ordinance satisfies the requirements of Section 13 of the City of Lago Vista Zoning Ordinance, codified under Ordinance No. 98-04-27-03, as amended (the "Zoning Code").

Section 2. Enactment. The Zoning Ordinance and the Official Zoning Map and other applicable ordinances are hereby modified and amended by rezoning the Property from the TR-I ("Temporary Restricted") zoning district to the C-2 ("General Commercial / Retail") zoning district in accordance with the conditions described in Exhibit "B."

Section 3. Repealer. All ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted and amended herein, are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the city, the terms and provisions of this ordinance shall govern.

Section 4. Severability. Should any section or part of this Ordinance be held unconstitutional, illegal, or invalid, or the application to any person or circumstance for any reasons thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this Ordinance are declared to be severable.

Section 5. Penalty. Any person, firm or corporation violating any of the provisions or

terms of this Ordinance or of the Code of Ordinances as amended hereby, shall be subject to the same penalty as provided for in the Code of Ordinances, Section 1.109 General Penalty for Violations of Code; Continuing Violations of the City of Lago Vista, and upon conviction shall be punished by a fine not to exceed Two Thousand Dollars ($2,000.00) for each offense.

Section 6. Publication Clause. The City Secretary of the City of Lago Vista is hereby directed to publish in the Official Newspaper of the City of Lago Vista the Caption, and Effective Date Clause of this Ordinance as required by Section 52.013 of the Texas Local Government Code.

Section 7. Effective Date. This Ordinance shall be in force and effect from and after its passage on the date shown below in accordance with the provisions of the Texas Local Government Code and the City's Charter.

Section 8. Change of Zoning Map. The City Manager is hereby authorized to and shall promptly note the zoning change on the official Zoning Map of the City of Lago Vista, Texas.

Section 9. Proper Notice and Meeting. It is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Local Government Code.

AND, IT IS SO ORDERED.
PASSED AND APPROVED this 5th day of June, 2025

_____
Kevin Sullivan, Mayor

ATTEST:

_____
Susie, Quinn, Interim City Secretary

On a motion by Councilor _____, seconded by Councilor _____,

the above and foregoing ordinance was passed and approved.

Exhibit A

Insert Meets and Bounds Description

Exhibit B

The Property as described in Exhibit "A" has been approved for a zoning change from the TR-1 ("Temporary Restricted") zoning district to the C-2 ("General Commercial / Retail") zoning district in accordance with the requirements of Section 13 of the Lago Vista Code of Ordinances, subject to compliance with the following conditions:

Insert Conditions as Approved

Attachment 7
P&Z Recommended Conditions

1. the design review approval required by Section 6.105 of Chapter 14, the Lago Vista Zoning Ordinance, shall be deferred until sufficient progress on the site development plan review required by Chapter 3 .5 of the Lago Vista Code of Ordinances has been completed in order that the details required by that review can properly be presented for consideration by the Planning and Zoning Commission in accordance with the procedures specified in Section 6.105(b)(2);

2. that the site development plan application required by Chapter 3.5, the design review application required by Section 6.105 of Chapter 14, and the subdivision plat required by Section 2.24 of Chapter 10 shall be informed by a complete and administratively approved traffic impact analysis (TIA) in accordance with various provisions within the Lago Vista Code of Ordinances; and

3. that the deferred design review application and approval shall include but not be limited to accurate and detailed depictions of all proposed signage, a complete landscaping and protected tree preservation plan, lighting plans and schedules demonstrating compliance with all "dark sky" regulations, and proposed building elevations.

AGENDA ITEM NO. 10

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Ed McRoy, Development Services

SUBJECT: Discussion, consideration, and possible action regarding a request submitted by Phillip & Jennifer Ciulla for a waiver of the Permit Extension Fee Project # 11783 addresses as 21313 Cardinal Lane, Lago Vista, Travis County Texas.

BACKGROUND: See Materials Below

FINDINGS: See Materials Below

RECOMMENDATION: See Materials Below

ATTACHMENTS:
(2025-06-04) Fee Waiver - 21313 Cardinal Staff Report Attachment #00 (Final 3).pdf
(2025-06-05) Fee Waiver - 21313 Cardinal Attachment #1 - Location map (2).pdf
(2025-06-05) Fee Waiver - 21313 Cardinal Attachment #2 - Request Application Materials.pdf
(2025-06-05) Fee Waiver - 21313 Cardinal Attachment #3 - Inspectio History.pdf
(2025-06-05) Fee Waiver - 21313 Cardinal Attachment #4 - Code -Fee Provisions.pdf
(2025-06-05) Fee Waiver - 6801 Cedar Ridge - Attachment #5 - Application and Receipt (FINAL) .pdf

AGENDA TYPE: Action Item	Finance Review	☐ Yes	☒ No
	Legal Review	☐ Yes	☒ No
Meeting Date: June 5, 2025	BUDGET IMPACT: FY-25 up to $11,175.75		
Staff Contact: Ed McRoy			
Department: Development Services			

ACTION REQUESTED

Discuss and consider.

AGENDA CAPTION

Discuss and consider a request submitted by Phillip & Jenniger Ciulla for a waiver of the Permit Extension Fee Project # 11783 addressed as 21313 Cardinal Lane, Lago Vista, Travis County Texas.

BACKGROUND/SUMMARY/ANALISYS

Property Status

Current Zoning:	R1	Comp Plan:	Low Density Residential
Current Use:	Under Construction	Proposed:	Single Family Residential

Nearby Zoning

North	R1	East	R1
South	R1	West	R1

Floodplain Status	Yes	☒	No	☐

At their 05/15/2025 meeting, the City Council approved a request for relief of the building permit extension fee on a property addressed as 1307 Robin Tr., Lago Vista Project # 10928. The property owners in this case are making a similar request. They have provided a letter for your consideration (See Attachment 2).

Except for some general direction provided in Subsection (k) (4) (See Attachment #4) dealing with permits permanently revoked, the City Council does not appear to have established a policy or set of guidelines for the evaluation of such fee waiver requests. To avoid arbitrary decisions or the perception that such actions may be related to inappropriate reasons, it is generally wise to evaluate or consider factors that may justify such decisions as they may relate to unique factors of the site, structure, or history of the property which may be different than that of similarly situated properties or projects.

Several potential factors may be looked at in this regard. The following might be considered valid reasons which a municipality or administrative official might consider a fee waiver or reduction:

1. Delays beyond an applicant's control. *Weather - Supply Chain Issues - Utility Delays - Criminal Activities*

BACKGROUND/SUMMARY/ANALISYS (cont.)

2. Inspection delays – *Lack of Staff – Inspection delays - Inspection errors.*
3. Personal/Business difficulties – *Illness – Bankruptcy – Divorce – Labor/Contract Disputes*
4. Disasters (Force Majeure) – *Tornados – Fires - Floods – Severe Weather*
5. Builder Experience – *Homeowner vs. Professional - First-time vs. Veteran Builders.*
6. Pending City-wide Actions - Policy Changes, Code Changes – Fee Changes.
7. Unique Site Challenges – Floodplains - Slopes - Building Size/Complexity – Historic Property
8. Public vs Private – Commercial – Charitable – Educational – Philanthropic – Humanitarian
9. Self-Created Situations vs. Imposed Conditions.

It is generally advisable to establish reasonably objective criteria whenever possible when considering such matters. These criteria should be reasonably based in standards or objectives that are not so narrowly tailored or so broadly defined that only a select few properties could qualify or that every property would qualify. These criteria should be designed to obtain valid public good or to provide relief from unreasonable harm. They should be reviewed for legal soundness and be in line with local values and desired outcomes.

Applicants should be required to prove their case and supply relevant data in support of their circumstances. In general, if fees can be lowered across the board or standards or processes can be modified universally thus avoiding a case-by-case approach this should be a preferred option. Each such request requires the expenditure of time and resources for elected/appointed officials, staff, and applicants. It should be expected that lowering the bar too much can open the floodgates overwhelming City resources. A zero-tolerance approach in every case alternatively may similarly result in poor perceptions of the City.

Special Note: In previous conversations with the Council, it was suggested that a portion of the City's Building Permit fee was to compensate the City for damage to roadways that may occur as a part of the construction process while a building is under construction. This appears to be incorrect. Staff has learned that this perception is derived from a unique budgeting process adopted by Lago Vista which is reflected in the Permit Management System and the receipts reporting provided to applicants.

Explanation: In many cities revenues generated from building permits first, go into the General Fund and then later they are moved into other budget line items such as Road Repair etc. This is either done through a formula process or by individual budget votes. In Lago Vista this process is reversed. Here a percentage of the funds received from building permits are automatically set up in the permitting system to be sent to a "repair" line. This is set as 25¢ of every 75¢. Applicants see this in the reporting they get through the My Gov Online system. It therefore appears as if this is a separate fee but it is really just a budgeting function.

PUBLIC NOTICE INFORMATION		
Newspaper notice	N/A	Hill Country News
PON	**N/A**	USPS 1st Class
Signage	N/A	City Staff
Posting	05/29/25	City Hall & Web Site

PROCESS DESCRIPTION

This agenda item is not required to be a public hearing. It is primarily an opportunity for the requestor to make their case and for the council to consider factors that may apply in favor or against granting the relief sought. If members of the public wish to address the Council however they may do so at any point in time as determined by the Mayor in accordance with the Rules of Procedure.

Typical process (simplified): A. Chair introduces the item
B. Staff, Member, or CC Liaison Briefing/Comments/Question
C. Public comments (if applicable)
D. Discussion/Motions/Vote

Briefing /Comments

Public Comment Protocols (Ref: Rules of Procedure (2018)

1) Members of the public wishing to speak should turn in a completed request form five (5) minutes before the beginning of the meeting).[Note 2 (Below)]
2) A maximum of 30 minutes should be devoted to public comments. [Note 1 (below)]
3) The Chair shall call each speaker forward individually.
4) Speakers will have three (3) minutes to make their comments. [Note 1 (below)]
5) Speakers should address all comments, questions, or submissions to the Council, Commission, Board, or Committee and not to City staff, or audience members.
6) Side conversations, repetitive statements, and non-germane matters are to be avoided.
7) All participants should maintain proper decorum and avoid the use of profane, vulgar, or defamatory statements.

Note 1 This applies unless a motion to suspend the rules is successful.
Note 2 The Chair may recognize individuals who did not submit a speaker request.

OPTIONS AND RECOMMENDATIONS

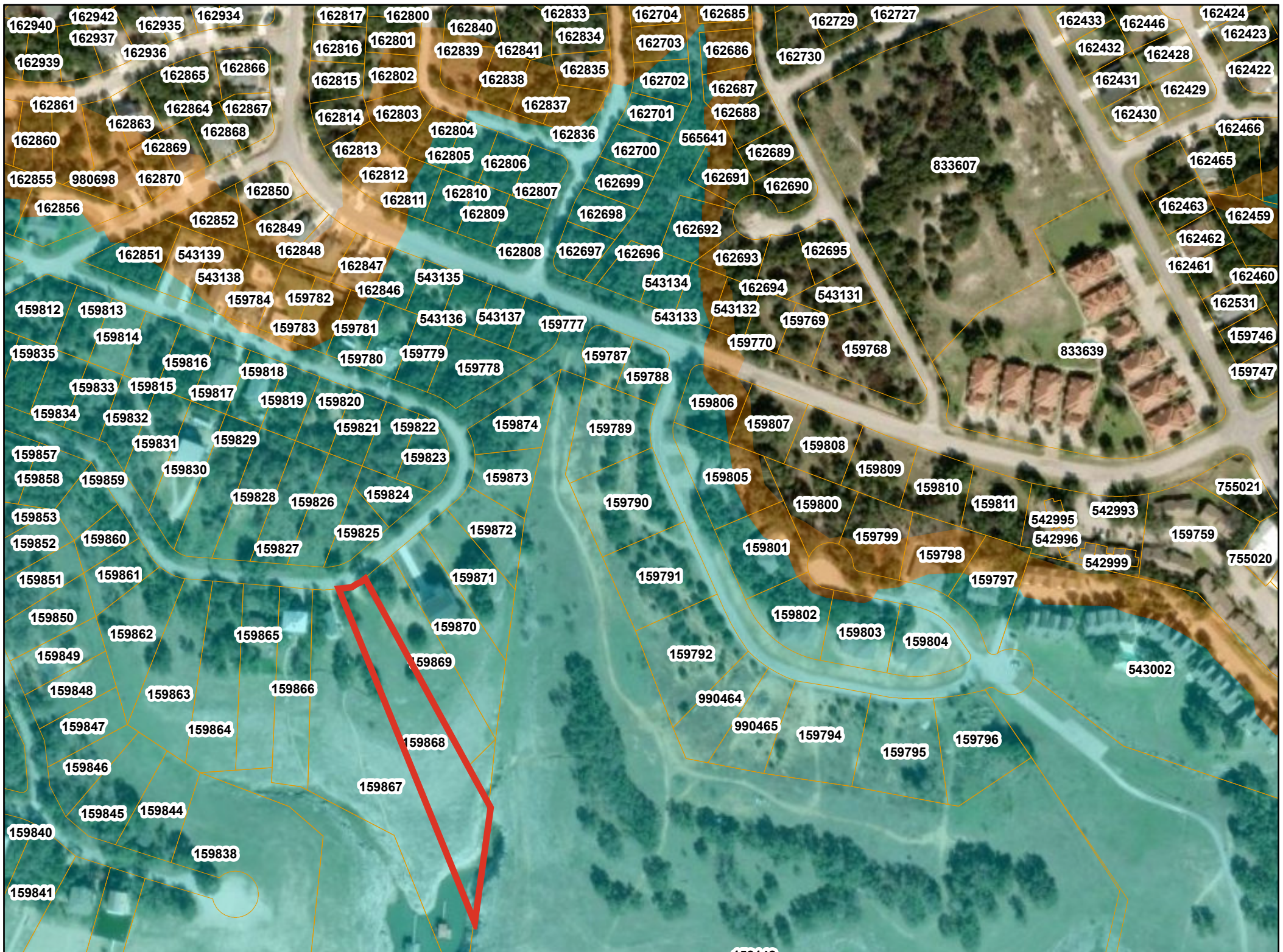
Option 1 Approve a Waiver in whole or in part.
Option 2 Approve a Waiver with conditions.
Option 3 Deny the request
Option 4 Postpone consideration

Staff Recommendation: None at this time.

Attachments

1. Location Map
2. Request /Application
3. Inspection History
4. Ordinance/Fee Standards

21313 Cardinal



5/27/2025, 4:02:32 PM

World_Boundaries_and_Places

TCAD Parcels

Flood Hazard Zones

1% Annual Chance Flood Hazard

0.2% Annual Chance Flood Hazard

City Limits

City

World Imagery

Low Resolution 15m Imagery

High Resolution 60cm Imagery

High Resolution 30cm Imagery

Citations

1:3,578

0 0.04 0.07 0.14 mi

0 0.05 0.1 0.2 km

Williamson County TX, Maxar, County of Williamson, Esri, HERE, Garmin, iPC

Phillip and Jennifer Ciulla **May 15, 2025**

21313 Cardinal Ave.

Lago Vista, TX. 78645

(713) 899-3755

Lago Vista City Council

5803 Thunderbird St.

Lago Vista, TX. 78645

Dear Mayor and Members of the City Council,

I am writing to say first and foremost thank you for allowing us to attend and address the Council today to voice our support for the Building Advocacy and Support Subcommittee. As mentioned in my comments this evening, I believe any organized group designed to share ideas and dialogue around the new construction process which includes builders and citizens will only be beneficial for all parties involved.

With respect to our specific concern, we would like to file an appeal to the duplicative administrative fee being assessed on our property for the building fees required to complete the construction of our, soon to be, primary residence at 21313 Cardinal Avenue in Lago Vista.

We embarked on this journey with great anticipation and excitement to join the Lago Vista community and to, ideally, convince other friends and family members to do the same. Due to our property location and FEMA regulations, we were forced to spend a significant amount of money meeting the standards set forth for “floodplain” homes. As you know, this is a complex home build with no possible way to complete it within a 12 month window. We proceeded with the understanding and emails from a previous Council member that, as long as progress was being made, we would only be assessed 1 building permit fee. We were very surprised to find out a week or so ago that our building permit had expired and that we were being asked by the city to pay another $11,175.75 to renew the permit after only 1 year.

In addition, it came to our attention that out of the $11,175.75 request, $7450.50 was for a “street repair” fee assessed as part of the overall building permit fee. We have already paid $11,175.50 one year ago and we have had no street damage and certainly no street repair in front of our property or anywhere on our street (See attached photos). I am hoping the original $7450.50 is treated like a deposit and will be refunded if no street damage or repairs occur. We are also hoping, respectfully, that you will consider waving the second

fee requirement, in total, since the original building permit fee was paid for the same property noted above. To date, we have paid over $36,000 in fees to the city of Lago Vista and our home will not be complete until close to December of this year.

We have worked closely with our builder to construct a home that not only we would be proud to own, but that the city and our neighbors would appreciate. We believe our home will add value to the larger community of Lago Vista. Despite significant additional building costs and city fees associated with our home build, we are committed to completing our home under the guidance and guidelines the city of Lago has set forth. We simply and respectfully ask that the fees be fair for the project and if we must pay for street repair fees, we get our hard-earned monies worth.

We look forward to getting involved in the community, supporting the City Council and participating on the building sub-committee, should it be approved, to help other neighbors understand the building process and associated fees. We would have benefited greatly if this subcommittee had been an option for us prior to breaking ground on our home.

Your consideration in this matter is greatly appreciated and your willingness to hear us live this evening spoke volumes about the caliber of each representative on the City Council. We left the meeting feeling heard, understood and we hope you will consider changing the 12-month permit limit to attract other new families to the Lago Vista community.

Please let me know if there is anything you might need from us to consider our plea. I have attached photos of the street in front of our residence, as well as a list of fees we have paid to date, to the city of Lago Vista. Thank you for your time. We look forward to hearing from you very soon.

All the best,

Phillip and Jennifer Ciulla

Lago Vista
Permit Payment Receipt

10/17/2024

11783

21313 Cardinal Ave
Lago Vista TX 78645

Paid By:
N/A

Payment Description:
ck#1699

Fee Types

Fee	Amount	Paid	Balance Due
Residential Plan Review	$200.00	$200.00	$0.00
Building Permit - Street Repair	$7,450.50	$7,450.50	$0.00
Building Permit Fee	$3,725.25	$3,725.25	$0.00
Residential Electrical (Single Family)	$100.00	$100.00	$0.00
Residential Mechanical (Single Family)	$100.00	$100.00	$0.00
Residential Plumbing (Single Family)	$100.00	$100.00	$0.00
2022 Sewer Service Impact Fee	$2,630.00	$2,630.00	$0.00
2022 Water Service Impact Fee	$3,486.00	$3,486.00	$0.00
Roadway Impact Fee	$1,713.03	$1,713.03	$0.00
Residential Water Deposit	$100.00	$100.00	$0.00
Sewer Tap Connection (Manual Entry)	$4,148.00	$4,148.00	$0.00
Water Extension (Manual Entry)	$4,600.00	$4,600.00	$0.00
Construction Admin. Fee	$207.40	$207.40	$0.00
Construction Admin. Fee	$230.00	$230.00	$0.00
Long Service	$4,500.00	$4,500.00	$0.00
Short Service	$3,000.00	$3,000.00	$0.00
Total Fees	**$36,290.18**	**$36,290.18**	**$0.00**

If paying with a credit card a minimum 4% convenience fee will be assessed.

THIS IS NOT A PERMIT. This receipt does not authorize you to begin construction on your project.

** ALL FEES ARE NON-REFUNDABLE **

Lago Vista **10/17/2024**
Permit Payment Receipt

Payments

Payment ID	Received Date	Payment Type	Reference Num	Fee	Amount
13199589	**4/24/2024**	**Check**	**849485**	Building Permit - Street Repair	$7,450.50
					$7,450.50
Total					**$7,450.50**

If paying with a credit card a minimum 4% convenience fee will be assessed.

THIS IS NOT A PERMIT. This receipt does not authorize you to begin construction on your project.

** ALL FEES ARE NON-REFUNDABLE **

From:	Ralph Sharp
To:	Kevin Sullivan; Shane Saum; Adam Benefield; Rob Durbin; Norma Owen; Paul Roberts; Paul Prince; Taylor Whichard; Edward McRoy
Cc:	Phillip Ciulla; Jennifer Ciulla; Kimberly Sharp; Austin Maulding; Dean Shultis; Jessica Collins; Tatum Maulding
Subject:	Request to Waive Permit Renewal and Street Repair Fees for Ciulla Project - 21313 Cardinal (Project #11783)
Date:	Friday, May 16, 2025 8:56:09 AM
Attachments:	Phillip and Jennifer Ciulla May 15 2025.pdf Cardinal building permit street repair Receipt.pdf

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Dear Mayor Sullivan, Council Members, Mr. Whichard, and Mr. McRoy:

I am writing to respectfully request the waiver of the $11,175.75 permit renewal and street repair fee for Phillip and Jennifer Ciulla, related to their project at **21313 Cardinal Lane (Project #11783)**.

At last night's Council meeting, the decision to waive these same fees for Chandler Sampson's project on Robin Trail —also an elevated home in a floodplain—was both smart and practical. We are grateful the Council recognized the need for flexibility and fairness in cases where property owners are making consistent, good-faith progress toward completion under challenging site conditions.

The Ciulla project is substantially similar in scope and constraints to the Sampson home. They have maintained active development and complied with inspection requirements, despite the additional engineering, material, and permitting complexities that come with building in a floodplain.

Attached you will find:

- The formal request from the Phillip and Jennifer Ciulla
- A record of fees already paid toward their permit

As discussed in the meeting, multiple neighboring jurisdictions—including Travis County, the City of Austin, Cedar Park, and Leander—allow a **2- to 5-year permit window** for residential construction with **no renewal fees**, as long as progress is demonstrated through inspections at least every six months.

To promote consistency and fairness, we respectfully request that this renewal fee be waived for the Ciulla project in accordance with the precedent set in the Sampson case.

Additionally, I encourage the Council to consider the following recommendations:

1. **Grant temporary discretion to Development Services** to suspend renewal fees in cases where progress is being made, so projects are not delayed while broader policy changes are considered.
2. **Make review of permit renewal policies and fees a top priority** for the *Development and Building Advocacy Support Subcommittee*, ensuring a balance between fiscal responsibility and practical support for responsible builders and homeowners.

Thank you for your time, leadership, and commitment to smart growth in Lago Vista. We

appreciate your consideration of this request and I look forward to your response.

Sincerely,
Ralph Sharp

Attachments:

1. Homeowner Request – Phillip & Jennifer Ciulla
2. Fee History for Project #11783

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The City Of Lago Vista

Project Inspection History

Attachment #3
Inspection History

Project Number	Jurisdiction
11783	City of Lago Vista

Customer

Fratelli Development Company | Ralph Sharp
PO Box 4677
Lago Vista TX 78645
(512) 964-9960

Address

21313 Cardinal Ave Lago Vista TX 78645

Work Order/Inspection Details

Work Order ID	Scheduled Date	Inspection Type	Inspection Status	Inspector	Inspection Date
26320033	04/01/2024	1 Plan Review	Passed	Roy Jambor	04/23/2024
	Comments:	Approved in accordance with updated drainage plan dated 4/20/2024.			
26509811	05/02/2024	Site Development	Failed	Mitchell Richard I-3349	05/02/2024

	Comments:	1-install porta can. 2-post address. 3-install silt fencing around back and sides.			
26681146	05/31/2024	Site Development	Failed	Mitchell Richard I-3349	05/31/2024
	Comments:	Post address to be seen from street. Install cement washout.			
26681147	05/31/2024	Plumbing Rough 1	Passed With Conditions	Mitchell Richard I-3349	05/31/2024
	Comments:	Install grinder vent. Will check on foundation. DO NOT backfill until dried.			
27379102	08/02/2024	Site Development	Passed	Mitchell Richard I-3349	08/02/2024
	Comments:	*No Comments Supplied*			
27379103	08/02/2024	Foundation	Passed	Mitchell Richard I-3349	08/02/2024
	Comments:	*No Comments Supplied*			
29367819	09/19/2024	Underground Electrical	Passed	RJ Moreno I-4184	09/19/2024
	Comments:	*No Comments Supplied*			
29367819	09/19/2024	Underground Electrical	Passed	RJ Moreno I-4184	09/19/2024
	Comments:	*No Comments Supplied*			
29367820	09/19/2024	Temporary Power	Passed	RJ Moreno I-4184	09/19/2024
	Comments:	*No Comments Supplied*			
29367820	09/19/2024	Temporary	Passed	RJ Moreno I-	09/19/2024

		Power		4184	
	Comments:	*No Comments Supplied*			
40607239	04/25/2025	Floodplain Frame	Failed	RJ Moreno I-4184	04/25/2025
	Comments:	House not ready for frame			
40607240	04/25/2025	Sheathing	Passed	RJ Moreno I-4184	04/25/2025
	Comments:	*No Comments Supplied*			

The information included in this report is also available at MGO Connect

COO CH 3, Art 3.1000, Sec 3.110 (k)

Expirations, Extensions, Renewals, Suspensions and Revocations.

(1) Building and subcontractor permits issued under the provisions of this chapter are valid until such time as the work authorized by that permit has been satisfactorily completed in accordance with all applicable requirements, as evidenced by a Certificate of Occupancy (not a temporary Certificate of Occupancy), or for a period as follows:

(A) Miscellaneous or accessory structure permits — six (6) months from the date of approval;
(B) Residential or site work permits — twelve (12) months from the date of approval;
(C) Multifamily and nonresidential permits five thousand (5,000) square feet in area and below — twelve (12) months from the date of approval; and
(D) Multifamily and nonresidential permits greater than five thousand (5,000) square feet in area — twenty-four (24) months from the date of approval.

(2) The city manager or their designee may upon written notice, suspend or revoke a permit used under the provisions of this section whenever the permit is issued in error, is based on incorrect information, or for violations of the provisions of this chapter or any other city ordinance. Every permit issued under the provisions of this article shall expire and become null and void, with all permit and review fees forfeited in accordance with subsection (j) above if the work authorized by such permit is not commenced within ninety (90) days from the date of approval. Also see subsection (f) above. Permits shall also expire and become null and void, with all permit and review fees forfeited if the work authorized by such permit is suspended or abandoned for a period of two (2) months at any time after the work has originally commenced. Where work has stopped or been abandoned, and/or the permit has been revoked or become null and void prior to completion in accordance with all applicable requirements of this chapter, the unfinished work shall be deemed a violation of both the building and property maintenance regulations for which the permit holder and/or the property owner shall be held responsible as specified elsewhere herein. Work that has been completed and inspected in accordance with all applicable provisions of this article and best industry practices is eligible for completion pursuant to an approved new permit application and payment of fees in accordance with the schedule. See subsection (4) below for requirements related to work that has been completed without documented inspections required by this article or the applicable model building code.

(3) Subject to consistent progress or documented hardship, the permit holder may apply for extensions to the time limits specified above. Pursuant to the payment of a fee in an amount equal to the original permit fee or the scheduled renewal fee, whichever is greater, the building official may authorize a six (6) month extension to satisfactorily complete the work. Extension fees shall not include any portion of the permit fee specifically identifiable as a review fee. Pursuant to the payment of additional fees in an amount equal to the original permit fee or the scheduled renewal fee, whichever is greater, the building official may authorize additional extensions in six month increments up to a maximum time limit of thirty-six (36) months to complete the work as defined above.

(4) Any permit that has not resulted in a Certificate of Occupancy within the required deadline after issuance specified above shall be considered permanently revoked. If applicable, the code enforcement authority shall pursue all appropriate remedies applicable to dangerous or unsafe structures and property. After a permit has been permanently revoked, a new application, fee and review is required, along with an updated set of documents that completely and accurately reflect the current state of completion. Work that has been completed without documented inspections shall be subject to demolition. In addition, the approval of the City Council is required and shall be based only the basis of extraordinary hardship or circumstances. In accordance with Section 3.121 below, the City Council has the authority to require a performance bond as a prerequisite for a new permit approval.

City of Lago Vista
5803 Thunderbird
P.O. Box 4727
Lago Vista, TX 78645

Residential Building Permit Application

(PLEASE TYPE OR PRINT)

Application is hereby made to the City of Lago Vista, Texas for a construction permit in accordance with plans and specifications submitted here with, and in full conformity with the International Building Code, and the provisions and regulations of all ordinances of the City of Lago Vista, whether specified or not. ***Incomplete Apps/Plans will not be accepted.***

MUST APPLY ONLINE AT WWW.MYGOVERNMENTONLINE.ORG

BUILDER AND PROJECT INFORMATION

Company Name: Fratelli Development Company dba Lago Homes **Phone:** 512-964-9960 **Fax :** _____

Address: PO Box 4677, Lago Vista **ST** TX **Zip Code:** 78645

Contact Person: Ralph Sharp **Phone:** 512-969-7578 **Email:** kschram@lagohomes.com

Type of Project (single family residential, duplex, etc.): single family residential

Street Number and Name: 6801 Cedar Ridge

Subdivision: Lago Vista Estates **Lot Number:** 1065 **Section:** 4

Travis Central Appraisal District Parcel ID # (www.traviscad.org): 179668

Flood Zone: ☒ NO ☐ YES **If YES please attach elevation certificate**

Zoning Designation:(CIRCLE) R-O R-1A R-1B R-1C R-1D R-1E R-1F R-1G R-2 R-4 RR-A PDD R-1T

Square Footage: Living 3,569 **Garage** 831 **Porches** 1,050 **Total Sq. Footage** 5,450

Max Allowed Height 35 **Impervious Cover** 22 **%** **Estimated Construction Costs $** 1,208,751

OWNER INFORMATION

Owner(s) names: Jesse & Natalia Alexander **Phone:** 832-971-0436

Address: 15213 Shell Bark Cv, Austin **ST** TX **Zip Code:** 78724

Email: jalexanderholdings@gmail.com

The following items must be submitted with application. **Check off all applicable items:**

- ☐ One set of construction plans.
- ☐ Utility Estimate
- ☐ This Statement appears on the plans: →
- ☐ House, garage, & flatwork locations are indicated on plat.
- ☐ High point of lot & 1st floor elevations indicated on plat.
- ☐ Engineered foundation plan with seal.
- ☐ Surveyor's seal, flood statement, & North Arrow are shown on survey.(Form survey will be required prior to foundation inspection)
- ☐ Public Utility Easement locations and dimensions are marked on survey/plat.
- ☐ Front, back, and side yard COLV Building Line setbacks are marked on survey/plat.
- ☐ Flood Plain Elevation Certificate if located within a flood plain.
- ☐ Septic approval as appropriate, note: grinder pumps are necessary even if you connect to the city sewer system.
- ☐ Topographic / Tree Survey
- ☐ Res-Check
- ☐ Drainage Information (on site plan)
- ☐ Site Agreement
- ☐ Tree Mitigation

"These plans meet all requirements for the 2014 NEC, 2015 IRC, and the City of Lago Vista Zoning and Building Ordinances"

This permit becomes null and void if work or construction authorized is not commenced within 60 days from date of permit issuance, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of two (2) months.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. Electrical, Mechanical, Plumbing, and other Permits are to be obtained separate.

Ralph Sharp _____ 5/2/2023 _____

Signature of Applicant Date

Lago Vista
Permit Payment Receipt

5/29/2025

10985

6801 Cedar Ridge
Lago Vista TX 78645

Paid By:
N/A

$.75 X 5450 sq ft = $4087.50

Payment Description:
ck#1131

Fee Types

Fee	Amount	Paid	Balance Due
Residential Plan Review	$175.00	$175.00	$0.00
Building Permit Fee	$1,362.50	$1,362.50	$0.00
Building Permit - Street Repair	$2,725.00	$2,725.00	$0.00
Short Service	$3,000.00	$3,000.00	$0.00
Long Service	$4,500.00	$4,500.00	$0.00
2022 Sewer Service Impact Fee	$2,630.00	$2,630.00	$0.00
2022 Water Service Impact Fee	$3,486.00	$3,486.00	$0.00
Roadway Impact Fee	$7,952.67	$7,952.67	$0.00
Residential Water Deposit	$100.00	$100.00	$0.00
Residential Plumbing (Single Family)	$100.00	$100.00	$0.00
Residential Electrical (Single Family)	$100.00	$100.00	$0.00
Residential Mechanical (Single Family)	$100.00	$100.00	$0.00
Brick Ties	$75.00	$75.00	$0.00
Sheathing	$75.00	$75.00	$0.00
Stucco Lathe	$75.00	$75.00	$0.00
Fence Final	$75.00	$75.00	$0.00
Gas Final	$75.00	$75.00	$0.00

$4087.5

THIS IS NOT A PERMIT. This receipt does not authorize you to begin construction on your project.

- over -

AGENDA ITEM NO. 11

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Ed McRoy, Development Services

SUBJECT: Discussion, consideration, and possible action regarding a request submitted by Kim Sharp for a waiver of the Permit Extension Fee on Project # 10985 addressed as 6801 Cedar Ridge, Lago Vista, Travis County Texas.

BACKGROUND: See Materials Below

FINDINGS: See Materials Below

RECOMMENDATION: Discuss and Consider

ATTACHMENTS:
(2025-06-04) Fee Waiver - 6801 Cedar Ridge - Attachment #00 - Staff Report - (FINAL).pdf
(2025-06-05) Fee Waiver - 6801 Cedar Ridge - Attachment #1 - Location Map (Final).pdf
(2025-06-05) Fee Waiver - 6801 Cedar Ridge - Attachment #2 - Request Application Materials (FINAL).pdf
(2025-06-05) Fee Waiver - 6801 Cedar Ridge - Attachment #3 - Inspection History (FINAL).pdf
(2025-06-05) Fee Waiver - 6801 Cedar Ridge - Attachment #4 - Code & Fee Provisions (FINAL) .pdf
(2025-06-05) Fee Waiver - 6801 Cedar Ridge - Attachment #5 - Application and Receipt (FINAL) .pdf

AGENDA TYPE: Action Item	Finance Review	☐ Yes	☒ No
	Legal Review	☐ Yes	☒ No
Meeting Date: June 5, 2025	BUDGET IMPACT: FY-25 up to $4,087.50		
Staff Contact: Ed McRoy			
Department: Development Services			

ACTION REQUESTED

Discuss and consider.

AGENDA CAPTION

Discuss and consider a request submitted by Kim Sharp for a waiver of the Permit Extension Fee on Project # 10985 addressed as 6801 Cedar Ridge, Lago Vista, Travis County Texas.

BACKGROUND/SUMMARY/ANALISYS

Property Status

Current Zoning:	R1	Comp Plan:	Low Density Residential
Current Use:	Under Construction	Proposed:	Single Family Residential

Nearby Zoning

North	R1	East	R1
South	R1	West	R1

Floodplain Status	Yes	☐	No	☒

At their 05/15/2025, meeting the City Council approved a request for relief of the building permit extension fee on a property addressed as 1307 Robin Tr., Lago Vista Project # 10928. The property owners in this case are making a similar request. They have provided a letter for your consideration (See Attachment 2).

Except for some general direction provided in Subsection (k) (4) (See Attachment #4) dealing with permits permanently revoked, the City Council does not appear to have established a policy or set of guidelines for the evaluation of such fee waiver requests. To avoid arbitrary decisions or the perception that such actions may be related to inappropriate reasons, it is generally wise to evaluate or consider factors that may justify such decisions as they may relate to unique factors of the site, structure, or history of the property which may be different than that of similarly situated properties or projects.

Several potential factors may be looked at in this regard. The following might be considered valid reasons which a municipality or administrative official might consider a fee waiver or reduction:

1. Delays beyond an applicant's control. *Weather - Supply Chain Issues - Utility Delays - Criminal Activities*

BACKGROUND/SUMMARY/ANALISYS (cont.)

2. Inspection delays – *Lack of Staff – Inspection delays - Inspection errors.*
3. Personal/Business difficulties – *Illness – Bankruptcy – Divorce – Labor/Contract Disputes*
4. Disasters (Force Majeure) – *Tornados – Fires - Floods – Severe Weather*
5. Builder Experience – *Homeowner vs. Professional - First-time vs. Veteran Builders.*
6. Pending City-wide Actions - Policy Changes, Code Changes – Fee Changes.
7. Unique Site Challenges – Floodplains - Slopes - Building Size/Complexity – Historic Property
8. Public vs Private – Commercial – Charitable – Educational – Philanthropic – Humanitarian
9. Self-Created Situations vs. Imposed Conditions.

It is generally advisable to establish reasonably objective criteria whenever possible when considering such matters. These criteria should be reasonably based in standards or objectives that are not so narrowly tailored or so broadly defined that only a select few properties could qualify or that every property would qualify. These criteria should be designed to obtain valid public good or to provide relief from unreasonable harm. They should be reviewed for legal soundness and be in line with local values and desired outcomes.

Applicants should be required to prove their case and supply relevant data in support of their circumstances. In general, if fees can be lowered across the board or standards or processes can be modified universally thus avoiding a case-by-case approach this should be a preferred option. Each such request requires the expenditure of time and resources for elected/appointed officials, staff, and applicants. It should be expected that lowering the bar too much can open the floodgates overwhelming City resources. A zero-tolerance approach in every case alternatively may similarly result in poor perceptions of the City.

Special Note: In previous conversations with the Council, it was suggested that a portion of the City's Building Permit fee was to compensate the City for damage to roadways that may occur as a part of the construction process while a building is under construction. This appears to be incorrect. Staff has learned that this perception is derived from a unique budgeting process adopted by Lago Vista which is reflected in the Permit Management System and the receipts reporting provided to applicants.

Explanation: In many cities revenues generated from building permits first, go into the General Fund and then later they are moved into other budget line items such as Road Repair etc. This is either done through a formula process or by individual budget votes. In Lago Vista this process is reversed. Here a percentage of the funds received from building permits are automatically set up in the permitting system to be sent to a "repair" line. This is set as 25¢ of every 75¢. Applicants see this in the reporting they get through the My Gov Online system. It therefore appears as if this is a separate fee but it is really just a budgeting function.

PUBLIC NOTICE INFORMATION		
Newspaper notice	N/A	Hill Country News
PON	N/A	USPS 1st Class
Signage	N/A	City Staff
Posting	05/29/25	City Hall & Web Site

PROCESS DESCRIPTION

This agenda item is not required to be a public hearing. It is primarily an opportunity for the requestor to make their case and for the council to consider factors that may apply in favor or against granting the relief sought. If members of the public wish to address the Council however they may do so at any point in time as determined by the Mayor in accordance with the Rules of Procedure.

Typical process (simplified): A. Chair introduces the item
B. Staff, Member, or CC Liaison Briefing/Comments/Question
C. Public comments (if applicable)
D. Discussion/Motions/Vote

Briefing /Comments

Public Comment Protocols (Ref: Rules of Procedure (2018)

1) Members of the public wishing to speak should turn in a completed request form five (5) minutes before the beginning of the meeting).[Note 2 (Below)]
2) A maximum of 30 minutes should be devoted to public comments. [Note 1 (below)]
3) The Chair shall call each speaker forward individually.
4) Speakers will have three (3) minutes to make their comments. [Note 1 (below)]
5) Speakers should address all comments, questions, or submissions to the Council, Commission, Board, or Committee and not to City staff, or audience members.
6) Side conversations, repetitive statements, and non-germane matters are to be avoided.
7) All participants should maintain proper decorum and avoid the use of profane, vulgar, or defamatory statements.

Note 1 This applies unless a motion to suspend the rules is successful.
Note 2 The Chair may recognize individuals who did not submit a speaker request.

OPTIONS AND RECOMMENDATIONS

Option 1 Approve a Waiver in whole or in part.
Option 2 Approve a Waiver with conditions.
Option 3 Deny the request
Option 4 Postpone consideration

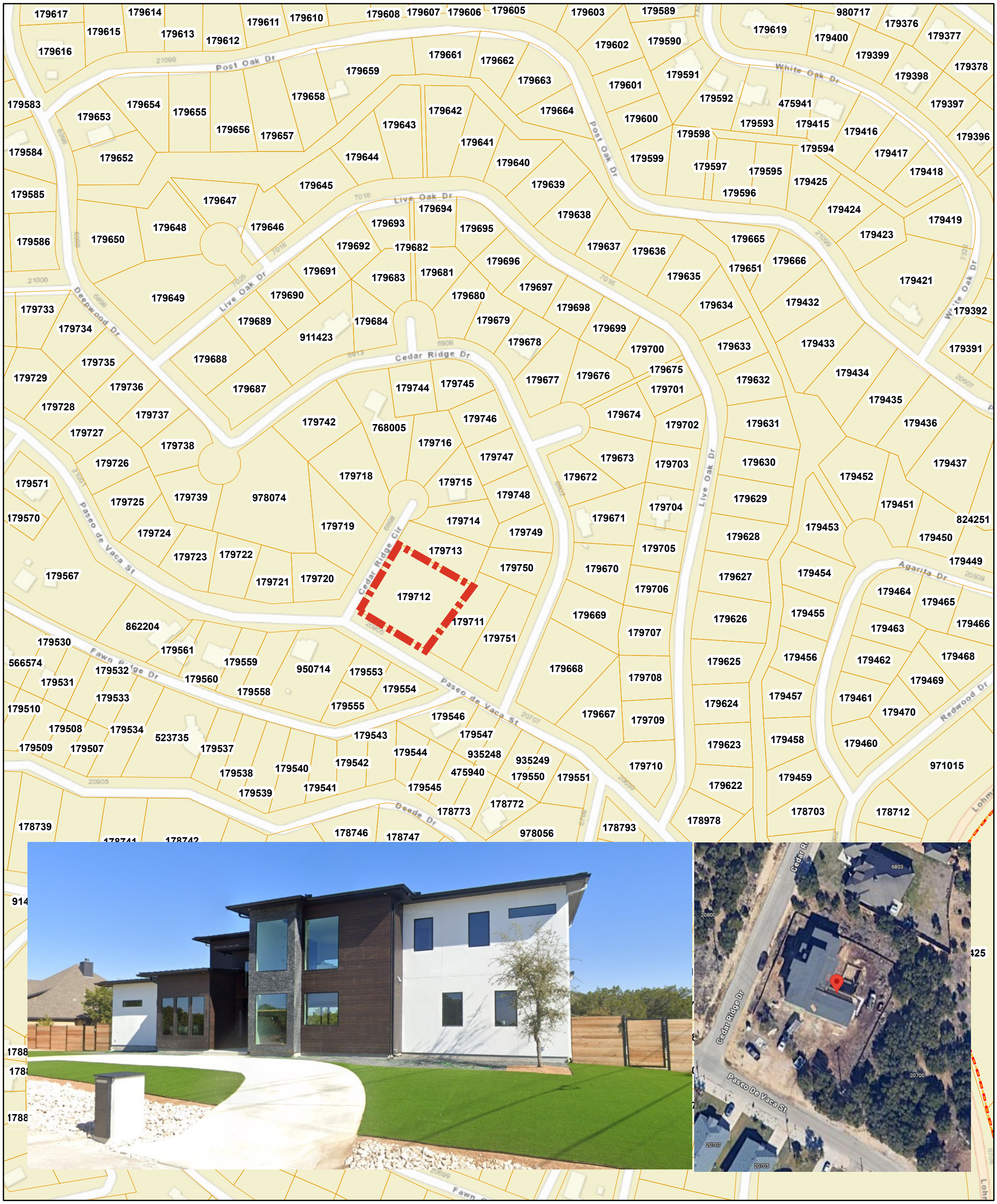
Staff Recommendation: None at this time.

Attachments

1. Location Map
2. Request
3. Inspection History
4. Ordinance /Fee Standards

Attachment 1
Location Map

6801 Cedar Ridge



5/28/2025, 7:10:42 PM

TCAD Parcels

Site

1:3,063

0 0.03 0.06 0.12 mi

0 0.05 0.1 0.19 km

County of Williamson, Esri, HERE, Garmin, INCREMENT P, NGA, USGS

Attachment 1
Application/Request Materials Request

From: Kimberly Sharp
To: Edward McRoy
Cc: Adam Benefield; Ralph Sharp
Subject: Request to speak at next City Council meeting
Date: Tuesday, May 20, 2025 12:17:11 PM

Dear Mr. McRoy,

I would like to be added to the agenda for the next meeting to formally request a refund of the most recent permit extension fee for project 10985, located at 6801 Cedar Ridge.

Initial permit fees were paid on June 14, 2023. A 6-month extension was subsequently paid on June 12, 2024, with an expected completion by December 2024. Unfortunately, due to significant delays in the delivery and installation of the cabinetry, we were unable to meet the expected deadline. The cabinet delay also impacted the completion of other dependency items:

- Floor tile and wood flooring
- Baseboard trim
- Countertops
- Appliance Installation
- Backsplash tile
- Plumbing set out

An additional permit extension fee was paid on January 16, 2025 and our final inspection passed on January 29, 2025.

Given the circumstances and the brief overlap beyond the original extension period, I am requesting a return of the last permit extension of $4,087.50

Thank you for your consideration.

Respectfully,
Kim Sharp

--

Attachment 3
Inspection History

The City Of Lago Vista

Project Inspection History

Project Number	Jurisdiction
10985	City of Lago Vista

Customer

Fratelli Development Company | Ralph Sharp
PO Box 4677
Lago Vista TX 78645
(512) 964-9960

Address

6801 Cedar Ridge Lago Vista TX 78645

Work Order/Inspection Details

Work Order ID	Scheduled Date	Inspection Type	Inspection Status	Inspector	Inspection Date
23236764	05/16/2023	Plan Review	Failed	Carl Phinney	05/29/2023
	Comments:	Missing shear wall plans			
23319704	06/05/2023	Subsequent Plan Review	Passed	Carl Phinney	06/07/2023
	Comments:	*No Comments Supplied*			
24930255	07/25/2023	Site Development	Passed	Mitchell Richard I-3349	07/25/2023
	Comments:	*No Comments Supplied*			
24962090	07/31/2023	Plumbing Rough 1	Passed With Conditions	Ryan Dodson I-4039	07/31/2023
	Comments:	Install and test grinder pump vent by foundation inspection			
25096619	08/25/2023	Foundation	Failed	Mitchell Richard I-3349	08/25/2023
	Comments:	1-test plumbing rough. 2-install ufer in lower portion of beam.			
25108980	08/29/2023	Foundation	Passed	Mitchell Richard I-3349	08/29/2023
	Comments:	*No Comments Supplied*			
25526776	11/16/2023	Sheathing	Passed With Conditions	Mitchell Richard I-3349	11/16/2023
	Comments:	Install back post, anchor and strap. Missing front windows. Will check on framing.			
25869427	01/03/2024	Stucco Lathe	Passed	Mitchell Richard I-3349	01/03/2024
	Comments:	*No Comments Supplied*			
25961499	01/24/2024	Temporary Power	Passed	Mitchell Richard I-3349	01/24/2024
	Comments:	*No Comments Supplied*			
26277310	03/25/2024	Frame MEP	Failed	RJ Moreno I-4184	03/25/2024
	Comments:	Fire foam all top plate notches. Make sure all ground wires are landed to ground screws on metal luminaires. Run power to on q panel in utility room. Add strong back to open web trusses under 2nd story breezeway. Missing hanger double joist above front entry and double joist upstairs loft. Back porch sliding door glass needs to be tempered. R310.2.3 upstairs means of egress windows need to be dropped to 44". Okay to insulate and recall reinspection.			
26414584	04/17/2024	Reframe/Insulation	Failed	Mitchell Richard I-3349	04/17/2024
	Comments:	Back doors not tempered. This item can wait until final. Bottom of egress windows still above 44". Remove wires being pinched in header at fireplace. Cannot pinch wires between wood framing. ALWAYS schedule gas rough at same time as framing. This should have been noted on framing.			
26450442	04/22/2024	Reframe/Insulation	Passed With Conditions	Doug McAfee I-2266	04/22/2024
	Comments:	Previous items not corrected. Bottom of egress windows still above 44"			
26450443	04/22/2024	Gas Rough Piping	Passed	Doug McAfee I-2266	04/22/2024
	Comments:	*No Comments Supplied*			
26471564	04/24/2024	Sewer and Water Yard Lines	Passed	Mitchell Richard I-3349	04/24/2024
	Comments:	*No Comments Supplied*			
27914472	08/26/2024	Driveway - 15" Culvert Required	Failed	Mitchell Richard I-3349	08/26/2024
	Comments:	Both driveways requires 15" culvert. Driveways exceeds 40' combination width in ROW according to city ordinance in Chapter 11 section F7. Install flare on right side of circle driveway.			
27970089	08/28/2024	Driveway - 15" Culvert Required	Failed	Mitchell Richard I-3349	08/28/2024

	Comments:	The circle driveway does not have an 8" swale.			
27978448	08/30/2024	Driveway - 15" Culvert Required	Passed	RJ Moreno I-4184	08/30/2024
	Comments:	*No Comments Supplied*			
30168514	11/01/2024	Permanent Power	Failed	RJ Moreno I-4184	11/01/2024
	Comments:	Match breaker for AC condenser to max fuse listed on appliance sticker. 30amp installed, unit calls for 35amp			
30169335	11/01/2024	Gas Pipe Final	Passed	RJ Moreno I-4184	11/01/2024
	Comments:	*No Comments Supplied*			
30274122	11/06/2024	Permanent Power	Passed	RJ Moreno I-4184	11/06/2024
	Comments:	*No Comments Supplied*			
30274429	11/06/2024	Grind Pump	Cancelled	Not Assigned	-
	Comments:	*No Comments Supplied*			
30324489	11/14/2024	Amendment to Plan Review	Passed With Conditions	Mitchell Richard I-3349	11/14/2024
	Comments:	Landscape plans.			
30413554	12/05/2024	Fence Final	Passed	Mitchell Richard I-3349	12/05/2024
	Comments:	*No Comments Supplied*			
30413548	12/05/2024	Grind Pump	Passed	RJ Moreno I-4184	12/05/2024
	Comments:	*No Comments Supplied*			
30417991	12/05/2024	Underground Electrical	Passed	RJ Moreno I-4184	12/05/2024
	Comments:	Inspected per pec			
39812420	01/22/2025	Building Final and Landscaping	Failed	Mitchell Richard I-3349	01/22/2025
	Comments:	1-install erosion control right side of driveway outside of fencing and around grinder tank. 2-install locking caps on outside units. 3-garage door to self close. 4-install expansion tanks on water heaters. 5-fire caulk top of unit closets. 6-move downstairs unit closet disconnect in order to open door for disconnect. 7-install steps to code. 8-install 3-way switch for stairs. 9-tighten grinder tank lid.			
39868366	01/29/2025	Building Final and Landscaping	Passed	Mitchell Richard I-3349	01/29/2025
	Comments:	*No Comments Supplied*			

The information included in this report is also available at MGO Connect

COO CH 3, Art 3.1000, Sec 3.110 (k)

Expirations, Extensions, Renewals, Suspensions and Revocations.

(1) Building and subcontractor permits issued under the provisions of this chapter are valid until such time as the work authorized by that permit has been satisfactorily completed in accordance with all applicable requirements, as evidenced by a Certificate of Occupancy (not a temporary Certificate of Occupancy), or for a period as follows:

(A) Miscellaneous or accessory structure permits — six (6) months from the date of approval;
(B) Residential or site work permits — twelve (12) months from the date of approval;
(C) Multifamily and nonresidential permits five thousand (5,000) square feet in area and below — twelve (12) months from the date of approval; and
(D) Multifamily and nonresidential permits greater than five thousand (5,000) square feet in area — twenty-four (24) months from the date of approval.

(2) The city manager or their designee may upon written notice, suspend or revoke a permit used under the provisions of this section whenever the permit is issued in error, is based on incorrect information, or for violations of the provisions of this chapter or any other city ordinance. Every permit issued under the provisions of this article shall expire and become null and void, with all permit and review fees forfeited in accordance with subsection (j) above if the work authorized by such permit is not commenced within ninety (90) days from the date of approval. Also see subsection (f) above. Permits shall also expire and become null and void, with all permit and review fees forfeited if the work authorized by such permit is suspended or abandoned for a period of two (2) months at any time after the work has originally commenced. Where work has stopped or been abandoned, and/or the permit has been revoked or become null and void prior to completion in accordance with all applicable requirements of this chapter, the unfinished work shall be deemed a violation of both the building and property maintenance regulations for which the permit holder and/or the property owner shall be held responsible as specified elsewhere herein. Work that has been completed and inspected in accordance with all applicable provisions of this article and best industry practices is eligible for completion pursuant to an approved new permit application and payment of fees in accordance with the schedule. See subsection (4) below for requirements related to work that has been completed without documented inspections required by this article or the applicable model building code.

(3) Subject to consistent progress or documented hardship, the permit holder may apply for extensions to the time limits specified above. Pursuant to the payment of a fee in an amount equal to the original permit fee or the scheduled renewal fee, whichever is greater, the building official may authorize a six (6) month extension to satisfactorily complete the work. Extension fees shall not include any portion of the permit fee specifically identifiable as a review fee. Pursuant to the payment of additional fees in an amount equal to the original permit fee or the scheduled renewal fee, whichever is greater, the building official may authorize additional extensions in six month increments up to a maximum time limit of thirty-six (36) months to complete the work as defined above.

(4) Any permit that has not resulted in a Certificate of Occupancy within the required deadline after issuance specified above shall be considered permanently revoked. If applicable, the code enforcement authority shall pursue all appropriate remedies applicable to dangerous or unsafe structures and property. After a permit has been permanently revoked, a new application, fee and review is required, along with an updated set of documents that completely and accurately reflect the current state of completion. Work that has been completed without documented inspections shall be subject to demolition. In addition, the approval of the City Council is required and shall be based only the basis of extraordinary hardship or circumstances. In accordance with Section 3.121 below, the City Council has the authority to require a performance bond as a prerequisite for a new permit approval.

LAGO VISTA
TEXAS

City of Lago Vista
5803 Thunderbird
P.O. Box 4727
Lago Vista, TX 78645

Residential Building Permit Application

(PLEASE TYPE OR PRINT)

Application is hereby made to the City of Lago Vista, Texas for a construction permit in accordance with plans and specifications submitted here with, and in full conformity with the International Building Code, and the provisions and regulations of all ordinances of the City of Lago Vista, whether specified or not. ***Incomplete Apps/Plans will not be accepted.***

MUST APPLY ONLINE AT WWW.MYGOVERNMENTONLINE.ORG

BUILDER AND PROJECT INFORMATION

Company Name: Fratelli Development Company dba Lago Homes **Phone:** 512-964-9960 **Fax :** _____

Address: PO Box 4677, Lago Vista **ST** TX **Zip Code:** 78645

Contact Person: Ralph Sharp **Phone:** 512-969-7578 **Email:** kschram@lagohomes.com

Type of Project (single family residential, duplex, etc.): single family residential

Street Number and Name: 6801 Cedar Ridge

Subdivision: Lago Vista Estates **Lot Number:** 1065 **Section:** 4

Travis Central Appraisal District Parcel ID # (www.traviscad.org): 179668

Flood Zone: ☒ NO ☐ YES If YES please attach elevation certificate

Zoning Designation:(CIRCLE) R-O R-1A R-1B R-1C R-1D R-1E R-1F R-1G R-2 R-4 RR-A PDD R-1T

Square Footage: Living 3,569 **Garage** 831 **Porches** 1,050 **Total Sq. Footage** 5,450

Max Allowed Height 35 **Impervious Cover** 22 **%** **Estimated Construction Costs $** 1,208,751

OWNER INFORMATION

Owner(s) names: Jesse & Natalia Alexander **Phone:** 832-971-0436

Address: 15213 Shell Bark Cv, Austin **ST** TX **Zip Code:** 78724

Email: jalexanderholdings@gmail.com

The following items must be submitted with application. **Check off all applicable items:**

- ☐ One set of construction plans.
- ☐ Utility Estimate
- ☐ This Statement appears on the plans: →
- ☐ House, garage, & flatwork locations are indicated on plat.
- ☐ High point of lot & 1st floor elevations indicated on plat.
- ☐ Engineered foundation plan with seal.
- ☐ Surveyor's seal, flood statement, & North Arrow are shown on survey.(Form survey will be required prior to foundation inspection)
- ☐ Public Utility Easement locations and dimensions are marked on survey/plat.
- ☐ Front, back, and side yard COLV Building Line setbacks are marked on survey/plat.
- ☐ Flood Plain Elevation Certificate if located within a flood plain.
- ☐ Septic approval as appropriate, note: grinder pumps are necessary even if you connect to the city sewer system.
- ☐ Topographic / Tree Survey
- ☐ Res-Check
- ☐ Drainage Information (on site plan)
- ☐ Site Agreement
- ☐ Tree Mitigation

"These plans meet all requirements for the 2014 NEC, 2015 IRC, and the City of Lago Vista Zoning and Building Ordinances"

This permit becomes null and void if work or construction authorized is not commenced within 60 days from date of permit issuance, or if the building or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of two (2) months.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. Electrical, Mechanical, Plumbing, and other Permits are to be obtained separate.

Ralph Sharp
Signature of Applicant

5/2/2023
Date

Lago Vista
Permit Payment Receipt

5/29/2025

10985

6801 Cedar Ridge
Lago Vista TX 78645

Paid By:
N/A

$.75 X 5450 sq ft = $4087.50

Payment Description:
ck#1131

Fee Types

Fee	Amount	Paid	Balance Due
Residential Plan Review	$175.00	$175.00	$0.00
Building Permit Fee	$1,362.50	$1,362.50	$0.00
Building Permit - Street Repair	$2,725.00	$2,725.00	$0.00
Short Service	$3,000.00	$3,000.00	$0.00
Long Service	$4,500.00	$4,500.00	$0.00
2022 Sewer Service Impact Fee	$2,630.00	$2,630.00	$0.00
2022 Water Service Impact Fee	$3,486.00	$3,486.00	$0.00
Roadway Impact Fee	$7,952.67	$7,952.67	$0.00
Residential Water Deposit	$100.00	$100.00	$0.00
Residential Plumbing (Single Family)	$100.00	$100.00	$0.00
Residential Electrical (Single Family)	$100.00	$100.00	$0.00
Residential Mechanical (Single Family)	$100.00	$100.00	$0.00
Brick Ties	$75.00	$75.00	$0.00
Sheathing	$75.00	$75.00	$0.00
Stucco Lathe	$75.00	$75.00	$0.00
Fence Final	$75.00	$75.00	$0.00
Gas Final	$75.00	$75.00	$0.00

$4087.5

THIS IS NOT A PERMIT. This receipt does not authorize you to begin construction on your project.

- over -

AGENDA ITEM NO. 12

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Susie Quinn, City Council

SUBJECT: Discussion, consideration, and possible action regarding **Resolution No. 25-2132** establishing the Citizen Bond Oversight and Transparency Committee (CBOTC) and setting forth its purpose, scope and initial structure.

BACKGROUND: This item was postponed from the May 15, 2025, Council meeting.

On April 8, 2025, the Economic Development Advisory Committee (EDAC) met to discuss initiatives aimed at enhancing economic development, community identity, and citizen engagement. A key recommendation that emerged from the meeting was the formation of a new standing committee: the Citizen Bond Oversight & Transparency Committee (CBOTC).

This proposed committee builds upon the foundational idea of a Bond Oversight Committee, expanding its scope to include public education, economic development advisory functions, and broader oversight of key city initiatives.

CBOTC is envisioned as a vital tool for ensuring transparency, improving citizen access to digestible information about city projects, and fostering partnerships that support Lago Vista's long-term development.

FINDINGS:

- Broader Oversight Needed: EDAC acknowledged that while bond oversight remains important, additional city projects and issues require consistent citizen-facing transparency and engagement.
- Transparency & Public Education: The committee will coordinate public education campaigns and maintain an open line of communication with residents.
- Support for Economic Development: CBOTC will serve as a thought partner in advising on how the city presents itself to potential businesses and residents.

- Alignment with City Policy: This proposal aligns with the City's FY 2024–2025 Fiscal and Budgetary Policy.

FINANCIAL IMPACT: n/a

RECOMMENDATION:

1. Approve the creation of the Citizen Bond Oversight & Transparency Committee (CBOTC) as outlined in the attached draft resolution and committee charter.
2. Direct city staff to support the committee's launch and return with any necessary amendments for charter ratification.

ATTACHMENTS:
Resolution_No._25-2132_Citizen_Bond_Oversight Committee.pdf

RESOLUTION NO. 25-2132

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS, ESTABLISHING THE CITIZEN BOND OVERSIGHT AND TRANSPARENCY COMMITTEE (CBOTC) AND SETTING FORTH ITS PURPOSE, SCOPE, AND INITIAL STRUCTURE.

WHEREAS, the City Council recognizes the importance of transparency, citizen engagement, and informed decision-making; and

WHEREAS, the Economic Development Advisory Committee (EDAC) has recommended the formation of a committee to provide oversight, improve communication, and advise on economic development priorities; and

WHEREAS, the proposed Community Insight & Accountability Committee will enhance trust, transparency, and community alignment with strategic city goals;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS, THAT:

Section 1. The Citizen Bond Oversight & Transparency Committee (CBOTC) is hereby created as a standing advisory committee.

Section 2. CBOTC shall:

a. Provide oversight of city projects and initiatives
b. Improve public understanding through outreach and communication.

Section 3. The City Manager shall support and begin recruiting members.

Section 4. A formal charter is adopted concurrently to establish CBOTC's initial framework.

PASSED AND APPROVED ~~D~~ on this **5th** day of **June 2025**.

ATTEST: **CITY OF LAGO VISTA, TEXAS**

Susie Quinn, Interim City Secretary

Kevin Sullivan, Mayor

On a motion by Councilor _____, and seconded by Councilor _____, the above and forgoing instrument was passed and approved.

Attachment B – Draft Committee Charter Community Insight & Accountability Committee (CIAC) *Section 1. Name*

The name of this body shall be the Community Insight & Accountability Committee (CIAC).

Section 2. Purpose

CIAC serves as an advisory body to the Lago Vista City Council. Its purpose is to:

- Ensure transparent and accountable reporting.
- Educate and engage the public.
- Support Lago Vista's identity and economic growth.

Section 3. Scope and Responsibilities

- Monitor and review city projects.
- Organize education events.
- Maintain communication platforms.
- Provide economic development feedback.
- Collaborate with local organizations.

Section 4. Membership

- 7 voting members appointed by City Council.
- Staggered two-year terms.
- May include non-voting liaisons.

Section 5. Oficers and Meetings

- Elect Chair and Vice-Chair.
- Meet quarterly or as needed.
- Quorum is a majority of voting members.

Section 6. Subcommittees

- Public education and outreach
- Economic development advisory
- Community identity and partnerships

Section 7. Reporting

- Present annual report.

Proposal from the Economic Development Advisory Committee to Expand the Scope of the Bond Oversight Committee in Lago Vista, Texas

Introduction:

The Bond Oversight Committee in Lago Vista as brought forward to Council by Councilmember Saum on promoting transparency and information for city bond projects. To further strengthen the committee's impact and better serve the community's evolving needs, this proposal recommends expanding its scope. The expanded focus will address broader city issues, integrate public education efforts, and foster conditions conducive to attracting businesses to Lago Vista.

Purpose:

The aim of this proposal is to widen the committee's responsibilities from solely overseeing bond- funded projects to encompassing other critical city issues and engaging in public education. This expanded focus will create a comprehensive framework that supports economic development, strengthens community ties, and ensures residents are well-informed about the city's initiatives and growth strategies.

Rationale:

1. Comprehensive Community Development: Lago Vista's future growth relies on strategic planning that considers a variety of factors, such as infrastructure, public services, and education. A well-rounded committee can guide these efforts while maintaining transparency.

2. Enhanced Public Engagement: Educating the public about city projects, development plans, and economic initiatives ensures community involvement and builds trust. Knowledgeable residents are more likely to support and participate in city efforts.

3. Business Attraction Strategy: Businesses look for cities with robust infrastructure, a well-informed and engaged community, and strong educational systems. An expanded committee can support these elements, making Lago Vista a more attractive option for relocation and investment.

Proposed Expanded Responsibilities:

- Oversight of Broader City Initiatives: Include oversight of critical non-bond-funded projects such as road maintenance, utility improvements, and public safety enhancements.

- Community Education and Outreach Programs: Develop workshops, town halls, and informational campaigns that educate residents on city operations, growth plans, and their role in supporting these initiatives.

- Economic Development Advisory Role: Advise on strategies that enhance Lago Vista's appeal to businesses, including infrastructure upgrades, technology access, and public amenities.

- Educational Partnerships and Advocacy: Collaborate with local schools and education-focused organizations to strengthen educational programs, aligning with workforce development goals that benefit local businesses and families.

- Feedback and Transparency Mechanisms: Create opportunities for residents to provide input on city projects and economic initiatives, ensuring that their voices are heard and considered.

Public Education Strategy:

1. Workshops and Seminars: Host regular events to inform residents about city projects, financial transparency, and upcoming development plans.

2. Online Resources: Develop a user-friendly section on the city's website where residents can access updates, reports, and educational content related to city growth and projects.

3. Collaborative Programs: Partner with local schools and community organizations to integrate city-focused education into local curricula or extracurricular programs, raising awareness among younger residents and fostering civic responsibility.

Expected Benefits:

- Stronger Community Ties: Residents who are informed and engaged are more likely to support city projects and initiatives, fostering a sense of community ownership.

- Enhanced Economic Appeal: A well-educated public, robust infrastructure, and clear communication about city growth contribute to an environment where businesses feel welcomed and supported.

- Increased Public Trust: Transparency and educational outreach help maintain public confidence in city leadership and the responsible use of public funds.

Implementation Plan:

1. City Council Approval: Present the proposal to the city council for review and approval.

2. Amendment of the Committee Charter: Update the committee's official charter to include new responsibilities related to public education, community development, and business growth strategy.

3. Formation of Subcommittees: Establish subcommittees focused on public outreach, economic advisory, and educational partnerships.

4. Initial Outreach Efforts: Kick off the new scope with a series of public meetings to inform residents about the committee's expanded role and gather feedback.

5. Partnership Development: Collaborate with local educational institutions, business leaders, and community groups to align on shared goals and create joint programs.

Conclusion:

The proposed expansion of the City Bond Oversight and Transparency Committee's scope aims to enhance Lago Vista's community development, public engagement, and business attraction strategy. By integrating public education efforts and addressing a range of city issues, this committee will help build a resilient and well-informed community ready to support sustainable growth and investment.

AGENDA ITEM NO. 13

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Councilor Saum, City Council

SUBJECT: Discussion, consideration, and possible action regarding **Resolution No. 25-2133** urging the Lower Colorado River Authority (LCRA) to equitably manage Lake Travis, ensure water security, and engage in stakeholder collaboration.

BACKGROUND:

The prolonged period of low water levels in Lake Travis has impacted drinking water reliability, local economic resilience, and emergency response capacity in upstream communities like Lago Vista. As municipal water intakes, tourism infrastructure, and fire protection access become increasingly strained, the need for a new water management approach is urgent.

FINDINGS:

Lake Travis supports more municipal drinking water intakes than Lake Buchanan and serves a rapidly growing regional population. Yet it remains the reservoir most susceptible to volatile releases, outdated environmental flow triggers, and non-uniform conservation enforcement among downstream users. Recent LCRA data show that cities benefiting from the Brushy Creek intake project hold firm water contracts totaling over 77,000 acre-feet annually and possess infrastructure capable of extracting up to 145 million gallons per day, without necessarily adhering to equivalent drought restrictions imposed on cities like Lago Vista.

This resolution incorporates recommendations from the Central Texas Water Coalition and participant feedback from the 2025 Water Management Plan update process. It asks LCRA to:

- Deny increases in firm water allotments for high-volume customers until equity and capacity benchmarks are met;
- Publicly report monthly withdrawal volumes from Lake Travis;
- Enforce uniform drought restrictions for all municipal firm

water customers during declared stages;

- Update release policies to reflect real-time storage and inflow conditions;
- Invite lakeside municipalities to participate directly in stakeholder meetings and technical briefings;
- Work with cities like Lago Vista to develop creative off-channel or emergency floodwater storage options for future resilience.

FINANCIAL IMPACT: N/A

RECOMMENDATION: Approval of the resolution.

ATTACHMENTS:
Res No _____LCRA resolution on retention.pdf

City of Lago Vista

Resolution No. 2025-XXXX

A RESOLUTION OF THE CITY COUNCIL OF LAGO VISTA, TEXAS, URGING THE LOWER COLORADO RIVER AUTHORITY (LCRA) TO PRIORITIZE WATER STORAGE IN LAKE TRAVIS, ENSURE EQUITABLE WATER MANAGEMENT AMONG MUNICIPALITIES, AND ENGAGE LAKESIDE COMMUNITIES IN CREATIVE PARTNERSHIPS FOR WATER SECURITY AND CONSERVATION

WHEREAS, the City of Lago Vista and its residents rely on Lake Travis as their primary source of drinking water, economic activity, and emergency services, and the lake's water level directly impacts fire response, tourism, infrastructure, and quality of life; and

WHEREAS, Lake Travis contains more direct municipal drinking water intakes than Lake Buchanan, including those serving fast-growing communities across Central Texas, making its water levels uniquely important to regional supply security; and

WHEREAS, the current Water Management Plan (WMP), based on data through 2016, does not adequately reflect ongoing hydrologic shifts, inflow declines, or municipal growth; and

WHEREAS, the Brushy Creek Regional Utility Authority (BCRUA) infrastructure allows up to 145 million gallons per day of Lake Travis water to be withdrawn by Cedar Park, Leander, and Round Rock, cities that together hold firm water contracts totaling over 77,000 acre-feet annually; and

WHEREAS, communities such as Lago Vista have adhered to strict drought restrictions, including 2-day-per-week watering schedules, while some larger users have not implemented comparable conservation, undermining regional drought response efforts; and

WHEREAS, LCRA has maintained that it is not responsible for setting local drought enforcement policies; however, as the provider of stored raw water, LCRA can and should require conservation parity among all firm water customers, especially during declared drought stages; and

WHEREAS, calls for more frequent and data-driven WMP updates have been met with concerns about modeling resources, yet reasonable triggers (e.g., low Combined Storage or over-commitment of firm supplies) can create an adaptive framework without burdening agency operations; and

WHEREAS, the Region K Water Planning Group serves a valuable purpose but cannot replace direct engagement with lakeside cities that are uniquely vulnerable to Lake Travis storage policies;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS, THAT:

Section 1. The City of Lago Vista urges LCRA to maintain current annual withdrawal limits for Cedar Park, Leander, and Round Rock, and to commit publicly that no increases in firm water contracts tied to the Brushy Creek Regional Utility Authority will be issued unless regional supply and conservation targets are met.

Section 2. The City requests that LCRA establish and enforce minimum drought response standards among all municipal firm water customers during drought declarations. These standards should include uniform outdoor watering restrictions and public reporting of compliance to ensure equity across the basin.

Section 3. The City calls for transparent, monthly publication of all firm water withdrawals from Lake Travis, categorized by customer, to build public trust and allow data-informed policy adjustments.

Section 4. The City supports revising environmental flow release policies to reduce required outflows from Lakes Travis and Buchanan when Combined Storage falls below 1.3 million acre-feet. This measure would avoid prematurely draining supply reservoirs while still honoring ecological needs through more tailored releases.

Section 5. The City urges LCRA to update its operational policies to reflect Lake Travis's status as the primary municipal intake reservoir in the Highland Lakes system and to revise water retention thresholds accordingly.

Section 6. The City requests that LCRA adopt a formal trigger-based WMP update process, with required revisions when:

- Naturalized flow and evaporation data change materially;
- Combined Storage drops below 750,000 acre-feet;
- Firm commitments approach 90% of projected year 2032 supply capacity.

Section 7. The City of Lago Vista requests that LCRA: a. Formally invite Lago Vista elected officials and city staff to all Water Management Plan stakeholder meetings and technical briefings; b. Establish a Highland Lakes Municipal Stakeholder Advisory Group, distinct from Region K, composed of cities with direct intakes from Lakes Travis and Buchanan; and c. Provide quarterly updates to stakeholder cities on modeling progress, proposed operational changes, and opportunities for public comment.

Section 8. The City requests that LCRA conduct and publish a review of its raw water delivery infrastructure to identify leak losses, schedule repairs, and ensure that conservation efforts by communities are matched by agency efficiency.

Section 9. The City urges that WMP modeling incorporate the economic, public safety, and infrastructure impacts of sustained low Lake Travis levels, including impacts on firefighting capability, marinas, boat ramps, and local tourism.

Section 10. The City calls on LCRA to work creatively with communities like Lago Vista to identify local projects and infrastructure enhancements that could capture and store floodwaters during future high inflow events. These could include:

- Expanded off-channel storage options
- Emergency water impoundment areas
- Enhanced retention basins or decentralized recharge zones Such projects could increase resilience and reduce the volume of water that must be released downstream during flooding events.

Section 11. The City also urges LCRA to evaluate the viability of adjusting water levels in other non-drinking water reservoirs, such as Lady Bird Lake and Lake Austin, which do not serve as critical storage sources, in order to reduce excessive drawdowns from Lake Travis.

Section 12. The City requests that LCRA annually publish a clear report to member cities detailing:

- Total inflows and outflows from Lake Travis;
- Justifications for water releases;
- Emergency drought response triggers;
- Current and proposed floodgate operational policies;
- Long-term strategies for balancing drought resilience and downstream obligations.

BE IT FURTHER RESOLVED, that a copy of this resolution be delivered to:

- The LCRA Board of Directors

- The General Manager of LCRA
- State Representatives and Senators for the Highland Lakes region
- The Central Texas Water Coalition
- The Texas Commission on Environmental Quality
- The Texas Water Development Board

PASSED AND APPROVED this **5th** day of **June** 2025.

CITY OF LAGO VISTA, TEXAS

_____
Kevin Sullivan, Mayor

ATTEST:

_____
Susie Quinn, Interim City Secretary

On a motion by Councilor _____, seconded by Councilor _____, the above and foregoing instrument was passed and approved.

AGENDA ITEM NO. 14

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Councilor Owen, City Council

SUBJECT: Discussion, consideration, and possible action on a proposal to formally support the implementation of AI powered agent teams to assist city operations, beginning with the development of a pilot AI driven Grant Department.

BACKGROUND:

The City of Lago Vista currently lacks sufficient in-house capacity to proactively identify, apply for, and manage grants—an increasingly critical shortfall as external funding opportunities continue to grow at the federal and state level. Without dedicated staff or tools for grant discovery, writing, and compliance tracking, the city is limited in its ability to pursue competitive funding programs that could accelerate infrastructure projects, offset operational costs, or support community development goals.

The impact of this limitation is significant. Each year, the city risks missing out on hundreds of thousands—if not millions—of dollars in grant awards. This results in delayed capital improvements, greater reliance on local tax and utility revenues, and slower progress on initiatives that could otherwise be advanced through outside funding.

As Lago Vista continues to grow in both population and service demand, city staff are also under increasing pressure to manage inquiries, fulfill internal administrative tasks, and respond to residents—all with limited personnel. Many of these day-to-day responsibilities, such as answering frequently asked questions, routing permits, and retrieving public documents, are repetitive and time-consuming, yet well-suited to intelligent automation.

Across Texas and the nation, cities such as San Jose, CA, Cedar Park, TX, and Southlake, TX are already exploring or implementing AI agent systems to improve service delivery and internal efficiency without increasing headcount. These systems are being used to:

- Handle general questions (e.g., billing, trash pickup, office hours)
- Route service requests and permit inquiries to the appropriate departments
- Draft internal communications or summarize public meetings
- Search city documents (agendas, ordinances) using natural language

By piloting an AI-powered Grant Department as the first phase of a broader multi-agent strategy, Lago Vista can address a key operational gap while also evaluating the long-term potential of AI to support other city functions. If successful, this initiative will help secure critical funding, reduce administrative burden on staff, and create a scalable model for future citywide innovation.

FINDINGS:

Initial research into use cases from peer cities and commercial solutions (e.g., Microsoft Copilot, Zencity AI, OpenAI integrations) suggests that implementing an AI agent for Lago Vista could save approximately **25.5 staff hours per week**, or **1,300 hours per year**, by automating routine communications and inquiries.

Examples of Successful Implementation:

- *San Jose, CA* uses an AI-powered chatbot to manage over 1,000 citizen inquiries daily (Deloitte Case Study)
- *Zencity AI* is in active use in multiple municipalities for communications automation and public sentiment tracking
- *Smaller cities such as Cedar Park, TX* are evaluating AI to extend staff capacity and increase service availability

The technology is now mature and accessible enough for smaller municipalities like Lago Vista to pilot a program at low cost.

PROJECT SYNOPSIS:

1. The “Lago Vista AI Agent Framework” is a civic-led initiative spearheaded by Michael Rinebold. The framework uses a modular, scalable architecture built on:
   - FastAPI – Backend agent interaction
   - Streamlit – Web-based dashboard interface
   - Windsurf AI – Multi-agent orchestration engine

   The pilot deployment—'the Grant Team'—runs on a compact Raspberry Pi system, making it energy-efficient and scalable. Core capabilities include:
   • Identifying and summarizing relevant grant opportunities.
   • Drafting and revising application materials.
   • Managing deadlines and deliverables.
   • Verifying compliance with funding requirements.

   Future teams may extend support to additional functions such as:
   • Budget analysis and forecasting
   • Resident request intake and triage
   • Ordinance and legal research
   • Agenda and communication drafting

FINANCIAL IMPACT:

Estimated Annual Savings in Staff Time: ~$32,500 (based on $25/hour fully loaded staff cost)

- Phase I Development (Grant Team): Privately funded
  • City Budget Impact (Year 1): $0
  • Potential Staff Time Saved (Grant Team Only): 500–1,000+ hours annually
  • Long-Term Outlook: Scalable to multiple departments with minimal incremental cost

Endorsement could also strengthen future grant applications or public-private partnerships for AI innovation in local government.

RECOMMENDATION:

Authorize Council Member Owen and designated staff to collaborate with the technical team leading the development of a multi-agent AI system, with the first implementation focused on grant discovery and management. This civic-tech initiative is currently being developed and funded by local resident and technologist Michael Rinebold.

Formal council endorsement will:
• Signal city support for AI-driven operational innovation.
• Encourage interdepartmental cooperation with pilot teams.
• Allow consideration of modest infrastructure or training costs,

if required for hosting or integration.

ATTACHMENTS:
Lago_Vista_Grant_Project_Presentation.pdf
Lago_Vista_Grant_Project_Handout.pdf
Lago_Vista_Grant_Project_Proposal.pdf
Revised_Grant_Writing_Roadmap.pdf

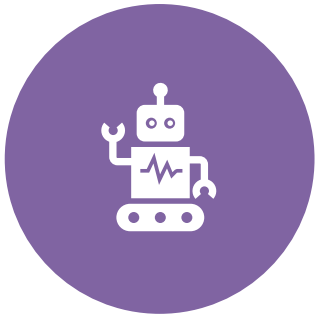
Why This Project?



MILLIONS IN FUNDING ARE AVAILABLE BUT OFTEN MISSED.



HIRING A FULL GRANT TEAM IS COSTLY AND SLOW.



AI AGENTS SCALE QUICKLY, WORK EFFICIENTLY, AND CONTROL COSTS.

Project Vision



DEPLOY SPECIALIZED AI AGENTS FOR EACH GRANT PROCESS TASK.

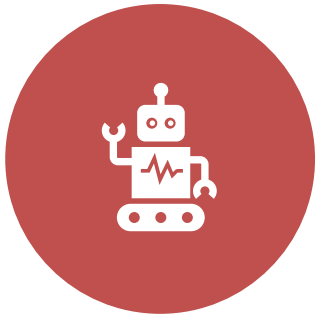


USE THE BEST AI MODEL FOR EACH AGENT'S ROLE.



INTEGRATE WITH TEAMS, SHAREPOINT, AND AUTOMATIONS.

How It Works



MULTIPLE AI AGENTS COLLABORATE ON THE GRANT LIFECYCLE.



MODELS CHOSEN BASED ON BEST FIT FOR EACH TASK.

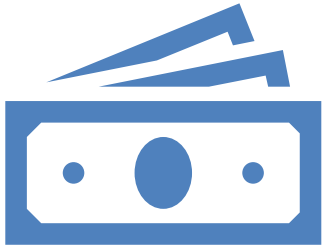


REAL-TIME DASHBOARDS TRACK PROGRESS AND DEADLINES.

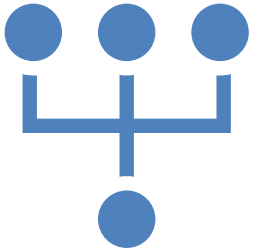
Key Roles and Agents

- Grant Researcher: Finds grants.
- Application Drafter: Writes applications.
- Compliance Tracker: Ensures deadlines and documentation.
- Budget Analyst: Prepares financial plans.
- Impact Reporter: Tracks grant outcomes.
- Grant Liaison: Coordinates with funders.
- Workflow Coordinator: Manages handoffs.

Supporting Systems



Funding Source Database: Manages funding opportunities.



Grant Request Tracker: Manages each grant from start to finish.

Final Goal



Flexible, high-performance grant department.



More grants won, less staff strain.



Better tracking, better reporting, better results.

Next Steps



REVIEW AND FINALIZE THE PLAN.



DEPLOY AGENTS IN PHASES.



PILOT THE FIRST GRANT APPLICATION CYCLE.

CITY OF
LAGO VISTA
TEXAS

Grant Department Multiple Agent Summary

Project Overview

Deploy a flexible team of specialized AI agents, each using the best model for their specific task, to manage the entire grant lifecycle. This approach ensures efficiency, scalability, and maximum success in securing funding.

Key Agents

- Grant Researcher: Identifies opportunities
- Application Drafter: Crafts professional applications
- Compliance Tracker: Ensures deadlines and requirements
- Budget Analyst: Prepares financial documents
- Impact Reporter: Tracks outcomes
- Grant Liaison: Connects City with funders
- Workflow Coordinator: Oversees smooth handoffs

Supporting Systems

• Funding Source Database: Manages funding cycles, criteria, and compliance.
• Grant Request Tracker: Tracks applications, deadlines, and statuses.

Final Goal

Create a high-performance, low-overhead grant writing department that maximizes funding opportunities and delivers clear, transparent reporting to City leadership and citizens.

Next Steps

• Meet to finalize the plan
• Begin phased deployment
• Pilot initial grant applications

Presented by Michael Rinebold

Lago Vista's AI-Enabled Grant Department

CITY OF
LAGO VISTA
TEXAS





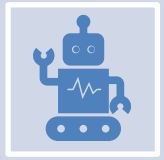
Why This Project?



Millions in grant funding go unclaimed each year.

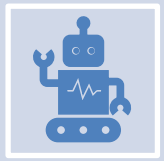


Hiring and training a large grant staff is expensive and slow.



AI agents allow fast, scalable, cost-effective grant management.

Project Vision



Deploy a network of specialized AI agents.



Each agent uses the best model for its specific task.



Integrates seamlessly with City systems like Teams and SharePoint.

How It Works



Each agent tackles a core grant writing function.



Agents collaborate through automated workflows.



Real-time dashboards keep staff informed and accountable.

AI Agent Roles

- Grant Researcher – Identifies opportunities
- Application Drafter – Crafts applications
- Compliance Tracker – Tracks deadlines
- Budget Analyst – Manages financials
- Impact Reporter – Measures success
- Grant Liaison – Communicates with funders
- Workflow Coordinator – Oversees operations

Supporting Systems

- Funding Source Database – Tracks all funding programs
- Grant Request Tracker – Monitors progress and deadlines

Final Goal



A high-performance, low-overhead grant department.



AI-driven efficiency, transparency, and success.



Better results with fewer resources.

Next Steps



REVIEW AND APPROVE PROJECT SCOPE



BEGIN PHASED AGENT DEPLOYMENT



LAUNCH PILOT GRANT CYCLE

AI-Driven Grant Writing Department Development Roadmap

Grant Writing Department Development Roadmap

Stage 1: Foundational Implementation with Flexible AI Agent Models

Objective:

Establish a structured grant writing process using modular AI agents selected from best-in-class models, automating key tasks and integrating the system with the city's existing tools.

Key Actions:

- **Define Grant Writing Roles & Responsibilities**
- **Identify critical tasks: research, drafting, compliance, budgeting, and reporting.**
- **Assign roles within AI agent to handle these tasks efficiently.**
- **Develop AI agent Agents**

Grant Researcher

- Conducts thorough reviews of grant databases to identify funding opportunities that align with the city's needs and priorities.
- Works with Application Drafter to provide relevant grant details and funding requirements.
- Collaborates with Grant Liaison to ensure alignment with city priorities.

Application Drafter

- Generates structured grant proposals using predefined templates and past successful applications as references.
- Receives funding details from Grant Researcher.
- Works with Budget Analyst to align financials with grant requirements.
- Submits drafts to Compliance Tracker for review before finalization.

Compliance Tracker

- Monitors deadlines, ensures required documentation is submitted, and verifies adherence to grant requirements.
- Works closely with Application Drafter to confirm proposals meet compliance standards.

- Notifies Workflow Coordinator when deadlines approach.

Budget Analyst

- Structures financials in accordance with grant specifications, ensuring all funding requests are justified and well-documented.
- Collaborates with Application Drafter to integrate financial details into applications.
- Works with Impact Reporter to ensure proper tracking of fund usage.

Impact Reporter

- Tracks the outcomes of awarded grants, gathers necessary performance data, and prepares reports for funders and city officials.
- Works with Grant Liaison to communicate grant performance to stakeholders.
- Provides data to Data Analyst for assessment and optimization.

Grant Liaison

- Facilitates communication between city departments and funding agencies, ensuring transparency and collaboration throughout the grant process.
- Works with Grant Researcher to align opportunities with city objectives.
- Collaborates with Impact Reporter to report grant success to stakeholders.
- Acts as the central communicator between all agents to ensure smooth workflow.

Data Analyst

- Extracts insights from grant applications, success rates, and funding sources to improve decision-making and optimize grant strategies.
- Works with Impact Reporter to assess outcomes and effectiveness.
- Provides feedback to Grant Researcher to refine future searches.

Workflow Coordinator

- Manages internal processes, ensuring smooth handoffs between different AI agent agents and city staff.
- Coordinates with Compliance Tracker to monitor deadlines.
- Works with Application Drafter and Budget Analyst to streamline document processing.
- Ensures that all agents are working efficiently and meeting timelines.

Integrate with City Systems

- Connect AI agent to Teams, SharePoint, and Power Automate.
- Set up workflow automation for document sharing and approval processes.

Pilot Testing & Refinement

- Train staff on using AI agent for grant applications.
- Gather feedback and optimize agent functionalities.

Initial Grant Submissions

- Begin applying for grants with AI agent-assisted processes.
- Track success rates and refine strategies accordingly.

Stage 2: Adaptive AI System Integration and Optimization

- Objective:
    - Enhance grant writing capabilities using AI-driven analytics, automation, and integration with external databases.
- Key Actions:
    - Expand AI Functionalities
    - Implement predictive analytics to identify high-probability grants.
    - Use AI-driven text generation for more sophisticated proposal drafting.
    - Automate compliance checks using machine learning.
    - Deploy natural language processing (NLP) models to analyze grant requirements and suggest optimal phrasing.
- Develop Custom AI Models
    - Train models on successful past applications to optimize writing strategies.
- Implement AI-driven risk assessment for grant conditions and feasibility.
- Create an adaptive learning system where AI improves based on past grant outcomes and user feedback.
- Enhance Automation & Efficiency
- Integrate external grant databases with real-time monitoring.
- Automate communication workflows with funding agencies.
- Implement AI-assisted budgeting tools for precision financial planning.
- Develop chatbot assistants for answering grant-related questions and guiding city staff through the application process.

Next Steps

- Deploy & Train Staff
- Conduct workshops to train city employees on advanced AI features.
- Provide continuous support and iterative improvements.
- Measure Success & Optimize
- Evaluate the impact of AI enhancements on grant success rates.
- Adjust strategies based on performance data and user feedback.

Final Goal

- Create a fully functional AI-supported grant writing department that maximizes funding opportunities while minimizing manual effort. The staged approach ensures a strong foundation before implementing cutting-edge AI tools for optimization.
- Next Steps:
- Present roadmap for city approval.
- Begin Stage 1 development and implementation.

AGENDA ITEM NO. 15

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Councilor Owen, Economic Development

SUBJECT: Discussion, consideration, and possible action to approve bylaws for the Lago Vista Type B Economic Development Corporation (EDC).

BACKGROUND: The Economic Development Advisory Committee (EDAC) recommends Council approval of the proposed bylaws for the formation of the Lago Vista Type B Economic Development Corporation. These bylaws have been reviewed by legal counsel to ensure compliance with Chapter 505 of the Texas Local Government Code and incorporate feedback from EDAC. The bylaws define board structure, purpose, reporting requirements, and financial policies, and their adoption is a required step to legally establish the Corporation.

FINDINGS: Attorney in the EDAC EDC Type B packet attached.

FINANCIAL IMPACT: None at this stage. Upon formation, the Corporation will submit its own budget for approval in alignment with City fiscal policies and processes.

RECOMMENDATION: Approve the bylaws for the Lago Vista Type B Economic Development Corporation as recommended by the Economic Development Advisory Committee (EDAC).

ATTACHMENTS:
EDAC_EDC_Bylaws_Recommendation_Memo (1).pdf
Clean Version and Redline Version of DRAFT Bylaws

EDAC Recommendation Memo to City Council

TO: Honorable Mayor and City Council

FROM: Economic Development Advisory Committee (EDAC)

DATE: June 5, 2025

RE: Recommendation to Approve Type B Economic Development Corporation Bylaws

At its regular meeting on May 13, 2025, the Economic Development Advisory Committee (EDAC) reviewed the final draft bylaws for the creation of the Lago Vista Type B Economic Development Corporation (EDC). Following discussion regarding board composition, conflict-of-interest safeguards, and alignment with Texas Local Government Code Chapter 505, the EDAC unanimously voted to recommend adoption of the proposed bylaws as presented in the attached materials.

The Committee expressed appreciation for the legal counsel's clarifications, including:
- Limiting Council representation on the Board to two members per statutory limits.
- Ensuring conflicts of interest are addressed by statutory recusal requirements.
- Reaffirming the role of Council oversight through required approval of policy and personnel actions.

EDAC recognizes this is a foundational step toward establishing an empowered, accountable EDC that can strategically deploy sales tax revenues for business attraction, retention, tourism, and community development.

We respectfully recommend that Council formally approve the attached bylaws and authorize the next steps for forming the Type B Corporation Board.

Respectfully submitted,
Justin Loucks, EDAC Chair
Economic Development Advisory Committee

AGENDA ITEM NO. 6

Item Cover Page

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE AGENDA ITEM REPORT

DATE: May 13, 2025

SUBMITTED BY: EDAC Chairperson, Economic Development

SUBJECT: Discussion, consideration, and possible action on the Economic Development Corporation Type B Bylaws.

FINANCIAL IMPACT: na

ATTACHMENTS:
DRAFT EDC BYLAWS CLEAN.docx
04.23.25 Memo regarding changes to the bylaws.pdf

BYLAWS
of
LAGO VISTA ECONOMIC DEVELOPMENT CORPORATION
A Non-Profit Corporation
Lago Vista, Texas

Section I
OFFICES

1.01. Registered Office and Registered Agent

The Lago Vista Economic Development Corporation ("Corporation") shall have and continuously maintain in Lago Vista, Travis County, Texas a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The Board of Directors may, from time to time, change the registered agent and / or the address of the registered office. Such change shall be reflected in appropriate amendments to documents filed with the Secretary of State's office as required by law.

The registered office of the Corporation is located at _____. The Registered Agent is its Executive Director, who receives mail at the same address.

1.02. Principal Office

The principal office of the Corporation in the State of Texas shall be located in the City of Lago Vista, County of Travis, and it may be, but need not be, identical with the registered office of the Corporation.

Section II
PURPOSES

2.01. Purposes

The Corporation is a non-profit corporation specifically governed by the Texas Development Corporation Act of 1979, as amended. The purpose of the Lago Vista Economic Development Corporation is to promote, assist, encourage, and develop business, commerce, tourism, economic development activities, and community development projects within the City of Lago Vista, in accordance with the Articles of Incorporation and Chapter 505 of the Texas Local Government Code.

The Economic Development Advisory Committee existent at the formation of the Corporation will cease to exist.

Section III
MEMBERS

3.01. Members

The Corporation shall have no members.

Section IV
BOARD OF DIRECTORS

4.01. Board of Directors

The business and affairs of the Corporation and all corporate powers shall be exercised by or under authority of the Board of Directors (the "Board"), appointed by the City Council of the City of Lago Vista ("City Council"), and subject to applicable limitations imposed by the Texas Non-Profit Corporation Act, the Texas Business Corporation Act, the Articles of Incorporation, or these By-Laws. The Board may, by contract, resolution, or otherwise, give general or limited or special power and authority to the Officers and employees of the Corporation to transact the general business or any special business of the Corporation, and may give Powers of Attorney to agents of the Corporation to transact any special business requiring such authorization.

The Board may plan and direct its work and will be charged with the responsibility of carrying out the Corporation's programs as adopted and planned by the Board.

4.02. Numbers, Qualifications, Composition, and Term

The City Council shall appoint the Directors of the Corporation. The number of Directors shall be seven (7). Each Director shall meet the following qualification:

> Reside within the corporate city limits of the City of Lago Vista, Texas. If the City Council is unable to find qualified Director(s) that reside within the City, it may seek and appoint a Director(s) that resides within the City's extraterritorial jurisdiction. If the City is unable to find qualified Director(s) that reside within the City or within the City's extraterritorial jurisdiction, the City may seek and appoint a Director(s) that resides within the boundaries of the Lago Vista Independent School District.

The City Council shall consider an individual's experience, accomplishments, and educational background in appointing members to the Board to ensure that the interests and concerns of all segments of the community are considered.

A maximum of two members of the Board may be members of the Lago Vista City Council.

The terms of office for the Directors shall be (2) years. Directors shall be removable at

anytime by the City Council.

4.03. Vacancies

In the event vacancies occur on the Board of Directors, the remaining members shall determine potential new Directors, applying the same criteria and qualifications set out in Section 4.02, and shall make recommendations to the City Council of possible replacement members. The City Council shall then appoint replacements from the persons recommended by the Board. In the event the Council rejects all recommendations, the Board shall determine new potential replacements and make additional recommendations to the Council.

4.04. General Duties of the Board

The Board is hereby required to perform the following duties:

1. The Board shall develop an overall economic development plan for the City which shall include and set forth goals which the Board deems necessary to accomplish in compliance with its overall economic development plan. Such plan shall be approved by the City Council of the City of Lago Vista. The overall development plan developed by the Board shall be one that includes the following elements:

   (a) An economic development strategy to permanently bolster the business climate throughout the City.

   (b) Strategies to fully utilize the assets of the City which enhance economic development.

   (c) Identification of strategies to coordinate public, private and academic resources to develop and enhance business opportunities for all citizens of Lago Vista. This plan shall include methods to improve communication and cooperation between the Corporation, the City, and the Lago Vista Chamber of Commerce and other community groups or governmental entities in the City limits.

   (d) Assurance of accountability of all tax monies expended for its implementation of the overall economic development plan.

   (e) Identification of strategies and provide for implementation of identified strategies for direct economic development as defined in this Section.

   (f) An annual work plan outlining the activities, tracks, projects and programs to be undertaken by the Board during the upcoming fiscal year. The Annual Work Plan shall be submitted to the City Council with the Annual Budget as outlined in these By- Laws.

   (g) The Corporation through its Board shall employ such personnel as may be necessary to discharge the Corporation's Purposes, who shall be governed by the City's personnel policies and procedures. The compensation of all Corporation employees shall be set by the Board in its annual budget and shall be comprised of salary and

benefits commensurate with the City's salary and benefits for similar employees. Employees of the Corporation shall report to and be governed by the Board in the performance of their official duties and shall at all times work cooperatively with the City to maintain a strong partnership. Any costs incurred by the City in administering Corporation personnel, payroll, or benefits shall be reimbursed annually by the Corporation pursuant to a written agreement.

2. The Board shall review and update its overall Economic Development Plan once each year to ensure that the Plan is aligned with the current economic climate and is capable of meeting the City's current economic development needs.

3. The Board shall expend, in accordance with State law, the funds received by it on economic development where such expenditures will have a direct benefit to the citizens of Lago Vista. The Corporation's focus will be primarily in the areas of:

   (a) Business retention and expansion

   (b) Formation of new businesses

   (c) Business attraction

4. The Corporation may also include community development projects (as set out in Chapter 505 of the Texas Local Government Code) in its annual work plan.

5. The Corporation shall make regular reports to the City Council at least three times annually on such dates as determined by the City Council and City Manager. The City may request additional reports with reasonable notice to the Corporation. The regular reports shall consist of (but not be limited to) the following information:

   (a) An overview of the revenues and expenditures of the Corporation to date;

   (b) A review of the current accomplishments of the Corporation;

   (c) An update on current projects being monitored by the Board and staff of the Corporation (which may be delivered in executive session when permitted by law);

   (d) Any updates to the Corporation's Strategic Plan;

   (e) Anticipated short term and long-term challenges in achieving the goals of the Strategic Plan.

4.05. Implied Duties

The Corporation is authorized to do that which the Board deems desirable to accomplish any of the purposes or duties set out or alluded to in the Corporation's Articles of Incorporation, these By-Laws, and in accordance with State law.

4.06. Meetings

The Board shall meet at least once each month at a place in the City and time to be determined by the President. Any member of the Board may request that an item be placed on the agenda by delivering the same in writing to the Secretary of the Board or the Executive Director no later than ten (10) days prior to the date of the Board meeting. The President of the Board shall set regular meeting dates and times at the beginning of their term of office.

At the request of any three (3) Directors, a meeting of the Economic Development Corporation shall be called in the absence, inability, or refusal of the President.

Notice of any meeting shall be given to the public in accordance with the requirements of the Texas Open Meetings Act. The notice shall contain information regarding the particular time, date, and location of the meeting and the agenda to be considered. All meetings shall be conducted in accordance with the Texas Open Meetings Act.

The Annual Meeting of the Board of Directors shall be during the month of December of each year.

4.07. Attendance

Regular attendance of the Board meetings is required of all Members. The following number of absences may constitute the need for replacement of a member: three (3) consecutive absences, or attendance reflecting absences constituting 50% of the meetings over a twelve (12) month period. In the event replacement is indicated, the member will be counseled by the President and, subsequently, the President shall submit in writing to the City Secretary the need to replace the Board member in questions.

4.9. Quorum

For the purpose of convening meeting and transacting business, a simple majority of the Directors shall constitute a quorum. If there is an insufficient number of Directors present to convene the meeting, the presiding Officer shall adjourn the meeting without the board taking any action.

4.10. Compensation

The duly appointed members of the Board shall serve without compensation but shall be reimbursed for actual or commensurate cost of travel, lodging and incidental expenses while on official business of the Board in accordance with State law.

4.11. Voting: Action of the Board of Directors

Directors must be present (as defined in the Texas Open Meetings Act) in order to vote at any meeting. Unless otherwise provided in these By-Laws or in the Articles of Incorporation or as required by law, the act of a simple majority of the Directors present at any meeting for which a quorum is present shall be the act of the Board of Directors.

In the event that a Director is aware of a conflict of interest or potential conflict of interest, with regard to any particular vote, the Director shall bring the same to the attention of the meeting and shall abstain from the vote.

4.12. Board's Relationship with City Council

The City Council shall require that the Corporation be responsible for the proper discharge of its duties assigned in these By-Laws. All policies for program administration shall be submitted for Council approval, and the Board shall administer said programs accordingly. The Board shall determine its policies and direction within the limitations of the duties herein imposed by applicable laws, the Articles of Incorporation, these By-Laws, contracts entered into with the City, and budget and fiduciary responsibilities.

Section V
OFFICERS

5.01. Officers of the Corporation

The elected Officers of the Corporation shall be a President, Vice President, and Secretary. Any two (2) or more offices may be held by the same person, except the office of President.

5.02. Selection and Term of Officers, Holdover

The President, Vice President, and Secretary shall be elected by the Board at its annual meeting and shall serve a term of two (2) years.

5.03. Vacancies

Vacancies in any Office which occur by reason of death, resignation, disqualification, removal, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term of that office, in the same manner as other Officers are elected to the Board.

5.04. President

The President shall be the presiding Officer of the Board with the following authority:

1. Shall preside over all meetings of the Board;

2. Shall have the right to vote on all matters coming before the Board;

3. Shall have the authority, upon notice to the members of the Board, to call a Special Meeting of the Board when in his judgment such meeting is required;

4. Shall have the authority to appoint Standing Committees to aid and assist the Board in its business undertakings or other matters incidental to the operation and functions of the Board; and

5. Shall have the authority to appoint Ad Hoc Committees which may address issues of a temporary nature or concern, or which have a temporary effect on the business of the Board.

5.05. Vice President

In the absence of the President, or in the event of the President's inability to act, the Vice President shall perform the duties of the President. When so acting, the Vice President shall have all power of and be subject to all the same restrictions as upon the President. The Vice President shall also perform other duties as from time to time may be assigned by the President.

5.06. Secretary

The Secretary shall keep, or cause to be kept, at the Corporation's registered office a record of the minutes of all meetings of the Board and of any Committees of the Board. The Secretary shall also file the Minutes with the City Secretary and the same to be retained in accordance with the provisions of these By-Laws, or as required by the Texas Open Meetings act or the Texas Public Information Act or other applicable law. The City Secretary shall be custodian of the corporate records and Seal of the Corporation and shall keep a register of the mailing address and street address, if different, of each Director.

5.07. Contracts for Service

The Corporation may, with approval of the City Council, contract with any qualified and appropriate person, association, corporation or governmental entity to perform and discharge designated tasks which will aid or assist the Board in the performance of its duties and accomplishment of its Purposes. The Corporation shall follow all City purchasing policies and procedures, unless the Board determines otherwise, in which event the Corporation shall follow all purchasing requirements set out in State law. No contract of the Corporation shall ever be approved or entered into which seeks or attempts to divest the Board of Directors of its discretion and policymaking functions in discharging the duties set forth in these By-Laws.

Section VI
COMMITTEES

6.01. Qualifications for Committee Membership

Members of Committees shall be appointed by the President and approved by the Board. Committee members need not be members of the Lago Vista Economic Development Corporation unless required by these By-Laws or Board resolution creating the Committee.

6.02. Standing Committees

The President shall have authority to appoint the following Standing Committees of the Board and such other Committees as the Board may deem appropriate for the future.

1. **Budget, Finance and Audit Committee.** This Committee shall have the responsibility of working with City Staff and Corporation employees as necessary in the formation and promotion of the Annual Budget of the Board. The Committee shall present the budget to the Board and, upon approval, shall present, in accordance with these By-Laws, the budget to the City Council. In addition to the preparation of the budget for the Board, the Committee shall monitor all budget expenditures of the Board and keep the Board advised in such matters. The Committee shall further have the responsibility to oversee and work with auditors of the City or outside auditors, when audits of the Corporation or Board are being performed.

6.03. Special Committees

The President may determine from time to time that other Committees are necessary or appropriate to assist the Board of Directors, and shall designate, subject to Board approval, the members of the respective Committees.

No such Committee shall have independent authority to act for or in the place of the Board of Directors with regard to the following matters: amending, altering, or repealing the By-Laws, electing, appointing or removing any member of any such Committee or any Director or Officer of the Corporation; amending the Articles of Incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the Corporation; authorizing the voluntary dissolution of the Corporation or revoking the proceedings therefore; adopting a plan for the distribution of the assets of the Corporation; or amending, altering, or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered, or repealed by such Committee.

The designation and appointment of any such Committee and delegation to that Committee of the authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed by law.

6.04. Terms of Office of Committee Members

Each member of a Committee shall continue as such until the next annual appointment of the Board of Directors and until his or her successor on the Committee is appointed, unless the Committee shall be sooner terminated or unless such member has ceased to serve on the Board of Directors, or unless such member is removed from such Committee.

Any Committee member may be removed from Committee membership by the President, with Board approval, whenever in their judgment the best interests of the Corporation would be served by such removal.

6.05. Vacancies of Committees

Vacancies in the membership of any Committee may be filled in the same manner as provided with regard to the original appointments to that Committee.

6.06. Ex-Officio Members

At the discretion of the Board of Directors, the President or Executive Director of the Lago Vista Chamber of Commerce may attend all open meetings of the Board of Directors or Committees. This representative shall not have the power to vote in the meetings. Their attendance shall be for the purpose of providing the Chamber perspective on the business of the Corporation and ensuring that information about the meetings is accurately communicated to the Chamber.

The Board may also, in its discretion, provide by resolution for other ex officio persons to attend its meetings.

Section VII
FINANCIAL ADMINISTRATION

The Corporation shall contract with the City for Financial and accounting services. The Corporation's finance and accounting records shall be maintained according to the requirements of state law.

7.01. Fiscal Year

The fiscal year of the Corporation shall begin on October 1 and end on September 30 of the following year. A budget for the forthcoming fiscal year shall be submitted to, and approved by, the Board of Directors, and the City Council of the City of Lago Vista. In submitting the budget to the City Council, the Board of Directors shall submit the budget on forms prescribed by the City and in accordance with the annual budget preparation schedule as set forth by the City . The budget shall be submitted to the Mayor for inclusion in the annual budget presentation to the City Council. The budget proposed for adoption shall include the projected operating expenses, and such other budgetary information as shall be useful to or appropriate for the Board of Directors and the City Council of the City of Lago Vista.

7.02. Contracts

As provided above, the President and Secretary shall execute any contracts or other instruments which the Board has approved and authorized to be executed, provided that the Board may by appropriate resolution, authorize any other Officer or Officers or any other agent or agents to enter into contracts or execute and deliver any instrument in the name and on behalf of the Corporation. When appropriate, the Board may grant a specific or general Power of Attorney to carry out some action on behalf of the Board, provided, however, that no such Power of Attorney may be granted unless an appropriate resolution of the Board authorizes the same to be done.

7.03. Checks and Drafts

Checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be signed or bear the facsimile of one of the following individuals: the President, Vice President or the Secretary of the Economic Development Corporation and by an appropriate City official as required by the financial rules of

the City.Deposits

All funds of the Corporation shall be deposited by the City in accordance with their depository procedures on a regular basis to the credit of the Corporation in a local bank which shall be federally insured and shall be selected following procedures and requirements for selecting a depository as set forth in Chapter 105 of the Local Government Code.

7.04. Gifts

The Board may accept on behalf of the Corporation any contribution, gift, bequest, or device for the general purposes of the Corporation, or for any specific purposes of the Corporation.

7.05. Purchasing

All purchases made and contracts executed by the Corporation shall be made in accordance with the requirements of the Texas Constitution and statutes of the State of Texas.

7.06. Investments

Temporary and idle funds which are not needed for immediate obligations of the Corporation may be invested in any legal manner provided in the Public Funds Investment Act.

7.07. Bonds

Any bonds issued by the Corporation shall be in accordance with the statute governing this Corporation but in any event, no bonds shall be issued without approval of the City Council after review and comments by the City's bond counsel and financial advisor.

7.10. Uncommitted Funds

Any uncommitted funds of the Corporation at the end of the fiscal year shall be considered a part of the Undesignated Fund Balance.

The Undesignated Fund Balance may be committed for any legal purpose provided the Corporation's Board of Directors and the City Council both approve such commitment. This may include the establishment of a Permanent Reserve Fund which shall be accumulated for the purpose of using the interest earnings of such fund to finance the operation of the Corporation.

Section VIII
BOOKS AND RECORDS

8.01. Books and Records

The Corporation shall keep correct and complete books and records of all actions of the Corporation, including books and records of account and the minutes of meetings of the Board of Directors and of any Committee having any authority of the Board and to the City Council. All books and records of the Corporation may be inspected by Directors of the Corporation, and any information which may be designated as public information by law shall be open to public inspection at any reasonable time. The Texas Public Information Act shall apply to disclosure of public information.

Section IX
SEAL

9.01. Seal

The Board of Directors shall obtain a corporate seal which shall bear the words "Corporate Seal of Lago Vista Economic Development"; the Board may thereafter use the Corporate Seal and may later alter the seal as necessary without changing the corporate name; but these By-Laws shall not be construed to require the use of the Corporate Seal.

Section X
PARLIAMENTARY AUTHORITY

10.01. Amendments to By-Laws

These By-Laws may be altered, amended, or repealed or new Bylaws adopted by the affirmative vote of 5 Board members, at any regular meeting, or any special meeting of the Board, provided that notice of such meeting to discuss proposed amendments shall be given to the members of the Board and the general public not less than 7 days prior to such meeting and that such notice shall contain a copy of the proposed amendment or amendments. Said amendments shall be effective only upon approval by the Lago Vista City Council.

Notwithstanding the foregoing, no amendment shall become effective unless and until the City Council approves the amendment.

Section XI
DISSOLUTION

11.01. Dissolution

The Corporation may be dissolved in accordance with applicable State law.

Section XII
INDEMNITY

12.01. Indemnity

The Board of Directors shall authorize the Corporation to provide a Directors' and Officers'/Public Liability Insurance Policy to pay or reimburse any current or former Director or Officer of the Corporation for any costs, expenses, fines, settlements, judgments, and other amounts, actually and reasonable incurred by such person in any action, suit, or proceeding to which he or she is made a party by reason of holding such position as Officer or Director under the guidelines of said policy; provided, however, that such Officer or Director shall not receive such indemnification if finally adjudicated in such instance to be liable for gross negligence or intentional misconduct in office. The indemnification herein provided shall also extend to good faith expenditures incurred in anticipation of, or preparation for, threatened or proposed litigation with the assistance of the Lago Vista City Attorney. The Board of Directors may, in proper cases, extend the indemnification to cover the good faith settlement of any such action, suit, or proceedings, whether formally instituted or not.

Nothing in this section creates personal liability on the part of Officers and Directors to any extent not otherwise provided by statute or case law.

The Corporation shall indemnify and hold harmless and defend the City of Lago Vista, its officers, agents, and its employees, from and against liability for any and all claims, liens, suits, demands, and/or actions for damages, injuries to persons (including death), property damage (including loss of use), and expenses, including court costs and attorneys' fees and other reasonable costs arising out of or resulting from the intentional acts or negligence, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part upon the negligent or intentional acts or omissions of Corporation, including but not limited to its officers, agents, employees, licensees, invitees, and other persons.

The Corporation further agrees that it shall at all times exercise reasonable precautions on behalf of and be solely responsible for, the safety of its officers, agents, employees, licensees, invitees, and other persons, as well as their property, while in the vicinity where activities are being performed. It is expressly understood and agreed that the City of Lago Vista shall not be liable or responsible for the negligence of Corporation including but not limited to its officers, agents, employees, licensees, invitees, and other persons.

It is further agreed with respect to the above indemnity, that City of Lago Vista and Corporation will provide the other prompt and timely notice of any event covered which in any way, direct or indirectly, contingently or otherwise, affects or might affect Corporation or City of Lago Vista, and City of Lago Vista shall have the right to compromise and defend the same to the extent of its own interests. It is further agreed this indemnity clause shall be an additional remedy to the City of Lago Vista and not an exclusive remedy.

Section 10.01 -- Many cities want approval of bylaw changes.

There were two proposed changes to the required EDC votes for changes to the bylaws: one had 2/3 of the members and one had 5 or 6. If a body wants a certain number of members to approve bylaw changes, it is more clear to name that number. If you make the change to 2/3 of the Board members, then that is only 2/3 of the members present at the meeting.

Section 12.01 – This change is a council and EDC decision, but I would advise against indemnifying a board member for their gross negligence or misconduct.

Please do not hesitate to contact me if you have any questions.

~~DRAFT~~ BYLAWS
of
LAGO VISTA ECONOMIC DEVELOPMENT CORPORATION
A Non-Profit Corporation
Lago Vista, Texas

Section I
OFFICES

1.01. Registered Office and Registered Agent

The Lago Vista Economic Development Corporation ("Corporation") shall have and continuously maintain in Lago Vista, Travis County, Texas a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The Board of Directors may, from time to time, change the registered agent and / or the address of the registered office. Such change shall be reflected in appropriate amendments to documents filed with the Secretary of State's office as required by law.

The registered office of the Corporation is located at _____. The Registered Agent is its Executive Director, who receives mail at the same address.

1.02. Principal Office

The principal office of the Corporation in the State of Texas shall be located in the City of Lago Vista, County of Travis, and it may be, but need not be, identical with the registered office of the Corporation.

Section II
PURPOSES

2.01. Purposes

The Corporation is a non-profit corporation specifically governed by the Texas Development Corporation Act of 1979, as amended. The purpose of the Lago Vista Economic Development Corporation is to promote, assist, encourage, and develop business, commerce, tourism, economic development activities, and community development projects within the City of Lago Vista, in accordance with the Articles of Incorporation and Chapter 505 of the Texas Local Government Code.

The Economic Development Advisory Committee existent at the formation of the Corporation will cease to exist.

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Section III
MEMBERS

3.01. Members

The Corporation shall have no members.

Section IV
BOARD OF DIRECTORS

4.01. Board of Directors

The business and affairs of the Corporation and all corporate powers shall be exercised by or under authority of the Board of Directors (the "Board"), appointed by the City Council of the City of Lago Vista ("City Council"), and subject to applicable limitations imposed by the Texas Non-Profit Corporation Act, the Texas Business Corporation Act, the Articles of Incorporation, or these By-Laws. The Board may, by contract, resolution, or otherwise, give general or limited or special power and authority to the Officers and employees of the Corporation to transact the general business or any special business of the Corporation, and may give Powers of Attorney to agents of the Corporation to transact any special business requiring such authorization.

The Board may plan and direct its work and will be charged with the responsibility of carrying out the Corporation's programs as adopted and planned by the Board.

4.02. Numbers, Qualifications, Composition, and Term

~~The authorized number of Directors of this Board shall be nine (9), with a minimum of seven (7). The initial Board shall include the seven members of the existent Economic Development Advisory Committee, and the two additional directors will include the Director of Economic Development and one City Council member. As the initial directors' terms end, one additional member of the City Council may be named to the Board for a maximum of two City Council members.~~

~~With the exception of the Director of Economic Development, t~~The City Council shall appoint the Directors of the Corporation. The number of Directors shall be seven (7). Each Director shall meet the following qualification:

> Reside within the corporate city limits of the City of Lago Vista, Texas. If the City Council is unable to find qualified Director(s) that reside within the City, it may seek and appoint a Director(s) that resides within the City's extraterritorial jurisdiction. If the City is unable to find qualified Director(s) that reside within the City or within the City's extraterritorial jurisdiction, the City may seek and appoint a Director(s) that resides within the boundaries of the Lago Vista Independent School District.

The City Council shall consider an individual's experience, accomplishments, and educational background in appointing members to the Board to ensure that the interests and concerns of all segments of the community are considered.

A maximum of ~~(three?)~~two members of the Board may be members of the Lago Vista City Council.

Commented [JR1]: A City employee could be a board member, but it might be better for the Director to serve as a staff liaison – up to board and Council.

Commented [JR2]: State law requires 7 members. TLGC 505.051

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Commented [JR3]: Section 505.051 requires: Each director of a Type B corporation authorized to be created by a municipality with a population of less than 20,000 must:

(1) be a resident of the municipality;

(2) be a resident of the county in which the major part of the area of the municipality is located; or

(3) reside:

(A) within 10 miles of the municipality's boundaries; and

(B) in a county bordering the county in which most of the area of the municipality is located.

I assume all of this complies with the above.

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~~With the exception of the Director of Economic Development, t~~The terms of office for the Directors shall be (2) years. Directors shall be removable at anytime by the City Council.

4.03. Vacancies

In the event vacancies occur on the Board of Directors, the remaining members shall determine potential new Directors, applying the same criteria and qualifications set out in Section 4.02, and shall make recommendations to the City Council of possible replacement members. The City Council shall then appoint replacements from the persons recommended by the Board. In the event the Council rejects all recommendations, the Board shall determine new potential replacements and make additional recommendations to the Council.

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4.04. General Duties of the Board

The Board is hereby required to perform the following duties:

1. The Board shall develop an overall economic development plan for the City which shall include and set forth goals which the Board deems necessary to accomplish in compliance with its overall economic development plan. Such plan shall be approved by the City Council of the City of Lago Vista. The overall development plan developed by the Board shall be one that includes the following elements:

   (a) An economic development strategy to permanently bolster the business climate throughout the City.

   (b) Strategies to fully utilize the assets of the City which enhance economic development.

   (c) Identification of strategies to coordinate public, private and academic resources to develop and enhance business opportunities for all citizens of Lago Vista. This plan shall include methods to improve communication and cooperation between the Corporation, the City, and the Lago Vista Chamber of Commerce and other community groups or governmental entities in the City limits.

   (d) Assurance of accountability of all tax monies expended for its implementation of the overall economic development plan.

   (e) Identification of strategies and provide for implementation of identified strategies for direct economic development as defined in this Section.

   (f) An annual work plan outlining the activities, tracks, projects and programs to be undertaken by the Board during the upcoming fiscal year. The Annual Work Plan shall be submitted to the City Council with the Annual Budget as outlined in these By- Laws.

   (g) The Corporation through its Board shall employ such personnel as may be necessary to discharge the Corporation's Purposes, who shall be governed by the City's personnel policies and procedures. The compensation of all Corporation employees

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shall be set by the Board in its annual budget and shall be comprised of salary and benefits commensurate with the City's salary and benefits for similar employees. Employees of the Corporation shall report to and be governed by the Board in the performance of their official duties and shall at all times work cooperatively with the City to maintain a strong partnership. Any costs incurred by the City in administering Corporation personnel, payroll, or benefits shall be reimbursed annually by the Corporation pursuant to a written agreement.

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2. The Board shall review and update its overall Economic Development Plan once each year to ensure that the Plan is aligned with the current economic climate and is capable of meeting the City's current economic development needs.

3. The Board shall expend, in accordance with State law, the funds received by it on economic development where such expenditures will have a direct benefit to the citizens of Lago Vista. The Corporation's focus will be primarily in the areas of:

   (a) Business retention and expansion

   (b) Formation of new businesses

   (c) Business attraction

4. The Corporation may also include community development projects (as set out in Chapter 505 of the Texas Local Government Code) in its annual work plan.

5. The Corporation shall make regular reports to the City Council at least three times annually on such dates as determined by the City Council and City Manager. The City may request additional reports with reasonable notice to the Corporation. The regular reports shall consist of (but not be limited to) the following information:

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   (a) An overview of the revenues and expenditures of the Corporation to date;

   (b) A review of the current accomplishments of the Corporation;

   (c) An update on current projects being monitored by the Board and staff of the Corporation (which may be delivered in executive session when permitted by law);

   (d) Any updates to the Corporation's Strategic Plan;

   (e) Anticipated short term and long-term challenges in achieving the goals of the Strategic Plan.

4.05. Implied Duties

The Corporation is authorized to do that which the Board deems desirable to accomplish any of the purposes or duties set out or alluded to in the Corporation's Articles of Incorporation, these By-Laws, and in accordance with State law.

4.06. Meetings

The Board shall meet at least once each month at a place in the City and time to be determined by the President. Any member of the Board may request that an item be placed on the agenda by delivering the same in writing to the Secretary of the Board or the Executive Director no later than ten (10) days prior to the date of the Board meeting. The President of the Board shall set regular meeting dates and times at the beginning of their term of office.

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At the request of any three (3) Directors, a meeting of the Economic Development Corporation shall be called in the absence, inability, or refusal of the President.

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Notice of any meeting shall be given to the public in accordance with the requirements of the Texas Open Meetings Act. The notice shall contain information regarding the particular time, date, and location of the meeting and the agenda to be considered. All meetings shall be conducted in accordance with the Texas Open Meetings Act.

The Annual Meeting of the Board of Directors shall be during the month of December of each year.

4.07. Attendance

Regular attendance of the Board meetings is required of all Members. The following number of absences may constitute the need for replacement of a member: three (3) consecutive absences, or attendance reflecting absences constituting 50% of the meetings over a twelve (12) month period. In the event replacement is indicated, the member will be counseled by the President and, subsequently, the President shall submit in writing to the City Secretary the need to replace the Board member in questions.

4.9. Quorum

For the purpose of convening meeting and transacting business, a simple majority of the Directors shall constitute a quorum. If there is an insufficient number of Directors present to convene the meeting, the presiding Officer shall adjourn the meeting without the board taking any action.

4.10. Compensation

The duly appointed members of the Board shall serve without compensation but shall be reimbursed for actual or commensurate cost of travel, lodging and incidental expenses while on official business of the Board in accordance with State law.

4.11. Voting: Action of the Board of Directors

Directors must be present (as defined in the Texas Open Meetings Act) in order to vote at any meeting. Unless otherwise provided in these By-Laws or in the Articles of Incorporation or as required by law, the act of a simple majority of the Directors present at any meeting for which a quorum is present shall be the act of the Board of Directors.

In the event that a Director is aware of a conflict of interest or potential conflict of interest, with regard to any particular vote, the Director shall bring the same to the attention of the meeting and shall abstain from the vote.

4.12. Board's Relationship with City Council

The City Council shall require that the Corporation be responsible for the proper discharge of its duties assigned in these By-Laws. ~~All policies for program administration shall be submitted for Council approval, and the Board shall administer said programs accordingly.~~ All policies for program administration shall be submitted for Council approval, and the Board shall administer said programs accordingly. The Board shall determine its policies and direction within the limitations of the duties herein imposed by applicable laws, the Articles of Incorporation, these By-Laws, contracts entered into with the City, and budget and fiduciary responsibilities.

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Section V
OFFICERS

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5.02. Selection and Term of Officers, Holdover

The President, ~~and~~ Vice President, and Secretary shall be elected by the Board at its annual meeting and shall serve a term of two (2) years.

5.03. Vacancies

Vacancies in any Office which occur by reason of death, resignation, disqualification, removal, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term of that office, in the same manner as other Officers are elected to the Board.

5.04. President

The President shall be the presiding Officer of the Board with the following authority:

1. Shall preside over all meetings of the Board;~~.~~
2. Shall have the right to vote on all matters coming before the Board;~~.~~
3. Shall have the authority, upon notice to the members of the Board, to call a Special Meeting of the Board when in his judgment such meeting is required;~~.~~
4. Shall have the authority to appoint Standing Committees to aid and assist the Board in its business undertakings or other matters incidental to the operation and functions of

the Board; and.

5. Shall have the authority to appoint Ad Hoc Committees which may address issues of a temporary nature or concern, or which have a temporary effect on the business of the Board.

5.05. Vice President

In the absence of the President, or in the event of the President's inability to act, the Vice President shall perform the duties of the President. W-hen so acting, the Vice President shall have all power of and be subject to all the same restrictions as upon the President. The Vice President shall also perform other duties as from time to time may be assigned by the President.

5.06. Secretary

The Secretary shall keep, or cause to be kept, at the Corporation's registered office a record of the minutes of all meetings of the Board and of any Committees of the Board. The Secretary shall also file the Minutes with the City Secretary and the same to be retained in accordance with the provisions of these By-Laws, or as required by the Texas Open Meetings act or the Texas Public Information Act or other applicable law. The City Secretary shall be custodian of the corporate records and Seal of the Corporation and shall keep a register of the mailing address and street address, if different, of each Director.

5.07. Contracts for Service

The Corporation may~~, with approval of the City Council,~~ with approval of the City Council, contract with any qualified and appropriate person, association, corporation or governmental entity to perform and discharge designated tasks which will aid or assist the Board in the performance of its duties and accomplishment of its Purposes. The Corporation shall follow all City purchasing policies and procedures, unless the Board determines otherwise, in which event the Corporation shall follow all purchasing requirements set out in State law. No contract of the Corporation shall ever be approved or entered into which seeks or attempts to divest the Board of Directors of its discretion and policymaking functions in discharging the duties set forth in these By-Laws.

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Section VI
COMMITTEES

6.01. Qualifications for Committee Membership

Members of Committees shall be appointed by the President and approved by the Board. Committee members need not be members of the Lago Vista Economic Development Corporation unless required by these By-Laws or Board resolution creating the Committee.

6.02. Standing Committees

The President shall have authority to appoint the following Standing Committees of the Board and such other Committees as the Board may deem appropriate for the future.

1. **Budget, Finance and Audit Committee.** This Committee shall have the responsibility of working with City Staff and Corporation employees as necessary in the formation and promotion of the Annual Budget of the Board. The Committee shall present the budget to the Board and, upon approval, shall present, in accordance with these By-Laws, the budget to the City Council. In addition to the preparation of the budget for the Board, the Committee shall monitor all budget expenditures of the Board and keep the Board advised in such matters. The Committee shall further have the responsibility to oversee and work with auditors of the City or outside auditors, when audits of the Corporation or Board are being performed.

6.03. Special Committees

The President may determine from time to time that other Committees are necessary or appropriate to assist the Board of Directors, and shall designate, subject to Board approval, the members of the respective Committees.

No such Committee shall have independent authority to act for or in the place of the Board of Directors with regard to the following matters: amending, altering, or repealing the By-Laws, electing, appointing or removing any member of any such Committee or any Director or Officer of the Corporation; amending the Articles of Incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the Corporation; authorizing the voluntary dissolution of the Corporation or revoking the proceedings therefore; adopting a plan for the distribution of the assets of the Corporation; or amending, altering, or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered, or repealed by such Committee.

The designation and appointment of any such Committee and delegation to that Committee of the authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed by law.

6.04. Terms of Office of Committee Members

Each member of a Committee shall continue as such until the next annual appointment of the Board of Directors and until his or her successor on the Committee is appointed, unless the Committee shall be sooner terminated or unless such member has ceased to serve on the Board of Directors, or unless such member is removed from such Committee.

Any Committee member may be removed from Committee membership by the President, with Board approval, whenever in their judgment the best interests of the Corporation would be served by such removal.

6.05. Vacancies of Committees

Vacancies in the membership of any Committee may be filled in the same manner as provided with regard to the original appointments to that Committee.

6.06. Ex-Officio Members

At the discretion of the Board of Directors, the President or Executive Director of the Lago Vista Chamber of Commerce may attend all open meetings of the Board of Directors or Committees. This representative shall not have the power to vote in the meetings. Their attendance shall be for the purpose of providing the Chamber perspective on the business of the Corporation and ensuring that information about the meetings is accurately communicated to the Chamber.

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The Board may also, in its discretion, provide by resolution for other ex officio persons to attend its meetings.

Section VII
FINANCIAL ADMINISTRATION

The Corporation shall contract with the City for Financial and accounting services. The Corporation's finance and accounting records shall be maintained according to the requirements of state law.

7.01. Fiscal Year

The fiscal year of the Corporation shall begin on October 1 and end on September 30 of the following year. A budget for the forthcoming fiscal year shall be submitted to, and approved by, the Board of Directors, and the City Council of the City of Lago Vista. In submitting the budget to the City Council, the Board of Directors shall submit the budget on forms prescribed by the City and in accordance with the annual budget preparation schedule as set forth by the City . The budget shall be submitted to the Mayor for inclusion in the annual budget presentation to the City Council. The budget proposed for adoption shall include the projected operating expenses, and such other budgetary information as shall be useful to or appropriate for the Board of Directors and the City Council of the City of Lago Vista.

7.02. Contracts

As provided above, the President and Secretary shall execute any contracts or other instruments which the Board has approved and authorized to be executed, provided that the Board may by appropriate resolution, authorize any other Officer or Officers or any other agent or agents to enter into contracts or execute and deliver any instrument in the name and on behalf of the Corporation. When appropriate, the Board may grant a specific or general Power of Attorney to carry out some action on behalf of the Board, provided, however, that no such Power of Attorney may be granted unless an appropriate resolution of the Board authorizes the same to be done.

7.03. Checks and Drafts

Checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be signed or bear the facsimile of one of the following individuals: the President, Vice President or the Secretary of the Economic Development Corporation and by an appropriate City official as required by the financial rules of

the City.Deposits

All funds of the Corporation shall be deposited by the City in accordance with their depository procedures on a regular basis to the credit of the Corporation in a local bank which shall be federally insured and shall be selected following procedures and requirements for selecting a depository as set forth in Chapter 105 of the Local Government Code.

7.04. Gifts

The Board may accept on behalf of the Corporation any contribution, gift, bequest, or device for the general purposes of the Corporation, or for any specific purposes of the Corporation.

7.05. Purchasing

All purchases made and contracts executed by the Corporation shall be made in accordance with the requirements of the Texas Constitution and statutes of the State of Texas.

7.06. Investments

Temporary and idle funds which are not needed for immediate obligations of the Corporation may be invested in any legal manner provided in the Public Funds Investment Act.

7.07. Bonds

Any bonds issued by the Corporation shall be in accordance with the statute governing this Corporation but in any event, no bonds shall be issued without approval of the City Council after review and comments by the City's bond counsel and financial advisor.

7.10. Uncommitted Funds

Any uncommitted funds of the Corporation at the end of the fiscal year shall be considered a part of the Undesignated Fund Balance.

The Undesignated Fund Balance may be committed for any legal purpose provided the Corporation's Board of Directors and the City Council both approve such commitment. This may include the establishment of a Permanent Reserve Fund which shall be accumulated for the purpose of using the interest earnings of such fund to finance the operation of the Corporation.

Section VIII
BOOKS AND RECORDS

8.01. Books and Records

The Corporation shall keep correct and complete books and records of all actions of the Corporation, including books and records of account and the minutes of meetings of the Board of Directors and of any Committee having any authority of the Board and to the City Council. All books and records of the Corporation may be inspected by Directors of the Corporation, and any information which may be designated as public information by law shall be open to public inspection at any reasonable time. The Texas Public Information Act shall apply to disclosure of public information.

Section IX
SEAL

9.01. Seal

The Board of Directors shall obtain a corporate seal which shall bear the words "Corporate Seal of Lago Vista Economic Development"; the Board may thereafter use the Corporate Seal and may later alter the seal as necessary without changing the corporate name; but these By-Laws shall not be construed to require the use of the Corporate Seal.

Section X
PARLIAMENTARY AUTHORITY

10.01. Amendments to By-Laws

These By-Laws may be altered, amended, or repealed or new Bylaws adopted by the affirmative vote of 5 ~~(5? 6?)~~ ~~a super majority of 2/3 of the members of the~~ Board members, at any regular meeting, or any special meeting of the Board, provided that notice of such meeting to discuss proposed amendments shall be given to the members of the Board and the general public not less than 7 days prior to such meeting and that such notice shall contain a copy of the proposed amendment or amendments. ~~Said amendments shall be effective only upon approval by the Lago Vista City Council.~~ Said amendments shall be effective only upon approval by the Lago Vista City Council.

~~Notwithstanding the foregoing, no amendment shall become effective unless and until the City Council approves the amendment.~~ Notwithstanding the foregoing, no amendment shall become effective unless and until the City Council approves the amendment.

11.01. Dissolution

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Section XI
DISSOLUTION

The Corporation may be dissolved in accordance with applicable State law.

Section XII
INDEMNITY

12.01. Indemnity

The Board of Directors shall authorize the Corporation to provide a Directors' and Officers'/Public Liability Insurance Policy to pay or reimburse any current or former Director or Officer of the Corporation for any costs, expenses, fines, settlements, judgments, and other amounts, actually and reasonable incurred by such person in any action, suit, or proceeding to which he or she is made a party by reason of holding such position as Officer or Director under the guidelines of said policy. ~~; provided, however, that such Officer or Director shall not receive such indemnification if finally adjudicated in such instance to be liable for gross negligence or intentional misconduct in office.~~ . ; provided, however, that such Officer or Director shall not receive such indemnification if finally adjudicated in such instance to be liable for gross negligence or intentional misconduct in office. The indemnification herein provided shall also extend to good faith expenditures incurred in anticipation of, or preparation for, threatened or proposed litigation with the assistance of the Lago Vista City Attorney. The Board of Directors may, in proper cases, extend the indemnification to cover the good faith settlement of any such action, suit, or proceedings, whether formally instituted or not.

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Nothing in this section creates personal liability on the part of Officers and Directors to any extent not otherwise provided by statute or case law.

The Corporation shall indemnify and hold harmless and defend the City of Lago Vista, its officers, agents, and its employees, from and against liability for any and all claims, liens, suits, demands, and/or actions for damages, injuries to persons (including death), property damage (including loss of use), and expenses, including court costs and attorneys' fees and other reasonable costs arising out of or resulting from the intentional acts or negligence, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part upon the negligent or intentional acts or omissions of Corporation, including but not limited to its officers, agents, employees, licensees, invitees, and other persons.

The Corporation further agrees that it shall at all times exercise reasonable precautions on behalf of and be solely responsible for, the safety of its officers, agents, employees, licensees, invitees, and other persons, as well as their property, while in the vicinity where activities are being performed. It is expressly understood and agreed that the City of Lago Vista shall not be liable or responsible for the negligence of Corporation including but not limited to its officers, agents, employees, licensees, invitees, and other persons.

It is further agreed with respect to the above indemnity, that City of Lago Vista and Corporation will provide the other prompt and timely notice of any event covered which in any way, direct or indirectly, contingently or otherwise, affects or might affect Corporation or City of Lago Vista, and City of Lago Vista shall have the right to compromise and defend the same to the extent of its own interests. It is further agreed this indemnity clause shall be an additional remedy to the City of Lago Vista and not an exclusive remedy.

Section XIII MISCELLANEOUS

13.01. Relation to Articles of Incorporation

These Bylaws are subject to, and governed by, the Articles of Incorporation and applicable State statutes under which the Corporation is organized.

AGENDA ITEM NO. 16

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Tiffany Sparks, City Council

SUBJECT: Discussion, consideration, and possible action regarding an amendment to the Personnel Policies and Procedures Manual to revise vacation leave accrual thresholds and maximum caps.

BACKGROUND:

The current policy increases vacation accrual rates after five (5) years of service, with a maximum accrual cap of 160 hours. To enhance employee retention and recognize service milestones earlier, staff recommends modifying the vacation accrual schedule to begin increasing after three (3) years of service, and raising the maximum accrual cap to 240 hours upon reaching twenty (20) years of service.

This amendment would replace the existing step schedule, providing a smoother year-by-year accrual increase beginning in year three, while maintaining fiscal sustainability. The revised policy would be retroactively effective as of June 1, 2025, and apply uniformly to all employees without exception.

FINANCIAL IMPACT:

Moderate. The increase in accrual and cap may extend vacation balances over time but is offset by retention value and controlled growth.

RECOMMENDATION:

Staff recommends Council adopt the revised vacation accrual schedule as proposed, effective June 1, 2025, to support employee morale and improve long-term retention.

ATTACHMENTS:

Updated_Vacation_Policy_Amendment_and_Agenda_June_2025.pdf

Amendment to Section 8-3(C): Vacation Leave Accrual and Maximum Accumulation

To improve employee retention and recognize service earlier in an employee's tenure, the following revisions shall be made to the vacation accrual policy:

- Accrual Adjustment:
  Full-time employees shall begin accruing vacation leave at increasing rates beginning after the third year of service, instead of the fifth.

- Maximum Cap Adjustment:
  The maximum vacation leave accumulation shall increase from 160 hours to 240 hours after twenty (20) years of continuous service with the City.

- Revised Accrual Table:

Years of Continuous Service	Accrual Rate (Hours per Pay Period)	Equivalent Days per Year	Maximum Accrual Cap
0–2	3.08	10 days	160 hours
3	3.39	11 days	160 hours
4	3.70	12 days	160 hours
5	4.00	13 days	160 hours
6	4.31	14 days	160 hours
7–19	Increases by 0.31 hrs/year	+1 day/year	160 hours
20+	6.15	20 days	240 hours

Employees begin accruing vacation leave at a base rate upon hire and become eligible for annual increases starting in their third year of continuous service. Each year thereafter, the accrual rate increases incrementally, adding approximately one additional day of vacation per year until the maximum accrual rate is reached at twenty (20) years of service. At that point, the maximum allowable accrual cap increases to 240 hours. These adjustments are designed to promote retention and recognize long-term service milestones, with the revised policy effective retroactively as of June 1, 2025.

AGENDA ITEM NO. 17

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Councilor Saum, City Council

SUBJECT: Discussion, consideration, and possible action regarding **Ordinance No. 2025-06-05-03** amending Sections 1.109, 3.126, 5.116, 6.208, 6.214, And 13.604 of the code of ordinances to eliminate the use of daily citations for continuing violations, establish alternative enforcement mechanisms, and enhance development accountability tools.

BACKGROUND: This item was postponed at the May 15, 2025, City Council Meeting.

This ordinance proposes targeted amendments to Sections 1.109, 3.126, 5.116, 6.208, 6.214, and 13.604 of the Lago Vista Code of Ordinances to clarify and limit the use of daily citations. It prioritizes administrative penalties, stop work orders, permit holds, and cost recovery through invoicing or legal remedies in lieu of routine daily fines.

The ordinance adds a new Section 3.151 that formalizes development-specific enforcement tools, including:

- Permit and inspection holds for unresolved violations,
- Use of compliance bonds for substantial fill or infrastructure work,
- Mandatory publication of Developer Violation Reports and Contractor Compliance Reports,
- Cross-reference and alignment with existing contractor registration enforcement procedures under §3.111.

The revisions also remove the $50,000 threshold for placing liens, allowing City Council to authorize lien filings case-by-case, and clarify cost recovery language in sign abatement and administrative penalty fallback provisions.

FINDINGS:

These changes reflect input from City Council, City staff, and the Police Department. They promote conservative

governance principles by:

- Respecting individual property rights and avoiding excessive daily fines,
- Ensuring violators are given due process and opportunity to cure violations,
- Increasing accountability for commercial developers and contractors through structured and public enforcement tools.

FINANCIAL IMPACT: TBD

ATTACHMENTS:
Updated Daily Citations Ordinance 2025-06-05-03.docx

ORDINANCE NO. 2025-06-05-03

AN ORDINANCE OF THE CITY COUNCIL OF LAGO VISTA, TEXAS, AMENDING SECTIONS 1.109, 3.126, 5.116, 6.208, 6.214, AND 13.604 OF THE CODE OF ORDINANCES TO REFINE DAILY CITATION AUTHORITY; TO IMPLEMENT BALANCED ENFORCEMENT TOOLS INCLUDING ESCALATING PENALTIES FOR CONTRACTORS AND DEVELOPERS; TO ESTABLISH PRACTICES THAT DISTINGUISH HOMEOWNERS FROM COMMERCIAL VIOLATORS; TO INTEGRATE CONTRACTOR REGISTRATION ENFORCEMENT INTO CODE COMPLIANCE; PROVIDING FOR A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.

SECTION 1. AMENDMENT TO SECTION 1.109 - GENERAL PENALTY FOR VIOLATIONS OF CODE; CONTINUING VIOLATIONS

Each day any violation of this code or of any ordinance shall not constitute a separate offense unless:

(1) The responsible party is a developer, business entity, or registered contractor who, after receiving written notice of the violation, fails to remedy the issue within the time period specified in the notice; or

(2) The responsible party is an individual homeowner who has been issued at least one formal written warning and a reasonable opportunity to cure the violation, and has refused or failed to do so without cause; or

(3) The violation poses an imminent threat to public health, safety, or welfare and daily penalties have been authorized by City Council or a court of competent jurisdiction.

Payment of a fine or administrative fee does not relieve a violator of the obligation to correct the underlying violation. The City may require correction, removal, or abatement of noncompliant structures, regardless of whether a penalty has been paid.

Failure to bring a violation into compliance within thirty (30) days may result in one or more escalating administrative penalties, not to exceed $1,000 per violation, issued no more frequently than once per thirty (30) days, unless otherwise authorized by City Council or a court of competent jurisdiction.

Administrative penalties under this Code may be structured to reflect the scale and nature of the violation. The City Council may, by resolution, adopt a fee schedule with differentiated penalty ceilings based on the violator’s classification (e.g., individual, business entity, developer), the

scope of the project, or history of prior violations. In no case shall such penalties exceed $2,000 per violation unless expressly authorized by state law.

(4) In the absence of a Council-adopted penalty resolution, the general penalties authorized under this section and applicable state law shall remain enforceable.

SECTION 2. AMENDMENT TO SECTION 3.126 - PENALTIES FOR BUILDING CODE VIOLATIONS

Each violation shall constitute a separate offense; provided that no more than one citation shall be issued per violation unless the violation is materially altered or worsened after notice.

In lieu of daily citations, the City may issue a stop work order and require compliance before any further inspections or occupancy certificates are granted. The City may recover the administrative costs of inspection and enforcement through fees billed to the responsible party.

For individual homeowners, the City shall issue a written warning and provide a reasonable opportunity to cure any violation prior to assessing additional citations. For developers, contractors, and business entities, the City may issue daily citations after the initial notice period has expired without compliance, provided the party is registered with the City or required to be registered under Section 3.111.

SECTION 3. AMENDMENT TO SECTION 5.116 - PENALTIES FOR SIGN CODE VIOLATIONS

Each violation shall constitute a single offense. Continued non-compliance after ten (10) days of notice may result in the City abating the violation at the owner's expense. Repeat violations within 12 months may result in escalating administrative penalties. No liens shall be filed under this section. However, the City may recover costs through invoicing, denial of future permits, or other legal remedies permitted by law.

SECTION 4. AMENDMENT TO SECTION 6.208 - DUTY OF OWNER; NUISANCES

The City may abate nuisances or property maintenance violations and bill the responsible party for costs incurred. Repeated non-compliance within 12 months may result in future abatements without additional notice. Daily citations shall not be issued unless the nuisance presents a danger to public health or safety and has been subject to an emergency abatement.

SECTION 5. AMENDMENT TO SECTION 6.214 - ENFORCEMENT OF PROPERTY MAINTENANCE CODE

The City shall not impose daily fines for continuing violations unless:

(1) An individual homeowner has received at least one warning and opportunity to cure and fails to comply; or

(2) A developer, contractor, or commercial owner has failed to comply with initial notice requirements.

Liens may be authorized by City Council on a case-by-case basis to recover documented abatement costs. No fixed monetary threshold shall limit Council's authority to approve such liens.

SECTION 6. AMENDMENT TO SECTION 13.604 - PENALTIES FOR WASTEWATER VIOLATIONS

A person who violates this section shall be subject to a single citation and an opportunity to correct the violation. Continued noncompliance may result in administrative fees or termination of service, but not repeated daily citations unless:

(1) The violation was committed by a developer or business entity that has failed to comply with notice; or

(2) The violation creates a hazard to public health.

SECTION 7. ADDITION OF SECTION 3.151 - DEVELOPMENT ENFORCEMENT TOOLS

(a) The City may withhold the issuance of permits or inspections for any developer or applicant with outstanding noncompliance related to previously approved construction, site plans, fill plans, or infrastructure obligations.

(b) The City may require a compliance bond or surety agreement for any project involving substantial fill, grading, or infrastructure improvements. The amount of such bond shall be set by the City Engineer and approved by the City Manager or designee.

(c) The City shall publish a monthly or quarterly Developer Violation Report summarizing open violations, compliance status, and enforcement actions associated with active development projects. This report shall be posted publicly on the City website and provided to City Council.

(d) Use of Contractor Registration as Enforcement Mechanism. Any contractor or developer required to maintain active registration with the City under Section 3.111 may be denied new permits or may have their registration suspended or revoked for:

(1) Accumulating three or more unresolved violations within a 12-month period;

(2) Operating with expired insurance or bond coverage required under the contractor registration application; or

(3) Failing to comply with abatement orders or corrective actions issued under this Code.

These enforcement tools are intended to supplement, not duplicate, the procedures established in Section 3.111. All suspensions or revocations shall be subject to the appeal and reinstatement procedures described therein.

The City shall publish a quarterly Contractor Compliance Report listing all registered contractors with unresolved violations, suspensions, or revocations.

SECTION 8. SEVERABILITY CLAUSE

If any provision of this Ordinance is found to be invalid or unconstitutional by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

SECTION 9. EFFECTIVE DATE

This Ordinance shall take effect immediately upon its passage and publication as required by law.

PASSED AND APPROVED on this ___ day of _____, 2025.

AGENDA ITEM NO. 18

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Councilor Roberts, City Council

SUBJECT: Discussion, consideration, and possible action to adopt **Ordinance No. 2025-06-05-04**, amending the City of Lago Vista Code of Ordinances by adding Chapter 15, titled "Growth Management and Infrastructure Coordination," to establish application requirements, decision-making criteria, and cross-departmental coordination procedures for development applications including zoning, planned development districts (PDDs), and platting.

BACKGROUND: This item was postponed at the May 15, 2025, City Council Meeting.

On **May 1, 2025**, the City Council referred a proposed Growth Management and Infrastructure Coordination Ordinance to the Planning & Zoning Commission for review. The ordinance was intended to codify and replace the Interim Growth Management Policy adopted by the Council on **May 4, 2023,** as **Resolution 23-1996**. It was revised again on **July 18, 2024,** as **Resolution 24-2066**.

The Planning & Zoning Commission reviewed the proposed ordinance at a special-called meeting on **April 28, 2025**, and voted unanimously to recommend adoption, with minor revisions. The final version of the ordinance incorporates feedback from P&Z, City staff, and legal counsel.

FINDINGS:

The ordinance ensures infrastructure capacity is appropriately evaluated and considered in development-related decisions and aligns growth management procedures with adopted planning documents. Legal counsel reviewed and revised the ordinance to address enforceability concerns, statutory compliance, and harmonization with existing provisions of the Lago Vista Code of Ordinances.

FINANCIAL IMPACT: None

ATTACHMENTS:
Ord No 2025-06-05-04 Chapter 15.pdf

ORDINANCE NO. 2025-06-05-04

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXS ADOPTING CHAPTER 15 – GROWTH MANAGEMENT AND INFRASTRUCTURE COORDINATION, PROVIDING FOR PURPOSE AND APPLICABILITY, INFRASTRUCTURE AND TRAFFIC EVALUATION, REQUIRED SUBMITTALS, DORMANT ZONING ENTITLEMENTS, WAIVERS, SEVERABILITY, AND EFFECTIVE DATE; PROVIDING FOR INCORPORATION INTO THE LAGO VISTA CODE OF ORDINANCES; PROVIDING FOR CONFLICTS AND PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City Council desires to create a Chapter 15 – Growth Management and Infrastructure Coordination chapter, and;

WHEREAS, the City recognizes the need for enhanced coordination between growth patterns and the timing and capacity of municipal infrastructure systems, including transportation, utilities, and drainage, and;

WHEREAS, pursuant to the City's authority under Chapters 211 and 212 of the Texas Local Government Code and the City's police powers, it is necessary and appropriate to adopt regulations that support sustainable development and protect public health and safety, and;

WHEREAS, the City has complied with all notice, hearing, and publication requirements of Texas law and the City Charter;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS, THAT:

Section 1. Purpose and Applicability

This ordinance establishes binding requirements for aligning development approvals with infrastructure capacity, fiscal impacts, and community planning priorities. It applies to all development involving ten (10) or more lots or ten (10) or more acres of land, including but not limited to zoning requests, plats, site development plans, and development agreements.

Section 2. Dormant Zoning Entitlements

The Development Services Department shall maintain a list of zoning approvals, including Planned Development Districts (PDDs)—that have not resulted in sustained progress toward final platting within two years of Council approval or amendment. The City Council, in consultation with the Planning and Zoning Commission and City Attorney, may initiate a zoning change pursuant to Chapter 14 § 13.20(a) of the Lago Vista Code of Ordinances.

Section 3. Required Submittals

All development applications subject to this ordinance shall include the following documents at minimum:

1. Site layout plan showing lots, easements, infrastructure, constrained terrain, and floodplains.
2. Environmental Impact Report including species analysis, construction noise mapping, and cut/fill estimates.
3. Pre-Application Neighborhood Meeting documentation including mailed notices and recordings.

All studies must meet the technical standards of the City and be reviewed by the Development Services Director or designee.

Section 4. Infrastructure Capacity Evaluation

Capacity must be demonstrated for water, wastewater, stormwater, and roads. Any dedications or infrastructure improvements required as a condition of approval shall be roughly proportional to the development's impact, as supported by planning or engineering analysis.

Section 5. Traffic Impact Evaluation

The City may request traffic analysis in accordance with Chapter 14 and TMUTCD thresholds. To comply with Tex. Loc. Gov't Code § 212.004(g), traffic studies may not be required as a condition of plat application completeness. However, the City may initiate supplemental analysis or require such information as part of zoning, PDD, or site development reviews.

Section 6. Waivers

No requirement of this ordinance may be waived except by express action of the City Council upon written request and public consideration.

Section 7. Conflict Resolution

In the event of a conflict between this ordinance and any other City regulation, the more specific or restrictive shall apply unless expressly superseded.

Section 8. Severability

If any portion of this ordinance is found to be invalid or unenforceable by a court of competent jurisdiction, all remaining portions shall remain in full force and effect.

PASSED AND APPROVED this 5th day of June 2025

CITY OF LAGO VISTA

ATTEST:

_____
Kevin Sullivan, Mayor

_____
Susie Quinn, Interim City Secretary

On a motion by Councilor _____, and seconded by Councilor _____, the above and foregoing instrument was approved.

AGENDA ITEM NO. 19

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Councilor Saum, City Council

SUBJECT: Discussion, consideration, and possible action to approve **Ordinance No. 2025-06-05-05** amending Chapter 1, Article 1.500 Purchasing, Section 1.503 Local Preference Program (LLP) of the Code of Ordinances and receive an initial report from staff on how the program has performed since implementation.

BACKGROUND: This item was postponed from the May 15, 2025 meeting.

The City of Lago Vista adopted a Local Preference Program (LPP) to support local businesses by providing a preference in City procurement processes. The program's intent is to maximize the positive economic impact of City spending by keeping more tax dollars within the local economy, supporting local jobs, and increasing sales tax revenue.

After implementation, staff and Council have identified opportunities to strengthen the LPP. Recent procurement experiences, including emergency purchases and routine bids, have highlighted that the current thresholds and procedures may not always provide a meaningful advantage to local businesses-particularly for smaller contracts or urgent needs.

FINDINGS: The proposed amendments to the LPP are designed to make the program more effective and better aligned with its original goals. The key changes include:

- Sliding Scale Preference:
  Adjusts the local preference thresholds to a sliding scale, providing a higher percentage or flat dollar preference for smaller contracts, ensuring local vendors have a real opportunity to compete for City business.
- Best Value Clause:
  Allows the City to award contracts to local businesses outside the standard thresholds when there is a clear long-term economic benefit to the City, such as increased sales tax revenue, local employment, or community investment.

- Emergency Purchase Preference:
  In emergency situations, gives preference to local vendors who can deliver goods or services more quickly, even at a higher cost, when timely response is critical to public health, safety, or property.
- Local Subcontractor Incentive:
  Encourages or requires non-local prime contractors on larger contracts to use local subcontractors or suppliers, further supporting the local economy.
- Enhanced Outreach and Transparency:
  Directs staff to proactively notify local businesses of procurement opportunities and to publish LPP-related decisions for public transparency.
- Annual Review and Reporting:
  Formalizes and strengthens the requirement for staff to provide an annual report to Council on LPP outcomes, including the number and value of contracts awarded to local businesses and the impact of the program.

  These changes are intended to maximize the economic benefit of City spending, support local job creation, and ensure the LPP is a meaningful tool for local business growth.

FINANCIAL IMPACT: Potential for increased local sales tax revenue and local economic activity. Some contracts may have a slightly higher cost in exchange for local preference, but the overall economic benefit is expected to outweigh these costs.

ATTACHMENTS:
Sec. 1.503 Local Preference Program Amendments.docx
Sec. 1.503 Local Preference Program (clean).docx
Ord No. 2025-06-05-05 REDLINE.docx

Sec. 1.503 Local Preference Program (Amended)

Declaration of Policy

(unchanged)

Definitions

(unchanged)

Purchases of Professional Services

(unchanged)

Purchases of Non-Professional Services and Personal Property

(d) Sliding Scale for Local Preference

1. For purchases of personal property or non-professional services:
    - $10,000 to under $50,000: If the city receives one or more bids/quotes from a local business and the bid/quote is within 10% or $3,000 (whichever is greater) of the lowest non-local bid/quote, the city shall enter into a contract with the local business.
    - $50,000 to under $100,000: If the city receives one or more bids from a local business and the bid is within 5% or $5,000 (whichever is greater) of the lowest non-local bid, the city shall enter into a contract with the local business.
    - $100,000 to under $500,000: If the city receives one or more bids from a local business and the bid is within 5% of the lowest non-local bid, the city shall enter into a contract with the local business.
    - $500,000 or more: If the city receives one or more bids from a local business and the bid is within 3% of the lowest non-local bid, the city shall enter into a contract with the local business.
2. This section does not apply to construction services contracts over $100,000.

(e) Best Value Determination

Notwithstanding the provisions above, the City Council or City Manager may award a contract to a local business outside the specified thresholds when it is determined in writing that the local business offers the municipality the best combination of contract price and additional economic development opportunities for the City created by the contract award, including but not limited to:

- The employment of residents of the City,
- Increased sales or property tax revenues to the City,
- Local supply chain benefits,
- Community investment, or
- Other long-term economic benefits.

Such determination shall be documented in the contract file, and the economic benefit analysis shall be included in the annual report to Council.

(f) Emergency Purchases – Local Vendor Priority

In emergency situations, as defined by state law or city policy, where immediate procurement of goods or services is required to protect public health, safety, or property, the City Manager or their designee may waive standard competitive bidding procedures to expedite the process. In such cases, a local business shall be given preference if they can provide the required goods or services within the necessary timeframe, even if their price is higher than a non-local vendor, provided the price is deemed reasonable

and the local vendor meets all other requirements. A written justification for the emergency purchase, including the preference given to the local vendor, shall be documented and reported to the City Council within 30 days.

(g) Local Subcontractor Incentive

For contracts exceeding $100,000, the City shall encourage or require non-local prime contractors to utilize local subcontractors or suppliers when feasible. The City may include evaluation points for bids or proposals that demonstrate a meaningful commitment to local subcontracting.

(h) Local Business Outreach

(1) The City Manager shall develop and implement a proactive outreach program to notify local businesses of upcoming procurement opportunities, including but not limited to:

i. Maintaining a voluntary registry of local vendors who wish to receive notifications of upcoming procurement opportunities,

ii. Hosting annual procurement workshops,

iii. Providing technical assistance for bid preparation.

(2) Registered local vendors will receive electronic notification of new solicitations at the same time as public posting, in accordance with state law. The City will make reasonable efforts to ensure local vendors are aware of and able to participate in all relevant procurement opportunities.

(F) Annual Review and Reporting

The City Manager shall submit an annual report to the City Council summarizing:

- The number and dollar value of contracts awarded to local businesses,
- Instances where the best value clause or emergency preference was invoked,
- The impact of the LPP on local economic development,
- Recommendations for further improvements.

(i) Transparency and Appeals

All LPP-related decisions, including use of the best value and emergency preference clauses, shall be published on the City's website for public transparency. Any local business not selected under this program may request a debriefing or submit a written appeal to the City Manager within fifteen (15) calendar days of award notification.

(j) Joint Venture Preference

For purposes of this section, when a bidder or respondent is a joint venture, each joint venture partner must meet the definition of a local business to be eligible for the preference described in this section. The City may award additional preference points for joint ventures where a local business holds at least 30% of the contract value and plays a substantial role in contract performance.

(k) Prompt Payment to Local Subcontractors

Prime contractors awarded contracts under this program shall pay local subcontractors within fifteen (15) days of receipt of payment from the City.

(l) Exceptions, Suspension, and Enforcement

(1) The City Manager or their designee shall produce annual reports each January:

i. The number and dollar value of contracts awarded to local businesses,
ii. Instances where the best value clause or emergency preference was invoked,

iii. The impact of the LPP on local economic development,
iv. The names of businesses that were procured through the program,
v. The total number of local businesses that were considered during procurements,
vi. How many times local businesses were not chosen and the reasoning,
vii. Recommendations for further improvements.

Table: Local Preference Sliding Scale

Contract Amount	Local Preference Threshold
$10,000–$50,000	10% or $3,000 (whichever is greater)
$50,000–$100,000	5% or $5,000 (whichever is greater)
$100,000–$500,000	5%
$500,000+	3%

Sec. 1.503 Local Preference Program

(a) Declaration of Policy

(1) It is the policy of the City of Lago Vista to use its spending powers to promote fiscal responsibility and maximize the amount of resident tax dollars that remain in the local economy for the benefits of its citizens by utilizing all available legal opportunities to contract with local businesses.

(2) It is the policy of the city to afford a bidding preference to local businesses, unless prohibited by granting agencies, exempted by federal or state laws/codes, local ordinances or city resolutions, or if doing so would be clearly disadvantageous to the city.

(3) It is the policy of the city to achieve the policy goal to support local business by utilizing a local business purchasing preference in the competitive and noncompetitive processes of procuring goods and services when those goods and services are available by a local business.

(4) Nothing in this article may be construed to require the city to enter into a contract with a bidder that is not a responsible bidder nor is the City required to find a local business if one is not available for that good or service.

(5) Except as provided by this article, Local Preference Program, the city's procurement shall otherwise remain unchanged.

(b) Definitions: The following words and phrases, when used in this article, have the meanings provided in this section:

(1) *Bid* means any response to a procurement issued by the City for nonprofessional services or for the purchase of personal property not affixed to real property.

(2) *Headquartered* means the place where a business entity's officers direct, control and coordinate the entity's activities.

(3) *Joint venture* means a collaboration of business entities, in response to a solicitation, which is manifested by a written agreement between two (2) or more independently owned and controlled business entities to form a third business entity solely for the purposes of undertaking distinct roles and responsibilities in the completion of a given contract. Under this business arrangement, each joint venture partner shares in the management of the joint venture and also shares in the profits or losses of the joint venture enterprise commensurately with its contribution to the venture.

(4) *Local business* means a business with a principal place of business within the incorporated limits of the City.

(5) *Managing department* means the department managing the procurement for a contract.

(6) *Principal place of business* means (1) a business headquartered for one (1) year or more in the incorporated limits of the city; or (2) a business having an established place or places of business in the incorporated limits of the city from which at least ten (10) of its employees or at least twenty (20) percent of its total number of full-time, part-time and contract employees are regularly based, and from which a substantial role in the business' performance of a service, retail or commercially useful function or a substantial part of its operations is conducted by those employees. A location utilized solely as a post office box, mail drop or telephone message center or any similar combination, with no other substantial work function, is not a principal place of business.

(c) Purchases of Professional Services

(1) In procuring professional services under this Article or Texas Government Code, § 2254.004, or its successor, the managing department may, when appropriate, award a predetermined number of additional points to a respondent based upon knowledge of, and experience regarding local conditions as part of the qualifications determination.

(2) In procuring professional services not governed by statute, the managing department may, when appropriate, award more points to a respondent that is a local business headquartered within the incorporated limits of the city, or half of the points awarded to a headquartered business to a respondent that is a local business not headquartered within the incorporated limits of the city.

(d) Purchases of Non-Professional Services and Personal Property

(1) Sliding Scale Local Preference: For purchases of personal property or non-professional services:

i. $10,000 to under $50,000: If the city receives one or more bids/quotes from a local business and the bid/quote is within 10% or $3,000 (whichever is greater) of the lowest non-local bid/quote, the city shall enter into a contract with the local business.

ii. $50,000 to under $100,000: If the city receives one or more bids from a local business and the bid is within 5% or $5,000 (whichever is greater) of the lowest non-local bid, the city shall enter into a contract with the local business.

iii. $100,000 to under $500,000: If the city receives one or more bids from a local business and the bid is within 5% of the lowest non-local bid, the city shall enter into a contract with the local business.

iv. $500,000 or more: If the city receives one or more bids from a local business and the bid is within 3% of the lowest non-local bid, the city shall enter into a contract with the local business.

(2) This section does not apply to construction services contracts over $100,000.

(e) Best Value Determination:

(1) Notwithstanding the provisions above, the City Council or City Manager may award a contract to a local business outside the specified thresholds when it is determined in writing that the local business offers the municipality the best combination of contract price and additional economic development opportunities for the City created by the contract award, including but not limited to:

i. The employment of residents of the City,
ii. Increased sales or property tax revenues to the City,
iii. Local supply chain benefits,
iv. Community investment, or
v. Other long-term economic benefits.

(2) Such determination shall be documented in the contract file, and the economic benefit analysis shall be included in the annual report to Council.

(f) Emergency Purchases – Local Vendor Priority

(1) In emergency situations, as defined by state law or city policy, where immediate procurement of goods or services is required to protect public health, safety, or property, the City Manager or their designee may waive standard competitive bidding procedures to expedite the process. In such cases, a local business shall be given preference if they can provide the required goods or services within the necessary timeframe, even if their price is higher than a non-local vendor, provided the price is deemed reasonable and the local vendor meets all other requirements. A written justification for the emergency purchase, including the preference given to the local vendor, shall be documented and reported to the City Council within 30 days.

(g) Local Subcontractor Incentive

(1) For contracts exceeding $100,000, the City shall encourage or require non-local prime contractors to utilize local subcontractors or suppliers when feasible. The City may include evaluation points for bids or proposals that demonstrate a meaningful commitment to local subcontracting.

(h) Local Business Outreach

(1) The City Manager, or their designee, shall develop and implement a proactive outreach program to notify local businesses of upcoming procurement opportunities, including but not limited to:

i. Maintaining a voluntary registry of local vendors who wish to receive notifications of upcoming procurement opportunities,
ii. Hosting annual procurement workshops,
iii. Providing technical assistance for bid preparation.

(2) Registered local vendors will receive electronic notification of new solicitations at the same time as public posting, in accordance with state law. The City will make reasonable efforts to ensure local vendors are aware of and able to participate in all relevant procurement opportunities.

(i) Transparency and Appeals

(1) All Local Preference Program-related decisions, including use of the best value and emergency preference clauses, shall be published on the City's website for public transparency. Any local business not selected under this program may request a debriefing or submit a written appeal to the City Manager within fifteen (15) calendar days of award notification.

(j) Joint Venture Preference

(1) For purposes of this section, when a bidder or respondent is a joint venture, each joint venture partner must meet the definition of a local business to be eligible for the preference described in this section.

(2) The City may award additional preference points for joint ventures where a local business holds at least 30% of the contract value and plays a substantial role in contract performance.

(k) Prompt Payment to Local Subcontractors

(1) Prime contractors awarded contracts under this program shall pay local subcontractors within fifteen (15) days of receipt of payment from the City.

(l) Exceptions: This Section 1.503 does not:

(1) apply to any contract funded in whole or in part by the federal government or where the city acts as a conduit for federal money.

(2) apply to contracts where the City Manager, managing department or city council has determined that it would not be in the best interest of the city.

(3) apply to contracts for federal or state lobbying services.

(4) apply to purchases made through a purchasing cooperative program.

(5) prohibit the City from rejecting all bids.

(6) in accordance with Local Government Code, § 271.0951, apply to the purchase of telecommunications services or information services, as those terms are defined by 47 U.S.C.A. Section 153.

(m) Suspension or Expulsion from the Program for Cause and Appeals Process

(1) Any local business may be suspended or expelled from the local preference program for cause by the City Manager for violations of federal, state, or local ordinance, rule, or regulation (including but not

limited to the City's Purchasing Policies and Procedures) related to a procurement made through the program.

(2) A determination by the City Manager that a suspension or expulsion from the program of a local business is warranted shall be written and include a list of all documented violations and any additional basis for the action taken. This written determination shall be forwarded to the local business by certified mail with a return receipt requested. If the delivery fails or is refused, the notice shall be deemed to have occurred on the date of the delivery attempt certified by the USPS. The required mailing may be waived by the local business pending a willingness to provide a signed copy of the written determination acknowledging its receipt.

(3) The determination by the City Manager that a suspension or expulsion from the program is warranted can be appealed to the City Council based on an alleged error or erroneous conclusion. The appeal shall consist of a formal letter to the Mayor alleging the specific errors made. The right to appeal the determination regarding a suspension or expulsion expires fifteen (15) calendar days following receipt of the written notice, or the next official business day of the City when the City offices are closed. Following this deadline, the suspension or revocation becomes final.

(n) Responsibilities and Enforcement

(1) The City shall be responsible for establishing the documentation necessary to establish a principal place of business in the city. Any entity claiming to be a local business shall submit to the city a form promulgated by the City Manager or their designee attested to by a duly authorized representative of the business. The City Manager or their designee shall make the final determination as to whether a business is a local business.

(2) The City Manager or their designee is directed to provide written guidance to departments, through the City's Purchasing Policies and Procedures upon implementation of this article and shall provide interpretative guidance and criteria related to joint ventures seeking preferences under this program to ensure uniform application that meets the intent of this article. The submission of documentation by a business entity that is required to establish a principal place of business, or to demonstrate the existence of and participation in a joint venture, that is found to contain false information is grounds for exclusion from the program.

(3) The City Manager or their designee shall produce annual reports each January:

i. The number and dollar value of contracts awarded to local businesses,

ii. Instances where the best value clause or emergency preference was invoked,
iii. The impact of the LPP on local economic development,
iv. The names of businesses that were procured through the program,
v. The total number of local businesses that were considered during procurements,
vi. How many times local businesses were not chosen and the reasoning,
vii. Recommendations for further improvements.

Table: Local Preference Sliding Scale

Contract Amount	Local Preference Threshold
$10,000–$50,000	10% or $3,000 (whichever is greater)
$50,000–$100,000	5% or $5,000 (whichever is greater)
$100,000–$500,000	5%
$500,000+	3%

~~Sec.1.503.Local.Preference.Program~~¶

Sec.·1.503·Local·Preference·Program¶

~~1.~~(a) → Declaration·of·~~policy~~Policy¶

~~1.~~(1) → It·is·the·policy·of·the·City·of·Lago·Vista·to·use·its·spending·powers·to·promote·fiscal·responsibility·and·maximize·the·amount·of·resident·tax·dollars·that·remain·in·the·local·economy·for·the·benefits·of·its·citizens·by·utilizing·all·available·legal·opportunities·to·contract·with·local·businesses.·¶

~~2.~~(2) → It·is·the·policy·of·the·city·to·afford·a·bidding·preference·to·local·businesses,·unless·prohibited·by·granting·agencies,·exempted·by·federal·or·state·laws/codes,·local·ordinances·or·city·resolutions,·or·if·doing·so·would·be·clearly·disadvantageous·to·the·city.·¶

~~3.~~(3) → It·is·the·policy·of·the·city·to·achieve·the·policy·goal·to·support·local·business·by·utilizing·a·local·business·purchasing·preference·in·the·competitive·and·noncompetitive·processes·of·procuring·goods·and·services·when·those·~~good~~goods·and·services·are·available·by·a·local·business.·¶

~~4.~~(4) → Nothing·in·this·article·may·be·construed·to·require·the·city·to·enter·into·a·contract·with·a·bidder·that·is·not·a·responsible·bidder·nor·is·the·City·required·to·find·a·local·business·if·one·is·not·available·for·that·good·or·service.·¶

~~5.~~(5) → Except·as·provided·by·this·article,·Local·Preference·Program,·the·city's·procurement·shall·otherwise·remain·unchanged.¶

~~2.~~(b) → Definitions:·The·following·words·and·phrases,·when·used·in·this·article,·have·the·meanings·provided·in·this·section:¶

~~1.~~(1) → *Bid*~~"~~means·any·response·to·a·procurement·issued·by·the·City·for·~~non-professional~~nonprofessional·services·or·for·the·purchase·of·personal·property·not·affixed·to·real·property.¶

~~2.~~(2) → *Headquartered*~~"~~means·the·place·where·a·business·entity's·officers·direct,·control·and·coordinate·the·entity's·activities.¶

~~3.~~(3) → *Joint·venture*~~"~~means·a·collaboration·of·business·entities,·in·response·to·a·solicitation,·which·is·manifested·by·a·written·agreement·between·two·(2)·or·more·independently·owned·and·controlled·business·entities·to·form·a·third·business·entity·solely·for·the·purposes·of·undertaking·distinct·roles·and·responsibilities·in·the·completion·of·a·given·contract.·Under·this·business·arrangement,·each·joint·venture·partner·shares·in·the·management·of·the·joint·venture·and·also·shares·in·the·profits·or·losses·of·the·joint·venture·enterprise·commensurately·with·its·contribution·to·the·venture.¶

~~4.~~(4) → *Local business* ~~"~~means a business with a principal place of business within the incorporated limits of the City.¶

~~5.~~(5) → *Managing department* ~~"~~means the department managing the procurement for a contract.¶

~~6.~~(6) → *Principal place of business* ~~"~~means (1) a business headquartered for one (1) year or more in the incorporated limits of the city; or (2) a business having an established place or places of business in the incorporated limits of the city from which at least ten (10) of its employees or at least twenty (20) percent of its total number of full-time, part-time and contract employees are regularly based, and from which a substantial role in the business' performance of a service, retail or commercially useful function or a substantial part of its operations is conducted by those employees. A location utilized solely as a post office box, mail drop or telephone message center or any similar combination, with no other substantial work function, is not a principal place of business.¶

~~3.~~(c) → Purchases of ~~professional services~~Professional Services¶

~~1.~~(1) → In procuring professional services under this Article or Texas Government Code, § 2254.004, or its successor, the managing department may, when appropriate, award a predetermined number of additional points to a respondent based upon knowledge of, and experience regarding local conditions as part of the qualifications determination. ¶

~~2.~~(2) → In procuring professional services not governed by statute, the managing department may, when appropriate, award more points to a respondent that is a local business headquartered within the incorporated limits of the city, or half of the points awarded to a headquartered business to a respondent that is a local business not headquartered within the incorporated limits of the city.¶

~~4.~~(d) → Purchases of ~~non-professional services between fifty thousand ($50,000)~~Non-Professional Services and ~~under five hundred thousand ($500,000) dollars.~~Personal Property¶

~~1. → In procuring non-professional services that require an expenditure of fifty thousand dollars ($50,000.00) to under five hundred thousand dollars ($500,000.00), if the city receives one (1) or more bids from a bidder that is a local business and whose bid is within five (5) percent of the lowest bid price received by the city, in the event of competitive, sealed bids, from a bidder who is not a local business, the city shall enter into a contract with the bidder~~

~~that is a local business. This section does not apply to construction services contracts over one hundred thousand dollars ($100,000).~~¶

~~5.~~(1) → ~~Purchases~~ Sliding Scale Local Preference: For purchases of personal property ~~that is not affixed to real property~~ or non-professional services:¶

i. → ~~In purchasing any personal property that is not affixed to real property that requires an expenditure of ten thousand dollars ($$~~10,000~~)~~ to under ~~fifty thousand dollars ($$~~50,000~~), if:~~ If the city receives one ~~(1)~~ or more bids/quotes from a ~~vendor that is a~~ local business and ~~whose~~ the bid/quote is within ~~three (~~10% or $3~~) percent~~ ,000 (whichever is greater) of the lowest non-local bid/quote ~~from a vendor that is not a~~, the city shall enter into a contract with the local business.¶

~~1.~~ii. → $50,000 to under $100,000: If the city receives one or more bids from a local business and the bid is within 5% or $5,000 (whichever is greater) of the lowest non-local bid, the city shall enter into a contract with the local business.¶

~~2.~~iii. → ~~In purchasing any personal property that is not affixed to real property that requires an expenditure of fifty thousand dollars ($50~~$100,000~~.00)~~ to under ~~five hundred thousand dollars ($$~~500,000~~.00), if:~~ If the city receives one ~~(1)~~ or more bids from a ~~bidder that is a~~ local business and ~~whose~~ the bid is within ~~five (~~5~~) percent %~~ of the lowest ~~bid price received by the city from a bidder who is not a~~ non-local ~~business~~ bid, the city shall enter into a contract with the ~~bidder that is a~~ local business.¶

iv. → ~~In purchasing any personal property that is not affixed to real property that requires an expenditure of five hundred thousand dollars ($500,000.00)~~ $500,000 or more~~, if:~~ If the city receives one ~~(1)~~ or more bids from a ~~bidder that is a~~ local business and ~~whose~~ the bid is within ~~three (~~3~~) percent %~~ of the lowest ~~bid~~ non-local bid, the city shall enter into a contract with the local business.¶

(2) This section does not apply to construction services contracts over $100,000.¶

(e) Best Value Determination:¶

(1) Notwithstanding the provisions above, the City Council or City Manager may award a contract to a local business outside the specified thresholds when it is determined in writing that the local business offers the municipality the best combination of contract price and additional economic development

opportunities for the City created by the contract award, including but not limited to:¶

i. The employment of residents of the City,¶

ii. Increased sales or property tax revenues to the City,¶

iii. Local supply chain benefits,¶

iv. Community investment, or¶

v. Other long-term economic benefits.¶

(2) Such determination shall be documented in the contract file, and the economic benefit analysis shall be included in the annual report to Council.¶

(f) Emergency Purchases—Local Vendor Priority¶

(1) In emergency situations, as defined by state law or city policy, where immediate procurement of goods or services is required to protect public health, safety, or property, the City Manager or their designee may waive standard competitive bidding procedures to expedite the process. In such cases, a local business shall be given preference if they can provide the required goods or services within the necessary timeframe, even if their price is higher than a non-local vendor, provided the price ~~received by the city from a bidder who is not~~ is deemed reasonable and the local vendor meets all other requirements. A written justification for the emergency purchase, including the preference given to the local vendor, shall be documented and reported to the City Council within 30 days.¶

(g) Local Subcontractor Incentive¶

(1) For contracts exceeding $100,000, the City shall encourage or require non-local prime contractors to utilize local subcontractors or suppliers when feasible. The City may include evaluation points for bids or proposals that demonstrate a meaningful commitment to local subcontracting.¶

(h) Local Business Outreach¶

(1) The City Manager, or their designee, shall develop and implement a proactive outreach program to notify local businesses of upcoming procurement opportunities, including but not limited to:¶

i. Maintaining a voluntary registry of local vendors who wish to receive notifications of upcoming procurement opportunities,¶

ii. Hosting annual procurement workshops,¶

iii. Providing technical assistance for bid preparation.¶

(2) Registered local vendors will receive electronic notification of new solicitations at the same time as public posting, in accordance with state law. The City will make reasonable efforts to ensure local vendors are aware of and able to participate in all relevant procurement opportunities.¶

(i) Transparency and Appeals

(1) All Local Preference Program-related decisions, including use of the best value and emergency preference clauses, shall be published on the City's website for public transparency. Any local business not selected under this program may request a debriefing or submit a written appeal to the City Manager within fifteen (15) calendar days of award notification.

(j) Joint Venture Preference

(1) For purposes of this section, when a bidder or respondent is a joint venture, each joint venture partner must meet the definition of a local business, ~~the city shall enter into~~ to be eligible for the preference described in this section.

~~3.~~(2) The City may award additional preference points for joint ventures where a ~~contract with the bidder that is a local business~~local business holds at least 30% of the contract value and plays a substantial role in contract performance.

(k) Prompt Payment to Local Subcontractors

(1) Prime contractors awarded contracts under this program shall pay local subcontractors within fifteen (15) days of receipt of payment from the City.

~~6.~~(l) Exceptions: This Section 1.503 does not:

~~1.~~(1) apply to any contract funded in whole or in part by the federal government or where the city acts as a conduit for federal money.

~~2.~~(2) apply to contracts where the City Manager, managing department or city council has determined that it would not be in the best interest of the city.

~~3.~~(3) apply to contracts for federal or state lobbying services.

~~4.~~(4) apply to purchases made through a purchasing cooperative program.

~~5.~~(5) prohibit the City from rejecting all bids.

~~6.~~(6) in accordance with Local Government Code, §271.0951, apply to the purchase of telecommunications services or information services, as those terms are defined by 47 U.S.C.A. Section 153.

~~7.~~(m) Suspension or Expulsion from the Program for Cause and Appeals Process

~~1.~~(1) Any local business may be suspended or expelled from the local preference program for cause by the City Manager for violations of federal, state, or local ordinance, rule, or regulation (including but not limited to the City's Purchasing Policies and Procedures) related to a procurement made through the program.

~~2.~~(2) A determination by the City Manager that a suspension or expulsion from the program of a local business is warranted shall be written and include a list of all documented violations and any additional basis for the

action taken. This written determination shall be forwarded to the local business by certified mail with a return receipt requested. If the delivery fails or is refused, the notice shall be deemed to have occurred on the date of the delivery attempt certified by the USPS. The required mailing may be waived by the local business pending a willingness to provide a signed copy of the written determination acknowledging its receipt. ¶

~~3.~~(3) → The determination by the City Manager that a suspension or expulsion from the program is warranted can be appealed to the City Council based on an alleged error or erroneous conclusion. The appeal shall consist of a formal letter to the Mayor alleging the specific errors made. The right to appeal the determination regarding a suspension or expulsion expires fifteen (15) calendar days following receipt of the written notice, or the next official business day of the City when the City offices are closed. Following this deadline, the suspension or revocation becomes final. ¶

~~8.~~(n) → Responsibilities and ~~enforcement~~Enforcement ¶

~~1.~~(1) → The City shall be responsible for establishing the documentation necessary to establish a principal place of business in the city. Any entity claiming to be a local business shall submit to the city a form promulgated by the City Manager or their designee attested to by a duly authorized representative of the business. The City Manager or their designee shall make the final determination as to whether a business is a local business. ¶

~~2.~~→The City Manager or their designee is directed to provide written guidance to departments, through the City's Purchasing Policies and Procedures upon implementation of this article and shall provide interpretative guidance and criteria related to joint ventures seeking preferences under this program to ensure uniform application that meets the intent of this article. ¶

~~3.~~(2) → The submission of documentation by a business entity that is required to establish a principal place of business, or to demonstrate the existence of and participation in a joint venture, that is found to contain false information is grounds for exclusion from the program. ¶

(3)→The City Manager or their designee shall produce annual reports~~,~~ ~~summarizing the~~ each January: ¶

i.→The number and dollar ~~amount~~value of ~~procurements~~contracts awarded to local businesses ~~under this program, the~~, ¶

ii.→Instances where the best value clause or emergency preference was invoked, ¶

iii.→The impact of the LPP on local economic development, ¶

iv. The names of ~~the~~ businesses that were procured through the program ~~and the~~,¶

v. The total number of local businesses that were considered during procurements ~~and how~~,¶

~~4.~~vi. How many ~~times local businesses~~ were not chosen ~~and the~~ reasoning.¶

~~5. To award a contract to a bidder who is not the lowest bidder under this Section 1.503, the City Council must determine, in writing, that the local business offers the municipality the best combination of contract price and additional economic development opportunities for the City created by the contract award, including the employment of residents of the City and increased tax revenues to the City.~~ ¶

~~6. For purposes of this section 1.503, when a bidder or respondent is a joint venture, each joint venture partner must meet the definition of a local business to be eligible for the preference described in that section.~~ ¶

¶

~~HISTORY~~

~~*Adopted by Ord. 24-02-15-02 on 2/15/2024*~~¶

vii. Recommendations for further improvements.¶

¶

Table: Local Preference Sliding Scale¶

Contract Amount¤	Local Preference Threshold¤	¤
$10,000–$50,000¤	10% or $3,000 (whichever is greater)¤	¤
$50,000–$100,000¤	5% or $5,000 (whichever is greater)¤	¤
$100,000–$500,000¤	5%¤	¤
$500,000+¤	3%¤	¤

¶

AGENDA ITEM NO. 20

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Eric DeLaCruz, Public Works

SUBJECT: Discussion, consideration, and possible action awarding Mills Construction's bid for RFP 25-05 in the amount of $499,979 for the construction of Sunset Park driveway; and approving Budget Amendment **Ordinance No. 25-06-05-06** an ordinance of the City Council of the City of Lago Vista, Texas pursuant to the Texas Local Government Code Chapter 102, Sections 102.007(b) and 102.010, Providing for budget amendments to the Municipal Budget Ordinance No. 24-09-19-01, for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025; for the additional funds to cover project costs in the amount of $124,979.

BACKGROUND: This project was published on March 20, 2025, with a closing date of May 22, 2025.

A total of five (5) bids were received on May 22nd and read aloud. The bidders were Aaron Concrete, Austin Engineering, Jerdon Enterprise, Mills Construction, and Texas Road. A comparison of all five bids can be found in the Bid Opening Sheet.

Bennett Paving was the lowest responsible bidder at $499,979. Their bid was over budget and a budget amendment is needed to fund the additional cost in the amount of $124,979.

FINDINGS: It was found that this project has been pushed for TxDot approval which has increased the costs for the project that was originally budgeted in the amount of $375,000 Parks 10-534-9710.

A budget amendment is needed to fund the additional amount of $124,979 out of reserves.

FINANCIAL IMPACT: This project will be in the amount of $499,979 which is over the approved budget amount. This was originally to be funded out of the general fund reserve.

RECOMMENDATION: Approve.

ATTACHMENTS:
RFP 25-05 - Bid Summary Sheet.pdf
25-06-05-06_Budget_Amendment_RFP_25-05
Mills Construction Proposal.pdf

LAGO VISTA TEXAS			CITY OF LAGO VISTA, TEXAS 5803 Thunderbird St Lago Vista, Texas 78645			Bid Date: Thursday, May 22, 2025 @ 1:00 PM Calendar Days:	
			BID SUMMARY RFP No. 25-05 Sunset Park Driveway Thursday, May 22, 2025 @ 1:00 PM				
#	Name of Bidder / Company	Bid Bond Enclosed	Acknowledge Addenda	Base Bid Amount	Alt. 1 Amount	Alt. 2 Amount	Total Bid (Alt Incl.)
1	Jerdon Enterprise	Y	Y	$ -	$ -	$ -	$651,810.45
2	Texas Road	Y	Y	$ -	$ -	$ -	$577,403.70
3	Austin Engineering	Y	Y	$ -	$ -	$ -	$603,009.07
4	Aaron Concrete	Y	Y	$ -	$ -	$ -	$637,908.80
5	Mills Construction	Y	Y	$ -	$ -	$ -	$499,979.00

ORDINANCE NO. 25-06-05-06

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS PURSUANT TO VERNON'S TEXAS CODES ANNOTATED, LOCAL GOVERNMENT CODE, CHAPTER 102, SECTION 102.007(b) PROVIDING FOR AMENDMENTS TO ORDINANCE NO. 24-09-19-01, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025; AMENDMENTS TO SAID BUDGET BY DEPARTMENT ARE SET FORTH IN "EXHIBIT A" ATTACHED TO THIS ORDINANCE.

WHEREAS, the City Council previously appropriated funds for the Sunset Park Driveway project; and

WHEREAS, during project execution, it was determined that additional funds in the amount of $124,979 are required to complete the project as originally planned; and

WHEREAS, the City Council finds it necessary to amend the current budget to accommodate this additional expenditure.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS, THAT:

SECTION 1. AMENDING BUDGET. THAT, pursuant to Vernon's Texas Codes Annotated, Local Government Code, Chapter 102, Section 102.007(b) the City Council of the City of Lago Vista, Texas hereby amends the City Budget by Department for the Fiscal Year beginning October 1, 2024 and ending September 30, 2025 with said amendments being as set forth in "Exhibit A" attached to this ordinance.

SECTION 2. SAVINGS CLAUSE. THAT, any ordinance, or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of said conflict.

SECTION 3. SEVERABILITY CLAUSE. If any section, subsection, article, paragraph, sentence, clause, phrase or word in this Ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the City Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity,

SECTION 4. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its passage and publication in accordance with the Texas Local Government Code.

SECTION 5. OPEN MEETINGS. It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code.

AND, IT IS SO ORDERED.

PASSED AND APPROVED this 5th day of June 2025 by a vote of the City Council of the City of Lago Vista, Texas.

CITY OF LAGO VISTA

_____
Kevin Sullivan, Mayor

ATTEST:

_____
Susie Quinn, Interim City Secretary

On a motion by Councilor _____, seconded by Councilor _____ the above and foregoing instrument was passed and approved.

City of Lago Vista **EXHIBIT A**

2024-2025 Budget

Department	Account Number	Current Budget	Amending to Add or Subtract	Ending Budget
Parks & Rec				
LV Sunset Park	10-534-9710	$ 375,000.00	$ 124,979.00	$ 499,979.00

Net Changes: The city budgeted $375,000 for Sunset Park Driveway project. The bids have been received for RFP 25-05. It is going to cost $499,979.00 We will be utilizing reserves to cover the remaining $124,979.

CONTRACTOR'S BID

FOR

SUNSET PARK DRIVEWAY

RFP No. 25-05

BIDDER'S NAME

Mills Construction LLC

(PLEASE PRINT CLEARLY)

CHECKLIST OF ITEMS TO BE RETURNED

The following items shall be returned in order for the bid submittal to be considered acceptable:

- ☐ Completed Bid Summary Sheet
- ☐ Completed Unit Price Schedule
- ☐ Completed Bid Form
- ☐ Bid Security
- ☐ Acknowledgment of Addenda
- ☐ Completed Bidder's Qualification Form

PREPARED FOR:

LAGO VISTA
TEXAS

STATE OF TEXAS
STANLEY R. FEES
63294
LICENSED PROFESSIONAL ENGINEER
5/2/2025

5803 Thunderbird Street
Lago Vista, Texas 78645

ADVERTISEMENT FOR SEALED PROPOSALS

Sealed competitive bids, in envelopes addressed to the City of Lago Vista, 5803 Thunderbird Street, Lago Vista, Texas 78645, for **RFP No. 25-05 Sunset Park Driveway,** in the City of Lago Vista, Texas, will be received at the above-mentioned address until 1:00 P.M., May 22nd, 2025 and then publicly opened and read aloud.

Submittals can be submitted in sealed envelopes and marked "RFP No. 25-05 Sunset Park Driveway".

The Contract Documents and Specifications are available at the City of Lago Vista. Questions and requests for additional information shall be sent by email to: Victor.manzano@lagovistatexas.gov. For this project, all bidders will be **required** to accept Addenda and other pertinent information by email, as well as provide written acknowledgement of Addenda as prescribed in the Instructions to Bidders. **No questions or requests for additional information will be accepted later than 12:00 p.m., May 14th, 2025.**

Bid packages will be available on the City's website at www.lagovistatexas.gov/Bids.aspx. as well as online via BidNetDirect at http://www.bidnetdirect.com/texas/lagovista. Project general conditions and standard specifications manual can be found on the City's website at www.lagovistatexas.gov.

An optional pre-bid conference will be held on **May 8th, 2025**, at 1:00 P.M. at 5803 Thunderbird Street, Lago Vista, Texas 78645 in the City Council Conference Room.

A bid security of 5% of the bid amount must accompany each bid or proposal. A certified check or bank draft payable to the City of Lago Vista may be submitted in lieu of the Bid Bond.

After contract is awarded, the contractor will be required to furnish insurance, performance, and payment bonds.

The City of Lago Vista reserves the right to waive any informality that is not detrimental to any other bidder or potential bidder or to reject all bids or to accept the lowest responsible bidder that in the judgment of the City Council will be in the best interest of the City of Lago Vista.

No bidder may withdraw his bid within sixty (60) days after the actual date of opening thereof.

City of Lago Vista, Texas
Kevin Sullivan, Mayor

Newspaper ad published twice:

Thursday, March 20th, 2025
Thursday, March 27th, 2025

CITY HAS COPY OF AFFIDAVIT OF PUBLICATION.

If you have any questions, please e-mail Victor Manzano at:
Victor.manzano@lagovistatexas.gov.

Form TGC 2270
VERIFICATION REQUIRED BY TEXAS GOVERNMENT CODE CHAPTER 2270

Contract identifier: N/A
Department: N/A

By signing below, Company herby verifies the following:

1. Company does not boycott Israel; and
2. Company will not boycott Israel during the term of the contract.

SIGNED BY: [signature]

Print Name of Person Signing, Title, and Company: Zachary Hughes, VP, Mills Construction

Date signed: 5/20/2025

STATE OF TEXAS §
COUNTY OF Williamson §

BEFORE ME, the undersigned Notary Public on this day personally appeared Zachary Hughes (Name), on behalf of Mills Construction (Company) who being duly sworn, stated under oath that he/she has read the foregoing verification required by Texas Government Code Section 2270.002 and said statements contained therein are true and correct..

SWORN AND SUBSCRIBED TO before me, this 20th day of May, 2025.

Elizabeth Renee Parrish
NOTARY OF PUBLIC,
FOR THE STATE OF TEXAS

My Commission Expires:
06-11-2028

ELIZABETH RENEE PARRISH
My Notary ID # 125553177
Expires June 11, 2028

Government Code § 2270.002. Provision Required in Contract
Effective: September 1, 2017
A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:
(1) does not boycott Israel; and
(2) will not boycott Israel during the term of the contract.

The following definitions apply:

(1) "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

(2) "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit.

(3) "Governmental entity" means a state agency or political subdivision of this state.

State law requires verification from a Company for contracts involving goods or services (regardless of the amount) before the City can enter into the contract.

005 BID FORM

AFFIDAVIT OF AUTHENTICITY

Must be included with Bidder's Qualifications

STATE OF TEXAS :

COUNTY OF :

ON THIS, the 20th day of May, 2025, before me, a Notary Public, the undersigned officer, personally appeared ZACHARY HUGHES, who acknowledged her/himself to be the VP [title] of Mills Construction LLC [Contractor's full name] being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the said contractor by her/himself as such VP [title], executed the foregoing instrument for the purposes therein contained by signing her/his name.

STATE OF TEXAS :

COUNTY OF WILLIAMSON

Sworn to and subscribed before me on the 20th day of May, 2025 (year), by ZACHARY HUGHES. (name of signer)

Elizabeth Renee Parrish
Notary Public's Signature

ELIZABETH RENEE PARRISH
My Notary ID # 125553177
Expires June 11, 2028

List on a sheet attached hereto all judgments, claims, arbitration proceedings, or suits pending or outstanding against bidder over the last five (5) years with amount of claim and brief description.

List on a sheet attached hereto all lawsuits or requested arbitration with regard to construction contracts which bidder has initiated within the last five (5) years and brief explanation of claim and outcome.

Attach to this form Bidder's current Financial Statement (assets/Liabilities), preferably audited.

Signature: _____

Name (Officer or Partner): Zachary Hughes

Title: VP

Date: 5/20/2025

SECTION 003

TABLE OF CONTENTS

TABLE OF CONTENTS.....1

003 ACKNOWLEDGMENT OF ADDENDA.....2

004 CONFLICT OF INTEREST QUESTIONAIRE.....3
004.1 INSTRUCTIONS.....3
004.2 CIQ FORM SAMPLE.....4
004.3 FORM TGC 2270.....5

005 BID FORM.....6

006 BID BOND.....7

007 BIDDER QUALIFICATION FORM.....8

008 CONTRACT.....9

009 REQUEST FOR INFORMATION.....10

010 PERFORMANCE BOND & PAYMENT BOND.....11

ADDITIONAL SECTIONS:

- Wage Rates
- City of Lago Vista Standard Specifications (for work outside the ROW)
- TxDOT General Notes
- TXDOT 2024 Standard Specifications (for work within TxDOT ROW)

003 ACKNOWLEDGMENT OF ADDENDA

Acknowledgement of Addenda:

All Addenda must be acknowledged below in the space provided. Alternatively, Addenda may be acknowledged on the outside of the sealed envelope submitted for bid next to the project name. Inclusion of the full text of any Addendum in this bid packet will also constitute the bidder's acknowledgement of that Addendum.

Bidder's Name: Mills Construction LLC

(Fill in Bidder's Name exactly as it appears on pages 2 and 3 of the Bid Form)

I have received, acknowledge, and accept all of the following Addenda:

ADDENDUM NO.	SIGNATURE
1	3/24
2	3/27
3	5/06

Total Bid Amount in numbers:

Total bid in numbers (as tabulated on the Unit Price Schedule): $ 499,979.00

The total bid in numbers above will be used to determine the apparent low bidder. The contract award will be based on bid amounts tabulated and verified by the Engineer.

12. Owner- Osborn Plumbing

Project- Coffee Dog Waterline Replacement

Contact: Mike Osborne 512-321-6098

Contract Amount: $55,000

Project finish: 5/9/2025

Description of work: 2" waterline replacement for 380 LF, asphalt patch, and striping.

Engineer: N/A

Thank you for your time and I hope this list of past, current, or future projects helps with your decision in using us for your future project.

Thanks,

Zachary Hughes

Mills Construction, LLC

512-237-0580

10. Owner- Steven Mazur

Project- San Antonio Old Baseball fields

Contact: Steven Mazur 512-680-2134

Contract Amount: $155,000.00

Projected Finish: 5/24/2025

Description of work: Grading fields, limestone block setting, asphalt lay down, gravel laydown, and tree clearing

Engineer: N/A

11. Owner- GH Old San Antonio Dale, LLC

Project- Terra Acres Subdivision

Contact: Trevor Dallas 512-825-6140

Contract Amount: $ 386,000

Projected Start: 5/12/2025

Description of work: Tree clearing, site grading, waterline install, and curb and gutter

Engineer: Dodson Civil Group

Project- Old 71 Persimmon LLC Culvert Project

Contact: Trevor Dallas 512-825-6140

Contract amount: $36,000

Project Start: 5/28/2025

Description of work: Culvert install, site grading, tree clearing, and asphalt millings install

7. **Owner- Spawglass/MD Anderson**

   Project- MD Anderson Roadway Project

   Contact: Papa Faye 512-550-2128

   Contract amount: $494,442.00

   Projected start date: 5/5/2025

   Description of work: Roadway install and concrete slab remove and replace.

   Engineer: Dally Associates

8. **Owner- Hydroexpress Seeding**

   Project- Travis Club Austin Topsoil

   Contact: Bryden Coghlan 512-332-6318

   Contract amount: $14,475.00

   Projected start date: 5/5/2025

   Description of work: Topsoil spreading of new yard.

9. **Owner- Hope Outdoor Gallery**

   Project- 701 Dalton Lane Rain Gardens

   Contact: Ryan Bruce 737-230-9032

   Contract amount: $68,662.50

   Projected start date: 5/5/2025

   Description of work: Asphalt millings install on existing roadway in South Austin.

   Engineer: Perales Land Development

4. **Owner- Franklin Street**

   Project- Compassionate cultivation

   Contact: Alex Ostendorf 404-918-0518

   Contract amount: $137,106.80

   Projected completion date: 4/25/2025

   Description of work: 8" fire waterline install and tie into AQUA 24" line.

   Engineer: Trine Engineering

5. **Owner- G&C Excavators**

   Project- Misc. projects throughout 2025 and 2025

   Contact: Renee Parrish 512-610-6642

   Contract amount: $632,524.46

   Projected completion date: 5/9/2025

   Description of work: Building pads, subgrade prep, asphalt turn lane, pond excavation, tree clearing, base roadway, and etc.

6. **Owner- Bryan Lastrapes**

   Project- 408 Lakeshore Circle

   Contact: Bryan Lastrapes 832-312-5555

   Contract amount: $29,825.00

   Projected completion date: 4/11/2025

   Description of work: Asphalt millings install down to lake dock

   Engineer: N/A

Project- Urbana at Cottonwood

Contact: Michael Woeste 512-276-0500

Contract amount: $157,989.73

Projected completion date: 5/9/2025

Description of work: Site grading, sidewalk prep, and other misc. things needed.

Engineer: HR Green

Project- Hero Way West

Michael Woeste 512-726-0500

Contract amount: $53,697.89

Projected completion date: 4/7/2025

Description of work: Grading of V channel, sod, and barricade install.

Engineer: HR Green

3. **Owner- ATX Turf Kings**

Project- Old Zorn Road Millings Driveway and Road

Contact: Steven Mazur 512-680-2134

Contract amount: $93,890

Projected completion date: 4/4/2025

Description of work: Asphalt millings install for driveway and roadway.

Engineer: N/A

Mills Construction, LLC
143 Swift Water Loop
Bastrop, Tx 78602
Mobile: 512-237-0580

Here is a list of active/completed projects we are currently working on/finished/or plan to start in the future.

1. **Owner- David Beseda**

   Project- Grove Retail Center (Austin, Tx)

   Contact: David Beseda 512-971-1616

   Contract amount: $278,855

   Project completion date: 12/1/2025

   Description of work: Site grading for pond, storm install, water and WW install, and dry utilities install.

   Engineer: Professional Strucivil engineers

2. **Owner- Legacy MCS**

   Project- Village at Hutto Station

   Contact: Ben Spencer 979-716-9173

   Contract amount: $112,438.50

   Projected completion date: 5/23/2025

   Description of work: Site grading, sidewalk prep, and other misc. things needed.

   Engineer: BGE, Inc

Company: Express Hydroseeding, LLC

Contact: Bryden Coghlan

Number: 512-332-6318

Email: bcoghlan@expresshydroseeding.com

Address: 145 W. Oak Loop, Cedar Creek, Tx 8612

Thank you for your time and I hope this helps you for all future bid opportunities with Mills Construction LLC.

Thanks,

Zachary Hughes

VP

Mills Construction, LLC

512-237-0580

Company: Osborn Plumbing, Inc

Contact: Mike Osborne

Number: 512-321-6098

Email: osbornplumbinginc@gmail.com

Address: 1812 Wilson St, Bastrop, TX 78602

Company: Vista WD

Contact: Steven Mazur

Number: 512-680-2134

Email: steven@vistawd.com

Address: 100 Melanie Cove, Georgetown, Tx 78633

Company: G&C Excavators

Contact: Curtis Griffin/Renee Parrish

Number: 512-610-6642

Email: renee@gandcexcavators.com

Address: 6207 Bee Caves Rd Ste 265, Austin, Tx 78746

Company: GH Old San Antonio Dale, LLC

Contact: Trevor Dallas

Number: 512-825-6140

Email: tdallas@grehinvest.com

Address: 3005 Stratford Dr, Austin, Tx 78746

Company: Sabre Commercial, Inc

Contact: Ryan Bruce

Number: 512-767-7400

Email: rbruce@sabrecommercial.com

Address: 2001 Chicon St, Austin, Tx 78722

Mills Construction, LLC
143 Swift Water Loop
Bastrop, Tx 78602
Mobile: 512-237-0580

Here is our owner references information for Mills Construction LLC.

Company: Legacy MCS

Contact: Michael Woeste

Number: 512-726-0500

Email: mike@legacymcs.com

Address: 7800 Shoal Creek Blvd. Ste 100N, Austin, Tx 78757

Company: David Beseda LLC

Contact: David Beseda

Number: 512-971-1616

Email: dbeseda@prodigy.net

Address: 2310 Portofino Drive, Austin, Tx 78746

Company: Franklin Street

Contact: Alex Ostendorf

Number: 404-918-0518

Email: alex.ostendorf@franklinst.com

Address: 3384 Peachtree Road Northeast, Suite 650, Atlanta, GA 30326

Thank you for your time and I hope this helps you for all future bid opportunities with Mills Construction LLC.

Thanks,

Zachary Hughes

VP

Mills Construction, LLC

512-237-0580

Company: Statewide Materials

Contact: Xavier Alaniz

Number: 512-279-7625

Email: xalaniz@statewidematerials.com

Address: P.O. Box 1080, Manor, Tx 78653

Company: Ferguson Waterworks

Contact: Brad Ellis

Number: 512-930-2262

Email: brad.ellis@ferguson.com

Address: 200 Park Central Rd, Georgetown, Tx 78626

Company: Rambo Materials

Contact: David Ramming

Number: 512-468-9450

Email: David@rambo-materials.com

Address: 267 Wilbarger Bend Rd, Bastrop, Tx 78602

Company: Lonestar Paving

Contact: Peyton Kurio

Number: 512-461-0270

Email: pkurio@lspaving.com

Address: 11675 Jollyville Road, Suite 150, Austin, TX 78759

Company: Alpha Paving

Contact: Abel Vasquez

Number: 512-538-5640

Email: abel@alphapaving.com

Address: 15 Roundville Ln, Round Rock, Tx 78664

Mills Construction, LLC
143 Swift Water Loop
Bastrop, Tx 78602
Mobile: 512-237-0580

Here is our credit references information for Mills Construction LLC.

Company: ROMCO Equipment

Contact: Justin Pogue

Number: 512-688-0382

Email: jpogue@romco.com

Address: 1150 W. Old Settlers Rd, Round Rock, Tx 78681

Company: Holt CAT

Contact: Reese Atkinson

Number: 737-245-5100

Email: reese.atkinson@holtcat.com

Address: 9601 S. I-35 Frontage Rd, Austin, Tx 78744

Company: Tiki Trucking

Contact: Shane Young

Number: 512-422-8851

Email: shane@tikitrucking.com

Address: 2785 N. Bagdad Road, Leander, Tx 78641

Mills Construction, LLC - Equipment List - 5/1/2025

						Warranty Info			
Operator	ID	S/N	Make/Model	Date	Hours	Start Date	Hours	Coverage	Status
			LOADERS						
	L-1	632333	2022 Volvo L110H Loader	4/17/2025	3,815				
	L-2	628026	2024 Volvo L90H Loader	4/17/2025	1,251				
	L-3	628491	Volvo L90H Loader	4/17/2025		Rental			
	L-4	628733	Volvo L90H Loader	4/17/2025		RPO			
			EXCAVATORS						
	TH-1	314202	2021 Volvo EC250E Excavator	4/17/2025	4,218				
	TH-2	317292	2024 Volvo EC250EL Excavator	4/17/2025	534				
	TH-3	NXY01929	CAT 303CR Mini Excavator	4/17/2025	782				
	TH-4	12836	Volvo ERC 58F	4/17/2025	382				
	TH-5	317301	Volvo EC250EL			RPO			
			SCREENERS						
	SP-1	55954	2024 Colt 1000 Screener	4/17/2025	603				
			STACKERS						
	S-1	836X208	2021 MGL 836X Conveyor	4/17/2025	1,926				
	S-2	836X336	2024 MGL 836X Conveyor	4/17/2025					
			BLADES						
	B-1	401373	CAT 150 Blade	4/17/2025	57				
			ROLLERS						
	R-1	273616	2024 Volvo DD35B Roller	4/17/2025	267				
			SCRAPERS						
	SC-1	P00306	2004 CAT 621G Motor Scraper	4/17/2025					
			SKID STEERS						
	SS-1	B6203126	CAT 299D3 XE Skid Steer	4/17/2025	2,149				
	SS-2	0FD201394	CAT 299D CAB Skid Steer	4/17/2025					
	SS-3	FL703453	CAT 255 Skid Steer	4/17/2025	1,217				
			HAUL TRUCKS						
	HT-1	675964	2024 Peterbilt 389	4/17/2025					
	HT-1.5	2024	Trail King 110 Lowboy	4/17/2025					
			COMPANY VEHICLES						
	CV-1		2024 Ford F350	4/17/2025					
	CV-2	1GCHK33245F882967	Chevy Pick Up	4/17/2025					
	CV-3	1FD0W4HT3KEG10514	2019 Ford F450	4/17/2025					
	CV-4	3C6UR5HL7SG511813	2025 Dodge Ram 2500	4/17/2025					
	CV-5	2GC4YMEY5R1207338	2025 Chevy 2500	4/17/2025					
	FT-1	56ZL1UF28PP001484	2023 EV990 Fuel Trailer	4/17/2025					
	TR-1	LT3226	Trailer	4/17/2025					

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;

(B) a transaction conducted at a price and subject to terms available to the public; or

(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

***

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of vendor who has a business relationship with local governmental entity.**

Mills Construction LLC

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 **Name of local government officer about whom the information is being disclosed.**

City of Lago Vista

Name of Officer

4 **Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☒ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☒ No

5 **Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

N/A

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

4/28/2025

Date

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 04/22/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Noe Moreno
Whorton Insurance Services OL 11200 Jollyville Rd. Austin TX 78759-4813	PHONE (A/C, No, Ext): (512) 338-1191 FAX (A/C, No): (512) 338-1196 E-MAIL ADDRESS: NoeM@whortonins.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : National American Insurance Company (NAICO)	
INSURER B : Texas Mutual Insurance Company	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED: Mills Construction LLC, 143 Swift Water Loop, Bastrop TX 78602-3042

COVERAGES **CERTIFICATE NUMBER:** CL2473140406 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:			MP46830042	07/30/2024	07/30/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG [ ]	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			MP46830042	07/30/2024	07/30/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Underinsured motorist	$ 1,000,000 $ $ $ $ 1,000,000
A	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $			MB71970042	07/30/2024	07/30/2025	EACH OCCURRENCE AGGREGATE [ ]	$ 2,000,000 $ 2,000,000 $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		0002053368	06/03/2024	06/03/2025	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
A	Cargo Pollution Liability			MP46830042	07/30/2024	07/30/2025	Limit Limit	5,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

For Information Purposes Only

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jim Whorton

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Corporations Section
P.O.Box 13697
Austin, Texas 78711-3697

Jane Nelson
Secretary of State

Office of the Secretary of State

Certificate of Fact

The undersigned, as Secretary of State of Texas, does hereby certify that the document, Certificate of Formation for Mills Construction, LLC (file number 803635517), a Domestic Limited Liability Company (LLC), was filed in this office on May 28, 2020.

It is further certified that the entity status in Texas is in existence.

It is further certified that our records indicate MICHAEL JONATHAN MILLS as the designated registered agent for the above named entity and the designated registered office for said entity is as follows:

1302 JEFFERSON STREET

BASTROP, TX - 78602 USA

In testimony whereof, I have hereunto signed my name officially and caused to be impressed hereon the Seal of State at my office in Austin, Texas on January 22, 2024.

Jane Nelson
Secretary of State

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);

2. Certify that you are not subject to backup withholding; or

3. Claim exemption from backup withholding if you are a U.S. exempt payee; and

4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and

5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;

2. You do not certify your TIN when required (see the instructions for Part II for details);

3. The IRS tells the requester that you furnished an incorrect TIN;

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or

5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under *"By signing the filled-out form"* above (for reportable interest and dividend accounts opened after 1983 only).

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Michael Mills

2 Business name/disregarded entity name, if different from above.

Mills Construction, LLC

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☑ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

143 Swift Water Loop

Requester's name and address (optional)

6 City, state, and ZIP code

Bastrop, Tx 78602

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

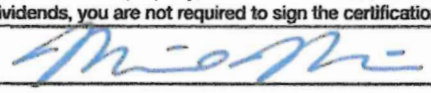
8	5	–	1	2	6	5	8	4	8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person**  **Date** 3/12/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

MILLS CONSTRUCTION LLC
Active Projects

Updated as of: 5/7/2025

Job Number	Owner	Job Name	Contract Amount
2401	Mills Construction LLC	Asphalt Millings Plant	By Ton or Load
2402	Mills Construction LLC	Gonzales Gravel Quarry	By Ton or Load
2501	David Beseda	Grove Retail Center	N/A
2502	Legacy MCS	Village at Hutto Station	Hourly
2503	Legacy MCS	Urbana at Cottonwood	Hourly
2505	TOCC Land LLC	Compassionaite Cultivation Waterline	$12,517.20
2506	Legacy MCS	Hero Way Pond V Channel	$19,782.89
2507	Spawglass	MD Anderson Roadway Project	$494,442.00
2508	Steven Mazur	Baseball Fields San Antonio	Hourly
2509	GH Old San Antonio	Terra Acres Subdivision	$386,413.36
2510	Old 71 Persimmon LLC	Culvert Project	$26,500.00
2511	Todd Bowers	169 Kona Drive Millings Driveway	$5,000.00
2512	Osborn Plumbing	Coffee Dog Water Line Replacement	$55,000.00

BID FORM
SCHEDULE OF RATES AND PRICES
LAGO VISTA, TEXAS

Full compensation for compliance with each and every provision of the Request for Bids, the Bid, the Specifications, and the Contract will be considered as included in the unit prices for the work set forth below, and no separate payment will be made for compliance with each and every provision of the Request for Bids, the Bid, the Specifications, and the Contract, unless separate payment is expressly provided for therein.

SUMMARY OF TOTAL AMOUNTS BID

TOTAL AMOUNT OF BID - Sunset Park Driveway

Three hundred sixty eight thousand three hundred nineteen Dollars and Seventy three Cents $ 368,319.73

TOTAL AMOUNT OF BID - Sunset Park Driveway - FM 1431 LEFT TURN LANE

One hundred thirty one thousand six hundred fifty nine Dollars and twenty seven Cents $ 131,659.27

TOTAL AMOUNT OF BID – All work in contract

Four hundred ninety nine thousand nine hundred seventy nine Dollars and zero Cents $ 499,979.00

NOTE: THE COURT MAY EITHER REJECT ALL BIDS OR AWARD A CONTRACT TO THE LOWEST AND/OR BEST BID.

BID FORM
SCHEDULE OF RATES AND PRICES
LAGO VISTA, TEXAS

PROJECT: Sunset Park Driveway – FM 1431 LEFT TURN LANE CSJ: 1378-01-053

Full compensation for compliance with each and every provision of the Request for Bids, the Bid, the Specifications, and the Contract will be considered as included in the unit prices for the work set forth below, and no separate payment will be made for compliance with each and every provision of the Request for Bids, the Bid, the Specifications, and the Contract, unless separate payment is expressly provided for therein.

BID ITEM	TECH SPEC	DESCRIPTION	BID QUANTITY	UNIT	UNIT COST	AMOUNT BID
37	677-7001	ELIM EXT PAV MRK & MRKS (4")	6083	LF	1.10	$ 6,691.30
38	677-7008	ELIM EXT PAV MRK & MRKS (24")	135	LF	3.30	$ 445.50
39	678-7002	PAV SURF PREP FOR MRK (6")	7710	LF	.28	$ 2,120.25
40	678-7004	PAV SURF PREP FOR MRK (8")	433	LF	.72	$ 309.60
41	678-7008	PAV SURF PREP FOR MRK (24")	21	LF	1.10	$ 23.10
42	678-7009	PAV SURF PREP FOR MRK (ARROW)	2	EA	82.50	$ 165.00
43	678-7015	PAV SURF PREP FOR MRK (WORD)	2	EA	137.50	$ 275.00

TOTAL AMOUNT OF BID- Sunset Park Driveway - FM 1431 LEFT TURN LANE

One hundred thirty one thousand six hundred fifty nine Dollars and twenty seven cents $ 131,659.27

Refer to the Technical Specifications section for a description of the specific reference number.

BID FORM
SCHEDULE OF RATES AND PRICES
LAGO VISTA, TEXAS

PROJECT: Sunset Park Driveway - FM 1431 LEFT TURN LANE CSJ: 1378-01-053

Full compensation for compliance with each and every provision of the Request for Bids, the Bid, the Specifications, and the Contract will be considered as included in the unit prices for the work set forth below, and no separate payment will be made for compliance with each and every provision of the Request for Bids, the Bid, the Specifications, and the Contract, unless separate payment is expressly provided for therein.

BID ITEM	TECH SPEC	DESCRIPTION	BID QUANTITY	UNIT	UNIT COST	AMOUNT BID
25	666-7175	RE PM TY II (W) 6" (SLD)	2880	LF	2.48	$ 7,128
26	666-7177	RE PM TY II (W) 8" (DOT)	151	LF	2.75	$ 415.25
27	666-7179	RE PM TY II (W) 8" (SLD)	433	LF	2.75	$ 1,190.75
28	666-7184	RE PM TY II (W) 24" (SLD)	21	LF	22	$ 462
29	666-7186	RE PM TY II (W) (ARROW)	2	EA	192.50	$ 385
30	666-7194	RE PM TY II (W) (WORD)	2	EA	220	$ 440
31	666-7213	RE PM TY II (Y) 6" (SLD)	4830	LF	2.48	$ 11,954.25
32	666-7265	REFL PAV MRK TY I (W) 6" (SLD) (090MIL)	2880	LF	4.95	$ 14,256
33	666-7269	REFL PAV MRK TY I (Y) 6" (SLD) (090MIL)	4830	LF	4.95	$ 23,908.50
34	666-7348	PAVEMENT SLER 6"	575	LF	2.48	$ 1,423.13
35	672-7002	REFL PAV MRKR TY I-C	22	EA	8.53	$ 187.55
36	672-7004	REFL PAV MRKR TY II-A-A	216	EA	8.53	$ 1,841.40

Refer to the Technical Specifications section for a description of the specific reference number.

BID FORM
SCHEDULE OF RATES AND PRICES
LAGO VISTA, TEXAS

PROJECT: Sunset Park Driveway - FM 1431 LEFT TURN LANE CSJ: 1378-01-053

Full compensation for compliance with each and every provision of the Request for Bids, the Bid, the Specifications, and the Contract will be considered as included in the unit prices for the work set forth below, and no separate payment will be made for compliance with each and every provision of the Request for Bids, the Bid, the Specifications, and the Contract, unless separate payment is expressly provided for therein.

BID ITEM	TECH SPEC	DESCRIPTION	BID QUANTITY	UNIT	UNIT COST	AMOUNT BID
13	503-7001	PORTABLE CHANGEABLE MESSAGE SIGN	40	DAY	216	$ 8,640
14	505-7002	TMA (MOBILE OPERATION)	24	HR	60	$ 1,440
15	506-7039	TEMP SEDMT CONT FENCE (INSTALL)	58	LF	2.85	$ 165.30
16	506-7041	TEMP SEDMT CONT FENCE (REMOVE)	58	LF	1	$ 58
17	530-7010	DRIVEWAYS (ACP)	125	SY	39.60	$ 4,950
18	644-7002	IN SM RD SN SUP&AM TY10BWG(1)SA(P-BM)	1	EA	2,310	$ 2,310
19	658-7003	DEL ASSM (D-SW)SZ 1(WFLX)(GND)	2	EA	110	$ 220
20	666-7017	REFL PAV MRK TY I (W) 8" (DOT)	151	LF	5.50	$ 830.50
21	666-7023	REFL PAV MRK TY I (W)8"(SLD)(090MIL)	433	LF	5.50	$ 2,381.50
22	666-7035	REFL PAV MRK TY I (W)24"(SLD)(090MIL)	21	LF	44	$ 924
23	666-7041	REFL PAV MRK TY I (W)(ARROW)(090MIL)	2	EA	330	$ 660
24	666-7065	REFL PAV MRK TY I (W)(WORD)(090MIL)	2	EA	412.50	$ 825

Refer to the Technical Specifications section for a description of the specific reference number.

BID FORM
SCHEDULE OF RATES AND PRICES
LAGO VISTA, TEXAS

PROJECT: Sunset Park Driveway – FM 1431 LEFT TURN LANE CSJ: 1378-01-053

Full compensation for compliance with each and every provision of the Request for Bids, the Bid, the Specifications, and the Contract will be considered as included in the unit prices for the work set forth below, and no separate payment will be made for compliance with each and every provision of the Request for Bids, the Bid, the Specifications, and the Contract, unless separate payment is expressly provided for therein.

BID ITEM	TECH SPEC	DESCRIPTION	BID QUANTITY	UNIT	UNIT COST	AMOUNT BID
1	100-7013	TREE PROTECTION (INSTALL)	1	EA	460	$ 460
2	100-7015	TREE PROTECTION (REMOVE)	1	EA	50	$ 50
3	105-7002	RMV (2"-6") TRT/UNTRT BASE & ASPH PAV	72	SY	25	$ 1,800
4	160-7002	FURN & PLACE TOPSOIL (4")	196	SY	25	$ 4,900
5	164-7002	BROADCAST SEED (PERM_RURAL_CLAY)	196	SY	.55	$ 107.80
6	164-7029	STRAW/HAY MLCH SEED (TEMP_WARM)	196	SY	.55	$ 107.80
7	164-7030	STRAW/HAY MLCH SEED (TEMP_COOL)	196	SY	.55	$ 107.80
8	464-7005	RC PIPE (CL III)(24 IN)	53	LF	100	$ 5,300
9	467-7328	SET (TY II) (24 IN) (RCP) (6: 1) (P)	2	EA	4,500	$ 9,000
10	496-7004	REMOV STR (SET)	2	EA	500	$ 1,000
11	496-7007	REMOV STR (PIPE)	36	LF	50	$ 1,800
12	502-7001	BARRICADES, SIGNS AND TRAFFIC HANDLING	1	MO	10,000	$ 10,000

Refer to the Technical Specifications section for a description of the specific reference number.

BID FORM
SCHEDULE OF RATES AND PRICES
LAGO VISTA, TEXAS

PROJECT: Sunset Park Driveway

Full compensation for compliance with each and every provision of the Request for Bids, the Bid, the Specifications, and the Contract will be considered as included in the unit prices for the work set forth below, and no separate payment will be made for compliance with each and every provision of the Request for Bids, the Bid, the Specifications, and the Contract, unless separate payment is expressly provided for therein.

BID ITEM	TECH SPEC	DESCRIPTION	BID QUANTITY	UNIT	UNIT COST	AMOUNT BID
13	341-7065	D-GR HMA TY-D PG 76-22 (EXEMPT)	362	TON	161.10	$ 58,318.74
14	464-7007	RC PIPE (CL III)(30 IN)	46	LF	200	$ 9,200.00
15	467-7343	SET (TY II) (30 IN) (RCP) (6: 1) (P)	2	EA	5,500	$ 11,000.00
16	500-7001	MOBILIZATION	1	LS	17,500	$ 17,500.00
17	506-7020	CONSTRUCTION EXITS (INSTALL) (TY 1)	106	SY	17.25	$ 1,828.50
18	506-7024	CONSTRUCTION EXITS (REMOVE)	106	SY	1.00	$ 106.00
19	506-7039	TEMP SEDMT CONT FENCE (INSTALL)	1220	LF	2.85	$ 3,477
20	506-7041	TEMP SEDMT CONT FENCE (REMOVE)	1220	LF	1.00	$ 1,220
21	3007-7001	BONDING COURSE	296	GAL	5.18	$ 1,531.80

TOTAL AMOUNT OF BID- Sunset Park Driveway

Three hundred sixty eight thousand three hundred nineteen Dollars and seventy three cents $ 368,319.73

Refer to the Technical Specifications section for a description of the specific reference number.

BID FORM
SCHEDULE OF RATES AND PRICES
LAGO VISTA, TEXAS

PROJECT: Sunset Park Driveway

Full compensation for compliance with each and every provision of the Request for Bids, the Bid, the Specifications, and the Contract will be considered as included in the unit prices for the work set forth below, and no separate payment will be made for compliance with each and every provision of the Request for Bids, the Bid, the Specifications, and the Contract, unless separate payment is expressly provided for therein.

BID ITEM	TECH SPEC	DESCRIPTION	BID QUANTITY	UNIT	UNIT COST	AMOUNT BID
1	100-7002	PREPARING RIGHT-OF-WAY	10.9	STA	3,375	$ 36,787.50
2	105-7036	RMV (16") TRT/UNTRT BASE & ASPH PAV	130	SY	50	$ 6,500
3	110-7001	EXCAV (ROADWAY)	839	CY	25	$ 20,975
4	132-7003	EMBANK (FNL)(OC)(TY B)	403	CY	25	$ 10,075
5	160-7002	FURN & PLACE TOPSOIL (4")	3590	SY	15	$ 53,850
6	164-7002	BROADCAST SEED (PERM_RURAL_CLAY)	3590	SY	.55	$ 1,974.50
7	164-7029	STRAW/HAY MLCH SEED (TEMP_WARM)	1795	SY	.55	$ 987.25
8	164-7030	STRAW/HAY MLCH SEED (TEMP_COOL)	1795	SY	.55	$ 987.25
9	168-7001	VEGETATIVE WATERING	80	MG	7	$ 560
10	247-7176	FL BS (CMP IN PLC)(TYA GR1-2)(FNAL POS)	555	CY	65	$ 36,075
11	310-7013	PRIME COAT(MC-30 OR AE-P)	661	GAL	5.18	$ 3,420.68
12	341-7003	D-GR HMA TY-B PG64- 22 (EXEMPT)	727	TON	126.47	$ 91,945.51

Refer to the Technical Specifications section for a description of the specific reference number.

Total Staff Employed by Firm *(Break down by Managers and Trades on separate sheet)*: 20 people

Contracting Specialty *(Indicate trades in which bidder performs)*: Civil ; Site grading, utilities, concrete

Union Affiliations: [X] Local [ ] National

Years Performing Work Specialty: 5 Percentage of Work Performed by Firm's Own Forces: 5

Is the Bidder in compliance with all applicable EEO requirements? [X] Yes [ ] No
(If the answer is no, please attach summary of details on a separate sheet)

Bank References

Address: 489 State HWY 71 Contact Name: Jose Gonzales

City: Bastrop State: TX Zip Code: 78602 Phone Number: 331-335-1858

Has the firm or predecessor firm been involved in a bankruptcy or reorganization? [ ] Yes [X] No
(If the answer is yes, please attach summary of details on a separate sheet)

Relevant Experience

Bidder should have successfully completed (substantially on-schedule, on-budget) at least three projects of similar size and nature for which they are submitting qualifications. List projects on a separate sheet with the following information on each and attach hereto:

Project *(Name, Location and Contact)*
Architect *(N/A if not applicable)*
Engineer
Contract Amount
Date Completed *(Month/Year)*
Scope of Work

See attached

List below any/all Contract(s) awarded to Bidder which it has failed to complete *(If applicable, attach a separate sheet)*:

Project *(Name and Location)*: _____

Contract with: _____

Brief Explanation of Cause and Resolution: _____

_____

_____

_____

Bidder Qualification Form - Construction

(Firm must prepare this statement in the form shown)

The undersigned bidder certifies that the information herein is true, correct, complete and accurate. Elaboration on the following information or additional information deemed to be useful for evaluation of bidder's capabilities or to prevent misleading representations may be attached to this form. With exception to material and equipment suppliers, any subcontractor completing 25% or more of the project in terms of cost, is required to fill out this form.

Date: 5/10/2025 Texas License Number: N/A Federal ID No.: 85-1265848

Bidder (Legal Name of Firm): Mills Construction LLC

Address: 143 Swift Water Loop Phone Number: 512-237-0550

Fax Number: N/A

City: Bastrop State: TX Zip Code: 78602 Email: estimating@millsconstructionllc.com

President (or Managing Partner, etc.): Michael Mills

Dun and Bradstreet Number (if any): N/A

Years in Business Under Present Name: 5 years

List all other names under which your business has operated in the last 10 years:

N/A

Work Presently Under Contract ($): 1,500,000

Work in place last year ($): 1,500,000

Total Bonding Capacity ($): $1,500,000

(Attach a letter from Bonding Co. evidencing bonding capacity)

Value of Work Presently Bonded ($): $430,000

Bonding Company: Insurors Indemnity Company

Bonding Agent: Noe Moreno

Insurance Company: Whorton Insurance

Insurance Agent: Noe Moreno Phone: 512-372-2239

A Corporation

By Mills construction LLC (SEAL)
(Corporation Name)

TX
(State of Incorporation)

By [illegible] (SEAL)
(name of person authorized to sign)

N/A
(Corporate Seal) *(Title)*

Attest Renee Ramirez
(Secretary)

Business address: 143 Swift Water Loop
Bastrop, TX 78602

Phone No.: 512-237-0580

Email Address: estimating@millsconstructiontx.com

Date of Qualification to do business is 05/2020

A Joint Venture

By _____ (SEAL)
(Name)

_____
(Address)

By _____ (SEAL)
(Name)

_____
(Address)

Phone No.: _____

Email Address: _____

(Each joint venturer must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above).

If BIDDER is:

An Individual

By _____(SEAL)

(Individual's Name)

doing business as_____

Business address:_____

_____

Phone No.: _____

Email Address: _____

A Partnership

By _____(SEAL)

(Firm Name)

_____

(General Partner)

Business address:_____

_____

Phone No.:_____

Email Address:_____

performing and furnishing the Work for which this Bid is submitted.

(h) This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other Bidder or over OWNER.

4. Measurement shall be based solely on Plan Quantities as listed in the Unit Price Schedule; no quantities shall be measured in the field for payment purposes. BIDDER will complete the Work in accordance with the Contract Documents for the Unit Prices and Quantities listed on the Unit Price Schedule for the total bid in numbers as entered on the Bid Summary Sheet.

5. BIDDER agrees that the Work will be substantially complete, and completed and ready for final payment in accordance with the lines specified in Article 3 of the Standard Form of Agreement. BIDDER accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the lines specified in the Agreement.

6. The following documents are required to be attached to be made a condition of this Bid:
(a) Required Bid Security in the form of certified check, cashier's check or corporate surety bond.

7. Communications concerning this Bid shall be addressed to:

Mr. Victor Manzano
CIP Manager
City of Lago Vista
5803 Thunderbird Street
Lago Vista, Texas 78645
Victor.manzano@lagovistatexas.gov

The address of BIDDER indicated below:

8. Terms used in this Bid which are defined in the General Conditions or Instructions will have the meanings indicated in the General Conditions or Instructions.

9. SUBMITTED on May 22, 20 25.

State Contractor License No. N/A

BID FORM

PROJECT IDENTIFICATION: RFP No. 25-05 Sunset Park Driveway

PROJECT IDENTIFICATION NUMBER (PID): RFP No. 25-05

THIS BID IS SUBMITIED TO: Mr. Victor Manzano, CIP Manager, City of Lago Vista, Texas

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Bid Price and within the Bid Times indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.

2. BIDDER accepts all of the terms and conditions of the Advertisement of Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for thirty-five days after the day of Bid opening. BIDDER will sign and deliver the required number of counterparts of the Agreement with the Bonds and other documents required by the Bidding Requirements within fifteen days after the date of OWNER'S Notice of Award.

3. In submitting this bid, BIDDER represents, as more fully set forth in the Agreement, that:

   (a) BIDDER has examined and carefully studied the Bidding Documents; including (but not limited to) the following:

   BID PACKET – *All portions of the Contractor's Bid Packet including the Instructions to Bidders, General Conditions, and any Special and /or Supplementary Conditions*

   DRAWINGS – *Most current set of drawings*

   SPECIFICATIONS – *Most current City of Lago Vista Technical Construction Standards, Specifications Manual, and any other as stated in the construction drawings.*

   ADDENDA - *Acknowledged on the Bid Summary Sheet or on the sealed bid envelope*

   (b) BIDDER has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost. progress, performance and furnishing of the Work;

   (c) BIDDER is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.

   (d) BIDDER has carefully studied all reports of explorations and tests of subsurface conditions at or contiguous to the site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the site (except Underground Facilities) which have been identified in the Supplementary Conditions as provided in the General Conditions. BIDDER accepts the determination set forth in the Supplementary Conditions of the extent of the "technical data" contained in such reports and drawings upon which BIDDER is entitled to rely as provided in the General Conditions. BIDDER acknowledges that such reports and drawings are not Contract Documents and may not be complete for BIDDER'S purposes. BIDDER acknowledges that OWNER and ENGINEER do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Bidding Documents with respect to Underground Facilities at or contiguous to the site. BIDDER has obtained and carefully studied (or assumes responsibility for having done so) all such additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the site or otherwise which may affect cost. progress, performance or furnishing of the Work or which relate to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by BIDDER and safety precautions and programs incident thereof. BIDDER does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the determination of this Bid for performance and furnishing of the Work in accordance with the limes, price and other terms and conditions of the Contract Documents.

   (e) BIDDER is aware of the general nature of Work to be performed by OWNER and others at the site that relates to Work for which this Bid is submitted as indicated in the Contract Documents.

   (f) BIDDER has correlated the information known to BIDDER, information and observations obtained from visits to the site, reports and drawing identified in the Contract Documents and all additional examinations, investigations, explorations, tests, studies and data with the Contract Documents.

   (g) BIDDER has given ENGINEER written notice of all conflicts, errors, ambiguities or discrepancies that BIDDER has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to BIDDER, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for

004.2 CIQ FORM SAMPLE

004 CONFLICT OF INTEREST QUESTIONAIRE

004.1 INSTRUCTIONS

CONFLICT OF INTEREST
DISCLOSURE

IMPORTANT NOTICE TO VENDORS AND BIDDERS- NEW STATE LAW

Beginning January 1, 2006 a new state law (Chapter 176 of the Local Government Code) requires the filing of Conflict of Interest Questionnaires (CIQ) by certain individuals and businesses.

The questionnaires require disclosures describing certain business and gift giving relationships, if any, the filers may have with Local Government Officers or a member of a governing body of a local government entity.

The new law applies to:

- Businesses and individuals who contract with the city,
- Businesses and individuals who seek to contract with the City (regardless of whether a bidder is awarded the contract), and
- Agents who represent such businesses in their business dealing with the City

A copy of the required reporting form is attached. Form CIQ

As part of the contracting process with governmental entities, Section 2252.908 of the Texas Government Code requires that for certain types of contracts, you must fill out a conflict of interest form ("Disclosure of Interested Parties") at the time you submit your signed contract to the District. For further information please go to the Texas Ethics Commission website via the following link.
https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

If you have any questions about compliance, please consult your own legal counsel. Compliance is the individual responsibility of each individual, business and agent who is subject to the law's filing requirement.

If you are required to file a Conflict of Interest Questionnaire, you should file it with the City's Secretary at 5803 Thunderbird Street, Lago Vista, Tx 78645.

any work over 25%, then the evaluations criteria for the Contractor will be utilized to complete this portion of the evaluation.

4. Other Factors: Owner will consider other factors when evaluating Bids, including, but not limited to, the following:
    a. The bidder's past relationship with the municipality.
    b. Any relevant criteria specifically listed in the request for bids as noted herein.
    c. Ability to Meet Proposed Time for Construction: Provide information to demonstrate ability of Organization to complete Projects within budget and on time.
    d. Quality of Work: Demonstrated quality of Work on completed Projects as determined by site visits or discussions with references for Projects. Quality considerations may include appearance of completed Work, amount of warranty or rework required, durability and maintainability of completed Project, and quality of documentation provided.
    e. Safety: Demonstrated success in implementation of an on-site safety program.
    f. Claims Experience and Litigation History: Provide a list of all claims or litigation involving construction Projects that have been filed by Bidder or Owner within the last five (5) years, or that are currently outstanding.
    g. Other factors submitted such as Financial Standing, Superintendent Experience, proposals for changes to reduce cost, or any other factors the Contractor submits for consideration.
    h. For projects over $1.5MM the municipality will attempt to award project to lowest responsible bidder.

In order to determine the Contractors ability to perform the work, the Owner may consider the qualifications and experience of Subcontractors, Suppliers, and other persons and organizations proposed for those portions of Work as to which identity of Subcontractors, Suppliers, and other persons and organizations must be submitted as provided in General Conditions. Owner may also consider the operating costs, maintenance requirements, performance data and guarantees of major items of materials and equipment proposed for incorporation in Work when such data is required to be submitted prior to recommendation of award.

Owner may consider qualifications (Statement of Qualifications) of Bidders and Bidder's subcontractors and consultants, in addition to proposed cost(s) (Proposal Form) when evaluating Proposals to determine which Proposal offers best value to Owner. Owner will rank each of Bidder's Proposal based on criteria and criteria weighting described herein.

Evaluation and ranking of Proposals will be completed no later than 45th calendar day from date of Proposal opening. Bidders are requested not to withdraw their Proposals within 60 calendar days from date on which Proposals are opened. Proposal Security of highest-ranking firms will be held by Owner until contract negotiations are finalized.

4. OTHER PROCEDURES

Owner may conduct such investigations as Owner deems necessary to assist in evaluation of any Proposal and to establish the responsibility, qualifications and financial ability of Bidders, proposed Subcontractors, Suppliers and other persons and organizations to perform and furnish Work in accordance with Contract Documents to Owner's satisfaction within prescribed time.

Owner reserves right to adopt most advantageous interpretation of Proposals submitted in case of ambiguity or lack of clearness in stating Proposal Prices, to reject any or all Proposals, and/or waive informalities.

PROPOSAL INSTRUCTIONS

Project general conditions and standard specifications manual can be found on the City's website at www.lagovistatexas.gov. For work within the right of way refer to Texas Department of Transportation standard specification for construction and maintenance of highways, streets, and bridges. https://www.txdot.gov/content/dam/docs/specifications/2024/spec-book-0924.pdf

1. PROJECT

Objective of Request for the Competitive Sealed Bids process is to competitively procure services with a qualified contractor whose Proposal provides best value for Owner for the project description below:

RFP No. 25-05 Sunset Park Driveway in the City of Lago Vista, Texas
Base Bid: Installing Lago Vista Sunset Park driveway which consists of approximately 1,100 linear feel of new driveway, driveway culvert, restriping, traffic control, erosion control and sedimentation, and related construction.

2. PROPOSAL EVALUATION

Proposals will be received, publicly opened, and names and monetary Proposals of each Bidder read aloud. Subsequently, Proposals will be ranked according to criteria described in this Document. Both cost and non-cost factors will be evaluated according to section 252 of the local government code.

Complete sets of Bid Documents must be used in preparing Proposals; neither Owner nor Engineer assumes any responsibility for errors or misinterpretations resulting from use of incomplete sets of Bid Documents. Dates, locations, and times of the proposal submittal are outlined in the Advertisement for Proposal.

Owner and Engineer, in making copies of Bid Documents available on above noted terms, do so only for purpose of obtaining Proposals for Work and do not confer a license or grant for any other use.

3. SELECTION CRITERIA

Owner will consider several factors in selecting a winning bidder as noted in the section 252.043 of the of State of Texas Government Code, and other applicable state codes which allow and will provide best value to Owner. Bids will be evaluated using the following criteria and weighting:

1. Proposed Project Cost: Offeror's Proposed Cost of Performing Work shall be indicated in the Bid or Proposal Form.
2. The reputation of the bidder and of the bidder's goods or services: Provide general information about Bidder's organization and a Statement of Qualifications. Include information on similar Projects in which Bidder has had significant involvement in the last five (5) years, or that demonstrate experience with similar Projects. This list is to include name and a current telephone number of references for each of these Project assignments. Bidders are to include a list of current Project assignments for each of individuals proposed, anticipated completion date for this assignment and percentage of time they will have available to devote to this Project.
3. Experience/Qualifications of Sub-Contractor(s): Provide information on Sub-Contractor(s) who are to complete 25% or more of the project in terms of cost, qualifications, which includes information on similar Projects where Sub-Contractor(s) has been in charge of in the last five (5) years, or that demonstrate experience with similar Projects. This list is to include name and a current telephone number of references for each of these assignments. Subcontractor shall name a Superintendent who must be dedicated to this Project full time for duration of Project and may not be changed without written approval by the Director of Public Works. In the event that Contractor does not intend to outsource

AGENDA ITEM NO. 21

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: June 5, 2025

SUBMITTED BY: Eric DeLaCruz, Finance

SUBJECT: Discussion, consideration, and possible action approving Bennett Paving change order in the amount of $107,620.92 to pave Sunset Park and authorize the City Manager to execute the change order.

BACKGROUND: Bennett Paving was awarded RFP 25-04 for phase 2 of the street rehab project. During this project PRAC brought forth the idea to utilize Bennett Paving's Bid proposal pricing to add sunset park parking lot to the list of streets to repave. This change order pricing is consistent with the initial proposed bid.

FINDINGS: The change order includes grading the existing parking lot, applying a 2-inch asphalt prime and pave, and striping parking and handicap stalls.

Staff has compared change order to previous estimate and this price is significantly lower and would save the city additional costs.

FINANCIAL IMPACT: This change order will be in the amount of $107,620.92 that will be funded through our CO bond for our CIP street rehab project.

RECOMMENDATION: Approve.

ATTACHMENTS:
Bennett_Paving_Change_Order_1_Sunset_Park_Driveway.pdf

BENNETT PAVING

STRIPING · REPAIRS · SEAL COATING · CONCRETE

P.O. BOX 2309 LEANDER, TX 78646
Phone: (512) 740-8603
Fax: (512) 355-4193

Date: 5/20/2025
Estimate:: 19147

Customer
Company: City of Lago Vista
Contact: Victor Manzano
Address:
5803 Thunder Bird Drive
Lago Vista, TX
Phone:(281) 236-2711
Email: victor.manzano@lagovistatexas.gov

Job Name
Lago Vista - Sunset Park Change Order
Job Location:
5803 Thunderbird St.
Lago Vista, TX 78645

Description	QTY	Price	Total
Grading Scrape loose material off the top of the existing topsoil, work material to grade and compact with double drum roller.	4600 SY	$8.70	$40,006.20
Mobilization	1 LS	$5,000.00	$5,000.00
2" Asphalt Prime & Pave Apply AE-P prime to base surface, SS1 tack to vertical edges, and pave 2" TxDOT Type D RAP.	4600 SY	$13.00	$59,800.00
Parking Lot Striping - New Layout Layout and stripe new parking lot per approved site plan. Using high-gloss acrylic copolymer Aexcel Gorilla® traffic marking paint. Service includes measuring, chalk lining, and applying all necessary markings including stalls, arrows, fire lane, and ADA-compliant symbols.	1 LS	$2,814.72	$2,814.72

	Totals
Subtotal:	$107,620.92
Sales Tax:	$0.00
Grand Total:	$107,620.92

TERMS AND CONDITIONS: The GRAND TOTAL is due upon completion of Bennett Paving's work. Any deviation or alteration from the work and any specifications described by this agreement, involving additional work, material, (Material Price increases) or labor will be performed only upon agreed written orders for same. All additional work, material, and labor will become an extra charge over the Grand Total agreed in this contract. This agreement, and modifications to this agreement, must be made in writing. All permits and fees are excluded unless otherwise noted. Contractor is not responsible for utility lines less than 12" deep. Contractor agrees to carry Workers' Compensation, Commercial General Liability, and Property Damage Insurance upon the labor furnished in this Contract. It is agreed that an additional charge will be added to this estimate if Customer requires a waiver of subrogation and or inclusion as an additional insured to any Bennett Paving's insurance policies. All sums due and owing under this contract shall be paid to BENNETT PAVING INC at its offices located in LEANDER, Travis County, Texas. The parties hereto agree that venue for any action hereunder, whether legal or equitable, shall be Travis County, Texas. Interest shall accrue on all past due amounts at the rate of 1.5% monthly for a maximum interest totaling 18% per year (simple interest) beginning 30 days after completion of the work. Customer agrees to pay reasonable attorney's fees, expert witness fees, discovery costs and all costs of court, and any other expenses incurred by BENNETT PAVING INC. in the collection of any sums under this contract or defending any claims by Customer. Customer shall not withhold retainage from payment to Bennett Paving, Inc. **This proposal is only valid for 15 days after which the same is automatically revoked.**

1) Mix Prices are based on liquid AC rack prices of $700 per ton or less, for PG 64-22; Your hot mix prices, with PG 64 and PG76 will be adjusted upward for AC

Coastal Rack price increase above $700 per ton. AC price escalators will be $3.00 per $25.00 increase.

PROPOSAL ACCEPTANCE: Your signature upon this proposal creates a binding contract between you and Bennett Paving, Inc.

Authorized Signature

Printed Name

Title

Date

Thank you for the opportunity
to bid this work for you!
Respectfully submitted by:

Robert Dingey
Estimator
Cell: (512) 806-8102
Robertd@bennettpavingtx.com

BENNETT PAVING

Request For Job Information

TO: _____

FROM: _____

DATE: _____

Bennett Paving, Inc. is furnishing materials and/or labor on the construction project identified below. We are respectfully submitting to you our request to furnish information as required by TEXAS PROPERTY CODE. Section 53.159 and TEXAS GOVERNMENT CODE,Section 2253.024. Additionally, if the project is bonded, please provide the undersigned a copy of the Payment/Performance Bonds.

Please return the requested to: _____

Email Address: _____

Thank you for your cooperation and prompt attention.

_____

Authorized Representative of Bennett Paving, Inc.

JOB INFORMATION

Job Name: _____

Address: _____

City, State, Zip: _____

Tax Exempt: Yes ___ No ___ If Yes, please provide Tax ID#_____

PRIME/GENERAL CONTRACTOR BILLING INFORMATION:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

OWNER:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

If you are a sub, please complete.

SUBCONTRACTOR: _____

Address: _____

City, State, Zip: _____

Phone: _____

BOND INFORMATION:

BOND #: _____

NAME OF SURETY: _____

Address: _____

Phone: _____

Notes: _____

_____

_____