AGENDA
CITY COUNCIL REGULAR MEETING
CITY COUNCIL CHAMBERS
5803 THUNDERBIRD
LAGO VISTA, TX
FEBRUARY 19, 2026 AT 2:00 PM

REGULAR SESSION WILL RECONVENE AT 4:00PM

JOIN MEETING VIA VIDEO CONFERENCE

Please join my meeting from your computer, tablet or smartphone.
https://meet.goto.com/242387805
You can also dial in using your phone.
Access Code: 242-387-805
United States: +1 (646) 749-3122

I. CALL TO ORDER, CALL OF ROLL

Shane Saum, Mayor
Amanda Chavarria, Council Member
Jess Hall, Council Member
Adam Benefield, Council Member
Norma Owen, Mayor Pro Tem
Karen Van Ness, Council Member
Paul Prince, Council Member

II. EXECUTIVE SESSION

Convene into a closed Executive Session pursuant to;

1. Consult with Legal Counsel concerning the purchase of property, Pursuant to Texas Government Code Section 551.072.

2. Consultation with City Attorney pursuant to Government Code Sec. 551.071 for rendition of legal advice related to zoning designations, special use permits, and process for changing and approval thereof.

3. Consultation with City Attorney pursuant to Government Code Sec. 551.071 for the rendition of legal advice related to Notice of Claim and Demand for Corrective Action by A. Benefield and answer legal questions related thereto.

III. 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:

1. Consult with Legal Counsel concerning the purchase of property, Pursuant to Texas Government Code Section 551.072.

2. Consultation with City Attorney pursuant to Government Code Sec. 551.071 for the rendition of legal advice related to Notice of Claim and Demand for Corrective Action by A. Benefield and answer legal questions related thereto.

3. Consultation with City Attorney pursuant to Government Code Sec. 551.071 for rendition of legal advice related to zoning designations, special use permits, and process for changing and approval thereof.

IV. INVOCATION

V. PLEDGE OF ALLEGIANCE, PLEDGE TO TEXAS FLAG

VI. 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 4:00 p.m.

Citizen Participation Registration Form

VII. ITEMS OF COMMUNITY INTEREST

VIII. PUBLIC HEARING

1. **25-2905-PDD-REZ:** Open a Public Hearing for discussion on the rezoning of 19708 Boggy Ford Road, ABS189 SUR 98 CAMPBELL M F ACR 7.055 (AKA LOT 32 RAN CHOL CIELO) from TR-1 to a Planned Development District Rezoning pursuant to Section 10 Chapter 14 of the City of Lago Vista Code of Ordinances.

IX. PRESENTATIONS & PROCLAMATIONS

1. Proclamation Declaring February, 2026, as Government Communicators Day in the City of Lago Vista.

2. Presentation by the Charter Review Committee regarding the proposed rewrite of the City of Lago Vista Charter.

X. 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.

1. Action regarding the January 15, 2026, City Council Meeting Minutes.

2. Action regarding the February 5, 2026, City Council Meeting Minutes.

3. Consideration and possible action to approve Resolution No. 26-2194 dissolution of the Economic Development Committee.

4. Consideration and possible action regarding the designation of an Acting City Manager in the event of an emergency, absence, or disability.

5. Consideration and possible action to appoint code diagnostic sub-committee.

6. Consideration and possible action to approve Ordinance No. 26-02-19-01; Amending Chapter 9, Article 9.8, Section 9.805 Of The Code Of Ordinances Also Known As "Duties And Powers"; Providing For A Finding Of Fact Clause; Providing For Severability; Providing For A Repealer; Providing An Effective Date; Providing For A Projects In Transition Clause; Providing For A Codification And Publication Clause And Providing An Open Meetings Clause.

7. Consideration and possible action regarding amendments to the Rules of Procedure and Ethics policies.

8. Consideration and possible action regarding the removal of the City Council social media policy.

XI. ACTION ITEMS

1. Consideration and possible action to amend permit fees at the request of Lago Homes for the property located at 21313 Cardinal Avenue, Permit No.11783.

2. Consideration and possible action to approve the City of Lago Vista Strategic Work Plan for Fiscal Year 2025-2026.

3. Consideration and possible action to establish a Utility Advisory Committee.

4. Consideration and possible action to create a Mediator-Style Function (position) to Address Citizen Concerns and Complaints.

XII. WORK SESSION

1. Budget workshop.

2. Discussion to adopt a HOT Fund Policy.

XIII. STAFF AND COUNCIL LIAISON REPORTS

1. Routine Reports from City Staff.

2. Routine Reports from City Council.

XIV. ADJOURNMENT

IT IS HEREBY CERTIFIED that the above 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 5:00 pm on the 12th day of February 2026.

_____

Robin Smith , 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.
VIII.1

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: February 19, 2026

SUBMITTED BY: Jordan Strohmeyer, Development Services

SUBJECT: **25-2905-PDD-REZ:** Open a Public Hearing for discussion on the rezoning of 19708 Boggy Ford Road, ABS189 SUR 98 CAMPBELL M F ACR 7.055 (AKA LOT 32 RAN CHOL CIELO) from TR-1 to a Planned Development District Rezoning pursuant to Section 10 Chapter 14 of the City of Lago Vista Code of Ordinances.

RECOMMENDATION: See Staff Report

ATTACHMENTS:
19708 boggy Ford.pdf
25-2905-2025.11.18_laverne resorts pdd.pdf
25-2905-exhibit a.pdf
25-2905-exhibit b.pdf
25-2905-PDD-REZ-IMG_4628.jpeg
CLV19708Boggy-g-121825.pdf

Report Date: December 16, 2025 (Updated 02/02/26)

Case No.: 25-2905-PDD-REZ-19708 Boggy Ford Road

Project Planner: Tam Pieklik

Item Details

Project Name: 25-2905-PDD-REZ-19708 Boggy Ford Road

Project Location: 19708 Boggy Ford Road

Total Acreage: 7.0550

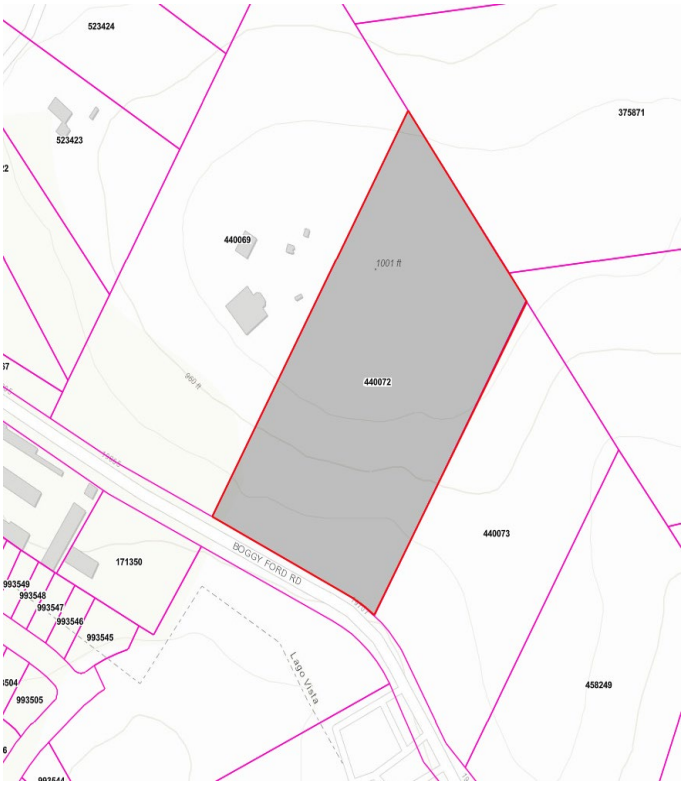
Legal Description: ABS 189 SUR 98 Cambell M F ACR 7.055 (AKA Lot 32 Ranch O Cielo)

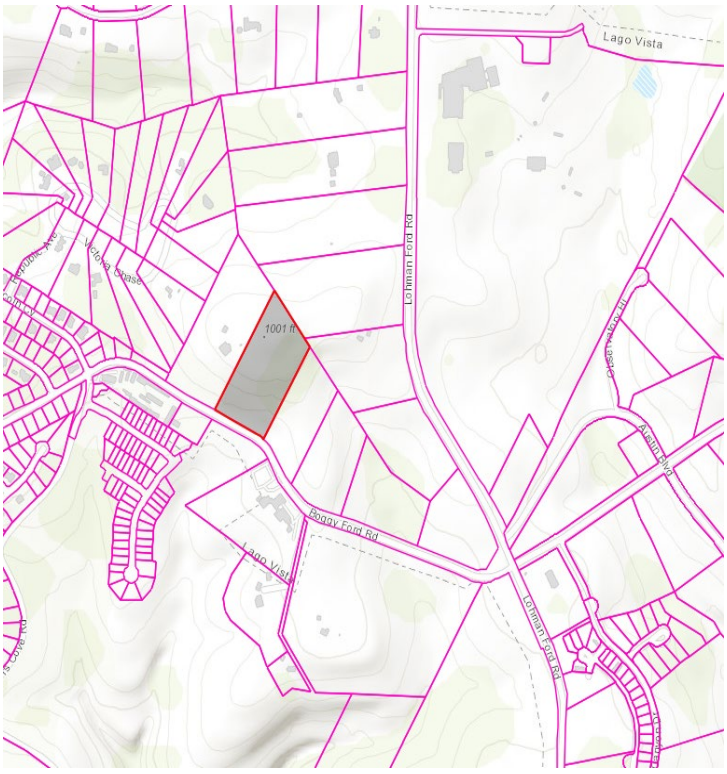
Applicant: Parnell Engineering, Inc., Will Parnell

Property Owner: Laverne Estates LP

Request: Creation of Laverne Resorts PDD.

Case History: Property was annexed by the City in 2024 by Ordinance No 24-06-06-01. There is a Minor Plat application pending comments for this project under Project Number 25-2895-MI-PLA (Previously 25-2895-FI-PLA). This case did go before Planning and Zoning Commission on the Janurary 8th Agenda.





Overview of Applicants Request

The request proposes rezoning approximately 7.06 acres from Temporary Restricted (TR-1) to a Planned Development District (PDD) to allow for a resort-style commercial development in the City of Lago Vista. While the PDD is generally based on the C-2 (Commercial, Large Scale) zoning district, it includes site-specific modifications to standard C-2 requirements. Under the proposed PDD, all uses permitted in the C-2 district would be allowed, with the addition of a restaurant, which is not otherwise permitted by right in C-2 zoning. The PDD also establishes custom development standards, including a defined maximum building height of 65 feet, specific setback requirements, and a 25% impervious cover cap applied across the entire site. Unlike standard C-2 zoning, the PDD consolidates and clarifies project-specific requirements related to traffic impact analysis, utility service, grading, and infrastructure improvements, tying them directly to future site development plan review. Sidewalks are made optional rather than required, subject to City design standards if provided. The PDD further provides administrative flexibility by allowing minor, non-substantive changes to approved detail plans without requiring a zoning amendment, while reserving substantive changes for full public review. Overall, the PDD modifies standard C-2 zoning to create a more tailored regulatory framework for a resort-oriented commercial project, while maintaining consistency with the City's zoning ordinance, subdivision regulations, and infrastructure standards.

Site Information

Location: The subject property is located at 19708 Boggy Ford Road in the City of Lago Vista, Texas. The site consists of approximately 7.06 acres and is accessed from Boggy Ford Road.

Physical and Natural Features: The property is undeveloped and characterized by Hill Country topography, including areas of varying slope and elevation. Development of the site will require grading, drainage, and utility infrastructure improvements, all of which will be subject to site development plan review and applicable engineering standards. Cut and fill activities will be regulated in accordance with the City of Lago Vista Subdivision Regulations and the City's interlocal agreement with the City of Austin.

Future Land Use and Current Zoning: The subject property is designated for commercial development under the City of Lago Vista's Comprehensive Plan. The property is currently zoned TR-1 (Temporary Restricted), which limits development until a permanent zoning classification is approved. The applicant is requesting rezoning to a Planned Development District (PDD) based on the C-2 (Commercial, Large Scale) zoning district, with site-specific standards to accommodate a resort-oriented commercial use while maintaining consistency with the City's long-range land use policies.

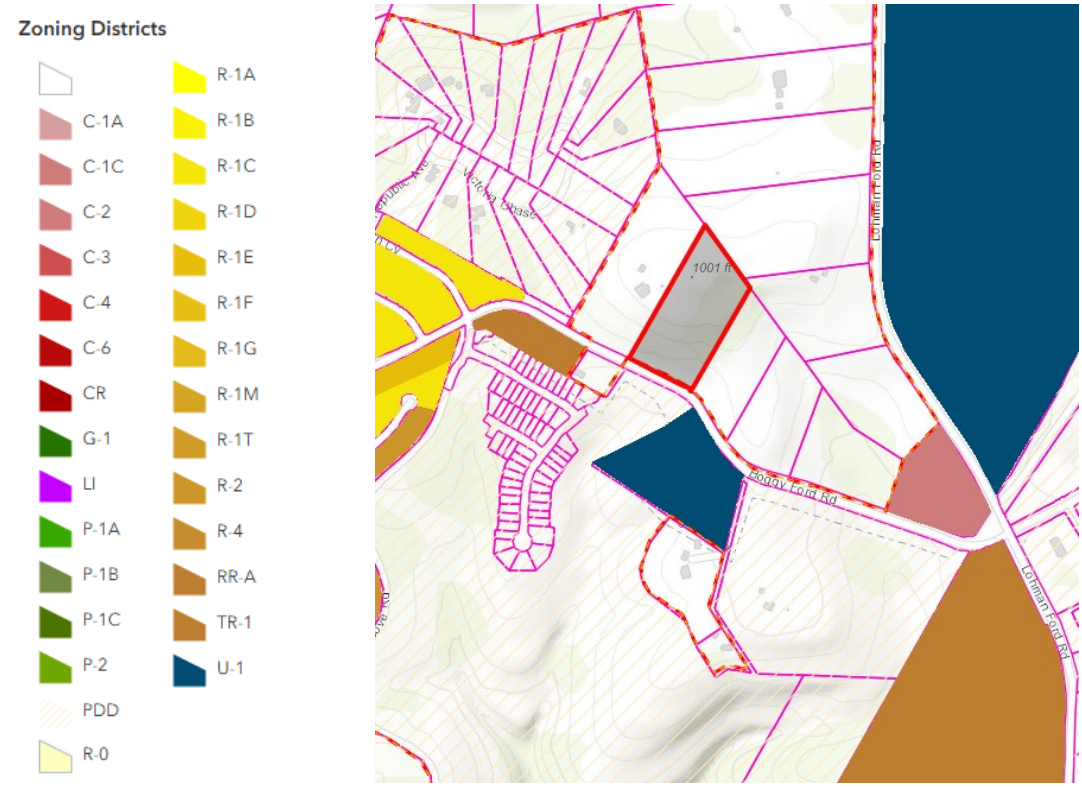
Surrounding Properties: The subject property is located in an area characterized by a mix of undeveloped land and established development typical of the Lago Vista Hill Country setting. Surrounding properties include a combination of commercial, residential, and open space uses, with development intensity varying based on location, access, and topography. The proposed PDD is intended to provide a transition in scale and intensity, with defined development standards to ensure compatibility with adjacent properties and surrounding land uses.

Direction	Zoning District	Future Land Use	Existing Use
North	**ETJ**	**Regional Commercial**	**Vacant**
South	**PDD-Firefly PDD**	**MXDU**	**Vacant**
East	**ETJ**	**Regional Commercial**	**Vacant**
West	**ETJ**	**Regional Commercial**	**Vacant**

Future Land Use Map



Zoning Map



Comprehensive Plan Guidance

Future Land Use Map: (Excerpt from the 2030 Plan as Adopted) Regional Retail/Office/Commercial - This land use is compatible on larger land parcels and is suitable for a broad range of retail, service uses and professional office activities that aim to meet the needs of residents within a three to five mile radius or more. The developments in this category are typically larger in scale, more intense and are also high generators of traffic, generally more appropriate around employment centers. This category is intended to incorporate a blend of nonresidential uses. They are characterized by large parking lots where buildings may be of multiple stories and they highly depend on visibility from major roadways. Types of uses in this land use category include business parks, hotels, and national retailers.

Other Master Plans: (Parks, Overlays, Etc.): Not Applicable.

Utilities

Located in the front of the property is a 10in force main and across the street is a 16in water line. Any and all improvements to get access into the utilities will be subject to site development plan review and applicable engineering standards.

Transportation

The Primary point of access for this property will be located on Boggy Ford. A TIA will be required as part of their site development plans. Any and all improvements determined by the TIA will be subject to site development plan review and applicable engineering standards.

Approval Criteria

Staff has reviewed the proposed rezoning request and has found that it complies with the criteria established in City of Lago Vista Code of Ordinances, Chapter 14, Section 13.20 Procedure For A Change Of Zoning Classification Of A Parcel Of Land, as outlined below:

1. Who May Initiate Request to Change a Zoning Classification. A request to change the zoning classification of a parcel of land may be initiated by the owner of such parcel or his authorized agent. The City may also propose a zoning change on its own motion, without such a request.
2. Manner of Initiating a Zoning Change Request.
    1. Application by Property Owner. A property owner or his authorized agent may file an application with the City Manager requesting the zoning or a change of zoning for real property. All property owners shall sign the application form and become parties to the application or provide a copy to the City of their express written authority to an agent acting on their behalf in a format compliant with all applicable state requirements. Whenever a property is owned by a corporation, a limited liability company, a partnership or any other similar entity, the person signing on behalf of that entity will provide documentation of that authority. In the case of multiple property owners, a single individual shall be designated on the application form as the source and recipient of all formal correspondence and be responsible for communication with all other parties to the application. Such application shall be accompanied by a fee established by the Council, and shall contain the following information, unless waived in writing by the City Manager or his designee:
        1. The legal description and address of the parcel for which the application is made (the “subject parcel”)

2. A map showing the present zoning classification, if any, of the subject parcel and of each abutting, adjacent or contiguous parcel.
3. The present use of the subject parcel and of each abutting, adjacent or contiguous parcel.
4. The type and location of all structures on the subject parcel and on each abutting, adjacent or contiguous parcel.
5. The zoning requested and the proposed use of the subject parcel.
6. Conceptual plan, if required by ordinance.
7. If required by the planning and zoning commission or city council, a traffic impact analysis.
8. A map showing the location and line size of the nearest or proposed point of connection to, wastewater and water lines.
9. Certification from all applicable taxing authorities that all taxes due on the subject parcel sought to be zoned or rezoned have been paid.
10. Any other relevant information requested by the Commission or the Council.

2. Application Deadline. Consideration of the application by the Planning and Zoning Commission shall occur at a regular scheduled or special called meeting following a public hearing no sooner than sixty (60) days or more than one-hundred eighty (180) days after receipt of an application determined to be complete by the City Manager or their designee.

3. Review of Zoning Change Requests by Planning and Zoning Commission. The Commission shall:
   1. Review each application for a zoning change.
   2. Conduct a hearing. Notice of a hearing before the Commission shall be given by notification as prescribed in Section 13.40(a)(1) and (a)(2) below. Notice of the hearing before the Commission may be combined with the notice given for the hearing on the same matter before the Council.
   3. Following the hearing on the requested change it shall prepare a recommendation for the Council.

4. Required Conformance to Master Plan. The adopted Comprehensive Plan documents the current land use policy recommendations applicable within the municipality and serves as a guideline for future zoning decisions that will yield a balanced, diversified, and compatible pattern of development consistent with the vision of its citizens. While it does not establish zoning regulations or establish zoning district boundaries, no zoning application deemed to be inconsistent with the Comprehensive Plan shall be considered without first successfully seeking an amendment, in accordance with the provisions below, that eliminates that inconsistency.
   1. An application for an amendment to the Comprehensive Plan shall be required prior to the approval of a zoning change application whenever the City Manager or their designee determines that the proposed change is otherwise inconsistent with the adopted Comprehensive Plan. An appeal of that determination shall comply with the procedures outlined in Section 11.50 of this chapter.
   2. An amendment to either the text of the Comprehensive Plan or any of its various components, including but not limited to the Future Land Use Plan or Map, shall be requested using the required form available from the Development Services Department and include the fee specified in Appendix A.
   3. The procedure for an amendment to the Comprehensive Plan shall be the same as specified in this section for a zoning change, including the ability of the City to initiate a proposed amendment and the notice required by Section 13.40 when specific property is the subject of the request. However, the provisions of 13.20(e)(3) are not applicable. Consideration of the application by the Planning and Zoning Commission shall occur at a regular scheduled or special called meeting following a public hearing no sooner than sixty (60) days or more than one-hundred eighty (180) days after receipt of an application determined to be complete by the City Manager or their designee. A successful application shall be accompanied by an amendment to the ordinance that adopted the current Comprehensive Plan. That amendment shall require the affirmative vote of at least three-fourths (3/4) of all members of the governing body for adoption.
   4. Notwithstanding anything in this subsection 13.20(d) to the contrary, the City Council maintains full discretion to adopt a Comprehensive Plan and define the content and design of such Comprehensive Plan. A complete application for the amendment of the Comprehensive Plan shall in no way bind the City Council to amend the Comprehensive Plan. An application for an amendment shall not be considered unless one of the following is shown:

1. a significant and unanticipated change, such as an unexpected substantial investment or capital improvement within an area or neighborhood, deterioration or closing of an impactful facility, and disinvestment or deterioration of a development, neighborhood, or area;
2. a demonstrable error, oversight, or omission; or
3. a change that asserts to better achieve the vision, goals, objectives, policies, and desired outcomes expressed within the Comprehensive Plan.

5. An application for an amendment to the Comprehensive Plan based on significant and unanticipated change under subsection 4(A), above must show the following:
    1. that the significant and unanticipated change to the area that includes the impacted property occurred after the adoption of the Comprehensive Plan;
    2. the property is unlikely to be developed in accordance with the land use designation, policies, or recommendations in the current Comprehensive Plan; and
    3. that the proposed change is the most appropriate designation for both the property and the surrounding area.
6. An application for an amendment to the Comprehensive Plan based on demonstrable error, oversight, or omission under subsection 4(B), above must identify specific and tangible items such as inaccurate, contradictory, or inconsistent information or recommendations, rather than generalities or unsupported conclusions.
7. An application for an amendment to the Comprehensive Plan that asserts to better achieve the vision, goals, objectives, policies, and desired outcomes under subsection 4(C), above must show the following:
    1. that the proposed change does not require an evaluation that is broader or more comprehensive in scope;
    2. that the proposed change maintains or increases compatibility with existing land use patterns or designated future land uses; that the proposed change would result in benefits, advantages or other similar favorable impacts to the adjacent property or area; and
    3. that the property is physically capable of accommodating the proposed change (size, shape, topography, etc.).

5. Review of Zoning Change Request by City Council. The Council shall:
    1. Review the Commission recommendation.
    2. Before acting upon the zoning change, hold at least one (1) public hearing on the proposed zoning change. Notice of a hearing before the Council shall be given by publication as prescribed in Section 13.40(a)(2) below. Separate written notice to property owners is not necessary. Notice of the hearing before the Council may be combined with the notice given for the hearing on the same matter before the Commission.
    3. Take appropriate action as follows:
        1. The Council may enact a proposed change of zoning by ordinance, if it finds that such change is in the public interest. A change of zoning may be enacted, even though such proposed change does not conform to the land use map in the City's Master Plan provided that the Council's findings conform to the requirements of Section 13.20(d).
        2. A change of zoning shall not become effective except by the affirmative vote of at least three-fourths of all members of the governing body if a written protest, signed by owners of at least twenty percent (20%) of either:
            1. The area of lots or land covered by the proposed change;
            2. The area of lots or land immediately abutting the area covered by the proposed change and extending two hundred feet (200') from that area, that is within the municipal limits of the City of Lago Vista.
            3. In computing the percentage of land area described in this subsection, the area of streets, alleys, and publicly owned property within the municipal limits of the City of Lago Vista shall be included.

3. A change of zoning shall not become effective except by the affirmative vote of at least three-fourths (3/4) of all members of the governing body if the Commission has recommended against enactment of a proposed zoning change.
4. Approval or an amendment of a Planned Development District (PDD), including a concept plan, a detail plan, or a combined concept and detail plan shall not become effective except by the affirmative vote of at least three-fourths (3/4) of all the members of the governing body.

Meeting Schedule

(01.08.2026) – Planning and Zoning Meeting

(02.19.2026) – City Council Meeting

Public Notification

As required by the Code of Ordinances, all property owners within a 200-foot radius of the subject property were notified of the Rezoning request (8 notices), a legal notice advertising the public hearing was placed in the Hill Country Newspaper December 18, 2025, and signs were posted on-site, for the Planning and Zoning Commissioner hearing. For the City Council, mailed notices went out on January 28th, 2026 and was published in the newspaper on January 29th, 2026. To date there have been no responses received and no comment cards collected at the Planning and Zoning Meeting.

Attachments

Exhibit 1 – Application Material

LAVERNE RESORTS PDD

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 10 and Section 13 of the City of Lago Vista Zoning Ordinance as more specifically described below, codified under Ordinance No. XYZ, as amended (the "Zoning Code").

Section 2. Enactment. The Zoning Ordinance and other applicable ordinances are hereby modified and amended by rezoning the Property as set forth in Section 3.

Section 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning of the approximately 7.056-acre tract of land described in the attached Exhibit "A" from the TR-1 ("Temporary Restricted") district to a Planned Development District ("PDD") to be known as the "Laverne Resorts PDD" with the uses and limitations of individual land areas as set forth in this Ordinance.

Section 4. Amendment of Applicable Zoning Ordinances. The zoning requirements established in this Ordinance shall apply to the Property. The comprehensive zoning requirements of the Zoning Ordinance and all other applicable ordinances, as may be amended by this Ordinance, shall apply to the Property. Should any conflict arise between the requirements of the zoning and development ordinances of the City of Lago Vista as compared with the requirements for the Property set forth in this Ordinance, the requirements set forth in this Ordinance shall control.

Section 5. Identification of Parcels within the PDD. The Property consists of the following a parcel of land depicted in Exhibit "B" attached hereto and incorporated herein for all purposes:

Section 6. Zoning Requirements. The following use and site development requirements established herein shall apply to the Property:

i. Zoning. The use and development of the Property shall comply with the zoning requirements and development standards of the City of Lago Vista, except as specifically modified herein.

A. The uses and development standards for this area shall comply with the requirements of the existing C-2 ("Commercial, Large Scale") zoning district except as specifically modified herein.

i. The boundaries of the PDD parcel shall be as shown in Exhibit "B" which complies with the requirements for a concept plan only approval upon the effective date of an ordinance amending the comprehensive plan to attain the consistency required by the Lago Vista Zoning Ordinance.

ii. In addition to the required subsequent detail plan approval, development of the parcel is contingent upon a successful site development plan review and all applicable building and permit regulations.

iii. A traffic impact analysis (TIA) shall be provided to inform on the required site development plan review for any proposed commercial use that generates the threshold volume specified in the Lago Vista Code of Ordinances.

iv. The public utility and drainage easements requirements shall be determined during the site development plan review

v. In addition to the use permitted by right in the C-2 zoning district, a separate standalone restaurant shall be allowed.

vi. The maximum building height shall be 65 feet.

vii. Structures shall maintain a minimum front yard setback of twenty (25) feet and a minimum side and rear setback of ten (10) feet from a lot line or parcel designation.

ii. Other Development Standards.

A. **Impervious Surfaces**. Impervious surfaces across the entire development designated as a building site shall be limited to a maximum of twenty-five (25) percent of the gross area in accordance with the Lago Vista subdivision regulations and the interlocal agreement between the City of Lago Vista and the City of Austin.

B. **Setbacks.** In addition, a minimum of ten (10) feet shall be maintained between each separate structure, and the minimum vision triangle required by the Lago Vista Code of Ordinances maintained adjacent to any driveway, alley, or street.

C. **Sidewalks**.

i. Sidewalks are not required but they may be provided on one or both sides of a private street or alley at the discretion of the Developer. However, when sidewalks are included, they shall comply with the Lago Vista subdivision regulation design standards.

D. **Topography.** Permissible levels of cut or fill shall be subject to the current interlocal agreement between the City of Lago Vista and the City of Austin as documented in Section 3.16 of the Lago Vista subdivision regulations. Within those parameters, proposed levels of cut or fill shall be administratively reviewed and approved pursuant to the required site development plan application. Site grading shall also comply with accepted engineering best practices, the American with Disabilities Act (ADA-AG) and all other applicable federal, state, or local regulations. Beyond compliance with these provisions and design standards, there is no limitation or prohibition of construction improvements on slopes. Any proposed cut and fill requirements that exceed 8 feet must be supported by a slope stability analysis prepared by a geotechnical engineer licensed in the State of Texas.

E. **Signage and Lighting**. All signage shall comply with Chapter 5 of the Lago Vista Code of Ordinances, the Lago Vista Sign Ordinance. All outdoor or exterior lighting, including any lighting associated with the entry landscaping

and signage, shall comply with Article 3.800 of Chapter 3 of the Lago Vista Code of Ordinances, the Lago Vista "dark sky" regulations.

F. **Traffic.** The Developer shall submit a traffic impact analysis (TIA) to the City prior to the submission of a preliminary plat application and as an integral part of any required site development plan review. The traffic impact analysis shall include any improvement or cost sharing required to mitigate any adverse impact of the development and to maintain the existing level of service of all impacted public streets, including additional right-of-way dedication. With the express written approval of the City, specific required improvements and cost sharing may be attributed to a corresponding phase of the development.

G. **Municipal Utility Services**. All water and wastewater services to the Property shall be provided by the City of Lago Vista. Wells and private wastewater systems are prohibited. The Developer shall be responsible for the cost of all extensions and offsite improvements to the City's municipal utility systems required to provide service to the Property. The Developer shall also be responsible for the cost of all onsite improvements required to provide municipal utility services to the Property.

H. **Parkland Dedication**. The parkland dedication required by the Lago Vista subdivision regulations [Residential Uses Only] shall be satisfied by a fee-in-lieu of dedication in the current amount within the Lago Vista Code of Ordinances at the time approval of the final plat.

I. **Building Permits.** The Developer shall be eligible to apply for building permits when all prerequisite approvals specified herein and in the Lago Vista Code of Ordinances have been obtained and any required fiscal security delivered.

J. **Land Use Plans**. In accordance with Section 10.60 of the Zoning Ordinance, non-substantive changes which do not alter the basic relationship of the proposed development to adjacent property, which do not alter the uses permitted, increase the density, height, or impervious surface coverage of the site, which do not decrease the off-street parking ratio or reduce the required setbacks within the boundary of the site and which do not decrease any buffers shown on the approved detail plan may be administratively approved. Conversely, substantive changes in any component of an approved detail plan shall be considered in accordance with the requirements of Section 10 of the Zoning Ordinance.

K. **Parking**. Parking shall be in accordance with the ratio shown in the table below:

Use	Unit
Hotel/Motel	1 space/Rm.

Event Space	1 space/500 sq. ft of event space
Restaurant	1 space/250 sq. ft. of restaurant
Casita	1 space/Casita

L. **Landscaping Requirements**. Landscaping shall follow section 3.5.105 (e).

Section 7. Repealer. The Zoning Ordinance and all other applicable portions of the Lago Vista Code of Ordinances are amended as required to incorporate the "Laverne Resorts PDD" as described herein. Any portion of the Zoning Ordinance or any other applicable ordinance in conflict with this Ordinance is hereby repealed or amended to the extent of such conflict only.

Section 8. Severability. Should any section or part of this Ordinance be held illegal, unconstitutional, 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 9. 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.

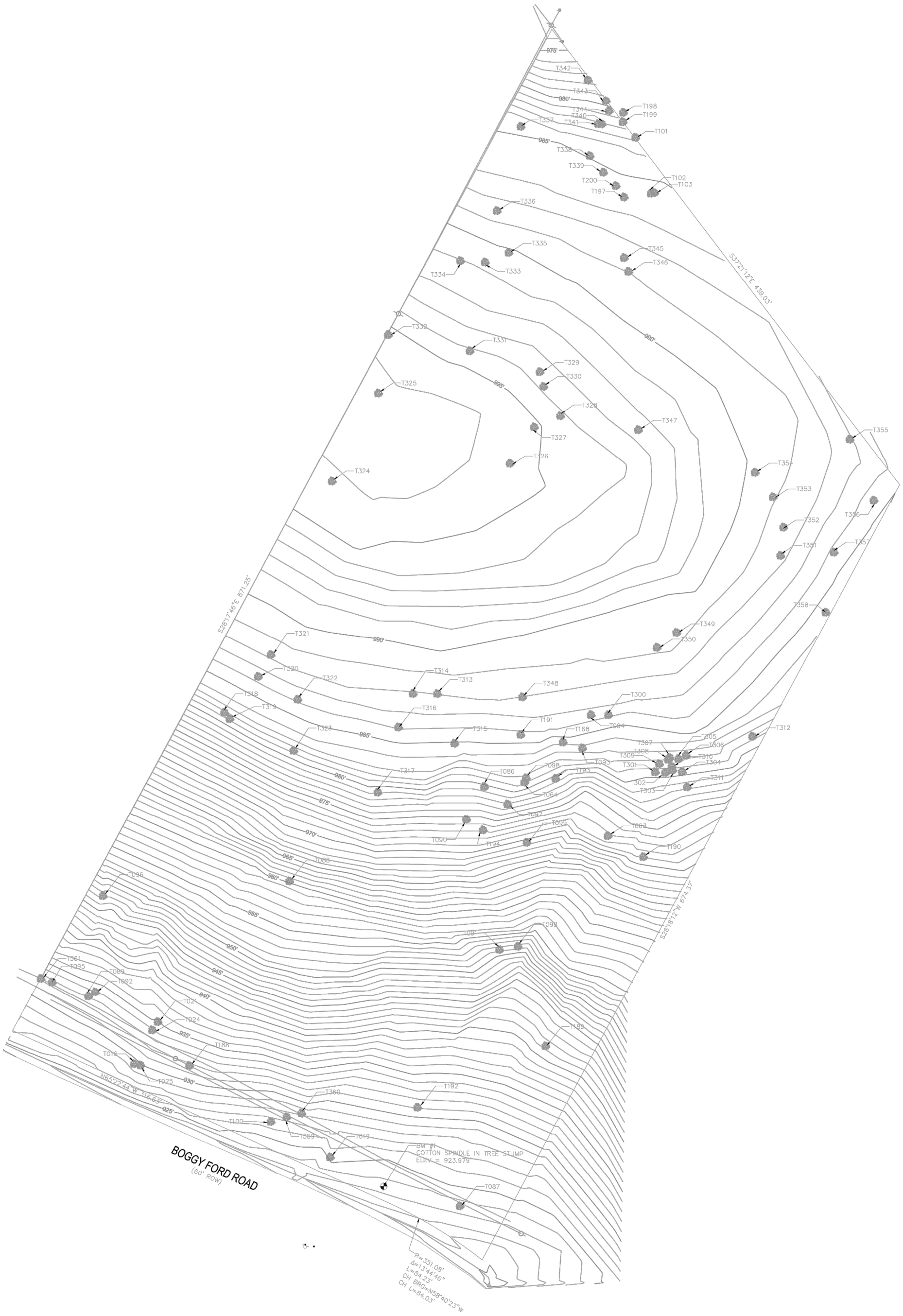
Section 10. Publication Clause. The City Secretary of the City of Lago Vista is hereby directed to publish in the Official Newspaper of the City of Lago Vista the Caption, and Effective Date Clause of this Ordinance as required by Section 52.013 of the *Texas Local Government Code.*

Section 11. 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 12. Change of Zoning Map. The City Manager is hereby authorized to and shall promptly cause the zoning change to be included on the official Zoning Map of the City of Lago Vista, Texas.

TREE TABLE

T016	16"	OAK
T019	12"	OAK
T021	11"	OAK
T024	13"	OAK
T025	25"	OAK
T048	11"	OAK
T063	10"	OAK
T064	12"	OAK
T086	10"	OAK
T087	11"	OAK
T088	12"	OAK
T089	10"	OAK
T090	10"	OAK
T091	11"	OAK
T092	12"	OAK
T093	10"	OAK
T094	10"	OAK
T095	14"	OAK
T096	10"	OAK
T097	16"	OAK
T098	14"	OAK
T099	12"	OAK
T100	12"	OAK
T101	11"	OAK
T102	12"	OAK
T103	11"	OAK
T168	12"	OAK
T188	15"	OAK
T189	10"	OAK
T190	10" & 11"	OAK
T191	12"	OAK
T192	12"	OAK
T193	10"	OAK
T194	13"	OAK
T197	11"	OAK
T198	12"	OAK
T199	10"	OAK
T200	10"	OAK
T300	10"	OAK
T301	11"	OAK
T302	10"	OAK
T303	11"	OAK
T304	10"	OAK
T305	10"	OAK
T306	12"	OAK
T307	12"	OAK
T308	10"	OAK
T309	10"	OAK
T310	10"	OAK
T311	12"	OAK
T312	10"	OAK
T313	10"	OAK
T314	11"	OAK
T315	10"	OAK
T316	10"	OAK
T317	12"	OAK
T318	11"	OAK
T319	10"	OAK
T320	10"	OAK
T321	12"	OAK
T322	10"	OAK
T323	10"	OAK
T324	10"	OAK
T325	10"	OAK
T326	10"	OAK
T327	10"	OAK
T328	10"	OAK
T329	11"	OAK
T330	11"	OAK
T331	10"	OAK
T332	10"	OAK
T333	10"	OAK
T334	10"	OAK
T335	10"	OAK
T336	10"	OAK
T337	13"	OAK
T338	15"	OAK
T339	10"	OAK
T340	11"	OAK
T341	10"	OAK
T342	10"	OAK
T343	10"	OAK
T344	13"	OAK
T345	12"	OAK
T346	10"	OAK
T347	11"	OAK
T348	11"	OAK
T349	10"	OAK
T350	10"	OAK
T351	11"	OAK
T352	11"	OAK
T353	6" & 14"	OAK
T354	10"	OAK
T355	10"	OAK
T356	10"	OAK
T357	10"	OAK
T358	11"	OAK
T359	10"	OAK
T360	10"	OAK
T361	24"	CEDAR



SCALE: 1" = 40'

0 20 40 80

I DO HEREBY CERTIFY THAT THE SURVEY HEREON CORRECTLY REPRESENTS THE RESULTS OF AN ACTUAL SURVEY MADE ON THE GROUND UNDER MY DIRECTION.

DATED THIS THE 20TH DAY OF MARCH, 2022

JAMES GRANT, RPLS
TEXAS REGISTRATION NO.4742

STATE OF TEXAS
REGISTERED
JAMES GRANT
4742
PROFESSIONAL
LAND SURVEYOR

SURVEYORS NOTES:

1. THE BEARINGS SHOWN HEREON ARE ORIENTED TO THE TEXAS COORDINATE SYSTEM OF 1983, CENTRAL ZONE IN U.S. SURVEY FEET AS DERIVED FROM A GLOBAL POSITIONING SURVEY PERFORMED IN MARCH, 2022.

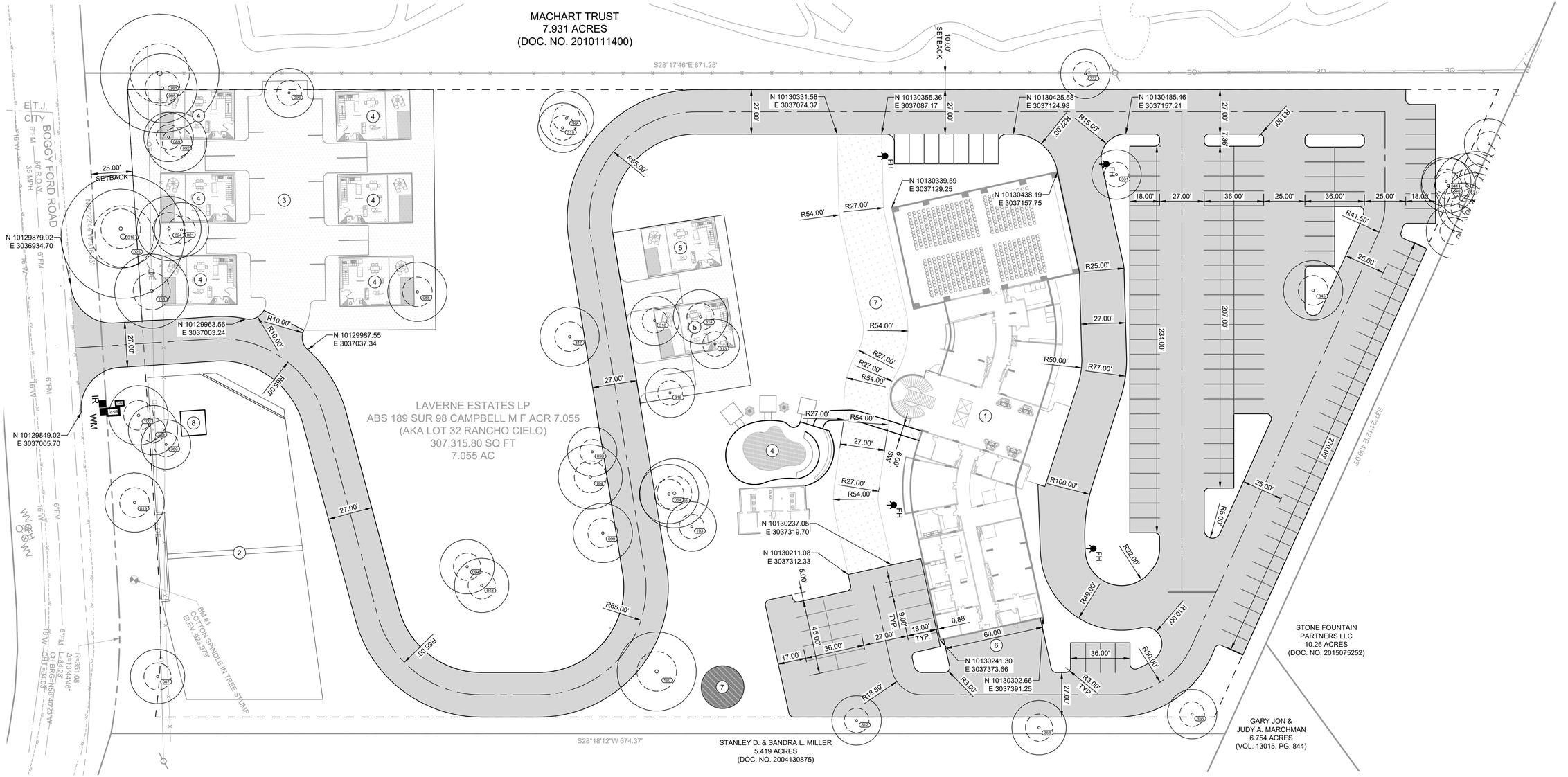
2. THE VERTICAL DATAM FOR THIS SURVEY WAS BASED UPON NAVD88.

TOPOGRAPHIC & TREE SURVEY

19708 BOGGY FORD ROAD
7.056 ACRES
G.M. CAMPBELL SURVEY, A-189
&
D.W. RAILROAD CO. SURVEY, A-2605
TRAVIS COUNTY, TEXAS

NO.	DATE	REVISIONS	BY

DRAWN BY: AED	SURVEYED BY: KT
SCALE: 1" = 40'	APPROVED BY: JEG
PROJECT NO.	DATE: MARCH 20, 2022



LAGO VISTA RESORT HOTEL USE/PARKING TABLE						
Use	Quantity	Unit	Use Parking Ratio	Parking Required		Parking Provided
Hotel/Motel	90	Rooms	1 space /Room	90		90
Event Space (Main)	6,000	sq. ft.	1space /500 sq. ft.	12		12
Event Space (Aux)	8,000	sq. ft.	1 space /500 sq. ft.	16		16
Restaurant (Lobby Includes Bar)	4,000	sq. ft.	1 space /250 sq.ft	16		16
Casita	8	Rooms	1 space/Room	8		10
			Total Required	142	Total Provided	144

0 15' 30' 60'
SCALE: 1" = 30'

LEGEND

EXISTING

- PROPERTY BOUNDARY
- PROPERTY LINE
- EASEMENT LINE
- ASPHALT LINE
- CONCRETE CURB LINE
- #FM WASTEWATER LINE
- #W WATER LINE
- OE OVERHEAD POWER LINE
- TREE TO REMAIN AND TREE ID NO.

PROPOSED

- EDGE OF ASPHALT
- FH FIRE HYDRANT
- WM WATER METER
- WW WASTEWATER MANHOLE
- ASPHALT
- GRASS PAVED FIRE LANE
- PHASE II DEVELOPMENT

SITE PLAN NOTES:

1. HOTEL (F.F.E. = 993.00')
2. WATER QUALITY/DETENTION POND
3. POOL & CABANAS (REF. ARCHITECTURAL PLANS)
4. CASITAS (PHASE II)
5. SERVICE LOADING AREA
6. RAINWATER HARVESTING PIT
7. GRASS PAVED FIRE LANE
8. LIFT STATION

SITE DATA TABLE - LOT 1				
	EXISTING	PROPOSED	TOTAL	ALLOWED
TOTAL SITE AREA (SQ-FT)	307,315.8	307,315.8	307,315.8	
ZONING	TR-1	PDD		
PROPOSED USE	UNDEVELOPED	HOTEL		
NUMBER OF BUILDINGS	0	1	1	
TOTAL GROSS FLOOR AREA (SQ-FT)	0	69,300	69,300	
BUILDING COVERAGE (SQ-FT)	0	21,765	21,765	
BUILDING COVERAGE (%)	0	6.76%	6.76%	
IMPERVIOUS COVER SQ-FT)	0	114,848	114,848	
IMPERVIOUS COVER (%)	0%	37.37%	37.37%	60%
FLOOR TO AREA RATIO	N/A			
OPEN SPACE (SQ-FT)	N/A	28,880.00	28,880.00	
OPEN SPACE (%)	100	62.63	62.63	
BUILDING HEIGHT (STORIES)	0	5	5	
BUILDING HEIGHT (FEET)	0	65	65	
FOUNDATION TYPE	N/A	SLAB-ON-GRADE		
F.F.E (1ST FLR.)	0	990.00'		

TREES TO REMAIN	
TREE #	DESCRIPTION
016	16" OAK
019	12" OAK
021	11" OAK
024	13" OAK
025	25" OAK
048	11" OAK
064	12" OAK
087	11" OAK
088	12" OAK
089	10" OAK
090	10" OAK
091	11" OAK
092	12" OAK
095	14" OAK
096	10" OAK
098	14" OAK

TREES TO REMAIN	
TREE #	DESCRIPTION
099	12" OAK
100	12" OAK
101	11" OAK
188	15" OAK
190	16" OAK
193	10" OAK
194	13" OAK
198	12" OAK
199	10" OAK
312	10" OAK
313	10" OAK
314	11" OAK
315	10" OAK
316	10" OAK
317	12" OAK
318	11" OAK

TREES TO REMAIN	
TREE #	DESCRIPTION
319	10" OAK
331	10" OAK
332	10" OAK
340	11" OAK
341	10" OAK
342	10" OAK
343	10" OAK
344	13" OAK
345	12" OAK
356	10" OAK
358	11" OAK
359	10" OAK
360	10" OAK
361	24" CEDAR

PRELIMINARY
NOT FOR CONSTRUCTION, BIDDING, OR PERMIT PURPOSES.

PREPARED UNDER THE SUPERVISION OF WILLIAM E. PARNELL, P.E. #121598 ON October 14, 2025

parnell engineering
www.parnellengineeringinc.com
500 E. WHITESTONE BLVD (#1419)
CEDAR PARK, TX 78613
512-431-8411
TEXAS REGISTRATION FIRM NO. F-19566

MARK	DATE	DESCRIPTION

LAVERNE DEVELOPERS
VISTA VERDE RESORT HOTEL
19708 BOGGY FORD ROAD, LAGO VISTA, TEXAS 78645

EXHIBIT "B"

Project No:	
Designed By	K. HERNANDEZ
Drawn By:	K. HERNANDEZ
Checked By:	W. PARNELL

EXHIBIT "B"

File No:

Know what's below. Call before you dig.
Copyright: Parnell Engineering

Bar Measures 1 inch, otherwise drawing not to scale


PUBLIC
NOTICE
MASTER DEVELOPMENT APPLICATION
PENDING

Notice Public Hearing

The City of Lago Vista Planning and Zoning Commission will hold a Public Hearing on January 8, 2026 at 6:00 PM in the Council Chambers at City Hall, located at 5803 Thunderbird, Lago Vista, Texas to receive citizen input in consideration of the following:

25-2905-PDD-REZ: Consideration and recommendation on the rezoning of 19708 Boggy Ford Road, ABS 189 SUR 98 CAMPBELL M F ACR 7.055 (AKA LOT 32 RAN CHOL CIELO) from TR-1 to a Planned Development District Rezoning pursuant to Section 10 Chapter 14 of the City of Lago Vista Code of Ordinances. Copies of the proposed Planned Development District are available at city hall for viewing.

20

All interested persons are invited to attend.

Proclamation

WHEREAS, *the role of government communications professions is to inform, educate and engage their communities; and*

WHEREAS, *robust communication in government creates trust and inspires residents to take action and be involved; and*

WHEREAS, *government communications create relationships and calls to action, build awareness and understanding through storytelling, engage and foster engagement on civic issues and use all channels to include people in critical decisions; and*

WHEREAS*, it is essential to have strong communications in government because it is a foundational element of living in a democracy where citizens have the freedom to make their voice heard; and*

WHEREAS*, the City of Lago Vista is proud and has deep gratitude and recognition for government communicators' professionalism, dedication, hard work, commitment, enthusiasm and sacrifice;*

NOW, THEREFORE, *I, Shane Saum, Mayor of the City of Lago Vista, Texas, on behalf of the City Council, do hereby proclaim February 20, 2026, as*

"GOVERNMENT COMMUNICATORS DAY"

in the City of Lago Vista, Texas and encourage all residents, to thank the members of the Communications & Marketing Department who have dedicated their careers to ensure the City of Lago Vista has effective, impactful and successful communication strategies that resonate and are relevant.

In witness whereof, *I have hereunto set my hand and have caused the Official Seal of the City of Lago Vista to be affixed this 19th day of February 2026.*

Shane R Saum
Mayor, City of Lago Vista, Texas

AGENDA ITEM NO. IX.2

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	February 19, 2026
SUBMITTED BY:	Charles West, City Manager
SUBJECT:	Presentation by the Charter Review Committee regarding the proposed rewrite of the City of Lago Vista Charter.

AGENDA ITEM NO. X.1

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	February 19, 2026
SUBMITTED BY:	Robin Smith, City Secretary
SUBJECT:	Action regarding the January 15, 2026, City Council Meeting Minutes.
RECOMMENDATION:	Approval of the January 15, 2026, City Council Meeting Minutes.

ATTACHMENTS:
26-01-15- draft minutes.pdf

CITY COUNCIL CITY COUNCIL
REGULAR MEETING MINUTES
THURSDAY, JANUARY 15, 2026
3:00 PM
CITY COUNCIL CHAMBERS
5803 THUNDERBIRD
LAGO VISTA, TX

Mayor Saum, Mayor
Adam Benefield, Member
Norma Owen, Mayor Pro Tem
Paul Prince, Member
Amanda Chavarria, Member
Karen Van Ness, Member
Jess Hall, Member

Charles West, City Manager
Brad Bullock, City Attorney

Present: Mayor Saum, Adam Benefield, Mayor Pro Tem Norma Owen, Paul Prince, Amanda Chavarria, Councilor Van Ness, Jess Hall

AMENDED AGENDA
Council Member Names Updated

REGULAR SESSION WILL

RECONVENE AT 4:00PM

I. CALL TO ORDER, CALL OF ROLL

Shane Saum, Mayor
Amanda Chavarria, Council Member
Jess Hall, Council Member
Adam Benefield, Council Member
Norma Owen, Mayor Pro Tem
Karen Van Ness, Council Member
Paul Prince, Council Member

The Mayor called the meeting to order at 3:03 pm.
Adam Benefield and Paul Prince arrive at 3:07 pm.

Meeting adjourned at 3:04 pm and reconvened at 4:00 pm for regular session. City Council did not meet in Executive session.

II. EXECUTIVE SESSION

Convene into a closed Executive Session pursuant to;
Council did not meet in Executive Session.

III. 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: *Council did not meet in executive session. Council reconvened into regular session at 4:00 pm.*

IV. INVOCATION

The Invocation was led by Council Member Amanda Chavarria.

V. PLEDGE OF ALLEGIANCE, PLEDGE TO TEXAS FLAG

VI. CITIZEN COMMENTS

Citizen Comments:
Michelle Hermes addressed the Council regarding billboards along Highway 1431.
Travis Reilly spoke to the Council about drug-related concerns involving the School District and Police Department.
The Mayor read a citizen comment submitted via email from Paul Roberts, expressing support for improvements to the city codes.

VII. 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.

The Mayor announces that City Hall will be closed on Monday in observance of the Martin Luther King Jr. holiday.
The City Manager informs citizens that on Friday, January 16, the city will host Movies on the Green at the Lago Vista Golf Course, featuring the film Frozen.
Councilor Amanda Chavarria provides an update on the Women's Club, which is actively working to raise funds for college scholarships, and shares updates regarding the Friends of the Library.
Mayor Pro Tem Norma Owen provides updates on recent events involving the Lions Club and Lago Vista High School teams that have competed.

VIII. ACTION ITEMS

1. Consideration and possible action to award RFP No. 26-02, City of Lago Vista Golf Course Irrigation System Replacement, to the selected proposer in an amount not to exceed $____, contingent upon receipt and evaluation of proposals, and authorize the City Manager to execute the contract.

   City Engineer Victor Manzo updates the Council and answers questions regarding the bids.
   Council Members provide comments and express appreciation to staff.
   Councilor Benefield requested that the Irrigation subcommittee review the contract prior to execution.
   A citizen comment was provided by Paul Roberts prior to voting.

Moved by Norma Owen; seconded by Councilor Van Ness to Approve
Motion included, irrigation sub-committee to review contract prior to authorizing signed contract.

Motion Passed: 7- 0

Voting For: Mayor Saum, Adam Benefield, Norma Owen, Paul Prince, Amanda Chavarria, Councilor Van Ness, Jess Hall

Voting Against: None

2. Consideration and possible action approving Ordinance No. 26-01-15-01 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, Sections
102.007(b), 102.009, and 102.010, providing for amendments to Ordinance No. 25-09-25-01 for the fiscal year beginning October 1, 2025 and ending September 30, 2026; declaring that a grave public necessity exists to meet an unforeseen and unusual condition as required by Section 102.009 of the Local Government Code; and providing for Severability, and Effective Date. For the Cedar Breaks pump station replacement and maintenance project.

Ernesto Rios, Director of Public Works updates City Council and answers questions prior to vote.
Council members discuss budget and finance

. Motion to approve with two modifications:

1. Money to be used from 2024 CO Bond, not utility fund.
2. Specific account number with amount being transferred from CO Bond.

Moved by Paul Prince; seconded by Amanda Chavarria to Approve as Amended.

Motion Passed: 7- 0

Voting For: Mayor Saum, Adam Benefield, Norma Owen, Paul Prince, Amanda Chavarria, Councilor Van Ness, Jess Hall

Voting Against: None

3. Consideration and possible action on Resolution No. 26-2192 to give the City Manager authority to work with and contract with Travis County on SB 3 funding for emergency sirens and to notify Travis County we are ready and willing to participate in the funding program.
City council discusses the item prior to voting. Councilor Benefield requested that if the city does not receive the funding, the item be brought back to the Council for further consideration.
Interim Chief Franco addressed the Council regarding the history of sirens previously used by the city.

Moved by Norma Owen; seconded by Jess Hall to Approve
Approved (with condition that this item be brought back to Council if not awarded funding.)

Motion Passed: 7- 0

Voting For: Mayor Saum, Adam Benefield, Norma Owen, Paul Prince, Amanda Chavarria, Councilor Van Ness, Jess Hall

Voting Against: None

IX. 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.

1. Action regarding the January 5, 2026, Called City Council Meeting Minutes.
   Moved by Paul Prince; Seconded by Norma Owen to approve

   Motion Passed: 7- 0

   Voting For: Mayor Saum, Adam Benefield, Norma Owen, Paul Prince, Amanda Chavarria, Councilor Van Ness, Jess Hall

   Voting Against: None
2. Action regarding the January 6, 2026, Called City Council Meeting Minutes.

   Moved by Paul Prince; Seconded by Norma Owen to approve with added comments put into to the minutes.

   Motion Passed: 7- 0

   Voting For: Mayor Saum, Adam Benefield, Norma Owen, Paul Prince, Amanda Chavarria, Councilor Van Ness, Jess Hall

   Voting Against: None

X. STAFF AND COUNCIL LIAISON REPORTS

A. Routine Reports from City Staff.

City Manager Charles West asked the Council to have the Mayor appoint a Committee to align with the Code Diagnostic Project.
Director of Development Jordan Strohmeyer addressed the Council regarding the process, and Attorney Brad Bullock advised that the item be brought back at the next meeting to formalize the Committee.
Director of Public Works Ernesto Rios updated the Council on filters for upgrading to type one effluent water system, noting that representatives from Buda were onsite. City Manager, Charles West, suggested the Irrigation Committee begin work on this project, including coordination with TCEQ and permitting. Mr. West also provided an update on the Chief of Police applications.

B. Routine Reports from City Council Liaisons.

Councilor Hall provided an update on the Charter Review Committee. Councilor Benefield inquired who will draft the short-term rental ordinance. Councilor Chavarria reported on KLVB activities, including the upcoming bike race in February, and also noted that the Library Advisory Board elected officers and provided other library updates. Frank Robbins, Chair, and Jim Cason, Vice Chair, provided an update from the Building & Standards Commission. Mayor Pro Tem Owen reported that the Economic Development Corporation met, noting sales tax revenue of $1.2 million, and shared a report from the Grant Rider. She also attended the LVISD Board meeting and shared her gratitude for the students competing in High School for their accomplishments. The Mayor provided updates on the Youth Advisory Council, which will travel to the state Capitol in March, the Airport Advisory Board's upcoming workshop, and government affairs, including TDEM training for elected officials. Additional updates included the Water Development Board, Pace Bend Park, and a meeting with Sally Hernandez from Travis County regarding drug prevention at the high school. Karen Van Ness provided updates from the Parks & Recreation Committee, including the election of chair and vice chair. Parks & Recreation Director David Scott-Montgomery briefed the Council on ongoing projects and potential policy updates. Paul Prince provided updates on the Charter Review Committee and Planning & Zoning Commission, including a rezoning request considered by the Commission.

XI. ADJOURNMENT

Mayor adjourns meeting at 6:36 pm

[Approval follows]

CITY OF LAGO VISTA:

_____
Shane Saum, Mayor

ATTEST:

_____
Robin Smith, City Secretary

On a motion by Councilmember _____, seconded by Councilmember _____, the above and foregoing instrument was passed and approved on February 19, 2026.

AGENDA ITEM NO. X.2

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	February 19, 2026
SUBMITTED BY:	Robin Smith, City Secretary
SUBJECT:	Action regarding the February 5, 2026, City Council Meeting Minutes.
RECOMMENDATION:	Approval of the February 5, 2026, City Council Meeting Minutes.

ATTACHMENTS:
26-02-05- draft minutes.pdf

CITY COUNCIL CITY COUNCIL REGULAR MEETING MINUTES HURSDAY, FEBRUARY 5, 2026 3:00 PM CITY COUNCIL CHAMBERS 5803 THUNDERBIRD LAGO VISTA, TX

Mayor Saum, Mayor
Adam Benefield, Member
Norma Owen, Mayor Pro Tem
Paul Prince, Member
Amanda Chavarria, Member
Councilor Van Ness, Member
Jess Hall, Member
Charles West, City Manager
Brad Bullock, City Attorney

Present: Mayor Saum, Adam Benefield, Norma Owen, Paul Prince, Amanda Chavarria, Councilor Van Ness, Jess Hall, Charles West, Brad Bullock Councilor Benefield joins the meeting remotely.

REGULAR SESSION WILL RECONVENE AT 4:00PM

JOIN MEETING VIA VIDEO CONFERENCE

Please join my meeting from your computer, tablet or smartphone.
https://meet.goto.com/242387805
You can also dial in using your phone.
Access Code: 242-387-805
United States: +1 (646) 749-3122

I. CALL TO ORDER, CALL OF ROLL

The meeting was called to order at 3:00 pm.

Shane Saum, Mayor
Amanda Chavarria, Council Member
Jess Hall, Council Member
Adam Benefield, Council Member
Norma Owen, Mayor Pro Tem
Karen Van Ness, Council Member
Paul Prince, Council Member

II. EXECUTIVE SESSION: Council convened into Executive Session at 3:03 pm. Convene into a closed Executive Session pursuant to;

1. 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.
   No action.
2. Consult with Legal Counsel concerning the purchase of property, Pursuant to Texas Government Code Section 551.072.
   No action.
3. Deliberation regarding the evaluation, performance, and duties of the City Manager pursuant to Texas Government Code Section 551.074.

Council reconvened into Executive session at 8:54 pm.
Council took No Action.

III. 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:
Council reconvened into regular session at 4:01 pm -

1. 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.
   No action.

2. Consult with Legal Counsel concerning the purchase of property, Pursuant to Texas Government Code Section 551.072.
   No Action.

3. Take action, if any, regarding the City Manager's evaluation, performance goals, duties, and employment agreement.
   No Action.

IV. INVOCATION

City Manager, Charles West lead the invocation.

V. PLEDGE OF ALLEGIANCE, PLEDGE TO TEXAS FLAG

VI. CITIZEN COMMENTS

No citizen comments currently.

VII. 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.

Councilor Amanda Chavarria provided an update on the La Primavera event.
Mayor Pro Tem Norma Owen reported that KLVB will host a chili feast at the high school cafeteria, with donations accepted.
Councilor Prince reported that Rolling Hills Church will host a soup lunch fundraiser benefiting the food pantry.
Mayor Saum reported Animal Control has dogs available for fostering or adoption.

VIII. ACTION ITEMS

1. Consideration and possible action to approve Resolution 26-2193 supporting the Travis County Sponsored Applications to the Capital Area Metropolitan Planning Organization's 2028–2031 Call for Projects, which involves the Lohmans Ford Road Corridor Plan.

   Moved by Amanda Chavarria; seconded by Paul Prince to

   Approve. Motion Passed: 7- 0

   Voting For: Mayor Saum, Adam Benefield, Norma Owen, Paul Prince, Amanda Chavarria, Councilor Van Ness, Jess Hall

   Voting Against: None

IX. WORK SESSION

1. Code Diagnostic update and Discussion on Potential Subcommittee and proposed fee schedule.
   Director of Development Services Jordan Strohmeyer provided a code diagnostic presentation to the City Council and responded to Council questions.
   Freese and Nichols provided a presentation to the City Council and responded to Council questions.
   Council and staff discussed the presentation and potential next steps. Citizen comment was received from Paul Roberts.
   Council discussed the formation of a committee to assist staff with code updates and directed that the item be brought back at the next meeting for consideration and action.

2. Discussion on An Ordinance Of The City Of Lago Vista, Texas, Amending Chapter 9, Article 9.8, Section 9.805 Of The Code Of Ordinances Also Known As "Duties And Powers"; Providing For A Finding Of Fact Clause; Providing For Severability; Providing For A Repealer; Providing An Effective Date; Providing For A Projects In Transition Clause; Providing For A Codification And Publication Clause And Providing An Open Meetings Clause.
   Director of Development Service, Jordan Strohmeyer updates Council on this item and answers questions.
   Brad Bullock, City attorney updates Council on state law and gives his opinion.

3. Discussion on An Ordinance Of The City Of Lago Vista, Texas, Amending Chapter

3, Article 3.1, Section 3.110 Of The Code Of Ordinances Also Known As “Permits And Approvals”; Providing For A Finding Of Fact Clause; Providing For Severability; Providing For A Repealer; Providing An Effective Date; Providing For A Projects In Transition Clause; Providing For A Codification And Publication Clause And Providing An Open Meetings Clause
Director of Development Services, Jordan Strohmeyer updates Council on the item. Council directed staff to place the item on the discussion board and to bring it back to the Council at a future date.

4. Discussion on the request from Kenneth Belaire to waive tree mitigation fees at 20902 Monroe Cove, Lago Vista, Texas 78645.
Director of Development Services Jordan Strohmeyer provided an update to the Council on the item. Citizen Kenneth Belaire addressed the Council regarding the item.
City Attorney Brad Bullock provided an update to the Council on the applicable city ordinance related to the item.
Citizen Paul Roberts provided comments regarding the Planning and Zoning agenda.

5. Discussion at the request of Lago Homes to waive permit fees for property 21313 Cardinal Ave., permit # 11783.
Director of Development Services Jordan Strohmeyer provided an update to the Council on the item.
Ralph Sharp, representing Lago Homes, addressed the Council regarding the item. City Manager Charles West provided an update to the Council.
Citizen David Vonohlerking addressed the Council regarding the item.
Council directed that the item be brought back at the next City Council meeting as an action item.

6. Budget update from Finance Department.
Finance Director Nichole Navarro provided an update to the City Council, accompanied by a PowerPoint presentation.

7. Discussion and workshop on preparing the City of Lago Vista Strategic Work Plan for Fiscal Year 2025-2026.
Council directs staff to bring this item back in March.

8. Discussion and workshop on Emergency Preparedness.
City Manager Charles West informed the City Council that he will appoint Eric Zeno to serve in his absence during emergency situations.
Mayor Shane Saum provided an update to the Council regarding his vision.

9. Discussion and workshop regarding updating, revising or potentially amending the Rules of Procedure, Ethics and Social Media Policies.
Mayor Saum leads the discussion. Council discusses policies. Citizen Comment by Paul Roberts virtually.

10. Discussion regarding the Franchise Agreement with Pedernales Electric Cooperative (PEC).

Update from City Manager, Charles West. This item will be brought back at a later date.

11. Discussion regarding the Interlocal Wholesale Wastewater Agreement with the City of Jonestown.
    Council discussed the item, and Finance Director Nichole Navarro provided an update to the Council.
    Citizen comment was received from Paul Roberts. The Director of Public Works provided feedback.
    Council directed City Attorney Brad Bullock to review the agreement.

12. Discussion on proposed impact fee by Freese & Nichols.
    Jessica with Freese and Nichols provided an update to the Council. Citizen comment was received from Paul Roberts.

13. Discussion and possible future direction concerning vexatious complainants.
    City Attorney, Brad Bullock will provide research on this item to Council.

14. Discussion and possible direction regarding dissolution of the Economic Development Committee upon completion of all required Economic Development Corporation documents.
    Mayor Pro Tem Norma Owen led the discussion and will bring the item back with a resolution at the next City Council meeting.

15. Discussion and possible direction regarding establishment of a Utility Advisory Committee.
    Mayor, Pro Tem, Norma Owen leads the discussion on this item.
    Citizen comments received by Dave Stewart and Paul Roberts.

16. Discussion and workshop regarding policy considerations related to e-bike usage, enforcement, and public safety.
    Citizen comments were received from Heinz Grether, Jeff Miller, and Jen Miller regarding the item.
    Captain Franco addressed the Council regarding the law on e-bikes. Council discussed opinions on e-bikes and potential policies.

17. Discussion and Workshop Regarding the Feasibility and Policy Considerations of Creating an Ombudsman-Style Function (position) to Address Citizen Concerns and Complaints.
    Mayor Pro Tem Norma Owen led the discussion on the item.
    Mayor Saum read a citizen comment submitted by Gene Harris.
    Citizen comment was received from David VonOhlerking.

X. STAFF AND COUNCIL LIAISON REPORTS

A. Routine Reports from City Staff.

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

Library Director Jan Steele updated the City Council that the library received the 2025 Achievement of Excellence award.
Councilor Hall provided updates on the Airport Advisory meeting and the Golf Course

Advisory meeting, noting that the irrigation contract has been signed. Councilor Hall also provided updates on the Charter Review Committee meeting.
Councilor Amanda Chavarria congratulated the library on the award and provided updates on KLVB, including their sponsorship of La Primavera.
Mayor Pro Tem Norma Owen reported that the Economic Development Committee (EDC) will hold its last meeting next week and provided an update on the grant writer's report. Mayor Saum reported that the Youth Advisory Committee (YAC) met to plan the Capitol trip and provided updates on government affairs, TDEM, a meeting with the superintendent, and LCRA activities.
Councilor Karen Van Ness reported that the Parks & Recreation Committee (PRAC) meeting is scheduled for next week.
Councilor Paul Prince provided an update on the Charter Review meeting and asked Council to review the message board.

XI. ADJOURNMENT

Mayor Saum adjourned the meeting at 9:41 pm.

AGENDA ITEM NO. X.3

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: February 19, 2026

SUBMITTED BY: Mayor Pro-Tem Owen, City Council

SUBJECT: Consideration and possible action to approve Resolution No. 26-2194 dissolution of the Economic Development Committee.

BACKGROUND: The City Council approved Ordinance No. 25-10-02-04on October 2, 2025, establishing the Lago Vista Economic Development Corporation (LVEDC) as a Type B corporation under Chapter 505 of the Texas Local Government Code. The approved LVEDC Bylaws specify that the existing Economic Development Advisory Committee (EDAC) will cease to exist upon the Corporation's formation. This resolution formally deactivates the EDAC for administrative clarity and ensures continuity of ongoing projects under the LVEDC Board of Directors.

ATTACHMENTS:
RESOLUTION NO 26-2194 Dissolve EDC.pdf

RESOLUTION NO. 26-2194

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAGO VISTA, TEXAS, FORMALLY DEACTIVATING THE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE AND TRANSFERRING ITS FUNCTIONS AND RESPONSIBILITIES TO THE LAGO VISTA ECONOMIC DEVELOPMENT CORPORATION (TYPE B); AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lago Vista previously established the Economic Development Advisory Committee (EDAC) as an advisory body to the City Council to support economic development planning, project evaluation, and community engagement; and

WHEREAS, pursuant to Chapter 505 of the Texas Local Government Code, the City Council adopted Ordinance No. 25-10-02-01 creating the Lago Vista Economic Development Corporation ("LVEDC") as a Type B economic development corporation to promote, develop, and expand business and commercial activity within the City; and

WHEREAS, the Bylaws of the Lago Vista Economic Development Corporation, as approved by the City Council, provide that *"the Economic Development Advisory Committee existent at the formation of the Corporation will cease to exist,"* thereby establishing the formation of the LVEDC as the operative event for the dissolution of the EDAC; and

WHEREAS, the City Council desires to formally acknowledge and document this transition in order to ensure administrative clarity, continuity of ongoing economic development initiatives, and alignment of all economic development functions under the governance of the Lago Vista Economic Development Corporation;

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

1. **Deactivation of Committee.**
   The Economic Development Advisory Committee is hereby formally deactivated, effective upon adoption of this Resolution, consistent with the establishment of the Lago Vista Economic Development Corporation.

2. **Transfer of Functions and Materials.**
   All ongoing initiatives, work products, advisory materials, and related matters previously under the purview of the EDAC are hereby transferred to the Board of Directors of the Lago Vista Economic Development Corporation and appropriate City staff for continued oversight and implementation, as applicable.

3. **Records and Administrative Actions.**
   The City Secretary is directed to update the City's official records of boards and commissions to reflect the deactivation of the EDAC and to archive all minutes, reports,

and correspondence of the committee in accordance with the City's records retention policies.

4. **Acknowledgment of Service.**
   The City Council hereby expresses its sincere appreciation to the members of the Economic Development Advisory Committee for their service, insight, and foundational contributions to the City's economic development efforts.

5. **Effective Date.**
   This Resolution shall take effect immediately upon its adoption.

   AND, IT SO RESOLVED, PASSED AND APPROVED this 19th day of February 2026.

CITY OF LAGO VISTA, TEXAS

By: _____
Shane Saum, Mayor

ATTEST:

_____

Robin Smith, City Secretary

AGENDA ITEM NO. X.4

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: February 19, 2026

SUBMITTED BY: Charles West, City Manager

SUBJECT: Consideration and possible action regarding the designation of an Acting City Manager in the event of an emergency, absence, or disability.

ATTACHMENTS:
CM Designation in abscense of CM.pdf

CITY OF LAGO VISTA TEXAS

Administration
City of Lago Vista
512-267-1155
charles.west@lagovistatexas.gov

January 28, 2026

City Secretary
City of Lago Vista
5803 Thunderbird Street
Lago Vista, TX 78645

Re: Designation of Acting City Manager in the Event of Emergency, Absence, or Disability

City Secretary:

In accordance with the City of Lago Vista Charter, I, Charles West, City Manager, hereby designate Eric Zeno as the City's second-in-command to the City Manager and as the Acting City Manager authorized to perform the duties of the City Manager in the event of an emergency and/or during my absence or disability.

This designation is subject to approval by the City Council and shall become effective upon Council approval. This designation will remain in effect until rescinded or superseded in writing.

Please file this letter in the City's official records and place this item on the next available City Council agenda for consideration and approval.

Sincerely,

Chad West

Charles West
City Manager
City of Lago Vista

cc: Mayor and City Council
Eric Zeno, EDC Director
Robin Smith, City Secretary
Eric DelaCruz, Asst. City Secretary

AGENDA ITEM NO. X.5

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: February 19, 2026

SUBMITTED BY: Charles West, City Manager

SUBJECT: Consideration and possible action to appoint code diagnostic sub-committee.

AGENDA ITEM NO. X.6

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: February 19, 2026

SUBMITTED BY: Jordan Strohmeyer, Development Services

SUBJECT: Consideration and possible action to approve Ordinance No. 26-02-19-01; Amending Chapter 9, Article 9.8, Section 9.805 Of The Code Of Ordinances Also Known As “Duties And Powers”; Providing For A Finding Of Fact Clause; Providing For Severability; Providing For A Repealer; Providing An Effective Date; Providing For A Projects In Transition Clause; Providing For A Codification And Publication Clause And Providing An Open Meetings Clause.

ATTACHMENTS:
BSC Sec 9.805 OLD-NEW.docx
Ord. No. 26-02-19-01 CH 9 BSC.docx

OLD

Sec 9.805 Duties And Powers

The building commission will have overall authority and responsibility to monitor, review and make recommendations to the city council concerning building, flood damage prevention, unsafe building, and sign construction standards, processes, and ordinances. The building commission may also make recommendations to the city council concerning aesthetic guidelines or standards.

NEW

Sec 9.805 Duties And Powers

(a) The building commission will have overall authority and responsibility to monitor, review and make recommendations to the city council concerning building, flood damage prevention, unsafe building, and sign construction standards, processes, and ordinances. The building commission may also make recommendations to the city council concerning aesthetic guidelines or standards.

(b) All proposed amendments to ordinances that fall within the purview of the Building and Standards Commission shall first be referred to the Building and Standards Commission for recommendation prior to City Council consideration. This includes, but not limited to, amendments to Chapters 3 (Building Regulations), 3.5 (Site Development), 5 (Signs), 6 (Property Maintenance and Nuisances), and 11 (Right-of-
Way Access and Management), and any other provisions relating to building safety, code enforcement, or property maintenance subject to the Commission's jurisdiction.

ORDINANCE NO. 26-02-19-01

AN ORDINANCE OF THE CITY OF LAGO VISTA, TEXAS, AMENDING CHAPTER 9, ARTICLE 9.8, SECTION 9.805 OF THE CODE OF ORDINANCES ALSO KNOWN AS "DUTIES AND POWERS"; PROVIDING FOR A FINDING OF FACT CLAUSE; PROVIDING FOR SEVERABILITY; PROVIDING FOR A REPEALER; PROVIDING AN EFFECTIVE DATE; PROVIDING FOR A PROJECTS IN TRANSITION CLAUSE; PROVIDING FOR A CODIFICATION AND PUBLICATION CLAUSE AND PROVIDING AN OPEN MEETINGS CLAUSE.

Whereas, the Building and Standards Commission has been asked by the City Council to review and make recommendations about possible amendments to Chapters 3, 3.5, 5, 6 and 11, Code of Ordinances, as a matter of practice;

Whereas, the Building and Standards Commission has initiated amendments to Chapters 3, 3.5, 5, 6, and 11, Code of Ordinances;

Whereas, at the January 7th 2026 meeting of the Building and Standards Commission, the following modifications for Chapter 3, Article 3.1, Section 3.110 of the Code of Ordinances also know as "Permits and Approvals" was unanimously recommended;

Whereas, the City Council finds that the aforementioned practice should be codified;

Whereas, the Building and Standards Commission has unanimously recommended the following amendment;

Whereas, the City Council finds that first referring possible ordinance amendments within the Building and Standards Commission authority for review and recommendation by the Building and Standards Commission to the City Council will enhance procedural consistency across policy recommending commissions, ensure technical review and subject-matter input before City Council action, and strengthen transparency and accountability in legislative changes related to building safety, street access management, flood damage prevention, sign regulation, and enforcement; and

Whereas, the City Council finds that the following will improve the health, safety, and general welfare of current and future citizens of Lago Vista.

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

Section 1. Amendment. The City Council of Lago Vista does hereby amend Chapter 9, Article 9.8, Section 9.805 of Code of Ordinances also known as "Duties and Powers" as follows:

Sec 9.805 Duties And Powers

(a) The building commission will have overall authority and responsibility to monitor, review and make recommendations to the city council concerning building, flood damage prevention, unsafe building, and sign construction standards, processes, and ordinances.

(b) All proposed amendments to ordinances that fall within the purview of the Building and Standards Commission shall first be referred to the Building and Standards Commission for recommendation prior to City Council consideration. This includes, but not limited to, amendments to Chapters 3 (Building Regulations), 3.5 (Site Development), 5 (Signs), 6 (Property Maintenance and Nuisances), and 11 (Right-of-Way Access and Management), and any other provisions relating to building safety, code enforcement, or property maintenance subject to the Commission's jurisdiction.

Section 2. Finding of Fact. All the above and foregoing recitals are hereby found to be true and correct legislative findings of the City and are incorporated herein as findings of fact.

Section 3. Severability. If any section, subsection, article, paragraph, sentence, clause, 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, which remaining portions shall remain in full force and effect.

Section 4. Repealing. All ordinances and parts thereof in conflict herewith expressly repealed insofar as they conflict herewith. are hereby.

Section 5. Effective Date. This ordinance shall take effect immediately upon its passage and publication in accordance with the provisions of the Texas Local Government Code.

Section 5. Projects in Transition. Projects in transition shall be reviewed and regulated in accordance with the Code in effect at the time a complete application was filed.

Section 6. Codification and Publication. The City Secretary is hereby

directed to record, codify, and publish the attached amendments to the City's Code of Ordinances as authorized by Section 52.013 of the Texas Local Government Code.

Section 7. Open Meetings Clause. 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.

PASSED AND APPROVED on the 19th day of February 2026.

CITY OF LAGO VISTA, TEXAS

_____
Shane Saum, Mayor

ATTEST:

_____
Robin Smith, City Secretary

AGENDA ITEM NO. X.7

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: February 19, 2026

SUBMITTED BY: Councilor Saum, City Council

SUBJECT: Consideration and possible action regarding amendments to the Rules of Procedure and Ethics policies.

FINDINGS:

ATTACHMENTS:
Rules of Procedure Draft 2-19-26.docx
Ethics Policy 2-19-26.docx

CITY OF LAGO VISTA

RULES OF PROCEDURE

FOR THE CITY COUNCIL

AND CERTAIN BOARDS AND COMMISSIONS

ARTICLE I

AUTHORITY AND PURPOSE

Section 1.01 Authority

These Rules of Procedure are adopted pursuant to Article III, Section 13 of the Home Rule Charter of the City of Lago Vista. The City Council possesses the authority to establish procedures for the conduct of its meetings, subject to the Charter and applicable state and federal law.

Section 1.02 Governing Law and Council Responsibility

The City Council affirms that the Charter of the City of Lago Vista, the Constitution and laws of the United States, and the Constitution and laws of the State of Texas are controlling authorities. It is the obligation of each Council Member to know and comply with those authorities. These Rules are intended to supplement, not restate or supersede, those governing provisions.

Section 1.03 Purpose

The purpose of these Rules is to facilitate orderly, efficient, and fair meetings of the City Council while preserving flexibility, discretion, and public participation as required by law.

ARTICLE II

APPLICABILITY

Section 2.01 City Council

These Rules apply to all meetings of the Lago Vista City Council.

Section 2.02 Boards and Commissions

These Rules apply to City boards, commissions, and advisory bodies only to the extent expressly stated in Article VI or when incorporated by reference in an enabling ordinance or resolution.

ARTICLE III

PARLIAMENTARY AUTHORITY

Section 3.01 Governing Parliamentary Rules

Meetings of the City Council shall be conducted in accordance with **Rosenberg's Rules of Order**, as most recently published.

Section 3.02 Supplemental Authority

When Rosenberg's Rules are silent, unclear, or impractical, the presiding officer and Council may consult **Robert's Rules of Order** as persuasive guidance.

Section 3.03 Controlling Authority

In the event of a conflict, the following order of authority controls:

1. Federal law
2. State law
3. City Charter
4. City ordinances
5. These Rules of Procedure
6. Rosenberg's Rules of Order
7. Robert's Rules of Order

ARTICLE IV

PRESIDING OFFICER AND PROCEDURAL RULINGS

Section 4.01 Presiding Officer

The presiding officer shall be as defined by the City Charter and shall preside over meetings in accordance with the Charter, applicable law, and these Rules.

Section 4.02 Procedural Rulings

The presiding officer shall rule on questions of procedure and order, subject to appeal by the Council in accordance with adopted parliamentary authority.

Section 4.03 Participation

The presiding officer retains the same rights as other Council Members to participate in discussion and to vote, as provided by the Charter.

ARTICLE V

MOTIONS, DEBATE, AND VOTING

Section 5.01 Motions

Council action shall occur by motion made, seconded when required, and voted upon in accordance with Rosenberg’s Rules of Order and the Charter.

Section 5.02 Debate

Debate shall be conducted in a manner consistent with Rosenberg’s Rules.

Section 5.03 Voting

Voting requirements, abstentions, supermajority thresholds, and quorum requirements shall be governed by the City Charter and applicable state law.

ARTICLE VI

PUBLIC PARTICIPATION

Section 6.01 Citizen Comment

The City Council shall provide a reasonable opportunity for public comment on matters within the jurisdiction of the City in accordance with Charter Section 3.13 and applicable law.

Section 6.02 Administration

The presiding officer may adopt reasonable, viewpoint neutral procedures to administer public comment in an orderly manner.

ARTICLE VII

BOARDS AND COMMISSIONS

Section 7.01 Applicability of Law

Boards and commissions shall comply with the Texas Open Meetings Act and other applicable laws based on their statutory or ordinance granted authority.

Section 7.02 Parliamentary Authority

Unless otherwise specified by ordinance, boards and commissions shall conduct meetings using Rosenberg’s Rules of Order.

Section 7.03 Council Liaisons

Council liaisons, when appointed, serve in an advisory and informational capacity only and possess no voting authority unless otherwise provided by law.

ARTICLE VIII

SUSPENSION AND AMENDMENT

Section 8.01 Suspension

These Rules may be suspended by Council action to the extent permitted by the City Charter and state law.

Section 8.02 Amendment

These Rules may be amended or replaced by ordinance in accordance with the City Charter.

APPENDIX A

TABLE OF COMMON MOTIONS

The following motions are recognized and governed by Rosenberg's Rules of Order:

- Main Motion
- Motion to Amend
- Motion to Table
- Motion to Remove from Table
- Motion to Call the Question
- Motion to Recess
- Motion to Adjourn
- Motion to Reconsider
- Point of Order
- Point of Privilege
- Appeal of the Chair

City of Lago Vista

Ethics Policy

Section 1. Purpose and Intent

This Ethics Policy is adopted to affirm the City of Lago Vista's commitment to lawful, ethical governance while avoiding duplication of, or inconsistency with, state law. The City relies primarily on Texas statutes and the City Charter to define ethical standards, conflicts of interest, disclosures, and enforcement. This policy is intended to be narrowly tailored, non-duplicative, and non-punitive beyond what is expressly authorized by law.

Section 2. Applicability

This policy applies to the Mayor, City Council Members, members of City boards and commissions, and City officers and employees, to the extent required by state law and the City Charter.

Section 3. Governing Law

Ethical conduct, conflicts of interest, disclosures, political activity, gifts, contracts, and related matters are governed by applicable provisions of Texas law, including but not limited to:

- Texas Local Government Code Chapters 171 and 176
- Texas Government Code Chapter 572
- Texas Election Code
- Texas Penal Code, as applicable

Nothing in this policy is intended to expand, restate, reinterpret, or supersede state law. Individuals subject to this policy are responsible for complying with all applicable statutes.

Section 4. Conflicts of Interest and Abstention

Any officer, official, or board or commission member with a conflict of interest shall comply with the applicable disclosure, affidavit, announcement, and abstention requirements set forth in Texas Local Government Code Chapter 171 and other applicable law.

Section 5. Ethics Complaints

(a) Filing Deadline
An ethics complaint alleging a violation of this policy or applicable ethics law must be filed in

writing with the City Secretary no later than fifteen (15) calendar days after the date of the alleged violation.

(b) Form and Content
Complaints must be sworn and must allege conduct that, if true, would constitute a violation of applicable state law or the City Charter. Complaints that are untimely, unsworn, or fail to allege a legally cognizable violation shall be dismissed.

(c) Processing
Ethics complaints shall be processed in accordance with the City Charter and applicable state law. The City shall not create investigative, enforcement, or penalty mechanisms beyond those authorized by statute or the Charter.

Section 6. No Independent Cause of Action

This policy does not create any private cause of action, expanded disciplinary authority, or independent basis for removal, censure, or penalty beyond those expressly provided by state law or the City Charter.

Section 7. Construction

This policy shall be construed narrowly to prevent misuse, politicization, or weaponization of the ethics complaint process. In the event of a conflict between this policy and state law or the City Charter, state law and the Charter shall control.

Section 8. Effective Date and Repeal

Upon adoption, this Ethics Policy supersedes and replaces all prior City ethics policies or ordinances to the extent permitted by law.

AGENDA ITEM NO. X.8

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: February 19, 2026

SUBMITTED BY: Councilor Saum, City Council

SUBJECT: Consideration and possible action regarding the removal of the City Council social media policy.

AGENDA ITEM NO. XI.1

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: February 19, 2026

SUBMITTED BY: Jordan Strohmeyer, Development Services

SUBJECT: Consideration and possible action to amend permit fees at the request of Lago Homes for the property located at 21313 Cardinal Avenue, Permit No.11783.

AGENDA ITEM NO. XI.2

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: February 19, 2026

SUBMITTED BY: Councilor Saum, City Council

SUBJECT: Consideration and possible action to approve the City of Lago Vista Strategic Work Plan for Fiscal Year 2025-2026.

ATTACHMENTS:
2026 Draft Strategic Plan.pdf
CIP Plan.pdf
City Manager Strtegic Plan 2026.pdf
City Secretary stategic plan.pdf
Citywide Strategic Plan FY2025-2026.pdf
DS Strategic Plan.pdf
ED 2026 Strategic Planning_.pdf
Finance Dept Strategic Plan 2026.pdf
LVPD Strategic Plan 2026.pdf
Parks Visioning 2026.pdf
PW Planning.pdf
Revised 2026 Strategic Plan Ideas for Library.pdf
Strategic Plan- Lago Vista Municipal Court 2025-2026 budget year (002).pdf

City of Lago Vista
Strategic Work Plan

Including Financial Transparency and Chart of Accounts (COA) Modernization
and a Progress Tracking Metric System

Prepared for: City of Lago Vista
Prepared by: Charles West
Date: February 13, 2026

Executive Summary

This Strategic Work Plan consolidates department-level initiatives into a single, attainable citywide roadmap. It establishes a disciplined delivery cadence, improves financial transparency, and modernizes the City's Chart of Accounts (COA) to enable decision-ready reporting for residents, Council, and staff.

- Key outcomes over the next 12-18 months:
    - Publish a consistent monthly financial snapshot and CIP snapshot; provide quarterly public performance briefings.
    - Design and implement a modern COA structure that supports program reporting, projects (CIP/grants), and transparent summaries.
    - Stabilize capital project delivery using standardized project sheets, centralized tracking, and risk reporting.
    - Advance priority service improvements across Public Works, City Secretary functions, Public Safety, Parks, Library, and Economic Development.
    - Implement a City Delivery Index (CDI) to track progress with clear targets and regular reporting.

Citywide Strategic Priorities

1. A. Financial Clarity, Trust, and Decision-Ready Reporting
    - Establish a predictable reporting cadence and public transparency; modernize the COA to reduce manual work, improve comparability, and strengthen accountability.
2. B. Reliable Infrastructure Delivery (CIP + Utilities + Streets)
    - Coordinate and execute high-priority infrastructure projects through centralized tracking, clear ownership, and cross-department alignment.
3. C. High-Performing, Transparent Public Service (Operations + Compliance)
    - Strengthen open government, records management, responsiveness, and compliance processes with clear metrics.
4. D. Public Safety Modernization and Employee Readiness
    - Support recruiting/retention, training, wellness, and priority technology implementations; improve citation and court processing efficiency.
5. E. Quality of Life and Economic Vitality

- Deliver visible wins in parks, library services, and economic development through phased projects, grant alignment, and public dashboards.

12–18 Month Phased Work Plan

The work plan is organized into four phases. Each phase contains attainable deliverables that build toward long-term operational excellence.

Phase 1 (0–90 days): Stabilize, Standardize, Create Visibility

- Launch a monthly City Delivery Meeting (executive cadence) and adopt a one-page standard for initiatives (owner, milestones, budget, risks, next actions).
- Implement CIP centralized tracking and a simple status system (On Track / At Risk / Delayed; On Target / Under Review / Exceeded).
- Start Public Works preventive maintenance schedules and publish internal service calendars (hydrants, valves, PRVs, lift stations).
- Strengthen open government routines: agenda/minutes templates, ORR tracking log, and records digitization priorities.
- Confirm LVPD–Court timeline for electronic citations and begin quick-win process improvements.
- Select 2–3 high-impact, low-burden actions in Parks/Library/ED to show early progress.

Phase 2 (3–6 months): Build Transparency + Start COA Redesign

- Publish monthly Financial Snapshot and CIP Snapshot (public-facing) with variance explanations.
- Form COA workgroup; complete current-state assessment; define reporting requirements and COA design principles.
- Draft future-state COA segment structure and begin mapping (crosswalk).
- Expand CIP documentation recovery using standardized project summary sheets.
- Operationalize ORR reporting and service standards with monthly internal metrics and quarterly public summary.

Phase 3 (6–12 months): Implement COA + Operationalize Dashboards + Deliver Wins

- Complete COA crosswalk, implementation plan, and training; pilot parallel reporting for one quarter; go-live at a fiscal boundary when feasible.
- Launch/expand dashboards: CIP status/budget, ED activity and outcomes, service metrics, and selected public safety highlights.
- Complete key departmental deliverables (e.g., e-ticketing intake, warrant cleanup progress, parks master plan milestones, library program enhancements).

Phase 4 (12–18 months): Optimize and Institutionalize

- Refine COA based on first full cycle and close remaining reporting gaps.
- Adopt an annual planning and budget alignment calendar tying department goals to funding and measurable outcomes.
- Institutionalize the CDI reporting cadence (monthly internal, quarterly public).

Financial Transparency and COA Modernization Workstream

Deliverable 1: Financial Transparency Package

- Minimum viable package to launch within 3–6 months:
    - Monthly Financial Snapshot (revenues vs budget, expenditures vs budget, fund balance summary, major variances in plain language).
    - Monthly CIP Snapshot (project status, budget status, top risks).
    - Quarterly Public Leadership Briefing (highlights, milestone progress, budget performance, risks, upcoming decisions).

Deliverable 2: COA Overhaul (Design + Implement)

- Recommended COA design principles:
    - Supports budget and reporting by department, program/service, and object.
    - Supports projects (CIP and grants) without manual spreadsheets.
    - Improves transparency for restricted funds and cost centers.
    - Enables consistent public reporting (trendable over time).
- Suggested future-state COA segment structure (example):
    - Fund | Department | Program/Service | Object | Project (CIP/Grant) | Location (optional)
- COA milestones:
    - Assessment and reporting requirements list (30–60 days).
    - Future-state COA structure draft (by ~90 days).
    - Crosswalk mapping and implementation plan (3–6 months).
    - Parallel reporting pilot (one quarter).
    - Go-live, training, and policy updates.

Progress Metric System

North Star Metric: City Delivery Index (CDI)

The City Delivery Index (CDI) is a 0–100 score updated monthly and reported publicly quarterly. It is a weighted average of five component scores, each calculated from objective measures.

- CDI components and weights:
  - Financial Transparency (25%)
    - On-time monthly financial and CIP snapshots; variance explanations included.
  - COA Modernization (20%)
    - Milestone completion (%), crosswalk readiness, training completion rate.
  - Infrastructure Delivery (25%)
    - % CIP projects On Track; % projects with up-to-date standardized summary sheet; risk log maintained.
  - Service and Compliance (15%)
    - Agenda/packet posting compliance; ORR timeliness compliance; records digitization progress.
  - Community Value (15%)
    - ED dashboard cadence; parks master plan/project milestones; library program and digitization progress.

CDI Scorecard Template (Fillable)

Component	Wt	Measures	Target	Current	Status	Notes
Financial Transparency	25%	On-time monthly financial and CIP snapshots; variance explanations included.	TBD		On Track / At Risk / Delayed	
COA Modernization	20%	Milestone completion (%), crosswalk	TBD		On Track / At Risk /	

		readiness, training completion rate.		Delayed
Infrastructure Delivery	25%	% CIP projects On Track; % projects with up-to-date standardized summary sheet; risk log maintained.	TBD	On Track / At Risk / Delayed
Service and Compliance	15%	Agenda/packet posting compliance; ORR timeliness compliance; records digitization progress.	TBD	On Track / At Risk / Delayed
Community Value	15%	ED dashboard cadence; parks master plan/project milestones; library program and digitization progress.	TBD	On Track / At Risk / Delayed

Dashboard and Reporting Calendar

Recommended cadence for leadership review and public transparency:

Cadence	Audience	Products	Owner(s)
Monthly	Internal	City Delivery Meeting; CDI draft; exception/risk review	City Mgr/Finance/Depts
Monthly	Public	Financial Snapshot; CIP Snapshot	Finance + CIP Lead
Quarterly	Public	Leadership Briefing; CDI trend; top risks; next priorities	City Mgr + Finance
Annually	Council/Public	Strategic refresh; budget alignment; CIP priority review	Exec Team + Finance

Appendix: Department KPI Alignment (Examples)

- Use department plans as the source for KPI targets; the CDI rolls up high-level performance to one score.

Public Safety (LVPD)

- Staffing level (% filled) and time-to-hire targets.
- Training completion and wellness participation.
- Technology milestones (e.g., electronic citations).

Municipal Court

- Electronic citation intake operational status.
- Backlog cleanup progress (e.g., older warrants/cases).

Public Works / CIP

- Preventive maintenance completion rate (scheduled vs completed).
- CIP project status (% On Track) and documentation completeness.

City Secretary

- Agenda/packet posting compliance.
- ORR tracking and timeliness compliance.
- Records digitization milestones.

Parks / Library / Economic Development

- Parks master plan and project milestones.
- Library program participation and digitization progress.
- ED outreach/visits, proposals evaluated, and dashboard cadence.

City of Lago Vista

Capital Improvement Program (CIP) Strategy Plan

Coordination Recovery & FY 2025 Implementation

1. Purpose

This strategy outlines a reset of the City of Lago Vista's Capital Improvement Program with a focus on correcting past coordination gaps and stabilizing project delivery for the current fiscal year. The intent is to strengthen communication, improve consistency, and bring clarity to active projects without introducing unnecessary administrative burden. This approach prioritizes execution and accountability over new layers of process.

2. Background & Current Challenge

Over the past several years, the CIP program has experienced:

- Turnover in project management
- Limited continuity between managers and departments
- Inconsistent project documentation and tracking
- Coordination gaps between Finance, Public Works, and Development Services

This has led to:

- Lost project knowledge
- Delayed schedules
- Budget uncertainty
- Increased reliance on reactive decision-making

The focus now is to stabilize project delivery through predictable communication and clear ownership.

3. Coordination Recovery Strategy

A. Centralized Project Control

Going forward, all CIP project information will be maintained in a consistent, centralized format, including:

- Project scope and background
- Current phase and milestone schedule
- Budget and funding sources
- Consultant/contractor information
- Permitting and utility coordination status

This is intended to eliminate fragmented records across emails and individual systems.

B. Standardized Project Handoff Process

To improve continuity and protect the City from future staff turnover:

- Each project will maintain a brief, standardized project summary sheet
- This will document current status, challenges, key decisions, and next steps
- This allows leadership and departments to quickly understand where each project stands

C. Monthly CIP Coordination Meeting

A standing monthly coordination meeting will be held with:

- Public Works
- Development Services
- Finance

Purpose:

- Identify scheduling conflicts
- Coordinate utility and street project impacts
- Align procurement and funding timing
- Address interdepartmental issues early

Meeting durations will be kept short and action-oriented to avoid administrative bloat.

4. FY 2025 CIP Focus Areas for Lago Vista

For the current fiscal year, the focus is on executing and stabilizing high-priority projects while clearing backlog from prior years.

Key focus project groups include:

- Water system infrastructure improvements
- Wastewater system upgrades and lift station improvements
- Street maintenance and rehabilitation programs
- Drainage improvements in recurring problem areas
- Asset documentation and mapping initiatives (GIS / records recovery)

Each active project will have:

- A clearly identified department contact
- Documented status updates
- Identified risks or coordination needs

This will give leadership better visibility into both progress and challenges without overloading reporting structures.

5. Simplified Reporting to Leadership

To keep leadership informed without creating unnecessary reporting workload, CIP updates will be delivered in a clear and consistent format:

- Monthly internal update:
  - Project status (On Track / At Risk / Delayed)
  - Budget status (On Target / Under Review / Exceeded)
  - Key coordination issues and resolutions
- Quarterly leadership briefing:
  - Major milestones
  - Budget performance
  - Identified risks
  - Upcoming decisions requiring direction

6. First-Year Stabilization Priorities

Over the next 6–12 months, the immediate priorities will be:

1. Recover and organize existing CIP project documentation
2. Establish consistent interdepartmental communication
3. Identify and resolve stalled or high-risk projects
4. Improve internal visibility of project status and scheduling
5. Restore predictable project management practices

This phase is intended to restore confidence, control, and clarity in the program before pursuing major expansions or advanced planning frameworks.

7. Leadership Role

Leadership support is critical for this strategy's success. Specifically:

- Reinforcing department participation in coordination meetings
- Supporting standardized documentation efforts
- Providing direction on project priorities when conflicts arise

This ensures the CIP program remains aligned with the City's strategic goals while improving day-to-day execution.

8. Conclusion

The goal of this strategy is not to rebuild the CIP program overnight, but to stabilize it, rebuild coordination, and create a foundation for reliable delivery of infrastructure projects in Lago Vista.

Success will be measured through improved communication, reduced project delays, and clearer reporting to leadership.

Projects FY 25-26

- Street resurfacing, project phase 3
- Talon Hydro Tank
- WWTP Design Progression
- Pond Rehabilitation and Transmission line
- Golf Course Irrigation Replacement
- Lift Stations

City Manager Strategic Plan

City of Lago Vista — Operational Excellence, COA Modernization, and Transparency
Planning Horizon: 12 months (with 90-day startup plan)

Executive Summary

This strategic plan provides a 12-month roadmap for implementing the recommended organizational structure (ACM/COO model), modernizing the Chart of Accounts (COA) for clear accountability, and improving transparency for City Council and residents. The plan prioritizes strong internal controls, faster operational decision-making, and clear performance reporting across all funds.

Guiding Principles

- Clear accountability: every service has an owner; every transaction has a valid fund and cost center.
- Strong controls: Finance remains CM-direct; approval thresholds and segregation of duties are enforced citywide.
- Operational focus: ACM/COO coordinates day-to-day operations and drives cross-department execution.
- Transparency by design: standardized reporting, public dashboards, and consistent project updates.
- Start simple, scale detail: keep the COA lean; use projects/work orders for asset-level detail where available.

Strategic Goals (12-month)

Operational Excellence and Service Delivery

- Implement the four service groups under the ACM/COO with defined decision rights and escalation.
- Reduce routine City Manager touchpoints by delegating day-to-day operational approvals to the ACM/COO (within policy thresholds).
- Standardize workflows (purchasing, hiring, payroll changes, contract routing) across departments.

Financial Clarity and Accountability (COA Modernization)

- Implement the new cost center segment aligned to the proposed organization (owners and rollups).
- Standardize natural account ranges (wages, benefits, supplies, services, capital) and eliminate “unassigned” coding.
- Establish indirect cost allocation (shared services) for Utility/Airport/Golf where appropriate.

Transparency and Public Trust

- Deliver consistent weekly and monthly reporting to Council aligned to the new service groups and funds.
- Publish a citizen-facing monthly dashboard (plain language, key metrics, CIP highlights).
- Improve project communication: scope, schedule, budget, and status updates for CIP and high-visibility initiatives.

People, Culture, and Capacity

- Clarify roles and performance expectations under the new reporting structure.

- Address critical staffing needs (engineering, GIS, special programs) with clear accountability.
- Train budget owners and supervisors on the new COA and decision rights to reduce errors and rework.

Key Initiatives and Deliverables

1. Implement the ACM/COO Operating Model

- Confirm service group structure and direct reports (Admin Services, Community Development, Infrastructure, Community Services).
- Define standing cadence: weekly operations review (ACM/COO), monthly CM-ACM scorecard review, quarterly Council performance review.
- Finalize Police HR oversight checkpoints to avoid split authority and ensure compliance.

2. COA Implementation and Governance

- Adopt COA Governance + Segment Definitions (custodian: Finance; change control process; training).
- Finalize Fund Master and Cost Center Master; assign owners and eliminate unassigned/999 coding.
- Finalize Natural Account Dictionary and reclassify benefits into 5200–5299; enforce object coding standards.
- Update Old→New crosswalk; run parallel reporting for 1–2 cycles and validate Council packet rollups.

3. Transparency and Reporting System

- Launch weekly Council update format (exceptions, risk, capital highlights, staffing, customer metrics).
- Launch monthly Council report (fund snapshots, performance measures, CIP, compliance, HR pipeline).
- Launch citizen monthly dashboard (top metrics, major projects, key notices, service highlights).

4. Internal Controls and High-Risk Workflow Improvements

- Segregation-of-duties map for high-risk workflows (utility adjustments, court collections, golf POS/inventory, airport leases).
- Improve cash-handling and deposit controls where applicable; document SOPs and audit trails.
- Improve contract tracking and renewal calendar (Finance + Purchasing workflow administration).

5. Customer Experience and Technology Enablement

- Complete priority software implementations (permitting/STR tools) under Special Programs & Systems coordination with IT and PIO.
- Stand up consistent GIS governance under IT/GIS (data standards, maps for Council/public as appropriate).
- Create a simple service request intake and reporting loop for Public Works/Utilities to improve responsiveness.

90-Day Startup Plan (First Quarter)

Focus: stabilize structure, lock COA definitions, and deliver early transparency wins.

Days 1–30: Align & Define

- Finalize org chart reporting lines and decision rights; publish to leadership and staff.
- Lock COA segment definitions and Natural Account Dictionary; adopt COA Change Control process.
- Assign owners to each cost center; eliminate any unassigned cost center use in budgeting and coding.

Days 31–60: Build & Train

- Update crosswalk and configure COA lists in the financial system (or staging environment).
- Train budget owners and administrative staff on coding, approvals, and reporting.
- Draft SOPs for high-risk workflows and implement quick control fixes.

Days 61–90: Pilot & Report

- Run one monthly cycle of parallel reporting (old vs new) for validation.
- Produce the first monthly Council report and citizen dashboard using new rollups.
- Hold a Council workshop to show “before/after” transparency improvements and answer questions.

Performance and Accountability (Scorecard Framework)

Use 3–7 operational metrics per service group and 1–3 outcome measures per quarter.

- Administrative Services: Time-to-hire, HR compliance completion, IT ticket aging, purchasing cycle time
- Community Development: Permit cycle time, plan review turnaround, inspection completion rate, code case aging
- Infrastructure Services: Work order completion time, utility compliance milestones, CIP schedule variance
- Community Services: Program participation, facility uptime, library circulation/program attendance, park maintenance completion
- Public Safety: Staffing stability, training compliance, dispatch coverage
- Finance / Transparency: Month-end close timeliness, budget variance explanations on-time, audit findings reduced/closed

Key Risks and Mitigation

- Change fatigue / adoption: Use clear communications, short trainings, and early wins; keep coding rules simple.
- COA complexity: Limit cost centers to budget-owner level; avoid over-fragmentation; use projects/work orders for detail.
- Split authority (Police/HR): Enforce HR review gates and CM final approvals for high-risk actions; maintain cadence.
- Data quality during transition: Parallel run reporting; validate pivot tests for wages vs benefits; freeze COA during close windows.

- Transparency expectations: Publish consistent cadence and definitions; avoid changing metrics month to month.

Governance and Cadence

- Weekly: ACM/COO Operations Review (exceptions, risk, staffing, CIP blockers).
- Monthly: CM–ACM–Finance performance and budget review (scorecard + fund snapshot).
- Monthly: Council Report issued (standard format) + citizen dashboard published.
- Quarterly: Council workshop on major goals, CIP, and performance outcomes.
- Annually: COA refresh cycle and budget alignment review.

Appendix: Recommended Account String (Incode Pro 9)

FFF–CCC–NNNN–DD

FFF = 3-digit Fund | CCC = 3-digit Cost Center | NNNN = Natural Account | DD = 01 Non-Discretionary / 02 Discretionary

City of Lago Vista

City Secretary Strategic Plan

Purpose & Role of the City Secretary

The City Secretary serves as the official record keeper of the City of Lago Vista and is a key liaison between City Council, City staff, and the public. The office ensures transparency, compliance with state and local laws, and the efficient administration of City Council and board operations. This strategic plan establishes priorities, goals, and action steps to strengthen governance, improve service delivery, and support the City's long-term objectives.

Mission Statement

To support effective and transparent municipal governance by maintaining accurate records, facilitating open government, ensuring legal compliance, and providing professional, responsive service to elected officials, staff, and the public.

Integrity: Upholding the highest ethical and professional standards

Transparency: Promoting open and accessible government

Accuracy: Ensuring precise and reliable records

Accountability: Maintaining compliance with all applicable laws and policies

Service: Providing timely, courteous, and professional assistance

Continuous Improvement: Embracing innovation and best practices

Strategic Focus Areas & Goals

1. Governance & Legislative Support

Goal: Provide exceptional administrative and procedural support to City Council, Boards and Commissions.

Objectives & Actions:

- Ensure agendas, packets, and minutes are prepared accurately and in compliance with Texas Open Meetings Act (TOMA).
- Standardize agenda and minute templates for consistency and efficiency.
- Enhance coordination with department directors for agenda item submission and deadlines.

- Provide ongoing procedural guidance to elected officials and board members.

Performance Measures:

- On-time posting of agendas and packets (100% compliance)
- Reduction in agenda or minute corrections
- Positive feedback from Council and boards

2. Records Management & Retention

Goal: Maintain a compliant, organized, and accessible records management system.

Objectives & Actions:

- Ensure adherence to the Texas State Library and Archives Commission (TSLAC) retention schedules.
- Continue digitization of records to improve accessibility and disaster recovery.
- Conduct periodic audits of records retention and destruction processes.
- Train staff on proper records handling and retention requirements.

Performance Measures:

- Successful completion of annual records compliance reviews
- Increased percentage of digitized records
- Reduced retrieval time for records requests

3. Open Government & Legal Compliance

Goal: Ensure full compliance with open government laws and election requirements.

Objectives & Actions:

- Manage Open Records Requests (ORRs) in compliance with the Texas Public Information Act.
- Track deadlines and responses using a centralized ORR system.
- Coordinate with the City Attorney on complex or sensitive requests.
- Administer municipal elections in compliance with the Texas Election Code.
- Provide regular training and updates on open government requirements.

4. Professional Development & Succession Planning

Goal: Maintain a knowledgeable, resilient, and well-trained City Secretary's Office.

Objectives & Actions:

- Participate in continuing education through TML, TMCA, and other professional organizations.
- Cross-train staff to ensure continuity of operations.
- Monitor legislative changes impacting municipal operations.

Performance Measures:

- Completion of required certifications and training
- Updated procedural manuals
- Continuity of service during absences or transitions

The City Secretary's Office plays a vital role in supporting transparent, lawful, and effective municipal governance. Through this strategic plan, the City of Lago Vista commits to continuous improvement, professional excellence, and service to the community and its elected officials.

City of Lago Vista
Strategic Plan

FY 2025-2026 Implementation Focus
(Aligned to Proposed COA and Organizational Structure)
February 2026

Executive Summary

This Citywide Strategic Plan consolidates department strategic plans into one coordinated document. It is built around the proposed ACM/COO operating model, service-group rollups, and a modernized Chart of Accounts (COA) to strengthen accountability, improve transparency, and accelerate delivery of priority services and capital projects.

Planning Assumptions and Alignment

- Planning horizon: 12 months with a 90-day kickoff for organizational alignment, COA definitions, and reporting cadence.
- Operating model: City Manager (CM) with an Assistant City Manager / Chief Operating Officer (ACM/COO) coordinating day-to-day operations through four service groups.
- Financial structure: COA modernization with Fund–Cost Center–Natural–Discretionary segments; service group rollups; standardized monthly close and Council reporting.
- Implementation approach: start simple, deliver early wins, and scale detail through projects/work orders rather than proliferating account codes.

Citywide Outcomes (What Success Looks Like)

- Clear accountability for services and projects via service group ownership and cost center alignment.
- Consistent monthly financial package and Council-facing reports that are easy to understand and repeatable.
- Improved customer experience through faster permitting, clearer communication, and better service request responsiveness.
- Stabilized CIP delivery with predictable coordination and standardized project documentation.
- Measurable progress on quality-of-life amenities (parks, programs, library) and community engagement.

Strategic Framework

Vision

Deliver reliable core services, steward public resources responsibly, and enhance quality of life for the Lago Vista community.

Guiding Principles

- Accountability: every service has an owner; every transaction has a valid fund and cost center.
- Controls and compliance: audit-ready practices and documented workflows.
- Transparency: consistent reporting to Council and the public in plain language.
- Customer service: predictable timelines, clear guidance, and responsive communication.
- Continuous improvement: standardization, measure, and refine processes based on results.

Proposed Organizational Structure

CM-direct functions and service groups under the ACM/COO:

- City Manager (CM) – strategic leadership and Council alignment
- Finance (CM-direct) – COA governance, reporting, budget, internal controls
- ACM/COO – day-to-day operations, cross-department execution, weekly ops review
- Service Groups (under ACM/COO): Administrative Services; Community Development; Infrastructure Services; Community Services
- Public Safety – referenced for coordination (e.g., municipal court initiatives and electronic citation intake)

COA and Reporting Alignment

The COA modernization establishes a common structure for budgeting and reporting using Fund–Cost Center–Natural–Discretionary segments. Cost centers align to service groups and accountable owners, enabling rollup reporting for leadership, Council, and citizens.

- COA governance: Finance owns master lists, data dictionary, and change control.
- Monthly reporting: fund snapshots, variance narratives by cost center, and a 90-day forecast.
- Council cadence: standardized exhibits and CIP status updates aligned to service group rollups.
- Public dashboard: plain-language monthly summary of key metrics and major projects.

Citywide Governance and Cadence

- Weekly: ACM/COO Operations Review (exceptions, risks, staffing, CIP blockers).
- Monthly: CM–ACM–Finance performance and budget review (scorecard + fund snapshots).
- Monthly: Council report issued (standard format) + citizen dashboard published.
- Quarterly: Council workshop on major goals, CIP, and performance outcomes.

Citywide Priority Initiatives (FY 2025-2026)

1) Implement the ACM/COO Service Group Operating Model

Objective / Initiative	Success Measures	Lead / Partners	Timeframe
Finalize reporting lines, decision rights, and escalation paths.	Org chart and decision-rights guide published; reduced routine CM touchpoints.	CM, ACM/COO, Department Directors	0-90 days
Standardize core workflows (purchasing, hiring, payroll changes, contract routing).	Documented SOPs for high-risk and high-volume workflows; fewer rework cycles.	ACM/COO, Finance, HR/Admin	0-12 months

2) COA Modernization and Budget Excellence

Objective / Initiative	Success Measures	Lead / Partners	Timeframe
Publish COA Data Dictionary (fund, cost center, natural accounts, discretionary rules).	Dictionary adopted; elimination of unassigned codes; improved coding accuracy.	Finance (lead); all cost center owners	0-90 days
Launch consistent monthly financial package and Council exhibits.	On-time monthly package; variance narratives included; 90-day forecast issued.	Finance + CM Office	0-6 months
Run parallel reporting (old vs new) and validate rollups.	1-2 cycles completed; exceptions resolved; new rollups used in Council report.	Finance, ACM/COO	60-120 days

3) Transparency and Public Engagement

Objective / Initiative	Success Measures	Lead / Partners	Timeframe
Publish citizen-facing dashboard (plain language) monthly.	Dashboard issued monthly; consistent definitions; positive feedback and engagement.	CM Office/PIO + Finance + Departments	0-6 months (launch), then ongoing
Improve cross-department project communications (scope/schedule/budget).	CIP summaries and key initiative updates in Council and public reporting.	ACM/COO + CIP leads + Finance	0-12 months

4) Stabilize CIP Delivery and Coordination

Objective / Initiative	Success Measures	Lead / Partners	Timeframe
Centralize project control with standardized project summary sheets.	All active projects have summaries; reduced knowledge loss and handoff risk.	Public Works + Development Services + Finance	0-6 months
Hold monthly CIP coordination meeting and issue concise updates.	Monthly internal status; quarterly leadership briefing; fewer schedule conflicts.	Public Works (lead) + DS + Finance	0-12 months

Service Group Strategic Plans

A. Administrative Services

Purpose: Strengthen governance, internal controls, and organizational capacity while improving transparency and service to the public.

A1. Finance

Objective / Initiative	Success Measures	Lead / Partners	Timeframe
Modernize COA and implement cost center rollups aligned to the new organization.	COA segments defined; masters published; unassigned coding eliminated.	Finance (lead); all departments	0-90 days kickoff; 12 months sustain
Deliver standardized monthly reporting and Council exhibits.	Monthly package on-time; variance narratives; consistent exhibits.	Finance + CM Office	0-6 months launch; ongoing
Improve close, controls, and audit readiness.	Faster close; documented reconciliations; reduced audit findings.	Finance (lead) + Departments	0-12 months
Strengthen budget preparation with decision packages and clear assumptions.	Budget calendar adopted; templates used; Council receives decision packages.	Finance + CM/ACM	0-12 months

A2. City Secretary

Objective / Initiative	Success Measures	Lead / Partners	Timeframe
Enhance governance and legislative support (agendas, packets, minutes).	100% on-time postings; reduced corrections; positive Council feedback.	City Secretary (lead) + Department Directors	Ongoing
Improve records management, digitization, and retention compliance.	Increased digitized records; successful annual compliance reviews.	City Secretary (lead) + Departments	0-12 months
Strengthen open government compliance and elections/ORR processes.	ORR deadlines met; centralized tracking; training delivered.	City Secretary + City Attorney	Ongoing
Cross-train and update procedural	Procedural manuals updated; continuity	City Secretary	0-12 months

manuals for resilience.	during absences.

A3. Municipal Court (Coordination with Public Safety)

Objective / Initiative	Success Measures	Lead / Partners	Timeframe
Implement electronic ticket writing and citation intake.	Electronic citation download working; reduced manual entry errors; faster case initiation.	Court (lead) + Police Department + IT	0-12 months
Review older active warrant cases (>7 years, no plea) for appropriate disposition.	Backlog reduced; improved warrant data integrity; improved clearance metrics.	Court + Judge + Prosecutor	0-12 months

B. Community Development

Purpose: Guide responsible growth, improve the development experience, and strengthen the local economy through coordinated planning and investment.

B1. Development Services

Objective / Initiative	Success Measures	Lead / Partners	Timeframe
Modernize development processes and standardize SOPs, checklists, and public guidance.	Reduced permit and review times; SOPs published; clearer customer guidance.	Development Services (lead)	0-12 months
Improve code and regulatory alignment (initiate UDO/code rewrite and legislative updates).	Code rewrite contract executed; mandated updates completed; new structure aligned to workflow.	Planning (lead) + Consultant + Legal	0-12 months (multi-year rewrite)
Strengthen communication and transparency with reporting and digital tools.	Standard development report to Council/public; improved online status access.	Development Services + CM Office/PIO	0-12 months
Build internal capacity (hiring, training, cross-training).	Key positions filled; staff certifications increased; service continuity improved.	Development Services + HR/Admin	0-12 months

B2. Economic Development

Objective / Initiative	Success Measures	Lead / Partners	Timeframe
Implement Business Retention & Expansion (BR&E) program.	Quarterly retention visits; business openings tracked by sector; needs identified and addressed.	Economic Development (lead) + Chamber/Partners	0-12 months
Advance mixed-use and district development (multi-year).	Priority districts defined; proposals evaluated; recruitment activity tracked.	Economic Development + Planning + Utilities	0-12 months (setup)
Link infrastructure planning with economic growth and funding.	Projects coordinated with capacity planning; grants secured; progress toward EDC established.	Economic Development + Finance + PW/Utilities	0-12 months
Improve transparency and community insight (dashboard, town halls, communications).	Dashboard updates; community events expanded; public presentations held.	Economic Development + CM Office/PIO	0-12 months

C. Infrastructure Services

Purpose: Deliver reliable utilities and streets operations and stabilize capital project delivery through predictable coordination and documentation.

C1. Public Works (Utilities, Plant Operations, Streets)

Objective / Initiative	Success Measures	Lead / Partners	Timeframe
Improve water system reliability through targeted maintenance programs (PRVs, hydrants, valves) and looping improvements.	Reduced service interruptions; improved firefighting readiness; improved isolation response.	Public Works (lead)	0-12 months
Strengthen wastewater collection and lift station reliability (inspection, pressure main maintenance,	Fewer overflows/violations; improved maintenance access for behind-property assets.	Public Works (lead)	0-12 months

access plans).			
Modernize plant operations and regulatory compliance through targeted upgrades (meters, tanks, structural repairs).	Improved compliance reporting; reduced operational risk; upgraded facilities.	Public Works (lead)	0-12 months
Improve streets and drainage maintenance programs (tree trimming, crack sealing, culverts).	Extended pavement life; reduced flooding incidents; improved roadway safety.	Public Works (lead)	0-12 months

C2. Capital Improvement Program (CIP) Stabilization

Objective / Initiative	Success Measures	Lead / Partners	Timeframe
Recover and organize existing CIP documentation; establish centralized project control.	Active projects documented consistently; improved continuity across staff turnover.	CIP Coordination Team	0-6 months
Implement standardized handoff process using project summary sheets.	Summaries maintained and current; faster onboarding for new project owners.	Public Works + Finance + DS	0-6 months
Provide simplified reporting and coordination cadence (monthly internal; quarterly leadership briefing).	On-track/at-risk/delayed view updated; fewer schedule conflicts; clearer budget status.	Public Works (lead) + Finance + DS	Ongoing

FY 2025-2026 Priority Project Groups include (non-exhaustive): street resurfacing (phase 3), Talon Hydro Tank, WWTP design progression, pond rehabilitation/transmission line, golf course irrigation replacement, and lift stations.

D. Community Services

Purpose: Improve quality of life through parks, programs, facilities, and learning opportunities while expanding community engagement and partnerships.

D1. Parks and Recreation

Objective / Initiative	Success Measures	Lead / Partners	Timeframe
Update the Parks Master Plan for the next 5-10 years with PRAC and Council review.	Draft master plan completed and reviewed; priorities and standards clarified.	Parks & Recreation (lead) + PRAC + Council	2026
Expand park and green space access and improve civic center green spaces.	Design/cost estimate for Dawn Drive site; improvements at civic center green spaces.	Parks & Recreation + Public Works + Finance	2026
Expand recreation programming (learn-to-swim, instructional classes).	Program participation increases; fee-based classes launched; water safety outcomes improved.	Parks & Recreation	2026
Advance trail system projects and feasibility work (Turnback Canyon Trail and connections).	Phase 1 markers/fixtures completed; Phase 2 route/archeological survey initiated.	Parks & Recreation + PW + Partners	2026
Improve ADA and playground safety compliance; establish Parks Foundation (501c3).	TAS issues addressed as funded; CPSI certification; foundation process initiated.	Parks & Recreation + PRAC	2026

D2. Library

Objective / Initiative	Success Measures	Lead / Partners	Timeframe
Improve library comfort and update spaces; replace aging furniture and upgrade lighting.	Visitor satisfaction improves; workspace efficiency improves; LED upgrade completed as feasible.	Library (lead) + Admin/Facilities	2026
Broaden programs, classes, and events; partner with LVISD and Chamber.	Program offerings increased; partnerships sustained/expanded;	Library + LVISD + Chamber + Partners	2026

	attendance tracked.		
Digitize former North Lake Travis LOG newspapers collection.	Digitization plan executed; materials accessible; preservation improved.	Library (lead) + Partners	2026
Upgrade technology and survey the public.	Technology upgrades implemented; survey results reported and used for improvements.	Library + IT/Systems + CM Office	2026

Performance Scorecard (Recommended Citywide Measures)

Use 3-7 operational measures per service group with quarterly outcome highlights. Examples:

- Administrative Services: month-end close timeliness; budget submission on-time rate; ORR turnaround time; agenda packet on-time rate.
- Community Development: permit cycle time; plan review turnaround; inspection completion within 24 hours; code case aging.
- Infrastructure Services: work order completion time; lift station compliance milestones; CIP schedule and budget variance; hydrant/valve maintenance completion.
- Community Services: program participation; library circulation and attendance; park maintenance completion; trail milestones delivered.
- Municipal Court/Public Safety Support: electronic citation adoption rate; warrant backlog reduction.

Appendix A: COA Account String (Recommended)

FFF-CCC-NNNN-DD

- FFF = 3-digit Fund
- CCC = 3-digit Cost Center (aligned to service groups and accountable owners)
- NNNN = Natural Account (standard ranges for wages, benefits, supplies, services, capital)
- DD = 01 Non-Discretionary / 02 Discretionary

Appendix B: Department Plan Sources Consolidated

- City Manager Strategic Plan (Operating model, COA alignment, reporting cadence)
- Finance Department Strategic Plan (COA modernization and reporting)
- Capital Improvement Program Strategy (coordination recovery and reporting)
- Development Services Strategic Plan (process modernization, code rewrite, capacity)
- Economic Development Strategic Plan (BR&E, district development, infrastructure-linked growth)
- Public Works Strategic Plan (utilities, plants, streets)
- City Secretary Strategic Plan (governance, records, compliance)
- Parks and Recreation Strategic Plan (master plan, parks, trails, programs, compliance, foundation)
- Library strategic considerations (quality of life, collaboration, efficiency, technology)
- Municipal Court Strategic Plan (e-ticketing, warrant review)

DS Strategic Plan:

City of Lago Vista – Development Services Department

FY 2025 Strategic Goals & Priorities

Planning • Building • Engineering • GIS • Programs • Code Compliance

I. Department-Wide Priorities for FY25

These are the cross-division initiatives that strengthen customer service, compliance, and operational performance.

1. Modernize Development Processes

- Reduce permit review times through workflow updates and checklist standardization
- Implement clear SOPs for all development functions
- Update application packets and public-facing guidance

2. Improve Code & Regulatory Alignment

- Begin full **UDO/code rewrite** via third-party consultant
- Complete 2025 mandated **legislative updates** (TLGC 211/212, HB 14, SB 2038, etc.)
- Align internal processes with new code structure

3. Strengthen Communication & Transparency

- Launch a standardized **development report** for council + public
- Expand use of digital tools for permit status and document access
- Establish department-wide customer service standards

4. Build Internal Capacity

- Finalize FY25 hiring (GIS Tech, Planning Admin, Permit Tech, Inspector)
- Launch staff development and certification plans
- Implement cross-training to ensure continuity of service

II. FY25 Sub-Division Strategic Priorities

A. Planning Division

Mission: Ensure orderly growth through responsible land use, zoning, and long-range planning.

FY25 Priorities

- Initiate **code rewrite** and restructure zoning districts
- Update development review checklists and timelines
- Begin conceptual framework for **Engineering Division** integration
- Create a standardized **Pre-Development Meeting Playbook**
- Improve land use data accuracy (buildout estimates, zoning map updates)

Key Outcomes for FY25

- Code rewrite contract executed
- Updated checklists published
- 10% reduction in zoning/subdivision review turnaround time

B. Building Division
Mission: Protect life and property through high-quality building plan review and inspections.
FY25 Priorities

- Reduce plan review and inspection delays by updating workflows
- Implement standardized inspection routing and digital checklists
- Create customer-facing "**How to Build in Lago Vista**" quick guides
- Update permit fee structure (foundation year for FY26 cost-recovery)
- Expand reporting metrics (workload, turnaround times, pass/fail ratio)

Key Outcomes for FY25

- 15% improvement in plan review times
- 95% inspection completion within 24 hours
- SOPs published for all permit types

C. Engineering Division (Startup Year)
Mission: Establish core engineering review, inspection, and infrastructure coordination functions.
FY25 Priorities

- Build the engineering review framework (site development, drainage, transportation)
- Develop technical criteria manuals for FY26 adoption
- Establish bonding, inspections, and civil plan standards
- Support Utilities on water/wastewater capacity verification
- Prepare for FY26 hiring (Engineering Manager, Inspector)

Key Outcomes for FY25

- Engineering review policy adopted
- Development of inspection checklists & bonding forms
- Full integration into development review workflow

D. GIS Division
Mission: Deliver accurate, accessible, and actionable geospatial data to support city decision-making.
FY25 Priorities

- Launch GIS division (hiring, onboarding, infrastructure setup)
- Map Quadrant 3 utilities & standardize data schema
- Build internal GIS hub for Planning/Building/Utilities
- Support code rewrite with accurate zoning data
- Begin parcel and addressing cleanup project

Key Outcomes for FY25

- GIS Manager onboarded
- Utility mapping progress report published

- GIS portal online for internal staff

E. Programs & Community Outreach
Mission: Strengthen community awareness, education, and relationship-building.
FY25 Priorities

- Launch **Lago Vista Civic Academy**
- Begin **Tool Loan Program** for property maintenance support
- Create an STR education & compliance awareness plan
- Expand partnerships (LVPOA, schools, business community)
- Create quarterly builder and developer meetings

Key Outcomes for FY25

- 1st Civic Academy cohort graduation
- STR education materials published
- 20% increase in public engagement touchpoints

F. Code Compliance Division
Mission: Promote voluntary compliance through education, service, and community partnership.
FY25 Priorities

- Transition division from Police Department to Development Services
- Shift from enforcement to **education-first** model
- Implement new SOPs for case intake, tracking, and follow-up
- Launch "Community Standards Education Campaign"

Key Outcomes for FY25

- 90% of cases resolved voluntarily
- Updated public info sheets on common violations
- Standardized timelines for case resolution

III. FY25 "Top 10" High-Level Goals

1. Launch code rewrite
2. Modernize review workflows
3. Improve customer service at every public touchpoint
4. Expand community programs (Academy, STR Education)
5. Stand up GIS Division
6. Prepare Engineering Division for FY26 full operations
7. Publish development checklists & SOPs
8. Reduce review time across all divisions
9. Improve reporting and transparency
10. Strengthen internal training and staff professional development

Economic Development – 2026 Strategic Plan

1. Business Retention & Expansion (BR&E)

Goal:
Implement a comprehensive Business Retention & Expansion program designed to strengthen connections between local businesses and the community while supporting long-term growth. Through direct engagement, events, and research, the program will gather insight into business operations, future plans, and challenges.

Key Strategies & Metrics:

- Number of new business openings per year
    - Tracked by sector: Primary, Secondary, Tertiary, and Quaternary
- Number of business retention visits conducted quarterly
- BR&E education and outreach, including:
    - Providing information on available programs, incentives, and services
    - Responding to specific business requests and identifying needs and growth plans
    - Conducting interviews with business leaders to understand expansion opportunities and challenges
    - Collecting and analyzing data to inform future business development strategies and support local economic growth

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2. Mixed-Use & District Development

Goal:
Encourage walkable, mixed-use development through targeted district planning and strategic recruitment. (multi-year)

Key Strategies & Metrics:

- Define priority development districts based on:
    - Zoning readiness
    - Developer interest
    - Infrastructure and utility capacity
- Number of new businesses or commercial leases secured within identified districts
- Number of development proposals evaluated for alignment with mixed-use and walkability goals
- Number of public-private partnership agreements generated within districts
- Recruitment of primary jobs to increase the tax base (weekly outreach)
- Hotel recruitment efforts to support tourism growth (weekly outreach)

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3. Infrastructure-Linked Economic Growth

Goal:
Align economic development initiatives with infrastructure planning to support sustainable growth.

Key Strategies & Metrics:

- Number of economic development projects coordinated with water and wastewater capacity planning
- Total dollar amount of infrastructure investment leveraged through EDC or external funding sources
- Grant dollars secured for economic development or infrastructure-related improvements
- Continued collaboration with a grant writer to identify and secure funding opportunities
- Establishment of an Economic Development Corporation (EDC), including:
    - Fundraising and donations
    - Public-private partnerships
    - Initial City funding allocation for economic development initiatives

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4. Communication, Transparency & Community Insight

Goal:
Increase transparency, public awareness, and community involvement in economic development initiatives.

Key Strategies & Metrics:

- Number of public presentations or town halls related to economic development projects
- Creation and maintenance of an Economic Development Dashboard (monthly or quarterly updates)
- Business and community engagement initiatives, including:
    - Business Roundtables
    - Plaques of Appreciation
    - "Work in a Business for a Day" with the Mayor
- Hosting community town halls to actively involve residents in discussions and decision-making
- Ongoing management of the City website, digital sign, social media platforms, and City newsletter to provide timely updates, news stories, and public announcements

Grant Opportunities

- Continued collaboration with the Economic Development Grant Writer with focus on resiliency and community placemaking to:
    - Review grant guidelines
    - Research funding sources
    - Prepare and submit grant applications

    - Coordinate with staff and stakeholders
- Grant Writer updates provided monthly
- Grant Writer visits and presentations conducted twice annually

Community Events (Quality of Life & Engagement)

- Expand and enhance high-impact community events that promote City assets, including the golf course, pool, and airport:
    - Pool Parties
    - Movies on the Green
    - Music on the Green
    - Airport Open House
    - LagoFest
    - Lago Liberty Days
- Explore opportunities to introduce a new community event or gradually expand LagoFest by adding new elements or extending its duration

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5. Strategic Planning & Council Alignment

Goal:
Ensure alignment with City Council priorities and promote coordinated implementation across departments.

Key Strategies & Metrics:

- Quarterly progress reports to City Council and the Economic Development Corporation (EDC)
- Cross-departmental coordination and feedback from:
    - Development Services
    - Public Works
    - Planning
    - Utilities
    - Finance
    - Parks & Recreation

Finance Department Strategic Plan

City of Lago Vista — COA Modernization, Reporting Improvements, and Budget Preparation
Planning Horizon: 12 months (with 90-day COA + reporting kickoff)

Executive Summary

This Finance Department Strategic Plan establishes a 12-month roadmap to modernize the City's Chart of Accounts (COA), improve internal and external financial reporting, and strengthen the upcoming budget preparation cycle. The plan is designed to support the proposed organizational structure (service group rollups + accountable cost centers), increase transparency for City Council and residents, and reinforce strong internal controls across all funds.

Finance Mission and Core Responsibilities

- Protect the public's resources through strong internal controls, accurate accounting, and timely reporting.
- Enable leadership decisions with clear fund, department, and object-level financial information.
- Deliver a transparent, consistent budget process and Council reporting cadence.
- Ensure compliance with adopted purchasing policy, grant/fund restrictions, and audit requirements.
- Maintain the COA as a controlled system (data dictionary, segment definitions, and change control).

Guiding Principles

- Simple COA, strong governance: fewer codes, clearer definitions, tighter change control.
- One source of truth: Finance owns the COA master lists and reporting definitions.
- Audit-ready every month: consistent close procedures, documented reconciliations, and variance explanations.
- Transparency by default: repeatable Council packet exhibits and public-facing summary reporting.
- Budget is a policy document: align resources to priorities with clear accountability by cost center.

Strategic Goals (12-month)

1) COA Modernization and Implementation

- Finalize COA segment definitions (Fund–Cost Center–Natural–Discretionary) and publish a COA Data Dictionary.
- Implement the new cost center structure aligned to the proposed organization (owners and rollups).
- Standardize natural account ranges (5100 wages; 5200 benefits; 5300 supplies; 5400 services; etc.) and eliminate "unassigned/999."
- Add pass-through coding methodology (flag and/or dedicated objects) to improve auditability and reporting clarity.

2) Stronger Monthly Reporting and Council Transparency

- Deliver a consistent monthly financial package: fund snapshots, department variance narratives, and 90-day forecast.
- Build service group rollup views to match the new organizational structure (CM-direct + four service groups + enterprise).
- Publish a citizen-facing monthly dashboard summarizing key metrics and major projects in plain language.

3) Budget Preparation Excellence (Upcoming Fiscal Year)

- Implement a structured budget calendar with clear milestones, templates, and expectations for cost center owners.
- Improve budget assumptions: staffing roster, benefit rates, inflation factors, contract escalators, and utility load forecasts.
- Provide Council with "decision packages" for policy choices (service levels, staffing adds, CIP timing) with fiscal impacts.
- Finalize budget book exhibits aligned to the new COA and organizational rollups.

4) Close, Controls, and Audit Readiness

- Reduce month-end close cycle time and standardize reconciliations (cash, AR, AP, payroll, utility, enterprise).
- Strengthen segregation of duties in high-risk workflows (utility adjustments, court collections, golf POS/inventory, airport leases).
- Improve contract tracking and renewal calendar in coordination with purchasing workflow administration.

Key Deliverables and Workplan

COA Governance and Configuration

- Adopt COA Governance Exhibit (custodian: Finance Director).
- Implement COA Change Request form and monthly COA review meeting (Finance + ACM + impacted owners).
- Configure Incode Pro 9 segment values (funds, cost centers, natural accounts, discretionary flag).
- Lock "production" controls: disallow unassigned cost centers; prevent ad hoc code creation.

Crosswalk and Data Cleanup

- Finalize Old→New COA crosswalk for historical continuity and budget conversion.
- Identify and correct misclassifications (benefits mistakenly coded in wages; misc dumping).
- Create a mapping log for exceptions and document conversion decisions.

Reporting Improvements

- Create standard monthly dashboards: fund status (YTD actuals vs budget), variance explanations, and forecast.
- Create enterprise fund reporting views (Utility/Airport/Golf) with operating ratios as appropriate.

- Standardize Council packet exhibits: top variances, capital project status, staffing summary, and key risks.

Budget Preparation Enhancements

- Issue budget instructions and templates tied to cost centers and standardized object codes.
- Require cost center narratives: service outcomes, key risks, performance measures, and top 5 cost drivers.
- Produce budget workshops: revenue outlook, compensation/benefits, enterprise fund outlook, and CIP plan.

Close and Internal Controls

- Standardize month-end checklist and reconciliation templates; set close targets.
- Define approval thresholds and required review checkpoints (purchasing, payroll, journal entries).
- Implement periodic cash handling and receipting spot checks where applicable.

90-Day Kickoff Plan (COA + Reporting)

Focus: lock definitions, configure values, and produce first reporting outputs aligned to the new structure.

Days 1–30: Define and Lock

- Confirm fund groups and 3-digit numbering convention; publish Fund Master.
- Confirm cost center master list, owners, and rollups; publish Cost Center Master.
- Finalize Natural Account Dictionary and discretionary/non-discretionary rules; publish coding guide.

Days 31–60: Configure and Train

- Configure Incode values and validation; ensure code entry controls are in place.
- Train budget owners and AP/PR staff on coding, approval thresholds, and variance narratives.
- Pilot revised monthly reporting package with leadership review.

Days 61–90: Validate and Launch

- Run parallel reporting (old vs new) for one monthly cycle; resolve exceptions.
- Publish first Council monthly report using new rollups; finalize recurring packet exhibits.
- Begin budget build using new cost centers and standardized naturals.

Standard Reporting Package (Recommended)

Monthly internal leadership package (Finance → CM/ACM):

- Fund summary: YTD actuals vs budget, available fund balance estimates, cash position.
- Top variances by fund and cost center with short narratives (what changed, what's next).
- 90-day forecast: known contract renewals, seasonal items, capital timing, staffing changes.
- Enterprise fund snapshots: operating results, key drivers (revenue, major expenses), capital needs.
- Compliance/controls: purchasing exceptions, aged AP/AR, reconciliation status.

Council-facing monthly package (Finance + CM):

- Executive summary (1 page): highlights, risks, and decisions needed.

- Fund status table (General + major funds + enterprise).
- Department rollups aligned to service groups (including Police and Finance CM-direct).
- CIP status summary (schedule/budget changes and next 30/60/90 days).
- Staffing summary and key vacancies/risks (high-level).

Citizen-facing monthly dashboard (PIO/CM Office + Finance):

- Plain-language summary of revenues/expenses and major projects.
- Top service metrics (permit turnaround, work orders completed, program participation).
- Major project status (CIP highlights) and upcoming impacts (road work, water/sewer work).
- How to engage: upcoming Council agenda topics, public meetings, reporting channels.

Budget Preparation Plan (Upcoming Fiscal Year)

Recommended milestones (adapt dates to your budget calendar):

- Budget kickoff: revenue forecast, compensation/benefits assumptions, and guidance issued to cost center owners.
- Department submissions: requests aligned to standardized objects and narratives (service impacts).
- Finance review and balancing: reconcile requests to revenues; identify policy choices and tradeoffs.
- Workshops: Council budget workshops with decision packages (staffing, service levels, CIP timing).
- Draft budget publication: aligned to new COA and rollups; include plain-language summaries.
- Adoption support: final exhibits, FAQs, and post-adoption setup for fiscal year start.

Success Metrics (How We Will Measure Progress)

- Month-end close completed within target window (define target) with all key reconciliations documented.
- Reduction in transactions coded to misc/other categories; elimination of unassigned cost center usage.
- Council monthly package delivered on-time each month with consistent exhibits and narratives.
- Budget cycle delivered on-time with fewer late submissions and clearer decision packages.
- Audit outcomes: reduced findings and faster resolution of any management letter items.

Appendix: Recommended Account String

FFF–CCC–NNNN–DD

FFF = 3-digit Fund | CCC = 3-digit Cost Center | NNNN = Natural Account | DD = 01 Non-Discretionary / 02 Discretionary

LAGO VISTA POLICE DEPARTMENT
STRATEGIC PLAN 2025–2026 AND BEYOND**
Prepared by Lago Vista PD Admin Group

EXECUTIVE SUMMARY

The Lago Vista Police Department (LVPD) enters the 2025–2026 planning cycle with a commitment to enhancing public safety, strengthening operational capability, and investing in the growth and well-being of our employees. This Strategic Plan outlines a comprehensive set of initiatives intended to modernize department infrastructure, elevate training and professionalism, expand community engagement efforts, increase recruitment and retention of experienced personnel, and build collaborative partnerships with regional agencies.

This plan also acknowledges the evolving needs of a growing community, including the expansion of school safety resources, the development of a marine enforcement program for Lake Travis, and a sustained commitment to employee mental and physical wellness. By establishing clear objectives, implementation strategies, resource requirements, and measurable performance indicators, LVPD positions itself to achieve accreditation through the Texas Police Chiefs Association Best Practices Program and to continue building a culture of excellence.

This strategic plan is designed not only for the next year but also to support long-term, continuing progress in organizational development, training, community partnership, technology, and resource readiness. It reflects LVPD's core values of professionalism, accountability, service, and integrity, while laying the groundwork for future advancements that will support our personnel and strengthen public trust.

STRATEGIC PLAN SECTIONS (2025–2026 AND BEYOND)

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1. Recruiting & Retention (Patrol and Dispatch)

Objective
Strengthen recruitment and retention of experienced officers and dispatchers through competitive compensation, career pathways, targeted outreach, and improved workplace culture.

Strategies

- Expand recruitment marketing (TCOLE boards, academies, social media, veteran networks).
- Implement lateral entry pay scales and experience-based incentives.
- Streamline hiring and onboarding processes with HR.
- Strengthen recognition programs and mentorship culture.
- Implement exit interview committee consisting of members from LVPD, City Council, and HR
- Implement annual retention review to evaluate turnover causes.
- Implement sign-on bonus program commensurate with regional agencies.

Key Performance Indicators

- Maintain an average of 85% of authorized sworn and dispatch positions.
- Reduce dispatch turnover by 20% within two years.
- Achieve an average time-to-hire of 45 days or less.

Resource Needs

Recruitment budget, hiring incentives, HR support, updated job descriptions.

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2. Mental & Physical Health and Wellness Program

Objective

Promote long-term mental health, physical fitness, and work-life balance.

Strategies

- Create a Wellness Committee to coordinate fitness and health initiatives.
- Provide annual wellness checks and access to mental health services.
- Encourage mandatory rest after critical incidents.
- Offer gym partnerships or stipends.
- Promote family-oriented activities to strengthen support systems.

Key Performance Indicators

- 75% employee participation in at least one wellness initiative annually.
- 90% completion of annual wellness checks.
- Implement annual physical fitness assessments
- Reduction in burnout-related sick leave by 10%.

Resource Needs

Wellness funding, mental health provider partnerships, fitness resources.

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3. Professional Development & Leadership Pathways

Objective

Expand leadership capacity and technical proficiency across all ranks.

Strategies

- Require individualized annual training plans.
- Promote pursuit of TCOLE proficiency certificates.
- Encourage participation in LEMIT, IACP, LECOP, FBI LEEDA and specialized courses.
- Formalize mentorship and instructor development programs.

Key Performance Indicators

- 80% of eligible officers advance at least one TCOLE proficiency level by 2027.
- 100% of Command Staff complete leadership training.
- 100% of Sergeants complete advanced supervisor training within 24 month of promotion.
- Add at least 1 new instructor per year.

Resource Needs

Training budget, academy partnerships, scheduling flexibility.

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4. Interagency MOUs (Resource, Information, Logistics Sharing)

Objective

Build stronger interoperability and coordinated response with regional partners.

Strategies

- Establish MOUs with Travis County SO, TPWD, Fire/EMS, neighboring PDs, LVISD
- Include provisions for equipment sharing, dispatch coordination, and joint training.
- Conduct annual multi-agency exercises.

Key Performance Indicators

- Execute at least 4 MOUs by end of 2026.
- Conduct at least 1 multi-agency training event annually.
- Improve major incident response times by 10%.

Resource Needs

Legal review, leadership coordination, training scheduling.

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5. Media Relations & Public Information Team

Objective

Build an effective media strategy and enhance public transparency.

Strategies

- Appoint a trained Public Information Officer (PIO) and alternate(s).
- Provide FEMA PIO and media relations training.
- Develop ongoing relationships with media outlets.
- Expand social media content and engagement.

Key Performance Indicators

- Increase social media engagement by 15% year-over-year.
- PIO responds to 100% of major incidents with timely statements.
- Publish biweekly public safety content.

Resource Needs

PIO training, equipment, scheduling, social media tools.

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6. Implementation of Brazos E-Citation System

Objective

Increase officer safety, reduce roadside time, and improve court documentation accuracy.

Strategies

- Install hardware and train all officers.
- Integrate Brazos with municipal court.
- Update policy and procedure.

Key Performance Indicators

- Full implementation by Q2 2026.
- Reduce traffic stop duration by 20%.
- Achieve 90% citation transmission accuracy to court.

Resource Needs

Brazos licenses, tablets, printers, IT support, officer training.

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7. Policy Review Committee

Objective

Ensure policies remain current, legally compliant, and aligned with best practices.

Strategies

- Form committee with representation from all divisions.
- Establish annual review calendar.
- Utilize Power DMS/Power Policy for updates and legal review.

Key Performance Indicators

- Review 100% of policies annually.
- Update policies within 6 months of legal changes.
- Complete full policy overhaul before accreditation submission.

Resource Needs

Policy software access, training, meeting schedules.

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8. Additional SRO Position for Fall 2026

Objective

Add fourth SRO to support school safety and district needs for Lago Vista ISD.

Strategies

- Secure LVISD funding during FY 2025–2026 cycle.
- Begin recruitment early 2026.
- Complete all required SRO training pre–school year.
- Update school safety agreements and responsibilities.

Key Performance Indicators

- Funding secured by mid-2026.
- SRO hired and trained before August 2026.
- Conduct at least 1 monthly school safety engagement activity.

Resource Needs

Vehicle, equipment, training budget, LVISD agreement updates.

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9. Reserve Officer Program & Part-Time Bailiff/Court Security

Objective

Supplement staffing, reduce overtime, and eliminate patrol disruptions for court coverage.

Strategies

- Develop Reserve Officer structure and training plan.
- Establish part-time bailiff or court security position funded through court security budget.
- Recruit retired/experienced officers for Reserve Program.

Key Performance Indicators

- Reserve program operational by 2027.
- Reduce court-related patrol pull-offs by 75%.
- Maintain a minimum of 3 trained reserves by 2027.

Resource Needs

Policy development, equipment, HR coordination.

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10. Conference Room Remodel and Flooring Upgrade

Objective

Modernize and renovate the conference room for professional meetings and training and replace worn and stained carpet throughout building.

Strategies

- Install updated AV control systems, modular furniture, and improved lighting.
- Reconfigure layout for increased capacity and flexibility.
- Ensure space meets requirements for hosting regional training.

Key Performance Indicators

- Project completed by end of 2027.
- Promote and Host internal and regional training sessions once complete.

Resource Needs

Renovation funding, AV technology, contractor support.

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11. Firing Range Expansion & Upgrade

Objective

Improve training capability, safety, and tactical readiness.

Strategies

- Increase berm height, add lanes, improve lighting and drainage.
- Improve berm layout to allow vehicular access.
- Add low-light and scenario-based training modules.
- Provide a stable, level paved or concrete pad in key training areas to enhance firearms training safety
- Host semi-annual safety training for community members.
- Host training to offset costs and strengthen partnerships.

Key Performance Indicators

- Completion of Range improvements within 3 years.
- Conduct quarterly department advanced firearms or tactical trainings.
- Certify Firearms Training Cadre and recertify range officers annually.

Resource Needs

Construction funding, equipment, contractor/public works assistance.

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12. Police Chaplain Program

Objective

Develop a Chaplain Program to support personnel and provide crisis response assistance.

Strategies

- Identify qualified clergy or chaplain candidates.
- Create policies outlining roles, responsibilities, and activation.
- Train officers on how to utilize chaplain services.
- Integrate chaplains into events and outreach.

Key Performance Indicators

- Chaplain program operational by 2027.
- Chaplains respond to or support 100% of major critical incidents.
- Conduct quarterly wellness check-ins or outreach interactions.

Resource Needs

Program materials, onboarding, volunteer vetting.

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13. Development of Marine Safety Enforcement Officer (MSEO) Lake Patrol Program

Objective

Increase safety and enforcement capability on Lake Travis through a Marine Safety Enforcement Officer program.

Strategies

- Acquire vessel (preferably through TPWD donation).
- Train officers as MSEO-certified operators.
- Staff summer shifts with SROs when school is out.
- Develop lake enforcement and response plan.

Key Performance Indicators

- Department Vessel acquired by end of 2027 (contingent).

- Launch seasonal lake patrol by summer 2026.
- Respond to boating-related emergencies within jurisdiction.

Resource Needs

Boat/equipment, training, fuel/maintenance budget, safety gear.

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14. TPCA Accreditation Committee & Accreditation Plan

Objective

Achieve TPCA Best Practices Accreditation to enhance accountability, professionalism, and public trust.

Strategies

- Form Accreditation Committee and assign Accreditation Manager.
- Conduct self-assessment and gap analysis.
- Integrate policy updates and documentation collection.
- Prepare for TPCA on-site evaluation.

Key Performance Indicators

- Accreditation Committee established by Q2 2026.
- Complete 50% of accreditation requirements by end of 2026.
- Achieve accreditation within 2-3 years (standard timeline).

Resource Needs

Accreditation fees, policy management tools, staff time for documentation.

Parks and Recreation 2026 and Forward

Strategic Plan

Vision¿We.will.provide.safe?.accessible?.and.attractive.parks?.facilities?.and.programs.for.all. Lago.Vista.residents¡

Parks Master Plan

Goal: Revise/re-write the Parks Master Plan to guide development of the City's parks, trails, and open space for the next five to ten years.

Action Items 2026

- Work with PRAC subcommittee on draft of Parks Master Plan for review by PRAC and City Council.

Parks/Green Space

Goal: Expand existing park space to ensure growing segments of the community, with and without access to LVPOA parks/amenities, have places to recreate.

- Develop small/pocket (< 3 acres), neighborhood (3-10 acres) and, ultimately, community (> 10 acres) parks with a variety of amenities consistent with community needs
    - Basic amenities, which must be accessible and compliant per state and federal law, should include:
        - Utilities: water, sewer, electricity
        - Landscaping: trees, shrubs, turf, irrigation
        - Play amenities: playground/surfacing, splash pad, half-basketball court, passive play/relaxation space (turf), fitness area (e.g. Greenfields)
        - Structures: restroom
        - Hardscape: accessible concrete walkways (in linear feet) and small parking lot (with accessible spaces as required)
        - Site furnishings: picnic tables, benches, trash cans
        - Miscellaneous: perimeter fencing
        - Other (larger parks): sports fields, recreation center, tennis/pickleball courts, full basketball courts

Action Items 2026

- Create a draft design and cost estimate for development of 2.2 acres on Dawn Drive.
- Improve civic center green spaces (Veteran's Park, Library Friends Park, and open space adjacent to LVPOA) as it serves as a focal point for City business and events.
- Draft clear parkland dedication (or fee in-lieu) and park development fee ordinances to facilitate future needs associated with development-related growth

Recreation Programs

Goal: Expand recreational opportunities for residents.

Action Items 2026

- Introduce summer learn-to-swim program to ensure Lago's youngest residents are water safe.
- Create for-fee instructional class opportunities (i.e., personal safety and nature education).
    - This should include Water Aerobics as it is an individualized service of particular benefit to participants.

Trails

Goal: Expand Lago Vista's trail system.

- Develop/build Turnback Canyon Trail, Phase 2 to connect Tessera trail system to TCT Phase 1 and Sunset Park Trail.
- Develop a plan for trails through Lago along utility easements to include Lago central and Lago North.
- Develop a biking trail from Chestnut Cove to Santa Carlo Avenue to Corral Lane to ROW (along 1431) to Sunset Park. Note: there is a break at the former 9-hole Golf Course.
- Create connection to Warbler Vista and into Balcones Canyonlands National Wildlife Refuge

Action Items 2026

- Complete Turnback Canyon Trail, Phase 1 with formal trail markers and trail fixtures.
- Determine trail route and perform archaeological survey for Turnback Canyon Trail, Phase 2.

- Evaluate feasibility of potential trails along existing easements.

Sports Fields Agreements/Rules/Fees

Develop rules governing use of sports fields, revise relevant agreements, and establish fees as needed to ensure broad access to limited facilities.

Action Items 2026

- Draft new agreement with LVUBS for use and maintenance of Upper Field.
- Conduct review of agreements with LVISD to ensure they are timely, mutually beneficial, and parties operate in accordance with those agreements.
- Ensure that all facility reservations meet requirements outlined in the City's existing Athletic Field Agreement to include executed agreement, payment of associated fees, and Certificate of Insurance (COI) to minimize City's liability exposure.
- Develop a fee schedule for reserved use of sports fields (as well as individualized recreations programs/activities).

ADA/General Compliance

Develop a plan to ensure that existing parks, facilities, and amenities are brought into compliance with Texas Accessibility Standards and CPSC's Public Playground Safety Handbook.

Action Items 2026

- Address accessibility issues as identified in TAS surveys for Sunset Park, Civic Center, and Sports Complex as funding permits.
- Have a staff member complete NRPA's Certified Playground Safety Inspector (CPSI) program.
- Perform Playground Safety Audits at Sunset Park Playground and Sports Complex (Upper Field) Playground.
    - Mitigate concerns as funding permits.

Establishment of Parks Foundation

Establish a non-profit (501c3) Parks Foundation as a philanthropic partner to support and supplement Lago Vista's Parks and Recreation facilities and services through grants, sponsorships, and donations.

Action Items 2026

- Staff and PRAC member complete National Association of Park Foundations' Establishing and Advancing a Park Foundation or similar course.
    - Initiate legal process towards establishing a non-profit partner.

City of Lago Vista

Strategic Plan FY 25-26 – Public Works

1. Utilities Division – Strategic Priorities

1.1 Water System Reliability & Maintenance

- **PRV (Pressure Reducing Valve) Maintenance**
  Ensure consistent system pressure, reduce line stress, and minimize customer service interruptions.
- **Fire Hydrant Maintenance Program**
  Annual inspections, flow testing, repairs, and color coding to ensure firefighting readiness.
- **Valve Maintenance Program**

  Routine exercising, marking and mapping of all system valves to improve isolation during emergencies and reduce service outages area.
- **Water System Looping Improvements**
  Identify and eliminate dead end lines to improve circulation, chlorine residual, and system reliability.
- **Water Lines Located Behind Properties**
  Develop long term plan for accessibility, easements, replacement, and relocation as needed.

1.2 Wastewater Collection System

- **Suck-Out Inspection Program**

  Routine inspection and cleaning of suction points to maintain sewer system efficiency.
- **Pressure Main Maintenance**
  Regular inspection of force mains, pressure monitoring, leak detection, and valve exercising.
- **Sewer Lines Behind Properties**
  Create an access and replacement plan addressing aging infrastructure and limited maintenance access.

By: Ernesto Rios-Director of Public Works

2. Plant Operations – Strategic Priorities

2.1 Water Treatment Plant Upgrades

- **Installation of New Turbidity Meters**
  Improve monitoring, reporting accuracy, and regulatory compliance.
- **Chemical Tank Replacement – WTP1 Booster Pump Station**
  Replace aging tanks to improve safety, reliability, and chemical handling efficiency.
- **WTP1 Chemical Room Upgrade (Eliminate Totes)**
  Convert to bulk storage or safer containment systems to reduce operational risks and improve workflow.

2.2 Storage & Structural Improvements

- **Storage Tank Inspections and Repairs**
  Ongoing structural assessments, cleaning, recoating, and safety upgrades.
- **WTP1 Clear Well Improvements**
  Structural repairs, cleaning, and compliance upgrades.
- **Allegiance Tank Repair**
  Prioritize structural and coating deficiencies identified during tank inspection.

2.3 Wastewater Treatment & Disposal

- **Fencing Repairs at Lift Stations**
  Improve safety, security, and regulatory compliance.
- **Lift station Inspections**

  Routine operational checks, pump performance monitoring, alarm testing, and documentation to ensure reliability and prevent overflows.
- **Cedar Breaks Effluent Disposal – Irrigation & Pump House Repairs**
  Address irrigation deficiencies, pump house failures, and compliance gaps.
- **Pond 17 Pump House Repairs**
  Restore full pumping capacity, improve automation, and prevent future violations.

By: Ernesto Rios-Director of Public Works

3. Streets Division – Strategic Priorities

3.1 Roadway & Drainage Maintenance

- **Right-of-Way Tree Trimming**
  Improve visibility, clearance, and wildfire mitigation.
- **Crack Sealing Program**
  Extend pavement life and reduce long-term rehabilitation costs.
- **Culvert Cleaning & Drainage Maintenance**
  Prevent flooding, improve flow, and maintain stormwater infrastructure.
- **General Road Repairs**
  Patching, overlay, and full-depth repairs based on pavement assessments.

3.2 Seasonal & Community Support

- **Removal of Christmas Lights**
  Timely removal and storage to support City events and maintain safety standards.
- **City Event Preparation & Support**
  Setup, traffic control, cleanup, and logistics assistance for all City sponsored events.

Summary of Strategic Focus Areas

1. **Improve infrastructure reliability** (water, wastewater, streets).
2. **Modernize plant operations** through targeted upgrades and regulatory compliance improvements.
3. **Enhance public safety** through hydrant, PRV, and lift station maintenance.
4. **Increase efficiency and accessibility** of infrastructure located behind private property.
5. **Strengthen community engagement** via event support and clear operational planning.

By: Ernesto Rios-Director of Public Works

Strategic Plan 2026: Library Considerations

Goal #1: Quality of life:

1. Make the library more comfortable for visitors by looking for ways to re-create and update existing spaces.
2. Broaden the variety of programs, classes, and events to enhance lifelong learning opportunities for the public.
3. Digitize the library's collection of the former North Lake Travis LOG Newspapers.

Goal # 2: Collaboration with other organizations

1. Continue looking for new ways to partner with LVISD on programs and events for students of all ages.
2. Continue attending the North Lake Travis Chamber of Commerce monthly luncheons and quarterly Presidents Council meetings.
3. Whenever possible, partner with Chamber on various community programs.
4. Collaborate with state & county entities.
    - Continue to provide Voter Registration Cards for the public.
    - Offer use of the library meeting room as a possible polling location for the March 3, 2026 primary election.
    - Partner with Travis County ESD#1 for offering CPR/AED Training.
    - Invite the Fire Department to participate in occasional children's programs.

Goal #3: Enhance efficiency and quality of workspace for employees

1. Replace aging furniture (desk chairs, worktable, etc.)
2. Upgrade to LED lighting.

Goal # 4: Enhance image of Lago Vista as great place to live and work

1. Upgrade library technology to include online membership applications, automated public computer sign-in, and use of AI tools to assist with essential tasks.
2. Survey public for their input and ideas.

STRATEGIC PLAN
LAGO VISTA MUNICIPAL COURT
Planning Period: 2025-2026 Budget Year

Strategic Focus

During the 2025–2026 planning period, the Court will focus on two primary initiatives: (1) implementing electronic ticket writing and citation intake to improve case processing efficiency and accuracy, and (2) reviewing older active warrant cases to improve data integrity and responsible use of court and law enforcement resources. These initiatives support OCA performance measures related to timeliness, case processing efficiency, data quality, and effective case management.

Goal 1: Electronic Ticket Writing and Citation Intake

The Court will implement electronic ticket writers in coordination with the Lago Vista Police Department to allow citation data to be electronically downloaded into the court's case management system and scanned citation documents to be attached directly to case files. This initiative supports OCA performance measures by improving the timeliness of case initiation, reducing manual data entry errors, increasing record accuracy, and enhancing overall operational efficiency. Expected outcomes include faster case creation, improved access to citation records, and reduced reliance on paper files.

Goal 2: Review of Older Active Warrant Cases

The Court will conduct a systematic review of active warrant cases older than seven (7) years that do not have a plea entered. In coordination with the Municipal Judge and City Prosecutor, appropriate disposition will be determined in accordance with applicable law and court policy. This initiative aligns with OCA performance measures by improving case clearance, reducing backlog, enhancing the accuracy of warrant data, and promoting public confidence in court records. Expected outcomes include a reduction in inactive or uncollectible cases and improved data integrity.

AGENDA ITEM NO. XI.3

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: February 19, 2026

SUBMITTED BY: Mayor Pro-Tem Owen, City Council

SUBJECT: Consideration and possible action to establish a Utility Advisory Committee.

BACKGROUND: The City of Lago Vista is facing complex water and wastewater infrastructure decisions involving regulatory compliance, capital reinvestment, system expansion, and long-term financial sustainability. Council has previously utilized citizen advisory committees to provide structured input on complex policy matters. This item is presented for discussion regarding the potential establishment of a Utility Advisory Committee to support Council and staff with system-level evaluation and long-range utility planning.

DISCUSSION: Council may discuss the purpose, scope, structure, and advisory role of a potential Utility Advisory Committee, including how such a committee could assist with holistic review of water and wastewater capital improvement projects, technology evaluation, regulatory considerations, and financial impacts. This item is discussion-only and no formal action is required.

FINDINGS: Council has previously established advisory committees when additional expertise or focused review would support informed decision-making. The complexity and scale of upcoming utility-related decisions warrant consideration of whether a similar advisory structure would be beneficial for Lago Vista.

FINANCIAL IMPACT: None at this time. This item is for discussion only. Any future costs associated with establishing an advisory committee would be presented to Council for consideration at a later date.

RECOMMENDATION: Create Utility Advisory Committee

ATTACHMENTS:
2026 VIII-7_Utility_Advisory_Committee_Integrated_Proposal.pdf

Utility Advisory Committee – Proposal (For Discussion)

Purpose of Discussion

The purpose of this discussion is to consider whether the City Council should establish a Utility Advisory Committee to assist Council and staff with long-range water and wastewater planning, infrastructure reinvestment, and future-ready decision-making. The committee would be strictly advisory and structured to add clarity, transparency, and strategic perspective during a period of increasing infrastructure complexity.

Why This Committee Is Being Considered Now

Lago Vista faces aging infrastructure, regulatory pressure, major capital investment decisions, growth-related expansion, and financial constraints that benefit from system-level review.

Lago Vista is simultaneously facing:

- Aging utility infrastructure requiring repair and recapitalization
- Regulatory pressure and capacity triggers
- Significant capital investment decisions
- Growth-related expansion planning
- Increasing financial and bond-capacity constraints

These issues are interconnected and cannot be effectively evaluated one project at a time.

Role of the Utility Advisory Committee

The UAC would provide system-level analysis and recommendations, helping Council and staff evaluate utility decisions in a coordinated way.

Key areas of focus would include:

1. Holistic CIP Evaluation

- Review water and wastewater CIP projects **as an integrated system**, not isolated items
- Identify sequencing, overlap, and risk
- Highlight gaps where repairs or recapitalization are **not currently budgeted**

2. Technology & Innovation Review

- Evaluate emerging technologies and practices, including pathways from **Type 2 to Type 1 reclaimed water**
- Consider lifecycle cost, operational impact, and regulatory readiness
- Support future-proofing in a region where water is a scarce resource

3. Repair, Recapitalization, and Expansion Balance

- Assist Council in weighing:
    - Repair of existing assets
    - Recapitalization of aging infrastructure
    - Expansion to accommodate growth

- Help avoid over- or under-building by testing assumptions

4. Inflow & Infiltration (I&I) and Peak Flow Strategy

- Evaluate I&I reduction as a **cost-effective alternative or complement** to expansion
- Review data-driven approaches (condition assessments, GIS mapping, prioritization)

5. Financial & Mapping Insight

- Support Council understanding of:
    - Bond capacity impacts
    - Ratepayer implications and affordability
    - GIS-based asset visibility and decision quality

Guardrails and Governance

To ensure effectiveness and avoid role confusion, the committee would operate under clear guardrails:

- Advisory only – no operational authority
- Does not direct staff or manage projects
- UAC focuses on utility systems only
- It does not review land use, zoning or enforcement
- Does not participate in procurement decisions
- Members disclose conflicts and do not bid on City work

The committee's role is to inform, not to decide.

Structure (For Discussion Only)

• 5–7 members
• Defined scope and terms
• Possible 18–24 month pilot period

Community Expertise:

Lago Vista has residents with deep, relevant experience in:

- Water and wastewater operations
- Electrical and utility systems
- Infrastructure construction and rehabilitation
- Regulatory compliance and system history

Additional expertise (GIS, finance, bond planning) could be added to round out perspectives.

Closing

The committee would support informed, transparent, and strategic decision-making.

"Why This Committee / Why Now"

Why a Utility Advisory Committee?

Because our utility decisions are no longer simple, isolated choices.

We are making decisions that involve:

- Tens of millions of dollars
- Long-term bond capacity
- Regulatory compliance
- Water scarcity and reuse
- Aging infrastructure and growth at the same time

A Utility Advisory Committee helps Council **see the whole picture**, not just the next project.

Why Now?

Because multiple pressures are converging:

- WWTP capacity and peak-flow challenges
- Major CIP investments coming due
- Repair needs that are not always visible in the CIP
- New technologies and reuse opportunities
- Financial constraints that require careful sequencing

Waiting until we are forced into action limits options and increases cost.

What This Committee Is (and Is Not)

It IS:

- Advisory only
- Focused on analysis, evaluation, and recommendations
- A tool to improve decision quality and transparency

It is NOT:

- A replacement for staff or engineers
- A project management body
- A procurement or contracting authority

What Value Does It Add?

- Looks across **all utility projects together**
- Tests assumptions before millions are committed
- Evaluates alternatives like reuse and I&I reduction
- Helps balance repair, recapitalization, and expansion
- Provides continuity and institutional memory

Why Lago Vista Is Well-Positioned

We already have:

- A history of successful advisory committees
- Residents with deep utility and infrastructure expertise
- Complex decisions ahead that benefit from diverse perspectives

Bottom Line

A Utility Advisory Committee helps Council:

- Ask better questions
- Avoid costly missteps
- Make informed, future-focused decisions

It's a measured, responsible step during a pivotal moment for Lago Vista's water and wastewater systems.

AGENDA ITEM NO. XI.4

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE:	February 19, 2026
SUBMITTED BY:	Mayor Pro-Tem Owen, City Council
SUBJECT:	Consideration and possible action to create a Mediator-Style Function (position) to Address Citizen Concerns and Complaints.
BACKGROUND:	Direct the City Manager to select 2–4 staff members to attend mediation training in 2026.
FINANCIAL IMPACT:	Financial Impact: - $950 per participant for 40-hour certified mediation training. - Minimal to no new budget needed if funded through existing department training lines.
RECOMMENDATION:	Direct the City Manager to coordinate 2026 mediation training for identified staff, and develop a pilot implementation framework for an in-house community resolution service aligned with the “Good Neighbor” model.

AGENDA ITEM NO. XII.1

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: February 19, 2026

SUBMITTED BY: Charles West, City Manager

SUBJECT: Budget workshop.

AGENDA ITEM NO. XII.2

Item Cover Page

CITY COUNCIL AGENDA ITEM REPORT

DATE: February 19, 2026

SUBMITTED BY: Councilor Saum, City Council

SUBJECT: Discussion to adopt a HOT Fund Policy.

ATTACHMENTS:
HOT FUND POLICY.docx

To: **Charles West, Shane Saum**

From: **Bradford Bullock**

Date: **12/20/2025**

RE: **Sample HOT Fund Policy**

The City has requested a sample HOT fund policy. This is a sample policy document the City could adopt by ordinance.

CITY OF LAGO VISTA - HOTEL OCCUPANCY TAX POLICY

1. Taxing Authority

The rules on the application of the municipal Hoel Occupancy Tax are codified in Chapter 351 of the Tax Code, which authorizes the City of Lago Vista to impose such tax on hotels, motels, inns, short-term rentals, and bed-and-breakfast establishments.

2. Hotel Occupancy Tax Revenue

Under the Texas Tax Code, the following businesses are considered “hotels” and are required to collect hotel occupancy taxes from their guests: “any building or buildings in which members of the public obtain sleeping accommodations for consideration” for less than 30 days, including a hotel, motel, tourist home, tourist house, tourist court, lodging house, inn, rooming house, or bed and breakfast facilities. This includes short term rentals as defined in the City’s Code of Ordinances and state law.

The Hotel Occupancy Tax revenue is used to promote tourism and the hotel industry in Lago Vista. The city collects 7% in HOT funds from area hotels, motels, and short-term rental properties on a quarterly basis.

The local hotel occupancy tax statutes provide for specific penalties a city may assess against hotel operators who fail to file the hotel tax collections report, file late or without full payment, or produce false tax returns. The City of Lago Vista charges 15% of the amount due after the tax has been delinquent for one complete fiscal quarter and an interest fee of 10% per annum beginning 60 (sixty) days from the due date.

3. Allowable Use of Hotel Occupancy Tax Revenue

3.1 Texas Tax Code (Code) Section 351.101 (5) defines a tourist as an individual who travels from the individual's residence to a different municipality, county, state or country for pleasure, education, or culture.

3.2 The Code states that revenue derived from hotel occupancy tax may be used only if both parts of the following two-part test are met.

3.2.1 Part One of the test requires that usage of HOT funds must directly enhance and promote visitors and the convention and hotel industry as permitted by Subsection (a) of the Code.

3.2.2 Part Two of the test requires that all expenditures must clearly fit into one of the statutorily provided categories listed below:

3.2.2.1 **Convention center facilities or visitor information centers:** the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both;

3.2.2.2 **Registration of convention delegates:** the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;

3.2.2.3 **Advertising, and conducting solicitations and promotional programs to attract tourists and convention delegates:** advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;

3.2.2.4 **Promotion of the arts:** the encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, and exhibition of these major art forms;

3.2.2.5 **Historical restoration and preservation projects or activities:** historical restoration and preservation projects or activities or advertising and conducting
solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums: (a) at or in the immediate vicinity of convention center facilities or visitor information centers; or (b) located elsewhere in the municipality or its vicinity that would be frequented by tourists and convention delegates;

3.2.2.6 **Signage:** Funding of signage directing the public to sights and attractions that are frequently visited by hotel guests. Must comply with all signage regulations.

3.2.2.7 **Transportation systems for Tourists:** Funding City or privately owned and operated transportation systems to:
(a) transport tourists from hotels in and near the city to
touristic attractions in or near the City,
(b) the commercial center of the municipality,
(c) other hotels in or near the municipality, and (d) a convention center in the municipality.

The law specifically prohibits the use of the local hotel tax to cover the costs for a transportation system that serves the general public.

4. Annual Reporting Requirements

In accordance with Texas Tax Code Section 351.009, a municipality shall submit an
annual report on the Hotel Tax Revenues to the State Comptroller, on the form prescribed
by the comptroller, not later than March 1st of each year.

5. Hotel Occupancy Tax Funding

5.1 To actively promote Lago Vista as a touristic destination, the City allows entities to apply for Hotel Occupancy Tax (HOT) Funding. The purpose of HOT funding is
to assist and support qualified events/activities/programs/facilities, ***not*** to be the major patron or the majority funds provider for the
event/activity/program/facility.

5.2 The funds are to be used in compliance with Chapter 351 of the Tax Code and in accordance with the City of Lago Vista Hotel Tax Policy.

5.3 Recipients are responsible for assuring compliance with all statutory, and other legal requirements applicable to receipt, use, expenditure, and accounting of hotel tax revenues. No provision, restrictions, or lack thereof, in these guidelines, shall excuse the failure of a recipient to comply with all such agreements.

5.4 The HOT funding application packet must be fully completed and submitted to the City of Lago Vista City Manager by the aforementioned deadline. Every effort will be made to place the application on a City Council agenda as soon as possible. A formal presentation to the City Council by the applicant is required. Applicants shall complete the application outlining how the funds will be used, along with a letter to formally request funding. Returning applicants must include a copy of the Post Funding Analysis for the most recent funding.

5.5 Priority will be given to those events and entities based upon documented ability to directly promote visitors and the convention and hotel industry in Lago Vista by "being likely to cause increase hotel or convention activity." Applicants will **document** the potential to generate increased hotel or convention activity by:

5.5.1 Providing historical information on the number of room nights used during previous years of the same event/activity/program/facility;

5.5.2 Providing current information on the size of room blocks reserved at area hotels to accommodate anticipated overnight guests attending the funded event/activity/program/facility;

5.5.3 Providing historical information on the number of guests at hotels or other lodging facilities that attended the funded event/activity/program/facility;

5.5.4 Providing examples of marketing of programs and activities likely to generate or encourage overnight visitors to local lodging properties.

5.6 All Applicants are encouraged to patronize local businesses for food, supplies, materials, printing, and the like.

5.7 Applicants for event funding must have insurance coverage prior to the event unless otherwise waived by City Council during the application process. A copy must be presented along with the application for funding. The City is not responsible for any insurance or legal claims related to the funded event.

5.8 A portion of the revenues from any event/activity/program/facility receiving HOT funds should be channeled back into the future costs of operating that same event/activity/program/facility or the continued operation of such. The amount of revenue that will be dedicated towards that purpose should be included in the Post Funding Analysis.

5.9 No other outside events, projects, charities, or the like which are also sponsored by the host organization may profit from HOT funding of the particular event/activity/program/facility funded.

5.10 It is critical that the application be filled out completely and accurately. It is the responsibility of the Applicant to specifically explain how the funds will be used only in eligible ways.

5.11 If applying under the Advertising category described in 3.2.2.3, please note the local requirement that advertising must be accomplished in advance of the event/activity/program/facility and must utilize legitimate media for promotion outside of the area, i.e. direct mail, newspapers, magazines, radio, television, billboards, internet advertising. In all publications (e.g., flyers, programs, brochures, press releases, advertisements, annual reports and all other mailing pieces), recipient shall acknowledge in some meaningful way that their organization is funded in part by the City of Lago Vista. Such acknowledgment might take the form of inclusion on a donors list for particular events. Recipients are advised that usage of the official City logo is restricted. Any use of the City logo must be coordinated with and approved by the appropriate City representatives to ensure compliance with these standards. Written authorization

must be obtained from the City Manager or their designee.

5.12 City Council evaluates the manner in which the funds will be disbursed for the approved application. Event/activity/program/facility may be funded in advance, on a reimbursement basis, or a combination of both. City Council may award funding amounts less than the amount requested.

5.13 Maximum funding guidelines, unless specifically waived during the application process by City Council.

5.13.1 All funding requests should be for fifty percent (50%) or less of Applicant's total projected gross revenue from the event/activity/program/facility.

5.13.2 All advertising requests must be fifty percent (50%) less than the gross advertising expenditures.

5.13.3 Applicants must match at one-to-one of the total funds requested from the City and provide detailed support for all advertising expenditures so that the one-to-one match can be verified by the City.

5.14 The City is limited by law in the amount of funds it can contribute each year. No applicant will receive more than 50% of the allowable annual funds the City may contribute annually.

5.14.1 All funding requests for the promotion of the arts are limited to fifteen percent (15%) of each fiscal year's revenue collection. If in any one year, the fifteen percent (15%) ceiling is not reached, funding for these purposes does not roll forward to future years.

5.14.2 All funding requests for historical restoration and preservation projects or activities are limited to fifteen percent (15%) of each fiscal year's revenue collection. If in any one year, the fifteen percent (15%) ceiling is not reached, funding for these purposes does not roll forward to future years.

5.14.3 Per State Law, cities of populations less than 125,000 must spend a

minimum amount of Hotel Occupancy Tax revenue on advertising and promotion. The City of Lago Vista has a 7% Hotel Occupancy Tax rate, at least 1/7 of the hotel occupancy tax proceeds must be spent on advertising and promoting the city and attract tourists and hotel and convention activity. If at least 1/7 is not spent within any given year, that amount rolls forward to future years.

5.15 Hotel tax funding recipients shall maintain complete and accurate financial records of each expenditure of hotel occupancy tax revenue made by the organization and, on request of the governing body of the municipality or other person, shall make the records available for inspection and review to the governing body or other person. **All financial records and any other records relating to the hotel tax funding shall be subject to the requirements of the Public Information Act**.

5.16 Applicants are on notice that, while the City makes decisions based on estimated budgets and projections, documentation of how granted funds were spent must be actual costs supported by proofs of payment. **Any monies not used or not used lawfully must be returned or repaid to the City within sixty (60) days of the event or program, along with the completed Post Funding Analysis**.

5.17 The final accounting of funds must mirror the items and time frames outlined in the funding application and request letter. Deviations will be noted on staff's report to Council to evaluate those deviations. City Council may require the applicant to refund unallowable expenditures back to the City.

5.18 Any organization that owes tax dollars or other funds to the City of Lago Vista will not receive approved funds until their debt is paid.

5.19 Should the City Council grant any funding to the applicant, it is expressly understood and agreed that by granting such funds, the City of Lago Vista is not entering into any form of joint venture, partnership, joint enterprise, contract for goods or services or business relationship with the applicant or in relation to the event. Such funding is a grant only with no expectation of profits or revenue to be provided to the City.

5.20 If the total amount of the HOT funds granted are not used or are not lawfully used, then those funds must be promptly **returned or repaid** to the City of Lago Vista with the Post-Funding Analysis.

5.21 By accepting grant funds, the applicant is obligated to comply with the reporting and documentation requirements. Failure to provide proper reporting and
documentation to the City in a timely manner can result in a restriction on receiving future grants, or the City seeking to reclaim funds which were not properly utilized.