

City Administrator and City Secretary Report 05-20-14

We are now accepting bids to train Joan and input this year into new accounting set of books.

Joan is now ready and awaiting the official training for Municipal Court Clerk 2 awaiting test in Austin.

Joan took and passed the four courses on Local Government Record Keeping Act.

Set and created and placed ads and notices for Variance Request at BOA and P and Z.

Progress on organizing files still proceeding

There appears but has not solidified a possible regional building inspector and code enforcement opportunity. Will keep you posted as details solidify.

Met with City of Jonestown Representatives and Party Boat Owners on joint lake issues.

Meet with new Chief of Police James Harrison of the City of Jonestown, they would like to do off duty work for us.

Working with City Attorney to acquire Park on Lime Creek Rd.

Work on and attended committees meetings on the new committees. 4 more Meetings since last Council Meeting

Worked with Ad hoc Committee on Master Water Plan

Worked with Ad hoc Committee on PZ and BOA and met with the City Attorney

Road problems and drainage problems please notify City Hall so that the Public Works Committee can evaluate and be aware of them. Working extensively with Public Works Chair and Committee on coordinating efforts for roadway repair, signs, drainage and tree and roadway easement clean up and clearing.

Meet with Mayor Pro Tem Scott and Council Member Beck to design financials reports that they would like council to consider.

Attended small cities meeting put on by Danny Hobby at Travis County.

Several construction meetings and pre application meetings with new incoming residents and their builders and existing residents. Set up several inspections and follow up on the several construction projects going on in the town.

Processing several complaints mostly on health and sanitation and property tax appraisal.

Repaired three signs that have been run over as best as I could, Travis County is too busy to do it for us and has advised us to contact the private sector I am in the process of trying to get someone to bid them.

Worked with Council Member Yenawine and surveyor and completed the surveying project Mack Canyon, with Council Member Yenawine met with the two major property owners on Booth Circle in regards the results of the survey and our estimate time line of repairs.

Meet with Mr. Redmond of the Shore and Beach Club on Set Back Variance.

Met with representative from VIP marina on their request for a new sign.

Worked with Travis County Election and will be putting on the May 27 election.

Readying books for Auditor.

Wynn Estes passed away in a tragic car accident in Houston.

Attended the Lake Travis Law Enforcement Task Force Meeting.

Meet with Head of Lake Travis Focus Group Joe Lychner

Scheduled TCSO for May 2014

Was the Easter Bunny in our highly successful Easter Egg Hunt

Attended the Olive Feast

Meet with Banking Representative to obtain us a better investment rate and return.

Worked with the Mayor and TDS to set up and advertise Trash Day May 17th we printed all of the postcards

Worked extensively with a resident on getting lots re subdivided and re platted on Joy and Sharon

Working with another resident on re platting three lots on Joy

Doing extensive research on the impact of some of LCRA rule changes along with TCEQ and the State of Texas HHS in the State Health Code

Joan got to have two weeks of vacation. One week held over of last year used.

Notified LCRA, City of Leander, City of Cedar Park, City of Jonestown, TCEQ, TWDB, City of Austin, Travis County, and TCAD of annexation by certified letter.

Working with City of Cedar Park on finalization of Phase C of their drought contingency plan.

Put on the Special Called Meeting of City Council for Re plat request from resident to meet his closing date.

Personally repaired and addressed the issues from first fire inspection on City Hall.

Working with Public Work Head Council Member Jan Yenawine to find competitive bids for mowing.