



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL REGULAR MEETING
Wednesday, June 26, 2024 at 7:00 PM

Notice is hereby given that the City Council of the City of West Lake Hills, Texas, will hold a Regular Meeting on the 26th day of June 2024 at 7:00 p.m., in the Council Chambers, Municipal Building, 911 Westlake Drive, West Lake Hills, Texas, at which time the following items will be discussed, to-wit:

REMOTE ACCESS - Join Zoom Meeting at <https://us02web.zoom.us/j/3499549035>
Or via telephone: Dial (346) 248-7799
Meeting ID: 349 954 9035

If you wish to speak during the meeting or provide written comments, please email your name, phone number, comments, and the item number you wish to speak/comment on to citysec@westlakehills.gov by 1:00 P.M. on June 26, 2024.

1. Call to Order
2. Citizen Communications The City Council welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.
3. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.
 - a. Approval of the June 12, 2024 Regular Meeting Minutes.
 - b. Approval of a resolution suspending the July 8, 2024 effective date of Texas Gas Service Company's requested increase to permit the City time to study the request and to establish reasonable rates.
4. Finance Review and discuss the Budget Calendar for fiscal year 2024-25.

5. Administration Discussion and possible action regarding prioritization and expectations of the City Council Focus Areas regarding finance.
6. Administration Discussion and possible action regarding prioritization and expectations of the City Council Focus Areas regarding code enforcement inclusive of the development process.
7. Administration Discussion and update on bond items regarding Proposition A (new municipal complex) and Proposition B (street and drainage projects).
8. Executive Session In accordance with Texas Government Code, Section 551.001, et seq, the City Council will recess into Executive Session (closed meeting) to discuss the following:
 - a. Section 551.071 - Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. the following:
 1. Jaffe - 1405 Wildcat Hollow;
 2. Alvarez - 1505 Wildcat Hollow; and
 3. 1836 Real Estate, LLC - 707 Butler Cove.
 - b. Section 551.074 - Deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee:
 1. City Administrator Annual Evaluation.
9. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney and deliberation regarding annual evaluation of city administrator.
10. Adjournment

Approved by: James Vaughan, Mayor

Certificate

I certify that the above Notice of the June 26, 2024 City Council Regular Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, June 21, 2024 by 5:00 pm. and will remain posted continuously until said meeting is convened.

Signed by: Terry Blanchard, City Secretary

The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. Reasonable accommodation and equal access to communications will be provided upon request.

All items on the agenda are for discussion and/or action. City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL REGULAR MEETING
Wednesday, June 12, 2024 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Vaughan called the meeting to order at 7:01 p.m.

CITY COUNCIL PRESENT:

Mayor James Vaughan
Mayor Pro Tem Gordon Bowman
Dana Harmon
Brian Plunkett
Beth South
Darin Walker

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Finance Director Vonda Ragsdale (remote)
Director of BDS Jennifer Bills
Chief of Police Scott Gerdes
City Attorney Josh Brockman-Weber

Meeting was suspended at 7:02 p.m.

Meeting was reconvened at 7:23 p.m.

4. Land Use 406 Redbud Trail - Discuss and consider action on a variance request for the removal of eight (8) trees with trunk diameters of 14 inches or greater (Section 22.03.304 of the West Lake Hills Code). Applicant: Bhavani Singal, Workshop No. 5 LLC.

Director Bills gave a brief summary. Staff and ZAPCO recommend approval.

Bhavani Singal stated that the trees on the slope are not in good condition due to slope and extreme weather events over the past few years. A retaining wall will be placed near the septic system. A rain water collection system will be installed. Owners are proposing 300 caliper inches of replacement trees of varying types to be placed on the property.

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember South, the Council voted five (5) for and none (0) opposed to approve the variance as requested. Motion carried.

Meeting suspended at 7:34 p.m.

Meeting reconvened at 7:55 p.m.

10. Executive Session In accordance with Texas Government Code, Section 551.001, et seq, the City Council will recess into Executive Session (closed meeting) to discuss the following:
- a. Section 551.071 - Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of

the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. the following:

1. Jaffe - 1405 Wildcat Hollow;
 2. Alvarez - 1505 Wildcat Hollow; and
 3. 1836 Real Estate, LLC - 707 Butler Cove.
- b. Section 551.074 - Deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee:
1. City Administrator Annual Evaluation.

Council convened into Executive Session at 7:57 p.m.

11. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney and deliberation regarding annual evaluation of city administrator.

Council reconvened in Open Session at 8:47 p.m.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Harmon, the Council voted five (5) for and none (0) opposed regarding item 10(a)(3) to approve a fee in lieu of settlement offer with 1836 Real Estate, LLC in the amount of \$60,212.50. Motion carried.

2. Citizen Communications The City Council welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.

Mayor Vaughan opened the meeting for public comments. Hearing none, the public comment section was closed.

3. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.
 - a. Approval of the May 22, 2024 Regular Meeting Minutes
 - b. Approval of temporary signs within city rights-of-way for the advertisement for the West Lake Hills July 4th Parade & Celebration event organized by the Westlake Chamber of Commerce.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Plunkett, the Council voted five (5) for and none (0) opposed to approve the Consent Agenda as presented. Motion carried.

5. Ordinance Discuss and consider action on an ordinance amending Section 20.02.005, Section 22.03.052, Section 22.03.053, Section 22.03.176, Section 32.02.001, Section 32.02.002, Section 32.02.003, and Section 32.02.008 of the West Lake Hills Code of Ordinances to amend the approval authority of building and sign permits from City Council to administrative staff.

Director Bills read the ordinance caption into the record and provided a brief summary.

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Harmon, the Council voted five (5) for and none (0) opposed to approve the ordinance as presented. Motion carried.

6. Administration Discuss and consider action on a revised schedule of work with Smith Contracting regarding the Proposition B - Streets and Drainage projects list.

City Administrator Fletcher gave a brief summary. The revised Proposition B work scheduled was reviewed. Vicki Ortega was available to answer questions.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Bowman, the Council voted five (5) for and none (0) opposed to approve the revised work schedule for Proposition B projects. Motion carried.

7. Administration Discuss and consider action on bid award for the West Lake Hills Gateway Sign located at the northwest corner of Bee Cave Road and Rollingwood Drive and authorize the city administrator to execute necessary documents.

City Administrator Fletcher gave a brief summary. Mayor Vaughan suggested an alternate sign location near the McDonald's entrance. Councilmember South would like the existing sign to be refurbished for continued use.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Harmon, the Council voted five (5) for and none (0) opposed to reject all bids and go back to the drawing board. Motion carried.

8. Police Discuss and consider the implementation of license plate reader cameras.

City Administrator Fletcher gave a brief summary. Chief Gerdes stated that the cameras take pictures of license plate (front and back) and can assist with determination of make, model, and color of vehicles. The system is attached to State and National databases and can be used as an investigative tool for various reasons. Information obtained by the cameras rolls off after thirty days.

Councilmember Bowman listed his concerns regarding the cameras. Councilmember Harmon asked about polling the community for their preference. She voiced concern about information security and the possibility of database information being hacked. Council would like a representative from Flock to present information regarding the system at a future meeting.

9. Administration Discussion and possible action regarding prioritization and expectations of the City Council Focus Area regarding Code Enforcement inclusive of the development process.

Item was postponed until the next meeting.

12. Adjournment

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Plunkett, the Council voted five (5) for and none (0) opposed to adjourn the meeting at 9:45 p.m. Motion carried.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on June 26, 2024.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	June 26, 2024	Item Number:	3b
Department:	Administration		
Prepared By:		Cost / Budget:	
Exhibits:		Source of Funds:	

Subject

Consent Agenda – Approval of a resolution suspending the July 8, 2024 effective date of Texas Gas Service Company’s requested increase to permit the City time to study the request and to establish reasonable rates.

Recommendation

Approve resolution as presented.

Discussion

OVERVIEW:

On June 3, 2024, Texas Gas Service Company (“TGS” or “Company”) a Division of ONE Gas, Inc. (“ONE Gas”), pursuant to Subchapter C of Chapter 104 of the Gas Utility Regulatory Act, filed its Statement of Intent to change gas rates at the Railroad Commission of Texas (“RRC”) and in all municipalities exercising original jurisdiction within the incorporated areas of the Central-Gulf Service Area (“CGSA”), effective July 8, 2024.

TGS is seeking to increase its revenues in the CGSA by \$25.8 million, which is an increase of 9.83% including gas costs, or 15.59% excluding gas costs. TGS is also requesting: (1) approval of new depreciation rates for certain plant within the CGSA; (2) a finding that expenses for Winter Storm Uri and COVID-19 that are contained in regulatory assets authorized by the RRC are reasonable, necessary, and accurate; (3) a prudence determination for capital investment made in the CGSA through December 31, 2023; (4) approval to include Excess Deferred Income Taxes (“EDIT”) in base rates, with discontinuance of the EDIT Rider to return EDIT to customers; and (5) approval to recover the reasonable rate case expenses associated with the filing through a surcharge.

The Company’s new proposed tariff includes: (1) a new Small and Large Residential rate design and related rate schedules based on customer usage patterns; (2) a new Small and Large Commercial rate design and related rate schedules based on customer usage patterns; (3) a new Renewable Natural Gas Credits program rate schedule; (4) new rate schedules for a rate case expense surcharge; and (5) certain revisions to the Company’s Rules of Service.

The resolution suspends the July 8, 2024 effective date of the Company’s rate increase for the maximum period permitted by law to allow the City, working in conjunction with other similarly situated cities with original

jurisdiction served by TGS, to evaluate the filing, to determine whether the filing complies with the law, and if lawful, to determine what further strategy, including settlement, to pursue.

The law provides that the Company's rate request cannot become effective until at least 35 days following the filing of the application. The law permits the City to suspend the rate change for 90 days after the date the rate change would otherwise be effective. **If the City fails to take some action regarding the filing before the effective date, TGS's rate request is deemed approved.**

Explanation of "Be It Resolved" Sections:

Section 1. The City is authorized to suspend the rate change for 90 days after the date that the rate change would otherwise be effective for any legitimate purpose. Time to study and investigate the application is always a legitimate purpose. Please note that the resolution refers to the suspension period as "the maximum period allowed by law" rather than ending by a specific date. This is because the Company controls the effective date and can extend the deadline for final city action to increase the time that the City retains jurisdiction if necessary to reach settlement on the case. If the suspension period is not otherwise extended by the Company, the City must take final action on TGS's request to increase rates by July 8, 2024.

Section 2. This provision authorizes the City to participate in a coalition of cities served by TGS in order to more efficiently represent the interests of the City and their citizens.

Section 3. This section authorizes the hiring of Lloyd Gosselink Rochelle & Townsend, P.C. to represent the City in matters related to TGS's application to increase its rates.

Section 4. This section authorizes the City's intervention in TGS's application for approval to increase its rates before the Railroad Commission in GUD No. 17471.

Section 5. This section requires the Company to reimburse the cities for their reasonable rate case expenses. Legal counsel and consultants approved by the coalition of cities will submit monthly invoices that will be forwarded to TGS for reimbursement. No individual city incurs liability for payment of rate case expenses by adopting a suspension resolution.

Section 6. This section merely recites that the resolution was passed at a meeting that was open to the public and that the consideration of the Resolution was properly noticed.

Section 7. This section provides that the City will provide a copy of the approved and signed resolution to representatives for TGS and the coalition of cities.

RESOLUTION NO. 2024-06-01

A RESOLUTION OF THE CITY OF WEST LAKE HILLS, TEXAS SUSPENDING THE JULY 8, 2024 EFFECTIVE DATE OF TEXAS GAS SERVICE COMPANY'S REQUESTED INCREASE TO PERMIT THE CITY TIME TO STUDY THE REQUEST AND TO ESTABLISH REASONABLE RATES; APPROVING COOPERATION WITH OTHER CITIES IN THE TEXAS GAS SERVICE COMPANY'S CENTRAL-GULF SERVICE AREA; HIRING LEGAL AND CONSULTING SERVICES TO NEGOTIATE WITH THE COMPANY AND DIRECT ANY NECESSARY LITIGATION AND APPEALS; AUTHORIZING INTERVENTION IN GUD NO. 17471 AT THE RAILROAD COMMISSION; REQUIRING REIMBURSEMENT OF CITIES' RATE CASE EXPENSES; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL

WHEREAS, on or about June 3, 2024, Texas Gas Service Company, a Division of ONE Gas, Inc. ("TGS" or "Company"), pursuant to Gas Utility Regulatory Act § 104.102, filed with the City of West Lake Hills ("City") a Statement of Intent to change gas rates in all municipalities exercising original jurisdiction within the incorporated areas of the Central-Gulf Service Area, effective July 8, 2024; and

WHEREAS, the City is a gas customer of TGS and a regulatory authority with exclusive original jurisdiction over the rates and charges of TGS within the City; and

WHEREAS, it is reasonable for the City of West Lake Hills to cooperate with other similarly situated cities in conducting a review of the Company's application and to hire and direct legal counsel and consultants and to prepare a common response and to negotiate with the Company and direct any necessary litigation; and

WHEREAS, the Gas Utility Regulatory Act § 104.107 grants local regulatory authorities the right to suspend the effective date of proposed rate changes for ninety (90) days; and

WHEREAS, TGS has filed an application with the Railroad Commission, Gas Utilities Docket (GUD) No. 17471, that could become the docket into which appeals of city action on the TGS filing are consolidated; and

WHEREAS, the Gas Utility Regulatory Act § 103.022 provides that costs incurred by cities in ratemaking activities are to be reimbursed by the regulated utility.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS, TEXAS:

SECTION 1. That the July 8, 2024, effective date of the rate request submitted by TGS on or about June 3, 2024, be suspended for the maximum period allowed by law to permit adequate time to review the proposed changes and to establish reasonable rates.

SECTION 2. That the City is authorized to cooperate with other cities in the TGS service area to hire and direct legal counsel and consultants, negotiate with the Company, make recommendations to the City regarding reasonable rates and to direct any necessary administrative proceedings or court litigation associated with an appeal of a rate ordinance and the rate case filed with the City or Railroad Commission.

SECTION 3. That, subject to the right to terminate employment at any time, the City of West Lake Hills hereby authorizes the hiring of the law firm of Lloyd Gosselink Rochelle & Townsend, P.C. and consultants to represent the City in all matters associated with the TGS application to increase rates and appeals thereof.

SECTION 4. That intervention in Railroad Commission GUD No. 17471 is authorized.

SECTION 5. That the City's reasonable rate case expenses shall be reimbursed by the Company.

SECTION 6. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

SECTION 7. A copy of this Resolution shall be sent to TGS representatives Judy Hitchye and Anthony Brown, Texas Gas Service Company, Barton Skyway IV, 1301 S. Mopac, Suite 400, Austin, Texas 78746 (Judy.Hitchye@onegas.com; Anthony.Brown@onegas.com), and to Thomas Brocato at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Avenue, Suite 1900, Austin, Texas 78701 (tbrocato@lglawfirm.com).

PASSED AND APPROVED this 26th day of June, 2024.

James Vaughan
Mayor, City of West Lake Hills

ATTEST:

Terry Blanchard, City Secretary



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>June 26, 2024</u>	Item Number:	<u>4</u>
Department:	<u>Finance</u>		
Prepared By:	<u>Vonda Ragsdale</u>	Cost / Budget:	<u>n/a</u>
	<u>Budget Process and</u>		
	<u>Schedule for Fiscal Year</u>		
Exhibits:	<u>2024-2025</u>	Source of Funds:	<u>n/a</u>

Subject

Review and discuss the Budget Calendar for fiscal year 2024-2025.

Recommendation

Approval of Budget Calendar at the July 10, 2024, City Council Meeting.

Discussion

This budget calendar has all the required dates to discuss, file, and adopt the FY2024-2025 Budget for the City of West Lake Hills.

Please note the Special Called City Council Meeting on Tuesday, September 17, 2024, to adopt the budget. We are required to adopt the budget within 7 days after the Budget and Property Tax Rate Public Hearing, that is why this is not on a regularly scheduled City Council Meeting date.

Budget Process and Schedule for Fiscal Year 2024-2025

June 26th – Regular City Council Meeting

- Present Budget Calendar to Council.

July 10th – Regular City Council Meeting

- Council adopts Budget Calendar.
- Mayor presents Proposed FY 2024-25 Budget to Council.
- Presentation of First Budget Group: Administration, Municipal Court, and Wastewater.

July 24th – Regular City Council Meeting

- Continue discussing Proposed Budget.
- Presentation of Second Budget Group: Police Department, Planning & Development, Public Works, and Discretionary Items.

July 25th – Travis County Appraisal District

- Deadline for Chief Appraiser to send estimated appraisal rolls to jurisdictions.

August 14th – Regular City Council Meeting

- Continue FY 2024-25 Proposed Budget discussion.
- Council to approve the Certified Appraisal Roll and approve the proposed Ad Valorem Tax Rate for Debt Service for the FY 2024-25 Budget.

August 18th – File Proposed Budget with the Municipal Clerk and on City website

- *(Must be filed at least 30 days before tax rate adopted)*
- Post calculated tax rates along with certain debt information on City website.

August 28th – Regular City Council Meeting

- Continue discussing Proposed Budget.

August 30th – Publish Public Hearing Notice

- Publish public hearing on proposed property tax rate and budget in newspaper.
 - *(Must be published at least 10 days before Public Hearing)*
 - *(May NOT be in the part of the paper in which legal notices and classified ads appear)*

September 11th – Regular City Council Meeting

- Budget & Property Tax Rate Public Hearing.
 - *(Must be at least 15 days after proposed budget filed with Municipal Clerk)*
 - *(Public Hearing on budget shall be before the date of the tax levy)*
- Council vote to postpone the final vote on budget to a specific date and time.
- Continue FY 2024-25 Proposed Budget discussion.
- FY 2023-24 Budget Amendment discussion.

September 17th – Special Called City Council Meeting

- *(Either at the Public Hearing or no later than 7th day after the Public Hearing)*
- Council adopts FY 2024-25 Budget (*ordinance*).
- Council ratifies the property tax revenue increase reflected in the budget (*ordinance*).
- Council adopts property tax rate (*ordinance*).
- Council approves the General Fund Balance Policy (*resolution*).
- Council approves the Investment Policy & Strategy and the Financial Procedures & Controls

October – Regular City Council Meeting

- Council adopts Amended FY 2023-24 Budget (*ordinance*).

**** NOTE:** Except if a tax rate is adopted that exceeds the voter-approval tax rate, not later than the 71st day before the next uniform election date in November of that year (August 26th) – In this instance, the calendar would need to be modified to satisfy the compacted timeline.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>June 26, 2024</u>	Item Number:	<u>5</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u>n/a</u>
Exhibits:	<u>n/a</u>	Source of Funds:	<u>n/a</u>

Subject

Discussion and possible action regarding prioritization and expectations of the City Council Focus Area regarding the City's Annual Budget.

Recommendation

Receive the staff briefing and take appropriate action.

Discussion

The City Council defined City Council Focus Areas at the May 24 meeting. Among them is Budget in which the liaison is Councilmember Beth South with staff support from resident Grant Stanis, as well as Finance Director, Vonda Ragsdale, who leads the department that includes this functional area.

The staff briefing provided for this item will include a high-level summary of the budget process including:

- Strategic Planning and Policy Setting
- Budget Preparation (102.002)
- Budget Adoption (102.007)
- Audit (Ch 103)

Strategic planning is not a specific requirement of the Local Government Code (LGC) but is a best practice. The budget preparation, adoption and audit are required and include applicable references to the LGC.

In addition, the briefing will highlight opportunities and challenges identified by staff for consideration.

City Council Focus Areas

Budget | Finance

Staff Briefing



City Council Focus Areas Schedule

- June 26
 - Budget
 - Code Enforcement
- July 10
 - Economic Development / Wastewater
 - Drainage Manual
- July 24
 - Fire Prevention
 - Compatibility Standards



Finance Department Structure

- Staff & Functional Areas
 - Finance Officer
 - Wastewater & Accounting Manager
- Operational Overview
- Transparency Stars



Budget

- Stages of Budget Process (LGC Ch 102)
 - Strategic Planning and Policy Setting
 - Not required by law, but the strategy should precede the budgeting in which there must be visibility and clear links between them.
 - In an ideal world, the process looks at long-term perspectives and [ties funding decisions to high-level objectives and goals](#), focusing on results and outcomes.
 - Source: <https://www.clearpointstrategy.com/>
- Sources of Revenue
 - Ad valorem (property tax) ~ \$0.1786 per \$100
 - Sales Tax Collection (local allocation is 2 cents)
 - WLH General Fund (1 cent)
 - WLH Street Maintenance (1/2 cent)
 - Westbank Library District (1/2 cent)



Budget

- Stages of Budget Process (LGC Ch 102)
 - Strategic Planning and Policy Setting
 - **Budget Preparation (102.002)**
 - **Budget Adoption (102.007)**
 - **Audit (Ch 103)**
- Sources of Revenue
 - Ad valorem (property tax) ~ \$0.1786 per \$100
 - Sales Tax Collection (local allocation is 2 cents)
 - WLH General Fund (1 cent)
 - WLH Street Maintenance (1/2 cent)
 - Westbank Library District (1/2 cent)



Budget

Opportunities

- Renew street maintenance sales tax for four years that expires Nov 2025
- Residential redevelopment strong, expected to continue, increasing tax base

Challenges

- Past and proposed legislation
- Sales tax revenue can be volatile
- Limited opportunity for economic growth due to wastewater constraints





City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	June 26, 2024	Item Number:	6
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	n/a
Exhibits:	Presentation	Source of Funds:	n/a

Subject

Discussion and possible action regarding prioritization and expectations of the City Council Focus Area regarding Code Enforcement inclusive of the development process.

Recommendation

Receive the staff briefing and take appropriate action.

Discussion

The City Council defined City Council Focus Areas at the April 24 meeting. Among them is Code Enforcement in which the liaison is Mayor Vaughan with staff support from Building and Development Services Director Jennifer Bills who leads the department that includes this functional area.

The Building and Development Services Department includes Planning, Code Enforcement, Building Inspections and Public Works. The staff briefing provided for this item will include a high-level summary of the following:

- Code Enforcement process from deficiency identification to compliance
- Development process from concept presentation in a pre-application meeting (when needed) to Certificate of Completion or Occupancy as applicable.
- Building Inspections process pre-construction through completion

For each, the briefing will highlight components that integrate community input and include opportunities identified by staff for improvement.

City Council Focus Areas

Code Enforcement | Development Process | Building & Inspections

Staff Briefing



City Council Focus Areas Schedule

- June 26
 - Budget
 - Code Enforcement
- July 10
 - Economic Development/Wastewater
 - Drainage Manual
- July 24
 - Fire Prevention
 - Compatibility Standards



Department Structure

- Building & Development Services
 - Planning (+Engineering)
 - Comprehensive Plan/Master Plans, Rezoning, Subdivision, Easement Releases, Site Development Plans, Special Use Permits, Variances, Short Term Rental
 - Building & Inspections
 - New and Remodel/Tenant Finish out Building Permits, Swimming Pools, Trade Permits, Sign Permits, Site Clearing, Grading, Small Projects (driveways, fences, accessory structures), Utility Permits
 - Code Enforcement
 - Tree Removal, Erosion Controls (MS4), Site disturbances, ROW obstructions, Work without Permits

Code Enforcement Process

1. Warning

Violation of city ordinance is verified by city staff. Efforts are made to notify property owner or contractor with the specific violation and given deadline to begin remediation of issue via in-person, email or by phone.

2. Notice of Violation/Stop Work Order

If no efforts are made to remediate violation an official notice is sent via regular and certified mail. This notice is also given to our municipal court for processing.

3. Citation

Administered if violation(s) persists. This is also given to municipal court for additional court proceedings.

FY24 Statistics (YTD)

- Cases Investigated: 85
- NOV issued: 10
- SWO issued: 18
- Citations filed: 8

Code Enforcement

Opportunities

- CivicGov – online reporting and tracking system for complaints and investigations
- Proactive enforcement
 - Parking Pads (~89)

Challenges

- Tracking of cases
- Can be a lengthy process to remediation
- Two staff consistently in the field; other roles in addition to code enforcement
- Partially reliant on public input
- Utility coordination/ROW management

Development

Public Review Application Types:

- **Subdivision:** Lots must meet subdivision requirements before a permit can be granted. For plats with four or fewer lots and no extension of public infrastructure, this process could be changed from ZAPCO and City Council review and approval to administrative.
- **Variances:** If a site or project does not meet code requirements, a variance must be obtained first. With a 30-day notification process, ZAPCO, and BOA/CC review, can add 3 months to a project.
- **Special Use Permit:** If a use requires an SUP, can add two months to the process (30-day notice and BOA approval). Once obtained, requires bi-annual renewal.
- **Uniform Sign Agreements:** No notification requirements, requires ZAPCO review and City Council approval.
- **Commercial Permit/Sign Approval:** Amended at June 12 City Council meeting to administrative approval.

Development

Plan Review:

- **Pre-application Meeting:** Optional meeting requested by customer. These can be requested at any point of the process.
- **Completeness Check:** Review of all documents submitted to ensure all standard documents have been submitted. Checked within a week and returned for submittal. Applicant only loses one week instead of three.
- **Plan Review:** Documents are released for review by all applicable disciplines with a **3-week turnaround time**. Weekly review meetings are carried out internally to discuss submissions.
- **Permits Issued:** Once all comments are addressed and fees are paid.

Development

General Inspection Process:

1. Pre-Construction

Prior to grading or tree removal. Discuss city ordinances and potential issues with contractor onsite.

2. Building Layout

Review approved plans with foundation forms and plumbing rough in place.

3. Pre-Pour Foundation

- Electrical Conduit & Electrode
- Plumbing conduit
- Rebar and vapor barrier

4. Rough-In

MEP installation prior to cover interior walls being covered. Fire sprinkler and gas, where applicable.

5. Insulation & Wallboard

Documentation of insulation type and R-Value as well as nail inspection.

6. Permanent Power Release

Structure is safe for power. Additional inspection with COA required by AE.

7. Finals

MEP Complete. Building, Landscaping and Drainage installed per city approved plans.

8. C/O Approval Tasks

Fire Final approved by Fire Marshal, City Final passes, C/O is released, and permit is closed.

Building Inspections

	FY23	FY24 (YTD)	
Permits	Issued	Issued	Under Review
New Construction	46	10	16
Remodel/Additions	71	43	8
Swimming Pool	33	9	11
Demo	19	6	2
Tree/Veg	307	194	-
Fence	25	16	13
Small Projects	250	110	57
Total	751	388	107
Planning			
Rezoning	0	0	1
Plats	3	3	2
Variance	33	23	16
Special Use Permit	4	1	1
Total	40	27	20

Inspections Performed	FY23	FY24
Internal Staff	140	614
Third Party	687	289
Total	827	903

Building Inspections

In addition to private construction, there are many Capital Improvement Projects as well as daily maintenance throughout the city that requires consistent attention.

- CIP & Public Works

- New City Hall
- Road Bond Projects
- Street Maintenance Projects

ROW Maintenance

- City Signs
- Street Drainage
- Vegetation
- Customer Concerns/Inquiry

Building Inspections

Opportunities:

- Strategic code amendments to better suit the city.
 - Beginning stages
- Continuing shift to more internal inspections.

Challenges

- Volume
- Intuition knowledge
- Expiration tracking
 - MPN improvements in progress
- Scope of Residential construction
 - Lengthy schedules
 - Revisions to approved plans

City Council Focus Areas - Code Enforcement

Questions?





City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>June 26, 2024</u>	Item Number:	<u>7</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Jennifer Bills</u>	Cost / Budget:	<u>See Discussion section below</u>
Exhibits:	<u>None</u>	Source of Funds:	<u>2022 Bond Funds / COs</u>

Subject

Discussion and update on bond items regarding Proposition A (new municipal complex) and Proposition B (street and drainage projects).

Recommendation

Receive the report and provide direction as appropriate.

Discussion

The purpose of this item is to provide the City Council with an update regarding both bond project initiatives regarding project scope and development status, schedule and budget and costs.

Prop A authorized \$13.2 million and due to land acquisition and cost escalation considerations, City Council authorized an additional \$9.5 million in certificates of obligation which closed in September. Following the acceptance of the Design Development Plans, the 100% Site Civil plans have been completed and submitted to the City and others for regulatory review. Generally, since the last update was provided to the City Council on May 22, the following has transpired:

- Milling work for the foundation preparation is completed.
- Half of the foundations footing have been completed. A plumbing rough inspection was completed and passed for the east wing of the building.
- A majority of the large equipment will be removed as the site preparation is nearly complete. Small excavators will remain on site for trenching.
- Weekly BIM meetings with the contractor, subcontractors, architect and owner and owner's representative are underway to review and make necessary adjustments for conflicts among project components.

Looking ahead:

- Will continue to install the foundation for the main building and support building.
- Trenching for site utilities will continue.
- Staff will be reviewing and selecting furniture, fixtures, and equipment for the building.

Prop B authorized \$11.8 million for the completion of various street and drainage improvements. Plans were amended per City Council direction to remove drainage improvements on Laurel Valley and remove the improvements to Terrace Mountain. All other easements required to move forward have been acquired. Since the last update on May 22:

- Bi-weekly meetings between staff, engineering and the contractor are being held to coordinate project mobilization and scheduling.
- There have been several water line conflicts that require relocation on Redbud Trail. The contractor is working with Water District 10 to complete the work with minimal disruptions to residents.
- Tree protection, erosion control and traffic controls were placed on Yaupon Valley Road.

Looking ahead:

- Utility relocation and drainage work will continue on Redbud Trail.
- Sections of full depth reconstruction on Redbud Trail will start. The final paving for all of Redbud will take place at the end of the work on the entire road in September.
- Crews will begin drainage improvement work on Yaupon Valley Road.

WEST LAKE HILLS MUNICIPAL COMPLEX

Project Update 6/26/2024



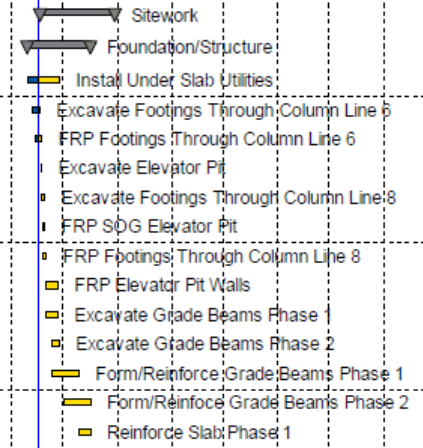
JOB SITE



SCHEDULE (Current Activities)

Activity ID	Activity Name	Orig Dur	Rem Dur	Start	Finish	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J
						1	2	1	2	3	2	3	2	3	2	3	2	3	2	1	2	3	2	1	2	3	2	1	2
	Demolition	0	0																										
	Sitework	30	30	17-Jun-24	30-Jul-24																								
	Foundation/Structure	25	20	10-Jun-24 A	16-Jul-24																								
A2810	Install Under Slab Utilities	15	10	10-Jun-24 A	28-Jun-24																								
A2770	Excavate Footings Through Column Line 6	3	1	13-Jun-24 A	17-Jun-24																								
A2780	FRP Footings Through Column Line 6	3	2	14-Jun-24 A	18-Jun-24																								
A2720	Excavate Elevator Pit	1	1	18-Jun-24	18-Jun-24																								
A2790	Excavate Footings Through Column Line 8	3	3	18-Jun-24	20-Jun-24																								
A2730	FRP SOG Elevator Pit	2	2	19-Jun-24	20-Jun-24																								
A2800	FRP Footings Through Column Line 8	3	3	19-Jun-24	21-Jun-24																								
A2740	FRP Elevator Pit Walls	5	5	21-Jun-24	27-Jun-24																								
A4990	Excavate Grade Beams Phase 1	5	5	21-Jun-24	27-Jun-24																								
A2830	Excavate Grade Beams Phase 2	5	5	24-Jun-24	28-Jun-24																								
A5000	Form/Reinforce Grade Beams Phase 1	10	10	24-Jun-24	09-Jul-24																								
A2850	Form/Reinforce Grade Beams Phase 2	10	10	01-Jul-24	16-Jul-24																								
A5010	Reinforce Slab Phase 1	5	5	10-Jul-24	16-Jul-24																								

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ASSET BUILDING PAD



ASSET BUILDING PAD



BUILDING PAD - EAST SIDE



REBAR FOR FOOTERS



REBAR - EAST SIDE SLAB



REBAR IN PLACE



FOOTERS BEING POURED 6/12/24



FOOTERS POURED



UNDERGROUND PLUMBING/SANITARY



1.5" OF RAIN 6/19/24



1.5" OF RAIN 6/19/24



1.5" OF RAIN 6/19/24



WEST LAKE HILLS MUNICIPAL COMPLEX

