



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL REGULAR MEETING
Wednesday, July 24, 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 24th day of July 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 July 24, 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. 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. Jaffe - 1405 Wildcat Hollow.
4. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney.

5. 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 July 10, 2024 Regular Meeting Minutes.
 - b. Approval of the FY 24 Q3 Building & Development Services Department Report.
 - c. Approval of the FY 24 Q3 Investment Report.
 - d. Approval of the FY 24 Q3 Municipal Court Report.
 - e. Approval of the FY 24 Q3 Public Safety Report.
 - f. Approval of the Cyber Liability and Data Breach Response Interlocal Agreement (ILA) with the Texas Municipal League Intergovernmental Risk Pool (TMLIRP).
 - g. Approval of the Austin Regional Intelligence Center (ARIC) Interlocal Agreement (ILA) renewal.
 - h. **207 Yaupon Valley Road** - Approval for the Osuri Subdivision Minor Plat, being 1.743 acres out of the Thomas J. Chambers Survey No. 504 (Section 36.01.018 of the West Lake Hills Code of Ordinance). Applicant: Davin Fillpot, Agent.
 - i. Approval of an ordinance affirming term and compensation for the Municipal Judge.
 - j. Approval of an ordinance affirming term and compensation for the Associate Municipal Judge.
6. Administration Discuss and consider action to revise the scope of work for the FY24 Streets and Drainage Maintenance Projects, including review of the removal or revision of drainage improvement for North Peak Road.
7. Administration Discuss and consider approving change order Number 1 and provide direction on material revisions for future change proposal requests related to the Proposition B road projects with Smith Contracting.
8. Administration Discussion and possible action regarding prioritization and expectations of the City Council Focus Areas regarding fire prevention.
9. Administration Receive a briefing regarding the tabletop exercise held on June 14, 2024 coordinated by the Westlake Fire Department.
10. Finance Discuss and consider action on the FY 2024-25 Proposed Budget.
11. Administration Discuss and consider the implementation of City Council workshops.
12. 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. Alvarez - 1505 Wildcat Hollow; and
 2. 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 - Associate Judge.

13. 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 an Associate Judge.

14. Adjournment

Approved by: James Vaughan, Mayor

Certificate

I certify that the above Notice of the July 24, 2024 City Council Regular Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, July 19, 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, July 10, 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
Beth South
Darin Walker

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Finance Director Vonda Ragsdale
Director of BDS Jennifer Bills
Lieutenant Robert Mills
City Attorney Josh Brockman-Weber
Court Administrator Robert Martinez

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. The following individuals provided comments to the Council:

- Randy Lee (6 Rocky River Cove) - Stated that the noise ordinance doesn't seem to be working. The City needs stricter rules and heftier fines.
- Nico Hauwert (2403 Bahama Road) - Spoke to Council regarding Little Bee Creek and preserve land for the Barton Creek Salamander.
- Robert Hearn (525 Buckeye Trail) - Spoke to Council regarding wastewater. He paid to have a sewer main run on his street since he did not want a grinder pump. He stated that it is not fair for citizens without grinder pumps to pay for something they have never used. Does not want to subsidize the City any longer.
- Doris Robitaille (806 Rocky River Road) - Lives next to the water treatment plant and complained of noise issues.
- Laurie Maccini (202 Reveille Road) - Stated that the trees and native vegetation are gone. When you look at West Lake Hills now, all you see are mansions. There is no parking on Reveille Road. The mowing is done too early without trash being picked up prior to mowing. We cannot lose our green and natural spaces.

Hearing no further comments, the public comment section was closed.

Meeting was suspended at 7:19 p.m.

Meeting was reconvened at 8:41 p.m. Mayor moved to item #5.

5. Land Use **205 West Spring Drive** - Discuss and consider action on a variance request for the removal of a tree 14 inches and greater for the removal of tree 1184, a 27.5" live oak (Section 22.03.304(a)(4) of the West Lake Hills Code). Applicant: William McAshan, Property Owner.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Walker, the Council voted three (3) for and one (1) opposed to adopt the staff recommendation to deny the variance request. Voting for the motion were Bowman, Harmon, and Walker. Voting against was South. Motion carried.

Meeting was suspended at 8:45 p.m.

Meeting was reconvened at 9:11 p.m.

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 26, 2024 Regular Meeting Minutes.
 - b. Approve and adopt the Budget Calendar for fiscal year 2024-25.
 - c. Approve an agreement with Terracon Consultants, Inc. to provide construction materials special inspection and testing services for the City of West Lake Hills Municipal Complex and citywide streets and drainage projects and authorize the City Administrator to execute all necessary documents.

MOTION: Upon a motion made by Councilmember South and a second by Councilmember Walker, the Council voted four (4) for and none (0) opposed to approve the Consent Agenda as presented. Motion carried.

4. Ordinance **717 ½ Yaupon Valley Road** - Hold a public hearing and consider action on an ordinance for the rezoning of 0.13 acres out of Lot 2A Ben Riske Subdivision Amended Plat of Lots 1 & 2 from R-1, One-Family Residential District to GUI, Governmental, Utility, and Institutional District (Section 38.05.092 of the West Lake Hills Code). Applicant: James McDermott – DEC Central Texas LLC.

Director Bills read the ordinance caption into the record.

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Bowman, the Council voted four (4) for and none (0) opposed to approve the rezone for the Water District as presented. Motion carried.

6. Finance Discuss and consider action on the fiscal year 2024-25 Proposed Budget.

Director Ragsdale gave a presentation. She stated that the budget was prepared on the assumption the tax rate would remain the same. The Mayor spoke about providing a portion of the cost for dependent health care coverage for employees. The following areas were

reviewed for Council:

- a. Administration - presented by Vonda Ragsdale
- b. Municipal Court - presented by Robert Martinez
- c. Wastewater - presented by Theresa Sanchez
 - i. Discussed grinder pump fees
 - ii. Reviewed the 5-Year Capital Improvement Program
- d. Building & Development Services and Public Works - presented by Jennifer Bills
 - i. Discussed review of current fee structure for cost recovery
 - ii. Discussed the possibility of creating an additional position within the City for a Public Works/Utility Superintendent

Proposed budget discussions will continue at the next meeting and will cover the Police Department and Discretionary Items.

7. 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 10:38 p.m.

8. 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 11:07 p.m.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Harmon, the Council voted four (4) for and none (0) opposed to approve a merit increase of 4% for the City Administrator. Motion carried.

9. Adjournment

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember South, the Council voted four (4) for and none (0) opposed to adjourn the meeting at 11:09 p.m. Motion carried.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on July 24, 2024.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	July 24, 2024	Item Number:	4B
Department:	Building and Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	See Information Below
Exhibits:	None	Source of Funds:	

Subject

Approval of the FY 2023-2024 Q3 Building and Development Services Department Report.

Recommendation

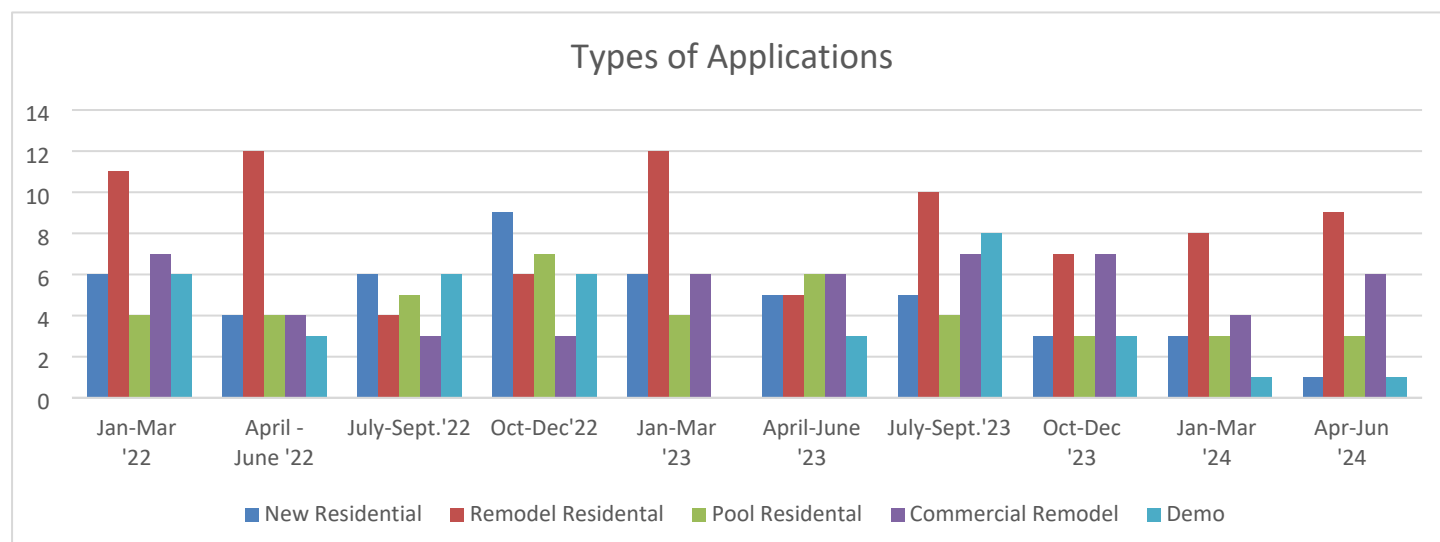
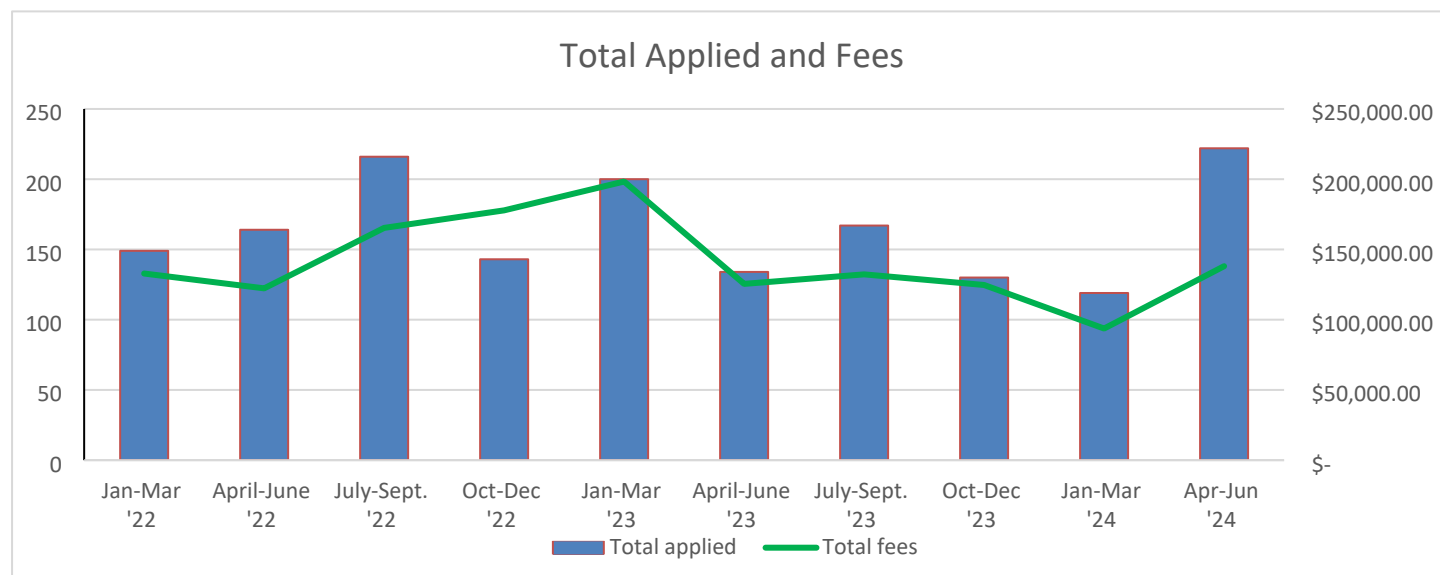
Staff recommends approval of the FY 2023-2024 Q3 Building and Development Services Department Report.

Discussion

The third quarter FY 2023-2024 report from the Building and Development Services Department includes information related to construction in the city, including types of permits, quantities and fees collected. We have included historical data to help reflect trends.

Please refer to the tables and charts below:

<u>Applications Requiring BOA/Council Review</u>	Approved	Denied	Withdrawn/ Postponed
Variances	12	0	0
Zoning Applications	0	0	0
Special Use Permits	1	0	1
Subdivision Plats	0	0	0
Easement Release Requests	0	0	0
Uniform Sign Agreements	0	0	0
TOTAL	13	0	1



Should any Council Members have questions or feedback, please contact the Director of Building and Development Services.



City of West Lake Hills
City Council

AGENDA REPORT

Meeting Date: July 24, 2024
Department: Admin/Finance
Prepared By: Vonda Ragsdale
Exhibits: Investment Report

Item Number: 5c
Cost / Budget: n/a
Source of Funds: n/a

Subject

FY2023-2024 Q3 Investment Report

Recommendation

Approval

Discussion

The interest rate is higher year-over-year from 5.1% last year to 5.4% this year and we have earned \$598,135 in interest this quarter.

City of West Lake Hills

Investment Report

Quarter Ended 6/30/24

	Current Book Value	Current Market Value	Previous Book Value	Change in Book Value	Interest Earned	% of Portfolio	Annual Percentage Yield Earned
General Fund Investments							
Frost Bank - Checking Acct	629,280	629,280	638,273	(8,993)	-	1.36%	0.000%
Lone Star Liquidity Fund	12,760,387	12,760,387	12,589,145	171,242	171,242	27.62%	5.447%
LOGIC	4,382,607	4,382,607	2,787,222	1,595,385	53,731	9.49%	5.429%
Total General Fund	<u>\$ 17,772,275</u>	<u>\$ 17,772,275</u>	<u>\$ 16,014,641</u>	<u>\$ 1,757,634</u>	<u>\$ 224,973</u>	<u>38.47%</u>	
2021 I&S FUND							
LOGIC	19,908	19,908	19,641	267	267	0.04%	5.429%
Total 2022 GO Bond Fund	<u>\$ 19,908</u>	<u>\$ 19,908</u>	<u>\$ 19,641</u>	<u>\$ 267</u>	<u>\$ 267</u>	<u>0.04%</u>	
2022 GO BOND FUND							
LOGIC	16,621,574	16,621,574	18,931,840	(2,310,266)	231,389	35.98%	5.429%
Total 2022 GO Bond Fund	<u>\$ 16,621,574</u>	<u>\$ 16,621,574</u>	<u>\$ 18,931,840</u>	<u>\$ (2,310,266)</u>	<u>\$ 231,389</u>	<u>35.98%</u>	
2023 CO BOND FUND							
LOGIC	9,958,518	9,958,518	9,824,959	133,558	133,558	21.56%	5.429%
Total 2022 GO Bond Fund	<u>\$ 9,958,518</u>	<u>\$ 9,958,518</u>	<u>\$ 9,824,959</u>	<u>\$ 133,558</u>	<u>\$ 133,558</u>	<u>21.56%</u>	
Wastewater Fund Investments							
Lone Star Liquidity Fund	39,762	39,762	39,229	534	534	0.09%	5.447%
Total Wastewater Fund	<u>\$ 39,762</u>	<u>\$ 39,762</u>	<u>\$ 39,229</u>	<u>\$ 534</u>	<u>\$ 534</u>	<u>0.09%</u>	
Wastewater Construction Fund							
Lone Star Liquidity Fund	535,925	535,925	528,734	7,191	7,191	1.16%	5.447%
Total WW Construction Fund	<u>\$ 535,925</u>	<u>\$ 535,925</u>	<u>\$ 528,734</u>	<u>\$ 7,191</u>	<u>\$ 7,191</u>	<u>1.16%</u>	
Wastewater Debt Service Fund							
Frost Bank Money Market	1,249,577	1,249,577	1,249,353	224	224	2.70%	0.0007%
Total WW Debt Service Fund	<u>\$ 1,249,577</u>	<u>\$ 1,249,577</u>	<u>\$ 1,249,353</u>	<u>\$ 224</u>	<u>\$ 224</u>	<u>2.70%</u>	
Total	<u>\$ 46,197,540</u>	<u>\$ 46,197,540</u>	<u>\$ 46,608,398</u>	<u>\$ (410,858)</u>	<u>\$ 598,135</u>	<u>100.00%</u>	

Signature on file _____ 7/17/2024
Vonda Ragsdale, Finance Director Date

Signature on file _____ 7/17/2024
Trey Fletcher, City Administrator Date



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date: July 24, 2024
Department: Municipal Court
Prepared By: Court Staff
Exhibits: FY'24 Q3 MC Dashboard

Item Number: 5D
Cost / Budget: _____
Source of Funds: _____

Subject

Approval of the FY 24 Q3 Municipal Court Report.

Recommendation

Staff recommends approval of the FY 24 Q2 Municipal Court Report.

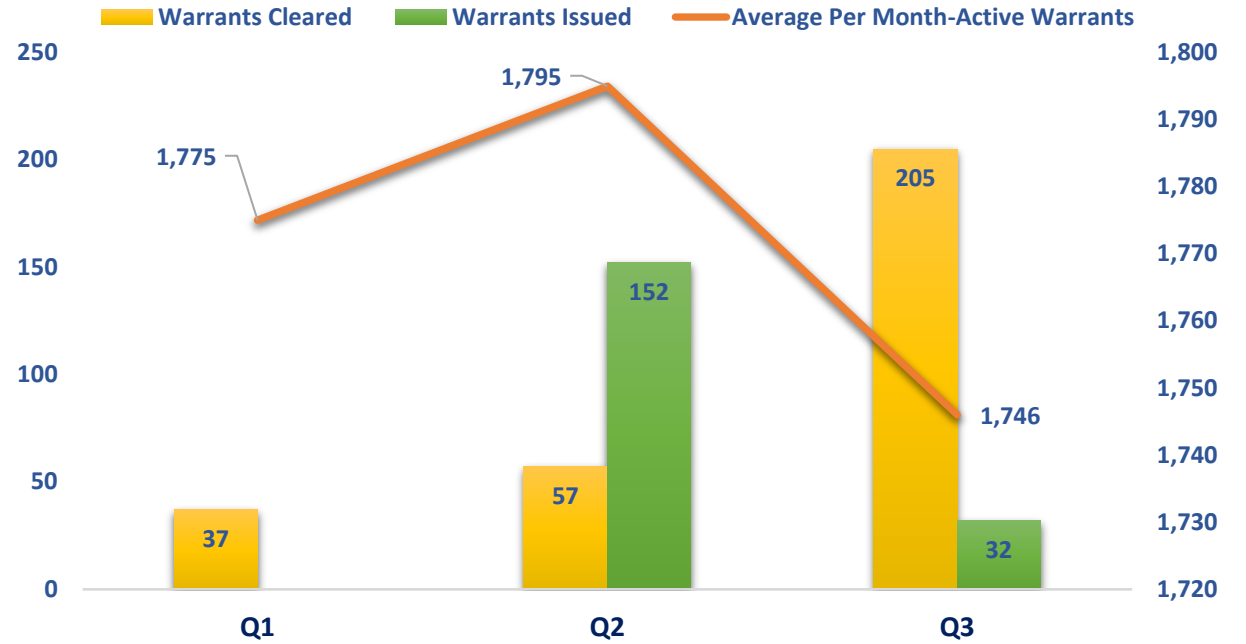
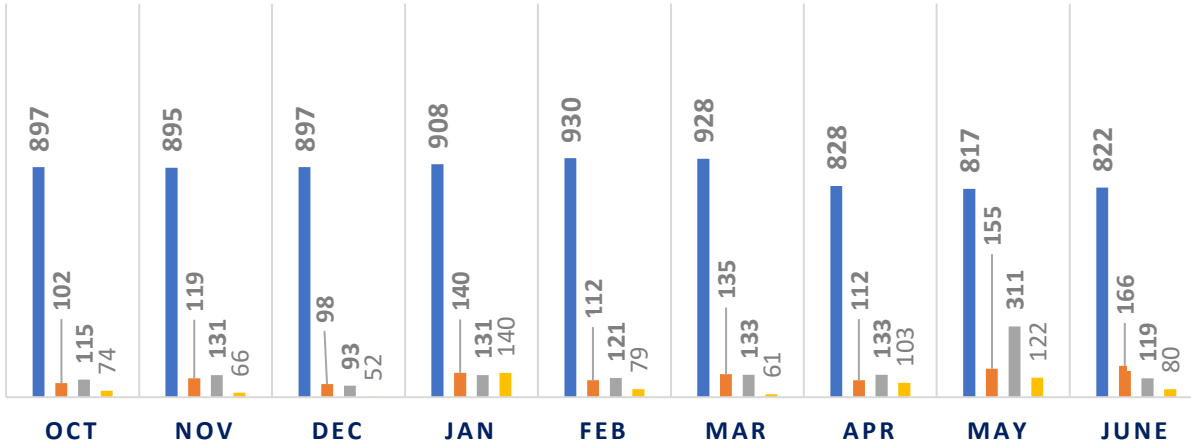
Discussion

The FY' 24 Municipal Court Dashboard includes information related to citation filings, case activity as well as warrant data. One thing to note, this quarter reflects a decrease in the average per month active warrants. The court has begun processing uncollectible cases as reflected in the Special Case Types section identified as Administrative Closed.

MUNICIPAL COURT DASHBOARD

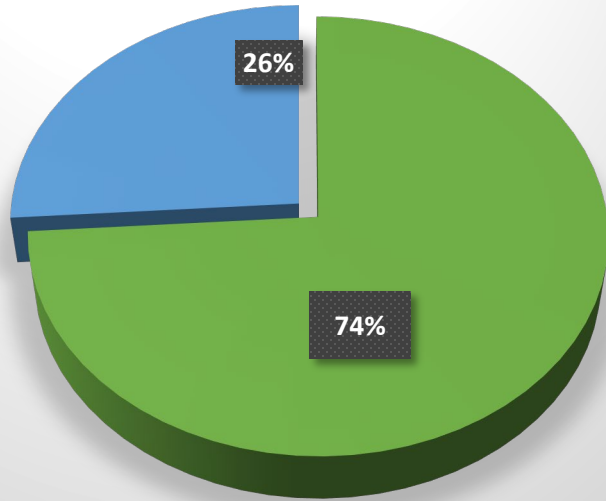
FY23-24 Q1-Q3

Active Cases New Cases Cases Disposed Cases on Docket

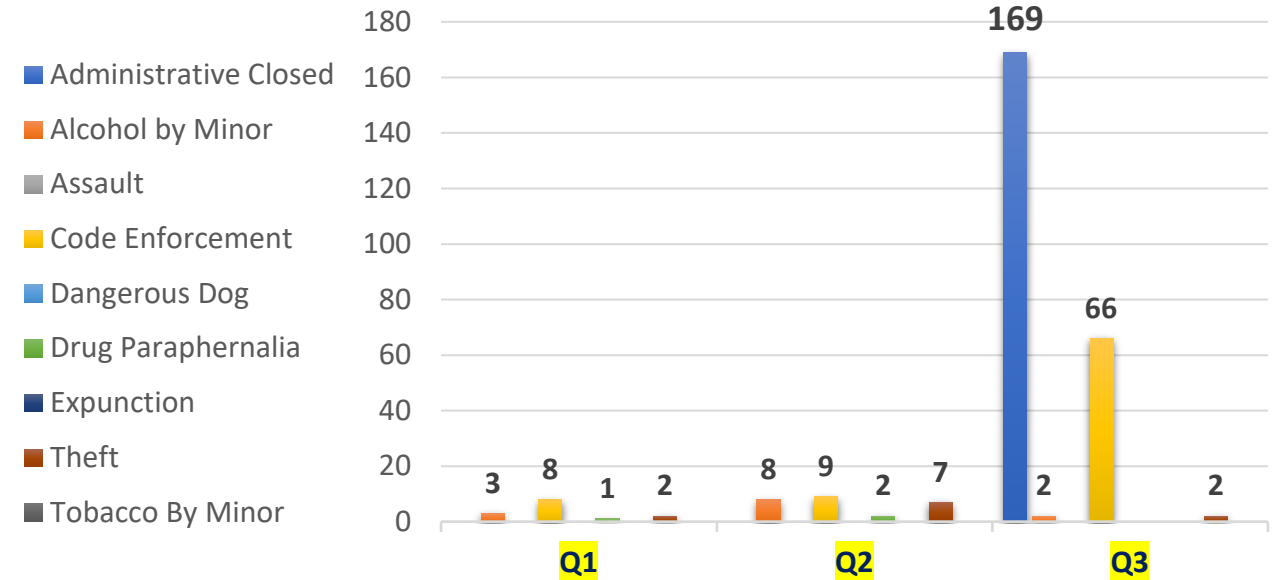


TRAVIS COUNTY WARRANT FEES COLLECTED

Travis County \$1,420.00
West Lake Hills \$500.00



SPECIAL CASE TYPES





City of West Lake Hills
City Council

AGENDA REPORT

Meeting Date: July 24, 2024
Department: Police
Prepared By: Chief Gerdes
Exhibits: Q3 Public Safety Report

Item Number: _____
Cost / Budget: \$0
Source of Funds: _____

Subject

This is the Public Safety Report for Q3 2024

Recommendation

Staff recommends approval of this report

Discussion

This is the report outlining Public Safety numbers for the third quarter of FY 2024.



West Lake Hills Police Department West Lake Hills, TX



Public Safety Report 3rd Quarter (April - June), 2024

Statistical Highlights

During the 3rd quarter (April - June) 2024, there were 31 reported NIBRS* Group A offenses, compared with 30 for the 2nd quarter of 2024 and 32 during the same quarter last year. Officers made 5 in-custody or field release arrests in Q3 2024 compared to 4 in Q2.

In Q3, our officers made 443 traffic stops, resulting in 375 violations (84.7%), and 187 warnings (42.2%). Of the 375 violations, 236 were for speeding and 46 were for speeding in a school zone. This compares to 386 traffic stops for Q2.

During Q3, West Lake Hills Police Officers responded to 451 calls for service, compared to 444 calls for service in Q2. Officers also conducted 219 close patrol checks for residents who were out of town, compared to 96 for Q2.

STR Locations

There were no STR related calls at any of our STR locations this quarter.

Training

Officers completed 260 hours of training during this quarter, compared to 352 hours during Q2. Training this quarter included primarily ALERRT Active Shooter training, including Level 1, Breaching Techniques, and Active Attack Integrated Response.

Charts

Attached are charts of trends over the last several quarters. Previously, we were using the calendar year for our quarters, but we have switched over to FY quarters to match up with the other quarterly reports. We have also included a chart of actual F/T officers on the department vs. authorized positions (16).

*NIBRS – National Incident Based Reporting System used to report offenses to the FBI. There is information on the difference between NIBRS and UCR (Uniform Crime Reporting) on pages 2 and 3.

West Lake Hills Police Department

West Lake Hills, TX

The Difference between UCR reporting and NIBRS reporting

Uniform Crime Reporting (UCR), the method for law enforcement agencies to report offenses to the FBI, was officially retired on January 1, 2021. By that date, every law enforcement agency in the country was required to use its replacement, the National Incident Based Reporting System (NIBRS). The West Lake Hills Police Department has been using NIBRS to report offenses to the FBI since 2017 when we implemented our new Record Management System. We used UCR numbers to report on our quarterly reports until January 2021 when we switched over to NIBRS reporting on our quarterly reports. The below information is intended to give you a better idea of why the NIBRS offense numbers will always be higher than the corresponding UCR numbers have been in the past.

Changes in offenses

Both UCR and NIBRS collect data on homicide, rape, robbery, aggravated assault, burglary, motor vehicle theft, larceny-theft and arson. In the UCR world, these are called "Part 1 crimes". They both also collect data on the categories "crimes against persons" and "crimes against property." Unlike UCR, NIBRS documents animal cruelty, extortion and identity theft offenses. NIBRS also documents the category "crimes against society" which may not actually involve an injured party or piece of property. Rather, they are prohibitions against engaging in certain types of activity such as drugs, gambling, pornography, prostitution and weapon law violations.

Elimination of the hierarchy rule

A key differentiating factor of NIBRS is the elimination of the hierarchy rule. UCR employs the hierarchy rule to recognize the most serious offense per incident, whereas under NIBRS, agencies are required to submit detailed information about all offenses committed in a single incident. With NIBRS, officers can collect data on up to 10 criminal offenses within an incident. An incident is considered one or more offenses committed by the same offender or group of offenders acting in concert at the same time and place.

To give an example of hierarchy within UCR, if a thief breaks into a home, steals several items and then rides off in the homeowner's moped, only the most serious offense – burglary of a residence - would be reported. In NIBRS, every offense would be included in one report, provided the offenses are separate and distinct crimes and each are mutually exclusive crimes.

Changes in classification

The most important difference between UCR and NIBRS is that Part I and Part II offenses are discarded in favor of Group A and Group B offenses, with Group A representing 20-plus indexed crime categories rather than focusing on eight indexed offenses in the UCR system.

West Lake Hills Police Department

West Lake Hills, TX

Breakdown of Offense Groups

UCR Part 1 offenses

- Murder
- Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Larceny / Theft
- Arson

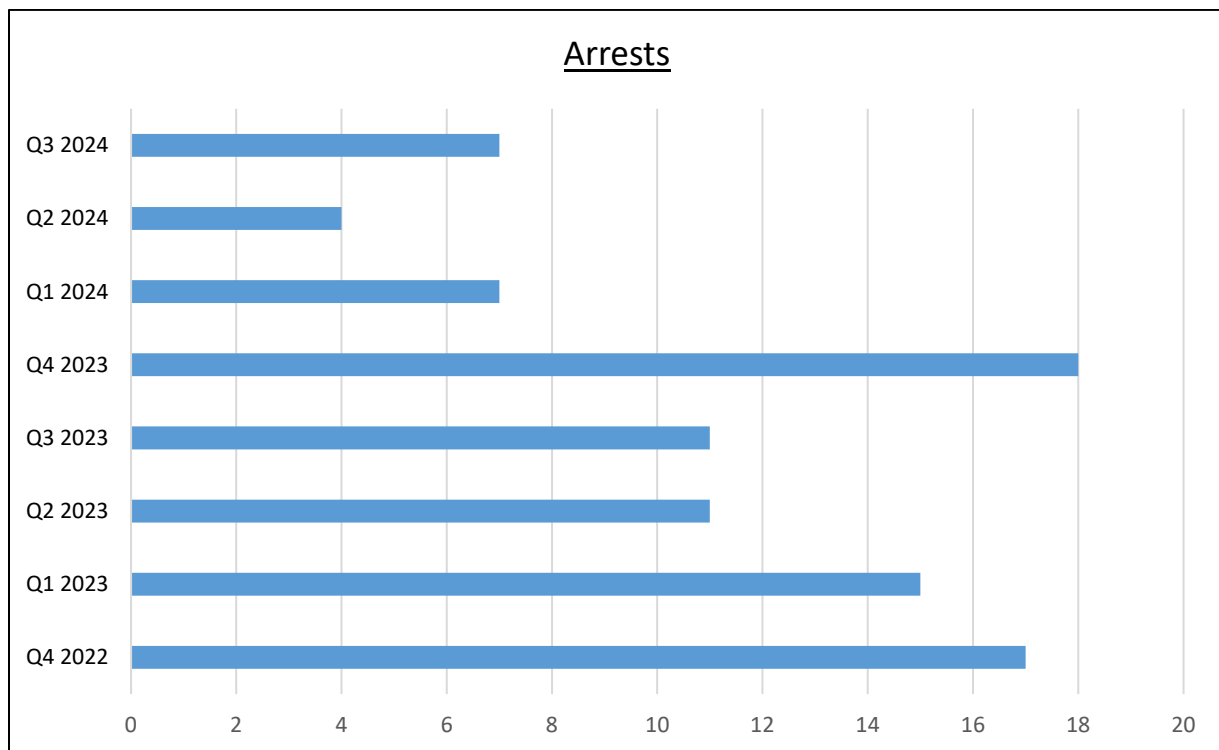
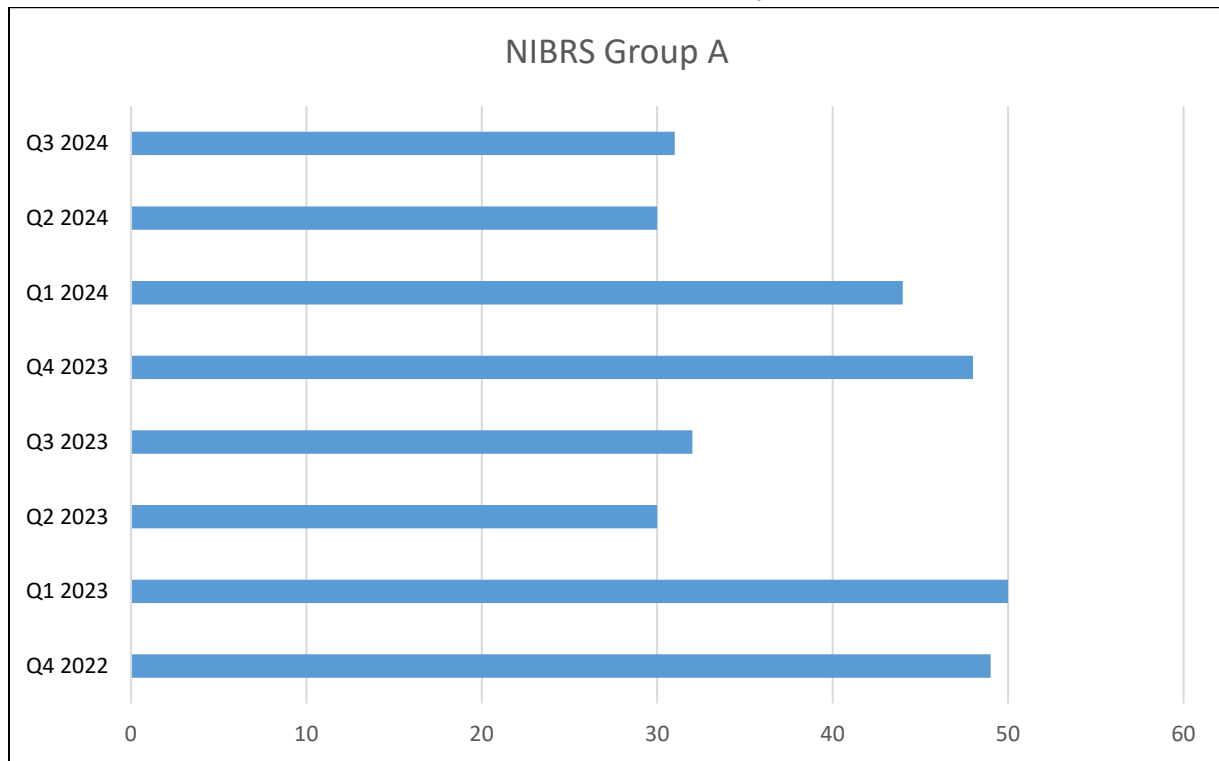
NIBRS Group A offenses

- Homicide
- Sex Offenses
- Robbery
- Assault Offenses
- Burglary
- Motor Vehicle Theft
- Larceny / Theft
- Arson
- Bribery
- Counterfeiting / Forgery
- Destruction / Damage / Vandalism
- Drug / Narcotics Violations
- Drug Equipment Violations
- Embezzlement
- Extortion / Blackmail
- Fraud Offenses
- Gambling Offenses
- Human Trafficking Offenses
- Kidnapping / Abduction
- Obscene material
- Prostitution
- Stolen Property Offenses
- Weapon Law Violations
- Animal Cruelty

I hope this gives you a better understanding of what we are talking about when we reference NIBRS Group A offenses vs the old UCR Part 1 offenses. As always, I am available to answer any questions about how we report offenses to the FBI.

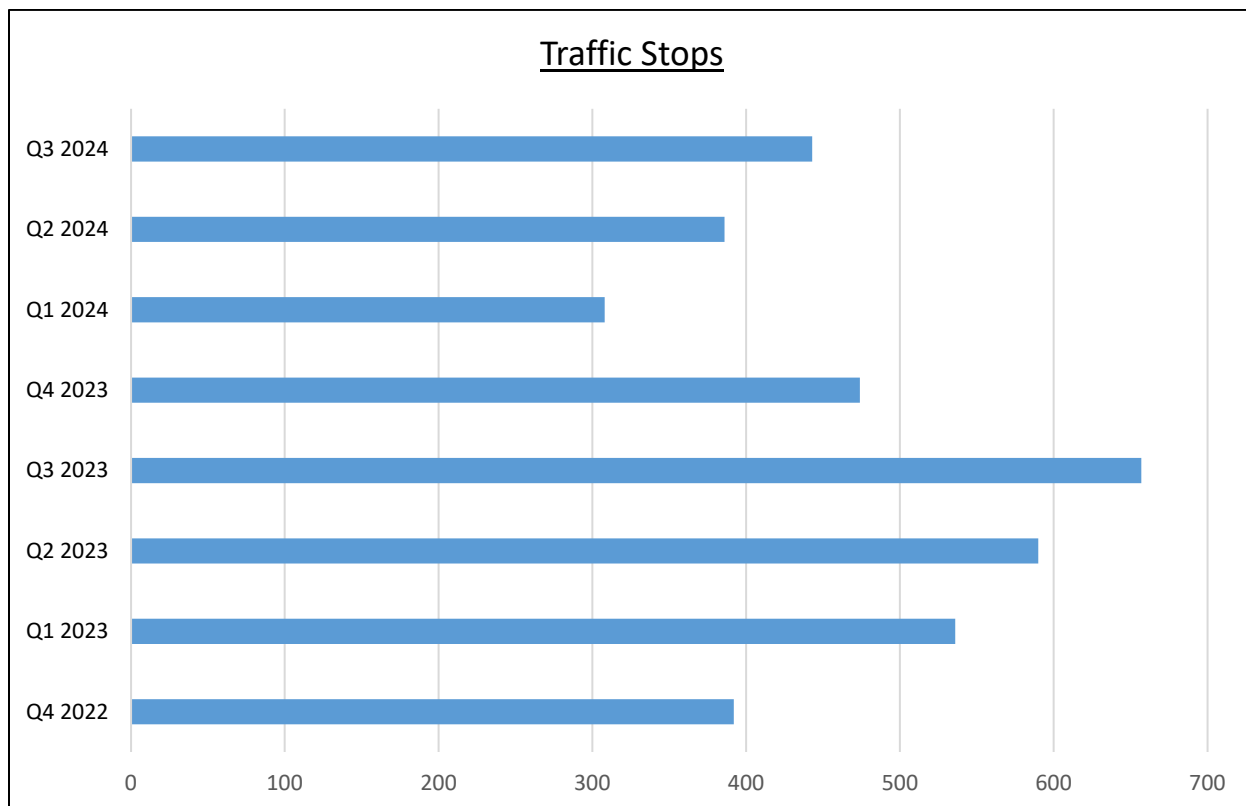
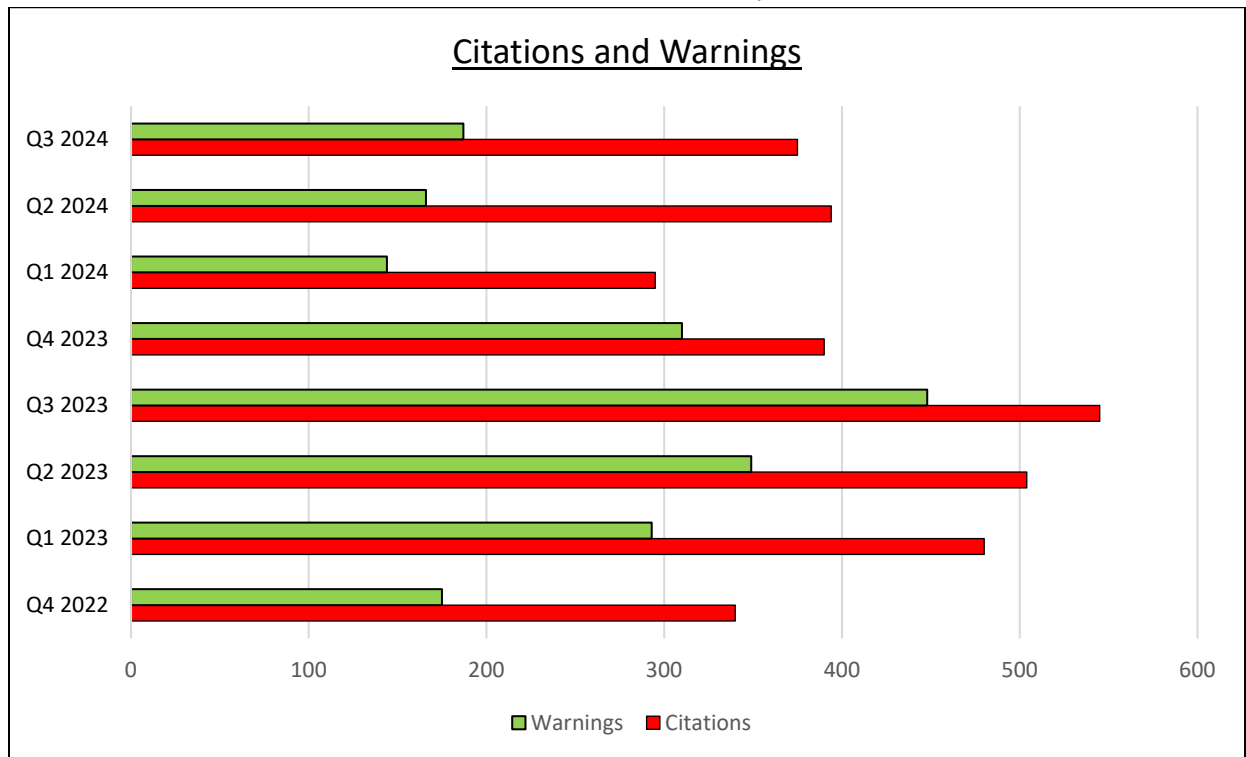
West Lake Hills Police Department

West Lake Hills, TX



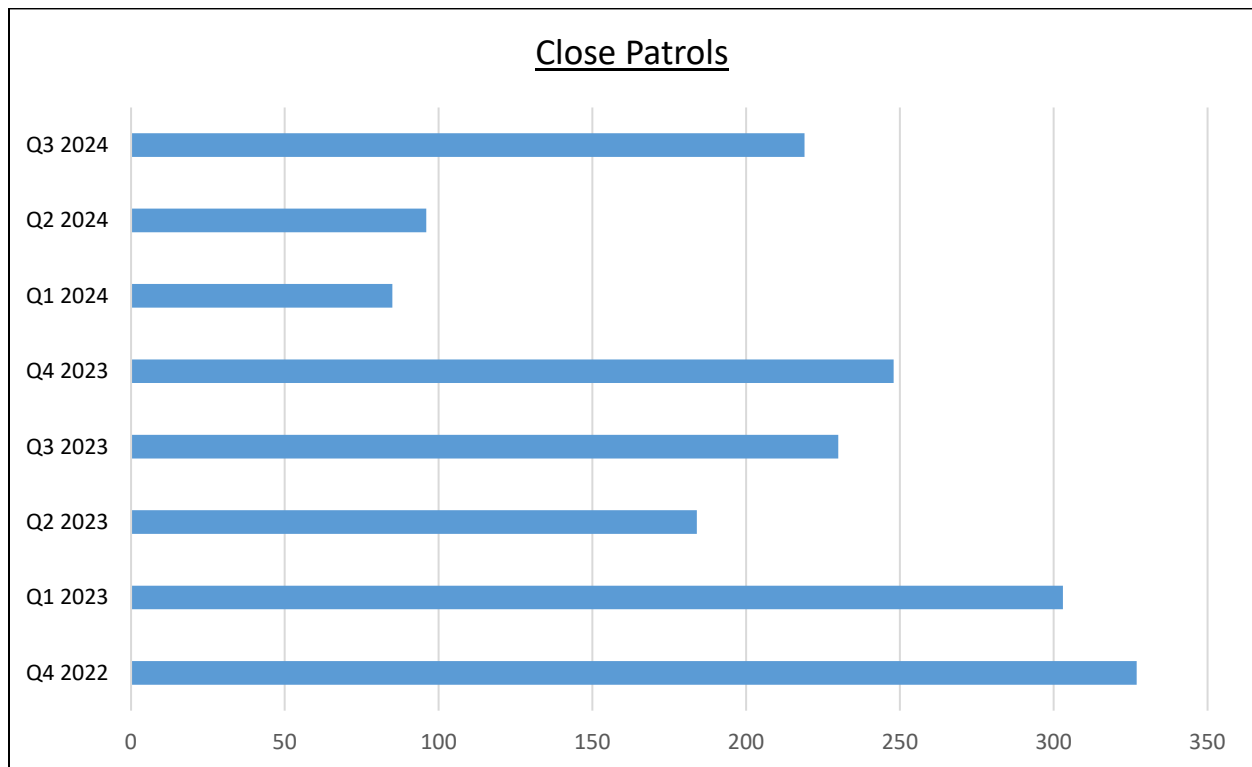
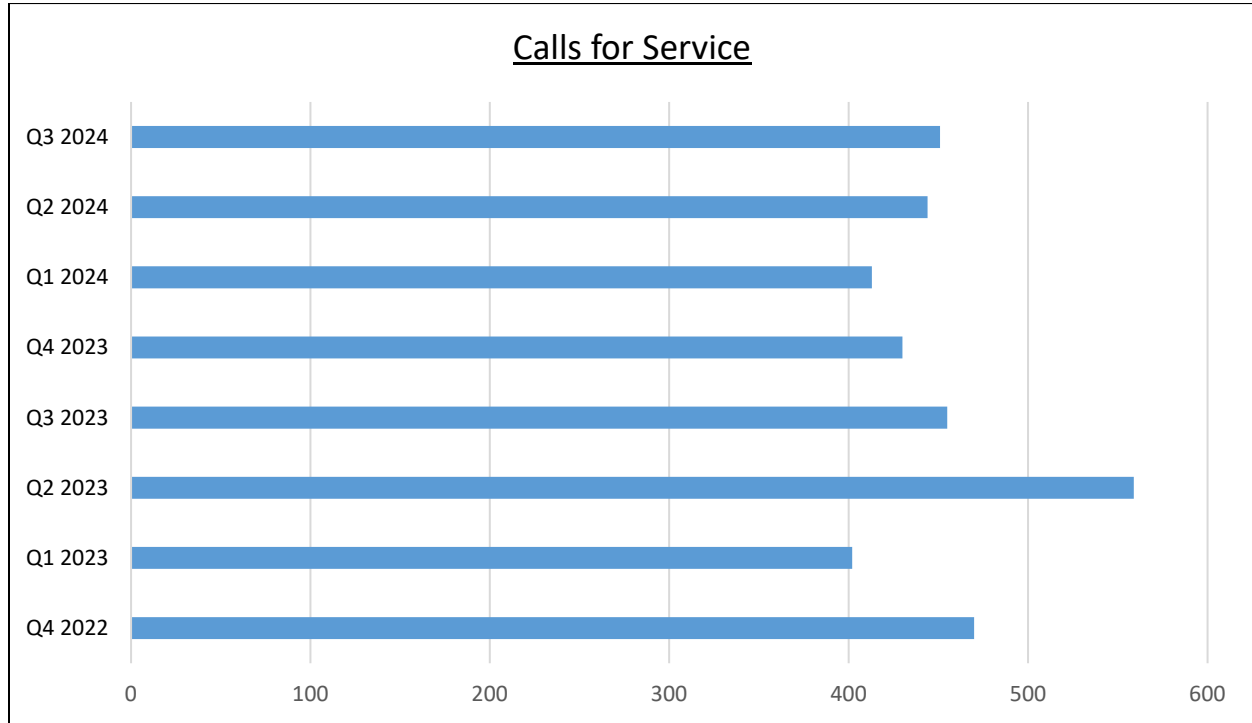
West Lake Hills Police Department

West Lake Hills, TX

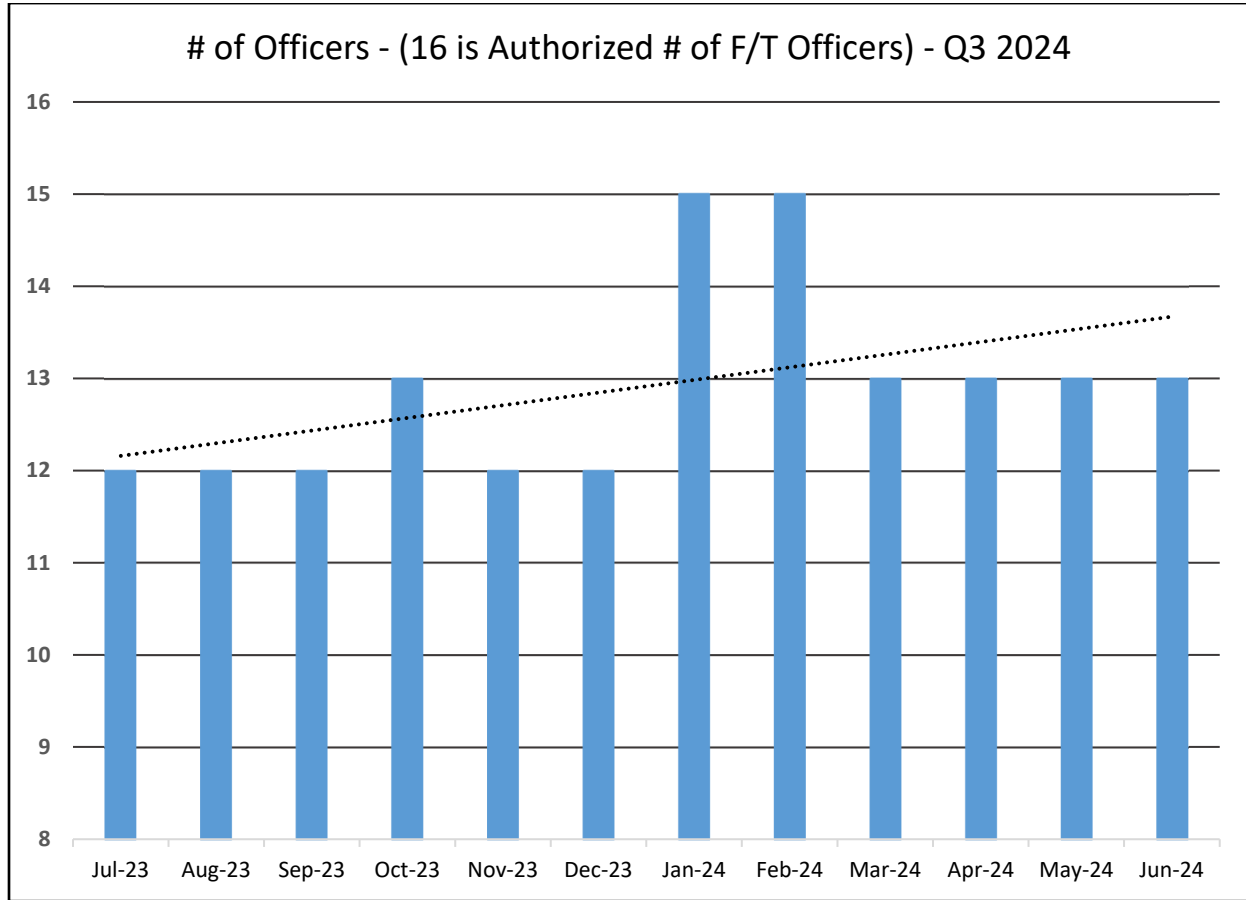


West Lake Hills Police Department

West Lake Hills, TX



West Lake Hills Police Department West Lake Hills, TX



Currently, we have 13 F/T officers and are authorized 16.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>July 24, 2024</u>	Item Number:	<u>5f</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u>\$1250.00 / \$1250.00</u>
	<u>Cyber ILA</u>		
Exhibits:	<u>Support information</u>	Source of Funds:	<u>General Fund FY 25</u>

Subject

CONSENT AGENDA. Approval of the Cyber Liability and Data Breach Response Interlocal Agreement.

Recommendation

Staff recommend approval.

Discussion

Refer to the attached memo from the "Risk Pool" describing the merits of the cyber fund. While the City of West Lake Hills has not experienced a cyber event, the risks to public agencies are significant, and this program seeks to further insure against losses that may be incurred at a nominal premium. That said, city staff engage in routine training to hedge against cyber threats ensuring continuity of operations and prevention of financial harm to the city.

Texas Municipal League Intergovernmental Risk Pool

1821 Rutherford Lane, First Floor • Austin, Texas 78754

CYBER LIABILITY AND DATA BREACH RESPONSE INTERLOCAL AGREEMENT

This Contract and Interlocal Agreement is entered into by and between political subdivisions of this state (hereinafter referred to as "Pool Members") to form a joint self-insurance pool to be named the Texas Municipal League Joint Cyber Liability and Data Breach Response Self-Insurance Fund (hereinafter referred to as the "Fund") for the purpose of providing coverages against risks which are inherent in operating a political subdivision.

WITNESSETH:

The undersigned Pool Member, in accordance with Chapter 2259, Texas Government Code, the Interlocal Cooperation Act, Tex. Gov't Code § 791.001, et seq., and the interpretation thereof by the Attorney General of the State of Texas (Opinion #MW-347, May 29, 1981), and in consideration of other political subdivisions executing like agreements, does hereby agree to become one of the Pool Members of this self-insured pool. The conditions of membership agreed upon by and between the parties are as follows:

1. Definitions of terms used in this Interlocal Agreement.

- a. Board. Refers to the Board of Trustees of the Fund.
- b. Fund Year. 12:01 a.m. October 1 through 12:01 a.m. the following October 1.
- c. Manual Rates. The basic rates applicable to each cyber liability and data breach response classification promulgated by the Insurance Service Office or the Board.
- d. Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan. The Cyber Liability and Data Breach Response Coverage Document that sets forth in exact detail the coverages provided as part of the overall plan.
- e. Adjustments. Refers to any offsets to manual premium that may result from the Pool Member's election of deductibles, loss experience, or Fund Modifier which reflects the savings to the Pool Member by entering into this Interlocal Agreement.
- f. Premium and Contribution. Used interchangeably in some parts of this Interlocal Agreement. Any reference at any time in this Interlocal Agreement to an insurance term not ordinarily a part of self-insurance shall be deemed for convenience only and is not construed as being contrary to the self-insurance concept except where the context clearly indicates no other possible interpretation such as but not limited to the reference to "reinsurance."
- g. Reimbursable Deductible. The amount that was chosen by this Pool Member to be applicable to the first monies paid by the Fund to effect judgment or settlement of any claim or suit. The Pool Member, upon notification of the action taken, shall promptly reimburse the Fund for all or such part of the deductible amount as has been paid by the Fund. Further, however, the Fund's obligation to pay damages shall be subject to the limits of liability stated in the Declarations of Coverage or Endorsements to this Interlocal Agreement less the stated deductible amount.
- h. Fund Modifier. A percentage figure that is applied to the manual rates by the Fund to reflect the savings to the Pool Member by entering into this Interlocal Agreement.
- i. Agreement Period. The continuous period since the Pool Member first became a member of this Fund excluding, however, any period or periods of time therein that the member did not participate as a member of the Pool.
- j. Declarations of Coverage. The specific indication of the coverages, limits, deductibles, contributions, and special provisions elected by each individual Pool Member. The Declarations of Coverages may be modified by Endorsement.

2. The Board, acting through its agents and Fund staff, is responsible for the administration of all Fund business on behalf of the Pool Members.

3. In consideration of the execution of this Interlocal Agreement by and between the Pool Member and the Fund and of the contributions of the Pool Member, the coverage elected by the Pool Member is afforded according to the terms of the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan. The affirmative declaration of contributions and limits of liability in the Declarations of Coverage and Endorsements determine the applicability of the Self-Insurance Plan.

Each Pool Member agrees to adopt and accept the coverages, provisions, terms, conditions, exclusions, and limitations as further provided for in the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan or as specifically modified by the Pool Member's Declarations of Coverage. This Interlocal Agreement shall be construed to incorporate the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan, Declarations of Coverage, and Endorsements and addenda whether or not physically attached hereto.

4. It is understood that by participating in this risk sharing mechanism to cover cyber liability and data breach response exposures, the Pool Member does not intend to waive any of the immunities that its officers or its employees now possess. The Pool Member recognizes the Texas Tort Claims Act and its limitations to certain governmental functions as well as its monetary limitations and that by executing this Interlocal Agreement does not agree to expand those limitations.
5. The term of this Interlocal Agreement and the self-insurance provided to the Pool Member shall be continuous commencing 12:01 a.m. on the date designated in this Interlocal Agreement until terminated as provided below. Although the self-insurance provided for in this Interlocal Agreement shall be continuous until terminated, the limit of liability of the Fund under the coverages that the Pool Member elects shall be limited during any Fund Year to the amount stated in the Declarations of Coverage for that Fund Year.

This Interlocal Agreement may be terminated by either party giving to the other sixty (60) days' prior written notice of intent to terminate except the Pool Member may terminate this Interlocal Agreement and its coverages thereunder without giving the sixty (60) days' notice if the reason is because of a change by the Fund in the Pool Member's contribution, coverage, or other change in the limits of liability, terms, conditions, exclusions, and limitations provided for in the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan provided that no termination by the Member shall be effective prior to the date that written notice of termination is actually received in the offices of the Fund and provided that the Pool Member agrees to and shall pay the applicable premium and contribution for those coverages it is terminating until the date the notice of termination is actually received by the Fund.

The Fund shall provide the Pool Member with Declarations of Coverage and any Endorsements that determine the applicability of the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan annually by December 1. Such Declarations of Coverage shall include, but not be limited to, the coverage period which shall be the applicable Fund Year, limits, deductibles, contributions, special provisions, and limitations. Changes made during the Fund Year, whether requested by the Pool Member or required by the Fund, will be handled by Endorsement.

It is the intention of the parties that the Pool Member's coverages under this Interlocal Agreement shall remain in full force and effect from Fund Year to Fund Year, subject to the limits of liability that the Fund can provide each Fund Year and the terms, conditions, and limitations that the Fund may require to protect its solvency and to comply with reinsurance requirements, until notice of termination is given as herein provided. Realizing that the Pool Member needs the earliest possible information concerning the Fund coverages, limits, and exclusions, and the Pool Member's contribution that will be required for any new Fund Year, the Fund will endeavor to provide this information as soon as possible before the beginning of each Fund Year. The parties recognize, however, that conditions in the reinsurance industry are such that the Fund may not be able to provide this information to the Pool Member before the beginning of a Fund Year for various reasons including the failure of the Pool Member to timely submit the appropriate exposure summary or delays on the part of reinsurers in getting information to the Fund, and so, to protect the Pool Member from gaps in its coverage and to protect the solvency of the Fund, the parties agree as follows:

If, for any reason other than the Pool Member's failure to provide the information requested in the exposure summary, the Fund has not been able to provide the Pool Member with information concerning available coverages for a new Fund Year or advise the Pool Member of the amount of its contribution for the new Fund Year by the beginning of the Fund Year, the Fund shall nevertheless continue the Pool Member's coverages at the same limits of liability (if still available and if not, then at the highest limit of liability available for the new Fund Year) so that the Pool Member shall at all times remain covered as herein provided and the Pool Member's initial contributions for the new Fund Year shall be determined by a "tentative contribution" as determined by the Board with the Pool Member's actual annual contribution to be credited by the amount paid in accordance with the tentative contribution and adjusted during the Fund Year. In the event the Pool Member does not wish to have its coverages extended or renewed at the end of any Fund Year, the burden shall be upon the Pool Member to give written notice to the Fund as provided hereinabove and the Pool Member agrees to pay as hereinabove stated all contributions or pro rata contributions until the date such written notice is received in the offices of the Fund or the date of termination of this Interlocal Agreement, whichever is later.

6. Commensurate with the execution of this Interlocal Agreement and annually thereafter, the Pool Member shall complete the appropriate exposure summary and deliver it or cause it to be delivered to the Fund, or, if so instructed, to a designated contractor, no later than September 1 of each year and new annual contributions shall be calculated using manual rates times exposure, less any adjustments. Intentional or reckless misstatements on the exposure summary shall be grounds for cancellation. In the event that the Pool Member fails or refuses to submit the appropriate exposure summary, the Fund reserves the right to terminate such Pool Member by giving thirty (30) days' written notice and to collect any and all contributions that are earned pro rata for the period preceding contract termination.

The Pool Member agrees to pay the annual contribution to the Fund in four (4) equal quarterly installments, in advance, commencing at the beginning of this Interlocal Agreement with subsequent installments due the first quarter thereafter. In the event this Interlocal Agreement is terminated as herein provided, the Fund shall promptly repay to the Pool Member any such unearned annual contribution prorated as of the date of termination and the Pool Member agrees during the term of this Interlocal Agreement to promptly pay all reimbursable deductibles upon receipt of statement.

At the end of each and every Fund Year, the Fund may require the Pool Member to submit the actual data requested on the exposure summary as reflected by the books and records of the Pool Member. The Fund reserves the right to audit the records of any Pool Member and adjust contributions accordingly.

In the event that the Pool Member fails or refuses to make the payments, including accrued interest, as herein provided, the Fund reserves the right to terminate such Pool Member by giving them ten (10) days' written notice and to collect any and all amounts that are earned pro rata for the period preceding contract termination. If the amounts owed, including reimbursable deductibles, must be collected by suit, the Pool Member agrees to pay attorneys' fees and costs incurred in such suit.

7. The Fund shall maintain adequate protection from catastrophic losses to protect its financial integrity. Aggregate protection shall also be maintained. The Member's contributions shall be limited to that amount as calculated under this Interlocal Agreement. Notwithstanding anything to the contrary, the total combined aggregate limit of liability of the Fund for all Pool Members in any Fund Year, regardless of the number of occurrences or claims, shall be limited to the amount of money contained in the Fund. As to the Pool annual aggregate limits or the amount of money in the Fund, the Board of Trustees, in its sole discretion, may determine an allocation methodology among affected Pool Members should the Pool annual aggregate limit be reached, or should the money in the Fund be exhausted.
8. Notwithstanding the provisions of the foregoing paragraph, it is agreed the Board shall have the right to adjust the financial protection outlined above and/or amend coverages as it finds available or deems necessary to maintain the fiscal soundness of the Fund at the beginning of or during any Fund Year.
9. The Fund will make available loss control services to the Pool Members to assist them in following a plan of loss control that may result in reduced losses. The Pool Member agrees that it will cooperate in instituting any and all reasonable loss control recommendations. In the event that the recommendations submitted seem unreasonable, the Pool Member has a right to appeal to the Board. The Board shall hear the objections of the Pool Member at its next regularly scheduled meeting and its decisions will be final and binding on all parties. Any Pool Member who does not agree to follow the decision of the Board shall be withdrawn from the Fund immediately.
10. The Pool Member agrees that it will appoint a contact of department head rank, and the Fund shall not be required to contact any other individual except this one person. Any notice to or any agreements with the contact shall be binding upon the Pool Member. The Pool Member reserves the right to change the contact from time to time by giving written notice to the Fund.
11. The Fund agrees to handle all cyber liability and data breach response claims, and provide a defense for any and all cyber liability and data breach response claims covered under this Interlocal Agreement after prompt notice has been given. The Pool Member hereby appoints the Fund staff and Contractors as its agents to act in all matters pertaining to processing and handling of claims covered under this Interlocal Agreement and shall cooperate fully in supplying any information needed or helpful in settlement or defense of such claims. As respects cyber liability and data breach response claims, the Fund staff and Contractors shall carry on all negotiations with the claimant and his/her attorney, when applicable, and negotiate within authority previously granted by the Fund. If a personal appearance by the Pool Member or an employee is necessary, the expense of this appearance will not be the responsibility of the Fund. With the advice and consent of the Fund, the Fund staff and the Contractors will retain and supervise legal counsel for the prosecution and defense of any litigation. All decisions on individual cases shall be made by the Fund through the Fund staff and the Contractors, which include, but are not limited to, the decision to appeal or not to appeal, settlement negotiations, the decision of whether to settle, and other litigation tactics. However, any Pool Member shall have the right in any case to consult with the Fund on any decision made by the Fund staff or Contractors. The Board shall hear the objections of the Pool Member at its next regularly scheduled meeting and its decision will be final and binding on all parties. Any suit brought or defended by the Fund shall be brought or defended only in the name of the Pool Member and/or its officers or employees. There shall be supplied periodically to each Pool Member a computer printout involving a statement of claims. As respects the Texas Municipal League Cyber Liability and Data Breach Response Self-Insurance Plan, the Fund shall have priority in enforcing its subrogation claims against the claims of Pool Member.
12. The Pool Member acknowledges that it has received a copy of the Bylaws of the Fund and agrees to abide by the Bylaws and any amendments thereto.
13. The Fund agrees that all Fund transactions will be annually audited by a nationally recognized certified public accounting firm.
14. If legally required, the Fund shall cause to be filed the necessary tax forms with the Internal Revenue Service.

15. As the administrators of the Fund, the Board shall primarily and consistently keep foremost in their deliberations and decisions in operating the Fund that each of the participating Pool Members is a "self-insured." At least annually, the Board shall carefully review, study, and consider the actual claims or loss experience (including reserves for future claims payments) of each of the Pool Members, the pro rata savings to the Fund resulting from overall loss experience attributed to each Pool Member, and the pro rata portion of the cost of all catastrophic loss protection and aggregate stop loss protection allocated to each Pool Member as well as the pro rata allocation, as determined by the Board of the other and necessary administrative expenses of the Pool, in order to reasonably determine the actual pro rata cost, expense, and loss experience of each Pool Member in order to maintain as nearly as possible an equitable and reasonable self-insurance administration of the Fund as applied to each Pool Member.

The Fund shall maintain case reserves and supplemental reserves computed in accordance with standard actuarial principles, taking into account historical and other data, designed to measure claims development and claims incurred but not yet reported, so that funds will be available to meet these claims as they become due, subject to paragraph 7 above. The Board has complete authority to determine all matters pertaining to the existence and dissolution of the Fund.

16. Venue of any suit or action arising out of or related to this Interlocal Agreement shall be exclusively in the state and federal courts of Travis County, Texas. The parties agree they shall assume their own expenses for attorney's fees in any suit or action arising out of or related to this Interlocal Agreement.
17. The parties agree this Interlocal Agreement may be executed by original written ink signature on paper documents, an exchange of copies showing the original written ink signature on paper documents, or electronic or digital signature technology in such a manner that the signature is unique and verifiable to the person signing. The use of any one or combination of these methods of execution shall constitute a legally binding and valid signing of this Interlocal Agreement, which may be executed in one or more counterparts, each of which, when duly executed, shall be deemed an original.

EMPLOYER MEMBERS' FUND CONTACT (See Section 10):

Member Name _____

Name of Contact _____ Title _____

Mailing Address _____ Email Address _____

Street Address (if different from above) _____

City _____ Zip _____ Phone _____

SIGNATURE OF AUTHORIZED MEMBER OFFICIAL

Title _____ Date _____

Member's Federal Tax I.D. Number _____ - _____

This Information is MANDATORY

TO BE COMPLETED BY FUND: (OFFICE USE ONLY)

Effective Date of This Agreement _____

Member Name _____

Contract Number _____

SIGNATURE OF AUTHORIZED FUND OFFICIAL

Title _____ Date _____



WORKERS' COMPENSATION • PROPERTY • LIABILITY

CRITICAL ALERT:
Cyber Liability and Data Breach Response Coverage

DATE: June 7, 2024
TO: All Members with Core + (Band 1) Cyber Coverage
RE: 2024-2025 *Cyber Liability and Data Breach Response Coverage* Updates

Dear Valued Member:

Since 2016, when the TML Risk Pool first began offering ***Cyber Liability and Data Breach Response Coverage*** ("***Cyber Coverage***"), cyber claims have exponentially increased in both frequency and severity.

Future cybercriminal activity is impossible to predict, which means neither the Pool nor any other insurer can rely on past patterns and trends to predict future losses. That's why the Board of Trustees recently created a new Cyber Fund and approved changes to the Pool's Coverage structure, effective on October 1, 2024. ***Members must elect to continue coverage or "opt-in" by completing and returning the Cyber Interlocal Agreement to participate in the newly-created Cyber Fund.***

MEMBERS THAT DON'T FOLLOW THE OPT-IN PROCEDURES WILL LOSE THEIR EXISTING CYBER COVERAGE EFFECTIVE AT MIDNIGHT ON SEPTEMBER 30, 2024.

Included in this packet are:

1. A two-page flyer explaining the updated Cyber Coverage and why the Pool made certain adjustments to ensure the viability of the program.
2. A **Limits Page** for the updated Cyber Coverage and a link to the updated Cyber Coverage Document, which shows the contribution increases and available limits.
3. A new, separate **Interlocal Agreement (contract)** to join the Pool's new Cyber Fund.

Please review the above information.

If your entity wishes to continue Cyber Coverage, simply review, complete and sign, and return the completed Cyber Fund Interlocal Agreement as soon as possible but no later than September 30, 2024. (Each Member must follow their own statutory and local policies related to contract approval prior to signing.) You can either scan and return the completed and signed agreement by email to underwriting@tmlirp.org or mail or ship it to Cyber Coverage, c/o TML Intergovernmental Risk Pool, P.O. Box 149194, Austin, Texas 78714. To change the Core or Core+ limit selection, simply include that request with the Interlocal Agreement. An executed copy of the agreement will be returned to you.

REMEMBER – THE INTERLOCAL AGREEMENT MUST BE RETURNED BY SEPTEMBER 30, 2024, IN ORDER FOR COVERAGE TO CONTINUE.

TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL

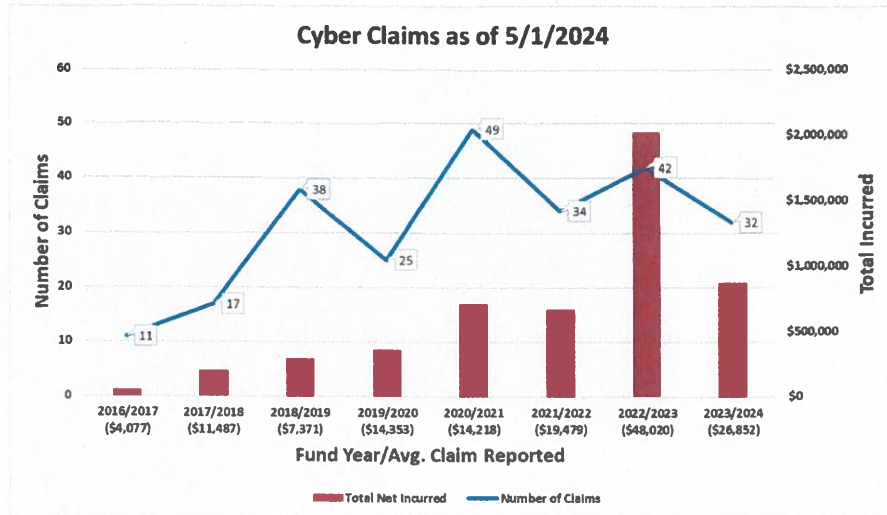
P.O. Box 149194 • Austin, Texas 78714-9194 • www.tmlirp.org

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CRITICAL ALERT: The Pool's NEW Cybersecurity Fund

Introduction

In 2016, the Pool recognized its Members' growing cyber liability exposure. Starting that year, complimentary coverage was provided to all Members with either General Liability or Real & Personal Property Coverage. Later, as the exposure increased, the Pool began charging a minimal amount for the coverage. As shown by the chart below, cyber claims have exponentially increased in both frequency and severity since that time.



Future cybercriminal activity is impossible to predict, which means neither the Pool nor any other insurer can rely on past patterns and trends to predict future losses. That's why the Board of Trustees recently approved the Pool's formation of a new Cyber Fund and updated *Cyber Liability and Data Breach Response Coverage* ("Cyber Coverage"), effective October 1, 2024, for those Members who opt-in and sign the Cyber Liability Interlocal Agreement. Read on for details.

Of course, nothing can cover every possible scenario. That's why each Member *must* take steps to protect themselves, and we can help you do so (regardless of whether you choose our cyber coverage). **Most cyberattacks are preventable, and local officials should implement basic policies, train on them, and follow them.** (See the final section below on loss prevention to learn more.)

The New Cyber Fund – Ensuring the Viability of the Pool's Cyber Coverage

Cyberattacks are becoming more common, more sophisticated, and more expensive. In fact, the Pool's cyber claims have increased exponentially since 2016. Right now, if every Member of the Pool was hit by a coordinated attack, the Pool's *total exposure is in the billions of dollars*. Thankfully, that hasn't happened. But the Pool is updating its Cyber Coverage to ensure that it never does.

The following is a brief overview of the changes:

- The Pool is creating a **separate Cyber Fund** – each Member that wants to continue coverage **must sign a new, separate interlocal agreement (contract) to join the Fund**.
- The Pool's **total annual payout** for cyber claims will be **capped at \$25 million** – should criminals execute a widespread attack, the Pool's Board of Trustees would decide how to allocate those funds.
- The limit for third party liability has been reduced to **\$500,000 or \$1,000,000**, depending on whether Core or Core+ option is selected.
- **Cyber coverage contributions (premiums) will increase** based on a Member's elected limits. The new contribution ranges from \$1,000 to \$1,850 depending on Member type and coverage level (unless a Member chooses a different coverage level, the current level will roll over). Suggestion: Coverage will be renewed at the current elected limit.

The Coverage: What You Get

Some of the worst news a local official can receive is that they have fallen victim to a cyberattack. Whether criminals lock up your data and ask you for a ransom to restore it, they trick you into sending money to a fraudulent account and steal it, or whatever the form of an attack, the Pool's coverage provides, among other things:

- **Breach response**, which includes access to computer experts, public relations specialists, attorneys, negotiators, and others with experience responding to cyberattacks – these experts help you lessen the damage from an attack.
- **Network business interruption**, which can help cover the loss of income and extra expenses (for a limited period) caused by an attack.
- **Cyber extortion**, which can help with ransom payments to recover data.
- **Data recovery costs**, which can help with costs to restore data that was damaged, corrupted, and/or deleted.
- **Fraud protection**, which can help (if certain conditions are met) with costs related to – for example – when an employee is tricked into sending money to a cybercriminal.

The above provides only a very basic overview of the coverage. Every claim is unique, and reading the above isn't a substitute for carefully reviewing the terms of the new interlocal agreement and coverage document. Please refer to the enclosed outline of the coverages, limit, and sublimit.

What You Need to Do to Continue Coverage

To continue coverage, simply review, complete and sign, and return the Cyber Fund Interlocal Agreement. (Each Member **must follow their own statutory and local policies related to contract approval prior to signing.**) To change the Core or Core+ limit selection, simply include that request with the Interlocal Agreement.

As part of this process, we encourage you to review the 2024-2025 Cyber Liability and Data Breach Response Coverage Document that is stored on the Pool's Member Portal, which you can access from the Pool's website at www.tmlirp.org.

That's it! You'll be billed later for the costs of all your coverages, including the cyber coverage.

REMEMBER – THE INTERLOCAL AGREEMENT MUST BE RETURNED BY SEPTEMBER 30, 2024, IN ORDER FOR COVERAGE TO CONTINUE.

Risk Management and Loss Prevention

As mentioned above, the best way to deal with a cyberattack is to avoid it altogether. The Pool has a dedicated Cyber Risk Services Manager – Ryan Burns (rburns@tmlirp.org) – who can assist any Member with loss prevention, including individual review of Member exposures and transfer of risk via contracts provisions, loss prevention efforts, appropriate coverage, and more.

Additional Resources

The Pool provides prevention education in various ways. The easiest to access are short podcast episodes and YouTube videos. For example, any local official who wants to know just how painful a cyberattack can be should listen to Episode 9c of the "Local Officials: *Stronger, Together* Podcast."

In the eye-opening episode, Scott interviews City of Tomball Assistant City Manager Jessica Rogers. Cyber-criminals hacked Tomball at the end of 2022, and the city is still — one year later — dealing with the aftermath. In this episode — which should be required listening for every city official in Texas (and beyond) — Jessica explains exactly what it's like to have essentially every computer system go down, including 9-1-1 dispatch, utility metering and billing, permitting, and everything in between. She also describes the long road to getting everything up and running. Don't miss our chance to learn from this chill-inducing story. (To listen, go to www.tmlirp.org, click on the "STP Podcast" link at the top of the page, and scroll down to Episode 9c.)

LIMIT PAGE

Your entity currently has **Core + Cyber Coverage** with the Pool. The following is an abbreviated description of the Core and Core+ limit structure beginning October 1, 2024. The Coverage Document can be accessed at <https://members.tmlirp.org/downloads> (this link will ask you to log into the Member Portal for access).

A limit of \$25,000,000 is shared by all Members for aggregate losses occurring within the Fund Year as defined in the Cyber Liability and Data Breach Response Interlocal Agreement.

	Core	Core+
Tower 1 - Limit of Liability*	\$500,000	\$1,000,000
Data & Network and Media Liability Aggregate Limit of Liability	\$500,000	\$1,000,000
Retention	\$0	\$0
Tower 2 - Limit of Liability	\$100,000	\$250,000
<u>First Party Loss</u>		
Business Interruption Aggregate Sublimit	\$20,000	\$50,000
Cyber Extortion Loss Aggregate Sublimit	\$25,000	\$50,000
Data Recovery Costs Aggregate Sublimit	\$20,000	\$50,000
Reputational Loss Aggregate Sublimit	\$5,000	\$10,000
Retention (other than Business Interruption)	\$0	\$5,000
Income Loss Retention under Business Interruption	\$5,000	\$5,000
<u>Third Party Loss</u>		
Regulatory Defense and Penalties Aggregate Sublimit	\$25,000	\$75,000
Payment Card Liabilities & Costs Aggregate Sublimit	\$10,000	\$25,000
Retention	\$0	\$5,000
<u>eCrime</u>		
Fraudulent Instruction Aggregate Sublimit	\$25,000	\$50,000
Funds Transfer Aggregate Sublimit	\$25,000	\$50,000
Telephone Fraud Aggregate Sublimit	\$25,000	\$50,000
Criminal Reward	\$2,500	\$2,500
Retention (other than Criminal Reward)	\$2,500	\$5,000
Retention Criminal Reward	\$0	\$0
Tower 3 - Limit of Liability	\$100,000	\$150,000
Breach Response Aggregate Limit of Liability Beazley Response Services	\$100,000	\$150,000
Retention	\$0	\$0
New 2024-25 Annual Contribution	\$1,000	\$1,250
<i>Previous 2023-24 Contribution</i>	<i>\$175</i>	<i>\$247.24</i>

**The Tower 1 Limit of Liability changed from \$1 million to \$500,000 for Core limits and from \$2 million to \$1 million for Core+ limits. All other limits remained unchanged.*



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	July 24, 2024	Item Number:	5g
Department:	Police		
Prepared By:	Chief Gerdes	Cost / Budget:	\$1989
Exhibits:	1	Source of Funds:	Current PD funding

Subject

Renewing Inter Local Agreement (ILA) with the Austin Regional Intelligence Center (ARIC).

Recommendation

Staff recommends approval of this ILA

Discussion

The Austin Regional Intelligence Center (ARIC) was set up to provide a centralized, comprehensive, multiagency criminal information and intelligence sharing network to enhance the operational effectiveness and efficiency of the 24 member agencies. It is a one stop shop to disseminate intelligence and receive information on crimes that have occurred in any of the member agencies' jurisdiction, since criminals often span jurisdictions. The previous agreement was approved by Mayor Anthony in 2020, and we are requesting that this updated agreement be approved by Mayor Vaughan and Council now. Our cost to be a part of this organization is \$117 per officer per year, or \$1989 per year. There is money in the Police Department budget for this cost, and no additional funds will be needed. If this is approved, the ARIC center will send over a DocuSign document for Mayor Vaughan to sign.



West Lake Hills Police Department

911 Westlake Drive
West Lake Hills, TX 78746



DATE: July 18, 2024

TO: City Administrator Trey Fletcher

FROM: Chief Gerdes

SUBJECT: Interlocal Agreement with Austin Regional Intelligence Center (ARIC)

The Austin Regional Intelligence Center (ARIC) was set up to provide a centralized, comprehensive, multiagency criminal information and intelligence sharing network to enhance the operational effectiveness and efficiency of the law enforcement agencies involved in order to better protect the public. I became aware of ARIC in early 2015 and asked them how the West Lake Hills Police Department could become a partner agency. I was told it may take a while to add any new agencies and, due to the complexity of the required modifications to the original agreement, it took nearly 5 years to get us to the point where we became a part of the system.

Current ARIC partner agencies include:

- Austin Police Department
- Austin ISD Police Department
- Georgetown Police Department
- Hays County Sheriff's Office
- Pflugerville Police Department
- Round Rock Police Department
- San Marcos Police Department
- Travis County Sheriff's Office
- University of Texas Police Department
- Williamson County Sheriff's Office
- Austin Community College Police Department
- Texas State University Police Department
- Cedar Park Police Department
- Pflugerville ISD Police Department
- Kyle Police Department
- Buda Police Department
- Sunset Valley Police Department
- Manor Police Department
- Bastrop Police Department
- Lakeway Police Department
- West Lake Hills Police Department
- Bee Cave Police Department
- Elgin Police Department
- Hutto ISD Police Department

Page 2
ARIC Interlocal Agreement
July 18, 2024

The ARIC center is a one stop shop to disseminate intelligence and receive information on crimes that have occurred in any of the member agencies' jurisdiction. Since most criminals don't work in only one jurisdiction, this gives us a much better way to reach all the surrounding jurisdictions to have them look for our criminals and vice versa. ARIC also passes out bulletins on a daily basis regarding people who are wanted in connection to offenses that have occurred in any of the member jurisdictions as well as statewide and nationwide BOLO's (Be On the Look Out for) to include those that are terrorism related.

Our cost to be a part of this organization is \$117 per officer per year, or \$1,989 per year. We have money in the Police Department budget that will be used to cover this expense, so there will be no additional money requested from the General Fund for this. This agreement can be voided by either party with 60 days' notice or if funding is not approved by the governing authority of the member agency.

Mayor Anthony signed the Interlocal Agreement in 2020 and a copy of that is also attached. ARIC has sent all the member agencies a new agreement to sign as well as an email explaining the changes to the last agreement. This new ILA was reviewed and approved by Josh Brockman-Weber on July 15, 2024. The official copy will be sent to Mayor Vaughan through DocuSign for his signature if the City Council agrees to approve the Interlocal Agreement. I am requesting the West Lake Hills City Council approve this Interlocal Agreement and allow us to continue to be a member agency of the Austin Regional Intelligence Center (ARIC). I believe it will continue to help the West Lake Hills Police Department provide even better service to the residents of West Lake Hills.

Sincerely,



Scott Gerdes
Chief of Police

* NEW
INTERLOCAL

**AMENDED AND RESTATED
INTERLOCAL AGREEMENT
FOR THE
AUSTIN REGIONAL INTELLIGENCE CENTER (ARIC)**

This Amended and Restated Interlocal Agreement (the "Agreement") is made and entered by and between the following parties:

City of Austin on behalf of its Police Department,
City of Austin on behalf of its Fire Department,
Austin Independent School District on behalf of its Police Department,
City of Georgetown on behalf of its Police Department,
Hays County through Hays County Sheriff's Office,
City of Pflugerville on behalf of its Police Department,
City of Round Rock on behalf of its Police Department,
City of San Marcos on behalf of its Police Department,
Travis County through Travis County Sheriff's Office,
University of Texas on behalf of its Police Department,
Williamson County through Williamson County Sheriff's Office,
Austin Community College on behalf of its Police Department,
Texas State University on behalf of its Police Department,
City of Cedar Park on behalf of its Police Department,
Pflugerville Independent School District on behalf of its Police Department,
City of Kyle on behalf of its Police Department,
City of Buda on behalf of its Police Department,
City of Sunset Valley on behalf of its Police Department,
City of Manor on behalf of its Police Department,
City of Lakeway on behalf of its Police Department,
City of West Lake Hills on behalf of its Police Department,
City of Bee Cave on behalf of its Police Department,
Hutto Independent School District on behalf of its Police Department, and
City of Elgin on behalf of its Police Department

St. Edwards University on behalf of its Police Department

Concordia University on behalf of its Police Department

(Collectively referred to as the "Partner Agencies" or "Parties").

RECITALS

HISTORY OF THE ARIC

1. The Austin Regional Intelligence Center (ARIC) is a collaborative effort of public safety agencies in the designated area of responsibility (ARIC Partner Agencies or Partner Agencies). ARIC Partner Agencies work together to provide resources, expertise, and information to the ARIC. The ARIC focuses on regional public safety data analysis. The mission of the ARIC is to maximize the ability to detect, prevent, apprehend, and respond to criminal and terrorist activity.
2. During the summer and fall of 2010, each of the ten original ARIC Partner Agencies' governing bodies approved an Interlocal Cooperation Agreement (authorized under chapter 791 of the Government Code) that established and outlined the intent of the Partner Agencies to centralize efforts and co-locate (Original Agreement). Further, the Original Agreement established a framework for the organization of the ARIC. The Original Agreement set out a common understanding of the policies and procedures that the ARIC currently follows in providing criminal intelligence and coordination of law enforcement services to the citizens in the Austin-Round Rock metropolitan area.
3. The Original Agreement assigns the primary responsibility for the operation of the ARIC to the City of Austin through its Police Department (APD). Further, the Original Agreement assigns the City of Austin, hereafter known as The City, as the Fiscal Agent for grants provided in support of the ARIC, and requires that it

provide office space, equipment, and supplies in order to carry out the administrative operation of the ARIC.

4. During the fall and winter of 2012 and into 2013, the Partner Agencies entered into a second Interlocal Cooperation Agreement that created a mechanism to fund the technology and related systems necessary for the continued operations of the Center (Sustainment Funding Agreement).
5. In 2017, the Partner Agencies amended the Original Agreement and the Sustainment Funding Agreement to add additional Partner Agencies, and to authorize the City of Austin to enter into separate collateral agreements, to be known as Partner Equivalent Agency Agreements, as necessary, to allow certain non-governmental agencies, to be known as Partner Equivalent Agencies, to assume obligations and receive benefits equivalent to Partner Agencies. Each Partner Equivalent Agency Agreement must include the same terms of understanding contained in the Original Agreement and the Sustainment Funding Agreement in substantially the same format as the Original Agreement and the Sustainment Funding Agreement.
6. In 2022, the Partner Agencies amended the Original Agreement and Sustainment Funding Agreement to include additional Partner Agencies.
7. This Amended and Restated Interlocal Agreement merges the Original Agreement and Sustainment Funding Agreement and streamlines the administrative process of approving new partner agencies.

NOW, THEREFORE, the Parties amend and restate the Original Agreement and Sustainment Funding Agreement.

**AGREEMENT
PART ONE**

Governance and Management

I. AUTHORITY AND LIMITATIONS TO APPLICABILITY

Authority for entering into this Agreement is found in the Interlocal Cooperation Act, Texas Government Code Chapter 791. Additional authority is found in the Texas Constitution and laws of the State of Texas. This Agreement is not intended, and should not be construed, to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party against the Parties, the United States, or the officers, employees, agents, or other associated personnel thereof.

II. PURPOSE

This Agreement establishes and outlines the intent of the Partner Agencies to centralize effort and co-locate. The intent of the ARIC is to be an all-crimes information analysis center that uses a collaborative approach to identify, prevent, disrupt and respond to criminal threats to the safety and security of the Austin-Round Rock metropolitan area.

Further, the Agreement establishes a framework for the organization of the ARIC and to address crime-related issues that are common to the Partner Agencies. The Agreement is to set out a common understanding of the policies and procedures that the ARIC will follow, in providing criminal intelligence and coordination of law enforcement service to the citizens in the Austin-Round Rock metropolitan area. Nothing in this Agreement should be construed to supersede previous agreements entered into between the Universities and the City or between the City and other agencies. The ARIC will not operate to the exclusion of any existing intelligence programs of the Universities, Partner Agencies, and other Partner Equivalent Agencies.

III. MISSION

The Mission of the ARIC is to provide a centralized, comprehensive, multiagency criminal information and intelligence sharing network to enhance the operational effectiveness and efficiency of the law enforcement agencies involved in order to better protect the public. The ARIC provides real-time actionable criminal intelligence by

utilizing technology to identify trends and patterns in criminal activity. The ARIC facilitates the collection, integration, evaluation, analysis and dissemination of criminal information and intelligence through established procedures for law enforcement and homeland security.

IV. GOVERNANCE AND OVERSIGHT

Primary responsibility for the operation of the ARIC is assigned to the Austin Police Department (APD). The Center's governance consists of an Executive Board, Operational Management Team, Center Director, and Privacy Officer, each described below.

- A. The Executive Board shall be comprised of the heads of the five major Law Enforcement entities in the Austin-Round Rock metropolitan area, or their designee(s), and chaired by the APD police chief or designee. The Executive Board shall meet as needed and as agreed upon by Board members. This Board shall:
 - 1. Resolve conflicts or disputes that might arise related to policy or mission;
 - 2. Establish protocol concerning the treatment of violations of this Agreement;
 - 3. Control the dissemination of any information produced by the ARIC including specific alerts and bulletins to agencies inside and outside the region;
 - 4. Resolve disputes between Partner Agencies and Partner Equivalent Agencies arising from the operation and activity of the ARIC;

5. Review and update the ARIC Privacy Policy annually based upon recommendations by the Privacy Policy Advisory Committee (described below), and changes in applicable law;
 6. Shall provide an annual report to Partner Agencies and Partner Equivalent Agencies on the status and efficacy of the Privacy Policy and ARIC based upon internal and external audits conducted and/or coordinated by the ARIC Operational Management Team (described below).
- B. The APD police chief or designee will appoint a Center Director, who will be responsible for the day to day operation of the Center. The Center Director will establish needed procedures, practices, and protocols and utilize advanced software and technology tools. The Center Director will also develop physical security measures to ensure information and intelligence are protected from unauthorized access, modification, theft or sabotage, whether internal or external, or disasters or intrusions by natural or human causes, and ensure that such information and intelligence is only accessed by authorized personnel with the appropriate access and need to know or right to know.
- C. The ARIC Operational Management Team (Management Team) will be responsible for: technology, use of ARIC information and intelligence databases, conducting and/or coordinating internal and external audits, and investigating misuse of the Center's data resources.
- D. The ARIC shall have a trained Privacy Officer who is appointed by the Center Director and who assists the Management Team in investigating violations of this policy. The Privacy Officer shall receive and investigate reports of alleged errors in information and intelligence, coordinate error resolution under the Center's redress policy, serve as the liaison for the

Information Sharing Environment, and coordinate with other fusion centers in the State of Texas. The Privacy Officer shall coordinate with the Center Director to ensure adherence to enforcement procedures, and that such procedures are adequate. The Privacy Officer shall also review all analytical products to ensure that they provide appropriate privacy, civil rights, and civil liberties protections prior to dissemination or sharing by the center. The Privacy Officer can be contacted through the public ARIC website.

V. COLLECTION LIMITATION

- A. The ARIC may only seek or retain information that was gathered in a fair and lawful manner, wherein the source is reliable, and the content is valid or limitations on confidence are identified and with the knowledge and consent of the individual, if appropriate, and falls into the following categories:
 - 1. Is suspicious activity that has a potential terrorism or criminal nexus and constitutes a suspicious action report (SAR) or information sharing environment-suspicious action report (ISE-SAR) information under the Information Sharing Environment Functional Standard; or
 - 2. Is relevant to the investigation and prosecution of suspected criminal, including terrorist, activity, the justice system response, and the prevention of crime or is useful in crime analysis or in the administration of justice and public safety (including topical searches of open source information).
- B. Within the Criminal Intelligence System, the ARIC shall collect and retain information only where there is reasonable suspicion that a specific individual or organization has committed a criminal offense or is involved in or is planning criminal (including terrorism) conduct or activity that presents a threat to any individual, the community, or the nation and the information is relevant to the criminal (including terrorist) conduct or activity.

- C. This policy applies to information or intelligence that identifies any individual or organization as a criminal subject. The ARIC will not seek, collect or retain information about an individual or organization, and originating agencies will not submit such information, solely based on religious, political, or social views or activities; participation in a particular organization or event; or race, ethnicity, citizenship, place of origin, age, disability, gender, or sexual orientation. Further, these factors will not be considered as factors that create suspicion, except if used as part of a specific suspect description.
- D. Information obtained from or through the ARIC can only be used for lawful purposes. A lawful purpose means the request for data is directly linked to a law enforcement agency's active criminal investigation or is in response to confirmed information that requires intervention to prevent a criminal act or other threat to public safety. All information disseminated from the ARIC related to criminal activity that identifies a criminal subject must be relevant and useful in aiding an authorized and active criminal or background investigation.
- E. The ARIC incorporates the collection, assessment, retention/storage, security, and sharing of SAR and ISE-SAR information into existing processes and systems used to manage other crime related information to protect information and intelligence, as well as privacy and civil liberties. All constitutional protections and individual agency policies and procedures that apply to a law enforcement officer's authority (e.g. to stop, detain, identify, search and frisk) will be followed and upheld in the same measure when gathering SAR information, whether or not the observed behavior is related to criminal activity.

VI. COMPLIANCE WITH LAWS REGARDING PRIVACY, CIVIL RIGHTS, AND CIVIL LIBERTIES

A. Privacy Policy.

The information shared between the Parties will be handled in accordance with Austin Regional Intelligence Center Privacy Policy (Privacy Policy) and the "Criminal Intelligence Systems Operating Policies" 28 CFR Part 23, U.S. Executive Order 12291.

All personnel who are authorized users of the ARIC will comply with the ARIC Privacy Policy. The Privacy Policy shall apply to all information and intelligence the Center gathers or collects, receives, maintains, stores, accesses, discloses, or disseminates to Partner Agencies, Partner Equivalent Agencies (including federal Information Sharing Environment participating centers and agencies), and participating justice and public safety agencies, as well as to private entities, and the general public.

B. Privacy Policy Advisory Committee.

1. The Privacy Policy Advisory Committee (Committee) shall review the Privacy Policy annually to ensure safeguards and sanctions are in place to protect personal information and shall advise the Executive Board of the ARIC of its recommendations based upon the purpose and mission statements of the ARIC.
2. The Committee shall annually select from its membership a chair and any additional officers that the board finds appropriate. A person may not serve as the chair for more than two consecutive years. Upon selection of the chair and additional officers, the Committee shall agree upon the meeting schedule and other operational procedures.
3. The Committee shall include the following, as selected by the governing bodies or their designees:

- a. a community advocate, as selected by the City of Austin;
 - b. a licensed attorney, as selected by Hays County;
 - c. an information privacy advocate, as selected by the City of Round Rock;
 - d. a criminal justice expert, as selected by Travis County; and
 - e. a law enforcement expert, as selected by Williamson County.
4. The Committee shall provide an annual report to the Partner and Partner Equivalent Agencies that contains any proposed changes to the Privacy Policy along with the results of any discussion and review by the Executive Board regarding such changes.
5. The Committee shall comply with the Texas Government Code, Chapter 551 (Open Meetings Act) to the extent not otherwise required by Chapter 551 or other state or federal law or rule.

VII. DUTIES AND PERFORMANCE BY THE CITY

The City serves as the Fiscal Agent for the grants provided in support of the ARIC. The City, as the Fiscal Agent, agrees to provide office space, equipment, and supplies to carry out the administrative operation of the ARIC. Sustainment funding for the ARIC will be the responsibility of the Partner Agencies and Partner Equivalent Agencies as described in Part Two of this Agreement, below. Additional equipment required by the Partner Agencies and Partner Equivalent Agencies will be the responsibility of the Partner Agencies and Partner Equivalent Agencies.

VIII. DUTIES AND PERFORMANCE OF ALL PARTNER AGENCIES AND PARTNER EQUIVALENT AGENCIES

- A. Specific control over an agency's resources and the continued dedication of these resources to the ARIC shall be retained by the Partner Agencies and

Partner Equivalent Agencies, which will be kept fully apprised of all analytical developments by its respective subordinates, as appropriate security clearances permit.

- B. Each Partner Agency and Partner Equivalent Agency will be subject to the personnel rules, regulations, laws and policies applicable to their respective agencies. All Partner Agencies and Partner Equivalent Agencies will abide by appropriate security agreements concerning the handling of classified and sensitive material.
- C. Partner Agencies and Partner Equivalent Agencies will adopt this Agreement and corresponding policies, and such Agreement and policies will have the same force and effect as the participating agencies' internal policies and procedures.
- D. Individual users of the ARIC's information and intelligence remain responsible for the lawful and appropriate use of the information and intelligence provided by the ARIC. Failure to abide by the restrictions and use limitations for ARIC data may result in the suspension or termination of individual user privileges, disciplinary sanctions imposed by the user's employing agency, or criminal prosecution. Each individual user, Partner Agency, and Partner Equivalent Agency participating in the ARIC is required to abide by the Privacy Policy in providing information and intelligence to the ARIC and in the access, use, security, and disclosure of information and intelligence obtained by and through the Center.
- E. Partner Agencies and Partner Equivalent Agencies will adopt and comply with internal policies and procedures requiring the agency, its personnel, contractors, and users to:

1. Have and enforce policies for discovering and responding to violations of agency policies and this Agreement, including taking appropriate action when violations are found;
 2. Make available to the public the agency's internal policies and procedures regarding privacy, civil rights, and civil liberties;
 3. Cooperate with periodic, random audits by representatives of the ARIC and/or other designated individuals; and
 4. Designate an individual within the participating agency to receive reports of alleged errors in the information that originated from the participating agency.
- F. If a Partner Agency or Partner Equivalent Agency fails to comply with either the provisions of this Agreement or internal policies, or fails to enforce provisions in its local policies and procedures regarding proper collection, use, retention, destruction, sharing, disclosure, or classification of information, as determined by the Executive Board, the Board may:
1. Suspend or discontinue the offending agency's access to the ARIC; or
 2. Offer to provide an independent review, evaluation, or technical assistance to establish compliance.

IX. PERSONNEL

A. Modification of Personnel.

A Partner Agency or Partner Equivalent Agency wishing to modify its personnel contribution to the ARIC shall give 60 days written notice to the Executive Board of such modification.

B. Personnel Rules and Discipline.

1. A complaint made against any Partner Agency or Partner Equivalent Agency individual assigned to the ARIC, while acting within the scope of their ARIC assignment, shall be reported to the Center Director. The Director will immediately report such complaint to the respective agency's direct supervisor of the individual. Such complaints shall be investigated immediately by the Director and reported to the Executive Board for review and possible removal from the ARIC.
2. An investigation of a complaint made against any personnel assigned to the ARIC outside the scope of their ARIC assignment will be the sole responsibility of the agency employing the individual. Disciplinary action, if any, is the responsibility of the employing agency. The Partner Agency or Partner Equivalent Agency shall immediately notify the Center Director of any disciplinary action taken to the extent possible by law or contract.
3. The Director reserves the right to remove any personnel from the ARIC during the course of an investigation into a complaint of personnel misconduct.
4. Each Partner Agency and Partner Equivalent Agency will be subject to the personnel rules, regulations, laws and policies applicable to their respective agencies. All Partner Agencies and Partner Equivalent agencies will abide by appropriate security agreements concerning the handling of classified and sensitive material.
5. Salaries and overtime of ARIC personnel will be paid by their respective agencies.

C. Training.

Each Partner Agency and Partner Equivalent Agency will require training for certain individuals as detailed in the Training Matrix adopted by the Executive Board.

X. DIRECTION OF ARIC AND RESOURCE CONTROL

Specific control over an agency's ARIC resources and the continued dedication of these resources to the ARIC shall be retained by the Partner and Partner Equivalent Agencies. The Partner Agencies and Partner Equivalent Agencies shall be kept fully apprised of all analytical developments by their respective ARIC-based subordinates, as appropriate security clearances permit. ARIC analysis will provide a requesting Partner Agency and Partner Equivalent Agency with link analysis, database searches and coordination of information between local, state, tribal, and federal agencies. The ARIC will also provide Intelligence support to partners using a tiered approach based on the severity of the crime or incident and its relative impact to the Austin-Round Rock metropolitan area.

XI. AUDITING

Consistent with this Agreement and the Privacy Policy, the ARIC Operational Management Team shall establish both internal and external audit functions. The external audit function process will be subject to review by the City of Austin Public Safety Commission. The Commission shall report on its review to the Austin City Council.

PART TWO

ARIC Funding

I. BUDGET

A. Proportional Cost Allocation.

The annual Operating Costs shall be shared based on the participation levels of each Partner Agency and Partner Equivalent Agency. Each Partner Agency or Partner Equivalent Agency shall identify the number of sworn personnel, with the exception of sworn personnel who identify as a County Jailer as defined in Texas Occupations Code Section 1701.001, who are in positions to use the services of the ARIC as described in this Agreement, as shown in Exhibit A ("Identified Positions"). The formula for the participation level for each Partner Agency and Partner Equivalent Agency is the approved Budget for Operating Costs divided by the total number of Identified Positions in all Partner and Partner Equivalent Agencies. This per Identified Position contribution is multiplied by the number of Identified Positions in a Partner Agency and Partner Equivalent Agency. The Partner Agencies and Partner Equivalent Agencies may modify the number of Identified Positions as needed each Fiscal Year. Each Partner Agency and Partner Equivalent Agency's Annual Assessment includes amounts that may be held in reserve in anticipation of future hardware replacements. Costs that are incurred to benefit only one individual Partner Agency or Partner Equivalent Agency shall be paid only by the Partner Agency or Partner Equivalent Agency benefiting from such ARIC enhancements.

B. Annual Budget.

The Director of the ARIC shall prepare an annual budget on a Fiscal Year basis and submit this budget to the Operational Management Team. The Operational Management Team shall review and adjust the Budget, as needed, and then submit the Budget to the Executive Board. The Executive Board shall, no later than March 1st of each year, recommend that each Partner Agency and Partner Equivalent Agency approve the Budget and appropriate its Annual Assessment in its budget for its next fiscal year.

C. Budgeted Expenditures.

After the Budget has been approved and funded by the Partner and Partner Equivalent Agencies, the City is authorized to incur costs in accordance with the Budget. Any costs to be incurred in excess of the approved and funded Budget require additional budget approval and funding by all of the Partner and Partner Equivalent Agencies, or re-allocation of existing funds by the Executive Board.

D. Funding Transfers to City.

Once each Partner Agency and Partner Equivalent Agency appropriates its Annual Assessment in its annual budgetary process, the City shall provide timely and accurate invoices as described below (D.1.) to facilitate the transfer of funds by each Partner Agency and Partner Equivalent Agency to the City. The City, the Partner and Partner Equivalent Agencies shall each comply with the following procedures to facilitate payment by the City to the ARIC vendors and contractors:

1. Invoice for Annual Assessment. At least 30 days prior to the beginning of each Fiscal Year, the City shall send each Partner Agency and Partner Equivalent Agency an invoice for its Annual Assessment.
2. Approval of Invoice Amount. Each Partner and Partner Equivalent Agency must notify the City in writing within 15 business days after receipt of the invoice for the Annual Assessment if its invoice does not correctly state its Annual Assessment.
3. Payment Instructions. The City must provide payment instructions to each Partner and Partner Equivalent Agency for the transfer of funds to the City.

4. Partner Agency Funds. Each Partner Agency and Partner Equivalent Agency must pay its Annual Assessment to the City no later than 60 calendar days after receipt of the invoice.

II. ARIC FUND

- A. The City shall establish a separate fund for the ARIC in its accounting records ("ARIC Fund") that is dedicated to the administration of the ARIC. All funds received from Partner Agencies and Partner Equivalent Agencies and other ARIC revenues, including income earned from investment of the ARIC Fund, shall be credited to the ARIC Fund. All ARIC obligations shall be debited from the ARIC Fund. The records for the ARIC Fund shall be maintained in compliance with generally accepted accounting principles.
- B. Investment Income. The ARIC Fund is invested by the City in the same manner as the City invests its excess funds. Any income earned on the funds invested from the ARIC Fund is credited to the ARIC Fund for the benefit of the ARIC, unless otherwise required by law. Any income earned in the current year will be retained and used to fund anticipated and unanticipated costs in subsequent years, as approved by the Operational Management Team and the Executive Board.
- C. Quarterly Statements. Within 30 days after the end of each quarter, the City must provide quarterly statements showing the credits to and debits from the ARIC Fund, including any income earned, to each Partner Agency and Partner Equivalent Agency. The quarterly statements must include beginning and ending ARIC Fund balances. Statements for 'year-end' fund status must be provided as soon after year-end closeout as possible but in no event more than 45 days after the end of the Fiscal Year.

- D. Payments. Subject to the availability of sufficient funds in the ARIC Fund, the City shall pay ARIC contractors and vendors in compliance with the Texas Prompt Payment Act.
- E. Reports. The City shall provide each Partner Agency and Partner Equivalent Agency with a monthly report comparing the Budget with the actual expenses incurred in that month and in the current Fiscal Year to date. This report will be provided during the Operational Management Team's monthly meeting.

III. Funding.

The Partner Agencies and Partner Equivalent Agencies specifically acknowledge that funding for each Partner Agency's and Partner Equivalent Agency's Annual Assessment must go through that Partner Agency's or Partner Equivalent Agency's normal budgeting process; and after approval by its governing body or other approval required by law, is payable in compliance with section I. D.

IV. Failure to Appropriate or Partial Funding.

If any Partner Agency or Partner Equivalent Agency fails to appropriate its Annual Assessment by the first day of the Fiscal Year for which the Operating Budget is applicable ("Unfunded Party") or appropriates less than its Annual Assessment for any year, or if any Partner Agency or Partner Equivalent Agency fails to pay all of its Annual Assessment, ("Underfunding Party"), the other Partner Agencies and Partner Equivalent Agencies, acting through the Executive Board, may take one or more of the following actions:

- A. Notice of Unfunding. Send the Unfunded Party a notice re-stating the amount due. Each Partner Agency and Partner Equivalent Agency acknowledges that its future right to participate in the ARIC is dependent upon fully paying its Annual Assessment each year.

- B. Budget Revision. Amend the Operating Budget by reducing costs and/or increasing the amounts paid by the other Partner Agencies and Partner Equivalent Agencies if the Unfunded Party opts not to continue to participate.
- C. Suspension of Representation. Remove the Unfunded Party from the Operational Management Team and Executive Board, if applicable, and suspend the voting rights for the Unfunded Party.

PART THREE

Definitions

- A. Annual Assessment means the proportionate share of the Operating Costs stated in the Budget by all Partner and Partner Equivalent Agencies determined in accordance with that Partner or Partner Equivalent Agency's participation level determined as described in PART TWO, I.A. and as detailed on Exhibit A of that Fiscal Year's approved Budget.
- B. Fiscal Year means the fiscal year adopted by the City. The Fiscal Year in effect as of the execution of this Agreement commences on October 1st of each year and ends the following September 30th.
- C. Information includes any data about people, organizations, events, incidents, or objects, regardless of the medium in which it exists.
- D. Intelligence is the product of an analytical process that provides an integrated perspective to disparate information about crime, crime trends, crime and security threats, and conditions associated with criminality.
- E. Law includes any applicable local, state, tribal, territorial, or federal statute, ordinance, regulation, executive order, policy, or court rule, decision, or order,

as construed by appropriate local, state, tribal, territorial, or federal officials or agencies.

F. *Need to Know* is established when, as a result of jurisdictional, organizational, or operational necessities, access to sensitive information or intelligence is necessary for the conduct of an individual's official duties as part of an organization that has a right to know the information in the performance of a law enforcement, homeland security, or counter-terrorism activity, such as to further an investigation or meet another law enforcement requirement.

G. *Operating Costs* are all costs associated with direct purchase of goods and services, including but not limited to computer hardware, computer software, and hardware and software maintenance and replacement. Operating Costs also include technology enhancements necessary to improve the efficiency and effectiveness of the ARIC.

H. *Right to Know* is established when, based on having legal authority or responsibility, or pursuant to an authorized agreement, an agency or organization is authorized to access sensitive information and intelligence in the performance of a law enforcement, homeland security, or counter-terrorism activity.

PART FOUR

General Provisions

I. Relationship of Parties and Liability.

Nothing in this Agreement shall be deemed to create an employment relationship between the City and the other Parties. The Parties do not waive and do intend to assert any available defenses and/or limitations on liability. No Party shall be considered to be an agent of another Party. The City does not waive, modify, or alter to any extent

whatsoever the availability of the defense of governmental (sovereign) immunity under the laws of the State of Texas. The Partner Agencies acknowledge that none of the Parties have waived their sovereign immunity by entering into this Agreement.

II. Amendments.

- A. This Agreement may be modified only by a writing properly executed by each of the Partner Agencies, with the exception of when adding new partner agencies under II.B. Neither any representation or promise made after the execution of this Agreement, nor any modification or amendment of this Agreement, shall be binding on the Partner Agencies unless made in writing and properly executed by each of the Partner Agencies.
- B. This Agreement may be amended to include one or more additional new partner agencies (Associate Partner Agencies). The Partner Agencies authorize the City of Austin to enter into separate Associate Partner Agreements as necessary to allow public agencies that are authorized to contract with each other under Chapters 771 and 791 of the Government Code and that are not currently Partner Agencies to assume obligations and receive benefits equivalent to Partner Agencies (Associate Partner Agencies). A new Associate Partner Agency must first be unanimously agreed upon by the Executive Board. The governing body of each new Associate Partner Agency and the City of Austin City Council must approve the Associate Partner Agreement. Such an agreement must include the same terms of understanding contained in the ARIC Amended and Restated Interlocal Agreement in substantially the same format, and Associate Partner Agencies must agree to follow the ARIC Privacy Policy, as amended .
- C. The City of Austin is authorized to enter into separate collateral agreements, as necessary, to allow agencies that are not state agencies, local governments, or other agencies that are authorized to contract with each other under Chapters 771 and 791 of the Government Code (non-governmental agencies) to assume obligations and receive benefits equivalent to Partner Agencies (Partner Equivalent Agencies). To qualify for consideration to become a Partner

Equivalent Agency, a nongovernmental agency must utilize a full-service law enforcement component that employs police officers licensed by the State of Texas and vested with full law enforcement powers and responsibilities. Before any non-governmental agency becomes a Partner Equivalent Agency, that non-governmental agency must first be agreed upon by a majority of the Executive Board, with approval by the Chair. Upon approval by the Executive Board and Chair, the approved non-governmental agency is recommended to the City of Austin City Council which must approve each agreement to create a Partner Equivalent Agency before any approved non-governmental agency seeking to become a Partner Equivalent Agency may be offered that agreement. Such an agreement must include the same terms of understanding contained in the ARIC Amended and Restated Interlocal Agreement in substantially the same format (Partner Equivalent Agency Agreement). To complete the transaction, the approved nongovernmental agency and the City of Austin must execute the Partner Equivalent Agency Agreement. This Partner Equivalent Agency Agreement may be modified or amended by the City and the Partner Equivalent Agency only to replicate an amendment adopted by the Partner Agencies to the Amended and Restated Interlocal Agreement, or to replicate an amendment to this Agreement. The Partner Equivalent Agency and the City shall approve and execute an amendment to this Partner Equivalent Agency Agreement when necessary for it to remain substantially the same as the Amended and Restated Interlocal Agreement.

III. Term of Agreement.

1. Effective Date. This Agreement shall commence on the date of execution by the last Party to sign this Agreement. Once effective, the initial term of this Agreement shall terminate on _____, 2025.
2. Renewal Term(s). Subject to continued funding, this Agreement shall renew annually automatically, unless terminated as provided herein.

3. **Termination.** A party to this Agreement may terminate its involvement in this Agreement upon 60 days written notice to the other parties.

IV. Assignment.

A Party to this Agreement may not assign or transfer its interests or obligations under this Agreement.

V. Complete Agreement.

This Agreement constitutes the entire Agreement and understanding between the Parties and supersedes all previous agreements, understandings, discussions, or representations concerning its subject matter.

VI. Severability.

If a court of competent jurisdiction determines that a term or provision of this Agreement is void or unenforceable, the remainder of this Agreement remains effective to the extent permitted by law.

VII. Third Party Beneficiaries.

This Agreement is not intended, and should not be construed, to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party against the Parties, the United States, or the officers, employees, agents, or other associated personnel thereof.

VIII. Miscellaneous.

- A. This Agreement is subject to the provisions of any agreement made between the Parties to this Agreement and the United States Government

relative to the expenditure of federal funds for the development of the ARIC.

B. Each individual signing this Agreement on behalf of a Party warrants that he or she is legally authorized to do so and that the Party is legally authorized to perform the obligations undertaken.

C. Notice.

1. All notices sent pursuant to this Agreement shall be in writing and may be hand delivered, or sent by registered or certified mail, postage prepaid, return receipt requested.
2. When notices sent are hand delivered, notice shall be deemed effective upon delivery. When notices are mailed by registered or certified mail, notice shall be deemed effective three days after deposit in a U.S. mailbox or at a U.S. post office.
3. Either Party may change its address for notice under this Agreement by providing a notice of the change in compliance with this paragraph to the other Party.
4. Notices sent to the Parties pursuant to this Agreement shall be delivered or sent to:

AUSTIN POLICE DEPARTMENT

Austin Police Department
Chief's Office
715 E. 8th Street
Austin, Texas 78701

This Agreement is effective on _____, 2024.

CITY OF AUSTIN on behalf of its POLICE and FIRE DEPARTMENTS

By: Bruce Mills Date: 5-8-24

Printed Name: Bruce Mills

Title: ASST CITY MANAGERS

AUSTIN INDEPENDENT SCHOOL DISTRICT on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF GEORGETOWN on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

HAYS COUNTY on behalf of the HAYS COUNTY SHERIFF'S OFFICE

By: _____ Date: _____

CITY OF ROUND ROCK on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF SAN MARCOS on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

TRAVIS COUNTY on behalf of the TRAVIS COUNTY SHERIFF'S OFFICE

By: DocuSigned by:
Andy Brown
C21317CB291D470 _____ Date: 5/22/2024

Travis County Judge Andy Brown

UNIVERSITY OF TEXAS on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

WILLIAMSON COUNTY on behalf of WILLIAMSON COUNTY SHERIFF'S OFFICE

By: _____ Date: _____

CITY OF PFLUGERVILLE on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

AUSTIN COMMUNITY COLLEGE on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

TEXAS STATE UNIVERSITY on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF CEDAR PARK on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

PFLUGERVILLE INDEPENDENT SCHOOL DISTRICT on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF KYLE on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF BUDA on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF SUNSET VALLEY on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF MANOR on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF LAKEWAY on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF WEST LAKE HILLS on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF BEE CAVE on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

**HUTTO INDEPENDENT SCHOOL DISTRICT on behalf of its POLICE
DEPARTMENT**

By: _____ Date: _____

CITY OF ELGIN on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

St Edwards University on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

Concordia University on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

EXHIBIT A

AUSTIN REGIONAL INTELLIGENCE CENTER PROPORTIONAL COST FOR
PARTNER AGENCIES

FISCAL YEAR _____

Department	Number of Sworn	Contribution
City of Austin APD/AFD		
Austin ISD PD		
Georgetown PD		
Hays County SO		
Round Rock PD		
San Marcos PD		
Williamson County SO		
Travis County SO		
University of Texas PD		
Pflugerville PD		
Pflugerville ISD PD		
Cedar Park PD		
Texas State PD		
Austin Community College PD		
Kyle PD		
Buda PD		
Sunset Valley PD		
Manor PD		
Lakeway PD		
West Lake Hills PD		
Hutto ISD PD		
Bee Cave PD		
Elgin PD		
St. Edward's PD		
Concordia PD		

2020
Interlocal

AMENDMENT THREE TO INTERLOCAL COOPERATION AGREEMENT
FOR THE
AUSTIN REGIONAL INTELLIGENCE CENTER (ARIC)

This Amendment Three to the Interlocal Cooperation Agreement for the Austin Regional Intelligence Center (ARIC) is made and entered by and between the following parties:

City of Austin on behalf of its Police Department,
Austin Independent School District on behalf of its Police Department,
City of Georgetown on behalf of its Police Department,
Hays County through Hays County Sheriff's Office,
City of Pflugerville on behalf of its Police Department,
City of Round Rock on behalf of its Police Department,
City of San Marcos on behalf of its Police Department,
Travis County through Travis County Sheriff's Office,
University of Texas on behalf of its Police Department,
Williamson County through Williamson County Sheriff Office,
Austin Community College on behalf of its Police Department
Texas State University on behalf of its Police Department,
City of Cedar Park on behalf of its Police Department,
Pflugerville Independent School District on behalf of its Police Department,
City of Kyle through its Police Department, and
City of Buda on behalf of its Police Department.
City of Sunset Valley on behalf of its Police Department,
City of Manor on behalf of its Police Department,
City of Bastrop on behalf of its Police Department.
(Collectively referred to as the "Current Partner Agencies" in this Amendment).

And

The City of Lakeway on behalf of its Police Department
The City of West Lake Hills on behalf of its Police Department
The City of Bee Cave on behalf of its Police Department
Hutto Independent School District on behalf of its Police Department

The City of Elgin on behalf of its Police Department
(Collectively referred to as the "New Partner Agencies" in this Amendment).

Collectively, the Current Partner Agencies and the New Partner Agencies are referred to as "Partner Agencies."

RECITALS

ARIC is a collaborative effort of public safety agencies in Hays, Travis, Williamson, and Bastrop Counties. Partner Agencies work together to provide resources, expertise, and information to the ARIC. ARIC focuses on regional public safety data analysis. The mission of ARIC is to maximize the ability to detect, prevent, apprehend, and respond to criminal and terrorist activity.

During the summer and fall of 2010, each of the original 10 Partner Agencies' governing bodies ("Original Partner Agencies") approved an interlocal cooperation agreement that established and outlined the intent of the Original Partner Agencies to centralize efforts and co-locate certain intelligence operations (Original ARIC Agreement). Further, the Original ARIC Agreement established a framework for the organization of the ARIC. The Original ARIC Agreement set out a common understanding of the policies and procedures that the ARIC currently follows in providing criminal intelligence and coordination of law enforcement service to the citizens in the Austin Round Rock metropolitan area.

During the summer and fall of 2012, each of the Original Partner Agencies' governing bodies approved a second Interlocal Cooperation Agreement that established a funding mechanism to sustain the operations of ARIC (ARIC Sustainment Funding Agreement).

Section XIII of the Original ARIC Agreement and section seven of the ARIC Sustainment Funding Agreement permit these agreements to be amended to add additional partner agencies. Upon approval of an amendment adding a new partner agency or agencies by the Partner Agencies' governing bodies, each New Partner Agency must execute a Counterpart Original ARIC Agreement and a Counterpart ARIC Sustainment Funding Agreement.

The purpose of this Amendment Three to the Original ARIC Agreement is to add the New Partner Agencies to the Original ARIC Agreement.

Legal authority for amending and entering into these Agreements by the Current Partner Agencies and New Partner Agencies is found in the Interlocal Cooperation Act, Texas Government Code Chapter 791 and the Interagency Cooperation Act, Texas Government Code Chapter 771.

NOW, THEREFORE, the Current Partner Agencies agree to amend the Original ARIC Agreement, and the New Partner Agencies each agree to execute Counterpart Original ARIC Agreements and amend that agreement, as follows:

AMENDMENT TO ORIGINAL ARIC AGREEMENT

1.0 LIST OF PARTIES

The list of parties at the beginning of the Original ARIC Agreement is deleted and the following is substituted in its place:

This Interlocal Cooperation Agreement (the Agreement) is made and entered by and between City of Austin through its Police Department, Austin Independent School District through its Police Department, City of Georgetown through its Police Department, Hays County through its Sheriff's Office, City of Pflugerville through its Police Department, City of Round Rock through its Police Department, City of San Marcos through its Police Department, Travis County through its Sheriff's Office, University of Texas through its Police Department, Williamson County through its Sheriff's Office, Austin Community College through its Police Department, Texas State University through its Police Department, City of Cedar Park through its Police Department, Pflugerville Independent School District through its Police Department, City of Kyle through its Police Department, City of Buda through its Police Department, City of Sunset Valley through its Police Department, City of Manor through its Police Department, City of Bastrop through its Police Department, City of Lakeway through its Police Department, City of West Lake Hills through its Police Department, City of Bee Cave through its Police Department, Hutto Independent School District through its Police Department, and the City of Elgin through its Police Department.

2.0 XX NOTICE

Section XX (Notice) of the Original ARIC Agreement is amended by adding subsection G to read as follows:

G. Notices pursuant to this Interlocal Agreement after this amendment becomes effective, shall also be delivered or sent to:

City of Lakeway

City of West Lake Hills

City of Bee Cave

Hutto ISD

City of Elgin

3.0 EFFECTIVE DATE OF THIS AMENDMENT

This Amendment is effective when it has been approved by the governing body of each and every Partner Agency and executed by their authorized representatives.

CITY OF AUSTIN on behalf of its POLICE DEPARTMENT

By: _____

R. Full
Assistant City Manager

Date: _____

06/03/2020

AUSTIN INDEPENDENT SCHOOL DISTRICT on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF GEORGETOWN on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

HAYS COUNTY on behalf of the HAYS COUNTY SHERIFF'S OFFICE

By: _____ Date: _____

CITY OF ROUND ROCK on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF SAN MARCOS on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

TRAVIS COUNTY on behalf of the TRAVIS COUNTY SHERIFF'S OFFICE

By: _____ Date: _____

UNIVERSITY OF TEXAS on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF KYLE on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF BUDA on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF SUNSET VALLEY on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF MANOR on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF BASTROP on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF LAKEWAY on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF WEST LAKE HILLS on behalf of its POLICE DEPARTMENT

By: Linda Anthony Date: 10/14/2020
Mayor

CITY OF BEE CAVE on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

HUTTO INDEPENDENT SCHOOL DISTRICT on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF ELGIN on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

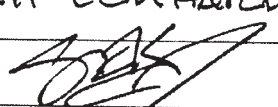
CITY OF ROUND ROCK on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

CITY OF SAN MARCOS on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

TRAVIS COUNTY through the TRAVIS COUNTY SHERIFF'S OFFICE

By: SARAH ECKHARDT Date: MAR 14 2019


UNIVERSITY OF TEXAS on behalf of its POLICE DEPARTMENT

By: _____ Date: _____

WILLIAMSON COUNTY through the WILLIAMSON COUNTY SHERIFF'S OFFICE

By: _____ Date: _____



Home

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FAQ

The Austin Regional Intelligence Center (ARIC) serves the public by providing a centralized, comprehensive, multi-agency criminal information and intelligence network that works to enhance operational effectiveness and efficiency of the public safety agencies involved and to maximize the region's ability to detect, prevent, apprehend, and respond to criminal and terroristic activity.

Area of Responsibility

The ARIC area of responsibility (AOR) spans 10 counties within the Central Texas region - Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson. ARIC partner agencies work together to provide resources, expertise and/or information to the center. ARIC focuses on regional public safety data analysis and investigative support within our AOR.

Protecting Local Communities

ARIC plays an important role in countering violent extremism and protecting local communities from violent crime through its daily operations, including gathering, analyzing, and sharing threat information. As an analytic hub, ARIC is uniquely situated to empower frontline personnel to understand the local implications of national intelligence by tailoring national threat information into a local context and helping frontline personnel understand terrorist and criminal threats they could encounter in the field.

Public Safety Focus Areas

ARIC, which the Austin Police Department manages, has been in operation since December 15, 2010, with the following focus areas as it relates to public safety:

- General Crime
- Suspicious Activity
- Terrorist Activity
- Special and Regional Events
- Critical Infrastructure and Key Resources
- Public Health
- Fire Services

If you need to report suspicious activity, visit [iWatchTexas.org](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.iwatchtexas.org%2F&data=05%7C02%7CLisa.Cortinas.APD%40austintexas.gov%7Cef31df0d4a3c4cd0948808dc96c65c0e%7C5c5e19f6a6ab4b45b1d0be4608a9a67f%7C0%7C0%7C638551026561994496%7CUnknown%7CTWFpbGZsb3d8eyJWIjojMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sd%7Cata=pVOezTQ1ZLoc76X4Gw6NhsrSIB84LKm1cROT7xrfNXU%3D&reserved=0)

([https://gcc02.safelinks.protection.outlook.com/?](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.iwatchtexas.org%2F&data=05%7C02%7CLisa.Cortinas.APD%40austintexas.gov%7Cef31df0d4a3c4cd0948808dc96c65c0e%7C5c5e19f6a6ab4b45b1d0be4608a9a67f%7C0%7C0%7C638551026561994496%7CUnknown%7CTWFpbGZsb3d8eyJWIjojMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sd%7Cata=pVOezTQ1ZLoc76X4Gw6NhsrSIB84LKm1cROT7xrfNXU%3D&reserved=0)

[url=http%3A%2F%2Fwww.iwatchtexas.org%2F&data=05%7C02%7CLisa.Cortinas.APD%40austintexas.gov%7Cef31df0d4a3c4cd0948808dc96c65c0e%7C5c5e19f6a6ab4b45b1d0be4608a9a67f%7C0%7C0%7C638551026561994496%7CUnknown%7CTWFpbGZsb3d8eyJWIjojMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sd%7Cata=pVOezTQ1ZLoc76X4Gw6NhsrSIB84LKm1cROT7xrfNXU%3D&reserved=0](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.iwatchtexas.org%2F&data=05%7C02%7CLisa.Cortinas.APD%40austintexas.gov%7Cef31df0d4a3c4cd0948808dc96c65c0e%7C5c5e19f6a6ab4b45b1d0be4608a9a67f%7C0%7C0%7C638551026561994496%7CUnknown%7CTWFpbGZsb3d8eyJWIjojMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sd%7Cata=pVOezTQ1ZLoc76X4Gw6NhsrSIB84LKm1cROT7xrfNXU%3D&reserved=0)), the official

Texas Department of Public Safety (DPS) suspicious reporting network.



iWatchTexas



Android



iOS

ARIC Partner Agencies

- Austin Community College Police Department
- Austin Fire Department
- Austin Independent School District Police Department
- Austin Police Department
- Bee Cave Police Department
- Buda Police Department
- Cedar Park Police Department
- Concordia University Police Department
- Elgin Police Department
- Georgetown Police Department
- Hay's County Sheriff's Office
- Hutto Independent School District Police Department
- Kyle Police Department
- Lakeway Police Department
- Manor Police Department
- Pflugerville Independent School District Police Department
- Pflugerville Police Department
- Round Rock Police Department
- San Marcos Police Department
- St. Edwards University Police Department
- Sunset Valley Police Department
- Texas State University Police Department
- Travis County Sheriff's Office
- University of Texas Police Department
- West Lake Hills Police Department
- Williamson County Sheriff's Office



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	July 24, 2024	Item Number:	3h
	Building & Development		
Department:	Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

207 Yaupon Valley Dr.: Consider action to approve the Osuri Subdivision Minor Plat, being 1.743 acres out of the Thomas J. Chambers Survey No. 504 (Section 36.01.018 of the West Lake Hills Code of Ordinances).

Applicant: Davin Fillpot, Agent

Recommendation

Staff recommends approval of the plat as attached in Exhibit A.:

The ZAPCO recommended approval with conditions as listed in the discussion. The conditions required were corrected and the updated plat submitted for City Council approval.

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Gangadharam Gregory Osuri

Legal Description: 1.743 acres out of the Thomas J. Chambers Survey No. 504

Lot Size: 1.743 acres

Zoning: R-1, One-Family Residential

Wastewater: Private On-site Sewage Facility (Septic)

The properties surrounding the subject property are zoned R-1 One-Family Residential District.

Background & Analysis:

The applicant is proposing to plat the parcel where the house is located at 207 Yaupon Valley Drive. Section 22.03.273 Nonconforming lots of record requires all lots created after May 5, 1970 must be platted prior to issuing permits. The property has been conveyed by deed description over the years and has never been platted. The property as currently configured cannot be confirmed to be established prior to the lot of record date. As a one lot subdivision with no streets or infrastructure that must be constructed, the parcel can be platted through the minor plat process. The parcel has 485.94 feet of frontage along Yaupon Valley Drive. The lot currently takes access from a 20-foot private road easement accessed from the west side of the property, due to the slope along Yaupon Valley Drive.

Chapter 36 Subdivision

Section 36.01.018 Minor Plat:

(4) Within thirty (30) days of receipt of a complete application, the zoning and planning commission may:

- (A) Recommend approval of the minor plat;
- (B) Recommend disapproval of the minor plat with citation to the law, including statute or city ordinance, that is the basis for the disapproval; or
- (C) Recommend conditional approval of the minor plat with specific citation to the law, including statute or municipal ordinance, that is the basis for the conditions.

Corrections required with Code reference.

1. *Add Minor Plat to the title (Section 36.01.018).*
2. *Change Surveyor's certificate to:*
That I, INSERT NAME, in the State of Texas, hereby certify that this plat is true and correct and was prepared from the actual survey of the property made under my supervision on the ground.
AND I CERTIFY THAT THE PROPERTY SHOWN HEREON IS NOT WITHIN A SPECIAL FLOOD HAZARD AREA AS IDENTIFIED BY THE FEDERAL INSURANCE ADMINISTRATION DEPARTMENT OF HUD FLOOD HAZARD BOUNDARY MAP 48453C0445K, ZONE "X" DATED JANUARY 22, 2020. (Subdivision Checklist Section 4.5 and 4.6).
3. *Add city administrator certification (Subdivision Checklist, Section 4.3).*
4. *Add the following plat notes 1, 2, 3, 4, 5, 11, 12, 14, 16, 18, 20, 21, 22, 23, and 24 (Subdivision Checklist, Section 3).*

The Zoning and Planning Commission recommended approval with the conditions above. The applicant has made the corrections to the plat. The updated plat is attached as Exhibit A.

Compliance with Adopted Building Codes

The property and future construction will have to comply with all applicable City codes.

Subdivision

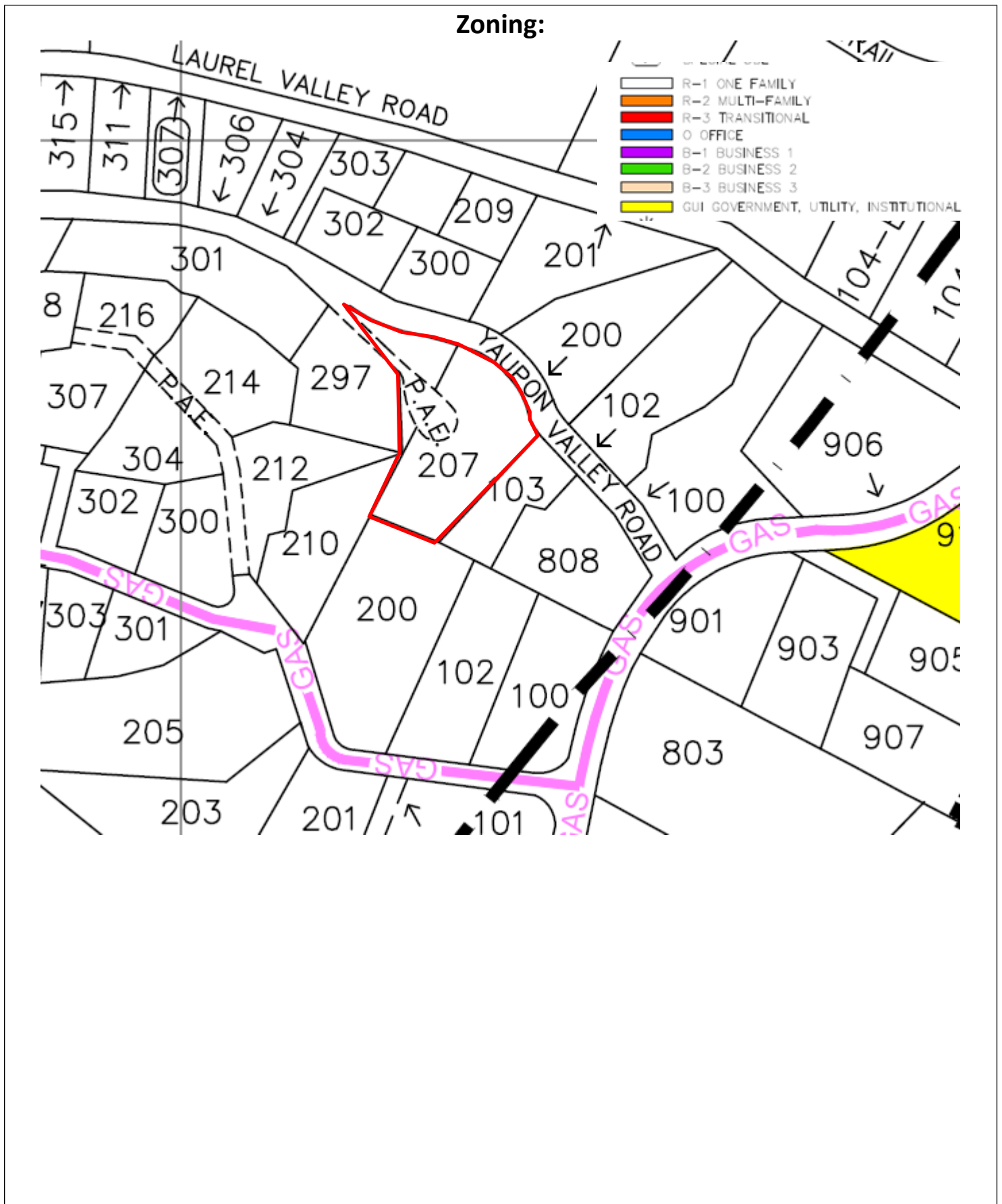
The submitted plat meets all requirements of Chapter 36.

Comprehensive Planning Analysis

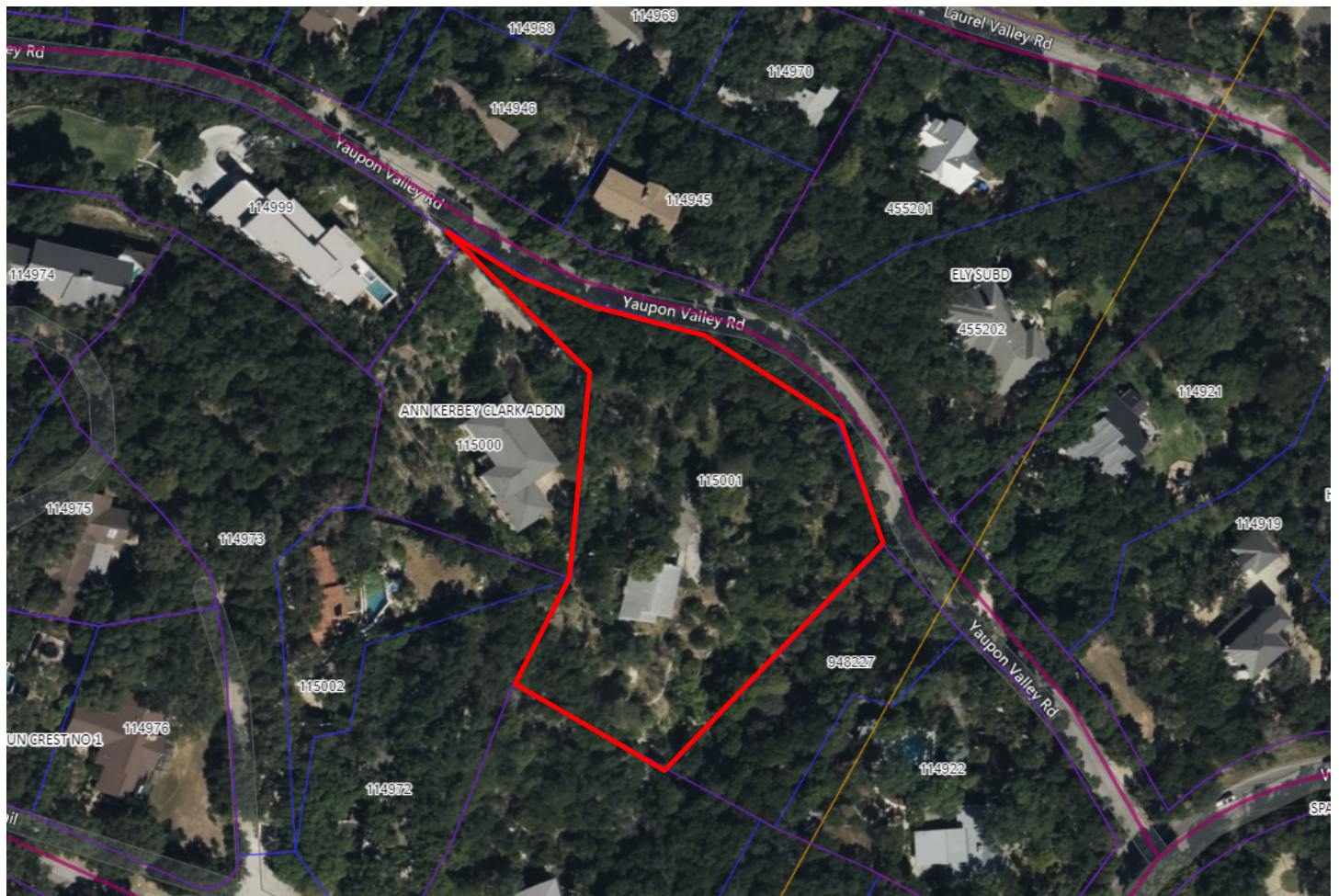
The request is in conformance with the City of West Lake Hills Master Plan.

Links to Relevant Code:

- [Section 36.01.018 Minor Plat](#)
- [Section 36.01.006: Preliminary and final plat filing procedure.](#)



Aerial:



Attn: Robert Meisel, Zoning and Planning Chair
RE: "OSURI SUBDIVISION" Minor Plat / Confirming Plat

207 Yaupon Valley Road

Owner: Greg Osuri
2609 Maria Anna Rd.
Austin, Texas
78703

Agent / Applicant:
Davin Fillpot, Architect
404 Red Bud Trail
West Lake Hills, Texas
78746

TCAD Property Data
Parcel ID: 115001
Existing Property Description: [ABS 21 SUR 1 ETC SURVEY SPARKS W ACR 1.7440](#)

Project Description:
Existing Property with Existing Home is located at 207 Yaupon Valley Road in West Lake Hills, Texas 78746.

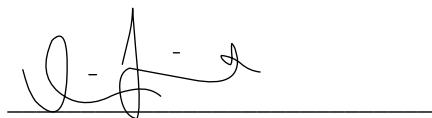
The property owners want to build a new house on the 1.7 Acre lot but prior to doing so, need to file a Minor Plat for the property to establish it as a "Legal Lot" in the eyes of Travis County and West Lake Hills.

The property meets all dimensional requirements and will not require any variances during the Minor Plat process. Access to the property is taken through a dedicated joint use access easement that runs across the adjacent property and is identified on the survey.

Existing Utilities provided by Austin Energy and WCID10 are already as they serve the existing home on the property. No easements are being vacated with this plat.

Summary: The existing 1.744 Acre tract is simply being documented and recorded with the county to establish it as a legal lot in West Lake Hills.

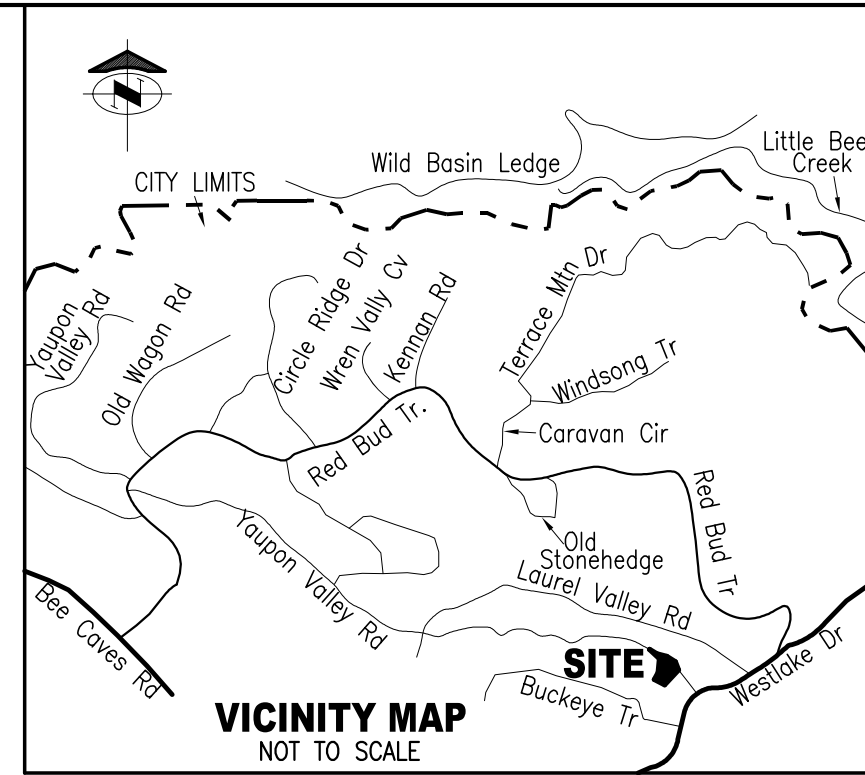
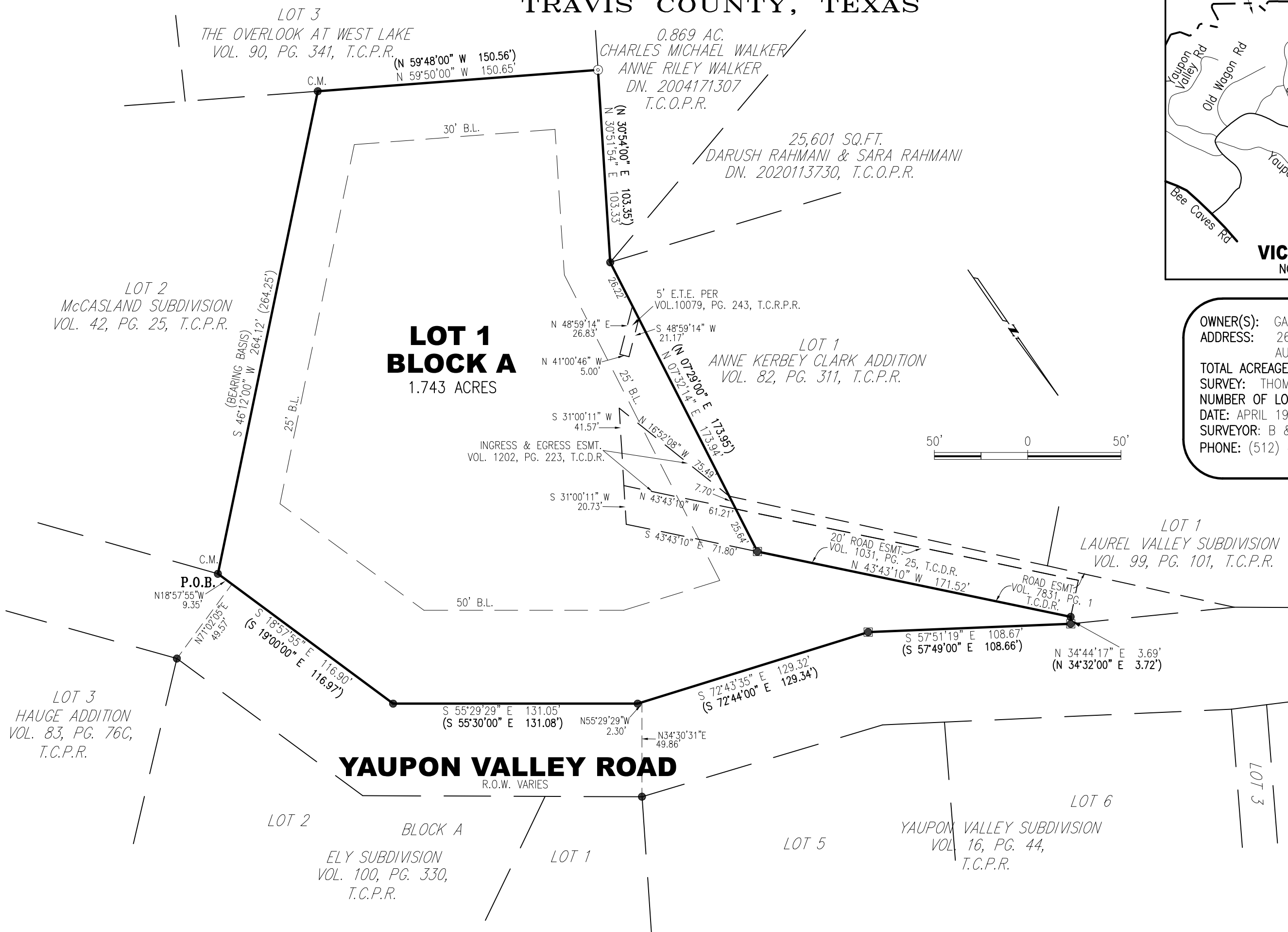
Applicant / Agent: Davin Fillpot

A handwritten signature in black ink, appearing to read 'D. Fillpot', is written over a horizontal line.

Date May 10, 2024

OSURI SUBDIVISION MINOR PLAT

CITY OF WEST LAKE HILLS,
TRAVIS COUNTY, TEXAS



OWNER(S): GANGADHARAM GREGORY OSURI
ADDRESS: 2609 MARIA ANNA RD.
AUSTIN, TEXAS 78703
TOTAL ACREAGE: 1.743 ACRES
SURVEY: THOMAS J. CHAMBERS SURVEY NO. 504
NUMBER OF LOTS AND PROPOSED USE: 1 RESIDENTIAL LOT
DATE: APRIL 19, 2024
SURVEYOR: B & G SURVEYING, INC.
PHONE: (512) 458-6969 FAX: (512) 458-9845

LEGEND

- 1/2" REBAR FOUND
- 1/2" CAPPED REBAR SET
- CAPPED REBAR FOUND
- IRON PIPE FOUND
- () PER DN. 2020123781
- P.O.B. POINT OF BEGINNING
- B.L. BUILDING LINE
- P.U.E. PUBLIC UTILITY EASEMENT
- E.T.E. ELECTRIC/TELEPHONE EASEMENT

- R.O.W. RIGHT OF WAY
- D.N. DOCUMENT NUMBER
- CM CONTROL MONUMENT
- T.C.R.P.R. TRAVIS COUNTY REAL PROPERTY RECORDS
- T.C.O.P.R. TRAVIS COUNTY OFFICIAL PUBLIC RECORDS
- T.C.D.R. TRAVIS COUNTY DEED RECORDS
- T.C.P.R. TRAVIS COUNTY PLAT RECORDS

OWNER'S CERTIFICATE

STATE OF TEXAS §
COUNTY OF TRAVIS § KNOW ALL BY THESE PRESENTS:

Whereas, Gangadharam Gregory Osuri, owner of that 1.743 acre tract of land out of the Thomas J. Chambers Survey No. 504, in Travis County, Texas, conveyed to me by General Warranty Deed recorded in Document No. 2024024246, Official Public Records of Travis County, Texas; do hereby subdivide said 1.743 acres in accordance with the plat attached hereto, to be known as:

OSURI SUBDIVISION

and do hereby dedicate to the use of the public forever all streets, alleys, parks, watercourses, drains, public easements, and public places thereon shown for the purpose and consideration therein expressed, subject to any and all easements or restrictions heretofore granted and not released.

WITNESS MY HAND this the ____ day of _____, 20____, A.D.

GANGADHARAM GREGORY OSURI
2609 Maria Anna Rd
Austin, Texas 78703

NOTARY'S CERTIFICATE

STATE OF TEXAS §
COUNTY OF TRAVIS §

Before me, the undersigned authority, on this day personally appeared Gangadharam Gregory Osuri, known by me to be the person whose name is subscribed to the foregoing instrument and he acknowledged to me that he executed the same for the purposes and considerations expressed therein and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the ____ day of _____, 20____, A.D.

Notary Public In and For the State of Texas

My Commission Expires: _____

FIELD NOTES:

BEING A DESCRIPTION OF 1.743 ACRES OF LAND, MORE OR LESS, OUT OF THE THOMAS J. CHAMBERS SURVEY NO. 504, IN TRAVIS COUNTY, TEXAS, AND BEING THAT SAME TRACT DESCRIBED AS TRACT 1 IN THAT GENERAL WARRANTY DEED TO GANGADHARAM GREGORY OSURI IN DOC. NO. 2024024246, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS; SAID 1.743 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 1/2" rebar found in the south line of Yaupon Valley Road at the northeast corner of Lot 2 of McCasland Subdivision, a subdivision of record in Vol. 42, Pg. 25, Plat Records of Travis County, Texas, same being the southeast corner of the said 1.743 acre tract, for the southwest corner hereof;

THENCE along the common line of said Lot 2 and said 1.743 acre tract, S 46° 12' 00" W (Bearing Basis), a distance of 264.12 feet to a 1/2" rebar found in the north line of Lot 3, The Overlook At West Lake, a subdivision of record in Vol. 90, Pgs. 341-342, Plat Records of Travis County, Texas, at the northwest corner of said Lot 2 and the southwest corner of said 1.743 acre tract, for the southwest corner hereof;

THENCE along the northwest line of said Lot 3 and the southeast line of the said 1.743 acre tract, N 59° 50' 00" W, a distance of 150.65 feet to a 1/2" iron pipe found in the west line of a called 0.869 acre tract conveyed to Charles Michael and Anne Riley Walker in Doc. 2004171307, Official Public Records, Travis County, Texas, at the northwest corner of said Lot 3, for the southernmost southwest corner hereof;

THENCE along the west line of said Walker tract and the east line of said 1.743 acre tract, N 30° 51' 54" E, a distance of 103.33 feet to 1/2" rebar found at the northeast corner of said Walker tract, the east corner of a called 25,601 square feet tract conveyed to Darush Rahmani and Sara Rahmani in Doc. 2020113730, Official Public Records, Travis County, Texas, and the southeast corner of Lot 1, Anne Kerbey Clark Addition, a subdivision of record in Travis County, Texas, in Vol. 82, Pg. 311, Plat Records of Travis County, Texas, same being an angle point in said 1.743 acre tract, for an angle point hereof;

THENCE along the west line of said Lot 1 and the east line of said 1.743 acre tract, N 07° 32' 14" E, a distance of 173.94 feet to 1/2" rebar with All Points cap found at an angle point in said 1.743 acre tract, for an angle point hereof;

THENCE N 43° 43' 10" W, a distance of 171.52 feet to 1/2" rebar found at the westernmost southwest corner of the said 1.743 acre tract, for an outside corner hereof;

THENCE N 34° 44' 17" E, a distance of 3.69 feet to 1/2" rebar with All Points cap found in the south right of way line of said Yaupon Valley Road at the northwest corner of the said 1.743 acre tract, for the northwest corner hereof;

THENCE along the south right of way line of said Yaupon Valley Road the following courses:
1) S 57° 51' 19" E, a distance of 108.67 feet to 1/2" rebar with All Points cap found;
2) S 72° 43' 35" E, a distance of 129.32 feet to 1/2" rebar found;
3) S 55° 29' 29" E, a distance of 131.05 feet to 1/2" rebar found;
4) S 18° 57' 55" E, a distance of 116.90 feet to the Place of Beginning and containing 1.743 acres of land, more or less.

DATE: 04/19/2024
JOB # B0306124_PLAT
REVISED: 07/09/24
PAGE # 1 OF 2



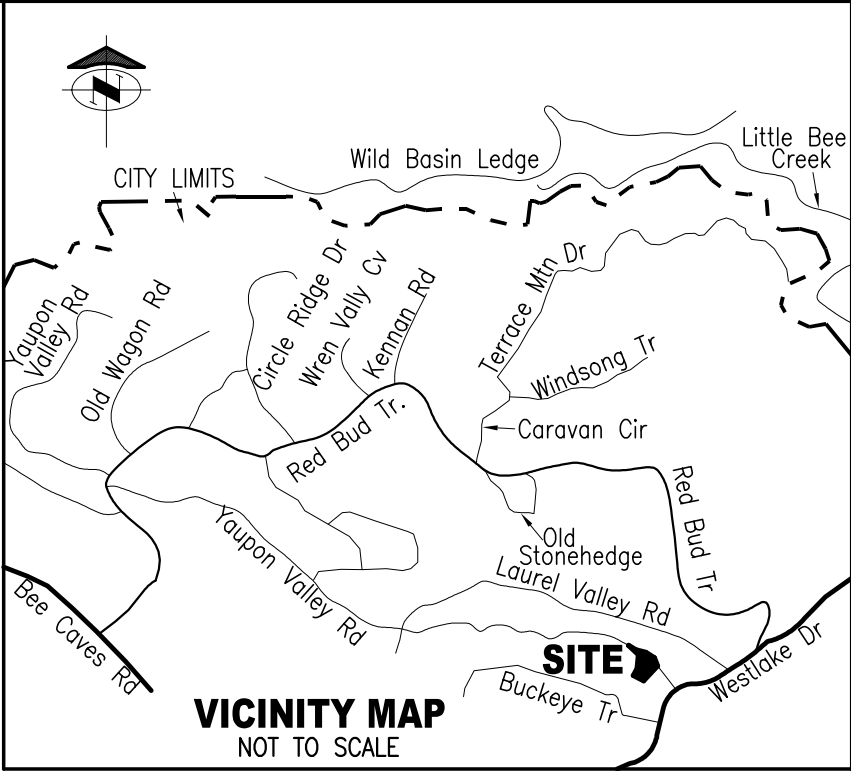
B & G SURVEYING, LLC
FIRM REGISTRATION NO. 100363-00
WWW.BANDGSURVEY.COM
1404 West North Loop Blvd.
Austin, Texas 78756
Office 512*458-6969

OSURI SUBDIVISION MINOR PLAT

CITY OF WEST LAKE HILLS,
TRAVIS COUNTY, TEXAS

PLAT NOTES:

- 1) EVERY LOT WITHIN THE CITY’S MUNICIPAL BOUNDARIES IN THIS SUBDIVISION IS SUBJECT TO CHAPTER 18 OF THE WEST LAKE HILLS CODE, AS AMENDED. NO SEPTIC SYSTEM OR OTHER PRIVATE SEWAGE FACILITY MAY BE CONSTRUCTED IN THE CITY UNTIL THE CITY OF WEST LAKE HILLS HAS ISSUED A PERMIT FOR ITS CONSTRUCTION. NO PRIVATE SEWAGE FACILITY IN THE CITY MAY BE USED UNTIL THE FACILITY HAS BEEN APPROVED AND LICENSED BY THE CITY. LOT SIZE REQUIREMENTS FOR RESIDENTIAL AND COMMERCIAL PRIVATE SEWAGE FACILITIES SHALL CONFORM TO CONSTRUCTIONS AND DEVELOPMENT LIMITATIONS IN CHAPTER 18 OF THE WEST LAKE HILLS CODE, AS AMENDED.
- 2) WASTEWATER SERVICE IS PROVIDED BY ON–SITE SEWAGE FACILITY.
- 3) ALL STREETS, DRAINAGE, SIDEWALKS, EROSION CONTROLS, AND WATER AND WASTEWATER LINES ARE REQUIRED TO BE CONSTRUCTED AND INSTALLED TO CITY OF WEST LAKE HILLS STANDARDS
- 4) PRIOR TO CONSTRUCTION, A PERMIT MUST BE OBTAINED FROM THE CITY OF WEST LAKE HILLS.
- 5) THE OWNER OF THIS SUBDIVISION, AND HIS OR HER SUCCESSORS AND ASSIGNS, ASSUMES RESPONSIBILITY FOR THE PLANS FOR CONSTRUCTION OF SUBDIVISION IMPROVEMENTS WHICH COMPLY WITH APPLICABLE CODES AND REQUIREMENTS OF THE CITY OF WEST LAKE HILLS. THE OWNER UNDERSTANDS AND ACKNOWLEDGES THAT PLAT VACATION OR REPLATTING MAY BE REQUIRED, AT THE OWNER’S SOLE EXPENSE, IF PLANS TO CONSTRUCT THIS SUBDIVISION DO NOT COMPLY WITH SUCH CODES AND REQUIREMENTS.
- 6) NO BUILDINGS, FENCES, LANDSCAPING OR OTHER STRUCTURES ARE PERMITTED IN DRAINAGE EASEMENTS EXCEPT AS APPROVED BY THE CITY OF WEST LAKE HILLS.
- 7) ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNERS OR HIS OR HER ASSIGNS.
- 8) PROPERTY OWNER SHALL PROVIDE ACCESS TO ALL EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY GOVERNMENT AUTHORITIES.
- 9) ELECTRIC SERVICE IS PROVIDED BY AUSTIN ENERGY. AUSTIN ENERGY HAS THE RIGHT TO PRUNE AND/OR REMOVE TREES, SHRUBBERY AND OTHER OBSTRUCTIONS TO THE EXTENT NECESSARY TO KEEP THE EASEMENTS CLEAR. AUSTIN ENERGY WILL PERFORM ALL TREE WORK IN COMPLIANCE WITH THE CITY OF WEST LAKE HILLS CODE OF ORDINANCES. TREE & VEGETATION ORDINANCE ARTICLE 22.03, DIVISION 9.
- 10) THE OWNER SHALL BE RESPONSIBLE FOR INSTALLATION OF TEMPORARY EROSION CONTROL, REVEGETATION AND TREE PROTECTION.
- 11) WATER SERVICE IS PROVIDED BY TRAVIS COUNTY WATER CONTROL AND IMPROVEMENTS DISTRICT (WCID) NO. 10. THE WATER UTILITY SYSTEM SERVICING THIS SUBDIVISION MUST BE IN ACCORDANCE WITH THE WCID NO. 10 UTILITY DESIGN CRITERIA. THE WATER UTILITY PLAN MUST BE REVIEWED AND APPROVED BY WCID NO. 10. ALL WATER CONSTRUCTION MUST BE INSPECTED BY WCID NO. 10.
- 12) BY APPROVING THIS PLAT, THE CITY OF WEST LAKE HILLS ASSUMES NO OBLIGATION TO CONSTRUCT ANY INFRASTRUCTURE IN CONNECTION WITH THIS SUBDIVISION. ANY SUBDIVISION INFRASTRUCTURE REQUIRED FOR DEVELOPMENT OF THE LOTS IN THIS SUBDIVISION IS THE RESPONSIBILITY OF THE DEVELOPER AND/OR THE OWNERS OF THE LOTS. FAILURE TO CONSTRUCT ANY REQUIRED INFRASTRUCTURE TO THE CITY STANDARDS MAY BE CAUSE FOR THE CITY TO DENY APPLICATIONS FOR CERTAIN DEVELOPMENT PERMITS, SITE PLAN APPROVALS, AND/OR CERTIFICATES OF OCCUPANCY.
- 13) A 10 FOOT ELECTRIC AND TELECOMMUNICATIONS EASEMENT IS HEREBY DEDICATED ALONG THE RIGHT–OF–WAY OF YAUPON VALLEY DRIVE.
- 14) ALL LOTS IN THIS SUBDIVISION ARE ZONED R–1, REFERENCE TO CODE SEC. 36.01.007
- 15) ALL OF THE LAND DEPICTED ON THIS PLAT IS LOCATED WITHIN THE FULL PURPOSE MUNICIPAL BOUNDARIES OF THE CITY OF WEST LAKE HILLS, TEXAS.
- 16) CLEARING AND PRESERVATION OF VEGETATION & IMPERVIOUS COVER REQUIREMENTS SHALL CONFORM TO THE CITY OF WEST LAKE HILLS CODE, AS AMENDED.
- 17) SITE CLEARANCE, SITE DISTURBANCE AND IMPERVIOUS COVER NOTE: EVERY LOT OR UNIT IN THIS SUBDIVISION IS SUBJECT TO THE CITY OF WEST LAKE HILLS SITE CLEARANCE PROCEDURES. NO SITE CLEARANCE, EXCAVATION, GRADING OR LANDFILL SHALL COMMENCE UNLESS A PERMIT SHALL HAVE FIRST BEEN ISSUED FOR SUCH WORK IN ACCORDANCE WITH THE PROVISIONS OF APPLICATION ORDINANCES. IMPERVIOUS COVER SHALL NOT EXCEED THE MAXIMUM PERCENTAGE PERMITTED UNDER CITY ORDINANCE.
- 18) THIS SUBDIVISION IS LOCATED WITHIN THE FULL PUPOSE MUNICIPAL BOUNDARIES OF THE CITY OF WEST LAKE HILLS ON THIS THE 18th DAY OF APRIL, 2024 A.D.
- 19) THE BENCHMARK USED FOR THIS SUBDIVISION IS A SPINDLE SET IN ASHPALT DRIVE APPROXIMATELY 26 FEET SOUTH–SOUTHEAST OF THE WESTERNMOST SOUTHWEST PROPERTY CORNER, NEAR YAUPON VALLEY ROAD. ASSUMED ELEVATION = 100.00’.
- 20) NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE APPROVED WATER AND WASTEWATER COMMECTION FACILITIES.
- 21) WASTEWATER AND WATER SYSTEMS SHALL CONFORM TO TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ).
- 22) DEVELOPER OR PROPERTY OWNER SHALL BE SOLELY RESPONSIBLE FOR ALL RELOCATION AND MODIFICATIONS TO EXISTING UTILITIES.
- 23) ALL EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS OR HER ASSIGNEES.
- 24) EROSION AND SEDIMENTATION CONTROLS CONSTRUCTED IN ACCORDANCE WITH THE CODE OF ORDINANCES OF THE CITY OF WEST LAKE HILLS ARE REQUIRED FOR ALL CONSTRUCTION ON EACH LOT.
- 25) PUBLIC UTILITY AND DRAINAGE EASEMENTS WHERE SHOWN AND/OR DESCRIBED HEREON ARE INTENDED TO INDICATE AN EASEMENT FOR CONSTRUCTION, OPERATION, AND MAINTENANCE OF PUBLIC UTILITIES AND DRAINAGE WAYS; INCLUDING, BUT NOT LIMITED TO, SANITARY SEWERS, FORCE MAINS, WATER LINES, TELEPHONE SIGNAL CONDUITS, ELECTRIC CONDUCTORS, DRAINAGE PIPES, AND NATURAL GAS LINES.
- 26) FOR SUBDIVISIONS WITHIN THE CITY LIMITS OF THE CITY OF WEST LAKE HILLS: STREETS, ROADS AND OTHER PUBLIC THOROUGHFARES SHOWN ON PLAT: THE BUILDING OF ALL STREETS, ROADS AND OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT, AND ANY BRIDGES OR CULVERTS NECESSARY TO BE CONSTRUCTED OR PLACED IN SUCH STREETS, ROADS OR OTHER PUBLIC THOROUGHFARES OR IN CONNECTION THEREWITH, SHALL BE THE RESPONSIBILITY OF THE OWNER AND/OR DEVELOPER OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS PRESCRIBED BY THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS, TRAVIS COUNTY, TEXAS, IF SAID PLAT IS WITHIN THE CITY LIMITS OF THE CITY OF WEST LAKE HILLS, TEXAS. THE CITY OF WEST LAKE HILLS, TEXAS, ASSUMES NO RESPONSIBILITY TO BUILD ANY OF THE STREETS, ROADS OR OTHER PUBLIC THOROUGHFARES SHOWN ON THIS PLAT OR ANY BRIDGES OR CULVERTS IN CONNECTION THEREWITH. ALL CURB CUTS, ENTRANCES AND EXITS ONTO PUBLIC STREETS OR HIGHWAYS SHALL FIRST BE APPROVED BY THE CITY OF WEST LAKE HILLS, TEXAS.
- 27) SETBACK LINES SHALL BE IN ACCORDANCE WITH THE ORDINANCES OF THE CITY OF WEST LAKE HILLS.
- 28) THIS PLAT CONFORMS TO THE PRELIMINARY PLAT APPROVED BY THE ZONING AND PLANNING COMMISSION ON JUNE 19, 2024.



CERTIFICATION BY WCID No. 10:

THE TRACT OF LAND DESCRIBED ON THIS PLAT IS WITHIN THE BOUNDARIES OF TRAVIS COUNTY WATER CONTROL AND IMPROVEMENTS DISTRICT (WCID) No. 10 AND HAS WATER SERVICE AVAILABLE.

PAUL BARKER
PRESIDENT OF THE BOARD WCID NO. 10

DATED:_____

CERTIFICATION BY THE CITY ADMINISTRATOR:

I, THE UNDERSIGNED, CITY ADMINISTRATOR OF THE CITY OF WEST LAKE HILLS, TEXAS, HEREBY CERTIFY THAT THIS SUBDIVISION PLAT CONFORMS TO ALL SUBDIVISION REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THE CITY FOR WHICH MY APPROVAL IS REQUIRED.

CITY ADMINISTRATOR
CITY OF WEST LAKE HILLS, TEXAS

DATED:_____

RECOMMENDATION BY THE ZONING AND PLANNING COMMISSION (ZAPCO) OF THE CITY:

THIS PLAT HAS BEEN SUBMITTED TO AN CONSIDERED BY THE ZONING AND PLANNING COMMISSION (ZAPCO) OF THE CITY OF WEST LAKE HILLS, TEXAS.

ROBERT MEISEL, ZAPCO CHAIRPERSON
CITY OF WEST LAKE HILLS, TEXAS

DATED:_____

APPROVAL OF THE CITY COUNCIL:

APPROVED AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS, TEXAS.

DATED THIS THE _____ DAY OF _____, 20____ A.D.

JAMES VAUGHAN, MAYOR
CITY OF WEST LAKE HILLS, TEXAS

ATTEST:

CITY SECRETARY

STATE OF TEXAS §

COUNTY OF TRAVIS §

I, Dyana Limon–Mercado, Clerk of Travis County, Texas, do hereby certify that the foregoing instrument of writing and its Certificate of Authentication was filed for record in my office on the _____ day of _____, 20____, A.D. at _____ o'clock ____M. duly recorded on the _____ day of _____, 20____ A.D., at _____ o'clock ____M. of said County and State in Document Number _____ Official Public Records of Travis County.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK,

this the ____ day of _____, 20____, A.D.

DYANA LIMON–MERCADO, COUNTY CLERK TRAVIS COUNTY, TEXAS

BY: _____
DEPUTY

SURVEYOR’S CERTIFICATE

STATE OF TEXAS §
COUNTY OF TRAVIS §

I, VICTOR M. GARZA, IN THE STATE OF TEXAS, HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT AND WAS PREPARED FROM THE ACTUAL SURVEY OF THE PROPERTY MADE UNDER MY SUPERVISION ON THE GROUND. AND I CERTIFY THAT THE PROPERTY SHOWN HEREON IS NOT WITHIN A SPECIAL FLOOD HAZARD AREA AS IDENTIFIED BY THE FEDERAL INSURANCE ADMINISTRATION DEPARTMENT OF HUD FLOOD HAZARD BOUNDARY MAP 48453C0445K, ZONE "X" DATED JANUARY 22, 2020.

Victor M. Garza RPLS #4740
B & G Surveying, LLC
1404 West North Loop Blvd.
Austin, Texas 78756
Phone (512) 458–6969

Date:_____

DATE: 04/19/2024 JOB # B0306124_PLAT	REVISED: 07/09/24 PAGE # 2 OF 2
B & G SURVEYING, LLC FIRM REGISTRATION NO. 100363–00 WWW.BANDGSURVEY.COM 1404 West North Loop Blvd. Austin, Texas 78756 Office 512*458–6969	



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>July 24, 2024</u>	Item Number:	<u>5i</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u></u>
Exhibits:	<u>Proposed Ordinance</u>	Source of Funds:	<u>General Fund FY 24</u>

Subject

Approve an Ordinance affirming term and compensation for the Municipal Judge.

Recommendation

Staff recommend approval.

Discussion

As noted in the findings of the proposed ordinance, the Judge is appointed by ordinance by the City Council, however, no record of an ordinance is on file. Action on the ordinance also establishes that the term of two years runs concurrently with that of the Mayor.

The Judge is a part-time employee of the city and compensated on an hourly basis.

Judge Ryan has been serving the City of West Lake Hills as the presiding judge since January 26, 2022.

ORDINANCE NO. 2024-008

**ORDINANCE OF THE CITY OF WEST LAKE HILLS, TEXAS AFFIRMING TERM
AND COMPENSATION FOR THE MUNICIPAL JUDGE**

WHEREAS, the City of West Lake Hills City Code provides in Section 1.05.007 that the City Council shall appoint a municipal judge, who shall be an attorney licensed to practice law in Texas and shall fix the compensation for that office and that all municipal judges shall serve at the will of the Council and shall receive compensation fixed by the City Council; and

WHEREAS, the City Council took action on January 26, 2022 to appoint Ryan Henry as Municipal Judge for the City of West Lake Hills;

WHEREAS, Judge Henry is paid a salary of \$100 per hour and paid based on timesheet entry for each pay period;

WHEREAS, the Municipal Judge is classified as a part-time position with duties defined within the City Code;

WHEREAS, the Municipal Judge needs to be available typically 2 times per month on the second and third Thursday of each month but may vary depending on the criminal and civil docket schedule, unless alternate arrangements have been made with an Associate Judge to provide coverage for said proceedings;

WHEREAS, the Municipal Judge may need to respond to city email, phone and/or text correspondence on days that the West Lake Hills court is in session; and

WHEREAS, Texas Government Code Section 29.005 provides that a municipal court judge who is not reappointed by the 91st day following the expiration of a term of office shall, absent action by the appointing authority, continue to serve for another term of office beginning on the date the previous term of office expired.

NOW THEREFORE, BE IT RESOLVED that:

1. The City Council hereby affirms the term of Judge Ryan Henry for a two-year term beginning July 1, 2024 and ending June 30, 2026; and
2. The City Council hereby approves compensation in the amount of \$100 per hour worked based on timesheet entry for each pay period.

Passed and approved this 24th day of July 2024.

James Vaughan, Mayor

ATTEST:

Terry Blanchard, TRMC
City Secretary

APPROVED AS TO FORM:

Josh Brockman-Weber
City Attorney



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>July 24, 2024</u>	Item Number:	<u>5j</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u></u>
Exhibits:	<u>Proposed Ordinance</u>	Source of Funds:	<u>General Fund FY 25</u>

Subject

Approving an Ordinance affirming term and compensation for the Associate Municipal Judge.

Recommendation

Staff recommend approval.

Discussion

As noted in the findings of the proposed ordinance, the Associate Judge is appointed by ordinance by the City Council, however, no record of an ordinance is on file. Action on the ordinance also establishes that the term of two years runs concurrently with that of the Mayor.

Like the Judge, the Associate Judge is a part time employee of the city and compensated on an hourly basis.

Judge Caballero has been serving the City of West Lake Hills in this capacity since January 26, 2022.

ORDINANCE NO. 2024-009

**ORDINANCE OF THE CITY OF WEST LAKE HILLS, TEXAS AFFIRMING TERM
AND COMPENSATION FOR THE ASSOCIATE MUNICIPAL JUDGE**

WHEREAS, the City of West Lake Hills City Code provides in Section 1.05.007 that the City Council shall appoint a municipal judge, who shall be an attorney licensed to practice law in Texas and shall fix the compensation for that office and that all municipal judges shall serve at the will of the Council and shall receive compensation fixed by the City Council; and

WHEREAS, there shall also be as many as three (3) alternate judges appointed by the City Council, subject to the same qualifications, who shall have all the powers and shall discharge all the duties of a municipal judge while serving as municipal judge. Each alternate judge shall be appointed for a term of two (2) years; and

WHEREAS, the City Council took action on January 26, 2022 to appoint Jay Caballero as Associate Municipal Judge for the City of West Lake Hills; and

WHEREAS, Judge Caballero is paid a salary of \$100 per hour and paid based on timesheet entry for each pay period; and

WHEREAS, the Associate Municipal Judge is classified as a part-time position with duties including to preside over the Municipal Court of Record No. 1 for class C Misdemeanor cases when the Presiding Judge is not available; and

WHEREAS, the Associate Municipal Judge may review and/or sign court documents at the direction of the Presiding Judge; and

WHEREAS, the Associate Municipal Judge needs to be available typically 2 times per month on the second and third Thursday of each month but may vary depending on the criminal and civil docket schedule to fill in if needed for the Municipal Judge; and

WHEREAS, the Associate Municipal Judge may need to respond to city email, phone and/or text correspondence on days that the West Lake Hills court is in session; and

WHEREAS, Texas Government Code Section 29.005 provides that a municipal court judge who is not reappointed by the 91st day following the expiration of a term of office shall, absent action by the appointing authority, continue to serve for another term of office beginning on the date the previous term of office expired.

NOW THEREFORE, BE IT RESOLVED that:

1. The City Council hereby affirms the term of Associate Judge Jay Caballero for two-year term beginning July 1, 2024 and ending June 30, 2026; and
2. The City Council hereby approves compensation in the amount of \$100 per hour worked based on timesheet entry for each pay period.

Passed and approved this 24th day of July 2024.

James Vaughan, Mayor

ATTEST:

Terry Blanchard, TRMC
City Secretary

APPROVED AS TO FORM:

Josh Brockman-Weber
City Attorney



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	July 24, 2024	Item Number:	6
	Building & Development		
Department:	Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

Discuss and consider action to revise the scope of work for the FY24 Streets and Drainage Maintenance Projects, including review of the removal or revision of drainage improvement for North Peak Road.

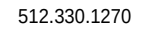
Recommendation

Staff recommend providing direction to city staff for possible revisions to the projects.

Discussion

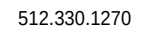
In 2021, the West Lake Hills voters approved the street maintenance sales tax collection. The work proposed for this years is a mix of street repaving projects identified in the pavement condition study and street drainage improvements, identified in the [2016-2017 Drainage Master Plan](#) study. For the fiscal year 2023-2024, the projects were determined in 2023, using the studies as the starting point. The engineering team with Walter P. Moore designed the drainage improvements, the specifications for the different levels of street paving treatments and the sections of streets where the treatments would be applied. The plans were finalized in May 2024. The city held an open house on June 13, 2024, to update the community on the upcoming schedule for the work to be completed.

Since the open house, four residents of North Peak have contacted city staff on concerns for the improvements that will run in the right-of-way in front of their properties. The improvement proposed for drainage is an open channel with a 1-foot-wide concrete bottom running parallel to the east side of the street. North Peak Road is a 60-foot-wide right-of-way, and the existing street is less than 20 feet in width. With a large area between the property lines and street pavement, many residents have placed trees, parking areas, and other landscape elements into the right-of-way. The residents are concerned about the impact on the trees and the removal of other private improvements in the right-of-way.

[illegible]NORTH PEAK RD -
SURVEY PLAN

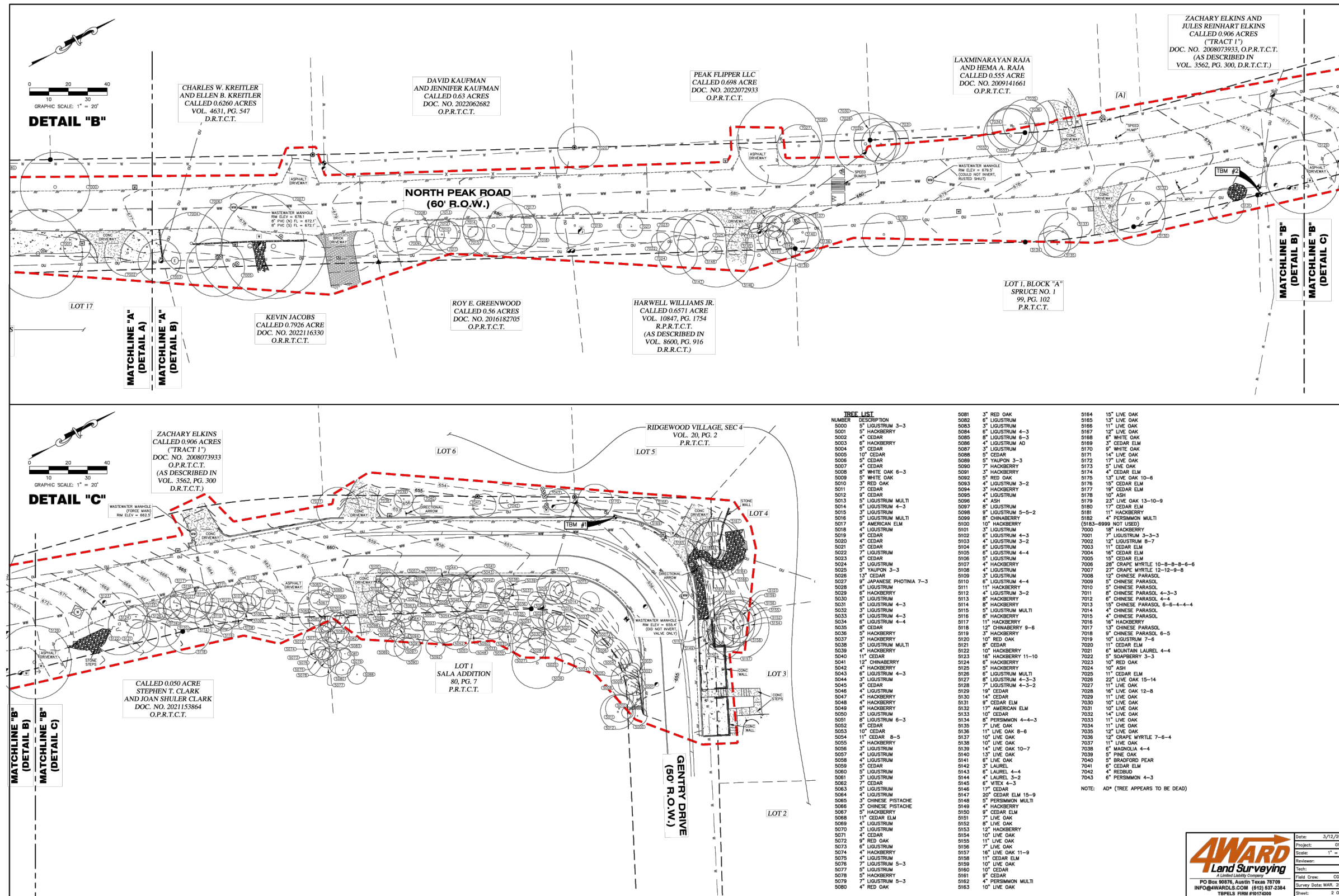
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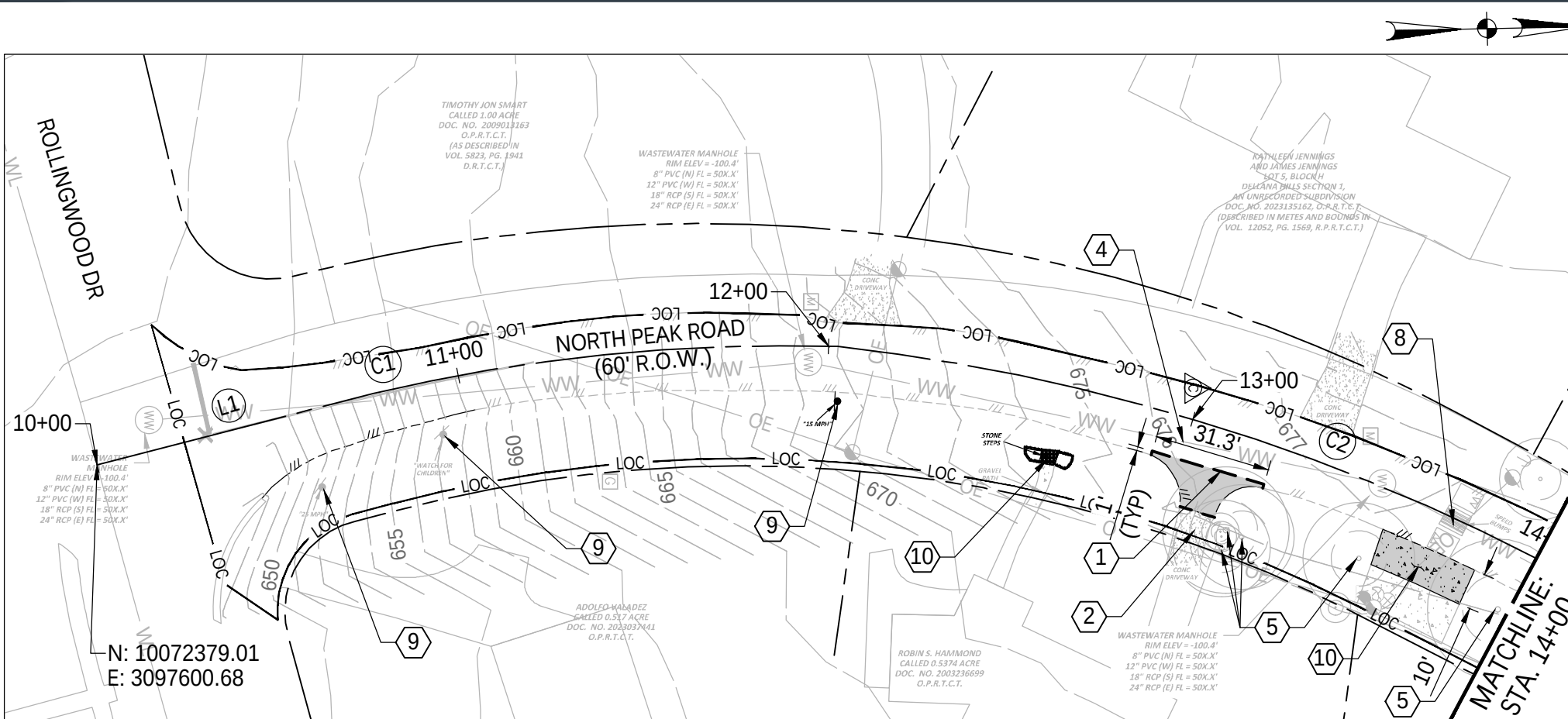
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Page 92 of 193



FOR REFERENCE ONLY



LEGEND

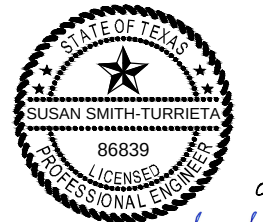
	EXISTING	PROPOSED
Curb	---	---
Edge of Pavement	---	---
R.O.W.	---	---
Curve Number		C1
Storm Sewer/MH	STM	STM
Large Diam Storm Sewer/MH	STM	STM
Curb Inlet/Grate Inlet	STM	STM
Sanitary Sewer/MH/Cleanout	WW	WW
Large Diam Sanitary Sewer/MH	WW	WW
Water Line/Fire Hydrant/Valve	W	W
Gas	G	G
Electric	OE	OE
Phone	UT	UT
Fence	X	X
Contour	-90	-90
Easement		
Slope		1%
Top of Pavement		TP 42.25
Top of Wall		TW 42.25
Finished Grade		FG 42.25
Top of Grade		TG 42.25
Flow Line		FL 42.25
Detail Number		5
Detail Sheet Number		C5.0
Limits of Construction	LOC	LOC
Approx Limits of Floodplain		
Sawcut		
Proposed Swale		
Drum		
Sign		
TYPE III BARRICADE		
DIRECTION OF TRAFFIC FLOW		
CHANNELIZING DEVICE		



Walter P. Moore and Associates, Inc.
401 S 1st St., Suite 600
Austin, Texas 78704
512.330.1270

CITY OF WEST LAKE HILLS STREET REHAB & DRAINAGE IMPROVEMENTS

Walter P. Moore and Associates, Inc.
TBPELS Firm Registration No. 1856



06-11-2024
Susan Smith-Turrieta

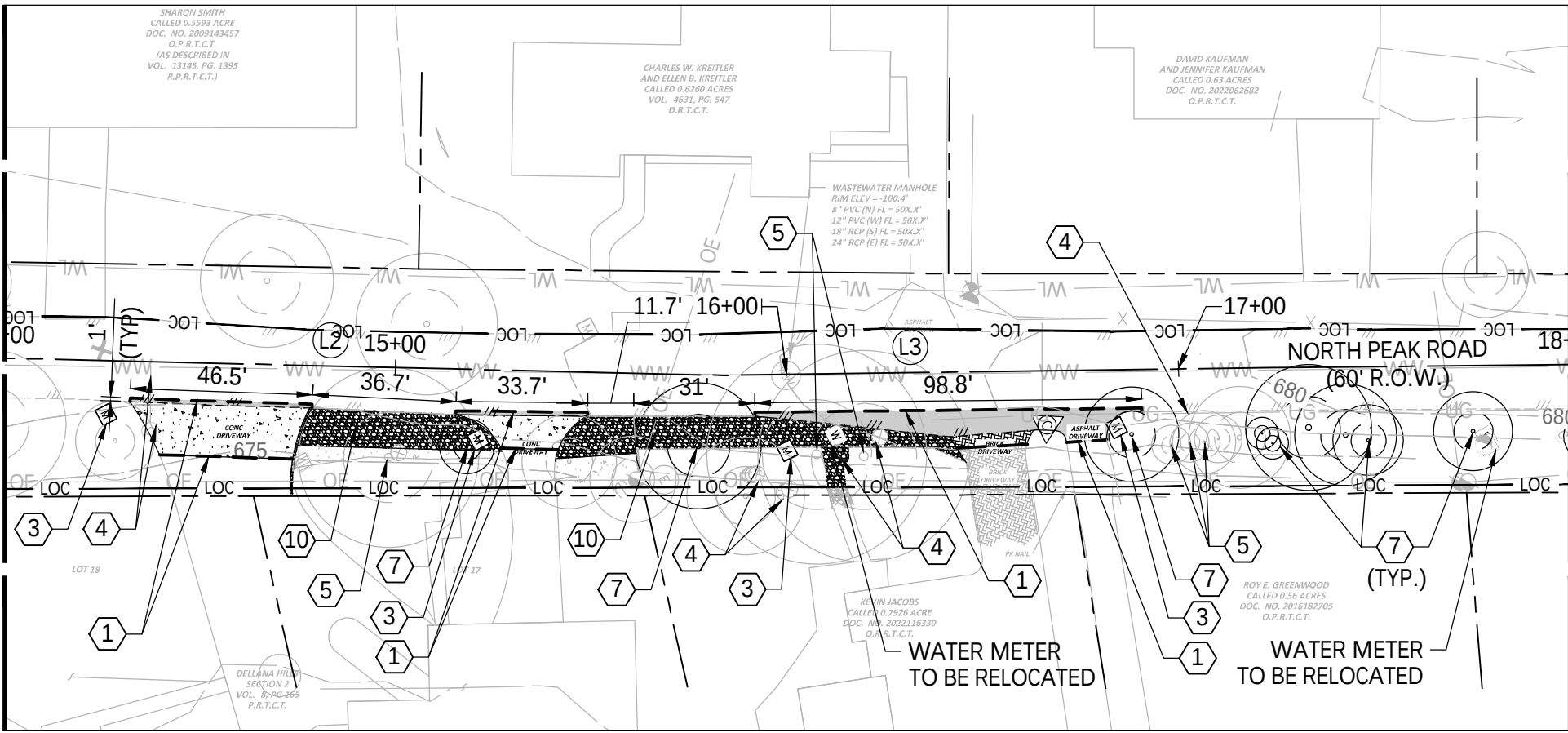
NO.	DATE	REVISION

PROJECT NO. C02-23011-00	DESIGNED BY ZS/ESM	REVIEWED BY SST	DRAWN BY AC
ORIGINAL ISSUE			DATE 06-10-2024

NORTH PEAK RD - DEMOLITION PLAN

C29.2

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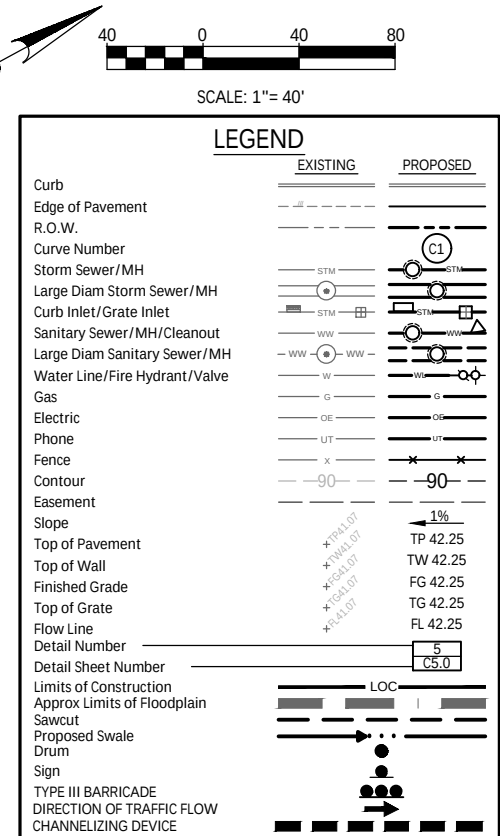
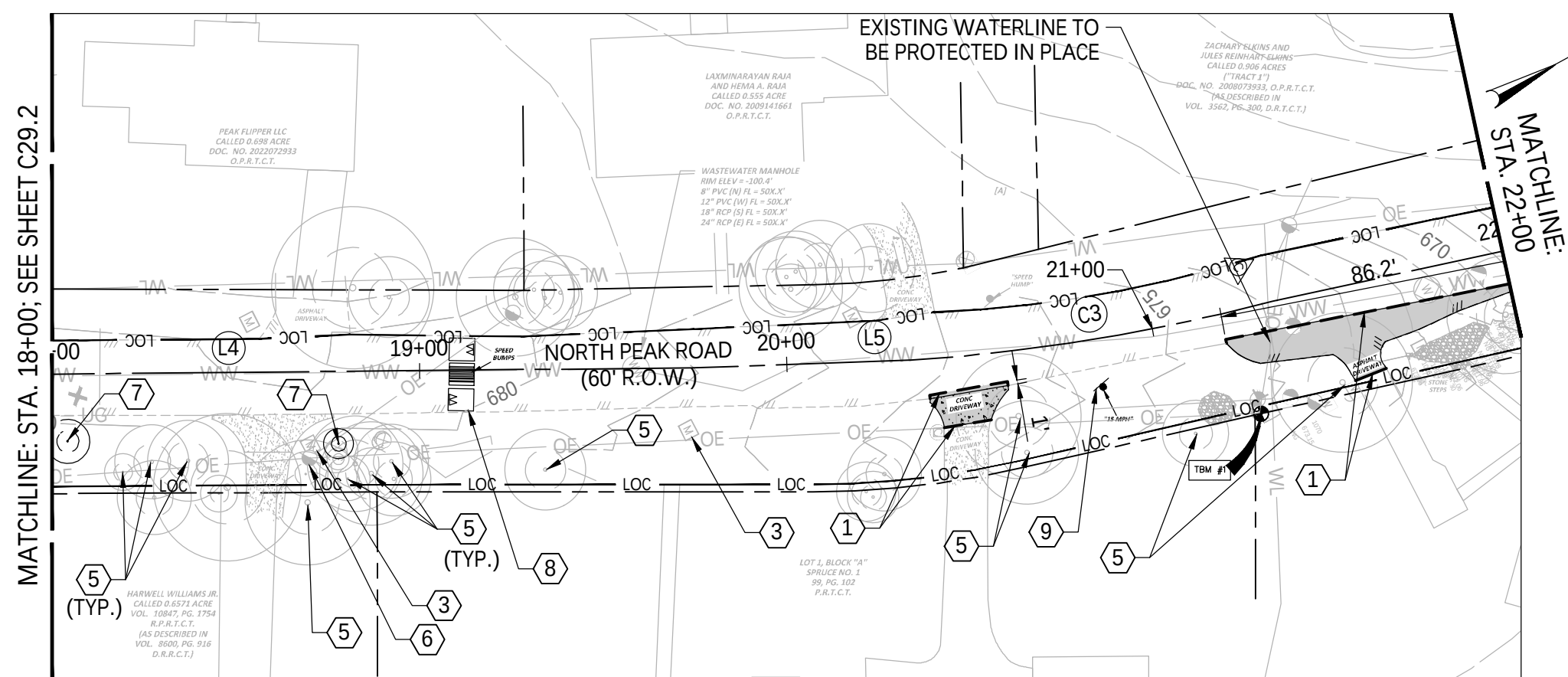


MATCHLINE: STA. 18+00;
SEE SHEET C29.3

- SHEET NOTES**
- CONTRACTOR TO COORDINATE CONSTRUCTION WITH THE CITY AND HOMEOWNERS AS ACCESS TO HOMES WILL BE IMPACTED
 - ALL PROPOSED WORK TO REMAIN WITHIN THE CITY RIGHT OF WAY
 - CONTRACTOR TO CLEAR & GRUB IN THE ROW AS NEEDED FOR CONSTRUCTION BUT SHALL CONTACT CITY AND ENGINEER BEFORE REMOVING PROTECTED TREES (>10" DIA)
- KEY NOTES**
- FULL-DEPTH SAWCUT
 - CONTRACTOR RESPONSIBLE FOR PROTECTING EXISTING PAVEMENT/STRUCTURE. ANY DAMAGE TO BE REPAIRED AT THEIR EXPENSE TO ORIGINAL OR BETTER CONDITION
 - PROTECT IN PLACE EXISTING MAILBOX OR REMOVE AND RE-INSTALL AFTER CONSTRUCTION IS COMPLETE
 - PROTECT IN PLACE EXISTING UTILITY
 - PROTECT IN PLACE EXISTING TREE
 - PROTECT IN PLACE EXISTING POWER POLE
 - REMOVE EXISTING TREE
 - REMOVE AND REINSTALL SPEED BUMP
 - CONTRACTOR TO PROTECT OR REMOVE, STORE AND REINSTALL EXISTING TRAFFIC SIGN
 - REMOVE LANDSCAPING IN THE ROW AS NEEDED FOR CONSTRUCTION

Line Table: Alignments		
Line #	Length	Direction
L1	76.616	N14° 31' 14.32"W
L2	184.193	N28° 39' 47.36"E
L3	138.627	N26° 27' 55.86"E
L4	251.089	N26° 44' 17.47"E
L5	60.136	N25° 15' 02.01"E
L6	134.068	N15° 04' 24.61"E
L7	74.820	N21° 08' 12.69"E
L8	93.278	N28° 43' 40.35"E
L9	72.242	S63° 58' 48.97"E

Curve Table: Alignments			
Curve #	Radius	Length	Chord Direction
C1	482.760	125.873	N05° 45' 35.14"W
C2	539.456	197.368	N16° 53' 04.08"E
C3	511.253	99.710	N17° 59' 45.38"E
C4	46.190	59.943	N62° 42' 07.65"E
C5	25.000	7.042	S72° 03' 00.71"E



**walter
p moore**

Walter P. Moore and Associates,
Inc.
401 S 1st St., Suite 600
Austin, Texas 78704

512.330.1270

CITY OF WEST LAKE HILLS STREET REHAB & DRAINAGE IMPROVEMENTS

Walter P. Moore and Associates, Inc.
TBPELS Firm Registration No. 1856



06-11-2024

Lusan Smith Turrieta

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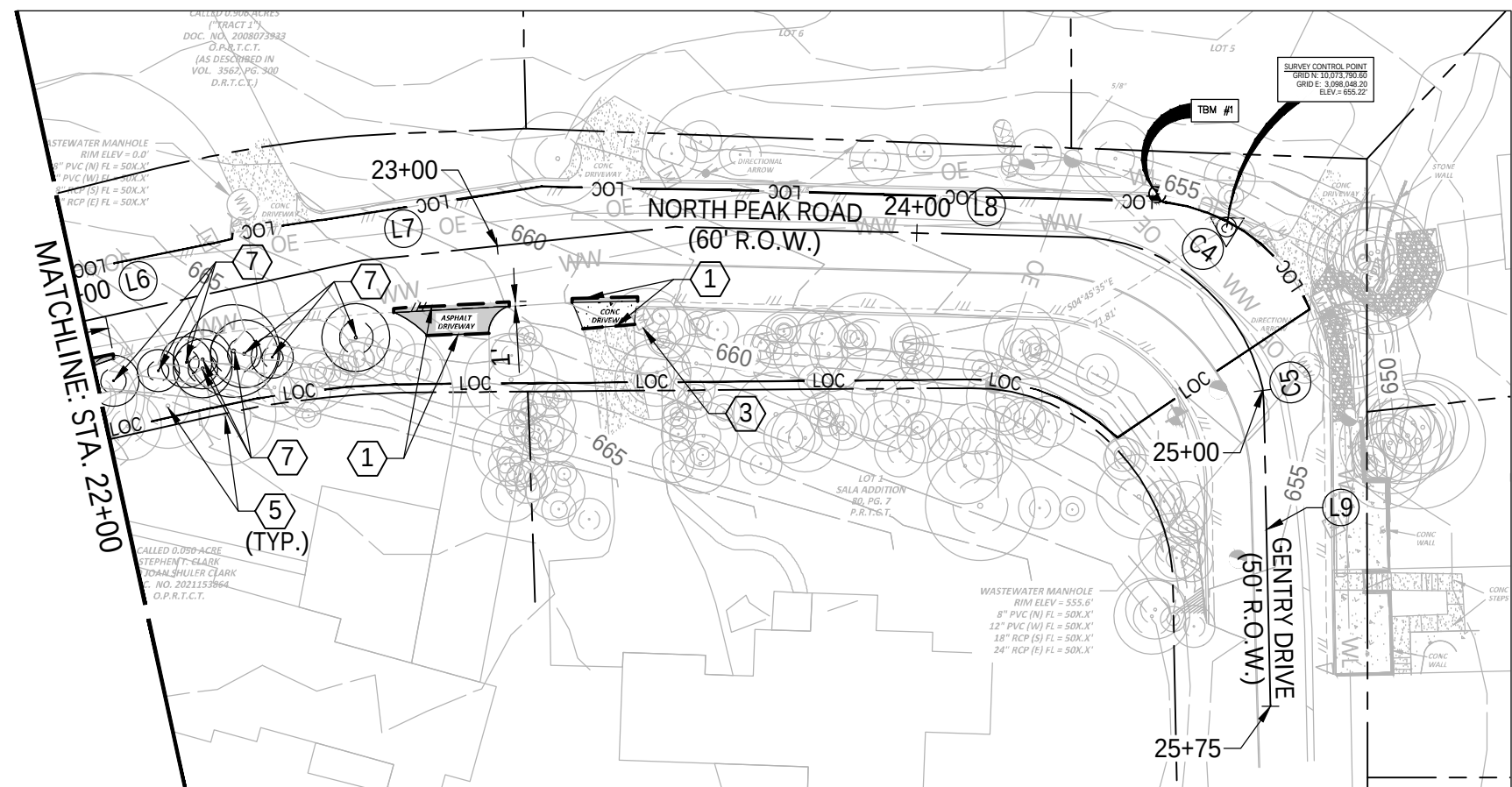
PROJECT NO.
C02-23011-00

DESIGNED BY ZS/ESM	REVIEWED BY SST	DRAWN BY AC
ORIGINAL ISSUE		DATE 06-10-2024

NORTH PEAK RD -
DEMOLITION PLAN

C29.3

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Line Table: Alignments		
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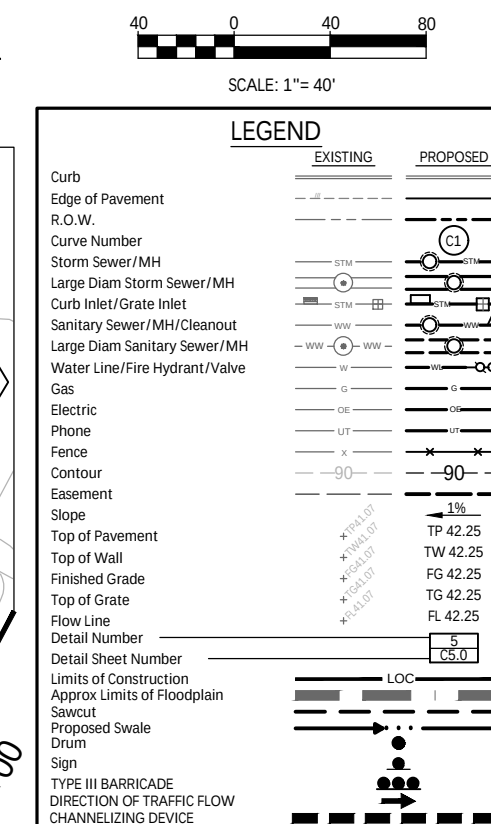
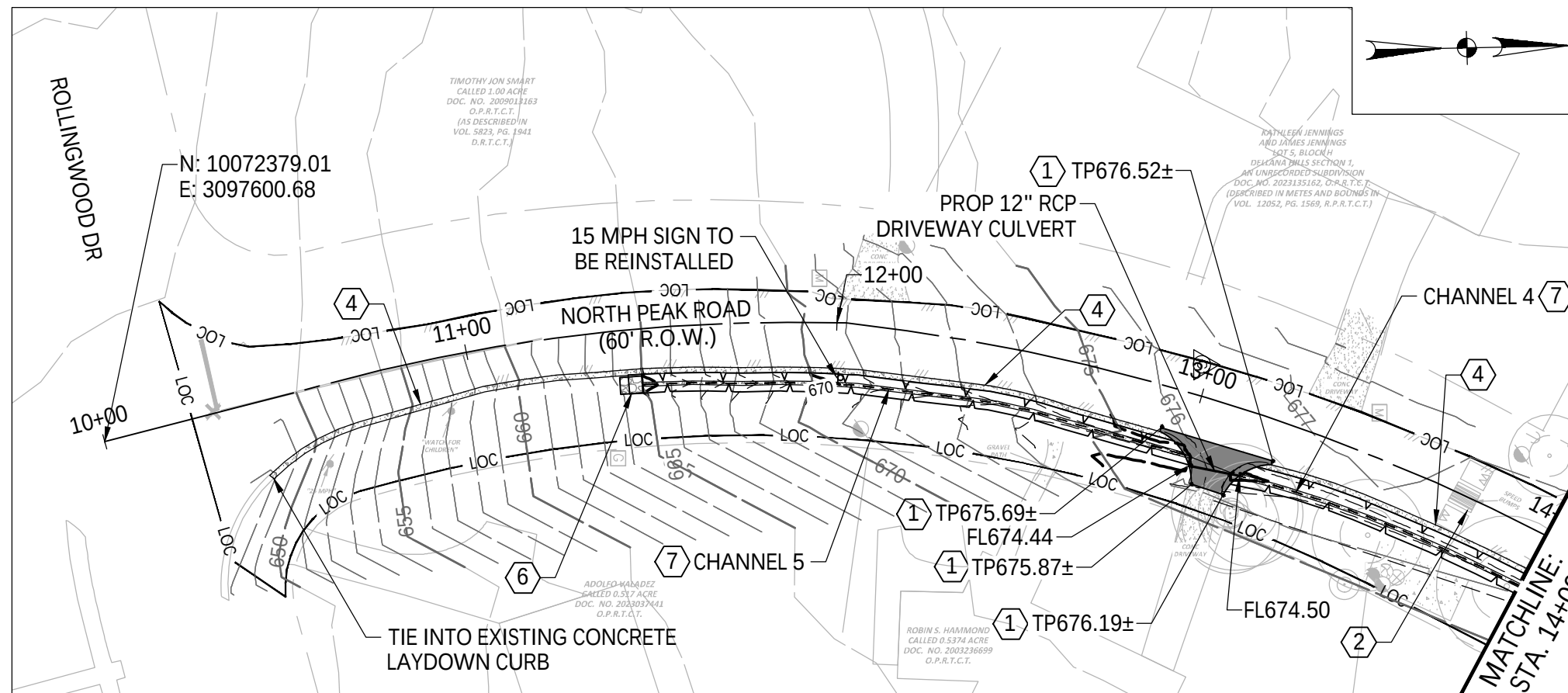
1. CONTRACTOR TO COORDINATE CONSTRUCTION WITH THE CITY AND HOMEOWNERS AS ACCESS TO HOMES WILL BE IMPACTED
2. ALL PROPOSED WORK TO REMAIN WITHIN THE CITY RIGHT OF WAY
3. CONTRACTOR TO CLEAR & GRUB ROW AS NEEDED FOR CONSTRUCTION BUT SHALL CONTACT CITY AND ENGINEER BEFORE REMOVING PROTECTED TREES (>10")

KEY NOTES

- 1 FULL-DEPTH SAWCUT
- 2 CONTRACTOR RESPONSIBLE FOR PROTECTING EXISTING PAVEMENT/STRUCTURE. ANY DAMAGE TO BE REPAIRED AT THEIR EXPENSE TO ORIGINAL OR BETTER CONDITION
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- 5 PROTECT IN PLACE EXISTING TREE
- 6 PROTECT IN PLACE EXISTING POWER POLE
- 7 REMOVE EXISTING TREE
- 8 REMOVE AND REINSTALL SPEED BUMP
- 9 CONTRACTOR TO PROTECT OR REMOVE, STORE AND REINSTALL EXISTING TRAFFIC SIGN
- 10 REMOVE LANDSCAPING IN THE ROW AS NEEDED FOR CONSTRUCTION

Line Table: Alignments		
Line #	Length	Direction
L1	76.616	N14° 31' 14.32"W
L2	184.193	N28° 39' 47.36"E
L3	138.627	N26° 27' 55.86"E
L4	251.089	N26° 44' 17.47"E
L5	60.136	N25° 15' 02.01"E
L6	134.068	N15° 04' 24.61"E
L7	74.820	N21° 08' 12.69"E
L8	93.278	N28° 43' 40.35"E
L9	72.242	S63° 58' 48.97"E

Curve Table: Alignments			
Curve #	Radius	Length	Chord Direction
C1	482.760	125.873	N05° 45' 35.14"W
C2	539.456	197.368	N16° 53' 04.08"E
C3	511.253	99.710	N17° 59' 45.38"E
C4	46.190	59.943	N62° 42' 07.65"E
C5	25.000	7.042	S72° 03' 00.71"E



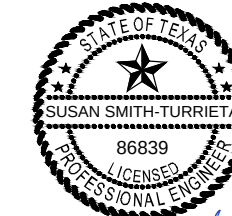
**walter
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CITY OF WEST LAKE HILLS STREET REHAB & DRAINAGE IMPROVEMENTS

Walter P. Moore and Associates, Inc.
TBPELS Firm Registration No. 1856



06-11-2024

Suzanne Smith-Turner

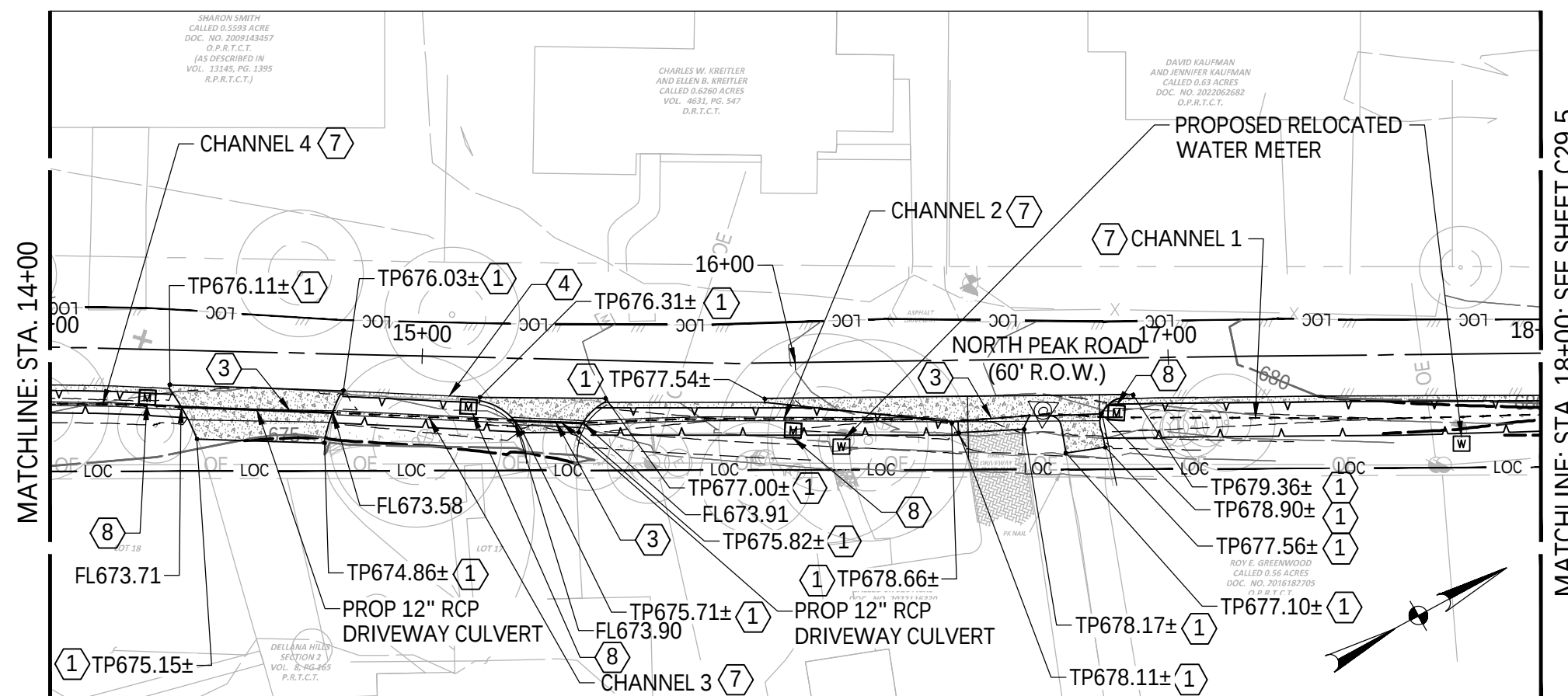
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PROJECT NO. C02-23011-00		
DESIGNED BY ZS/ESM	REVIEWED BY SST	DRAWN BY AC
ORIGINAL ISSUE		DATE 06-10-2021

NORTH PEAK RD - GRADING
PLAN

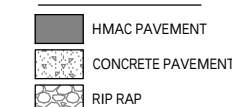
C29.4

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MATCHLINE: STA. 18+00: SEE SHEET C29.5

HATCH LEGEND

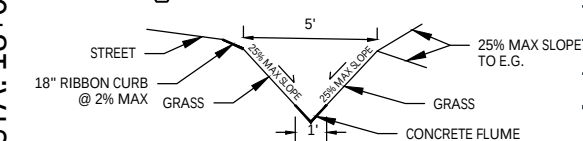


SHEET NOTES

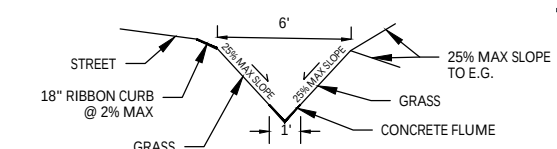
1. CONTRACTOR TO GRADE LANDSCAPED AREA AT MINIMUM OF 5% SLOPE AWAY FROM BUILDING FOR AT LEAST 10 FEET BEYOND PERIMETER OF BUILDING

KEY NOTES

- ① MATCH EXISTING GRADE
- ② SPEED BUMPS TO BE REPLACED AFTER REPAVEMENT OF ROADWAY
- ③ PROP CONC VALLEY GUTTER PER CITY OF AUSTIN DETAIL 4365-2. REFER DRIVEWAY 2 GRADING DETAIL
- ④ PROP CONCRETE LAYDOWN CURB
- ⑤ PROP 12" RCP STM CULVERT
- ⑥ RIP RAP TO BE 1" D50 GRADATION
- ⑦ SEE CHANNEL TYPICAL SECTION FOR DETAILS
- ⑧ REINSTALL MAILBOX



TYPICAL SECTION FOR CHANNEL 3
5: STA. 11+43 TO STA. 12+97
3: STA. 14+77 TO STA. 15+25
NOT TO SCALE



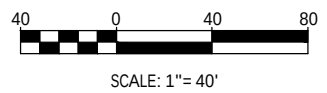
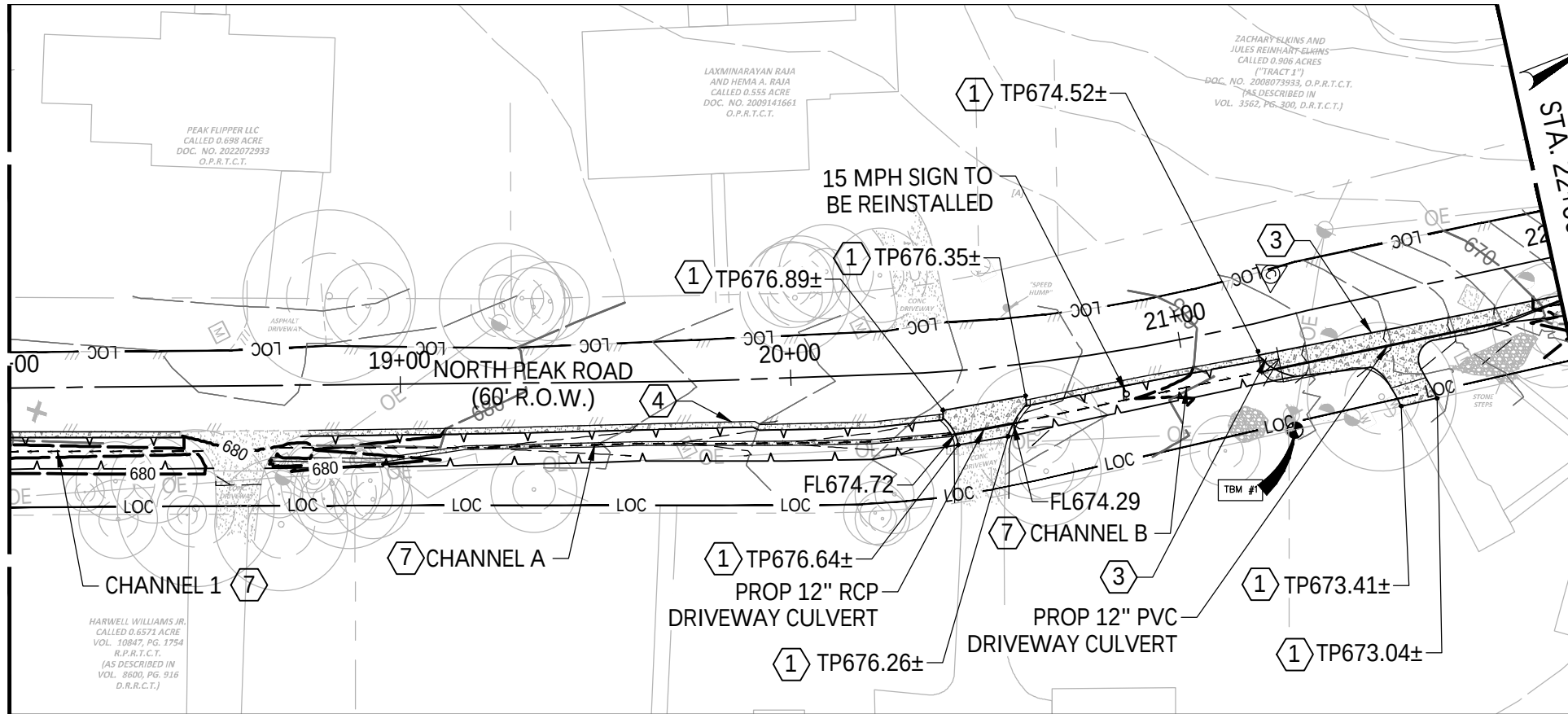
TYPICAL SECTION FOR CHANNEL 4, 2, A

4: STA. 13+17 TO STA. 14+35
2: STA. 15+45 TO STA. 16+40
A: STA. 18+67 TO STA. 20+75

NOT TO SCALE

Jun 12, 2024 - 5:24pm X:\C02\2023\23011-00 2023-2024 Street Rehab and Drainage\3-Production\03-Sheets\NORTH PEAK RD\C02-23011-00-DRNG - NORTH PEAK RD - GR.dwg

MATCHLINE: STA. 18+00; SEE SHEET C29.4



Walter P. Moore and Associates, Inc.
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512.330.1270

LEGEND	
EXISTING	PROPOSED
Curb	
Edge of Pavement	
R.O.W.	
Curve Number	
Storm Sewer/MH	
Large Diam Storm Sewer/MH	
Curb Inlet/Grate Inlet	
Sanitary Sewer/MH/Cleanout	
Large Diam Sanitary Sewer/MH	
Water Line/Fire Hydrant/Valve	
Gas	
Electric	
Phone	
Fence	
Contour	
Easement	
Slope	
Top of Pavement	
Top of Wall	
Finished Grade	
Top of Grate	
Flow Line	
Detail Number	
Detail Sheet Number	
Limits of Construction	
Approx Limits of Floodplain	
Sawcut	
Proposed Swale	
Drum	
Sign	
TYPE III BARRICADE	
DIRECTION OF TRAFFIC FLOW	
CHANNELIZING DEVICE	

HATCH LEGEND

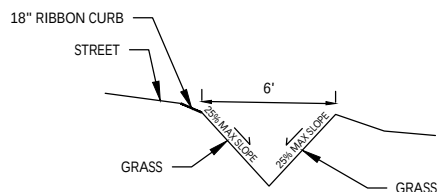
- HMAC PAVEMENT
- CONCRETE PAVEMENT
- RIP RAP

SHEET NOTES

- CONTRACTOR TO GRADE LANDSCAPED AREA AT MINIMUM OF 5% SLOPE AWAY FROM BUILDING FOR AT LEAST 10 FEET BEYOND PERIMETER OF BUILDING

KEY NOTES

- MATCH EXISTING GRADE
- SPEED BUMPS TO BE REPLACED AFTER REPAVEMENT OF ROADWAY
- PROP CONC VALLEY GUTTER PER CITY OF AUSTIN DETAIL 436S-2. REFER DRIVEWAY 2 GRADING DETAIL
- PROP CONCRETE LAYDOWN CURB
- PROP 12" RCP STM CULVERT
- RIP RAP TO BE 1" D50 GRADATION
- SEE CHANNEL TYPICAL SECTION FOR DETAILS
- REINSTALL MAILBOX

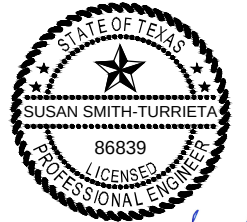


TYPICAL SECTION FOR CHANNEL: 1, B, C

- 1: STA. 16+83 TO STA. 17+62
 - B: STA. 20+57 TO STA. 21+82
 - C: STA. 21+82 TO STA. 22+79
- NOT TO SCALE

CITY OF WEST LAKE
HILLS STREET REHAB
& DRAINAGE
IMPROVEMENTS

Walter P. Moore and Associates, Inc.
TBPELS Firm Registration No. 1856



NO.	DATE	REVISION

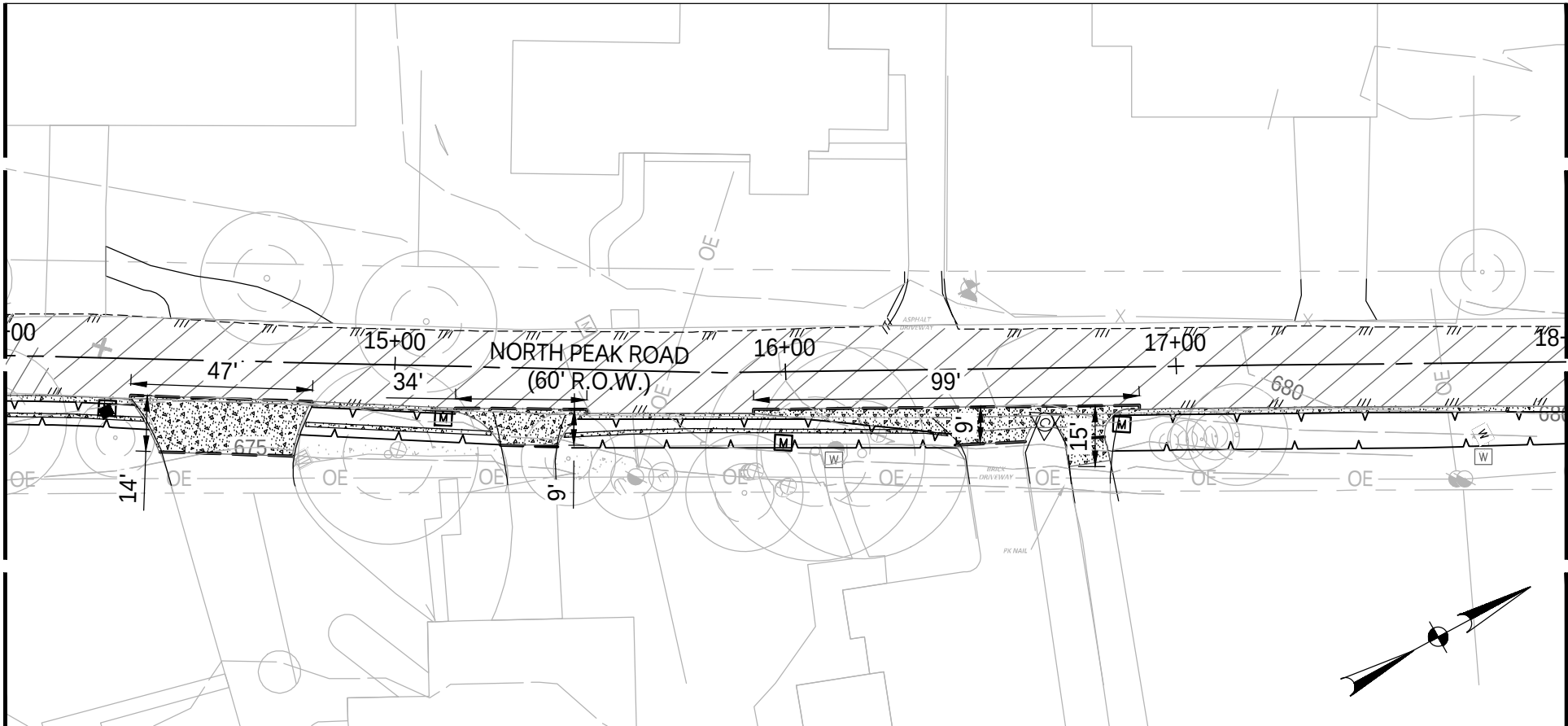
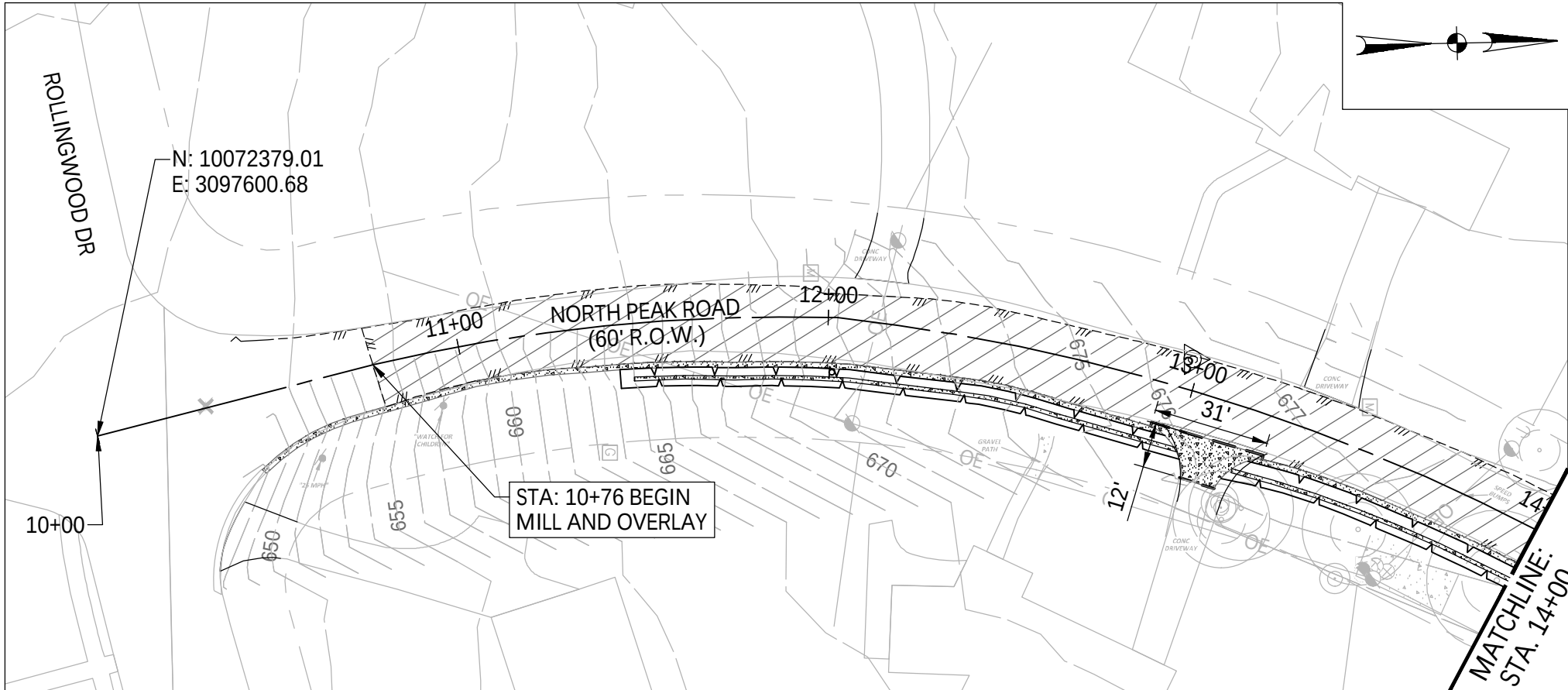
PROJECT NO. C02-23011-00	DESIGNED BY ZS/ESM	REVIEWED BY SST	DRAWN BY AC
ORIGINAL ISSUE			

NORTH PEAK RD - GRADING
PLAN

C29.5

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MATCHLINE: STA. 18+00; SEE SHEET C29.7

LEGEND	
EXISTING	PROPOSED
Curb	
Edge of Pavement	
R.O.W.	
Curve Number	
Storm Sewer/MH	
Large Diam Storm Sewer/MH	
Curb Inlet/Grate Inlet	
Sanitary Sewer/MH/Cleanout	
Large Diam Sanitary Sewer/MH	
Water Line/Fire Hydrant/Valve	
Gas	
Electric	
Phone	
Fence	
Contour	
Easement	
Slope	
Top of Pavement	
Top of Wall	
Finished Grade	
Top of Grate	
Flow Line	
Detail Number	
Detail Sheet Number	
Limits of Construction	
Approx Limits of Floodplain	
Sawcut	
Proposed Swale	
Drum	
Sign	
TYPE III BARRICADE	
DIRECTION OF TRAFFIC FLOW	
CHANNELIZING DEVICE	

HATCH LEGEND

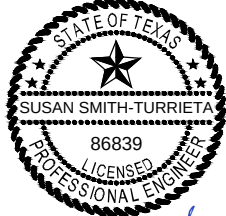
- 2" MILL AND OVERLAY
- CONCRETE PAVEMENT
- HMAC PAVEMENT



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CITY OF WEST LAKE
HILLS STREET REHAB
& DRAINAGE
IMPROVEMENTS

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ORIGINAL ISSUE	DATE 06-10-2024		

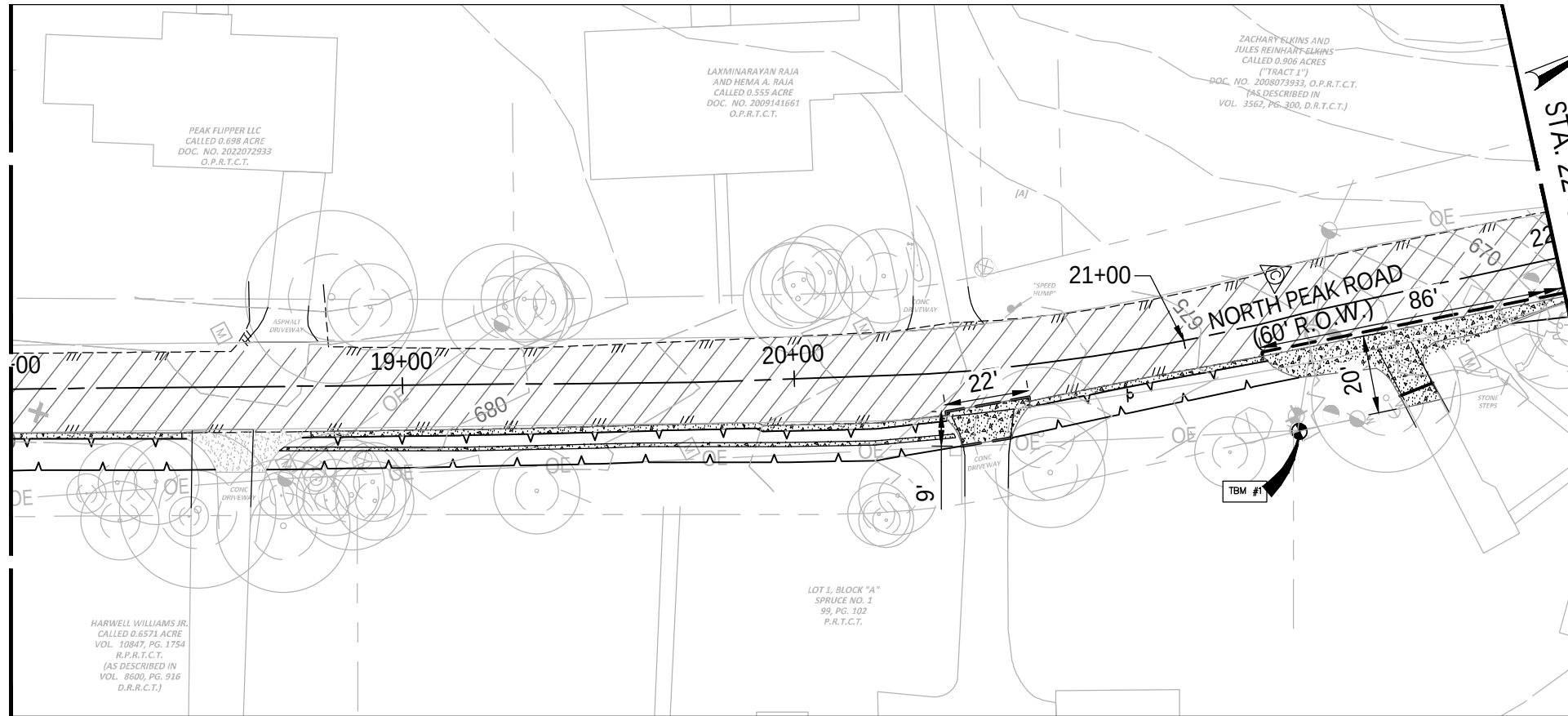
NORTH PEAK RD -
PAVING PLAN

C29.6

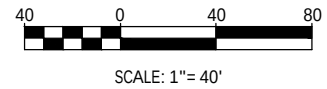
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MATCHLINE: STA. 18+00; SEE SHEET C29.6



MATCHLINE:
STA. 22+00



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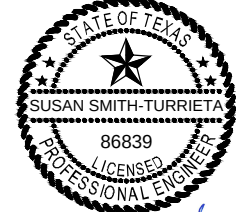
LEGEND	
EXISTING	PROPOSED
Curb	
Edge of Pavement	
R.O.W.	
Curve Number	
Storm Sewer/MH	
Large Diam Storm Sewer/MH	
Curb Inlet/Grate Inlet	
Sanitary Sewer/MH/Cleanout	
Large Diam Sanitary Sewer/MH	
Water Line/Fire Hydrant/Valve	
Gas	
Electric	
Phone	
Fence	
Contour	
Easement	
Slope	
Top of Pavement	
Top of Wall	
Finished Grade	
Top of Grate	
Flow Line	
Detail Number	
Detail Sheet Number	
Limits of Construction	
Approx Limits of Floodplain	
Sawcut	
Proposed Swale	
Drum	
Sign	
TYPE III BARRICADE	
DIRECTION OF TRAFFIC FLOW	
CHANNELIZING DEVICE	

HATCH LEGEND

- 2" MILL AND OVERLAY
- CONCRETE PAVEMENT
- HMAC PAVEMENT

CITY OF WEST LAKE
HILLS STREET REHAB
& DRAINAGE
IMPROVEMENTS

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TBPELS Firm Registration No. 1856



06-11-2024
Susan Smith-Turrieta

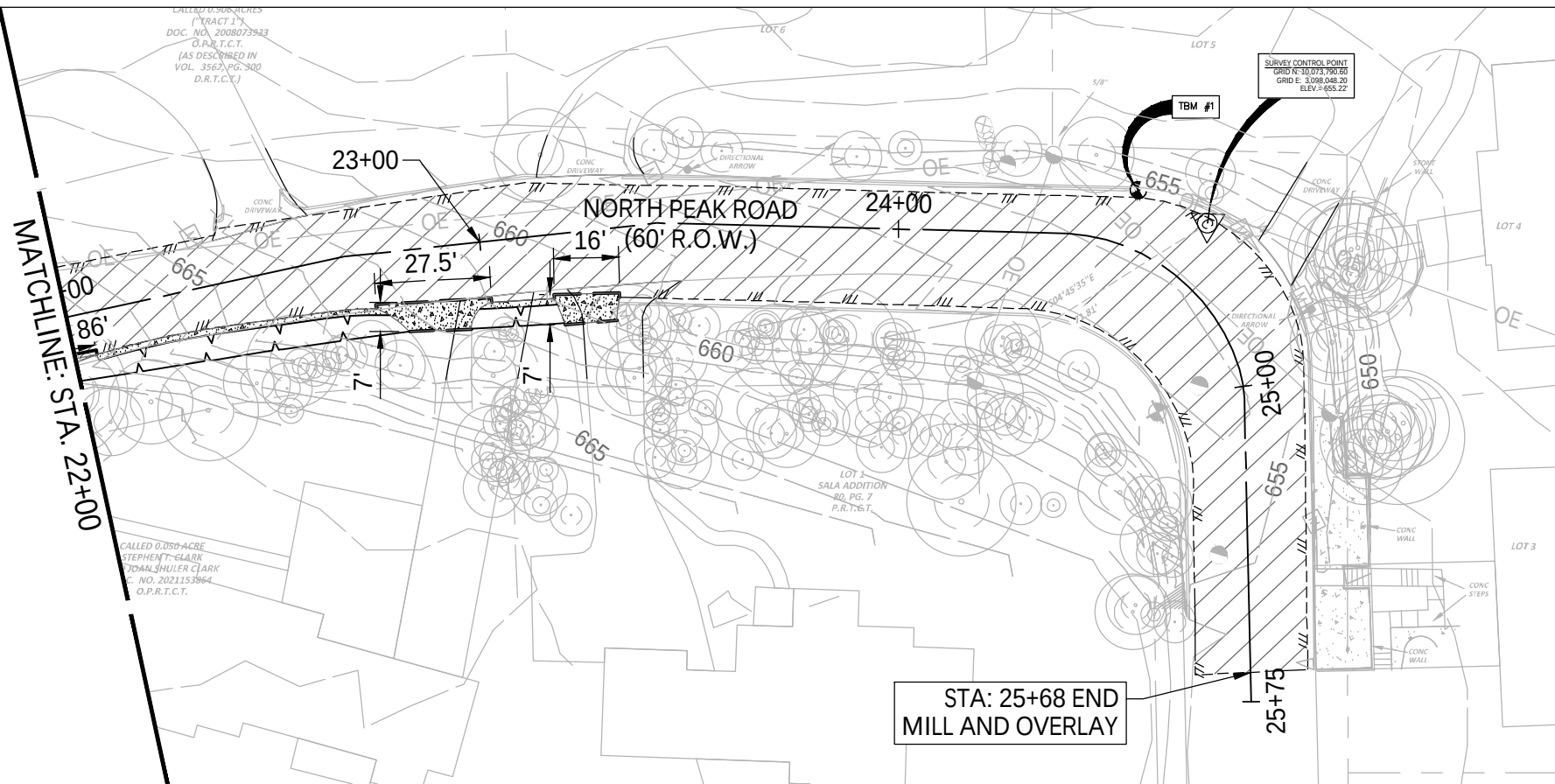
NO.	DATE	REVISION

PROJECT NO. C02-23011-00		
DESIGNED BY ZS/ESM	REVIEWED BY SST	DRAWN BY AC
ORIGINAL ISSUE		DATE 06-10-2024

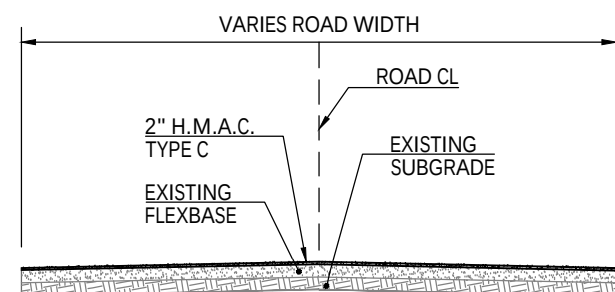
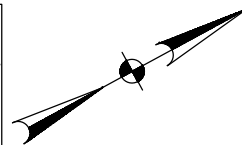
NORTH PEAK RD
- PAVING PLAN

C29.7

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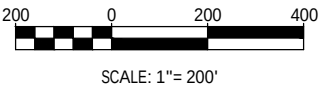
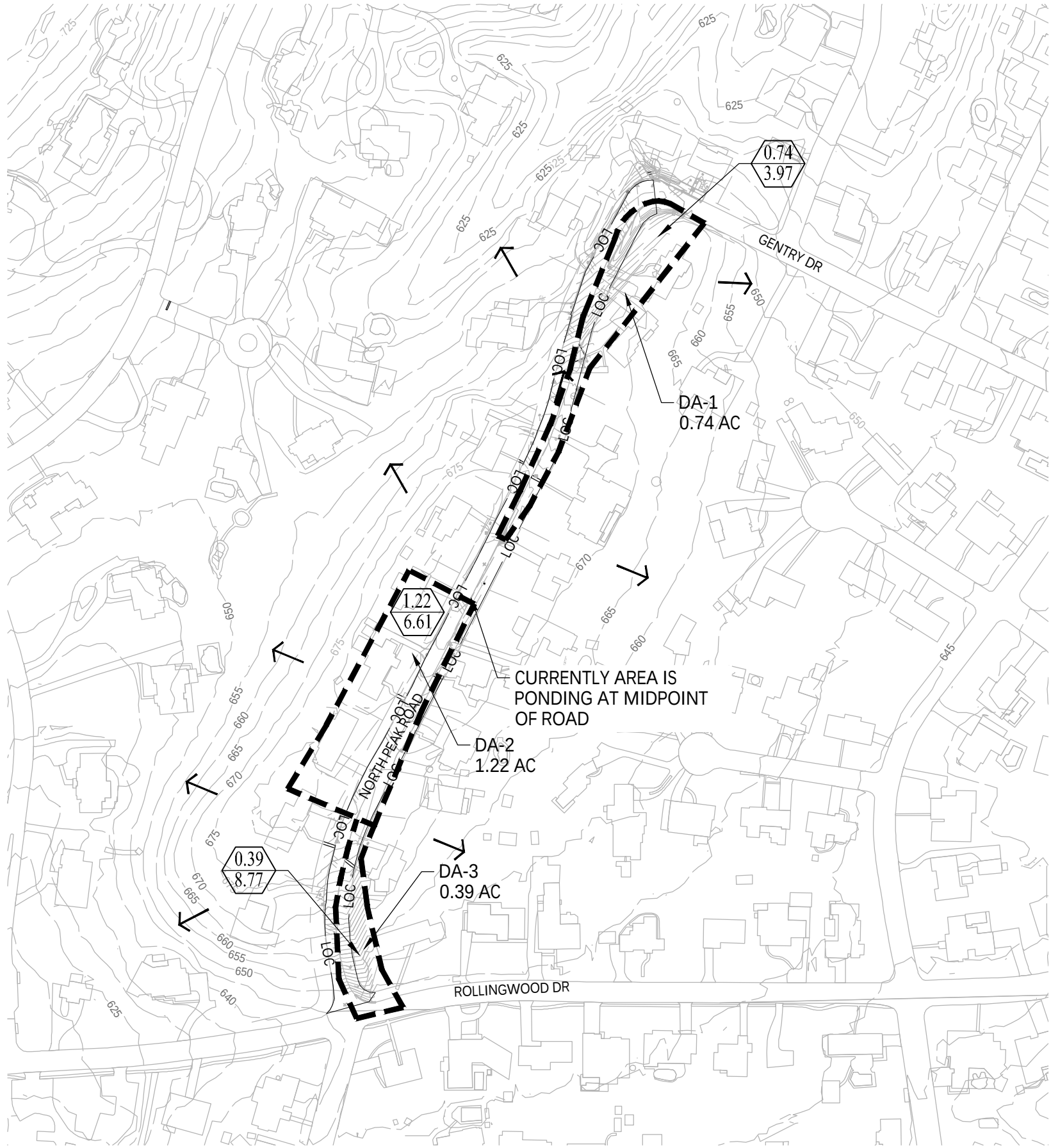
STA: 25+68 END
MILL AND OVERLAY



- NOTES:
- EXISTING ROADWAY WIDTHS, GRADE AND CROWN TO BE MAINTAINED.
 - MILL AND OVERLAY SECTIONS TO USE EXISTING FLEXBASE & SUBGRADE.

TYPICAL SECTION - NORTH PEAK RD
NTS

Jun 12, 2024 - 5:25pm X:\C02\2023\23011-00 2023-2024 Street Rehab and Drainage\3-Production\03-Sheets\NORTH PEAK RD\C02-23011-00-DRNG - NORTH PEAK RD - EDA.dwg



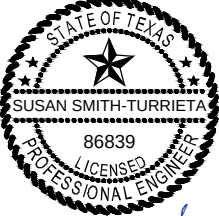
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Austin, Texas 78704
512.330.1270

LEGEND	
EXISTING	PROPOSED
Curb	
Edge of Pavement	
R.O.W.	
Curve Number	
Storm Sewer/MH	
Large Diam Storm Sewer/MH	
Curb Inlet/Grate Inlet	
Sanitary Sewer/MH/Cleanout	
Large Diam Sanitary Sewer/MH	
Water Line/Fire Hydrant/Valve	
Gas	
Electric	
Phone	
Fence	
Contour	
Easement	
Slope	
Top of Pavement	
Top of Wall	
Finished Grade	
Top of Grate	
Flow Line	
Detail Number	
Detail Sheet Number	
Limits of Construction	
Approx Limits of Floodplain	
Sawcut	
Proposed Swale	
Drum	
Sign	
TYPE III BARRICADE	
DIRECTION OF TRAFFIC FLOW	
CHANNELIZING DEVICE	

SITE DRAINAGE LEGEND	
Drainage Area Number	IV
Drainage Area Acres	0.24 AC.
Outfall Number	3
Drainage Area Boundary	
Cumulative Area In Acres	0.21
Cumulative Flow In cfs	0.72

CITY OF WEST LAKE HILLS STREET REHAB & DRAINAGE IMPROVEMENTS

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TBPELS Firm Registration No. 1856



06-11-2024

Susan Smith-Turrieta

NO.	DATE	REVISION

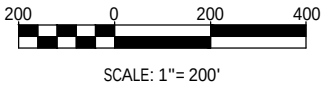
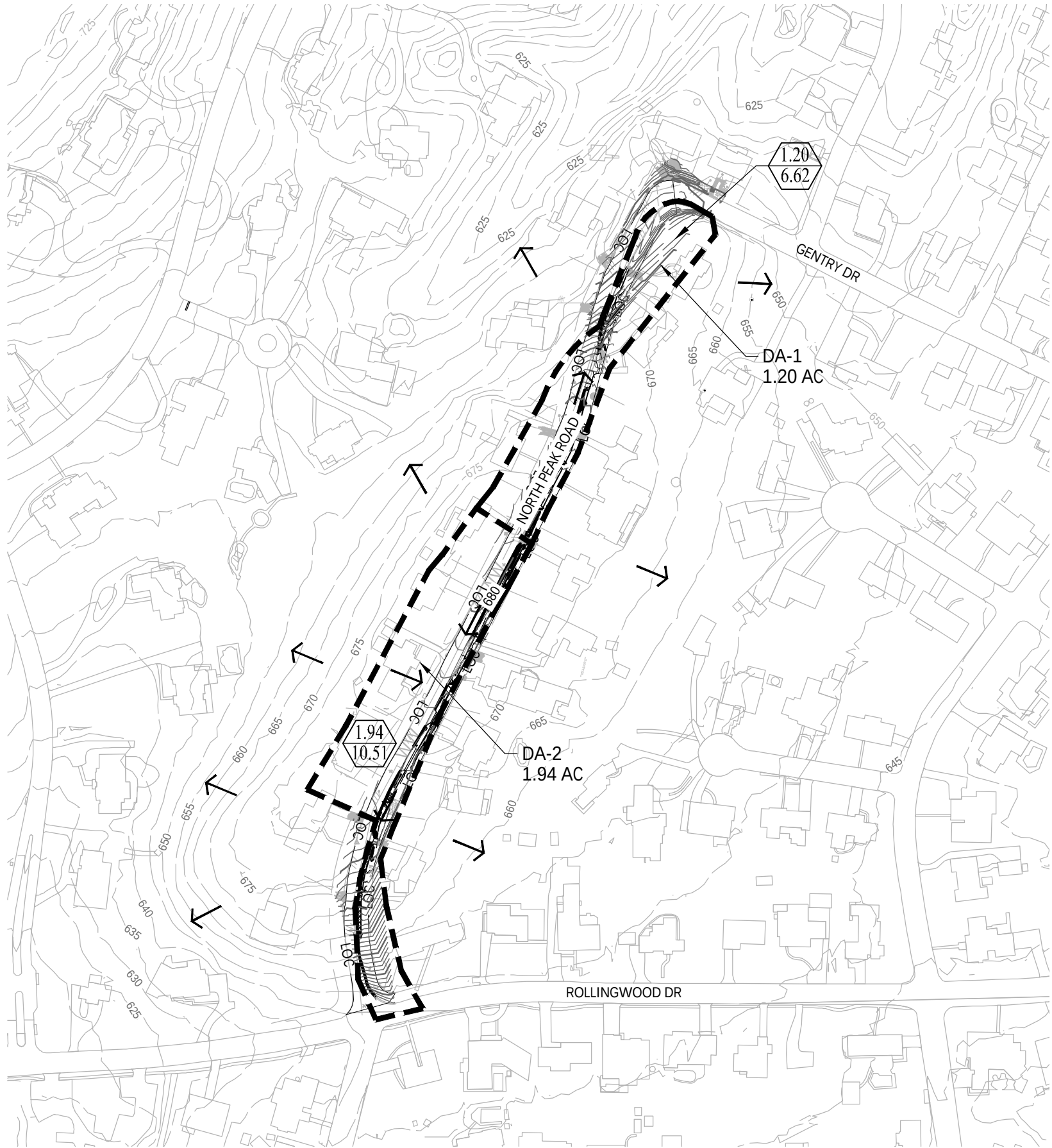
PROJECT NO. C02-23011-00		
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ORIGINAL ISSUE		DATE 06-10-2024

NORTH PEAK RD - EXISTING DRAINAGE AREA MAP

C29.8

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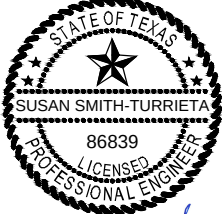
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Austin, Texas 78704
512.330.1270

LEGEND	
EXISTING	PROPOSED
Curb	
Edge of Pavement	
R.O.W.	
Curve Number	
Storm Sewer/MH	
Large Diam Storm Sewer/MH	
Curb Inlet/Grate Inlet	
Sanitary Sewer/MH/Cleanout	
Large Diam Sanitary Sewer/MH	
Water Line/Fire Hydrant/Valve	
Gas	
Electric	
Phone	
Fence	
Contour	
Easement	
Slope	
Top of Pavement	
Top of Wall	
Finished Grade	
Top of Grate	
Flow Line	
Detail Number	
Detail Sheet Number	
Limits of Construction	
Approx Limits of Floodplain	
Sawcut	
Proposed Swale	
Drum	
Sign	
TYPE III BARRICADE	
DIRECTION OF TRAFFIC FLOW	
CHANNELIZING DEVICE	

SITE DRAINAGE LEGEND	
Drainage Area Number	IV
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Outfall Number	3
Drainage Area Boundary	
Cumulative Area In Acres	0.21
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CITY OF WEST LAKE HILLS STREET REHAB & DRAINAGE IMPROVEMENTS

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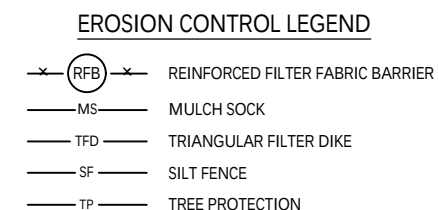
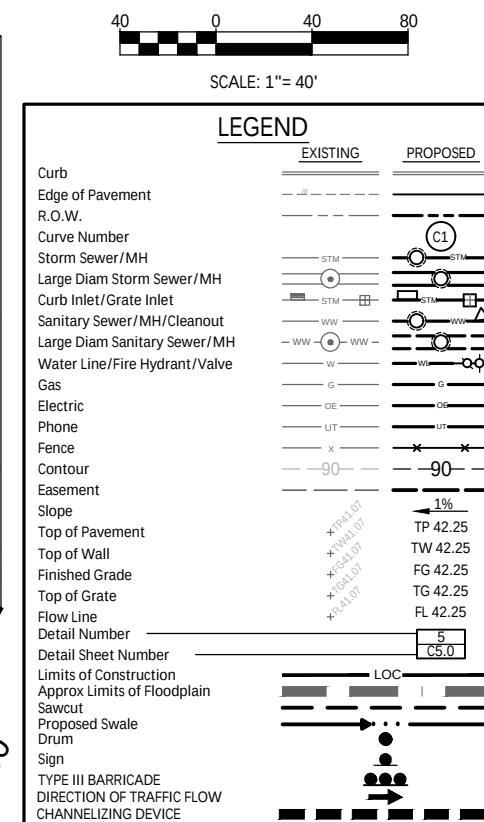
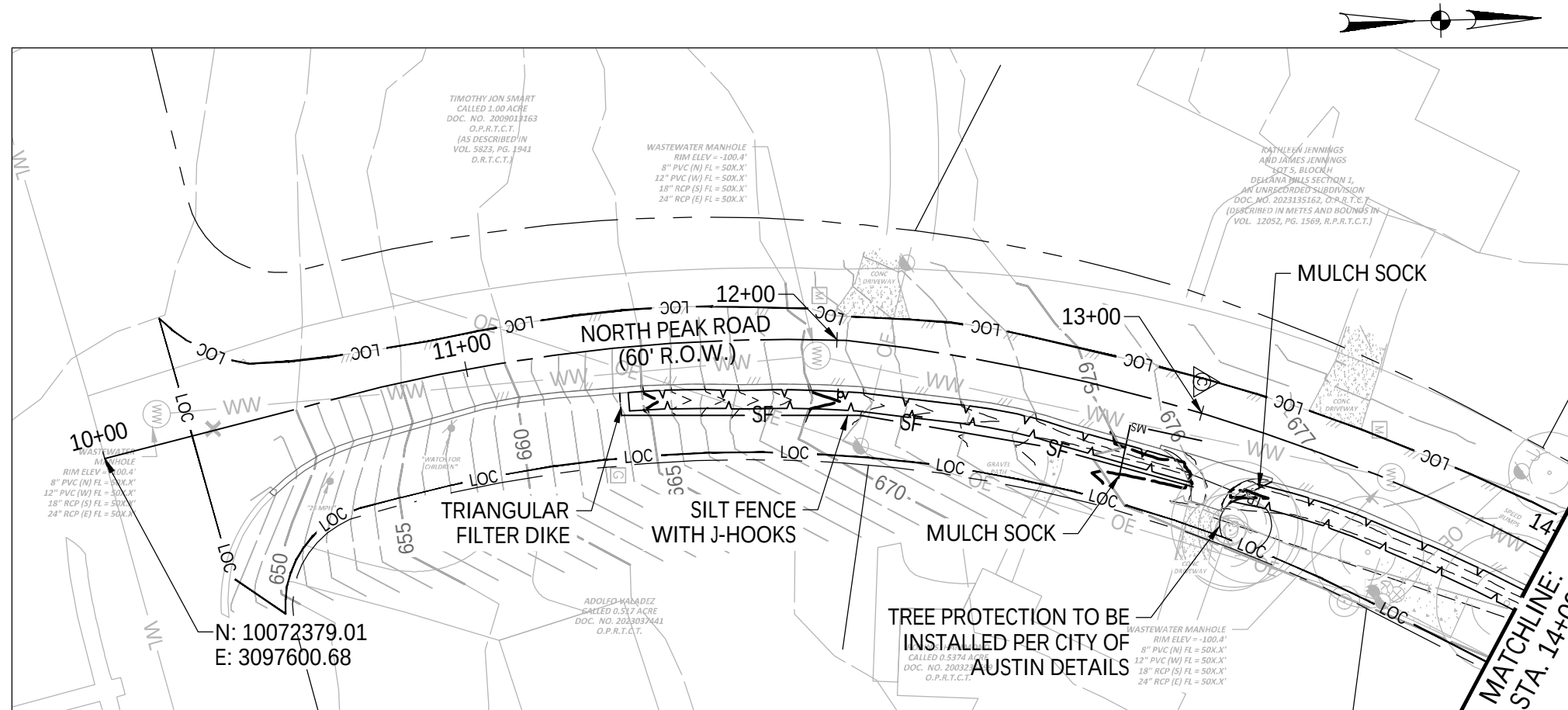
NO.	DATE	REVISION

PROJECT NO. C02-23011-00		
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ORIGINAL ISSUE		DATE 06-10-2024

NORTH PEAK RD - PROPOSED DRAINAGE AREA MAP

C29.9

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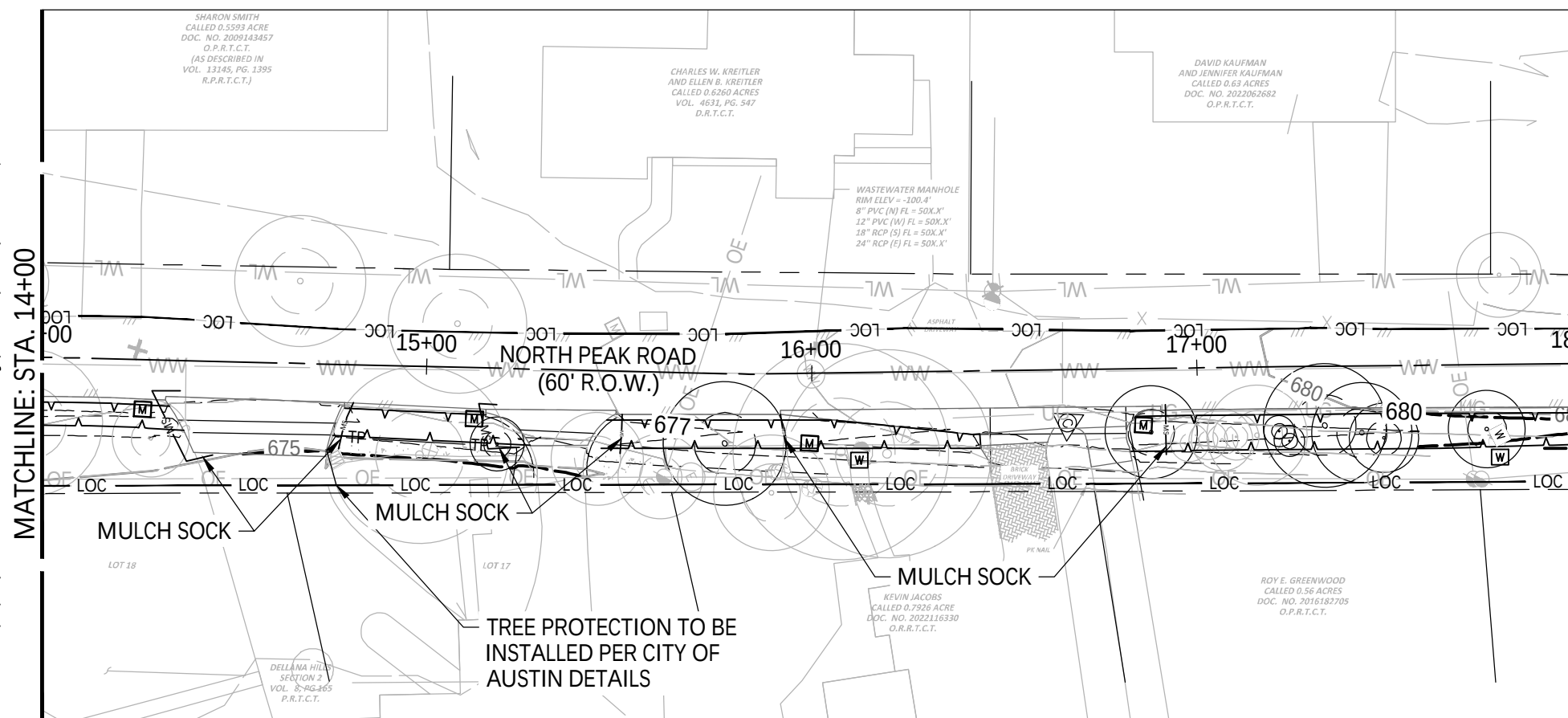


SHEET NOTES

1. ALL AFFECTED INLETS SHALL BE PROTECTED BEFORE CONSTRUCTION ACTIVITIES BEGIN.
2. SEDIMENT AND EROSION CONTROLS INCLUDING NON-STORMWATER DISCHARGES SHALL BE AS PER THE ECIFICATIONS.

EROSION CONTROL NOTES

1. THIS PROJECT IS SUBJECT TO ENVIRONMENTAL PROTECTION AGENCY (EPA) NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) CONSTRUCTION STORM WATER DISCHARGE REGULATIONS AND REQUIREMENTS. THE CONTRACTOR WILL BE REQUIRED TO EXECUTE A NOTICE OF INTENT AND IMPLEMENT THE POLLUTION PREVENTION PLAN INCLUDED IN THE CONTRACT DOCUMENTS AND COMPLY WITH ALL REPORTING AND INSPECTION REQUIREMENTS SET FORTH IN THE NPDES REGULATIONS.
2. REINFORCED SILT FENCES AND INLET PROTECTION TO BE PROVIDED DURING CONSTRUCTION OF THIS PROJECT, AND REMOVED UPON CONSTRUCTION COMPLETION (SEE SPECS. AND DETAILS).
3. CONTRACTOR TO PROVIDE STABILIZED CONSTRUCTION EXIT PER DETAIL AT ALL POINTS OF EGRESS DURING CONSTRUCTION.
4. PRIOR TO REMOVAL OF EROSION CONTROL DEVICES, ALL AREAS DISTURBED ARE TO BE HYDRO-MULCH SEED.
5. CONTRACTOR SHALL COORDINATE WITH PROPERTY OWNERS AND/OR TENANTS IF PROPERTY ACCESS WILL BE LIMITED.

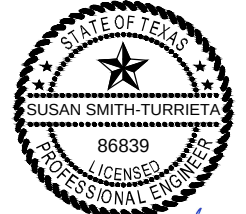


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Inc.
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Austin, Texas 78704

512.330.1270

CITY OF WEST LAKE HILLS STREET REHAB & DRAINAGE IMPROVEMENTS

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TBPELS Firm Registration No. 1856



06-11-2024

Susan Smith Turrieta

NO.	DATE	REVISION
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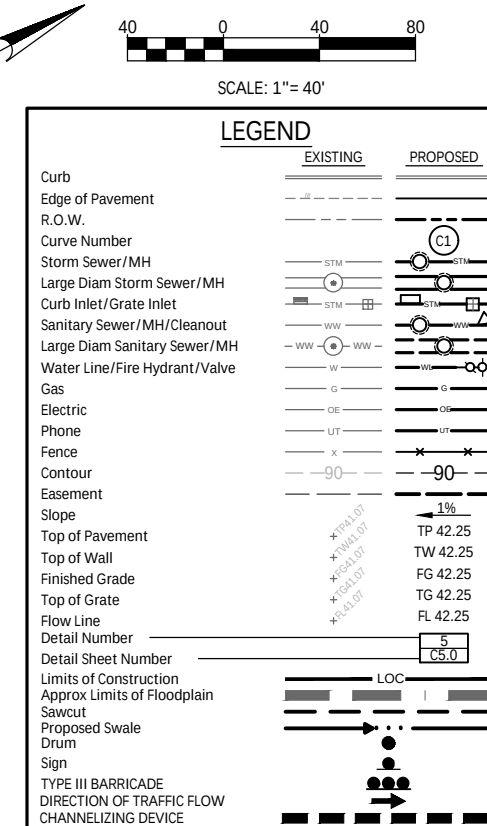
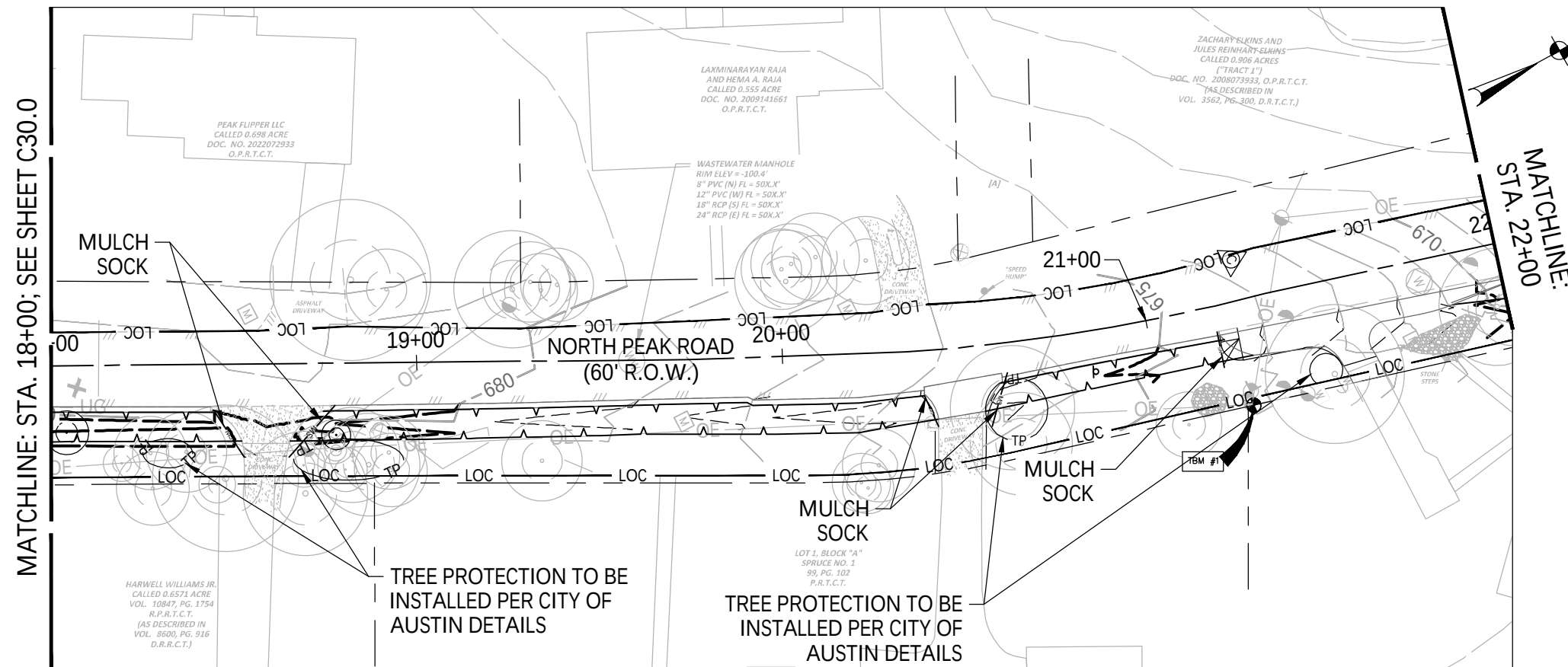
PROJECT NO.
C02-23011-00

DESIGNED BY ZS/ESM	REVIEWED BY SST	DRAWN BY AC
ORIGINAL ISSUE		DATE 06-10-2024

NORTH PEAK RD - EROSION
CONTROL PLAN

C30.0

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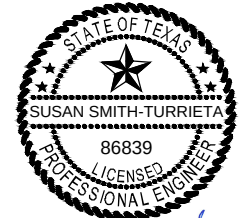
**walter
p moore**

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06-11-2024

Susan Smith Turcetta

NO.	DATE	REVISION
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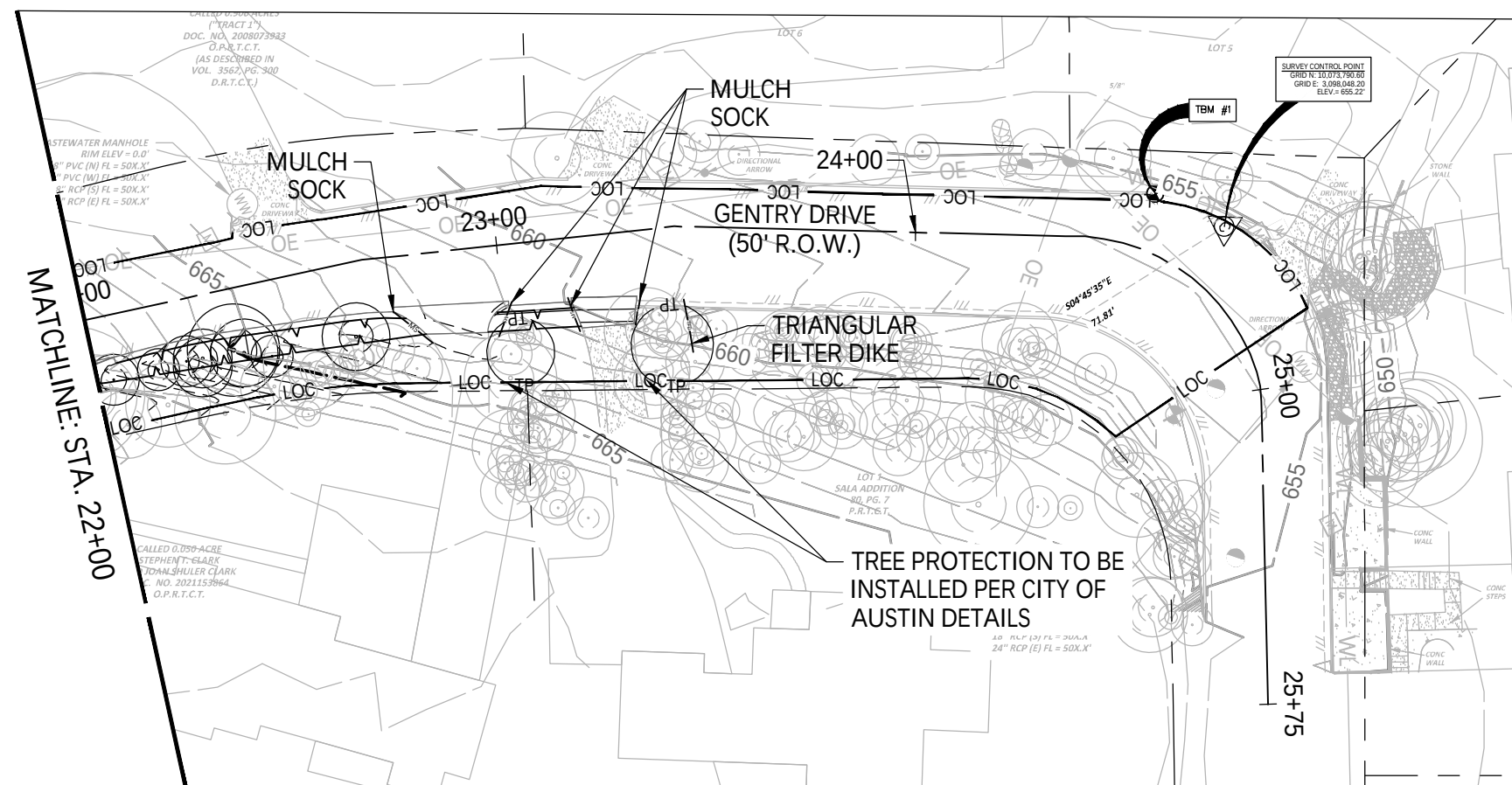
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C02-23011-00

DESIGNED BY ZS/ESM	REVIEWED BY SST	DRAWN BY AC
ORIGINAL ISSUE		DATE 06-10-2024

NORTH PEAK RD - EROSION
CONTROL PLAN

C30.1

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HATCH LEGEND:

 CONSTRUCTION ENTRANCE
 STAGING AND SPOILS AREA
 CONCRETE WASHOUT

EROSION CONTROL LEGEND

	REINFORCED FILTER FABRIC BARRIER
	MULCH SOCK
	TRIANGULAR FILTER DIKE
	SILT FENCE
	TREE PROTECTION

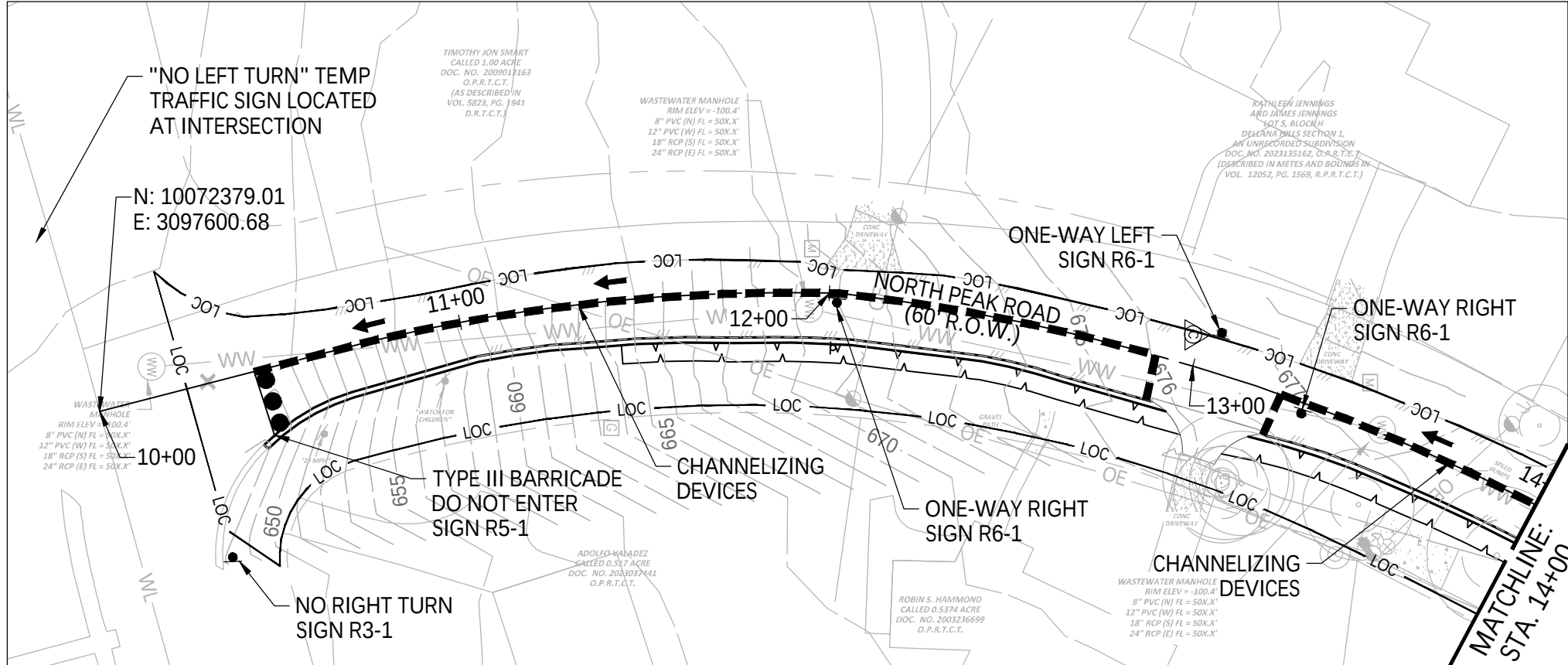
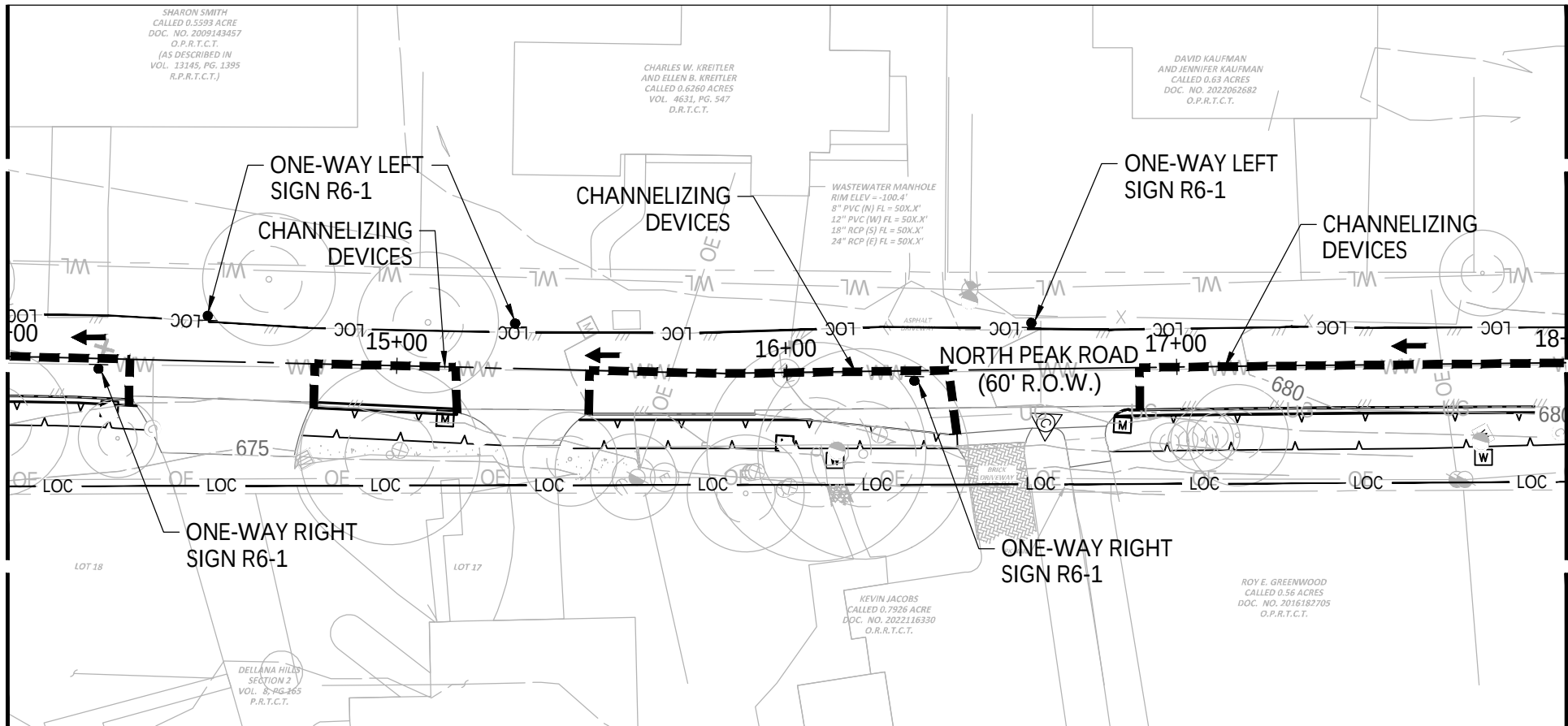
SHEET NOTES

1. ALL AFFECTED INLETS SHALL BE PROTECTED BEFORE CONSTRUCTION ACTIVITIES BEGIN.
2. SEDIMENT AND EROSION CONTROLS INCLUDING NON-STORMWATER DISCHARGES SHALL BE AS PER THE ECIFICATIONS.

EROSION CONTROL NOTES

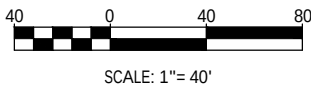
1. THIS PROJECT IS SUBJECT TO ENVIRONMENTAL PROTECTION AGENCY (EPA) NATIONAL POLLUTION DISCHARGE ELIMINATIONAL SYSTEM (NPDES) CONSTRUCTION STORM WATER DISCHARGE REGULATIONS AND REQUIREMENTS. THE CONTRACTOR WILL BE REQUIRED TO EXECUTE A NOTICE OF INTENT AND IMPLEMENT THE POLLUTION PREVENTION PLAN INCLUDED IN THE CONTRACT DOCUMENTS AND COMPLY WITH ALL REPORTING AND INSPECTION REQUIREMENTS SET FORTH IN THE NPDES REGULATIONS.
2. REINFORCED SILT FENCES AND INLET PROTECTION TO BE PROVIDED DURING CONSTRUCTION OF THIS PROJECT, AND REMOVED UPON CONSTRUCTION COMPLETION (SEE SPECS. AND DETAILS).
3. CONTRACTOR TO PROVIDE STABILIZED CONSTRUCTION EXIT PER DETAIL AT ALL POINTS OF EGRESS DURING CONSTRUCTION.
4. PRIOR TO REMOVAL OF EROSION CONTROL DEVICES, ALL AREAS DISTURBED ARE TO BE HYDRO-MULCH SEEDDED.
5. CONTRACTOR SHALL COORDINATE WITH PROPERTY OWNERS AND/OR TENANTS IF PROPERTY ACCESS WILL BE LIMITED.

X:\C02\2023\23011-00 2023-2024 Street Rehab and Drainage\3-Production\03-Sheets\NORTH PEAK RD\02-23011-00-DRNG - NORTH PEAK RD - TRF.dwg
Jun 12, 2024 - 5:26pm



TRAFFIC MARKING NOTES

- BARRICADES BUILT TO THE TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES STANDARDS SHALL BE CONSTRUCTED ON ALL DEAD-END STREETS AND AS NECESSARY DURING CONSTRUCTION TO MAINTAIN JOB AND PUBLIC SAFETY.
- ANY METHODS, STREET MARKINGS AND SIGNAGE NECESSARY FOR WARNING MOTORISTS, WARNING PEDESTRIANS OR DIVERTING TRAFFIC DURING CONSTRUCTION SHALL CONFORM TO THE TEXAS MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR STREET AND HIGHWAYS, LATEST EDITION.
- ALL PAVEMENT MARKINGS, MARKERS, PAINT, TRAFFIC BUTTONS, TRAFFIC CONTROLS AND SIGNS SHALL BE INSTALLED IN ACCORDANCE WITH THE TEXAS DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION OF HIGHWAYS, STREET AND BRIDGES AND THE TEXAS MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR STREET AND HIGHWAYS, LATEST EDITIONS.



LEGEND

	EXISTING	PROPOSED
Curb	---	---
Edge of Pavement	---	---
R.O.W.	---	---
Curve Number	---	---
Storm Sewer/MH	STM	STM
Large Diam Storm Sewer/MH	---	---
Curb Inlet/Grate Inlet	STM	STM
Sanitary Sewer/MH/Cleanout	WW	WW
Large Diam Sanitary Sewer/MH	---	---
Water Line/Fire Hydrant/Valve	W	W
Gas	G	G
Electric	OE	OE
Phone	UT	UT
Fence	X	X
Contour	---	---
Easement	---	---
Slope	---	1%
Top of Pavement	---	TP 42.25
Top of Wall	---	TW 42.25
Finished Grade	---	FG 42.25
Top of Grate	---	TG 42.25
Flow Line	---	FL 42.25
Detail Number	---	5
Detail Sheet Number	---	C5.0
Limits of Construction	---	---
Approx Limits of Floodplain	---	---
Sawcut	---	---
Proposed Swale	---	---
Drum	---	---
Sign	---	---
TYPE III BARRICADE	---	---
DIRECTION OF TRAFFIC FLOW	---	---
CHANNELIZING DEVICE	---	---

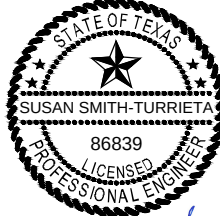


Walter P. Moore and Associates,
Inc.
401 S 1st St., Suite 600
Austin, Texas 78704

512.330.1270

CITY OF WEST LAKE HILLS STREET REHAB & DRAINAGE IMPROVEMENTS

Walter P. Moore and Associates, Inc.
TBPELS Firm Registration No. 1856



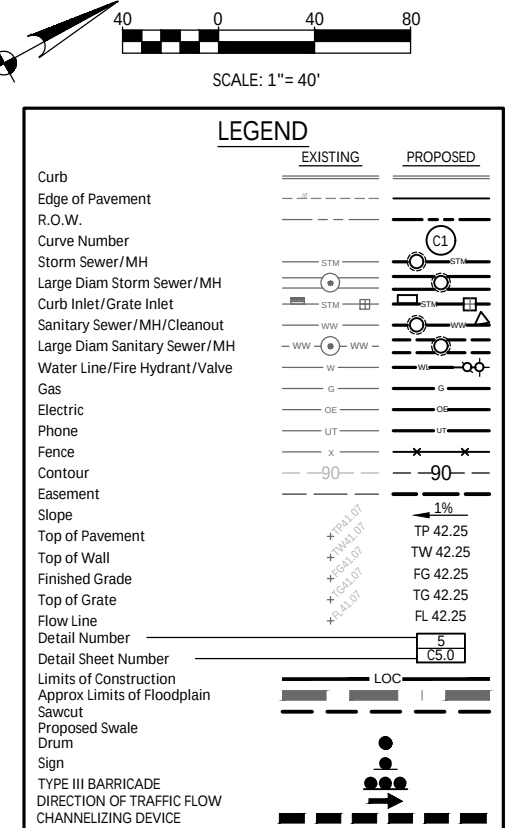
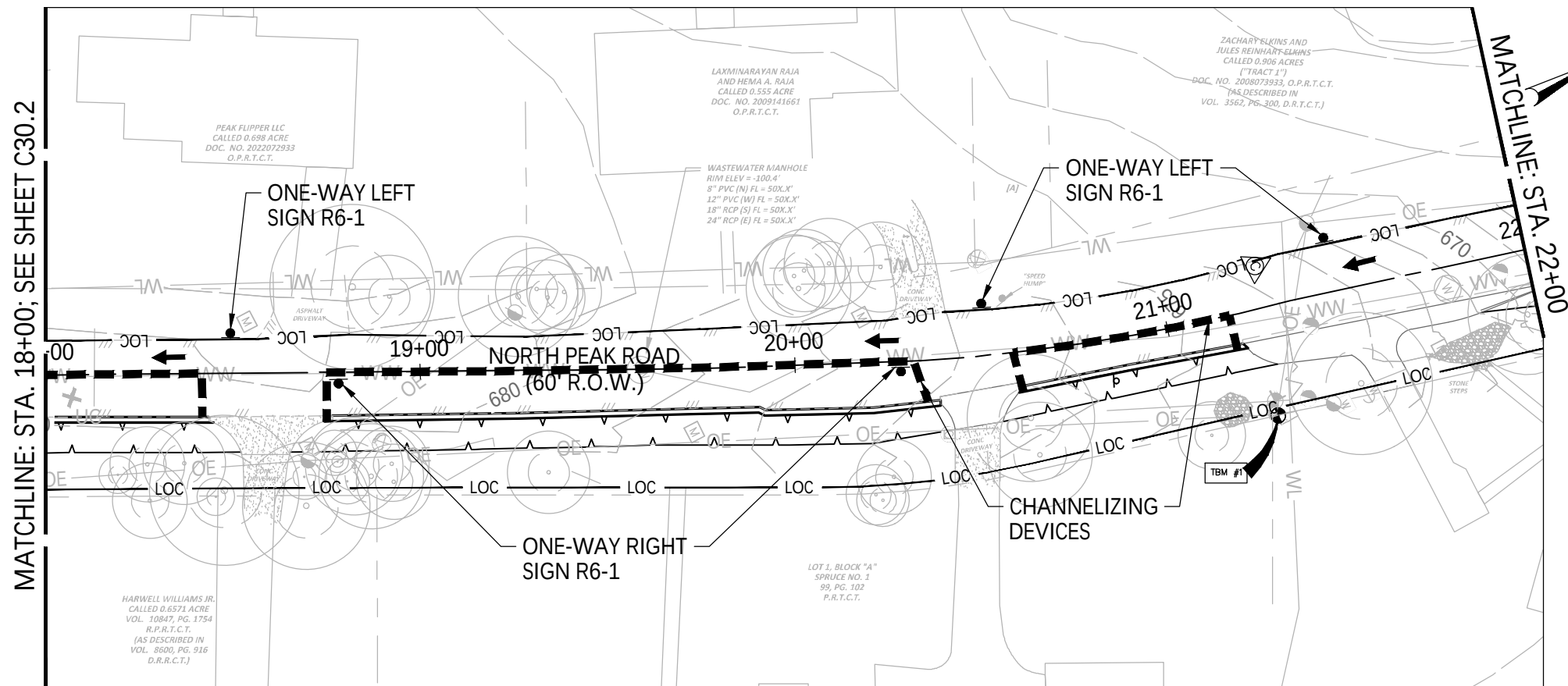
NO.	DATE	REVISION

PROJECT NO. C02-23011-00	DESIGNED BY ZS/ESM	REVIEWED BY SST	DRAWN BY AC
ORIGINAL ISSUE			

NORTH PEAK RD - TRAFFIC CONTROL PLAN

C30.2

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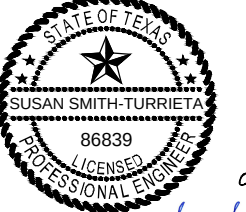
**walter
p moore**

Walter P. Moore and Associates,
Inc.
401 S 1st St., Suite 600
Austin, Texas 78704

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CITY OF WEST LAKE HILLS STREET REHAB & DRAINAGE IMPROVEMENTS

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5-11-2024

Sean Smith Turrieta

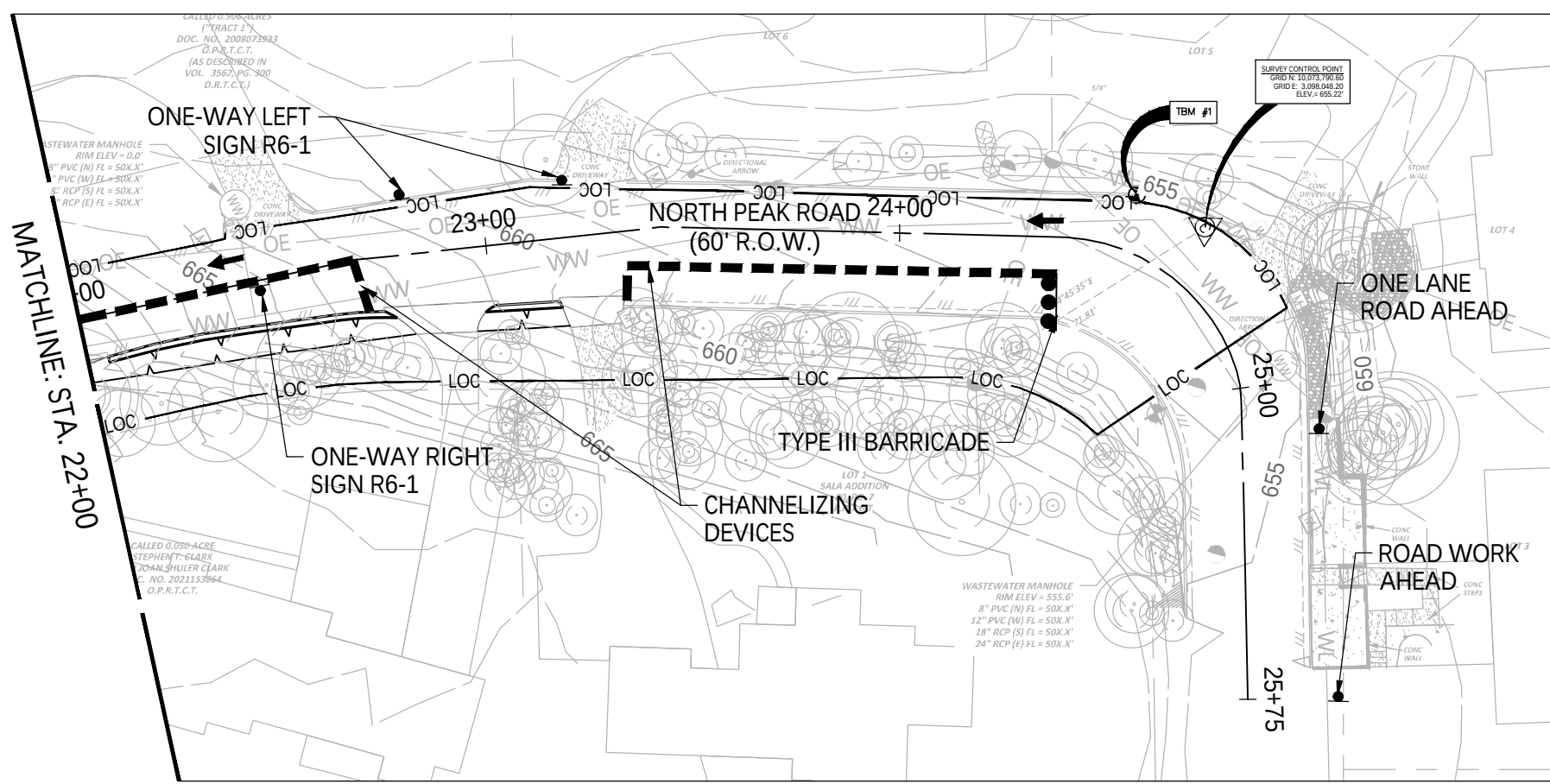
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PROJECT NO.		
C02-23011-00		
DESIGNED BY	REVIEWED BY	DRAWN BY
ZS/ESM	SST	AC
ORIGINAL ISSUE	DATE	
	06-10-2024	

NORTH PEAK RD - TRAFFIC CONTROL PLAN

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TRAFFIC MARKING NOTES

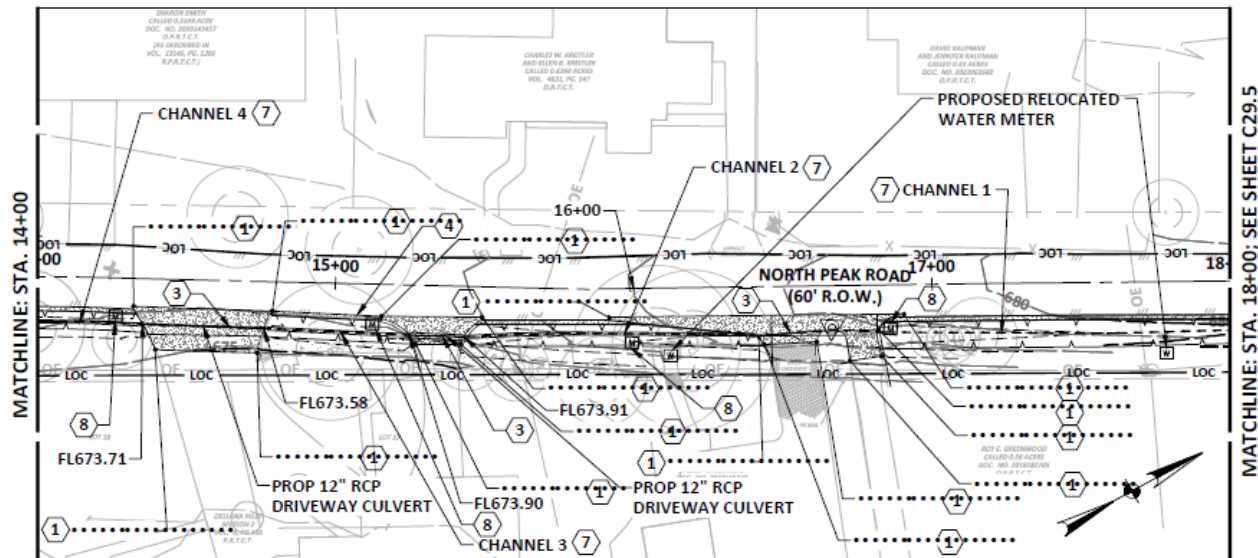
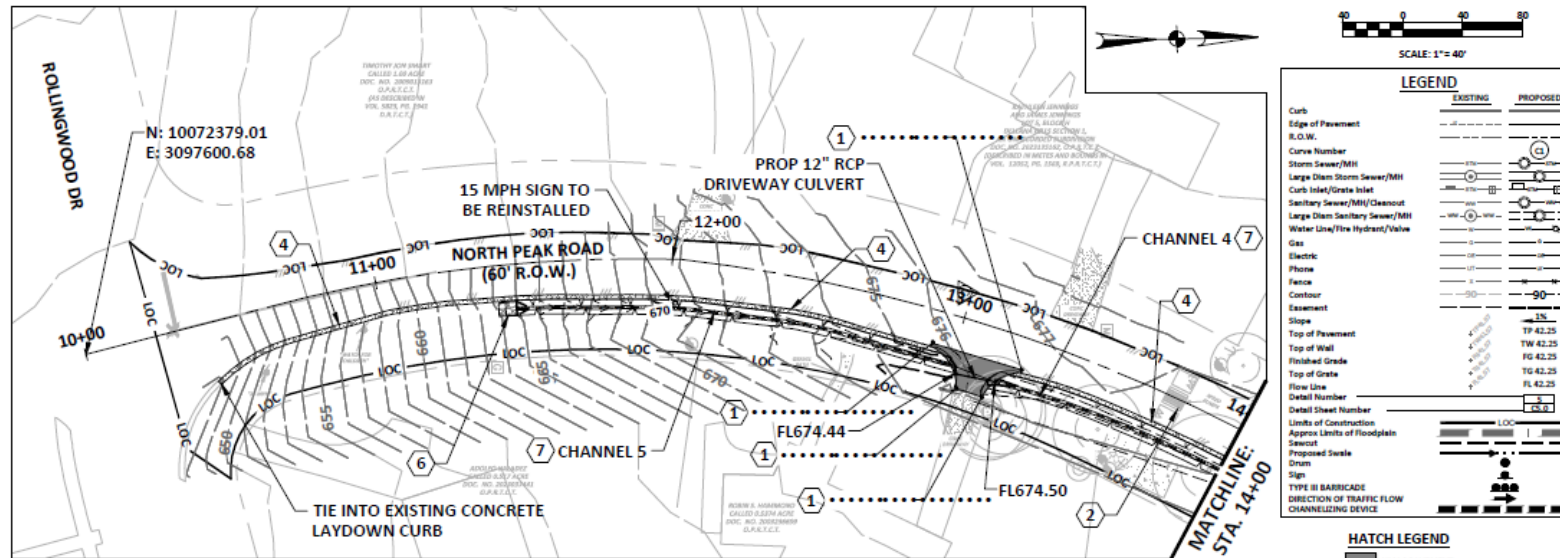
1. BARRICADES BUILT TO THE TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES STANDARDS SHALL BE CONSTRUCTED ON ALL DEAD-END STREETS AND AS NECESSARY DURING CONSTRUCTION TO MAINTAIN JOB AND PUBLIC SAFETY.
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FY24 Street Maintenance

Background:

- 2016/17 – Drainage Master Plan identified areas of complaints
- 2021 - Voters approved 0.5% sales tax collection for street maintenance.
- 2023 -Pavement condition study conducted by K Friese and updated by Roadway Asset Services in 2023
- May 2024 – FY24 Streets & Drainage Maintenance plans complete
- June 13, 2024 – Open House held to notify of upcoming project schedule
- June/July '24 – Met with residents on North Peak

North Peak Grading Plan



LEGEND

	EXISTING	PROPOSED
Curb	---	---
Edge of Pavement	---	---
R.O.W.	---	---
Curve Number		
Storm Sewer/MH	— 32" —	— 32" —
Large Dism Storm Sewer/MH	— 60" —	— 60" —
Curb Inlet/Crate Inlet	— 60" —	— 60" —
Sanitary Sewer/MH/Cleanout	— 18" —	— 18" —
Large Dism Sanitary Sewer/MH	— 36" —	— 36" —
Valuer Line/Pipe Hydrant/Valve	— 12" —	— 12" —
Gas	— 12" —	— 12" —
Electric	— 12" —	— 12" —
Phone	— 12" —	— 12" —
Fence	— 12" —	— 12" —
Contour	— 30' —	— 30' —
Elevation		90
Slope		1% to 2%
Top of Pavement		TP 42.25
Top of Wall		TW 42.25
Finished Grade		FG 42.25
Top of Curb		TC 42.25
Rise Line		RL 42.25
Detail Number		5
Detail Sheet Number		15.4
Limits of Construction	LOC	
Agency Limits of Floodplain	---	
Seawall	---	
Proposed Seawall	---	
Direction	→	
Sign		

TYPE III BARRICADE
DIRECTION OF TRAFFIC FLOW
CHANNELIZING DEVICE



**walter
p moore**

Walter P. Moore and Associates,
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CITY OF WEST LAKE
HILLS STREET REHAB
& DRAINAGE
IMPROVEMENTS

Walter P. Moore and Associates, Inc.
TBPELS Firm Registration No. 1856

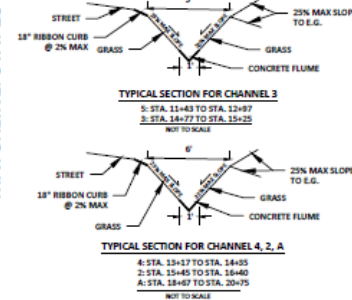


06-11-2024

[illegible]NORTH PEAK RD - GRADING
PLAN

C29.4

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Jan 12, 2024 - 5:24pm [W1C013023@013-09-2024-Street Mats and Drainage Products - NORTH PEAR RD - 09-2024](mailto:W1C013023@013-09-2024-Street%20Mats%20and%20Drainage%20Products%20-%20NORTH%20PEAR%20RD%20-%2009-2024)





City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	July 24, 2024	Item Number:	7
Department:	Building & Development Services		
Prepared By:	Trey Fletcher	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

Discuss and consider approving change order Number 1 and provide direction on material revisions for future change proposal requests related to the Proposition B road bond projects with Smith Contracting.

Recommendation

Staff recommend approving change order number 1 and providing to direction to city staff for possible revisions to the projects.

Discussion

Background:

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.

The project was awarded to Smith Contracting Co. Inc. at the February 14, 2024 City Council meeting for the base amount of \$7,934,736.39 (bond) and \$8,806.00 (Alternative 1 – Juniper Rd Pavement). The approved contract included timeline requirements for the completion of the Camp Craft and Eanes School Road improvements.

Change Order No. 1

During initial staging, waterline and gas line conflicts were discovered, which caused additional design for the relocation of the water lines and some adjustments to the road design for the gas line. Due to these considerations, the timeline for the closure and construction on Camp Craft was moved to start in February 17, 2025 and be substantially complete and Camp Craft reopened by August 1, 2025. Change order number 1 includes the language change to move the timelines for both street sections.

Additionally unknown waterline conflicts were discovered on Redbud Trail and at the intersection of Redbud and Westlake Drive. Due to these conflicts, lines along Redbud Trail had to be relocated. The line south of Westlake Drive is the main supply line for Water District #10 from the City of Austin plant. The as-builts provided during design showed the line in a different location. Relocation of the line is not possible, so the new drainage improvement that was to come under Westlake Drive and run along Redbud Trail have been redesigned to utilize

the existing culvert under Westlake Drive and not continue as far south. With the changes, change order 1 would reduce the total amount of the contract by \$230,533.11

- Design revisions
 - Cost reductions (\$656,594.25)
 - Cost increases \$426,382.72
 - Net cost decrease (\$230,533.11)

Future Change Order No. 2

As construction is nearing the stage for repaving Redbud Trail, city staff, the design engineer and contractor have discussed a pavement material change. About half of Redbud Trail and most of Westlake Drive have been designed to be resurfaced with crack sealing and a seal coat treatment. This pavement type is a coating of liquid asphalt is sprayed onto the road surface, followed immediately by the placement of small aggregate or “rock chips” that then embed into the liquid asphalt. This pavement treatment is used throughout the region and is an economical maintenance technical, often used in a more rural setting. This treatment will extend the lifespan of the road by 5-7 years.

Another option is to do a one-inch mill and overlay treatment. This is where the top one inch of the existing pavement is scrapped off and a one-inch course of asphalt replaced. This material provides a longer life span of up to 10 years and provides a smoother driving surface. However, this process comes at a higher cost.

- Financial Implications
 - Crack fill/seal coat \$396,558
 - Mill and overlay \$758,088
 - Cost difference +\$346,696

In setting the budget for the project, an initial 5% contingency (\$396,297) was included for possible changes during construction. With the contract reduction in Change Order No. 1, the contingency will increase to \$626,830.11.

Future Change Order No. 3

The relocation of the water lines in Camp Craft Road has required additional engineering design that is being finalized. Vicki Ortega, Engineer with K Friese and Associates is working with Water District #10's engineering team to address the water line relocation that meets the districts needs while allowing for the construction of Camp Craft. At the June 12th board meeting of the Water District #10, the Board agreed to share 50% of the cost of the relocation.

CHANGE ORDER NO.: 1

Owner:	City of West Lake Hills	Owner's Project No.:	Number
Engineer:	K Friese + Associates, Inc.	Engineer's Project No.:	0846
Contractor:	M. A. Smith Contracting Company, Inc.	Contractor's Project No.:	Number
Project:	West Lake Hills Bond Program		
Contract Name:	West Lake Hills Bond Program		
Date Issued:	March 1, 2024	Effective Date of Change Order:	July 24, 2024

The Contract is modified as follows upon execution of this Change Order:

Description:

The purpose of this change order is to modify the milestone date requirements and substantial completion dates. Changes are indicated in the strike out and highlighted text below.

Storm drain and waterline revisions to resolve conflicts and address resident concerns and encountered field conditions.

The milestones and completion dates are outlined in the AGREEMENT BETWEEN OWNER AND CONTRACTOR FOR CONSTRUCTION CONTRACT (STIPULATED PRICE); Article 4 – CONTRACT TIMES, 4.02 Days to Achieve Substantial Completion and Final Payment

Milestone 1: Camp Craft Road can be closed to traffic between February 17, 2025 and August 1, 2025. Staging work may be completed prior to February 17, 2025 with the approval of the engineer. Camp Craft Road must be opened to traffic by August 1, 2025, and no road closures will be permitted on Camp Craft Road after this day.

~~**Milestone 2:** The Work consists the work necessary to substantially complete Eanes Creek Low Water Crossing Project within 180 calendar days after notice to proceed~~

Substantial Completion: Remainder of work on Eanes School Rd, Redbud Trl, Westlake Dr, Laurel Valley Rd, and Yaupon Valley Rd.

Substantial Completion: 450 days

- i. Milestone 1: August 1, 2025
- ii. ~~Milestone 2: 180 days from Notice to Proceed~~
- iii. Final Completion: 45 days after substantial completion

Attachments: None.

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>7,934,736.93</u>	Original Contract Times: Milestone 1 Substantial Completion Date: <u>August 2, 2024</u> Milestone 2 Substantial Completion: <u>180 days from NTP</u> Overall Substantial Completion: <u>450 days</u> Ready for final payment: <u>45 days</u>
[Increase] [Decrease] from previously approved Change Orders: \$ <u>N/A</u>	[Increase] [Decrease] from previously approved Change Orders. Substantial Completion: <u>N/A</u> Ready for final payment: <u>N/A</u>
Contract Price prior to this Change Order: \$ <u>7,934,736.93</u>	Contract Times prior to this Change Order: Substantial Completion: <u>450 days</u> Ready for final payment: <u>45 days</u>
[Decrease] this Change Order: \$ <u>230,211.53</u>	Contract Times this Change Order: Milestone 1 Substantial Completion Date: <u>August 1, 2025</u> Milestone 2 Substantial Completion: <u>Removed</u> Overall Substantial Completion: <u>488 days</u> Ready for final payment: <u>45 days</u>
Contract Price incorporating this Change Order: \$ <u>7,704,525.40</u>	Contract Times with all approved Change Orders: Milestone 1 Substantial Completion Date: <u>August 1, 2025</u> Milestone 2 Substantial Completion: <u>Removed</u> Overall Substantial Completion: <u>488 days</u> Ready for final payment: <u>45 days</u>

Recommended by Engineer (if required)	Accepted by Contractor
By: <u>Victoria Ortega, PE</u>	<u>Travis Ragland</u>
Title: <u>Associate</u>	<u>President</u>
Date: _____	_____
<u>Authorized by Owner</u>	<u>Approved by Funding Agency (if applicable)</u>
By: <u>Trey Fletcher</u>	_____
Title: <u>City Administrator</u>	_____
Date: _____	_____

Bond Program Funding Summary

West Lake Hills Proposition B Projects

2/5/2024

Project	Alternative Scope				Bid Prices (Smith Contracting)			
	Easement Purchase	Construction (incl Mob.)	Contingency	Total	Easement Purchase	Construction (incl Mob.)	Contingency (5%)	Total
Eanes Creek	\$ 67,079	\$ 2,611,225	\$ 130,600	\$ 2,808,904	\$ 6,730	\$ 3,645,114.75	\$ 182,256	\$ 3,834,100
Westlake Drive	\$ 9,639	\$ 2,041,295	\$ 102,100	\$ 2,153,034		\$ 968,449.43	\$ 48,422	\$ 1,016,872
Yaupon Valley	\$ 52,648	\$ 1,130,920	\$ 56,600	\$ 1,240,168	\$ 52,648	\$ 1,126,674.20	\$ 56,334	\$ 1,235,656
Redbud Trail	\$ -	\$ 3,139,590	\$ 179,500	\$ 3,319,090	\$ 9,179	\$ 1,855,194.75	\$ 92,760	\$ 1,957,133
Laurel Valley	\$ -	\$ 1,304,580	\$ 105,200	\$ 1,409,780	\$ -	\$ 330,497.80	\$ 16,525	\$ 347,023
Terrace Mountain	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -
Design Engineering, Geotech, R/W Acq.				\$ 1,908,533				\$ 1,908,533
Construction Materials Testing				\$ 50,000				\$ 50,000
Owner's Rep. NTE				\$ 335,000				\$ 335,000
Total	\$ 129,366	\$ 10,227,610	\$ 574,000	\$ 13,224,509	\$ 68,557	\$ 7,925,930.93	\$ 396,297	\$ 10,684,317

KFA Engr/Survey, Land Acq (excluding land purchase) is budgeted per the approved scope and fee

Construction (incl mobilization) and contingency for the alternate scope are from 6/3/23 KFA cost estimate

Alternative Scope estimates included: Postpone Terrace Mountain, and reduce scope on Redbud and Laurel Valley by postponing the drainage improvements and associated easement acquisition

Final Bid included the alternate scope with removal of the Westlake Drive culvert crossing, including easement acquisition



Agenda Item - Roadway Bond Project Change Orders

West Lake Hills City Council
July 24, 2024

Change Order #1 - Background

- Schedule modifications related to Camp Craft Road
- Field changes
 - Water line conflicts
 - Storm drainage modifications and/or removal
 - Waterline adjustments and modifications
 - Field conditions
 - Storm drainage modifications related to field conditions and resident requests

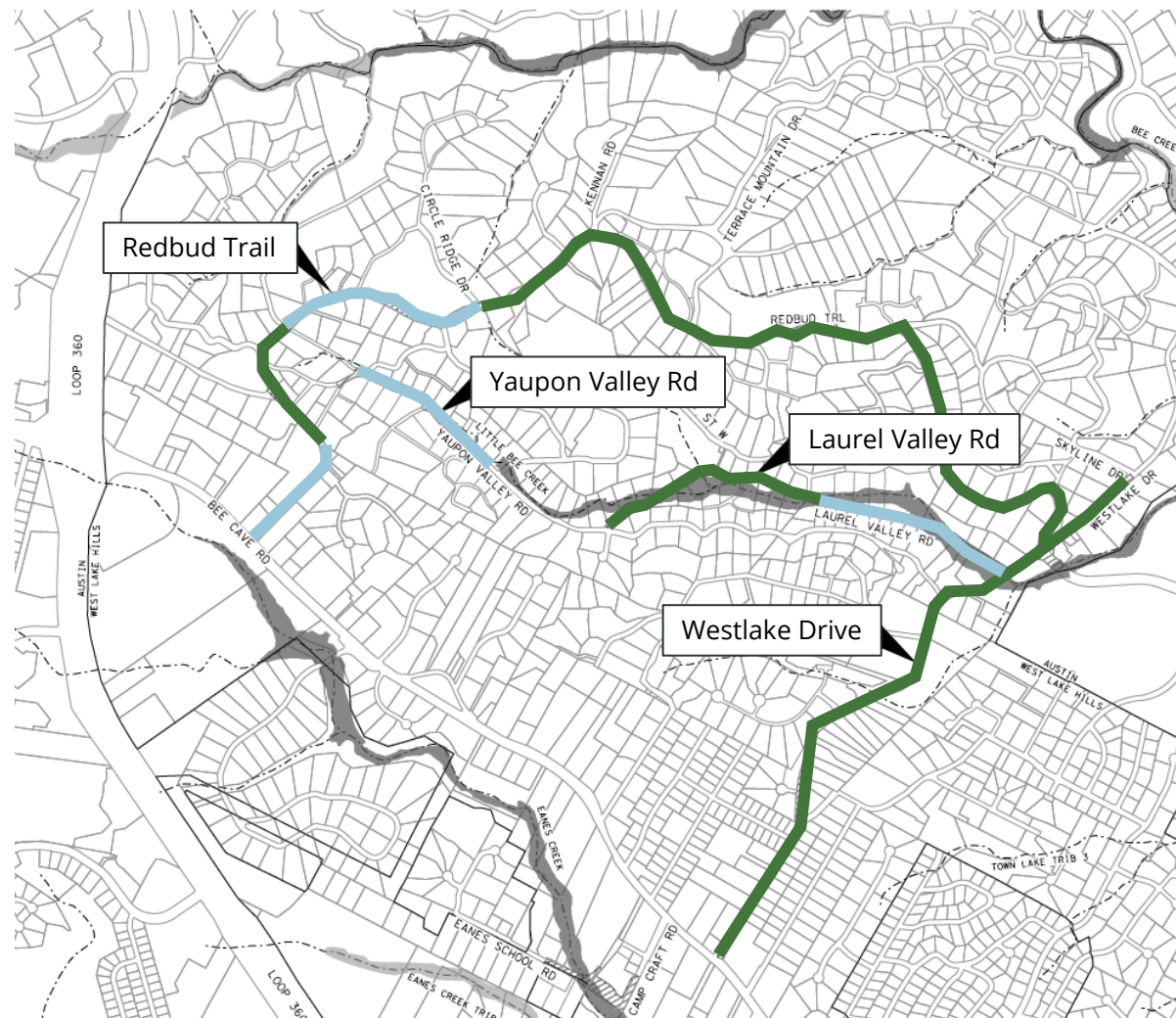
Change Order #1 Summary

- Schedule modification
 - Camp Craft Road roadway closure – February 17, 2025 to August 1, 2025
 - No change in contract value
- Design revisions

• Cost reductions	(\$656,594.25)
• Cost increases	\$426,382.72
• Net cost decrease	(\$230,533.11)

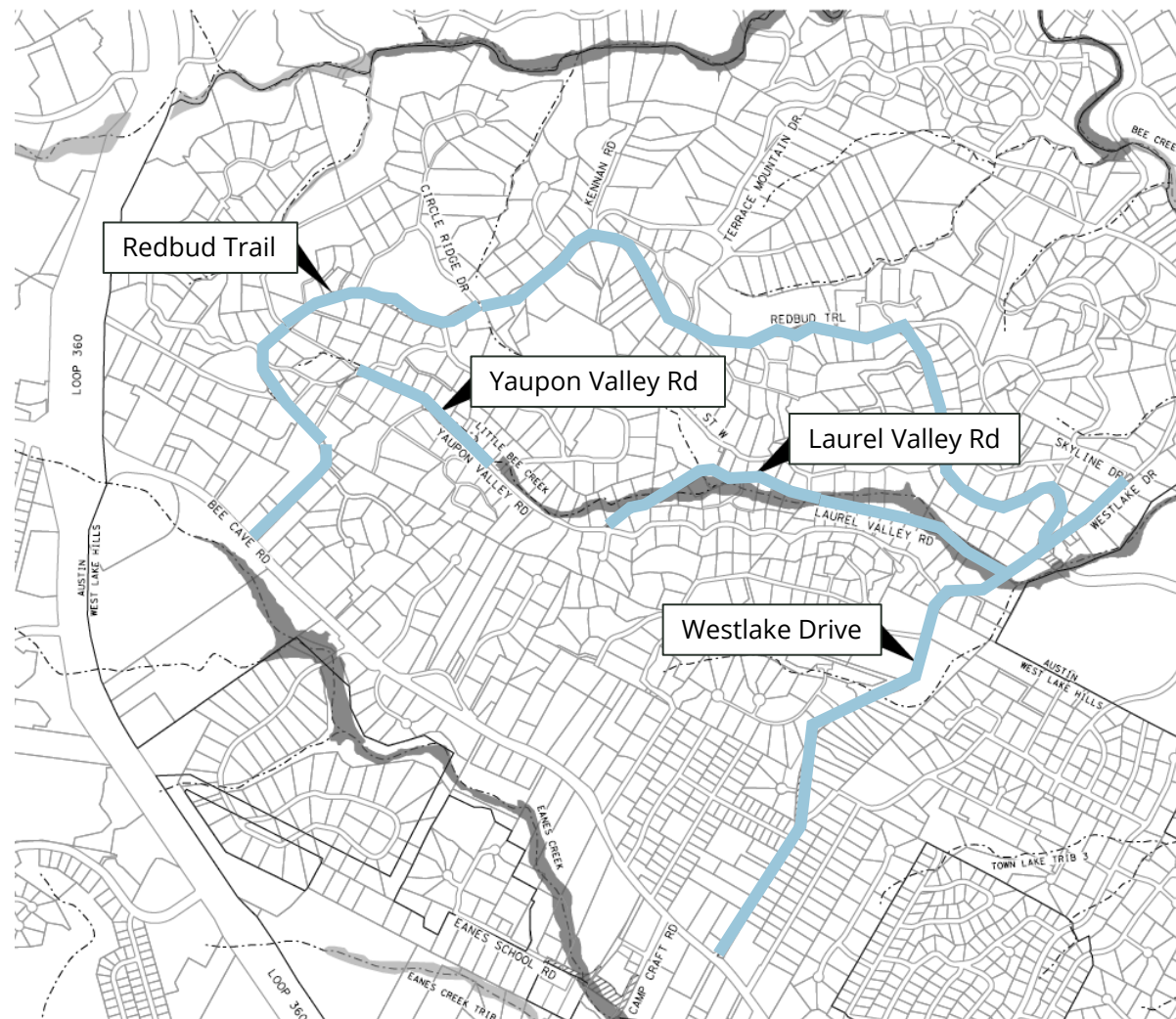
Future Change Order #2

- Current Roadway Plan
 - Full-depth repair at culvert crossings and select locations
 - Mill/overlay 
 - Crack fill/seal coat 



Future Change Order #2

- Alternate Roadway Plan
 - Full-depth repair at culvert crossings and select locations
 - Mill/overlay 
 - Crack fill/seal coat 



Crack Fill/Chip Seal

- Economical maintenance technique
- Surface
 - Provides grit
 - Loose rock 2-3 weeks following placement
- 5-7 year lifespan



Mill/Overlay

- Higher-cost maintenance technique than CF/CS
- New pavement surface
- 10-year lifespan



Alternative Roadway Plan

- Financial Implications

Crack fill/seal coat	\$396,558
Mill Overlay	\$758,088
Difference	+\$346,696

Future Change Order #3

- Design changes related to Camp Craft Road
 - Waterline conflicts
 - Redesign elements in progress
 - Cost sharing with WCID #10

Program Budget Summary

	Original	Change Order #1
Construction Contract	\$7,925,930.93	\$7,704,525.40
Engr, R/W, Owners Rep	\$2,362,090	\$2,362,090
Contingency	\$396,297	\$626,830
Total	\$10,684,317	\$10,684,317

Recommended Action

- City Council consider approval of Change Order #1
 - Schedule modifications related to Camp Craft Road
 - Field Changes
 - Net reduction in cost - \$230,533.11
- Discussion and direction on potential Change Order #2
 - Mill/overlay versus crack fill/seal coat - additional cost - \$346,696
 - Fund with contingency



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>July 24, 2024</u>	Item Number:	<u>8</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u>n/a</u>
Exhibits:	<u>Presentation</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 fire prevention efforts.

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 Fire Prevention in which the liaison is Councilmember Dana Harmon with staff support from Chief Scott Gerdes in his capacity as the City's emergency management coordinator. The City also works extensively with Travis County Emergency Services District No. 9 (Westlake Fire Department), which provides first response, fire suppression and fire marshal services within our jurisdiction.

The staff briefing provided for this item will include a high-level summary of fire prevention efforts. Given the community's geographic situation, West Lake Hills is particularly prone to fire. Many provisions within the City Code consider this risk to life and property.

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



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>July 24, 2024</u>	Item Number:	<u>9</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u>n/a</u>
Exhibits:	<u></u>	Source of Funds:	<u>n/a</u>

Subject

Receive a briefing regarding the tabletop exercise held on June 14, 2024 coordinated by the Westlake Fire Department.

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 Fire Prevention in which the liaison is Councilmember Dana Harmon with staff support from Chief Scott Gerdes in his capacity as the City's emergency management coordinator. The City also works extensively with Travis County Emergency Services District No. 9 (Westlake Fire Department), which provides first response, fire suppression and fire marshal services within our jurisdiction.

In support of these efforts, the Westlake Fire Department, led various community partners through a tabletop exercise on wildfire evacuation on June 14, 2024. Preservation of life supersedes property should wildfire threaten our community. Participating partners included Travis County Sheriff's Office, Eanes ISD, Water District 10 and Rollingwood Police Department in addition to the City of West Lake Hills and the Westlake Fire Department.

This briefing will consider an After-Action Review (AAR) that was prepared by the Westlake Fire Department documenting the drill, identifying key objectives and findings applicable to jurisdictions and functional areas such as law enforcement and infrastructure protection.



June 14, 2024

AFTER ACTION REVIEW

TABLETOP EXERCISE ON WILDFIRE EVACUATION

After Action Review: Tabletop Exercise on Wildfire Evacuation

Background

The community of West Lake Hills exemplifies the Wildland-Urban Interface, where natural beauty coexists with urban sprawl and residential and commercial development. The community is fully developed but is experiencing significant remodeling and redevelopment projects.

While residents are aware of the wildfire hazards, the area hasn't experienced a major wildfire recently and residents do not fully grasp the potential impact such an event could have on their community. The last significant wildfire in the area occurred in 1961 and approached the city limits, but at that time, the city was sparsely populated, and most current residents were not present.

Since 2006, the Westlake Fire Department has hosted annual tabletop exercises involving surrounding emergency response organizations, the City of West Lake Hills, and the City of Rollingwood to enhance community preparedness for wildfires and evacuations. These exercises were paused in 2017 but were resumed this year after discussions with the City of West Lake Hills. Mayor James Vaughan and the City Council emphasized the importance of reviewing and testing the current evacuation planning.

Exercise Overview

The latest tabletop exercise was conducted on June 14, 2024, from 9 AM to 12 PM at the Eanes Operations Center, located at 4300 Westbank Drive, West Lake Hills, TX. The scenario involved a small grass fire near the northbound lane of South Capital of Texas Highway, which escalated under Red Flag Day conditions (low humidity, high winds, and dry fuels), threatening the Wild Basin Wilderness Preserve and nearby residential areas.



Exercise Focus and Participation

The exercise targeted the Northwest evacuation zone of the City of West Lake Hills, testing incident command, community evacuation, resource coordination, and suppression efforts. Participating organizations included:

- Westlake Fire Department
- City of West Lake Hills
- Rollingwood Police Department
- West Lake Hills Police Department
- Travis County Sheriff's Office
- Travis County Resource Coordinator
- Travis County Water Control and Improvement District #10
- Eanes Independent School District

Key Objectives and Findings

Fire Department

Incident Command

- **Objectives:** Establish a command post, unified command, clear incident size up, manage escalation, and coordinate with the County Resource Coordinator.
- **Findings:**
 - The command post was efficiently established in a good location that allowed unified command early in the incident; however, relocation of the command post should be considered early in incident escalation.
 - A unified command was formed with all relevant agencies.
 - Use of the Eanes Operations Center conference room as a command post or district operations center was discussed and considered.
 - Appropriate resources were ordered from the County Resource Coordinator.

Community Evacuation

- **Objectives:** Determine evacuation areas, activate evacuation shelter, ensure alerts in English and Spanish, evacuate vulnerable populations.
- **Findings:**
 - Evacuation zones were identified.
 - Areas needing evacuation were determined in a unified way with the Police Department.
 - The shelter was activated promptly.

- There were challenges in ensuring all alerts were bilingual.
- More understanding about the processes, options, and limitations of reverse 911 and other available notification systems are needed.
- There were challenges in coordinating the evacuation of pets and vulnerable populations.

Resource Coordination

- **Objectives:** Establish resource staging, request bus assistance, coordinate communication, manage firefighter callbacks.
- **Findings:**
 - Resource staging was effectively managed.
 - Bus assistance was coordinated smoothly; however, it would be helpful to have an Eanes on-call phone number to utilize when buses or shelter assistance is needed.
 - Communication between fire & law enforcement was well maintained.
 - Eanes ISD bus communication between responders and drivers needs to be clarified.
 - Recall of around 10-12 off duty fire fighters could be estimated if requested.

Suppression Efforts

- **Objectives:** Understand weather conditions, request adequate resources, establish tactical channels, utilize red team resources, monitor water supply.
- **Findings:**
 - Weather conditions were well understood.
 - Suppression efforts were well-coordinated.
 - Tactical channels were efficiently used; however, the incident commander needs to reserve more radio channel banks for use during the incident.
 - Incident escalation was managed well.
 - Drone resources were requested via the Red Team.

Law Enforcement

Incident Command

- **Objectives:** Establish unified command with fire department, locate fire command post.
- **Findings:**
 - Law enforcement effectively integrated into the unified command structure and supported the fire department's command post operations.

Community Evacuation

- **Objectives:** Implement traffic plans, assist with evacuation alerts, manage resistant residents.
- **Findings:**
 - Traffic plans were implemented successfully.
 - Law enforcement assisted with evacuation alerts.
 - Law enforcement managing residents who resisted evacuation orders.
 - Law enforcement had difficulty with door-to-door evacuation efforts and evacuation of commercial properties due to limited resources.
 - More understanding is needed regarding how the Eanes buses could be utilized to assist with the evacuation by transporting occupants from the evacuation collection area to the emergency shelter.
 - Ride sharing requests (Uber and Lyft's) were denied entry to the evacuated area. If someone in the evacuated area requested a ride, Law Enforcement plans to have the driver remain outside the evacuated area so that a Law Enforcement officer can go and pick up the person needing the ride, and then bringing them to the ride sharing driver.
 - Private insurance home defense teams trying to enter the evacuated area to pretreat homes were denied entry.

Resource Coordination

- **Objectives:** Request additional law enforcement assistance, establish staging locations, deploy resources.
- **Findings:**
 - Resource coordination was effective.
 - TCSO had around 34 officers available for assistance.
 - Recall of around 4 off duty West Lake Hills PD police officers could be estimated if requested.
 - Additional law enforcement assistance was deployed as needed.

- Use of additional resources such as public works, towing vehicles, or other City staff to deploy barricades or to help clear roadways needs more discussion and planning.

Safety and Security

- **Objectives:** Provide security for evacuation routes and shelters, maintain presence in evacuated areas.
- **Findings:**
 - Safety and security measures were effectively implemented for evacuation routes and shelters, ensuring a secure environment.
 - More discussion and planning are needed to better understand how the Eanes bus transportation corridor will be established and utilized.

Water District

Infrastructure Protection

- **Objectives:** Monitor risks to water infrastructure, manage messaging about water use, coordinate emergency repairs.
- **Findings:**
 - Command post location and unified command were managed well.
 - Risks to water infrastructure were adequately monitored.
 - Social media monitoring and correction of inaccurate information were handled proficiently.
 - Emergency messages were coordinated well with the command post.
 - Natural gas backup generators ensured continuous power for water supply.
 - Emergency power protocols were effectively managed.
 - Crossroads repair crews readiness and response time were satisfactory.
 - Crossroads repair crews were deployed to pump stations as a backup; however, the wildfire conditions would need to be monitored to ensure their safety. Good communications between the water district staff at the command post and the technicians at the pump stations would be critical. Suggestions were made to incorporate portable radios in addition to cell phones to help support communication.
 - Water maps would be helpful for crossroad technicians to have access to during an emergency to help coordinate any needed emergency repairs.

Eanes School District

Transportation and Shelter

- **Objectives:** Provide bus transportation, assist with emergency shelter operations.
- **Findings:**
 - Bus transportation was efficiently managed.
 - Eanes could recall between 4 – 15 drivers within 30-45 minutes.
 - Emergency shelter operations were well-coordinated.
 - It was recommended to establish an Eanes on-call phone number that responders could utilize to initiate notifications.
 - Eanes would utilize Eanes Independent School District Police Department to assist with safety and security needs during shelter operations or with the use of evacuation buses.
 - There were challenges in handling evacuated residents with pets. Residents with pets would be allowed on the buses, but it was unclear how they would be secured or supervised within the shelters. More discussion and planning are needed.
 - Adequate communication between the buses and Eanes ISD PD units needs to be verified.
 - If schools are occupied with students at the time of the incident that requires the activation of a school shelter, security measures will need to be established between the occupied school and active shelter.
 - Food or water supplies needed at a shelter for evacuated residents and staff may need to come from HEB or Randalls.
 - Coordinating the assistance of the Red Cross would be helpful at activated shelters.
 - A better understanding of how the buses will be used for evacuation between evacuation collection points and shelters is needed. This concept needs to be discussed and reviewed in more detail.
 - Eanes will explore the options of having the fuel pump station utilized for buses and other Eanes fleet connected to an emergency generator.
 - Eanes may explore getting more of the smaller buses or vans in the future.

City of West Lake Hills Administration and Public Works

Evacuation Alerts and Coordination

- **Objectives:** Deliver evacuation alerts, issue formal evacuation orders, coordinate with Travis County Emergency Management.
- **Findings:**
 - Evacuation alerts were delivered promptly, but there were some delays in issuing formal evacuation orders and coordinating with Travis County Emergency Management.
 - There are limited road closure/detour barriers available and for the ones that are available, there are limited means to transport and deploy them. This needs to be discussed and reviewed in more detail.
 - There may be a benefit of using electronic message boards during large scale emergency incidents.
 - The local City alerting system does allow residents to sign up and choose their language preference.
 - More discussion and planning are needed on what the threshold would be to send out warning or evacuation alerts and how large an area to notify.
 - More discussion and planning are needed to better understand and improve the process to coordinate a formal evacuation order issued by the Mayor or County Judge.
 - More discussion and planning are needed to better understand coordinating efforts between the city and the Travis County Emergency Management Office during large emergency events.
 - More incident command system training for city personnel could help staff better understand how to integrate into the incident command post.
 - Due to limited resources, assistance from outside agencies is critical. Establishing response agreements with new agencies or more remote agencies may be helpful if additional resources are needed during a large event.
 - It would be helpful to establish a list of vulnerable populations within the city that may need assistance with evacuation.

Lessons Learned

- **Communication:** Ensure all partnering agencies are familiar with the evacuation plan and routes and effectively communicate these to the public. Emergency alerts should be available in both English and Spanish. Additionally, clarify the customization process for dispatcher-drafted messages to enhance clarity and responsiveness. Establish clear protocols for command post coordination and evacuation alert thresholds.
 - **Related Actions:**
 - Establish Tiered notification within each evacuation zone utilizing EZ Leads.
- **Interagency Coordination:** Establish clear communication protocols and predefined roles to ensure all partnering agencies understand the evacuation plan and their specific responsibilities. This will improve efficiency and response times by reducing the need for the unified command post to direct all actions.
- **Resource Coordination:** Enhance coordination mechanisms between fire, law enforcement, and other support agencies. Develop interlocal agreements with additional agencies, such as the new Eanes ISD Police Department, constable offices, law enforcement from neighboring cities, tow truck services, and public works. This will ensure sufficient resources are available during large-scale incidents.
- **Vulnerable Populations:** Develop specific strategies for evacuating vulnerable populations, including pets.
 - **Related Actions:**
 - Leverage the [State of Texas Emergency Assistance Registry \(STEAR\)](#) provides local emergency planners and emergency responders with additional information on the needs members of our community may have.
 - People who should register for STEAR are those who:
 - have disabilities,
 - are medically fragile,
 - have access and functional needs such as:
 - limited mobility,
 - communication barriers,
 - require additional medical assistance during an emergency event,
 - require transportation assistance,
 - require personal care assistance.
- **Water Supply Management:** Establish more robust procedures for monitoring and managing water supply during wildfire incidents.
 - **Related Actions:**
 - Complete water storage project on Yaupon Valley Rd.
- **Public Messaging:** Improve public messaging strategies to avoid misinformation and ensure accurate communication.

- **Evacuation Planning:** Address pet and vulnerable population evacuations in future planning and improve procedures for door-to-door checks and commercial property notifications.
- **Public Works:** Enhance coordination with the City of Rollingwood or Travis County Transportation and Natural Resources Public Works, or consider establishing a West Lake Hills Public Works Department. This will aid in tree management and the deployment of road closure or detour signs during large-scale emergency incidents.
- **Resident Preparedness:** Emphasizing Firewise principles remains crucial. Encouraging the establishment of defensible space, and the creation and practice of personalized evacuation plans can significantly improve residents' confidence and ability to evacuate early.
- **Infrastructure Improvements:**
 - Pursue opportunities to widen narrow roadways throughout the city.
 - Pursue opportunities to establish emergency turnarounds on dead-end roads throughout the city.
- **Right-of Way Management Strategies:**
 - Maintain tree canopy clearances above and adjacent to roadways to ensure emergency vehicle access. Canopies above a roadway should be at least 14 feet above the roadway. Canopies or vegetation adjacent to the roadway should not extend into the roadway in a manner that reduces the width of the roadway.
 - Clear vegetation within 3 feet around fire hydrants in easements to keep them visible and accessible to responders.
 - Require addresses to be posted clearly and conspicuously citywide.
 - Replace or repair damaged or missing street signs promptly.
 - Explore ways to bury electrical lines during new projects.
 - Help residents contact Austin energy to trim trees near power lines on their property.
 - Monitor and initiate contact with Austin Energy to trim trees near power lines on city property.

Recommendations for Future Exercises

- **Technology Integration:** Use systems like Sandbox for more realistic and interactive scenarios.
- **Increased Complexity:** Introduce more challenging scenarios with limited resources.
- **Expanded Participation:** Include additional agencies like Travis County Office of Emergency Management, Red Cross, and Austin Energy.
- **Evacuation Planning Enhancements:** Incorporate pet evacuation and detailed processes for vulnerable populations.
- **Resource Coordination Improvements:** Clarify communication process with school buses assisting in evacuation and refine firefighter recall processes.
- **Public Works Resource Expansion:** Develop plans for deploying barricades and clearing roadways quickly.

Conclusion

This After Action Review provides a detailed evaluation of the recent tabletop exercise, highlighting the strengths and areas for improvement for all involved agencies.

The 2024 tabletop exercise successfully gathered responding community stakeholders to discuss and evaluate our wildfire preparedness and resource availability. By addressing the challenges and implementing the lessons learned, we can enhance our capabilities to protect our community effectively.





City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	July 24, 2024	Item Number:	10
Department:	Finance		
Prepared By:	Vonda Ragsdale	Cost / Budget:	
Exhibits:	Proposed Budget FY24-25	Source of Funds:	

Subject

Discuss and consider action on the fiscal year 2024-2025 Proposed Budget

Recommendation

Discussion on proposed revenue and expenses for first budget group: Police Department and other Ancillary Funds.

Discussion

Discussion will include revenue and expense budget assumptions for the proposed budget 2024-2025:

Revenues:

- Proposed Property Tax Rate of \$0.1786 to remain the same as last year
- Property tax is based on an estimated Taxable Value of \$3,325,457,304, a 1.75% increase from prior year
- Sales Tax is as good as last year – strong. On track to receive \$4m total for the year.

Expenses:

- An new Department 68 – Facilities Maintenance & Operation has been created for the new City Hall to encompass all utilities, insurance, maintenance, etc. that has to do with the new facility.
- Salaries have a 4% increase
- Medical is estimated at a 6.91% increase and 50% family medical is included



City of West Lake Hills

Fiscal Year 2024-2025

James Vaughan, Mayor

PROPOSED BUDGET - JULY 24, 2024

PROPOSED TAX RATE

FY 2024-2025 PROPOSED PROPERTY TAX RATE FOR CITY OF WEST LAKE HILLS

This budget will raise more revenue from property taxes than last year's budget by an amount of \$101,864 which is a 1.75% increase from last year's budget. The property tax revenue to be raised from new property (\$62,768,352) added to the tax roll this year is \$112,104.

Property Tax Rate Comparison	FY 2023-24	FY 2024-25
Proposed Tax Rate	\$0.1786/100	\$0.1786/100
No New Revenue Tax Rate	\$0.1447/100	\$0.1755/100
Maintenance and Operations Rate	\$0.1178/100	\$0.1193/100
Debt Rate	\$0.0608/100	\$0.0593/100
Voter Approval Rate	\$0.1667/100	\$0.1817/100
De Minimis Rate	\$0.1786/100	\$0.1906/100

City of West Lake Hills City Council Recorded Roll Call Vote:

Vote

(Mayor does not vote unless required to break a tie.)

Mayor James Vaughan

Council Members:

Place 1 Dana Harmon

Place 2 Brian Plunkett

Place 3 Beth South

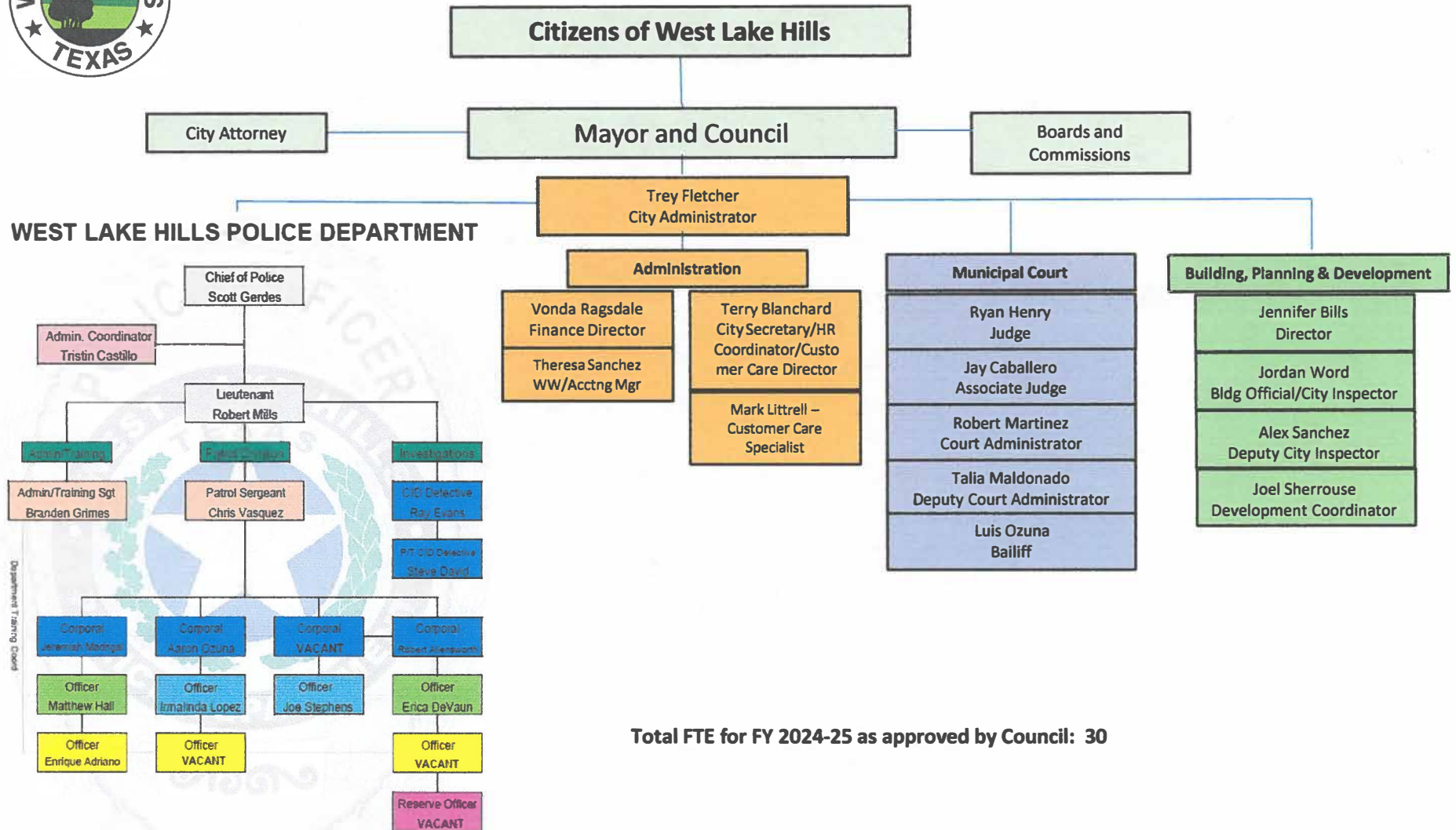
Place 4 Darin Walker

Place 5 Gordon Bowman, Mayor Pro Tem

FOR	AGAINST	ABSENT
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City of West Lake Hills Organization Chart, Fiscal Year 2024-25



Total FTE for FY 2024-25 as approved by Council: 30

CITY OF WEST LAKE HILLS
PROPOSED BUDGET SUMMARY TOTALS - ALL GENERAL FUNDS
FY 2024-2025

AS OF 7/24/24

	GENERAL FUNDS					
	01 GENERAL FUND	04 2021 STREET MAINT. FUND	06 COURT SPECIAL REVENUE FUND	07 PD SPECIAL REVENUE FUND	08 STAN GRAHAM MEMORIAL TREE FUND	TOTAL GENERAL FUNDS
REVENUE SOURCE						
TAXES	\$ 6,618,000	\$ 1,300,000	\$ -	\$ -	\$ -	\$ 7,918,000
PERMITS	332,000		-	-	-	332,000
FEES	568,000		-	-	-	568,000
FINES & WARRANTS	152,000		-	-	-	152,000
INTEREST & MISC REVENUE	671,885		26,200	1,200	9,000	708,285
TOTAL REVENUE	\$ 8,341,885	\$ 1,300,000	\$ 26,200	\$ 1,200	\$ 9,000	\$ 9,678,285
DEPARTMENTAL EXPENSE						
ADMINISTRATION	\$ 1,387,077		\$ -	\$ -	\$ -	\$ 1,387,077
POLICE	3,134,110		-	1,500	-	3,135,610
PLANNING & DEVELOPMENT	1,079,661		-	-	-	1,079,661
PUBLIC WORKS	884,826	50,000				934,826
MUNICIPAL COURT	373,227		18,000	-	-	391,227
FACILITIES MAINTENANCE & OPERATIONS	38,750					38,750
CAPITAL OUTLAY - GF	358,698	1,083,270	-	-		1,441,968
TREE FUND	-		-	-	15,000	15,000
TOTAL EXPENSE	\$ 7,256,349	\$ 1,133,270	\$ 18,000	\$ 1,500	\$ 15,000	\$ 8,424,119
BUDGET SURPLUS/ (SHORTFALL)	\$ 1,085,536	\$ 166,730	\$ 8,200	\$ (300)	\$ (6,000)	\$ 1,254,166

	GENERAL FUND	2021 STREET MAINT. FUND	COURT SPECIAL REVENUE FUND	PD SPECIAL REVENUE FUND	STAN GRAHAM MEMORIAL TREE FUND	TOTAL GENERAL FUNDS
Audited Ending Balances - 9/30/21	\$ 8,319,860	\$ -	\$ 137,276	\$ 41,975	\$ 193,025	\$ 8,692,136
Audited Ending Balances - 9/30/22	\$ 10,125,776	\$ -	\$ 162,105	\$ 43,172	\$ 217,262	\$ 10,548,315
Audited Ending Balances - 9/30/23	\$ 9,562,230	\$ 1,236,840	\$ 184,787	\$ 41,335	\$ 275,248	\$ 11,300,440
Est Projected EOY Budget - FY23-24	\$ 11,225,753	\$ 552,998	\$ 196,507	\$ 36,505	\$ 280,579	\$ 12,292,342
Est Projected EOY Budget - FY24-25	\$ 12,311,289	\$ 719,728	\$ 204,707	\$ 36,205	\$ 274,579	\$ 13,546,508
Less: Stabilization Cash Reserve	\$ (3,250,000)	INCREASE??				
Less: Legal Counsel Cash Reserve	\$ (300,000)	REPLENISH?				
Less: Contingency Cash Reserve	\$ (500,000)					
Less: Brush Pickup Reserve	\$ (200,000)					
Less: City Hall Cash Reserve Fund	\$ (3,000,000)					
Unrestricted General Fund Balance	\$ 5,061,289					

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

01 -GENERAL FUND

	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
TAXES								
01-40100 PROPERTY TAXES	1,873,782	2,027,107	3,235,995	3,736,978	3,791,909	3,820,000	3,920,000	
01-40200 SALES TAX	3,438,498	3,814,133	2,700,666	2,500,000	2,265,586	2,650,000	2,650,000	
01-40250 MIXED BEVERAGE TAX	34,041	40,815	45,940	48,000	32,805	48,000	48,000	
TOTAL TAXES	5,346,321	5,882,055	5,982,602	6,284,978	6,090,299	6,518,000	6,618,000	
PERMITS								
01-41000 BUILDING PERMITS	255,317	393,337	344,291	330,000	219,567	330,000	330,000	
01-41010 TECHNOLOGY FEE - PLANNING	0	1,395	2,783	2,000	990	2,000	2,000	
TOTAL PERMITS	255,317	394,732	347,073	332,000	220,557	332,000	332,000	
FEES								
01-42000 SUBDIVISION PLATS	1,900	468	0	1,000	0	0	0	
01-42010 STREET MAINT FEES	18,191	31,461	7,263	8,000	0	0	0	
01-42020 ZONING FEES	77,900	96,373	47,255	40,000	28,375	40,000	40,000	
01-42025 INSPECTION FEES	28,620	41,285	54,010	52,000	24,945	45,000	45,000	
01-42030 PLANNING ADMINISTRATIVE FEES	12,371	10,767	12,437	13,000	8,952	13,000	13,000	
01-42040 TELECOM FRANCHISE/ROW FEES	54,575	61,817	51,255	55,000	32,344	55,000	55,000	
01-42043 NATURAL GAS FRANCHISE FEES	34,933	48,783	52,262	50,000	41,576	41,576	40,000	
01-42045 ELECTRIC FRANCHISE FEES	243,981	245,517	275,005	275,000	242,218	325,000	325,000	
01-42050 CABLE FRANCHISE FEES	48,970	48,724	48,447	50,000	33,980	50,000	50,000	
TOTAL FEES	521,440	585,194	547,935	544,000	412,390	569,576	568,000	
FINES & WARRANTS								
01-44000 FINES	94,452	141,280	166,746	140,000	104,974	140,000	140,000	
01-44100 WARRANT FEES	1,800	1,600	650	1,600	1,750	2,100	2,000	
01-44150 COURT ADMINISTRATIVE FEES	9,963	16,956	16,817	15,000	5,360	10,000	10,000	
TOTAL FINES & WARRANTS	106,215	159,836	184,213	156,600	112,084	152,100	152,000	
INTEREST & MISC.								
01-45000 INTEREST INCOME	7,879	81,257	565,851	550,000	415,233	750,000	550,000	
01-45005 PROPERTY TAX P & I	7,506	10,005	26,882	16,000	24,462	26,000	25,000	
01-45007 LEASES	72,926	76,177	77,900	79,500	76,132	79,500	81,885	
01-45008 LEASE-PARKING LOT	0	0	4,524	0	5,700	5,700	0	
01-45010 MISCELLANEOUS INCOME	111,585	146,523	17,365	10,000	10,147	15,000	15,000	
01-45012 POLICE GRANT REVENUE	0	0	50,598	0	0	0	0	
01-45013 CORONAVIRUS RELIEF FUND-COUNTY	155,648	0	0	0	0	0	0	
01-45017 TXDOT REIMBURSEMENT	11,285	0	0	0	0	0	0	
01-45018 CLRF GRANT (ARPA)	124,433	56,811	82,730	0	0	0	0	
01-45019 OPIOID SETTLEMENT	0	0	5,354	0	2,422	2,422	0	
01-45040 SALE OF ASSETS	326	8,500	27,949	0	20,638	20,638	0	
TOTAL INTEREST & MISC.	491,589	379,274	859,152	655,500	554,734	899,260	671,885	
TOTAL REVENUES	6,720,882	7,401,091	7,920,975	7,973,078	7,390,065	8,470,936	8,341,885	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

01 -GENERAL FUND
ADMINISTRATION

	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
MAINTENANCE								
01-60050 BUILDING MAINTENANCE	2,819	3,243	21,472	5,000	2,826	5,000	5,000	
01-60055 COMP MAINT/SOFTWARE/ACCESSORIE	31,426	27,354	30,867	70,000	21,650	45,000	70,000	
TOTAL MAINTENANCE	34,245	30,596	52,339	75,000	24,476	50,000	75,000	
REPAIRS								
01-60140 EQUIPMENT CONTRACTS	645	645	1,392	3,500	890	2,000	2,000	
01-60190 JANITORIAL	5,379	6,141	5,857	7,500	5,851	7,500	9,000	
TOTAL REPAIRS	6,024	6,785	7,249	11,000	6,741	9,500	11,000	
CONTRACT SERVICES								
01-60200 OUTSIDE LEGAL COUNSEL	18,493	94,964	21,841	75,000	0	10,000	10,000	
01-60205 CONSULTANT FEES	11,033	28,069	53,489	70,500	27,477	70,500	72,500	
01-60206 CITY HALL/911 PROJECT MANAGER	0	0	26,136	0	0	0	0	
01-60210 CITY ATTORNEY FEES	40,150	62,925	84,862	75,000	23,162	50,000	75,000	
01-60210 CITY ATTORNEY - LITIGATION	20,548	4,128	59,183	5,000	251,912	300,000	20,000	
01-60212 CODIFICATION	4,637	4,421	2,225	19,000	10,257	15,000	15,000	
01-60214 TAX COLLECTION EXPENSE	4,991	4,911	5,612	6,200	6,040	6,040	6,500	
01-60215 APPRAISAL DISTRICT EXPENSE	7,472	8,295	19,876	25,000	22,317	29,756	32,000	
01-60216 AUDITING SERVICES	20,140	23,160	24,720	26,400	18,480	26,400	29,000	
01-60219 CITY COUNCIL EXPENSES	0	0	0	3,000	1,454	3,000	3,000	
01-60220 TRAINING	1,930	4,159	15,684	16,000	5,010	16,000	16,000	
01-60221 MEMBERSHIPS/SUBSCRIPTIONS	2,831	4,649	4,005	9,750	11,101	12,000	13,000	
01-60230 OFFICE SUPPLIES	3,299	2,231	1,366	3,000	1,407	3,000	3,000	
01-60235 ELECTION EXPENSES	150	16,817	9,424	10,500	0	0	12,000	
01-60250 POSTAGE	604	562	975	1,000	3,657	1,000	1,000	
01-60260 EMPLOYMENT ADS/RECRUITMENT	0	41,856	0	250	0	0	250	
01-60266 CREDIT CARD FEES	1,578	24	0	0	0	0	0	
01-60270 PRINTING/PUBLICATIONS	2,163	2,422	9,049	26,000	4,503	10,000	10,000	
01-60280 PUBLIC NOTICES	3,968	15,153	5,561	10,000	158	10,000	10,000	
01-60290 RECORDS STORAGE & MAINTENANCE	857	832	1,084	1,700	623	1,450	1,450	
TOTAL CONTRACT SERVICES	144,844	319,578	345,090	383,300	387,559	564,146	329,700	
PAYROLL								
01-60330 SALARIES	434,585	397,471	484,597	524,019	443,252	580,244	617,340	
01-60340 PAYROLL TAX	34,979	28,983	34,296	41,734	33,483	43,992	49,395	
01-60341 RETIREMENT	75,026	67,402	78,518	100,842	87,148	114,076	123,030	
01-60342 LONGEVITY	552	715	895	1,370	2,210	3,040	4,065	
01-60343 VEHICLE/PHONE ALLOWANCE	9,536	6,700	10,340	19,440	17,535	23,385	23,400	
01-60344 MEDICAL/DENTAL INSURANCE	47,366	52,441	76,815	69,513	63,268	82,184	118,605	
01-60346 WORKERS COMP INSURANCE	782	713	670	680	652	652	842	
01-60350 CONTRACT/TEMPORARY SUPPORT	520	0	0	0	0	0	0	
TOTAL PAYROLL	603,345	554,424	686,132	757,598	647,548	847,573	936,677	

CITY OF WEST LAKE HILLS
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2024
 PROPOSED BUDGET FY2024-2025

01 -GENERAL FUND
 ADMINISTRATION

	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>UTILITIES & SUNDRY</u>								
01-60430 PUBLIC INFORMATION SERVICES	4,961	4,169	2,604	10,000	0	3,000	7,500	
01-60440 SUNDRY	1,446	2,732	1,572	2,000	1,081	2,000	2,000	
01-60450 TELECOM	4,710	4,692	4,207	5,000	2,503	4,500	4,500	
01-60465 GENERAL INSURANCE	2,233	2,677	3,064	3,801	2,842	2,842	3,200	
01-60469 UNEMPLOYMENT CLAIMS (TWC)	3,296	0	0	0	0	0	0	
01-60477 TEAM DEVELOPMENT	1,563	3,213	5,043	5,000	2,790	5,000	5,000	
01-60485 UNIFORMS	0	0	810	500	0	500	500	
01-60490 UTILITIES	7,750	9,343	11,824	11,500	9,941	11,500	12,000	
TOTAL UTILITIES & SUNDRY	25,958	26,826	29,123	37,801	19,157	29,342	34,700	
<u>CAPITAL OUTLAY</u>								
01-60550 COMPUTERS/FURNITURE/EQUIP	2,613	9,243	50,361	73,000	29,758	73,000	50,000	
TOTAL CAPITAL OUTLAY	2,613	9,243	50,361	73,000	29,758	73,000	50,000	
<u>TRANSFERS</u>								
TOTAL ADMINISTRATION	817,030	947,453	1,170,294	1,337,699	1,115,239	1,573,561	1,437,077	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

01 -GENERAL FUND
POLICE DEPARTMENT

	2020-2021	2021-2022	2022-2023	(-----	2023-2024	(-----	2024-2025	(-----)
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
				BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							PB	SELECTED
MAINTENANCE								
01-61050 BUILDING MAINTENANCE	7,196	6,219	5,848	10,000	3,778	10,000	10,000	
01-61055 COMP MAINT/SOFTWARE/ACCESSORIE	66,704	57,249	81,284	75,000	71,021	85,000	85,000	
01-61060 VEHICLE M & O	22,353	13,638	30,539	22,000	15,126	22,000	22,000	
01-61061 FUEL	24,378	33,243	30,273	48,000	19,415	35,000	40,000	
01-61080 RADAR REP/CALIBRATION	60	440	400	1,000	328	1,000	1,000	
TOTAL MAINTENANCE	120,691	110,789	148,344	156,000	109,668	153,000	158,000	
REPAIRS								
01-61150 EQUIPMENT CONTRACTS/REPAIRS	22,524	25,959	27,169	30,000	17,376	30,000	29,000	
01-61190 JANITORIAL	7,182	6,709	8,141	8,000	7,713	10,000	10,000	
TOTAL REPAIRS	29,705	32,667	35,310	38,000	25,089	40,000	39,000	
CONTRACT SERVICES								
01-61200 CITY ATTORNEY FEES	2,221	4,459	660	2,500	0	2,500	2,500	
01-61210 MEDICAL EXAMINATIONS	408	1,040	913	3,000	510	3,000	3,000	
01-61211 PSYCHOLOGICAL EXAMINATIONS	3,050	3,850	3,550	4,000	3,850	4,000	4,000	
01-61213 PSYCHOLOGICAL COUNSELING	2,100	650	200	2,000	1,990	2,000	2,500	
01-61215 OPIOID SETTLEMENT EXPENSES	0	1,620	0	0	0	0	0	
01-61221 MEMBERSHIPS/SUBSCRIPTIONS	5,316	6,990	4,509	4,800	8,513	8,820	9,000	
01-61225 BODY CAMERA STORAGE GRANT EXP	0	3,520	0	0	0	0	0	
01-61230 OFFICE SUPPLIES	5,206	5,032	4,938	5,000	3,236	5,000	5,000	
01-61240 POLICE SUPPLIES	18,546	20,489	22,691	22,000	10,417	22,000	22,000	
01-61250 POSTAGE	264	349	269	500	58	500	500	
01-61256 DISPATCH/CTECC	106,464	122,434	140,799	161,919	161,919	161,919	186,206	
01-61260 EMPLOYMENT ADS/RECRUITING	327	3,074	3,590	2,000	0	2,000	2,000	
01-61290 RECORDS STORAGE & MAINTENANCE	771	693	621	1,500	171	200	200	
TOTAL CONTRACT SERVICES	144,672	174,200	182,739	209,219	190,664	211,939	236,906	
PAYROLL								
01-61330 SALARIES	1,158,115	1,204,416	1,282,459	1,514,620	994,282	1,301,705	1,549,020	
01-61335 CERTIFICATION PAY	16,537	18,158	15,008	19,553	24,770	32,474	43,446	
01-61336 BI-LINGUAL INCENTIVE	0	0	0	2,400	0	0	2,400	
01-61340 PAYROLL TAXES	94,312	94,397	93,602	123,095	84,252	108,494	127,640	
01-61341 RETIREMENT	195,481	199,471	231,362	296,627	204,412	265,766	315,880	
01-61342 LONGEVITY	6,158	7,660	7,585	7,890	5,595	7,475	8,930	
01-61343 VEHICLE/PHONE ALLOWANCE	7,920	7,920	7,920	62,520	40,370	53,000	62,520	
01-61344 MEDICAL/DENTAL INSURANCE	170,877	178,772	180,091	260,068	149,147	195,530	398,663	
01-61346 WORKERS COMP INSURANCE	32,337	29,405	33,115	34,955	34,096	34,096	34,955	
01-61350 CONTRACT/TEMPORARY SUPPORT	1,360	0	0	0	0	0	0	
TOTAL PAYROLL	1,683,097	1,740,199	1,851,142	2,321,728	1,536,923	1,998,540	2,543,454	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

01 -GENERAL FUND
POLICE DEPARTMENT

EXPENDITURES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	(----- 2023-2024 -----)		(----- 2024-2025 -----)		PROPOSED BUDGET SELECTED
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	
UTILITIES & SUNDRY								
01-61430 PUBLIC INFORMATION SERVICES	0	0	0	0	0	0	4,750	
01-61450 TELECOM	25,582	24,311	26,682	26,000	19,428	26,000	27,000	
01-61465 GENERAL INSURANCE	21,416	23,553	25,487	28,250	30,020	30,020	33,000	
01-61470 TRAINING	15,782	15,652	22,197	37,500	20,658	37,500	37,500	
01-61475 COMMUNITY RELATIONS/NNO	3,440	5,713	5,322	6,000	1,704	6,000	6,000	
01-61477 TEAM DEVELOPMENT	1,822	2,929	2,692	6,000	2,473	6,000	6,000	
01-61480 UNIFORM ALLOWANCE	15,276	18,528	16,392	18,000	14,193	18,000	18,000	
01-61485 FIRING RANGE/AMMUNITION/GUNS	8,653	10,573	10,021	8,500	6,234	8,500	8,500	
01-61490 UTILITIES	11,506	13,841	16,136	15,000	14,208	15,000	16,000	
TOTAL UTILITIES & SUNDRY	103,478	115,101	124,930	145,250	108,917	147,020	156,750	
CAPITAL OUTLAY								
01-61550 COMPUTERS/FURNITURE/EQUIP	6,855	20,618	25,566	33,500	8,587	33,500	12,000	
01-61551 DIGITAL VIDEO SYST FOR CARS	0	5,935	3,583	8,000	15,823	15,823	19,600	
01-61553 PATROL VEHICLES	0	68,047	148,180	77,850	3,200	81,050	160,000	
01-61554 RADIOS	0	0	0	40,000	0	40,000	35,000	
01-61555 VESTS	1,530	3,960	5,524	4,000	3,565	4,000	3,200	
01-61556 RADAR EQUIPMENT	0	3,579	6,769	3,200	0	3,200	6,400	
01-61558 CAPITAL OUTLAY-TASERS	5,836	6,080	7,458	7,000	0	7,000	12,950	
01-61559 CO - PD GRANT EXPENSE	0	0	47,958	0	0	0	0	
01-61560 CAPITAL OUTLAY-BODY CAMERAS	5,601	4,025	8,138	6,400	4,217	6,400	16,248	
TOTAL CAPITAL OUTLAY	19,822	112,242	253,175	179,950	35,393	190,973	265,398	
TRANSFERS								
TOTAL POLICE DEPARTMENT	2,101,465	2,285,198	2,595,640	3,050,147	2,006,653	2,741,472	3,399,508	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

01 -GENERAL FUND
PLANNING & DEVELOPMENT

	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
MAINTENANCE								
01-63055 COMP MAINT/SOFTWARE/ACCESSORIE	30,316	33,789	32,835	48,600	27,581	35,500	35,500	
01-63060 VEHICLE M & O	117	502	912	2,200	2,106	2,200	4,200	
01-63061 FUEL	332	650	1,349	1,500	951	1,500	1,500	
TOTAL MAINTENANCE	30,765	34,941	35,096	52,300	30,638	39,200	41,200	
REPAIRS								
01-63140 EQUIPMENT CONTRACTS	0	0	812	1,250	668	1,250	1,250	
01-63157 CODE COMPLIANCE EXPENSE	0	400	161	500	34	500	500	
TOTAL REPAIRS	0	400	973	1,750	702	1,750	1,750	
CONTRACT SERVICES								
01-63200 OUTSIDE LEGAL COUNSEL	0	1,950	0	0	1,000	2,500	0	
01-63205 CONSULTANT FEES	92,303	151,634	319,773	105,000	47,070	105,000	84,500	
01-63207 CITY ENGINEER	0	0	0	150,000	204,280	240,000	200,000	
01-63210 CITY ATTORNEY FEES	24,318	26,721	26,765	30,000	10,324	25,000	25,000	
01-63220 TRAINING	3,229	2,502	2,876	7,500	1,484	7,500	7,500	
01-63230 OFFICE SUPPLIES	1,178	1,626	1,317	1,500	743	1,500	1,500	
01-63240 MEMBERSHIPS/PROFESSIONAL FEES	2,012	1,307	1,997	5,000	1,079	4,000	4,000	
01-63245 INSP/PLAN REVIEWS-3RD PARTY	54,045	68,683	68,144	75,000	32,134	60,000	60,000	
01-63250 POSTAGE	1,800	2,353	2,373	2,000	425	2,000	2,000	
01-63266 CREDIT CARD FEES	3,692	9,731	15,314	15,000	6,550	15,000	15,000	
01-63270 PRINTING	1,387	2,271	1,517	1,000	1,001	1,000	1,000	
01-63280 PUBLIC NOTICES/ADVERTISING	278	100	0	1,000	276	500	1,000	
01-63290 RECORDS STORAGE & MAINTENANCE	1,302	1,155	840	1,000	863	1,000	1,000	
TOTAL CONTRACT SERVICES	185,544	270,032	440,916	394,000	307,230	465,000	402,500	
PAYROLL								
01-63330 SALARIES	309,696	368,315	348,766	448,805	291,698	378,252	390,070	
01-63336 BI-LINGUAL INCENTIVE	0	0	1,200	1,200	900	1,200	1,200	
01-63340 PAYROLL TAX	22,334	28,612	26,302	36,198	23,675	30,450	31,262	
01-63341 RETIREMENT	48,944	61,040	57,032	87,464	56,982	74,040	77,865	
01-63342 LONGEVITY	1,840	1,900	1,960	2,150	400	475	410	
01-63343 VEHICLE/PHONE ALLOWANCE	3,200	4,280	4,130	20,400	13,180	17,290	16,440	
01-63344 MEDICAL/DENTAL INSURANCE	24,943	39,196	50,218	72,531	50,024	62,452	88,814	
01-63346 WORKERS COMP INSURANCE	1,396	1,206	1,135	1,188	1,177	1,177	1,200	
01-63350 CONTRACT/TEMPORARY SUPPORT	3,251	2,127	86,225	3,500	3,712	3,712	4,000	
TOTAL PAYROLL	415,606	506,675	576,969	673,436	441,749	569,048	611,261	
UTILITIES & SUNDRY								
01-63430 PUBLIC INFORMATION SERVICES	0	0	0	0	0	0	14,150	
01-63440 SUNDRY	0	0	255	500	44	500	500	
01-63450 TELECOM	3,222	3,876	4,056	4,000	3,046	4,000	4,000	
01-63465 GENERAL INSURANCE	2,020	2,213	2,231	3,260	2,259	2,259	2,500	
01-63469 UNEMPLOYMENT CLAIMS (TWC)	4,129	0	0	0	0	0	0	
01-63480 RECORDING FEES	0	698	500	500	536	536	500	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

01 -GENERAL FUND
PLANNING & DEVELOPMENT

EXPENDITURES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	(----- 2023-2024 -----)		(----- 2024-2025 -----)		PROPOSED BUDGET SELECTED
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	
01-63485 UNIFORMS	0	944	624	1,000	1,098	1,300	1,300	
TOTAL UTILITIES & SUNDRY	9,371	7,731	7,666	9,260	6,983	8,595	22,950	
<u>CAPITAL OUTLAY</u>								
01-63540 COMPUTERS/FURNITURE/EQUIP	2,560	0	13,149	2,000	0	2,000	7,300	
TOTAL CAPITAL OUTLAY	2,560	0	13,149	2,000	0	2,000	7,300	
<u>TRANSFERS</u>								
TOTAL PLANNING & DEVELOPMENT	643,846	819,779	1,074,769	1,132,746	787,302	1,085,593	1,086,961	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

01 -GENERAL FUND
PUBLIC WORKS

	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
REPAIRS								
01-64151 DRAINAGE REPAIRS & MAINT	117,284	78,741	53,693	120,000	98,431	136,600	150,000	
01-64155 ROW MAINTENANCE	158,121	212,801	98,253	130,000	109,496	132,700	150,000	
01-64160 FIRE SAFETY/BRUSH PICKUP	243,282	0	1,952,913	0	153,813	156,000	1,700	
01-64165 SIGN MAINTENANCE	2,745	414	397	2,500	1,356	2,500	2,500	
01-64170 STREET LIGHTING	208	163	194	250	167	250	250	
01-64175 STREET REPAIRS	4,956	7,924	7,982	10,000	5,852	10,000	10,000	
TOTAL REPAIRS	526,596	300,044	2,113,432	262,750	369,115	438,050	314,450	
CONTRACT SERVICES								
01-64205 CONSULTANT FEES	0	0	9,373	0	1,445	1,445	0	
01-64217 SOLID WASTE SERVICES	467,246	482,364	517,305	543,165	406,193	543,165	567,000	
TOTAL CONTRACT SERVICES	467,246	482,364	526,678	543,165	407,638	544,610	567,000	
UTILITIES & SUNDRY								
01-64430 PUBLIC INFORMATION SERVICES	0	0	0	0	0	0	2,521	
01-64465 GENERAL INSURANCE	0	0	130	145	775	775	855	
TOTAL UTILITIES & SUNDRY	0	0	130	145	775	775	3,376	
CAPITAL OUTLAY								
01-64550 STREET IMPRV/TRAFFIC CALMING	0	8,430	4,807	0	0	0	0	
01-64551 SIGNS WITH RADAR	0	0	0	0	0	0	36,000	
01-64552 CITY ENTRANCE SIGNAGE	0	0	9,675	85,000	17,529	85,000	0	
01-64555 DRAINAGE IMPROVEMENTS	12,000	0	0	0	0	0	0	
01-64565 STREET REPAVING/MAINT - WD10	141,624	0	0	0	0	0	0	
01-64566 ANNUAL MAINT-CEDAR OAK-YR 3	0	37,882	636,087	0	0	0	0	
01-64567 ANNUAL MAINT-HRBRVW & WLDCT HL	53,971	322,988	3,266	0	0	0	0	
01-64568 ANNUAL MAINTENANCE-YEAR 4	0	40,517	4,792	0	0	0	0	
01-64569 ANNUAL MAINTENANCE-YEAR 5	0	73,631	4,792	0	0	0	0	
01-64570 ANNUAL MAINTENANCE-YEAR 6	0	0	942	0	0	0	0	
TOTAL CAPITAL OUTLAY	207,595	483,448	664,361	85,000	17,529	85,000	36,000	
TRANSFERS								
TOTAL PUBLIC WORKS	1,201,437	1,265,856	3,304,601	891,060	795,057	1,068,435	920,826	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

01 -GENERAL FUND
MUNICIPAL COURT

	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
REPAIRS								
01-67140 EQUIPMENT CONTRACTS	0	0	812	1,000	668	1,000	1,000	
01-67150 COMP MAINT/SOFTWARE/ACCESSORIE	28,047	24,457	27,706	29,500	27,686	29,500	29,500	
TOTAL REPAIRS	28,047	24,457	28,518	30,500	28,354	30,500	30,500	
CONTRACT SERVICES								
01-67220 TRAINING	1,037	2,520	4,405	3,000	2,908	3,000	3,000	
01-67221 MEMBERSHIPS/SUBSCRIPTIONS	150	195	150	300	32	300	300	
01-67230 OFFICE SUPPLIES	1,850	1,077	1,083	1,250	361	1,250	1,250	
01-67250 POSTAGE	849	816	838	1,000	294	800	800	
01-67260 PROSECUTOR FEES	32,423	28,177	57,171	50,000	22,898	40,000	40,000	
01-67266 CREDIT CARD FEES	4,674	8,400	10,261	6,500	2,865	2,865	0	
01-67290 RECORDS STORAGE & MAINTENANCE	718	582	295	1,000	13	13	0	
TOTAL CONTRACT SERVICES	41,700	41,767	74,202	63,050	29,370	48,228	45,350	
PAYROLL								
01-67330 SALARIES	130,159	145,913	158,827	181,028	129,933	171,085	187,120	
01-67336 BI-LINGUAL INCENTIVE	0	0	1,200	1,200	900	1,200	1,200	
01-67340 PAYROLL TAXES	10,232	11,313	11,857	14,722	10,794	14,000	15,230	
01-67341 RETIREMENT	18,900	21,142	23,460	30,278	23,710	30,278	32,473	
01-67342 LONGEVITY	1,118	1,330	1,805	2,040	1,585	2,040	2,560	
01-67343 VEHICLE/PHONE ALLOWANCE	0	0	2,090	7,920	6,270	7,920	7,920	
01-67344 MEDICAL/DENTAL INSURANCE	21,829	24,752	26,026	28,773	22,221	28,773	44,407	
01-67346 WORKERS COMP INSURANCE	782	661	622	510	659	659	652	
TOTAL PAYROLL	183,019	205,110	225,888	266,471	196,073	255,955	291,562	
UTILITIES & SUNDRY								
01-67430 PUBLIC INFORMATION SERVICES	0	2,480	2,604	2,500	0	955	3,065	
01-67450 TELECOM	0	2,331	2,300	1,100	1,133	1,600	1,600	
01-67465 GENERAL INSURANCE	434	588	761	655	664	664	700	
01-67475 PUBLIC EDUCATION/COMM RELATION	250	155	250	250	0	250	250	
01-67485 UNIFORMS	0	0	200	200	0	200	200	
TOTAL UTILITIES & SUNDRY	683	5,554	6,115	4,705	1,797	3,669	5,815	
CAPITAL OUTLAY								
01-67550 COMPUTERS/FURNITURE/EQUIP	0	0	4,493	0	0	0	0	
TOTAL CAPITAL OUTLAY	0	0	4,493	0	0	0	0	
TRANSFERS								
TOTAL MUNICIPAL COURT	253,450	276,889	339,217	364,726	255,593	338,352	373,227	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

01 -GENERAL FUND
FACILITIES MAINT & OPERAT

EXPENDITURES	(------ 2023-2024 -----) (------ 2024-2025 -----)							
	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>MAINTENANCE</u>								
01-68050 BUILDING MAINTENANCE/SUPPLIES	0	0	0	0	0	0	5,000	
01-68051 GROUNDS MAINT-CITY HALL	0	0	0	0	0	0	5,000	
TOTAL MAINTENANCE	0	0	0	0	0	0	10,000	
<u>REPAIRS</u>								
01-68140 EQUIPMENT CONTRACTS	0	0	0	0	0	0	5,000	
01-68190 JANITORIAL	0	0	0	0	0	0	5,000	
TOTAL REPAIRS	0	0	0	0	0	0	10,000	
<u>UTILITIES & SUNDRY</u>								
01-68450 TELECOM	0	0	0	0	0	0	5,000	
01-68465 GENERAL INSURANCE	0	0	0	0	0	0	8,750	
01-68490 UTILITIES	0	0	0	0	0	0	5,000	
TOTAL UTILITIES & SUNDRY	0	0	0	0	0	0	18,750	
TOTAL FACILITIES MAINT & OPERAT	0	0	0	0	0	0	38,750	
TOTAL EXPENDITURES	5,017,228	5,595,174	8,484,521	6,776,377	4,959,844	6,807,414	7,256,349	
REVENUE OVER/ (UNDER) EXPENDITURES	1,703,654	1,805,917	(563,546)	1,196,701	2,430,222	1,663,523	1,085,536	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2024
 PROPOSED BUDGET FY2024-2025

04 -2021 STREET MAINT FUND

	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>TAXES</u>								
04-40200 SALES TAX	0	0	1,350,333	1,300,000	1,132,793	1,300,000	1,300,000	
TOTAL TAXES	0	0	1,350,333	1,300,000	1,132,793	1,300,000	1,300,000	
TOTAL REVENUES	0	0	1,350,333	1,300,000	1,132,793	1,300,000	1,300,000	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

04 -2021 STREET MAINT FUND
PUBLIC WORKS

	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
CONTRACT SERVICES								
04-64205 CONSULTANT/ENGINEER FEES	0	0	113,493	50,000	50,662	50,000	50,000	
04-64207 ENGINEERING	0	0	0	0	4,900	0	0	
TOTAL CONTRACT SERVICES	0	0	113,493	50,000	55,562	50,000	50,000	
CAPITAL OUTLAY								
04-64570 ANNUAL MAINTENANCE-FY22-23	0	0	0	1,105,249	3,791	1,105,249	0	
04-64571 ANNUAL MAINTENANCE-FY23-24	0	0	0	828,593	23,964	828,593	0	
04-64572 ANNUAL MAINTENANCE-FY24-25	0	0	0	0	0	0	1,083,270	
TOTAL CAPITAL OUTLAY	0	0	0	1,933,842	27,755	1,933,842	1,083,270	
TOTAL PUBLIC WORKS	0	0	113,493	1,983,842	83,317	1,983,842	1,133,270	
TOTAL EXPENDITURES	0	0	113,493	1,983,842	83,317	1,983,842	1,133,270	
REVENUE OVER/ (UNDER) EXPENDITURES	0	0	1,236,840	(683,842)	1,049,476	(683,842)	166,730	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

06 -COURT SPECIAL REVENUE

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)		(----- 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
FINES & WARRANTS								
06-44170 LTPDF-LOCAL TRUANCY PREVENTION	3,445	6,420	7,440	6,000	5,055	5,900	6,000	
06-44180 LMJF-LOCAL MUNICIPAL JURY FUND	69	128	149	100	101	120	100	
06-44200 SECURITY FEES	3,912	6,663	7,447	6,000	5,091	6,100	6,000	
06-44300 TECHNOLOGY FEES	3,430	5,628	6,153	5,500	4,240	5,100	5,100	
TOTAL FINES & WARRANTS	10,856	18,839	21,189	17,600	14,487	17,220	17,200	
CHILD SAFETY REVENUE								
06-45015 CHILD SAFETY & HEALTH REVENUE	7,843	10,704	12,060	11,000	6,605	8,800	9,000	
TOTAL CHILD SAFETY REVENUE	7,843	10,704	12,060	11,000	6,605	8,800	9,000	
TOTAL REVENUES	18,699	29,543	33,249	28,600	21,092	26,020	26,200	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

06 -COURT SPECIAL REVENUE
MUNICIPAL COURT

	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>CONTRACT SERVICES</u>								
06-67290 SECURITY EXPENSE	359	2,803	5,781	7,872	4,097	5,300	6,000	
06-67291 TECHNOLOGY EXPENSE	5,409	1,571	3,863	5,000	2,272	5,000	6,000	
06-67292 TRANSLATION SERVICES	0	340	923	1,000	212	1,000	1,000	
TOTAL CONTRACT SERVICES	5,768	4,714	10,567	13,872	6,581	11,300	13,000	
<u>PAYROLL</u>								
<u>CAPITAL OUTLAY</u>								
06-67560 CO - TECHNOLOGY EXPENSE	7,675	0	0	11,400	0	3,000	5,000	
TOTAL CAPITAL OUTLAY	7,675	0	0	11,400	0	3,000	5,000	
TOTAL MUNICIPAL COURT	13,443	4,714	10,567	25,272	6,581	14,300	18,000	
TOTAL EXPENDITURES	13,443	4,714	10,567	25,272	6,581	14,300	18,000	
REVENUE OVER/ (UNDER) EXPENDITURES	5,256	24,829	22,682	3,328	14,511	11,720	8,200	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

07 -PD SPECIAL REVENUE

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
PD SPECIAL REVENUE								
07-45014 POLICE TRAINING REV (LEOSE)	1,382	1,197	1,197	1,500	1,670	1,670	1,200	
TOTAL PD SPECIAL REVENUE	1,382	1,197	1,197	1,500	1,670	1,670	1,200	
TOTAL REVENUES	1,382	1,197	1,197	1,500	1,670	1,670	1,200	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

07 -PD SPECIAL REVENUE
POLICE DEPARTMENT

	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>UTILITIES & SUNDRY</u>								
07-61470 LEOSE TRAINING	1,121	0	1,313	1,500	1,504	1,500	1,500	
07-61471 SPECIAL REVENUE TRAINING	2,993	0	1,722	5,000	0	5,000	0	
TOTAL UTILITIES & SUNDRY	4,113	0	3,034	6,500	1,504	6,500	1,500	
<u>CAPITAL OUTLAY</u>								
TOTAL POLICE DEPARTMENT	4,113	0	3,034	6,500	1,504	6,500	1,500	
TOTAL EXPENDITURES	4,113	0	3,034	6,500	1,504	6,500	1,500	
REVENUE OVER/ (UNDER) EXPENDITURES	(2,732)	1,197	(1,837)	(5,000)	166	(4,830)	(300)	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

08 -STAN GRAHAM MEM TREE FUND

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----) (----- 2024-2025 -----)				
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>REVENUE</u>								
08-40200 OAK WILT FEE	13,050	17,250	13,950	5,000	6,450	9,000	9,000	
08-40260 TREE REPLACEMENT REVENUE	46,943	31,100	79,100	0	16,300	16,300	0	
TOTAL REVENUE	59,993	48,350	93,050	5,000	22,750	25,300	9,000	
<u>DONATIONS</u>								
08-45020 DONATIONS-STAN GRAHAM	1,375	0	75	0	1,031	1,031	0	
TOTAL DONATIONS	1,375	0	75	0	1,031	1,031	0	
TOTAL REVENUES	61,368	48,350	93,125	5,000	23,781	26,331	9,000	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

08 -STAN GRAHAM MEM TREE FUND
TREE FUND

	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----) (----- 2024-2025 -----)				
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>MAINTENANCE</u>								
08-60050 BEAUTIFICATION	5,820	22,973	26,863	15,000	8,886	10,000	10,000	
TOTAL MAINTENANCE	5,820	22,973	26,863	15,000	8,886	10,000	10,000	
<u>REPAIRS</u>								
08-60156 CITY SIGN/MEDIAN MAINT&LNDS CP	1,309	1,140	8,275	4,250	10,298	11,000	5,000	
TOTAL REPAIRS	1,309	1,140	8,275	4,250	10,298	11,000	5,000	
<u>UTILITIES & SUNDRY</u>								
TOTAL TREE FUND	7,129	24,113	35,139	19,250	19,184	21,000	15,000	
TOTAL EXPENDITURES	7,129	24,113	35,139	19,250	19,184	21,000	15,000	
REVENUE OVER/ (UNDER) EXPENDITURES	54,239	24,237	57,986	(14,250)	4,597	5,331	(6,000)	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS

PROPOSED BUDGET SUMMARY TOTALS -WASTEWATER FY 2024-2025

AS OF 7/24/24

WASTEWATER (WW) FUNDS			
02	10	11	
WW FUND	WW DEBT SERVICE FUND	WW CONSTR. FUND	TOTAL WW FUNDS
REVENUES			
\$ -	\$ -	\$ -	\$ -
2,674,561	900	25,000	2,700,461
\$ 2,674,561	\$ 900	\$ 25,000	\$ 2,700,461
EXPENSES			
\$ -	\$ -	\$ -	\$ -
2,648,419	-	-	2,648,419
\$ 2,648,419	\$ -	\$ -	\$ 2,648,419
BUDGET SURPLUS/ (SHORTFALL)			
\$ 26,142	\$ 900	\$ 25,000	\$ 52,042

WW FUND	Audited 9/30/21	Audited 9/30/22	Audited 9/30/23	Proj EOY Budget FY23-24	Proposed Budget FY24-25
WW Fund Balance	\$ 3,263,244	\$ 4,087,338	\$ 4,854,914	\$ 4,969,028	\$ 5,021,070

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

02 -WASTE WATER FUND

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>REVENUE</u>								
02-50100 WASTEWATER REVENUE	2,202,658	2,331,124	2,399,673	2,475,000	1,678,957	2,475,000	2,600,000	
02-50200 WASTEWATER PENALTIES	2,640	14,087	11,371	5,000	8,609	11,000	5,000	
02-50250 INDUSTRIAL SURCHARGE REVENUE	81,072	31,707	35,750	30,500	64,771	90,000	50,000	
02-50300 REIMBURSEMENT REVENUE	5,549	7,580	7,800	0	5,457	7,800	8,000	
02-50400 ENGINEERING ASSESSMENT FEE	822	1,503	4,740	0	131	200	300	
02-50500 ADMINISTRATIVE FEES	8,429	4,489	5,059	4,000	2,165	2,000	2,000	
02-50505 CREDIT CARD FEES	3,339	0	(20)	0	0	0	0	
02-50700 IMPACT FEES	7,661	7,661	30,644	0	0	7,661	7,661	
02-50750 INTEREST INCOME	35	298	1,780	1,600	1,249	1,600	1,600	
TOTAL REVENUE	2,312,204	2,398,449	2,496,797	2,516,100	1,761,339	2,595,261	2,674,561	
TOTAL REVENUES	2,312,204	2,398,449	2,496,797	2,516,100	1,761,339	2,595,261	2,674,561	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

02 -WASTE WATER FUND
WASTEWATER DEPARTMENT

	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
MAINTENANCE								
CONTRACT SERVICES								
02-60205 WASTEWATER PROJECT CONSULTANT	0	0	0	10,000	4,945	10,000	0	
02-60210 RATE ANALYSIS	0	1,375	0	0	0	10,000	40,000	
02-60220 TREATMENT CHARGES (COA)	426,497	412,631	446,520	410,000	422,292	460,000	480,000	
02-60225 TRAINING	0	0	0	1,000	250	1,000	3,000	
02-60230 BILLING FEES/AWR	36,793	54,385	57,678	63,600	47,053	60,000	63,600	
02-60240 LEGAL SERVICES	0	0	1,660	1,500	0	1,500	1,500	
02-60250 WW CHEMICALS	45,447	19,292	11,936	10,000	3,427	5,000	5,000	
02-60260 WW UTILITIES	7,047	7,457	7,492	9,000	7,556	9,000	9,000	
02-60266 CREDIT CARD/BANK FEES	5,152	1,660	95	250	121	121	0	
02-60270 WW M & O - FIXED/CROSSROADS	27,105	27,105	63,518	75,000	47,200	75,000	76,800	
02-60275 WW M & O - VARIABLE/CROSSROADS	168,701	177,370	290,461	250,000	246,023	300,000	300,000	
02-60290 RECORDS STORAGE & MAINTENANCE	18	0	180	250	117	120	120	
TOTAL CONTRACT SERVICES	716,760	701,276	879,539	830,600	778,984	931,741	979,020	
PAYROLL								
02-60330 WW SALARIES	11	0	0	0	0	0	0	
02-60340 PAYROLL TAXES	4	0	0	0	0	0	0	
TOTAL PAYROLL	15	0	0	0	0	0	0	
UTILITIES & SUNDRY								
02-60410 ENGINEERING	17,645	21,087	36,755	20,000	76,774	135,000	100,000	
02-60465 GENERAL INSURANCE	6,162	6,676	7,549	7,150	9,326	9,326	10,000	
TOTAL UTILITIES & SUNDRY	23,808	27,762	44,304	27,150	86,100	144,326	110,000	
CAPITAL OUTLAY								
02-60510 DEBT PAYMENTS	243,429	228,251	210,231	1,263,980	96,591	1,263,980	1,289,399	
02-60515 DEBT PMT TO GENERAL FUND	0	0	0	150,000	0	150,000	150,000	
02-60565 CAPITAL OUTLAY - WW SYSTEM	0	0	0	20,000	925	20,000	120,000	
TOTAL CAPITAL OUTLAY	243,429	228,251	210,231	1,433,980	97,516	1,433,980	1,559,399	
TRANSFERS								
02-60998 DEPRECIATION	621,152	621,201	620,411	0	0	0	0	
TOTAL TRANSFERS	621,152	621,201	620,411	0	0	0	0	
TOTAL WASTEWATER DEPARTMENT	1,605,163	1,578,490	1,754,485	2,291,730	962,601	2,510,047	2,648,419	
TOTAL EXPENDITURES	1,605,163	1,578,490	1,754,485	2,291,730	962,601	2,510,047	2,648,419	
REVENUE OVER/ (UNDER) EXPENDITURES	707,042	819,959	742,312	224,370	798,738	85,214	26,142	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

10 -WASTEWATER DEBT SERVICE

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>INCOME</u>								
10-40100 INTEREST INCOME	112	112	1,270	1,500	524	900	900	
TOTAL INCOME	112	112	1,270	1,500	524	900	900	
TOTAL REVENUES	112	112	1,270	1,500	524	900	900	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

10 -WASTEWATER DEBT SERVICE
WW DEBT SERVICE

	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
CAPITAL OUTLAY								
REVENUE OVER/ (UNDER) EXPENDITURES	112	112	1,270	1,500	524	900	900	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

11 -WASTEWATER CONSTRUCTION

REVENUES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>INCOME</u>								
11-40100 INTEREST INCOME	471	4,023	23,995	20,000	16,828	28,000	25,000	
TOTAL INCOME	471	4,023	23,995	20,000	16,828	28,000	25,000	
TOTAL REVENUES	471	4,023	23,995	20,000	16,828	28,000	25,000	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

11 -WASTEWATER CONSTRUCTION
EXPENSE

	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>REPAIRS</u>								
<u>CONTRACT SERVICES</u>								
<u>CAPITAL OUTLAY</u>								
<u>TRANSFERS</u>								
REVENUE OVER/ (UNDER) EXPENDITURES	471	4,023	23,995	20,000	16,828	28,000	25,000	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
PROPOSED BUDGET SUMMARY TOTALS
2022 GO & 2023 CO BOND FUNDS
FY 2024-2025

AS OF 7/24/24

2022 GO & 2023 CO BOND FUNDS				
	21	22	23	
	2022 GO BOND I&S FUND	2022 GO BOND CAPITAL PROJ FUND	2023 CO BOND FUND	TOTAL 2022 & 2023 BOND FUNDS
REVENUES				
TRANSFER IN FROM GF TRF FROM FUND 23 TO 22		3,000,000		3,000,000
	\$ -	\$ 10,147,478		\$ 10,147,478
	1,366,344	450,000	796,875	2,613,219
	\$ 1,366,344	\$ 13,597,478	\$ 796,875	\$ 15,760,697
EXPENSES				
TRF FROM FUND 23 TO 22			\$ 10,147,478	10,147,478
	1,365,344	19,623,000	606,875	21,595,219
	\$ 1,365,344	\$ 19,623,000	\$ 10,754,353	\$ 31,742,697
BUDGET SURPLUS/ (SHORTFALL)				
	\$ 1,000	\$ (6,025,522)	\$ (9,957,478)	\$ (15,982,000)

2022 GO & 2023 CO BOND FUNDS	PROJECTED EOY BUDGET		PROPOSED BUDGET	
	Audited 9/30/22	Audited 9/30/23	FY23-24	FY24-25
FUND BALANCE	\$ 17,963,484	\$ 26,749,576	\$ 19,249,881	\$ 3,267,881
FUND 21	\$ 10,582	\$ 8,124	\$ 9,194	\$ 10,194
FUND 22	\$ 17,952,902	\$ 17,183,973	\$ 9,283,208	\$ 3,257,686
FUND 23	\$ -	\$ 9,557,478	\$ 9,957,478	\$ (0)
	\$ 17,963,484	\$ 26,749,575	\$ 19,249,880	\$ 3,267,880

CITY OF WEST LAKE HILLS
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2024
 PROPOSED BUDGET FY2024-2025

21 -GO & CO BOND I & S FUND

REVENUES	2020-2021	2021-2022	2022-2023	(------ 2023-2024 -----)		(------ 2024-2025 -----)		
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>REVENUE</u>								
21-40100 PROPERTY TAXES I&S	0	0	1,353,156	1,366,344	1,360,176	1,366,344	1,365,344	
TOTAL REVENUE	0	0	1,353,156	1,366,344	1,360,176	1,366,344	1,365,344	
<u>INTEREST & MISC</u>								
21-45000 INTEREST INCOME	0	7	518	500	623	1,070	1,000	
21-45105 ISSUED BONDS PREMIUM	0	10,575	8,007	0	0	0	0	
TOTAL INTEREST & MISC	0	10,582	8,525	500	623	1,070	1,000	
 TOTAL REVENUES	 0	 10,582	 1,361,681	 1,366,844	 1,360,799	 1,367,414	 1,366,344	

CITY OF WEST LAKE HILLS
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2024
 PROPOSED BUDGET FY2024-2025

21 -GO & CO BOND I & S FUND
 2022 GO BOND FUND I&S

	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>CAPITAL OUTLAY</u>								
21-60510 DEBT PAYMENT-PRINCIPAL	0	0	240,000	605,000	605,000	605,000	635,000	
21-60515 DEBT PAYMENTS-INTEREST	0	0	1,124,139	761,344	761,344	761,344	730,344	
TOTAL CAPITAL OUTLAY	0	0	1,364,139	1,366,344	1,366,344	1,366,344	1,365,344	
 TOTAL 2022 GO BOND FUND I&S	 0	 0	 1,364,139	 1,366,344	 1,366,344	 1,366,344	 1,365,344	
 TOTAL EXPENDITURES	 0	 0	 1,364,139	 1,366,344	 1,366,344	 1,366,344	 1,365,344	
 REVENUE OVER/ (UNDER) EXPENDITURES	 0	 10,582	 (2,458)	 500	 (5,545)	 1,070	 1,000	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

22 -2022 GO BOND CAPITAL PROJ

REVENUES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	(------ 2023-2024 -----)		----- 2024-2025 -----)		PROPOSED BUDGET SELECTED
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	
REVENUE								
22-40900 TRANSFER IN	0	0	0	0	0	0	13,147,478	
TOTAL REVENUE	0	0	0	0	0	0	13,147,478	
INTEREST & ISSUANCE COSTS								
22-45000 INTEREST INCOME	0	146,736	917,874	700,000	597,398	900,000	450,000	
22-45100 ISSUED BONDS PAR VALUE	0	23,825,000	0	0	0	0	0	
22-45105 ISSUED BONDS PREMIUM	0	1,459,079	0	0	0	0	0	
TOTAL INTEREST & ISSUANCE COSTS	0	25,430,815	917,874	700,000	597,398	900,000	450,000	
TOTAL REVENUES	0	25,430,815	917,874	700,000	597,398	900,000	13,597,478	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

22 -2022 GO BOND CAPITAL PROJ
2022 GO BOND FUND CAP PRJ

EXPENDITURES	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
CONTRACT SERVICES								
22-64221 MEMBERSHIPS/SUBSCRIPTIONS	0	0	0	0	350	350	0	
TOTAL CONTRACT SERVICES	0	0	0	0	350	350	0	
CAPITAL OUTLAY								
22-64500 CITY HALL - LAND PURCHASE	0	6,323,664	0	0	0	0	0	
22-64501 CITY HALL CONSTRUCTION	0	0	1,150	300,000	2,054,518	6,000,000	12,000,000	
22-64502 CITY HALL PROJECT MANAGER	0	0	146,969	0	162,418	250,000	125,000	
22-64503 CITY HALL-GEO & MATERIAL TEST	0	0	21,066	0	27,578	50,000	0	
22-64504 CITY HALL-ARCHITECTURE EXPENSE	0	0	708,217	750,000	936,419	1,105,000	300,000	
22-64505 CAMP CRAFT/EANES CREEK	0	204,649	128,503	150,000	138,349	150,000	3,400,000	
22-64510 LAUREL VALLEY RD	0	185,390	151,332	150,000	13,641	20,000	325,000	
22-64515 REDBUD TRAIL	0	136,822	93,992	100,000	279,569	1,000,000	1,370,000	
22-64520 TERRACE MOUNTAIN	0	60,868	100,424	40,000	10,414	10,415	0	
22-64525 WESTLAKE DRIVE	0	161,995	153,114	130,000	18,859	25,000	885,000	
22-64530 YAUPON VALLEY RD	0	120,446	110,459	90,000	72,937	90,000	1,118,000	
22-64535 ROADS-PROJECT MANAGEMENT	0	0	71,577	100,000	20,818	100,000	100,000	
TOTAL CAPITAL OUTLAY	0	7,193,834	1,686,803	1,810,000	3,735,520	8,800,415	19,623,000	
TRANSFERS								
22-64999 DEBT ISSUANCE COSTS	0	284,079	0	0	0	0	0	
TOTAL TRANSFERS	0	284,079	0	0	0	0	0	
TOTAL 2022 GO BOND FUND CAP PRJ								
	0	7,477,912	1,686,803	1,810,000	3,735,870	8,800,765	19,623,000	
TOTAL EXPENDITURES								
	0	7,477,912	1,686,803	1,810,000	3,735,870	8,800,765	19,623,000	
REVENUE OVER/ (UNDER) EXPENDITURES								
	0	17,952,902	(768,929)	(1,110,000)	(3,138,472)	(7,900,765)	(6,025,522)	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2024
 PROPOSED BUDGET FY2024-2025

23 -2023 CO Bond Fund

	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>REVENUE</u>								
23-40100 PROPERTY TAXES I&S	0	0	0	599,206	596,699	599,206	596,875	
TOTAL REVENUE	0	0	0	599,206	596,699	599,206	596,875	
<u>INTEREST & MISC</u>								
23-45000 INTEREST INCOME	0	0	57,478	200,000	311,528	400,000	200,000	
23-45100 ISSUED BONDS PAR VALUE	0	0	9,210,000	0	0	0	0	
23-45105 ISSUED BONDS PREMIUM	0	0	470,175	0	0	0	0	
TOTAL INTEREST & MISC	0	0	9,737,653	200,000	311,528	400,000	200,000	
<u>TOTAL REVENUES</u>	0	0	9,737,653	799,206	908,227	999,206	796,875	

23 -2023 CO Bond Fund
2023 CO BOND FUND

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2024
PROPOSED BUDGET FY2024-2025

	2020-2021	2021-2022	2022-2023	(----- 2023-2024 -----)	(----- 2024-2025 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
CAPITAL OUTLAY								
23-60510 DEBT PAYMENT - PRINCIPAL	0	0	0	205,000	205,000	205,000	215,000	
23-60515 DEBT PAYMENT-INTEREST	0	0	0	394,206	394,206	394,206	391,875	
TOTAL CAPITAL OUTLAY	0	0	0	599,206	599,206	599,206	606,875	
TRANSFERS								
23-60900 TRANSFER OUT	0	0	0	0	0	0	10,147,478	
23-60999 DEBT ISSUANCE COSTS	0	0	180,175	0	0	0	0	
TOTAL TRANSFERS	0	0	180,175	0	0	0	10,147,478	
TOTAL 2023 CO BOND FUND	0	0	180,175	599,206	599,206	599,206	10,754,353	
TOTAL EXPENDITURES	0	0	180,175	599,206	599,206	599,206	10,754,353	
REVENUE OVER/ (UNDER) EXPENDITURES	0	0	9,557,478	200,000	309,020	400,000	(9,957,478)	

*** END OF REPORT ***

POLICE DEPT - CAPITAL OUTLAY BUDGET ITEMS FY 2024/25

			FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	
Item	Average useful life	# needed per year	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	
Vehicles	5 years	2 per year	\$133,000	\$80,000	\$160,000	\$170,000	\$85,000	\$130,000	\$176,000	\$180,000	
	# needed per year		2	1	2	2	1	2 (1+1)	2	2	
	cost per unit		\$66,500	\$80,000	\$80,000	\$85,000	\$85,000	\$130,000	\$88,000	\$90,000	
	total cost (est.)		\$133,000	\$80,000	\$160,000	\$170,000	\$85,000	\$130,000	\$176,000	\$180,000	
	Requested FY 2022/2023	2	\$133,000								
	Authorized	2	\$133,000								
	Requested FY 2023/2024	1		\$80,000							
	Authorized FY 2023/2024	1		\$80,000							
	Requested FY 2024-2025	2			\$160,000						
	Authorized FY 2024/2025										
Radios - in car	5-7 years	7 year rep. cycle	\$0	\$7,000	\$14,000	\$14,000	\$7,000	\$14,000	\$14,000	\$14,000	
APX6500	# needed per year		0	1	2	2	1	2	2	2	
	cost per unit		\$5,500	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	
	total cost (est.)		\$0	\$7,000	\$14,000	\$14,000	\$7,000	\$14,000	\$14,000	\$14,000	
	Requested FY 2022/2023	0	\$0								
	Authorized	0	\$0								
	Requested FY 2023/2024	1		\$7,000							
	Authorized FY 2023/2024	0									
	Requested FY 2024-2025				\$14,000						
	Authorized FY 2024/2025										
			FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	
Radios - handheld	5-7 years	7 year rep. cycle	\$0	\$28,000	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	
APX6000	# needed per year		0	4	3	3	3	3	3	3	
	cost per unit		\$5,300	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	
	total cost (est.)		\$0	\$28,000	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	
	Requested FY 2022/2023	0	\$0								
	Authorized	0	\$0								
	Requested FY 2023/2024	4		\$28,000							
	Authorized FY 2023/2024										
	Requested FY 2024-2025				\$21,000						
	Authorized FY 2024/2025										

			FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	
Tasers	5 years, per Taser Int.	5 year rep. cycle	\$7,000	\$8,000	\$8,000	\$8,000					
	# needed per year		4	4	4	4					
	cost per unit		\$1,750	\$2,000	\$2,000	\$2,000					
	total cost (est.)		\$7,000	\$8,000	\$8,000	\$8,000					
	Requested FY 2022/2023	4	\$7,000								
	Authorized	4	\$7,000								
	Requested FY 2023/2024	4		\$8,000							
	Authorized FY 2023/2024	4									
	Requested FY 2024-2025	0									
	Authorized FY 2024/2025										
Tasers/VR AXON OSP plan	5 years, per Taser Int.	5 year rep. cycle	\$7,000	\$8,000	\$8,000	\$8,000					
1 price for 5 years	# needed per year		4	4	4	4					
	cost per unit		\$1,750	\$2,000	\$2,000	\$2,000					
	total cost (est.)		\$7,000	\$12,950	\$12,950	\$12,950	\$12,950	\$12,950			
	Requested FY 2022/2023	4	\$7,000								
	Authorized	4	\$7,000								
	Requested FY 2023/2024	1		\$12,950							
	Authorized FY 2023/2024										
	Requested FY 2024-2025				\$12,950						
	Authorized FY 2024/2025										
			FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	
Item	Average useful life	# needed per year	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	
Body Cameras (replaced by AXON OSP plan)	3-4 years	4 year rep. cycle	\$6,400	\$7,200							
	# needed per year		4	4							
	cost per unit (need dock 2019)		\$1,600	\$1,800							
	total cost (est.)		\$6,400	\$7,200							
	Requested FY 2022/2023	4	\$6,400								
	Authorized	4	\$6,400								
	Requested FY 2023/2024	4		\$7,200							
	Authorized FY 2023/2024	4									
	Requested FY 2024-2025	0									
	Authorized FY 2024/2025										

			FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	
Body Cameras		4 year rep. cycle									
AXON OSP	3-4 years		\$6,400	\$7,200							
1 price for 5 years	# needed per year		4	4							
	cost per unit (need dock 2019)		\$1,600	\$1,800							
	total cost (est.)		\$6,400	\$7,200	\$16,248	\$16,248	\$16,248	\$16,248	\$16,248		
	Requested FY 2022/2023	4	\$6,400								
	Authorized	4	\$6,400								
	Requested FY 2023/2024	4		\$7,200							
	Authorized FY 2023/2024	4									
	Requested FY 2024-2025	1			\$16,248						
	Authorized FY 2024/2025										
Arbitrator (AXON) in car camera system		5 year rep. cycle									
	4-5 years		\$14,000	\$8,000	\$19,600	\$19,600	\$9,800	\$9,800	\$19,600	\$19,600	
	# needed per year		2	1	2	2	1	1	2	2	
	cost per unit		\$7,000	\$8,000	\$9,800	\$9,800	\$9,800	\$9,800	\$9,800	\$9,800	
	total cost (est.)		\$14,000	\$8,000	\$19,600	\$19,600	\$9,800	\$9,800	\$19,600	\$19,600	
	Requested FY 2022/2023	2	\$14,000								
	Authorized	2	\$14,000								
AXON	Requested FY 2023/2024	1		\$8,000							
	Authorized FY 2023/2024	1		\$9,800							
	Requested FY 2024-2025				\$19,600						
	Authorized FY 2024/2025										
Stalker in car radar		5 year rep. cycle									
	5 years		\$6,400	\$3,200	\$6,400	\$6,400	\$3,200	\$3,200	\$6,400	\$6,400	
	# needed per year		2	1	2	2	1	1	2	2	
	cost per unit		\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	
	total cost (est.)		\$6,400	\$3,200	\$6,400	\$6,400	\$3,200	\$3,200	\$6,400	\$6,400	
	Requested FY 2022/2023	2	\$6,400								
	Authorized	2	\$6,400								
	Requested FY 2023/2024	1		\$3,200							
	Authorized FY 2023/2024	1		\$3,200							
	Requested FY 2024-2025				\$6,400						
	Authorized FY 2024/2025										

			FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029	FY 2029-2030	
Toughbook laptops	3-4 years	4 year rep. cycle	\$22,000	\$24,000	\$12,000	\$12,000	\$6,000	\$6,000	\$12,000	\$12,000	
	# needed per year		4	4	2	2	1	1	2	2	
	cost per unit		\$5,500	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	updated price
	total cost (est.)		\$22,000	\$24,000	\$12,000	\$12,000	\$6,000	\$6,000	\$12,000	\$12,000	
	Requested FY 2022/2023	4	\$22,000								
	Authorized	2	\$11,000								
	Requested FY 2023/2024	4		\$24,000							only purchased 2 in FY 22/23
	Authorized FY 2023/2024	3		\$18,000							
	Requested FY 2024-2025				\$12,000						
	Authorized FY 2024/2025										
			2022-2023	2023-2024	2024-2025	2025-2026					
Total budgeted for "budget plan" items - vehicles,			\$177,800								
2023-2024 requested items				\$165,400							
2024-2025 requested items					\$275,148						
2025-2026 requested items						\$280,198					

STREET MAINTENANCE FUND - CITY OF WEST LAKE HILLS MAINTENANCE LIST

ID	Street	Description	Est. Drainage Cost*	Est. Street Cost	Est. Total Cost	Year	Estimated Annual Cost
1	ROAD RUNNER ROAD	Culvert Replacement and Paving	\$ 100,000	\$ 200,000	\$ 300,000		
2	ROCKY RIVER ROAD	Mill & Overlay	\$ -	\$ 254,400	\$ 254,400		
3	WREN VALLEY CV	Full Depth Repair	\$ -	\$ 138,000	\$ 138,000		
4	SPURLOCK VALLEY RD	Drainage and Pavement	\$ 229,000	\$ 34,000	\$ 263,000		
5	LIVE OAK RIDGE RD	Surface Preservation + Patching x1		\$ 19,961	\$ 19,961		
6	LAS LOMAS	Surface Preservation + Patching x1	\$ 45,000	\$ 31,830	\$ 76,830		
7	PARKWOOD CT	Surface Preservation + Patching x1	\$ -	\$ 3,715	\$ 3,715		
8	HARBOR VIEW DR	Surface Preservation + Patching x1	\$ -	\$ 2,525	\$ 2,525		
9	OLD STONEHEDGE	Surface Preservation	\$ -	\$ 2,423	\$ 2,423		
10	BUTLER CV	Surface Preservation	\$ -	\$ 4,119	\$ 4,119		
11	WESTLAKE DR	Crack Seal	\$ -	\$ 4,309	\$ 4,309		
12	YAUPON VALLEY RD	Crack Seal	\$ -	\$ 9,663	\$ 9,663		
13	SPRAGUE LN	Crack Seal	\$ -	\$ 1,295	\$ 1,295		
14	CORTONA DR	Crack Seal	\$ -	\$ 2,145	\$ 2,145	2023	\$ 1,105,249
15	MC CONNELL DR	Crack Seal	\$ -	\$ 1,737	\$ 1,737		
16	WILD CAT HOLW	Crack Seal	\$ -	\$ 4,162	\$ 4,162		
17	CORTONA DR	Crack Seal	\$ -	\$ 622	\$ 622		
18	WEST SPRING DR	Crack Seal	\$ -	\$ 1,236	\$ 1,236		
19	MC CONNELL DR	Crack Seal	\$ -	\$ 3,297	\$ 3,297		
20	BLACKACRE TRL	Crack Seal	\$ -	\$ 990	\$ 990		
21	CORTONA DR	Crack Seal	\$ -	\$ 1,014	\$ 1,014		
22	LITTLE BEND RD	Crack Seal	\$ -	\$ 1,903	\$ 1,903		
23	CIRCLE RIDGE DR	Crack Seal	\$ -	\$ 3,220	\$ 3,220		
24	CORTONA CV	Crack Seal	\$ -	\$ 450	\$ 450		
25	SKYLINE DR	Crack Seal	\$ -	\$ 2,240	\$ 2,240		
26	CARRARA	Crack Seal	\$ -	\$ 992	\$ 992		
27	CANYON CREEK	Crack Seal	\$ -	\$ 1,000	\$ 1,000		

STREET MAINTENANCE FUND - CITY OF WEST LAKE HILLS MAINTENANCE LIST

ID	Street	Description	Est. Drainage Cost*	Est. Street Cost	Est. Total Cost	Year	Estimated Annual Cost
28	N PEAK RD	Drainage and Pavement	\$ 56,388	\$ 249,825	\$ 306,213		
29	CEDAR PARK DR	Drainage and Pavement	\$ 40,000	\$ 95,425	\$ 135,425		
30	WESTLAKE DR	Surface Preservation + Patching x1	\$ -	\$ 12,666	\$ 12,666		
31	HULL CIR	Surface Preservation + Patching x1	\$ -	\$ 25,844	\$ 25,844		
32	HIDDEN CV	Surface Preservation + Patching x1	\$ -	\$ 5,478	\$ 5,478		
33	MADRONE RD	Surface Preservation	\$ -	\$ 12,629	\$ 12,629		
34	OLD STONEHEDGE	Full Depth Reconstruction	\$ -	\$ 44,296	\$ 44,296	2024	\$ 828,593
35	WILD CAT HOLW	Crack Seal	\$ -	\$ 6,108	\$ 6,108		
36	BLACKACRE TRL	Mill & Overlay + Patching x1	\$ -	\$ 61,578	\$ 61,578		
37	ROCKY LEDGE RD	Mill & Overlay + Patching x1	\$ -	\$ 73,599	\$ 73,599		
38	ALLEGRO LN	Mill & Overlay + Patching x1	\$ -	\$ 31,670	\$ 31,670		
39	BENT TREE CT	Mill & Overlay + Patching x1	\$ 10,000	\$ 46,907	\$ 56,907		
40	CANYON VW	Mill & Overlay + Patching x1	\$ -	\$ 44,044	\$ 44,044		
41	BASIN LEDGE EAST	Mill & Overlay + Patching x1	\$ -	\$ 12,137	\$ 12,137		

STREET MAINTENANCE FUND - CITY OF WEST LAKE HILLS MAINTENANCE LIST

ID	Street	Description	Est. Drainage Cost*	Est. Street Cost	Est. Total Cost	Year	Estimated Annual Cost
42	BUCKEYE TRL	Crack Sealing	\$ 73,575	\$ 177,450	\$ 251,025		
43	SKYLINE DR	Patch Repairs	\$ 75,000	\$ 128,750	\$ 203,750		
44	WESTBROOK DR	Surface Preservation + Patching x2	\$ -	\$ 14,743	\$ 14,743		
45	LOMA LINDA	Full Depth Reconstruction	\$ -	\$ 122,782	\$ 122,782		
46	YAUPON VALLEY RD	Crack Seal	\$ -	\$ 8,858	\$ 8,858		
47	SUGAR CREEK DR	Mill & Overlay + Patching x1	\$ -	\$ 121,558	\$ 121,558		
48	BUENA VISTA CIR	Mill & Overlay	\$ -	\$ 16,594	\$ 16,594		
49	WESTBANK DR	Surface Preservation + Patching x1	\$ -	\$ 55,929	\$ 55,929		
50	YAUPON VALLEY RD	Surface Preservation	\$ -	\$ 27,668	\$ 27,668		
51	CAMP CRAFT RD	Surface Preservation	\$ -	\$ 30,805	\$ 30,805		
52	WOODVIEW CT	Surface Preservation + Patching x1	\$ -	\$ 3,837	\$ 3,837		
53	OAK RIDGE DR	Surface Preservation + Patching x1	\$ -	\$ 7,422	\$ 7,422		
54	FOREST VIEW DR	Surface Preservation + Patching x1	\$ -	\$ 3,105	\$ 3,105		
55	MANOR RIDGE CT	Surface Preservation + Patching x1	\$ -	\$ 2,859	\$ 2,859		
56	REVEILLE RD	Surface Preservation + Patching x1	\$ -	\$ 29,865	\$ 29,865		
57	OAK RIDGE DR	Surface Preservation + Patching x1	\$ -	\$ 7,449	\$ 7,449		
58	LAS LOMAS DR	Surface Preservation + Patching x1	\$ -	\$ 9,815	\$ 9,815		
59	CARAVAN CIR	Surface Preservation + Patching x1	\$ -	\$ 15,322	\$ 15,322		
60	LAS BRISAS DR	Surface Preservation + Patching x1	\$ -	\$ 7,033	\$ 7,033	2025	\$ 1,083,270
61	HILLCREST CT	Surface Preservation + Patching x1	\$ -	\$ 5,436	\$ 5,436		
62	OAK RIDGE DR	Surface Preservation + Patching x1	\$ -	\$ 7,799	\$ 7,799		
63	HILLCREST CT	Surface Preservation + Patching x1	\$ -	\$ 5,747	\$ 5,747		
64	LAS BRISAS DR	Surface Preservation + Patching x1	\$ -	\$ 18,484	\$ 18,484		
65	OAK VALLEY DR	Surface Preservation + Patching x1	\$ -	\$ 4,499	\$ 4,499		
66	LIMERICK LN	Surface Preservation + Patching x1	\$ -	\$ 2,978	\$ 2,978		
67	OLD STONEHEDGE	Surface Preservation + Patching x1	\$ -	\$ 8,593	\$ 8,593		
68	ROCKY RIVER CV	Surface Preservation	\$ -	\$ 9,115	\$ 9,115		
69	WESTHAVEN DR	Surface Preservation	\$ -	\$ 8,924	\$ 8,924		
70	WEST SPRING DR	Surface Preservation	\$ -	\$ 12,265	\$ 12,265		
71	WESTHAVEN DR	Surface Preservation	\$ -	\$ 17,329	\$ 17,329		
72	OX EYE TRL	Surface Preservation	\$ -	\$ 5,071	\$ 5,071		
73	WOOD TRL	Surface Preservation	\$ -	\$ 7,546	\$ 7,546		
74	DOWNIE PL	Surface Preservation	\$ -	\$ 2,355	\$ 2,355		
75	SUNDOWN PKWY	Surface Preservation	\$ -	\$ 5,277	\$ 5,277		
76	DOUBLE BEND BACK RD	Surface Preservation	\$ -	\$ 3,050	\$ 3,050		
77	WESTBROOK DR	Surface Preservation	\$ -	\$ 13,716	\$ 13,716		
78	BLUE RIDGE TRL	Surface Preservation	\$ -	\$ 1,775	\$ 1,775		
79	EANES SCHOOL RD	Crack Seal	\$ -	\$ 2,893	\$ 2,893		

STREET MAINTENANCE FUND - CITY OF WEST LAKE HILLS MAINTENANCE LIST

ID	Street	Description	Est. Drainage Cost*	Est. Street Cost	Est. Total Cost	Year	Estimated Annual Cost
80	WASHINGTON CUTOFF	Mill & Overlay + Patching x1	\$ -	\$ -	\$ -		
81	REDBUD CV	Mill & Overlay + Patching x1	\$ -	\$ -	\$ -		
82	OAK RIDGE DR	Mill & Overlay + Patching x1	\$ -	\$ -	\$ -		
83	LAS LOMAS CT	Mill & Overlay + Patching x1	\$ -	\$ -	\$ -		
84	ROCK CREEK DR	Mill & Overlay + Patching x2	\$ -	\$ -	\$ -		
85	CALITHEA RD	Mill & Overlay + Patching x1	\$ -	\$ -	\$ -		
86	SWIFTCURRENT TRL	Mill & Overlay + Patching x1	\$ -	\$ -	\$ -		
87	TERRACE MOUNTAIN CV	Mill & Overlay	\$ -	\$ -	\$ -		
88	SPILLER LN	Surface Preservation + Patching x1	\$ -	\$ -	\$ -		
89	CIRCLE RIDGE DR	Surface Preservation + Patching x1	\$ -	\$ -	\$ -		
90	CRESTWOOD CT	Surface Preservation	\$ -	\$ -	\$ -		
91	SPLIT RAIL TRL	Surface Preservation	\$ -	\$ -	\$ -		
92	WESTWOOD TER	Surface Preservation	\$ -	\$ -	\$ -		
93	OLD WAGON RD	Surface Preservation	\$ -	\$ 18,134	\$ 18,134		
94	LOST CANYON	Surface Preservation	\$ -	\$ 18,650	\$ 18,650		
95	FOREST VIEW DR	Crack Seal	\$ -	\$ 3,096	\$ 3,096		
96	BULIAN LN	Surface Preservation	\$ -	\$ 6,966	\$ 6,966		
97	JEFFERY PL	Surface Preservation	\$ -	\$ 6,620	\$ 6,620		
98	BUCKEYE TRL	Surface Preservation	\$ -	\$ 32,145	\$ 32,145		
99	SUGAR SHACK DR	Surface Preservation	\$ -	\$ 14,236	\$ 14,236		
100	FLINTRIDGE RD	Surface Preservation	\$ -	\$ 23,611	\$ 23,611		
101	LAS LOMAS DR	Surface Preservation	\$ -	\$ 27,815	\$ 27,815		
102	OLD BEE CAVES RD	Surface Preservation	\$ -	\$ 8,703	\$ 8,703		
103	COQUINA LN	Surface Preservation	\$ -	\$ 11,948	\$ 11,948		
104	BULIAN LN	Surface Preservation	\$ -	\$ 4,221	\$ 4,221		
105	WESTBROOK DR	Surface Preservation	\$ -	\$ 13,289	\$ 13,289		
106	WESTBROOK DR	Surface Preservation	\$ -	\$ 9,088	\$ 9,088		
107	LIVE OAK RIDGE RD	Surface Preservation	\$ -	\$ 8,189	\$ 8,189		
108	OLD STABLE LN	Surface Preservation	\$ -	\$ 9,547	\$ 9,547		
109	RIDGEWOOD RD	Surface Preservation	\$ -	\$ 13,220	\$ 13,220		
110	SPLIT RAIL TRL	Surface Preservation	\$ -	\$ 3,531	\$ 3,531		
111	BULIAN LN	Surface Preservation	\$ -	\$ 9,646	\$ 9,646	2026	\$ 607,189
112	BLUFF PARK CIR	Surface Preservation	\$ -	\$ 17,733	\$ 17,733		
113	LIVE OAK CIR	Surface Preservation	\$ 65,000	\$ 24,080	\$ 89,080		
114	RIDGEMONT CT	Surface Preservation	\$ -	\$ 2,552	\$ 2,552		
115	CEDAR OAK DR	Surface Preservation	\$ -	\$ 18,034	\$ 18,034		
116	GREGORY PL	Surface Preservation	\$ -	\$ 4,879	\$ 4,879		
117	RAINBOW CV	Surface Preservation	\$ -	\$ 4,478	\$ 4,478		
118	BASIN LEDGE	Surface Preservation	\$ -	\$ 4,689	\$ 4,689		
119	E LEDGEWAY	Surface Preservation	\$ -	\$ 2,721	\$ 2,721		
120	BASIN LEDGE	Surface Preservation	\$ -	\$ 2,083	\$ 2,083		
121	CANYON CREEK	Surface Preservation	\$ -	\$ 1,755	\$ 1,755		
122	BASIN LEDGE	Surface Preservation	\$ -	\$ 4,118	\$ 4,118		

STREET MAINTENANCE FUND - CITY OF WEST LAKE HILLS MAINTENANCE LIST

ID	Street	Description	Est. Drainage Cost*	Est. Street Cost	Est. Total Cost	Year	Estimated Annual Cost
123	W LEDGEWAY	Surface Preservation	\$ -	\$ 17,890	\$ 17,890		
124	S WILD BASIN	Surface Preservation	\$ -	\$ 5,692	\$ 5,692		
125	STRATFORD RESERVE PL	Surface Preservation	\$ -	\$ 5,255	\$ 5,255		
126	VALBELLA LN	Surface Preservation	\$ -	\$ 6,040	\$ 6,040		
127	SWEET SKY RD	Surface Preservation	\$ -	\$ 4,863	\$ 4,863		
128	DOE TRL	Full Depth Reconstruction	\$ -	\$ 98,330	\$ 98,330		
129	LEDGEWAY E	Full Depth Reconstruction	\$ -	\$ 36,296	\$ 36,296		
130	OLD STONEHEDGE	Crack Seal	\$ -	\$ 557	\$ 557		
131	KONSTANTY CIR	Crack Seal	\$ -	\$ 3,574	\$ 3,574		
132	BLACKACRE TRL	Crack Seal	\$ -	\$ 2,251	\$ 2,251		
133	ROCKY LEDGE RD	Crack Seal	\$ -	\$ 2,691	\$ 2,691		
134	ALLEGRO LN	Crack Seal	\$ -	\$ 1,158	\$ 1,158		
135	BENT TREE CT	Crack Seal	\$ -	\$ 1,715	\$ 1,715		
136	CANYON VW	Crack Seal	\$ -	\$ 1,610	\$ 1,610		
137	BASIN LEDGE EAST	Crack Seal	\$ -	\$ 444	\$ 444		
138	BRADY LN	Crack Seal	\$ -	\$ 4,533	\$ 4,533		
139	RIDGEWOOD RD	Crack Seal	\$ -	\$ 5,747	\$ 5,747		
140	GENTRY DR	Crack Seal	\$ -	\$ 327	\$ 327		
141	LAUREL VALLEY CV	PCC Slight Pnl Rplcmnt (<10%)	\$ -	\$ 13,440	\$ 13,440		

STREET MAINTENANCE FUND - CITY OF WEST LAKE HILLS MAINTENANCE LIST

ID	Street	Description	Est. Drainage Cost*	Est. Street Cost	Est. Total Cost	Year	Estimated Annual Cost
142	Nob Hill Cir Pavement	Patch Repairs	\$ 75,000	\$ 146,300	\$ 221,300		
143	Windsong Trl Pavement	Patch Repairs	\$ 70,000	\$ 159,900	\$ 229,900		
144	WINDSONG TRL	Surface Preservation + Patching x1	\$ -	\$ -	\$ -		
145	NOB HILL CIR	Surface Preservation	\$ -	\$ -	\$ -		
146	ROCKY RIVER RD	Full Depth Reconstruction	\$ -	\$ 176,662	\$ 176,662	2027	\$ 738,799
147	BEAVER TRL	Full Depth Reconstruction	\$ -	\$ 104,094	\$ 104,094		
148	SUGAR CREEK DR	Crack Seal	\$ -	\$ 4,458	\$ 4,458		
149	LOMA LINDA	Crack Seal	\$ -	\$ 1,548	\$ 1,548		
150	BUENA VISTA CIR	Crack Seal	\$ -	\$ 837	\$ 837		

Property Tax Calculations

2019 Total Taxable	2020 Total Taxable	2021 Total Taxable	2022 Total Taxable	2023 Total Taxable	2024 Total Taxable		Change 2023 to 2024	
\$2,306,765,290	\$2,392,071,929	\$2,595,827,009	\$3,071,777,486	\$3,268,958,058	\$3,325,457,304		1.73%	
2019 Appraised Value	2020 Appraised Value	2021 Appraised Value	2022 Appraised Value	2023 Appraised Value	2024 Appraised Value			
\$2,601,569,449	\$2,663,870,394	\$2,993,334,812	\$4,244,779,564	\$4,306,492,637	\$4,103,207,908		-4.72%	
2019 Total Taxable w/o New Property	2020 Total Taxable w/o New Property	2021 Total Taxable w/o New Property	2022 Total Taxable w/o New Property	2023 Total Taxable w/o New Property	2024 Total Taxable w/o New Property			
\$2,287,786,240	\$2,378,704,779	\$2,568,195,185	\$3,064,117,141	\$3,233,457,784	\$3,262,688,952		0.90%	
2019 Voter-Approval Rate	2020 Tax Rate	2021 Tax Rate	2022 Tax Rate-Voter Approval Rate	2023 Tax Rate-Voter Approval Rate	2024 Tax Rate-Voter Approval Rate			
0.0714	0.0786	0.0786	0.1504	0.1667	0.1817		9.00%	
2019 Average Appraised Residence	2020 Average Appraised Residence	2021 Average Appraised Residence	2022 Average Appraised Residence	2023 Average Appraised Residence	2024 Average Appraised Residence			
\$1,380,826	\$1,362,306	\$1,639,087	\$2,584,484	\$2,604,792	\$2,384,448		-8.46%	
2019 Average Taxable Residence	2020 Average Taxable Residence	2021 Average Taxable Residence	2022 Average Taxable Residence	2023 Average Taxable Residence	2024 Average Taxable Residence			
\$1,275,855	\$1,329,391	\$1,449,652	\$1,698,274	\$1,856,906	\$2,016,587		8.60%	
2018 Collection Rate	2019 Collection Rate	2020 Collection Rate	2021 Collection Rate	2022 Collection Rate	2024 Collection Rate			
99%	99%	99%	99%	99%	99%			
Rate	Maintenance & Operations Rate	Debt Rate	Average \$ Increase/Decrease (actual rate)	Average \$ Increase (No New Revenue Rate)	Tax on Average Residence	Estimated Tax Levy		Increase over Last Years Tax Levy
0.1755	0.1162	0.0593	-\$61.77	-\$124.29	\$3,539.85	\$5,837,403	No New Revenue Rate	\$0
0.1817	0.1224	0.0593	\$62.12	\$123.89	\$3,663.75	\$6,041,712	Voter-Approval Rate	\$204,309
0.1786	0.1193	0.0593	\$0.00	\$61.77	\$3,601.62	\$5,939,267	Current Rate	\$101,864
0.1906	0.1313	0.0593	\$241.43	\$303.20	\$3,843.06	\$6,337,403	De Minimis Rate*	\$500,000
PROPOSED RATE IS THE SAME AS LAST YEAR 0.1786 as of 7/10/24							1.75%	Current Rate % increase over NNR



West Lake Hills Police Department

911 Westlake Drive
West Lake Hills, TX 78746



DATE: July 18, 2024
TO: City Administrator Trey Fletcher
FROM: Chief Gerdes
SUBJECT: Police Department Capital Outlay Request Items

This request for capital outlay items deals with 3 different categories: Patrol Vehicles, Radios, and AXON Body Cameras and Tasers.

Patrol Vehicles

- The 5-year plan listed the Police Department purchasing 2 vehicles in FY 23/24, but we only purchased one.
- The 5-year plan also lists the Police Department purchasing 2 vehicles in FY 24/25, and we are asking permission to order 2 Chevy Tahoe patrol vehicles.
- We purchase the 5-year extended warranty on all our patrol vehicles. 5 years seems to be the sweet spot when repairs are still minimal, and resale is highest. We have 2 patrol vehicles whose warranty will expire before the end of the current fiscal year – those are the 2 we want to replace. We also have 2 more patrol vehicles whose 5-year warranty expires in early 2025.
- The last 3 vehicles we ordered took between 15-24 months to be delivered.
- Each vehicle costs around \$85K.

Radios

- Travis County Sheriff's Office dispatches for us – they have already started using encrypted radio traffic.
- All our radios need to be capable of encrypting radio traffic by summer 2025.
- We have upgraded all our radios where encryption can be activated.
- We plan to purchase 2 radios per year to refresh our older radios.
- Each radio costs about \$9500, for a yearly cost of \$19,000.

AXON Tasers and Body Cameras

- **Tasers**
- AXON has moved to a subscription-based plan and away from straight purchase agreements.
- New subscription-based plan for Tasers will replace all Tasers with the latest version of the Taser.
- Will also provide Virtual Reality simulator training, including community engagement scenarios.
- Cost will be \$12,950 per year for 5 years.

- **Body Cameras**
- New subscription-based plan for Body Cameras will replace all body cameras with the newest version camera now, again in 2 ½ years, and once more in 5 years.
- This will ensure we have up-to-date body cameras to accurately capture all law enforcement interactions.
- Includes AXON Community Request, which allows citizens to upload photos or videos directly to PD secure cloud storage, whether surveillance photos/videos or related to a critical incident.
 - This was used by Round Rock PD with their recent mass shooting. They asked the public to upload photos or videos using AXON Community Request.
- Cost will be \$16,250 per year for 5 years.

I believe all the items we are requesting will help us provide the best service possible to the residents of West Lake Hills.

Sincerely,

Scott Gerdes
Chief of Police

Police Department Capital Outlay Items

Police Tahoe Patrol Vehicles

- 5-year plan showed 2 vehicles for FY 23/24
 - We only purchased 1
- 5-year plan shows 2 vehicles for FY 24/25
 - We are requesting 2

Police Department Capital Outlay Items

Police Radios and Encryption

- Travis County Sheriff's Office dispatches for us
 - They have already started encrypting their radios and will have all radios encrypted by 2025
- We have encrypted all our radios that we can
- We need to purchase 2 new radios/year to refresh our radios
 - Total cost for 2 new radios is appx. \$19,000 per year
 - Lifespan for new radios is 15 years

Police Department Capital Outlay Items

Police Tasers and Body Cameras

- AXON Tasers – Current Tasers are at end of life
- AXON (Taser) has moved to a new yearly lease plan
 - Plan will replace all tasers immediately
 - Plan will add Virtual Reality (VR) training equipment
 - Yearly lease will be \$12,950 per year for 5 years
- AXON Body Cameras – Also moving to a yearly lease plan
 - Plan will replace all body cameras immediately and every 2 ½ years thereafter
 - Will include AXON Community Request
 - Yearly lease will be \$16,248 per year for 5 years

Police Department Capital Outlay Items

Police Tasers and Body Cameras

- AXON Community Request

- citizens can upload photos or video directly to PD secure storage
- We can also invite the entire community to upload photos / videos of a critical incident. They did this recently with the shooting in Round Rock. This is a portion of their post on Instagram:

“In addition, the Round Rock Police Department is requesting the public to upload any photos or video evidence using the link below:

<https://roundrockpdtx.evidence.com/axon/community-request/public/2406150024>”

Police Department Capital Outlay Items

West Lake Hills Police AXON Taser/Virtual Reality/Body Camera worksheet												
AXON Item	2024	2024 (prop.)	2025	2025 (prop.)	2026	2026 (prop.)	2027	2027 (prop.)	2028	2028 (prop.)	2029	2029 (prop.)
TASERS												
4 Tasers X26P	\$7,000		\$7,800		\$8,000		\$8,200		\$8,400		\$8,600	
Training Taser cartridges (to maintain certification)	\$1,720		\$1,740		\$1,760		\$1,780		\$1,800		\$1,820	
Replace all Tasers with Taser 10 model / VR module – yearly maintenance		\$12,950		\$12,950		\$12,950		\$12,950		\$12,950		\$14,000
BODY CAMERAS												
4 AXON body cameras	\$6,400	\$6,400	\$6,600		\$6,800		\$7,000		\$7,200		\$7,400	
Evidence.com storage	\$6,740	\$6,740	\$6,740		\$6,740		\$6,740		\$6,740		\$6,740	
New camera dock			\$2,500				\$2,600				\$2,600	
Replace all body cameras with latest version 10/1/24, 4/1/27, and 10/1/29				\$16,248		\$16,248		\$16,248		\$16,248		\$16,248

	\$21,860	\$26,090	\$25,380	\$29,198	\$23,300	\$29,198	\$26,320	\$29,198	\$24,140	\$29,198	\$27,160	\$30,248
		2024		2025		2026		2027		2028		2029
Difference		\$4,230		\$3,818		\$5,898		\$2,878		\$5,058		\$3,088

Total Increase 2024 - 2029 :	\$24,970
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Average increase per year 2024 - 2029:	\$4,162
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City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>July 24, 2024</u>	Item Number:	<u>11</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u>n/a</u>
Exhibits:	<u>Proposed Ordinance</u>	Source of Funds:	<u>n/a</u>

Subject

Administration. Discuss and consider the implementation of City Council workshops.

Recommendation

Discuss and consider action as appropriate.

Discussion

Often by tradition or as may become necessary, City Council's hold workshops outside of the normal meeting schedule in order to become more efficient.

City council workshops are informal meetings where city council members discuss specific issues, projects, policies, or upcoming agenda items in a more in-depth and interactive manner than in regular council meetings. The purpose of these workshops is to provide a platform for detailed discussion, information exchange, and preliminary decision-making without the formalities and voting procedures typical of regular council meetings. Here are some key features of city council workshops:

1. **Informal Setting:** Workshops are less formal than regular council meetings, allowing for more open dialogue and discussion among council members, staff, and sometimes the public.
2. **In-Depth Discussions:** These meetings provide an opportunity to delve deeply into specific topics, enabling council members to thoroughly understand issues before making formal decisions.
3. **Presentations and Briefings:** City staff or external experts often present information, updates, and analyses on various subjects, helping council members make informed decisions.
4. **No Formal Actions:** Unlike regular meetings, workshops typically do not involve formal voting or decision-making. Instead, they serve as a preparatory stage for future actions to be taken in regular council meetings.
5. **Public Participation:** Depending on the city's rules, the public may be allowed to attend and participate in workshops, providing input and feedback on the issues being discussed.
6. **Collaboration and Problem-Solving:** Workshops encourage collaboration among council members and city staff, fostering a problem-solving approach to addressing city issues and planning for the future.

City council workshops are essential for effective governance, allowing for thorough consideration of complex issues and facilitating better decision-making in regular council meetings.

Mayor Vaughan is proposing to enact one workshop per month on the first or third Wednesday in a two-hour block held mid-day or as otherwise agreed by the City Council.

As described above, workshops are less formal but remain open public meetings, but this structure is more conducive to policy discussion, educational topics, and so on.

Proposed future for City Council Workshops could include the following:

- Remaining CC Focus Area Staff Briefings (economic development/wastewater, compatibility standards, drainage manual) and follow up discussions.
- Discuss right of way management and parking pads.
- Discuss various proposed ordinance changes.
- Discuss Lake Reville.