

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL SPECIAL MEETING
Tuesday, September 17, 2024 at 5:30 PM

1. Call to Order

With a quorum present, Mayor Vaughan called the meeting to order at 5:39 p.m.

CITY COUNCIL PRESENT:

Mayor James Vaughan
Dana Harmon
Brian Plunkett
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
Assistant City Attorney Megan Brua

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

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

3. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.

- a. Approval of the September 11, 2024 Regular Meeting Minutes.
- b. Approval of the FY 2024-25 Holiday Schedule for city employees.
- c. Approval of resolutions regarding:
 1. General Fund Balance Policy;
 2. Investment Policy & Strategy; and
 3. Financial Procedures & Controls.

Councilmember Harmon requested item 3b be removed from the Consent Agenda.

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

- 3b. Administration Approval of the FY 2024-25 Holiday Schedule for city employees.

Council discussed the number of holidays for city employees. Further review of the item was requested to be added to the September 25, 2024 City Council agenda.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Walker, the Council voted four (4) for and none (0) opposed to approve the FY 2024-25 holiday schedule and to add the item to the September 25, 2024 City Council agenda for further review. Motion carried.

4. Public Hearing Discuss and consider action on an ordinance amending Appendix A Fee Schedule, Article A8.000 Utility Fees, Section A8.001 Wastewater Fees, by adding a monthly grinder pump maintenance fee; amending Article A2.000, Administrative Fees, Section A2.002 Miscellaneous Fees, by adding a credit card processing fee; amending and repealing conflicting ordinances; and providing findings of fact, amendments, repealer, severability clause, effective date, codification, and an open meeting clause.

The public hearing was opened by Mayor Vaughan. Hearing no comments, the public hearing was closed.

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

5. Finance Discuss and consider action on an ordinance enacting the municipal budget for Fiscal Year 2024-25; funding municipal purposes; authorizing expenditures; providing for the following: findings of fact, enactment, filing of budget, repealer, severability, effective date, and proper notice and meeting.

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Harmon, the Council voted four (4) for and none (0) opposed to approve the ordinance as presented, adopting the City of West Lake Hills proposed budget for fiscal year 2024-25. Motion carried.

6. Finance Discuss and consider action on an ordinance ratifying the property tax revenue increase reflected in the operating budget for Fiscal Year 2024-25, beginning October 1, 2024, and ending September 30, 2025, in accordance with Texas Local Government Code Chapter 102.

MOTION: Upon a motion made by Councilmember South and a second by Councilmember Plunkett, the Council voted four (4) for and none (0) opposed to approve the ordinance as presented, ratifying the property tax revenue increase reflected in the fiscal year 2024-25 budget. Motion carried.

7. Finance Discuss and consider action on an ordinance adopting the 2024 Ad Valorem tax rate and levy of seventeen & eighty-six hundredths cents (\$0.1786) per one hundred dollars (\$100.00) of assessed valuation of all taxable property within the corporate city limits of the City; providing for penalties and interest; and providing for the following: findings of fact, severability, savings clause, publication and effective date.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Harmon, the Council voted four (4) for and none (0) opposed to approve the ordinance as presented, adopting the City of West Lake Hills 2024-25 ad valorem tax rate of \$0.1786 per \$100 valuation, the debt service portion being \$0.0590 per \$100 assessed valuation and the maintenance and operations portion being \$0.1196 per \$100 assessed valuation. This tax rate will raise more taxes for maintenance and operations than last year's tax rate. The tax rate will effectively be raised by 1.75 percent and will raise taxes for maintenance and operations on a \$100,000 home by approximately \$0.14 per year. Motion carried.

8. Public Hearing Discuss and consider action on an ordinance amending Appendix A, Fee Schedule of the City of West Lake Hills Code of Ordinances, Texas to authorize and adopt Administrative fees, Municipal Court fees, Animal fees, Business fees, Sanitation fees, Streets/Sidewalks/and Other Public Way fees, Utility fees, and Building and Development fees; providing for a savings clause, severability, repealer, effective date and proper notice and meeting.

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

9. Adjournment


MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Plunkett, the Council voted four (4) for and none (0) opposed to adjourn the meeting at 5:56 p.m. Motion carried.

Respectfully submitted,



JAMES VAUGHAN, MAYOR

ATTEST:



Terry Blanchard, TRMC
City Secretary

These minutes were approved on September 25, 2024.

