



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL REGULAR MEETING
Wednesday, October 23, 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 23rd day of October 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 October 23, 2024.

1. Call to Order
2. Citizen Communications The City Council welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.
3. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.
 - a. Approval of the October 9, 2024 Regular Meeting Minutes.
 - b. Approval of the FY 24 Q4 Building and Development Services Department Report
 - c. Approval of the FY 24 Q4 Investment Report.
 - d. Approval of the FY 24 Q4 Municipal Court Report.
 - e. Approval of the FY 24 Q4 Public Safety Report.
 - f. Approval of agreement for Flock License Plate Reader Cameras.
 - g. Approval of Resolution 2024-10-01 adopting the Covered Applications and Prohibited Technology Policy.
 - h. Approval of agreement with Records Consultants, Inc. for document imaging.

- i. Approval to change the following City Council Meetings:
 1. Reschedule the November 27, 2024 meeting to Tuesday, November 26, 2024;
 2. Cancel the December 25, 2024 meeting; and
 3. Cancel the January 1, 2025 workshop.
4. Public Hearing Discuss and consider action on Ordinance 2024-017 of the City of West Lake Hills, Texas amending the Code of Ordinances, Section 22.03.001 Definitions, Section 22.03.137 Expiration, Section 22.03.142 Required Inspections and Section 22.03.331 Definitions, as attached in Exhibit A, providing for findings of fact, repealer, severability, codification, effective date, and proper notice and meeting.
5. Finance Discuss and consider action on an ordinance amending the budget for fiscal year 2023-24.
6. Administration Discussion and possible action regarding "enterprise events" in which citizens rent out areas of their property (such as swimming pools, etc.) for group events.
7. Administration Receive an update regarding the Scenic City Gold Award to the City of West Lake Hills for 2024-2029.
8. Administration Discussion and update on bond items regarding Proposition A (new municipal complex) and Proposition B (street and drainage projects).
9. Administration Discuss and consider action regarding a change order with Smith Contracting LLC to install waterline sleeves in the right-of-way of Westlake Drive and consideration of an agreement with Doyle and Colleen Moore for 803 Westlake Drive and authorize the city administrator to execute the same.
10. Executive Session In accordance with Texas Government Code, Section 551.001, et seq, the City Council will recess into Executive Session (closed meeting) to discuss the following:
 - a. Section 551.071 - Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. the following:
 1. Jaffe - 1405 Wildcat Hollow; and
 2. Reed - 1502 Harbor View Drive.
11. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney.
12. Adjournment

Approved by: James Vaughan, Mayor

Certificate

I certify that the above Notice of the October 23, 2024 City Council Regular Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, October 18, 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, October 9, 2024 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Vaughan called the meeting to order at 7:02 p.m.

BOARD MEMBERS PRESENT:

Chair James Vaughan
Gordon Bowman
Dana Harmon
Brian Plunkett
Beth South
Darin Walker

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Director of BDS Jennifer Bills
Building Inspektor Jordan Word
Chief of Police Scott Gerdes
City Attorney Josh Brockman-Weber (remote)

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. Ceremonial Administer Oath of Office to Police Officer Terry Bishop.

Mayor Vaughan administered the Oath of Office to Police Officer Terry Bishop.

4. 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 25, 2024 Regular Meeting Minutes.
 - b. Approval of the October 2, 2024 Workshop Minutes.
 - c. Approval of agreement for Flock License Plate Reader Cameras.
 - d. Approval of agreement for AXON Tasers and VR (virtual reality) training system.
 - e. Approval of agreement for AXON Body Cameras and Community Connect.
 - f. Approval for purchase of two (2) Police Chevrolet Tahoe Patrol Vehicles.

Mayor requested that Item 4c be removed from the Consent Agenda.

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

- 4c. Approval of agreement for Flock License Plate Reader Cameras.

Mayor Vaughan would like to postpone this item until the October 23, 2024 meeting to give the City Attorney an opportunity to further research the legalities of this matter. Council members concurred.

13. 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. Reed - 1502 Harbor View Drive.

Council convened into Executive Session at 7:14 p.m.

14. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney.

Council reconvened in Open Session at 8:09 p.m. No action was taken.

8. Administration Discuss and consider action to approve change order number 1 for the FY24 Street Maintenance project with Alpha Paving and authorize the City Administrator to execute the same.

Director Bills gave a brief summary. North Peak would be removed from this round of projects and moved to the next round. Sugar Creek Drive and Loma Linda would be added to this round of projects.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember South, the Council voted five (5) for and none (0) opposed to approve Change Order No. 1. Motion carried.

11. Administration Discuss and consider an update on the construction of the new municipal complex and options related to the configuration and utilization of the Council / Court Room.

City Administrator Fletcher gave a brief summary. Don Greer made a presentation to Council

with various options for the dais. After discussion on permanent vs. portable options, the consensus of the Council was to reduce the permanent dais size by approximately 10% and move forward with that option.

5. Land Use Consider action to approve with conditions, Lot 18R, Stonehedge Estates Block “P”, a Replat of Lot 18, Stonehedge Estates, Block “P” and 0.104-acre tract of land situated in the A.D.L. Benham Survey No. 503, Abstract No. 75 (Section 36.01.018 of the West Lake Hills Code). Applicant: Motoki Hiromatsu, Point B Design Group

Director Bills gave a summary. The applicant must correct conditions and then go back to ZAPCO for review. A survey and drainage easements are needed and must be submitted by November 25, 2024 to meet the deadline for the December meeting.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Bowman, the Council voted five (5) for and none (0) opposed to approve with conditions and according to the calendar. Motion carried.

6. Public Hearing Discuss and consider action on Ordinance 2024-016 of the City of West Lake Hills, Texas amending the Code of Ordinances, Section 22.03.276 Building Setback Distances, and Section 1.01.003 Definitions and Rules of Construction – Impervious Cover, as attached in Exhibit A, providing for findings of fact, repealer, severability, codification, effective date, and proper notice and meeting.

Director Bills gave a summary. ZAPCO has reviewed and recommends approval.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Walker, the Council voted five (5) for and none (0) opposed to approve with the change to Section 22.03.275 Setbacks item (4) to add the word equipment after pool to read, "(4) Allowed encroachments: Equipment slabs for pool equipment and/or mechanical equipment...". Motion carried.

7. Public Hearing Discuss and consider action on Ordinance 2024-017 of the City of West Lake Hills, Texas amending the Code of Ordinances, Section 22.03.001 Definitions, Section 22.03.137 Expiration, Section 22.03.142 Required Inspections and Section 22.03.331, as attached in Exhibit A, providing for findings of fact, repealer, severability, codification, effective date, and proper notice and meeting.

Director Bills gave a summary. After a lengthy discussion regarding expirations and bond requirements, the Council asked to postpone the item until the October 23, 2024 meeting to allow time for Council comments/edits to be sent to Director Bills for further revisions and inclusion.

9. Administration Discuss and consider action on the appointment of a Chairperson for the Zoning and Planning Commission (ZAPCO).

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember South, the Council voted five (5) for and none (0) opposed to appoint Robert Meisel as the chairperson for ZAPCO. Motion carried.

10. Administration Discussion and possible action regarding "enterprise events" in which citizens rent out areas of their property (such as swimming pools, etc.) for group events.

Item was postponed until the October 23, 2024 meeting.

12. Administration Discuss and consider action on a resolution nominating an individual to the Board of Directors for the Travis County Appraisal District.

No action taken by the Council.

15. Adjournment

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Plunkett, the Council voted five (5) for and none (0) opposed to adjourn the meeting at 9:24 p.m. Motion carried.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on October 23, 2024.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	October 23, 2024	Item Number:	3b
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 Q4 Building and Development Services Department Report.

Recommendation

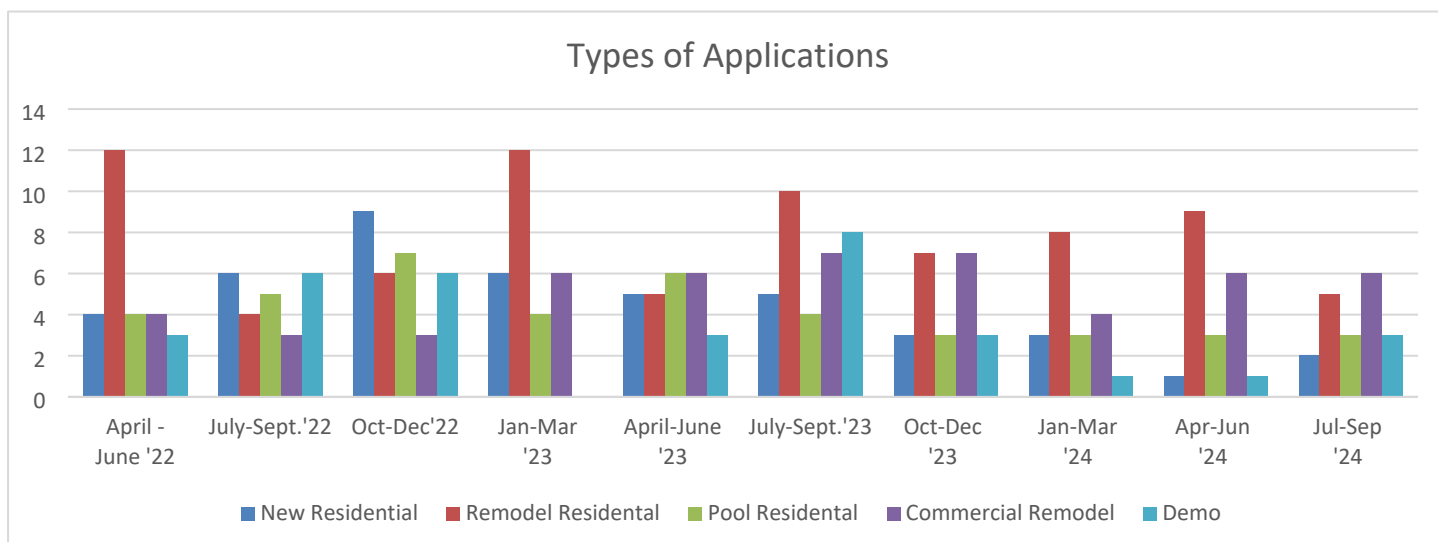
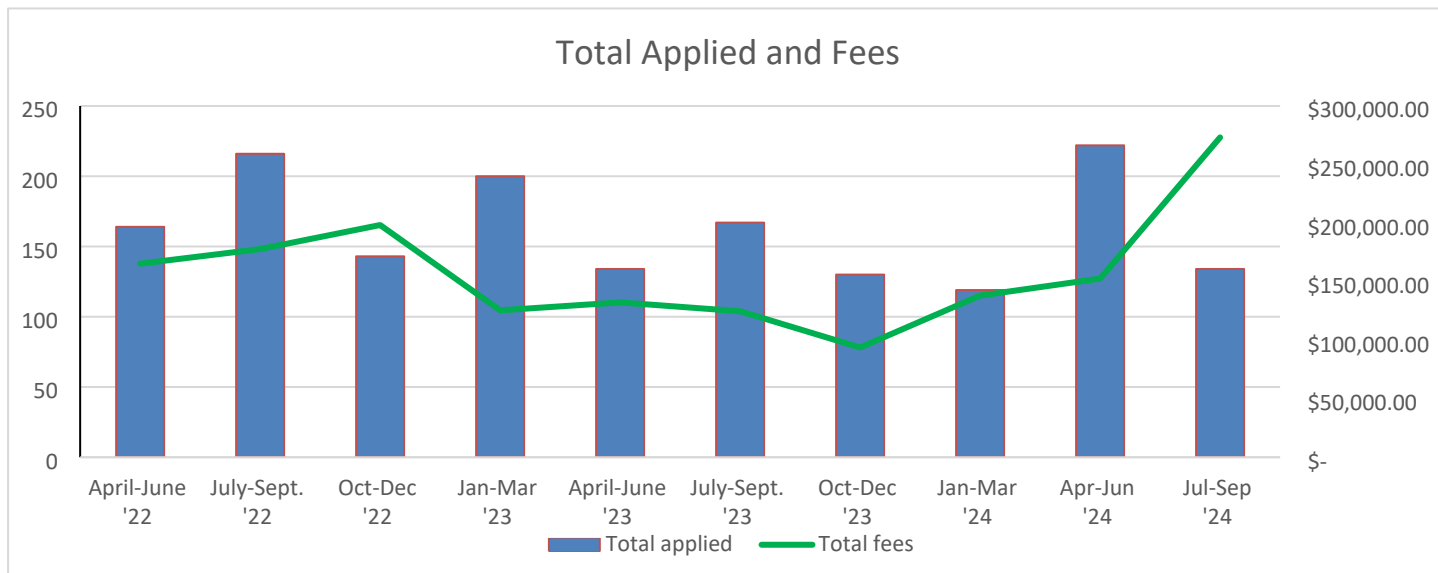
Staff recommend approval of the FY 2023-2024 Q4 Building and Development Services Department Report.

Discussion

The fourth 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	9	2	1
Zoning Applications	1	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
Appeals	1	0	0
TOTAL	12	2	2



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: October 23, 2024
Department: Admin/Finance
Prepared By: Vonda Ragsdale
Exhibits: Investment Report

Item Number: 3c
Cost / Budget: n/a
Source of Funds: n/a

Subject

FY2023-2024 Q4 Investment Report

Recommendation

Approval

Discussion

The interest rate has remained relatively the same year-over-year from an average of 5.436% last year to 5.367% this year and we have earned \$545,780 in interest this quarter.

City of West Lake Hills

Investment Report

Quarter Ended 9/30/24

	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	1,431,681	1,431,681	629,280	802,400	-	3.48%	0.000%
Lone Star Liquidity Fund	12,934,259	12,934,259	12,760,387	173,871	171,242	31.40%	5.397%
LOGIC	2,689,631	2,689,631	4,382,607	(1,692,976)	53,731	6.53%	5.338%
Total General Fund	<u>\$ 17,055,570</u>	<u>\$ 17,055,570</u>	<u>\$ 17,772,275</u>	<u>\$ (716,705)</u>	<u>\$ 224,973</u>	<u>41.41%</u>	
2021 I&S FUND							
LOGIC	20,177	20,177	19,908	269	267	0.05%	5.338%
Total 2022 GO Bond Fund	<u>\$ 20,177</u>	<u>\$ 20,177</u>	<u>\$ 19,908</u>	<u>\$ 269</u>	<u>\$ 267</u>	<u>0.05%</u>	
2022 GO BOND FUND							
LOGIC	13,855,993	13,855,993	16,621,574	(2,765,581)	231,389	33.64%	5.338%
Total 2022 GO Bond Fund	<u>\$ 13,855,993</u>	<u>\$ 13,855,993</u>	<u>\$ 16,621,574</u>	<u>\$ (2,765,581)</u>	<u>\$ 231,389</u>	<u>33.64%</u>	
2023 CO BOND FUND							
LOGIC	8,425,499	8,425,499	9,958,518	(1,533,019)	133,558	20.45%	5.338%
Total 2022 GO Bond Fund	<u>\$ 8,425,499</u>	<u>\$ 8,425,499</u>	<u>\$ 9,958,518</u>	<u>\$ (1,533,019)</u>	<u>\$ 133,558</u>	<u>20.45%</u>	
Wastewater Fund Investments							
Lone Star Liquidity Fund	40,304	39,762	39,762	542	534	0.10%	5.397%
Total Wastewater Fund	<u>\$ 40,304</u>	<u>\$ 39,762</u>	<u>\$ 39,762</u>	<u>\$ 542</u>	<u>\$ 534</u>	<u>0.10%</u>	
Wastewater Construction Fund							
Lone Star Liquidity Fund	543,227	535,925	535,925	7,302	7,191	1.32%	5.397%
Total WW Construction Fund	<u>\$ 543,227</u>	<u>\$ 535,925</u>	<u>\$ 535,925</u>	<u>\$ 7,302</u>	<u>\$ 7,191</u>	<u>1.32%</u>	
Wastewater Debt Service Fund							
Frost Bank Money Market	1,249,796	1,249,796	1,249,577	219	224	3.03%	0.0007%
Total WW Debt Service Fund	<u>\$ 1,249,796</u>	<u>\$ 1,249,796</u>	<u>\$ 1,249,577</u>	<u>\$ 219</u>	<u>\$ 224</u>	<u>3.03%</u>	
Total	<u>\$ 41,190,567</u>	<u>\$ 41,182,722</u>	<u>\$ 46,197,540</u>	<u>\$ (5,006,973)</u>	<u>\$ 598,135</u>	<u>100.00%</u>	

Signature on file _____ 10/18/2024
Vonda Ragsdale, Finance Director Date

Signature on file _____ 10/18/2024
Trey Fletcher, City Administrator Date



City of West Lake Hills
City Council

AGENDA REPORT

Meeting Date: October 23, 2024
Department: Municipal Court
Prepared By: Court Staff
Exhibits: FY'24 Q4 MC Dashboard

Item Number: 3D
Cost / Budget: _____
Source of Funds: _____

Subject

Approval of the FY 24 Q4 Municipal Court Report.

Recommendation

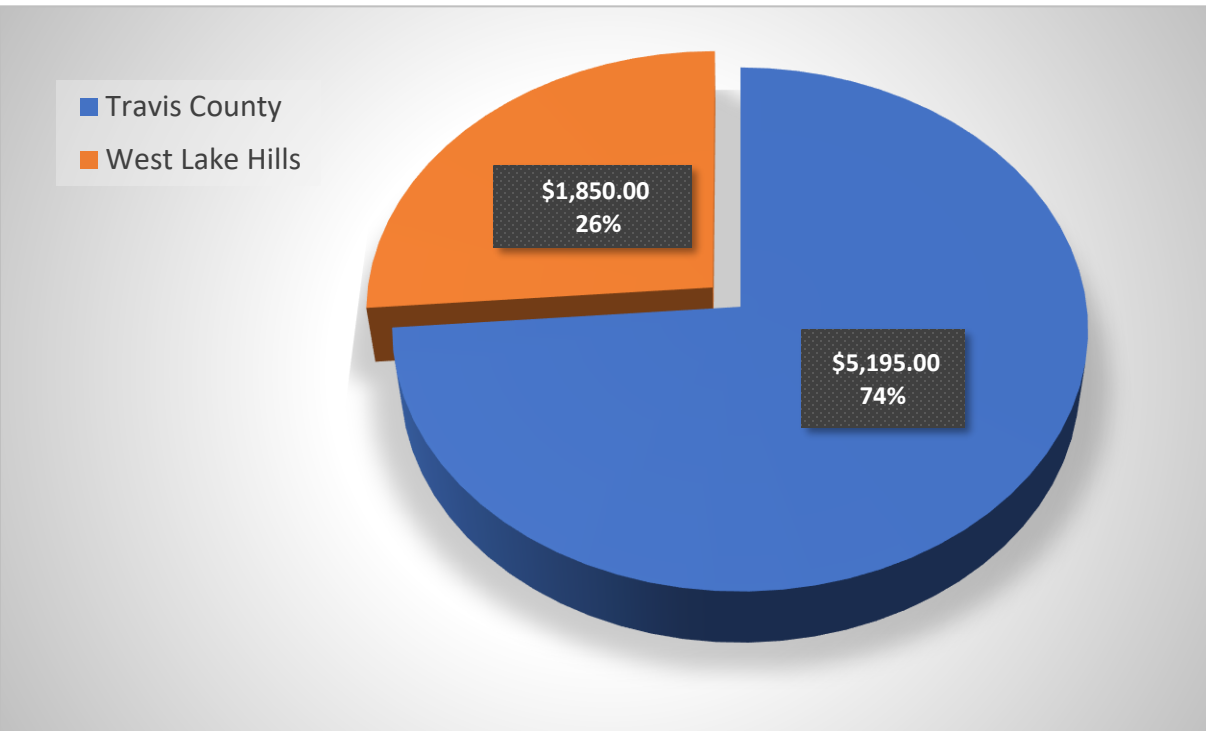
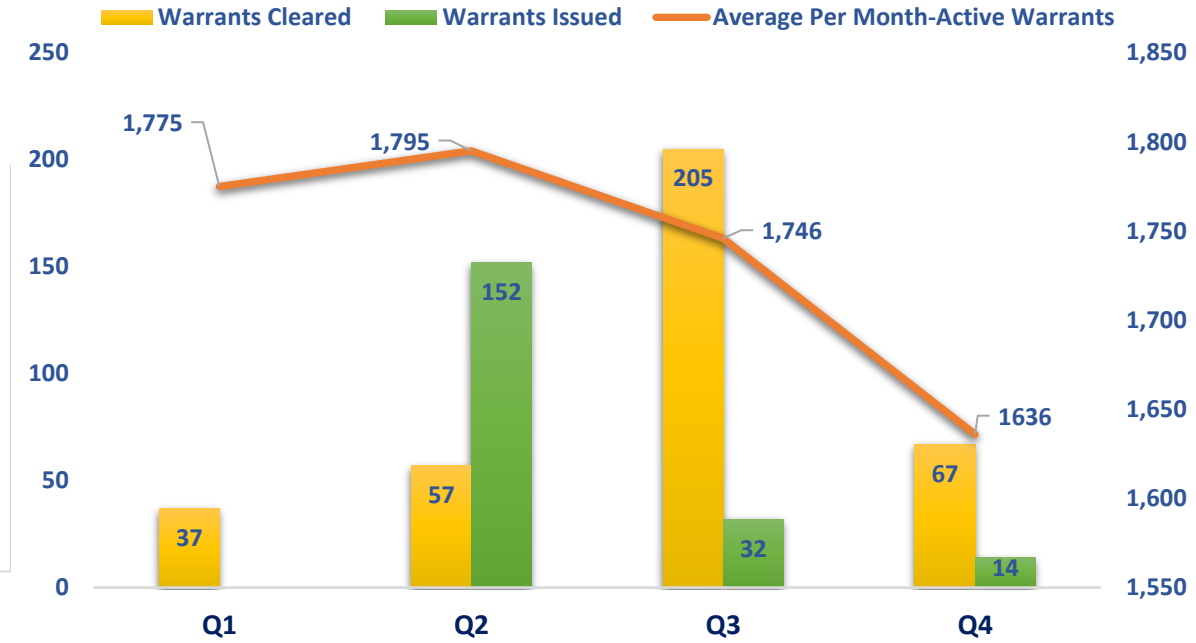
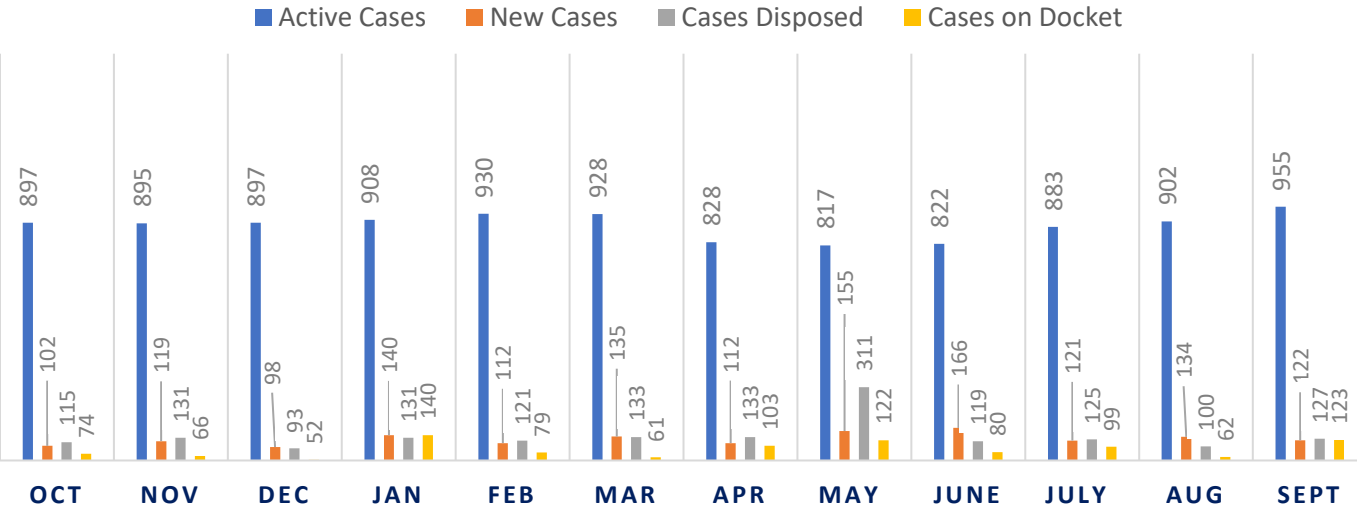
Staff recommends approval of the FY 24 Q4 Municipal Court Report.

Discussion

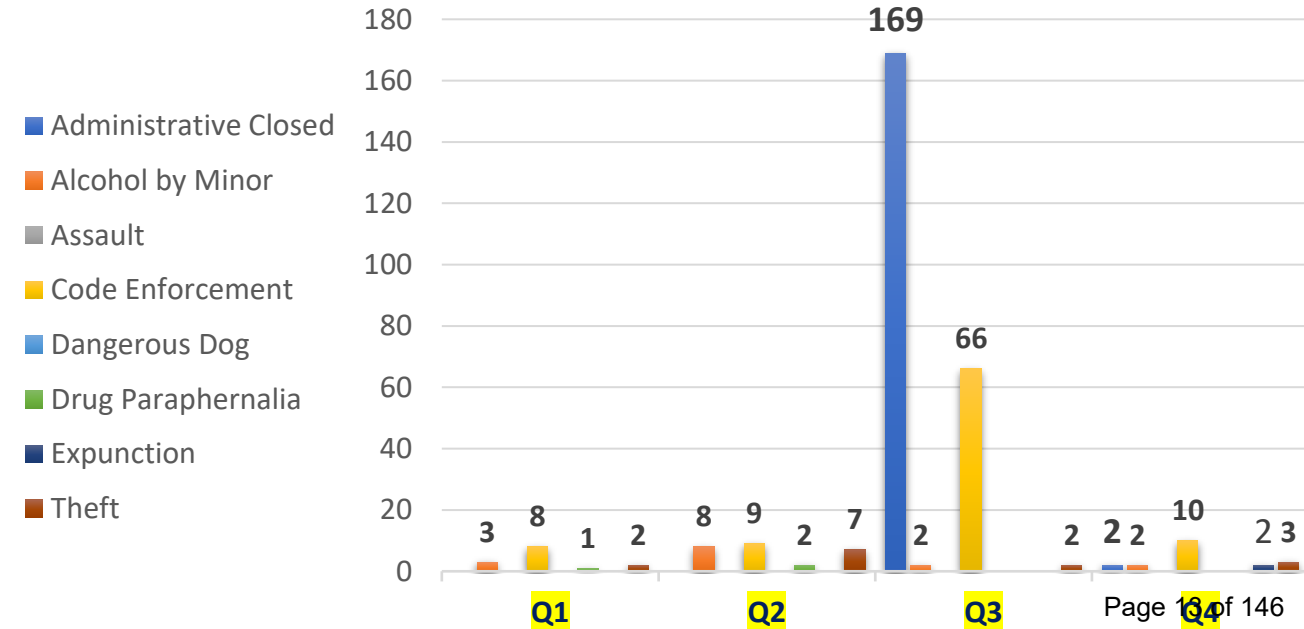
The FY' 24 Municipal Court Dashboard includes information related to citation filings, case activity as well as warrant data.

MUNICIPAL COURT DASHBOARD

FY23-24 Q1-Q4



SPECIAL CASE TYPES





West Lake Hills Police Department West Lake Hills, TX



Public Safety Report 4th Quarter (July – Sep), 2024

Statistical Highlights

During the 4th quarter (July - Sep) 2024, there were 30 reported NIBRS* Group A offenses, compared with 33 for the 3rd quarter of 2024 and 48 during the same quarter last year. Officers made 10 in-custody or field release arrests in Q4 2024 compared to 7 in Q3.

In Q4, our officers made 406 traffic stops, resulting in 366 violations (90.1%), and 177 warnings (43.6%). Of the 366 violations, 242 were for speeding and 37 were for speeding in a school zone. This compares to 386 traffic stops for Q3.

During Q4, West Lake Hills Police Officers responded to 418 calls for service, compared to 451 calls for service in Q3. Officers also conducted 246 close patrol checks for residents who were out of town, compared to 219 for Q3.

STR Locations

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

Training

Officers completed 324 hours of training during this quarter, compared to 260 hours during Q3. Training this quarter included Mental Health Officer course, Peer to Peer training, Human Trafficking, Managing Patrol Operations, Managing Internal Affairs Investigations, Firearms Instructor, and ALERRT Active Shooter Level 1 training.

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

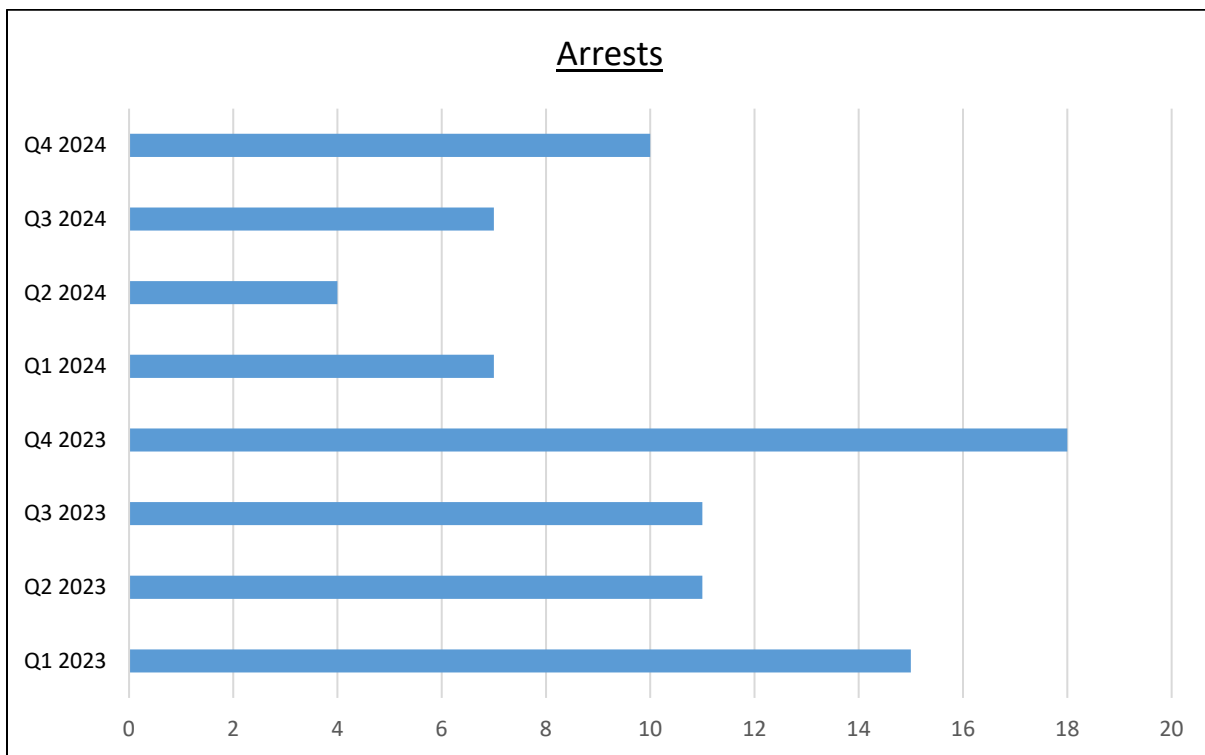
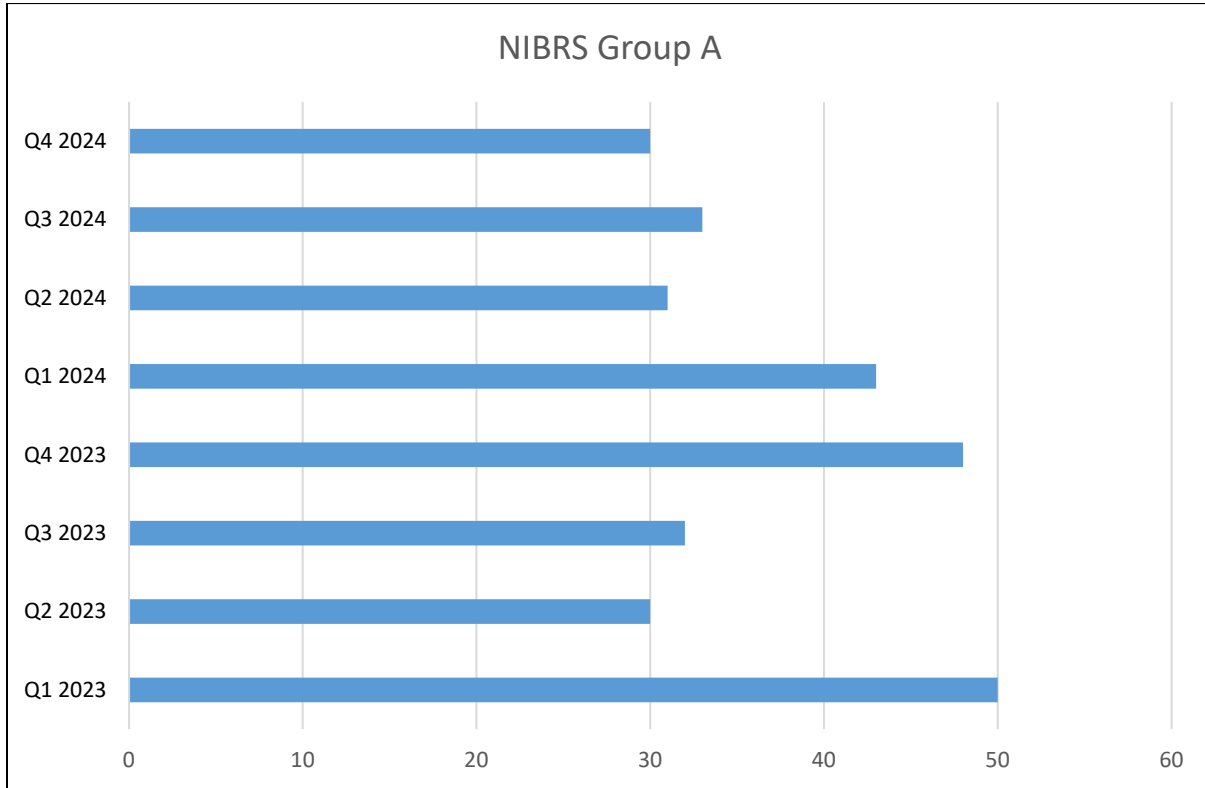
NIBRS Group A offenses

- 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.

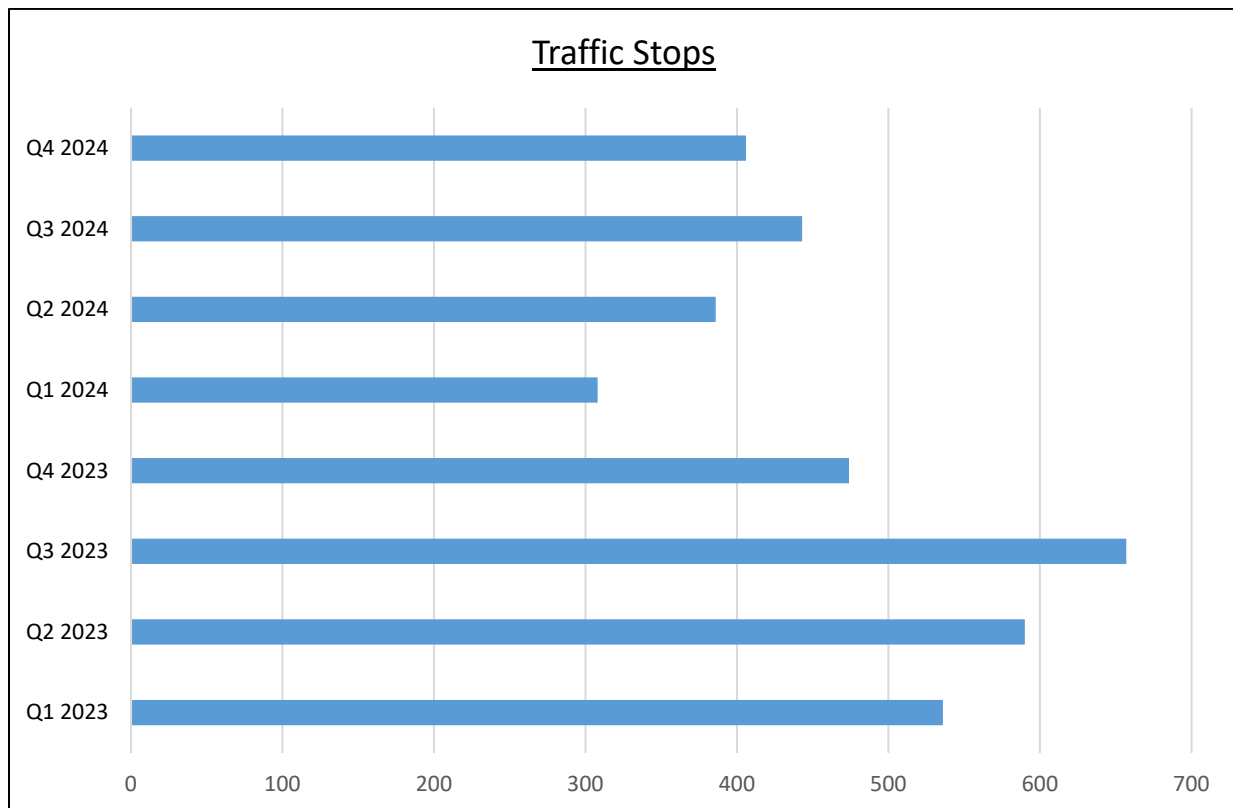
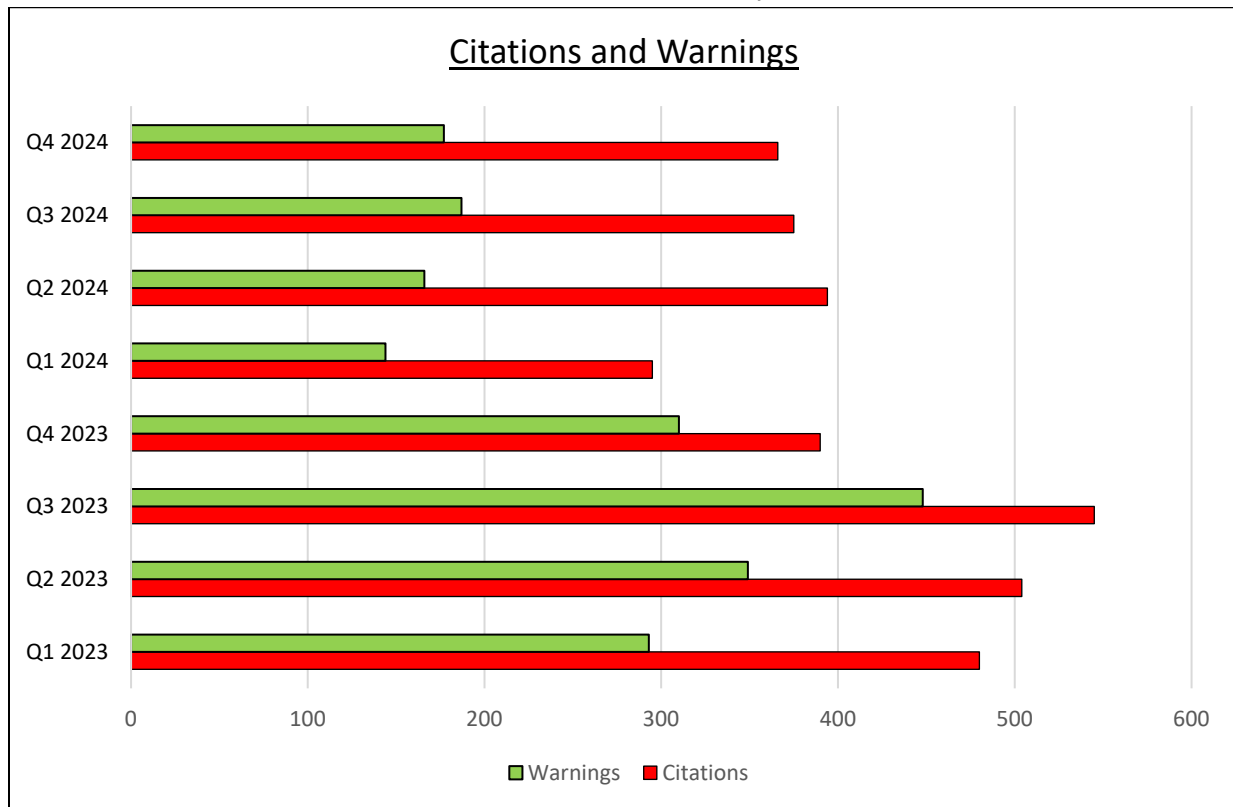
West Lake Hills Police Department

West Lake Hills, TX



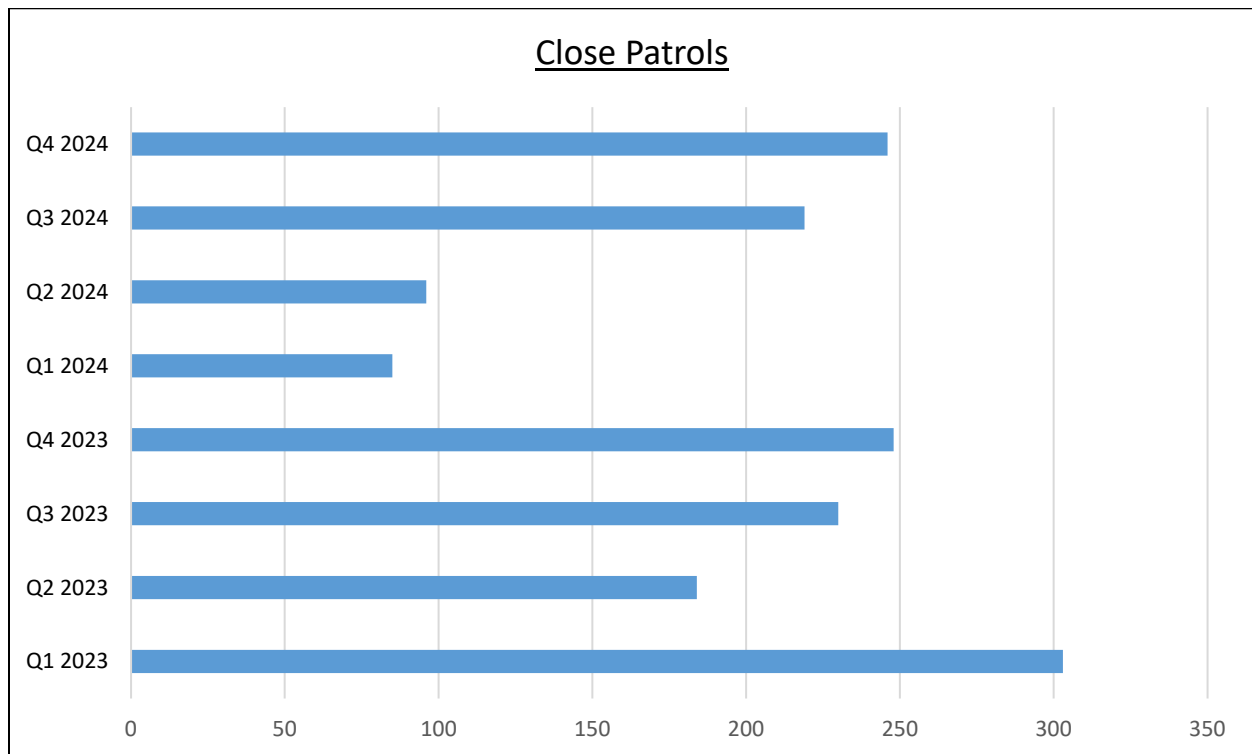
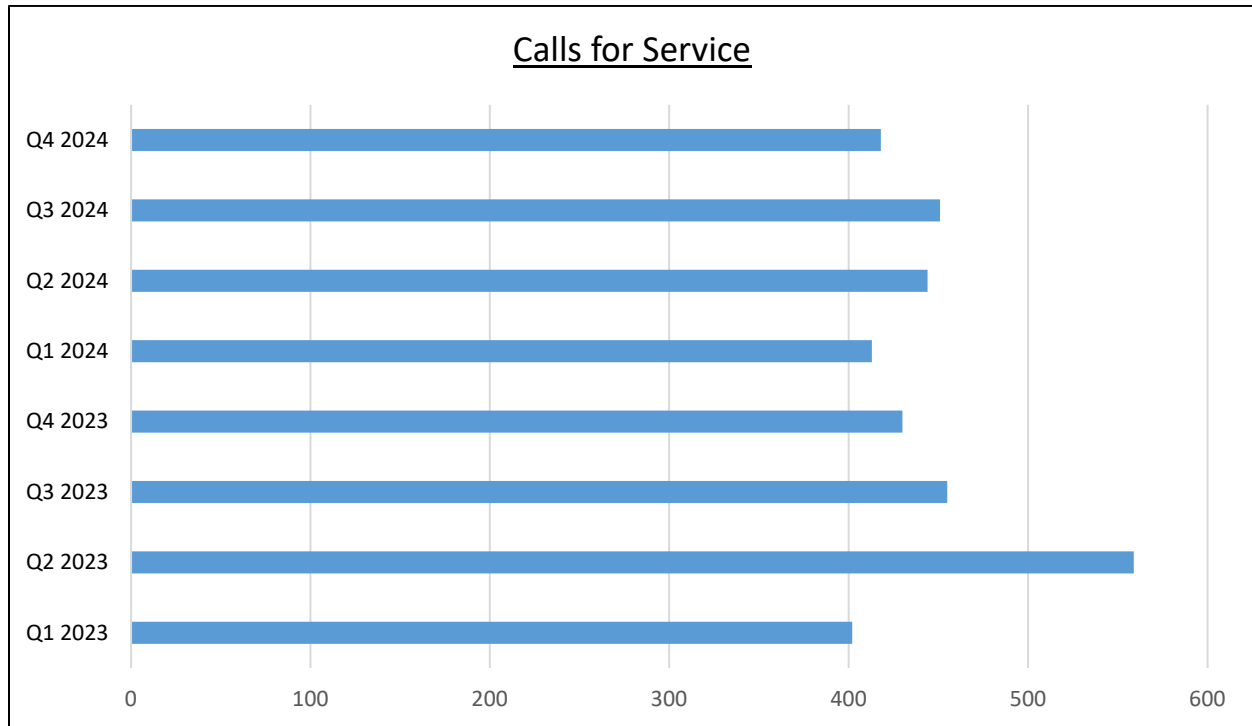
West Lake Hills Police Department

West Lake Hills, TX

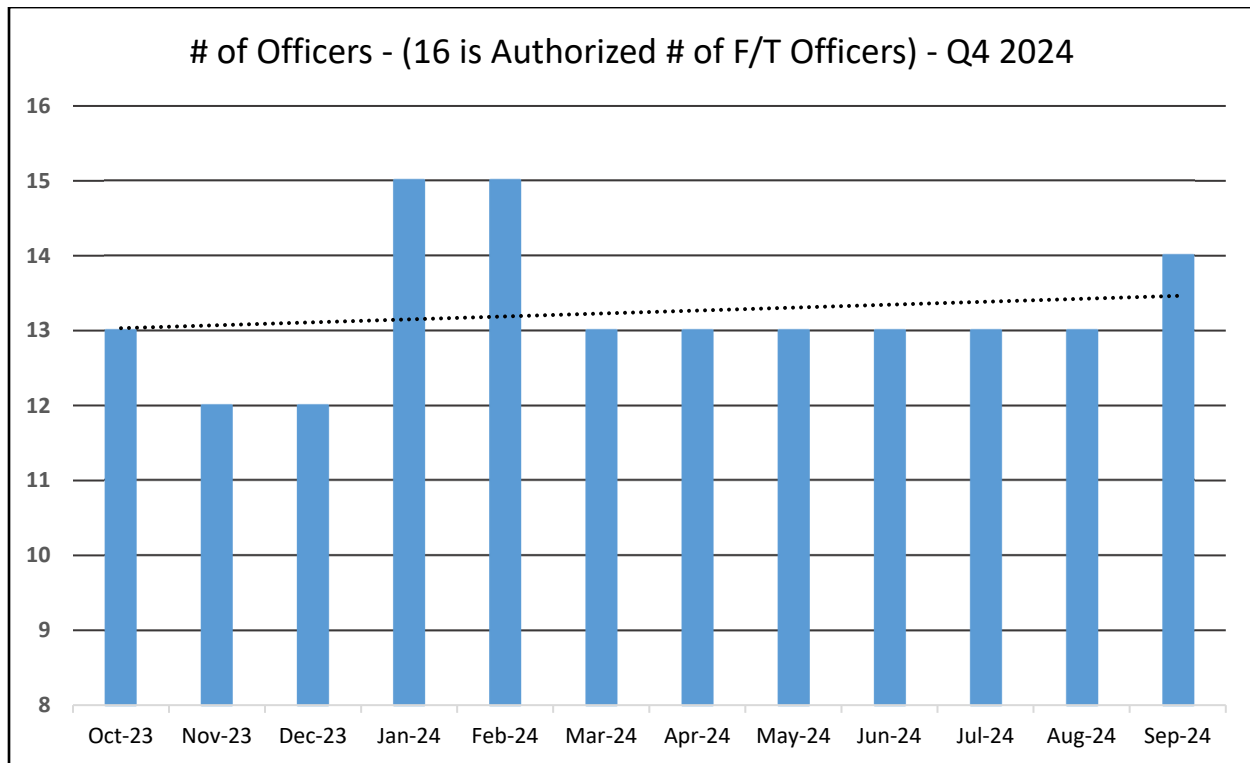


West Lake Hills Police Department

West Lake Hills, TX



West Lake Hills Police Department West Lake Hills, TX



Currently, we have 14 F/T officers and are authorized 16.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>10/23/24</u>	Item Number:	<u>3f</u>
Department:	<u>Police</u>		
Prepared By:	<u>Chief Gerdes</u>	Cost / Budget:	<u>\$59,850.00</u>
Exhibits:	<u>Flock cameras quote</u>	Source of Funds:	<u>General Fund</u>

Subject

This item was approved by City Council on 9/17/24 for the FY24/25 budget. This item is authorizing the City Administrator to sign the related contract.

Recommendation

Staff recommends approval of this item

Discussion

This item was approved by the City Council on 9/17/24 for the FY24/25 budget. It is a 2-year lease contract for Flock cameras to be installed at major ingress/egress points in West Lake Hills. This agenda item is to authorize the City Administrator to sign the related contract with Insight Public Sector, a reseller of Flock products.

SOLD-TO PARTY 10539640

CITY OF WEST LAKE HILLS
911 WESTLAKE DR
WEST LAKE HILLS TX 78746-4509

SHIP-TO

CITY OF WEST LAKE HILLS
POLICE DEPT
911 WESTLAKE DR
WEST LAKE HILLS TX 78746-4509

Quotation

Quotation Number : 0227062745
Document Date : 06-AUG-2024
PO Number : FLOCK SAFETY - POLICE DEPT
PO Release :
Sales Rep : Christine Ricker
Email : CHRISTINE.RICKER@INSIGHT.COM
Phone : +15126912013
Sales Rep 2 : Jason Sawyers
Email : JASON.SAWYERS@INSIGHT.COM
Phone : +14803667154

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery : FOB DESTINATION
Currency : USD

A signature below is required at time of Purchase Order if it is not fully funded. Insight will not be able to process the Purchase Order without this quote being signed. If placing POs annually, Insight will require POs for the out years to be placed at least 15 days prior to the renewal date. By executing this quote, Customer agrees to the below terms and annual payment schedule.

Customer understands, accepts and agrees that this purchase is subject to Flock Safety's End User License Agreement, available at: <https://www.flocksafety.com/terms-and-conditions-eula>

TERM LENGTH: 24 Months

****MUST BE INCLUDED ON CLIENT PO****

THIS IS A 2 YEAR ANNUAL PAYMENT COMMITMENT

Year 1 - Lines 20-30 - \$32,850.00 plus applicable tax - Invoiced 100% at Last Camera Validation

Year 2 - Line 30-40- \$27,000.00 plus applicable tax - Invoiced at first anniversary

Total Contract Commit - \$59,850.00 plus applicable tax

Material	Material Description	Quantity	Unit Price	Extended Price
PARTNER-MDS-PO	MANUAL PO - SALES NOTES TO PURCHASING OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03)	1		
<i>Solution includes the following:</i>				
PS-IMP-STD	FLOCK GROUP STANDARD IMPLEMENTATION FEE - PROFESSIONAL SERVICES OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 848.99 Discount: 23.438%	9	650.00	5,850.00

Material	Material Description	Quantity	Unit Price	Extended Price
FLCK-FALCON-2-LE	FLOCK GROUP FALCON INFRASTRUCTURE-FREE (SOLAR POWER + LTE), LICENSE PLATE RECOGNITION CAMERA WITH VEHICLE FINGERPRINT™ TECHNOLOGY + MACHINE LEARNING SOFTWARE AND REAL-TIME ALERTS FOR UNLIMITED USERS Coverage Dates: 06-AUG-2024 - 05-AUG-2025 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 3319.99 Discount: 9.638%	9	3,000.00	27,000.00
FLCK-FALCON-2-LE	FLOCK GROUP FALCON INFRASTRUCTURE-FREE (SOLAR POWER + LTE), LICENSE PLATE RECOGNITION CAMERA WITH VEHICLE FINGERPRINT™ TECHNOLOGY + MACHINE LEARNING SOFTWARE AND REAL-TIME ALERTS FOR UNLIMITED USERS Coverage Dates: 06-AUG-2025 - 05-AUG-2026 OMNIA PARTNERS (COBB COUNTY) IT PRODUCTS AND SERVICES(# 23-6692-03) List Price: 3319.99 Discount: 9.638%	9	3,000.00	27,000.00
				Product Subtotal 54,000.00
				Services Subtotal 5,850.00
				TAX 0.00
				Total 59,850.00

Thank you for choosing Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Christine Ricker
+15126912013
CHRISTINE.RICKER@INSIGHT.COM
Fax 7372473728

Jason Sawyers
+14803667154
JASON.SAWYERS@INSIGHT.COM
Fax 4807606232

To purchase under this contract, your agency must be registered with OMNIA Partners Public Sector.

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by you and

Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

SOFTWARE AND CLOUD SERVICES PURCHASES: If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.
<https://www.insight.com/terms-and-policies>

Insight Public Sector, Inc.

City of West Lake Hills

Signature:

Signature:

Name:

Name:

Title:

Title:

Date:

Date:

RESOLUTION NO. 2024-10-01

**A RESOLUTION ADOPTING THE COVERED APPLICATIONS
AND PROHIBITED TECHNOLOGY POLICY FOR THE CITY
OF WEST LAKE HILLS, TEXAS.**

WHEREAS, on September 1, 2023, the 88th Texas Legislature passed Senate Bill 1893, which prohibits the use of TikTok and certain covered social media applications covered under Chapter 620 on devices owned or leased by governmental entities and requiring the removal of covered applications from those devices; and

WHEREAS, the Department of Information Resources (DIR) and the Department of Public Safety (DPS) were jointly tasked with developing a model policy for governmental entities to use in developing their own local policy, which was recently released on September 16, 2024; and

WHEREAS, governmental entities, including cities, have until November 20, 2024, to adopt their local policies as required by S.B. 1893.

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

Section 1. That findings set forth above are found to be true and correct.

Section 2. The City Council does hereby adopt the “Covered Applications and Prohibited Technology Policy” for the City of West Lake Hills as provided in Exhibit A.

Section 3. This resolution shall become effective from and after its passage, as provided by law.

PASSED & APPROVED this, the 23rd day of October 2024.

CITY OF WEST LAKE HILLS:

James Vaughan, Mayor

ATTEST:

Terry Blanchard, TRMC
City Secretary

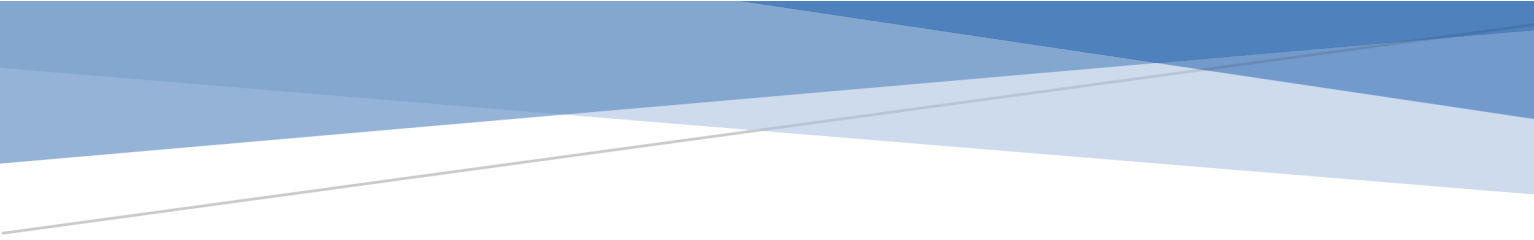


EXHIBIT A

CITY OF WEST LAKE HILLS

Covered Applications and Prohibited Technology Policy

Date: October 23, 2024

Version: 1.0

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1.0 INTRODUCTION

1.1 PURPOSE

On September 1, 2023, the 88th Texas Legislature passed [Senate Bill 1893](#), which prohibits the use of TikTok and certain addressed social media applications covered under Chapter 620 on devices owned or leased by governmental entities and requiring the removal of covered applications from those devices.

In addition to TikTok, the City of West Lake Hills may add other software and hardware products with security concerns to this policy and will be required to remove prohibited technologies which are on the Texas Department of Information Resources (DIR) prohibited list. Throughout this policy, “prohibited technologies” shall refer to TikTok and any additional hardware or software products added to this policy.

1.2 SCOPE

This policy applies to all City of West Lake Hills’ full-time employees, part-time employees, volunteers and elected officials. All City of West Lake Hills employees are responsible for complying with the terms and conditions of this policy.

2.0 COVERED APPLICATIONS POLICY

2.1 SCOPE AND DEFINITIONS

Pursuant to Senate Bill 1893, governmental entities, as defined below, must establish a covered applications policy:

- A department, commission, board, office, or other agency that is in the executive or legislative branch of state government and that was created by the constitution or a statute, including an institution of higher education as defined by Education Code Section 61.003.
- The supreme court, the court of criminal appeals, a court of appeals, a district court, or the Texas Judicial Council or another agency in the judicial branch of state government.
- A political subdivision of this state, including a municipality, county, or special purpose district.

This policy applies to all City of West Lake Hills' full- and part-time employees, contractors, paid or unpaid interns, and other users of government networks. All City of West Lake Hills employees are responsible for complying with this policy.

A covered application is:

- The social media service TikTok or any successor application or service developed or provided by ByteDance Limited, or an entity owned by ByteDance Limited.
- A social media application or service specified by proclamation of the governor under Government Code Section 620.005.

2.2 COVERED APPLICATIONS ON GOVERNMENT-OWNED OR LEASED DEVICES

Except where approved exceptions apply, the use or installation of covered applications is prohibited on all government-owned or -leased devices, including cell phones, tablets, desktop and laptop computers, and other internet-capable devices.

The City of West Lake Hills will identify, track, and manage all government-owned or -leased devices including mobile phones, tablets, laptops, desktop computers, or any other internet-capable devices to:

- a. Prohibit the installation of a covered application.
- b. Prohibit the use of a covered application.
- c. Remove a covered application from a government-owned or -leased device that was on the device prior to the passage of S.B. 1893 (88th Leg, R.S.).
- d. Remove an application from a government-owned or -leased device if the Governor issues a proclamation identifying it as a covered application.

The City of West Lake Hills will manage all government-owned or leased mobile devices by implementing the security measures listed below:

- a. Restrict access to "app stores" or unauthorized software repositories to prevent the installation of unauthorized applications.
- b. Maintain the ability to remotely wipe non-compliant or compromised mobile devices.
- c. Maintain the ability to remotely uninstall unauthorized software from mobile devices.

- d. Deploy secure baseline configurations, for mobile devices, as determined by the City of West Lake Hills.

2.3 ONGOING AND EMERGING TECHNOLOGY THREATS

To provide protection against ongoing and emerging technological threats to the City's sensitive information and critical infrastructure, DIR will regularly monitor and evaluate additional technologies that pose concerns for inclusion in this policy.

DIR will host a site that lists all prohibited technologies including apps, software, hardware, or technology providers. The prohibited technologies list current as of January 23, 2023, can be found in Appendix A.

The City of West Lake Hills will implement the removal and prohibition of any listed technology. The City of West Lake Hills may prohibit technology threats in addition to those identified by DIR.

2.4 COVERED APPLICATION EXCEPTIONS

The City of West Lake Hills may permit exceptions authorizing the installation and use of a covered application on government-owned or -leased devices consistent with the authority provided by Government Code Chapter 620.

Government Code Section 620.004 only allows **the City of West Lake Hills** to install and use a covered application on an applicable device to the extent necessary for:

- (1) Providing law enforcement; or
- (2) Developing or implementing information security measures.

Prior to authorizing an exception allowing for the installation and use of a covered application, **the Department Director** must provide measures to mitigate the risks posed to the City during the application's use. The measures must be approved by the City Administrator prior to their installation and use.

The City of West Lake Hills must document whichever measures it took to mitigate the risks posed to the City during the use of the covered application.

3.0 POLICY COMPLIANCE

The City of West Lake Hills, through its managed service provider, will verify compliance with this policy through various methods, including but not limited to, IT/security system reports and feedback to leadership.

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

4.0 POLICY REVIEW

This policy will be reviewed **annually** and updated as necessary to reflect changes in state law, additions to applications identified under Government Code Section 620.006, updates to the prohibited technology list posted to DIR's website, or to suit the needs of **the City of West Lake Hills**.

5.0 APPENDIX A

5.1 PROHIBITED TECHNOLOGY LIST

The up-to-date list of prohibited technologies is published at <https://dir.texas.gov/information-security/covered-applications-and-prohibited-technologies> . The following list is current as of January 23, 2023.

Prohibited Software/Applications/Developers (as of 1/23/23)

- Alipay
- ByteDance Ltd.
- CamScanner
- Kaspersky
- QQ Wallet
- SHAREit
- Tencent Holdings Ltd.
- TikTok
- VMate
- WeChat
- WeChat Pay
- WPS Office
- Any subsidiary or affiliate of an entity listed above.

Prohibited Hardware/Equipment/Manufacturers (as of 1/23/23)

- Dahua Technology Company
- Huawei Technologies Company
- Hangzhou Hikvision Digital Technology Company
- Hytera Communications Corporation
- SZ DJI Technology Company
- ZTE Corporation
- Any subsidiary or affiliate of an entity listed above.



DOCUMENT IMAGING PROPOSAL

May 21, 2024

Terry Blanchard
City of West Lake Hills
911 Westlake Dr
West Lake Hills, TX 78746

Dear Ms. Blanchard,

Records Consultants, Inc. (RCI) is pleased to submit this proposal to the City of West Lake Hills for scanning and converting the city's permanent Building & Construction Plans and Record archives. RCI offers a highly efficient, multi-level quality check imaging process to ensure 100% capture of your documents.

The attached proposal will cover the following information:

- RCI 7-Step Process
- Work Schedule
- Delivery of Image Database/Software
- Post-Project Disposition of Records
- Project Scope and Fees
- Payment Terms & Conditions
- RCI Document Imaging Process (Workflow)
- Acceptance Page

If you should have any questions pertaining to this proposal, please do not hesitate to call me at (877) 363-4127. We greatly appreciate your continued interest in our services and look forward to assisting you with this project.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jackie Frost", written in a cursive style.

Jackie Frost
Account Manager

RCI 7-Step Process

The imaging process for your permanent records consists of preparing, scanning, and indexing the document with quality checks throughout each phase of production. We have included an attachment that displays the workflow of this project.

1. **Packaging, Boxing, and Transporting Records:** RCI will retrieve the documents and transport them to RCI in San Antonio, Texas for purging (upon request), preparing, scanning, and indexing. RCI will process and image records by completing the following functions listed below. RCI offers optional services for boxing records that are filed in cabinets or shelving units. Additional fees apply.
2. **Document Scanning:** RCI will scan all selected documents found in the files. We will perform a scan quality check by visually inspecting each image and perform enhancements when necessary. Please note that scanning is only offered for standard office paper sizes (letter, legal, file folders, 11”x 17” paper, and smaller) and images will be in 200 dpi (dots per inch). Scanning at 300 dpi or greater can be supported upon request but increases data size. Oversized documents exceeding 17” dimension incur additional fees. Optical Character Recognition (OCR) enabling full-text searchable images is offered for an additional fee.
3. **Document Preparation:** RCI will prepare all documents for the scanning function. We will remove staples and paper clips, mount or copy any undersized documents and tape any torn pages, if necessary. These documents will then be staged for the scanning process.
4. **Document Indexes:** RCI will index each Record with three index values. Other index values and additional index fields can be supported but may alter the scope of the project and additional fees will apply.
5. **Final Audit and Quality Control:** RCI will conduct a final audit of the document image database to ensure that 100% of all documents have been captured, the images are sufficient to reproduce the record, and the images are appropriately indexed and accessible.
6. **Delivery of Image Database and File Access Software:** Electronic file images will be created at completion of the scanning process. The scanned images will be provided electronically via FTP or on an external storage media, such as DVD, USB flash drive, or USB hard drive only if the client requests the scanned images in PDF format. Images can also be viewed with the purchase of the PaperVision® Enterprise (PVE) software or the PaperVision.com® hosted document management service.
7. **Post-Project Records Disposition:** After the project is completed, there are two options for disposition of the physical documents. RCI can return the documents to the client or request RCI to complete document destruction services for these records.

Work Schedule

RCI anticipates the following schedule to complete the entire project:

Activity	Duration of Time
Packaging and Transporting Records	1-2 days
Prep and Scan Required Documents, Index, Quality Control, and Prepare Final Packaging of Scanned Images	6-9 Months
Installation and Training of Final Database	1-3 days

Also, if you require access to a particular document during the imaging process, RCI will scan the requested document and electronically transmit the image to the designated point of contact. Document requests will be fulfilled within one to two business days.

Delivery of Image Database/Software

There are several options in which to provide the scanned images. RCI can deliver the final project through the ImageSilo® in a cloud hosted document management service, PaperVision® Enterprise (PVE) software, in individual PDF files, or in other formats that may be imported into your existing application(s). RCI provides installation, training, and support and can provide Professional Services to support integration. ImageSilo® installation and training can be provided remotely or onsite, while PVE software installation and training requires on-site services.

Option #1: RCI recommends **PaperVision.com®. PaperVision.com Professional** is a secure, online, cloud hosted document management service offering robust Enterprise Content Management (ECM) features at a low annual fee. Fees are based only on concurrent user licenses and include 450 GB of storage space. PaperVision.com Professional supports multiple projects for compartmentalizing different document types and controlling access to those documents. There are no up-front costs for hardware as this solution removes the headaches associated with infrastructure development and data management.

- PaperVision.com account setup & FTP upload setup
- Initial creation of User Accounts and User permissions (up to 10 users)
- Image database and project setup (up to 5 initial projects)
- Transfer of data from existing ImageSilo account, including records created and uploaded by the city (up to the point of migration)
- Technical support and administration consulting
 - RCI support hours are Monday – Friday 8:00am to 5:00pm CST/CDT

Option #2: PaperVision® Enterprise (PVE) is a powerful ECM software application provided under an end-user licensure fee. PVE allows multiple licenses to be connected to a centralized data/image repository. The content management features include customized security for users and groups, file modification, image redaction, interface with Microsoft applications, usage audit trail, and other valuable features and functions. Should you choose to purchase the PaperVision® Enterprise software, RCI will install this software on the hardware you desire. Installation will be accomplished at the Professional Services Rates. Annual Maintenance fees will apply for ongoing license renewals and support.

Option #3: Custom Image and Data Output: RCI can provide other tailored formats to match your unique situation. RCI can provide named, multipage PDF files via FTP or external USB media for import into most common content management systems.

Post-Project Disposition of Records

After the project is completed, there are two options for disposition of the physical documents:

Option #1: Secure Document Destruction – RCI can destroy the documents in our secure document destruction facility. A document destruction fee will apply. RCI will store the physical documents for 60 days at our secure facility prior to destruction. Records held for more than 60 days at RCI's facilities will incur additional storage fees at a rate of \$3.50 per box per month. The boxes and contents will be shredded and recycled. After the documents have been destroyed, we will provide a Certificate of Destruction to complete your audit trail.

Option #2: Return of Documents – Transportation fees apply. If the returned boxes are to be removed from pallets and shelved by RCI staff, additional fees will be included. Records in returned boxes are not in the original format or folder. During the image processing, contents are separated into groups of purged or scanned items. Scanned materials are bundled together in their same box with break sheets between each record. Purged contents are usually within the folder of which they were originally included. Additional fees apply to reconstruct the folder (excluding binding, staples, paper clips, etc.) to its original contents. Records for projects that did not include the purge function will also be bundled and outside of their original folder or binding. Returned records will be in boxes and palletized. Removing boxes from pallets and stacking them on shelves may incur additional fees.

Project Scope and Fees

Based on information provided, we estimate the following quantities of records:

Permanent City Records

- **An estimated 400 sets/plans of Permanent Building/Construction Drawings located on shelving/tray units in the Inspector's Office containing an estimated 8,000 large format sheets (requiring an estimated 35 boxes)**
- **An estimated 55 drawers of Permanent Property Records containing an estimated 3,300 files with an estimated 100,000 images and 16,000 large format sheets (requiring an estimated 113 boxes)**

The project scope for this proposal includes the following:

- ✓ Box, label & inventory an estimated 136 boxes for transportation
- ✓ Transportation 148 boxes to RCI secure facilities in San Antonio, Texas
- ✓ Scan images at 300 dpi bitonal
- ✓ Index each file with 3 index values – sample below or to be determined at onset of project
 - Property Records – **PLAN/PERMIT/PROPERTY NUMBER, ADDRESS, and DATE**
 - Administrative Records – **DOCUMENT TYPE, DOCUMENT TITLE, and DATE (or year)**
- ✓ Provide OCR functions for full-text searchable images for scanned records (only offered for typed print, excludes handwritten text, and not include on large format sheets)
- ✓ Remote configuration, setup, and training of PaperVision.com® cloud hosted Content Management System to include 450 gigabytes (GB) of storage.
 - Building/Property records can be provided secure FTP
- ✓ Secure document destruction of scanned records Secure document destruction of scanned records for an estimated 113 boxes and 24,000 large format sheets within 60 days after completion and verification of data delivery

Our calculations are based on estimates information provided by the point of contact. It is estimated that the total number of images will likely range from 100,000 to 150,000 images. Disk storage space for the file images and database is estimated to be approximately 130-150 GB (gigabytes).

Payment Terms & Conditions

The following payment terms apply:

15% due upon contract acceptance

35% due upon contract initiation

50% (balance) due upon delivery (invoicing of delivered documents can be increments upon delivery)

Terms, net 10 days

The ImageSilo® or PaperVision.com web hosted document management services will be billed on an annual basis to begin on the first day of the month following completion of the project. If storage capacity is increased, additional fees will be reflected in the following month's invoice.

It is important to note that during each phase of the project we will continually monitor the number of files and images that are being processed. The pricing in this proposal is based on the estimated quantities and the final bill will be adjusted to reflect the actual count of files or images worked in the project. If there is an indication that the number of files or images may vary significantly from the estimates provided, we will immediately notify the designated point of contact of the variation.

Authorization

When you approve this proposal, sign the acceptance page and fax it to Records Consultants, Inc. at (877) 366-0776.

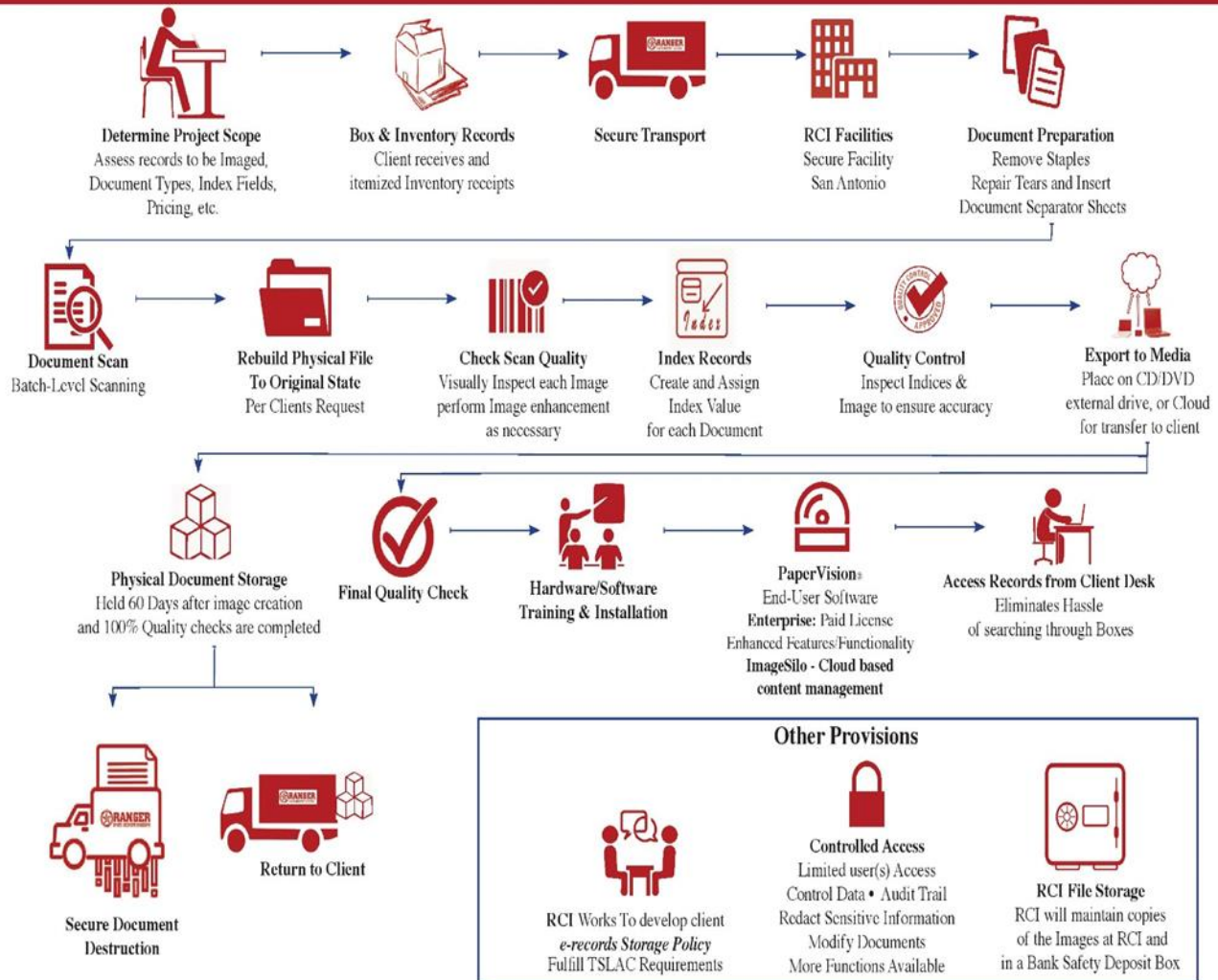
Sincerely,



Jackie Frost
Account Manager



RCI DOCUMENT IMAGING PROCESS





Document Imaging Acceptance

Records Consultants, Inc.

21288 Gathering Oak
San Antonio, TX 78260
Office: (877) 363-4127
Fax: (877) 366-0776

Quotation Date: May 21, 2024
Salesperson: Jackie Frost
Email: jfrost@rcitech.com
Website: www.rcitech.com

TO: Terry Blanchard
City of West Lake Hills
911 Westlake Dr
West Lake Hills, TX 78746

Payment Terms
15% due upon contract acceptance
35% due upon initiation of project
50% due upon completion of project, net 10 days

ESTIMATED QUANTITY	DESCRIPTION	BUYBOARD CONTRACT	CITY OF WEST LAKE HILLS UNIT PRICE	LINE TOTAL
	BOXING, TRANSPORTATION, & RECORDS DISPOSITION			
148	Box, Label, & Inventory Records for Transportation (Per Box)	\$ 9.00	\$ 9.00	\$ 1,332.00
1	Pickup Transportation of Boxes (Per Round Trip)	\$ 166.00	\$ 215.80	\$ 195.00
113	Secure Document Destruction (Per Box)	\$ 8.50	\$ 3.75	\$ 423.75
24,000	Secure Document Destruction (Per Large Sheet)	\$ 0.05	\$ 0.04	\$ 960.00
	IMAGING PERMANENT BUILDING/CONSTRUCTION PLANS			
8,000	Prep/Scan/Index/Quality Control - Large Format Sheets (Per Sheet)	N/A	\$ 2.00	\$ 16,000.00
	IMAGING PERMANENT PROPERTY RECORDS			
100,000	Prep/Scan/Index/Quality Control - City Secretary Records (Per Image)	\$ 0.26	\$ 0.21	\$ 21,000.00
100,000	OCR - Full-Text Searchable Images (Per Image)	\$ 0.04	\$ 0.02	\$ 2,000.00
16,000	Prep/Scan/Index/Quality Control - Large Format Sheets (Per Sheet)	N/A	\$ 2.00	\$ 32,000.00
	IMAGE DATA DELIVERY & CONTENT MANAGEMENT			
1	Remote Setup & Training of PaperVision.com® Professional	\$ 850.00	\$ 800.00	\$ 800.00
1	PaperVision.com® Professional Annual Content Management with a	N/A	\$ 2,880.00	\$ 2,880.00
	Single Concurrent User License Including 450 GBs Storage			
Total				\$ 77,590.75

BuyBoard Contract 716-23

TIPS Contract 210901

Name: _____

Title: _____

Signature: _____

Date: _____

Email Address: _____

Purchase Order #: _____

PLEASE FAX SIGNED ACCEPTANCE TO (877) 366-0776 OR EMAIL TO:

jfrost@rcitech.com

THANK YOU FOR YOUR BUSINESS!



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>October 23, 2024</u>	Item Number:	<u>3i</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Terry Blanchard</u>	Cost / Budget:	<u>none</u>
Exhibits:	<u></u>	Source of Funds:	<u>N/A</u>

Subject

Approval of changes to the following City Council meetings:

- Reschedule the November 27, 2024 meeting to Tuesday, November 26, 2024;
- Cancel the December 25, 2024 meeting; and
- Cancel the January 1, 2025 workshop.

Recommendation

Staff recommends the City Council take action to approve the changes as presented.

Discussion

Section 2.02.033 of the West Lake Hills Code of Ordinances states:

- Regular date. The city council shall hold regular meetings on the 2nd and 4th Wednesday of each month, with the following exceptions:
 - November: The second regular meeting of the month shall be held on Monday or Tuesday instead of Wednesday when Thanksgiving Day falls on the day after the fourth Wednesday of the month.
 - December: The first regular meeting of the month shall be the only regular meeting of the month.

This agenda item allows the City Council to officially set the date for the second meeting in November. Also, this action provides official notice of the rescheduled second meeting in November and the cancellation of the second meeting in December.

Due to the January workshop being on a holiday, this provides notice that the workshop cancellation.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	October 23, 2024	Item Number:	4
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See attached.	Source of Funds:	N/A

Subject

Discuss and consider action Ordinance 2024-017 of the City of West Lake Hills, Texas amending the Code of Ordinances, Section 22.03.001 Definitions, Section 22.03.137 Expiration, Section 22.03.142 Required Inspections and Section 22.03.331 Definitions, as attached in Exhibit A, providing for findings of fact, repealer, severability, codification, effective date, and proper notice and meeting.

Recommendation

Hold public hearing and take appropriate action on the proposed ordinance.

Discussion

Background & Analysis:

At the February 28, 2024, staff presented concerns regarding the adopted building permit expirations and possible revisions. At the City Council Workshop on September 4, 2024, discussion was held on the existing regulations and possible revisions.

At the October 9, 2024 meeting, a concern was raised about the enforceability and requirements of a bond to receive an extension in the case of project suspension or abandonment. With the other amendments proposed, this will give staff a greater ability to enforce the timelines and ensure forward momentum of projects. A greater time period for a contractor to mobilize a new project and a shorter time frame (180 days instead of one year) to deem a project suspended or abandoned provides a more consistent timeline for projects. With these amendments, staff's opinion is that a bond requirement is unnecessary and regular code enforcement methods will be successful, so the bond requirement amendment has been removed from the draft.

Proposed amendments:

§ 22.03.001 Definitions.

Certificate of Completion. - Issued by the City to the Contractor for successful completion of work proposed and submitted all necessary document as required by the City.

- For some projects, a certificate of occupancy is not the appropriate document to issue (non-habitable structures, remodels, etc.).

Start of Construction. – Construction is deemed to have commenced once forms for the slab have been installed, per city approved plans.

- The code does not clearly define what the “start” of construction, which has led to early clearing and grading of the lot to meet the expiration date, then a lull or discontinuance of work with the site left partially disturbed. Between this definition and a change from 60 to 180 days to start, staff believes this should reduce the number of sites that sit with no activity for months.

Substantially Ceased – No inspections have been completed and minimal progress has been made to reach the next inspection requirement, as determined by the building official, within 180 days from the last required inspection.

- This defines when a project has made no substantive amount of progress, in inspections and as determined by the building official, to be considered suspended or abandoned in the construction process.

§ 22.03.137. Expiration.

- Reorganized the first paragraph, into Permit, Fence Permit and Demolition for better readability.
- Added language that a fence that is permitted as part of a larger project runs with the primary permit and does not have a separate expiration.
- Increase the expiration for the start of the project from 60 to 180 days.
- Decreased the period for suspension or abandonment of work from 12 to 180 days (standardized times in days or years)
- Change approval from city administrator to building official.
 - Remove restriction on changing existing plans.
 - Decrease the time for substantially ceased from 12 months to 180 days.
 - Add submittal requirements for requesting extension.
- Extensions for projects that have not started or been suspended/abandoned are eligible for two 180-day extensions.
- Added one 60-day extension for a fence permit
- Added that extension dates are based on the original permit issued date.
- Reduced total number of extensions that can be approved administratively from 3 to 2.
- For additional extensions, can make a request to the building official that will be forwarded to City Council for consideration and approval.

§ 22.03.142. Required inspections.

Added requirement for a Pre-construction inspection to be held prior to start of construction.

§ 22.03.331. Definitions. (Unsafe Buildings)

Added definition to include improperly maintained buildings that is inclusive of building left partially constructed or are materially detrimental to adjacent properties.

Attachments:

- Ordinance 2024-017
- Exhibit A - Section 22.03.001 Definitions; Section 22.03.13 Expiration; Section 22.03.142 Required inspections, Section 22.03.331 Definitions (unsafe buildings) – Mark up
- Exhibit A – Clean copy (no markup)
- Presentation

Links to Relevant Codes:

- [Section 22.03.001 Definitions](#)

- [Section 22.03.13 Expiration](#)
- [Section 22.03.142 Required inspections.](#)
- [Section 22.03.331: Definitions](#)

ORDINANCE NO. 2024-017

AN ORDINANCE OF THE CITY OF WEST LAKE HILLS, TEXAS AMENDING THE CODE OF ORDINANCES, SECTION 22.03.001 DEFINITIONS, SECTION 22.03.137 EXPIRATION, SECTION 22.03.142 REQUIRED INSPECTIONS, AND SECTION 22.03.331 DEFINITIONS, AS ATTACHED IN EXHIBIT A, PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, CODIFICATION, EFFECTIVE DATE, AND PROPER NOTICE AND MEETING.

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City Council of the City of West Lake Hills has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, the City has adopted Chapter 22 – Building Regulations to provide minimum standards to safeguard life, limb, health, property, and public welfare by regulating and controlling the design, construction, quality of materials, use, occupancy, location and maintenance of all buildings and structures within the city; and

WHEREAS, the City Council finds certain amendments to the aforementioned codes are necessary to meet changing conditions and are in the best interest of the City; and

WHEREAS, the City Council finds the attached amendments reasonable and necessary.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of West Lake Hills, TX:

1. FINDINGS OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

2. AMENDMENT

That Section 22.03.001 Definitions, Section 22.03.137 Expiration, Section 22.03.142 Required Inspections, and Section 22.03.331 Definitions of the Code of Ordinances, City of West Lake Hills, Texas is hereby amended to, and after such amendment, shall read in accordance with *Exhibit "A"*, which is attached hereto and incorporated into this Ordinance for all intents and purposes.

3. REPEALER

To the extent reasonably possible, ordinances are to be read together in harmony. However, all ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

4. SEVERABILITY

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

5. CODIFICATION

The City Secretary is hereby directed to record and publish the attached rules, regulations and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

6. EFFECTIVE DATE

This ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of the State of Texas.

7. PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government

Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

READ & APPROVED on this, the 23rd day of October 2024.

APPROVED:

by: _____
James Vaughan, Mayor

ATTEST:

Terry Blanchard, City Secretary

APPROVED AS TO FORM:

Josh Brockman-Weber, City Attorney

(a) § 22.03.001 Definitions.

Certificate of Completion. - Issued by the City to the Contractor for successful completion of work proposed and submitted all necessary document as required by the City.

Start of Construction. – Construction is deemed to have commenced once forms for the slab have been installed, per city approved plans.

Substantially Ceased – No inspections have been completed and minimal progress has been made to reach the next inspection requirement, as determined by the building official, within 180 days from the last required inspection.

§ 22.03.137. Expiration.

- (a) **Permit.** Any permit, other than one for a fence and associated screening vegetation or for demolition issued under the provisions of this article shall expire if the building, construction, or work authorized by such permit is not commenced within ~~60 days~~ **180-days** from the date such permit is approved, or if the building, construction, or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of ~~12 180-days months~~. Notwithstanding the preceding sentences, a ~~A~~ permit, other than one for a fence and associated screening vegetation or for demolition, expires if the building, construction, or work authorized by such permit is not completed according to the approved plans and specifications within 24 months from the date such permit is approved.
- (b) **Fence Permit.** A permit for a fence and associated screening vegetation shall expire if the construction of the fence and the planting of the associated screening vegetation has not commenced within 60 days or on a date specified by the city council to accommodate the next favorable growing season, whichever is later. A permit for a fence and associated screening vegetation expires if the fence is not completed and the screening vegetation is not entirely established according to the approved plans and specifications within ~~six months~~ **180-days** of the approval date of the permit. **A fence that is permitted as part of new construction or remodel permit will have the same expiration as the entire project.**
- (c) **Demolition Permit.** A permit for demolition shall expire in accordance with the provisions of division 18 of this article.
- ~~(b)~~ (d) Before any such work can be resumed, an extension to the permit shall first be obtained; the fee for which shall be set by the city council in a standard fee schedule. The ~~city administrator~~ **building official** may approve such extensions, provided that:
- (1) ~~No changes have been made or will be made in the original plans and specifications for such work;~~
- ~~(2)~~ (1) Any suspension or abandonment of construction has not exceeded ~~twelve (12)~~ **180**

Exhibit A

~~days~~ months. A permit under the construction code shall be considered suspended or ~~abandoned~~ if construction has “substantially ceased” during the ~~12~~ 180-month day period. ~~A permit under the construction code shall be considered abandoned if construction has “completely ceased” during the 12-month period; and~~

- (2) Submit a letter requesting the extension at least 15-days prior to the expiration, with an updated construction schedule and updated construction cost estimate.
 - (3) The additional fees for extension of the permit, if any, are paid pursuant to the amounts set by the city fee schedule.
- (e) **Permit Extensions and Expirations.** ~~Except for extensions for demolition permits, any extension approved by the city administrator will be valid for twelve (12) months from the date of approval.~~
- (1) **Permits.** A permit extension for a suspended or abandoned project extends the permit 180-days. The permit shall only be eligible to receive (2) two extensions in the instance of suspension or abandonment. A permit extension for a project that has exceeded 24-month expiration extends the permit 12 months. A permit with no suspensions or abandonment is eligible to receive up to (2) extensions. The extension date will be based on the original permit issued date.
 - (2) **Fence Permits.** A permit extension for a fence permit extends the permit 60 days from the original permit issued date.
 - (3) **Demolition Permits.** Extensions for demolition permits shall be in accordance with the provisions of division 18 of this article.
- (d) ~~(f) The permit shall only be renewed if the applicant has commenced construction during the term of the original permit. The maximum number of extensions shall be limited to three (3).~~ For additional extensions, the applicant can file a request with the building official, stating the reason for additional extensions, which will be forwarded to the next available City Council meeting for consideration and approval.

§ 22.03.142. Required inspections.

- (a) Reinforcing steel or structural framework of any part of any building or structure shall not be covered or concealed without first obtaining the approval of the city inspector.
- (b) The city inspector, upon notification from the permit holder or his agent, shall make the following inspections and shall either approve that portion of the construction as completed or shall notify the permit holder or his agent wherein the same fails to comply with this article.
 - (1) Pre-construction inspection. To be made prior to the start of construction with approved plan onsite to discuss and review city requirements and construction related issues pertaining to the permitted project.
 - ~~(1)~~ (2) Layout inspection. To be made after property corner pins are located and flagged,

Exhibit A

string lines are stretched around all property lines, easement boundaries are flagged and foundation batter boards are in place with string lines run for foundation.

- (2) (3) Foundation inspection. To be made after trenches are excavated and forms erected and when all materials for the foundation are delivered to the job. Where concrete from a central mixing plant is to be used, materials need not be on the job. The inspection shall be made after all the steel has been installed. Benchmarks shall be installed in the foundation to indicate natural grade elevations for height measurement of the structure.
- (3) (4) Framing inspection. To be made after the roof, all framing, fire-blocking, and bracing are in place and all pipes, chimneys, and vents are complete.
- (4) (5) Plumbing, electric, gas, heating, ventilation and air conditioning inspection. When all pipes are in place, supports connected, meter located, vent take-off, water heater location, and trap arms are complete. The mechanical inspection shall be done when all duct work and vents are in place and furnace closets and/or attic platform and catwalk are completed. Electrical to be approved by the City of Austin Electrical Department.
- (5) (6) Insulation inspection. To be made when all insulation is in place and prior to covering.
- (6) (7) Lath and/or wallboard inspection (for nonresidential buildings only). To be made after all lathing and/or wallboard, interior and exterior, is in place, but before any plastering is applied or before wallboard joints and fasteners are taped and finished.
- (7) (8) Final inspection. To be made after building or structure is completed and ready for occupancy.
- (8) (9) Plumbing final inspection. To be done when all valves and fixtures are installed and vents in place.
- (9) (10) Mechanical final inspection. To be done when all equipment has been installed and is ready for use, including dryer vents, stove hoods, furnace vents and all supply and return air grills are installed.
- (10) (11) Electrical final inspection. To be done by the city inspector or the designated representative of the city.

§ 22.03.331. Definitions.

Unsafe building.

- (1) Any building or structure in or about which any or all of the following conditions exist:
 - (A) Walls or other vertical structural members list, lean or buckle.
 - (B) Damage or deterioration exists to the extent that the building is unsafe.
 - (C) Loads on floors or roofs are improperly distributed or the floors or roofs are of insufficient strength to be reasonably safe for purposes used.

Exhibit A

- (D) Damage by fire, wind, or other cause has rendered the building or structure dangerous to life, safety, morals, or the general health and welfare of the occupants or the people of the city.
- (E) The building or structure is so dilapidated, substandard, decayed, unsafe, unsanitary, or otherwise lacking in the amenities essential to decent living that the same is unfit for human habitation or is likely to cause sickness, disease or injury or otherwise to constitute a detriment to the health, morals, safety, or general welfare of those persons assembled, working, or living therein or is a hazard to the public health, safety and welfare.
- (F) Light, air, and sanitation facilities are inadequate to protect the health, morals, safety, or general welfare of persons who assemble, work or live therein.
- (G) Stairways, fire escapes, and other facilities of egress in case of fire or panic are inadequate.
- (H) Parts or appendages of the building or structure are so attached that they are likely to fall and injure persons or property.
- (I) Improperly maintained building. A building, or part of a building, or the premises on which the building is located that is maintained in such a condition as to become so defective, unsightly, or in such a condition of deterioration or disrepair that the same is a nuisance causing appreciable diminution of the property values of the surrounding property or is materially detrimental to proximate properties and improvements. This includes, but is not limited to permitting or allowing or the keeping or disposing of or the scattering over the property or premises of any of the following:
 - (1) Lumber, junk, trash or debris.
 - (2) Excavation material.
 - (3) Graffiti on any premises which is unshielded so as to cause substantial diminution of the enjoyment, use, or property values of the adjacent properties.
 - (4) Buildings which are abandoned boarded up, partially destroyed, or left unreasonably in a state of partial construction.
- (2) A condition exists in violation of the standards set forth in subsection (1), which condition renders the building or structure unsafe, unsanitary, or otherwise detrimental to the health, safety, morals, or welfare of the people of the city.

(a) **§ 22.03.001 Definitions.**

Certificate of Completion. - Issued by the City to the Contractor for successful completion of work proposed and submitted all necessary document as required by the City.

Start of Construction. – Construction is deemed to have commenced once forms for the slab have been installed, per city approved plans.

Substantially Ceased – No inspections have been completed and minimal progress has been made to reach the next inspection requirement, as determined by the building official, within 180 days from the last required inspection.

§ 22.03.137. Expiration.

- (a) Permit. Any permit, other than one for a fence and associated screening vegetation or for demolition issued under the provisions of this article shall expire if the building, construction, or work authorized by such permit is not commenced within 180-days from the date such permit is approved, or if the building, construction, or work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180-days. A permit expires if the building, construction, or work authorized by such permit is not completed according to the approved plans and specifications within 24 months from the date such permit is approved.
- (b) Fence Permit. A permit for a fence and associated screening vegetation shall expire if the construction of the fence and the planting of the associated screening vegetation has not commenced within 60 days or on a date specified by the city council to accommodate the next favorable growing season, whichever is later. A permit for a fence and associated screening vegetation expires if the fence is not completed and the screening vegetation is not entirely established according to the approved plans and specifications within 180-days of the approval date of the permit. A fence that is permitted as part of new construction or remodel permit will have the same expiration as the entire project.
- (c) Demolition Permit. A permit for demolition shall expire in accordance with the provisions of division 18 of this article.
- (d) Before any such work can be resumed, an extension to the permit shall first be obtained; the fee for which shall be set by the city council in a standard fee schedule. The building official may approve such extensions, provided that:
 - (1) Any suspension or abandonment of construction has not exceeded 180 days. A permit under the construction code shall be considered suspended or abandoned if construction has “substantially ceased” during the 180-day period.
 - (2) Submit a letter requesting the extension at least 15-days prior to the expiration, with an updated construction schedule and updated construction cost estimate.

Exhibit A

- (3) The additional fees for extension of the permit, if any, are paid pursuant to the amounts set by the city fee schedule.

(e) Permit Extensions and Expirations.

- (1) Permits. A permit extension for a suspended or abandoned project extends the permit 180-days. The permit shall only be eligible to receive (2) two extensions in the instance of suspension or abandonment. A permit extension for a project that has exceeded 24-month expiration extends the permit 12 months. A permit with no suspensions or abandonment is eligible to receive up to (2) extensions. The extension date will be based on the original permit issued date.
 - (2) Fence Permits. A permit extension for a fence permit extends the permit 60 days from the original permit issued date.
 - (3) Demolition Permits. Extensions for demolition permits shall be in accordance with the provisions of division 18 of this article.
- (f) For additional extensions, the applicant can file a request with the building official, stating the reason for additional extensions, which will be forwarded to the next available City Council meeting for consideration and approval.

§ 22.03.142. Required inspections.

- (a) Reinforcing steel or structural framework of any part of any building or structure shall not be covered or concealed without first obtaining the approval of the city inspector.
- (b) The city inspector, upon notification from the permit holder or his agent, shall make the following inspections and shall either approve that portion of the construction as completed or shall notify the permit holder or his agent wherein the same fails to comply with this article.
 - (1) Pre-construction inspection. To be made prior to the start of construction with approved plan onsite to discuss and review city requirements and construction related issues pertaining to the permitted project.
 - (2) Layout inspection. To be made after property corner pins are located and flagged, string lines are stretched around all property lines, easement boundaries are flagged and foundation batter boards are in place with string lines run for foundation.
 - (3) Foundation inspection. To be made after trenches are excavated and forms erected and when all materials for the foundation are delivered to the job. Where concrete from a central mixing plant is to be used, materials need not be on the job. The inspection shall be made after all the steel has been installed. Benchmarks shall be installed in the foundation to indicate natural grade elevations for height measurement of the structure.
 - (4) Framing inspection. To be made after the roof, all framing, fire-blocking, and bracing are in place and all pipes, chimneys, and vents are complete.
 - (5) Plumbing, electric, gas, heating, ventilation and air conditioning inspection. When all pipes are in place, supports connected, meter located, vent take-off, water heater

Exhibit A

location, and trap arms are complete. The mechanical inspection shall be done when all duct work and vents are in place and furnace closets and/or attic platform and catwalk are completed. Electrical to be approved by the City of Austin Electrical Department.

- (6) Insulation inspection. To be made when all insulation is in place and prior to covering.
- (7) Lath and/or wallboard inspection (for nonresidential buildings only). To be made after all lathing and/or wallboard, interior and exterior, is in place, but before any plastering is applied or before wallboard joints and fasteners are taped and finished.
- (8) Final inspection. To be made after building or structure is completed and ready for occupancy.
- (9) Plumbing final inspection. To be done when all valves and fixtures are installed and vents in place.
- (10) Mechanical final inspection. To be done when all equipment has been installed and is ready for use, including dryer vents, stove hoods, furnace vents and all supply and return air grills are installed.
- (11) Electrical final inspection. To be done by the city inspector or the designated representative of the city.

§ 22.03.331. Definitions.

Unsafe building.

- (1) Any building or structure in or about which any or all of the following conditions exist:
 - (A) Walls or other vertical structural members list, lean or buckle.
 - (B) Damage or deterioration exists to the extent that the building is unsafe.
 - (C) Loads on floors or roofs are improperly distributed or the floors or roofs are of insufficient strength to be reasonably safe for purposes used.
 - (D) Damage by fire, wind, or other cause has rendered the building or structure dangerous to life, safety, morals, or the general health and welfare of the occupants or the people of the city.
 - (E) The building or structure is so dilapidated, substandard, decayed, unsafe, unsanitary, or otherwise lacking in the amenities essential to decent living that the same is unfit for human habitation or is likely to cause sickness, disease or injury or otherwise to constitute a detriment to the health, morals, safety, or general welfare of those persons assembled, working, or living therein or is a hazard to the public health, safety and welfare.
 - (F) Light, air, and sanitation facilities are inadequate to protect the health, morals, safety, or general welfare of persons who assemble, work or live therein.

Exhibit A

- (G) Stairways, fire escapes, and other facilities of egress in case of fire or panic are inadequate.
- (H) Parts or appendages of the building or structure are so attached that they are likely to fall and injure persons or property.
- (I) Improperly maintained building. A building, or part of a building, or the premises on which the building is located that is maintained in such a condition as to become so defective, unsightly, or in such a condition of deterioration or disrepair that the same is a nuisance causing appreciable diminution of the property values of the surrounding property or is materially detrimental to proximate properties and improvements. This includes, but is not limited to permitting or allowing or the keeping or disposing of or the scattering over the property or premises of any of the following:
 - (1) Lumber, junk, trash or debris.
 - (2) Excavation material.
 - (3) Graffiti on any premises which is unshielded so as to cause substantial diminution of the enjoyment, use, or property values of the adjacent properties.
 - (4) Buildings which are abandoned boarded up, partially destroyed, or left unreasonably in a state of partial construction.
- (2) A condition exists in violation of the standards set forth in subsection (1), which condition renders the building or structure unsafe, unsanitary, or otherwise detrimental to the health, safety, morals, or welfare of the people of the city.

Code Amendments – Permit Expirations

7. Discuss and consider action Ordinance 2024-017 of the City of West Lake Hills, Texas amending the Code of Ordinances, Section 22.03.001 Definitions, Section 22.03.137 Expiration, Section 22.03.142 Required Inspections and Section 22.03.331 Definitions , as attached in Exhibit A, providing for findings of fact, repealer, severability, codification, effective date, and proper notice and meeting.

Code Amendments – Permit Expirations

City Council Focus Area for Compatibility Standards

Staff presented concerns about current expirations on Feb. 28, 2024

At the City Council Workshop on September 4, 2024, held discussion and were directed to bring back amendments.

Section 22.03.001 Definitions

Certificate of Completion. - Issued by the City to the Contractor for successfully completion of work proposed and submitted all necessary document as required by the City.

- For some projects, a certificate of occupancy is not the appropriate document to issue (non-habitable structures, remodels, etc.).

Start of Construction. – Construction is deemed to have commenced once forms for the slab have been installed, per city approved plans.

- The code does not clearly define what the “start” of construction, which has led to early clearing and grading of the lot to meet the expiration date, then a long lag time before continuing work.

Section 22.03.001 Definitions

Substantially Ceased – No inspections have been completed and minimal progress has been made to reach the next inspection requirement, as determined by the building official, within 180 days from the last required inspection.

- This defines when a project has made no substantive amount of progress, in inspections and as determined by the building official, to be considered suspended or abandoned in the construction process.

Section 22.03.137 Expiration

- Reorganized the difference between permits, fence permits and demolitions permits for better readability.
- Added language that a fence that is permitted as part of a larger project runs with the primary permit and does not have a separate expiration.
- Increase the expiration for the start of the project from 60 to 180 days.
- Decreased the period for suspension or abandonment of work from 12 months to 180-days (standardized times in days or years)

Section 22.03.137 Expiration

- Change approval from city administrator to building official.
 - Remove restriction on changing existing plans.
 - Decrease the time for substantially ceased from 12 to 6 months.
 - Add submittal requirements for requesting extension.
- Extensions for projects that have not started or been suspended/abandoned are eligible for two 180-day extensions.
- Added one 60-day extension for a fence permit.

Section 22.03.137 Expiration

- Added that extension dates are based on the original permit issued date.
- Reduced total number of extensions that can be approved administratively from 3 to 2.
- For additional extensions, can make a request to the building official that will be forwarded to City Council for consideration and approval.

Section 22.03.142 Required Inspections

Added requirement for a Pre-construction inspection to be held prior to start of construction.



Section 22.03.331 Definitions

Improperly maintained building. A building, or part of a building, or the premises on which the building is located that is maintained in such a condition as to become so defective, unsightly, or in such a condition of deterioration or disrepair that the same is a nuisance causing appreciable diminution of the property values of the surrounding property or is materially detrimental to proximate properties and improvements. This includes, but is not limited to permitting or allowing or the keeping or disposing of or the scattering over the property or premises of any of the following:

- (1) Lumber, junk, trash or debris.
- (2) Excavation material.
- (3) Graffiti on any premises which is unshielded so as to cause substantial diminution of the enjoyment, use, or property values of the adjacent properties.
- (4) Buildings which are abandoned boarded up, partially destroyed, or left unreasonably in a state of partial construction.

Code Amendments

- Hold public hearing and take appropriate action on the proposed ordinance.





City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>October 23, 2024</u>	Item Number:	<u>5</u>
Department:	<u>Admin/Finance</u>		
Prepared By:	<u>Vonda Ragsdale</u>	Cost / Budget:	<u>n/a</u>
	<u>FY2023-24 Amended</u>		
Exhibits:	<u>Budget</u>	Source of Funds:	<u>n/a</u>

Subject

Discuss and consider action on an ordinance amending the budget for Fiscal Year 2023-24.
(The Amended Budget amounts in the document are under the 2023-2024 PROJECTED YEAR END.)

Recommendation

Approving the Amended Budget for Fiscal Year 2023-24.

Discussion

The Amended Budget highlights:

General Funds:

- Added \$1,462,315 to the ending balance
- Legal Counsel Cash Reserve \$300,000 transferred to the Administration Department to line item 01-60210.01 City Attorney-Litigation
- Sales Tax is \$220,000 more than what was budgeted
- Court Fines & Warrants are \$20,000 less than budgeted
- Interest Income is \$239,000 more than what was budgeted
- Police Dept. expenses are \$360,000 less than budgeted – Salaries are \$350k less than budgeted due to vacancies
- Ending Available General Fund Balance is \$5,346,171

Wastewater Funds:

- Revenue ended \$158,000 more than budgeted; Overall a \$310,450 budget surplus
- Three new connections this fiscal year
- Ending Available Wastewater Fund Balance is \$5,165,364

Bond Funds:

- Ending Available 2022 GO & 2023 CO Fund Balance is \$18,495,471
- Total interest earned on all bond funds is \$1,466,865 – that is \$566,365 more than budgeted
- Total expenses this fiscal year for the Roads are \$3,047,121 and total expenses for the City Hall are \$6,670,520

ORDINANCE NO. 2024-018

**AN ORDINANCE OF THE CITY OF WEST LAKE HILLS, TEXAS
AMENDING THE BUDGET FOR THE FISCAL YEAR BEGINNING
OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024**

WHEREAS, during fiscal year 2023-2024 the West Lake Hills City Council has found that the needs of the City have changed since the original budget was adopted; and

WHEREAS, the City's fiscal year 2023-2024 budget must be amended to reflect these changes in the city's needs; and

WHEREAS, the City has the authorization pursuant to Texas Local Government Code Section 102.010 to amend its budget.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS, TEXAS, THAT:

1. FINDINGS OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

2. AMENDMENT

The budget for fiscal year 2023-2024 is hereby amended as contained in "Exhibit A" attached hereto and incorporated herein by reference as if set out verbatim.

3. EFFECTIVE DATE

This Ordinance shall be effective immediately upon passage and publication.

4. PROPER NOTICE & MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED & APPROVED this, the 23rd day of October, 2024

James Vaughan, Mayor

ATTEST:

Terry Blanchard, TRMC
City Secretary

EXHIBIT A



City of West Lake Hills

Fiscal Year 2023-2024

James Vaughan, Mayor

AMENDED BUDGET - SEPTEMBER 30, 2024

ADOPTED TAX RATE

FY 2023-2024 ADOPTED 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 \$1,079,343* which is a 23.3% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$69,568.

Property Tax Rate Comparison	FY 2022-23	FY 2023-24
Adopted Tax Rate	\$0.1504/100	\$0.1786/100
No New Revenue Tax Rate	\$0.0668/100	\$0.1447/100
Maintenance and Operations Rate	\$0.1061/100	\$0.1178/100
Debt Rate	\$0.0443/100	\$0.0608/100
Voter Approval Rate	\$0.1504/100	\$0.1667/100
De Minimis Rate	\$0.1273/100	\$0.1786/100

* This increase includes \$599,206.25 for new debt payment and \$480,136.75 for M&O

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

Vote

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

Mayor Linda Anthony

Council Members:

Place 1 James Vaughan

Place 2 Brian Plunkett

Place 3 Beth South

Place 4 Darin Walker

Place 5 Gordon Bowman, Mayor Pro Tem

FOR	AGAINST	ABSENT
(X)	()	()
(X)	()	()
(X)	()	()
(X)	()	()
(X)	()	()

CITY OF WEST LAKE HILLS
AMENDED BUDGET SUMMARY TOTALS - ALL GENERAL FUNDS
FY 2023-2024

AS OF 9/30/24

	GENERAL FUNDS					
	01	04	06	07	08	
	GENERAL FUND	2021 STREET MAINT. FUND	COURT SPECIAL REVENUE FUND	PD SPECIAL REVENUE FUND	STAN GRAHAM MEMORIAL TREE FUND	TOTAL GENERAL FUNDS
REVENUE SOURCE						
TAXES	\$ 6,589,315	\$ 1,360,000	\$ -	\$ -	\$ -	\$ 7,949,315
PERMITS	333,122		-	-	-	333,122
FEES	545,084		-	-	-	545,084
FINES & WARRANTS	137,483		-	-	-	137,483
INTEREST & MISC REVENUE	946,998		26,675	1,670	168,994	1,144,337
TOTAL REVENUE	\$ 8,552,002	\$ 1,360,000	\$ 26,675	\$ 1,670	\$ 168,994	\$ 10,109,341
DEPARTMENTAL EXPENSE						
ADMINISTRATION	\$ 1,401,276		\$ -	\$ -	\$ -	\$ 1,401,276
POLICE	2,507,302		-	1,504	-	2,508,806
PLANNING & DEVELOPMENT	1,100,343		-	-	-	1,100,343
PUBLIC WORKS	974,364	106,400				1,080,764
MUNICIPAL COURT	327,911		13,365	-	-	341,276
CAPITAL OUTLAY - GF	256,865	255,552	-	-		512,417
TREE FUND	-		-	-	23,854	23,854
TOTAL EXPENSE	\$ 6,568,061	\$ 361,952	\$ 13,365	\$ 1,504	\$ 23,854	\$ 6,968,736
ENCUMBERED FUNDS		\$ 1,678,290.00				\$ 1,678,290.00
BUDGET SURPLUS/ (SHORTFALL)	\$ 1,983,941	\$ (680,242)	\$ 13,310	\$ 166	\$ 145,140	\$ 1,462,315

	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 - 9/30/20	\$ 6,560,845	\$ -	\$ 132,019	\$ 44,706	\$ 138,786	\$ 6,876,356
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
Amended Budget - FY23-24	\$ 11,546,171	\$ 556,598	\$ 198,097	\$ 41,501	\$ 420,388	\$ 12,762,755
Less: Stabilization Cash Reserve	\$ (2,500,000)					
Less: Legal Counsel Cash Reserve	\$ -	(\$300,000 TRANSFERRED TO GENERAL FUND FOR LITIGATION EXPENSES THIS YEAR)				
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	<u>\$ 5,346,171</u>					

APPROVED BUDGET

AS OF: SEPTEMBER 30TH, 2024

01 -GENERAL FUND

AMENDED BUDGET - GENERAL FUND FY2023-2024

	2020-2021	2021-2022	2022-2023	CURRENT	2023-2024	2023-2024	2024-2025	
REVENUES	ACTUAL	ACTUAL	ACTUAL	BUDGET	Y-T-D	PROJECTED	REQUESTED	APPROVED
					ACTUAL	YEAR END	BUDGET	BUDGET
							PB	SELECTED
TAXES								
01-40100 PROPERTY TAXES	1,873,782	2,027,107	3,235,995	3,736,978	3,830,181	3,826,221	3,920,000	3,920,000
01-40200 SALES TAX	3,438,498	3,814,133	2,700,666	2,500,000	2,724,307	2,720,000	2,650,000	2,650,000
01-40250 MIXED BEVERAGE TAX	34,041	40,815	45,940	48,000	43,094	43,094	48,000	48,000
TOTAL TAXES	5,346,321	5,882,055	5,982,602	6,284,978	6,597,582	6,589,315	6,618,000	6,618,000
PERMITS								
01-41000 BUILDING PERMITS	255,317	393,337	344,291	330,000	330,662	330,662	330,000	330,000
01-41010 TECHNOLOGY FEE - PLANNING	0	1,395	2,783	2,000	2,460	2,460	2,000	2,000
TOTAL PERMITS	255,317	394,732	347,073	332,000	333,122	333,122	332,000	332,000
FEES								
01-42000 SUBDIVISION PLATS	1,900	468	0	1,000	0	0	0	0
01-42010 STREET MAINT FEES	18,191	31,461	7,263	8,000	0	0	0	0
01-42020 ZONING FEES	77,900	96,373	47,255	40,000	47,625	47,625	40,000	40,000
01-42025 INSPECTION FEES	28,620	41,285	54,010	52,000	37,090	37,090	45,000	45,000
01-42030 PLANNING ADMINISTRATIVE FEES	12,371	10,767	12,437	13,000	13,205	13,205	13,000	13,000
01-42040 TELECOM FRANCHISE/ROW FEES	54,575	61,817	51,255	55,000	42,116	42,116	55,000	55,000
01-42043 NATURAL GAS FRANCHISE FEES	34,933	48,783	52,262	50,000	41,576	41,576	40,000	40,000
01-42045 ELECTRIC FRANCHISE FEES	243,981	245,517	275,005	275,000	318,427	318,427	325,000	325,000
01-42050 CABLE FRANCHISE FEES	48,970	48,724	48,447	50,000	45,045	45,045	50,000	50,000
TOTAL FEES	521,440	585,194	547,935	544,000	545,084	545,084	568,000	568,000
FINES & WARRANTS								
01-44000 FINES	94,452	141,280	166,746	140,000	129,123	129,123	140,000	140,000
01-44100 WARRANT FEES	1,800	1,600	650	1,600	1,850	1,850	2,000	2,000
01-44150 COURT ADMINISTRATIVE FEES	9,963	16,956	16,817	15,000	6,510	6,510	10,000	10,000
TOTAL FINES & WARRANTS	106,215	159,836	184,213	156,600	137,483	137,483	152,000	152,000
INTEREST & MISC.								
01-45000 INTEREST INCOME	7,879	81,257	565,851	550,000	721,461	789,069	550,000	550,000
01-45005 PROPERTY TAX P & I	7,506	10,005	26,882	16,000	33,581	34,750	25,000	25,000
01-45007 LEASES	72,926	76,177	77,900	79,500	79,662	79,662	81,885	81,885
01-45008 LEASE-PARKING LOT	0	0	4,524	0	5,700	5,700	0	0
01-45010 MISCELLANEOUS INCOME	111,585	146,523	17,365	10,000	14,757	14,757	15,000	15,000
01-45012 POLICE GRANT REVENUE	0	0	50,598	0	0	0	0	0
01-45013 CORONAVIRUS RELIEF FUND-COUNTY	155,648	0	0	0	0	0	0	0
01-45017 TXDOT REIMBURSEMENT	11,285	0	0	0	0	0	0	0
01-45018 CLRF GRANT (ARPA)	124,433	56,811	82,730	0	0	0	0	0
01-45019 OPIOID SETTLEMENT	0	0	5,354	0	2,422	2,422	0	0
01-45040 SALE OF ASSETS	326	8,500	27,949	0	20,638	20,638	0	0
TOTAL INTEREST & MISC.	491,589	379,274	859,152	655,500	878,222	946,998	671,885	671,885
TOTAL REVENUES	6,720,882	7,401,091	7,920,975	7,973,078	8,491,493	8,552,002	8,341,885	8,341,885

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
AMENDED BUDGET - GENERAL FUND FY2023-2024

01 -GENERAL FUND
ADMINISTRATION

	2020-2021	2021-2022	2022-2023	CURRENT	2023-2024	2023-2024	2024-2025	
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	Y-T-D	PROJECTED	REQUESTED	APPROVED
					ACTUAL	YEAR END	BUDGET	BUDGET
							PB	SELECTED
MAINTENANCE								
01-60050 BUILDING MAINTENANCE	2,819	3,243	21,472	5,000	4,435	4,500	5,000	5,000
01-60055 COMP MAINT/SOFTWARE/ACCESSORIE	31,426	27,354	30,867	70,000	20,913	25,000	70,000	70,000
TOTAL MAINTENANCE	34,245	30,596	52,339	75,000	25,349	29,500	75,000	75,000
REPAIRS								
01-60140 EQUIPMENT CONTRACTS	645	645	1,392	3,500	1,112	1,212	2,000	2,000
01-60190 JANITORIAL	5,379	6,141	5,857	7,500	7,513	7,513	9,000	9,000
TOTAL REPAIRS	6,024	6,785	7,249	11,000	8,625	8,725	11,000	11,000
CONTRACT SERVICES								
01-60200 OUTSIDE LEGAL COUNSEL	18,493	94,964	21,841	75,000	0	0	10,000	10,000
01-60205 CONSULTANT FEES	11,033	28,069	53,489	70,500	35,513	35,513	84,500	84,500
01-60206 CITY HALL/911 PROJECT MANAGER	0	0	26,136	0	0	0	0	0
01-60210 CITY ATTORNEY FEES	40,150	62,925	84,862	75,000	33,723	43,000	75,000	75,000
01-60210.CITY ATTORNEY - LITIGATION	20,548	4,128	59,183	5,000	292,266	300,000	20,000	20,000
01-60212 CODIFICATION	4,637	4,421	2,225	19,000	11,102	15,000	15,000	15,000
01-60214 TAX COLLECTION EXPENSE	4,991	4,911	5,612	6,200	6,040	6,040	6,500	6,500
01-60215 APPRAISAL DISTRICT EXPENSE	7,472	8,295	19,876	25,000	29,756	29,756	32,000	32,000
01-60216 AUDITING SERVICES	20,140	23,160	24,720	26,400	27,180	27,180	29,000	29,000
01-60219 CITY COUNCIL EXPENSES	0	0	0	3,000	1,671	1,671	3,000	3,000
01-60220 TRAINING	1,930	4,159	15,684	16,000	7,404	8,000	16,000	16,000
01-60221 MEMBERSHIPS/SUBSCRIPTIONS	2,831	4,649	4,005	9,750	12,408	12,408	13,000	13,000
01-60230 OFFICE SUPPLIES	3,299	2,231	1,366	3,000	2,254	2,500	3,000	3,000
01-60235 ELECTION EXPENSES	150	16,817	9,424	10,500	0	0	12,000	12,000
01-60250 POSTAGE	604	562	975	1,000	1,498	1,500	1,000	1,000
01-60260 EMPLOYMENT ADS/RECRUITMENT	0	41,856	0	250	0	0	250	250
01-60266 CREDIT CARD FEES	1,578	24	0	0	0	0	0	0
01-60270 PRINTING/PUBLICATIONS	2,163	2,422	9,049	26,000	5,813	6,000	10,000	10,000
01-60280 PUBLIC NOTICES	3,968	15,153	5,561	10,000	2,986	3,800	10,000	10,000
01-60290 RECORDS STORAGE & MAINTENANCE	857	832	1,084	1,700	699	700	1,450	1,450
TOTAL CONTRACT SERVICES	144,844	319,578	345,090	383,300	470,313	493,068	341,700	341,700
PAYROLL								
01-60330 SALARIES	434,585	397,471	484,597	524,019	581,157	581,157	617,380	617,380
01-60340 PAYROLL TAX	34,979	28,983	34,296	41,734	42,263	42,263	49,395	49,395
01-60341 RETIREMENT	75,026	67,402	78,518	100,842	109,599	109,599	123,030	123,030
01-60342 LONGEVITY	552	715	895	1,370	3,055	3,055	4,065	4,065
01-60343 VEHICLE/PHONE ALLOWANCE	9,536	6,700	10,340	19,440	23,385	23,385	23,400	23,400
01-60344 MEDICAL/DENTAL/VISION/LIFE INS	47,366	52,441	76,815	69,513	81,447	81,447	118,605	118,605
01-60346 WORKERS COMP INSURANCE	782	713	670	680	652	652	842	842
01-60350 CONTRACT/TEMPORARY SUPPORT	520	0	0	0	0	0	0	0
TOTAL PAYROLL	603,345	554,424	686,132	757,598	841,557	841,558	936,717	936,717

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
AMENDED BUDGET - GENERAL FUND FY2023-2024

01 -GENERAL FUND
ADMINISTRATION

	2020-2021	2021-2022	2022-2023	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							PB	SELECTED
UTILITIES & SUNDRY								
01-60430 PUBLIC INFORMATION SERVICES	4,961	4,169	2,604	10,000	2,604	2,604	7,500	7,500
01-60440 SUNDRY	1,446	2,732	1,572	2,000	1,323	1,500	2,000	2,000
01-60450 TELECOM	4,710	4,692	4,207	5,000	2,968	3,000	4,500	4,500
01-60465 GENERAL INSURANCE	2,233	2,677	3,064	3,801	2,842	2,842	3,200	3,200
01-60469 UNEMPLOYMENT CLAIMS (TWC)	3,296	0	0	0	0	0	0	0
01-60477 TEAM DEVELOPMENT	1,563	3,213	5,043	5,000	3,454	3,600	5,000	5,000
01-60485 UNIFORMS	0	0	810	500	379	379	500	500
01-60490 UTILITIES	7,750	9,343	11,824	11,500	13,730	14,500	12,000	12,000
TOTAL UTILITIES & SUNDRY	25,958	26,826	29,123	37,801	27,300	28,425	34,700	34,700
CAPITAL OUTLAY								
01-60550 COMPUTERS/FURNITURE/EQUIP	2,613	9,243	50,361	73,000	54,213	54,213	50,000	50,000
TOTAL CAPITAL OUTLAY	2,613	9,243	50,361	73,000	54,213	54,213	50,000	50,000
TRANSFERS								
TOTAL ADMINISTRATION	817,030	947,453	1,170,294	1,337,699	1,427,357	1,455,489	1,449,117	1,449,117

APPROVED BUDGET

AS OF: SEPTEMBER 30TH, 2024

AMENDED BUDGET - GENERAL FUND FY2023-2024

01 -GENERAL FUND
POLICE DEPARTMENT

	2020-2021	2021-2022	2022-2023	CURRENT	2023-2024	2024-2025		
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	Y-T-D	PROJECTED	REQUESTED	APPROVED
					ACTUAL	YEAR END	BUDGET	BUDGET
							PB	SELECTED
MAINTENANCE								
01-61050 BUILDING MAINTENANCE	7,196	6,219	5,848	10,000	12,928	12,928	10,000	10,000
01-61055 COMP MAINT/SOFTWARE/ACCESSORIE	66,704	57,249	81,284	75,000	90,088	90,088	85,000	85,000
01-61060 VEHICLE M & O	22,353	13,638	30,539	22,000	20,290	22,000	22,000	22,000
01-61061 FUEL	24,378	33,243	30,273	48,000	27,691	30,000	40,000	40,000
01-61080 RADAR REP/CALIBRATION	60	440	400	1,000	328	350	1,000	1,000
TOTAL MAINTENANCE	120,691	110,789	148,344	156,000	151,325	155,366	158,000	158,000
REPAIRS								
01-61150 EQUIPMENT CONTRACTS/REPAIRS	22,524	25,959	27,169	30,000	18,919	19,000	29,000	29,000
01-61190 JANITORIAL	7,182	6,709	8,141	8,000	9,979	10,000	10,000	10,000
TOTAL REPAIRS	29,705	32,667	35,310	38,000	28,898	29,000	39,000	39,000
CONTRACT SERVICES								
01-61200 CITY ATTORNEY FEES	2,221	4,459	660	2,500	60	100	2,500	2,500
01-61210 MEDICAL EXAMINATIONS	408	1,040	913	3,000	1,449	2,000	3,000	3,000
01-61211 PSYCHOLOGICAL EXAMINATIONS	3,050	3,850	3,550	4,000	4,750	5,000	4,000	4,000
01-61213 PSYCHOLOGICAL COUNSELING	2,100	650	200	2,000	2,890	2,900	2,500	2,500
01-61215 OPIOID SETTLEMENT EXPENSES	0	1,620	0	0	0	0	0	0
01-61221 MEMBERSHIPS/SUBSCRIPTIONS	5,316	6,990	4,509	4,800	8,732	8,800	9,000	9,000
01-61225 BODY CAMERA STORAGE GRANT EXP	0	3,520	0	0	0	0	0	0
01-61230 OFFICE SUPPLIES	5,206	5,032	4,938	5,000	4,273	5,000	5,000	5,000
01-61240 POLICE SUPPLIES	18,546	20,489	22,691	22,000	22,329	22,500	22,000	22,000
01-61250 POSTAGE	264	349	269	500	94	100	500	500
01-61256 DISPATCH/CTECC	106,464	122,434	140,799	161,919	161,919	161,919	186,206	186,206
01-61260 EMPLOYMENT ADS/RECRUITING	327	3,074	3,590	2,000	0	0	2,000	2,000
01-61290 RECORDS STORAGE & MAINTENANCE	771	693	621	1,500	185	200	200	200
TOTAL CONTRACT SERVICES	144,672	174,200	182,739	209,219	206,681	208,519	236,906	236,906
PAYROLL								
01-61330 SALARIES	1,158,115	1,204,416	1,282,459	1,514,620	1,296,633	1,296,633	1,549,020	1,549,020
01-61335 CERTIFICATION PAY	16,537	18,158	15,008	19,553	32,642	32,642	43,446	43,446
01-61336 BI-LINGUAL INCENTIVE	0	0	0	2,400	0	0	2,400	2,400
01-61340 PAYROLL TAXES	94,312	94,397	93,602	123,095	104,525	104,525	127,640	127,640
01-61341 RETIREMENT	195,481	199,471	231,362	296,627	255,034	255,034	315,880	315,880
01-61342 LONGEVITY	6,158	7,660	7,585	7,890	7,480	7,480	8,930	8,930
01-61343 VEHICLE/PHONE ALLOWANCE	7,920	7,920	7,920	62,520	53,125	53,125	62,520	62,520
01-61344 MEDICAL/DENTAL/VISION/LIFE INS	170,877	178,772	180,091	260,068	188,661	188,662	398,663	398,663
01-61346 WORKERS COMP INSURANCE	32,337	29,405	33,115	34,955	34,096	34,096	34,955	34,955
01-61350 CONTRACT/TEMPORARY SUPPORT	1,360	0	0	0	0	0	0	0
TOTAL PAYROLL	1,683,097	1,740,199	1,851,142	2,321,728	1,972,196	1,972,196	2,543,454	2,543,454

APPROVED BUDGET

AS OF: SEPTEMBER 30TH, 2024

AMENDED BUDGET - GENERAL FUND FY2023-2024

01 -GENERAL FUND
POLICE DEPARTMENT

EXPENDITURES	(----- 2023-2024 -----) (----- 2024-2025 -----)							
	2020-2021	2021-2022	2022-2023	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET PB	BUDGET SELECTED
<u>UTILITIES & SUNDRY</u>								
01-61430 PUBLIC INFORMATION SERVICES	0	0	0	0	0	0	6,835	6,835
01-61450 TELECOM	25,582	24,311	26,682	26,000	24,800	26,000	27,000	27,000
01-61465 GENERAL INSURANCE	21,416	23,553	25,487	28,250	30,020	30,020	33,000	33,000
01-61470 TRAINING	15,782	15,652	22,197	37,500	27,385	30,000	37,500	37,500
01-61475 COMMUNITY RELATIONS/NNO	3,440	5,713	5,322	6,000	5,788	6,000	6,000	6,000
01-61477 TEAM DEVELOPMENT	1,822	2,929	2,692	6,000	3,037	3,200	6,000	6,000
01-61480 UNIFORM ALLOWANCE	15,276	18,528	16,392	18,000	14,661	18,000	18,000	18,000
01-61485 FIRING RANGE/AMMUNITION/GUNS	8,653	10,573	10,021	8,500	7,591	8,500	8,500	8,500
01-61490 UTILITIES	11,506	13,841	16,136	15,000	19,292	20,500	16,000	16,000
TOTAL UTILITIES & SUNDRY	103,478	115,101	124,930	145,250	132,575	142,220	158,835	158,835
<u>CAPITAL OUTLAY</u>								
01-61550 COMPUTERS/FURNITURE/EQUIP	6,855	20,618	25,566	33,500	26,795	33,500	12,000	12,000
01-61551 DIGITAL VIDEO SYST FOR CARS	0	5,935	3,583	8,000	15,823	15,823	19,600	19,600
01-61553 PATROL VEHICLES	0	68,047	148,180	77,850	81,048	81,050	160,000	160,000
01-61554 RADIOS	0	0	0	40,000	41,690	41,690	35,000	35,000
01-61555 VESTS	1,530	3,960	5,524	4,000	3,565	3,565	3,200	3,200
01-61556 RADAR EQUIPMENT	0	3,579	6,769	3,200	3,215	3,215	6,400	6,400
01-61558 CAPITAL OUTLAY-TASERS	5,836	6,080	7,458	7,000	0	0	12,950	12,950
01-61559 CO - PD GRANT EXPENSE	0	0	47,958	0	0	0	0	0
01-61560 CAPITAL OUTLAY-BODY CAMERAS	5,601	4,025	8,138	6,400	4,217	4,217	16,248	16,248
01-61561 CO - FLOCK CAMERAS	0	0	0	0	0	0	32,850	32,850
TOTAL CAPITAL OUTLAY	19,822	112,242	253,175	179,950	176,352	183,060	298,248	298,248
<u>TRANSFERS</u>								
TOTAL POLICE DEPARTMENT	2,101,465	2,285,198	2,595,640	3,050,147	2,668,027	2,690,362	3,434,443	3,434,443

APPROVED BUDGET

AS OF: SEPTEMBER 30TH, 2024

AMENDED BUDGET - GENERAL FUND FY2023-2024

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	APPROVED BUDGET SELECTED
MAINTENANCE								
01-63055 COMP MAINT/SOFTWARE/ACCESSORIE	30,316	33,789	32,835	48,600	32,615	35,500	35,500	35,500
01-63060 VEHICLE M & O	117	502	912	2,200	2,156	2,200	4,200	4,200
01-63061 FUEL	332	650	1,349	1,500	1,293	1,500	1,500	1,500
TOTAL MAINTENANCE	30,765	34,941	35,096	52,300	36,064	39,200	41,200	41,200
REPAIRS								
01-63140 EQUIPMENT CONTRACTS	0	0	812	1,250	890	950	1,250	1,250
01-63157 CODE COMPLIANCE EXPENSE	0	400	161	500	34	35	500	500
TOTAL REPAIRS	0	400	973	1,750	924	985	1,750	1,750
CONTRACT SERVICES								
01-63200 OUTSIDE LEGAL COUNSEL	0	1,950	0	0	1,000	2,500	0	0
01-63205 CONSULTANT FEES	92,303	151,634	319,773	105,000	52,313	60,000	84,500	84,500
01-63207 CITY ENGINEER	0	0	0	150,000	307,489	327,667	200,000	200,000
01-63210 CITY ATTORNEY FEES	24,318	26,721	26,765	30,000	12,719	20,000	25,000	25,000
01-63220 TRAINING	3,229	2,502	2,876	7,500	2,026	2,500	7,500	7,500
01-63230 OFFICE SUPPLIES	1,178	1,626	1,317	1,500	957	1,500	1,500	1,500
01-63240 MEMBERSHIPS/PROFESSIONAL FEES	2,012	1,307	1,997	5,000	2,290	2,300	4,000	4,000
01-63245 INSP/PLAN REVIEWS-3RD PARTY	54,045	68,683	68,144	75,000	51,098	52,000	60,000	60,000
01-63250 POSTAGE	1,800	2,353	2,373	2,000	1,807	2,000	2,000	2,000
01-63266 CREDIT CARD FEES	3,692	9,731	15,314	15,000	10,537	15,000	15,000	15,000
01-63270 PRINTING	1,387	2,271	1,517	1,000	1,001	1,000	1,000	1,000
01-63280 PUBLIC NOTICES/ADVERTISING	278	100	0	1,000	276	500	1,000	1,000
01-63290 RECORDS STORAGE & MAINTENANCE	1,302	1,155	840	1,000	1,030	1,100	1,100	1,100
TOTAL CONTRACT SERVICES	185,544	270,032	440,916	394,000	444,543	488,067	402,600	402,600
PAYROLL								
01-63330 SALARIES	309,696	368,315	348,766	448,805	378,736	378,252	390,070	390,070
01-63336 BI-LINGUAL INCENTIVE	0	0	1,200	1,200	1,200	1,200	1,200	1,200
01-63340 PAYROLL TAX	22,334	28,612	26,302	36,198	29,315	29,315	31,262	31,262
01-63341 RETIREMENT	48,944	61,040	57,032	87,464	71,189	71,189	77,865	77,865
01-63342 LONGEVITY	1,840	1,900	1,960	2,150	475	475	410	410
01-63343 VEHICLE/PHONE ALLOWANCE	3,200	4,280	4,130	20,400	17,290	17,290	16,440	16,440
01-63344 MEDICAL/DENTAL/VISION/LIFE INS	24,943	39,196	50,218	72,531	61,336	61,336	88,814	88,814
01-63346 WORKERS COMP INSURANCE	1,396	1,206	1,135	1,188	1,177	1,177	1,200	1,200
01-63350 CONTRACT/TEMPORARY SUPPORT	3,251	2,127	86,225	3,500	3,712	3,712	4,000	4,000
TOTAL PAYROLL	415,606	506,675	576,969	673,436	564,431	563,946	611,261	611,261
UTILITIES & SUNDRY								
01-63430 PUBLIC INFORMATION SERVICES	0	0	0	0	0	0	14,150	14,150
01-63440 SUNDRY	0	0	255	500	44	50	500	500
01-63450 TELECOM	3,222	3,876	4,056	4,000	3,761	4,000	4,000	4,000
01-63465 GENERAL INSURANCE	2,020	2,213	2,231	3,260	2,259	2,259	2,500	2,500
01-63469 UNEMPLOYMENT CLAIMS (TWC)	4,129	0	0	0	0	0	0	0
01-63480 RECORDING FEES	0	698	500	500	536	536	500	500

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
AMENDED BUDGET - GENERAL FUND FY2023-2024

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	APPROVED BUDGET
							PB	SELECTED
01-63485 UNIFORMS	0	944	624	1,000	1,264	1,300	1,300	1,300
TOTAL UTILITIES & SUNDRY	9,371	7,731	7,666	9,260	7,864	8,145	22,950	22,950
CAPITAL OUTLAY								
01-63540 COMPUTERS/FURNITURE/EQUIP	2,560	0	13,149	2,000	2,063	2,063	7,300	7,300
TOTAL CAPITAL OUTLAY	2,560	0	13,149	2,000	2,063	2,063	7,300	7,300
TRANSFERS								
TOTAL PLANNING & DEVELOPMENT	643,846	819,779	1,074,769	1,132,746	1,055,888	1,102,406	1,087,061	1,087,061

APPROVED BUDGET

AS OF: SEPTEMBER 30TH, 2024

AMENDED BUDGET - GENERAL FUND FY2023-2024

01 -GENERAL FUND
PUBLIC WORKS

	2020-2021	2021-2022	2022-2023	CURRENT	2023-2024	2023-2024	2024-2025	
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	Y-T-D	PROJECTED	REQUESTED	APPROVED
					ACTUAL	YEAR END	BUDGET	BUDGET
							PB	SELECTED
REPAIRS								
01-64151 DRAINAGE REPAIRS & MAINT	117,284	78,741	53,693	120,000	110,323	110,500	150,000	150,000
01-64155 ROW MAINTENANCE	158,121	212,801	98,253	130,000	149,647	150,000	150,000	150,000
01-64156 ROW CANOPY & RAVINE CLEARANCE	0	0	0	0	690	690	125,000	125,000
01-64160 FIRE SAFETY/BRUSH PICKUP	243,282	0	1,952,913	0	155,543	156,000	1,700	1,700
01-64165 SIGN MAINTENANCE	2,745	414	397	2,500	3,909	4,000	2,500	2,500
01-64170 STREET LIGHTING	208	163	194	250	208	250	250	250
01-64175 STREET REPAIRS	4,956	7,924	7,982	10,000	5,852	6,000	10,000	10,000
TOTAL REPAIRS	526,596	300,044	2,113,432	262,750	426,172	427,440	439,450	439,450
CONTRACT SERVICES								
01-64205 CONSULTANT FEES	0	0	9,373	0	2,513	2,513	0	0
01-64217 SOLID WASTE SERVICES	467,246	482,364	517,305	543,165	543,636	543,636	567,000	567,000
TOTAL CONTRACT SERVICES	467,246	482,364	526,678	543,165	546,149	546,149	567,000	567,000
PAYROLL								
01-64330 SALARIES	0	0	0	0	0	0	120,000	120,000
01-64340 PAYROLL TAX	0	0	0	0	0	0	9,495	9,495
01-64341 RETIREMENT	0	0	0	0	0	0	23,650	23,650
01-64343 VEHICLE/PHONE ALLOWANCE	0	0	0	0	0	0	3,960	3,960
01-64344 MEDICAL/DENTAL/VISION/LIFE INS	0	0	0	0	0	0	15,390	15,390
01-64346 WORKERS COMP INSURANCE	0	0	0	0	0	0	350	350
TOTAL PAYROLL	0	0	0	0	0	0	172,845	172,845
UTILITIES & SUNDRY								
01-64430 PUBLIC INFORMATION SERVICES	0	0	0	0	0	0	2,521	2,521
01-64465 GENERAL INSURANCE	0	0	130	145	775	775	855	855
TOTAL UTILITIES & SUNDRY	0	0	130	145	775	775	3,376	3,376
CAPITAL OUTLAY								
01-64550 STREET IMPRV/TRAFFIC CALMING	0	8,430	4,807	0	0	0	0	0
01-64551 SIGNS WITH RADAR	0	0	0	0	0	0	36,000	36,000
01-64552 CITY ENTRANCE SIGNAGE	0	0	9,675	85,000	17,529	17,529	67,471	67,471
01-64555 DRAINAGE IMPROVEMENTS	12,000	0	0	0	0	0	0	0
01-64565 STREET REPAVING/MAINT - WD10	141,624	0	0	0	0	0	0	0
01-64566 ANNUAL MAINT-CEDAR OAK-YR 3	0	37,882	636,087	0	0	0	0	0
01-64567 ANNUAL MAINT-HRBRVW & WLDCT HL	53,971	322,988	3,266	0	0	0	0	0
01-64568 ANNUAL MAINTENANCE-YEAR 4	0	40,517	4,792	0	0	0	0	0
01-64569 ANNUAL MAINTENANCE-YEAR 5	0	73,631	4,792	0	0	0	0	0
01-64570 ANNUAL MAINTENANCE-YEAR 6	0	0	942	0	0	0	0	0
TOTAL CAPITAL OUTLAY	207,595	483,448	664,361	85,000	17,529	17,529	103,471	103,471

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
AMENDED BUDGET - GENERAL FUND FY2023-2024

01 -GENERAL FUND
PUBLIC WORKS

	2020-2021	2021-2022	2022-2023	CURRENT	2023-2024	PROJECTED	REQUESTED	APPROVED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	Y-T-D	YEAR END	BUDGET	BUDGET
							PB	SELECTED
TRANSFERS								
TOTAL PUBLIC WORKS	1,201,437	1,265,856	3,304,601	891,060	990,624	991,893	1,286,142	1,286,142

APPROVED BUDGET

AS OF: SEPTEMBER 30TH, 2024

AMENDED BUDGET - GENERAL FUND FY2023-2024

01 -GENERAL FUND
MUNICIPAL COURT

	2020-2021	2021-2022	2022-2023	CURRENT	2023-2024	2023-2024	2024-2025	
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	Y-T-D	PROJECTED	REQUESTED	APPROVED
					ACTUAL	YEAR END	BUDGET	BUDGET
							PB	SELECTED
REPAIRS								
01-67140 EQUIPMENT CONTRACTS	0	0	812	1,000	890	890	1,000	1,000
01-67150 COMP MAINT/SOFTWARE/ACCESSORIE	28,047	24,457	27,706	29,500	29,933	29,933	29,500	29,500
TOTAL REPAIRS	28,047	24,457	28,518	30,500	30,823	30,823	30,500	30,500
CONTRACT SERVICES								
01-67220 TRAINING	1,037	2,520	4,405	3,000	3,158	3,158	3,000	3,000
01-67221 MEMBERSHIPS/SUBSCRIPTIONS	150	195	150	300	253	300	300	300
01-67230 OFFICE SUPPLIES	1,850	1,077	1,083	1,250	462	500	1,250	1,250
01-67250 POSTAGE	849	816	838	1,000	530	530	800	800
01-67260 PROSECUTOR FEES	32,423	28,177	57,171	50,000	30,959	35,000	40,000	40,000
01-67266 CREDIT CARD FEES	4,674	8,400	10,261	6,500	2,865	2,865	0	0
01-67290 RECORDS STORAGE & MAINTENANCE	718	582	295	1,000	13	13	0	0
TOTAL CONTRACT SERVICES	41,700	41,767	74,202	63,050	38,239	42,366	45,350	45,350
PAYROLL								
01-67330 SALARIES	130,159	145,913	158,827	181,028	169,392	169,392	187,120	187,120
01-67336 BI-LINGUAL INCENTIVE	0	0	1,200	1,200	1,200	1,200	1,200	1,200
01-67340 PAYROLL TAXES	10,232	11,313	11,857	14,722	13,405	13,405	15,230	15,230
01-67341 RETIREMENT	18,900	21,142	23,460	30,278	29,644	29,644	32,473	32,473
01-67342 LONGEVITY	1,118	1,330	1,805	2,040	2,065	2,065	2,560	2,560
01-67343 VEHICLE/PHONE ALLOWANCE	0	0	2,090	7,920	8,250	8,250	7,920	7,920
01-67344 MEDICAL/DENTAL/VISION/LIFE INS	21,829	24,752	26,026	28,773	27,948	27,948	44,407	44,407
01-67346 WORKERS COMP INSURANCE	782	661	622	510	659	659	652	652
TOTAL PAYROLL	183,019	205,110	225,888	266,471	252,563	252,563	291,562	291,562
UTILITIES & SUNDRY								
01-67430 PUBLIC INFORMATION SERVICES	0	2,480	2,604	2,500	0	0	3,065	3,065
01-67450 TELECOM	0	2,331	2,300	1,100	1,319	1,319	1,600	1,600
01-67465 GENERAL INSURANCE	434	588	761	655	664	664	700	700
01-67475 PUBLIC EDUCATION/COMM RELATION	250	155	250	250	0	0	250	250
01-67485 UNIFORMS	0	0	200	200	176	176	200	200
TOTAL UTILITIES & SUNDRY	683	5,554	6,115	4,705	2,159	2,159	5,815	5,815
CAPITAL OUTLAY								
01-67550 COMPUTERS/FURNITURE/EQUIP	0	0	4,493	0	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	4,493	0	0	0	0	0
TRANSFERS								
TOTAL MUNICIPAL COURT	253,450	276,889	339,217	364,726	323,784	327,911	373,227	373,227

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
AMENDED BUDGET - GENERAL FUND FY2023-2024

01 -GENERAL FUND
FACILITIES MAINT & OPERAT

	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	APPROVED BUDGET SELECTED
MAINTENANCE								
01-68050 BUILDING MAINTENANCE/SUPPLIES	0	0	0	0	0	0	5,000	5,000
01-68051 GROUNDS MAINT-CITY HALL	0	0	0	0	0	0	5,000	5,000
TOTAL MAINTENANCE	0	0	0	0	0	0	10,000	10,000
REPAIRS								
01-68140 EQUIPMENT CONTRACTS	0	0	0	0	0	0	5,000	5,000
01-68190 JANITORIAL	0	0	0	0	0	0	5,000	5,000
TOTAL REPAIRS	0	0	0	0	0	0	10,000	10,000
UTILITIES & SUNDRY								
01-68450 TELECOM	0	0	0	0	0	0	5,000	5,000
01-68465 GENERAL INSURANCE	0	0	0	0	0	0	8,750	8,750
01-68490 UTILITIES	0	0	0	0	0	0	5,000	5,000
TOTAL UTILITIES & SUNDRY	0	0	0	0	0	0	18,750	18,750
TOTAL FACILITIES MAINT & OPERAT	0	0	0	0	0	0	38,750	38,750
TOTAL EXPENDITURES	5,017,228	5,595,174	8,484,521	6,776,377	6,465,680	6,568,060	7,668,740	7,668,740
REVENUE OVER/(UNDER) EXPENDITURES	1,703,654	1,805,917	(563,546)	1,196,701	2,025,812	1,983,943	673,145	673,145

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
04 -2021 STREET MAINT FUND
AMENDED BUDGET - GENERAL FUND FY2023-2024

	(----- 2023-2024 -----)					(----- 2024-2025 -----)		
REVENUES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	APPROVED BUDGET SELECTED
TAXES								
04-40200 SALES TAX	0	0	1,350,333	1,300,000	1,362,153	1,360,000	1,300,000	1,300,000
TOTAL TAXES	0	0	1,350,333	1,300,000	1,362,153	1,360,000	1,300,000	1,300,000
TOTAL REVENUES	0	0	1,350,333	1,300,000	1,362,153	1,360,000	1,300,000	1,300,000

APPROVED BUDGET

AS OF: SEPTEMBER 30TH, 2024

AMENDED BUDGET - GENERAL FUND FY2023-2024

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	APPROVED BUDGET SELECTED
<u>CONTRACT SERVICES</u>								
04-64205 CONSULTANT/ENGINEER FEES	0	0	113,493	50,000	92,149	106,400	50,000	50,000
04-64207 ENGINEERING	0	0	0	0	4,900	0	0	0
TOTAL CONTRACT SERVICES	0	0	113,493	50,000	97,049	106,400	50,000	50,000
<u>CAPITAL OUTLAY</u>								
04-64570 ANNUAL MAINTENANCE-FY22-23	0	0	0	1,105,249	71,432	71,432	0	0
04-64571 ANNUAL MAINTENANCE-FY23-24	0	0	0	828,593	184,120	184,120	0	0
04-64572 ANNUAL MAINTENANCE-FY24-25	0	0	0	0	0	0	1,083,270	1,083,270
TOTAL CAPITAL OUTLAY	0	0	0	1,933,842	255,553	255,552	1,083,270	1,083,270
TOTAL PUBLIC WORKS	0	0	113,493	1,983,842	352,602	361,952	1,133,270	1,133,270
TOTAL EXPENDITURES	0	0	113,493	1,983,842	352,602	361,952	1,133,270	1,133,270
REVENUE OVER/ (UNDER) EXPENDITURES	0	0	1,236,840	(683,842)	1,009,551	998,048	166,730	166,730

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
AMENDED BUDGET - GENERAL FUND FY2023-2024

06 -COURT SPECIAL REVENUE

REVENUES	(----- 2023-2024 -----) (----- 2024-2025 -----)							
	2020-2021	2021-2022	2022-2023	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							PB	SELECTED
<u>FINES & WARRANTS</u>								
06-44170 LTPDF-LOCAL TRUANCY PREVENTION	3,445	6,420	7,440	6,000	6,420	6,420	6,000	6,000
06-44180 LMJF-LOCAL MUNICIPAL JURY FUND	69	128	149	100	128	128	100	100
06-44200 SECURITY FEES	3,912	6,663	7,447	6,000	6,464	6,464	6,000	6,000
06-44300 TECHNOLOGY FEES	3,430	5,628	6,153	5,500	5,372	5,372	5,100	5,100
TOTAL FINES & WARRANTS	10,856	18,839	21,189	17,600	18,384	18,384	17,200	17,200
<u>CHILD SAFETY REVENUE</u>								
06-45015 CHILD SAFETY & HEALTH REVENUE	7,843	10,704	12,060	11,000	8,291	8,291	9,000	9,000
TOTAL CHILD SAFETY REVENUE	7,843	10,704	12,060	11,000	8,291	8,291	9,000	9,000
TOTAL REVENUES	18,699	29,543	33,249	28,600	26,675	26,675	26,200	26,200

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
AMENDED BUDGET - GENERAL FUND FY2023-2024

06 -COURT SPECIAL REVENUE
MUNICIPAL COURT

	2020-2021	2021-2022	2022-2023	CURRENT	2023-2024	2023-2024	2024-2025	
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	Y-T-D	PROJECTED	REQUESTED	APPROVED
					ACTUAL	YEAR END	BUDGET	BUDGET
							PB	SELECTED
<u>CONTRACT SERVICES</u>								
06-67290 SECURITY EXPENSE	359	2,803	5,781	7,872	4,955	4,955	6,000	6,000
06-67291 TECHNOLOGY EXPENSE	5,409	1,571	3,863	5,000	3,382	3,382	6,000	6,000
06-67292 TRANSLATION SERVICES	<u>0</u>	<u>340</u>	<u>923</u>	<u>1,000</u>	<u>998</u>	<u>998</u>	<u>1,000</u>	<u>1,000</u>
TOTAL CONTRACT SERVICES	5,768	4,714	10,567	13,872	9,335	9,335	13,000	13,000
<u>PAYROLL</u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<u>CAPITAL OUTLAY</u>								
06-67560 CO - TECHNOLOGY EXPENSE	<u>7,675</u>	<u>0</u>	<u>0</u>	<u>11,400</u>	<u>2,520</u>	<u>4,030</u>	<u>5,000</u>	<u>5,000</u>
TOTAL CAPITAL OUTLAY	7,675	0	0	11,400	2,520	4,030	5,000	5,000
TOTAL MUNICIPAL COURT	13,443	4,714	10,567	25,272	11,855	13,365	18,000	18,000
TOTAL EXPENDITURES	<u>13,443</u>	<u>4,714</u>	<u>10,567</u>	<u>25,272</u>	<u>11,855</u>	<u>13,365</u>	<u>18,000</u>	<u>18,000</u>
REVENUE OVER/(UNDER) EXPENDITURES	<u>5,256</u>	<u>24,829</u>	<u>22,682</u>	<u>3,328</u>	<u>14,820</u>	<u>13,310</u>	<u>8,200</u>	<u>8,200</u>

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
AMENDED BUDGET - GENERAL FUND FY2023-2024

07 -PD SPECIAL REVENUE

				(----- 2023-2024 -----)			(----- 2024-2025 -----)	
REVENUES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	APPROVED 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	1,200
TOTAL PD SPECIAL REVENUE	1,382	1,197	1,197	1,500	1,670	1,670	1,200	1,200
TOTAL REVENUES	1,382	1,197	1,197	1,500	1,670	1,670	1,200	1,200

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
AMENDED BUDGET - GENERAL FUND FY2023-2024

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	APPROVED BUDGET SELECTED
UTILITIES & SUNDRY								
07-61470 LEOSE TRAINING	1,121	0	1,313	1,500	1,504	1,504	1,500	1,500
07-61471 SPECIAL REVENUE TRAINING	2,993	0	1,722	5,000	0	0	0	0
TOTAL UTILITIES & SUNDRY	4,113	0	3,034	6,500	1,504	1,504	1,500	1,500
CAPITAL OUTLAY								
TOTAL POLICE DEPARTMENT	4,113	0	3,034	6,500	1,504	1,504	1,500	1,500
TOTAL EXPENDITURES	4,113	0	3,034	6,500	1,504	1,504	1,500	1,500
REVENUE OVER/(UNDER) EXPENDITURES	(2,732)	1,197	(1,837)	(5,000)	166	166	(300)	(300)

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
AMENDED BUDGET - GENERAL FUND FY2023-2024

08 -STAN GRAHAM MEM TREE FUND

				(----- 2023-2024 -----)			(----- 2024-2025 -----)	
REVENUES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	APPROVED BUDGET SELECTED
REVENUE								
08-40200 OAK WILT FEE	13,050	17,250	13,950	5,000	10,950	10,950	9,000	9,000
08-40260 TREE REPLACEMENT REVENUE	46,943	31,100	79,100	0	157,013	157,013	0	0
TOTAL REVENUE	59,993	48,350	93,050	5,000	167,963	167,963	9,000	9,000
DONATIONS								
08-45020 DONATIONS-STAN GRAHAM	1,375	0	75	0	1,031	1,031	0	0
TOTAL DONATIONS	1,375	0	75	0	1,031	1,031	0	0
TOTAL REVENUES	61,368	48,350	93,125	5,000	168,994	168,994	9,000	9,000

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
AMENDED BUDGET - GENERAL FUND FY2023-2024

08 -STAN GRAHAM MEM TREE FUND
TREE FUND

EXPENDITURES	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	(----- 2023-2024 -----) (----- 2024-2025 -----)				
				CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
				BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							PB	SELECTED
MAINTENANCE								
08-60050 BEAUTIFICATION	5,820	22,973	26,863	15,000	8,886	8,886	10,000	10,000
TOTAL MAINTENANCE	5,820	22,973	26,863	15,000	8,886	8,886	10,000	10,000
REPAIRS								
08-60156 CITY SIGN/MEDIAN MAINT&LNDS CP	1,309	1,140	8,275	4,250	14,968	14,968	5,000	5,000
TOTAL REPAIRS	1,309	1,140	8,275	4,250	14,968	14,968	5,000	5,000
UTILITIES & SUNDRY								
TOTAL TREE FUND	7,129	24,113	35,139	19,250	23,854	23,854	15,000	15,000
TOTAL EXPENDITURES	7,129	24,113	35,139	19,250	23,854	23,854	15,000	15,000
REVENUE OVER/(UNDER) EXPENDITURES	54,239	24,237	57,986	(14,250)	145,140	145,140	(6,000)	(6,000)

*** END OF REPORT ***

CITY OF WEST LAKE HILLS

AMENDED BUDGET SUMMARY TOTALS -WASTEWATER FY 2023-2024

AS OF 9/30/24

WASTEWATER (WW) FUNDS			
02	10	11	
WW FUND	WW DEBT SERVICE FUND	WW CONSTR. FUND	TOTAL WW FUNDS
REVENUES			
\$ -	\$ -	\$ -	\$ -
2,674,934	1,000	28,956	2,704,890
\$ 2,674,934	\$ 1,000	\$ 28,956	\$ 2,704,890
EXPENSES			
\$ -	\$ -	\$ -	\$ -
2,394,440	-	-	2,394,440
\$ 2,394,440	\$ -	\$ -	\$ 2,394,440
BUDGET SURPLUS/ (SHORTFALL)			
\$ 280,494	\$ 1,000	\$ 28,956	\$ 310,450

WW FUND	Audited 9/30/20	Audited 9/30/21	Audited 9/30/22	Audited 9/30/23	Amended Budget FY23-24
WW Fund Balance	\$ 2,405,620	\$ 3,263,244	\$ 4,087,338	\$ 4,854,914	\$ 5,165,364

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
AMENDED BUDGET - WASTEWATER FUNDS FY2023-2024

02 -WASTE WATER 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	APPROVED BUDGET SELECTED
<u>REVENUE</u>								
02-50100 WASTEWATER REVENUE	2,202,658	2,331,124	2,399,673	2,475,000	2,526,000	2,526,000	2,600,000	2,600,000
02-50200 WASTEWATER PENALTIES	2,640	14,087	11,371	5,000	12,599	12,599	5,000	5,000
02-50250 INDUSTRIAL SURCHARGE REVENUE	81,072	31,707	35,750	30,500	96,973	96,973	50,000	50,000
02-50300 REIMBURSEMENT REVENUE	5,549	7,580	7,800	0	7,942	7,942	8,000	8,000
02-50310 GRINDER PUMP MAINTENANCE FEE	0	0	0	0	0	0	139,000	139,000
02-50400 ENGINEERING ASSESSMENT FEE	822	1,503	4,740	0	2,431	2,431	300	300
02-50500 ADMINISTRATIVE FEES	8,429	4,489	5,059	4,000	3,965	3,965	2,000	2,000
02-50505 CREDIT CARD FEES	3,339	0	(20)	0	0	0	0	0
02-50700 IMPACT FEES	7,661	7,661	30,644	0	22,983	22,983	7,661	7,661
02-50750 INTEREST INCOME	35	298	1,780	1,600	1,974	2,041	1,600	1,600
TOTAL REVENUE	2,312,204	2,398,449	2,496,797	2,516,100	2,674,866	2,674,934	2,813,561	2,813,561
TOTAL REVENUES	2,312,204	2,398,449	2,496,797	2,516,100	2,674,866	2,674,934	2,813,561	2,813,561

APPROVED BUDGET

AS OF: SEPTEMBER 30TH, 2024

AMENDED BUDGET - WASTEWATER FUNDS FY2023-2024

02 -WASTE WATER FUND
WASTEWATER DEPARTMENT

	2020-2021	2021-2022	2022-2023	CURRENT	2023-2024	2023-2024	2024-2025	
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	Y-T-D	PROJECTED	REQUESTED	APPROVED
					ACTUAL	YEAR END	BUDGET	BUDGET
							PB	SELECTED
<u>MAINTENANCE</u>								
<u>CONTRACT SERVICES</u>								
02-60205 WASTEWATER PROJECT CONSULTANT	0	0	0	10,000	4,945	4,935	0	0
02-60210 RATE ANALYSIS	0	1,375	0	0	0	0	40,000	40,000
02-60220 TREATMENT CHARGES (COA)	426,497	412,631	446,520	410,000	501,882	501,882	500,000	500,000
02-60225 TRAINING	0	0	0	1,000	250	250	3,000	3,000
02-60230 BILLING FEES/AWR	36,793	54,385	57,678	63,600	62,588	62,588	63,600	63,600
02-60240 LEGAL SERVICES	0	0	1,660	1,500	0	0	1,500	1,500
02-60250 WW CHEMICALS	45,447	19,292	11,936	10,000	11,638	11,638	5,000	5,000
02-60260 WW UTILITIES	7,047	7,457	7,492	9,000	9,916	11,000	9,000	9,000
02-60266 CREDIT CARD/BANK FEES	5,152	1,660	95	250	161	161	0	0
02-60270 WW M & O - FIXED/CROSSROADS	27,105	27,105	63,518	75,000	70,800	70,800	76,800	76,800
02-60275 WW M & O - VARIABLE/CROSSROADS	168,701	177,370	290,461	250,000	333,867	333,867	300,000	300,000
02-60290 RECORDS STORAGE & MAINTENANCE	18	0	180	250	148	148	120	120
TOTAL CONTRACT SERVICES	716,760	701,276	879,539	830,600	996,196	997,269	999,020	999,020
<u>PAYROLL</u>								
02-60330 WW SALARIES	11	0	0	0	0	0	0	0
02-60340 PAYROLL TAXES	4	0	0	0	0	0	0	0
TOTAL PAYROLL	15	0	0	0	0	0	0	0
<u>UTILITIES & SUNDRY</u>								
02-60410 ENGINEERING	17,645	21,087	36,755	20,000	119,529	124,264	100,000	100,000
02-60465 GENERAL INSURANCE	6,162	6,676	7,549	7,150	9,326	9,326	10,000	10,000
TOTAL UTILITIES & SUNDRY	23,808	27,762	44,304	27,150	128,855	133,590	110,000	110,000
<u>CAPITAL OUTLAY</u>								
02-60510 DEBT PAYMENTS	243,429	228,251	210,231	1,263,980	1,263,581	1,263,581	1,289,399	1,289,399
02-60515 DEBT PMT TO GENERAL FUND	0	0	0	150,000	0	0	150,000	150,000
02-60565 CAPITAL OUTLAY - WW SYSTEM	0	0	0	20,000	0	0	120,000	120,000
TOTAL CAPITAL OUTLAY	243,429	228,251	210,231	1,433,980	1,263,581	1,263,581	1,559,399	1,559,399
<u>TRANSFERS</u>								
02-60998 DEPRECIATION	621,152	621,201	620,411	0	0	0	0	0
TOTAL TRANSFERS	621,152	621,201	620,411	0	0	0	0	0
TOTAL WASTEWATER DEPARTMENT	1,605,163	1,578,490	1,754,485	2,291,730	2,388,632	2,394,440	2,668,419	2,668,419
TOTAL EXPENDITURES	1,605,163	1,578,490	1,754,485	2,291,730	2,388,632	2,394,440	2,668,419	2,668,419
REVENUE OVER/ (UNDER) EXPENDITURES	707,042	819,959	742,312	224,370	286,234	280,494	145,142	145,142

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
AMENDED BUDGET - WASTEWATER FUNDS FY2023-2024

10 -WASTEWATER DEBT SERVICE

REVENUES	(----- 2023-2024 -----) (----- 2024-2025 -----)							
	2020-2021	2021-2022	2022-2023	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							PB	SELECTED
INCOME								
10-40100 INTEREST INCOME	112	112	1,270	1,500	826	1,000	900	900
TOTAL INCOME	112	112	1,270	1,500	826	1,000	900	900
TOTAL REVENUES	112	112	1,270	1,500	826	1,000	900	900

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
AMENDED BUDGET - WASTEWATER FUNDS FY2023-2024

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	APPROVED BUDGET SELECTED
CAPITAL OUTLAY								
REVENUE OVER/(UNDER) EXPENDITURES	112	112	1,270	1,500	826	1,000	900	900

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
AMENDED BUDGET - WASTEWATER FUNDS FY2023-2024

11 -WASTEWATER CONSTRUCTION

REVENUES	(----- 2023-2024 -----) (----- 2024-2025 -----)							
	2020-2021	2021-2022	2022-2023	CURRENT	Y-T-D	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							PB	SELECTED
INCOME								
11-40100 INTEREST INCOME	471	4,023	23,995	20,000	26,601	28,956	25,000	25,000
TOTAL INCOME	471	4,023	23,995	20,000	26,601	28,956	25,000	25,000
TOTAL REVENUES	471	4,023	23,995	20,000	26,601	28,956	25,000	25,000

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
AMENDED BUDGET - WASTEWATER FUNDS FY2023-2024

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	APPROVED BUDGET SELECTED
REPAIRS								
CONTRACT SERVICES								
CAPITAL OUTLAY								
TRANSFERS								
REVENUE OVER/(UNDER) EXPENDITURES	471	4,023	23,995	20,000	26,601	28,956	25,000	25,000

*** END OF REPORT ***

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

AS OF 9/30/24

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			
\$ -	\$ -		\$ -
1,369,142	943,629	1,117,166	3,429,937
\$ 1,369,142	\$ 943,629	\$ 1,117,166	\$ 3,429,937
EXPENSES			
1,366,344	9,717,991	599,706	11,684,041
\$ 1,366,344	\$ 9,717,991	\$ 599,706	\$ 11,684,041
BUDGET SURPLUS/ (SHORTFALL)			
\$ 2,798	\$ (8,774,362)	\$ 517,460	\$ (8,254,104)

2022 GO & 2023 CO BOND FUNDS	AMENDED BUDGET FY23-24		
	Audited 9/30/22	Audited 9/30/23	
FUND BALANCE	\$ 17,963,484	\$ 26,749,576	\$ 18,495,472
FUND 21	\$ 10,582	\$ 8,124	\$ 10,922
FUND 22	\$ 17,952,902	\$ 17,183,973	\$ 8,409,611
FUND 23	\$ -	\$ 9,557,478	\$ 10,074,938
	\$ 17,963,484	\$ 26,749,575	\$ 18,495,471

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
AMENDED BUDGET - BOND FUNDS FY2023-2024

21 -GO BOND I & S FUND

	2020-2021	2021-2022	2022-2023	CURRENT	2023-2024	2024-2025		
REVENUES	ACTUAL	ACTUAL	ACTUAL	BUDGET	Y-T-D	PROJECTED	REQUESTED	APPROVED
					ACTUAL	YEAR END	BUDGET	BUDGET
							PB	SELECTED
REVENUE								
21-40100 PROPERTY TAXES I&S	0	0	1,353,156	1,366,344	1,373,905	1,368,072	1,365,344	1,365,344
TOTAL REVENUE	0	0	1,353,156	1,366,344	1,373,905	1,368,072	1,365,344	1,365,344
INTEREST & MISC								
21-45000 INTEREST INCOME	0	7	518	500	984	1,070	1,000	1,000
21-45105 ISSUED BONDS PREMIUM	0	10,575	8,007	0	0	0	0	0
TOTAL INTEREST & MISC	0	10,582	8,525	500	984	1,070	1,000	1,000
TOTAL REVENUES	0	10,582	1,361,681	1,366,844	1,374,889	1,369,142	1,366,344	1,366,344

APPROVED BUDGET

AS OF: SEPTEMBER 30TH, 2024

AMENDED BUDGET - BOND FUNDS FY2023-2024

21 -GO 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	APPROVED BUDGET SELECTED
<u>CONTRACT SERVICES</u>								
21-60221 MEMBERSHIPS/SUBSCRIPTIONS	0	0	0	0	0	0	350	350
TOTAL CONTRACT SERVICES	0	0	0	0	0	0	350	350
<u>CAPITAL OUTLAY</u>								
21-60510 DEBT PAYMENT-PRINCIPAL	0	0	240,000	605,000	605,000	605,000	635,000	635,000
21-60515 DEBT PAYMENTS-INTEREST	0	0	1,124,139	761,344	761,344	761,344	730,344	730,344
TOTAL CAPITAL OUTLAY	0	0	1,364,139	1,366,344	1,366,344	1,366,344	1,365,344	1,365,344
TOTAL 2022 GO BOND FUND I&S	0	0	1,364,139	1,366,344	1,366,344	1,366,344	1,365,694	1,365,694
TOTAL EXPENDITURES	0	0	1,364,139	1,366,344	1,366,344	1,366,344	1,365,694	1,365,694
REVENUE OVER/(UNDER) EXPENDITURES	0	10,582	(2,458)	500	8,545	2,798	650	650

*** END OF REPORT ***

APPROVED BUDGET

AS OF: SEPTEMBER 30TH, 2024

22 -2022 GO BOND CAPITAL PROJ

AMENDED BUDGET - BOND FUNDS FY2023-2024

	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	APPROVED BUDGET SELECTED
<u>REVENUE</u>								
22-40900 TRANSFER IN	0	0	0	0	0	0	13,147,478	13,147,478
TOTAL REVENUE	0	0	0	0	0	0	13,147,478	13,147,478
<u>INTEREST & ISSUANCE COSTS</u>								
22-45000 INTEREST INCOME	0	146,736	917,874	700,000	884,297	943,629	450,000	450,000
22-45100 ISSUED BONDS PAR VALUE	0	23,825,000	0	0	0	0	0	0
22-45105 ISSUED BONDS PREMIUM	0	1,459,079	0	0	0	0	0	0
TOTAL INTEREST & ISSUANCE COSTS	0	25,430,815	917,874	700,000	884,297	943,629	450,000	450,000
TOTAL REVENUES	0	25,430,815	917,874	700,000	884,297	943,629	13,597,478	13,597,478

APPROVED BUDGET

AS OF: SEPTEMBER 30TH, 2024

AMENDED BUDGET - BOND FUNDS FY2023-2024

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

	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	APPROVED BUDGET SELECTED
<u>CONTRACT SERVICES</u>								
22-64221 MEMBERSHIPS/SUBSCRIPTIONS	0	0	0	0	350	350	0	0
TOTAL CONTRACT SERVICES	0	0	0	0	350	350	0	0
<u>CAPITAL OUTLAY</u>								
22-64500 CITY HALL - LAND PURCHASE	0	6,323,664	0	0	0	0	0	0
22-64501 CITY HALL CONSTRUCTION	0	0	1,150	300,000	4,116,925	5,371,938	12,000,000	12,000,000
22-64502 CITY HALL PROJECT MANAGER	0	0	146,969	0	217,522	217,522	125,000	125,000
22-64503 CITY HALL-GEO & MATERIAL TEST	0	0	21,066	0	40,373	50,000	0	0
22-64504 CITY HALL-ARCHITECTURE EXPENSE	0	0	708,217	750,000	1,001,177	1,031,060	300,000	300,000
22-64505 CAMP CRAFT/EANES CREEK	0	204,649	128,503	150,000	322,118	677,446	3,740,000	3,740,000
22-64510 LAUREL VALLEY RD	0	185,390	151,332	150,000	24,473	42,052	665,000	665,000
22-64515 REDBUD TRAIL	0	136,822	93,992	100,000	885,195	1,105,614	730,000	730,000
22-64520 TERRACE MOUNTAIN	0	60,868	100,424	40,000	10,414	10,415	0	0
22-64525 WESTLAKE DRIVE	0	161,995	153,114	130,000	29,690	223,665	1,220,000	1,220,000
22-64530 YAUPON VALLEY RD	0	120,446	110,459	90,000	686,969	937,929	600,000	600,000
22-64535 ROADS-PROJECT MANAGEMENT	0	0	71,577	100,000	42,487	50,000	100,000	100,000
TOTAL CAPITAL OUTLAY	0	7,193,834	1,686,803	1,810,000	7,377,343	9,717,641	19,480,000	19,480,000
<u>TRANSFERS</u>								
22-64999 DEBT ISSUANCE COSTS	0	284,079	0	0	0	0	0	0
TOTAL TRANSFERS	0	284,079	0	0	0	0	0	0
TOTAL 2022 GO BOND FUND CAP PRJ	0	7,477,912	1,686,803	1,810,000	7,377,693	9,717,991	19,480,000	19,480,000
TOTAL EXPENDITURES	0	7,477,912	1,686,803	1,810,000	7,377,693	9,717,991	19,480,000	19,480,000
REVENUE OVER/(UNDER) EXPENDITURES	0	17,952,902	(768,929)	(1,110,000)	(6,493,396)	(8,774,362)	(5,882,522)	(5,882,522)

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
AMENDED BUDGET - BOND FUNDS FY2023-2024

23 -2023 CO BOND I&S FUND

REVENUES	2020-2021	2021-2022	2022-2023	CURRENT	2023-2024	PROJECTED	REQUESTED	APPROVED
	ACTUAL	ACTUAL	ACTUAL	BUDGET	Y-T-D ACTUAL	YEAR END	BUDGET PB	BUDGET SELECTED
REVENUE								
23-40100 PROPERTY TAXES I&S	0	0	0	599,206	602,722	595,000	596,875	596,875
TOTAL REVENUE	0	0	0	599,206	602,722	595,000	596,875	596,875
INTEREST & MISC								
23-45000 INTEREST INCOME	0	0	57,478	200,000	486,088	522,166	200,000	200,000
23-45100 ISSUED BONDS PAR VALUE	0	0	9,210,000	0	0	0	0	0
23-45105 ISSUED BONDS PREMIUM	0	0	470,175	0	0	0	0	0
TOTAL INTEREST & MISC	0	0	9,737,653	200,000	486,088	522,166	200,000	200,000
TOTAL REVENUES	0	0	9,737,653	799,206	1,088,809	1,117,166	796,875	796,875

CITY OF WEST LAKE HILLS
APPROVED BUDGET
AS OF: SEPTEMBER 30TH, 2024
AMENDED BUDGET - BOND FUNDS FY2023-2024

23 -2023 CO BOND I&S FUND
2023 CO BOND 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	APPROVED BUDGET SELECTED
<u>CONTRACT SERVICES</u>								
23-60221 MEMBERSHIPS/SUBSCRIPTIONS	0	0	0	0	500	500	500	500
TOTAL CONTRACT SERVICES	0	0	0	0	500	500	500	500
<u>CAPITAL OUTLAY</u>								
23-60510 DEBT PAYMENT - PRINCIPAL	0	0	0	205,000	205,000	205,000	205,000	205,000
23-60515 DEBT PAYMENT-INTEREST	0	0	0	394,206	394,206	394,206	391,875	391,875
TOTAL CAPITAL OUTLAY	0	0	0	599,206	599,206	599,206	596,875	596,875
<u>TRANSFERS</u>								
23-60900 TRANSFER OUT	0	0	0	0	0	0	10,147,478	10,147,478
23-60999 DEBT ISSUANCE COSTS	0	0	180,175	0	0	0	0	0
TOTAL TRANSFERS	0	0	180,175	0	0	0	10,147,478	10,147,478
TOTAL 2023 CO BOND FUND	0	0	180,175	599,206	599,706	599,706	10,744,853	10,744,853
TOTAL EXPENDITURES	0	0	180,175	599,206	599,706	599,706	10,744,853	10,744,853
REVENUE OVER/(UNDER) EXPENDITURES	0	0	9,557,478	200,000	489,103	517,460	(9,947,978)	(9,947,978)

*** END OF REPORT ***



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	October 23, 2024	Item Number:	6
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See attached.	Source of Funds:	N/A

Subject

Discussion and possible action regarding "enterprise events" in which citizens rent out areas of their property (such as swimming pools, etc.) for group events.

Recommendation

Provide direction to staff.

Discussion

The city has recently become aware of residential pool rental, like renting out a house as a short-term rental but only for the pool and associated spaces. These are pools in residential zoning that can be rented out by the hour. The site we are currently aware of is www.swimply.com. In addition to pools, the site has the ability to list other private space and recreational facility for rent, such as entertainment in the home, tennis courts, and pickleball courts.

Staff is doing research into this topic but is bringing to the attention of Council for discussion and feedback.

Links to Relevant Codes:

- [Article 6.04 Short-Term Rental](#)
- [Section 38.03.032 R-1 one-family residential district – allowed uses.](#)

Discussion Item

10. Discussion and possible action regarding "enterprise events" in which citizens rent out areas of their property (such as swimming pools, etc.) for group events.

Discussion Item

Recent complaint about residential pool rental.

Similar to short-term rentals, but only applies to the pool and related areas on an hourly basis.

Currently aware of www.swimply.com.

Discussion Item

Example of posting:



Check-in with host

Your host [REDACTED] will be home



40 guests allowed

All ages welcome • No pets



Restroom available

Private restroom available inside main home



Parking

Up to 10 cars on site. [See details](#)



Free cancellation!

Get a full refund if you cancel 1 day before your booking.

Price details

16 to 20 guests	\$250/ hour
21 to 30 guests	\$300/ hour
31 to 40 guests	\$375/ hour

This pool allows a maximum of 40 guests. Pets aren't allowed.

Close

Discussion Item

- Provide feedback to staff and additional research requested.





City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>October 23, 2024</u>	Item Number:	<u></u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u>\$749</u>
Exhibits:	<u>None</u>	Source of Funds:	<u>FY 24 General Fund</u>

Subject

Presentation. Scenic City Gold Award to the City of West Lake Hills for 2024-2029.

Recommendation

Receive the award. No action is being taken.

Discussion

The City of West Lake Hills is actively engaged in the Scenic City Certification Program which is an initiative of Scenic Texas. Per the Scenic Texas [website](#), the mission of the program is to support and recognize Texas municipalities that implement high-quality scenic standards for public spaces utilizing evaluation tools for the assessment, evaluation, and recognition of infrastructure standards.

A awards reception was held on October 10th in conjunction with the Texas Municipal League annual conference in Houston. West Lake Hills received recognition for renewing its certification and improving its award status from Silver to Gold, receiving 80-89% of possible points.

The evaluation considers:

- Streetscapes
- Sign controls
- Parks, trails and open spaces
- Litter and graffiti prohibition
- Lighting standards
- Utility and cable line programs
- Design integrity
- Landscaping
- Dumpster screening
- Unique municipal features
- Special programs



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>October 23, 2024</u>	Item Number:	<u>8</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Jennifer Bills</u>	Cost / Budget:	<u>See Discussion section below</u>
Exhibits:	<u>Presentations</u>	Source of Funds:	<u>2022 Bond Funds / COs</u>

Subject

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

Recommendation

Receive the report and provide direction as appropriate.

Discussion

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

Prop A authorized \$13.2 million and due to land acquisition and cost escalation considerations; City Council authorized an additional \$9.5 million in certificates of obligation which closed in September. Following the acceptance of the Design Development Plans, the 100% Site Civil plans have been completed and submitted to the City and others for regulatory review. Generally, since the last update was provided to the City Council on August 28, the following has transpired:

- The water line installation was completed.
- The driveway relocation was poured. The sidewalk was reopened.
- Internal wall supports and exterior wall sheathing is being installed.
- Concrete pours for the detention pond started.
- The wastewater line connection on site was completed.
- Fencecrete wall installation has been substantially completed along the west and north side of the property.
- Weekly BIM meetings with the contractor, subcontractors, architect and owner and owner's representative are underway to review and make necessary adjustments for conflicts among project components.

Looking ahead:

- Final work on the fencecrete wall, including cleaning and grading at the wall base, will be completed in the next two weeks.
- The foundation for the support building will be poured in the next two months.
- Onsite utilities (gas, water) continue to be installed onsite from the mains to the building.
- The project team has selected a vendor to work with and staff will be reviewing and selecting furniture, fixtures, and equipment (FFE) for the building.

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

- Bi-weekly meetings between staff, engineering and the contractor are being held to coordinate project mobilization and scheduling.
- Drainage work at the intersection of Redbud Trail and Westlake Drive was completed.

Looking ahead:

- Ground restoration along all streets is being completed over the next two weeks, which includes adding soil, seeding and watering to stabilize the soil.
- Final mill and overlay of Westlake Drive, Redbud Trail, Yaupon Valley Road, and Laurel Valley Road will start November 4 and be completed by the beginning of December. All the streets will be milled, which will take approximately a week, then the overlay will start on Westlake, then move to Redbud Trail, and Yaupon Valley/Laurel Valley, in that order and take approximately three weeks (one week for each).
- Once paving is complete, the road will have a period for curing of about one week before the micro-milling, striping, reflectors or speed humps can be applied.

WEST LAKE HILLS MUNICIPAL COMPLEX PROJECT UPDATE 10/23/2024



TOP OUT SIGNED BEAM



SCHEDULE

West Lake Hills - Municipal Complex		347	210	01-Mar-24 A	14-Jul-25	30-Jul-25
Milestones		109	109	07-Feb-25	14-Jul-25	30-Jul-25
A1050	Permanent Power	0	0		07-Feb-25	27-Mar-25
A1060	Conditioned Air	0	0		07-Feb-25	27-Mar-25
A1030	Dry In Complete	0	0		11-Mar-25	27-Mar-25
A2430	Security Final Inspection Complete	0	0		14-May-25	30-Jun-25
A1170	MEP Final Inspections Complete	0	0		21-May-25	30-Jun-25
A2440	Elevator Final Inspection Complete	0	0		22-May-25	30-Jun-25
A1140	Fire Marshall Inspection Complete/Building TC	0	0		13-Jun-25	01-Jul-25
A1150	Substantial Completion	0	0		13-Jun-25	01-Jul-25
A1160	Final Completion	0	0		14-Jul-25	30-Jul-25
Issues		0	0			
		0	0			

JOB SITE ENTRANCE



APPROACH AT 2244



SECOND FLOOR POUR 10/8/24



PLACING CONCRETE



CONCRETE PLACED



SHEATHING AND FRAMING



EXTERIOR SHEATHING NORTH ELEVATION



INTERIOR FRAMING AND ROUGH IN



FRAMING AND ELECTRICAL ROUGH IN



ELECTRICAL CONDUIT



DETENTION POND FOOTERS



PROJECT CONTINGENCIES

CTR #	Description	Owner Contingency	Construction Manager's Contingency	SpawGlass Final GMP
	Beginning Balance	\$210,000	\$571,296	\$16,902,447
001	Berdoll Wood Harvesting	\$13,525.12		
002	Structural Steel Modifications from 50% CDs		\$87,833.00	
003	Site Utility Modification from 50% CDs		\$21,116.00	
005	Cost for Additional SWPPP Measures		\$9,334.57	
007	Sanitary Elevation Change	VOIDED		
008	Gas Line Upsize and Additional Rebar		\$17,796.00	
014	Second floor wall, doors and glass changes. Also, additional bullet resistant doors on first floor	\$42,248.67		
015	Storefronts to be properly sealed to stone veneer		\$5,014.55	
	Remaining Balance	\$154,226.21	\$430,201.88	

WEST LAKE HILLS MUNICIPAL COMPLEX





Agenda Item - Roadway Bond Project Update

West Lake Hills City Council
October 23, 2024

Accomplishments

- Yaupon Valley Road
 - Grading and restoration
- Eanes School Road
 - Traffic control remains in place – temporary signal – through December
 - Retaining wall and culvert work
- Redbud Trail
 - Utility work at intersection with Westlake Drive completed
 - Grading and restoration

Current Activities

- Eanes School Road
 - Phased culvert crossing installation to maintain single-lane traffic
- Redbud Trail
 - Finish grading/restoration work by end of October
- Yaupon Valley Road/Laurel Valley Road
 - Finish grading/restoration work by end of October

Upcoming Activities

- Paving operations
 - November 4 – 11: Pavement milling
 - Complete under traffic with flaggers
 - Start on Westlake Drive, then Redbud Trail and Yaupon/Laurel Valley
 - November 12 – December 13: Roadway paving
 - Complete under traffic with flaggers
 - Proceed in same order as milling activities
 - One week following paving: roadway striping and micro-milling (high-friction pavement areas)
 - Advance warning signs for paving to be placed on Westlake Drive and Redbud Trail

Upcoming Activities

- Eanes School Road
 - Box culvert installation will continue
- Change Order #4
 - Camp Craft Road redesign
 - WCD#10 cost participation
 - Misc road/utility items



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>October 23, 2024</u>	Item Number:	<u>9</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Jennifer C. Bills</u>	Cost / Budget:	<u>See Discussion section below</u>
Exhibits:	<u>Presentation</u>	Source of Funds:	<u>Private development</u>

Subject

Discuss and consider action regarding a change order with Smith Contracting LLC to install waterline sleeves in the right-of-way of Westlake Drive and consideration of an agreement with Doyle Moore and Colleen Bohn Moore for 803 Westlake Drive and authorize the city administrator to execute the same.

Recommendation

Receive the report and provide direction as appropriate.

Discussion

Property Information, Zoning & Site Characteristics:

Owners/Developer: Doyle Moore and Colleen Bohn Moore

Legal Description: Lots 1-6 Moore Estates Subdivision

Lot Size: 8.42 acres

Zoning: R-1 One-Family Residential

Wastewater: Future Public Sewer

A settlement agreement was entered into with the property owners of 803 Westlake Drive in 2022 for the development of 6 residential lots from the 8.42-acre tract. The lots were subdivided and recorded, but the utility connections for the lots have not been installed. Installation of the connections is the responsibility of the developer.

Westlake Drive is scheduled to be mill and overlayed on November 4, 2024. The Code of Ordinances does not allow for the cutting of a newly paved or reconstructed road for five years after completion. The developer of 803 Westlake Drive has requested to put two sleeves across Westlake Drive for the future installation of water lines, prior to the repaving. An engineered plan for the sleeves has been provided to the city by the developer. This plan was approved by Water District #10 on October 9, 2024. In the interest of time, as the paving is scheduled to start on November 4, the city has requested and received a bid from Smith Contracting in the amount of \$37,659. The work is anticipated to take 5 days and will reduce Westlake Drive to one lane with flagging during installation. This scope would be included in the next change order for the Road Bond Program.

Staff are working with the city attorney to draft an agreement that will be available on October 23 with the terms for the payment of the cost of installation by the developer. The work would need to begin immediately after City Council approval and payment by the developer in order for the paving to stay on schedule.

Location Map



COST SHARING AGREEMENT FOR WATERLINE IMPROVEMENTS

This Cost Sharing Agreement for Waterline Improvements (the "Agreement") is made and entered into by and between [REDACTED] ("Developer"), and City of West Lake Hills, Texas (the "City") (each a "Party" and collectively, the "Parties") to be effective upon the date the last party executes this Agreement ("Effective Date").

RECITALS

WHEREAS, Developer owns and is in the process of developing, certain property located within the City located at 803 Westlake Drive in West Lake Hills, Texas with Travis Central Appraisal District Property ID of **978038** (the "Property"); and

WHEREAS, City is currently constructing improvements to Westlake Drive adjacent to the Property and Developer and Travis County Water Control and Improvement District #10 has requested that the City make certain waterline improvements, at Developer's sole cost, under Westlake Drive that will serve the Property when fully developed, as detailed on the attached **Exhibit "A"** (the "Project and Cost Estimate") which is attached hereto and incorporated herein for all purposes; and

WHEREAS, the Parties desire to enter into an agreement whereby Developer and the City each agree to fund portions of the Project based on the allocation of estimated costs contained in the attached **Exhibit "A"**.

NOW, THEREFORE, for and in consideration of the mutual agreements, covenants, and conditions contained herein, and other good and valuable consideration, the Parties agree as follows:

1. Construction of Improvements. City hereby agrees to complete the Project, detailed on **Exhibit "A"**, in conjunction with Developer's development of the Property, as part of a change order under its existing contract for improvements to Westlake Drive,
2. Payment of Costs. Developer shall pay to the City the total costs associated with the Project in accordance with **Exhibit "A"**, currently **Thirty-Seven Thousand Six Hundred Fifty-Nine and No/100th Dollars (\$37,659.00)** within five (5) days of the Effective Date ("Developer Costs"). The Developer Costs will be escrowed by the City and will be expended as the work is completed for the Project in accordance with the procedures used for the City's contract for the improvements to Westlake Drive.
3. Final Accounting and Escrow of Payment. Upon completion of the Project, City shall provide a final accounting of all actual construction costs of the Project to the Developer. If the actual costs of the completed project exceed the estimated Developer Costs in Exhibit "A", Developer will pay the difference.
4. Termination. This Agreement shall terminate thirty (30) days after completion of the Project and final payment of all actual Developer Costs to the City after the final accounting

except that certain provisions of this Agreement shall survive termination.

5. Immunity. It is expressly understood and agreed that, in the execution and performance of this Agreement, the City has not, nor shall be deemed hereby to have waived, any defense or immunity, including governmental, sovereign and official immunity, that would otherwise be available to it against claims arising in the exercise of governmental powers and functions. By entering into this Agreement, the parties do not create any obligations, express or implied, other than those set forth herein.

6. Entire Agreement. This Agreement represents the sole and entire agreement between the Parties and supersedes all prior negotiations, representations, understandings, or agreements between the Parties, whether written or oral. The terms and conditions contained in this Agreement may be amended only with written consent of the other Parties, which shall not be unreasonably withheld.

7. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Texas, as applied to contracts performable in the State of Texas irrespective or without regard to any choice of law or principles to the contrary. The Parties hereby submit to the jurisdiction of the State District Court located in Travis County, Texas, and any action being necessary to enforce or construe any of the terms or provisions of this Agreement must be filed solely in the State District Court located in Collin County, Texas, and no other.

8. Severability. If any term, provision or condition of this Agreement is held by a court of competent jurisdiction to be unconstitutional, invalid, void or unenforceable, the remaining provisions shall not be impaired or invalidated, but shall remain in full force and effect, and the Parties agree to negotiate in good faith to otherwise accomplish the intent of the invalid provisions.

9. Authority. Each Party represents to the other Parties that it has full power and authority to execute this Agreement.

10. Originals and Counterparts. This Agreement may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes.

11. Recitals Adopted. The recitals in this Agreement are hereby adopted as true and correct and constitute material terms of this Agreement.

12. DISCLAIMER OF WARRANTIES. THE CITY MAKES NO WARRANTIES WHATSOEVER WITH REGARD TO THE CONSTRUCTION OF THE PROJECT OR PROVISION OF ANY SERVICE AND DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO (i) WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE; (ii) WARRANTIES REGARDING EQUIPMENT OR WORKMANSHIP RELATED IN ANY WAY TO THE CONSTRUCTION, REPLACEMENT, RELOCATION OR

ALTERATION OF THE FACILITIES, EQUIPMENT AND/OR PIPELINES INSTALLED OR USED IN PROVIDING THE UTILITY SERVICE OR THE OPERATION OR USE OF SUCH FACILITIES, EQUIPMENT AND/OR PIPELINES INSTALLED AND USED IN PROVIDING UTILITY SERVICE. IN NO EVENT SHALL THE CITY BE LIABLE FOR CONSEQUENTIAL OR ECONOMIC LOSS DAMAGES, AND DEVELOPER SHALL INDEMNIFY AND SAVE THE CITY HARMLESS FROM SAME.

THIS INDEMNITY PROVISION AS SET FORTH IN THIS SECTION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT AND NOTHING CONTAINED HEREIN SHALL LIMIT OR EXTINGUISH THIS INDEMNITY AND RELEASE.

13. Limitations on Liability. IN THE EVENT THAT ANY COURT DETERMINES THAT THE CITY IS LIABLE TO DEVELOPER FOR ANY DAMAGES UNDER THIS AGREEMENT, THE DEVELOPER AGREES THAT THE CITY SHALL NEVER BE LIABLE FOR ANY DAMAGES THAT EXCEED THE AMOUNT OF THE DEVELOPER COSTS AS REFLECTED IN EXHIBIT A.

14. Binding Agreement. This Agreement shall inure to the benefit of, and be binding upon, Developer, its legal representatives, all subsequent owners of the Property, all successors or assigns, and City, its legal representatives, successors or assigns. This provision of the Agreement set forth in this section shall survive the termination of this agreement and nothing contained herein shall limit or extinguish this provision.

AGREED:

City of West Lake Hills, Texas

By: _____

Title: _____

Date: _____

Developer

By: _____

Title: _____

Date: _____

EXHIBIT A

PROJECT DESCRIPTION AND DEVELOPER COST ESTIMATE

Exhibit A- Project Description and Developer Cost Estimate

803 Westlake Drive, West Lake Hills, Texas

CO #9.0 - 16in Steel Encasement



Project Description and Developer Cost Estimate

803 Westlake Drive,
West Lake Hills, Texas

PROJECT: West Lake Hills Bond Project

DATE: 10/10/2024

DESCRIPTION: This proposal is for a new line item 16" steel encasement (3/8") installed per COA detail using a quickset concrete low strength material (CLSM) in order to open the road as soon as possible. Survey is not included as part of the scope of work, so all installation will be based off plan sheet take-offs. Quote includes potholing for existing utilities following the alignment of the proposed waterline crossings. This estimate includes traffic control for 5 working days. Any items not expressly listed in this quote will incur additional costs. **Proposed new line item costs and quantities are shown below.**

LABOR	RATE	HOURS WORKED							TOTAL	RATE * TOTAL HOURS
		1	2	3	4	5	6	7		
Project Manager	\$ 75.00								0.0	\$ -
Superintendent	\$ 55.00								0.0	\$ -
Foreman/Layout Coordinator	\$ 50.00								0.0	\$ -
Operator 1	\$ 30.00								0.0	\$ -
Operator 2	\$ 28.00								0.0	\$ -
Operator 3	\$ 26.00								0.0	\$ -
Pipe Layer/Concrete Finisher	\$ 26.00								0.0	\$ -
Laborer 1	\$ 24.00								0.0	\$ -
Laborer 2	\$ 24.00								0.0	\$ -
Laborer 3	\$ 24.00								0.0	\$ -
Driver 1	\$ 27.00								0.0	\$ -
Driver 2	\$ 27.00								0.0	\$ -
Foreman/Layout Coordinator OT	\$ 75.00								0.0	\$ -
Operator 1 OT	\$ 45.00								0.0	\$ -
Operator 2 OT	\$ 42.00								0.0	\$ -
Operator 3 OT	\$ 39.00								0.0	\$ -
Pipe Layer/Concrete Finisher OT	\$ 39.00								0.0	\$ -
Laborer 1 OT	\$ 36.00								0.0	\$ -
Laborer 2 OT	\$ 36.00								0.0	\$ -
Laborer 3 OT	\$ 36.00								0.0	\$ -
Driver 1 OT	\$ 40.50								0.0	\$ -
Driver 2 OT	\$ 40.50								0.0	\$ -
LABOR SUBTOTAL \$										-

PER DIEM	Unit Cost								QTY	COST
		1	2	3	4	5	6	7		
SCCI Per Diem	\$ -	-	-	-	-	-	-	-	0.0	\$ -
PER DIEM SUBTOTAL \$										-

MATERIALS	UNIT COST	UNIT	DESCRIPTION	QTY	COST
					\$ -
					\$ -
MATERIAL SUBTOTAL \$					-

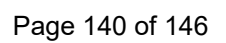
SUBCONTRACTORS	UNIT COST	UNIT	DESCRIPTION	QTY	COST
					\$ -
					\$ -
SUBCONTRACTOR SUBTOTAL \$					-

UNIT RATE	UNIT COST	UNIT	DESCRIPTION	QTY	COST
New Line Item 505S-B16	\$ 349.00	LF	ENCASEMENT PIPE 16" DIA, TYPE STEEL (3/8")	71.00	\$ 24,779.00
Existing Line Item-402A CLSM	\$ 450.00	CY	CONTROLLED LOW STRENGTH MATERIAL(Quick Set)	21.00	\$ 9,450.00
Existing Line Item 803S-MO	\$ 686.00	WD	Traffic Control-Flagging	5.00	\$ 3,430.00
					\$ -
					\$ -
UNIT RATE SUBTOTAL \$					37,659.00

EQUIPMENT	RATE	HOURS WORKED							TOTAL	RATE TIMES
		1	2	3	4	5	6	7		
										\$ -
										\$ -
										\$ -
										\$ -
EQUIPMENT SUBTOTAL \$										-

Additional Time Requested (Working Days)	0
--	---

LABOR SUBTOTAL	\$	-
LABOR BURDEN	55%	\$ -
LABOR PROFIT & OVERHEAD	15%	\$ -
PER DIEM	\$	-
MATERIAL SUBTOTAL	\$	-
MATERIALS PROFIT AND OVERHEAD	15%	\$ -
SUB CONTRACTOR SUBTOTAL	\$	-
GC PROFIT AND OVERHEAD ON SUBS	5%	\$ -
UNIT RATE	\$	37,659.00
EQUIPMENT	\$	-
EQUIPMENT MARKUP	5%	\$ -
SUBTOTAL	\$	37,659.00
BONDING COST	0%	\$ -
TOTAL CHANGE TO PROJECT	\$	37,659.00



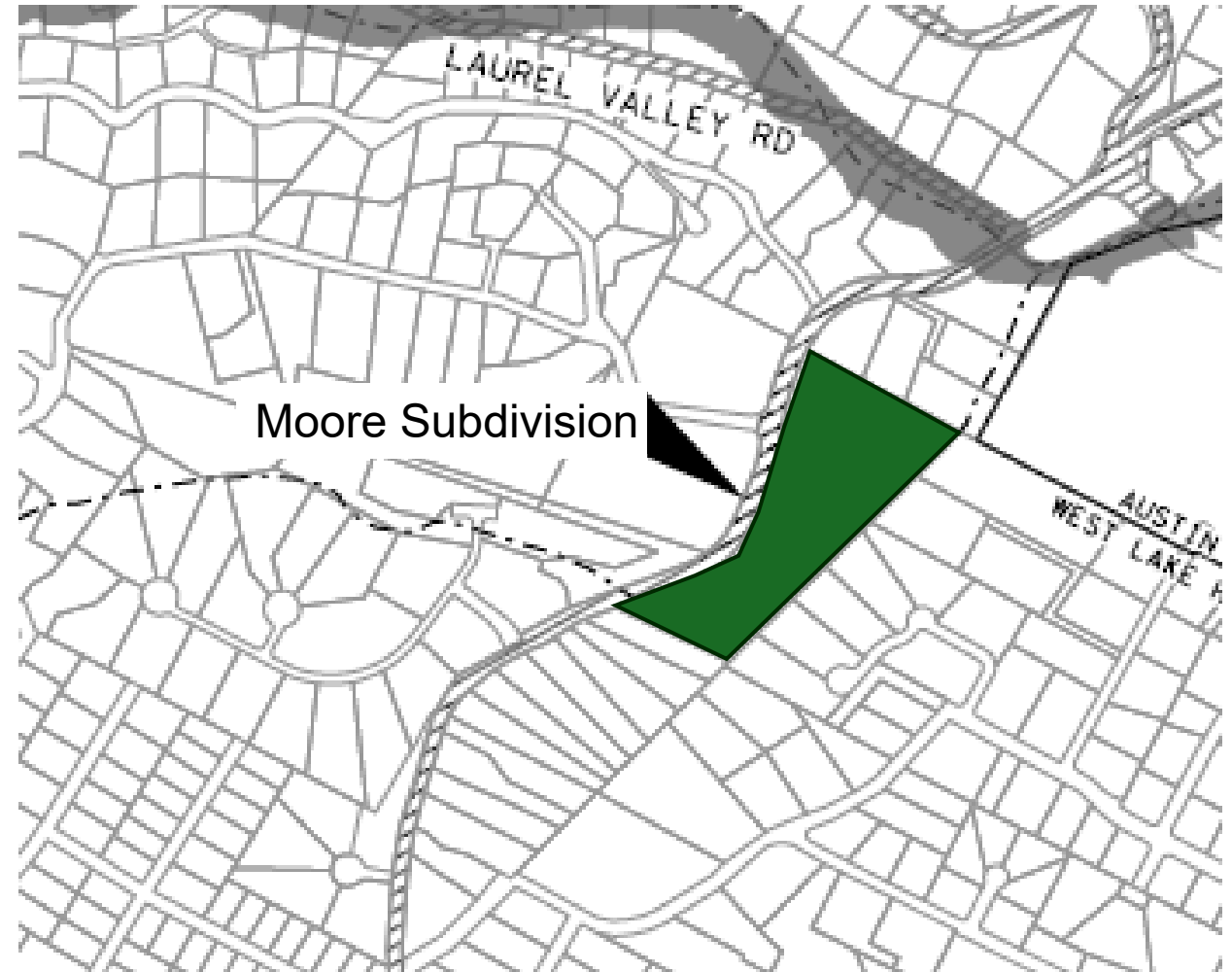


Agenda Item -
Roadway Bond Project
Proposed Waterline Improvements

West Lake Hills City Council
October 23, 2024

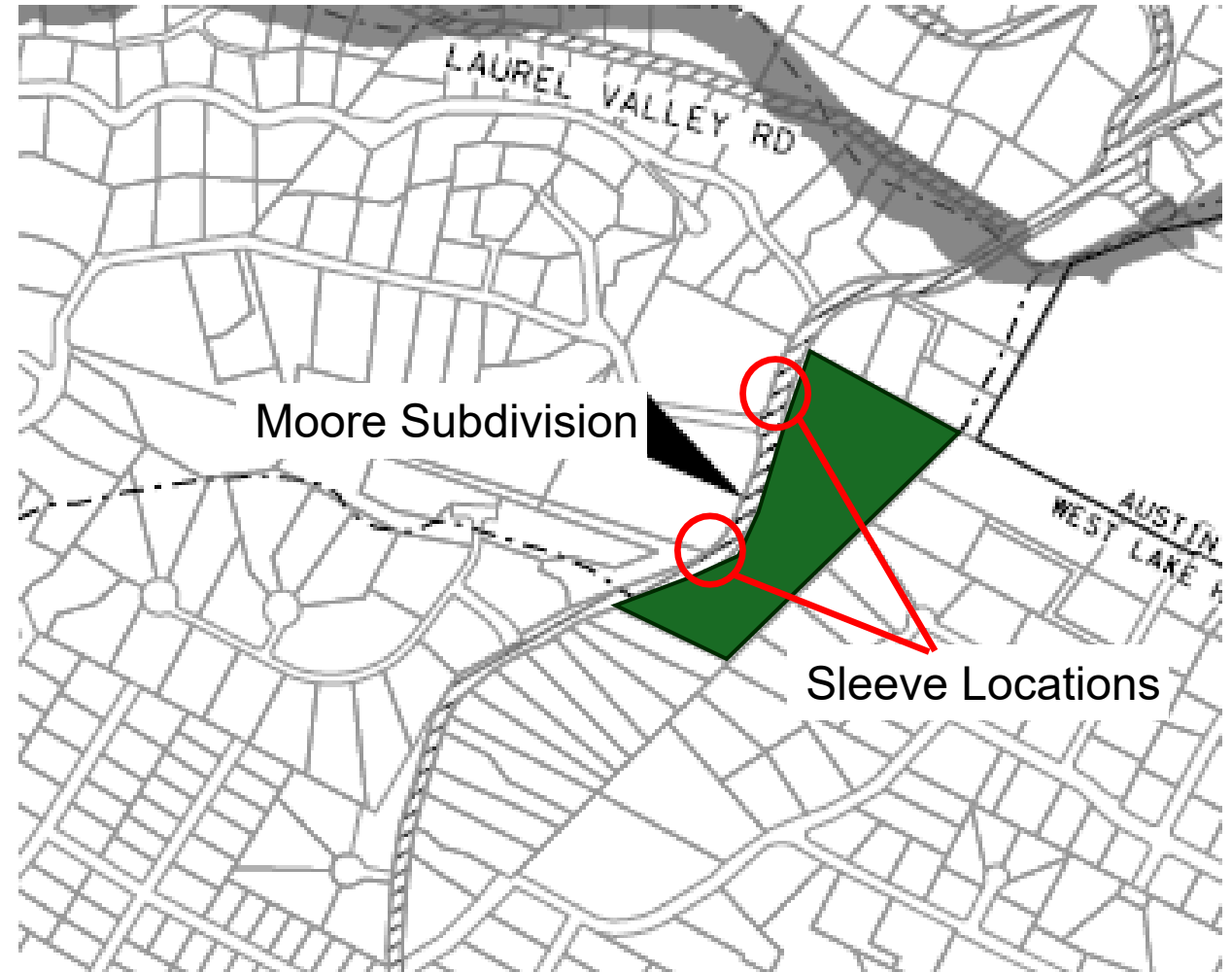
Background

- Moore Subdivision (803 Westlake)
- Six-lot subdivision
- Requires utility extensions



Proposed Project

- Water Supply Plan
 - Development plan includes two (2) roadway crossings
- Roadway bond project provides opportunity to install sleeves via open cut



Proposed Agreement

- Install two (2) sleeves via open cut per plan provided by property owner
- Cost of \$36,659 funded upfront by property owner
- Proceed with work prior to overlay of Westlake Drive
 - Complete under traffic with flagging operation
 - Would require 15-30 minute closure for each location
 - Complete work within 5 working days
- Incorporate work into City's Bond Project via change order

Potential City Council Action

- City Council consider approval of agreement with property owner to install sleeves for future water crossings
- Subject to final review and approval by City Attorney