



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL REGULAR MEETING
Wednesday, January 22, 2025 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 22nd day of January 2025 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 January 22, 2025.

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 January 8, 2025 Regular Meeting Minutes.
 - b. Approval of the FY 25 Q1 Building and Development Services Department Report.
 - c. Approval of the FY 25 Q1 Investment Report.
 - d. Approval of the FY 25 Q1 Municipal Court Report.
 - e. Approval of the FY 25 Q1 Public Safety Report.
4. Administration Discuss and consider action to adopt an Ordinance calling a General Election to be held on May 3, 2025 for the purpose of electing Councilmember Place 1, Councilmember Place 3, and Councilmember Place 5.

5. Administration Discuss and consider direction to staff regarding the review and evaluation of unopened streets for supplemental emergency evacuation routes, staging equipment, fuel reduction, and other fire prevention measures.
6. Resolution Discuss and consider action to approve a resolution enrolling the City of West Lake Hills in the State of Texas Emergency Assistance Registry (STEAR) Program administered by the Texas Division of Emergency Management (TDEM); appointing a data custodian; and directing the city administration to promote the program amongst eligible residents.
7. Public Hearing Conduct a public hearing to receive comments and consider action on the updated Stormwater Management Program (SWMP), to address Municipal Separate Storm Sewer System (MS4) requirements from the Texas Commission on Environmental Quality (TCEQ).
8. Administration Discussion and update on bond items regarding Proposition A (new municipal complex) and Proposition B (street and drainage projects).
9. Executive Session In accordance with Texas Government Code, Section 551.001, et seq, the City Council will recess into Executive Session (closed meeting) to discuss the following:
 - a. Section 551.071 – Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. Jaffe – 1405 Wildcat Hollow.
10. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney.
11. Adjournment

Approved by: James Vaughan, Mayor

Certificate

I certify that the above Notice of the January 22, 2025 City Council Regular Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, January 17, 2025 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, January 8, 2025 at 7:00 PM

1. Call to Order

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

CITY COUNCIL PRESENT:

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

CITY STAFF PRESENT:

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

The meeting was suspended at 7:03 p.m.

The meeting was reconvened at 8:00 p.m.

** Councilmember Walker left early at 8:00 p.m.

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. Administration Discuss and consider approval of the December 11, 2024 Regular Meeting Minutes.

MOTION: Upon a motion made by Councilmember South and a second by Councilmember Harmon, the Council voted three (3) for and none (0) opposed with one (1) abstention to approve the minutes as presented. Councilmember Bowman abstained. Motion carried.

4. Resolution Discuss and consider action on a resolution authorizing the Westlake Chamber of Commerce to place signs in the public right-of-way for special events.

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

5. Administration Discuss and consider action to authorize the purchase of a police vehicle.

City Administrator Fletcher gave a summary. There was an incident involving a relatively new police vehicle in 2024 and the insurance company totaled the vehicle. This request is for a replacement vehicle with insurance paying a majority of the cost (approximately 95%).

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember South, the Council voted four (4) for and none (0) opposed to authorize the purchase of a police vehicle. Motion carried.

6. Administration Discussion and update on the Open House at Westlake High School's small auditorium on Thursday, January 9, 2025 from 6-8 PM.

City Administrator Fletcher gave a brief summary. City Council members asked questions about the event. Coordination efforts with TxDOT for the traffic light cycles are ongoing. Once the road is closed in February, TxDOT will reevaluate the timing of the lights after a week to see if adjustments are necessary.

7. Administration Discuss and consider opportunities to pursue in the 2025 Community Forestry Grant Program.

City Administrator Fletcher gave a brief summary. Grant applications are due in mid-February. The City qualifies for five of the six categories, however, only one category application may be submitted. Category 3 - Municipal Forester seems to be the most beneficial for the city. This employee position could be part of the development team as well as the fire mitigation team. If more time is needed to access the best option for the community, it might be best to submit an application in the next annual cycle.

8. Administration Discuss and consider action on sales tax election options.

This item will be moved to Executive Session.

9. Executive Session In accordance with Texas Government Code, Section 551.001, et seq, the City Council will recess into Executive Session (closed meeting) to discuss the following:

- a. Section 551.071 - Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. Jaffe - 1405 Wildcat Hollow; and
- b. Section 551.071 - Consultation with attorney regarding potential settlement agreement relating to alleged code violations at 4301 Bee Cave Road.

Council convened into Executive Session at 8:22 p.m.

10. 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 9:04 p.m.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember Harmon, the Council voted four (4) for and none (0) opposed to approve the settlement agreement subject to terms discussed and authorize the City Administrator and the City Attorney to negotiate as necessary. Motion carried.

11. Adjournment

Mayor adjourned the meeting at 9:04 p.m.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on January 22, 2025.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	January 22, 2025	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 2024-2025 Q1 Building and Development Services Department Report.

Recommendation

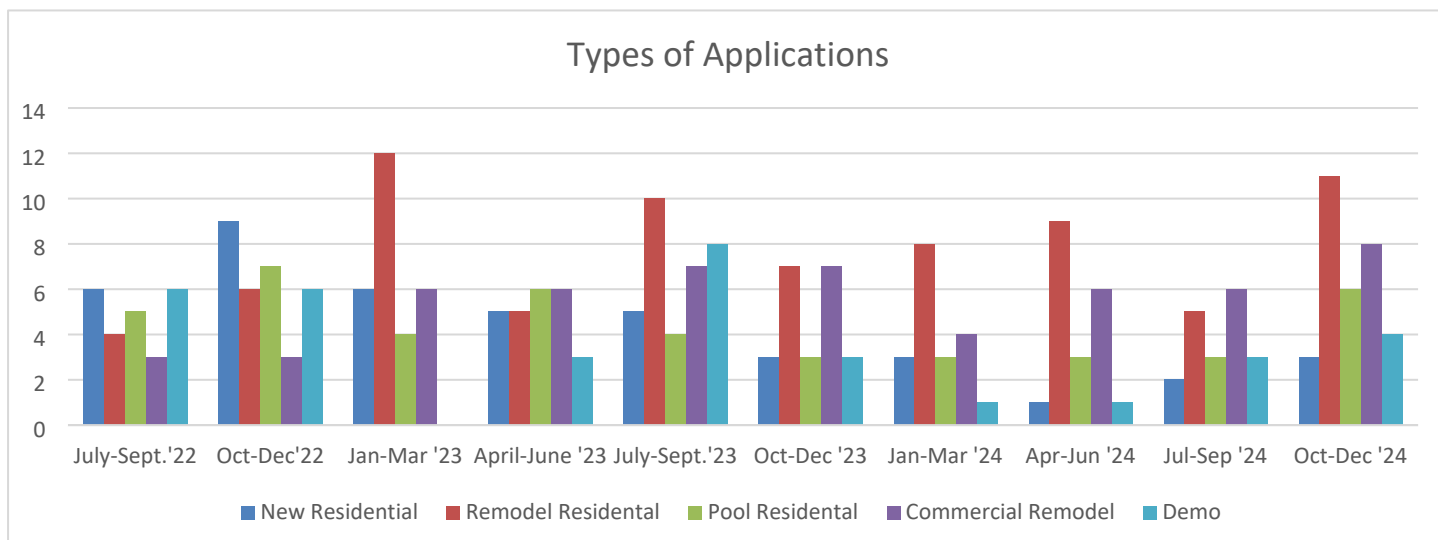
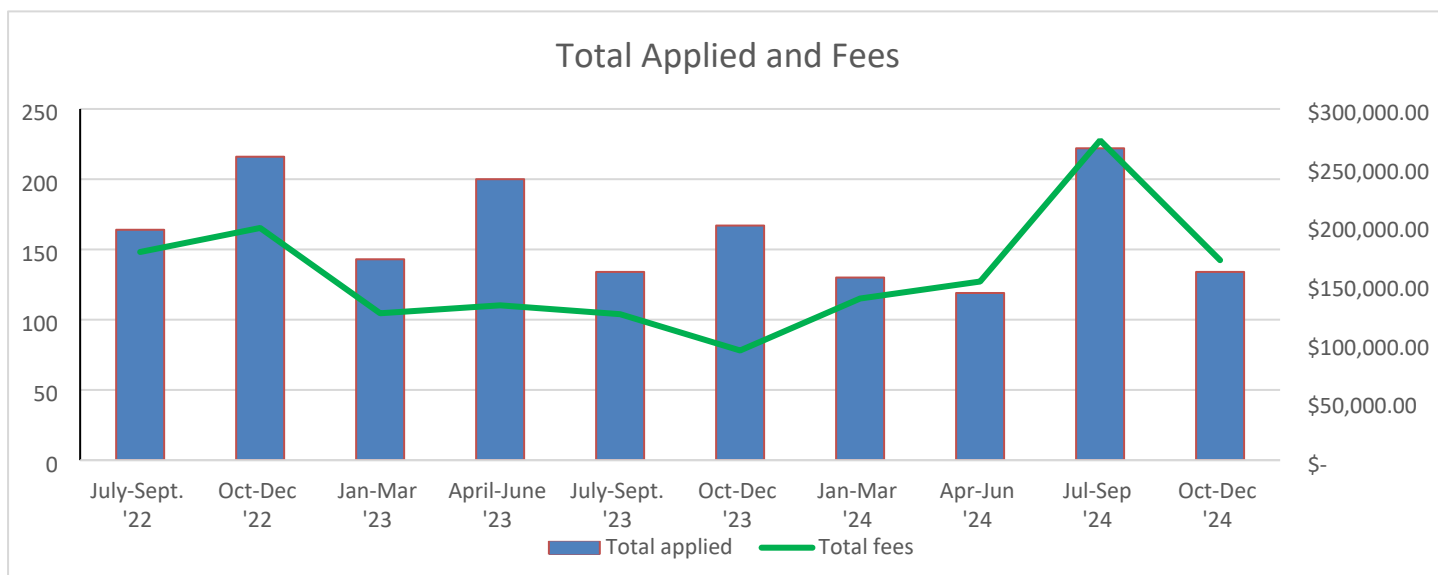
Staff recommend approval of the FY 2024-2025 Q1 Building and Development Services Department Report.

Discussion

The first quarter FY 2024-2025 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	3	1	0
Zoning Applications	0	0	0
Special Use Permits	2	0	0
Subdivision Plats	1	0	0
Easement Release Requests	0	0	0
Uniform Sign Agreements	1	0	0
TOTAL	7	1	0



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: January 15, 2025
Department: Admin/Finance
Prepared By: Vonda Ragsdale
FY2024-25 Q1 Investment
Exhibits: Report

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

Subject

FY2024-2025 Q1 Investment Report

Recommendation

Approval

Discussion

The interest rates have decreased by -0.50% (half a percentage point) this quarter (Sept 2024-Dec 2024) from 5.3% to 4.8%. We have continued to spend our Bond Funds on Roads and the City Hall this last quarter (\$6.4m).

City of West Lake Hills

Investment Report
Quarter Ended 12/31/2024

	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	4,677,879	4,677,879	1,431,681	3,246,198	-	12.24%	0.000%
Lone Star Liquidity Fund	13,094,140	13,094,140	12,934,259	159,882	159,882	34.27%	4.897%
LOGIC	2,722,560	2,722,560	2,689,631	32,929	32,929	7.12%	4.838%
Total General Fund	<u>\$ 20,494,579</u>	<u>\$ 20,494,579</u>	<u>\$ 17,055,570</u>	<u>\$ 3,439,009</u>	<u>\$ 192,811</u>	<u>53.63%</u>	
2021 I&S FUND							
LOGIC	20,424	20,424	20,177	247	247	0.05%	4.838%
Total 2022 GO Bond Fund	<u>\$ 20,424</u>	<u>\$ 20,424</u>	<u>\$ 20,177</u>	<u>\$ 247</u>	<u>\$ 247</u>	<u>0.05%</u>	
2022 GO BOND FUND							
LOGIC	12,604,946	12,604,946	13,855,993	(1,251,047)	159,710	32.99%	4.838%
Total 2022 GO Bond Fund	<u>\$ 12,604,946</u>	<u>\$ 12,604,946</u>	<u>\$ 13,855,993</u>	<u>\$ (1,251,047)</u>	<u>\$ 159,710</u>	<u>32.99%</u>	
2023 CO BOND FUND							
LOGIC	3,252,906	3,252,906	8,425,499	(5,172,593)	68,916	8.51%	4.838%
Total 2022 GO Bond Fund	<u>\$ 3,252,906</u>	<u>\$ 3,252,906</u>	<u>\$ 8,425,499</u>	<u>\$ (5,172,593)</u>	<u>\$ 68,916</u>	<u>8.51%</u>	
Wastewater Fund Investments							
Lone Star Liquidity Fund	40,802	40,802	40,304	498	498	0.11%	4.897%
Total Wastewater Fund	<u>\$ 40,802</u>	<u>\$ 40,802</u>	<u>\$ 40,304</u>	<u>\$ 498</u>	<u>\$ 498</u>	<u>0.11%</u>	
Wastewater Construction Fund							
Lone Star Liquidity Fund	549,942	549,942	543,227	6,715	6,715	1.44%	4.897%
Total WW Construction Fund	<u>\$ 549,942</u>	<u>\$ 549,942</u>	<u>\$ 543,227</u>	<u>\$ 6,715</u>	<u>\$ 6,715</u>	<u>1.44%</u>	
Wastewater Debt Service Fund							
Frost Bank Money Market	1,249,945	1,249,945	1,249,796	149	149	3.27%	0.0007%
Total WW Debt Service Fund	<u>\$ 1,249,945</u>	<u>\$ 1,249,945</u>	<u>\$ 1,249,796</u>	<u>\$ 149</u>	<u>\$ 149</u>	<u>3.27%</u>	
Total	<u>\$ 38,213,544</u>	<u>\$ 38,213,544</u>	<u>\$ 41,190,567</u>	<u>\$ (2,977,023)</u>	<u>\$ 429,046</u>	<u>100.00%</u>	

Signature on file _____ 1/15/2025
Vonda Ragsdale, Finance Director _____ Date

Signature on file _____ 1/15/2025
Trey Fletcher, City Administrator _____ Date



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date: January 22, 2025
Department: Municipal Court
Prepared By: Court Staff
Exhibits: FY'25 Q1 MC Dashboard

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

Subject

Approval of the FY' 25 Q1 Municipal Court Report.

Recommendation

Staff recommends approval of the FY' 25 Q1 Municipal Court Report.

Discussion

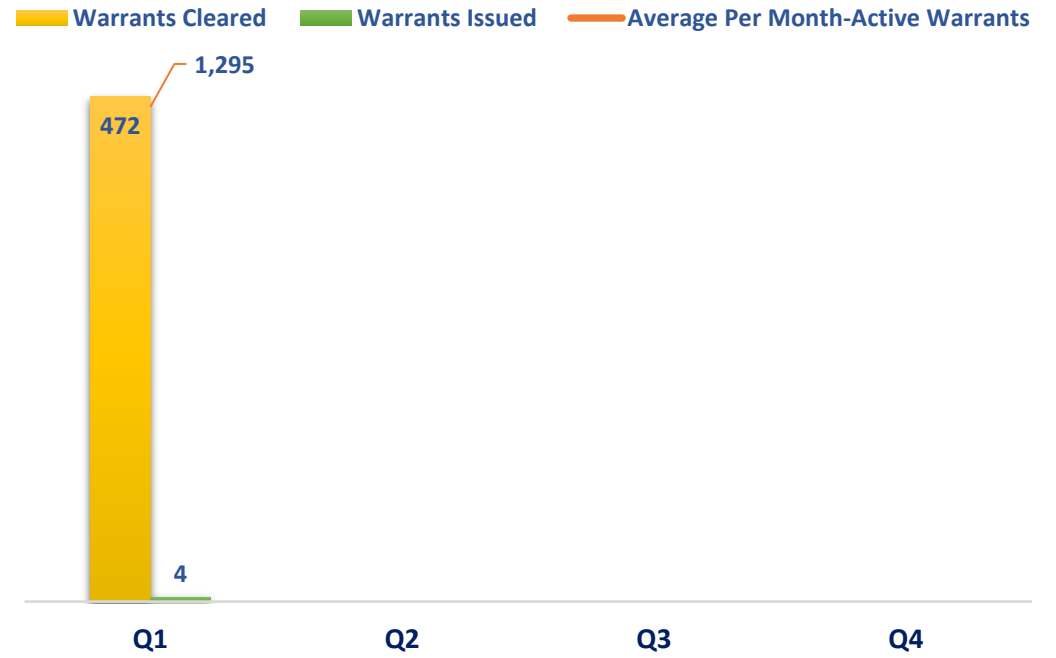
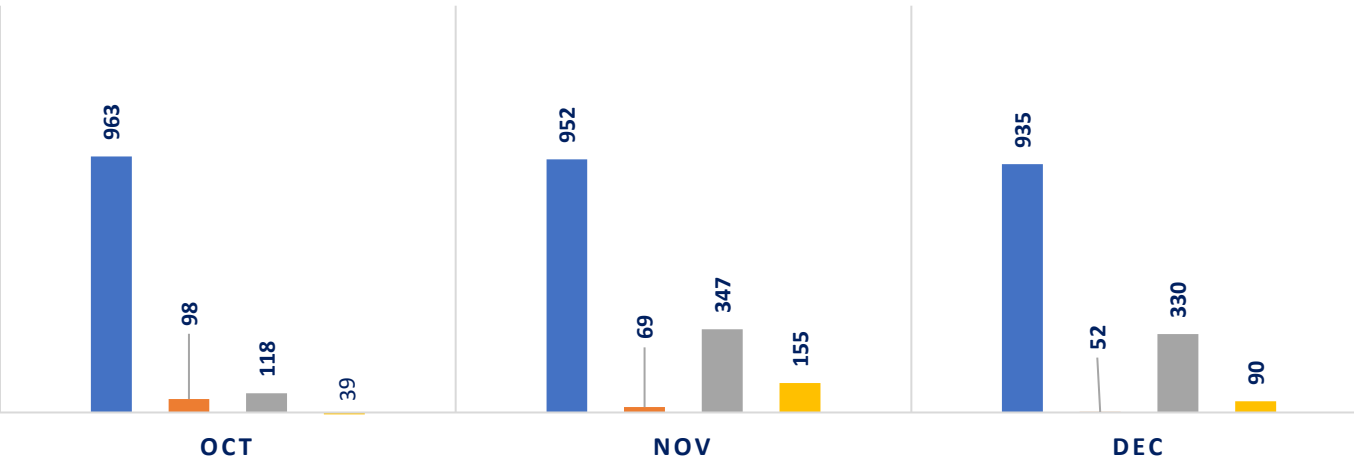
The FY' 25 Municipal Court Dashboard includes information related to citation filings, case activity as well as warrant data. Q1 reflects cases from 2002-2006 that were uncollectible and administratively closed.

Also attached is FY' 23-24, Q1-Q4 for a clear picture.

MUNICIPAL COURT DASHBOARD

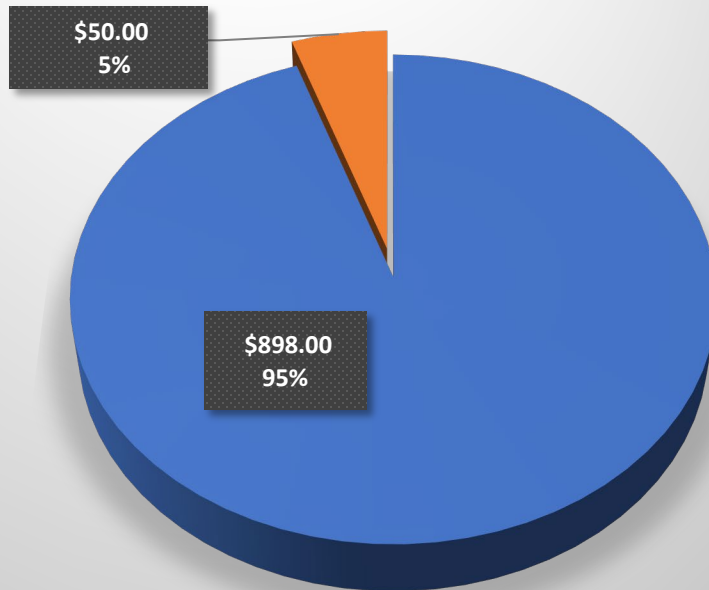
FY24-25 Q1

Active Cases New Cases Cases Disposed Cases on Docket



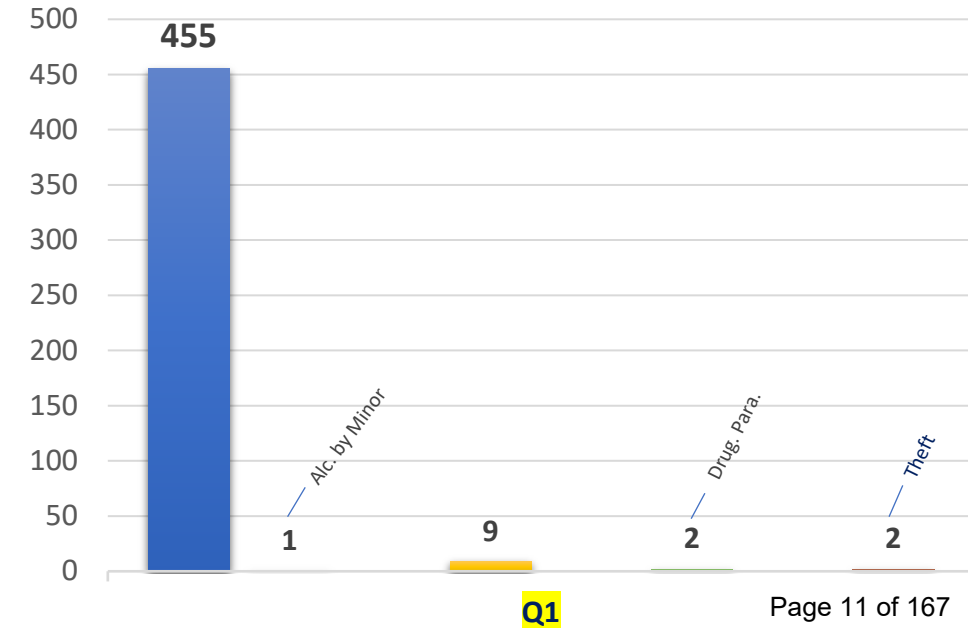
TRAVIS COUNTY WARRANT FEES COLLECTED

Travis County
West Lake Hills



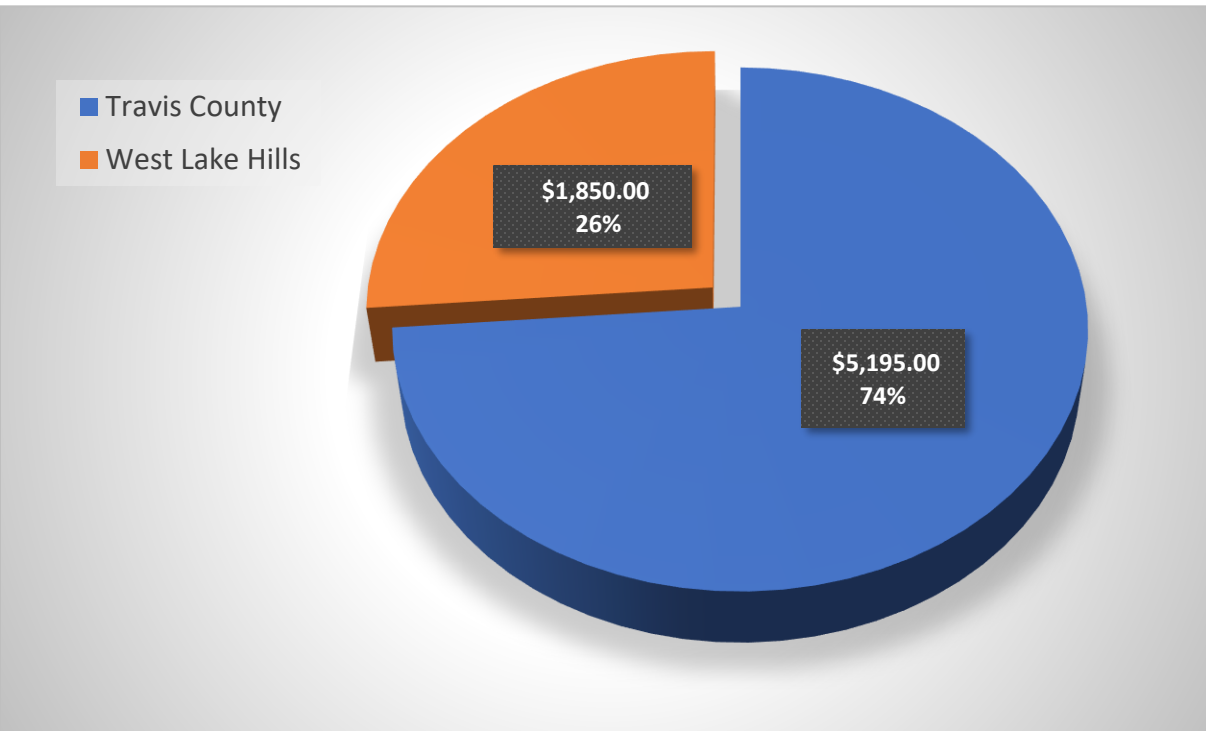
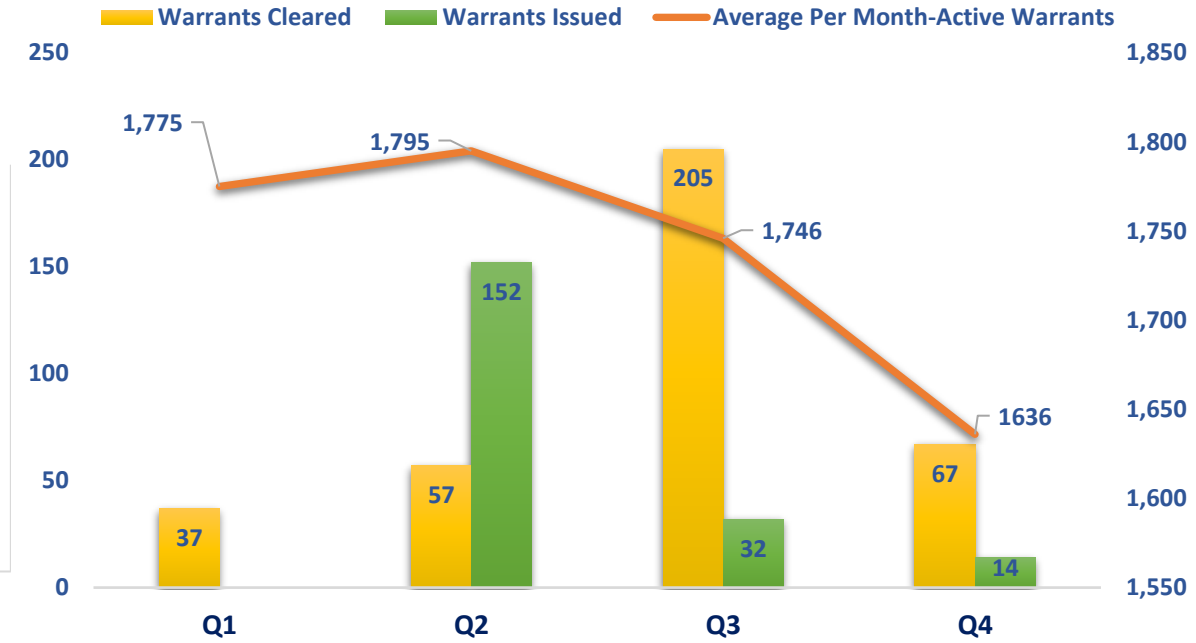
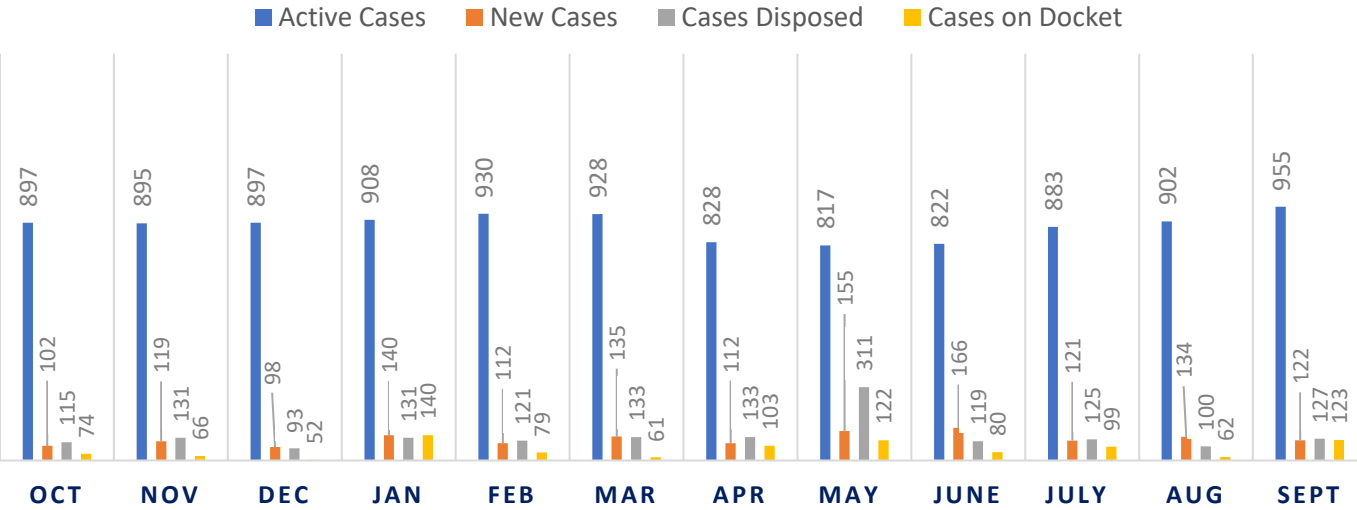
SPECIAL CASE TYPES

Administrative Closed
Alcohol by Minor
Assault
Code Enforcement
Dangerous Dog
Drug Paraphernalia
Expunction
Theft

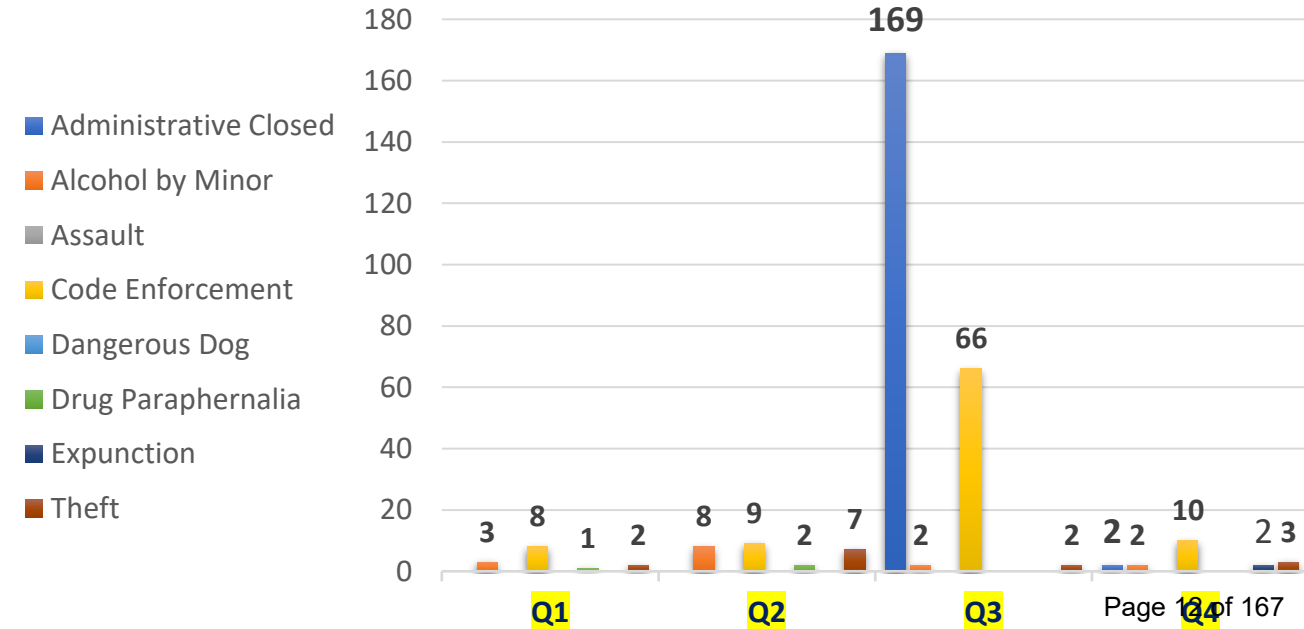


MUNICIPAL COURT DASHBOARD

FY23-24 Q1-Q4



SPECIAL CASE TYPES





City of West Lake Hills
City Council

AGENDA REPORT

Meeting Date: January 22, 2025
Department: Police
Prepared By: Chief Gerdes
Exhibits: Q1 25 Public Safety Report

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

Subject

This is the Public Safety Report for Q1 2025

Recommendation

Staff recommends approval of this report

Discussion

This is the report outlining Public Safety numbers for the first quarter of FY 2025.



West Lake Hills Police Department West Lake Hills, TX

Public Safety Report
FY 1st Quarter (Oct - Dec), 2024



Statistical Highlights

During the FY 1st quarter (Oct - Dec) 2024, there were 41 reported NIBRS* Group A offenses, compared with 35 for the 4th quarter of 2024 and 43 during the same quarter last year. Officers made 12 in-custody or field release arrests in Q1 2025 compared to 10 in Q4.

In Q1, our officers made 277 traffic stops, resulting in 207 violations and 166 warnings. Of the 207 violations, 108 were for speeding and 40 were for speeding in a school zone. This compares to 406 traffic stops for Q4.

During Q1, West Lake Hills Police Officers responded to 413 calls for service, compared to 418 calls for service in Q4. Officers also conducted 123 close patrol checks for residents who were out of town, compared to 246 for Q4.

STR Locations

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

Training

Officers completed 252 hours of training during this quarter, compared to 324 hours during Q4. Training this quarter included Child Abuse Prevention and Investigation, FBI-LEEDA Master Public Information Officer (PIO), Managing Criminal Investigations, and Advanced Field 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

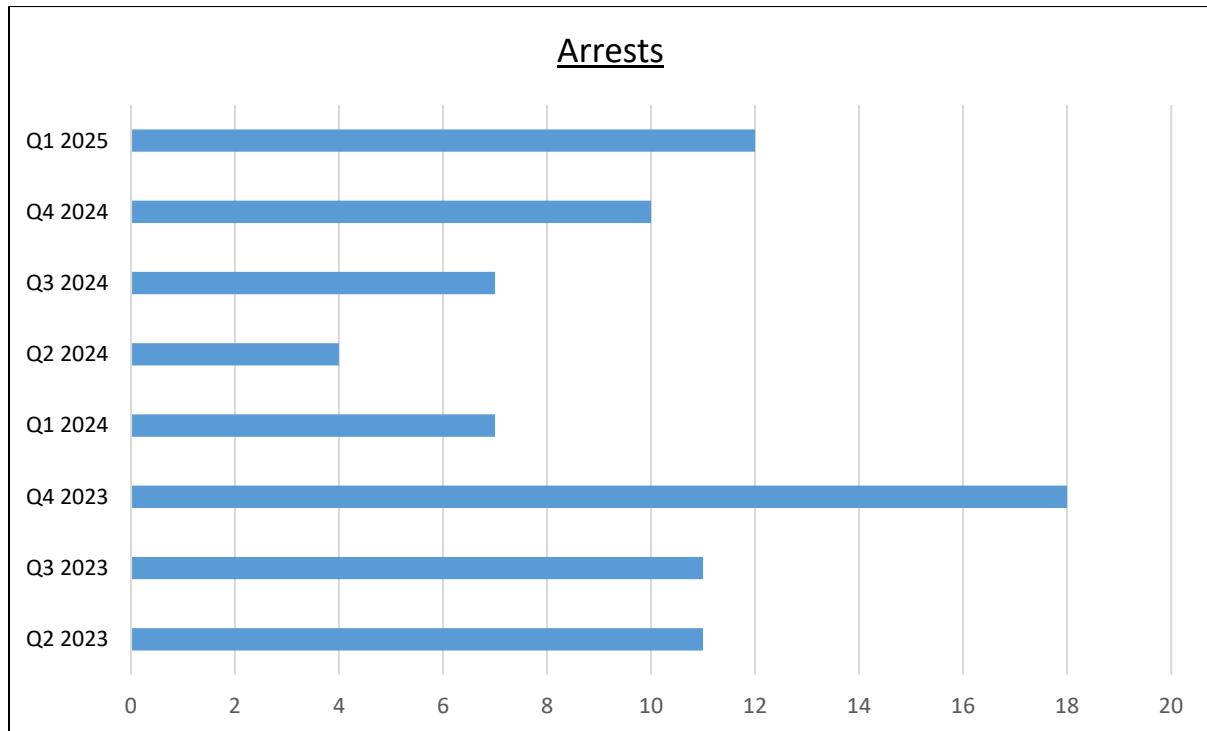
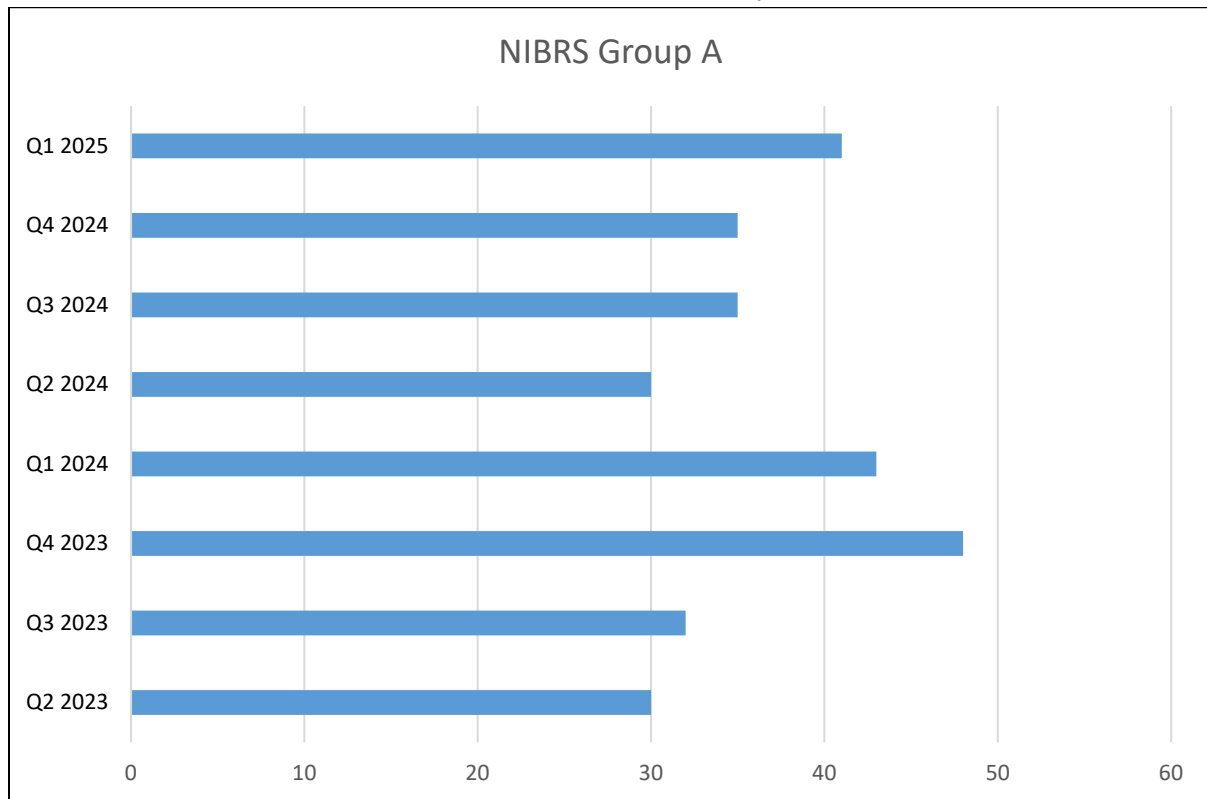
NIBRS Group A offenses

- 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.

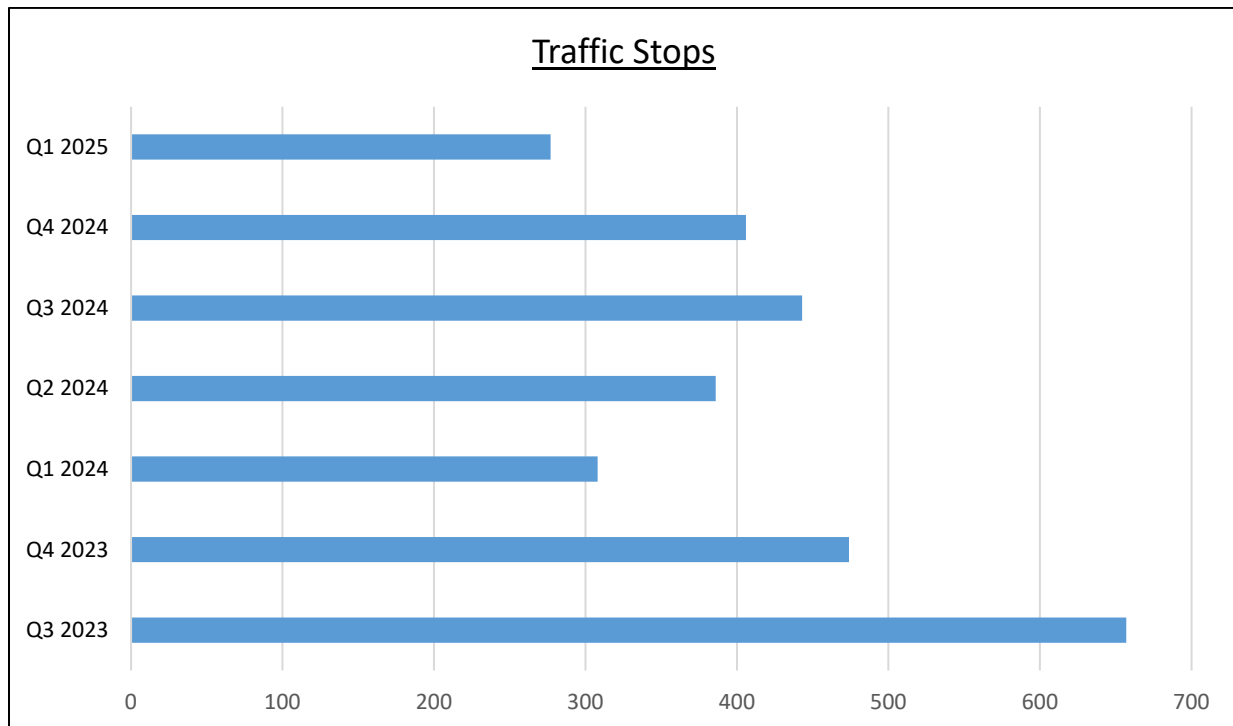
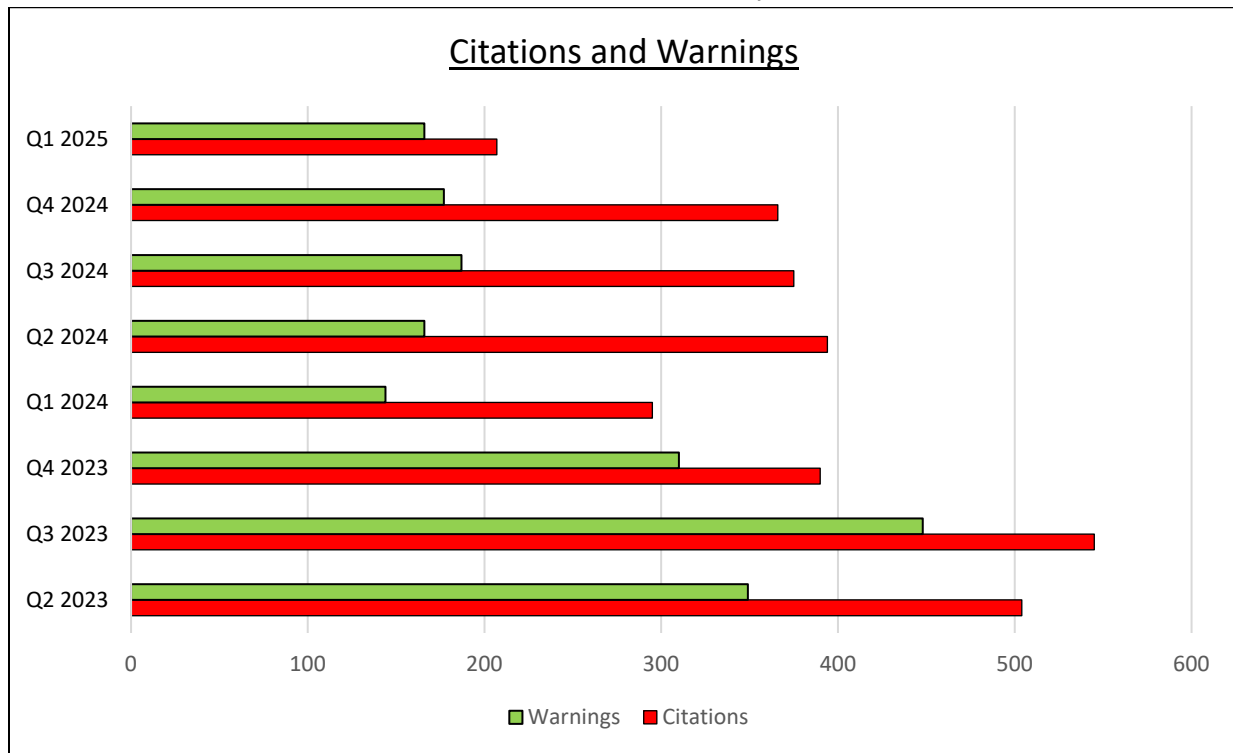
West Lake Hills Police Department

West Lake Hills, TX



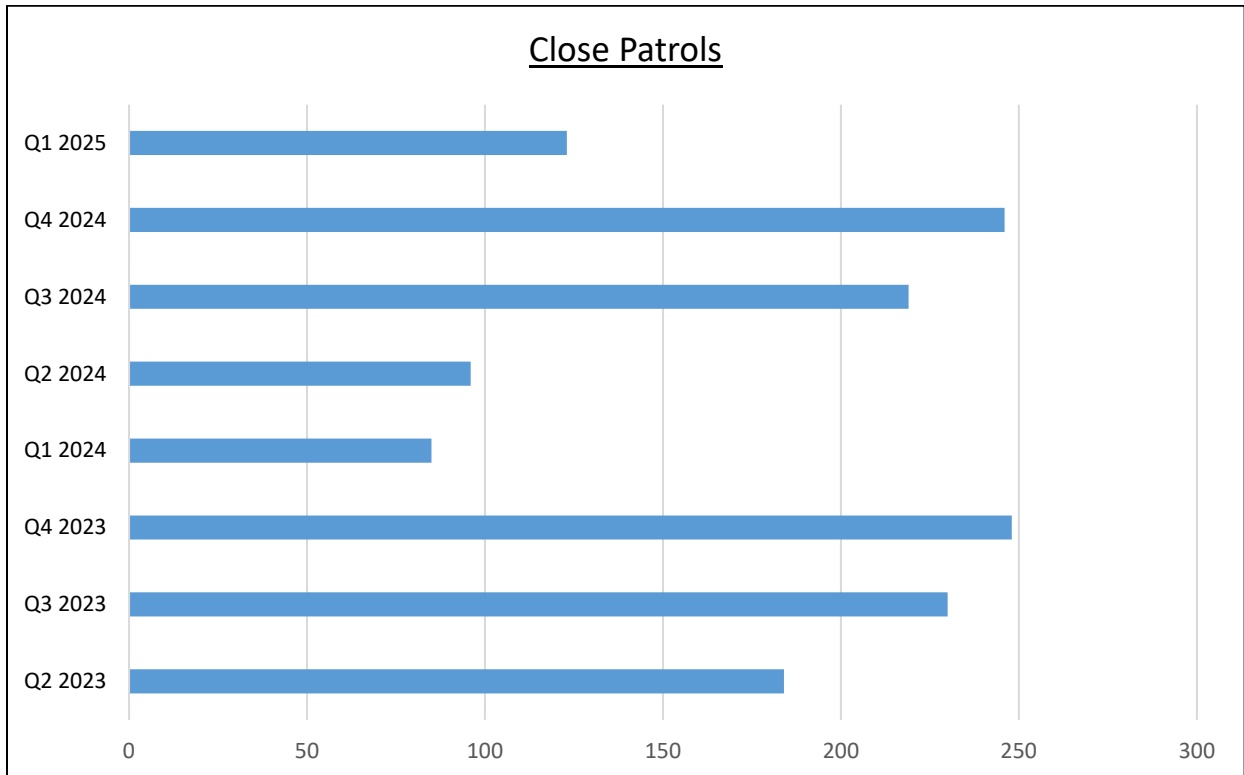
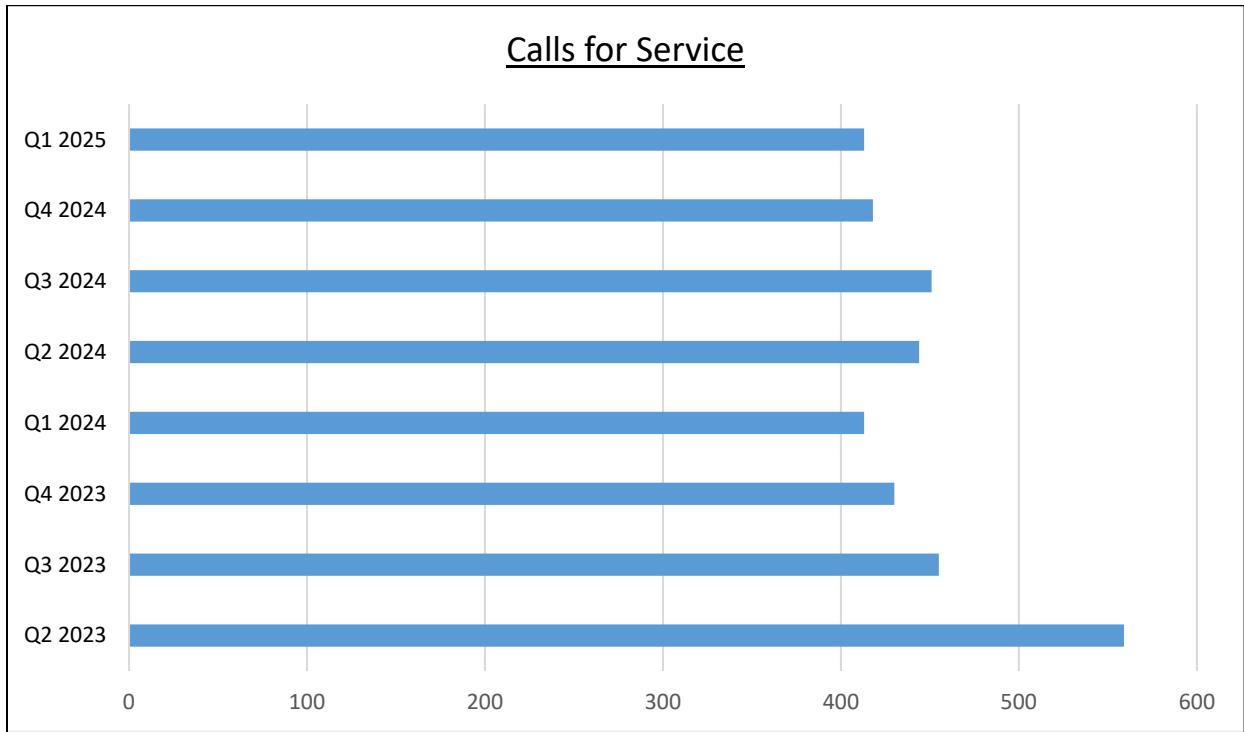
West Lake Hills Police Department

West Lake Hills, TX

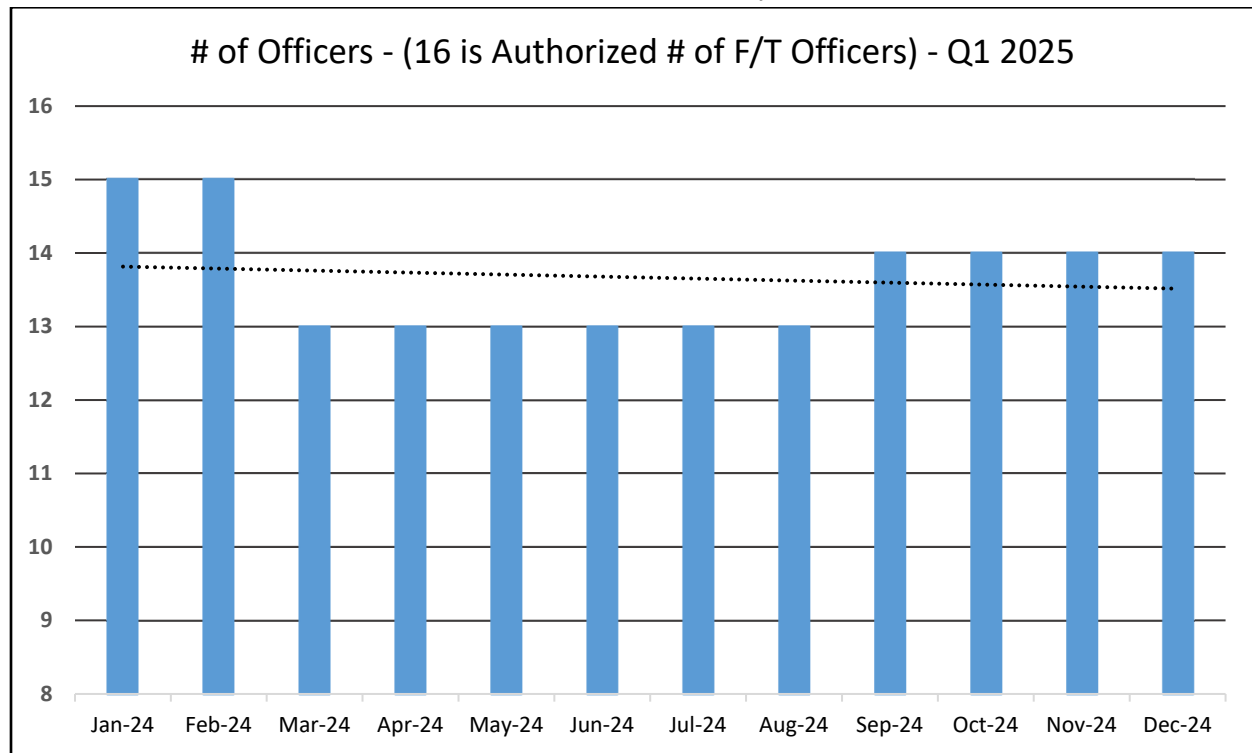


West Lake Hills Police Department

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: January 22, 2025
Department: Administration
Prepared By: Terry Blanchard
Exhibits: Ordinance 2025-001

Item Number: 4
Cost / Budget: _____
Source of Funds: Budgeted item

Subject

Discuss and consider action to adopt an ordinance calling a General Election to be held on May 3, 2025 for the purpose of electing Council Member Place 1, Council Member Place 3, and Council Member Place 5.

Recommendation

Staff recommends approving ordinance as presented.

Discussion

The statutory deadline to order a General Election for the May uniform election date is Friday, February 14, 2025. Best practice is to order the election as early as possible so that the Travis County Elections Office is prepared to provide the services necessary to conduct our election, if necessary. After the filing deadlines, if all races are unopposed, then the City Council will be able to cancel the election.

ORDINANCE 2025-001

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS CALLING A GENERAL ELECTION AND ESTABLISHING THE PROCEDURE FOR THE GENERAL ELECTION FOR CITY OFFICERS TO BE HELD ON MAY 3, 2025 IN THE CITY OF WEST LAKE HILLS, TEXAS; AND PROVIDING OTHER MATTERS RELATING TO THE ELECTION

WHEREAS, the laws of the State of Texas provide that on May 3, 2025, there shall be a general election for municipal officers; and

WHEREAS, the Texas Election Code is applicable to said election, and in order to comply with said Code, an ordinance should be passed calling the election and establishing the procedures to be followed in said election and designating the voting place for said election.

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

1. GENERAL ELECTION ORDERED

A general election shall be held on May 3, 2025 to elect the following city officers: Council Member Place 1, Council Member Place 3 and Council Member Place 5 of the City of West Lake Hills, Texas.

2. FILING PERIOD

Candidates for the above offices may file their application beginning at 8:00 a.m. January 15, 2025, and shall file their applications no later than 5:00 p.m. February 14, 2025. All candidates for the offices to be filled in the election to be held on May 3, 2025, shall file their application to become candidates, with the City Secretary of the City at City Hall, 911 Westlake Drive, West Lake Hills, Texas, on any weekday that is not a City holiday between 8:00 a.m. and 5:00 p.m., and all of said applications shall be on a form as prescribed by the Election Code of the State of Texas.

3. DRAWING

The order in which the names of the candidates are to be printed on the ballot shall be determined by a drawing conducted by the City Secretary as provided by the Election Code. Such drawing will be held at 1:00 p.m. on Tuesday, February 18, 2025 at City Hall in the Council Chamber.

4. ELECTION PRECINCT 364 AND ELECTION DAY POLLING PLACE

The entire city shall be the election precinct for said election. The City hereby designates the polling location for Precinct 364 designated by the Travis County Elections Division.

5. ELECTION OFFICERS

Dyana Limon-Mercado, Travis County Clerk and Election Officer is appointed to serve as the City's Election Officer, Regular Early Voting Clerk and the Joint Custodian of Records for precincts which may be affected, to conduct the City's elections on May 3, 2025. City Secretary Terry Blanchard is appointed to serve as Custodian of Records for the City.

The County will designate a person to serve in the capacity of the Presiding Judge for the Early Voting Ballot Board who shall appoint two or more elections clerks and such Judge and clerks shall constitute the Early voting Ballot Board and shall count and return early voting ballots, and perform other duties set forth in accordance with the Election Code.

6. EARLY VOTING

That early voting in said election shall be designated by the Travis County Elections Division. Requests for applications for early voting ballots by mail should be mailed to: Travis County Clerk Elections Division, P.O. Box 149325, Austin, Texas 78714.

7. NOTICE OF ELECTION

That notice of election shall be given by the Mayor in accordance with the terms and provisions of the Texas Election Code.

8. General

Said election shall be held in accordance with the Texas Election Code, and only resident qualified voters of said City shall be eligible to vote at said election. The City Secretary/Travis County Election Officer is hereby authorized and instructed to provide and furnish all necessary election supplies to conduct said election. Returns of said election shall be made known as soon as possible after the closing of the polls.

PASSED AND APPROVED this 22nd day of January 2025.

James Vaughan, Mayor

ATTEST:

Terry Blanchard, City Secretary

ORDENANZA 2025-001

UNA ORDENANZA DEL CONSEJO MUNICIPAL DE LA CIUDAD DE WEST LAKE HILLS CONVOCANDO UNA ELECCIÓN GENERAL Y ESTABLECIENDO EL PROCIDIMIENTO PARA LA ELECCIÓN GENERAL PARA FUNCIONARIOS MUNICIPALES PARA SER CELEBRADA EL 3 DE MAYO DE 2025 EN LA CIUDAD DE WEST LAKE HILLS, TEXAS; Y PROPORCIONANDO OTROS ASUNTOS RELACIONADOS CON LA ELECCIÓN

CONSIDERANDO QUE, las leyes del Estado de Texas estipulan que el 3 de mayo de 2025, habrá una elección general para funcionarios municipales; y

CONSIDERANDO QUE, el Código Electoral de Texas es aplicable a dicha elección, y para cumplir con dicho Código, una ordenanza debería ser aprobada convocando la elección y estableciendo los procedimientos que se seguirán en dicha elección, y estableciendo el lugar de votación para dicha elección.

AHORA, POR LO TANTO, SE ORDENA POR EL CONSEJO MUNICIPAL DE LA CIUDAD DE WEST LAKE HILLS, TEXAS, QUE:

1. ELECCIÓN GENERAL ORDENADA

Una elección general será celebrada el 3 de mayo de 2025 para elegir a los siguientes funcionarios municipales: Miembro del Consejo, Lugar 1, Miembro del Consejo, Lugar 3 y Miembro del Consejo, Lugar 5, de la Ciudad de West Lake Hills, Texas.

2. PERIODO PARA PRESENTAR LA CANDIDATURA

Los candidatos para los cargos más arriba pueden presentar sus solicitudes empezando a las 8:00 a.m. el 15 de enero de 2025, y pueden presentar sus solicitudes a más tardar las 5:00 p.m. el 14 de febrero de 2025. Todos los candidatos para los cargos que se llenarán en la elección que será celebrada el 3 de mayo de 2025 presentarán sus solicitudes para ser candidatos, con el Secretario Municipal de la Ciudad en City Hall (el Ayuntamiento), 911 Westlake Drive, West Lake Hills, Texas, cualquier día de semana que no sea día festivo para la Ciudad entre las 8:00 a.m. y las 5:00 p.m., y todas solicitudes dichas estarán en un formulario prescrito por el Código Electoral del Estado de Texas.

3. EL SORTEO

El orden en que se imprimirán los nombres de los candidatos en la boleta será determinado por un sorteo realizado por el Secretario Municipal como estipulado por el Código Electoral. Dicho sorteo será a las 1:00 p.m. el martes, 18 de febrero de 2025 en el Ayuntamiento en la Sala Consistorial.

4. EL PRECINTO ELECTORAL 364 Y EL LUGAR DE VOTACIÓN EL DÍA ELECTORAL

Toda la ciudad será el precinto electoral para dicha elección. La Ciudad designa el lugar de votación para el Precinto 364 designado por la División de Elecciones del Condado de Travis.

5. LOS ENCARGADOS ELECTORALES

Dyana Limon-Mercado, Secretario del Condado de Travis y oficial de la elección es designado para servir como oficial de la elección de la Ciudad, Oficial de votación anticipada regular y el Depositario Común de los Récords por recintos que pueda resultar afectado, para llevar a cabo las elecciones de la Ciudad el 3 de mayo de 2025. Secretario Municipal Terry Blanchard es designado para servir como Administrador de registros de la Ciudad.

El Condado nombrará a una persona para servir en la calidad del Juez Presidente para la Junta de Votación Adelantada quien nombrará a dos o más secretarios electorales y tal Juez y secretarios constituirán la Junta de Votación Adelantada y contarán y entregarán las boletas para la votación adelantada, y realizarán otras obligaciones expuestas de acuerdo con el Código Electoral.

6. LA VOTACIÓN ADELANTADA

Que la votación anticipada en dicha elección será designada por la División de Elecciones del Condado de Travis. Los pedidos para solicitudes de boletas que se votarán adelante por correo se deben enviar a: Travis County Clerk Elections Division, P.O. Box 149325, Austin, Texas 78714.

7. AVISO DE ELECCIÓN

El aviso de elección será dado por el Alcalde de acuerdo con los términos y provisiones del Código Electoral de Texas.

8. GENERAL

Dicha elección será celebrada de acuerdo con el Código Electoral de Texas, y solo los residentes de dicha Ciudad calificados para votar podrán votar en dicha elección. El Secretario Municipal/Encargado Electoral del Condado de Travis es autorizado y ordenado por la presente a proporcionar todos materiales electorales necesarios para realizar dicha elección. Se harán públicos los resultados de dicha elección lo antes posible después de que cierra la votación.

HECHO PÚBLICO Y APROBADO este, el 22 día de enero de 2025

James Vaughan, Alcalde

ATESTIGUADO:

Terry Blanchard, Secretario Municipal



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>January 22, 2025</u>	Item Number:	<u>5</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u>TBD</u>
Exhibits:	<u>Firewise Action Plan</u>	Source of Funds:	<u>TBD</u>

Subject

Discuss and consider direction to staff regarding the review and evaluation of unopened streets for supplemental emergency evacuation routes, staging equipment, fuel reduction, and other fire prevention measures.

Recommendation

Discuss and take appropriate action.

Discussion

The city of West Lake Hills has participated in the Firewise program for many years. Most recently, the City Council approved a new 3-year action plan. The plan is attached to this agenda item and is also posted on the city's [website](#). Among the first-year actions is to review and evaluate unopened streets for supplemental emergency evacuation routes, staging equipment, and fuel reduction.

Generally, these are corridors that may be publicly or privately owned but present opportunities for limited use and access where permanent access and connectivity, while beneficial, may not be supported.

As a result of this discussion, potential corridors will be identified for further analysis for implementation in effort to fulfill the objective to consider the opportunities presented by the various unopened corridors in and adjacent to the city limits.



FIREWISE USA®
RESIDENTS REDUCING WILDFIRE RISKS

2024



Firewise 3-Year Action Plan

CITY OF WEST LAKE HILLS

The **City of West Lake Hills, Texas (approximately 1100 households)** is located within the wildland urban interface (WUI) in Travis County. The city is served by Travis County Emergency Services District No. 9 (Westlake Fire Department). This proposed Firewise USA™ Site Community Wildfire Action Plan is consistent with the goals and recommendations of the Firewise Risk Assessment performed in 2023 by the Texas A&M Forest Service. The goal of the Plan is to continue to outreach, educate, and implement efforts to make West Lake Hills more fire resilient.

Timeline	Program	Description/Mitigation
Year 1 (2025)	Education & Outreach	1. Continue to expand and update our contact list of neighbors and increase participation in mass notification system platform 2. Implement city's participation in the State of Texas Emergency Assistance Registry (STEAR) program 3. Leverage community newsletter for appropriate Firewise messaging 4. Identify or develop on-line training, videos, and other resources to educate our residents about home hardening and fire smart landscaping 5. Establish resident leadership for each evacuation area (Chair and Vice Chair) 6. Conduct an annual neighborhood walk to assess wildfire safety progress in one-two evacuation zones. 7. Encourage residents to attend annual public safety day with emphasis on Firewise education and resources
	Home Hardening	1. Taking a home outward approach, reinforce with residents to reduce wildfire hazards found in Zone 0, the first 5 ft. around the house – establish appropriate graphics and literature to communicate these efforts. Firewise Landscaping, Firewise Plant List, Firewise Landscaping in Texas. 2. Continue to provide site assessment utilizing fire department fire prevention resources 3. Update life safety codes to 2021 and review applicable zoning and site development codes
	Fuel Reduction	1. Align vegetative debris management communications to property owners to better consider seasonal issues and oak wilt season. 2. Promote the annual supplemental green waste curbside pickup by TDS to reduce flammable vegetation 3. Continue to maintain tree canopy of public streets and city owned properties
	Evacuation Planning & Wildfire Preparedness	1. Hold an evacuation drill or simulation led by the Westlake Fire Department. 2. Review and evaluate unopened streets for supplemental emergency evacuation routes, staging equipment, and fuel reduction.

Timeline	Program	Description/Mitigation
Year 2 (2026)	Education & Outreach	1. Continue to expand and update our contact list of neighbors and increase participation in mass notification system platform 2. Maintain city's participation in the State of Texas Emergency Assistance Registry (STEAR) program 3. Convene identified community leadership in each evacuation area at least 1 meeting per year 4. Continue to leverage community newsletter for appropriate Firewise messaging 5. Update on-line training, videos, and other resources to educate our residents about home hardening and fire smart landscaping as needed 6. Conduct an annual neighborhood walk to assess wildfire safety progress in one-two evacuation zones. 7. Encourage residents to attend annual public safety day with emphasis on Firewise education and resources
	Home Hardening	1. Taking a home outward approach, reinforce with residents to reduce wildfire hazards found in Zone 0, the first 5 ft. around the house. 2. Continue to provide site assessment utilizing fire department fire prevention resources
	Fuel Reduction	1. Continue to hold and promote the annual supplemental green waste curbside pickup in our neighborhood to reduce flammable vegetation 2. Continue to maintain tree canopy of public streets and city owned properties
	Evacuation Planning & Wildfire Preparedness	1. Hold an evacuation drill or simulation led by the Westlake Fire Department. 2. Implement recommendations regarding unopened streets.

Timeline	Program	Description/Mitigation
Year 3 (2027)	Education & Outreach	1. Expand and update our contact list of neighbors and increase participation at least 2. Establish resident leadership for each evacuation area (Chair and Vice Chair) 3. Identify or develop on-line training, videos, and other resources to educate our residents about home hardening and fire smart landscaping 4. Conduct an annual neighborhood walk to assess wildfire safety progress in one-two evacuation zones. 5. Encourage residents to attend annual public safety day with emphasis on Firewise education and resources
	Home Hardening	1. Taking a home outward approach, work with residents to reduce wildfire hazards found in Zone 0, the first 5 ft. around the house – establish appropriate graphics and literature to communicate these efforts. 2. Continue to provide site assessment utilizing fire department fire prevention resources
	Fuel Reduction	1. Continue to hold and promote the annual supplemental green waste curbside pickup in our neighborhood to reduce flammable vegetation 2. Continue to maintain tree canopy of public streets and city owned properties
	Evacuation Planning & Wildfire Preparedness	1. Hold an evacuation drill or simulation led by the Westlake Fire Department. 2. Continue implementation of recommendations regarding unopened streets as needed.

Appendix:



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>January 22, 2025</u>	Item Number:	<u>6</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u>n/a</u>
	<u>Resolution</u>		
Exhibits:	<u>TDEM-202 Form</u>	Source of Funds:	<u>n/a</u>

Subject

Discuss and consider action to approve a resolution enrolling the City of West Lake Hills in the State of Texas Emergency Assistance Registry (STEAR) Program administered by the Texas Division of Emergency Management (TDEM); appointing a data custodian; and directing the city administration to promote the program amongst eligible residents.

Recommendation

Approval.

Discussion

Approving this resolution enables the city to join the STEAR program.

The STEAR program is a **free** registry that provides local emergency planners and emergency responders with additional information on the needs in their community. Texas communities use the registry information in different ways. Registering yourself in the STEAR registry DOES NOT guarantee that you will receive a specific service during an emergency.

The city's participation in this program will advance compliance efforts with legislation passed in 2021 (S.B. 968) that requires each city and county to adopt procedures for conducting wellness checks on medically fragile individuals during disasters in compliance with minimum standards established by the Texas Division of Emergency Management (TDEM). Tex. Gov't Code §418.256.

Per the program website, <https://www.tdem.texas.gov/response/state-of-texas-emergency-assistance-registry> West Lake Hills residents who are people with one or more of the following should enroll.

- People with disabilities
- People who are medically fragile
- People with access and functional needs such as:
- People who have limited mobility
- People who have communication barriers
- People who require additional medical assistance during an emergency event
- People who require transportation assistance

- People who require personal care assistance

Registration Methods:

- Registration methods include Register Online at [State of Texas Emergency Assistance Registry](#)
- Dial 2-1-1 or use your video telephone relay option of choice to contact [211](#) at 877-541-7905 (Texas Information Referral Network)

The appointment of a data custodian is an important aspect of the program's administration. The decision to grant an additional login is at the discretion of the Emergency Management Coordinator or Mayor. Staff recommends that Christine Thies / Thies Consulting be appointed to this role. Ms. Thies is providing GIS consulting services assisting the City as well as Travis County ESD No. 9.

Required Information to Register

- Name
- Address
- Phone Number
- Primary Language

Additional questions asked to capture vital information for local emergency planners and responders

- Emergency Contact Information
- Caregiver Information
- Pets
- Transportation assistance for home evacuation
- Communication Barriers
- Disability, Functional or Medical Needs

Registration is VOLUNTARY

Registering for STEAR doesn't guarantee registrant assistance in an emergency. By registering in STEAR the registrant is consenting to sharing your information with first responders and other state agencies during a disaster.

RESOLUTION NO. 2025-01-02

A RESOLUTION OF THE CITY OF WEST LAKE HILLS, TEXAS, ENROLLING IN THE STATE OF TEXAS EMERGENCY ASSISTANCE REGISTRY (STEAR) PROGRAM ADMINISTERED BY THE TEXAS DIVISION OF EMERGENCY MANAGEMENT (TDEM); APPOINTING A DATA CUSTODIAN; AND DIRECTING THE CITY ADMINISTRATION TO PROMOTE THE PROGRAM AMONGST ELIGIBLE RESIDENTS.

WHEREAS, the State of Texas Emergency Assistance Registry (STEAR) program, administered by the Texas Division of Emergency Management (TDEM), provides an important resource to assist local governments in identifying residents who may need special assistance during emergencies or disasters; and

WHEREAS, the STEAR program is a voluntary registry available to Texans with functional or access needs, including those with disabilities, medical needs, or other circumstances that may require additional assistance in the event of an emergency; and

WHEREAS, participation in the STEAR program will enhance the City of West Lake Hills' preparedness and response capabilities by improving coordination and communication with vulnerable residents during emergencies; and

WHEREAS, the City of West Lake Hills recognizes the importance of promoting awareness of the STEAR program and encouraging eligible residents to register in order to ensure their safety and well-being;

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

1. Enrollment in STEAR Program

The City of West Lake Hills hereby formally enrolls in the State of Texas Emergency Assistance Registry (STEAR) program administered by the Texas Division of Emergency Management (TDEM).

2. Appointment of Data Custodian

The City Council hereby appoints Christine Thies as the Data Custodian for the STEAR program. The Data Custodian shall be responsible for coordinating with TDEM, managing access to program data, and ensuring the confidentiality and appropriate use of all registry information in accordance with applicable laws and regulations.

3. Promotion of STEAR Program

The City Administration is directed to actively promote the STEAR program amongst eligible residents of the City of West Lake Hills through community outreach efforts, including but not limited to:

- Public announcements and educational materials.
- Social media campaigns and website updates.
- Collaboration with local organizations and service providers.
- Hosting informational sessions and workshops.

4. Severability

If any provision of this resolution or the application thereof to any person or circumstance is held to be invalid, the remainder of the resolution and the application of such provisions to other persons or circumstances shall not be affected.

5. Effective Date

This resolution shall take effect immediately upon its adoption.

PASSED & APPROVED this, the 22nd day of January 2025.

CITY OF WEST LAKE HILLS:

ATTEST:

James Vaughan, Mayor

Terry Blanchard, TRMC
City Secretary



State of Texas Emergency Assistance Registry (STEAR)

The State of Texas offers the option to register with the STEAR program, a free registry that provides local emergency management planners and responders with information related to your needs during an emergency.

Who Should Register?

- People with disabilities
- People who are medically fragile
- People with functional needs such as:
 - Limited mobility
 - Communication barriers
 - Require additional medical assistance during an emergency event
 - Require personal care assistance
- People who require transportation assistance



Scan to Register



Register online at
stear.texas.gov



Call 2-1-1 or use your video
phone relay option of choice

Registering in STEAR **DOES NOT** guarantee you will receive a specific service during emergencies.

Texas Division of Emergency Management

STEAR Data Custodian Appointment Form

Each city and county that decides to participate in the State of Texas Emergency Assistance Registry (STEAR) program should assign a data custodian to act as the point of contact for registrants and for TDEM. Data custodians may be assigned for each jurisdiction. Multiple jurisdictions may want to pool their resources and share a data custodian especially in more rural communities. Please note, if you assign more than one individual to this position, provide an appointment form for each individual.

Jurisdiction(s)

List all cities and county zip codes if data custodian will be responsible for more than one.

City of West Lake Hills
78746

Data Custodian Information

Name Christine Thies

Title GIS Consultant

Address 2400 Muirfield Cir, Austin, TX, 78747

Work Phone

Mobile Phone

Fax

512-731-1870

Email Address

cthies.ATX@gmail.com

☒ By checking this box, you agree to incorporate the use of STEAR data into your current emergency operations plan

By signing this document, you acknowledge that the STEAR database you are being provided access to contains private health information (PHI) and unauthorized use of this information is prohibited and protected by law. The information in the database will be used only for the purpose of planning for, responding to, and recovering from an emergency or disaster incident.

Christine Thies

1/15/2025

Signature of Data Custodian

Date

Printed Name of Local Approving Authority
(EMC, County Judge, or Mayor)

Signature of Local Approving Authority
(EMC, County Judge, or Mayor)

Be aware any information you provide may be subject to disclosure in accordance with the Texas Public Information Act (Chapter 552 of the Texas Government Code).

Please mail to:
Texas Division of Emergency Management
2883 Highway 71 E
PO Box 285
Del Valle TX 78617-9998
Attention: Samantha Fabian, STEAR Coordinator

Submit



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	January 22, 2025	Item Number:	7
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills, Director of Building & Development	Cost / Budget:	n/a
Exhibits:	Draft MS4 Stormwater Management Program	Source of Funds:	Public Works - Drainage

Subject

Conduct a public hearing to receive comments and consider action on the updated Stormwater Management Program (SWMP), to address Municipal Separate Storm Sewer System (MS4) requirements from the Texas Commission on Environmental Quality.

Recommendation

Open a public hearing to receive input from the public. Consider action to approval submittal of the 2025 Stormwater Management Program Plan.

Discussion

The City is required every five years to submit a new application and Stormwater Management Plan to the Texas Commission on Environmental Quality (TCEQ) for the TCEQ Phase II Small MS4 Program.

This program is a regulatory framework developed by TCEQ to address stormwater runoff and protect water quality in smaller municipal separate storm sewer systems (MS4s). This program is part of the federal National Pollutant Discharge Elimination System (NPDES) under the Clean Water Act. It applies to MS4s in urbanized areas with populations under 100,000. The program requires operators to develop and implement a Stormwater Management Program (SWMP) with controls designed to reduce pollutants to the maximum extent practicable (MEP).

Key requirements include six minimum control measures: public education and outreach, public involvement, illicit discharge detection and elimination, construction site runoff control, post-construction stormwater management, and pollution prevention for municipal operations. Compliance is achieved through permit applications, regular reporting, and adherence to Best Management Practices (BMPs). The program aims to mitigate stormwater pollution, enhance water quality, and ensure sustainable urban development.

Once the new SWMP is submitted, permittees must prepare and submit an Annual Report to TCEQ. This report includes a summary of activities completed under the Stormwater Management Program (SWMP), an evaluation

of the program's effectiveness, and a description of how the six minimum control measures were implemented. The report must provide specific information, such as the status of measurable goals, any changes made to the SWMP, and public education or involvement activities conducted. Additionally, the MS4 must include data on inspections, monitoring results, and any enforcement actions taken. If challenges or delays occurred, they must be explained along with plans for addressing them. The report is typically submitted within 90 days after the end of the permit year, ensuring transparency and accountability for protecting water quality.

The city engineering team of Walter P. Moore has created a draft plan that addresses the required program information (Attachment 1). The plan includes policies and procedures, most of which are already in place and implemented by staff. One future action item is the adoption of ordinance requirements for the MS4, which will need to be completed over the next year. The city has many of these requirements throughout the Code of Ordinances/Drainage and Erosion Control Manual and this adoption will streamline these requirements in the code.

The previous SWMP from the city was submitted to TCEQ in 2019 (Attachment 2). Information on stormwater pollution education and awareness is posted on the city's website:

<https://www.westlakehills.org/228/Stormwater-Pollution-Education-and-Aware>

City of West Lake Hills

TCEQ RG-646 Stormwater Management Plan Phase II (small) Level 1

January 17, 2025

MS4 Name:.....City of West Lake Hills
 Address:.....911 Westlake Dr., West Lake Hills, TX 78746
 CN:.....CN600685515
 Contact Name:.....Jordan Word
 Contact Information:..jword@westlakehills.gov

Table of Contents

Definitions:.....	4
Overview	4
MCM 1 Public Education and Outreach	5
Target Audience and Pollutants.....	5
Public Education and Outreach BMP	5
MCM 2 Public Involvement and Participation	7
MCM 3: Illicit Discharge Detection and Elimination (IDDE).....	8
MS4 Map	8
IDDE Education and Training	8
Public Reporting of Illicit Discharges and Spills.....	8
IDDE Response Procedure	9
Source Investigation and Elimination.....	9
IDDE Inspection	9
On-Site Sewage Facilities (OSSF) Procedures	10
MCM 4: Construction Site Stormwater Runoff Control	11
Stormwater Control Program	11
Construction Site Plan Review Procedure: Instructions	11
Construction Site Inspections and Enforcement Procedure:	12
Construction Site Inspections and Enforcement Reports:	12
Information Submitted by the Public: Instructions.....	13
MS4 Staff Training: Instructions.....	13
MCM 5 Post Construction Stormwater Management in new development and redevelopment	15
Post-Construction Stormwater Management Program	15
Enforcement Records	15
Long-Term Maintenance of Post-Construction Stormwater Control Measures	16
MCM 6: Pollution Prevention and Good Housekeeping for Municipal Operations	17
Appendix A – MS4 Map.....	19

Appendix B - IDDE Education and Training: Worksheet	20
Appendix C - Public Reporting of Illicit Discharges and Spills Worksheet	22
Appendix D - IDDE Response Procedure Worksheet	24
Appendix E - Source Investigation and Elimination Worksheet	26
Appendix F - IDDE Inspection Procedures Worksheet	28
Appendix G - IDDE Inspection Worksheet	30
Appendix H - On-Site Sewage Facilities (OSSFs) Procedures Worksheet.....	32
Appendix I - Stormwater Management Ordinance	34
Appendix J - Construction Site Plan Review Procedures Worksheet	36
Appendix K - Construction Site Inspections and Enforcement Procedures Worksheet	38
Appendix L - Construction Site Inspection Report Worksheet	40
Appendix M - Information Submitted by the Public, Procedure Worksheet.....	42
Appendix N - MS4 Staff Training Log Sheet	44
Appendix O - Enforcement Records Standard Operating Procedure.....	46
Appendix P - Long Term Maintenance of Post-Construction Stormwater Control Measures	48
Appendix Q - MS4-Owned Facilities and Control Inventory Worksheet.....	50
Appendix R - MS4 Staff Training Log Sheet	53
Appendix S - Contractor Oversight Procedures Worksheet	55

Definitions:

- Minimum Control Measure (MCM)
- Maximum Extent Practicable (MEP)
- TPDES CGP TXR150000

Overview

- WLH's is a Phase II, Level 1 MS4.
- WLH's discharges to Lake Austin which is not an impaired water body, and is therefore not required to have benchmarks associated with target pollutants of concern.
- Per Section D WLHs shall develop implement and maintain a SWMP that includes MSMs 1-6.
- Discharge to the Edwards Aquifer Discharge Zone - The permittee's TCEQ approved WPAPs that are required by the Edwards Aquifer Rule must be referenced in the SWMP. Additional TCEQ approved WPAPs received after the SWMP submittal must be recorded in the annual report required by this general permit for each respective permit year. For discharges originating from the small MS4 permitted area and located on or within ten stream miles upstream of the Edwards Aquifer recharge zone, applicants must also submit a copy of the MS4 Notice of Intent (NOI) to the appropriate TCEQ Regional Office with each WPAP application.

Still Need

- Map of infrastructure
- SOP for MS4 record keeping
- SOP for IDDE response
- Training for 2024/2025

Schedule

- City Council meeting January 22, 2025
- Submittal to TCEQ Feb 11, 2025

MCM 1 Public Education and Outreach

TXR040000, Part III and Part IV, Section D.1

The City of West Lake Hills has implemented a public education and outreach program to share educational materials with the community. Education materials include the impacts of stormwater discharges on water bodies and steps the public can take to reduce pollutants in stormwater runoff.

West Lake Hills does not discharge to an impaired body of water; therefore, pollutants of concern do not need to be benchmarked or monitored. WLH will check annually, in preparation of the annual report whether an impaired water body has been added to the latest EPA approved CWA List and update the plan accordingly.

Target Audience and Pollutants

TXR040000, Part III and Part IV, Section D.1.a.1-2

Target Appropriate Audiences for Education and Outreach Programs

WLH's is a Level 1 MS4 and additional target audiences are not required. WLH does not discharge to an impaired water body and is not required to have measurable goals. As a small MS4, WLH's shall have a minimum of one target pollutant for each target audience

West Lake Hills will address contractors, local businesses, and residents for the following pollutants and sources.

Target Audience and Pollutants Worksheet	
Year: 2025	
Target Audience	Target Pollutants and Sources
Residents	Pet waste
Residents	Grass clippings
Residents	Illegal dumping
Residents and local businesses	Failing septic systems
Restaurants	Grease and oil

Public Education and Outreach BMP

TXR040000, Part III and Part IV, Section D.1.a.3

- WLH will post its SWMP on its public website within 30 days of the NOI approval date
- WLH will post the annual report no later than 30 days after the due date.
- The required number of BMPs for WLH is three.

Public Education and Outreach BMP Worksheet			
Year: 2025			
BMP/Activity	Target Audience	Target Pollutant	Measurable Goal
Information on the City's website	Residents	Pet waste	Maintain webpage with accurate information • Check links quarterly • Update quarterly
	Residents	Grass clippings	
	Residents	Illegal dumping	
	Residents and local businesses	Failing septic systems	
	Restaurants	Grease and oil	
Social media posts, social media campaign	Residents	Pet waste	Post quarterly on Facebook, LinkedIn
	Residents	Grass clippings	
	Residents	Illegal dumping	
	Residents and local businesses	Failing septic systems	
	Restaurants	Grease and oil	
Publish articles in news letter	Residents	Pet waste	Publish one article per each target pollutant each year
	Residents	Grass clippings	
	Residents	Illegal dumping	
	Residents and local businesses	Failing septic systems	
	Restaurants	Grease and oil	

Updates and Recordkeeping

WLH will review public education and outreach efforts quarterly. WLH will keep records of education and outreach efforts to show compliance with measurable BMP goals for each year of the permit term.

MCM 2 Public Involvement and Participation

TXR040000, Part III and Part IV, Section D.1.a.3

WLH will involve the public to achieve compliance with this permit by creating opportunities that are coordinated by citizen groups.

- The required number of BMPs for WLH is two.

Public Involvement and Participation: Worksheet	
Year: 2025	
Activity/BMP	Target Pollutants and Sources
MS4 area-wide stormwater survey for input on program implementation	Provide one public survey annually. Link to survey to be provided on the website, and included in the newsletter
Public input meeting	Add to City council agenda annually to provide an update of the progress of the MS4 and to receive input from the public. Posting of meeting will be on website, and in newsletter

MCM 3: Illicit Discharge Detection and Elimination (IDDE)

TXR040000, Part III and Part IV, Section D.3

The City of West Lake Hills has implemented and program to investigate, detect and eliminate illicit discharges. This plan also includes non-stormwater discharges, including illegal dumping. The municipal court works with the public works department to enforce the program.

MS4 Map

TXR040000, Part IV, Section D.3.c.1

Reference Appendix A for the MS4 Map.

IDDE Education and Training

TXR040000, Part IV, Section D.3.c.2

WLHs will conduct a minimum of one training session annually for all field staff that may encounter or observe illicit discharges, illegal dumping or illicit connections. Training will cover:

- MS4 Permit Requirements
- Emergency Response Contact Information

Training will be provided in one of the following methods:

- In-person presentation
- Training video
- Training material to read
- other

Reference Appendix B for IDDE Education and Training Worksheet.

Public Reporting of Illicit Discharges and Spills

TXR040000, Part IV, Section D.3.c.3

WLHs will develop and maintain a public reporting method for the public to report illicit discharges, illegal dumping or water quality impacts associated with discharges into or from the City limits. The reporting program will include the following:

- Minimum of one reporting mechanism-maintained year-round. This will be maintained on the City's website.
- Reporting system will be publicized a minimum of two times a year through the website and newsletter.

Reference Appendix C for Public Reporting of Illicit Discharges and Spills Worksheet.

IDDE Response Procedure

TXR040000, Part IV, Section D.3.c.4

WLHs has developed and maintains procedures for responding to illicit discharges and illegal dumping. The procedure is currently being updated to ensure it includes the following:

- Respond to 100% of known illicit discharges and illegal dumping incidents each year
- Investigate sources
- Respond to 100% of sanitary sewer discharges within 24 hours
- Notify TCEQ immediately of 100% of illicit flows believed to be an immediate threat to human health or the environment throughout the permit term.

Reference Appendix D for IDDE Response Procedure Worksheet.

Source Investigation and Elimination

TXR040000, Part IV, Section D.3.c.5

When becoming aware of an illicit discharge or illegal dumping, WLHs will

- conduct an investigation to identify and locate the source of such illicit discharge or illegal dumping (within 24 hours)
- prioritize the investigation of discharges based on relative risk of pollution.
- notify TCEQ immediately upon becoming aware of the occurrence of any illicit flows believed to be an immediate threat to human health or the environment.
- complete an investigation worksheet for every investigation
- notify responsible party and require them to perform all necessary corrective actions.
- track all investigations and document, at a minimum, the date(s) the illicit discharge or illegal dumping was observed; the results of the investigation; any follow-up of the investigation; and the date the investigation was closed.

See Appendix E for Source Investigation and Elimination Worksheet

IDDE Inspection

TXR040000, Part IV, Section D.3.c.6

WLH has an inspection worksheet that is used for inspections. This form will be reviewed annually to address changes and make improvements. The inspection form at a minimum shall include the following:

- Date the complaint was received.
- Date and time the inspection was started.
- If inspection is the initial or follow up inspection.
- Location.
- If active discharges were observed during the inspection. Y/N
 - If Y update the original complaint with discharge information.
- If corrective action or follow-up inspections are needed. Y/N
 - If Y update the original complaint with corrective action or follow-up inspections if needed.

Reference Appendix F for IDDE Inspection Procedures Worksheet

On-Site Sewage Facilities (OSSF) Procedures

TXR040000, Part III, Section A.5.b and Part IV, Section D.3.a.1.h

WLH has procedures in place to keep track of OSSF's in service and abandonment procedures for taking them out of service. WLH's also updates the inventory of OSSF's each year and has required maintenance procedures for all OSSF's.

The OSSFs procedure includes at a minimum:

- Procedures to screen 20% of the MS4 area annually to identify failing OSSFs.
- Maintain an inventory of 100% of the identified OSSFs and their status each year.
- Address 100% of failing OSSFs each year by requiring the responsible party to perform all necessary corrective actions to eliminate the illicit discharge.
- Investigate and address 100% of OSSF complaints identified through the public reporting mechanism implemented by the MS4 each year.

Reference Appendix F for IDDE Inspection Procedures Worksheet

Updates and Recordkeeping

WLH will review worksheets annually and will make adjustments/improvements to procedures where applicable. All updates will record revision dates throughout the permit term. Document revision date and file name will be included in the footer of all documents.

Training program materials and attendance lists will be maintained onsite and made available to the TCEQ.

Publicize public reporting mechanism two times per year via website and newsletter. Develop a tracking system to estimate what percentage of the intended audience is reached.

Illicit discharge response procedures will be reviewed and updated annually.

Keep records of inspections in response to complaints

Maintain inventory of OSSFs, permit compliance and investigations identified through the public reporting mechanism

MCM 4: Construction Site Stormwater Runoff Control

TXR040000, Part IV, Section D.4

WLHs has developed and implement a permitting program to enforce operators of small and large construction activities to select, install, implement, and maintain stormwater control measures that prevent illicit discharges to the MEP. The program includes the following:

- Development and implementation of an ordinance (Ordinance to be adopted in 2025)
- Sanctions to ensure compliance through the municipal court system.
- Permit requiring construction site operators implement appropriate erosion and sediment control BMPs.
- Procedures for processing information submitted by the public
- Identified MS4 staff
- Prohibited discharges without appropriate BMPs
 - Concrete washout
 - Stucco washout
 - Paint washout
 - Other construction materials
 - Fuels, oils
 - Soaps or solvents
 - Dewatering activities

Stormwater Control Program

TXR040000, Part IV, Section D.4

Develop and maintain City Ordinance

WLHs will begin with the TCEQ template and work with City leadership to develop an ordinance in alignment with their stormwater management plan and permitting process.

Reference Appendix G for draft Ordinance to support the stormwater management program.

City Ordinance Number: TBD June 2025

Construction Site Plan Review Procedure: Instructions

TXR040000, Part IV, Section D.4.b.3

Implement Site Plan Review Procedures

WLHs has developed and maintains a permitting process for reviewing construction site plans. At a minimum the process includes the following:

- Define which plans will need review and when an operator can begin construction.
- Consideration of potential water quality impacts.

- Site-specific construction site control measures that meet the requirements of *TPDES CGP TXR150000*.
- Requirements to allow for the acceptance of a plan, such as a stormwater pollution prevention plan (SWP3), that has been developed pursuant to the *TPDES CGP, TXR150000*.

Reference Appendix ? for construction Site Plan Review Procedure Worksheet

Construction Site Inspections and Enforcement Procedure:

TXR040000, Part IV, Section D.4.b.4

WLHs has developed and maintains procedures for inspecting active construction projects. At a minimum the procedures will include the following:

- Conduct inspections of at least 80% of active construction sites annually.
- Inspect site factors that may impact water quality, such as:
 - Site slope and soil erosion potential.
 - Project size and type.
 - Proximity to and the sensitivity of receiving water bodies.
 - Non-stormwater discharges.
 - Past record of non-compliance by construction site operators.
- Inspections of construction sites shall evaluate the following:
 - Site CGP TXR150000 coverage.
 - Stormwater control measures implementation and maintenance.
 - Compliance with MS4 ordinance(s) and other regulations.

Reference Appendix ? for Construction Site Inspections and Enforcement Procedures Worksheet

Construction Site Inspections and Enforcement Reports:

TXR040000, Part IV, Section D.4.b.4

WLHs construction inspection and enforcement reports shall at a minimum include the following:

- Following a construction site inspection, inspector(s) shall provide a written or electronic inspection report to the site operator(s).
- Based on inspection findings, WLHs shall take all necessary follow-up actions to ensure compliance with permit requirements and the SWMP.
- Follow-up inspections and enforcement actions must be tracked, and records must be maintained for review by TCEQ when requested.

Provide contact information below.

Local Authority Name: City of West Lake Hills

Contact Information: Jordan Wood, Building Official

Reference Appendix ? for Construction Site Inspections and Enforcement Report Worksheet

Information Submitted by the Public: Instructions

TXR040000, Part IV, Section D.4.b.5

WLHs has developed and implemented a process for receiving and considering information submitted by the public related to construction site concerns through their webpage.

Review and update procedures at least once annually to address changes and make improvements to the procedures if necessary.

MS4 Staff Training: Instructions

TXR040000, Part IV, Section D.4.b.6

WLHs shall ensure that all staff whose primary job duties are related to implementing the construction stormwater program (including permitting, plan review, construction site inspections, and enforcement) are informed or trained to conduct these activities. The training may be conducted by MS4 staff or by outside trainers and will include the following parameters:

- Conduct at least one training annually for 100% of all MS4 staff whose primary job duties are related to implementing the construction stormwater program.
- Training may be conducted in person or using self-paced training materials, such as videos or reading materials.

covered, and note whether the training is:

- An in-person presentation,
- A training video,
- Training material to read, or
- Some other type of training.

Have attendees print their name, title, and signature on the attendance log sheet. Keep records of attendance for review by TCEQ when requested.

Updates and Recordkeeping

- Review and update city ordinance and other regulatory mechanisms annually
- Review and update stormwater runoff control program and procedures annually
- Review and update site plan review procedures annually to address changes and make improvements to the procedures if necessary.
- Review and update inspection procedures at least once annually to address changes and make improvements to the procedures if necessary.
- Review and update public reporting procedures at least once annually to address changes and make improvements to the procedures if necessary.

- Document Training Activities in log to document training activities. Record the training date, topics covered, and how training was conducted. Keep records of attendance for review by TCEQ if requested.
-

MCM 5 Post Construction Stormwater Management in new development and redevelopment

TXR040000, Part IV, Section D.5

Includes:

- Post-Construction Stormwater Management Program (see page 55)
- Enforcement Records (see page 56)
- Long-Term Maintenance of Post-Construction Stormwater Control Measures (see page 57)

WLHs has developed and implemented and enforce a program to control stormwater discharges from new development and redeveloped sites for projects that disturb one acre or more. This includes projects that disturb less than one acre that are part of a larger common plan of development. The programs shall include at a minimum the following:

- The program must be established for private and public development sites.
- The program may utilize an offsite mitigation and payment plan in lieu of necessitating components to address this requirement.

Post-Construction Stormwater Management Program

TXR040000, Part IV, Section D.5.a.2

WLH will adopt an ordinance to address post-construction runoff from new development and redevelopment projects. The ordinance shall establish the following:

- An enforce a requirement that owners or operators of new development and redeveloped sites must design, install, implement, and maintain a combination of structural and non-structural BMPs appropriate for the community and protective of water quality.
- If the construction of permanent structures is not feasible due to space limitations, health and safety concerns, cost effectiveness, or highway construction codes, WLHs may propose an alternative approach to TCEQ.

City Ordinance Number(s): TBD June 2025

Reference Appendix ? for draft of proposed ordinance

Enforcement Records

TXR040000, Part IV, Section D.5.b.1

WLHs shall document and maintain records of enforcement actions and make them available for review by TCEQ when requested.

Long-Term Maintenance of Post-Construction Stormwater Control Measures

TXR040000, Part IV, Section D.5.b.2

WLHs will create an operation and maintenance plan for long-term structural stormwater control measures. This plan at a minimum will include the following:

- Long-term operation and maintenance of structural stormwater control measures addressed by:
 - Maintenance performed by WLHs (see Part IV.D.6 of the permit and MCM 6).
 - Maintenance performed by the owner or operator of a new development or redeveloped site under a maintenance plan.

If maintenance is performed by the owner or operator of a construction site, they must develop and implement a plan to address maintenance requirements for any structural control measures installed on-site.

All maintenance performed should be documented and retained on-site (e.g., the offices of the site owner or operator) and be made available for review by your operator or TCEQ within 24 hours of a request.

Reference Appendix ? for Long-Term Maintenance of Post-Construction Stormwater Control Measures Worksheet

Updates and Recordkeeping

- Review each MCM 5 section for updates as stated in the permit. Print out additional worksheets as needed.
- Review and update ordinances or other regulatory mechanisms at least once during the permit term to address changes and make improvements to ordinances if necessary.
- Maintain records of 100% of enforcement actions taken each year and make the records available to TCEQ for review within 24 hours of a request.
- Maintain long-term maintenance agreements at the City and make available for review by your operator or TCEQ within 24 hours of a request.
-

MCM 6: Pollution Prevention and Good Housekeeping for Municipal Operations

TXR040000, Part IV, Section D.6

Appendix A – MS4 Map

Appendix B - IDDE Education and Training: Worksheet

IDDE Education and Training: Worksheet

Employee Training Date: _____

Training Topics	Covered Y/N
Ms4 Permit Requirements	
Emergency Response Contact Information	
Construction stormwater program	
Pollution Prevention and Good Housekeeping	

How was training Provided?

- ☐ Live Presentation
☐ Recorded Videos
☐ Reading Material
☐ Other _____

Training Attendance Log

[illegible]

Appendix C - Public Reporting of Illicit Discharges and Spills Worksheet

Public Reporting of Illicit Discharges and Spills Worksheet

Year: 2025

Dates Available: January 1 – December 31, 2025

MS4's public reporting method(s)

- ☐ Hotline
- ☒ Webpage
- ☐ Posted Sign(s)
- ☐ Pamphlets
- ☒ Other Newsletter

What method(s) did you use to publicize your reporting mechanisms?

- City newsletter and website

What dates did you publicize your reporting mechanisms?

- June and December newsletter

What kind of tracking system will your MS4 use to estimate BMP Effectiveness?

- WLH will include this question in annual survey

Appendix D - IDDE Response Procedure Worksheet

IDDE Response Procedure Worksheet

Date Last Revised: January 15, 2025

Emergency Response Contact Information	
Contact Name	Phone Number
Jordan Word	(512) 610-6827
Jennifer Bills	(512) 610-6838

How will your MS4 monitor for complaints regarding illicit discharges?

- Through the website notification process
- Through phone calls

How will your MS4 respond to illicit discharges, illegal dumping, and spills?

- Sight visit within 24 hours of notification.
- Electronic completion of IDDE Inspection Procedures Worksheet.
- Electronic completion of Source Investigation and Elimination Worksheet.
- All incidents will be tracked on a spreadsheet with any necessary follow up actions scheduled,
- WLHs will work with municipal court if enforcement is necessary.

Appendix E - Source Investigation and Elimination Worksheet

Source Investigation and Elimination Worksheet

Open investigation date and time: _____

Initial or Follow-up Investigation: _____

Location of investigation: _____

Name of investigator(s): _____

Priority of illicit discharge:

- ☐ Low
- ☐ Medium
- ☐ High

Close investigation date and time: _____

What was the source of the illicit discharge or illegal dumping?

Did you observe an active discharge during your visit? ☐ Yes (describe below) ☐ No

Investigation findings:

Are any corrective actions needed? ☐ Yes (describe below) ☐ No

Will any other agency or TCEQ regional office need to be contacted?

☐ Yes (describe below) ☐ No

Will a follow-up investigation be conducted? ☐ Yes (describe below) ☐ No

Follow-up investigation Date: _____

Appendix F - IDDE Inspection Procedures Worksheet

IDDE Inspection Procedures Worksheet

Date Last Revised: January 15, 2025

How will your MS4 conduct IDDE inspections in response to complaints?

- WLHs will respond to complaints and notifications within 24 hours of receipt by making a site visit to assess the situation.
- WLHs will electronically complete the IDDE inspection worksheet for each inspection.

How will your MS4 prioritize inspections?

- Prioritization will be based on the following:
 - Ability to contain and clean up discharge
 - Severity of the discharge.
 - Risk of impacts to a body of water.
 - Risk of impacts to an environmentally sensitive feature.

What are the criteria that initiate a follow-up inspection?

- Follow-up inspections will be determined by the following criteria:
 - If the answer is no to any of the following criteria a follow-up inspection will be required:
 - Was discharge completely cleaned up during site inspection? ☐ Yes ☐ No
 - Was the cause of the discharge stabilized or removed from the site? ☐ Yes ☐ No
 - Is enforcement required? ☐ Yes ☐ No
 - Is the inspector confident that additional discharges will not happen at the site? ☐ Yes ☐ No

How will your MS4 ensure that corrective action has been taken?

- Perform follow-up site inspections.
- Utilize enforcement procedures when entity causing the discharge is not being responsive.
- Conduct educational campaigns about illicit discharges on the website and in the newsletter.

Appendix G - IDDE Inspection Worksheet

IDDE Inspection Worksheet

Date and time complaint received: _____

Open inspection date and time: _____

Initial or follow-up investigation: _____

Location of inspection: _____

Name of investigator(s): _____

Priority of illicit discharge:

- ☐ Low
- ☐ Medium
- ☐ High

Close inspection date and time: _____

Complaint Information

Complaint Name: _____

Did you observe an active discharge during your visit? ☐ Yes (describe below) ☐ No

Inspection findings:

Are any corrective actions needed? ☐ Yes (describe below) ☐ No

Additional notes:

Will a follow-up inspection be required? ☐ Yes (describe below) ☐ No

Follow-up inspection date: _____

Appendix H - On-Site Sewage Facilities (OSSFs) Procedures Worksheet

On-Site Sewage Facilities (OSSFs) Procedures Worksheet

How will OSSFs in your MS4 area be identified and tracked?

The OSSFs located within the City limits are tracked by the following methods:

- All OSSFs are permitted through the City
- The City maintains a spreadsheet tracking the status of the permit and is reviewed quarterly to ensure all permits are up to date.

How will your MS4 address failing OSSFs?

- Through the permit process all OSSFs located in the Edwards Aquifer Recharge zone are pumped and inspected one every three years by a licensed sanitarian.
- Through the permit process all other OSSFs within the City limits are pumped and inspected once every 5 years by a licensed sanitarian.

Appendix I - Stormwater Management Ordinance

City Ordinance Number: Currently Draft to be reviewed and adopted by June 2025

Appendix J - Construction Site Plan Review Procedures Worksheet

Construction Site Plan Review Procedures Worksheet

Date last revised: January 15, 2025

How will your MS4 review construction site plans?

- Construction site plans are submitted through my permit now for permit review.
- Temporary and permanent BMPs and erosion control plan(s) are reviewed and approved prior to permit approval.
- Construction can begin once the permit is approved, a pre-construction meeting has been held, and all BMPs are in compliance with the permit.

Who will review construction site plans?

- City staff and City Engineer

What is your MS4s criteria for approving a construction site plan?

- Permit drawings must comply with the following:
 - WLH Drainage and Erosion Control Manual (DECMD),
 - WLH current City Code and ordinances.
 - TCEQ rules and regulations.
- Permitting time frames and/or expiration follow IBC/IRC: A permit issued expires if work is not started within 180 days.

How will your MS4 decide when an operator can begin construction?

- Once the pre-construction meeting is held, and erosion controls are in place and in compliance with all rules and regulations.
- Contractor has 180 days to schedule a pre-construction meeting and begin construction before permit expires.

Appendix K - Construction Site Inspections and Enforcement Procedures Worksheet

Construction Site Inspections and Enforcement Procedures Worksheet

Date last revised: January 15, 2025

What causes a construction site inspection?

- First inspection is completed at the pre-con to ensure all erosion control measures are in place.
- 5 random projects within the MS4 that are under construction are visited per week.
- All active construction projects are inspected after rainfall events to ensure erosion control measures are being maintained.
- Site inspections are done when the public reports illicit discharges from a site.

What does your MS4 need to do before an inspection occurs?

- WLHs is currently developing a standard operation procedures (SOP) document that outlines the inspection and enforcement requirements.
- Site inspector will secure a set of permitted plans.
- Site inspector will bring an electronic tablet or hard copy of the Construction Site Inspection Report form

What criteria are inspected during construction site inspections?

- Review of erosion and sediment controls to ensure BMPs are installed according to approved plans, specifications.
- Inspect for any illicit discharge leaving the site.
- Complete site inspection checklist.
- Site inspection form and checklist that is filled out during the site inspection is uploaded the same day to the my permit now website for the owner and contractor to review.

What leads to enforcement from an inspection?

- If during the site visit a code violation is observed, there is a code enforcement checklist that is filled out and submitted through my permit now immediately.
- A verbal and written warning (work order) is issued to the contractor/owner to fix the issue as soon as possible.
- If the issue is not fixed within the agreed time frame based on the gravity of the violation, a stop work order is issued and potential citations are given if the work order is ignored, or issues are not properly brought back into compliance.

What does your MS4 do for post-inspection follow-up?

- Currently using My Permit Now for issuing follow-up inspections.
- WLHs is currently developing a standard operation procedures (SOP) document that outlines the maintenance requirements and proper documentation for post inspection follow-up.

Appendix L - Construction Site Inspection Report Worksheet

Construction Site Inspection Report Worksheet

Inspection date: _____

Name of inspector(s): _____

Site name: _____

TPDES permit number: _____

Site contact name: _____

Site contact information: _____

Does the site have active CGP TXR150000 coverage? ☐ Yes ☐ No

If no, were site operator(s) notified that they need to obtain CGP TXR150000 coverage?
☐ Yes ☐ No

Have stormwater control measures been properly implemented and maintained?
☐ Yes ☐ No (describe below)

Does the site comply with MS4 ordinance and other applicable regulations?
☐ Yes ☐ No (describe below)

General site notes:

Is a follow-up inspection required?
☐ Yes (describe below) ☐ No

Is enforcement required?
☐ Yes (describe below) ☐ No

Appendix M - Information Submitted by the Public, Procedure Worksheet

Information Submitted by the Public, Procedure Worksheet

Date last revised: January 15, 2025

How will your MS4 receive information submitted by the public?

- ☐ Hotline:
- ☒ Webpage:
- ☐ Posted Sign(s):
- ☐ Pamphlets:
- ☒ Other: Phone call

How will your MS4 review information submitted by the public?

- Call information will be logged into a data base.
- Forms completed o the webpage will automatically be entered in the data base.
- Once information is received a site inspection will take place within 24 hours.

Appendix N - MS4 Staff Training Log Sheet

MS4 Staff Training Log Sheet

Employee Training Date:_____

Training Topics	Covered Y/N
Ms4 Permit Requirements	
Emergency Response Contact Information	

How was training Provided?

- ☐ Live Presentation
☐ Recorded Videos
☐ Reading Material
☐ Other _____

Training Attendance Log

[illegible]

Appendix O - Enforcement Records Standard Operating Procedure

Enforcement Records Standard Operating Procedure

Currently tracking enforcement with an excel spreadsheet. Currently developing a Standard Operating Procedure to streamline this process.

Appendix P - Long Term Maintenance of Post-Construction Stormwater Control Measures

Long Term Maintenance of Post-Construction Stormwater Control Measures

Site name: _____

Site address: _____

Site contact: _____

Site contact information: _____

Will post-construction stormwater control measures be maintained by your MS4 or by the site's owners or operators?

- ☐ MS4 Operator
- ☐ Construction site operators
- ☐ Combination of both

If maintenance is performed by the construction site owner or operator:

- Has a maintenance plan been developed and implemented?
☐ Yes ☐ No
- Is the maintenance plan filed in the real property records of the proper county?
☒ Yes ☐ No
- Are maintenance operations documented and retained on-site for review by the MS4?
☐ Yes ☐ No

Appendix Q - MS4-Owned Facilities and Control Inventory Worksheet

MS4-Owned Facilities and Control Inventory Worksheet

Facility name:	Village Lift Station
TPDES Permit Number:	
Registration Number:	RN11106506314
Authorization:	City of Austin
Facility Address:	701 1/2 S Capital of Texas Hwy, Austin, TX 78733
Stormwater controls:	

Facility name:	Westbank Lift Station
TPDES Permit Number:	
Registration Number:	RN11106506314
Authorization:	City of Austin
Facility Address:	3200 1/2 Bee Caves Rd, Austin, TX 78746
Stormwater controls:	

Facility name:	
TPDES Permit Number:	
Registration Number:	
Authorization:	
Facility Address:	
Stormwater controls:	

Facility name:	Rocky River Lift Station
TPDES Permit Number:	
Registration Number:	RN11106506314
Authorization:	City of Austin
Facility Address:	444 Rocky River Rd. Austin, TX 78733
Stormwater controls:	

Facility name:	Belmont Village Lift Station
TPDES Permit Number:	
Registration Number:	RN11106506314 - City of Westlake hills
Authorization:	City of Austin
Facility Address:	4310 Bee Caves Rd, Westlake Hills, TX, 78746
Stormwater controls:	

Facility name:	Reveille Retention Pond
TPDES Permit Number:	
Registration Number:	TWC Well Identification #: CF-0051902
Authorization:	Texas Water Commission (TWC)
Facility Address:	109 Reveille Rd, Westlake Hills, TX, 78746

Stormwater controls:	109 Reveille Rd, Westlake Hills, TX, 78746
----------------------	--

MS4-Owned Facilities and Control Inventory Worksheet. continued

Facility name:	City Hall Office
TPDES Permit Number:	N/A
Registration Number:	N/A
Authorization:	N/A
Facility Address:	911 Westlake Drive, West Lake Hills, TX 78746
Stormwater controls:	

Facility name:	
TPDES Permit Number:	
Registration Number:	
Authorization:	
Facility Address:	
Stormwater controls:	

Facility name:	
TPDES Permit Number:	
Registration Number:	
Authorization:	
Facility Address:	
Stormwater controls:	

Facility name:	
TPDES Permit Number:	
Registration Number:	
Authorization:	
Facility Address:	
Stormwater controls:	

Facility name:	
TPDES Permit Number:	
Registration Number:	
Authorization:	
Facility Address:	
Stormwater controls:	

Facility name:	
TPDES Permit Number:	
Registration Number:	
Authorization:	
Facility Address:	
Stormwater controls:	

Appendix R - MS4 Staff Training Log Sheet

MS4 Staff Training Log Sheet

Employee Training Date: _____

Training Topics	Covered Y/N
Ms4 Permit Requirements	
Emergency Response Contact Information	
Construction stormwater program	
Pollution Prevention and Good Housekeeping	

How was training Provided?

- ☐ Live Presentation
☐ Recorded Videos
☐ Reading Material
☐ Other _____

Training Attendance Log

[illegible]

Appendix S - Contractor Oversight Procedures Worksheet

Contractor Oversight Procedures Worksheet

Date Last Revised: January 15, 2024

How will you ensure that contractors are using appropriate stormwater control measures?

How will you ensure that contractors are using appropriate standard operating procedures?

CITY OF WEST LAKE HILLS

STORM WATER MANAGEMENT PLAN

PREPARED FOR:

CITY OF WEST LAKE HILLS
911 WESTLAKE DRIVE
WEST LAKE HILLS, TX 78746



PREPARED BY



JULY 2019

CITY OF WEST LAKE HILLS STORM WATER MANAGEMENT PLAN (DRAFT)

Prepared For:

City of West Lake Hills
911 Westlake Drive
West Lake Hills, TX 78746

Prepared by:

K Friese + Associates, Inc.
1120 S Capital of Texas Highway
CityView 2, Suite 100
Austin, Texas 78746
Firm No: F-6535

July 2019

TABLE OF CONTENTS

1	INTRODUCTION	5
1.1	BACKGROUND	5
1.2	CITY OF WEST LAKE HILLS INFORMATION.....	5
1.3	DISCHARGES TO THE EDWARDS AQUIFER RECHARGE ZONE.....	5
1.4	OTHER ENTITIES ASSISTING WITH SWMP PREPARATION	5
1.5	SUMMARY OF THE STORM WATER MANAGEMENT PROGRAM.....	5
1.5.1	Record Keeping and Reporting	6
2	MINIMUM CONTROL METHODS	6
2.1	PUBLIC EDUCATION, OUTREACH, AND INVOLVEMENT	6
2.1.1	Regulatory Requirements	6
2.1.2	Selected BMPs for Public Education, Outreach, and Involvement	8
2.2	ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)	8
2.2.1	Regulatory Requirement.....	8
2.2.2	Selected BMPs for Illicit Discharge Detection and Elimination (IDDE)	10
2.3	CONSTRUCTION SITE STORM WATER RUNOFF CONTROL.....	11
2.3.1	Regulatory Requirement.....	11
2.3.2	Selected BMPs for Construction Site Storm Water Runoff Control.....	14
2.4	POST CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT	14
2.4.1	Regulatory Requirement.....	14
2.4.2	Selected BMPs for Post Construction Storm Water Management in New Development and Redevelopment.....	15
2.5	POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS.....	16
2.5.1	Regulatory Requirement.....	16
2.5.2	Selected BMPs for Pollution Prevention and Good Housekeeping for Municipal Operations	18
3	RECORD KEEPING AND REPORTING	19
3.1	RECORD KEEPING	19
3.2	REPORTING	19

TABLE OF FIGURES

Table 1 – Public Education, Outreach, and Involvement BMPs.....	8
Table 2 – Illicit Discharge Detection and Elimination BMPs	10
Table 3 – Construction Site Storm Water Runoff Control BMPs	14
Table 4 – Post Construction Storm Water Management in New Development and Redevelopment BMPs	16
Table 5 – Pollution Prevention and Good Housekeeping for Municipal Operations BMPs.....	19

APPENDICES

Appendix A: Storm Water Management Plan Best Management Practices

1 INTRODUCTION

1.1 BACKGROUND

The Texas Commission on Environmental Quality (TCEQ) issued its General Permit to Discharge Under the Texas Pollutant Discharge Elimination System (TPDES General Permit No. TXR040000) on August 13, 2007. This permit is under the provisions of Section 402 of the Clean Water Act and Chapter 26 of the Texas Water Code. As the City of West Lake Hills is a small municipal separate storm sewer system (MS4) operator located within an urbanized area, as determined by the U.S. Bureau of Census, it must obtain authorization for the discharge of storm water runoff and is eligible for coverage under TCEQ's TPDES General Permit No. TXR040000. This initial Storm Water Management Program (SWMP) is to be submitted with a Notice of Intent (NOI) to TCEQ to acquire coverage under the general permit. Modifications to this SWMP are allowed, although the revisions shall be summarized in an annual report submitted to TCEQ.

1.2 CITY OF WEST LAKE HILLS INFORMATION

The City of West Lake Hills was founded and incorporated in 1953. The city is located in Travis County on the west bank of Lady Bird Lake at Latitude 30° 17' and Longitude 97° 48'. The average annual rainfall is 33.4 inches. Currently, the city covers 2,370 acres and has a population of 3,063 per the 2010 census. Waterways that flow through the jurisdictional area of the City of West Lake Hills flow into Little Bee Creek, which ultimately flows to Lady Bird Lake in the Colorado River. All stormwater runoff is routed through a system of storm sewer pipes, ditches, and culverts to drainage swales and channels.

1.3 DISCHARGES TO THE EDWARDS AQUIFER RECHARGE ZONE

The City of West Lake Hills is located within the boundaries of the Edwards Aquifer Recharge and Contribution Zones, and therefore must meet the requirements of 30 TAC Chapter 213 (Edwards Aquifer Rule) in addition to the provisions and requirements of the TCEQ General Permit TXR040000. As the city lies within the recharge zone, Water Pollution Abatement Plans (WPAP) are required. A copy of all WPAPs prepared for the City of West Lake Hills shall be attached or referenced in this Storm Water Management Program. The City must also submit a copy of the NOI to the TCEQ regional office at:

Texas Commission on Environmental Quality
Water Program Manager
Austin Regional Office
1921 Cedar Bend Drive, Suite 150
Austin, Texas 78758-5336
(512) 339-2929

1.4 OTHER ENTITIES ASSISTING WITH SWMP PREPARATION

The City of West Lake Hills and K Frieese and Associates Inc. have prepared this Storm Water Management Plan. Other consultants or public entities to be determined may assist with implementation of the SWMP as necessary. A list of the public and private entities assisting with this SWMP shall be submitted with the annual report.

1.5 SUMMARY OF THE STORM WATER MANAGEMENT PROGRAM

The overall SWMP has been created to meet the requirements of the TCEQ General Permit No. TXR040000. The SWMP is to contain the following five Minimum Control Measures (MCMs):

1. Public Education, Outreach, and Involvement
2. Illicit Discharge Detection and Elimination
3. Construction Site Storm Water Runoff Control
4. Post-Construction Storm Water Management in New Development and Redevelopment

5. Pollution Prevention and Good Housekeeping for Municipal Operations

Each of the MCMs has been evaluated, and a list of Best Management Practices (BMPs) has been developed to address them. The BMPs have been chosen based on the requirements of the General Permit, and several have been chosen from the Environmental Protection Agency's list of recommendations for each of the MCMs. Each of the BMPs includes measurable goals and a schedule for implementation. The measurable goals and schedule have been developed to quantify and create a timetable for accomplishing each of the BMPs. The selected BMPs, their measurable goals and schedule can be found in Part 2, and a summary of the BMPs may be found in Appendix A.

1.5.1 Record Keeping and Reporting

Record keeping is a required element of the SWMP. The City of West Lake Hills must retain all records, a copy of the General Permit, and records of all data used to complete the Notice of Intent for this permit for the term of the permit, currently five (5) years. A copy of this SWMP must be retained at a location accessible to TCEQ and the public.

The City of West Lake Hills is required to submit an annual report to the Executive Director by March 31 (of the following year) for each year of the permit term. A copy of the annual report must be readily available for review by TCEQ. The annual report shall contain an assessment of the BMPs, report on progress of implementing the BMPs, proposed changes, and an evaluation of the success of the SWMP.

The SWMP can be found on the City's website:

<https://www.westlakehills.org/228/Stormwater-Pollution-Education-and-Aware>

More detailed requirements for record keeping and reporting are found in Part 3 of this SWMP and in the General Permit.

2 MINIMUM CONTROL METHODS

In this section, the regulatory requirements are provided along with a list of the proposed BMPs for each MCM. All regulatory guidelines were obtained from the TPDES General Permit No. TX014000.

2.1 PUBLIC EDUCATION, OUTREACH, AND INVOLVEMENT

2.1.1 Regulatory Requirements

(a) Public Education and Outreach

- (1) All permittees shall develop, implement, and maintain a comprehensive stormwater education and outreach program to educate public employees, businesses, and the general public of hazards associated with the illegal discharges and improper disposal of waste and about the impact that stormwater discharges can have on local waterways, as well as the steps that the public can take to reduce pollutants in stormwater.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. The program must, at a minimum:

- a. Define the goals and objectives of the program based on high priority community-wide issues (for example, reduction of nitrogen in discharges)

from the small MS4, promoting previous techniques used in the small MS4, or improving the quality of discharges to the Edwards Aquifer);

- b. Identify the target audience(s);
 - c. Develop or utilize appropriate educational materials, such as printed materials, billboard and mass transit advertisements, signage at select locations, radio advertisements, television advertisements, and websites;
 - d. Determine cost effective and practical methods and procedures for distribution of materials.
- (2) Throughout the permit term, all permittees shall make the educational materials available to convey the program's message to the target audience(s) at least annually.
 - (3) If the permittee has a public website, the permittee shall post its SWMP and the annual reports required under Part IV.B.2. or a summary of the annual report on the permittee's website. The SWMP must be posted no later than 30 days after the approval date, and the annual report no later than 30 days after the due date.
 - (4) All permittees shall annually review and update the SWMP and MCM implementation procedures required by Part III.A.2., as necessary. Any changes must be reflected in the annual report. Such written procedures must be maintained, either on site or in the SWMP and made available for inspection by the TCEQ.
 - (5) MS4 operators may partner with other MS4 operators to maximize the program and cost effectiveness of the required outreach

(b) Public Involvement

All permittees shall involve the public, and, at minimum, comply with any state and local public notice requirements in the planning and implementation activities related to developing and implementing the SWMP, except that correctional facilities are not required to implement this portion of the MCM.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. At a minimum, all permittees shall:

- (1) Consider using public input (for example, the opportunity for public comment, or public meetings) in the implementation of the program;
- (2) Create opportunities for citizens to participate in the implementation of control measures, such as stream clean-ups, storm drain stenciling, volunteer monitoring, volunteer "Adopt-A-Highway" programs, and educational activities;
- (3) Ensure the public can easily find information about the SWMP.

2.1.2 Selected BMPs for Public Education, Outreach, and Involvement

The BMPs described in Table 1 will be employed by the City of West Lake Hills to meet the requirements associated with this MCM. A summary of the BMPs and associated measurable goals, responsible parties, and schedules is included in Appendix A.

Table 1 – Public Education, Outreach, and Involvement BMPs

Public Education , Outreach, and Involvement	BMP ID	BMP	New or Existing
	1-1	Public Education and Outreach Program	Existing (Modified)
	1-2	Household Hazardous Waste Program	Existing
	1-3	Water Conservation Program	Existing
	1-4	Edwards Aquifer Recharge or Contributing Zone Information	Existing
	1-5	Public Notice for Developing and Implementing SWMP	Existing
	1-6	Stormwater Pollution Prevention Ordinance	Existing
	1-7	Community Hotlines	New

2.2 ILLICIT DISCHARGE DETECTION AND ELIMINATION (IDDE)

2.2.1 Regulatory Requirement

(a) Program Development

- (1) All permittees shall develop, implement, and enforce a program to detect, investigate, and eliminate illicit discharges into the small MS4. The program must include a plan to detect and address non-stormwater discharges, including illegal dumping to the MS4 system.

Existing permittees must assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. (See also Part III.A.1(c).

The Illicit Discharge Detection and Elimination (IDDE) program must include the following:

- a. An up-to-date MS4 map (see Part III.B.2.(c)(1));
 - b. Methods for informing and training MS4 field staff (see Part III.B.2.(c)(2));
 - c. Procedures for tracing the source of an illicit discharge (see Part III. B.2.(c)(5));
 - d. Procedures for removing the source of the illicit discharge (see Part III.B.2.(c)(5));
- (2) If another MS4 operator notifies the permittee of an illegal connection or illicit discharge to the small MS4, then the permittee shall follow the requirements specified in Part III.B.2.(c)(3).

- (3) All permittees shall annually review and update as necessary, the SWMP and MCM implementation procedures required by Part III.A.2. Any changes must be reflected in the annual report. Such written procedures must be maintained, either on site or in the SWMP and made available for inspection by the TCEQ.

(b) Allowable Non-Stormwater Discharges

Non-stormwater flows listed in Part II.C do not need to be considered by the permittee as an illicit discharge requiring elimination unless the permittee or the TCEQ identifies the flow as a significant source of pollutants to the small MS4.

(c) Requirements for all Permittees

All permittees shall include the requirements described below in Parts III.B.2(c)(1)-(6)

(1) MS4 mapping

All permittees shall maintain an up-to-date MS4 map, which must be located on site and available for review by the TCEQ. The MS4 map must show at a minimum the following information:

- a. The location of all small MS4 outfalls that are operated by the permittee and that discharge into waters of the U.S;
- b. The location and name of all surface waters receiving discharges from the small MS4 outfalls; and
- c. Priority areas identified under Part III.B.2.(e)(1), if applicable.

(2) Education and Training

All permittees shall implement a method for informing or training all the permittee's field staff that may come into contact with or otherwise observe an illicit discharge or illicit connection to the small MS4 as part of their normal job responsibilities. Training program materials and attendance lists must be maintained on site and made available for review by the TCEQ.

(3) Public Reporting of Illicit Discharges and Spills

All permittees shall publicize and facilitate public reporting of illicit discharges or water quality impacts associated with discharges into or from the small MS4. The permittee shall provide a central contact point to receive reports; for example by including a phone number for complaints and spill reporting.

(4) All permittees shall develop and maintain on-site procedures for responding to illicit discharges and spills.

(5) Source Investigation and Elimination

- a. Minimum Investigation Requirements – Upon becoming aware of an illicit discharge, all permittees shall conduct an investigation to identify and locate the source of such illicit discharge as soon as practicable.
 - (i) All permittees shall prioritize the investigation of discharges based on their relative risk of pollution. For example, sanitary sewage may be considered a high priority discharge.

- (ii) All permittees shall report to the TCEQ immediately upon becoming aware of the occurrence of any illicit flows believed to be an immediate threat to human health or the environment.
 - (iii) All permittees shall track all investigations and document, at a minimum, the date(s) the illicit discharge was observed; the results of the investigation; any follow-up of the investigation; and the date the investigation was closed.
- b. Identification and Investigation of the Source of the Illicit Discharge –All permittees shall investigate and document the source of illicit discharges where the permittees have jurisdiction to complete such an investigation. If the source of illicit discharge extends outside the permittee’s boundary, all permittees shall notify the adjacent permitted MS4 operator or the appropriate TCEQ Regional Office according to Part III.A.3.b.
- c. Corrective Action to Eliminate Illicit Discharge
- If and when the source of the illicit discharge has been determined, all permittees shall immediately notify the responsible party of the problem, and shall require the responsible party to perform all necessary corrective actions to eliminate the illicit discharge.
- (6) Inspections –The permittee shall conduct inspections, in response to complaints, and shall conduct follow-up inspections to ensure that corrective measures have been implemented by the responsible party.

The permittee shall develop written procedures describing the basis for conducting inspections in response to complaints and conducting follow-up inspections.

2.2.2 Selected BMPs for Illicit Discharge Detection and Elimination (IDDE)

The BMPs described in Table 2 will be employed by the City of West Lake Hills to meet the requirements associated with this MCM. A summary of the BMPs and associated measurable goals, responsible parties, and schedules is included in Appendix A.

Table 2 – Illicit Discharge Detection and Elimination BMPs

	BMP ID	BMP	New or Existing
Illicit Discharge Detection and Elimination (IDDE)	2-1	Develop Storm Sewer System Map	Existing
	2-2	Stormwater Pollution Prevention Ordinance	Existing
	2-3	Illicit Discharge Detection and Elimination Program	Existing
	2-4	Building Permit Plan Review	Existing
	2-5	Used Oil Recycling Program	Existing
	2-6	Public Reporting	Existing
	2-7	City Inspector Training	New

2.3 CONSTRUCTION SITE STORM WATER RUNOFF CONTROL

2.3.1 Regulatory Requirement

(a) Requirements and Control Measures

All permittees shall develop, implement, and enforce a program requiring operators of small and large construction activities, as defined in Part I of this general permit, to select, install, implement, and maintain stormwater control measures that prevent illicit discharges to the MEP. The program must include the development and implementation of an ordinance or other regulatory mechanism, as well as sanctions to ensure compliance to the extent allowable under state, federal, and local law, to require erosion and sediment control.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term.

If TCEQ waives requirements for stormwater discharges associated with small construction from a specific site(s), the permittee is not required to enforce the program to reduce pollutant discharges from such site(s).

(b) Requirements for all Permittees

All permittees shall include the requirements described below in Parts III.B.3(b)(1)-(7)

- (1) All permittees shall annually review and update as necessary, the SWMP and MCM implementation procedures required by Part III.A.2. Any changes must be included in the annual report. Such written procedures must be maintained on site or in the SWMP and made available for inspection by the TCEQ.
- (2) All permittees shall require that construction site operators implement appropriate erosion and sediment control BMPs. The permittee's construction program must ensure the following minimum requirements are effectively implemented for all small and large construction activities discharging to its small MS4.
 - a. Erosion and Sediment Controls - Design, install and maintain effective erosion controls and sediment controls to minimize the discharge of pollutants.
 - b. Soil Stabilization - Stabilization of disturbed areas must, at a minimum, be initiated immediately whenever any clearing, grading, excavating or other earth disturbing activities have permanently ceased on any portion of the site, or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days. Stabilization must be completed as soon as practicable, but no more than 14 calendar days after the initiation of soil stabilization measures. In arid, semiarid, and drought-stricken areas, where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures must be employed.

The permittee shall develop written procedures that describes initiating and completing stabilization measures for construction sites.

- c. BMPs – Design, install, implement, and maintain effective BMPs to minimize the discharge of pollutants to the small MS4. At a minimum, such BMPs must be designed, installed, implemented and maintained to:
 - (i) Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash waters;
 - (ii) Minimize the exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste and other materials present on the site to precipitation and to stormwater; and
 - (iii) Minimize the discharge of pollutants from spills and leaks.
 - d. As an alternative to (a) through (c) above, all permittees shall ensure that all small and large construction activities discharging to the small MS4 have developed and implemented a stormwater pollution prevention plan (SWP3) in accordance with the TPDES CGP TXR150000. In arid, semiarid, and drought-stricken areas where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures must be employed and described in the written procedure required in item (2)b. above. As an alternative, vegetative stabilization measures may be implemented as soon as practicable.
- (3) Prohibited Discharges - The following discharges are prohibited:
- a. Wastewater from washout of concrete and wastewater from water well drilling operations, unless managed by an appropriate control;
 - b. Wastewater from washout and cleanout of stucco, paint, from release oils, and other construction materials;
 - c. Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance;
 - d. Soaps or solvents used in vehicle and equipment washing; and
 - e. Discharges from dewatering activities, including discharges from dewatering of trenches and excavations, unless managed by appropriate BMPs.
- (4) Construction Plan Review Procedures

To the extent allowable by state, federal, and local law, all permittees shall maintain and implement site plan review procedures that describe which plans will be reviewed as well as when an operator may begin construction. For those permittees without legal authority to enforce site plan reviews, this requirement is limited to those sites operated by the permittee and its contractors and located within the permittee's regulated area. The site plan procedures must meet the following minimum requirements:

- a. The site plan review procedures must incorporate consideration of potential water quality impacts.
- b. The permittee may not approve any plans unless the plans contain appropriate site specific construction site control measures that, at a

minimum, meet the requirements described in Part III.B.3.(a) or in the TPDES CGP, TXR150000.

The permittee may require and accept a plan, such as a SWP3, that has been developed pursuant to the TPDES CGP, TXR150000.

(5) Construction Site Inspections and Enforcement

To the extent allowable by state, federal, and local law, all permittees shall implement procedures for inspecting large and small construction projects. Permittees without legal authority to inspect construction sites shall at a minimum conduct inspection of sites operated by the permittee or its contractors and that are located in the permittee's regulated area.

- a. The permittee shall conduct inspections based on the evaluation of factors that are a threat to water quality, such as: soil erosion potential; site slope; project size and type; sensitivity of receiving waterbodies; proximity to receiving waterbodies; non-stormwater discharges; and past record of non-compliance by the operators of the construction site.
- b. Inspections must occur during the active construction phase.
 - (i) All permittees shall develop and implement updated written procedures outlining the inspection and enforcement requirements. These procedures must be maintained on-site or in the SWMP and be made available to TCEQ.
 - (ii) Inspections of construction sites must, at a minimum:
 - (a) Determine whether the site has appropriate coverage under the TPDES CGP, TXR150000. If no coverage exists, notify the permittee of the need for permit coverage;
 - (b) Conduct a site inspection to determine if control measures have been selected, installed, implemented, and maintained according to the small MS4's requirements;
 - (c) Assess compliance with the permittee's ordinances and other regulations; and
 - (d) Provide a written or electronic inspection report.
- c. Based on site inspection findings, all permittees shall take all necessary followup actions (for example, follow-up-inspections or enforcement) to ensure compliance with permit requirements and the SWMP. These follow-up and enforcement actions must be tracked and maintained for review by the TCEQ.

For non-traditional small MS4s with no enforcement powers, the permittee shall notify the adjacent MS4 operator with enforcement authority or the appropriate TCEQ Regional Office according to Part III.A.3(b).

(6) Information submitted by the Public

All permittees shall develop, implement, and maintain procedures for receipt and consideration of information submitted by the public.

(7) MS4 Staff Training

All permittees shall ensure that all staff whose primary job duties are related to implementing the construction stormwater program (including permitting, plan review, construction site inspections, and enforcement) are informed or trained to conduct these activities. The training may be conducted by the permittee or by outside trainers.

2.3.2 Selected BMPs for Construction Site Storm Water Runoff Control

The BMPs described in Table 3 will be employed by the City of West Lake Hills to meet the requirements associated with this MCM. A summary of the BMPs and associated measurable goals, responsible parties, and schedules is included in Appendix A.

Table 3 – Construction Site Storm Water Runoff Control BMPs

Construction Site Storm Water Runoff Control	BMP ID	BMP	New or Existing
	3-1	Erosion and Sedimentation Control Ordinance	Existing
	3-2	Construction Site Stormwater Pollution Prevention Education Program	Existing
	3-3	Comprehensive Building Permit Plan Reviews	Existing
	3-4	Site Inspection and Enforcement	Existing
	3-5	Public Reporting for Construction Sites	Existing

2.4 POST CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

2.4.1 Regulatory Requirement

(a) Post-Construction Stormwater Management Program

- (1) All permittees shall develop, implement, and enforce a program, to the extent allowable under state, federal, and local law, to control stormwater discharges from new development and redeveloped sites that discharge into the small MS4 that disturb one acre or more, including projects that disturb less than one acre that are part of a larger common plan of development or sale. The program must be established for private and public development sites. The program may utilize an offsite mitigation and payment in lieu of components to address this requirement.

Existing permittees shall assess program elements that were described in the previous permit and modify as necessary to continue reducing the discharge of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of the permit term.

- (2) All permittees shall use, to the extent allowable under state, federal, and local law and local development standards, an ordinance or other regulatory mechanism to address post-construction runoff from new development and redevelopment projects. The permittees shall establish, implement, and enforce a requirement that owners or operators of new development and redeveloped sites design, install, implement, and maintain a combination of structural and non-structural BMPs appropriate for the community and that protects water quality. If the construction of permanent structures is not feasible due to space limitations, health and safety concerns, cost effectiveness, or highway construction codes, the permittee may propose an alternative approach to TCEQ. Newly regulated permittees shall have the program element fully implemented by the end of the permit term.

(b) Requirements for all Permittees

All permittees shall include the requirements described below in Parts III.B.4.(b)(1)-(3)

- (1) All permittees shall annually review and update as necessary, the SWMP and MCM implementation procedures required by Part III.A.2. Any changes must be included in the annual report. Such written procedures must be maintained either on site or in the SWMP and made available for inspection by TCEQ.

- (2) All permittees shall document and maintain records of enforcement actions and make them available for review by the TCEQ.

(3) Long-Term Maintenance of Post-Construction Stormwater Control Measures

All permittees shall, to the extent allowable under state, federal, and local law, ensure the long-term operation and maintenance of structural stormwater control measures installed through one or both of the following approaches:

- a. Maintenance performed by the permittee. (See Part III.B.5)
- b. Maintenance performed by the owner or operator of a new development or redeveloped site under a maintenance plan. The maintenance plan must be filed in the real property records of the county in which the property is located. The permittee shall require the owner or operator of any new development or redeveloped site to develop and implement a maintenance plan addressing maintenance requirements for any structural control measures installed on site. The permittee shall require operation and maintenance performed is documented and retained on site, such as at the offices of the owner or operator, and made available for review by the small MS4.

2.4.2 Selected BMPs for Post Construction Storm Water Management in New Development and Redevelopment

The BMPs described in Table 4 will be employed by the City of West Lake Hills to meet the requirements associated with this MCM. A summary of the BMPs and associated measurable goals, responsible parties, and schedules is included in Appendix A.

Table 4 – Post Construction Storm Water Management in New Development and Redevelopment BMPs

Post Construction Storm Water Management in New Development and Redevelopment	BMP		New or Existing
	BMP ID	BMP	
	4-1	Water Quality Control Ordinance for Post-Construction Runoff	Existing
	4-2	Development Review Process	Existing

2.5 POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

2.5.1 Regulatory Requirement

(a) Program development

All permittees shall develop and implement an operation and maintenance program, including an employee training component that has the ultimate goal of preventing or reducing pollutant runoff from municipal activities and municipally owned areas including but not limited to park and open space maintenance; street, road, or highway maintenance; fleet and building maintenance; stormwater system maintenance; new construction and land disturbances; municipal parking lots; vehicle and equipment maintenance and storage yards; waste transfer stations; and salt/sand storage locations.

Existing permittees shall assess program elements that were described in the previous permit, modify as necessary, and develop and implement new elements, as necessary, to continue reducing the discharges of pollutants from the MS4 to the MEP. New elements must be fully implemented by the end of this permit term and newly regulated permittees shall have the program fully implemented by the end of this permit term. (See also Part III.A.1.(c))

(b) Requirements for all Permittees

All permittees shall include the requirements described below in Parts III.B.5.(1)-(6) in the program:

(1) Permittee-owned Facilities and Control Inventory

All permittees shall develop and maintain an inventory of facilities and stormwater controls that it owns and operates within the regulated area of the small MS4. The inventory must include all applicable permit numbers, registration numbers, and authorizations for each facility or controls. The inventory must be available for review by TCEQ and must include, but is not limited to, the following, as applicable:

- a. Composting facilities;
- b. Equipment storage and maintenance facilities;
- c. Fuel storage facilities;
- d. Hazardous waste disposal facilities;
- e. Hazardous waste handling and transfer facilities;

- f. Incinerators;
- g. Landfills;
- h. Materials storage yards;
- i. Pesticide storage facilities;
- j. Buildings, including schools, libraries, police stations, fire stations, and office buildings;
- k. Parking lots;
- l. Golf courses;
- m. Swimming pools;
- n. Public works yards;
- o. Recycling facilities;
- p. Salt storage facilities;
- q. Solid waste handling and transfer facilities;
- r. Street repair and maintenance sites;
- s. Vehicle storage and maintenance yards; and
- t. Structural stormwater controls.

(2) Training and Education

All permittees shall inform or train appropriate employees involved in implementing pollution prevention and good housekeeping practices. All permittees shall maintain a training attendance list for inspection by TCEQ when requested.

(3) Disposal of Waste Material - Waste materials removed from the small MS4 must be disposed of in accordance with 30 TAC Chapters 330 or 335, as applicable.

(4) Contractor Requirements and Oversight

- a. Any contractors hired by the permittee to perform maintenance activities on permittee-owned facilities must be contractually required to comply with all of the stormwater control measures, good housekeeping practices, and facility specific stormwater management operating procedures described in Parts III B.5.(b)(2)-(6).
- b. All permittees shall provide oversight of contractor activities to ensure that contractors are using appropriate control measures and SOPs. Oversight procedures must be maintained on-site and made available for inspection by TCEQ.

(5) Municipal Operation and Maintenance Activities

- a. Assessment of permittee-owned operations

All permittees shall evaluate operation and maintenance (O&M) activities for their potential to discharge pollutants in stormwater, including but not limited to:

- (i) Road and parking lot maintenance, including such areas as pothole repair, pavement marking, sealing, and re-paving;
 - (ii) Bridge maintenance, including such areas as re-chipping, grinding, and saw cutting;
 - (iii) Cold weather operations, including plowing, sanding, and application of deicing and anti-icing compounds and maintenance of snow disposal areas; and
 - (iv) Right-of-way maintenance, including mowing, herbicide and pesticide application, and planting vegetation.
- b. All permittees shall identify pollutants of concern that could be discharged from the above O&M activities (for example, metals; chlorides; hydrocarbons such as benzene, toluene, ethyl benzene, and xylenes; sediment; and trash).
 - c. All permittees shall develop and implement a set of pollution prevention measures that will reduce the discharge of pollutants in stormwater from the above activities. These pollution prevention measures may include the following examples:
 - (i) Replacing materials and chemicals with more environmentally benign materials or methods;
 - (ii) Changing operations to minimize the exposure or mobilization of pollutants to prevent them from entering surface waters; and
 - (iii) Placing barriers around or conducting runoff away from deicing chemical storage areas to prevent discharge into surface waters.
 - d. Inspection of pollution prevention measures - All pollution prevention measures implemented at permittee-owned facilities must be visually inspected to ensure they are working properly. The permittee shall develop written procedures that describes frequency of inspections and how they will be conducted. A log of inspections must be maintained and made available for review by the TCEQ upon request.

(6) Structural Control Maintenance

If BMPs include structural controls, maintenance of the controls must be performed by the permittee and consistent with maintaining the effectiveness of the BMP. The permittee shall develop written procedures that define the frequency of inspections and how they will be conducted.

2.5.2 Selected BMPs for Pollution Prevention and Good Housekeeping for Municipal Operations

The BMPs described in Table 5 will be employed by the City of West Lake Hills to meet the requirements associated with this MCM. A summary of the BMPs and associated measurable goals, responsible parties, and schedules is included in Appendix A.

Table 5 – Pollution Prevention and Good Housekeeping for Municipal Operations BMPs

Pollution Prevention and Good Housekeeping for Municipal Operations	BMP ID	BMP	New or Existing
	5-1	Municipal Employee and Contractor Education Program	Existing
	5-2	Storm Sewer System Maintenance Program	Existing
	5-3	Spill Response and Prevention Plan	Existing
	5-4	Municipal Operations Pollutant Reduction Program	Existing
	5-5	City Vehicle Maintenance	New

3 RECORD KEEPING AND REPORTING

3.1 RECORD KEEPING

Several documents are required to be kept per the TCEQ General Permit. The City of West Lake Hills shall retain the following documents for the permit period (5-years) to comply with the General Permit:

1. Copy of the TCEQ General Permit TXR040000
2. Records of all data used to complete the NOI
3. Copy of all WPAP or CZ permit applications and NOIs prepared on behalf of the City

This SWMP shall be retained at a location accessible by TCEQ. Additionally, the City of West Lake Hills shall make the records, NOI and SWMP available to the public if requested to do so in writing. The SWMP must be made available within 10 working days and other records shall be provided per the Texas Public Information Act. See the General Permit for additional information regarding record keeping requirements.

3.2 REPORTING

The City of West Lake Hills is required to report to TCEQ at various times. A summary of the reporting requirements is below:

1. Noncompliance Notification – According to 30 TAC Chapter 305.125(9) any noncompliance which may endanger human health or safety, or the environment, must be reported by the permittee to TCEQ within 24-hours of becoming aware of the noncompliance. A written report must be provided to the TCEQ regional office and the TCEQ Enforcement Division within 5 working days of becoming aware of the noncompliance.
2. Other Information – If the City of West Lake Hills becomes aware that any incorrect information has been submitted in an NOI, NOT, NOC or any other report it shall submit the facts to the Executive Director of TCEQ.

3. Annual Report – The City of West Lake Hills shall submit an annual report to TCEQ within 90 days of the end of each permit year that addresses the previous permit year. The annual report shall contain the following:
- a) The status of the compliance with permit conditions, an assessment of the appropriateness of the identified BMPs, progress towards achieving the statutory goal of reducing the discharge of pollutants, the measurable goals for each of the minimum control measures, and an evaluation of the success of the implementation of the measurable goals.
 - b) Status of any additional control measures implemented by the City (if applicable).
 - c) Any minimum control measure activities initiated prior to permit issuance (up to 3 years) as part of the first year's annual report.
 - d) A summary of the results of information (including monitoring data) collected and analyzed, if any, during the reporting period used to assess the success of the program at reducing the discharge of pollutants.
 - e) A summary of the storm water activities the City plans to undertake during the next reporting cycle.
 - f) Proposed changes to the SWMP, including changes to any BMPs or any identified measurable goals that apply to the program elements.
 - g) The number of municipal construction activities authorized under the General Permit and the total number of acres disturbed.
 - h) The number of non-municipal construction activities that occurred within the jurisdiction of the permittee (as noticed to the permittee by the construction operator).
 - i) Notice that the City is relying on another government entity to satisfy some of your General Permit Obligations (not currently applicable).

The City must sign and verify the annual report in accordance with Part VII.E.1.(a) of the General Permit. The annual report shall be submitted to:

Texas Commission on Environmental Quality
Storm Water & General Permits Team; MC-148
P.O. Box 13087
Austin, Texas 78711-3087

A copy of the annual report must also be submitted to the TCEQ Regional Office that serves West Lake Hills.

TCEQ - Region 11
2800 S IH 35, Suite 100
Austin, TX 78704-5712

Or electronically, instructions to be available at www.tceq.state.tx.us.

Appendices

Appendix A: Storm Water Management Plan Best Management Practices

BMP ID	Best Management Practices	Responsible Department	Minimum Control Measure	FY 2019 – 2020 Measurable Goals	FY 2020 – 2021 Measurable Goals	FY 2022 – 2023 Measurable Goals	FY 2024 – 2025 Measurable Goals	FY 2025 – 2026 Measurable Goals
1-1	Public Education and Outreach Program	City Administrator/ City Inspector	Public Education, Outreach, and Involvement	Produce and distribute stormwater informational material once annually in the W.C.I.D. No. 10 water utility bill that will address residents, public service employees, businesses, commercial and industrial facilities. Provide stormwater pollution prevention information on the City's website to address residents, visitors, public service employees, businesses, commercial and industrial facilities, and construction site personnel. Provide stormwater pollution prevention educational materials to visitors by placing brochures or pamphlets at local businesses and at City Hall. Provide stormwater pollution prevention educational materials and impacts of construction on stormwater brochures or fact sheets to construction site personnel when the City Inspector provides the first construction site visit. Post once a year to NextDoor to increase public awareness of MS4 responsibilities to provide links to City MS4 flyers and educational materials.	Produce and distribute stormwater informational material once annually in the W.C.I.D. No. 10 water utility bill that will address residents, public service employees, businesses, commercial and industrial facilities. Provide stormwater pollution prevention information on the City's website to address residents, visitors, public service employees, businesses, commercial and industrial facilities, and construction site personnel. Provide stormwater pollution prevention educational materials to visitors by placing brochures or pamphlets at local businesses and at City Hall. Provide stormwater pollution prevention educational materials and impacts of construction on stormwater brochures or fact sheets to construction site personnel when the City Inspector provides the first construction site visit. Post once a year to NextDoor to increase public awareness of MS4 responsibilities to provide links to City MS4 flyers and educational materials.	Produce and distribute stormwater informational material once annually in the W.C.I.D. No. 10 water utility bill that will address residents, public service employees, businesses, commercial and industrial facilities. Provide stormwater pollution prevention information on the City's website to address residents, visitors, public service employees, businesses, commercial and industrial facilities, and construction site personnel. Provide stormwater pollution prevention educational materials to visitors by placing brochures or pamphlets at local businesses and at City Hall. Provide stormwater pollution prevention educational materials and impacts of construction on stormwater brochures or fact sheets to construction site personnel when the City Inspector provides the first construction site visit. Post once a year to NextDoor to increase public awareness of MS4 responsibilities to provide links to City MS4 flyers and educational materials.	Produce and distribute stormwater informational material once annually in the W.C.I.D. No. 10 water utility bill that will address residents, public service employees, businesses, commercial and industrial facilities. Provide stormwater pollution prevention information on the City's website to address residents, visitors, public service employees, businesses, commercial and industrial facilities, and construction site personnel. Provide stormwater pollution prevention educational materials to visitors by placing brochures or pamphlets at local businesses and at City Hall. Provide stormwater pollution prevention educational materials and impacts of construction on stormwater brochures or fact sheets to construction site personnel when the City Inspector provides the first construction site visit. Post once a year to NextDoor to increase public awareness of MS4 responsibilities to provide links to City MS4 flyers and educational materials.	Produce and distribute stormwater informational material once annually in the W.C.I.D. No. 10 water utility bill that will address residents, public service employees, businesses, commercial and industrial facilities. Provide stormwater pollution prevention information on the City's website to address residents, visitors, public service employees, businesses, commercial and industrial facilities, and construction site personnel. Provide stormwater pollution prevention educational materials to visitors by placing brochures or pamphlets at local businesses and at City Hall. Provide stormwater pollution prevention educational materials and impacts of construction on stormwater brochures or fact sheets to construction site personnel when the City Inspector provides the first construction site visit. Post once a year to NextDoor to increase public awareness of MS4 responsibilities to provide links to City MS4 flyers and educational materials.

BMP ID	Best Management Practices	Responsible Department	Minimum Control Measure	FY 2019 – 2020 Measurable Goals	FY 2020 – 2021 Measurable Goals	FY 2022 – 2023 Measurable Goals	FY 2024 – 2025 Measurable Goals	FY 2025 – 2026 Measurable Goals
1-2	Household Hazardous Waste Program	City Administrator	Public Education, Outreach, and Involvement	Produce information regarding local recycling centers and waste disposal facilities and post on the City's website. Distribute information annually in the W.C.I.D. No. 10 water utility bill.	Produce information regarding local recycling centers and waste disposal facilities and post on the City's website. Distribute information annually in the W.C.I.D. No. 10 water utility bill.	Produce information regarding local recycling centers and waste disposal facilities and post on the City's website. Distribute information annually in the W.C.I.D. No. 10 water utility bill.	Produce information regarding local recycling centers and waste disposal facilities and post on the City's website. Distribute information annually in the W.C.I.D. No. 10 water utility bill.	Produce information regarding local recycling centers and waste disposal facilities and post on the City's website. Distribute information annually in the W.C.I.D. No. 10 water utility bill.
1-3	Water Conservation Program	City Administrator	Public Education, Outreach, and Involvement	Produce water conservation and water quality information and post on the City's website and at City Hall.	Produce water conservation and water quality information and post on the City's website and at City Hall.	Produce water conservation and water quality information and post on the City's website and at City Hall.	Produce water conservation and water quality information and post on the City's website and at City Hall.	Produce water conservation and water quality information and post on the City's website and at City Hall.
1-4	Edwards Aquifer Recharge or Contributing Zone Information	City Administrator/ City Inspector	Public Education, Outreach, and Involvement	Produce and distribute educational information once annually in the W.C.I.D. No. 10 water utility bill. Provide educational information on the City's website. Provide educational information to visitors by placing brochures at local businesses and at City Hall. Provide educational information to construction site personnel when the City Inspector makes the first construction site visit.	Produce and distribute educational information once annually in the W.C.I.D. No. 10 water utility bill. Provide educational information on the City's website. Provide educational information to visitors by placing brochures at local businesses and at City Hall. Provide educational information to construction site personnel when the City Inspector makes the first construction site visit.	Produce and distribute educational information once annually in the W.C.I.D. No. 10 water utility bill. Provide educational information on the City's website. Provide educational information to visitors by placing brochures at local businesses and at City Hall. Provide educational information to construction site personnel when the City Inspector makes the first construction site visit.	Produce and distribute educational information once annually in the W.C.I.D. No. 10 water utility bill. Provide educational information on the City's website. Provide educational information to visitors by placing brochures at local businesses and at City Hall. Provide educational information to construction site personnel when the City Inspector makes the first construction site visit.	Produce and distribute educational information once annually in the W.C.I.D. No. 10 water utility bill. Provide educational information on the City's website. Provide educational information to visitors by placing brochures at local businesses and at City Hall. Provide educational information to construction site personnel when the City Inspector makes the first construction site visit.
1-5	Public Notice for Developing and Implementing SWMP	City Administrator/ City Engineering Consultant	Public Education, Outreach, and Involvement	Hold three (3) public hearings at City Council meetings for public input. Produce SWMP document and post on City's website and at City Hall.	Hold three (3) public hearings at City Council meetings for public input. Produce SWMP document and post on City's website and at City Hall.	Hold three (3) public hearings at City Council meetings for public input. Produce SWMP document and post on City's website and at City Hall.	Hold three (3) public hearings at City Council meetings for public input. Produce SWMP document and post on City's website and at City Hall.	Hold three (3) public hearings at City Council meetings for public input. Produce SWMP document and post on City's website and at City Hall.

BMP ID	Best Management Practices	Responsible Department	Minimum Control Measure	FY 2019 – 2020 Measurable Goals	FY 2020 – 2021 Measurable Goals	FY 2022 – 2023 Measurable Goals	FY 2024 – 2025 Measurable Goals	FY 2025 – 2026 Measurable Goals
1-6	Stormwater Pollution Prevention Ordinance	City Administrator/ City Engineering Consultant	Public Education, Outreach, and Involvement	Hold public hearing at City Council meeting for public input.	Hold public hearing at City Council meeting for public input.	Hold public hearing at City Council meeting for public input.	Hold public hearing at City Council meeting for public input.	Hold public hearing at City Council meeting for public input.
1-7	Community Hotlines	City Administrator/ City Engineering Consultant	Public Education, Outreach, and Involvement	Develop scripts and protocol for city phone operators to receive illicit discharge reports from citizens, and notify the appropriate city personal to respond to the reports. Receive and document illicit discharge reports received by phone.	Review scripts and protocol for city phone operators to receive illicit discharge reports from citizens, and update them if necessary. Receive and document illicit discharge reports received by phone.	Review scripts and protocol for city phone operators to receive illicit discharge reports from citizens, and update them if necessary. Receive and document illicit discharge reports received by phone.	Review scripts and protocol for city phone operators to receive illicit discharge reports from citizens, and update them if necessary. Receive and document illicit discharge reports received by phone.	Review scripts and protocol for city phone operators to receive illicit discharge reports from citizens, and update them if necessary. Receive and document illicit discharge reports received by phone.
2-1	Develop Storm Sewer System Map	City Administrator/ City Engineering Consultant	Illicit Discharge Detection and Elimination	Compile and review current drainage system maps. Perform field verification surveys of the storm sewer system. Create GIS mapping for same.	Compile and review current drainage system maps. Perform field verification surveys of the storm sewer system. Create GIS mapping for same.	Compile and review current drainage system maps. Perform field verification surveys of the storm sewer system. Create GIS mapping for same.	Compile and review current drainage system maps. Perform field verification surveys of the storm sewer system. Create GIS mapping for same.	Compile and review current drainage system maps. Perform field verification surveys of the storm sewer system. Create GIS mapping for same.
2-2	Stormwater Pollution Prevention Ordinance	City Administrator/ City Attorney/ City Engineering Consultant	Illicit Discharge Detection and Elimination	Review ordinance in the City Code that addresses the prohibition of illicit stormwater discharges for effectiveness, and update as needed.	Review ordinance in the City Code that addresses the prohibition of illicit stormwater discharges for effectiveness, and update as needed.	Review ordinance in the City Code that addresses the prohibition of illicit stormwater discharges for effectiveness, and update as needed.	Review ordinance in the City Code that addresses the prohibition of illicit stormwater discharges for effectiveness, and update as needed.	Review ordinance in the City Code that addresses the prohibition of illicit stormwater discharges for effectiveness, and update as needed.

BMP ID	Best Management Practices	Responsible Department	Minimum Control Measure	FY 2019 – 2020 Measurable Goals	FY 2020 – 2021 Measurable Goals	FY 2022 – 2023 Measurable Goals	FY 2024 – 2025 Measurable Goals	FY 2025 – 2026 Measurable Goals
2-3	Illicit Discharge Detection and Elimination Program	City Administrator/ City Inspector/ City Attorney/ City Engineering Consultant	Illicit Discharge Detection and Elimination	Conduct dry weather inspections and screenings of the storm sewer system and outfalls once annually to check for illegal dumping. Conduct dry weather inspections of the storm sewer system and all outfalls once annually as the seasons and rainfall events allow. Assess civil penalties or fines for illicit discharges and/or reimbursement to the City of cleanup costs, if applicable.	Conduct dry weather inspections and screenings of the storm sewer system and outfalls once annually to check for illegal dumping. Conduct dry weather inspections of the storm sewer system and all outfalls once annually as the seasons and rainfall events allow. Assess civil penalties or fines for illicit discharges and/or reimbursement to the City of cleanup costs, if applicable.	Conduct dry weather inspections and screenings of the storm sewer system and outfalls once annually to check for illegal dumping. Conduct dry weather inspections of the storm sewer system and all outfalls once annually as the seasons and rainfall events allow. Assess civil penalties or fines for illicit discharges and/or reimbursement to the City of cleanup costs, if applicable.	Conduct dry weather inspections and screenings of the storm sewer system and outfalls once annually to check for illegal dumping. Conduct dry weather inspections of the storm sewer system and all outfalls once annually as the seasons and rainfall events allow. Assess civil penalties or fines for illicit discharges and/or reimbursement to the City of cleanup costs, if applicable.	Conduct dry weather inspections and screenings of the storm sewer system and outfalls once annually to check for illegal dumping. Conduct dry weather inspections of the storm sewer system and all outfalls once annually as the seasons and rainfall events allow. Assess civil penalties or fines for illicit discharges and/or reimbursement to the City of cleanup costs, if applicable.
2-4	Building Permit Plan Review	City Administrator/ City Inspector/ City Engineering Consultant	Illicit Discharge Detection and Elimination	Review plans for illicit connections or discharges and other potential water quality impacts. Provide site visits to observe construction of improvements to confirm no illicit discharges.	Review plans for illicit connections or discharges and other potential water quality impacts. Provide site visits to observe construction of improvements to confirm no illicit discharges.	Review plans for illicit connections or discharges and other potential water quality impacts. Provide site visits to observe construction of improvements to confirm no illicit discharges.	Review plans for illicit connections or discharges and other potential water quality impacts. Provide site visits to observe construction of improvements to confirm no illicit discharges.	Review plans for illicit connections or discharges and other potential water quality impacts. Provide site visits to observe construction of improvements to confirm no illicit discharges.
2-5	Used Oil Recycling Program	City Administrator	Illicit Discharge Detection and Elimination	Provide information on City website regarding recycling centers and used oil disposal facilities.	Provide information on City website regarding recycling centers and used oil disposal facilities.	Provide information on City website regarding recycling centers and used oil disposal facilities.	Provide information on City website regarding recycling centers and used oil disposal facilities.	Provide information on City website regarding recycling centers and used oil disposal facilities.
2-6	Public Reporting	City Administrator	Illicit Discharge Detection and Elimination	Include instructions regarding how to report illicit discharges on the City website and any other brochures and materials. City to track reports received and shall take appropriate action as/if warranted.	Include instructions regarding how to report illicit discharges on the City website and any other brochures and materials. City to track reports received and shall take appropriate action as/if warranted.	Include instructions regarding how to report illicit discharges on the City website and any other brochures and materials. City to track reports received and shall take appropriate action as/if warranted.	Include instructions regarding how to report illicit discharges on the City website and any other brochures and materials. City to track reports received and shall take appropriate action as/if warranted.	Include instructions regarding how to report illicit discharges on the City website and any other brochures and materials. City to track reports received and shall take appropriate action as/if warranted.

BMP ID	Best Management Practices	Responsible Department	Minimum Control Measure	FY 2019 – 2020 Measurable Goals	FY 2020 – 2021 Measurable Goals	FY 2022 – 2023 Measurable Goals	FY 2024 – 2025 Measurable Goals	FY 2025 – 2026 Measurable Goals
2-7	City Inspector Trainings	City Inspector	Illicit Discharge Detection and Elimination	Send City inspectors to Texas Illegal Dumping Resource Center trainings, or view online classes.	Maintain Texas Illegal Dumping Resource Center trainings for current and new inspectors, as needed.	Maintain Texas Illegal Dumping Resource Center trainings for current and new inspectors, as needed.	Maintain Texas Illegal Dumping Resource Center trainings for current and new inspectors, as needed.	Maintain Texas Illegal Dumping Resource Center trainings for current and new inspectors, as needed.
3-1	Erosion and Sedimentation Control Ordinance	City Administrator/ City Attorney/ City Engineering Consultant	Construction Site Storm Water Runoff Control	Evaluate erosion and sedimentation control ordinance for effectiveness and revise as/if necessary.	Evaluate erosion and sedimentation control ordinance for effectiveness and revise as/if necessary.	Evaluate erosion and sedimentation control ordinance for effectiveness and revise as/if necessary.	Evaluate erosion and sedimentation control ordinance for effectiveness and revise as/if necessary.	Evaluate erosion and sedimentation control ordinance for effectiveness and revise as/if necessary.
3-2	Construction Site Stormwater Pollution Prevention Education Program	City Administrator/ City Attorney/ City Engineering Consultant	Construction Site Storm Water Runoff Control	Provide information/requirements in the Building Permit application and on the City's website. Once annually hold seminar with developers, contractors and the general public for educational training.	Provide information/requirements in the Building Permit application and on the City's website. Once annually hold seminar with developers, contractors and the general public for educational training.	Provide information/requirements in the Building Permit application and on the City's website. Once annually hold seminar with developers, contractors and the general public for educational training.	Provide information/requirements in the Building Permit application and on the City's website. Once annually hold seminar with developers, contractors and the general public for educational training.	Provide information/requirements in the Building Permit application and on the City's website. Once annually hold seminar with developers, contractors and the general public for educational training.
3-3	Comprehensive Building Permit Plan Reviews	City Administrator/ City Inspector/ City Engineering Consultant	Construction Site Storm Water Runoff Control	Continue requirement or submittal of TCEQ-approved Edwards Aquifer Protection Plan with the Building Permit application. Adopt additional or new building permit plan review procedures if needed. Evaluate additional plan review procedures for effectiveness and revise as/if necessary.	Continue requirement or submittal of TCEQ-approved Edwards Aquifer Protection Plan with the Building Permit application. Adopt additional or new building permit plan review procedures if needed. Evaluate additional plan review procedures for effectiveness and revise as/if necessary.	Continue requirement or submittal of TCEQ-approved Edwards Aquifer Protection Plan with the Building Permit application. Adopt additional or new building permit plan review procedures if needed. Evaluate additional plan review procedures for effectiveness and revise as/if necessary.	Continue requirement or submittal of TCEQ-approved Edwards Aquifer Protection Plan with the Building Permit application. Adopt additional or new building permit plan review procedures if needed. Evaluate additional plan review procedures for effectiveness and revise as/if necessary.	Continue requirement or submittal of TCEQ-approved Edwards Aquifer Protection Plan with the Building Permit application. Adopt additional or new building permit plan review procedures if needed. Evaluate additional plan review procedures for effectiveness and revise as/if necessary.

BMP ID	Best Management Practices	Responsible Department	Minimum Control Measure	FY 2019 – 2020 Measurable Goals	FY 2020 – 2021 Measurable Goals	FY 2022 – 2023 Measurable Goals	FY 2024 – 2025 Measurable Goals	FY 2025 – 2026 Measurable Goals
3-4	Site Inspection and Enforcement	City Administrator/ City Inspector/ City Engineering Consultant	Construction Site Storm Water Runoff Control	Inspect erosion and sedimentation controls on a minimum once per month basis. Document any violations and provide follow-up inspections to ensure enforcement of permit provisions. Notify TCEQ as applicable.	Inspect erosion and sedimentation controls on a minimum once per month basis. Document any violations and provide follow-up inspections to ensure enforcement of permit provisions. Notify TCEQ as applicable.	Inspect erosion and sedimentation controls on a minimum once per month basis. Document any violations and provide follow-up inspections to ensure enforcement of permit provisions. Notify TCEQ as applicable.	Inspect erosion and sedimentation controls on a minimum once per month basis. Document any violations and provide follow-up inspections to ensure enforcement of permit provisions. Notify TCEQ as applicable.	Inspect erosion and sedimentation controls on a minimum once per month basis. Document any violations and provide follow-up inspections to ensure enforcement of permit provisions. Notify TCEQ as applicable.
3-5	Public Reporting for Construction Sites	City Administrator	Construction Site Storm Water Runoff Control	Include instructions regarding how to report stormwater pollution from construction sites. City to track reports received and take appropriate action as/if warranted.	Include instructions regarding how to report stormwater pollution from construction sites. City to track reports received and take appropriate action as/if warranted.	Include instructions regarding how to report stormwater pollution from construction sites. City to track reports received and take appropriate action as/if warranted.	Include instructions regarding how to report stormwater pollution from construction sites. City to track reports received and take appropriate action as/if warranted.	Include instructions regarding how to report stormwater pollution from construction sites. City to track reports received and take appropriate action as/if warranted.
4-1	Water Quality Control Ordinance for Post-Construction Runoff	City Administrator/ City Attorney/ City Engineering Consultant	Post Construction Storm Water Management	Ratify/approve ordinance revisions to the City Code for post-construction runoff water quality control improvements, as/if necessary, and including provisions to ensure long-term operation and maintenance of the best management practices.	Ratify/approve ordinance revisions to the City Code for post-construction runoff water quality control improvements, as/if necessary, and including provisions to ensure long-term operation and maintenance of the best management practices.	Ratify/approve ordinance revisions to the City Code for post-construction runoff water quality control improvements, as/if necessary, and including provisions to ensure long-term operation and maintenance of the best management practices.	Ratify/approve ordinance revisions to the City Code for post-construction runoff water quality control improvements, as/if necessary, and including provisions to ensure long-term operation and maintenance of the best management practices.	Ratify/approve ordinance revisions to the City Code for post-construction runoff water quality control improvements, as/if necessary, and including provisions to ensure long-term operation and maintenance of the best management practices.

BMP ID	Best Management Practices	Responsible Department	Minimum Control Measure	FY 2019 – 2020 Measurable Goals	FY 2020 – 2021 Measurable Goals	FY 2022 – 2023 Measurable Goals	FY 2024 – 2025 Measurable Goals	FY 2025 – 2026 Measurable Goals
4-2	Development Review Process	City Administrator/ City Inspector/ City Engineering Consultant	Post Construction Storm Water Management	Review all site work construction plans for appropriate mitigation of impact. Require annual post-construction inspections and report from project engineer on compliance with the City Code. Coordinate with TCEQ as applicable for plan review.	Review all site work construction plans for appropriate mitigation of impact. Require annual post-construction inspections and report from project engineer on compliance with the City Code. Coordinate with TCEQ as applicable for plan review.	Review all site work construction plans for appropriate mitigation of impact. Require annual post-construction inspections and report from project engineer on compliance with the City Code. Coordinate with TCEQ as applicable for plan review.	Review all site work construction plans for appropriate mitigation of impact. Require annual post-construction inspections and report from project engineer on compliance with the City Code. Coordinate with TCEQ as applicable for plan review.	Review all site work construction plans for appropriate mitigation of impact. Require annual post-construction inspections and report from project engineer on compliance with the City Code. Coordinate with TCEQ as applicable for plan review.
5-1	Municipal Employee and Contractor Education Program	City Administrator, City Engineering Consultant	Pollution Prevention/ Good Housekeeping	Develop program and provide educational training to affected municipal employees and City contractors once per year.	Develop program and provide educational training to affected municipal employees and City contractors once per year.	Develop program and provide educational training to affected municipal employees and City contractors once per year.	Develop program and provide educational training to affected municipal employees and City contractors once per year.	Develop program and provide educational training to affected municipal employees and City contractors once per year.
5-2	Storm Sewer System Maintenance Program	City Administrator/ City Inspector	Pollution Prevention/ Good Housekeeping	Develop and implement a formal routine inspection and maintenance schedule of the storm sewer system. Respond to resident (citizen) reports and field observations. Track storm sewer system maintenance activities. Revise schedule as/if needed.	Develop and implement a formal routine inspection and maintenance schedule of the storm sewer system. Respond to resident (citizen) reports and field observations. Track storm sewer system maintenance activities. Revise schedule as/if needed.	Develop and implement a formal routine inspection and maintenance schedule of the storm sewer system. Respond to resident (citizen) reports and field observations. Track storm sewer system maintenance activities. Revise schedule as/if needed.	Develop and implement a formal routine inspection and maintenance schedule of the storm sewer system. Respond to resident (citizen) reports and field observations. Track storm sewer system maintenance activities. Revise schedule as/if needed.	Develop and implement a formal routine inspection and maintenance schedule of the storm sewer system. Respond to resident (citizen) reports and field observations. Track storm sewer system maintenance activities. Revise schedule as/if needed.

BMP ID	Best Management Practices	Responsible Department	Minimum Control Measure	FY 2019 – 2020 Measurable Goals	FY 2020 – 2021 Measurable Goals	FY 2022 – 2023 Measurable Goals	FY 2024 – 2025 Measurable Goals	FY 2025 – 2026 Measurable Goals
5-3	Spill Response and Prevention Plan	City Administrator/ City Inspector	Pollution Prevention/ Good Housekeeping	Develop and implement a spill response and prevention program in conjunction with the Westlake Fire Department. Prepare annual report to track locations, types and quantities of spills and clean up operations as warranted.	Develop and implement a spill response and prevention program in conjunction with the Westlake Fire Department. Prepare annual report to track locations, types and quantities of spills and clean up operations as warranted.	Develop and implement a spill response and prevention program in conjunction with the Westlake Fire Department. Prepare annual report to track locations, types and quantities of spills and clean up operations as warranted.	Develop and implement a spill response and prevention program in conjunction with the Westlake Fire Department. Prepare annual report to track locations, types and quantities of spills and clean up operations as warranted.	Develop and implement a spill response and prevention program in conjunction with the Westlake Fire Department. Prepare annual report to track locations, types and quantities of spills and clean up operations as warranted.
5-4	Municipal Operations Pollutant Reduction Program	City Administrator	Pollution Prevention/ Good Housekeeping	Proper storage of oil and chemicals in sealed containers that prevent contact with storm water; Proper disposal of municipal automotive fluids, batteries, discarded parts and other automotive maintenance activities to prevent contact with storm water; and Providing for spill cleanup procedures.	Proper storage of oil and chemicals in sealed containers that prevent contact with storm water; Proper disposal of municipal automotive fluids, batteries, discarded parts and other automotive maintenance activities to prevent contact with storm water; and Providing for spill cleanup procedures.	Proper storage of oil and chemicals in sealed containers that prevent contact with storm water; Proper disposal of municipal automotive fluids, batteries, discarded parts and other automotive maintenance activities to prevent contact with storm water; and Providing for spill cleanup procedures.	Proper storage of oil and chemicals in sealed containers that prevent contact with storm water; Proper disposal of municipal automotive fluids, batteries, discarded parts and other automotive maintenance activities to prevent contact with storm water; and Providing for spill cleanup procedures.	Proper storage of oil and chemicals in sealed containers that prevent contact with storm water; Proper disposal of municipal automotive fluids, batteries, discarded parts and other automotive maintenance activities to prevent contact with storm water; and Providing for spill cleanup procedures.
5-5	City Vehicle Maintenance	City Administrator/ City Inspector	Pollution Prevention/ Good Housekeeping	Require city vehicle operators to conduct routine inspections of vehicles to check for fluid leaks.	Require city vehicle operators to conduct routine inspections of vehicles to check for fluid leaks.	Require city vehicle operators to conduct routine inspections of vehicles to check for fluid leaks.	Require city vehicle operators to conduct routine inspections of vehicles to check for fluid leaks.	Require city vehicle operators to conduct routine inspections of vehicles to check for fluid leaks.

City of West Lake Hills Stormwater Management Program

January 22, 2025



Stormwater Management Plan

- WLH is a Phase II, Level 1 Municipal Separate Storm Sewer System (MS4).
- WLH discharges to Lake Austin which is not an impaired water body and therefore is not required to have benchmarks associated with target pollutants of concern.
- Per TCEQ WLH shall develop implement and maintain a Stormwater Management Plan that includes Minimum Control Measures 1-6.



Minimum Control Measure (MCM)

MCM 1	Public Education and Outreach
MCM 2	Public Involvement and Participation
MCM 3	Illicit Discharge Detection and Elimination
MCM 4	Construction Site Stormwater Runoff Ctrl.
MCM 5	Post Construction Stormwater Mgmt.
MCM 6	Pollution Prevention & Good Housekeeping



New Reporting Focus

- Public Education
- Public Involvement
- Staff Training
- Develop SOPs for each MCM
- Develop SOPs for recordkeeping

HOW TO PROTECT WATER QUALITY IN WEST LAKE HILLS

Did you know...?

As a small municipality, the City of West Lake Hills maintains certain water quality standards to comply with requirements from the Texas Commission on Environmental Quality (TCEQ). The goal of stormwater management is for only rain water to flow into the City's storm sewer system including ditches, culverts, and creeks.

Runoff from our properties and streets flows into our local creeks, aquifer, and Lady Bird Lake, so it's critical that we each do our part to protect our environment and prevent stormwater runoff pollution. These measures are also key to protecting the Edwards Aquifer.

How can I help?

It is our responsibility as a community to protect our natural waterways. **As a resident or business owner, you can make a difference!**

Keep the following best practices in mind when...

...WALKING YOUR DOG.

- ❖ Always dispose of pet waste properly, since leaving it on the ground can add harmful bacteria to our creeks and lakes.

...MAINTAINING YOUR SEPTIC SYSTEM.

- ❖ Have your septic tank inspected regularly (usually every 3-5 years).

- ❖ Do not flush items such as cleaning products, grease, diapers, or paper towels.

...CARING FOR YOUR CAR.

- ❖ Ensure that harmful fluids such as antifreeze, brake fluid, motor oils, and gasoline are properly disposed of so they do not discharge to waterways.

...CARING FOR YOUR LAWN.

- ❖ Do not overwater. Consider using a soaker hose instead of a sprinkler.
- ❖ Plant native and drought-resistant plants that require less care. Limit use of pesticides and fertilizers and always follow label instructions.
- ❖ Properly dispose of yard waste by composting or mulching. Yard clippings and leaves can contribute to excess organic matter in our streams.
- ❖ For more information on brush pick-up guidelines, visit: <https://www.westlakehills.org/132/Trash-Recycling-Brush-Pickup>.

...FLUIDS OR OLD BATTERIES ARE GATHERING DUST

- ❖ Dispose of hazardous materials responsibly at designated recycling locations, such as:
Recycle & Reuse Drop-Off Center
2514 Business Center Drive, Austin, TX 78744

...RENOVATING YOUR HOME OR BUSINESS.

- ❖ Limit use of hazardous products like cleaning products, paints, and solvents, and store and dispose of them according to label instructions.

- ❖ When working outside, always make sure places where your site drains to ditches and creeks are properly protected.

IF YOU SEE SOMETHING, SAY SOMETHING:

- ❖ If you notice an illicit discharge (such as a hazardous material spill or improper disposal of pet waste), please call 512-327-3628 so the incident can be investigated.



Tell me more!

For more information about how the City of West Lake Hills is working to protect the quality of our stormwater, visit: <https://www.westlakehills.org/228/Stormwater-Pollution-Education-and-Aware>



November 2020

Public Reporting

Target

- Audience
- Pollutants
- BMPs (3)

Education

- Website
- Newsletter

Participation

- Public Meeting
- Public Survey

Illicit Discharge Detection & Elimination (IDDE)

Public reporting mechanism

- Website
- Phone call



Response Procedures

- Investigation
- Elimination
- Follow-up
- Enforcement

Staff Training

MS4 Permit
IDDE Education
Stormwater Management
Post Construction



Ordinance

Adoption 2025

- Develop and Maintain City Ordinances with specific TCEQ requirement
- Require all construction site operators to implement appropriate erosion and sediment control Best Management Practices.
- The stormwater control program should ensure erosion and sediment controls, soil stabilization, and BMP requirements are effectively implemented for all construction activities discharging stormwater into your regulated area consistent with local, state and federal stormwater regulations.



Next Steps

Finalize draft

Submit Notice of Intent and SWMP to TCEQ

Continue updating policy and implementing enforcement of SWMP





City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>January 22, 2025</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 December 11, the following has transpired:

- Concrete pours for the detention pond walls are complete.
- Interior framing is mostly complete, and wallboard installation is in process.
- Most windows are installed.
- Exterior stonework started.
- The job trailer was relocated on site to provide access for parking lot/site work.
- Onsite storm drain infrastructure is complete.

Looking ahead:

- Windows/curtain walls in the lobby area will be installed.
- The foundation for the sally port and support building will be poured over the next month.
- The building should be “dried in” over the next month, so weather delays will be less of a concern.
- 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.

- Street light infrastructure will be installed, with work taking place on weekends.

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 December 11:

- Bi-weekly meetings between staff, engineering and the contractor are being held to coordinate project mobilization and scheduling.
- Striping on Laurel Valley, Yaupon Valley and Redbud is complete.
- Culverts and headwalls have been installed on Eanes School Road.
- Pre-closure work Camp Craft with periodic one-lane closures.
- The city hosted a Community Open House on Thursday, January 9, from 6:00 to 8:00 PM at Westlake High School. All materials presented and response to question is posted on the website: <https://www.westlakehills.org/393/Open-House---Camp-Craft-Road-Closure>

Looking ahead:

- Speed hump replacement will be done on Laurel Valley Rd, Yaupon Valley Rd. and Redbud Trl. as soon as materials are received and weather permits (mid- to late January).
- Final walk through on Westlake Dr, Laurel Valley Rd, Yaupon Valley Rd, and Redbud Trl, late-Jan/early Feb.
- Eanes School Road will be completed by the end of February.
- Camp Craft staging/pre-closure work will continue with periodic lane closures ahead of the full closure on February 1.
- Coordination with Eanes ISD, TXDOT and Travis County for traffic related to closure.

WEST LAKE HILLS MUNICIPAL COMPLEX PROJECT UPDATE 1/22/2025



JOB SITE ENTRANCE



SCHEDULE

West Lake Hills - Municipal Complex		332	114	01-Mar-24 A	20-Jun-25	30-Jul-25
Milestones		94	94	07-Feb-25	20-Jun-25	30-Jul-25
A1050	Permanent Power	0	0		07-Feb-25	04-Apr-25
A1060	Conditioned Air	0	0		07-Feb-25	04-Apr-25
A2630	Temporary Dry In Complete	0	0		11-Feb-25	04-Apr-25
A1030	Dry In Complete	0	0		07-Mar-25	16-May-25
A2440	Elevator Final Inspection Complete	0	0		24-Apr-25	30-Jun-25
A1170	MEP Final Inspections Complete	0	0		28-Apr-25	30-Jun-25
A2430	Security Final Inspection Complete	0	0		14-May-25	30-Jun-25
A1140	Fire Marshall Inspection Complete/Building TC	0	0		19-May-25	01-Jul-25
A1150	Substantial Completion	0	0		22-May-25	01-Jul-25
A1160	Final Completion	0	0		20-Jun-25	30-Jul-25

SOUTH ELEVATION MAIN ENTRANCE



SOUTH ELEVATION WEST SIDE



SOUTH ELEVATION EAST SIDE



EAST ELEVATION MASONRY



EAST ELEVATION WINDOWS



NORTH ELEVATION



NORTH ELEVATION EXERCISE FACILITY



EXERCISE FACILITY



SECOND FLOOR OFFICE



SOUTH WALL COUNCIL CHAMBERS



WEST WALL COUNCIL CHAMBERS



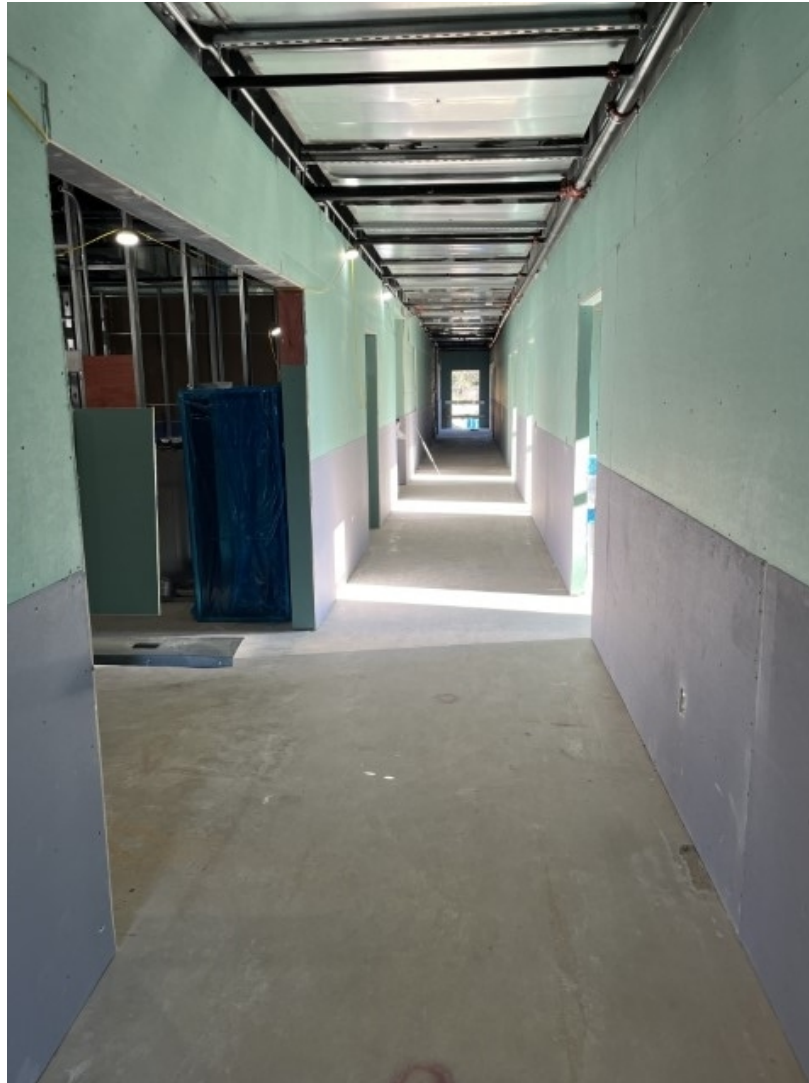
EAST WALL COUNCIL CHAMBERS



FRONT HALLWAY TOWARDS POLICE



EAST HALLWAY



SALLYPORT FOOTER



SALLYPORT FOOTER



SALLYPORT FOOTER PLACED 1/15/2025



SALLYPORT FOOTER PLACED 1/15/2025



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		\$18,624.98	
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	
017	Additional structural redesign work on the detention pond.		\$69,335.96	
019	Moisture resistant drywall though out building		\$16,085.97	
020	Additional R-value at entire roof		\$31,747.54	
025	Credit for deletion of bullet resistant doors 1055 A&B	(\$19,745.00)		
	Remaining Balance	\$173,971.21	\$312,203.43	

WEST LAKE HILLS MUNICIPAL COMPLEX





Agenda Item - Roadway Bond Project Update

West Lake Hills City Council
January 22, 2025

Accomplishments

- Roadway Paving Completed
 - Redbud Tr, Westlake Dr, Yaupon Valley, Laurel Valley
- Roadway Striping
 - Completed on all roads except messages (as of 1/16/25)
- Eanes School Road
 - Retaining wall and culvert work continues
- Camp Craft Road
 - Pre-closure work began 1/13/25
 - Periodic one-lane closures

Current Activities

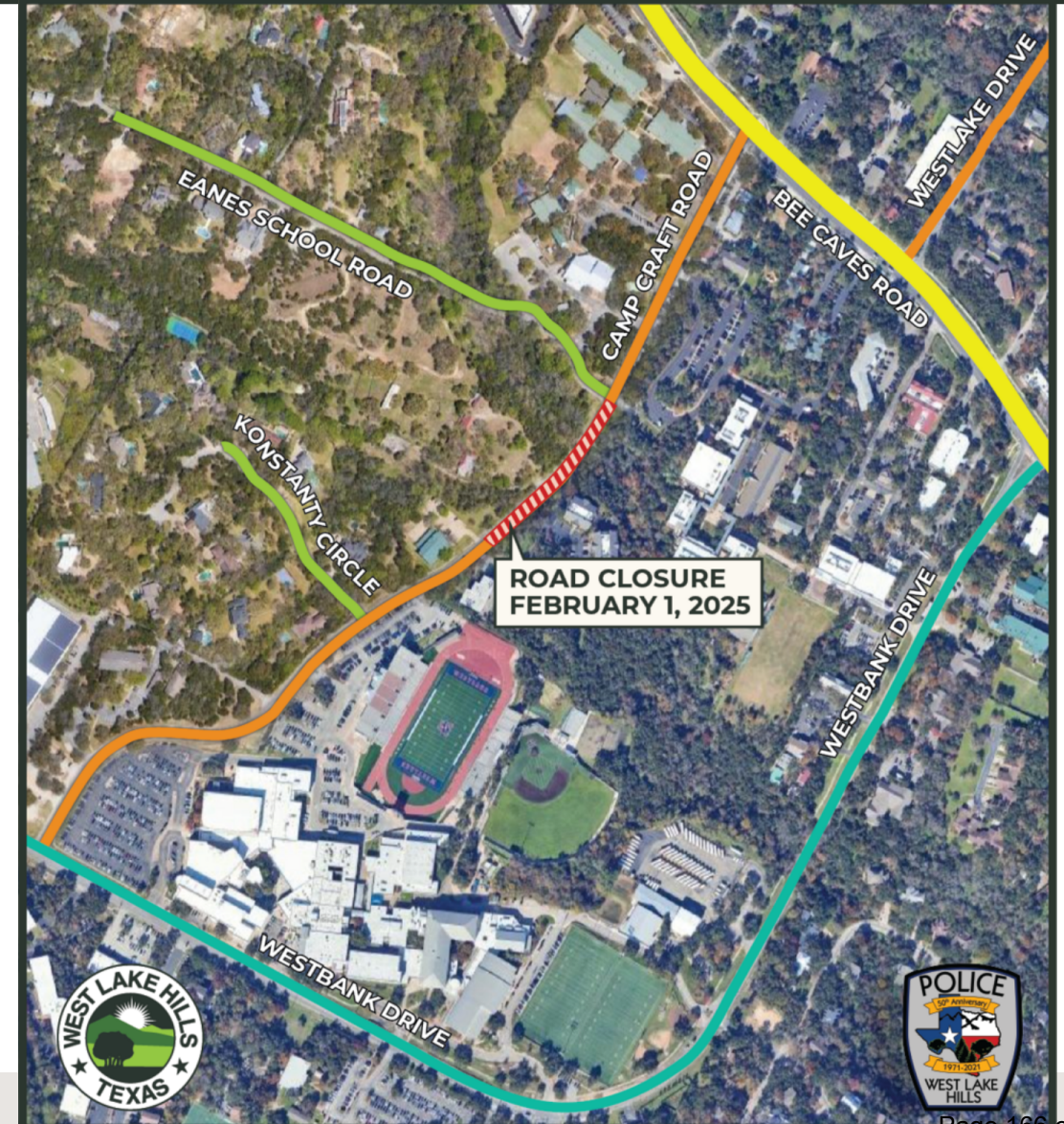
- Eanes School Road
 - Phased culvert crossing installation to maintain single-lane traffic
 - Final completion by end of February
- Redbud Tr, Westlake, Laurel Valley, Yaupon Valley
 - Speed cushion replacement
 - Other miscellaneous activities
 - Scheduling walk-through late Jan/early Feb

Upcoming Activities

- Camp Craft Road
 - Upcoming Road Closure – February 1 through July 31, 2025
 - Public Meeting held January 9, 2025
 - Traffic flow
 - Pedestrian access
 - Property access

Camp Craft Road Closure

- Closure begins Saturday, February 1
- Westbank Dr. is signed detour route
- Access
 - Eanes School Road from Bee Cave Rd
 - Konstanty Circle/401 Camp Craft driveway from Westbank Dr
 - No vehicle or pedestrian access through the work zone during closure



Camp Craft Road Closure

- Coordination Efforts
 - Pre vs post closure traffic data collection
 - TxDot for intersections on Bee Cave and Loop 360
 - Travis County Sheriffs office
 - Eanes ISD

