



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL WORKSHOP
Wednesday, June 4, 2025 at 12:00 PM

Notice is hereby given that the City Council of the City of West Lake Hills, Texas, will hold a Workshop on the 4th day of June 2025 at 12:00 p.m., in the Janet Room, Municipal Building, 911 Westlake Drive, West Lake Hills, Texas, at which time the following items will be discussed, to-wit:

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. Administration Discuss right of way management policies and practices.
4. Administration Discuss residential fences.
5. Administration Discuss wastewater rates.
6. Adjournment

Approved by: James Vaughan, Mayor

Certificate

I certify that the above Notice of the June 4, 2025 City Council Workshop was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, May 30, 2025 by 5:00 pm. and will remain posted continuously until said meeting is convened.

Signed by: Terry Blanchard, City Secretary

NOTICE OF CITY COUNCIL
WORKSHOP
JUNE 4, 2025

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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 City Council

AGENDA REPORT

Meeting Date:	<u>June 4, 2025</u>	Item Number:	<u>3</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u>n/a</u>
	<u>Presentation</u>		
	<u>Travis County ESD 9</u>		
Exhibits:	<u>Resolution</u>	Source of Funds:	<u>n/a</u>

Subject

Discuss right of way management policies and practices.

Recommendation

Receive the presentation and no action is being taken at this time.

Discussion

The public right of way encompasses streets, drainage, utilities and other features. Often, there are additional easements located on one or both sides of the right-of-way for utilities or other purposes. Not all streets are public as some are private and maintained by a homeowner's association. TxDOT owns RM 2244, locally known as Bee Cave Road.

Management of the city's public rights-of-way is an essential function of the city and is essential to the health, safety and welfare of the community.

The purpose of this agenda item is to review the city's authorities, duties associated with the public right of way but also consider the adjacent property owner's duties and responsibilities.

Also attached is a resolution of the Travis County ESD No. 9 that had requested establishment of clearance policies related to vegetation management in the public right-of-way.

**RESOLUTION ESTABLISHING TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 9's
POSITION REGARDING CLEARANCE OF BRUSH OR VEGETATIVE GROWTH FROM ROADWAYS
AND FIRE HYDRANTS**

WHEREAS, Travis County Emergency Services District No. 9 ("ESD") is charged with the responsibility to promote the health, safety and general welfare of the community by preventing death, injuries and property damage from fires within the ESD boundaries; and

WHEREAS, The City of West Lake Hills and City of Rollingwood ("City") are municipalities charged with the responsibility to promote the health, safety and general welfare of the community by preventing death, injuries and property damage from fires within the City Limits; and

WHEREAS, Travis County Water Control and Improvement District No. 10 ("District") is the supplier of potable water and fire hydrants to a substantial portion of the properties served by the City and ESD; and

WHEREAS, Travis County Transportation and Natural Resources ("TNR") is charged with the responsibility to maintain County roads and right-of-ways (ROW); and

WHEREAS, Homeowners associations are a corporation formed by a real estate developer for the purpose of marketing, managing, and selling of homes and lots in a residential subdivision ("HOA") and are charged with the responsibility to promote the health, safety and general welfare of residents by helping to prevent death, injuries and property damage from fires within the subdivision boundaries; and

WHEREAS, the ESD shares the concerns of the City, HOA, TNR and District that rapid and efficient firefighting efforts could be impeded and pose a significant threat to the health, safety, and welfare of City citizens and their property from fires if a minimum adequate clearance of brush and vegetative growth from roadways and fire hydrants is not established and maintained; and

WHEREAS, The ESD desires to establish a position on minimum and adequate clearance of brush and vegetative growth from roadways and fire hydrants that are consistent with the International Wildland-Urban Interface Code and the International Fire Code.

NOW, THEREFORE, MAY IT BE RESOLVED BY THE BOARD OF COMMISSIONERS OF TRAVIS COUNTY EMERGENCY SERVICES DISTRICT NO. 9 THAT:

Section 1. The ESD urges the City, HOA, TNR and District to establish a minimum clearance of brush or vegetative growth from roadways and fire hydrants and to commit the necessary funds to maintain the recommended minimum clearances.

Section 2. The ESD urges promoting areas within 10 feet on each side of fire apparatus access roadways and driveways to consist of fire-resistive vegetation growth.

Section 3. The ESD urges that areas within 5 feet on each side of fire apparatus access roadways and driveways be cleared and maintained of non-fire-resistive vegetation growth.

Exception: Single specimens of trees, ornamental vegetative fuels or cultivated ground cover, such as green grass, ivy, succulents or similar plants used as ground cover, provided they do not form a means of readily transmitting fire.

Section 4. The ESD urges that areas within 14 feet vertically above the fire apparatus access roadways and driveways be cleared and maintained of vegetation growth.

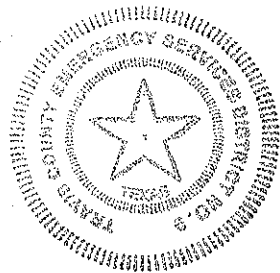
Section 5. The ESD urges that areas within 3 feet of a fire hydrant be cleared and maintained of vegetation growth.

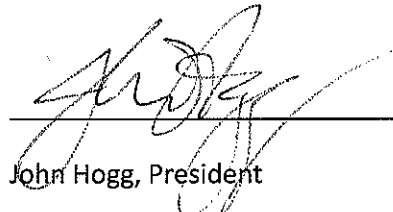
Exception: Single specimens of trees, ornamental vegetative fuels or cultivated ground cover, such as green grass, ivy, succulents or similar plants used as ground cover, provided they do not obscure or prevent easy access and utilization of the fire hydrant.

Section 6. The ESD Secretary is hereby directed to provide a copy of this Resolution to the City, HOA, TNR, and District and to file it in the official records of the ESD.

PASSED AND APPROVED this 28 day of May, 2013.

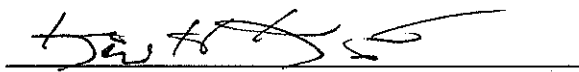
(SEAL)





John Hogg, President
Board of Commissioners

ATTEST:



Kirt H. Kiester, Secretary

Board of Commissioners

ROW Management

June 4, 2025 City Council Workshop



Strategic Plan

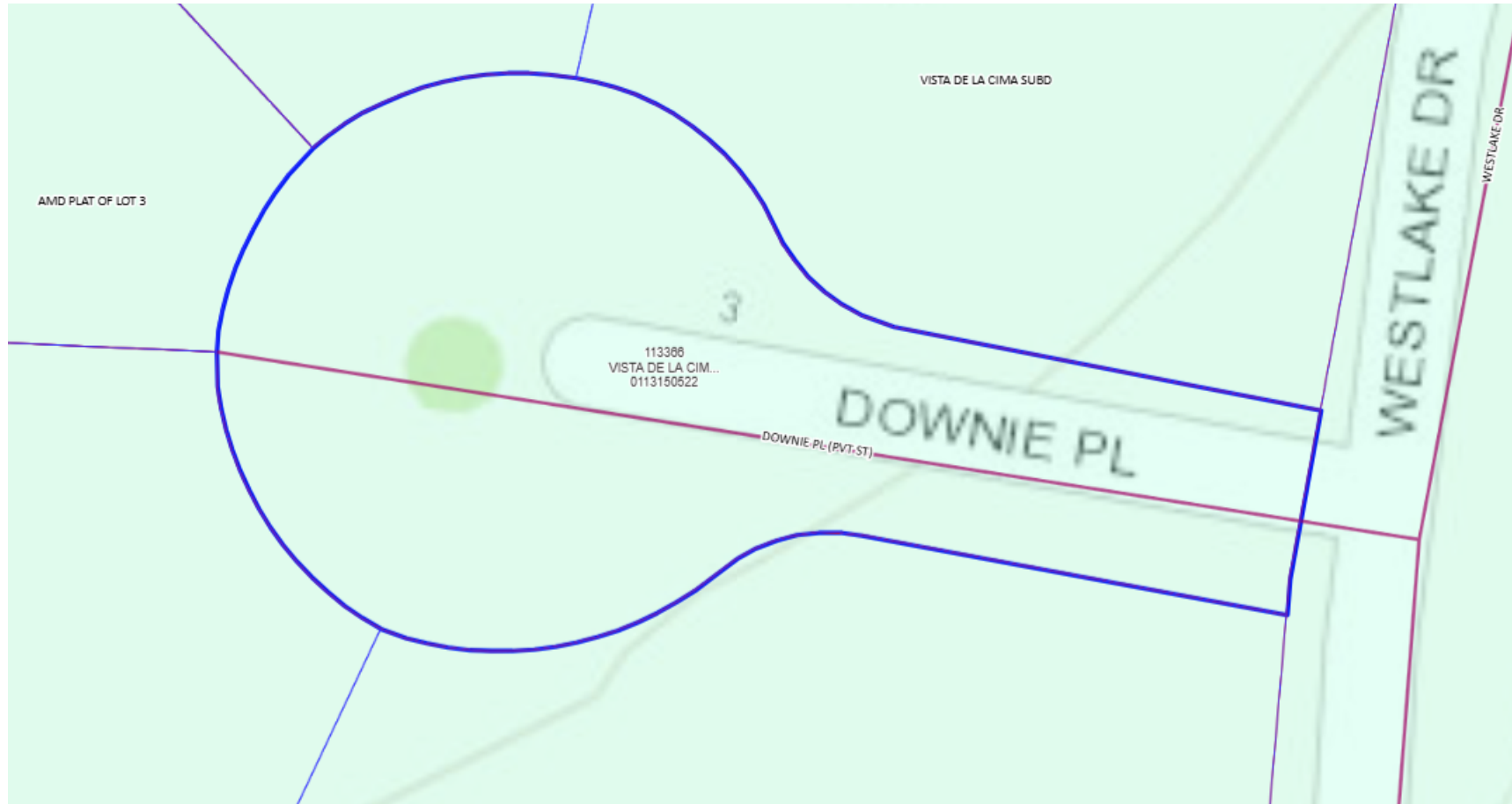
- Strategic Priority Area 1
 - Preserve our natural beauty, enhance residents' access to nature
 - Objective: Maintain city's natural landscapes, green spaces and sylvan aesthetic.
 - *Adopt a right of way management plan and policy that minimizes disruption of residents' landscaping and, when disruption is required for health, safety, or infrastructure, restores the area with native species that meet the requirements listed above.*

What is the public ROW?

- **Definition:** The ROW encompasses streets, sidewalks, alleys, drainage channels, and the parkway between the sidewalk and curb. In West Lake Hills, it typically extends 10 feet from the edge of the street.



Most streets are public, others are private



Applicable Ordinances

- Article 34.05 Right of Way Management
- 34.05.001 Conditions of public ROW occupancy
 - City has first priority
 - City shall assign locations
 - CIP Coordination
 - Tree Trimming



Who does it?

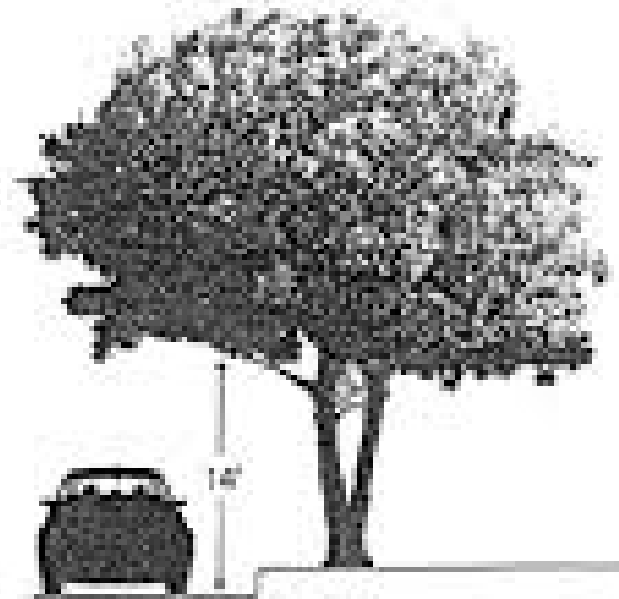
- **Property Owner Responsibilities:** Residents are required to maintain vegetation within the ROW adjacent to their property, ensuring it does not obstruct public pathways or visibility.

2013 Resolution

- Areas within 10 feet each side of fire apparatus access roadways consist of fire-resistive vegetation
- Areas within 5 feet each side of fire apparatus access roadways be cleared and maintained of non-fire-resistive vegetation
- 14-foot vertical clearance
- 3 feet around fire hydrants

Clearances

Minimum vertical
clearance
requirements at curb/
edge of asphalt and
above sidewalk



Utilities

- **Coordination:** Utility companies must coordinate with the city for installation and maintenance within the ROW to prevent conflicts with existing infrastructure.
- **Vegetation Management:** Utilities are permitted to prune vegetation to maintain service reliability, following guidelines to minimize environmental impact.
- WCID 10
- Austin Energy
- WLH Wastewater Collection
- Telecommunications

Drainage Considerations

- **Design Manual:** The city's Drainage and Erosion Control Manual outlines standards for stormwater management, erosion control, and water quality.
- **Development Requirements:** New developments must assess drainage impacts based on pre-developed conditions, while redevelopments assess based on existing conditions.
- **Maintenance:** Property owners are responsible for maintaining drainage channels within the ROW adjacent to their property to prevent blockages and erosion.
- Culverts, Driveway Aprons and Parking considerations



City of West Lake Hills City Council Workshop

AGENDA REPORT

Meeting Date:	June 3, 2025	Item Number:	4
Department:	Building & Development Services		
Prepared By:	Jennifer C. Bills, Director of Building & Development	Cost / Budget:	None.
Exhibits:	Attached	Source of Funds:	

Subject

Discuss residential fences.

Recommendation

Discuss current residential fence requirements and receive direction/interpretation.

Discussion

Section 22.03.173 Fences in the Code of Ordinances contains the standards and permitting requirements for fences, for both residential and commercial properties. Within the first two subsections, the code describes the intent to preserve the existing rural character and character of the neighborhoods by minimizing the impact of fences.

- (a) In approving permits to construct fences, the city shall be guided by their appropriateness to the character of the neighborhood and the rights of adjacent landowners to views and prevailing breezes.
- (b) Unless required by an applicable international, national, or uniform code adopted by the city, fences in general, and “front-yard” fences in particular, are discouraged or limited by the city with due regard to the rights of privacy and security inherent in the ownership of property. This policy derives from the desire to preserve the rural nature and aesthetic attractiveness of the environs and to facilitate the safe movement of people, wildlife, and vehicles about the city.

Recently, staff has been questioned on the interpretation of the visibility of front yard fences. When a picket has depth into the property, the angle of the picket and visibility at different angles change.

Fences are to “be constructed to allow a **minimum** of 80% visibility through the front-yard fence prior to the installation of the landscaping required in subsection (6)(A).” Landscaping is required in front of the fence to screen a “minimum of 80% of the total area of the front-yard fence **exposed to the streetscape**”.

The majority of front yard fences that are installed (without a variance) are in the style of decorative metal (wrought iron) or welded wire (wire panel). A newer style of fence, vertical blade fences have been requested. Staff do not feel that they meet the intent of the 80% minimum visibility. The attached presentation has examples of various fence styles related to visibility.

Fences

4. Discuss residential fences.



Fences

Section 22.03.173 Fences

- (a) In approving permits to construct fences, the city shall be guided by their appropriateness to the character of the neighborhood and the rights of adjacent landowners to views and prevailing breezes.
- (a) Unless required by an applicable international, national, or uniform code adopted by the city, fences in general, and “front-yard” fences in particular, are **discouraged or limited** by the city with due regard to the rights of privacy and security inherent in the ownership of property. This policy derives from the desire to **preserve the rural nature and aesthetic attractiveness of the environs and to facilitate the safe movement of people, wildlife, and vehicles about the city.**

Fences

Staff has received new styles of fences and been questioned on the interpretation of the visibility of front yard fences.

Fences are to “be constructed to allow a **minimum** of 80% visibility through the front-yard fence prior to the installation of the landscaping required in subsection (6)(A).”

Landscaping is required in front of the fence to screen a minimum of 80% of the total area of the front-yard fence **exposed to the streetscape**.

Fences

Decorative Metal



Fences

Welded Wire



Fences

Vertical blade



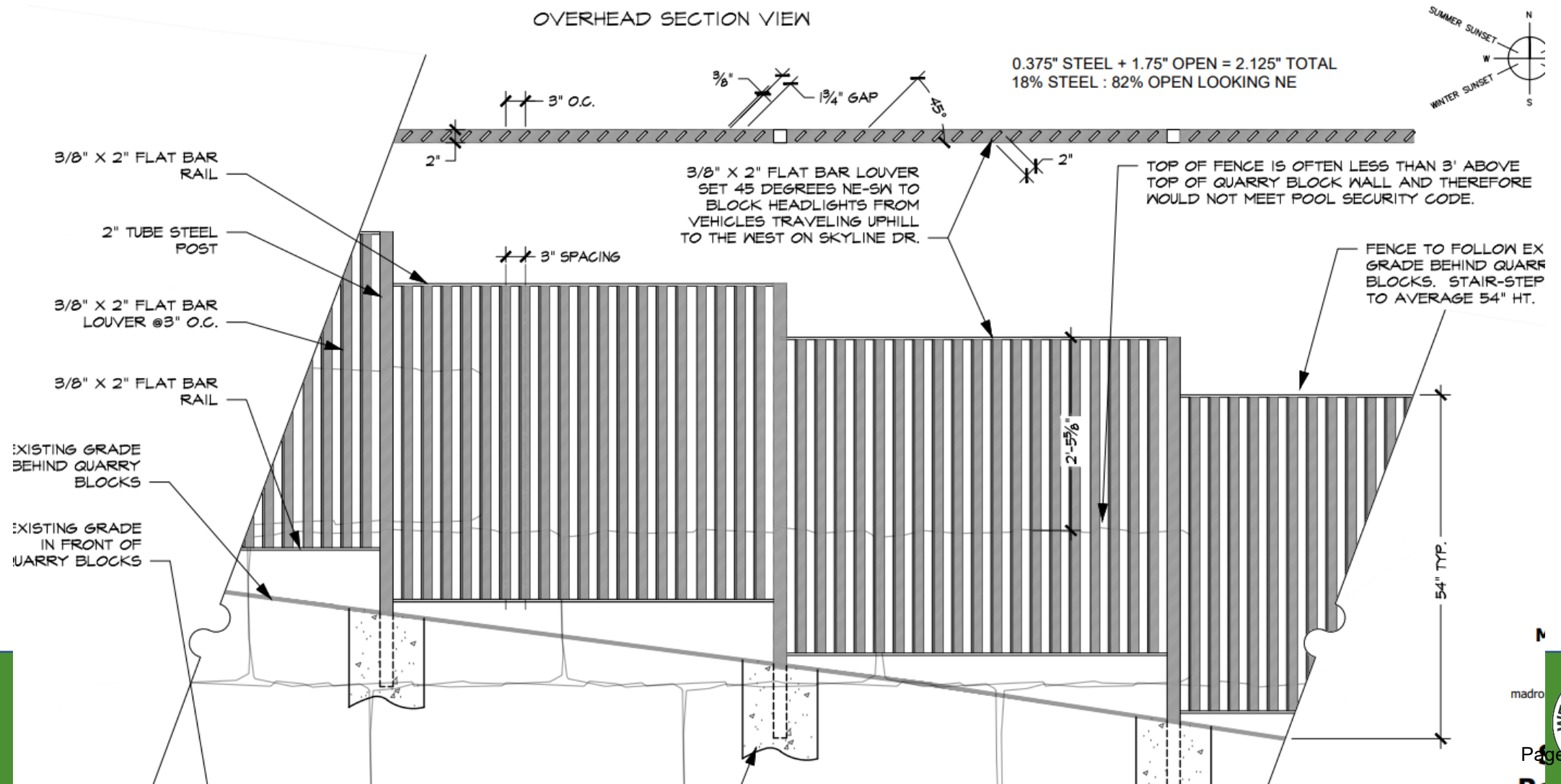
Fences

Vertical bl



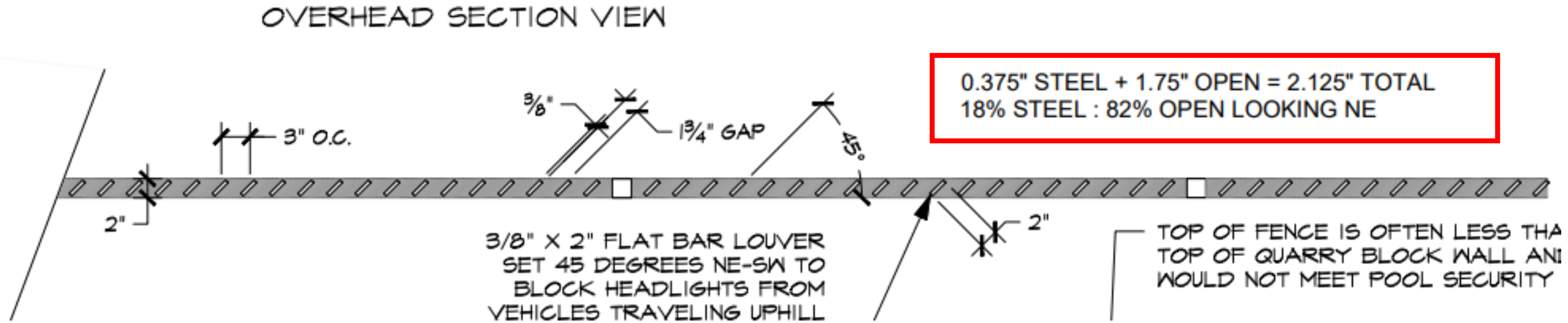
Fences

Vertical blade – local example



Fences

Vertical blade – local example





City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>June 4, 2025</u>	Item Number:	<u>5</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u></u>
Exhibits:	<u>Presentation</u>	Source of Funds:	<u>WW Utility Funds</u>

Subject

Discuss wastewater rates.

Recommendation

No action is being taken but staff recommends adjustments to the wastewater rate structure.

Discussion

Newgen Strategies and Solutions has been retained by the City of West Lake Hills to review and make recommendations regarding the wastewater rates and structure.

This presentation will review revenue requirements, rate structure recommendations, proposed rates, recovery condition of the proposed rates and residential bill impacts.

No action is being taken. Rather this presentation and related discussion is to advise the City Council of needed adjustments to the utility.



June 4, 2025

WASTEWATER COST OF SERVICE AND RATE DESIGN CITY OF WEST LAKE HILLS



AGENDA

- 1 Revenue Requirement
- 2 Rate Structure Recommendations
- 3 Proposed Rates
- 4 Over/(Under) Recovery Under Proposed Rates
- 5 Residential Bill Impacts

WASTEWATER REVENUE REQUIREMENT

- O&M based on FY 2025 Budget with adjustments to reflect recurring cash needs and investments
- Wastewater capital plan entirely funded through rates via annual cash contribution to the wastewater construction fund
- Includes separate cash capital contribution to the wastewater construction fund for renewals and replacements
- Includes an annual transfer to the general fund to cover shared services and support provided by the general fund

WASTEWATER REVENUE REQUIREMENT

	FY 2025		FY 2026		FY 2027		FY 2028		FY 2029	
O&M	\$	1,131,020	\$	1,160,451	\$	1,190,739	\$	1,221,934	\$	1,254,065
Cash Capital		245,000		360,000		460,000		559,990		659,988
Transfers		140,678		144,898		149,245		153,723		158,334
Debt Service		1,289,399		1,288,995		1,293,224		1,291,996		1,290,402
Revenue Offsets		(204,300)		(204,300)		(204,300)		(204,300)		(204,300)
Revenue Requirement	\$	2,601,797	\$	2,750,044	\$	2,888,908	\$	3,023,343	\$	3,158,489

- O&M includes an annual \$150,000 payment to the general fund for debt repayment
- Cash Capital includes cash funding towards capital projects as well as renewals and replacements
- Transfers reflects a payment to the general fund equal to 5% of revenue to cover support from the general fund
- Revenue offsets include miscellaneous fees, such as the industrial surcharge and grinder pump maintenance fees

NEWGEN RECOMMENDATIONS FOR WASTEWATER RATES

- Implement rate structure changes to the fixed and volumetric charges in FY 2026; then, modestly increase rates each year thereafter to keep up with inflation and capital project costs
- NRSCA Contracts expiring in December 2027 will result in more revenue
 - Upon expiration, these customers will be billed the same as nonresidential customers

WASTEWATER RATE STRUCTURE – MINIMUM BILL

- The City currently has five separate customer classes that are each charged different fixed and variable rates
- NewGen recommends simplifying this rate structure, as proposed below, including combining single family and single family duplex accounts

Current Minimum Bill (Per Month)		Proposed Minimum Bill (Per Month)	
Single-Family Residential	\$ 87.45	Single-Family Residential	\$ 93.00
Single-Family Residential (Duplex Grinder Pump)	\$ 139.08	Single-Family Residential (Duplex Grinder Pump)	\$ 93.00
Multi-Family Residential	\$ 69.45	Multi-Family Residential	\$ 74.00
Non-Residential (per LUE)	\$ 222.49	Non-Residential (per LUE)	\$ 233.00
NRSCA	\$ 24.58	NRSCA	\$ 24.58

WASTEWATER RATE STRUCTURE – VOLUMETRIC RATE

- The City currently has five separate customer classes that are each charged different fixed and variable rates
- NewGen recommends simplifying this rate structure, as proposed below

Volumetric Rate (Per Kgal)		Proposed Volumetric Rate (Per Kgal)	
Single-Family Residential	\$ 11.29	Single-Family Residential	\$ 11.50
Single-Family Residential (Duplex Grinder Pump)	\$ 11.29	Single-Family Residential (Duplex Grinder Pump)	\$ 11.50
Multi-Family Residential	\$ 10.28	Multi-Family Residential	\$ 11.50
Non-Residential	\$ 15.62	Non-Residential	\$ 11.50
NRSCA	\$ 23.80	NRSCA	\$ 23.80

NRSCA CUSTOMER RECOMMENDATIONS

- Rates cannot be changed until after contract expires on 12/31/2027
- Paying to reserve capacity they aren't fully utilizing
- Once contracts expire, NRSCA customers will be billed the same as non-residential customers
 - Volumetric revenue will decrease, but fixed (minimum bill) revenue increase, resulting in a net increase in revenue
 - The fixed revenue will increase because NRSCA contract currently bills the demand charge per connection, but non-residential bills the demand charge per LUE

PROPOSED WASTEWATER RATES

		Current		FY 2026		FY 2027		FY 2028		FY 2029	
Minimum Bill (\$/month)											
SF Residential	\$	87.45	\$	93.00	\$	97.70	\$	99.70	\$	99.70	
MF Residential		69.45		74.00		77.70		79.30		79.30	
Non-Residential		222.49		233.00		244.70		249.60		249.60	
NRSCA		24.58		24.58		24.58					
Volumetric Rate (\$/1,000 gal)											
SF Residential	\$	11.29	\$	11.50	\$	12.10	\$	12.30	\$	12.30	
MF Residential		10.28		11.50		12.10		12.30		12.30	
Non-Residential		15.62		11.50		12.10		12.30		12.30	
NRSCA		23.80		23.80		23.80					

OVER/(UNDER) RECOVERY UNDER PROPOSED RATES

	Current	FY 2026	FY 2027	FY 2028	FY 2029
Annual Minimum Bill Revenue	\$ 1,294,801	\$ 1,360,210	\$ 1,427,664	\$ 2,334,874	\$ 2,334,874
Annual Volumetric Revenue	1,300,343	1,227,821	1,266,766	910,569	910,569
Total Revenue	\$ 2,595,145	\$ 2,588,031	\$ 2,694,429	\$ 3,245,443	\$ 3,245,443
Revenue Requirement	(2,601,797)	(2,750,043)	(2,888,908)	(3,023,343)	(3,158,489)
Over/Under at Proposed Rates	\$ (6,652)	\$ (162,012)	\$ (194,479)	\$ 222,100	\$ 86,954
Cumulative Over/Under	(6,652)	(168,665)	(363,143)	(141,043)	(54,090)

PROPOSED
RESIDENTIAL
WASTEWATER
BILL IMPACTS

		Current	FY 2026 Proposed	FY 2027 Proposed	FY 2028 Proposed	FY 2029 Proposed
Retail Fixed Charges						
Single Family Residential		\$ 87.45	\$ 93.00	\$ 97.70	\$ 99.70	\$ 99.70
Volumetric Charges						
Monthly Volume	5,000 gallons	56.45	57.50	60.50	61.50	61.50
Total Water Bill		\$ 143.90	\$ 150.50	\$ 158.20	\$ 161.20	\$ 161.20
Year-Over-Year Change						
Retail Fixed Charges			\$ 5.55	\$ 4.70	\$ 2.00	
Volumetric Charges			1.05	3.00	1.00	
			\$ 6.60	\$ 7.70	\$ 3.00	



QUESTIONS?

GRANT RABON
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