

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL REGULAR MEETING
Wednesday, July 23, 2025 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Vaughan called the meeting to order at 7:00 p.m.

CITY COUNCIL PRESENT:

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

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Finance Director Vonda Ragsdale
Director of BDS Jennifer Bills
Chief of Police Scott Gerdes
City Attorney Dan Santee
Court Administrator Robert Martinez

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

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

3. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.
- a. Approval of the July 9, 2025 Regular Meeting Minutes.
 - b. Approval of the FY 25 Q3 Building and Development Services Department Report.
 - c. Approval of the FY 25 Q3 Investment Report and Quarterly Revenue/Expense Report.
 - d. Approval of the FY 25 Q3 Municipal Court Report.
 - e. Approval of the FY 25 Q3 Public Safety Report.
 - f. Approval of an Interlocal Agreement with Travis County for dispatch services.
 - g. Approval of a resolution suspending the August 19, 2025 effective date of Texas Gas Service Company's requested increase to permit the City time to study the request and to establish reasonable rates; approving cooperation with other cities in the Texas Gas Service Company's service area; hiring legal and consulting services to negotiate with the Company and direct any necessary litigation and appeals; authorizing intervention in Texas Gas Service's Statement of Intent to change gas utility rates at the Railroad Commission; requiring reimbursement of cities' rate case expenses; finding that the

meeting at which this resolution is passed is open to the public as required by law; requiring notice of this resolution to the Company and legal counsel.

- h. Approval for participation in the New National Opioid Settlement - Purdue/Sackler Direct Settlement.
- i. Approval of a UniVista Project Proposal for transition to the new building in the amount of \$76,500.18 and authorizing the City Administrator to execute all documents.

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

4. Administration Discuss and consider action on an ordinance repealing Ordinance 2024-010, an amendment to Section 16.05.068, "Parking on Certain Streets Prohibited," for Westhaven Drive (east side of street) and McConnell Drive (east side of street).

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember South, the Council voted four (4) for and none (0) opposed to approve the ordinance as presented repealing Ordinance 2024-010. Motion carried.

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

Stephen Karp provided an update on Proposition A. Substantial completion date will be July 25, 2025.

Director Bills provided an update on Proposition B. Final project closeout will be in September 2025.

5. Finance Discuss and consider action on the Fiscal Year 2025-26 Proposed Budget.

City Administrator Fletcher gave a brief summary. Proposed tax rate for fiscal year 2025-26 is the no-new-tax-rate of \$0.1768. Each department gave a brief description of highlights in their area:

- Finance (Vonda Ragsdale) - Proposed budget shows built in salary increase of approximately 4%. Not many changes since the workshop. Still waiting on medical rates. Certified tax roll has been received.
- Municipal Court (Robert Martinez) - As a results of being a paper-light court, postage and copy expenses are down. Use of interpreters decreased during the current fiscal year. Court also uses a translation device at the window to assist with customers. A Youth Diversion program with the City of Austin is in discussions. Preparing to solicit for Collection Agency services. Salary increases for judges has been built in to the proposed budget.
- Police Department (Chief Gerdes) - Will be fully staffed by the end of July. The only large request for FY 25-26 is a new speed trailer.
- Building & Development Services (Jennifer Bills) - Items for upcoming budget

include: new Planner position, addition of ESRI GIS, Drainage Manual review, and additional MS4 monitoring.

- Wastewater (Theresa Sanchez) - Working with PW Utility Superintendent Ghiselline to manage issues. Rates were set to increase in the next fiscal year. Mayor would like to pause and hold rates flat for at least one year to see how things go (preparing for debt roll off in seven years).

7. Administration Receive an update and consider possible action regarding City of West Lake Hills v. Jaffe - 1405 Wildcat Hollow.

Director Bills gave a brief update. Some items still needed during the final review period include building permit, OSSF permit, and license to encroach. Plans show removal of the fence, but a handrail needs to be installed to provide safety measures from drop off.

8. 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 551.074 - Deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint against an officer or employee: City Administrator Annual Evaluation.

Council convened into Executive Session at 8:04 p.m.

9. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding deliberation of the City Administrator annual evaluation.

Councilmember Bowman left early at 8:33 p.m.

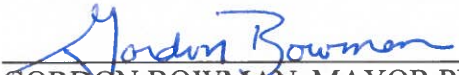
Council reconvened in Open Session at 8:39 p.m.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Plunkett, the Council voted three (3) for and none (0) opposed to approve a raise for the city administrator position of the City of West Lake Hills of four and one-half percent to be effective on the same date as the rest of the administrative staff for the next fiscal year. Motion carried.

10. Adjournment

Mayor Vaughan adjourned the meeting at 8:40 p.m.

Respectfully submitted,


GORDON BOWMAN, MAYOR PRO TEM

ATTEST:

Terry Blanchard
Terry Blanchard, TRMC
City Secretary



These minutes were approved on August 13, 2025.