



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL REGULAR MEETING
Wednesday, October 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 October 2025 at 7:00 p.m., in the Council Chambers, Municipal Complex, 4010 Bee Cave Road, West Lake Hills, Texas, at which time the following items will be discussed, to-wit:

REMOTE ACCESS - Join Zoom Meeting at <https://us02web.zoom.us/j/3499549035>
Or via telephone: Dial (346) 248-7799 - Meeting ID: 349 954 9035

If you wish to speak during the meeting or provide written comments, please email your name, phone number, comments, and the item number you wish to speak/comment on to citysec@westlakehills.gov by 1:00 P.M. on October 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 October 8, 2025 Regular Meeting Minutes.
 - b. Approval of the FY 25 Q4 Building and Development Services Department Report.
 - c. Approval of the FY 25 Q4 Investment Report.
 - d. Approval of the FY 25 Q4 Municipal Court Report.
 - e. Approval of the FY 25 Q4 Public Safety Report.
4. Administration Discuss and consider action on Resolution No. 2025-10-02 adopting a Board and Commission Appointment Policy.

5. Administration Discuss and consider action to approve an Ordinance with the caption reading: An ordinance of the City of West Lake Hills, Texas amending the City of West Lake Hills Code of Ordinances Chapter 6: Alarm Systems; and providing for repealer, severability, effective date, and proper notice & meeting.
6. Administration Receive an update and consider possible action regarding City of West Lake Hills v. Jaffe - 1405 Wildcat Hollow
7. Adjournment

Approved by: James Vaughan, Mayor

Certificate

I certify that the above Notice of the October 22, 2025 City Council Regular Meeting was posted on the bulletin board at the Municipal Complex, 4010 Bee Cave Road, West Lake Hills, Texas on Thursday, October 16, 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, October 8, 2025 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Vaughan called the meeting to order at 7:01 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 Charles E. Zech

Meeting was suspended at 7:02 p.m.

Meeting was reconvened at 8:34 p.m. Mayor Vaughan moved to Item #5 on the agenda.

5. Land Use 1206 Yaupon Valley Road - Discuss and consider action on a recommendation from ZAPCO on a variance to allow for a front-yard fence with 0% visibility, where 80% is the minimum allowed by code (Section 22.03.173).
Applicant: John Hussey, Site Specifics.

Director Bills gave a summary. ZAPCO recommends denial. Applicant representative (from the Planning Agency) stated the request is based on constructability. The owner wants privacy for the pool area and would like to use a lightweight material for the walls. Spencer Stevens (1230 Yaupon Valley Road) stated that he is opposed to this fence. He hasn't heard of any hardship and feels that vegetative screening could be used for privacy. Sonia M. (resident) stated that vegetation is what makes West Lake Hills unique. This type of fence takes away from the uniqueness of the area.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember South, the Council voted four (4) for and none (0) opposed to deny the variance. Motion carried.

Mayor Vaughan moved to Item #2.

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. Sonia M. asked about fence requirements. Director Bills responded that six-foot is the highest allowed. **Hearing no further comments, the public comment section was closed.**

Mayor Vaughan moved to Item #10.

10. Executive Session In accordance with Texas Government Code, Section 551.001, et seq, the City Council will recess into Executive Session (closed meeting) to discuss the following:
 - a. Section 551.071 - Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. the following:
 - i. Jaffe - 1405 Wildcat Hollow.

Council convened into Executive Session at 8:49 p.m.

11. 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 9:17 p.m. No action was taken.

Mayor Vaughan moved to Item #3.

3. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of the items is necessary unless requested by a Council Member.
 - a. Approval of the September 24, 2025 Regular Meeting Minutes.
 - b. Approval of the October 1, 2025 Workshop Minutes.
 - c. Approval of the Art Exhibit agreement, policies and procedures.
 - d. Approval of an amendment to Ordinance 2025-016 for updated M&O portion of tax rate.
 - e. Approval to change the following regular City Council Meetings:
 - i. Reschedule the November 26, 2025 meeting to Tuesday, November 25, 2025; and
 - ii. Cancel the December 24, 2025 meeting.
 - f. Approval of a Resolution amending the Financial Procedures & Controls.

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 Consent Agenda. Motion carried.

4. Land Use 1511 Wildcat Hollow - Discuss and consider action on a recommendation from ZAPCO on a variance for the removal of two trees with trunk diameters of 14 inches or greater (Section 22.03.304 of the West Lake Hills Code):
 1. Tree #133 – 15.5” Hackberry

2. Tree #192 – 15.5” Spanish Oak
Applicant: Matt Sener, Michael Hsu Office of Architecture.

Director Bills gave a summary. Chris Lewis (remote) was available to answer the Council's questions.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Bowman, the Council voted four (4) for and none (0) opposed to approve variance for 4.1 (Hackberry) and to deny variance for 4.2 (Spanish Oak) due to lack of hardship. Motion carried.

6. Land Use **1405 Wildcat Hollow** - Discuss and consider action on a License to Encroach into the Wildcat Hollow right-of-way for private improvements.
Applicant: Matt Boelsche, Dick Clark & Associates

Director Bills gave a summary. The License to Encroach does not go beyond the settlement agreement. Matt Boelsche stated that his client will remove the non-compliant fence and revegetate the area.

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

7. Administration Discuss and consider action on an ordinance designating the official newspaper for the City of West Lake Hills.

City Administrator Fletcher gave a brief summary.

MOTION: Upon a motion made by Councilmember South and a second by Councilmember Harmon, the Council voted four (4) for and none (0) opposed to designate the Austin American-Statesman as the official newspaper for Fiscal Year 2025-26. Motion carried.

8. Ordinance Discuss and consider action on the appointment/reappointment of members of the Zoning and Planning Commission and to confirm the process for 2026.

Director Bills stated that the current ZAPCO members had been contacted and all three would like to be considered for reappointment. The Council was provided with a draft process for future Boards/Commission members. The policy will not be voted on at tonight's meeting, but will be on the next meeting agenda.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Plunkett, the Council voted three (3) for and none (0) opposed with one (1) abstention to reappoint Julia Webber, Laurie Maccini, and James Pledger to ZAPCO. Councilmember Bowman abstained. Motion carried.

9. Administration Discuss and consider action on an Interlocal Agreement with the Capital Area Metropolitan Planning Organization for the Eanes Creek Trail Study.

City Administrator Fletcher gave a summary.

MOTION: Upon a motion made by Councilmember Plunkett and a second by Councilmember South, the Council voted four (4) for and none (0) opposed to approve the Interlocal Agreement with CAMPO for the Eanes Creek Trail Study. Motion carried.

Item #3c — City Administrator Fletcher stated that the Art Exhibit agreement, policies and procedures as listed on the Consent Agenda had been revised prior to tonight's meeting. He asked that the Council approve the revised version which authorizes the Art Committee to select the artists for exhibits and reduces the role of the Council to the appeals process.

MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Bowman, the Council voted four (4) for and none (0) opposed to approve Item #3c (revised Art Exhibit agreement, policies and procedures) as discussed. Motion carried.

12. Adjournment

Mayor Vaughan adjourned the meeting at 9:57 p.m.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on October 22, 2025.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	October 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:	N/A

Subject

Approval of the FY 2024-2025 Q4 Building and Development Services Department Report.

Recommendation

Staff recommend approval of the FY 2024-2025 Q4 Building and Development Services Department Report.

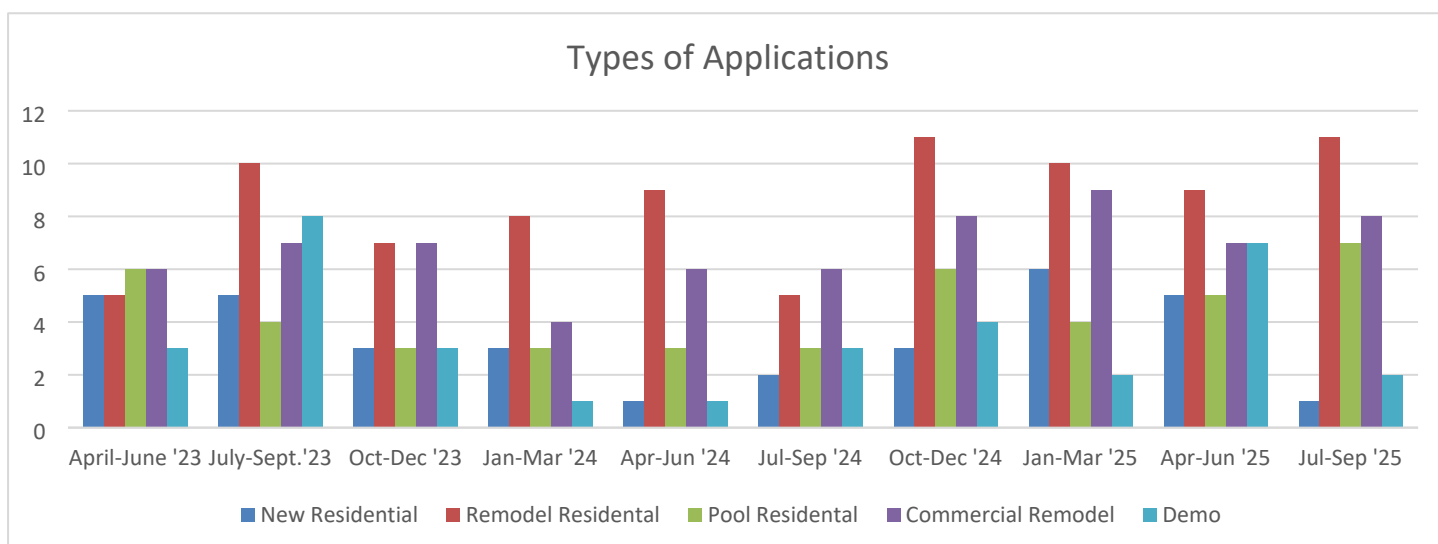
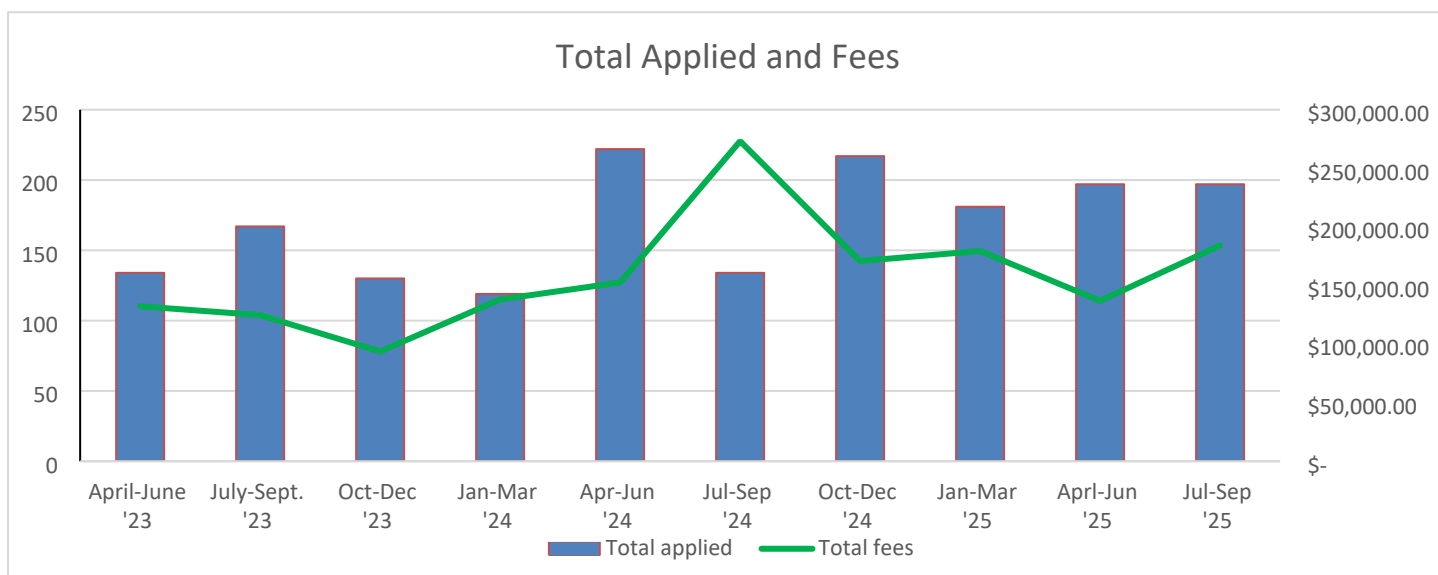
Discussion

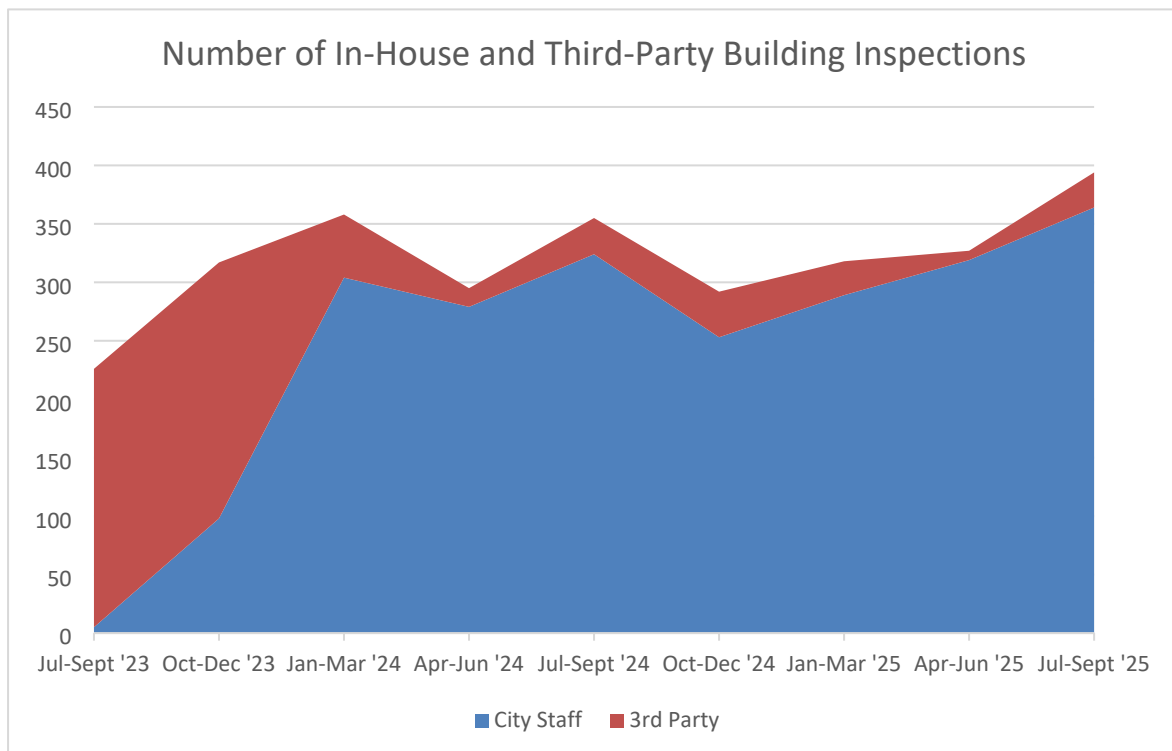
The fourth quarter FY 2024-2025 report from the Building and Development Services Department includes information related to construction in the city, including types of permits, quantities and fees collected. We have included historical data to help reflect trends.

Please refer to the tables and charts below:

<u>Applications Requiring BOA/Council Review</u>	Approved	Denied	Withdrawn/ Postponed
Variances	10	2	5
Zoning Applications	1	0	0
Special Use Permits	1	0	0
Subdivision Plats	0	0	0
Easement Release Requests	0	0	0
Uniform Sign Agreements	0	0	0
TOTAL	12	2	5

<u>Code Enforcement</u>	FY23 Q4	FY 24 Q4	FY25 Q4
Total Call	33	54	12
Actions Taken:			
Stop Work Orders	3	10	5
Notice of Violation	30	24	12
Citations	0	4	5
Total Actions	33	38	22





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:	<u>October 22, 2025</u>	Item Number:	<u>3c</u>
Department:	<u>Admin/Finance</u>		
Prepared By:	<u>Vonda Ragsdale</u>	Cost / Budget:	<u>n/a</u>
	<u>FY2024-25 Q4 Investment</u>		
Exhibits:	<u>Report</u>	Source of Funds:	<u>n/a</u>

Subject

FY2024-2025 Q4 Investment Report & Quarterly Revenue/Expense Report

Recommendation

Approval

Discussion

INVESTMENT REPORT:

The interest rates remained stable this quarter (Jul 2025-Sept 2025) at 4.4%.

City of West Lake Hills

Investment Report
Quarter Ended 9/30/2025

	Current Book Value	Current Market Value	Previous Book Value	Change in Book Value	Interest Earned	% of Portfolio	Annual Percentage Yield Earned
General Fund Investments							
Frost Bank - Checking Acct	1,269,551	1,269,551	2,164,905	(895,354)	-	5.30%	0.000%
Lone Star Liquidity Fund	9,764,134	9,764,134	9,656,603	107,530	107,510	40.79%	4.403%
LOGIC	5,931,450	5,931,450	7,177,624	(1,246,174)	74,331	24.78%	4.379%
Total General Fund	<u>\$ 16,965,135</u>	<u>\$ 16,965,135</u>	<u>\$ 18,999,132</u>	<u>\$ (2,033,997)</u>	<u>\$ 181,841</u>	<u>70.88%</u>	
2021 I&S FUND							
LOGIC	21,112	21,112	20,881	231	231	0.09%	4.379%
Total 2022 GO Bond Fund	<u>\$ 21,112</u>	<u>\$ 21,112</u>	<u>\$ 20,881</u>	<u>\$ 231</u>	<u>\$ 231</u>	<u>0.09%</u>	
2022 GO BOND FUND							
LOGIC	1,316,845	1,316,845	4,538,396	(3,221,551)	38,049	5.50%	4.379%
Total 2022 GO Bond Fund	<u>\$ 1,316,845</u>	<u>\$ 1,316,845</u>	<u>\$ 4,538,396</u>	<u>\$ (3,221,551)</u>	<u>\$ 38,049</u>	<u>5.50%</u>	
Wastewater Fund							
Lone Star Liquidity Fund	3,813,352	3,813,352	3,771,364	41,988	41,988	15.93%	4.403%
Total Wastewater Fund	<u>\$ 3,813,352</u>	<u>\$ 3,813,352</u>	<u>\$ 3,771,364</u>	<u>\$ 41,988</u>	<u>\$ 41,988</u>	<u>15.93%</u>	
Wastewater Construction Fund							
Lone Star Liquidity Fund	568,470	568,470	562,211	6,259	6,259	2.38%	4.403%
Total WW Construction Fund	<u>\$ 568,470</u>	<u>\$ 568,470</u>	<u>\$ 562,211</u>	<u>\$ 6,259</u>	<u>\$ 6,259</u>	<u>2.38%</u>	
Wastewater Debt Service Fund							
Frost Bank Money Market	1,250,277	1,250,277	1,250,168	109	109	5.22%	0.0004%
Total WW Debt Service Fund	<u>\$ 1,250,277</u>	<u>\$ 1,250,277</u>	<u>\$ 1,250,168</u>	<u>\$ 109</u>	<u>\$ 109</u>	<u>5.22%</u>	
Total	<u>\$ 23,935,191</u>	<u>\$ 23,935,191</u>	<u>\$ 29,142,151</u>	<u>\$ (5,206,960)</u>	<u>\$ 268,478</u>	<u>100.00%</u>	

Signature on file _____ 10/15/2025
Vonda Ragsdale, Finance Director Date

Signature on file _____ 10/15/2025
Trey Fletcher, City Administrator Date



City of West Lake Hills
City Council

AGENDA REPORT

Meeting Date: October 22, 2025
Department: Municipal Court
Prepared By: Court Staff
Exhibits: FY'25 Q4 MC Dashboard

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

Subject

Approval of the FY 25 Q4 Municipal Court Report.

Recommendation

Staff recommend approval of the FY 25 Q4 Municipal Court Report.

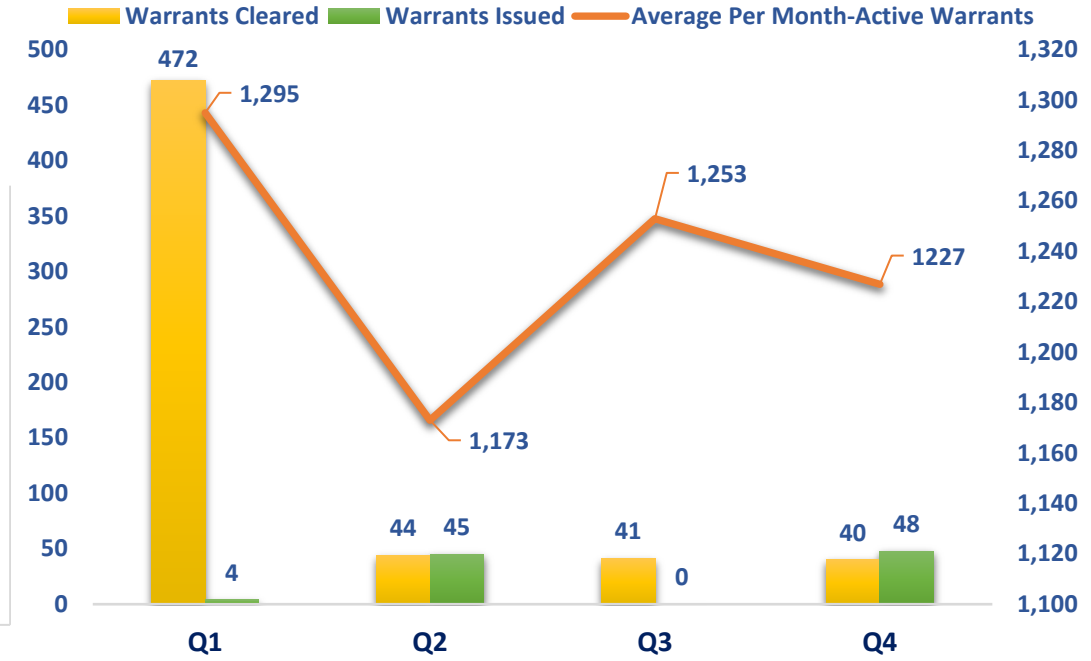
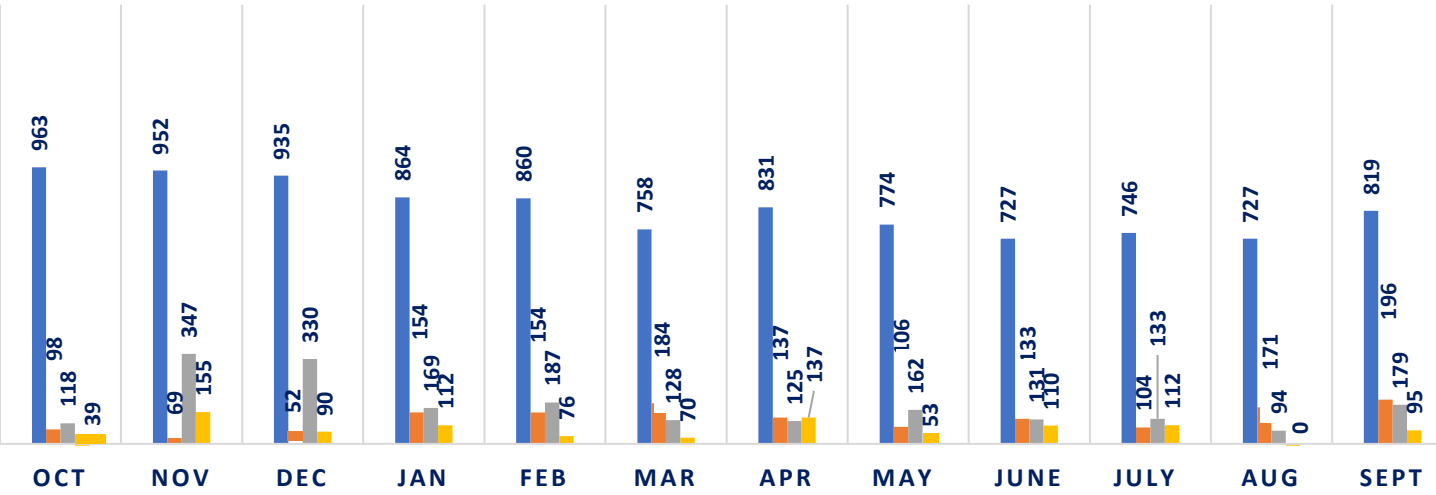
Discussion

The FY' 25 Municipal Court Dashboard includes information related to citation filings, case activity as well as warrant data.

MUNICIPAL COURT DASHBOARD

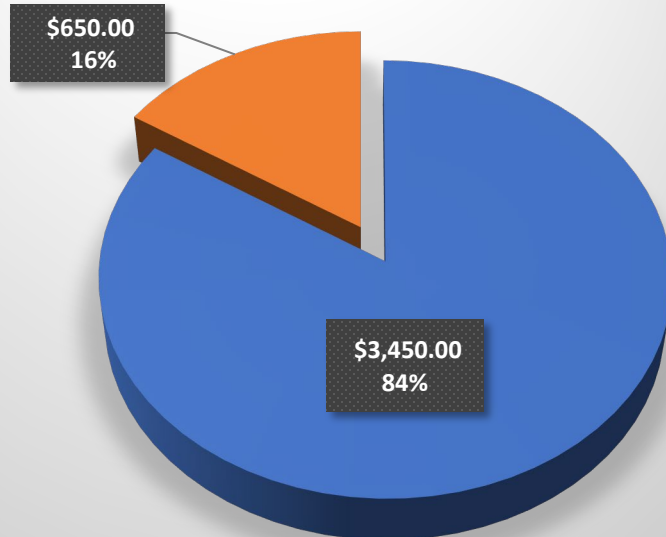
FY24-25 Q4

Active Cases New Cases Cases Disposed Cases on Docket



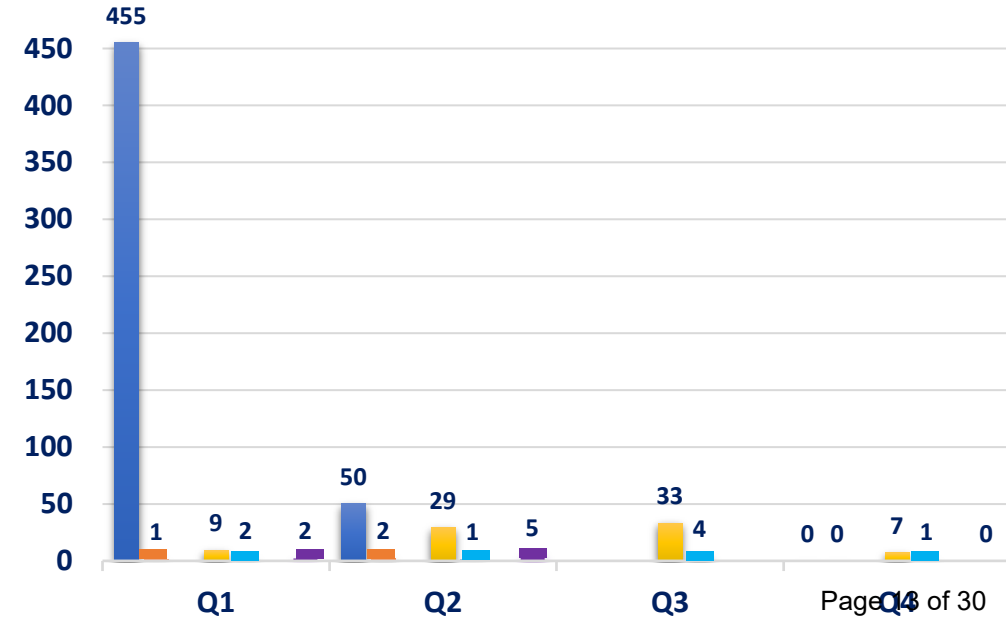
Travis County Warrant Fees Collected

Travis County West Lake Hills



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

Special Case Types





City of West Lake Hills
City Council

AGENDA REPORT

Meeting Date:	<u>October 22, 2025</u>	Item Number:	<u>3e</u>
Department:	<u>Police</u>		
Prepared By:	<u>Chief Gerdes</u>	Cost / Budget:	<u>\$0</u>
Exhibits:	<u>Q4 25 Public Safety Report</u>	Source of Funds:	<u></u>

Subject

This is the Public Safety Report for Q4 2025

Recommendation

Staff recommends approval of this report

Discussion

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



West Lake Hills Police Department West Lake Hills, TX



Public Safety Report FY 4th Quarter (July – Sep.), 2025

Statistical Highlights

During the FY 4th quarter (July – Sep.) 2025, there were 36 reported NIBRS* Group A offenses, compared with 42 for the 3rd quarter of 2025 and 34 during the same quarter last year. Officers made 11 in-custody or field release arrests in Q4 2025 compared to 18 in Q3.

In Q4, our officers made 540 traffic stops, resulting in 483 violations and 238 warnings. Of the 483 violations, 242 were for speeding and 102 were for speeding in a school zone. This compares to 347 traffic stops for Q3.

During Q4, West Lake Hills Police Officers responded to 444 calls for service, compared to 402 calls for service in Q3. Officers also conducted 235 close patrol checks for residents who were out of town, compared to 278 for Q3.

STR Locations

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

Training

Officers completed 317 hours of training during this quarter, compared to 401 hours during Q3. Training this quarter included Taser 10 Less Lethal Electronic Control Device Training, AXON Virtual Reality Training, De-escalation Techniques, New Supervisor Course, and FEMA: IPAWS Training.

Charts

Attached are charts of trends over the last several quarters. We have also included a chart of actual F/T officers on the department vs. authorized positions (16). We currently are fully staffed at 16 officers, including one who is on military leave until December 10, 2025.

*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

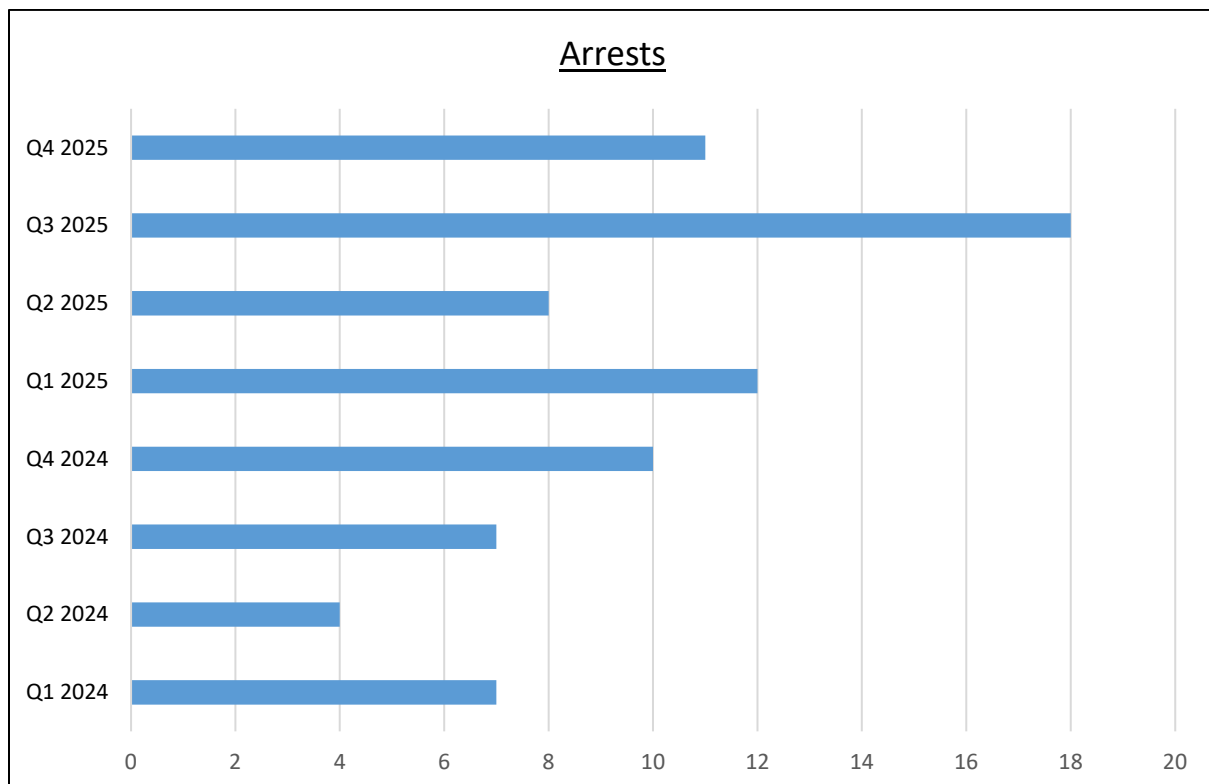
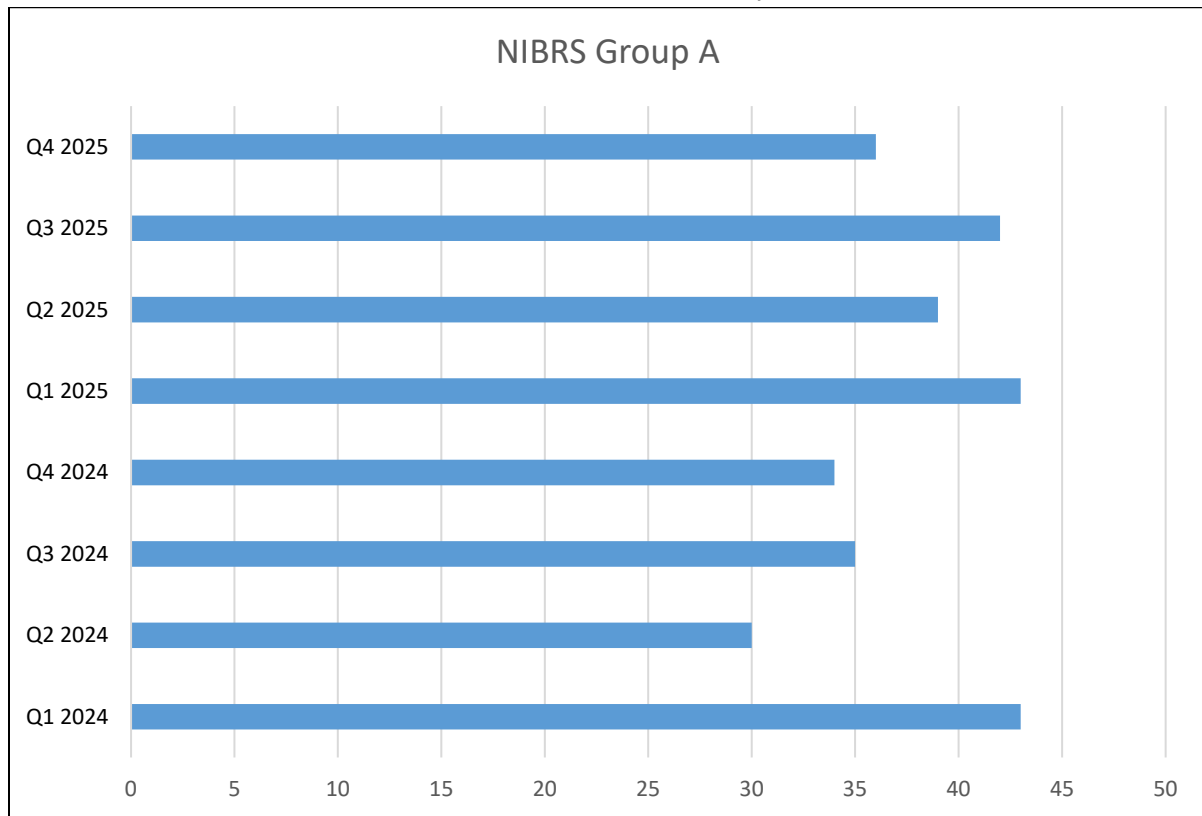
NIBRS Group A offenses

- 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.

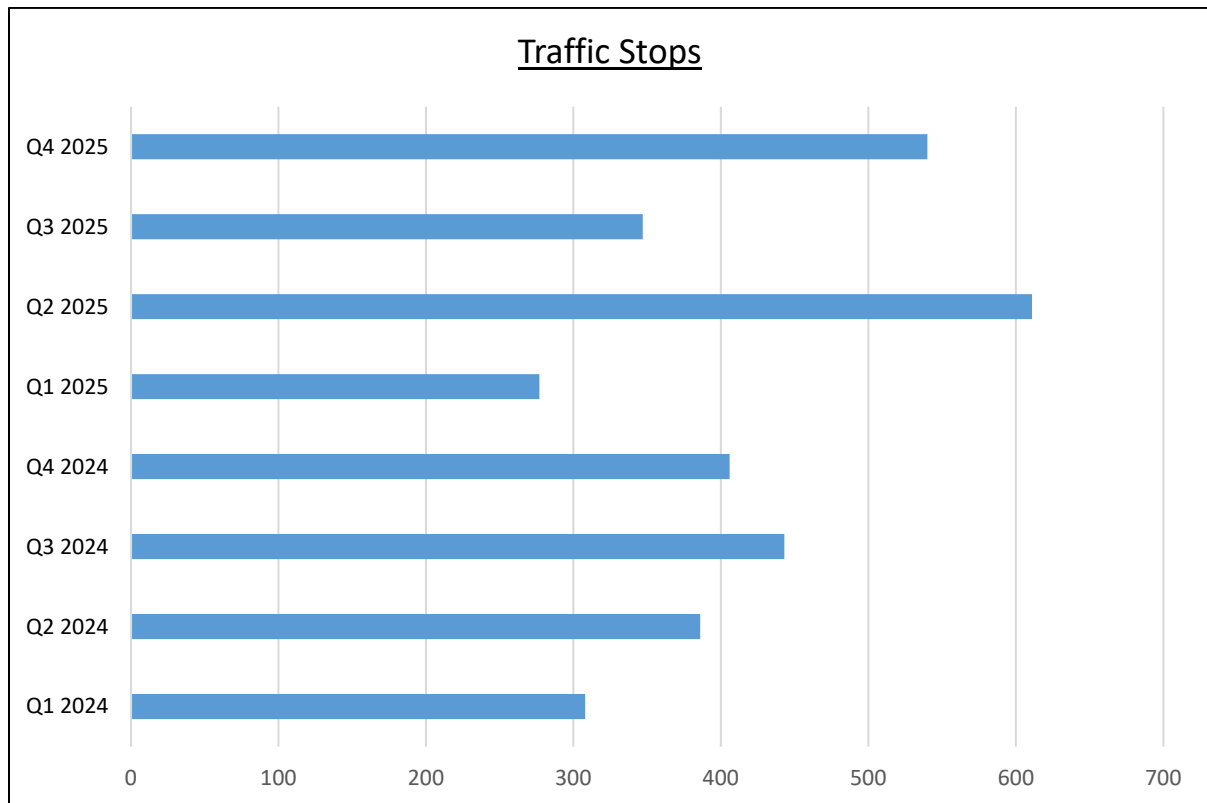
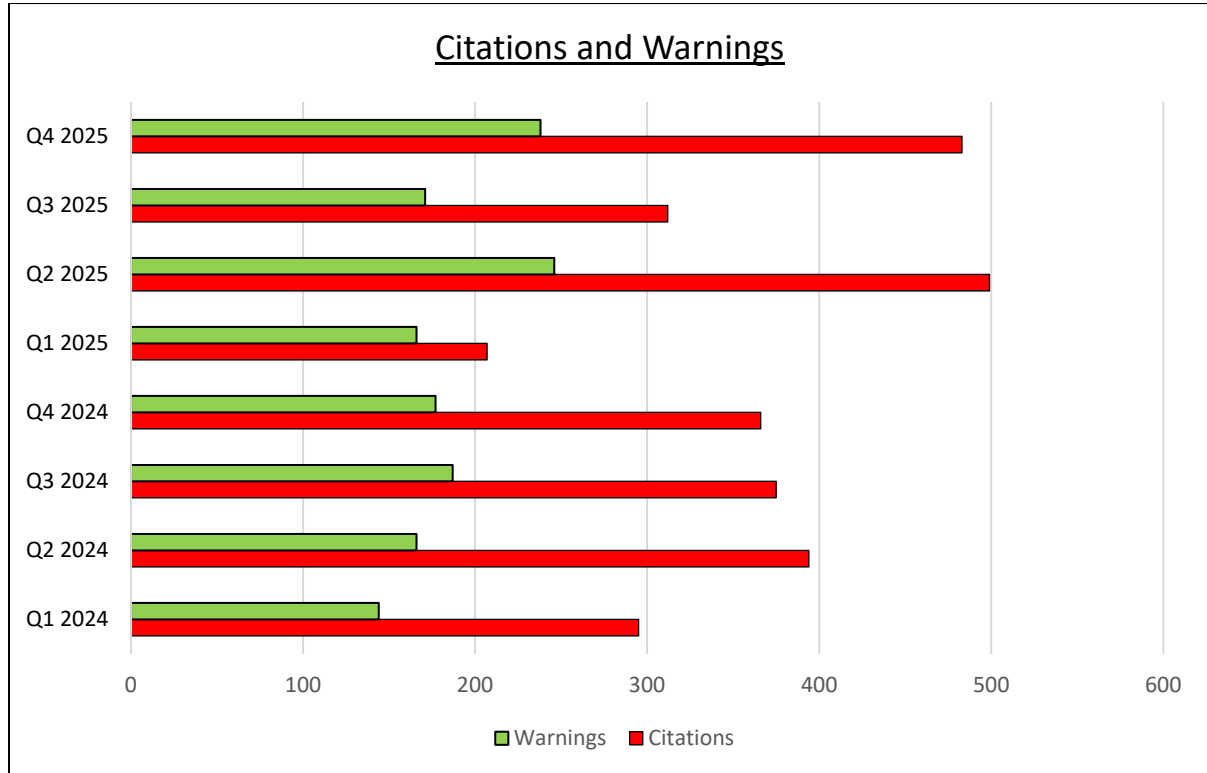
West Lake Hills Police Department

West Lake Hills, TX



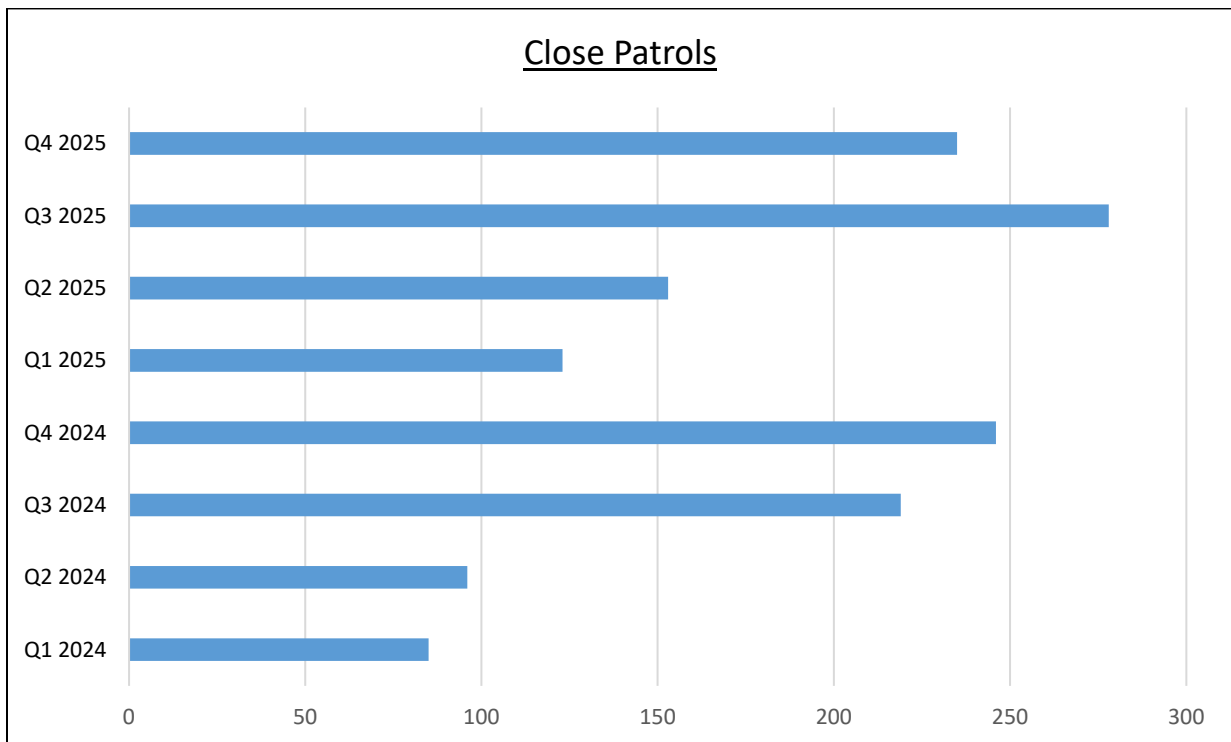
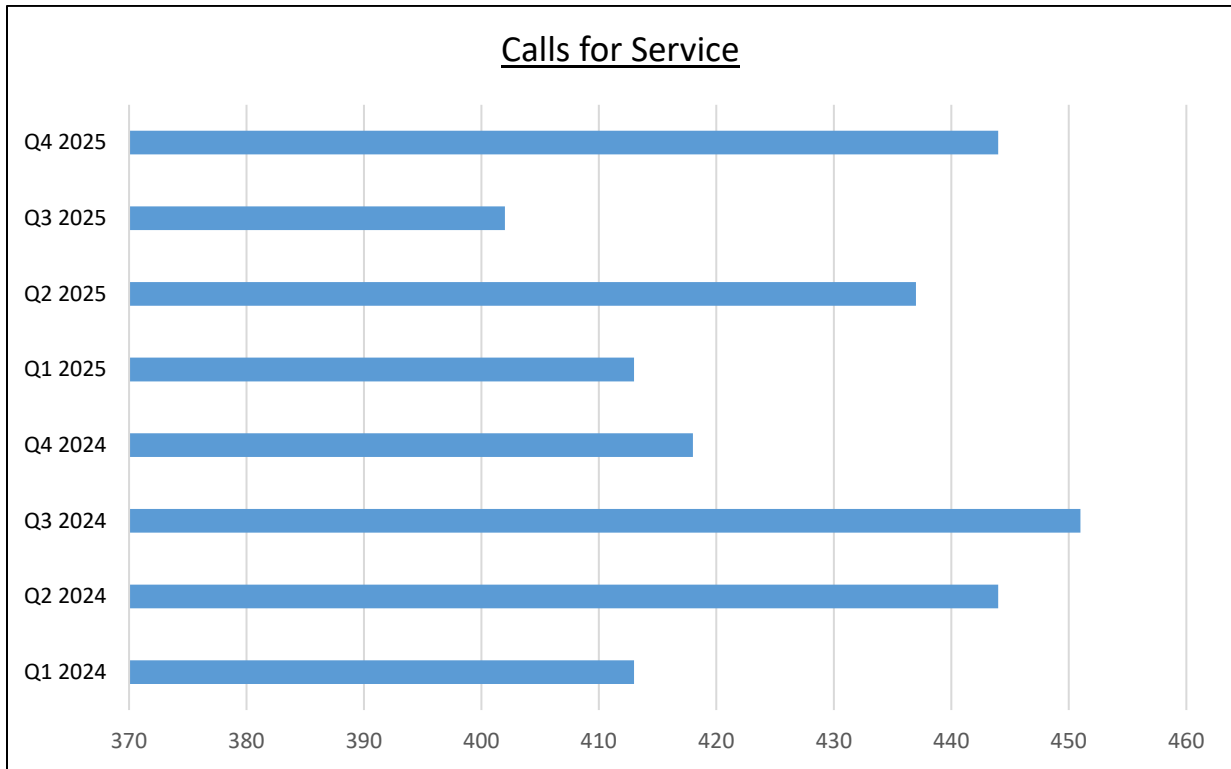
West Lake Hills Police Department

West Lake Hills, TX

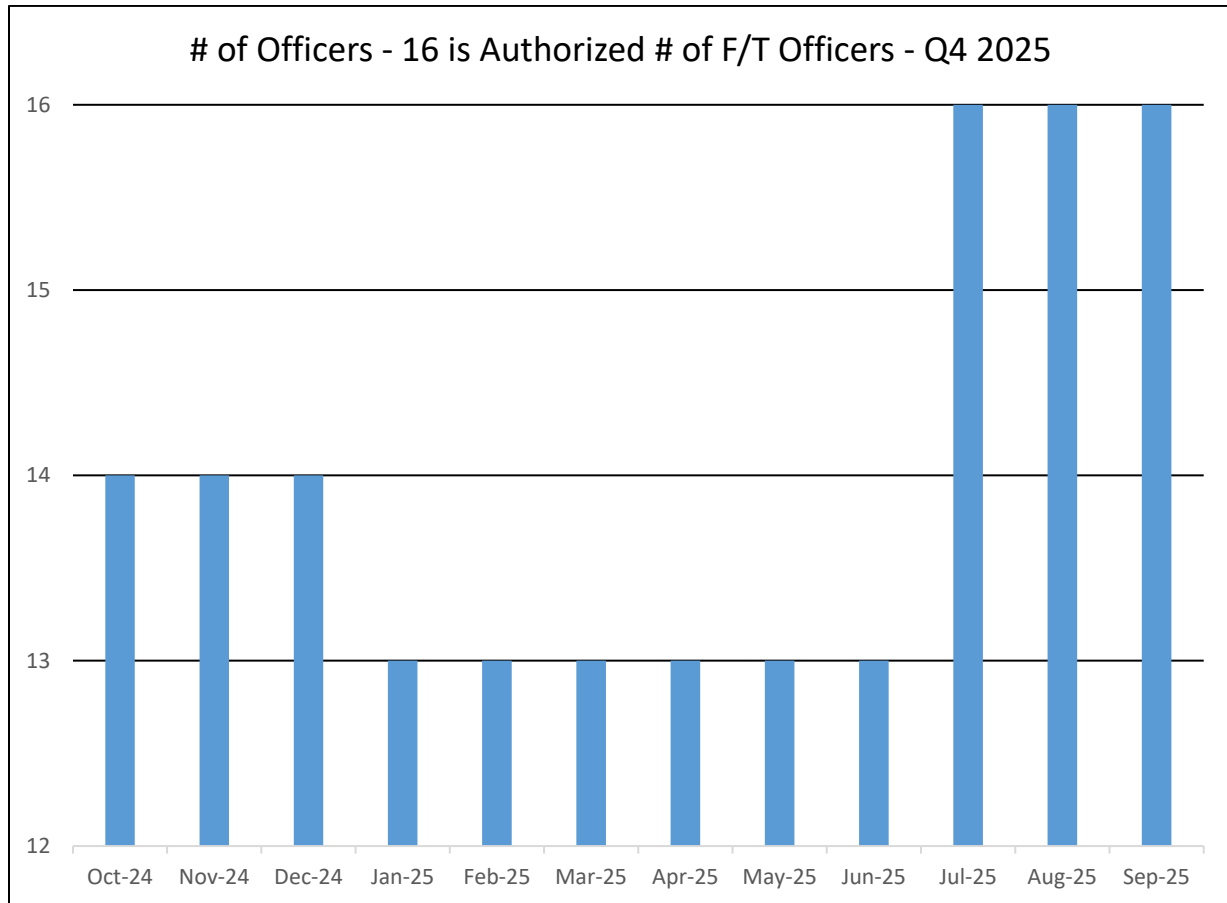


West Lake Hills Police Department

West Lake Hills, TX



West Lake Hills Police Department West Lake Hills, TX



Currently, we have 16 F/T officers and are authorized 16. We have 0 vacancies and one of our officers is on military duty until December 10, 2025.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>October 22, 2025</u>	Item Number:	<u>4</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Terry Blanchard/Jennifer Bills</u>	Cost / Budget:	<u>n/a</u>
Exhibits:	<u>ZAPCO Roster, Draft Policy</u>	Source of Funds:	<u>n/a</u>

Subject

Discuss and consider action on Resolution No. 2025-10-02 adopting a Board and Commission Appointment Policy.

Recommendation

Discuss and take action the resolution to adopt a Board and Commission Appointment Policy.

Discussion

In 2023, City Council established the requirement for a call for applications for new and existing members to apply for the upcoming term that is to be published in August. Attached is a Board and Commission Appointment Policy to clearly define the process for ZAPCO, and other future boards and commissions appointed by City Council.

RESOLUTION NO. 2025-10-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS, TEXAS, ADOPTING A POLICY FOR THE APPOINTMENT OF MEMBERS TO MUNICIPAL BOARDS, AND COMMISSIONS; PROVIDING FOR TERMS, APPLICATION PROCEDURES, ELIGIBILITY IN EXHIBIT A, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of West Lake Hills is a Type A General Law City (“the “City”) incorporated under the laws of the State of Texas; and

WHEREAS, Article 20.02 establishes the Zoning and Planning Commission and Article 38.02 establishes the Board of Adjustment; and

WHEREAS, the City of West Lake Hills can create additional boards and commissions for the oversight and operation of the organization; and

WHEREAS, the City Council strives to create a consistent process for the annual appointment or reappointment of board and commission members.

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

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City of West Lake Hills and made a part hereof for all purposes and findings of fact.

Section 2. Adoption of Policy. The “Board and Commission Appointment Policy” attached hereto as Exhibit A is hereby adopted as the official policy of the City of West Lake Hills.

Section 3. Applicability. This policy shall apply to all boards, commissions, and committees created by the City Council, except where otherwise required by state law.

Section 4. Effective Date. This resolution shall be effective immediately upon adoption.

Section 5. Severability. If any provision of this Resolution or the attached policy is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions are declared severable.

PASSED AND APPROVED on this 22nd day of October 2025.

James Vaughan, Mayor

ATTEST:

Terry Blanchard, TRMC
City Secretary



Board and Commission Appointment Policy

Purpose

The purpose of this policy is to establish a clear and consistent process for the appointment of members to boards, commissions, and committees of the City of West Lake Hills, Texas, a Type A General Law Municipality under Texas Local Government Code.

Applicability

Zoning & Planning Commission as referenced in Article 20.02.

Terms of Service

1. Board and commission members shall be appointed to two-year terms to coincide with the fiscal year starting October 1, or as required by the Code of Ordinances or other law.
2. Terms shall be staggered where feasible to ensure continuity of experience and service.
3. Terms shall not be limited, but members shall continue to serve until their successor is appointed and qualified, unless they resign or are removed by City Council.

Application Process

1. The City shall solicit and accept applications annually during an **open application period starting August 1**.
2. Applications must be submitted on the official City application form, available online and at City Hall. Current board or commission members may submit a letter of interest in reappointment in lieu of an application.
3. Completed applications must be received by the City Secretary by 5:00 p.m. on the application deadline to be considered.
4. Applications will remain on file for one year and may be considered for mid-term vacancies.

Appointment Process

1. The City Secretary shall provide all timely applications to the City Council for review following the close of the application period.
2. The City Council shall make appointments at its **regular September meeting** or as soon thereafter as practicable.
3. Council may, at its discretion, conduct applicant interviews or request additional information.
4. Appointments shall be made by majority vote of the City Council.

Eligibility

1. Unless otherwise provided by state law or ordinance, applicants must be:
 - Residents of the City of West Lake Hills, or
 - Residents of the City's extraterritorial jurisdiction (ETJ) if permitted by ordinance or applicable statute.
 - Tenure must be at least one year.
2. Members must remain in compliance with any applicable attendance and conduct standards adopted by the City.
3. Members must meet specific criteria outlined in the Code of Ordinance for the board or commission.

Vacancies

1. Vacancies occurring mid-term shall be filled by City Council as soon as practicable through utilizing applications on file or opening an application period.
2. Persons appointed to fill vacancies shall serve the remainder of the unexpired term.

Removal

Members serve at the pleasure of the City Council and may be removed at any time by majority vote of the Council, as allowed by law or statute.

Effective Date

This policy shall take effect immediately upon adoption by the City Council and shall apply to all future board and commission appointments.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>October 22, 2025</u>	Item Number:	<u>5</u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u>n/a</u>
Exhibits:	<u>Proposed Ordinance</u>	Source of Funds:	<u>n/a</u>

Subject

Discuss and consider action to approve an Ordinance with the caption reading: An ordinance of the City of West Lake Hills, Texas amending the City of West Lake Hills Code of Ordinances Chapter 6: Alarm Systems; and providing for repealer, severability, effective date, and proper notice & meeting.

Recommendation

Approval.

Discussion

The effect of this ordinance is to repeal Chapter 6, Article 6.02 in its entirety.

The need for local alarm ordinances is not as great in a city the size of West Lake Hills. Keeping track of all registered alarms and their permitting would require significant time and resources which is not necessary and could be better spent elsewhere. Our officers currently respond to all alarm calls and will continue to do so even without an alarm ordinance. Rather than managing permits, we will be able to continue to focus on the core public safety functions of answering alarm calls when they come in.

1 **CITY OF WEST LAKE HILLS**

2 **ORDINANCE NO. _____**

3
4 **AN ORDINANCE OF THE CITY OF WEST LAKE HILLS,**
5 **TEXAS AMENDING THE CITY OF WEST LAKE HILLS**
6 **CODE OF ORDINANCES CHAPTER 6: ALARM SYSTEMS;**
7 **AND PROVIDING FOR REPEALER, SEVERABILITY,**
8 **EFFECTIVE DATE, AND PROPER NOTICE & MEETING.**
9

10 **WHEREAS,** the City Council finds that the City's Code of Ordinances currently includes
11 provisions regulating alarms, alarm systems, requiring the permitting of alarm
12 systems and imposing penalties and fees for false alarms ("Alarms"); and
13

14 **WHEREAS,** the City Council recognizes that the administration and enforcement of Alarms
15 require significant staff time and resources, and that these resources may be more
16 effectively allocated to higher-priority public safety and community service
17 functions; and
18

19 **WHEREAS,** the City Council finds that advances in alarm technology, greater reliability of
20 modern systems, and changes in local law enforcement practices have reduced the
21 need for local alarm regulations; and
22

23 **WHEREAS,** the City Council further finds that the City's current regulatory structure may impose
24 unnecessary burdens on residents and businesses without providing a
25 corresponding public safety benefit; and
26

27 **WHEREAS,** the City Council desires to reduce unnecessary regulatory requirements and
28 administrative costs, streamline City operations, and focus resources on core public
29 safety functions; and
30

31 **WHEREAS,** the City Council finds that eliminating alarm regulations will simplify the City's
32 regulatory framework, improve efficiency, and align with the City's broader policy
33 goals of responsive and effective governance; and
34

35 **WHEREAS,** the City Council further finds that repealing these provisions will not adversely
36 affect the City's ability to respond to alarm-related calls for service, and may
37 strengthen partnerships with property owners and alarm companies by removing
38 duplicative requirements;
39

40 **WHEREAS,** the City Council declares that it is in the best interest of the City and its residents to
41 repeal and delete the alarm regulations currently contained in the City's Code of
42 Ordinances to advance sound public policy, promote efficient government
43 operations, and reduce unnecessary regulatory burdens.
44

45 **NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF**
46 **WEST LAKE HILLS, TEXAS:**
47

48 **SECTION 1.** That the findings contained in the preamble of this ordinance are
49 incorporated herein as if fully set forth within the body of this ordinance.

SECTION 2. Chapter 6, Article 6.02 is hereby repealed in its entirety and reserved.

SECTION 5. That this Ordinance is cumulative of all provisions of ordinances and of the City Code of West Lake Hills, Texas, as amended.

SECTION 6. Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

SECTION 7. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

SECTION 8. This Ordinance shall be effective immediately upon passage and publication.

PASSED & APPROVED this, the __ day of __ 2025, by the City Council of West Lake Hills, Texas.

CITY OF WEST LAKE HILLS:

by: _____
James Vaughan, Mayor

ATTEST:

Terry Blanchard, TRMC
City Secretary



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	October 22, 2025	Item Number:	6
Department:	Building & Development Jennifer C. Bills, BDS		
Prepared By:	Director	Cost / Budget:	None
Exhibits:	N/A	Source of Funds:	N/A

Subject

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

Discussion

The license to encroach for improvements in the right-of-way was approved by City Council on October 8, 2025. Staff is waiting for the executed copy from the property owner so it can be recorded.

The city has received the final submittal of the project documents on October 13 and they are under review by staff. Some items that are immediately missing are the recorded off-site easements, fees for unpermitted tree removals, and registered licensed trades. Two have been submitted as executed but not yet recorded. The third has not been submitted at all.

Staff and the applicant's agent are having regular Thursday meetings (as needed) to discuss outstanding issues.