



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL REGULAR MEETING
Wednesday, November 12, 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 12th day of November 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 November 12, 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 22, 2025 Regular Meeting Minutes.
 - b. Approval of the November 5, 2025 Workshop Minutes.
 - c. **706 Laurel Valley Road** - Approval of a recommendation from ZAPCO on the release of a 10-foot wide public utility and drainage easement on a recorded plat (Section 36.01.017 of the West Lake Hills Code).
 - d. Approval to cancel the November 25, 2025 Regular City Council Meeting.

4. Land Use **701 South Capital of Texas Highway, Building J** - Discuss and consider action on a recommendation from ZAPCO on the following variances from the Uniform Sign Agreement and Chapter 32 of the Code of Ordinance for Building J in the Village at Westlake shopping center:
 1. For the installation of 2 signs not spaced within 2 inches of a masonry face (Village at Westlake Uniform Sign Criteria section I.E)
 2. For the installation of 2 signs not matching the approved colors for the site (Village at Westlake Uniform Sign Agreement section I.K)
 3. For the installation of a sign on the roof of a building (Code of Ordinances Section 32.01.016(15) - Prohibited Signs)
 4. For the installation of a canopy sign that does not match any of the allowed sign types (Code of Ordinances Section 32.03 - Sign Categories)

Applicant: Vince Buxton - First and Main Signs.

5. Finance Discuss and consider action on an ordinance amending the budget for fiscal year 2024-25.
6. Administration Discuss and consider action on a resolution casting votes for the appointment(s) to the Travis Central Appraisal District Board of Directors
7. Administration Discuss and consider action on a resolution to deny the Texas Gas Service (TGS) Company's, a Division of One Gas, Inc., Statement of Intent to Increase Rates filed on or about June 30, 2025.
8. Administration Discuss residential construction parking regulations.
9. Administration Receive an update and consider possible action regarding City of West Lake Hills v. Jaffe - 1405 Wildcat Hollow.
10. Adjournment

Approved by: James Vaughan, Mayor

Certificate

I certify that the above Notice of the November 12, 2025 City Council Regular Meeting was posted on the bulletin board at the Municipal Complex, 4010 Bee Cave Road, West Lake Hills, Texas on Wednesday, November 5, 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 22, 2025 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Vaughan called the meeting to order at 7:05 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
Chief of Police Scott Gerdes
City Attorney Charles E. Zech

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 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.

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

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

Director Bills gave a brief summary and answered questions from Council.

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

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.

Chief Gerdes gave a brief summary and answered questions from Council.

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

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

Director Bills gave an update, listing items that were missing, and answered questions from Council.

7. Adjournment

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Plunkett, the Council voted five (5) for and none (0) opposed to adjourn the meeting at 7:24 p.m. Motion carried.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on November 12, 2025.

CITY OF WEST LAKE HILLS, TEXAS
MINUTES OF A CITY COUNCIL WORKSHOP
Wednesday, November 5, 2025 at 12:00 PM

1. Call to Order

With a quorum present, Mayor Vaughan called the meeting to order at 12:05 p.m.

CITY COUNCIL PRESENT:

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

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Director of BDS Jennifer Bills
Chief of Police Scott Gerdes
City Attorney Charles E. Zech
Theresa Sanchez

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.

Moved to Item #4 on agenda.

4. Administration Discussion regarding wastewater collection system capacity and operations.

City Administrator Fletcher gave a summary. Leigh Thomas and Jenny Davila with HR Green gave a presentation to the Council. Discussion topics included:

- a. Existing Wastewater System
- b. Wastewater Service Areas
- c. Calculating Flows to Estimate Contributions
 - i. Inflow and Infiltration (I&I)
- d. Service Area Capacity
- e. Steps Toward Solutions
 - i. Interim solutions
 - ii. Short-term solutions
 - iii. Long-term solutions

Moved to Item #3 on agenda.

3. Police Discuss and consider action on a resolution approving a grant application to the Public Safety Office of the Governor's Office for ballistic windows and door panels for six patrol vehicles.

Chief Gerdes gave a summary of the grant.

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

Moved to Item #5 on agenda.

5. Administration Discussion regarding gateway signage.

City Administrator Fletcher gave a summary. The sign inventory was reviewed. Discussed signs to be removed, relocated, left as is, and other options. Consistency in signage is needed throughout the city. Reflectors on pavement edges at curves would be beneficial.

6. Adjournment

Mayor Vaughan adjourned the meeting at 1:59 p.m.

Respectfully submitted,

JAMES VAUGHAN, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on November 12, 2025.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	November 12, 2025	Item Number:	3c
	Building & Development		
Department:	Services		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

706 Laurel Valley Rd: Approval on a ZAPCO recommendation on a release of easement for a 10-foot-wide public utility and drainage easement on a recorded plat (Section 36.01.017 of the West Lake Hills Code).

Applicant: Donald Henslee, Property Owner

Recommendation

Staff recommends approval of the release of easement request.

This item was reviewed by the Zoning and Planning Commission at their regular October 15, 2025 meeting and recommended approval by a vote of 4-0, with the condition that the documents accurately reflect the entire easement being released (Attachment 1).

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Donald and Charlene Henslee

Legal Description: Lot A Laurel Ridge Subdivision Section 1, Resub of Lots 1-3

Lot Size: 0.713 acres

Easement Area: 1,472 sf

Zoning: R-1 (One-Family)

The properties surrounding the subject property are zoned One-Family.

Background & Analysis:

The applicant is proposing to vacate a portion of an easement that was established in the plat for Laurel Ridge Subdivision Section One in 1969 (Attachment 1). The property was subsequently resubdivided in 1976 and combined a portion of lot 2 and all of lot 3 into one lot for the construction of a new house (Attachment 2). The easement established on a plat was not vacated or released during this process and the house is built over the 10-foot easement between the previous lots 2 and 3. The applicant is seeking to sell the property and the easement is a cloud on the title. The 5-foot easements along the rear and northeast property lines will remain.

Easement Release Criteria:

Location of the easement area to be released.

The applicant has provided a surveyed metes and bound description of the easement (Exhibit A).

Permission from applicable entities releasing rights to easement.

The applicant has provided a release from Texas Gas, Water District 10, Spectrum, and Austin Energy that they have no equipment in the easement and no objection to the release (Attachment 3).

Compliance with Adopted International Building Code

The property and future construction will have to comply with all applicable City codes.

Subdivision

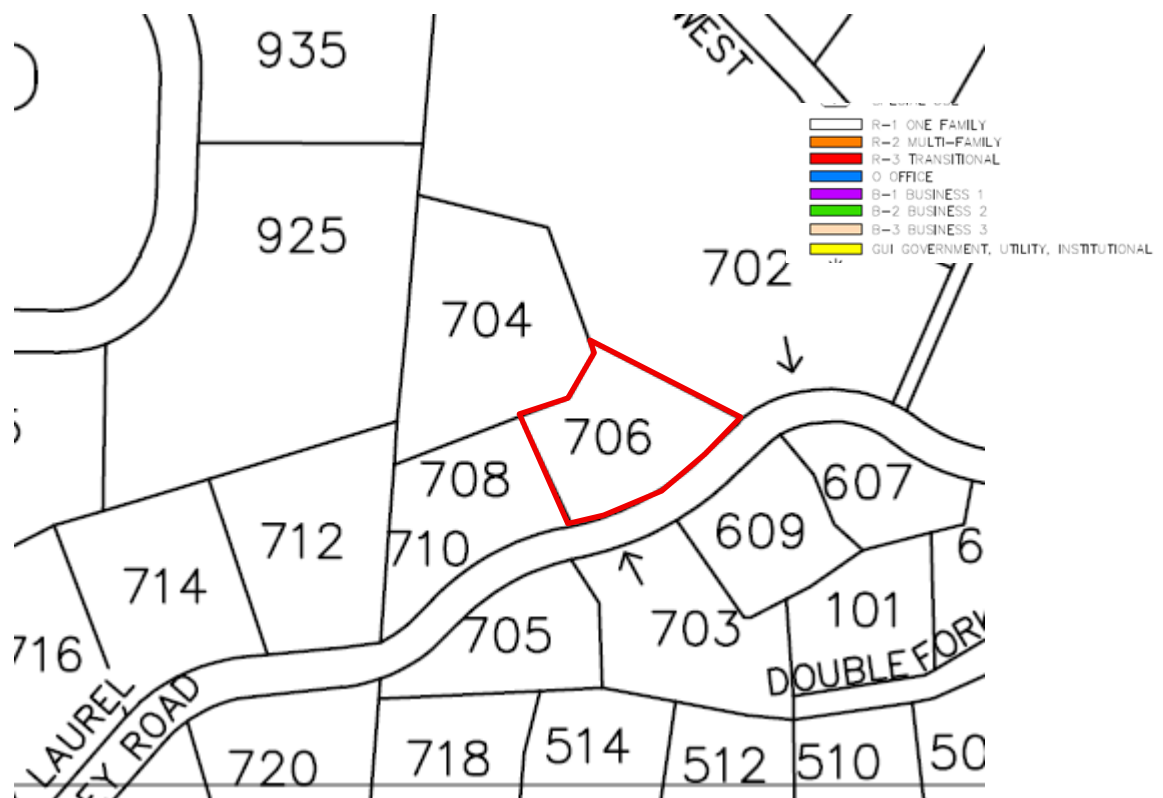
There is no change to the subdivision proposed with this application.

Comprehensive Planning Analysis

The request is in conformance with the City of West Lake Hills Master Plan.

Links to Relevant Code:

[§ 36.01.017: Release of easement.](#)

Zoning:

Aerial:



THE STATE OF TEXAS §

THE COUNTY OF TRAVIS §

VACATION OF EASEMENT

WHEREAS, Donald and Charlene Henslee are the owners of all lots, tracts and parcels of land which consist and comprise that certain property known and designated as Lot A Laurel Ridge Subdivision Section One, Resub of Lots 1-3, a subdivision in Travis County, Texas, according to the map or plat of record in Book 74, Page 95, Plat Records, Travis County, Texas, also known as 706 Laurel Valley Rd ("Property"); and

WHEREAS, the Property is subject to a public utility easement and drainage easement established by plat, A Laurel Ridge Subdivision Section One, recorded in Volume 3, Page 370, Plat Records, Travis County, Texas; and

WHEREAS, the City now desires to vacate 1,472+/- square feet out of the said Easement depicted in Exhibit "A" and described above; and

WHEREAS, such vacation is authorized by Sec. 36.01.017 of the West Lake Hills Code of Ordinances; and

WHEREAS, the City of West Lake Hills Zoning and Planning Commission voted on October 15, 2025, to recommend approval of vacating the Easement as depicted in Exhibit "A"; and

WHEREAS, the City of West Lake Hills City Council voted on November 12, 2025 to vacate the public utility easement and drainage easement as depicted in Exhibit "A"; and

NOW THEREFORE, the City Council of West Lake Hills, Travis County, Texas, does by these presents declare the 1,472+/- square feet out of the Easement as depicted in Exhibit "A" and recorded in Volume 74, Page 95, Lot A Laurel Ridge Subdivision Section One, Resub of Lots 1-3, Plat Records, Travis County, Texas, to be vacated.

EXECUTED this _____ day of _____, 2025.

James Vaughan, Mayor
City of West Lake Hills

THE STATE OF TEXAS §
COUNTY OF TRAVIS §

This instrument was acknowledged before me on _____, 2025, by James Vaughan, the Mayor of the City of West Lake Hills, on behalf of the City.

Notary Public, State of Texas

Notary's Name Printed:

My commission expires: _____

**METES AND BOUNDS
OF A PORTION OF A 10 FOOT PUBLIC UTILITY
AND DRAINAGE EASEMENT TO BE RELEASED**

Being a portion of an existing 10 foot wide public utility and drainage easement, containing 0.0338 acres of land (1,472 square feet) more or less, to be released over and across Lot A, Resubdivision of Laurel Ridge Subdivision Section One, recorded in Volume 74, Page 95, Plat Records, Travis County, Texas, and being across that same property conveyed in a Warranty Deed with Vendor's Lien, recorded in Volume 11748, Page 1262, Real Property Records, Travis County, Texas; said portion being more particularly described by metes and bounds as follows:

COMMENCING at a 1/2-inch iron rod found at the point of curvature of a curve to the right on the southeast line of said Lot A, same being on the northwest Right-of-Way line of Laurel Valley Road and the **POINT OF COMMENCEMENT**;

THENCE along the northwest Right-of-Way line of said Laurel Valley Road and following said curve to the right, having a radius of 337.18 feet, an arc length of 96.55 feet, a chord length of 96.22 feet, a chord bearing of South 54 degrees 27 minutes 06 seconds West, and a delta angle of 16 degrees 24 minutes 25 seconds to a point for the East corner of this portion, same being the **POINT OF BEGINNING**;

THENCE continuing along the northwest Right-of-Way line of said Laurel Valley Road and following said curve to the right, having a radius of 337.18 feet, at an arc length of 5.02 feet pass a 1/2 inch iron pipe found on line, and continuing for a total arc length of 10.05 feet, a chord length of 10.05 feet, a chord bearing of South 63 degrees 30 minutes 33 seconds West, and a delta angle of 01 degree 42 minutes 29 seconds, to a point for the South corner of this portion;

THENCE departing northwest Right-of-Way line of said Laurel Valley Road and across said Lot A, North 32 degrees 14 minutes 59 seconds West, a distance of 146.96 feet to a point for the West corner of this portion, same being on the southeast line of an existing 5 foot wide public utility and drainage easement (Volume 74, Page 95);

THENCE along the southeast line of said 5 foot easement, the following courses and distances:

North 68 degrees 02 minutes 44 seconds East, a distance of 5.92 feet to a point for an angle corner;

North 29 degrees 27 minutes 18 seconds East, a distance of 4.74 feet to a point for the North corner of this portion;

THENCE departing the southeast line of said 5 foot easement, and across said Lot A, South 32 degrees 14 minutes 59 seconds East, a distance of 149.15 feet to the **POINT OF BEGINNING** of this portion.

I hereby certify that these field notes were prepared from an actual survey made on the ground under my supervision and are true and correct to the best of my knowledge and belief. A survey plat of the above described tract prepared this day is hereby attached to and made a part hereof. Bearings shown herein are based on actual GPS observations, Texas State Plane Coordinates, Central Zone, Grid.

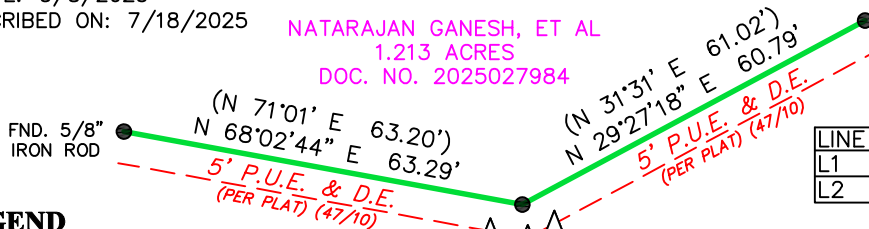

Derrick L. Mayfield
Registered Professional Land Surveyor
Texas Registration No. 6456
Lot A surveyed on: May 8, 2025
Portion of easement described on: July 18, 2025



DWG: JV
 JOB #: 132153
 SURVEY DATE: 5/8/2025
 ESM'T. DESCRIBED ON: 7/18/2025

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	337.18'	96.55'	96.22'	S 54°27'06" W	16°24'25"
C2	337.18'	10.05'	10.05'	S 63°30'33" W	1°42'29"

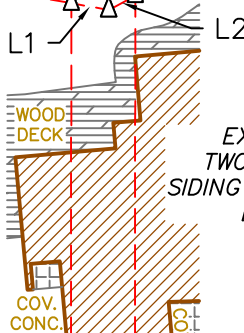
NATARAJAN GANESH, ET AL
 1.213 ACRES
 DOC. NO. 2025027984



LINE	BEARING	DISTANCE
L1	N 68°02'44" E	5.92'
L2	N 29°27'18" E	4.74'

- LEGEND**
- △ = CALCULATED POINT
 - = FOUND 1/2" IRON ROD
 - = FOUND 1/2" IRON PIPE
 - = RECORD INFORMATION
 - P.U.E. = PUBLIC UTILITY EASEMENT
 - D.E. = DRAINAGE EASEMENT
 - C.M. = CONTROLLING MONUMENT

PORTION OF 10'
 P.U.E. & D.E.
 TO BE RELEASED
 1,472 SQ. FT.
 0.0338 ACRES

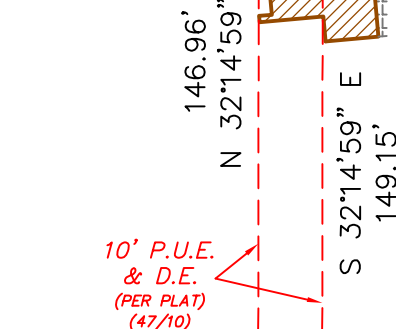
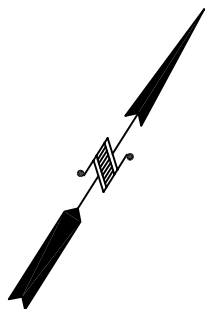


EXISTING
 TWO STORY
 SIDING & STUCCO
 BLDG.

LOT A
 RESUBDIVISION OF
 LAUREL RIDGE SUBDIVISION
 SECTION ONE
 VOL. 74, PG. 95
 (SURVEYED ON 5/8/2025
 IN WESTAR JOB NO. 130870)

NOTE:
 Bearings shown hereon are based on
 actual GPS Observations, Texas State
 Plane Coordinates, Central Zone, Grid.

NOTE:
 PRIOR SURVEY (WESTAR JOB NO.
 130870) WAS USED FOR REFERENCE.



POINT OF
 COMMENCEMENT

POINT OF
 BEGINNING

LAUREL VALLEY ROAD (50' R.O.W.)

SCALE: 1"=30'

FIRM REGISTRATION NO.
 10111700



LAND SURVEYORS, LLC.

P.O. BOX 1645 BOERNE, TEXAS 78006
 PHONE (210) 372-9500 FAX (210) 372-9999

Description:

Being a portion of an existing 10 foot wide public utility and drainage easement, containing 0.0338 acres of land (1,472 square feet) more or less, to be released over and across Lot A, Resubdivision of Laurel Ridge Subdivision Section One, recorded in Volume 74, Page 95, Plat Records, Travis County, Texas, and being across that same property conveyed in a Warranty Deed with Vendor's Lien, recorded in Volume 11748, Page 1262, Real Property Records, Travis County, Texas; said portion being more particularly described by metes and bounds attached hereto.



I, DERRICK L. MAYFIELD, Registered Professional Land Surveyor, State of Texas, certify that the above plat represents an actual survey made on the ground under my supervision.

Derrick L. Mayfield

DERRICK L. MAYFIELD
 Registered Professional Land Surveyor
 Texas Registration No. 6456



9228 Tuscany Way
Austin, Texas 78754
texasgasservice.com

August 1st, 2025

Donald G. Henslee
706 Laurel Valley Rd
West Lake Hills, TX, 78746

**RE: No Conflict/Objection Letter
Lot A, Resubdivision of Laurel Ridge Subdivision Section One
Travis County, Texas**

Dear Mr. Henslee,

Texas Gas Service, a Division of ONE Gas, Inc., (TGS), has reviewed your request regarding a proposed abandonment of the existing 10-foot Public Utility Easement located across Lot A, Resubdivision of Laurel Ridge Subdivision Section One with property address of 706 Laurel Valley Rd. West Lake Hills, Texas. TGS has confirmed it has no gas facilities located within the designated 10-foot public utility easement of the referenced property. The proposed release within the easement presents no conflicts at this time and TGS does not object.

Please note that TGS's non-objection to the current proposed construction in no way or manner serves as a waiver of any existing or future rights afforded TGS pursuant to any existing easements or rights of way or any other express or implied rights in law or equity, including the laws and regulations established by any designated utility easement. This letter does not relieve the property owner from any existing or future legal requirements, including calling Texas 811 for utility locates prior to excavation.

Should you have any questions or require additional information, please feel free to contact me at (512)-465-1188 or at rene.pena@onegas.com.

Thank you,

Rene Pena

Rene A. Peña, PE
Texas Gas Service – Engineering Manager CTX

From: [Carla Orts](#)
To: [Donald Henslee](#)
Cc: [Jennifer Bills](#)
Subject: Re: Partial release of easement, 796 Laurel Valley Rd
Date: Thursday, July 31, 2025 8:12:10 PM

Mr. Henslee,

Thank you for providing the application to vacate easement. The Water District can confirm that we have no objections. I have cc'd Jennifer Bills with the COWLH on this email for your convenience. Congratulations on the sale of you home and we hope that your next chapter is wonderful, best regards.

*Thank you,
Carla A. Orts
General Manager
Travis County WCID 10
(512) 327-2230 office
(512) 912-6423 cell
5324 Bee Cave Road
Austin TX 78746*

From: Donald Henslee <dzenslee100@gmail.com>
Date: Thursday, July 31, 2025 at 1:34 PM
To: Carla Orts <generalmanager@waterdistrict10.org>
Subject: Fwd: Partial release of easement, 796 Laurel Valley Rd

Ms. Orts:

That is my error. I apparently sent it to a .com rather than a .org address!

Here is the application and the required attachments. The City requires a note saying Water Dist. 10 does not oppose the application. You already serve the house and this partial release will not affect your access in any way. They need this before August 10th so they can get it on the agenda. We have sold the home after 31 years of living here and this is holding up the closing.

Thanks so much for your kind assistance.

Donald G. Henslee
706 Laurel Valley Rd
West Lake Hills, Texas 78746
512-633-0335 (cell)
512-329-9048 (home)

----- Forwarded message -----

From: **Donald Henslee** <dhenslee100@gmail.com>

Date: Mon, Jul 28, 2025 at 11:20 AM

Subject: Partial release of easement, 796 Laurel Valley Rd

To: <generalmanager@waterdistrict10.com>

Cc: Joel Sherrouse <jsherrouse@westlakehills.gov>, <jbills@westlakehills.gov>

To the General Manager, Water District 10:

Attached please find my application and the information you require for a partial release of easement on this property currently pending before the City of Westlake Hills. The City needs a note that you do not oppose this partial release.

I have attached a current survey, and the metes and bounds description of the portion to be released. I have also attached a survey illustrating the portion to be released. As you can see, it will not affect your access to the property. Time is of the essence in this matter as I have sold this, my homestead, and the closing is pending.

Please address your note to me and to:

Jennifer C. Bills, Director of Building and Development Services

jbills@westlakehills.gov

Joel Sherrouse, Development Coordinator

jsherrouse@westlakehills.gov

City of West Lake Hills

911 Westlake Dr.

Westlake Hills, Texas 78746

Thank you for your assistance in this matter,

Donald G. Henslee

706 Laurel Valley Rd.

West Lake Hills, Texas 78746

From: [Donald Henslee](#)
To: [Joel Sherrouse](#); [Jennifer Bills](#)
Subject: Fwd: Regarding easement request - 706 Laurel Valley Rd, Westlake, TX 78746
Date: Tuesday, August 19, 2025 11:25:20 AM

Here is the statement from Astound, which is the new name for Spectrum/Charter.

Donald Henslee

----- Forwarded message -----

From: **kevinw smith** <kevinw.smith@astound.com>

Date: Mon, Aug 18, 2025 at 11:50 AM

Subject: Regarding easement request - 706 Laurel Valley Rd, Westlake, TX 78746

To: Hensleedc@gmail.com <Hensleedc@gmail.com>

Hello Mr. Henslee - per our market supervisor they checked on this easement request and they advised:

We are not in this area - we do not service it - and thus cannot provide that form.

Let us know if you have any other questions for this - thank you:

--

Kevin W. Smith

Broadband Dispatcher I

Astound/Astound Business Solutions

kevinw.smith@astound.com

'Think about the problem, then step back. Trying a different plan of attack' - Square One

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Easement Release Letter

Date: August 19, 2025

To: Building & Development Service Director
City of West Lake Hills, Texas

Re: Easement release for property located at:

706 Laurel Valley Rd, West Lake Hills, Tx

The purpose of this request is to release the referenced easement, or portion thereof, as described in Exhibit A, attached to this letter. The reason for this request is:

The house was built over a non-exclusive public utility easement years ago and the property owner wishes to correct the issue before the sale of the house.

After a thorough examination, the respective suppliers of utility service have no objection to this proposal and have indicated their agreement by signing below. Thank you for considering this request.

I have reviewed the above proposal for utility service purposes, and I have no objections.

<u>David Lambert</u>	8/19/25
Name	date
City of Austin/Austin	
Energy	

City of West Lake Hills

MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO)

REGULAR MEETING

Wednesday, October 15, 2025 at 6:30 PM

1. **Call to Order: Chair Robert Meisel**

- a. Meeting begins at 6:30pm
- b. Roll Call
 1. Chair Robert Meisel: Present
 2. Vice-Chair Jim Pledger: Absent - excused
 3. Commissioner Julia Webber: Present
 4. Commissioner Karen Bartoletti: Absent
 5. Commissioner Patrick Stewart: Present
 6. Commissioner Laurie Maccini: Present

2. **Citizen Communications:**

- a. None

3. **Consent Agenda:** The following items are considered to be self-explanatory by the Commission and will be enacted with one motion. There will be no separate discussion of these items unless a Commission Member or citizen so requests.

1. Approval of the September 17, 2025 ZAPCO meeting minutes
2. Report of previous ZAPCO cases acted upon by the BOA/Council

a. **Action:** Commissioner Maccini moves for approval of the Consent Agenda

- i. Commissioner Webber Seconds
- ii. Motion carries unanimously (4 – 0)

4. **Administration:** Appointment of Zoning and Planning Commission vice-chair

1. Chair Meisel appoints Commissioner Pledger vice-chair of the Zoning and Planning Commission

5. **Public Hearing: 706 Laurel Valley Rd.:** Discuss and consider action to make a recommendation to City Council on the release of a portion of a 10-foot wide public utility and drainage easement on a recorded plat (Section 36.01.017 of the West Lake Hills Code).

Applicant: Donald Henslee, Property Owner

1. Staff Report:

- i. Director Bills describes request to remove release drainage and utility easement along historic lot line that was removed in a 1976 subdivision without the easement being removed.

2. Public Comments (Citizen Comment Forms attached as Exhibit A)

- i. **None**

3. Discussion:

- i. **Chair Meisel:** Concerned about language in exhibit regarding partial release of easement

4. Action:

- i. Commissioner **Bartoletti** moves that the easement release request be forwarded to City Council with a recommendation of **approval** conditional to the language in the easement being clear that the entire portion of the easement along the historic property line is be released.
 - 1. Commissioner **Webber** Seconds
 - 2. Motion carries unanimously (4-0)

The recommendation will be forwarded to City Council for consideration at the regular meeting on November 12, 2025

- 6. Public Hearing: **406 Redbud Trl.:** Discuss and consider action to make a recommendation to the Board of Adjustment on a variance to allow for grading on a slope of 35% or greater (Drainage and Erosion Control Design Manual Section 7.4.1).

Applicant: Bhavani Singal - Workshop No 5

a. Staff Report:

- i. Director Bills describes the request for grading in excess of the maximums permitted in the Drainage and Erosion Control Design Manual.

b. Public Comments:

- i. **Eric Vann** – Quiddity Engineering:
 - a. Explained the general design of the house and why the grading variances are being requested
- ii. **Bhavani Singal** – Workshop No 5 :
 - a. Spoke in favor of variance request
- iii. **Stephen Barron** – Neighbor:

- a. Spoke in opposition to variance request based on size of home relative to lot in comparison to neighboring properties, revegetation, and the inadequacy of the site for septic
- iv. **Dharma Rajah:** Owner
 - a. Appealed to ZAPCO for approval
- c. **Discussion:**
 - i. **Commissioners Webber and Stewart** asked for details regarding the design and location of the septic system and whether it would also require grading in areas of grater than 35% slope south of the main house
 - ii. **Commissioner Webber** asks if other options, such as lower ceilings and or a lower square footage have been attempted instead of the variance requests.
 - iii. **Chair Meisel:** Variance is 100% design-driven
 - iv. **Commissioner Stewart:** Concerned about need for additional variances in the future
- d. **Action:** At applicant request, Commissioner **Webber** moves to postpone the item to the **November 19** Zoning and Planning Commission meeting
 - i. Commissioner **Maccini** Seconds
 - ii. Motion Carries unanimously (4-0)

The recommendation will be postponed to the November 19 Zoning and Planning Commission meeting

- 7. **Public Hearing: 701 S Capital of Highway Building J:** Discuss and consider action to make a recommendation to City Council on the following variances from the Uniform Sign Agreement and Chapter 32 of the Code of Ordinances for Building J in the Village at Westlake shopping center:
 - 1. For the installation of 2 signs not spaced within 2 inches of a masonry face (Village at Westlake Uniform Sign Criteria section I.E)
 - 2. For the installation of 2 signs not matching the approved colors for the site (Village at Westlake Uniform Sign Agreement section I.K)
 - 3. For the installation of a sign on the roof of a building (Code of Ordinances Section 32.01.016(15) - Prohibited Signs)
 - 4. For the installation of a canopy sign that does not match any of the allowed sign types (Code of Ordinances Section 32.03 - Sign Categories)

Applicant: Vince Buxton - First and Main Signs

a. Staff Report:

- i. **Director Bills** describes the variance requests related to 2 signs for a proposed Postino restaurant at the site of the former University Federal Credit Union in the Village at Westlake shopping center
- ii. **Commissioner Bartoletti:**
 - a. ZAPCO variance criteria seem to be based on physical hardship, not brand identity

b. Public Comments:

- i. **Steve Tyler** – SignTek
 - a. Indicates that sign design is well-within industry standards

c. Discussion:

- i. **Commissioners Webber, Maccini, and Stewart** Indicate they have no objection to sign
- ii. **Chair Meisel:** Signs shouldn't be placed on rooftops
- iii. **Commissioner Bartoletti indicates** misgivings over whether stated hardships are hardships ZAPCO can consider
 - a. **Assistant City Attorney Thamm** clarifies that the variance criteria are considerations for a sign variance, but are not binding on ZAPCO as they are in a Zoning variance.

d. Action:

- i. Commissioner **Maccini** recommends that the variances be forwarded to City Council with a recommendation of **approval** conditional to Dark Sky compliance
 - a. Commissioner **Webber** seconds
 - b. Motion carries unanimously (4-0)

The recommendation will be forwarded to City Council for consideration at the regular meeting on November 12, 2025

8. **Adjournment** – Chair Robert Meisel

Chair Meisel adjourns the meeting at 7:49 pm

APPROVED:

Robert Meisel, Chair

ATTEST:

Joel Sherrouse, Development Coordinator

These minutes were approved on _____, 2025.

From: [Nat Ganesh](#)
To: [Planner](#)
Cc: [Donald Henslee](#)
Subject: Hearing for 706 Laurel Valley Rd
Date: Saturday, October 11, 2025 8:50:57 PM

You don't often get email from [REDACTED]. [Learn why this is important](#)

The public hearing for the Request for a Partial Easement Release for 706 Laurel Valley Rd, West Lake Hills, 78746 is scheduled for next week on October 15 at 6:30 pm.

I am the owner of the neighboring adjacent property at 704 Laurel Valley Rd. I wish to indicate my support for this application.

Nat Ganesh
704 Laurel Valley Rd.
Westlake Hills, Texas 78746
[REDACTED]



City of West Lake Hills
City Council

AGENDA REPORT

Meeting Date:	November 12, 2025	Item Number:	4
Department:	Building and Development		
Prepared By:	Jennifer C. Bills	Cost / Budget:	None
Exhibits:	See Attached	Source of Funds:	N/A

Subject

701 S. Capital of Texas Highway Building J – Discuss and consider action on a recommendation from ZAPCO on the following variances from the Uniform Sign Agreement and Chapter 32 of the Code of Ordinances for Building J in the Village at Westlake shopping center. (Section 32.02.001 of the West Lake Hills Code).

1. For the installation of 2 signs not spaced within 2 inches of a masonry face (Village at Westlake USA_Criteria §I.E)
2. For the installation of 2 signs not matching the approved colors for the site (Village at Westlake USA_Criteria §I.K)
3. For the installation of a sign on the roof of a building (Code of Ordinances Section 32.01.016(15) – Prohibited Signs)
4. For the installation of a canopy sign that does not fall into any of the allowed sign types allowed by code (Code of Ordinances Section 32.03 – Sign Categories)

Applicant: Vince Buxton, First and Main Signs

Recommendation

The city council shall hold a hearing to review the recommendation of the commission, and shall either approve the application as submitted, approve the application subject to such modifications or conditions as it deems necessary to accomplish the purpose of this chapter, or deny the application.

A variance may be granted with respect to any regulation contained in Chapter 32 Signs.

The zoning and planning commission may be authorized to recommend changes retaining appropriate scale and proportions of lettering to open space for readability and aesthetic consideration and with consideration of the hardship criteria described below:

- Lessen practical difficulties and prevent unnecessary physical hardships caused by:
- Size, shape, dimensions of a structure
- Location of the structure, from topographic or physical conditions on the site or in the immediate vicinity, or
- Other physical limitations, street locations or traffic conditions in the immediate vicinity.

Cost or inconvenience to the applicant of strict or literal compliance with a regulation shall not be a reason for granting a variance.

The ZAPCO reviewed the request at their regular meeting on October 15, 2025. The Commission recommended approval conditional on Dark Sky compliance by a vote of 4-0.

Discussion

Property Information, Zoning & Site Characteristics:

Owner: Westlake Retail LP

Legal Description: Loop 360/RM 2244 Center, Lot 1

Lot Size: 48.0955 acres

Zoning: B-3 – Business 3

The properties surrounding the subject property are zoned O, Office; R-1, One-Family, and GUI, Government, Utility and Institutional.

Background:

The applicant is requesting variance to the Uniform Sign Agreement and Chapter 32 of the City Ordinances for the installation of two signs (Attachment 1). Postino is a new restaurant that will be converting the previous University Credit Union building.

The site has an approved USA (Attachment 4) that has standards that apply to all signs, and then specific size and number allowances for different buildings. The purpose of a uniform sign agreement is to establish uniform signage for a specific property or project that creates consistent standards. Previously, deviations to signs would come as amendments to the USA, but as each amendment was removing the requirement to be an agreement that created a unified standard that would tie the buildings together the branded the shopping center and used as a way to be exempt from city sign standards. Staff has previously recommended the management to apply for a new uniform sign agreement to address consistent concerns.

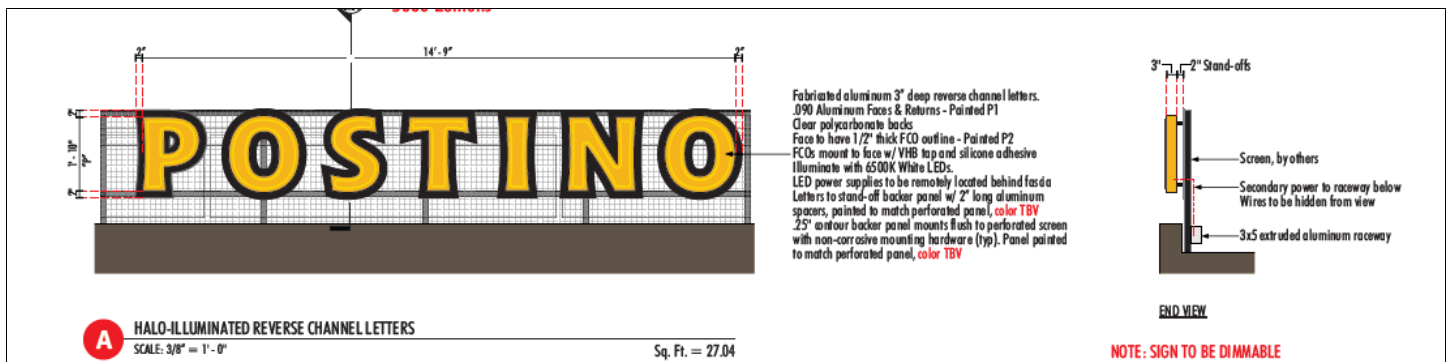
Analysis:

Code Requirement

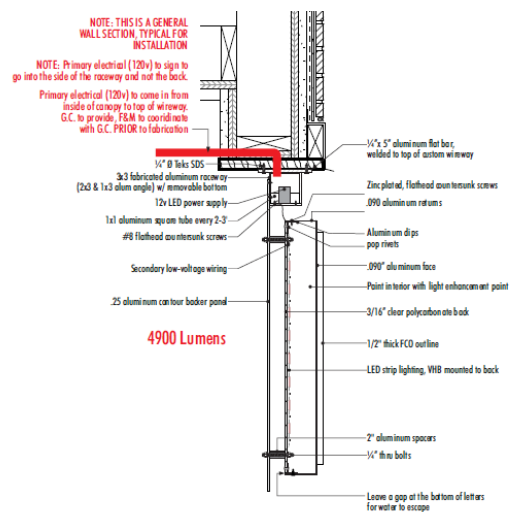
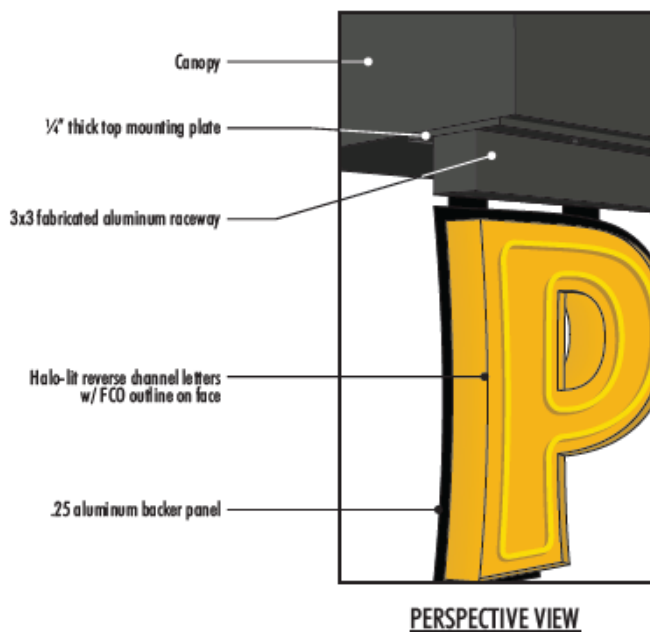
- Village at Westlake USA_Criteria Section I.E
 - Sign letter depth shall be 3 inches. **Signs shall be mounted with two inches of clearance between the back of the letters and the masonry face.**

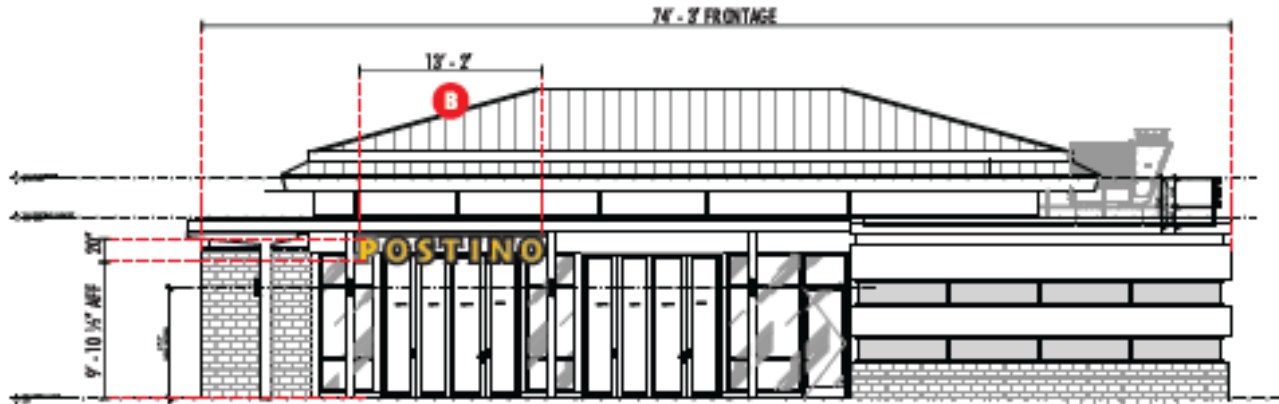
Request:

- This section requires all signs must be mounted with 2 inches of space from a masonry face. Sign A is shown mounted on the roof on a 0.25 aluminum contour backer panel with 2 inches of space from a perforated screen for the screening of rooftop equipment.



- Sign B is shown mounted to the bottom of the canopy/building overhang. There will be a backer panel mounted two inches from each letter.





Code Requirement

- Village at Westlake USA_Criteria Section I.K
 - APPROVED (UNIVERSAL) COLORS:
 - PMS 153U (burnt orange)
 - PMS 462U (dark brown)
 - PMS 3305U (dark green)
 - PMS 484U (dark red)
 - PMS 7506U (cream/white)
 - Hexachrome Black

Request:

- To allow branded colors not in compliance with the USA.



P1 = 101190
Highway Yellow
Matthews (MAP)



V2 = 3M Sunflower
(3630-25) vinyl



P2 = MAP Black
(Satin finish)



P3 = Sherwin Williams
SW 7069
Iron Ore

Code Requirement

- Section 32.01.016 – Prohibited Signs
 - Any sign not expressly authorized by this chapter, or specifically authorized from the provisions hereof, is prohibited. Examples of prohibited signs include, but are not limited to:

15. Roof signs (including signs that are otherwise permitted but are placed on the

roof of a building)

Request:

- Allow for a sign type that is on the prohibited list within Chapter 32 and not a type included with size, location and mounting standards in the USA. Roof signs are not an allowed sign type and they are specifically listed in the code as prohibited.

Code Requirements

- Section 32.03 – Sign Categories
 - (a) This article concerns those types of permanent and temporary signs to which this chapter applies. This article further includes the purpose of each sign type, size, height, number, location, design and landscaping requirements, and special provisions for each type of sign.
 - (b) The following is a listing of sign categories permitted under the provisions of this chapter:
 1. Temporary signs;
 2. Freestanding commercial signs, multitenant shopping center or office complex, option I and option II;
 3. Bee Cave Road and Loop 360 Corridor Street Number;
 4. Freestanding commercial signs, single-business use;
 5. Projecting, wall and hanging commercial signs, individual business within a multitenant shopping center or office complex;
 6. Joint directory commercial signs for a multitenant shopping center or office complex;
 7. Commercial signs in/on windows/doors;
 8. Public information signs (temporary); and
 9. Driveway entrance sign for a B-3 district multitenant center.
- Section 32.01.001 Definitions

Projecting or hanging sign. Any sign attached to a building and extending in whole or in part more than nine inches beyond the building line. Allowable size does not include supporting structure.

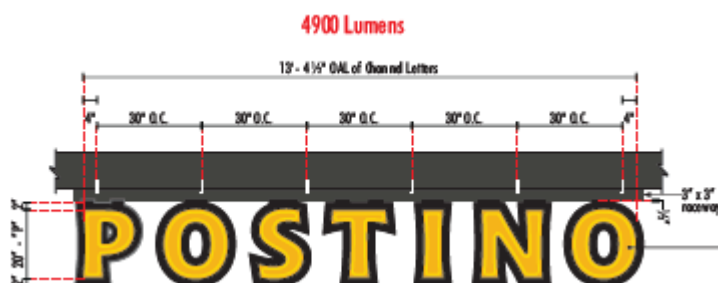
Wall sign. A sign attached to, painted on, or erected against the wall of a building or structure with the exposed face of the sign in a plane parallel to the face of the wall and not projecting more than nine inches from the face of the wall at any point.

Request:

- The sign code does not permit hanging signs that are on a canopy and parallel to the building face when they are more than 9 inches away from the wall. Hanging signs are allowed in the USA under the canopy vertical to the building for signage for pedestrians.



INSPIRATIONAL SIGNAGE



Outdoor Lighting

Outdoor lighting will comply with the Uniform Sign Agreement and City codes.

Compliance with Adopted International Building Code

The property and future construction must comply with all applicable City codes.

Subdivision

There is no change to the subdivision proposed with this application.

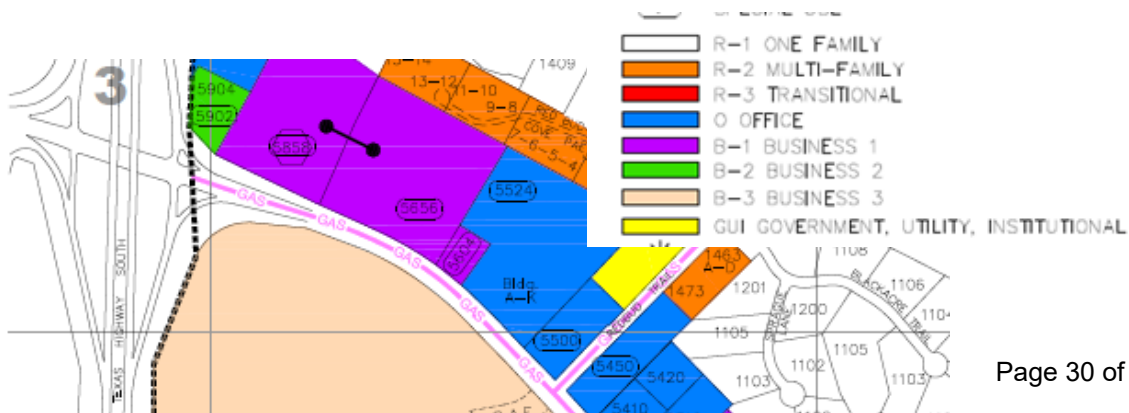
Comprehensive Planning Analysis

The existing and future land use is in conformance with the City of West Lake Hills Master Plan.

Links to Relevant Code:

- [Chapter 32 Signs](#)
- Village at Westlake Uniform Sign Agreement (Attachment 3).

Zoning:



Aerial:





SIGNAGE FOR MODERN BRANDS

Hello Chairman Meisel,

I am writing to support the variance application for Postino's signage at the Village at Westlake shopping center, located at 701 S. Capital of Texas Hwy, Building J, West Lake Hills, TX. This space was previously occupied by University Federal Credit Union.

There are three variance requests that are related to the following:

- **Color:** Color requirements outlined in the Uniform Signage Criteria (USC). The USC specifies six pre-approved colors—Burnt Orange, Dark Brown, Dark Green, Dark Red, Cream/White, and Hexachrome Black—listed in Section 10 I (K). However, Postino's brand colors are primarily yellow and black, with a focus on yellow, which are not similar to the USC-approved palette. This may also fall under city ordinance 32.01.013 Design review guidelines, line D.
- **Roof Sign:** Sign A is above the roof line and attached to the metal screen that is part of the decorative upgrade per the Postino design. This falls under the city ordinance 32.01.016 Prohibited Signs #15.
- **Location:** Sign B is a hanging sign from a canopy overhang. This canopy exists but is not attached to a structural element as defined in city ordinance 32.03.009 Projecting, wall and hanging commercial signs #5.

As a nationally recognized brand, especially in Austin and surrounding areas, a significant change in color scheme would harm Postino's brand recognition and identity. The current signage colors are vital to maintaining consistency and customer recognition.

Moreover, other tenants within the Village at Westlake—including Starbucks, AT&T, Palm Beach Tan, Leslie's Pool Supply, and HEB curbside—have also deviated from the approved colors, demonstrating flexibility among national brands. Additionally, the previous tenant, University Federal Credit Union, had signage outside the USA & City ordinance color restrictions. Regarding the roof and hanging signs. This best helps with visibility within the shopping center as this is a free-standing building (Building J) outside the main shopping area that does not have an impact to neighboring properties. It also adds a tasteful elegance from a design standpoint.

We ask you to consider the impact on Postino's business if they are required to conform to the standard colors. Please also recognize that other national tenants have successfully used their standard colors, and this precedent supports allowing Postino to do the same.

Thank you for your consideration.

2340 Shepler Church Ave. Canton, OH 44706

949.683.8768

Prepared for:

POSTINO

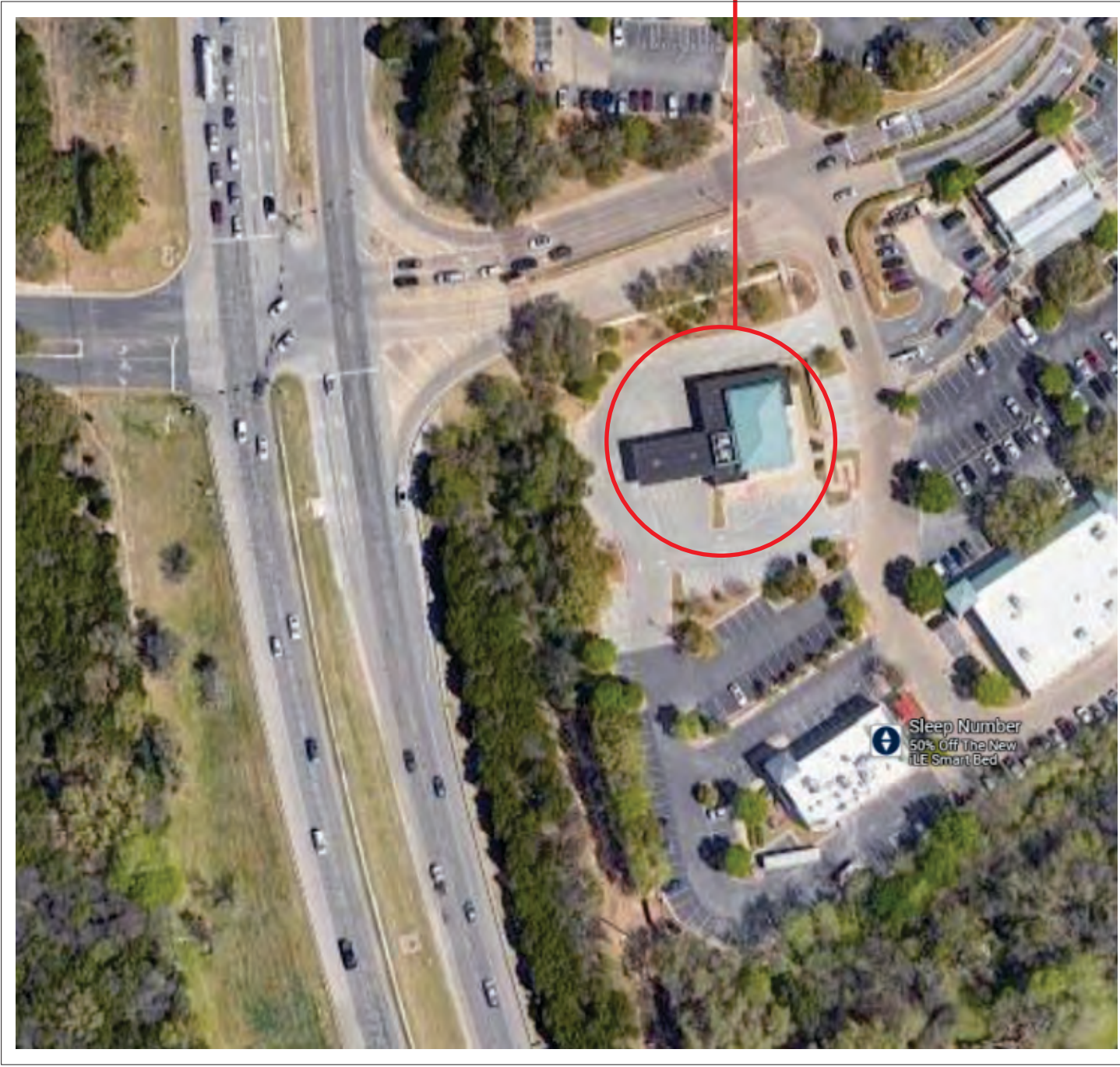
701 S. CAPITAL OF TEXAS HWY
BUILDING J
WESTLAKE HILLS, TX

PERMIT SET





1 VICINITY MAP
SCALE: NTS



2 AERIAL VIEW
SCALE: NTS



2340 Shepler Church Ave SW
Canton, OH 44706
234.458.0990

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COLORADO • INDIANA
OKLAHOMA

Location:
POSTINO
701 S. CAPITAL OF TEXAS HWY
SUITE 701
WESTLAKE HILLS, TX

- Revision:
- 1)PM-06.11.25:Update renderings/elev, move A2 to grille
 - 2)PM-07.21.25:Update renderings, remove A1, add backer
 - 3)PM-08.05.25:Rev to .090
 - 4)PM-08.22.25:Rev Sign A position, rev Sign B mtg
 - 5)MG-09.15.25:Called out lumens on signs

- ☐ Approved
- ☐ Approved as Noted
- ☐ Revise & Resubmit

Drawing No: 25-0082-R05(PS)
Date: 02.18.25 AT
Page No: SP1.00

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Canton, OH 44706
234.458.0990

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OKLAHOMA

Location:

POSTINO
701 S. CAPITAL OF TEXAS HWY
SUITE 701
WESTLAKE HILLS, TX

Revision:

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4)PM-08.22.25:Rev Sign A position, rev Sign B mtg

5)MG-09.15.25:Called out lumens on signs

☐ Approved

☐ Approved as Noted

☐ Revise & Resubmit

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Date: 02.18.25

AT

Page No: SP1.01

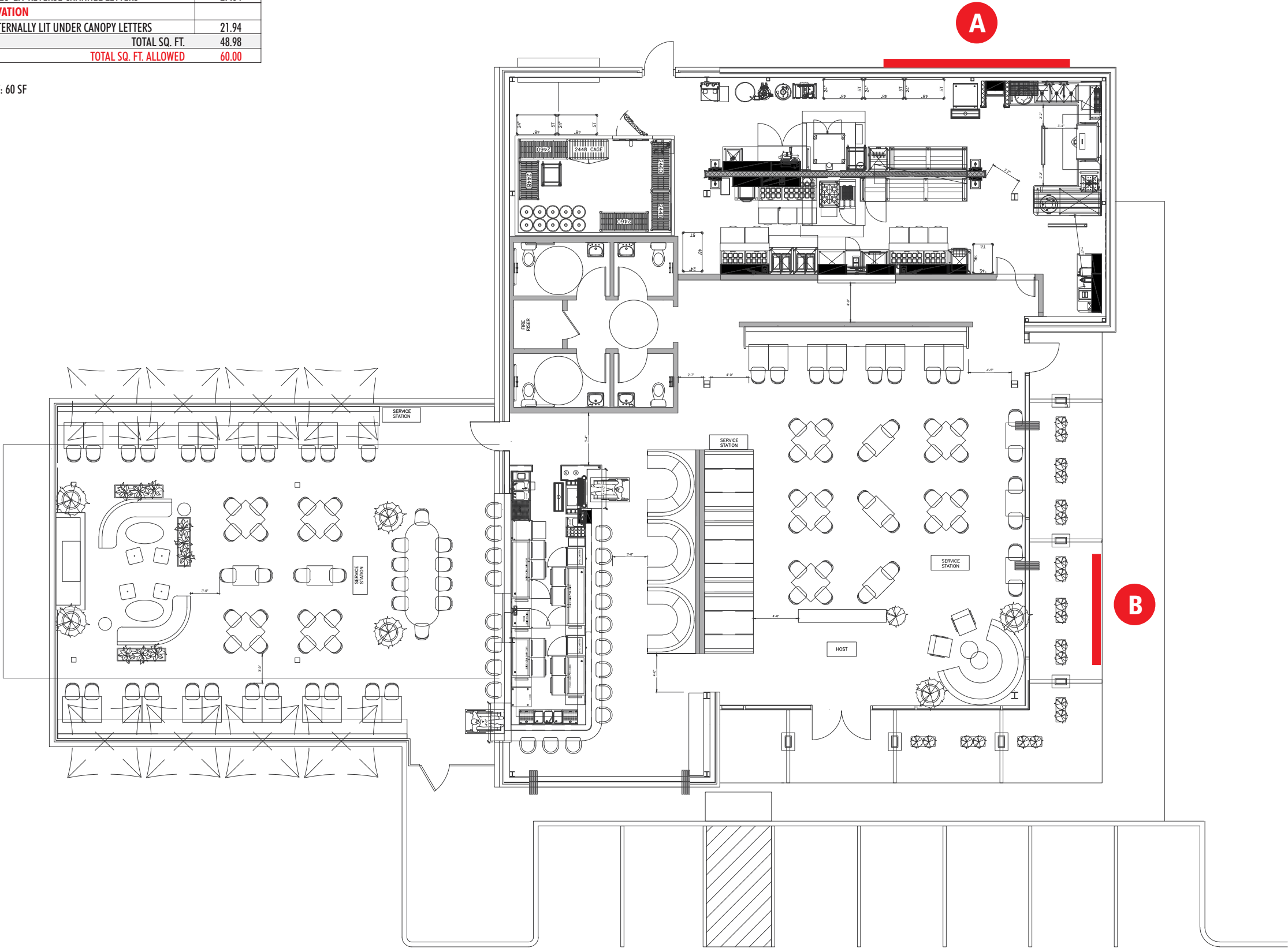
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SIGN DESCRIPTION

EAST ELEVATION		
A	HALO-LIT REVERSE CHANNEL LETTERS	27.04
SOUTH ELEVATION		
B	INTERNALLY LIT UNDER CANOPY LETTERS	21.94
TOTAL SQ. FT.		48.98
TOTAL SQ. FT. ALLOWED		60.00

CODE:

TOTAL MAX SF: 60 SF



1

FLOOR PLAN
SCALE: NTS





1 SOUTHEAST ELEVATION RENDERING
SCALE: NTS



2 WEST ELEVATION RENDERING
SCALE: NTS

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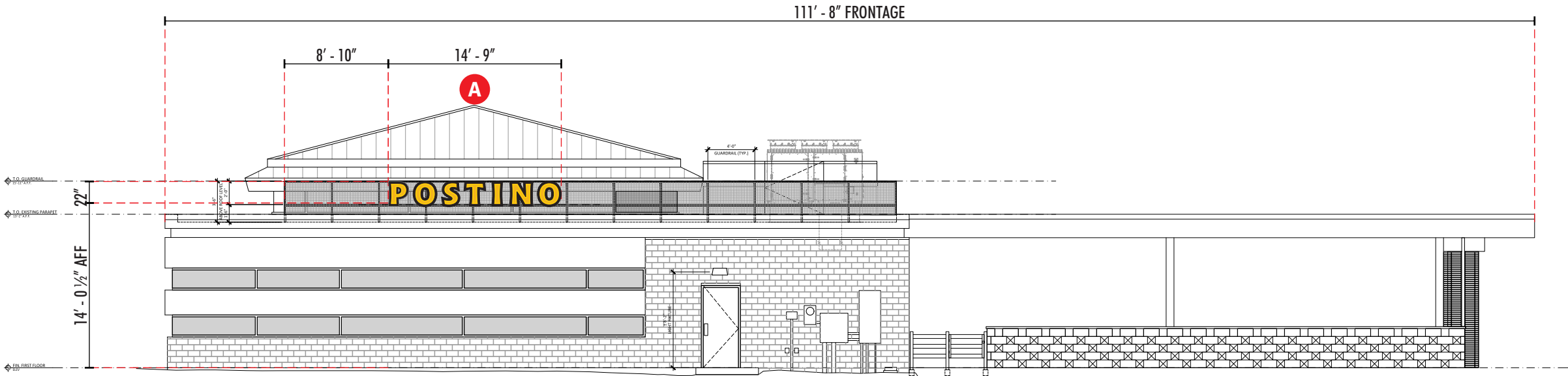
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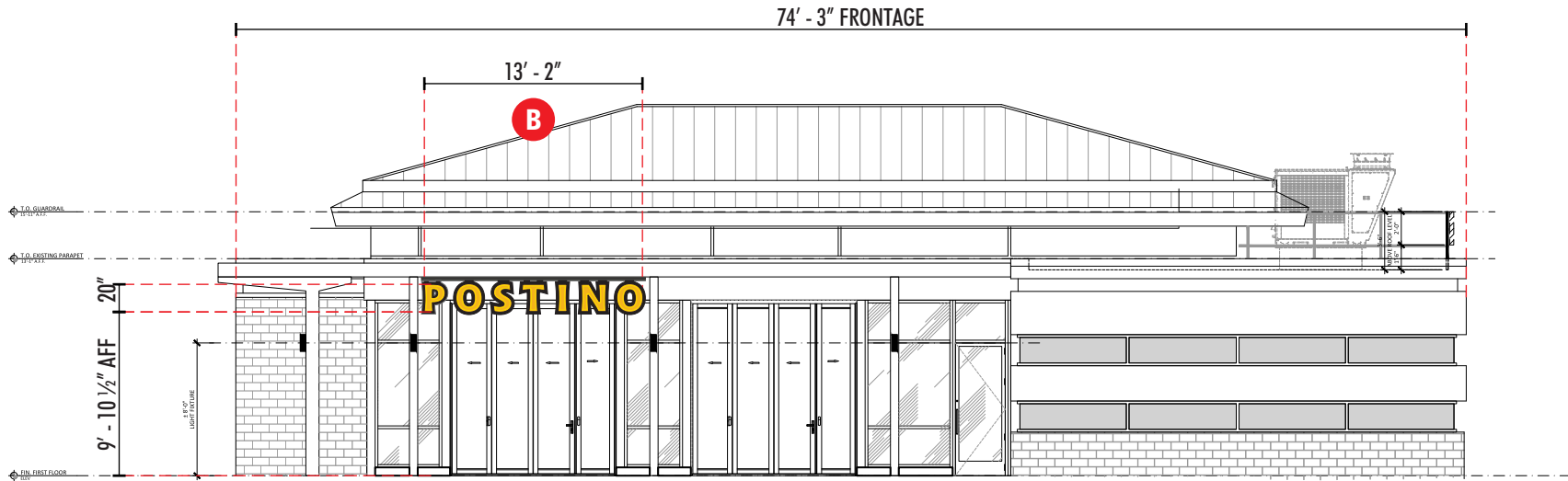
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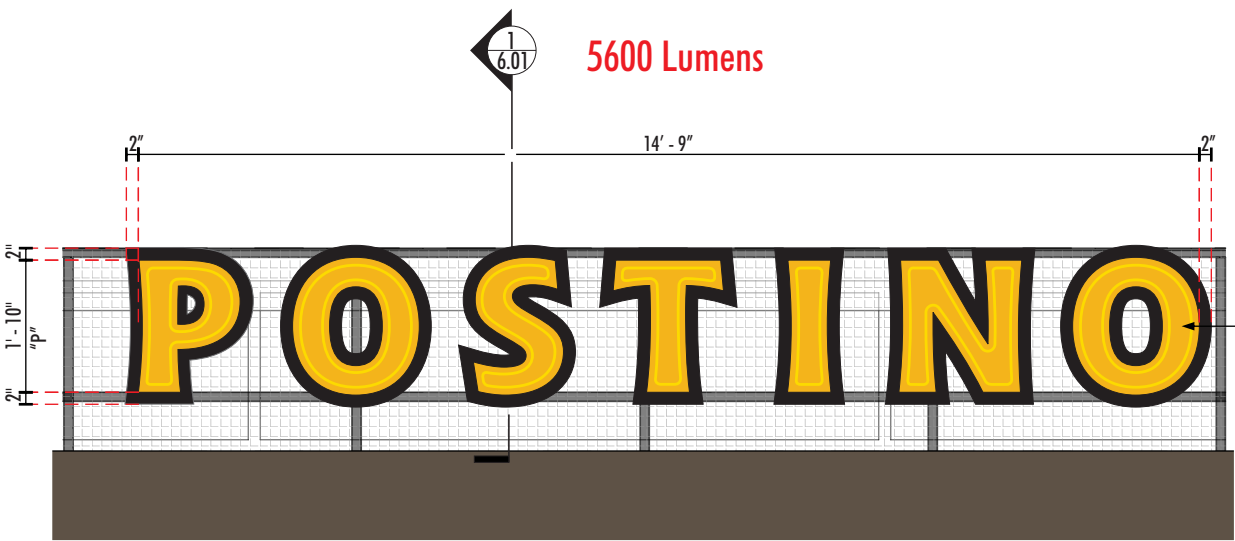
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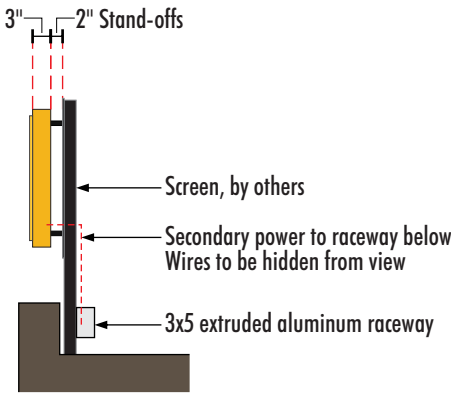
1 EAST ELEVATION
SCALE: 3/32" = 1' - 0"



2 SOUTH ELEVATION
SCALE: 3/32" = 1' - 0"



Fabricated aluminum 3" deep reverse channel letters.
.090 Aluminum Faces & Returns - Painted P1
Clear polycarbonate backs
Face to have 1/2" thick FCO outline - Painted P2
FCOs mount to face w/ VHB tap and silicone adhesive
Illuminate with 6500K White LEDs.
LED power supplies to be remotely located behind fascia
Letters to stand-off backer panel w/ 2" long aluminum
spacers, painted to match perforated panel, **color TBV**
.25" contour backer panel mounts flush to perforated screen
with non-corrosive mounting hardware (typ). Panel painted
to match perforated panel, **color TBV**



END VIEW

NOTE: SIGN TO BE DIMMABLE
w/LUTRON SWITCHES

A

HALO-ILLUMINATED REVERSE CHANNEL LETTERS

SCALE: 3/8" = 1' - 0"

Sq. Ft. = 27.04

ONE (1) REQUIRED - MANUFACTURE AND INSTALL

P1 = 101190
Highway Yellow
Matthews (MAP)

P2 = PMS 130C
Sunflower Yellow



NIGHT VIEW

Location:

POSTINO
701 S. CAPITAL OF TEXAS HWY
SUITE 701
WESTLAKE HILLS, TX

- Revision:
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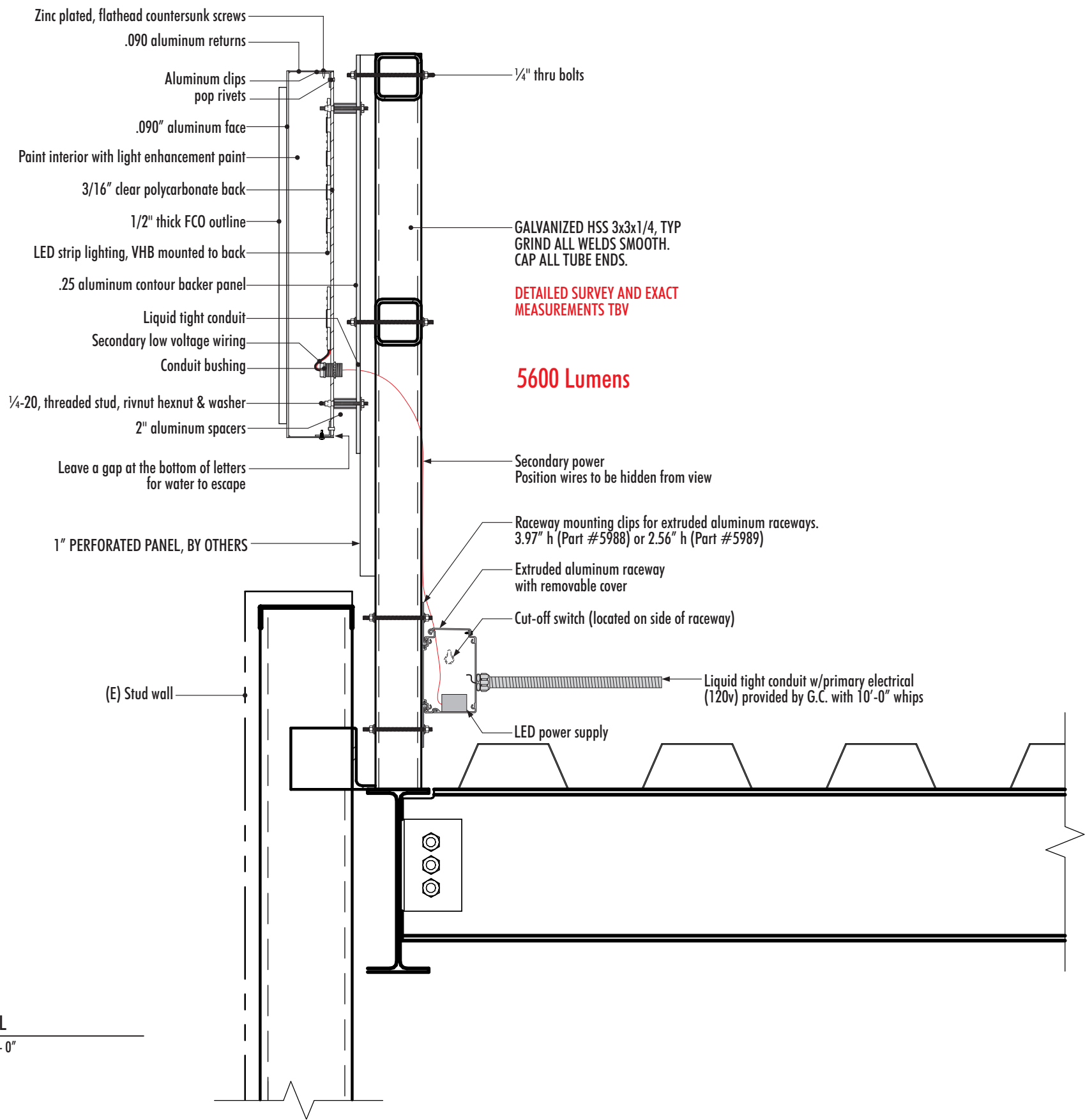
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Drawing No: 25-0082-R05(PS)

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Page No: 4.00

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A 1 SECTION DETAIL
SCALE: 1 1/2" = 1' - 0"

ELECTRICAL ILLUMINATION REQUIREMENTS

1 Dedicated 20 Amp Circuit at 120 Volts

NOTE: All primary electrical to sign location to be provided by others. A dedicated circuit with NO shared neutrals and a ground returning to the panel is required for installation.

This sign is intended to be installed in accordance with Article 600 or the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

All power supplies to be Ground-Fault Interrupted (GFI)

Signage to have a dedicated branch circuit, three (3) wires (Line, Neutral and Ground)

Wire sizes to be a minimum of 12 Ga. THHN copper wire. Gauge of wire is determined by the length of run and amperage as per NED Article 300

Voltage should read no more than 3 volts between ground and neutral

Conduit can not be used as ground path

Power to sign to be done by a electrical contractor or licensed electrician

Ground wire must be continuous and go from sign to panel board ground bus.

ALL COMPONENTS TO BE  APPROVED

NOTE: SIGN TO BE DIMMABLE WITH LUTRON SWITCHES

- NOTE:
- ALL PENETRATIONS WILL BE SEALED WEATHER-TIGHT
 - ALL COMPONENTS OF SIGN (FASTENERS, WIRING, ETC.) MUST BE CONCEALED, CAULKED, AND WEATHER RESISTANT.
 - ANY SIGN WITHIN TENANT PREMISES MUST BE CONNECTED TO TENANT’S TIME CLOCK AND COINCIDE WITH OPERATING HOURS


P1 = 101190
Highway Yellow
Matthews (MAP)


V2 = 3M Sunflower
(3630-25) vinyl

Location:

POSTINO
701 S. CAPITAL OF TEXAS HWY
SUITE 701
WESTLAKE HILLS, TX

Revision:

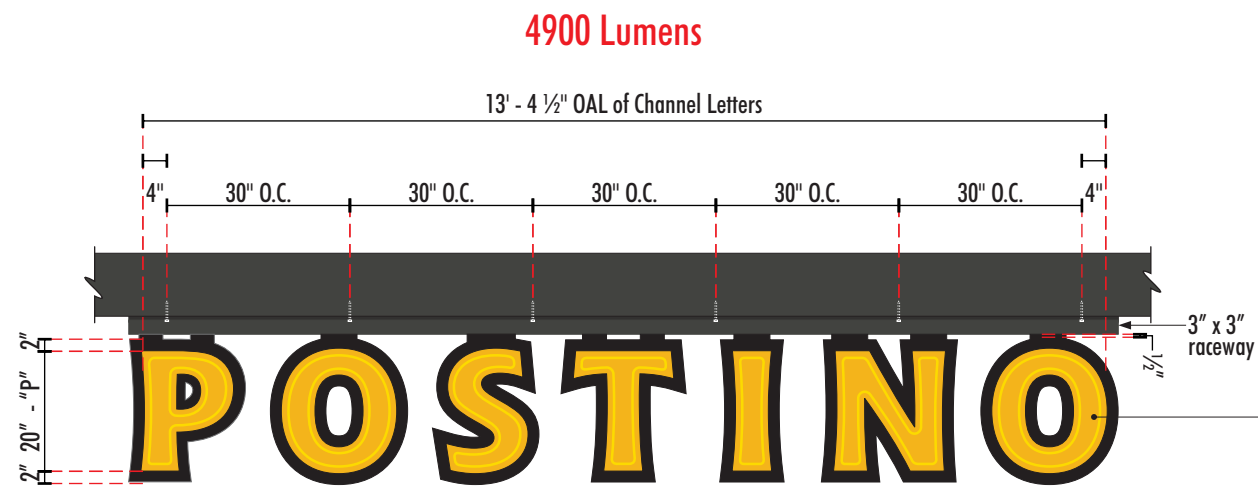
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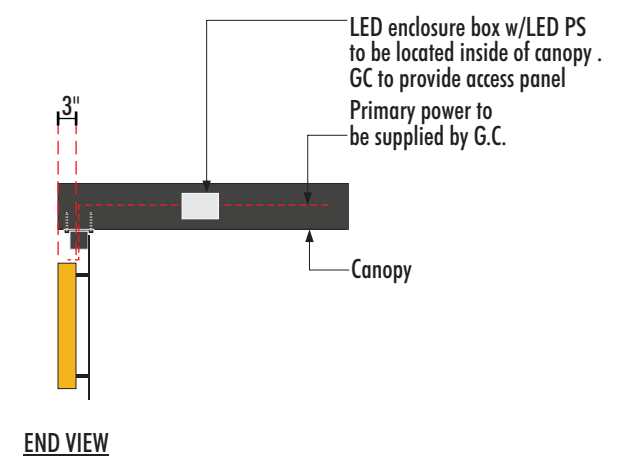
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.090 Aluminum Faces & Returns - Painted P1
Clear polycarbonate backs
Face to have 1/2" thick FCO outline - Painted P2
FCOs mount to face w/ VHB tap and silicone adhesive
Halo illuminate with 6500K White LEDs.
LED power supplies to be remotely located inside of canopy
in LED enclosure box
Letters to stand-off backer panel w/ 2" long aluminum
spacers, painted to match perforated panel, color TBV
.25" contour backer panel mounts to back of custom 3x3 wireway with
Contour panel painted (P2) satin finish



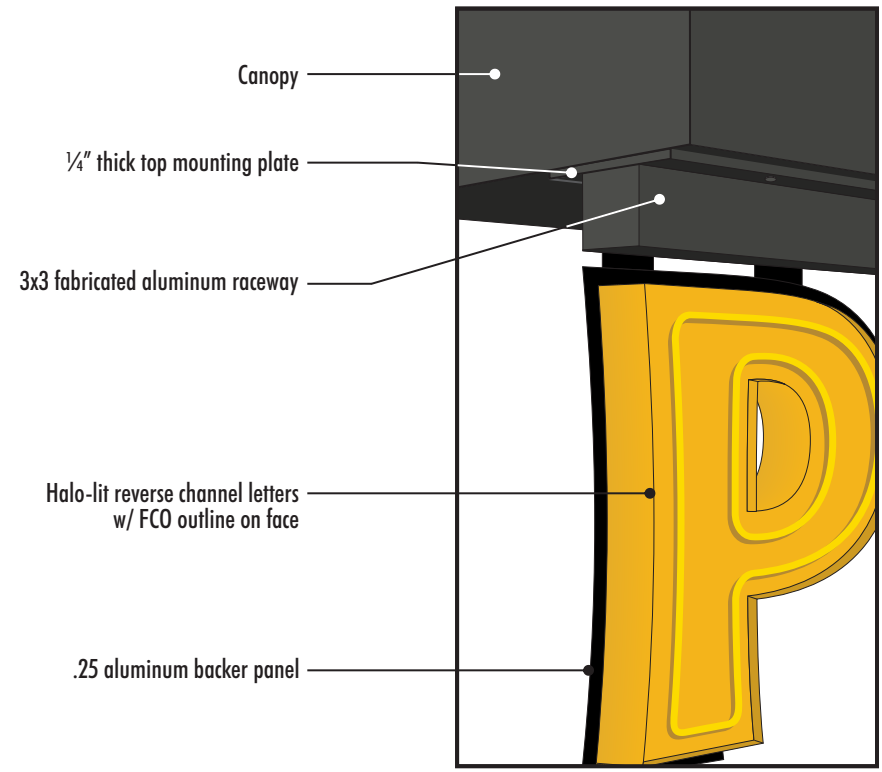
NOTE: SIGN TO BE DIMMABLE
w/LUTRON SWITCHES

B HANGING HALO ILLUMINATED REVERSE CHANNEL LETTERS
SCALE: 3/8" = 1' - 0"
Qty: One (1) Set
Sq. Ft. = 21.94

- Raceway - Fabricated aluminum 3" x 3" raceway, painted to match canopy color (P3) satin finish. Raceway to have access panels on the back. Raceway mounts to underside of canopy w/non-corrosive mounting hardware.
- Letters faces to be flush to face of canopy. Letters to hang from raceway with .25 aluminum backer panel. Raceway to be painted to match canopy (P3).

FIELD SURVEY OF FASCIA TO BE DONE PRIOR TO FABRICATION
(dimensions)

- | | |
|--|--|
|  |  |
| P1 = 101190
Highway Yellow
Matthews (MAP) | V2 = 3M Sunflower
(3630-25) vinyl |
|  |  |
| P2 = MAP Black
(Satin finish) | P3 = Sherwin Williams
SW 7069
Iron Ore |



PERSPECTIVE VIEW



INSPIRATIONAL SIGNAGE

Location:

POSTINO
701 S. CAPITAL OF TEXAS HWY
SUITE 701
WESTLAKE HILLS, TX

- Revision:
- 1)PM-06.11.25:Update renderings/elev, move A2 to grille
 - 2)PM-07.21.25:Update renderings, remove A1, add backer
 - 3)PM-08.05.25:Rev to .090
 - 4)PM-08.22.25:Rev Sign A position, rev Sign B mtg
 - 5)MG-09.15.25:Called out lumens on signs

- ☐ Approved
- ☐ Approved as Noted
- ☐ Revise & Resubmit

Drawing No: 25-0082-R05(PS)

Date: 02.18.25 AT

Page No: 5.00

ELECTRICAL ILLUMINATION REQUIREMENTS

1 Dedicated 20 Amp Circuit at 120 Volts

NOTE: All primary electrical to sign location to be provided by others. A dedicated circuit with NO shared neutrals and a ground returning to the panel is required for installation.

This sign is intended to be installed in accordance with Article 600 or the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

All power supplies to be Ground-Fault Interrupted (GFI)

Signage to have a dedicated branch circuit, three (3) wires (Line, Neutral and Ground)

Wire sizes to be a minimum of 12 Ga. THHN copper wire. Gauge of wire is determined by the length of run and amperage as per NED Article 300

Voltage should read no more than 3 volts between ground and neutral

Conduit can not be used as ground path

Power to sign to be done by a electrical contractor or licensed electrician

Ground wire must be continuous and go from sign to panel board ground bus.

ALL COMPONENTS TO BE  APPROVED

NOTE: SIGN TO BE DIMMABLE
WITH LUTRON SWITCHES



P1 = 101190

Highway Yellow

Matthews (MAP)

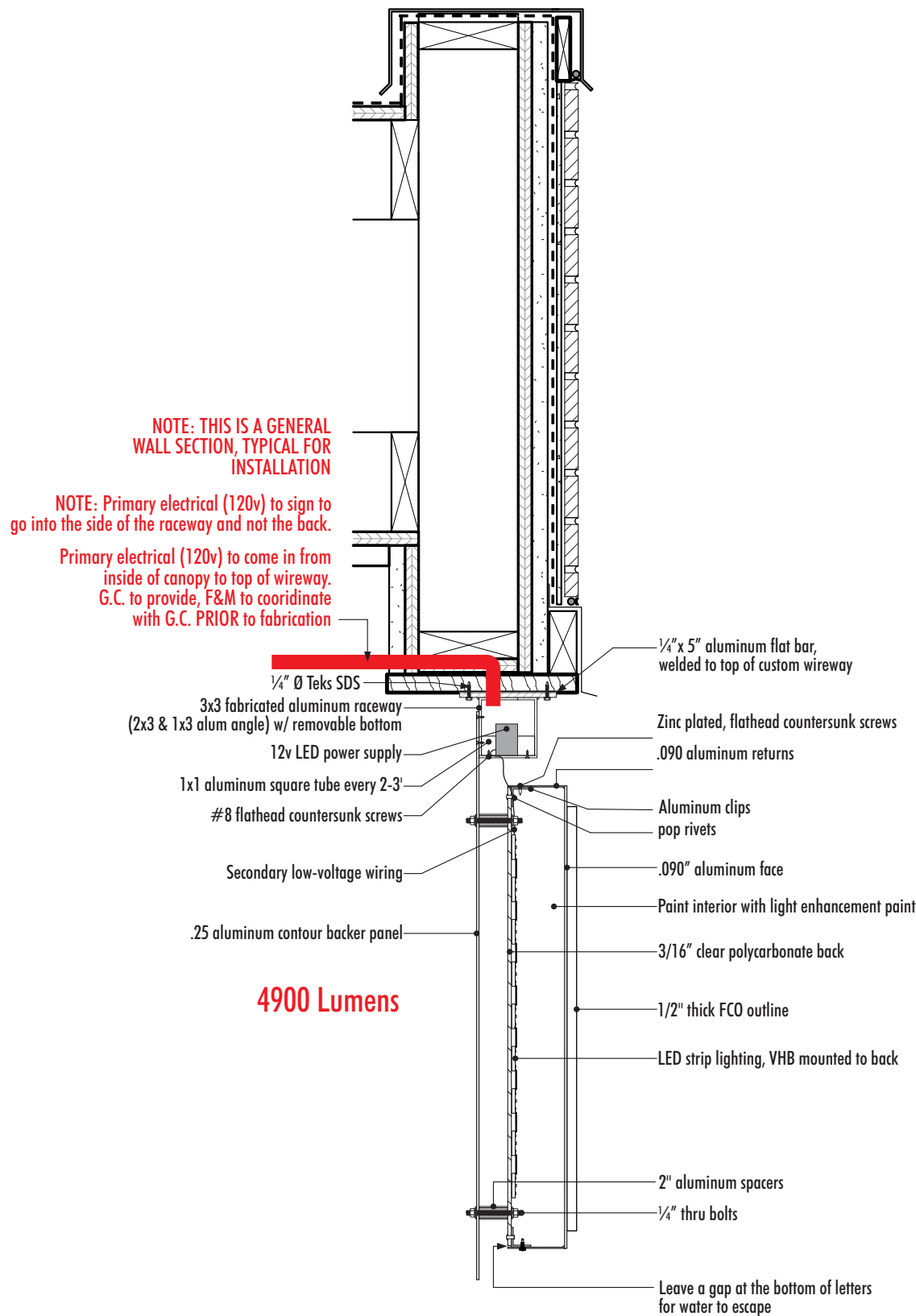


P2 = Matte Black



V2 = 3M Sunflower

(3630-25) vinyl



B

1

SECTION DETAIL: CHANNEL LETTERS

SCALE: 1 1/2" = 1' - 0"

Location:

POSTINO

701 S. CAPITAL OF TEXAS HWY

SUITE 701

WESTLAKE HILLS, TX

Revision:
1)PM-06.11.25:Update renderings/elev, move A2 to grille
2)PM-07.21.25:Update renderings, remove A1, add backer
3)PM-08.05.25:Rev to .090
4)PM-08.22.25:Rev Sign A position, rev Sign B mtg
5)MG-09.15.25:Called out lumens on signs

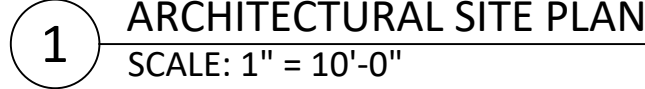
- ☐ Approved
- ☐ Approved as Noted
- ☐ Revise & Resubmit

Drawing No: 25-0082-R05(PS)

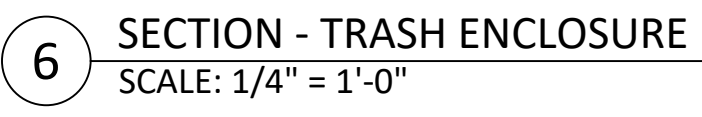
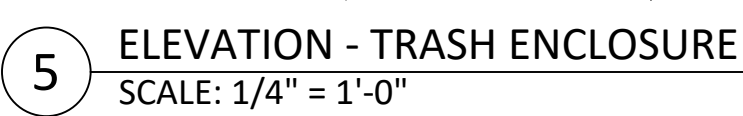
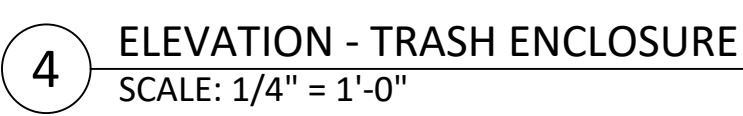
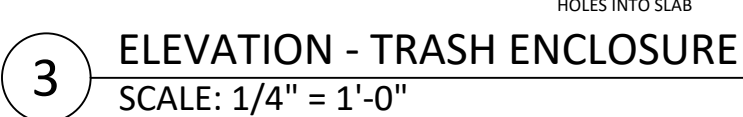
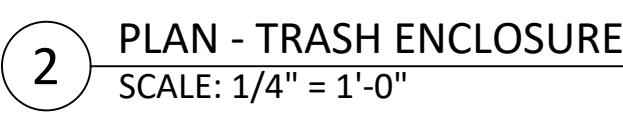
Date: 02.18.25 AT

Page No: 5.01

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3,204	250	13	1,47
			(1)



DRAWING STATUS:	
EXISTING CONDITIONS	
PRELIMINARY	
BID DRAWINGS	
CONTRACT DRAWINGS	
PERMIT DRAWINGS	
NOT FOR CONSTRUCTION	
CONSTRUCTION DRAWINGS	

RDstudio
design + project management

**INTERIOR AND EXTERIOR
ALTERATIONS FOR:**

POSTINO WESTLAKE
701 S. CAPITAL OF TEXAS HIGHWAY, BLDG. J
WEST LAKE HILLS, TEXAS 78746

ARCHITECTURAL SITE PLAN

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DRAWN:	TM
CHECKED:	RD
JOB NO:	UP.005
DATE:	01.07.25
Sheet	

A010

VILLAGE AT WESTLAKE UNIFORM SIGNAGE CRITERIA

I. GENERAL TENANT SIGNAGE CRITERIA

- A. Signs shall be individual channel letters, open to the back wall, internally illuminated with white LED's to match the color of 6500 white neon.
- B. Each tenant may use an individual style of lettering, subject to landlord's approval.
- C. Sign letters shall be constructed of .090 aluminum and painted.
- D. Sign colors to be compatible with building architectural design and approved by landlord.
- E. Sign letter depth shall be 3 inches. Signs shall be mounted with two inches of clearance between the back of the letters and the masonry face.
- F. The advertising and informative content of all exterior tenant signage except as expressly provided herein shall be limited to letters designating the store name and as long as it does not conflict with the architectural character of the shopping center (determined by landlord) a crest, shield or logo which shall be subject to the constraints of one letter.
- G. The maximum overall length of signs, except as provided herein, shall not exceed 75% of the storefront width (or in the case of architectural tower signage, 90% of the tower width.) In no case shall any sign or portion of any sign extend beyond 75% of the storefront (or building wall length) of the tenant's lease premises without landlord's approval. Where allotted, fascia length is less than the storefront width (as at corners), the sign shall be no longer than 90% of the applicable fascia length, without landlord's approval.
- H. Formula to calculate square footage of the sign:
 - 1. Calculate area of each letter as follows:
Height of letter (in inches) squared X .75.
 - 2. Sum the areas of the individual letters from (a).
 - 3. Divide the sum from (b) by 144.
- I. Maximum area of any sign is 95 square feet.
- J. Color samples are attached to be used for verification purposes.

K. APPROVED (UNIVERSAL) COLORS:

PMS 153U (burnt orange)
PMS 4625U (dark brown)
PMS 3305U (dark green)
PMS 484U (dark red)
PMS 7506U (cream/white)
Hexachrome Black

- L. All tenants shall submit design drawings of their signage to landlord for landlord's approval and shall be subject to compliance to The Village at Westlake sign criteria approved by the City of West Lake Hills.

11. TENANT IDENTIFICATION SIGNAGE CRITERIA BY BUILDING

- A. General Provisions. Except as otherwise provided herein, each tenant shall be limited to one sign containing the name of the business and is subject to the following conditions: **Any exceptions will need to be approved by Landlord.**
1. If the total number of letters in tenant's sign is ≤ 14 letters, the tenant may utilize up to 18" high letters.
 2. If the total number of letters in tenant's sign is 15-20 letters, the tenant may utilize up to 15" high letters.
 3. If the total number of letters in tenant's sign is 21-32 letters, the tenant may utilize up to 12" letters.
 4. The greater of 1 letter for each word in tenant's sign, or 2 letters, may be up to 9" higher than otherwise allowed for total number of letters.
 5. The sign area (surface area) of a sign shall not exceed 24 square feet.
- B. Special Provisions. The special provisions are subject to landlord's approval on a case-by-case basis and in no event shall the total square feet of any one sign exceed 95 square feet.
1. **Building A.** If a tenant leases over 5,000 sq. ft. and leases the tower element, tenant may have a) up to 18" high letters for up to two signs (if two sides of the leased storefront face the interior of the site) with not more than 32 letters for the two signs combined; or b) up to 24" high letters but not more than 48 sq. ft. of sign area for the two signs combined for alternative "b".
 2. **Building C.** If a tenant leases 35,000 sq. ft. or more, the tenant may have up to 24" high letters for one sign and the sign may also contain the nature of tenant's business (≤ 12 letters), tenant's logo and tenant's name.
 3. **Building D.** If a tenant leases 2,000 sq. ft. or more, the tenant may customize color and logo-to-letter sizing ratio provided the overall sq.ft. of the sign does not exceed 25 sq.ft.
 4. **Building E.**
If a Tenant leases 4,000 sq. ft or more, the tenant may have up to 30" max letter height for one sign and the sign may also contain the nature of the tenant's business (< 12 letters), Tenant's logo and Tenant's name, but not more than 50 sq ft of sign area. If a tenant leases 4,000 sq ft or more

and leases the tower element, the tenant may have one sign on the exterior of each of two sides of the leased premises that are visible from the interior of the site. If a tenant leases 6,500sq. ft. or more and leases the tower element, the tenant may have a) up to two signs with up to 30" high letters but not more than 75sq ft of sign area for the two signs combined.

5. **Building F, (G).** If a tenant leases the space facing loop 360, the tenant may have one sign with up to 24" high letters on the side facing loop 360, and one other sign on the side of Building F, (G) facing building H, (J) so long as the sign sq. ft. of the two signs combined does not exceed 48 sq. ft. per tenant.
6. **Building H.** One tenant leasing the entire building may have signs as pennitted in II.A, but a sign on three sides of the building shall be allowed.
7. **Buildings J, K.** A tenant may have signs on two sides of the building as long as the total sq. ft. of the two signs combined does not exceed 60 sq. ft. with a maximum individual letter height of 38". The signs may also contain the nature of tenant's business and tenant's logo.
8. **Buildings L, M.** A tenant may have signs on two sides of the building as long as the total sq. ft. of the two signs combined does not exceed 48 sq. ft. with a maximum individual letter size of 36". The signs may also contain the nature of tenant's business and tenant's logo. One wood sign may also be included on the building entry side as part of one of the two signs allowed (with total signage sq. ft. still limited to 48 sq. ft.)
9. **Building N, (Q).** If a tenant leases the front corner closest to to building M, (P), the tenant may have 2 signs per tenant, one facing building M, (P), the other at the front of building N, (Q).
10. **Building P.** If a tenant leases 20,000 sq. ft. or more, the tenant may have two signs with letters up to 30" high for one sign, and up to 30" for a second sign on a different side of the building visible from the interior of the site. The sign may also include the nature of tenant's business (<=12 letters) and tenant's logo.

III. TENANT ADDRESS SIGNAGE CRITERIA

Standard vinyl applied address numerals/letters for identification of tenant's space and hours of operation shall be allowed on tenant's storefront. Numeral/letter height shall be 4". Color to be silver, gold leaf or white.

IV. TENANT SERVICE ENTRY SIGN CRITERIA

Tenant identification on rear or side service doors shall be 5" in height and the color shall be black.

Approved:

City of West Lake Hills, TX

Linda Anthony
Mayor Linda Anthony



Westlake Retail Limited Partnership
dba WLR Limited Partnership

By: *CB* **Date:** 2/2/24

Name: Colin Bearden

Title: Senior Vice President

City of West Lake Hills

MINUTES OF A ZONING & PLANNING COMMISSION (ZAPCO)

REGULAR MEETING

Wednesday, October 15, 2025 at 6:30 PM

1. **Call to Order: Chair Robert Meisel**

- a. Meeting begins at 6:30pm
- b. Roll Call
 1. Chair Robert Meisel: Present
 2. Vice-Chair Jim Pledger: Absent - excused
 3. Commissioner Julia Webber: Present
 4. Commissioner Karen Bartoletti: Absent
 5. Commissioner Patrick Stewart: Present
 6. Commissioner Laurie Maccini: Present

2. **Citizen Communications:**

- a. None

3. **Consent Agenda:** The following items are considered to be self-explanatory by the Commission and will be enacted with one motion. There will be no separate discussion of these items unless a Commission Member or citizen so requests.

1. Approval of the September 17, 2025 ZAPCO meeting minutes
2. Report of previous ZAPCO cases acted upon by the BOA/Council

a. **Action:** Commissioner Maccini moves for approval of the Consent Agenda

- i. Commissioner Webber Seconds
- ii. Motion carries unanimously (4 – 0)

4. **Administration:** Appointment of Zoning and Planning Commission vice-chair

1. Chair Meisel appoints Commissioner Pledger vice-chair of the Zoning and Planning Commission

5. **Public Hearing: 706 Laurel Valley Rd.:** Discuss and consider action to make a recommendation to City Council on the release of a portion of a 10-foot wide public utility and drainage easement on a recorded plat (Section 36.01.017 of the West Lake Hills Code).

Applicant: Donald Henslee, Property Owner

1. Staff Report:

- i. Director Bills describes request to remove release drainage and utility easement along historic lot line that was removed in a 1976 subdivision without the easement being removed.

2. Public Comments (Citizen Comment Forms attached as Exhibit A)

- i. **None**

3. Discussion:

- i. **Chair Meisel:** Concerned about language in exhibit regarding partial release of easement

4. Action:

- i. Commissioner **Bartoletti** moves that the easement release request be forwarded to City Council with a recommendation of **approval** conditional to the language in the easement being clear that the entire portion of the easement along the historic property line is be released.
 - 1. Commissioner **Webber** Seconds
 - 2. Motion carries unanimously (4-0)

The recommendation will be forwarded to City Council for consideration at the regular meeting on November 12, 2025

- 6. Public Hearing: **406 Redbud Trl.:** Discuss and consider action to make a recommendation to the Board of Adjustment on a variance to allow for grading on a slope of 35% or greater (Drainage and Erosion Control Design Manual Section 7.4.1).

Applicant: Bhavani Singal - Workshop No 5

a. Staff Report:

- i. Director Bills describes the request for grading in excess of the maximums permitted in the Drainage and Erosion Control Design Manual.

b. Public Comments:

- i. **Eric Vann** – Quiddity Engineering:
 - a. Explained the general design of the house and why the grading variances are being requested
- ii. **Bhavani Singal** – Workshop No 5 :
 - a. Spoke in favor of variance request
- iii. **Stephen Barron** – Neighbor:

- a. Spoke in opposition to variance request based on size of home relative to lot in comparison to neighboring properties, revegetation, and the inadequacy of the site for septic
- iv. **Dharma Rajah:** Owner
 - a. Appealed to ZAPCO for approval
- c. **Discussion:**
 - i. **Commissioners Webber** and **Stewart** asked for details regarding the design and location of the septic system and whether it would also require grading in areas of grater than 35% slope south of the main house
 - ii. **Commissioner Webber** asks if other options, such as lower ceilings and or a lower square footage have been attempted instead of the variance requests.
 - iii. **Chair Meisel:** Variance is 100% design-driven
 - iv. **Commissioner Stewart:** Concerned about need for additional variances in the future
- d. **Action:** At applicant request, Commissioner **Webber** moves to postpone the item to the **November 19** Zoning and Planning Commission meeting
 - i. Commissioner **Maccini** Seconds
 - ii. Motion Carries unanimously (4-0)

The recommendation will be postponed to the November 19 Zoning and Planning Commission meeting

- 7. Public Hearing: **701 S Capital of Highway Building J:** Discuss and consider action to make a recommendation to City Council on the following variances from the Uniform Sign Agreement and Chapter 32 of the Code of Ordinances for Building J in the Village at Westlake shopping center:
 - 1. For the installation of 2 signs not spaced within 2 inches of a masonry face (Village at Westlake Uniform Sign Criteria section I.E)
 - 2. For the installation of 2 signs not matching the approved colors for the site (Village at Westlake Uniform Sign Agreement section I.K)
 - 3. For the installation of a sign on the roof of a building (Code of Ordinances Section 32.01.016(15) - Prohibited Signs)
 - 4. For the installation of a canopy sign that does not match any of the allowed sign types (Code of Ordinances Section 32.03 - Sign Categories)

Applicant: Vince Buxton - First and Main Signs

a. Staff Report:

- i. **Director Bills** describes the variance requests related to 2 signs for a proposed Postino restaurant at the site of the former University Federal Credit Union in the Village at Westlake shopping center
- ii. **Commissioner Bartoletti:**
 - a. ZAPCO variance criteria seem to be based on physical hardship, not brand identity

b. Public Comments:

- i. **Steve Tyler – SignTek**
 - a. Indicates that sign design is well-within industry standards

c. Discussion:

- i. **Commissioners Webber, Maccini, and Stewart** Indicate they have no objection to sign
- ii. **Chair Meisel:** Signs shouldn't be placed on rooftops
- iii. **Commissioner Bartoletti indicates** misgivings over whether stated hardships are hardships ZAPCO can consider
 - a. **Assistant City Attorney Thamm** clarifies that the variance criteria are considerations for a sign variance, but are not binding on ZAPCO as they are in a Zoning variance.

d. Action:

- i. Commissioner **Maccini** recommends that the variances be forwarded to City Council with a recommendation of **approval** conditional to Dark Sky compliance
 - a. Commissioner **Webber** seconds
 - b. Motion carries unanimously (4-0)

The recommendation will be forwarded to City Council for consideration at the regular meeting on November 12, 2025

8. **Adjournment** – Chair Robert Meisel

Chair Meisel adjourns the meeting at 7:49 pm

APPROVED:

Robert Meisel, Chair

ATTEST:

Joel Sherrouse, Development Coordinator

These minutes were approved on _____, 2025.

Exhibit A

701 S. Capital of Texas Building J – Sign Variances

Applicant's Findings of Fact

1. The strict or literal enforcement of the terms of this chapter, because of special conditions, will result in unnecessary hardship to the applicant.

Postino is a national brand that is recognized by factors of font and color. The approved colors per the Village At Westlake Uniform Signage Criteria: Section 10 I (K) do not match the brand coloring and would be a hardship to brand recognition. It should also be noted that there are multiple tenants in Village at West Lake that do not adhere to the color requirements. Examples: Starbucks, AT&T, Palm Beach Tan, Leslie's Pool Supply's, HEB curbside. This should be taken into consideration. Regarding the roof and hanging signs. This best helps with visibility within the shopping center as this is a free-standing building (Building J) outside the main shopping area that does not have an impact to neighboring properties. It also adds a tasteful elegance from a design standpoint.

2. There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.

No there will be no disruption of the natural terrain or existing flora.

3. There is no reasonable alternative to the requisite variance that will alleviate the difficulty or hardship complained of.

Yes consideration has been taken into the approved colors from the Village At Westlake Uniform Signage Criteria: Section 10 I (K). However, these colors are a drastic deviation from the Postino standard branding. There is no reasonable alternative that is similar or matches the Postino branding.

4. The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.

The USA restricts the standard branding color for Postino therefore the reason for the variance request. As noted previously other tenants are outside of the USA color requirements.

5. The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.

We feel that the USA compressive plan is restrictive to Postino's nationally recognized brand and reason for requesting the variance.

6. The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.

This particular location (Building J) is not visible from neighboring properties. The signs adhere to all criteria/requirements with the exception of color. As previously noted there is already a precedence to allow other tenants colors to deviate from the USA.

701 S. Capital of Texas Hwy Building J

7. Discuss and consider action on a recommendation from ZAPCO on the following variances from the Uniform Sign Agreement and Chapter 32 of the Code of Ordinances for Building J in the Village at Westlake shopping center.
 1. For the installation of 2 signs not spaced within 2 inches of a masonry face (Village at Westlake USA Criteria §I.E)
 2. For the installation of 2 signs not matching the approved colors for the site Village at Westlake USA Criteria §I.K)
 3. For the installation of a sign on the roof of a building (Code of Ordinances Section 32.01.016(15) – Prohibited Signs)
 4. For the installation of a canopy sign that does not fall into any of the allowed sign types allowed by code (Code of Ordinances Section 32.03 – Sign Categories)

Applicant: Vince Buxton, First and Main Signs

701 S. Capital of Texas Hwy Building J



701 S. Capital of Texas Hwy Building J

Code Requirement

- Village at Westlake USA_Criteria Section I.E
 - Sign letter depth shall be 3 inches. **Signs shall be mounted with two inches of clearance between the back of the letters and the masonry face.**

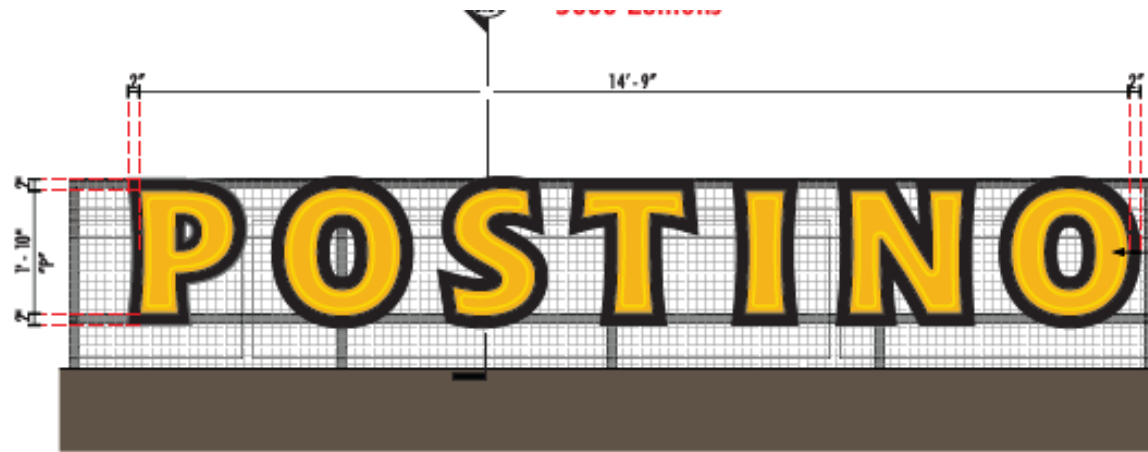
Request:

- This section requires all signs must be mounted with 2 inches of space from a masonry face.

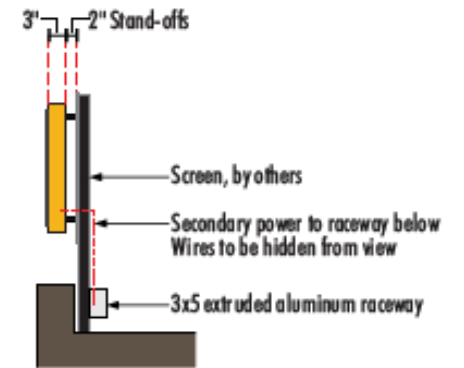


701 S. Capital of Texas Hwy Building J

Sign A is shown mounted on the roof on a 0.25 aluminum contour backer panel with 2 inches of space from a perforated screen for the screening of rooftop equipment.



Fabricated aluminum 3" deep reverse channel letters.
.090 Aluminum Faces & Returns - Painted P1
Clear polycarbonate backs
Face to have 1/2" thick FCO outline - Painted P2
FCOs mount to face w/ VHB top and silicone adhesive
Illuminate with 6500K White LEDs.
LED power supplies to be remotely located behind fascia
Letters to stand-off backer panel w/ 2" long aluminum
spacers, painted to match perforated panel, **color TBV**
.25" contour backer panel mounts flush to perforated screen
with non-corrosive mounting hardware (typ). Panel painted
to match perforated panel, **color TBV**



END VIEW

NOTE: SIGN TO BE DIMMABLE



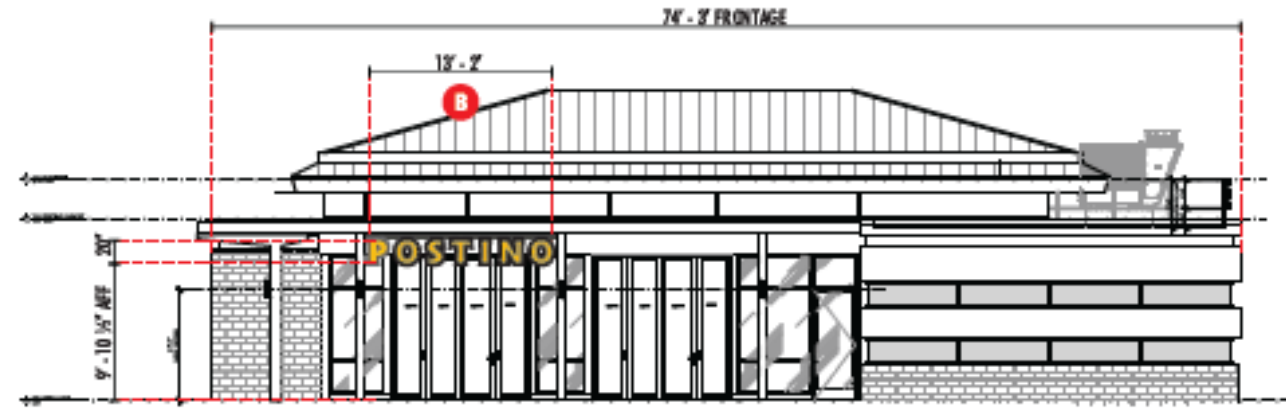
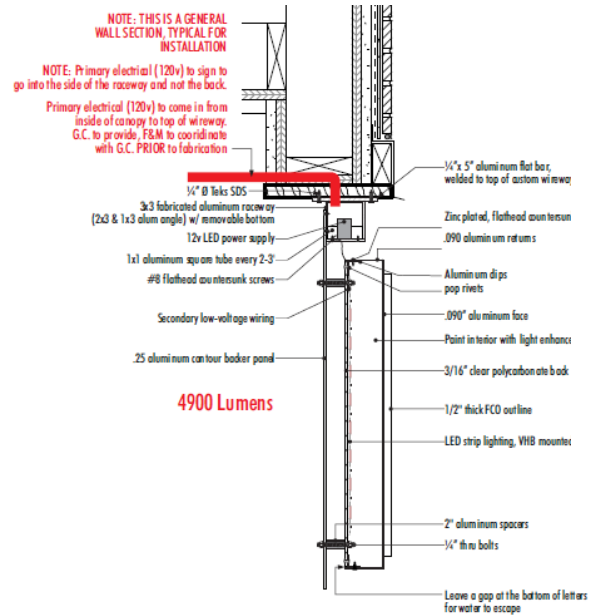
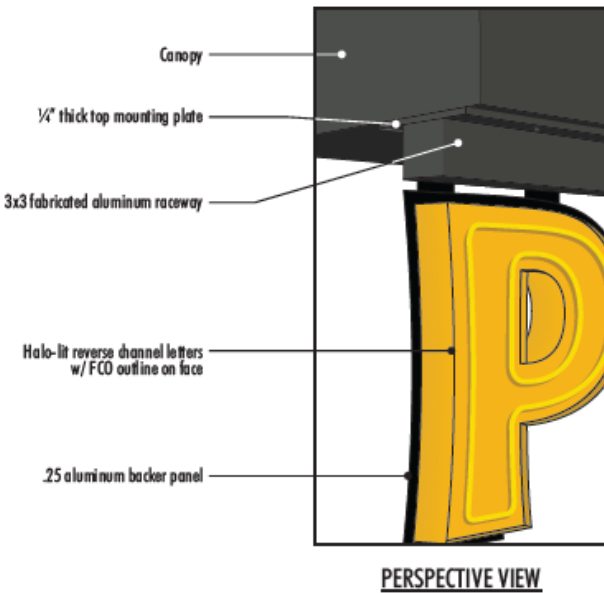
HALO-ILLUMINATED REVERSE CHANNEL LETTERS

SCALE: 3/8" = 1' - 0"

Sq. Ft. = 27.04

701 S. Capital of Texas Hwy Building J

Sign B is shown mounted to the bottom of the canopy/building overhang. There will be a backer panel mounted two inches from each letter.



701 S. Capital of Texas Hwy Building J

Code Requirement

- Village at Westlake USA_Criteria Section I.K
 - APPROVED (UNIVERSAL) COLORS:
 - PMS 153U (burnt orange)
 - PMS 462U (dark brown)
 - PMS 3305U (dark green)
 - PMS 484U (dark red)
 - PMS 7506U (cream/white)
 - Hexachrome Black

Request:

- To allow branded colors not in compliance with the USA.



P1 = 101190
Highway Yellow
Matthews (MAP)



V2 = 3M Sunflower
(3630-25) vinyl



P2 = MAP Black
(Satin finish)



P3 = Sherwin Williams
SW 7069
Iron Ore

701 S. Capital of Texas Hwy Building J

Code Requirement

- Section 32.01.016 – Prohibited Signs
 - Any sign not expressly authorized by this chapter, or specifically authorized from the provisions hereof, is prohibited. Examples of prohibited signs include, but are not limited to:
 - 15. Roof signs (including signs that are otherwise permitted but are placed on the roof of a building)

Request:

- Allow for a sign type that is on the prohibited list within Chapter 32 and not a type included with size, location and mounting standards in the USA. Roof signs are not an allowed sign type, and they are specifically listed in the code as prohibited.

701 S. Capital of Texas Hwy Building J

Code Requirement

- Section 32.03 – Sign Categories
 - (a) This article concerns those types of permanent and temporary signs to which this chapter applies. This article further includes the purpose of each sign type, size, height, number, location, design and landscaping requirements, and special provisions for each type of sign.
 - (b) The following is a listing of sign categories permitted under the provisions of this chapter:
 1. Temporary signs;
 2. Freestanding commercial signs, multitenant shopping center or office complex, option I and option II;
 3. Bee Cave Road and Loop 360 Corridor Street Number;
 4. Freestanding commercial signs, single-business use;
 5. Projecting, wall and hanging commercial signs, individual business within a multitenant shopping center or office complex;
 6. Joint directory commercial signs for a multitenant shopping center or office complex;
 7. Commercial signs in/on windows/doors;
 8. Public information signs (temporary); and
 9. Driveway entrance sign for a B-3 district multitenant center.

701 S. Capital of Texas Hwy Building J

- Section 32.01.001 Definitions

Projecting or hanging sign. Any sign attached to a building and extending in whole or in part more than nine inches beyond the building line. Allowable size does not include supporting structure.

Wall sign. A sign attached to, painted on, or erected against the wall of a building or structure with the exposed face of the sign in a plane parallel to the face of the wall and not projecting more than nine inches from the face of the wall at any point.

Request:

- The sign code does not permit hanging signs that are on a canopy and parallel to the building face when they are more than 9 inches away from the wall. Hanging signs are allowed in the USA under the canopy vertical to the building for signage for pedestrians.

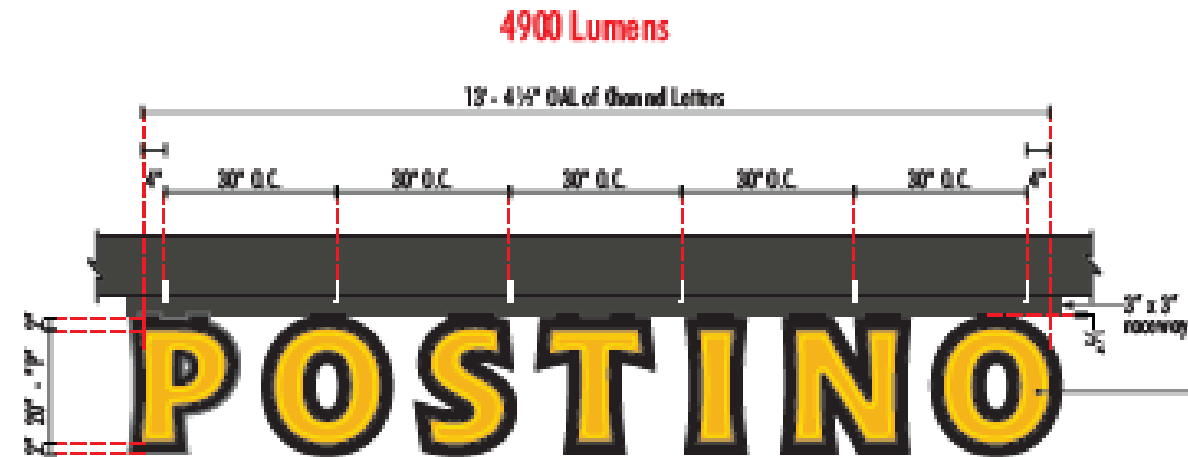
701 S. Capital of Texas Hwy Building J

Request:

- The sign code does not permit hanging signs that are on a canopy and parallel to the building face when they are more than 9 inches away from the wall. Hanging signs are allowed in the USA under the canopy vertical to the building for signage for pedestrians.



INSPIRATIONAL SIGNAGE



701 S. Capital of Texas Hwy Building J

The city council shall hold a hearing to review the recommendation of the commission, and shall either approve the application as submitted, approve the application subject to such modifications or conditions as it deems necessary to accomplish the purpose of this chapter, or deny the application.

A variance may be granted with respect to any regulation contained in Chapter 32 Signs.



701 S. Capital of Texas Hwy Building J

The zoning and planning commission may be authorized to recommend changes retaining appropriate scale and proportions of lettering to open space for readability and aesthetic consideration and with consideration of the hardship criteria described below:

- Lessen practical difficulties and prevent unnecessary physical hardships caused by:
- Size, shape, dimensions of a structure
- Location of the structure, from topographic or physical conditions on the site or in the immediate vicinity, or
- Other physical limitations, street locations or traffic conditions in the immediate vicinity.

Cost or inconvenience to the applicant of strict or literal compliance with a regulation shall not be a reason for granting a variance.



701 S. Capital of Texas Hwy Building J

Applicant Presentation



Postino

*Presented by SignTek / First and
Main Signs*

Postino - Color Variance Request

Nation Brands located within The Village at Westlake outside of Color requirements

Starbucks



Postino - Color Variance Request

Nation Brands located within The Village at Westlake outside of Color requirements

AT&T



Postino - Color Variance Request

Nation Brands located within The Village at Westlake outside of Color requirements

Palm Beach Tan



Postino - Color Variance Request

Nation Brands located within The Village at Westlake outside of Color requirements

Leslie's Pool Supply



Postino - Color Variance Request

Nation Brands located within The Village at Westlake outside of Color requirements

HEB Curbside



Postino - Color Variance Request

Nation Brands located within The Village at Westlake outside of Color requirements

Previous Tenant UFCU





**Postino - Color Variance Request
Greater Austin Regional Recognition**

Austin South Lamar

Postino - Color Variance Request Greater Austin Regional Recognition

Bryker Woods



**Postino - Color
Variance Request
Greater San Antonio
Regional Recognition**

San Antonio – The Rim



Postino - Color Variance Request Greater San Antonio Regional Recognition

*San Antonio – South
Broadway*





**Postino - Color
Variance Request
Greater Houston
Regional
Recognition**

***Houston
The Woodlands***



POSTINO

Postino - Color Variance Request
Greater Houston Regional Recognition
Houston – Heights

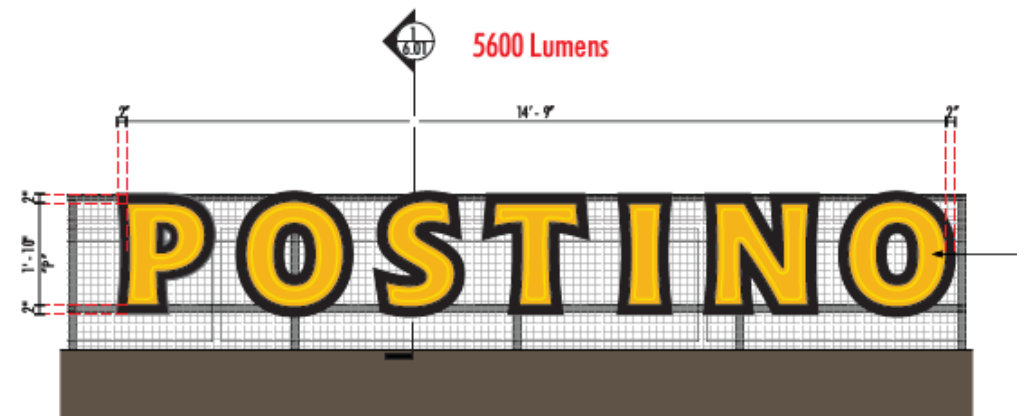
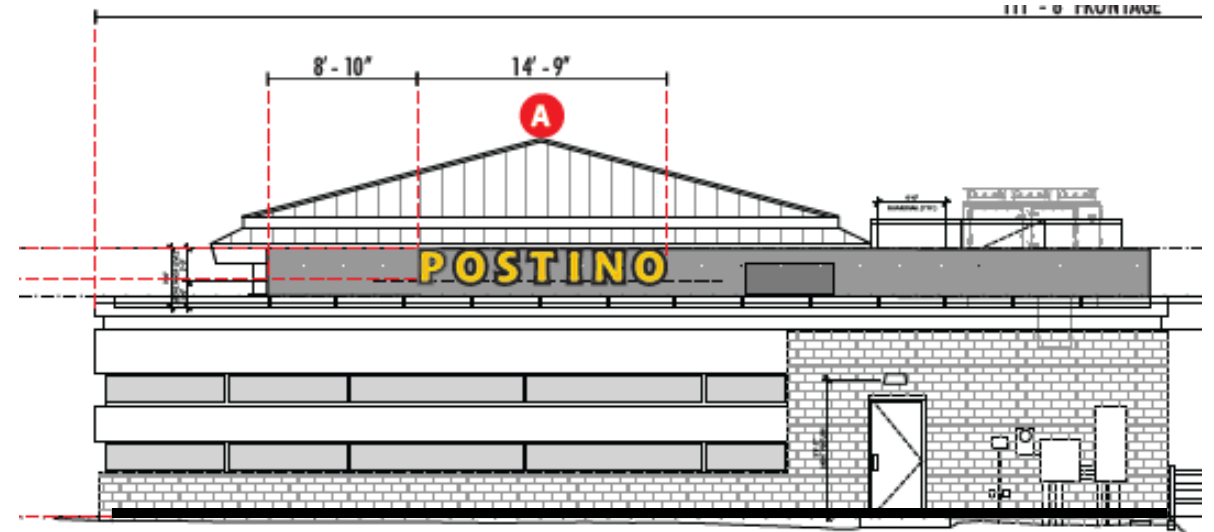
Postino – Roof Sign Variance Request

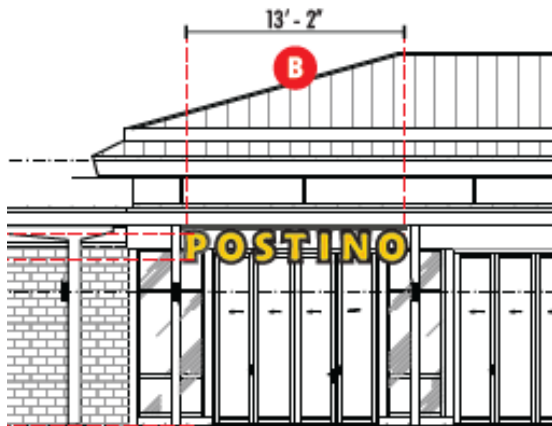
Sign Attached to Equipment Screen

Better Visibility

Letters do not extend above Screen

Aesthetically Pleasing



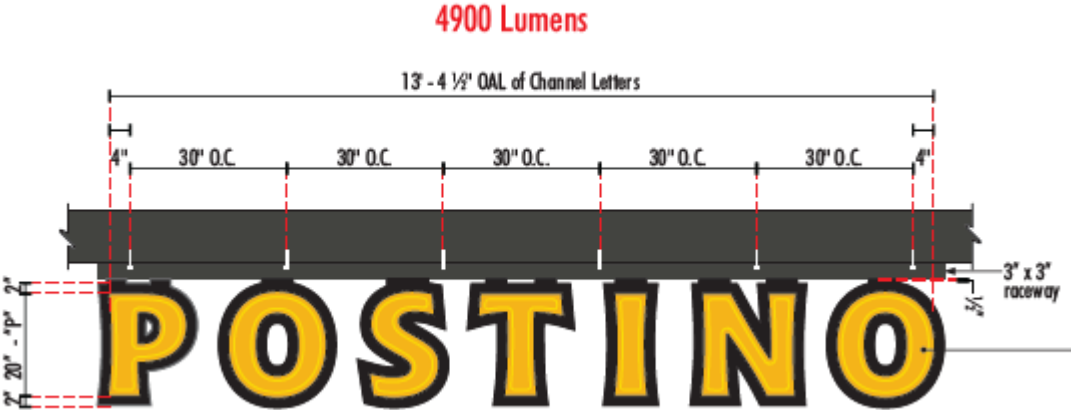


Postino – Location Sign Variance Request

Sign Hanging from Existing Canopy

Better Visibility from parking lot

Aesthetically Pleasing





City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	November 12, 2025	Item Number:	5
Department:	Admin/Finance		
Prepared By:	Vonda Ragsdale	Cost / Budget:	n/a
	FY2024-25 Amended		
Exhibits:	Budget	Source of Funds:	n/a

Subject

Discuss and consider action on an ordinance amending the budget for Fiscal Year 2024-25.
(The Amended Budget amounts in the document are under the SELECTED BUDGET column.)

Recommendation

Approving the Amended Budget for Fiscal Year 2024-25.

Discussion

The Amended Budget highlights:

General Funds:

- The GF ending fund balance was decreased by \$947,218 due to transfers to the Fund 22 – 2022 GO Bond Fund.
- Sales Tax is \$290,000 more than what was budgeted (Fund 01-\$180k & Fund 04-\$110k)
- Interest Income is \$202,049 more than what was budgeted
- Police Dept. expenses are \$353,741 less than budgeted – Salaries are \$317k less than budgeted due to vacancies during the year
- Ending Available General Fund Balance is \$6,645,299

Wastewater Funds:

- Revenue ended \$233,469 more than budgeted; Overall a \$311,291 budget surplus
- The new Grinder Pump Maintenance Fee collected \$129,933 in revenue and we expended \$220,508 on maintenance & repairs on grinder pumps
- Three new connections this fiscal year
- Ending Wastewater Fund Balance is \$5,958,652 with an Available balance of \$4,669,253

Bond Funds:

- Ending Available 2022 GO & 2023 CO Fund Balance is \$2,602,076
- Total expenses this fiscal year for the Roads are \$5,906,674 and total expenses for the City Hall are \$13,122,813

ORDINANCE NO. 2025-021

**AN ORDINANCE OF THE CITY OF WEST LAKE HILLS, TEXAS
AMENDING THE BUDGET FOR THE FISCAL YEAR BEGINNING
OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025**

WHEREAS, during fiscal year 2024-2025 the West Lake Hills City Council has found that the needs of the City have changed since the original budget was adopted; and

WHEREAS, the City's fiscal year 2024-2025 budget must be amended to reflect these changes in the city's needs; and

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

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

1. FINDINGS OF FACT

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

2. AMENDMENT

The budget for fiscal year 2024-2025 is hereby amended as contained in "Exhibit A" attached hereto and incorporated herein by reference as if set out verbatim.

3. EFFECTIVE DATE

This Ordinance shall be effective immediately upon passage and publication.

4. PROPER NOTICE & MEETING

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

PASSED & APPROVED this, the 12rd day of November, 2025

James Vaughan, Mayor

ATTEST:

Terry Blanchard, TRMC
City Secretary



City of West Lake Hills

Fiscal Year 2024-2025

AS OF 9/30/2025

James Vaughan, Mayor

AMENDED BUDGET - NOVEMBER 12, 2025

ADOPTED TAX RATE

FY 2024-2025 ADOPTED PROPERTY TAX RATE FOR CITY OF WEST LAKE HILLS

This budget will raise more revenue from property taxes than last year's budget by an amount of \$101,916 which is a 1.75% increase from last year's budget. The property tax revenue to be raised from new property (\$62,768,352) added to the tax roll this year is \$112,104.

Property Tax Rate Comparison	FY 2023-24	FY 2024-25
Adopted Tax Rate	\$0.1786/100	\$0.1786/100
No New Revenue Tax Rate	\$0.1447/100	\$0.1784/100
Maintenance and Operations Rate	\$0.1178/100	\$0.1196/100
Debt Rate	\$0.0608/100	\$0.0590/100
Voter Approval Rate	\$0.1667/100	\$0.1808/100
De Minimis Rate	\$0.1786/100	\$0.1917/100

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

Vote

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

Mayor James Vaughan

Council Members:

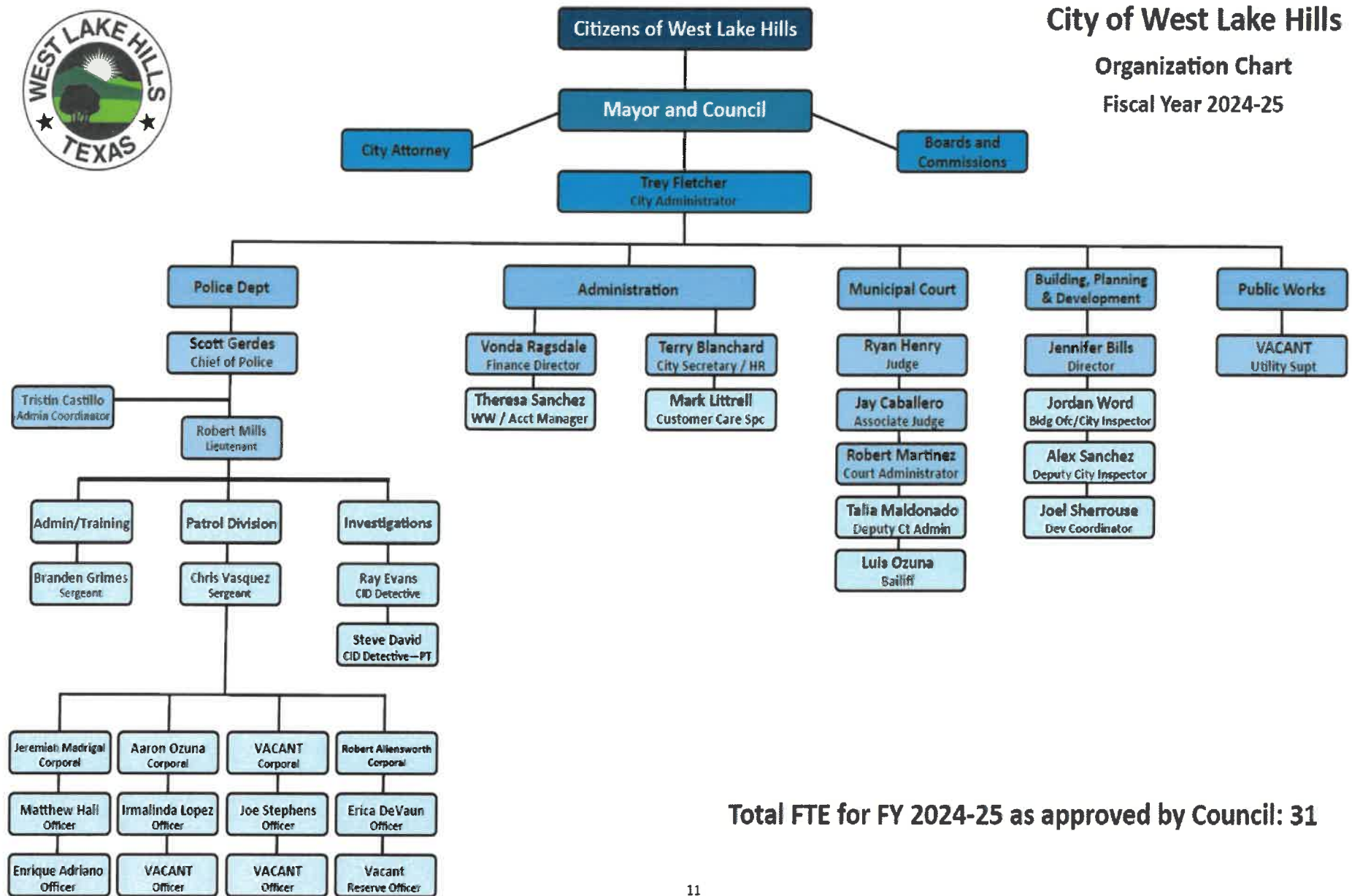
	FOR	AGAINST	ABSENT
Place 1 Dana Harmon	(X)	()	()
Place 2 Brian Plunkett	(X)	()	()
Place 3 Beth South	(X)	()	()
Place 4 Darin Walker	(X)	()	()
Place 5 Gordon Bowman, Mayor Pro Tem	()	()	(X)



City of West Lake Hills

Organization Chart

Fiscal Year 2024-25



Total FTE for FY 2024-25 as approved by Council: 31

CITY OF WEST LAKE HILLS
AMENDED BUDGET SUMMARY TOTALS - ALL GENERAL FUNDS
FY 2024-2025

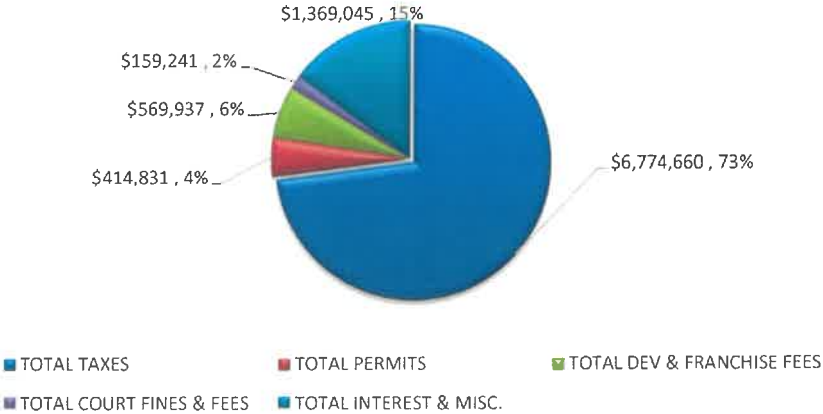
AS OF 9/30/25

	GENERAL FUNDS					
	01 GENERAL FUND	04 2021 STREET MAINT. FUND	06 COURT SPECIAL REVENUE FUND	07 PD SPECIAL REVENUE FUND	08 STAN GRAHAM MEMORIAL TREE FUND	TOTAL GENERAL FUNDS
REVENUE SOURCE						
TAXES	\$ 6,774,660	\$ 1,410,000	\$ -	\$ -	\$ -	\$ 8,184,660
PERMITS	414,831		-	-	-	414,831
FEES	569,937		-	-	-	569,937
FINES & WARRANTS	159,241		-	-	-	159,241
INTEREST & MISC REVENUE	1,369,045		27,508	3,035	118,989	1,518,577
TOTAL REVENUE	\$ 9,287,714	\$ 1,410,000	\$ 27,508	\$ 3,035	\$ 118,989	\$ 10,847,246
DEPARTMENTAL EXPENSE						
ADMINISTRATION	\$ 1,260,747		\$ -	\$ -	\$ -	\$ 1,260,747
POLICE	2,798,160		-	3,050	-	2,801,210
PLANNING & DEVELOPMENT	1,040,733		-	-	-	1,040,733
PUBLIC WORKS	950,266	20,756				971,022
MUNICIPAL COURT	376,389		14,511	-	-	390,900
FACILITIES MAINTENANCE & OPERATIONS	54,901					54,901
CAPITAL OUTLAY - GF	528,936	1,369,382	-	-		1,898,318
TREE FUND	-		-	-	26,633	26,633
TOTAL EXPENSE	\$ 7,010,132	\$ 1,390,138	\$ 14,511	\$ 3,050	\$ 26,633	\$ 8,444,464
SUB TOTAL FY2025-26 GF SURPLUS	\$ 2,277,582	\$ 19,862	\$ 12,997	\$ (15)	\$ 92,356	\$ 2,402,782
TRANSFERS OUT TO FUND 22	(3,000,000)		(150,000)		(200,000)	(3,350,000)
AMENDED BUDGET SURPLUS/(SHORTFALL)	\$ (722,418)	\$ 19,862	\$ (137,003)	\$ (15)	\$ (107,644)	\$ (947,218)

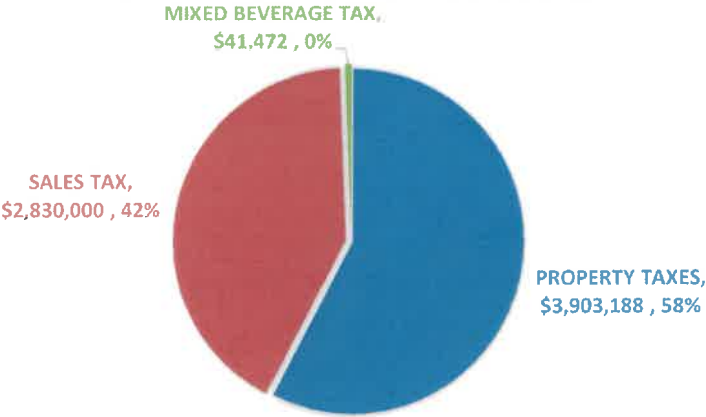
	GENERAL FUND	2021 STREET MAINT. FUND	COURT SPECIAL REVENUE FUND	PD SPECIAL REVENUE FUND	STAN GRAHAM MEMORIAL TREE FUND	TOTAL GENERAL FUNDS
Audited Ending Fund Balances - 9/30/21	\$ 8,319,860	\$ -	\$ 137,276	\$ 41,975	\$ 193,025	\$ 8,692,136
Audited Ending Fund Balances - 9/30/22	\$ 10,125,776	\$ -	\$ 162,105	\$ 43,172	\$ 217,262	\$ 10,548,315
Audited Ending Fund Balances - 9/30/23	\$ 9,562,230	\$ 1,236,840	\$ 184,787	\$ 41,335	\$ 275,248	\$ 11,300,440
Audited Ending Fund Balances - 9/30/24	\$ 11,617,717	\$ 2,168,809	\$ 200,228	\$ 41,501	\$ 420,388	\$ 14,448,643
Amended Budget Fund Balances - 9/30/25	\$ 10,895,299	\$ 2,188,671	\$ 63,225	\$ 41,486	\$ 312,744	\$ 13,501,425
Less: Stabilization Cash Reserve	\$ (3,250,000)					
Less: Legal Counsel Cash Reserve	\$ (300,000)					
Less: Contingency Cash Reserve	\$ (500,000)					
Less: Brush Pickup Reserve	\$ (200,000)					
Less: City Hall Cash Reserve Fund	\$ -					
Unrestricted General Fund Balance	\$ 6,645,299					

GENERAL FUND M&O REVENUE FY2024-2025

Total GF Revenue by Category - FY 2024-25 Budget



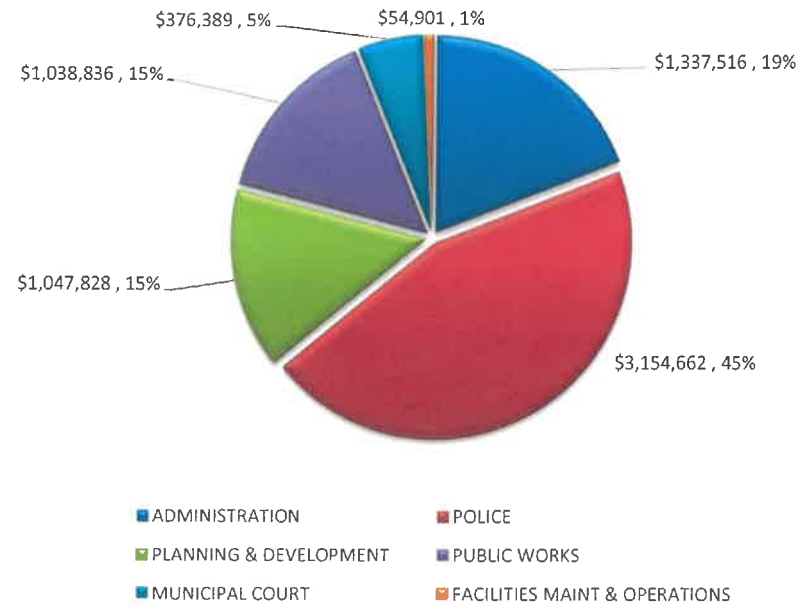
TAX REVENUE - FY 2024-25 BUDGET



IV

GENERAL FUND M&O EXPENSES FY2024-25

GF Department Expense - FY 2024-25



CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

01 -GENERAL FUND

REVENUES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
TAXES					
01-40100 PROPERTY TAXES	3,920,000	3,903,188	(16,812)	0.43-	
01-40200 SALES TAX	2,650,000	2,830,000	180,000	6.79	
01-40250 MIXED BEVERAGE TAX	48,000	41,472	(6,528)	13.60-	
TOTAL TAXES	6,618,000	6,774,660	156,660	2.37	
PERMITS					
01-41000 BUILDING PERMITS	330,000	413,356	83,356	25.26	
01-41010 TECHNOLOGY FEE - PLANNING	2,000	1,475	(525)	26.25-	
TOTAL PERMITS	332,000	414,831	82,831	24.95	
FEES					
01-42000 SUBDIVISION PLATS	0	4,454	4,454	0.00	
01-42010 STREET MAINT FEES	0	424	424	0.00	
01-42020 ZONING FEES	40,000	47,946	7,946	19.87	
01-42025 INSPECTION FEES	45,000	51,745	6,745	14.99	
01-42030 PLANNING ADMINISTRATIVE FEES	13,000	19,919	6,919	53.23	
01-42040 TELECOM FRANCHISE/ROW FEES	55,000	34,186	(20,814)	37.84-	
01-42043 NATURAL GAS FRANCHISE FEES	40,000	52,442	12,442	31.11	
01-42045 ELECTRIC FRANCHISE FEES	325,000	317,689	(7,311)	2.25-	
01-42050 CABLE FRANCHISE FEES	50,000	41,131	(8,869)	17.74-	
TOTAL FEES	568,000	569,937	1,937	0.34	
FINES & WARRANTS					
01-44000 FINES	140,000	152,800	12,800	9.14	
01-44100 WARRANT FEES	2,000	700	(1,300)	65.00-	
01-44150 COURT ADMINISTRATIVE FEES	10,000	5,741	(4,259)	42.59-	
TOTAL FINES & WARRANTS	152,000	159,241	7,241	4.76	
INTEREST & MISC.					
01-45000 INTEREST INCOME	550,000	752,049	202,049	36.74	
01-45005 PROPERTY TAX P & I	25,000	24,984	(16)	0.06-	
01-45007 LEASES	81,885	81,466	(419)	0.51-	
01-45010 MISCELLANEOUS INCOME	167,921	445,025	277,105	165.02	
01-45019 OPIOID SETTLEMENT	0	5,082	5,082	0.00	
01-45040 SALE OF ASSETS	59,988	60,438	450	0.75	
TOTAL INTEREST & MISC.	884,794	1,369,045	484,251	54.73	
*** TOTAL REVENUE ***	8,554,794	9,287,713	732,919	8.57	

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

01 -GENERAL FUND
ADMINISTRATION

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
MAINTENANCE					
01-60050 BUILDING MAINTENANCE	5,000	20,000	15,000	300.00	
01-60055 COMP MAINT/SOFTWARE/ACCESSORIE	70,000	26,053	(43,947)	62.78-	
TOTAL MAINTENANCE	75,000	46,053	(28,947)	38.60-	
REPAIRS					
01-60140 EQUIPMENT CONTRACTS	2,000	1,062	(938)	46.90-	
01-60190 JANITORIAL	9,000	4,157	(4,843)	53.81-	
TOTAL REPAIRS	11,000	5,219	(5,781)	52.55-	
CONTRACT SERVICES					
01-60200 OUTSIDE LEGAL COUNSEL	10,000	0	(10,000)	100.00-	
01-60205 CONSULTANT FEES	84,500	42,786	(41,714)	49.37-	
01-60210 CITY ATTORNEY FEES	75,000	51,000	(24,000)	32.00-	
01-60210.CITY ATTORNEY - LITIGATION	20,000	12,000	(8,000)	40.00-	
01-60212 CODIFICATION	15,000	4,271	(10,729)	71.53-	
01-60214 TAX COLLECTION EXPENSE	6,500	6,192	(308)	4.74-	
01-60215 APPRAISAL DISTRICT EXPENSE	32,000	30,035	(1,965)	6.14-	
01-60216 AUDITING SERVICES	29,000	29,450	450	1.55	
01-60219 CITY COUNCIL EXPENSES	3,000	1,341	(1,659)	55.30-	
01-60220 TRAINING	16,000	12,889	(3,111)	19.44-	
01-60221 MEMBERSHIPS/SUBSCRIPTIONS	13,000	11,535	(1,465)	11.27-	
01-60230 OFFICE SUPPLIES	3,000	5,006	2,006	66.87	
01-60235 ELECTION EXPENSES	12,000	10,913	(1,087)	9.06-	
01-60250 POSTAGE	1,000	1,209	209	20.90	
01-60260 EMPLOYMENT ADS/RECRUITMENT	250	0	(250)	100.00-	
01-60270 PRINTING/PUBLICATIONS	10,000	12,926	2,926	29.26	
01-60280 PUBLIC NOTICES	10,000	2,687	(7,313)	73.13-	
01-60290 RECORDS STORAGE & MAINTENANCE	1,450	867	(583)	40.21-	
TOTAL CONTRACT SERVICES	341,700	235,107	(106,593)	31.19-	
PAYROLL					
01-60330 SALARIES	617,380	617,380	0	0.00	
01-60340 PAYROLL TAX	49,395	49,395	0	0.00	
01-60341 RETIREMENT	123,030	123,030	0	0.00	
01-60342 LONGEVITY	4,065	4,065	0	0.00	
01-60343 VEHICLE/PHONE ALLOWANCE	23,400	23,400	0	0.00	
01-60344 MEDICAL/DENTAL/VISION/LIFE INS	118,605	118,605	0	0.00	
01-60346 WORKERS COMP INSURANCE	842	877	35	4.16	
TOTAL PAYROLL	936,717	936,752	35	0.00	

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

01 -GENERAL FUND
ADMINISTRATION

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>UTILITIES & SUNDRY</u>					
01-60430 PUBLIC INFORMATION SERVICES	7,500	6,421	(1,079)	14.39-	
01-60440 SUNDRY	2,000	2,720	720	36.00	
01-60450 TELECOM/CELL/WIFI	4,500	3,156	(1,344)	29.87-	
01-60465 GENERAL INSURANCE	3,200	3,455	255	7.97	
01-60477 TEAM DEVELOPMENT	5,000	8,285	3,285	65.70	
01-60485 UNIFORMS	500	500	0	0.00	
01-60490 UTILITIES	12,000	13,079	1,079	8.99	
TOTAL UTILITIES & SUNDRY	34,700	37,616	2,916	8.40	
<u>CAPITAL OUTLAY</u>					
01-60550 COMPUTERS/FURNITURE/EQUIP	50,000	76,769	26,769	53.54	
TOTAL CAPITAL OUTLAY	50,000	76,769	26,769	53.54	
<u>TRANSFERS</u>					
01-60900 TRANSFER OUT	0	3,000,000	3,000,000	0.00	
TOTAL TRANSFERS	0	3,000,000	3,000,000	0.00	
TOTAL ADMINISTRATION	1,449,117	4,337,516	2,888,399	199.32	

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

01 -GENERAL FUND
POLICE DEPARTMENT

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
MAINTENANCE					
01-61050 BUILDING MAINTENANCE	10,000	12,926	2,926	29.26	
01-61055 COMP MAINT/SOFTWARE/ACCESSORIE	85,000	88,656	3,656	4.30	
01-61060 VEHICLE M & O	22,000	50,513	28,513	129.60	
01-61061 FUEL	40,000	27,135	(12,865)	32.16-	
01-61080 RADAR REP/CALIBRATION	1,000	558	(442)	44.20-	
TOTAL MAINTENANCE	158,000	179,788	21,788	13.79	
REPAIRS					
01-61150 EQUIPMENT CONTRACTS/REPAIRS	29,000	17,669	(11,331)	39.07-	
01-61190 JANITORIAL	10,000	5,122	(4,878)	48.78-	
TOTAL REPAIRS	39,000	22,791	(16,209)	41.56-	
CONTRACT SERVICES					
01-61200 CITY ATTORNEY FEES	2,500	0	(2,500)	100.00-	
01-61210 MEDICAL EXAMINATIONS	3,000	691	(2,309)	76.97-	
01-61211 PSYCHOLOGICAL EXAMINATIONS	4,000	2,250	(1,750)	43.75-	
01-61213 PSYCHOLOGICAL COUNSELING	2,500	2,200	(300)	12.00-	
01-61215 OPIOID SETTLEMENT EXPENSES	3,960	3,960	0	0.00	
01-61221 MEMBERSHIPS/SUBSCRIPTIONS	9,000	1,879	(7,121)	79.12-	
01-61230 OFFICE SUPPLIES	5,000	5,761	761	15.22	
01-61240 POLICE SUPPLIES	22,000	25,476	3,476	15.80	
01-61250 POSTAGE	500	335	(165)	33.00-	
01-61256 DISPATCH/CTECC	186,206	186,207	1	0.00	
01-61260 EMPLOYMENT ADS/RECRUITING	2,000	553	(1,447)	72.35-	
01-61290 RECORDS STORAGE & MAINTENANCE	200	212	12	6.00	
TOTAL CONTRACT SERVICES	240,866	229,524	(11,342)	4.71-	
PAYROLL					
01-61330 SALARIES	1,549,020	1,402,515	(146,505)	9.46-	
01-61335 CERTIFICATION PAY	43,446	34,983	(8,463)	19.48-	
01-61336 BI-LINGUAL INCENTIVE	2,400	400	(2,000)	83.33-	
01-61340 PAYROLL TAXES	127,640	117,324	(10,316)	8.08-	
01-61341 RETIREMENT	315,880	293,308	(22,572)	7.15-	
01-61342 LONGEVITY	8,930	8,740	(190)	2.13-	
01-61343 VEHICLE/PHONE ALLOWANCE	62,520	52,020	(10,500)	16.79-	
01-61344 MEDICAL/DENTAL/VISION/LIFE INS	398,663	281,584	(117,079)	29.37-	
01-61346 WORKERS COMP INSURANCE	34,955	35,740	785	2.25	
TOTAL PAYROLL	2,543,454	2,226,614	(316,840)	12.46-	

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

01 -GENERAL FUND
POLICE DEPARTMENT

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
UTILITIES & SUNDRY					
01-61430 PUBLIC INFORMATION SERVICES	6,835	7,834	999	14.62	
01-61450 TELECOM/CELL/WIFI	27,000	25,507	(1,493)	5.53-	
01-61465 GENERAL INSURANCE	33,000	37,670	4,670	14.15	
01-61470 TRAINING	37,500	21,440	(16,060)	42.83-	
01-61475 COMMUNITY RELATIONS/NN0	6,000	4,000	(2,000)	33.33-	
01-61477 TEAM DEVELOPMENT	6,000	3,400	(2,600)	43.33-	
01-61480 UNIFORM ALLOWANCE	18,000	15,080	(2,920)	16.22-	
01-61485 FIRING RANGE/AMMUNITION/GUNS	8,500	6,000	(2,500)	29.41-	
01-61490 UTILITIES	16,000	18,512	2,512	15.70	
TOTAL UTILITIES & SUNDRY	158,835	139,443	(19,392)	12.21-	
CAPITAL OUTLAY					
01-61550 COMPUTERS/FURNITURE/EQUIP	12,000	8,065	(3,935)	32.79-	
01-61551 DIGITAL VIDEO SYST FOR CARS	19,600	9,703	(9,897)	50.49-	
01-61553 PATROL VEHICLES	230,000	230,000	0	0.00	
01-61554 RADIOS	35,000	35,000	0	0.00	
01-61555 VESTS	3,200	6,370	3,170	99.06	
01-61556 RADAR EQUIPMENT	6,400	6,400	0	0.00	
01-61558 CAPITAL OUTLAY-TASERS	12,950	12,950	0	0.00	
01-61560 CAPITAL OUTLAY-BODY CAMERAS	16,248	15,164	(1,084)	6.67-	
01-61561 CO - FLOCK CAMERAS	32,850	32,850	0	0.00	
TOTAL CAPITAL OUTLAY	368,248	356,502	(11,746)	3.19-	
TRANSFERS					
TOTAL POLICE DEPARTMENT	3,508,403	3,154,662	(353,741)	10.08-	

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

01 -GENERAL FUND
PLANNING & DEVELOPMENT

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
MAINTENANCE					
01-63055 COMP MAINT/SOFTWARE/ACCESSORIE	35,500	31,030	(4,470)	12.59-	
01-63060 VEHICLE M & O	4,200	5,734	1,534	36.52	
01-63061 FUEL	1,500	1,562	62	4.13	
TOTAL MAINTENANCE	41,200	38,326	(2,874)	6.98-	
REPAIRS					
01-63140 EQUIPMENT CONTRACTS	1,250	1,062	(188)	15.04-	
01-63157 CODE COMPLIANCE EXPENSE	500	0	(500)	100.00-	
TOTAL REPAIRS	1,750	1,062	(688)	39.31-	
CONTRACT SERVICES					
01-63205 CONSULTANT FEES	84,500	92,625	8,125	9.62	
01-63207 CITY ENGINEER	200,000	180,000	(20,000)	10.00-	
01-63210 CITY ATTORNEY FEES	25,000	21,728	(3,272)	13.09-	
01-63220 TRAINING	7,500	3,513	(3,987)	53.16-	
01-63230 OFFICE SUPPLIES	1,500	500	(1,000)	66.67-	
01-63240 MEMBERSHIPS/PROFESSIONAL FEES	4,000	2,533	(1,467)	36.68-	
01-63245 INSP/PLAN REVIEWS-3RD PARTY	60,000	48,000	(12,000)	20.00-	
01-63250 POSTAGE	2,000	1,500	(500)	25.00-	
01-63266 CREDIT CARD FEES	15,000	28,500	13,500	90.00	
01-63270 PRINTING	1,000	701	(299)	29.90-	
01-63280 PUBLIC NOTICES/ADVERTISING	1,000	342	(658)	65.80-	
01-63290 RECORDS STORAGE & MAINTENANCE	1,100	1,100	0	0.00	
TOTAL CONTRACT SERVICES	402,600	381,042	(21,558)	5.35-	
PAYROLL					
01-63330 SALARIES	391,195	391,195	0	0.00	
01-63336 BI-LINGUAL INCENTIVE	1,200	1,200	0	0.00	
01-63340 PAYROLL TAX	31,312	31,312	0	0.00	
01-63341 RETIREMENT	77,965	77,965	0	0.00	
01-63342 LONGEVITY	410	410	0	0.00	
01-63343 VEHICLE/PHONE ALLOWANCE	16,440	16,440	0	0.00	
01-63344 MEDICAL/DENTAL/VISION/LIFE INS	88,814	77,731	(11,083)	12.48-	
01-63346 WORKERS COMP INSURANCE	1,200	902	(298)	24.83-	
01-63350 CONTRACT/TEMPORARY SUPPORT	4,000	0	(4,000)	100.00-	
TOTAL PAYROLL	612,536	597,155	(15,381)	2.51-	
UTILITIES & SUNDRY					
01-63430 PUBLIC INFORMATION SERVICES	14,150	15,000	850	6.01	
01-63440 SUNDRY	500	0	(500)	100.00-	
01-63450 TELECOM/CELL/WIFI	4,000	4,000	0	0.00	
01-63465 GENERAL INSURANCE	2,500	2,608	108	4.32	
01-63480 RECORDING FEES	500	1,000	500	100.00	
01-63485 UNIFORMS	1,300	540	(760)	58.46-	
TOTAL UTILITIES & SUNDRY	22,950	23,148	198	0.86	

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

01 -GENERAL FUND
PLANNING & DEVELOPMENT

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
CAPITAL OUTLAY					
01-63540 COMPUTERS/FURNITURE/EQUIP	7,300	7,095	(205)	2.81-	
TOTAL CAPITAL OUTLAY	7,300	7,095	(205)	2.81-	
TRANSFERS					
TOTAL PLANNING & DEVELOPMENT	1,088,336	1,047,828	(40,508)	3.72-	

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

01 -GENERAL FUND
PUBLIC WORKS

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
MAINTENANCE					
01-64055 COMPUTER MAINT/SOFTWARE/ACCESS	3,500	2,839	(661)	18.89-	
01-64060 VEHICLE MAINT & OPERATIONS	100	100	0	0.00	
01-64061 FUEL	1,000	0	(1,000)	100.00-	
TOTAL MAINTENANCE	4,600	2,939	(1,661)	36.11-	
REPAIRS					
01-64151 DRAINAGE REPAIRS & MAINT	150,000	115,319	(34,681)	23.12-	
01-64155 ROW MAINTENANCE	150,000	146,117	(3,883)	2.59-	
01-64156 ROW CANOPY & RAVINE CLEARANCE	125,000	15,695	(109,305)	87.44-	
01-64160 FIRE SAFETY/BRUSH PICKUP	1,700	6,803	5,103	300.18	
01-64165 SIGN MAINTENANCE	2,500	4,516	2,016	80.64	
01-64170 STREET LIGHTING	250	206	(44)	17.60-	
01-64175 STREET REPAIRS	10,000	2,510	(7,490)	74.90-	
TOTAL REPAIRS	439,450	291,166	(148,284)	33.74-	
CONTRACT SERVICES					
01-64217 SOLID WASTE SERVICES	567,000	567,000	0	0.00	
01-64220 TRAINING	2,000	290	(1,710)	85.50-	
01-64230 OFFICE SUPPLIES	1,000	57	(943)	94.30-	
TOTAL CONTRACT SERVICES	570,000	567,347	(2,653)	0.47-	
PAYROLL					
01-64330 SALARIES	120,000	57,456	(62,544)	52.12-	
01-64340 PAYROLL TAX	9,495	4,642	(4,853)	51.11-	
01-64341 RETIREMENT	23,650	11,352	(12,298)	52.00-	
01-64343 VEHICLE/PHONE ALLOWANCE	3,960	3,220	(740)	18.69-	
01-64344 MEDICAL/DENTAL/VISION/LIFE INS	15,390	7,776	(7,614)	49.47-	
01-64346 WORKERS COMP INSURANCE	350	0	(350)	100.00-	
TOTAL PAYROLL	172,845	84,446	(88,399)	51.14-	
UTILITIES & SUNDRY					
01-64430 PUBLIC INFORMATION SERVICES	2,521	2,500	(21)	0.82-	
01-64465 GENERAL INSURANCE	855	868	13	1.52	
01-64485 UNIFORMS	1,000	1,000	0	0.00	
TOTAL UTILITIES & SUNDRY	4,376	4,368	(8)	0.17-	
CAPITAL OUTLAY					
01-64551 SIGNS WITH RADAR	36,000	32,182	(3,818)	10.61-	
01-64552 CITY ENTRANCE SIGNAGE	67,471	1,388	(66,083)	97.94-	
01-64554 CAPITAL OUTLAY-VEHICLES	44,500	55,000	10,500	23.60	
TOTAL CAPITAL OUTLAY	147,971	88,570	(59,401)	40.14-	

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

01 -GENERAL FUND
PUBLIC WORKS

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>TRANSFERS</u>					
TOTAL PUBLIC WORKS	1,339,242	1,038,836	(300,406)	22.43-	

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

01 -GENERAL FUND
MUNICIPAL COURT

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>MAINTENANCE</u>					
<u>REPAIRS</u>					
01-67140 EQUIPMENT CONTRACTS	1,000	1,062	62	6.20	
01-67150 COMP MAINT/SOFTWARE/ACCESSORIE	29,500	32,950	3,450	11.69	
TOTAL REPAIRS	30,500	34,012	3,512	11.51	
<u>CONTRACT SERVICES</u>					
01-67220 TRAINING	3,000	3,687	687	22.90	
01-67221 MEMBERSHIPS/SUBSCRIPTIONS	300	300	0	0.00	
01-67230 OFFICE SUPPLIES	1,250	548	(702)	56.16-	
01-67250 POSTAGE	800	157	(643)	80.38-	
01-67260 PROSECUTOR FEES	40,000	50,062	10,062	25.16	
01-67290 RECORDS STORAGE & MAINTENANCE	0	25	25	0.00	
TOTAL CONTRACT SERVICES	45,350	54,779	9,429	20.79	
<u>PAYROLL</u>					
01-67330 SALARIES	187,120	176,013	(11,107)	5.94-	
01-67336 BI-LINGUAL INCENTIVE	1,200	1,200	0	0.00	
01-67340 PAYROLL TAXES	15,230	14,268	(962)	6.32-	
01-67341 RETIREMENT	32,473	33,047	574	1.77	
01-67342 LONGEVITY	2,560	2,325	(235)	9.18-	
01-67343 VEHICLE/PHONE ALLOWANCE	7,920	7,920	0	0.00	
01-67344 MEDICAL/DENTAL/VISION/LIFE INS	44,407	44,608	201	0.45	
01-67346 WORKERS COMP INSURANCE	652	829	177	27.15	
TOTAL PAYROLL	291,562	280,210	(11,352)	3.89-	
<u>UTILITIES & SUNDRY</u>					
01-67430 PUBLIC INFORMATION SERVICES	3,065	4,068	1,003	32.72	
01-67450 TELECOM/CELL/WIFI	1,600	2,191	591	36.94	
01-67465 GENERAL INSURANCE	700	943	243	34.71	
01-67475 PUBLIC EDUCATION/COMM RELATION	250	53	(197)	78.80-	
01-67485 UNIFORMS	200	133	(67)	33.50-	
TOTAL UTILITIES & SUNDRY	5,815	7,388	1,573	27.05	
<u>CAPITAL OUTLAY</u>					
<u>TRANSFERS</u>					
TOTAL MUNICIPAL COURT	373,227	376,389	3,162	0.85	

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

01 -GENERAL FUND
FACILITIES MAINT & OPERAT

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
MAINTENANCE					
01-68050 BUILDING MAINTENANCE/SUPPLIES	5,000	3,233	(1,767)	35.34-	
01-68051 GROUNDS MAINT-CITY HALL	5,000	138	(4,862)	97.24-	
TOTAL MAINTENANCE	10,000	3,371	(6,629)	66.29-	
REPAIRS					
01-68140 EQUIPMENT CONTRACTS	5,000	585	(4,415)	88.30-	
01-68190 JANITORIAL	5,000	6,370	1,370	27.40	
TOTAL REPAIRS	10,000	6,955	(3,045)	30.45-	
UTILITIES & SUNDRY					
01-68450 TELECOM/INTERNET	5,000	3,000	(2,000)	40.00-	
01-68465 GENERAL INSURANCE	8,750	4,454	(4,296)	49.10-	
01-68490 UTILITIES	5,000	37,121	32,121	642.42	
TOTAL UTILITIES & SUNDRY	18,750	44,575	25,825	137.73	
TOTAL FACILITIES MAINT & OPERAT	38,750	54,901	16,151	41.68	
*** TOTAL EXPENDITURES ***	7,797,075	10,010,132	2,213,058	28.38	
	=====	=====	=====	=====	=====
** REVENUE OVER(UNDER) EXPENDITURES **	757,719	(722,420)	(1,480,139)	195.34-	
	=====	=====	=====	=====	=====

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

04 -2021 STREET MAINT FUND

REVENUES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
TAXES					
04-40200 SALES TAX	1,300,000	1,410,000	110,000	8.46	
TOTAL TAXES	1,300,000	1,410,000	110,000	8.46	
*** TOTAL REVENUE ***	1,300,000	1,410,000	110,000	8.46	
	=====	=====	=====	=====	=====

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

04 -2021 STREET MAINT FUND
PUBLIC WORKS

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
CONTRACT SERVICES					
04-64205 CONSULTANT FEES	50,000	475	(49,525)	99.05-	
04-64207 ENGINEERING	0	20,281	20,281	0.00	
TOTAL CONTRACT SERVICES	50,000	20,756	(29,244)	58.49-	
CAPITAL OUTLAY					
04-64570 ANNUAL MAINTENANCE-FY22-23	35,870	35,870	0	0.00	
04-64572 ANNUAL MAINTENANCE-FY24-25	1,083,270	1,333,512	250,242	23.10	
TOTAL CAPITAL OUTLAY	1,119,140	1,369,382	250,242	22.36	
TOTAL PUBLIC WORKS	1,169,140	1,390,138	220,998	18.90	
*** TOTAL EXPENDITURES ***	1,169,140	1,390,138	220,998	18.90	
	=====	=====	=====	=====	=====
** REVENUE OVER(UNDER) EXPENDITURES **	130,860	19,862	(110,998)	84.82-	
	=====	=====	=====	=====	=====

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

06 -COURT SPECIAL REVENUE

REVENUES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>FINES & WARRANTS</u>					
06-44170 LTPDF-LOCAL TRUANCY PREVENTION	6,000	6,440	440	7.33	
06-44180 LMJF-LOCAL MUNICIPAL JURY FUND	100	129	29	29.00	
06-44200 SECURITY FEES	6,000	6,408	408	6.80	
06-44300 TECHNOLOGY FEES	5,100	4,867	(233)	4.57-	
TOTAL FINES & WARRANTS	17,200	17,844	644	3.74	
<u>CHILD SAFETY REVENUE</u>					
06-45015 CHILD SAFETY & HEALTH REVENUE	9,000	9,664	664	7.38	
TOTAL CHILD SAFETY REVENUE	9,000	9,664	664	7.38	
*** TOTAL REVENUE ***	26,200	27,508	1,308	4.99	
	=====	=====	=====	=====	=====

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

06 -COURT SPECIAL REVENUE
MUNICIPAL COURT

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
CONTRACT SERVICES					
06-67290 SECURITY EXPENSE	6,000	7,585	1,585	26.42	
06-67291 TECHNOLOGY EXPENSE	6,000	6,760	760	12.66	
06-67292 TRANSLATION SERVICES	1,000	166	(834)	83.38-	
TOTAL CONTRACT SERVICES	<u>13,000</u>	<u>14,511</u>	<u>1,511</u>	<u>11.62</u>	
PAYROLL					
CAPITAL OUTLAY					
06-67560 CO - TECHNOLOGY EXPENSE	5,000	0	(5,000)	100.00-	
TOTAL CAPITAL OUTLAY	<u>5,000</u>	<u>0</u>	<u>(5,000)</u>	<u>100.00-</u>	
TRANSFERS					
06-67900 TRANSFER OUT	0	150,000	150,000	0.00	
TOTAL TRANSFERS	<u>0</u>	<u>150,000</u>	<u>150,000</u>	<u>0.00</u>	
TOTAL MUNICIPAL COURT	18,000	164,511	146,511	813.95	
*** TOTAL EXPENDITURES ***	18,000	164,511	146,511	813.95	
	=====	=====	=====	=====	=====
** REVENUE OVER (UNDER) EXPENDITURES **	8,200	(137,003)	(145,203)	1,770.77-	
	=====	=====	=====	=====	=====

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

07 -PD SPECIAL REVENUE

REVENUES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
PD SPECIAL REVENUE					
07-45014 POLICE TRAINING REV (LEOSE)	3,035	3,035	0	0.00	
TOTAL PD SPECIAL REVENUE	3,035	3,035	0	0.00	
*** TOTAL REVENUE ***	3,035	3,035	0	0.00	
	=====	=====	=====	=====	=====

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

07 -PD SPECIAL REVENUE
POLICE DEPARTMENT

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
UTILITIES & SUNDRY					
07-61470 LEOSE TRAINING	3,035	3,050	15	0.50	
TOTAL UTILITIES & SUNDRY	3,035	3,050	15	0.50	
CAPITAL OUTLAY					
TOTAL POLICE DEPARTMENT	3,035	3,050	15	0.50	
*** TOTAL EXPENDITURES ***	3,035 =====	3,050 =====	15 =====	0.50 =====	 =====
** REVENUE OVER (UNDER) EXPENDITURES **	0 =====	(15) =====	(15) =====	0.00 =====	 =====

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

08 -STAN GRAHAM MEM TREE FUND

REVENUES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
REVENUE					
08-40200 OAK WILT FEE	9,000	17,250	8,250	91.67	
08-40260 TREE REPLACEMENT REVENUE	0	101,739	101,739	0.00	
TOTAL REVENUE	9,000	118,989	109,989	1,222.09	
DONATIONS					
*** TOTAL REVENUE ***	9,000	118,989	109,989	1,222.09	
	=====	=====	=====	=====	=====

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

08 -STAN GRAHAM MEM TREE FUND
TREE FUND

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>MAINTENANCE</u>					
08-60050 BEAUTIFICATION	10,000	6,440	(3,560)	35.60-	
TOTAL MAINTENANCE	10,000	6,440	(3,560)	35.60-	
<u>REPAIRS</u>					
08-60156 CITY SIGN/MEDIAN MAINT&LNDS	5,000	20,193	15,193	303.85	
TOTAL REPAIRS	5,000	20,193	15,193	303.85	
<u>PAYROLL</u>					
<u>UTILITIES & SUNDRY</u>					
<u>TRANSFERS</u>					
08-60900 TRANSFER OUT	0	200,000	200,000	0.00	
TOTAL TRANSFERS	0	200,000	200,000	0.00	
TOTAL TREE FUND	15,000	226,633	211,633	1,410.88	
*** TOTAL EXPENDITURES ***	15,000	226,633	211,633	1,410.88	
	=====	=====	=====	=====	=====
** REVENUE OVER (UNDER) EXPENDITURES **	(6,000)	(107,644)	(101,644)	1,694.07	
	=====	=====	=====	=====	=====

CITY OF WEST LAKE HILLS

AMENDED BUDGET SUMMARY TOTALS -WASTEWATER FY 2024-2025

AS OF 9/30/25

WASTEWATER (WW) FUNDS			
02	10	11	
WW FUND	WW DEBT SERVICE FUND	WW CONSTR. FUND	TOTAL WW FUNDS
REVENUES			
\$ -	\$ -	\$ -	\$ -
3,047,030	482	25,243	3,072,755
\$ 3,047,030	\$ 482	\$ 25,243	\$ 3,072,755
EXPENSES			
\$ -	\$ -	\$ -	\$ -
2,761,464	-	-	2,761,464
\$ 2,761,464	\$ -	\$ -	\$ 2,761,464
BUDGET SURPLUS/ (SHORTFALL)			
\$ 285,566	\$ 482	\$ 25,243	\$ 311,291

WW FUND	Audited 9/30/21	Audited 9/30/22	Audited 9/30/23	Audited 9/30/24	AMENDED BUDGET FY24-25
WW Fund Balance	\$ 3,263,244	\$ 4,087,338	\$ 4,854,914	\$ 5,647,361	\$ 5,958,652
Less: Debt Service Reserve Fund	\$ (1,174,545)	\$ (1,174,545)	\$ (1,174,545)	\$ (1,174,545)	\$ (1,289,399)
Unrestricted WW Fund Balance	\$2,088,699.00	\$2,912,793.00	\$3,680,369.00	\$4,472,816.00	\$4,669,253.00

CITY OF WEST LAKE HILLS
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FY2024-2025 AMENDED BUDGET

02 -WASTE WATER FUND

REVENUES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
REVENUE					
02-50100 WASTEWATER REVENUE	2,600,000	2,722,416	122,416	4.71	
02-50200 WASTEWATER PENALTIES	5,000	8,588	3,588	71.76	
02-50250 INDUSTRIAL SURCHARGE REVENUE	50,000	95,150	45,150	90.30	
02-50300 REIMBURSEMENT REVENUE	8,000	7,729	(271)	3.39-	
02-50310 GRINDER PUMP MAINTENANCE FEE	139,000	129,933	(9,067)	6.52-	
02-50400 ENGINEERING ASSESSMENT FEE	300	4,130	3,830	1,276.67	
02-50500 ADMINISTRATIVE FEES	2,000	4,554	2,554	127.70	
02-50700 IMPACT FEES	7,661	22,983	15,322	200.00	
02-50750 INTEREST INCOME	1,600	51,548	49,948	3,121.73	
TOTAL REVENUE	2,813,561	3,047,030	233,469	8.30	
*** TOTAL REVENUE ***	2,813,561	3,047,030	233,469	8.30	
	=====	=====	=====	=====	=====

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

02 -WASTE WATER FUND
WASTEWATER DEPARTMENT

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>MAINTENANCE</u>					
<u>CONTRACT SERVICES</u>					
02-60210 RATE ANALYSIS	40,000	18,625	(21,375)	53.44-	
02-60220 TREATMENT CHARGES (COA)	500,000	546,161	46,161	9.23	
02-60225 TRAINING	3,000	380	(2,620)	87.33-	
02-60230 BILLING FEES/AWR	63,600	64,241	641	1.01	
02-60240 LEGAL SERVICES	1,500	0	(1,500)	100.00-	
02-60250 WW CHEMICALS	5,000	8,311	3,311	66.22	
02-60260 WW UTILITIES	9,000	10,500	1,500	16.67	
02-60266 CREDIT CARD/BANK FEES	0	40	40	0.00	
02-60270 WW M & O - FIXED/CROSSROADS	76,800	70,800	(6,000)	7.81-	
02-60275 WW M & O - VARIABLE/CROSSROADS	300,000	145,952	(154,048)	51.35-	
02-60280 WW GRINDER PUMP REPLACE/REPAIR	0	220,508	220,508	0.00	
02-60290 RECORDS STORAGE & MAINTENANCE	120	200	80	67.00	
TOTAL CONTRACT SERVICES	999,020	1,085,718	86,698	8.68	
<u>PAYROLL</u>					
<u>UTILITIES & SUNDRY</u>					
02-60410 ENGINEERING	100,000	174,000	74,000	74.00	
02-60465 GENERAL INSURANCE	10,000	10,401	401	4.01	
TOTAL UTILITIES & SUNDRY	110,000	184,401	74,401	67.64	
<u>CAPITAL OUTLAY</u>					
02-60510 DEBT PAYMENTS	1,289,399	1,289,399	0	0.00	
02-60515 DEBT PMT TO GENERAL FUND	150,000	150,000	0	0.00	
02-60565 CAPITAL OUTLAY - WW SYSTEM	120,000	12,610	(107,390)	89.49-	
02-60570 WW LIFT STATION PUMPS	0	39,336	39,336	0.00	
TOTAL CAPITAL OUTLAY	1,559,399	1,491,345	(68,054)	4.36-	
<u>TRANSFERS</u>					
TOTAL WASTEWATER DEPARTMENT	2,668,419	2,761,464	93,045	3.49	
*** TOTAL EXPENDITURES ***	2,668,419	2,761,464	93,045	3.49	
	=====	=====	=====	=====	=====
** REVENUE OVER(UNDER) EXPENDITURES **	145,142	285,566	140,424	96.75	
	=====	=====	=====	=====	=====

10 -WASTEWATER DEBT SERVICE

REVENUES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
INCOME					
10-40100 INTEREST INCOME	900	482	(418)	46.48-	
TOTAL INCOME	900	482	(418)	46.48-	
*** TOTAL REVENUE ***	900	482	(418)	46.48-	
	=====	=====	=====	=====	=====

10 -WASTEWATER DEBT SERVICE
WW DEBT SERVICE

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>CAPITAL OUTLAY</u>					
	=====	=====	=====	=====	=====
** REVENUE OVER (UNDER) EXPENDITURES **	900	482	(418)	46.48-	
	=====	=====	=====	=====	=====

11 -WASTEWATER CONSTRUCTION

REVENUES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
INCOME					
11-40100 INTEREST INCOME	25,000	25,243	243	0.97	
TOTAL INCOME	25,000	25,243	243	0.97	
*** TOTAL REVENUE ***	25,000	25,243	243	0.97	
	=====	=====	=====	=====	=====

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

11 -WASTEWATER CONSTRUCTION
EXPENSE

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>REPAIRS</u>					
<u>CONTRACT SERVICES</u>					
<u>CAPITAL OUTLAY</u>					
<u>TRANSFERS</u>					
	=====	=====	=====	=====	=====
** REVENUE OVER(UNDER) EXPENDITURES **	25,000	25,243	243	0.97	
	=====	=====	=====	=====	=====

CITY OF WEST LAKE HILLS
AMENDED BUDGET SUMMARY TOTALS
2022 GO & 2023 CO BOND FUNDS
FY 2024-2025

AS OF 9/30/25

2022 GO & 2023 CO BOND FUNDS				
	21	22	23	
	BOND I&S FUND	2022 GO BOND CAPITAL PROJ FUND	2023 CO BOND FUND	TOTAL 2022 & 2023 BOND FUNDS
REVENUES				
TRANSFER IN FROM GF		3,901,859		3,901,859
TRF FROM FUND 23 TO 22	\$ -	\$ 9,958,430		\$ 9,958,430
REVENUE	1,987,793	180,000	69,000	2,236,793
	\$ 1,987,793	\$ 14,040,289	\$ 69,000	\$ 16,097,082
EXPENSES				
TRF FROM FUND 23 TO 22			\$ 9,958,430	9,958,430
EXPENSES	1,963,119	19,029,487		20,992,606
	\$ 1,963,119	\$ 19,029,487	\$ 9,958,430	\$ 30,951,036
BUDGET SURPLUS/ (SHORTFALL)				
	\$ 24,674	\$ (4,989,198)	\$ (9,889,430)	\$ (14,853,954)

2022 GO & 2023 CO BOND FUNDS	Audited 9/30/22	Audited 9/30/23	Audited 9/30/24	AMENDED BUDGET FUND BALANCE FY24-25
FUND BALANCE	\$ 17,963,484	\$ 26,749,576	\$ 17,456,030	\$ 2,602,076

FUND BALANCE DETAIL:

FUND 21	\$ 10,582	\$ 8,124	\$ 22,226	\$ 46,900
FUND 22	\$ 17,952,902	\$ 17,183,973	\$ 7,544,374	\$ 2,555,176
FUND 23	\$ -	\$ 9,557,478	\$ 9,889,430	\$ (0)
	\$ 17,963,484	\$ 26,749,575	\$ 17,456,030	\$ 2,602,076

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

21 -BONDS I & S FUND

REVENUES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>REVENUE</u>					
21-40100 PROPERTY TAXES I&S	1,365,344	1,974,222	608,878	44.60	
21-40105 PROPERTY TAX P&I	0	12,637	12,637	0.00	
TOTAL REVENUE	1,365,344	1,986,859	621,515	45.52	
<u>INTEREST & MISC</u>					
21-45000 INTEREST INCOME	1,000	935	(65)	6.54-	
TOTAL INTEREST & MISC	1,000	935	(65)	6.54-	
*** TOTAL REVENUE ***	1,366,344	1,987,793	621,450	45.48	
	=====	=====	=====	=====	=====

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

21 -BONDS I & S FUND
2022 GO BOND FUND I&S

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
CONTRACT SERVICES					
21-60221 MEMBERSHIPS/SUBSCRIPTIONS	350	900	550	157.14	
TOTAL CONTRACT SERVICES	350	900	550	157.14	
CAPITAL OUTLAY					
21-60510 DEBT PYMT-PRINCIPAL 2022 GO	635,000	635,000	0	0.00	
21-60515 DEBT PYMT-INTEREST 2022 GO	730,344	730,344	0	0.00	
21-60520 DEBT PYMT-PRINCIPAL 2023 CO	0	205,000	205,000	0.00	
21-60525 DEBT PYMT-INTEREST 2023 CO	0	391,875	391,875	0.00	
TOTAL CAPITAL OUTLAY	1,365,344	1,962,219	596,875	43.72	
TOTAL 2022 GO BOND FUND I&S	1,365,694	1,963,119	597,425	43.75	
*** TOTAL EXPENDITURES ***	1,365,694	1,963,119	597,425	43.75	
	=====	=====	=====	=====	=====
** REVENUE OVER (UNDER) EXPENDITURES **	650	24,675	24,025	3,696.11	
	=====	=====	=====	=====	=====

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

22 -GO & CO BOND CAPITAL PROJ

REVENUES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
REVENUE					
22-40900 TRANSFER IN	13,147,478	13,871,294	723,816	5.51	
TOTAL REVENUE	13,147,478	13,871,294	723,816	5.51	
INTEREST & ISSUANCE COSTS					
22-45000 INTEREST INCOME	450,000	180,000	(270,000)	60.00-	
TOTAL INTEREST & ISSUANCE COSTS	450,000	180,000	(270,000)	60.00-	
*** TOTAL REVENUE ***	13,597,478	14,051,294	453,816	3.34	
	=====	=====	=====	=====	=====

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

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

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
<u>CONTRACT SERVICES</u>					
22-64265 RELOCATION EXPENSES	0	12,806	12,806	0.00	
TOTAL CONTRACT SERVICES	0	12,806	12,806	0.00	
<u>CAPITAL OUTLAY</u>					
22-64501 CITY HALL CONSTRUCTION	12,000,000	12,142,436	142,436	1.19	
22-64502 CITY HALL PROJECT MANAGER	125,000	183,417	58,417	46.73	
22-64503 CITY HALL-GEO & MATERIAL TEST	0	37,361	37,361	0.00	
22-64504 CITY HALL-ARCHITECTURE EXPENSE	300,000	275,182	(24,818)	8.27-	
22-64505 CAMP CRAFT/EANES CREEK	3,740,000	3,487,405	(252,595)	6.75-	
22-64510 LAUREL VALLEY RD	665,000	398,661	(266,339)	40.05-	
22-64515 REDBUD TRAIL	730,000	965,276	235,276	32.23	
22-64525 WESTLAKE DRIVE	1,220,000	674,241	(545,759)	44.73-	
22-64530 YAUPON VALLEY RD	600,000	253,091	(346,909)	57.82-	
22-64535 ROADS-PROJECT MANAGEMENT	100,000	128,000	28,000	28.00	
22-64550 CITY HALL-FURN/FIXTURES/EQUIP	0	471,611	471,611	0.00	
TOTAL CAPITAL OUTLAY	19,480,000	19,016,681	(463,319)	2.38-	
<u>TRANSFERS</u>					
TOTAL 2022 GO BOND FUND CAP PRJ	19,480,000	19,029,487	(450,513)	2.31-	
*** TOTAL EXPENDITURES ***	19,480,000	19,029,487	(450,513)	2.31-	
	=====	=====	=====	=====	=====
** REVENUE OVER(UNDER) EXPENDITURES **	(5,882,522)	(4,978,192)	904,330	15.37-	
	=====	=====	=====	=====	=====

23 -2023 CO BOND I&S FUND

REVENUES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
REVENUE					
23-40100 PROPERTY TAXES I&S	596,875	0	(596,875)	100.00-	
TOTAL REVENUE	596,875	0	(596,875)	100.00-	
INTEREST & MISC					
23-45000 INTEREST INCOME	200,000	69,000	(131,000)	65.50-	
TOTAL INTEREST & MISC	200,000	69,000	(131,000)	65.50-	
*** TOTAL REVENUE ***	796,875	69,000	(727,875)	91.34-	
	=====	=====	=====	=====	=====

CITY OF WEST LAKE HILLS
BUDGET COMPARISON REPORT
AS OF: SEPTEMBER 30TH, 2025
FY2024-2025 AMENDED BUDGET

23 -2023 CO BOND I&S FUND
2023 CO BOND FUND

EXPENDITURES	CURRENT BUDGET	SELECTED BUDGET	BUDGET VARIANCE	PERCENT VARIANCE	BUDGET WORKSPACE
CONTRACT SERVICES					
23-60221 MEMBERSHIPS/SUBSCRIPTIONS	500	0	(500)	100.00-	
TOTAL CONTRACT SERVICES	500	0	(500)	100.00-	
CAPITAL OUTLAY					
23-60510 DEBT PAYMENT - PRINCIPAL	205,000	0	(205,000)	100.00-	
23-60515 DEBT PAYMENT-INTEREST	391,875	0	(391,875)	100.00-	
TOTAL CAPITAL OUTLAY	596,875	0	(596,875)	100.00-	
TRANSFERS					
23-60900 TRANSFER OUT	10,147,478	9,969,435	(178,043)	1.75-	
TOTAL TRANSFERS	10,147,478	9,969,435	(178,043)	1.75-	
TOTAL 2023 CO BOND FUND	10,744,853	9,969,435	(775,418)	7.22-	
*** TOTAL EXPENDITURES ***	10,744,853	9,969,435	(775,418)	7.22-	
	=====	=====	=====	=====	=====
** REVENUE OVER(UNDER) EXPENDITURES **	(9,947,978)	(9,900,435)	47,543	0.48-	
	=====	=====	=====	=====	=====



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>November 12, 2025</u>	Item Number:	<u></u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u>n/a</u>
Exhibits:	<u>TCAD Letter Oct 15, 2025</u>	Source of Funds:	<u>n/a</u>

Subject

Approving a resolution regarding the appointment to the Travis Central Appraisal District Board of Directors.

Recommendation

Approval.

Discussion

As reflected in the agenda materials, five nominations were received for the Board of Directors of the Travis Central Appraisal District Board of Directors. The city of West Lake Hills is allocated two votes that can be split among any of the nominees on the ballot.

Two board member terms are expiring this year. Approval of the resolution is requested prior to December 14, 2025 deadline.

RESOLUTION NO. 2025-11-03

**A RESOLUTION OF THE CITY OF WEST LAKE HILLS, TEXAS,
APPROVING VOTES FOR CANDIDATE(S) NOMINATED TO THE
TRAVIS CENTRAL APPRAISAL DISTRICT BOARD OF
DIRECTORS; AUTHORIZING THE MAYOR TO SIGN THE
RESOLUTION; AND PROVIDING FOR RELATED MATTERS.**

WHEREAS, members of the present Travis Central Appraisal District Board of Directors' terms expire December 31, 2025; and

WHEREAS, each voting unit may cast its votes by resolution adopted by its governing body for one or more candidates listed on the official ballot to the Board;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of West Lake Hills, Texas desires to cast their two (2) votes for the Travis Central Appraisal District Board of Directors as follows:

_____ Deborah Cartwright

_____ Bruce Elfant

_____ Elizabeth Montoya

_____ Paul Roberts

_____ Melody Ryan

Passed, read and approved this 12th day of November, 2025.

CITY OF WEST LAKE HILLS, TEXAS

James Vaughan, Mayor

ATTEST:

Terry Blanchard, TRMC
City Secretary

TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS

JAMES VALADEZ
CHAIRPERSON
DEBORAH CARTWRIGHT
VICE CHAIRPERSON
NICOLE CONLEY
SECRETARY/TREASURER



LEANA MANN
CHIEF APPRAISER

BOARD MEMBERS

JETT HANNA
JOHN HAVENSTRITE
CELIA ISRAEL
DICK LAVINE
SHENGHAO "DANIEL" WANG
BLANCA ZAMORA-GARCIA

October 15, 2025

CITY OF WEST LAKE HILLS
ATTN: THE HONORABLE JAMES VAUGHAN, MAYOR
4010 BEE CAVE ROAD
WEST LAKE HILLS, TX 78746

The deadline has passed for jurisdictions to make nominations for the Board of Directors of the Travis Central Appraisal District. The following are the nominations, in alphabetical order by last name, and sponsoring jurisdiction:

Deborah Cartwright	Austin ISD, City of Austin, Eanes ISD
Bruce Elfant	Travis County, City of Austin, Del Valle ISD
Elizabeth Montoya	Pflugerville ISD, Leander ISD, Round Rock ISD, City of Pflugerville
Paul Roberts	City of Lago Vista
Melody Ryan	City of Pflugerville

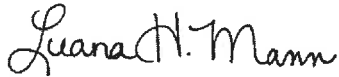
This letter serves as a ballot and is being sent to the presiding officer of each taxing unit entitled to vote in the appointment of the Travis Central Appraisal District Board of Directors. Enclosed, you will also find biographies for each nominee. Your entity is entitled to **2** votes that can be split among any of the nominees on the ballot. Votes must be formalized by resolution of the taxing unit's governing body. Please include the name and number of votes allotted to the nominee(s) in your resolution. The resolution with voting allotment must be returned to the Chief Appraiser of the appraisal district by **December 14, 2025**, at the following mailing address or email address:

Travis Central Appraisal District
ATTN: Leana Mann
PO Box 149012
Austin, TX 78714-9012
Lmann@tcadcentral.org

Before December 31, 2025, the Chief Appraiser will count the votes submitted by each entity, declare the results, and submit the results to both the governing bodies of each entity and each of the nominated candidates. According to the Property Tax Code, any ties will be resolved by a method of chance by the Chief Appraiser.

Should you have any questions, please do not hesitate to contact me by phone at (512) 834-9317 Ext. 405 or by email at Lmann@tcadcentral.org.

Sincerely,

A handwritten signature in cursive script that reads "Leana H. Mann".

Leana Mann, RPA, CCA, CGFO
Chief Appraiser
Travis Central Appraisal District

Deborah Cartwright

Debbie Cartwright received her law degree from the University of Houston and a master's degree from the LBJ School of Public Affairs at The University of Texas at Austin. Her undergraduate degree in secondary education music and history is from Howard Payne University in Brownwood, Texas.

Debbie enjoyed a lengthy career as an attorney and administrator in the field of property taxation. She worked for four property tax law firms representing appraisal districts in litigation and providing advice on public law and property tax administration. In addition to work in private law practice, Debbie served the State of Texas by working for two Comptrollers of Public Accounts for about ten years.

During much of this time, Debbie was involved in charitable endeavors. A native of Elgin, Texas, Debbie worked with the Elgin Historical Association in the late-1990's to raise money to restore the Union Depot, which became a museum. Debbie was a member of the Texas Historical Foundation from 2020 to 2022 and served as co-chair of the Elgin Sesquicentennial Committee in 2022. She was actively involved in the activities of the city's celebration and assisted in the preparation of an updated history book entitled "Milestones: History of Elgin, Texas."

Debbie is a member of the State Bar of Texas and the International Association of Assessing Officers. She served as a trustee for her alma mater Howard Payne University from 2015 through 2023. Debbie currently serves on the board of directors for the Travis Central Appraisal District and is a member of the Bastrop County Historical Society. She is an officer of the Elgin Oral History Project, a non-profit organization created in 2021, to record audio stories from residents and former residents of Elgin.

Bruce Elfant

Education

Graduate, Leadership Austin (1997-1998)

Associate's Degree, Criminal Justice, Austin Community College (1994)

Bachelor of Science, Communications, University of Texas at Austin (1980)

Certifications

Texas Registered Election Official (2017)

Professional County Assessor-Collector (2017)

Certified Elections/Registration Administrator (2016)

County Tax Office Professional (2016)

Professional County Collector (PCC) (2013)

Texas Peace Officer License (1993)

Professional

Travis County Tax Assessor Collector & Voter Registrar, (2013 - 2024)

Texas Association of Tax Assessor Collectors

Vice Chair, Legislative Committee (2016 - 2018)

Legislative Committee (2013 - 2024)

Board Member, Travis County Central Appraisal District (2013 - 2024)

Travis County Constable, Precinct Five (1993 – 2012)

Justices of the Peace and Constables Association of Texas

President (2001-2002)

Chair, Legislative Committee (2001 – 2005, 2007, 2009, 2011)

Board Member (1998 – 2003)

Member, Attorney General Child Support Work Group (2001 – 2012)

Board Member, Texas Association of Domestic Relations Offices (1991-2002)

Chair, Austin/Travis County Family Violence Task Force (1989-1991)

Family Unit Director, Office of Travis County Constable Precinct Five (1986 – 1992)

Director, Travis County Sesquicentennial Committee (1985 -1986)

Research Associate, Office of the Attorney General (1983 -1985)

Clerk, Texas Legislative Council (1981-1983)

Texas Association of Counties

Vice President (2007 – 2011)

Member, Board of Directors (2000 – 2003, 2007)

Planning Analysis Group (1995 – 2000, 2007 – 2011)

Delegate and Speaker, White House Leadership Conference on Youth Drug Use and Violence (1996)

Community Activities

Board Member, Austin Community College Center for Public Policy and Political Studies 2015 - 2020)

Alumni Advisory Council, Austin Community College (2013 - 2015)

Co-chair, Austin-Travis County U. S. Census Complete Count Committee (2009)
Co-chair, Veterans Intervention Project of Travis County (2007- 2012)
Austin Community Action Network Chair, Community Council (2002 - 2003)
Member Community Council (1997 - 2008)
Member, CAN Marketing Committee (2003 - 2008)
Chair, Butler Awards Selection Committee (2009 - 2012)
Task Force Member, Austin Independent School District Dropout Prevention and Reduction Task Force (1999-2002)
Board Member, Austin Kids Exchange (1994 -1998)
Board Member, Metropolitan Volunteer Center (1988-1992)
Chair, Public Responsibility Committee, Austin State Hospital (1987-1992)

Awards and Recognitions

Commendation for 38 Years of Public Service to the Citizens of Travis County, Travis County Commissioners Court (2024)
Commitment to Civic Engagement, TX Votes (2023)
Torch Bearer Community Partnership, Delta Sigma Theta Sorority, Inc., (2023)
PACEsetter Award, PACE Nation (2021)
Standout Local Elected Official, National All In (2020)
Recognition of Leadership, 2020 Complete Count Committee, U, S. Census Bureau (2020)
Legacy of Building Tomorrow's Leaders Award, Austin Community College Center for Public Policy and Political Studies (2018)
Purple and Gold Award, The Men of Epsilon Iota Chapter, Omega Psi Fraternity (2018)
Tax Assessor of the Year, Tax Assessor Collectors Association of Texas (2017)
Outstanding Leadership, Veterans Intervention Project (2016)
Trailblazer Award, Indian American Coalition of Texas (2016)
Commendation, Texas Property Assessed Clean Energy Project (2016)
Commendation for Outstanding Voter Registration efforts, Austin League of Women Voters (2014)
Legacy Award, Austin/Travis County Family Violence Task Force (2014)
Public Official of the Year, Capital Area Asian American Democrats (2014)
Commendation, Travis County Veterans Services Office (2014)
Distinguished Alumni, Austin Community College (2013)
Constable of the Year, Justices of the Peace and Constables Association of Texas (2012)
Commendation for Outstanding Service to the Child Support Division of the Office of Attorney General (2011)
Commendation by Austin City Council and Travis County Commissioners Court for Service as Co-Chair, Austin -Travis County Complete Count Committee (2010)
Partnership Award, City of Austin Mayor's Committee for People with Disabilities (2009)
T. A. Vines Award, Justices of the Peace and Constable's Association of Texas (2009)
Public Innovation Award, Centex Chapter of the American Society for Public Administrators (2009)
Distinguished Service Award, Community Action Network (2008)

Best Practices Award for Exceptional Delivery of Services, Texas Association of Counties (2008)
Best Practices Award for Exceptional Delivery of Services, Texas Association of Counties (2005)
Outstanding Alumnus, Westbury High School Foundation, (2005)
Person of the Year, Women's Advocacy Project (2004)
Certificate of Appreciation, Texas Attorney General (2003)
Service Above Self Public Safety Award, Rotary Clubs of Austin (2003)
Elected Official of the Year, Central Texas Society of Professional Administrators (2001)
Liberty Bell Award, Austin Young Lawyers Association (2000)
Commendation, Texas Women in Law Enforcement (1999)
Commendation, Mayor's Committee on People with Disabilities (1997)
Constable of the Year, Justices of the Peace and Constables Association of Texas (1997)
Governor's Community Achievement Award-Keep Austin Beautiful (1996)
Commendation, ADAPT of Texas (1996)
Spirit of Cooperation Award, United East Austin Coalition (1995)
Golden Heart Award, Texas Association for the Enforcement of Child Support (1993)
Person of the Year, Austin Center for Battered Women (now Safe Place) (1991)
Outstanding Leadership and Initiative, Austin Women's Political Caucus (1991)
Commendation, Austin Police Department, Victim Services Division (1991)
Commendation, Texas Association of Domestic Relations Offices (1991)
Outstanding Service and Leadership, Texas Attorney General (1990)

Elizabeth Montoya

Elizabeth has been a Certified Public Accountant since 1998 and is licensed in Texas. She joined Blakeslee, Monzingo & Co. in 2016 to form Montoya, Monzingo & Blakeslee, LLP and is the Managing Partner with Montoya & Monzingo, LLP. Using her decades of experience as a financial executive, Elizabeth's focus is to help her business clients align effective tax planning with best practice business process strategies to achieve their organizational goals. She serves on several local non-profit and government boards and is a TCU Horned Frog fan. She holds a MS from the University of Oklahoma and is the proud mom of two daughters and a son.

Paul Roberts

Paul Roberts is a fourth-generation Texan, business owner, and public servant dedicated to transparency, fiscal discipline, and responsible governance. He serves on the Lago Vista City Council (Place 5), where he has led initiatives centered on *better planning and smarter growth* to align development with infrastructure capacity, community priorities, and long-term sustainability.

Prior to his election, Mr. Roberts served as Chair of the Economic Development Advisory Committee, a member of the Building and Standards Commission, and a member of the 2021 Charter Review Committee. He is also active in community service as a member of the Knights of Columbus and the Lions Club.

Mr. Roberts is the founder and President of Solid Technology Solutions, Inc. (STS), a certified electronic component distributor serving OEMs and manufacturers worldwide. With more than 25 years of experience in business leadership, contract management, and financial oversight, he brings a pragmatic, results-driven perspective to public service.

Since moving to Lago Vista in 2016 with his wife and three children, Mr. Roberts has worked to enhance transparency, preserve open space, strengthen infrastructure, and ensure that growth occurs responsibly and sustainably. His leadership reflects a deep commitment to the community and to prudent, data-driven decision-making on behalf of taxpayers.

Melody Ryan

Melody Ryan has been a resident of Pflugerville since 2007. A graduate of UCLA with a degree in Business Economics and a minor in Accounting, Melody is a Certified Public Accountant (CPA) who brings financial expertise and nearly two decades of dedicated service to the Pflugerville community. Her contributions include serving on the Parks and Recreation Commission, Finance and Budget Committee, multiple bond committees, and the Pflugerville Community Development Corporation (PCDC), where she focused on evaluating projects for community impact and return on investment. She served as Treasurer for her Homeowners Association for 15 years, where she upheld fiscal responsibility by maintaining dues at the same level for over 17 years while successfully overseeing the development of a new park and a 1.2-mile trail. As a mother of students in the Pflugerville Independent School District, Melody has been deeply involved in supporting local schools. She has volunteered extensively for campus events, fundraising efforts, and classroom activities, and she has served as a mentor to students, providing guidance and encouragement to help them succeed. During the COVID-19 pandemic, she signed up as a guest educator, helping to ensure students and staff had the resources they needed during a challenging time. Melody is a strong advocate for community engagement and believes in empowering residents with a voice on critical projects and issues. She is dedicated to ensuring citizens have the opportunity to vote on major initiatives and prioritizes listening to diverse perspectives to make the best decisions for Pflugerville's future. Committed to ensuring Pflugerville remains a thriving, safe, and welcoming city, Melody is a strong supporter of essential services like roads, water, and parks. Her experience on the Aspire 2040 and 2030 comprehensive plans guides her prioritization of projects that support the city's growth. Dedicated to collaboration and fiscal responsibility, Melody strives to create a balanced approach to governance that benefits residents and businesses.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>November 12, 2025</u>	Item Number:	<u></u>
Department:	<u>Administration</u>		
Prepared By:	<u>Trey Fletcher</u>	Cost / Budget:	<u>n/a</u>
Exhibits:	<u>Resolution</u>	Source of Funds:	<u>n/a</u>

Subject

Discuss and consider action on a resolution to deny the Texas Gas Service (TGS) Company's, a Division of One Gas, Inc., State of Intent to Increase Rates filed on or about June 30, 2025.

Recommendation

Approval.

Discussion

On June 30, 2025, Texas Gas Service Company (TGS or Company) filed a Statement of Intent to Increase Rates application with each of the cities in their Central-Gulf, West North, and Rio Grande Valley service areas. In the filing, the Company asserted that it is entitled to a \$41.1 million increase or a 9.83% increase over current adjusted revenues, excluding gas costs.

In June, the Cities Served by Texas Gas Service Company (TGS Cities) engaged the services of consultants to review the Company's filing. The consultants identified numerous unreasonable expenses and proposed significant reductions to the Company's request. Accordingly, TGS Cities' attorney recommends that all TGS Cities members adopt the Resolution denying the rate change. Once the Resolution is adopted, TGS will have 30 days to appeal the decision to the Railroad Commission where the appeal will be consolidated with TGS' filing for the environs and those cities that have relinquished their jurisdiction (i.e. Gas Utility Docket 28202) currently pending at the Railroad Commission.

Under the law, cities with original jurisdiction over this matter have 125 days from the initial filing to take final action on the application. By the agreement of the parties, this deadline was suspended until November 17, 2025. As such, all cities with original jurisdiction will need to adopt the resolution no later than November 17.

Accordingly, the purpose of the Resolution is to deny the rate application proposed by TGS.

Explanation of “Be It Resolved” Paragraphs:

1. This paragraph finds that the Company’s application is unreasonable and should be denied.
2. This section states that the Company’s current rates shall not be changed.
3. The Company will reimburse Cities for their reasonable rate case expenses. Legal counsel and consultants, approved by the TGS Cities will submit monthly invoices that will be forwarded to TGS for reimbursement.
4. This section merely recites that the Resolution was passed at a meeting that was open to the public and that the consideration of the Resolution was properly noticed.
5. This section provides TGS and counsel for the cities will be notified of the City’s action by sending a copy of the approved and signed resolution to counsel.

RESOLUTION NO. 2025-11-02

A RESOLUTION OF THE CITY OF WEST LAKE HILLS, TEXAS FINDING THAT TEXAS GAS SERVICE COMPANY'S, A DIVISION OF ONE GAS, INC., STATEMENT OF INTENT TO INCREASE RATES FILING WITHIN THE CITY SHOULD BE DENIED; FINDING THAT THE CITY'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; 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.

WHEREAS, the City of West Lake Hills, Texas ("City") is a gas utility customer of Texas Gas Service Company, a Division of ONE Gas, Inc., ("TGS" or "Company") within the unincorporated areas of the Central-Gulf, West North, and Rio Grande Valley Service Area, and a regulatory authority with an interest in the rates and charges of TGS; and

WHEREAS, the City is a member of Cities Served by Texas Gas Service Company (such participating cities are referred to herein as "TGS Cities"), a coalition of similarly situated cities served by TGS that have joined together to efficiently and cost effectively review and respond to natural gas issues affecting rates charged in TGS' Central-Gulf, West North, and Rio Grande Valley Service Area; and

WHEREAS, on or about June 30, 2025, TGS filed with the City a Statement of Intent to Increase Rates seeking to increase natural gas revenues by \$41.1 million annually and to all customers residing in the City; and

WHEREAS, TGS Cities has coordinated its review of TGS' Statement of Intent filing and designated attorneys and consultants to resolve issues in the Company's filing; and

WHEREAS, through review of the application, TGS Cities' consultants determined that TGS' proposed rates are excessive; and

WHEREAS, TGS Cities' members and attorneys recommend that TGS Cities members deny the Statement of Intent; and

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

Section 1. That the rates proposed by TGS to be recovered through its gas rates charged to customers located within the City limits, are hereby found to be unreasonable and shall be denied.

Section 2. That the Company shall continue to charge its existing rates to customers within the City.

Section 3. That the City's reasonable rate case expenses shall be reimbursed in full by TGS within 30 days of the adoption of this Resolution.

Section 4. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

Section 5. That a copy of this Resolution shall be sent to TGS representatives Judy Hitchye, Texas Gas Service Company, Barton Skyway IV, 1301 S. Mopac, Suite 400, Austin, Texas 78746 (Judy.Hitchye@onegas.com), and to Thomas Brocato at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Avenue, Suite 1900, Austin, Texas 78701 (tbrocato@lglawfirm.com).

PASSED AND APPROVED this 12th day of November, 2025.

James Vaughan, Mayor

ATTEST:

Terry Blanchard, City Secretary

APPROVED AS TO FORM:

Charles E. Zech, City Attorney



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	November 12, 2025	Item Number:	
Department:	Administration		
Prepared By:	Trey Fletcher	Cost / Budget:	n/a
Exhibits:	Presentation	Source of Funds:	n/a

Subject

Discuss residential construction parking regulations.

Recommendation

Discussion only. No action is being taken.

Discussion

The intent of this agenda item is to solicit City Council direction and feedback for the development of a regulatory structure to related to residential construction parking.

The City's [Strategic Plan](#) identified this initiative to develop a strategy to deal with construction parking congestion. This effort is associated with the Strategic Priority Area to protect and improve our residents' quality of life with the objective of ensuring safety, accessibility and enjoyment for all residents.

Often residential construction projects, be it new or remodeling, result in significant number of construction workers seeking a place to park. Management of the right of way is within the purview of the City of West Lake Hills.

In the Transportation Code, Sec. 311.002. GENERAL AUTHORITY OF GENERAL-LAW MUNICIPALITY. Establishes that a general-law municipality has exclusive control over the highways, streets, and alleys of the municipality.

Comparable cities have implemented such a program as in the Town of Highland Park, Texas. The town maintains a "[Construction Parking Management Policy](#)" and in 2022 amended its codes to regulating contractor on-street parking, construction parking management plans, duties of the general contractor, conditions for the suspension of building permit violations associated with compliance with the parking management plan, the construction management plan and the construction site maintenance provisions. [Link](#).



CONSTRUCTION PARKING MANAGEMENT POLICY

1.0 GENERAL

1.1 INTRODUCTION

The building or remodeling of a home is an exciting time for the homeowner. Conversely, this construction can become burdensome and disruptive to adjoining residents living each day with a project often lasting more than twenty-four months. Adding to these impacts is a paramount need for the Town of Highland Park to effectively manage the streets for safe passage by the public and emergency vehicles.

Through its nearly 100 years of existence, the Town has enjoyed the amicable and cooperative working relationship between existing and new residents alike. The Town of Highland Park works diligently to ensure that this community trait continues during the construction of any project.

1.2 PURPOSE

The purpose of this Construction Parking Management Policy (the “Policy”) is to provide continuity under which certain physical aspects of construction parking management will be implemented.

These standards cannot anticipate all situations. They are intended to assist, but not to substitute for common sense practices by construction professionals. The Town of Highland Park does not intend to limit any innovative or creative efforts that could result in better quality, decreased disruption, or both.

If the project changes ownership, contracting services, or both, the Town’s Developmental Services Department must be notified, and the new ownership or contracting services must agree in writing to comply with an approved Construction Parking Management Plan (the “Plan”). Any departure from the Plan must be submitted in writing and approved by the Building Official.

1.3 APPLICABILITY

This Policy shall govern the construction parking for both public and private construction projects within the Town of Highland Park. This policy shall apply to home remodeling projects at the discretion of the Building Official.

1.4 DEFINITIONS

Construction Parking Management Policy – A Construction Parking Management Policy is a document to provide procedures under which certain physical aspects of construction parking management will be implemented.

Construction Parking Management Plan - A Construction Parking Management Plan is a combination of documents and specifications that clearly define the steps that will be taken to demonstrate how to minimize parking impacts to the community.

Disturbance Area – Any portion of a street, avenue, boulevard, drive, parkway, or roadway where construction vehicles are parked for purposes of construction (development).

2.0 CONSTRUCTION PARKING MANAGEMENT PLAN

2.1 PARKING MANAGEMENT PLAN

All construction projects of a scope or duration that will, at the discretion of the building official, adversely impact residential parking, must submit a Construction Parking Management Plan as part of the building permit application.

2.2 PARKING MANAGEMENT PLAN INFORMATION

The Construction Parking Management Plan shall provide a detailed description of how parking will be addressed, including, but not limited to:

- Homeowner's name
- Project's address
- Contractor's information
 - contractor's name
 - contractor's business name
 - contractor's business phone number
 - 24-Hour emergency contact number
 - on-site foreman's name
 - on-site foreman's cell phone number
- Estimated beginning and ending of construction
- Number of available on-site parking spaces
- Days of week and time period(s) for on-street parking
- Average per-day on-street parking occupancy
- A detailed description (diagram or schematic if needed) of the total project disturbance area the where contractor, sub-contractor(s), and all applicable vehicles related to the construction or remodeling will be parked.
- Any other traffic and/or pedestrian concern

2.3 PUBLIC NOTIFICATION

The contractor is required to distribute a letter of construction notice to all residents within the disturbance area no later than ten (10) days prior to construction. The letter shall provide a brief description of the project, and provide a contact list with associated phone numbers as stated in Section 2.2 of this Policy. Furthermore, the letter must advise the citizens that a copy of the parking plan is available for review at the construction site and at the Town's Building Inspections office (see attached sample letter).

The letter must be written on the contractor's business letterhead. A copy of the letter must be submitted as part of the building permit application.

2.4 COMPLAINTS

All construction vehicle parking complaints directed to the contractor or the Town will be given prompt and courteous attention. The general contractor, or its project site representative, shall be available during construction operations to see that all construction vehicle parking complaints are resolved immediately, and in accordance with the submitted parking plan.

3.0 PARKING REGULATIONS

3.1 STOPPING, STANDING, OR PARKING PROHIBITED IN CERTAIN PLACES.

(a) An operator may not stop, stand, or park a vehicle:

- (1) on the roadway side of a vehicle stopped or parked at the edge or curb of a street;
- (2) on a sidewalk;
- (3) in an intersection;
- (4) on a crosswalk;
- (5) between a safety zone and the adjacent curb or within 30 feet of a place on the curb immediately opposite the ends of a safety zone, unless the governing body of a municipality designates a different length by signs or markings;
- (6) alongside or opposite a street excavation or obstruction if stopping, standing, or parking the vehicle would obstruct traffic;
- (7) on a bridge or other elevated structure on a highway or in a highway tunnel;
- (8) on a railroad track; or
- (9) where an official sign prohibits stopping.

(b) An operator may not, except momentarily to pick up or discharge a passenger, stand or park an occupied or unoccupied vehicle:

- (1) in front of a public or private driveway;
- (2) within 15 feet of a fire hydrant;
- (3) within 20 feet of a crosswalk at an intersection;
- (4) within 30 feet on the approach to a flashing signal, stop sign, yield sign, or traffic-control signal located at the side of a roadway;
- (5) within 20 feet of the driveway entrance to a fire station and on the side of a street opposite the entrance to a fire station within 75 feet of the entrance, if the entrance is properly marked with a sign; or
- (6) where an official sign prohibits standing.

(c) An operator may not, except temporarily to load or unload merchandise or passengers, park an occupied or unoccupied vehicle:

- (1) within 50 feet of the nearest rail of a railroad crossing; or
- (2) where an official sign prohibits parking.

(Sec. 545.302, Texas Transportation Code)

3.2 ON-SITE CONSTRUCTION STREET PARKING

Vehicles associated with the construction site shall be parked on the construction site where possible. Otherwise, they shall be legally parked on the public street in accordance with Town's codes and ordinances. Construction vehicles shall be legally parked adjacent to the construction site and/or as directed by the Town of Highland Park's Department of Public Safety.

3.3 PARKING CONFLICTS

Should there be a parking conflict between two or more contractors working within the same area, all parking plans submitted within the affected area will be reviewed. A revision of one or more plans may be required. Parking plans cannot anticipate all situations. They are intended to assist, but not to substitute for common sense practices by construction professionals. The Town of Highland Park does not intend to limit any innovative or creative efforts that could result in better quality, decreased disruption, or both.

3.4 PARKING CONSOLIDATION

The general contractor should make hourly assessments of the on-street parking to consolidate construction vehicles as close to the construction site as space permits. This may assist in reducing the parking disturbance area throughout the day. It is the responsibility of the general contractor to manage its construction parking in such a manner to avoid unnecessary inconvenience, and/or, annoyance to the public and to neighboring properties.

3.5 ONE WAY AND TWO WAY PARKING REGULATIONS.

(a) An operator who stops or parks on a two-way roadway shall do so with the right-hand wheels of the vehicle parallel to and within 18 inches of the right-hand curb or edge of the roadway.

(b) An operator who stops or parks on a one-way roadway shall stop or park the vehicle parallel to the curb or edge of the roadway in the direction of authorized traffic movement with the right-hand wheels within 18 inches of the right-hand curb or edge of the roadway or the left-hand wheels within 18 inches of the left-hand curb or edge of the roadway. This subsection does not apply where a local ordinance otherwise regulates stopping or parking on the one-way roadway.

(c) A local authority by ordinance may permit angle parking on a roadway. This subsection does not apply to a federal-aid or state highway unless the director of the Texas Department of Transportation determines that the roadway is wide enough to permit angle parking without interfering with the free movement of traffic. (Sec. 545.303, Texas Transportation Code)

3.6 TEN FEET OF ROADWAY TO BE LEFT AVAILABE FOR TRAFFIC

No person shall stop, stand, or park any vehicle upon a street in such a manner or under such conditions as to leave available less than ten (10) feet of the width of the roadway for free movement of vehicular traffic. (Sec. 12.07.002, Highland Park Code Ordinances)(1971 Code, sec. 15-138)

3.7 PARKING BETWEEN LINES

Whenever parking spaces are marked by lines on the pavement, whether for parallel or angle parking, a vehicle must be parked entirely within the lines of the parking space. (Sec. 12.07.003, Highland Park Code of Ordinances)(1971 Code, sec. 15-139(b))

3.8 PARKING IN ALLEYS

No person shall park a vehicle within an alley in such a manner or under such conditions as to leave available less than ten (10) feet of the width of the roadway for the free movement of vehicular traffic, and no person shall park a vehicle within an alley in such position as to block the driveway entrance to any abutting property. (Sec. 12.07.004, Highland Park Code of Ordinances)(1971 Code, sec. 15-140)

3.9 FIRE LANES

Fire lanes shall be designated as such by continuous painted lines of red traffic paint placed upon the curb adjacent to the fire lane and red stripes six (6) inches in width with the words "No Parking–Fire Lane" painted white four (4) inches in width at 25-foot intervals painted on the pavement around the periphery of the fire lane, and/or by upright signs with the words "Fire Lane." It shall be the duty of the Fire Marshal of the Town to determine the combination, location, and number of these fire lane markings. It shall be unlawful for any person to park a vehicle in a fire lane. It shall also be unlawful to place any objects, materials, or equipment in a fire lane. (Sec. 12.07.005, Highland Park Code of Ordinances)(1971 Code, sec. 15-141)

3.10 PARKING ON STREETS UNDER REPAIR

In any case where any street in the Town is being torn up, repaired, or paved, or where any work is being done under the same, making necessary the regulation of traffic thereon, the Chief of Police is hereby authorized to prevent parking, either altogether or to any extent deemed necessary by him, for any certain period of time that may be necessary, or to close the street to traffic altogether for such period of time, by erecting thereon official signs with the parking restrictions clearly stated on such signs. (Sec. 12.07.006)(1971 Code, sec. 15-142)

3.11 PARKING FOR MORE THAN TWENTY-FOUR HOURS

(a) No person shall permit any vehicle to remain standing or parked upon any street, highway or alley or in any public place within the Town for a longer continuous period of time than twenty-four (24) hours.

(b) The leaving of any vehicle for more than twenty-four (24) hours upon any street, highway or alley or in any public place within the Town is and is hereby declared a nuisance. (Sec. 12.07.007, Highland Park Code of Ordinances)(1971 Code, sec. 15-143)

3.12 PARKING ON VACANT LOT; PARKING ON PRIVATE PROPERTY WITHOUT CONSENT OF OWNER

It shall be unlawful for any person, other than the owner of the lot, to park or store a motor vehicle on a vacant lot within the Town. It shall be unlawful to park any motor vehicle on any other private property without the consent of the owner of the property. (Sec. 12.07.010, Highland Park Code of Ordinances)(1971 Code, sec. 15-146)

3.13 BLOCKING ACCESS TO CONTAINERS

It shall be unlawful to stop, stand, or park a vehicle or trailer on public or private property in a manner that prevents access to a residential solid waste or recycling container by a collection vehicle that is attempting to service the container. For the purposes of this article, it shall be presumed that the owner of record of any violating vehicle or trailer is the person who stopped or parked the vehicle or trailer in the offending location. (Sec.13.05.011, Highland Park Code of Ordinances)

4.0 PARKING ENFORCEMENT

4.1 ON-SITE INSPECTIONS

The Town will periodically inspect construction sites to assure compliance with the Construction Parking Management Plan. A copy of the Construction Parking Management Plan shall be on-site during construction operations.

4.2 CITATION FOR ILLEGAL PARKING

(a) Whenever any motor vehicle without driver is found parked or stopped in violation of any of the restrictions imposed by this chapter or other ordinance of this Town or by State law, the officer finding such vehicle shall take its registration number and may take any other information displayed on the vehicle which may identify its user, and shall conspicuously affix to such vehicle a traffic citation, on a form provided by the Town Secretary, for the driver to answer to the charge against him within ten (10) days during the hours and at a place specified in the citation.

(b) If a violator of the restrictions on parking or standing under the traffic laws or ordinances does not appear in response to a traffic citation affixed to such motor vehicle within a period of ten (10) days, the Clerk of the Municipal Court shall send the owner of the motor vehicle to which the traffic citation was affixed a letter informing him of the violation and warning him that, in the event such letter is disregarded for a period of five (5) days, a warrant of arrest will be issued. (Sec. 12.07.012, Highland Park Code of Ordinance)(1971 Code, sec. 15-149)

4.3 RESPONSIBILITY OF VEHICLE OWNER FOR PARKING VIOLATIONS AND PRESUMPTION RELATIVE THERETO

(a) No person shall allow, permit or suffer any vehicle registered in his name to stand or park in any street in the Town in violation of any provision of this chapter regulating the standing or parking of vehicles.

(b) In any prosecution charging a violation of any law or regulation governing the standing or parking of a vehicle, proof that the particular vehicle described in the complaint was parked in violation of any such law or regulation, together with proof that the defendant named in the complaint was, at the time of such parking, the registered owner of such vehicle, shall constitute in evidence a prima facie presumption that the registered owner of such vehicle was the person who parked or placed such vehicle at the point where, and for the time during which, such violation occurred. This presumption shall apply only when the procedure prescribed in section 12.07.012 has been followed. (Sec. 12.07.013)(1971 Code, sec. 15-150)

4.4 NON-COMPLIANCE

It is the responsibility of the general contractor to manage all aspects of the construction site at all times. If a history of non-compliance to this Policy or the Plan, is established, the Town reserves the right to issue a “Stop Work Order” on construction activities until all violations are resolved.



CONSTRUCTION PARKING MANAGEMENT PLAN

HOMEOWNER INFORMATION

Property Owner's Name:

Property Address:

CONTRACTOR INFORMATION

Contractors Name:

Primary Business Address:

City:

State:

ZIP Code:

Business Telephone:

Business Fax:

24-Hour Emergency Phone Number:

Business Email Address:

On-Site Foreman's Name:

On-Site Forman's Cell Phone Number:

CONSTRUCTION INFORMATION

Start Date:

End Date:

Number of available on-site parking spaces:

Average per-day on-street parking occupancy:

Days of the week and time periods for on-street parking:

Description of the total project disturbance area where contractor, sub-contractor, and all applicable vehicles related to the construction or remodeling will be parked (use additional pages and/or submit a diagram or schematic if needed):

SAMPLE LETTER

GENERAL CONTRACTOR'S BUSINESS LETTER HEAD

Business Address:

Business Phone:

Business Email:

CONSTRUCTION NOTICE

(ADDRESS OF CONSTRUCTION SITE)

(DATE THE LETTER WILL BE SENT, EX: AUGUST 2, 2012)

Dear Resident:

Beginning **(construction start date)**, **(name of contractor's company)** Contracting Services, will begin construction at **(construction site address)**. The construction is expected to last **(number of months)** months. Work hours are **(days of week and hours)**. Construction vehicles will be parked along **(location(s) of all the streets construction vehicles will be parked)**. There will be approximately **(number of vehicles)** construction vehicles parked in this area per day during construction. A copy of the Construction Parking Management Plan will be available at the construction site and at the Town's Building Inspection office, 4700 Drexel Drive, Highland Park, TX 75205.

Please contact **(contractor's name)**, or **(contractor's job-site representative's name)**, at **(cell phone number)** should you experience any inconveniences because of the construction. For emergencies or after-hours, please call **(24-hour contact phone number)**.

To register a complaint with the Town, please log onto the Town's Citizen Request Management (CRM) system located at <https://user.govoutreach.com/highlandpark/>

(Contractors Company) appreciates your patience and cooperation. Our goal is to complete the construction in a timely manner with minimal disruption to you and the Town of Highland Park.

Sincerely,

(Name)

(Title)



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	November 12, 2025	Item Number:	10
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 have been reviewed by staff. The outstanding items:

- Recorded temporary easements
- Detailed Construction Schedule

Staff have met with the property owner and the general contractor. The general contractor is working on the construction schedule and expected to be submitted in two-three weeks.