



CITY OF WEST LAKE HILLS, TEXAS  
NOTICE OF CITY COUNCIL REGULAR MEETING  
Wednesday, January 14, 2026 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 14<sup>th</sup> day of January 2026 at 7:00 p.m., in the Council Chambers, Municipal Building, 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](mailto:citysec@westlakehills.gov) by 1:00 P.M. on January 14, 2026.

1. Call to Order
2. Ceremonial Confirmation and Oath of Office for the appointments of Sherry Statman and Alfred Jenkins, III as Associate Municipal Court Judges.
3. 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.
4. Administration Discuss and consider action on the approval of the December 10, 2025 Regular Meeting Minutes.
5. Ordinance Discuss and consider action on an ordinance amending Article 1.06 Records Management by repealing Sections 1.06.017 through 1.06.021 and adding Section 1.06.022 entitled Public Information Request Policy.
6. Administration Receive an update and consider possible action regarding City of West Lake Hills v. Jaffe - 1405 Wildcat Hollow.

7. Adjournment

Approved by: James Vaughan, Mayor

Certificate

I certify that the above Notice of the January 14, 2026 City Council Regular Meeting was posted on the bulletin board at the Municipal Building, 4010 Bee Cave Road, West Lake Hills, Texas on Thursday, January 8, 2026 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, December 10, 2025 at 7:00 PM

1. Call to Order

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

**CITY COUNCIL PRESENT:**

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

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

The meeting was reconvened at 7:53 p.m.

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

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

3. 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 November 12, 2025 Regular Meeting Minutes.
  - b. Approval of the November 14, 2025 Special Meeting Minutes.
  - c. Approval of the December 3, 2025 Workshop Minutes.
  - d. Approval to appoint Judge Sherry Statman and Judge Alfred Jenkins, III as Associate Municipal Court Judges.
  - e. Approval to move the November 11, 2026 regular City Council and Board of Adjustment meetings to Tuesday, November 10, 2026.
  - f. Approval of the 2026 ZAPCO meeting schedule and adoption of submission calendars for Special Use, Zoning, Variances, and Subdivision applications for calendar year 2026.

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

Move to Item #10 on the agenda.

4. Ordinance Discuss and consider action on an ordinance amending Chapter 4: Animals, Article 4.01, Section 4.01.001 Definitions; amending Section 4.01.005 Nuisance Animals; and amending Section 4.01.009 Conditions and Facilities.

Chief Gerdes gave a brief summary. City Attorney Zech stated this will bring the City into compliance with current legislation.

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

5. Ordinance Discuss and consider action on an ordinance amending Chapter 8: Fire Prevention and Protection, Article 8.02 Fireworks, Section 8.02.001 Definitions; amending Section 8.02.002 Sale, Discharge Prohibited; amending Section 8.02.005 Locus of Offense; and amending Section 8.02.006 Exceptions.

Chief Gerdes gave a brief summary.

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

6. Ordinance Discuss and consider action on an ordinance amending Chapter 8: Fire Prevention and Protection, Article 8.01 General Provisions, Section 8.01.001 Arson Reward.

Mayor Vaughan gave a brief summary.

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

7. Ordinance Discuss and consider action on an ordinance amending Chapter 1: General Provision, Article 1.07 Emergency Management, Section 1.07.001 Organization to allow the emergency management director to designate a person to serve as emergency management coordinator.

City Administrator Fletcher gave a brief summary.

**MOTION: Upon a motion made by Councilmember Harmon and a second by Councilmember Walker, the Council voted four (4) for and none (0) opposed to**

**approve the ordinance as presented. Motion carried.**

8. Administration Discuss and consider action on the 2026 Street Maintenance Projects.

Director Bills reviewed the project list with the Council. Public input will be received at an Open House in the Spring. This will provide an opportunity for comments on the 2026 and 2027 projects. At the November ZAPCO meeting, the following feedback was provided for focus of upcoming projects:

- Striping and reflectors
- Signage
- Traffic calming methods
- Roll-in projects that were removed from the bond list

9. Administration Discuss key takeaways and recommendations provided by the Firewise Committee to City Council.

City Administrator Fletcher and Councilmember Harmon provided a summary. Recommendations were reviewed. The committee is looking for validation on their focus areas. Mayor Vaughan stated the need to better define the arterial streets within the City.

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

- a. Section 551.071 - Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. Jaffe - 1405 Wildcat Hollow.

**Council convened into Executive Session at 7:54 p.m.**

11. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Councils' discretion regarding consultation with attorney.

**Council reconvened in Open Session at 8:30 p.m.**

**MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Walker, the Council voted four (4) for and none (0) opposed that Jaffe provide the City with copies of all necessary easements to commence construction in recorded form by January 9, 2026, or else we are instructing our attorney to exercise all rights necessary to enforce the City's position agreed, ordered, and amended in extension of temporary injunction document. Motion carried.**

12. Adjournment

**MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Plunkett, the Council voted four (4) for and none (0) opposed to adjourn the meeting at 9:06 p.m. Motion carried.**

Respectfully submitted,

\_\_\_\_\_  
JAMES VAUGHAN, MAYOR

ATTEST:

\_\_\_\_\_  
Terry Blanchard, TRMC  
City Secretary

These minutes were approved on \_\_\_\_\_, 20\_\_\_\_.



# City of West Lake Hills City Council

## AGENDA REPORT

|               |                  |                  |   |
|---------------|------------------|------------------|---|
| Meeting Date: | January 14, 2026 | Item Number:     | 5 |
| Department:   | Administration   |                  |   |
| Prepared By:  | Terry Blanchard  | Cost / Budget:   |   |
| Exhibits:     | Ordinance        | Source of Funds: |   |

### Subject

Discuss and consider action on an ordinance amending Article 1.06 Records Management by repealing Sections 1.06.017 through 1.06.021 and adding Section 1.06.022 entitled Public Information Request Policy.

### Recommendation

Approve ordinance amendment.

### Discussion

Background:

- City Council established the original Records Management Policy (Ordinance 271) on May 23, 1990.
- On January 22, 2014, the policy was replaced in its entirety by Ordinance 407.
- Next, on November 9, 2016, the City Council amended the policy by Ordinance 436 to add Sections 1.06.017 through 1.06.021 which established criteria/policies for Public Information Requests (or Open Records Requests).
- The current recommendation is to repeal Sections 1.06.017 through 1.06.021 and add Section 1.06.022 that provides more detailed information regarding the time limits established, exceptions, statement of personnel time spent, time limit exceeded (estimate statement), and requestor's response to estimate statement.

The Texas Legislature made changes in 2017 that allowed municipalities to recover some of their costs due to complying with the Texas Public Information Act. With an increase in the number of Open Records Requests received by the City during 2025, staff requested a more detailed process for handling these requests.

With assistance from the City Attorney's office, this ordinance amendment provides definitions (including one for Vexatious Requestors) and a detailed policy that allows staff the means to apply regulations consistently for all public information requests received. This ordinance clearly defines the parameters the City needs in order to recover allowable costs.

**ORDINANCE NO. 2026-001**

**AN ORDINANCE OF THE CITY OF WEST LAKE HILLS AMENDING THE CODE OF ORDINANCES TO ALLOW THE AMENDMENT OF A POLICY PROVIDING FOR A REASONABLE LIMIT ON THE AMOUNT OF TIME TO BE SPENT WITHOUT CHARGE FOR REPEAT PUBLIC INFORMATION REQUESTORS; REQUIRING PAYMENT FOR TIME AND EXPENDITURES INCURRED BEYOND THIS LIMIT; PROVIDING FOR EXCEPTIONS; PROVIDING FOR AN OPEN MEETINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City of West Lake Hills (“City”) is a general law municipality operating under the laws of the State of Texas; and

**WHEREAS**, the Texas Public Information Act (Texas Gov’t Code Chapter 552, hereinafter “the Act”) gives the public the right to request access to government information; and

**WHEREAS**, the Act authorizes the governmental body to charge and to require payments from requestors before complying with certain requests for production of public information or for copies of public information; and

**WHEREAS**, in 2017, the Texas Legislature, in recognition of the fact that a municipality may expend significant resources in responding to requests for public information without recovering its costs, amended Section 552.275 of the Act, which authorizes the governmental body of a municipality to establish reasonable monthly and yearly limits on the amount of time that personnel of the governmental body are required to spend producing public information for inspection or duplication by a requestor, or providing copies of public information to a requestor, without recovering its costs attributable to that personnel time; and

**WHEREAS**, Section 552.275 of the Act provides that a yearly time limit established may not be less than 36 hours for a requestor during the 12-month period that corresponds to the fiscal year of the governmental body, and a monthly time limit may not be less than 15 hours for a requestor for a one-month period; and authorizes a municipality to require requestors exceeding those time limits to pay for the municipality’s costs before the municipality will process the request if the municipality has sent a written cost estimate; and

**WHEREAS**, harassing, repetitive, and/or redundant public information requests asking for a large amount of information (known as vexatious requests) can impose great financial and time burdens on the City, as vexatious requests typically require City personnel to divert their time spent on normal tasks to locate, compile, and reproduce the requested information; and

**WHEREAS**, the City Council desires to adopt a policy in this regard to provide a method of maximizing its human and financial resources while striking a reasonable balance with the obligation of the City to make available public information, and has determined that 36 hours is a reasonable yearly time limit and 15 hours is a reasonable monthly time limit to be imposed under Section 552.275.

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

**Section 1.** The findings set forth above are found to be true and correct and are incorporated into the body of this Ordinance as if fully set forth herein.

**Section 2.** The City of West Lake Hills Code of Ordinances is hereby amended by repealing Sections 1.06.017 through 1.06.021 and by adding a new section, Sec. 1.06.022 as set forth in Exhibit A and incorporated herein.

**Section 3.** The provisions of this Ordinance shall be cumulative of all ordinances not repealed by this Ordinance and ordinances governing or regulating the same subject matter as that covered herein. This Ordinance shall not be construed to require or allow any act which is prohibited by any other ordinance.

**Section 4.** It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance be severable and, if any phrase, clause, sentence, paragraph, or section of this Ordinance shall be declared invalid by judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this Ordinance and the remainder of this Ordinance shall be enforced as written.

**Section 5.** 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, Chapter 551 of the Texas Government Code, as amended.

**Section 6.** This Ordinance shall be in full force and effect after its final passage and approval by the City Council, as duly attested by the Mayor and City Secretary, and any publications required by law.

**PASSED and APPROVED** this 14<sup>th</sup> day of January, 2026.

CITY OF WEST LAKE HILLS, TEXAS

By: \_\_\_\_\_  
James Vaughan, Mayor

ATTEST:

\_\_\_\_\_  
Terry Blanchard, City Secretary

## Exhibit A

All text which is underlined denotes the addition of new text. All text which is ~~stricken through~~ denotes the removal of existing text. All other text is existing, unchanged text. Any existing text which has been omitted shall be considered unchanged.

### § 1.06.022 Public Information Requests Policy

#### (a) Definitions:

- (1) *Public Information*: All information that is written, produced, collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official City business by the City Council or by any employee of the City. It also includes data the City owns or has a right of access to but was prepared or stored by a third party. The definition of “public information” applies to and includes to any electronic communication created, transmitted, received, or maintained on any device. This term shall be construed in accordance with the provisions of the Act as set forth in Tex. Gov’t Code Chapter 552, as may be amended.
- (2) *Requestor*: A person who submits a written request to the City of West Lake Hills for inspection or copies of public information.
- (3) *Vexatious Requestor*: A person who abuses the Texas Public Information Act (TPIA) by sending frequent and/or voluminous TPIA requests to the City, especially a small city, to disrupt the operations of City business is defined in Sections 552.232 and 552.275 of the Texas Local Government Code.

#### (b) Policy:

- (1) That in accordance with Section 552.275, the City Council establishes an annual time limit of 36 hours and a monthly time limit of 15 hours as the amount of time that employees are required to devote without charge to produce public information for inspection or duplication or providing copies of public information to any one requestor. This annual time limit shall apply to each twelve (12) month period commencing each fiscal year beginning October 1, effective with the date of adoption of this policy.
- (2) Notification
  - A. That the City Secretary or the City Secretary’s designee shall provide the requestor with a written statement of the amount of personnel time spent complying with each request and the cumulative amount of time spent complying with requests from that requestor during the applicable twelve-month period. The time spent preparing the written statement of total time spent may not be included.
  - B. When the time spent on responding to a particular requestor’s requests equals or exceeds the time limit imposed by Section (b)(1), the City Secretary or the City

Secretary's designee shall provide the requestor with a written estimate of the total cost, including materials, personnel time, and overhead expenses necessary to comply with the request, even if the requestor intends to only inspect the documents. The estimate must be provided on or before the tenth (10<sup>th</sup>) day after the date on which the public information was requested. The amount of the cost shall be established by rules prescribed by the attorney general.

- C. If the City Secretary or the City Secretary's designee determines that additional time is required to prepare the written estimate of costs required by Section (2B) and provides the requestor with a written statement of that determination, the City Secretary or the City Secretary's designee must provide the written estimate of costs required by Section (2B) as soon as practicable, but on or before the 10<sup>th</sup> day after the date the City provides the written statement that additional time is required.
- D. Notwithstanding any provision of this section to the contrary, any Requester of public information will be charged personnel costs in accordance with Texas Government Code sec. 552.275 for all time in excess of thirty-six (36) hours in any given twelve-month period commencing on October 1<sup>st</sup> of each year or fifteen (15) hours in a given monthly period commencing on the 1<sup>st</sup> date of each month, spent by personnel of the City in producing public information for inspection or duplication by a Requester, or providing copies of public information to a requester. The City Secretary shall be responsible for providing all notices to the Requester as required by law, including written statements of accrued time required by Texas Government Code sec. 552.275(d) and written estimates of charges required by Texas Government Code sec. 552.275(e).

(3) Response to notification

- A. After the City Secretary or the City Secretary's designee has provided the requestor with the written estimate of costs under Section (2), the requestor may respond within ten (10) days of receiving the estimate by submitting a written statement in which the requestor commits to pay the lesser of:
  - 1. the actual costs incurred in complying with the requestor's request, including the cost of materials and personnel time and overhead; or
  - 2. the amount stated in the written statement provided.
- B. If the requestor fails or refuses to submit the written statement of commitment to pay, the requestor shall be considered to have withdrawn the requestor's pending request for public information.
- C. A requestor must pay the amount in the City's written cost estimate before the City will process the request if the requestor has exceeded the monthly or annual time limit.

- D. A requestor who has exceeded a limit established by the City may not inspect public information in paper record or electronic medium on behalf of another requestor unless the requestor who exceeded the limit has paid certain written cost estimates issued by the City.
  - E. The City may request a photo identification from a requestor for the sole purpose of establishing that the requestor has not exceeded a time limit established by the City. A request for photo identification must include the written statement as described in section (2D), above and a statement that describes a specific reason why a photo identification is required. The City shall accept as proof of a requestor's identification a requestor's identification, physical presentment of photo identification or an image of the photo identification that is transmitted electronically or through mail. A requestor from whom a photo identification is requested by the City may decline to provide the identification and obtain the requested information by paying the charge assessed in the written cost statement.
  - F. If the requestor has made previous PIA requests in which the City: (1) has located and compiled documents in response to those requests; (2) sent written cost estimates that remain unpaid; and (3) the requests have not be withdrawn on the date the requestor submits a new request, the City is not required to locate, compile, produce or provide copies of documents or prepare a written cost estimate until the date the requestor pays each unpaid cost estimate in connection with any previous requests or the previous requests are withdrawn.
- (4) Any time spent complying with a request in the name of a minor is to be included in the calculation of the cumulative amount of time spent complying with a request for public information by a parent, guardian, or other person who has control of the minor under a court order and with whom the minor resides, unless that parent, guardian or other person establishes that another person submitted that request in the name of the minor.
- (5) Inapplicable
- A. This Policy does not apply if the requestor is an individual who, for a substantial portion of the individual's livelihood or for substantial financial gain, gathers, compiles, prepares, collects, photographs, records, writes, edits, reports, investigates, processes, or publishes news or information for and is seeking the information for:
    - 1. a radio or television broadcast station that holds a license issued by the Federal Communications Commission; or
    - 2. a newspaper that is qualified under Section 2051.044 of the Texas Gov't Code to publish legal notices or is a free newspaper of general circulation and that is published at least once a week and available and

of interest to the general public in connection with the dissemination of news; or

3. a newspaper of general circulation that is published on the Internet by a news medium engaged in the business of disseminating news or general information to the general public; or
  4. a magazine that is published at least once a week or on the Internet by a news medium engaged in the business of disseminating news or information to the general public.
- B. This Policy does not apply if the requestor is a representative of a publicly funded legal services organization that is exempt from federal income taxation under Section 501(a), Internal Revenue Code of 1986, as amended, by being listed as an exempt entity under Section 501(c)(3) of that code.
- C. This Policy does not apply if the requestor is an elected official of the United States, this state, or a political subdivision of this state.
- D. This Policy does not apply to any other requestors that are specifically exempted by Section 552.275 of the Act, as may be amended.
- E. This Policy does not replace or supersede other sections of the Act and does not preclude the City from charging for cost of labor in response to a request for copies or a request for inspection for which a charge is authorized under another section of the Act. The limit established in this policy applies to all requestors equally except as exempted by the Act.

**Accountability:**

The Office of the City Secretary will maintain and enforce this policy. It shall be the City Secretary's responsibility to enforce the policy equally to all requestors except as exempted by the Act, to provide detailed statements, and to maintain a record of the cumulative amount of time each requestor has accrued towards the established limit per fiscal year. The City Secretary is hereby expressly authorized to implement additional policies and procedures relative to the handling of requests for public information that are not inconsistent with the Act and the City Code.