



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL REGULAR MEETING
Wednesday, July 28, 2021 at 7:00 PM

Notice is hereby given that the City Council of the City of West Lake Hills, Texas, will hold a REMOTE Regular Meeting on the 28th day of July 2021 at 7:00 p.m., at which time the following items will be discussed, to-wit:

REMOTE ACCESS ONLY:

In accordance with the Open Meetings Act update from the Office of the Texas Attorney General issued March 19, 2020, the City Council of the City of West Lake Hills will conduct a telephonic meeting in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID19).

The public may participate in this meeting by dialing in to the following toll free number: (346) 248-7799, Meeting ID 843 8222 5327, Password: 684273

If you wish to speak during the meeting, please provide your name, phone number and the item number you wish to speak on to citysec@westlakehills.org by 1:00 P.M. on July 28, 2021

Members of the public who wish to submit their written comments in lieu of speaking shall submit their comments by emailing citysec@westlakehills.org. Comments must be received by 1:00 P.M. on July 28, 2021

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 Matters Not Listed on the Agenda Until a Future Meeting. 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 Desired by a Council Member or Citizen

- a. Approval of the July 14, 2021 Regular Meeting Minutes
 - b. Q2 Public Safety Report
- 4. **Land Use 110 Reveille Road:** Discuss and Consider Action on an Application for a Variance Request to Remove a Tree with a Diameter of Greater than 14 inches (West Lake Hills Code Sec. 22.03.304). Zachary Mills.
 - A. Section 22.03.304 – Tree and Vegetation Removal and Replacement
 - a. Public Hearing: All Persons Wishing to Speak for or Against Shall be Heard.
- 5. **Land Use 4101 Bee Cave Road:** Discuss and Consider Action on an Application for a Sign Variance Request (West Lake Hills Code Sec. 32.03.006, 32.01.016). Andrew Chapman agent for Eanes ISD.
 - A. Section 32.03.006 – Freestanding Commercial Signs
 - Section 32.01.016 – Prohibited Signs
 - a. Public Hearing: All Persons Wishing to Speak for or Against Shall be Heard.
- 6. **Land Use 1405 Wildcat Hollow:** Discuss and Consider Action on Supplemental Variance Requests for the Following:
 - 1. Variance for cut and fill for temporary existing 10 foot steel retaining wall and resulting final 5 foot retaining wall after tiered construction completion; and
 - 2. Variance for cut and fill and set back encroachments for existing retaining walls depicted on approved Master Plan
 - a. Public Hearing: All Persons Wishing to Speak for or Against Shall be Heard.
- 7. **Ordinance** Discuss and Consider Action to Adopt an Ordinance Amending Chapter 22, Article 22.03, Sections 22.03.175(e)(1) and 22.03.249(b)(4), of the Code of Ordinances, to modify the height requirements for driveways in residential and non-residential areas
 - a. Citizens Communications: All Persons Wishing to Speak on this Matter Shall be Heard
- 8. **Finance** Discussion Regarding Confirmation of Roadway & Drainage Project Costs including Debt Service Estimates.
 - a. Citizens Communications: All Persons Wishing to Speak on this Matter Shall be Heard
- 9. **Finance** Discuss and Consider Action on the FY 21-22 Preliminary Budget.
 - a. Citizens Communications: All Persons Wishing to Speak on this Matter Shall be Heard

10. Administration Discuss and Consider Action to Authorize Publication of a Request for Qualifications (RFQ) for City Attorney/Legal Services.

- a. Citizens Communications: All Persons Wishing to Speak on this Matter Shall be Heard

11. Executive Session An Executive Session may be held in accordance with the authority contained in Texas Government Code, Section 551 for:

- a. Consultation with City Attorney Regarding Pending Litigation, including variances submitted as part of the Master Grading and Vegetation Plan, in Cause No. 2019032801; City of West Lake Hills, Plaintiff, v. Jaffe Ventures, LLC; Douglas Jaffe III, and 1405 Wild Cat Hollow, West Lake Hills, Texas, Defendants and Cause No. D1GN19007546: City of West Lake Hills, Plaintiff v. Jaffe Ventures, LLC and Douglas Jaffe III (Texas Government Code Section 551.071)
- b. Consultation with City Attorney Regarding Pending Litigation on the Denial of the Moore Estates Subdivision Application: Project 16329 located at 803 Westlake Drive. (Texas Government Code Section 551.071)
- c. Personnel Matters: To Discuss the Employment, Evaluation or Duties of the City Administrator (Texas Government Code Section 551.074)

12. Adjournment

Approved by: Linda Anthony, Mayor

Certificate

I certify that the above Notice of the July 28, 2021 City Council Regular Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, July 23, 2021 by 5:00 pm. and will remain posted continuously until said meeting is convened.

Signed by: Stephanie Mills, City Secretary

The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. Reasonable accommodations 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, July 14, 2021, at 7:00 PM

1. Call to Order

**With a quorum present, Mayor Anthony called the meeting to order at 8:11 p.m.
Members in attendance were Mayor Linda Anthony, Mayor Pro Tem Darin Walker,
Councilmembers Rhonda McCollough, Brian Plunkett, Beth South, and Gordon Bowman.**

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 Matters Not Listed on the Agenda Until a Future Meeting. Speakers Shall Limit Their Comments to Five (5) Minutes Each

**Mayor Anthony opened the meeting for public comments
Citizen Ashley de Jong spoke about drainage issues on Reveille Road
Hearing no further speakers, 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 Desired by a Council Member or Citizen

- a. Approval of the June 23, 2021 Regular Meeting Minutes

Motion for Approval made by Councilmember Plunkett with a Second by Councilmember South

Motion for Approval carried unanimously by a vote of 5 ayes to 0 nays

4. Finance Discuss and Consider Action to Adopt the Budget Calendar for FY 2021-22.

- a. Citizens Communications: All Persons Wishing to Speak on this Matter Shall be Heard

Motion for Approval made by Councilmember South with a Second by Councilmember McCollough

Motion for Approval carried unanimously by a vote of 5 ayes to 0 nays

5. Administration Discuss and Consider Action on an Election Services Agreement with Travis County for the November 2nd, 2021 General Election.

- a. Citizens Communications: All Persons Wishing to Speak on this Matter Shall be Heard

Motion for Approval made by Councilmember Bowman with a Second by Councilmember McCollough

Motion for Approval carried unanimously by a vote of 5 ayes to 0 nays

6. Administration Discussion Regarding Future Possible Bond Election, an Update of the Project Cost Estimates, Debt Service Estimates, confirmation of Dates and Deadlines for action
 - a. Citizens Communications: All Persons Wishing to Speak on this Matter Shall be Heard

No action was taken on this item

7. Executive Session An Executive Session may be held in accordance with the authority contained in Texas Government Code, Section 551 for:
 - a. Consultation with City Attorney Regarding Pending Litigation, including variances submitted as part of the Master Grading and Vegetation Plan, in Cause No. 2019032801; City of West Lake Hills, Plaintiff, v. Jaffe Ventures, LLC; Douglas Jaffe III, and 1405 Wild Cat Hollow, West Lake Hills, Texas, Defendants and Cause No. D1GN19007546: City of West Lake Hills, Plaintiff v. Jaffe Ventures, LLC and Douglas Jaffe III (Texas Government Code Section 551.071)
 - b. Consultation with City Attorney Regarding Pending Litigation on the Denial of the Moore Estates Subdivision Application: Project 16329 located at 803 Westlake Drive. (Texas Government Code Section 551.071)

Council went into Executive Session at 8:50 p.m. and reconvened in Open Session at 9:35 p.m.

Mayor Pro Tem Walker left the meeting during Executive Session

8. Adjournment

Motion to adjourn the meeting made at 9:35 p.m. by Councilmember McCollough with a Second by Councilmember Plunkett

Motion to Adjourn carried by a vote of 4 ayes to 0 nays, with Councilmember Walker absent

Respectfully submitted,

LINDA ANTHONY, MAYOR

ATTEST:

Stephanie Mills, City Secretary

These minutes were approved on July 28, 2021



West Lake Hills Police Department West Lake Hills, TX



Public Safety Report 2nd Quarter (Apr. - June), 2021

Statistical Highlights

During the 2nd quarter (Apr. - June) 2021, there were 32 reported NIBRS Group A offenses, compared with 32 for the 1st quarter of 2021 and 44 during the same quarter last year. Officers made 17 in-custody or field release arrests in Q2 2021 compared to 11 in Q1.

In Q2, our officers made 578 traffic stops, resulting in 306 violations (52.9%), and 473 warnings (81.8%). Of the 306 violations, 148 were for speeding and 16 were for speeding in a school zone.

During Q2, West Lake Hills Police Officers responded to 550 calls for service, compared to 444 calls for service in Q1. Officers also conducted 134 close patrol checks for residents who were out of town, compared to 65 for Q1.

New Hire

Officer Jeremiah Madrigal was sworn in on June 9th. We are excited to have him as a new member of the Department and we look forward to working with him and getting him trained to the point where he can work on his own.

Community Events

Officers worked and participated in the annual July 4 parade this year. It was nice to finally get together in a group setting after last year's event was cancelled due to COVID-19. No incidents were reported during the parade this year.

STR Locations

There were no 911 calls for service at any of the 10 locations listed as Short-Term Rental locations for this quarter. Year-to-date there have been no calls at any Short-Term Rental location.

Training

Officers completed 189 hours of training during this quarter, compared to 187 during Q1. Many of the classes taken this quarter were online and included Internet Security and Cybersecurity Awareness. Other classes taken included Simunition: Scenario Instructor and Safety Certification Course, Police Chief's Leadership Series, Women in Command, and Impaired Driving Enforcement.

COVID-19

The COVID-19 numbers in the Austin MSA were at Stage 3 or Stage 2 during this quarter. As a result, we had more traffic enforcement than we have had since early 2020 and the enforcement numbers reflect this.



TREE VARIANCE
STAFF REPORT

July 28, 2021

Project Address: 110 Reveille Road

Project Number: 16703

Agenda Item: Land Use: **110 Reveille Road:** Discussion/recommendation on an application for a variance request to remove a tree with a diameter of greater than 14 inches (West Lake Hills Code Sec. 22.03.304). Zachary Mills.

- Section 22.03.304 – Tree and Vegetation Removal and Replacement

Applicant Information: Zachary Mills

Hearing Dates:

July 21, 2021

ZAPCO

July 28, 2021

City Council

Location: The subject property is located at 110 Reveille Road.

Zoning & Site Characteristics:

The subject property is zoned R1 Family Residential.

The site is surrounded by single-family residential lots.

Background & Analysis:

The applicant is requesting the following variance to construct a new residence:

- **Removal of T3782 – 18.5” Pecan**

This requires a replacement value of 27.75 inches.

Variance Criteria Review:

When applying for a variance, the applicant has established by competent evidence that:

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

The application states – *“The tree is in a very difficult position on the lot. To design a house around it, while possible, would make for poor use of the space. It would require more hallways, less usable square footage, and overall would be far less efficient. We will be planting more trees in locations beneficial to the neighbors and the lot in general.”*

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

The application states – *“After removal of this tree, there will still be 22 trees on the survey of our 0.37- acre lot. We are utilizing the same general footprint of the existing house, with some additions, as well as that of the driveway.”*

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

The application states – *“We originally designed the house to have the garage on the opposite side (North), however this put Pecan #3764 in the middle of our driveway. This design provided a little more room around the variance tree, but even then, there was no good options.”*

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

The application states – *“We have designed this house so that only the removal of this one tree is necessary.”*

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

The application states – *“There will still be an abundance of trees on our lot and a good portion of our lot will still be underneath canopies.”*

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

The application states – *“The adjacent property to the South is owned by the City and used as drainage. The subject tree provides little shade, if any, to either adjacent property. Much of the tree cannot be seen by the adjacent homeowners due to the existing house. WE will be planting multiple hardwood species along the North side of the lot at the end of the project.”*

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will need to comply with the City’s Code.

Compliance with Adopted Uniform Building Code

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

Subdivision

This request will not change the subdivision.

Comprehensive Planning Analysis

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

Zoning and Planning Commission Recommendation:

ZAPCO recommended approval unanimously, 5-0.

Staff Recommendation

Staff recommends APPROVAL of the variance request based on the following findings of fact:

- There will not be unreasonable disruption of the natural terrain or unreasonable destruction of existing flora.
- The variance will not be greater than the minimum required to alleviate the difficulty or hardship complained of.
- The variance does not violate the intent of the Zoning Ordinance or goals of the Comprehensive Plan.
- The variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners.

Links to Relevant Code:

- [Sec 22.03.304 – Tree and Vegetation Removal and Replacement](#)
- [Sec. 22.03.514 Criteria and process required for granting variance](#)

ZONING MAP

R-1 ONE FAMILY RESIDENTIAL

R-2 MULTI-FAMILY RESIDENTIAL

R-3 TRANSITIONAL

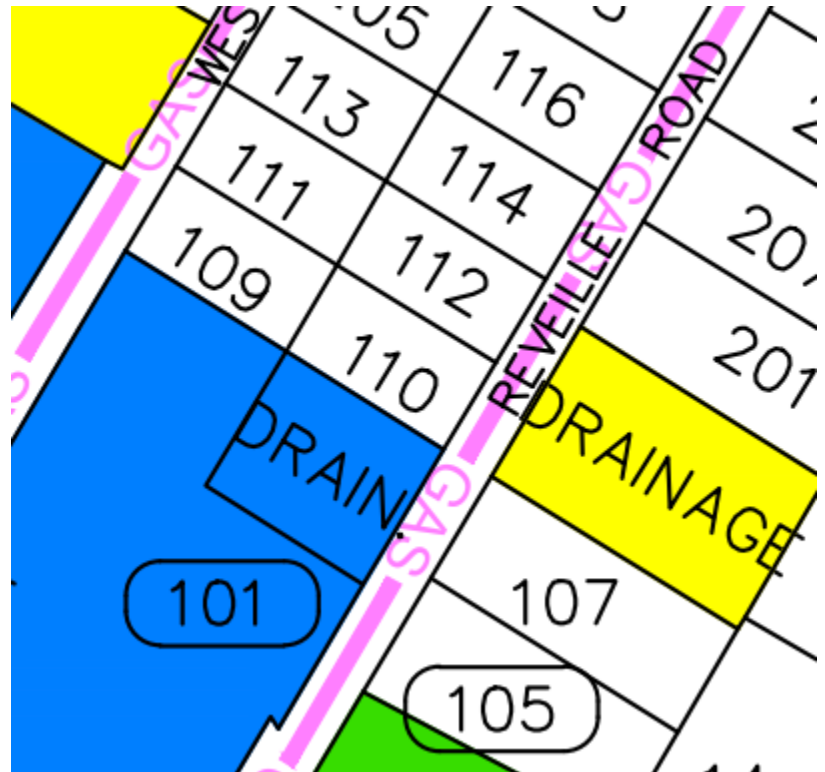
O OFFICE

B-1 BUSINESS 1

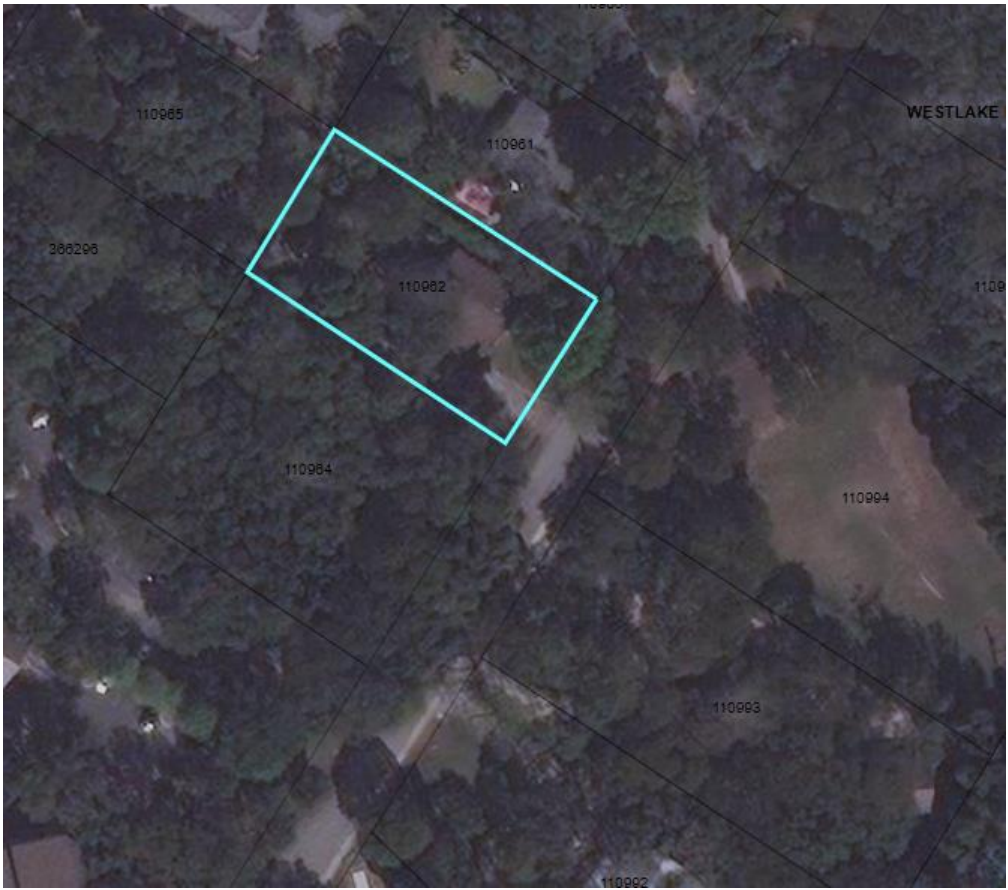
B-2 BUSINESS 2

B-3 BUSINESS 3

GUI GOVERNMENT, UTILITY
INSITUTIONAL



AERIAL PHOTO



VARIANCE APPLICATION



Date Received: _____ Received By: _____
Amount Due \$ _____ Date Payment Received: _____
Admin Complete Date: _____ Permit No: _____

****All applications and supporting documents should be submitted electronically to
pzsec@westlakehills.org and planner@westlakehills.org****

APPLICANT & PROPERTY INFORMATION

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

Property Owner: Icarus Construction Phone: 512 541-5348

Email: [REDACTED]

Address: 9317 McNeil Rd City: Austin State: TX Zip: 78758

Agent*: Zachary Mills Phone: 512 541-5348

Email: [REDACTED]

Address: 9317 McNeil Rd City: Austin State: TX Zip: 78758

Property Address: 110 Reveille City: Westlake Hills State: TX Zip: 78746

Property Information

Subdivision Name: Resub of Lot 11 Smith Joe Resub

Block: 6 Lot: 6 TCAD Tax Parcel ID: 110962

Current Zoning Classification: A Total Lot Size (Acres): .3846

***Please submit Power of Attorney form designating authorized agent.**

PROJECT INFORMATION

Please list all variances being applied for: (Please be detailed-for tree variances, must include tree #, size, species; setback variances-which setback and how far is requested encroachment; for height specify how much height being requested; etc.)

- 1) Tree removal - #3782 18.5" Pecan
- 2) _____
- 3) _____
- 4) _____
- 5) _____



VARIANCE APPLICATION

- 6) _____
7) _____
8) _____
9) _____
10) _____

Brief Description of project/why variances are needed: New construction of single family home.

This tree is in the middle of our build envelope and the options of constructing around it are very limited.

Variance Questionnaire (*Applicant must demonstrate a hardship for variance request. The ZAPCO Commissioners, Board of Adjustment/City Council consider these responses when evaluating your application.*)

1) Describe in detail any special conditions you believe will result in unnecessary hardship to you if the terms of this ordinance are strictly or literally enforced.

This tree is in a very difficult position on the lot. To design a house around it, while possible, would make for poor use of the space. It would require more hallways, less usable square footage, and overall would be far less efficient. We will be planting more trees in locations beneficial to the neighbors and the lot in general.

2) Why do you think the natural terrain and existing flora will not be unreasonably disrupted or destroyed if the variance you are requesting is granted?

After removal of this tree, there will still be 22 trees on the survey of out .37 acre lot.
We are utilizing the same general footprint of the existing house, with some additions, as well as that of the driveway.

3) What other alternatives have you considered? Why won't those other options alleviate the difficulty or hardship that you think exists?

We originally designed the house to have the garage on the opposite side (North), however this put pecan #3764 in the middle of our driveway. This design provided a little more room around the variance tree, but even then there was no good options.

4) Why do you believe the variance you are requesting is the minimum required to alleviate the difficulty or hardship you think exists?

We have designed this house so that only the removal of this one tree is necessary.



VARIANCE APPLICATION

5) Why do you believe your variance does not violate the intent of the Zoning Ordinance or the goals of the City's Comprehensive Plan?

There will still be an abundance of trees on our lot and a good portion of our lot will still be underneath canopies.

6) Why do you believe your variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners?

The adjacent property to the South is owned by the city and used as drainage. The subject tree provides very little shade, if any, to either adjacent properties. Much of the tree cannot be seen by the adjacent homeowner due to the existing house. We will be planting multiple hardwood species along the North side of the lot at the end of the project.

AUTHORIZATION & ACKNOWLEDGEMENT

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below is signed by the authorized agent of said property, the signature of the property owner must be included below or consent must be attached (Power of Attorney Form).

Zach Mills
Signature

May 27th, 2021
Date

Zachary Mills
Printed Name



VARIANCE APPLICATION

APPLICATION CHECKLIST

Zoning Change Application Checklist

- ☐ Completed, signed application
- ☐ Power of Attorney form, if applicable
- ☐ Proof of ownership of subject property
- ☐ Completed Variance Hardship Questionnaire
- ☐ Letter addressed to ZAPCO Chairperson explaining zoning change request and proposed use
- ☐ Property survey
- ☐ Proposed site plan with building setbacks clearly labeled
- ☐ Building elevations, if applicable
- ☐ Tree and topo survey, if applicable
- ☐ Preliminary plans for proposed project (pool plans, building plans, fence design, etc.)
- ☐ Photos of property showing existing conditions (for tree variances, include photos of proposed variance trees)
- ☐ Letters/emails of support from neighbors, if able to obtain
- ☐ Payment of application fees (*refer to Appendix A: Fee Schedule in the Code of Ordinances for current fees. Fees are due upfront with application.*)
- ☐ Other relevant information, as determined necessary by staff (for example, if variance is for cut/fill/retaining wall, you may be requested to provide a drainage report)

Variance Process and Information

- City staff will prepare public notification letters and will provide you a public notice sign to place on the property. You will be notified when the public notice sign is available to be picked-up.
- If you want to see example variance applications, please see the Agenda page on the City website at <https://www.westlakehills.org/> to view the latest ZAPCO, Council and BOA packets
- All variance applications are first considered by the Zoning and Planning Commission (ZAPCO), which is an advisory commission only. Final action is then determined by either City Council or Board of Adjustment, depending on the type of variance being requested.
- Agenda packets are digital and posted on the website the Friday prior to the meeting by 5pm. Staff will send you a meeting reminder email after the agenda and packet are posted.
- Applicants or a designated representative are required to attend/speak at each public hearing; otherwise you will risk postponement or denial for no-show. Applicants should keep remarks brief and the typical time allotment is 5 minutes for ZAPCO and 5 – 10 minutes for City Council/BOA.
- Please note ZAPCO is an advisory commission only – final action must be taken by City Council or BOA, depending on the type of variance. If ZAPCO recommends denial, you can still move forward to City Council/BOA unless you decide to withdraw or postpone your variance request.
- If City Council/BOA denies your variance, you have to wait one year before you can reapply for the same variance.
- If approved by City Council/BOA, variances expire within one year of the approval date if a permit application has not been filed to perform the scope of work related to the variance.



VARIANCE APPLICATION

STAFF NOTES

For Completion by Staff Only

Date public notification letters mailed: _____

Date of ZAPCO Meeting: _____

ZAPCO Recommendation: _____

Date of City Council/BOA Meeting: _____

City Council/BOA

Action: _____

Notes:

Zachary Mills
9317 McNeil Rd
Austin, TX 78758

June 21, 2021

City of Westlake Hills Zoning and Planning Commission
Robert Meisel
911 Westlake Dr
West Lake Hills, TX 78746

Re: Variance for 110 Reveille

Dear Mr. Meisel,

I am going to remove the existing structure and build a new single family residence at 110 Reveille. There is an 18.5" Pecan in the middle of the build envelope that greatly reduces the possibilities for the design of the new house. I am asking to remove this single tree. In addition, we will be removing 3 other trees that do not require a variance. There will still be around 20 trees over 3" on our lot and we will be planting more at the end of the project. We are using as much of the existing footprint as possible in our design and making every effort to retain the existing vegetation.. The removal of this tree will allow us to build a house that is more efficient and provide better utilization of the lot. I think this house will be a great addition to the neighborhood and Westlake community.

Thank you,

Zacchary Mills

LOT 10
BLOCK A
JOE SMITH RESUBDIVISION OF LOTS 37, 38, 39,
& THE WEST 1/2 OF LOT 40 OF BARTON SPRINGS ESTATES
VOLUME 13 PAGE 77

The record bearings and distances for Lot 10
form a mathematically closed figure.

(S59°58'E 354.5') per 13/77
S59°58'49"E 354.6'

(S60°04'E 177.0') per 32/32

(S60°04'E 177.70') per 32/32

LOT 4

**BLOCK A
RESUBDIVISION OF LOT 11
JOE SMITH RESUBDIVISION
OF LOTS 37, 38, 39, AND THE
WEST ONE-HALF OF LOT 40,
BARTON SPRINGS ESTATES
VOLUME 32 PAGE 32**

(S59°38'E 177.36') per 32/32
S59°32'49"E 177.27'

LOT 1

S59°33'53"E 177.47'
(S59°39'E 177.33') per 32/32

previously LOT 11
BLOCK A

JOE SMITH RESUBDIVISION
OF LOTS 37, 38, 39,
& THE WEST 1/2 OF LOT 40
OF BARTON SPRINGS ESTATES
VOLUME 13 PAGE 77

The record bearings and distances for Lot 11
do not form a mathematically closed figure.

LOT 2

LOT 5

S59°09'38"E 177.60'
(S59°19'E 177.71') per 32/32

LOT 3

(N59°02'W 177.71') per 32/32
N59°01'00"W 177.27'

N58°57'24"W 353.81'
(N60°04'W 353.9') per 13/77

LOT 12
BLOCK A

JOE SMITH RESUBDIVISION OF LOTS 37, 38, 39, & THE WEST 1/2 OF LOT 40 OF BARTON SPRINGS ESTATES
VOLUME 13 PAGE 77

The record bearings and distances for Lot 12 do not form
a mathematically closed figure.
Also the record bearings and distances for Lots 11 and 12
together do not form a mathematically closed figure.

WEST LAKE DRIVE (40')

REVEILLE ROAD (50')

MAP OF TOPOGRAPHIC SURVEY OF
LOT 6, BLOCK A, RESUBDIVISION OF LOT 11
JOE SMITH RESUBDIVISION OF LOTS 37, 38, 39, AND THE
WEST ONE-HALF OF LOT 40, BARTON SPRINGS ESTATES,
A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING
TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 32
PAGE 32 OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS.
LOCATED AT 110 REVEILLE ROAD. PAGE 1 OF 2

SCALE: 1"=40'

- LEGEND**
- ⊙ 1/2" Iron Rod Found
 - ipf ⊙ 1/2" Iron Pipe Found
 - ⊕ Calculated Point
 - ⊙ 1/2" Iron Rod Set with Plastic Cap
Marked "Holt Carson, Inc."
(Record Bearing and Distance)

Orientation for this survey is based on a bearing of
S87°41'03"E between points A and B labeled hereon.

PREPARED: March 8, 2021
BY:

Anne Thayer

Anne Thayer
Registered Professional Land Surveyor No. 5850



HOLT CARSON, INC.
1904 FORTVIEW ROAD
AUSTIN, TX 78704
(512) 442-0990

MAP OF TOPOGRAPHIC SURVEY OF
LOT 6, BLOCK A, RESUBDIVISION OF LOT 11
JOE SMITH RESUBDIVISION OF LOTS 37, 38, 39, AND THE
WEST ONE-HALF OF LOT 40, BARTON SPRINGS ESTATES,
A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING
TO THE MAP OR PLAT THEREOF RECORDED IN VOLUME 32
PAGE 32 OF THE PLAT RECORDS OF TRAVIS COUNTY, TEXAS.
LOCATED AT 110 REVEILLE ROAD. PAGE 2 OF 2

LOT 5

BLOCK A
RESUBDIVISION OF LOT 11 JOE SMITH RESUBDIVISION
OF LOTS 37, 38, 39, AND THE WEST ONE-HALF OF LOT 40,
BARTON SPRINGS ESTATES
VOLUME 32 PAGE 32

SCALE: 1"=20'

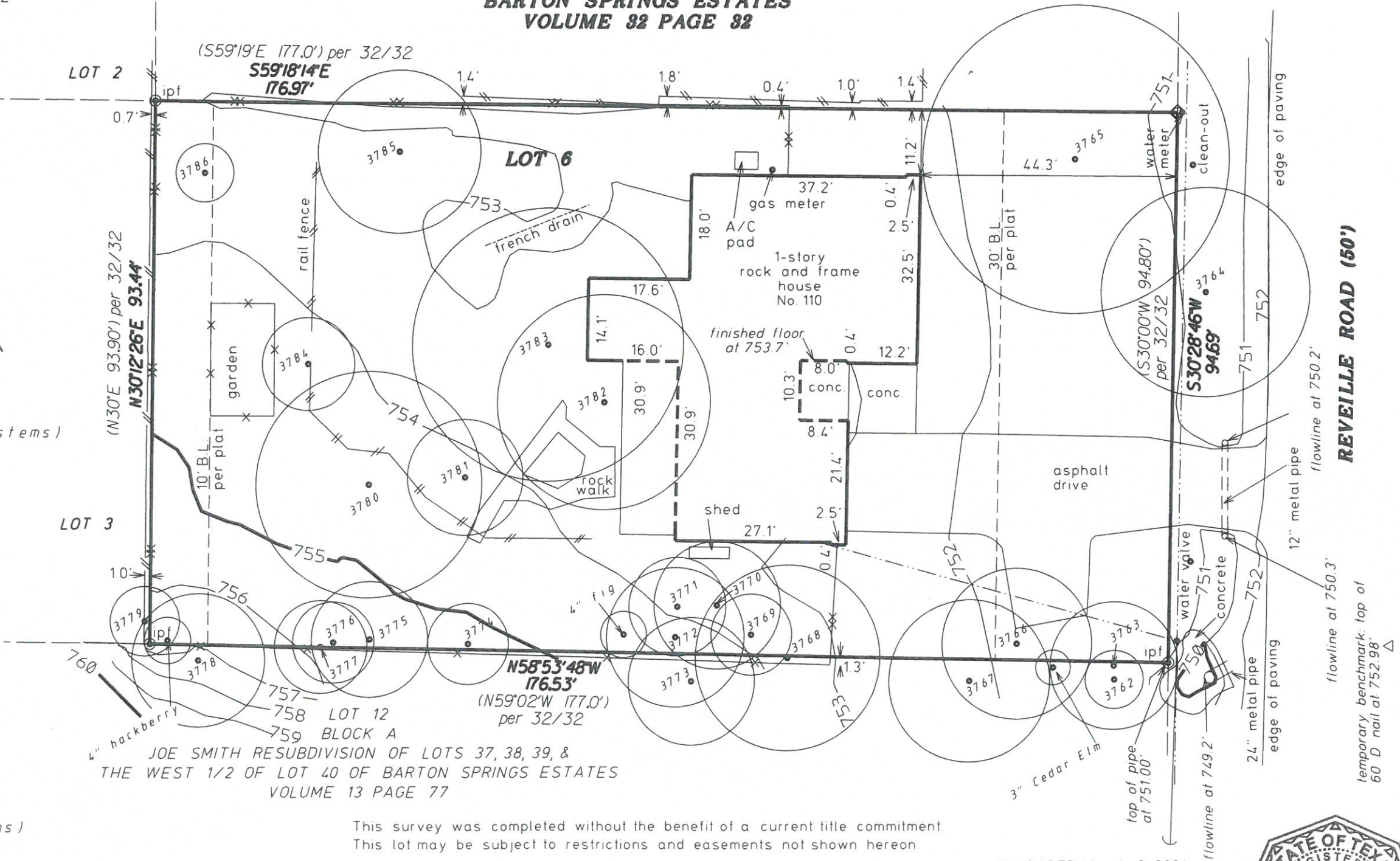
LEGEND

- ⊙ ½" Iron Rod Found
- ipf ⊙ ½" Iron Pipe Found
- ⊗ Calculated Point
- ⊙ ½" Iron Rod Set with Plastic Cap Marked "Holt Carson, Inc."
- Wood Fence
- x- Wire Fence
- *- Chain Link Fence
- .- Overhead Utility Line
- guy wire
- (Record Bearing and Distance)

TREE LIST

Tag No.	Description
3762	5" Spanish Oak
3763	11" Lygustrum (3", 5" and 7" stems)
3764	18" Pecan
3765	26.5" Spanish Oak
3766	13" Cedar Elm
3767	14" Live Oak
3768	16" Cedar Elm
3769	7" Live Oak
3770	11" Live Oak
3771	8.5" Live Oak
3772	12" Live Oak
3773	11" Live Oak
3774	7" Cedar
3775	10" Cedar
3776	7" Cedar
3777	8" Cedar
3778	11.5" Live Oak
3779	6" Cedar
3780	19.5" Lygustrum (two 13" stems)
3781	10" Pecan
3782	18.5" Pecan
3783	23.5" Spanish Oak
3784	8" Spanish Oak
3785	14" Pecan
3786	5" Live Oak

HOLT CARSON, INC.
1904 FORTVIEW ROAD
AUSTIN, TX 78704
1070128 (512) 442-0990



This survey was completed without the benefit of a current title commitment.
This lot may be subject to restrictions and easements not shown hereon.

Tree "crowns" shown hereon are drawn as a function of trunk diameter.
One inch of trunk diameter equals one foot of crown radius. Multi-trunk
trees are drawn calculated on the full diameter of the largest stem
plus one half of the diameter of each additional stem. Due to
natural variations in tree growth, these generalized depictions may not
correlate to actual tree crowns or root zones.

Elevations shown hereon are based on GPS
observations over a Trimble RTK network NAVD88 datum.

PREPARED March 8, 2021
BY:

Anne Thayer

Anne Thayer
Registered Professional Land Surveyor No. 5850
Texas Licensed Surveying Firm



REVEILLE ROAD (50')

temporary benchmark: top of
60 D nail at 752.98'

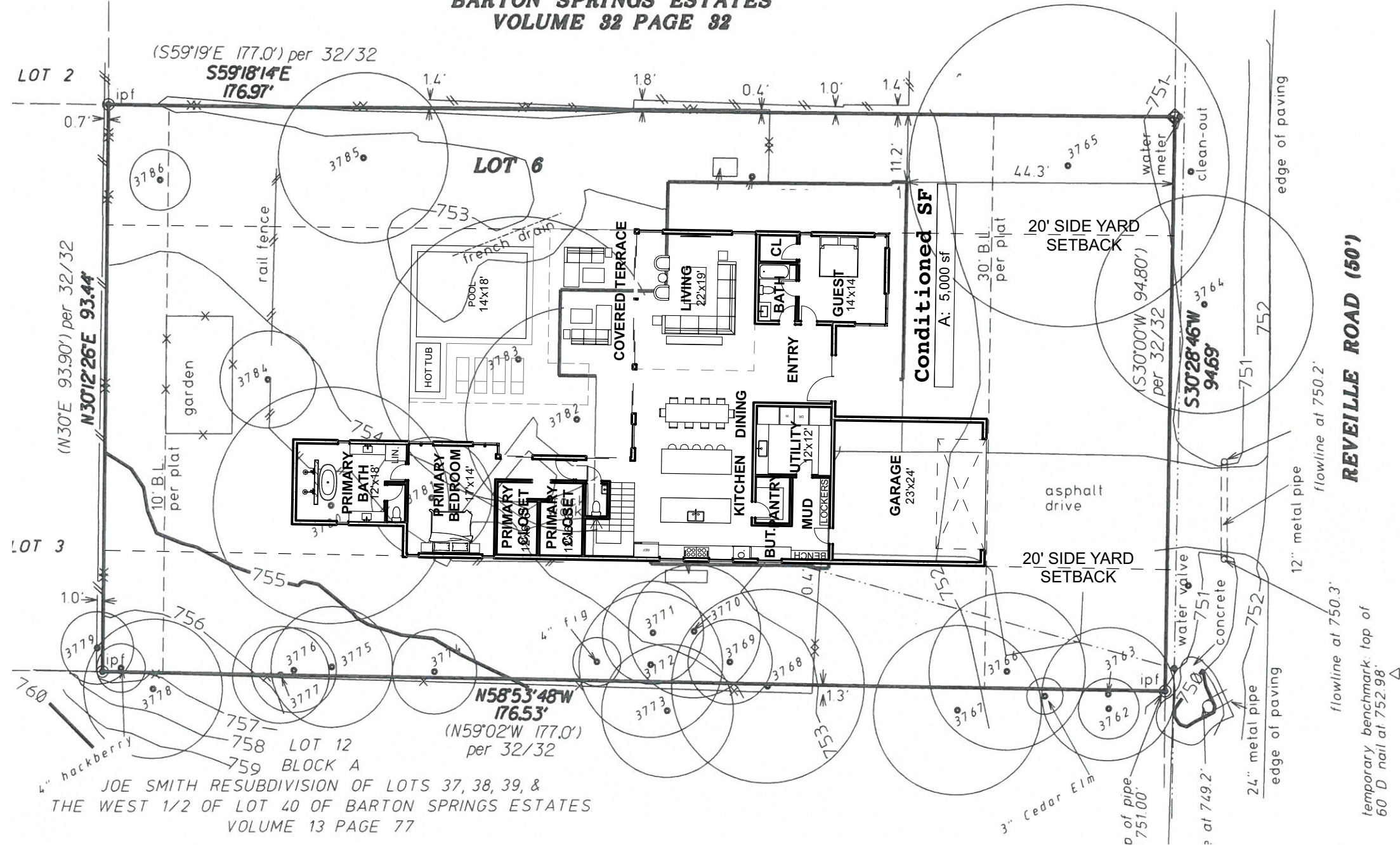


IES,

4E 32
Y, TEXAS

LOT 5

BLOCK A
RESUBDIVISION OF LOT 11 JOE SMITH RESUBDIVISION
OF LOTS 37, 38, 39, AND THE WEST ONE-HALF OF LOT 40,
BARTON SPRINGS ESTATES
VOLUME 32 PAGE 32



110 REVEILLE

110 Reveille Road
West Lake Hills, Texas USA

ISSUE:
Schematic Design
DATE:
05/11/21
PROJECT NUMBER:
2021-0010
SHEET TITLE:
SITE PLAN

SD0.10



Tree Condition Assessment Arborist Report

Date	16/04/2021
Project Name	Zack Mills
Address	110 Reveille
City, State Zip	Westlake, TX 78746
Introduction	This report contains tree condition information about a tree located at 110 Reveille. The site is in the design phase of single family residential construction. We are seeking a permit to remove the tree.
Site Conditions	Site is currently occupied single family residence. The landscape is clean and reasonably maintained, but not lavish. No evidence of automatic irrigation system.

Tree Condition Information

Trees

Tag Species and DBH	24" multi stem Red Mulberry in back yard
Tree Description	Tree is in severe decline. All main scaffolds have dieback from the tips. One scaffold is completely dead. There is evidence of advanced decay in the main union of the tree. Only remaining foliage is sucker sprout growth emerging from the scaffold limbs. Tree condition is very poor and is beyond a threshold of recovery.
Photos	 Shows whole tree  Photo shows main union of codominant stems. One red arrow indicates dead scaffold. The other arrow points to an old pruning wound that with advanced decay.



Keith Brown
Austin Tree Experts
ISA Board Certified Master Arborist TX-0985B
Keith@AustinTreeExperts.com
www.AustinTreeExperts.com
(512) 996-9100

Tree Condition Assessment



Another view of whole tree.



SIGN VARIANCE
STAFF REPORT

July 28, 2021

Project Address: 4101 Bee Cave Road

Project Number: 16422

Agenda Item: Land Use: **4101 Bee Cave Road:** Discussion/recommendation on an application for a sign variance request (West Lake Hills Code Sec. 32.03.006). Andrew Chapman agent for Eanes ISD.

- Section 32.03.006 – Freestanding Commercial Signs

Applicant Information: Andrew Chapman agent for Eanes ISD.

Hearing Dates:

July 21, 2021

ZAPCO

July 28, 2021

City Council

Location: The subject property is located at 4101 Bee Cave Road.

Zoning & Site Characteristics:

The subject property is zoned GUI – Government, Utility, Institutional

The site is surrounded by B2 (Business 2) to the west, R1 (One-Family Residential) to the North, GUI and B1 to the east, and R1 to the south.

Background & Analysis:

The applicant is requesting the following dimensional standard variances for a building addition on an existing dwelling unit.

- Section 32.03.006 – Freestanding Commercial Signs
 - Requesting a 28.75 square foot sign

Variance Criteria Review:

When applying for a variance, the applicant has established by competent evidence that:

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

The application states – “The school sign would not be able to communicate important messages to the community. One of the most practical uses for changeable messages is advertising information related to public health such as school messages regarding the COVID-19 pandemic. Additionally, parents would not be able to send messages to their children, such as congratulations for significant awards and achievements.”

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

The application states – “The changeable messages would not impact the natural terrain or flora as it would not come in to contact with it. The marquee is non-illuminated, so there will be no excess light pollution to negatively impact the night skies.

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

The application states – “We would prefer to have a digital screen such as what we have at our other schools Bridge Point Elementary and Cedar Creek Elementary which fall within the City of Austin. At the minimum, changeable lettering is the least intrusive way for schools to send custom messages.”

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

The application states – “Most schools have some sort of customizable messaging on their signage. It has not become a standard means of communication for many school districts. Since digital screens are not an option, the only other option is changeable lettering.”

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

The application states – “The intent for not having changeable letters is to avoid a distraction for drivers, and these are not moving letters. The letters would be adjusted every other day on average, so there would be no distraction to drivers.”

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

The application states – “The new sign would be an attractive upgrade from the existing sign and would benefit families and students by providing helpful, important and time sensitive information.”

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will need to comply with the City's Code.

Compliance with Adopted Uniform Building Code

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

Subdivision

This request will not change the subdivision.

Comprehensive Planning Analysis

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

Zoning and Planning Commission Recommendation:

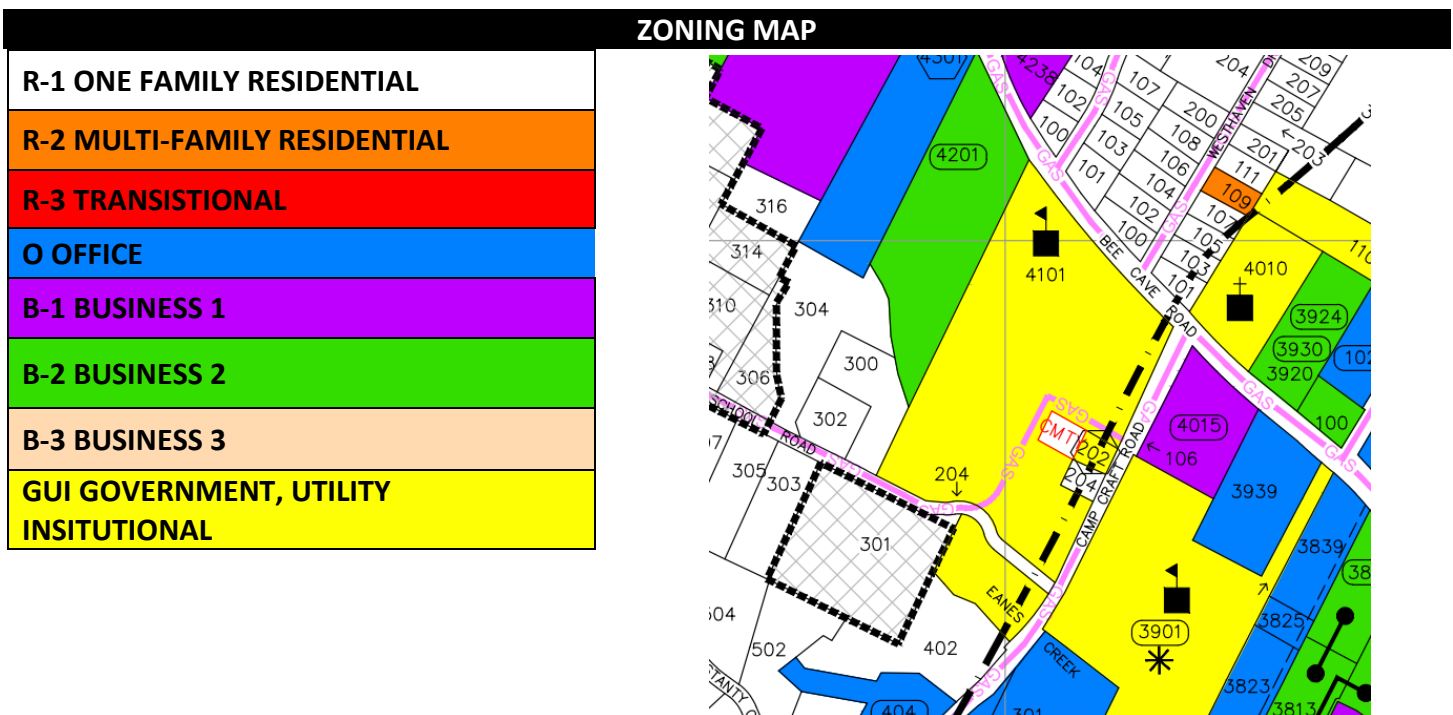
ZAPCO voted to recommend approval unanimously (5-0) for the size of up to 28.75 square feet.

Staff Recommendation

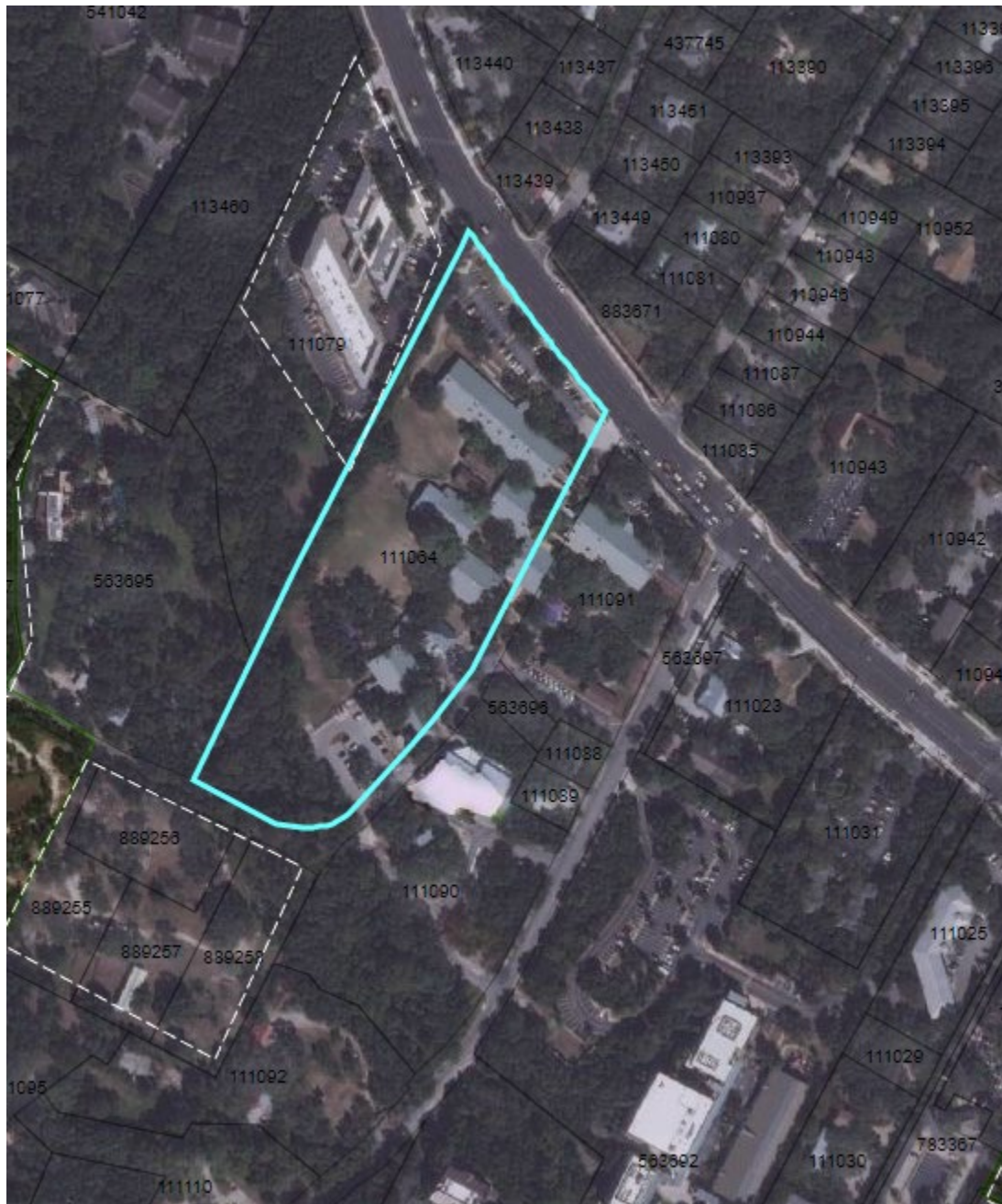
Staff recommends approval of the variance as requested.

Links to Relevant Code:

- [Section 32.03.006 – Freestanding Commercial Signs](#)
- [Section 32.01.016 – Prohibited Signs](#)
- [Sec. 22.03.514 Criteria and process required for granting variance](#)



AERIAL PHOTO



VARIANCE APPLICATION



Date Received: _____ Received By: _____
Amount Due \$ _____ Date Payment Received: _____
Admin Complete Date: _____ Permit No: _____

*****All applications and supporting documents should be submitted electronically to
pzsec@westlakehills.org and planner@westlakehills.org*****

APPLICANT & PROPERTY INFORMATION

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

Property Owner: Eanes ISD Phone: (512) 732-9046 ext. 20614

Email: _____

Address: 601 Camp Craft Road City: Austin State: TX Zip: 78746

Agent*: FSG Signs Andrew Chapman Phone: 512-494-0002

Email: _____

Address: 10212 Metric Blvd City: Austin State: TX Zip: _____

Property Address: 4101 Bee Cave Road City: WestLakeHills State: TX Zip: 78746

Property Information

Subdivision Name: Eanes Elementary School

Block: _____ Lot: 17 TCAD Tax Parcel ID: 111064

Current Zoning Classification: GUI Total Lot Size (Acres): _____

**Please submit Power of Attorney form designating authorized agent.*

PROJECT INFORMATION

Please list all variances being applied for: (Please be detailed-for tree variances, must include tree #, size, species; setback variances-which setback and how far is requested encroachment; for height specify how much height being requested; etc.)

- 1) Sign Variance _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____



VARIANCE APPLICATION

- 6) _____
7) _____
8) _____
9) _____
10) _____

Brief Description of project/why variances are needed: _____

Our Project involves replacing the main sign at the primary entrance to the school because the City of Westlake removed our original sign when they added a turn lane onto Camp Craft Road off Bee Cave Road. -
The Variance sought is for the City to allow our replacement sign to function as it previously and currently does. -
The original sign featured changeable letters and we would like our replacement sign to feature changeable letters so we can continue to communicate with our community. -

Variance Questionnaire (*Applicant must demonstrate a hardship for variance request. The ZAPCO Commissioners, Board of Adjustment/City Council consider these responses when evaluating your application.*)

1) Describe in detail any special conditions you believe will result in unnecessary hardship to you if the terms of this ordinance are strictly or literally enforced.

The school sign would not be able to communicate important messages to the community. One of the most practical uses for changeable messages is advertising information related to public health such as school messages regarding the COVID-19 pandemic. Additionally, parents would not be able to send messages to their children, such as congratulations for significant awards and achievements.

2) Why do you think the natural terrain and existing flora will not be unreasonably disrupted or destroyed if the variance you are requesting is granted?

The changeable messages would not impact the natural terrain or flora as it would not come into contact with it. The marquee is non-illuminated, so there will be no excess light pollution to negatively impact the night skies.

3) What other alternatives have you considered? Why won't those other options alleviate the difficulty or hardship that you think exists?

We would prefer to have a digital screen such as what we have at our other schools Bridge Point Elementary and Cedar Creek Elementary which fall within the city of Austin. At the minimum, changeable lettering is the least intrusive way for schools to send custom messages. Banners are another option for temporary messages, but due to the expense and time constraints for more

4) Why do you believe the variance you are requesting is the minimum required to alleviate the difficulty or hardship you think exists?

Most schools have some sort of customizable messaging on their signage. It has now become a standard means of communication for many school districts. Since digital screens are not an option, the only other option is changeable lettering.



VARIANCE APPLICATION

5) Why do you believe your variance does not violate the intent of the Zoning Ordinance or the goals of the City's Comprehensive Plan?

The intent for not having changeable letters is to avoid a distraction for drivers, and these are not moving letters. The letters would only be adjusted every other day on average, so there would be no distraction to drivers.

6) Why do you believe your variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners?

The new sign would be an attractive upgrade from the existing sign, and would benefit families and students by providing helpful, important, and time-sensitive information. There are no neighboring properties within the vicinity of this proposed sign. The sign would only be viewable on Bee Cave Road when parents are arriving at the school and by cars directly in front of the school.

AUTHORIZATION & ACKNOWLEDGEMENT

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below is signed by the authorized agent of said property, the signature of the property owner must be included below or consent must be attached (Power of Attorney Form).

Signature

Date

Printed Name



VARIANCE APPLICATION

APPLICATION CHECKLIST

Zoning Change Application Checklist

- ☐ Completed, signed application
- ☐ Power of Attorney form, if applicable
- ☐ Proof of ownership of subject property
- ☐ Completed Variance Hardship Questionnaire
- ☐ Letter addressed to ZAPCO Chairperson explaining zoning change request and proposed use
- ☐ Property survey
- ☐ Proposed site plan with building setbacks clearly labeled
- ☐ Building elevations, if applicable
- ☐ Tree and topo survey, if applicable
- ☐ Preliminary plans for proposed project (pool plans, building plans, fence design, etc.)
- ☐ Photos of property showing existing conditions (for tree variances, include photos of proposed variance trees)
- ☐ Letters/emails of support from neighbors, if able to obtain
- ☐ Payment of application fees (*refer to Appendix A: Fee Schedule in the Code of Ordinances for current fees. Fees are due upfront with application.*)
- ☐ Other relevant information, as determined necessary by staff (for example, if variance is for cut/fill/retaining wall, you may be requested to provide a drainage report)

Variance Process and Information

- City staff will prepare public notification letters and will provide you a public notice sign to place on the property. You will be notified when the public notice sign is available to be picked-up.
- If you want to see example variance applications, please see the Agenda page on the City website at <https://www.westlakehills.org/> to view the latest ZAPCO, Council and BOA packets
- All variance applications are first considered by the Zoning and Planning Commission (ZAPCO), which is an advisory commission only. Final action is then determined by either City Council or Board of Adjustment, depending on the type of variance being requested.
- Agenda packets are digital and posted on the website the Friday prior to the meeting by 5pm. Staff will send you a meeting reminder email after the agenda and packet are posted.
- Applicants or a designated representative are required to attend/speak at each public hearing; otherwise you will risk postponement or denial for no-show. Applicants should keep remarks brief and the typical time allotment is 5 minutes for ZAPCO and 5 – 10 minutes for City Council/BOA.
- Please note ZAPCO is an advisory commission only – final action must be taken by City Council or BOA, depending on the type of variance. If ZAPCO recommends denial, you can still move forward to City Council/BOA unless you decide to withdraw or postpone your variance request.
- If City Council/BOA denies your variance, you have to wait one year before you can reapply for the same variance.
- If approved by City Council/BOA, variances expire within one year of the approval date if a permit application has not been filed to perform the scope of work related to the variance.



VARIANCE APPLICATION

STAFF NOTES

For Completion by Staff Only

Date public notification letters mailed: _____

Date of ZAPCO Meeting: _____

ZAPCO Recommendation: _____

Date of City Council/BOA Meeting: _____

City Council/BOA

Action: _____

Notes:



SPECIAL POWER OF ATTORNEY FORM

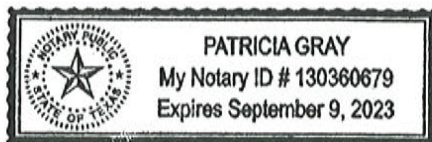
KNOW ALL PERSONS BY THIS DOCUMENT that I, Brian Bolck
 have made, constituted and appointed FSG (FACILITY SOLUTIONS GROUP)
 to be my duly authorized representative in connection with an application dated 5-13-2021,
 to be heard by the Building Design Committee, Zoning & Planning Commission, and City
 Council/Board of Adjustment of the City of West Lake Hills, Texas. All representations, whether
 oral or written, made by the representative in support of the request have the full force and effect
 of the applicant's approval. I do by this document constitute the above named representative as
 my true and lawful attorney-in-fact to act in my name, place and stead, to do and perform any act
 in connection with such application which I myself might perform or do if I was personally present.

<u>Brian Bolck</u>		<u>Bolck</u>	
Property Owner/Applicant Name		Property Owner/Applicant Signature	
<u>601 Camp Craft Rd</u>	<u>Austin</u>	<u>TX</u>	<u>78746</u>
Street Address	City	State	Zip Code

512-732-9040
 Property Owner/Applicant Phone Number

This instrument was acknowledged before me on this the 13th day of May, 2021.

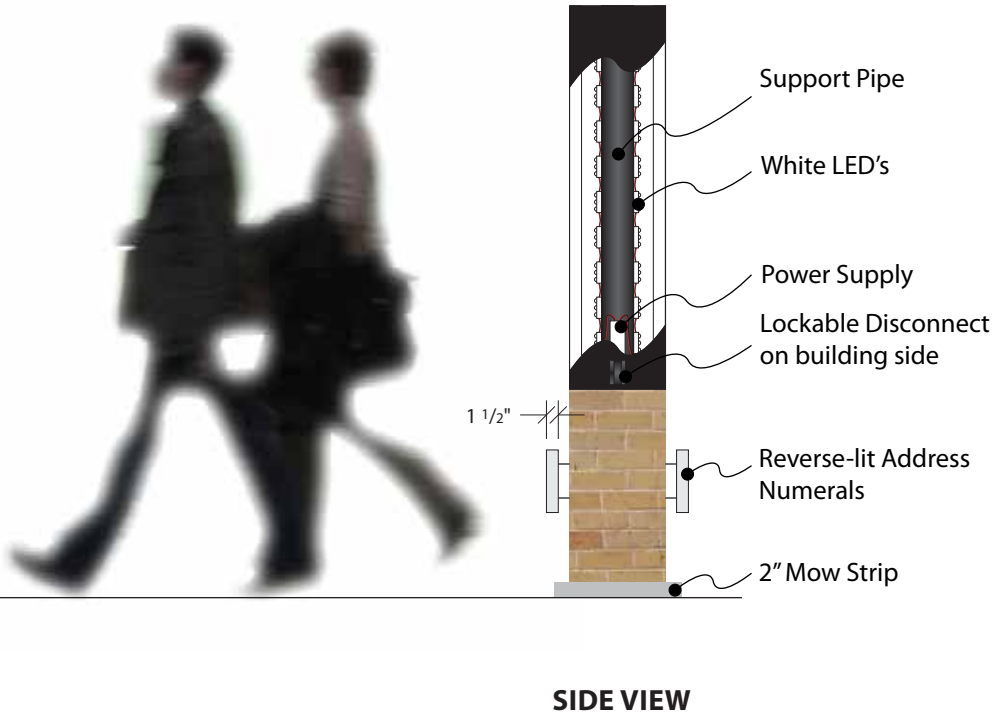
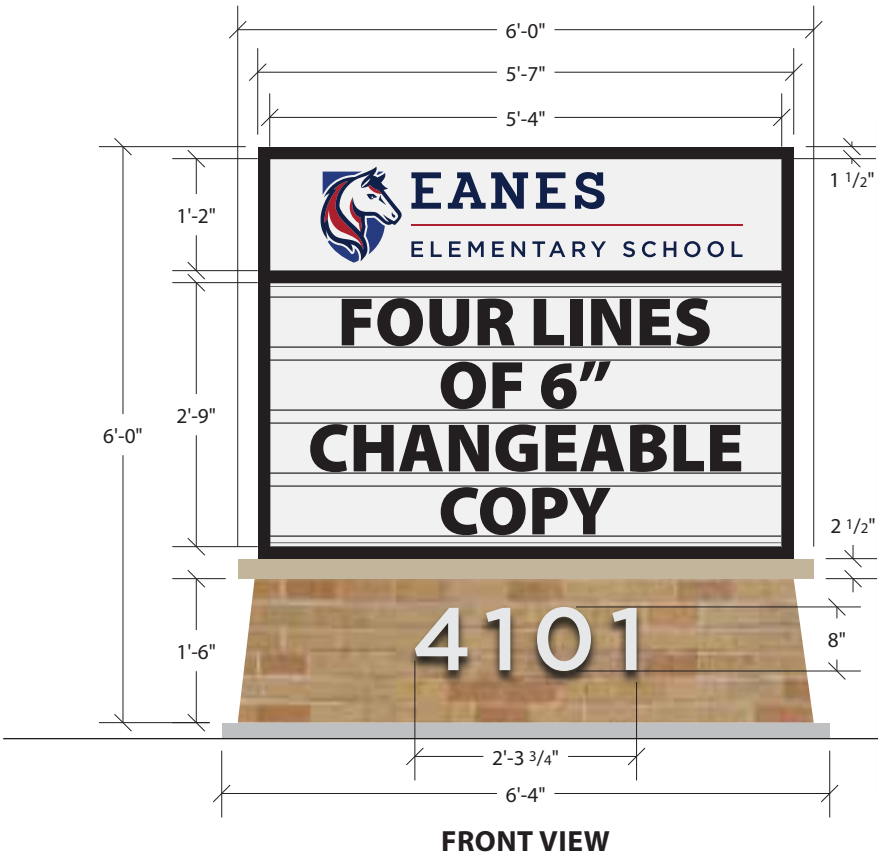
Patricia Gray
 Notary Public in and for the State of Texas



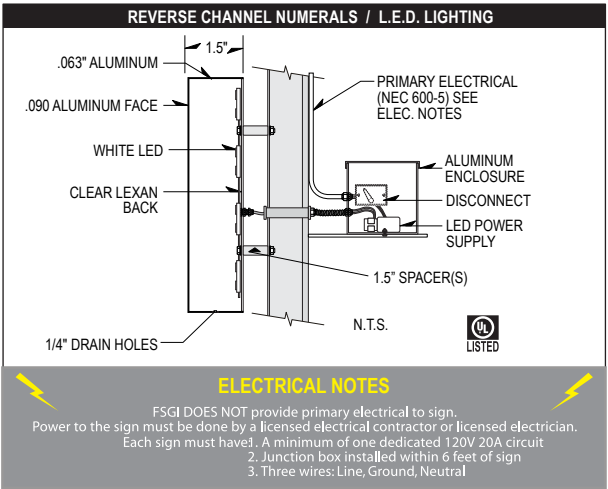
A
.01 Double Sided Monument Sign
Scale: 1/2" = 1'

Fabricate and install ONE(1) Double side monument sign to specifications;

- **Top Cabinet:** Welded Alum. frame w/ .090" alum. skin / 1.5" retainers / finished MP Black / 3/16" White Acrylic faces overlaid with 3M Translucent Vinyls / **White LED illumination;**
- **Marquee Reader Board:** 3/16" White acrylic face with zip tracks for 6" changeable copy tiles, and lock-down cabinet face / **Non-Illuminated;**
- **Address Numerals:** Clear Lexan Backs / .063" alum. returns / .090" alum. faces / depth 1.5" - finished in MP White / 1.5" standoffs / **White LED illumination;**
- Brick base to match brick on school building (TBD) - fabricated alum. cap finished in MP to match mortar color (TBD);
- Fill dirt to be added and compacted to even out the sloped grade at the sign location;
- Landscaping to be added at sign base - 120 s.f. minimum per city code - by others;
- 120V Primary electrical installed within six feet of sign by others;



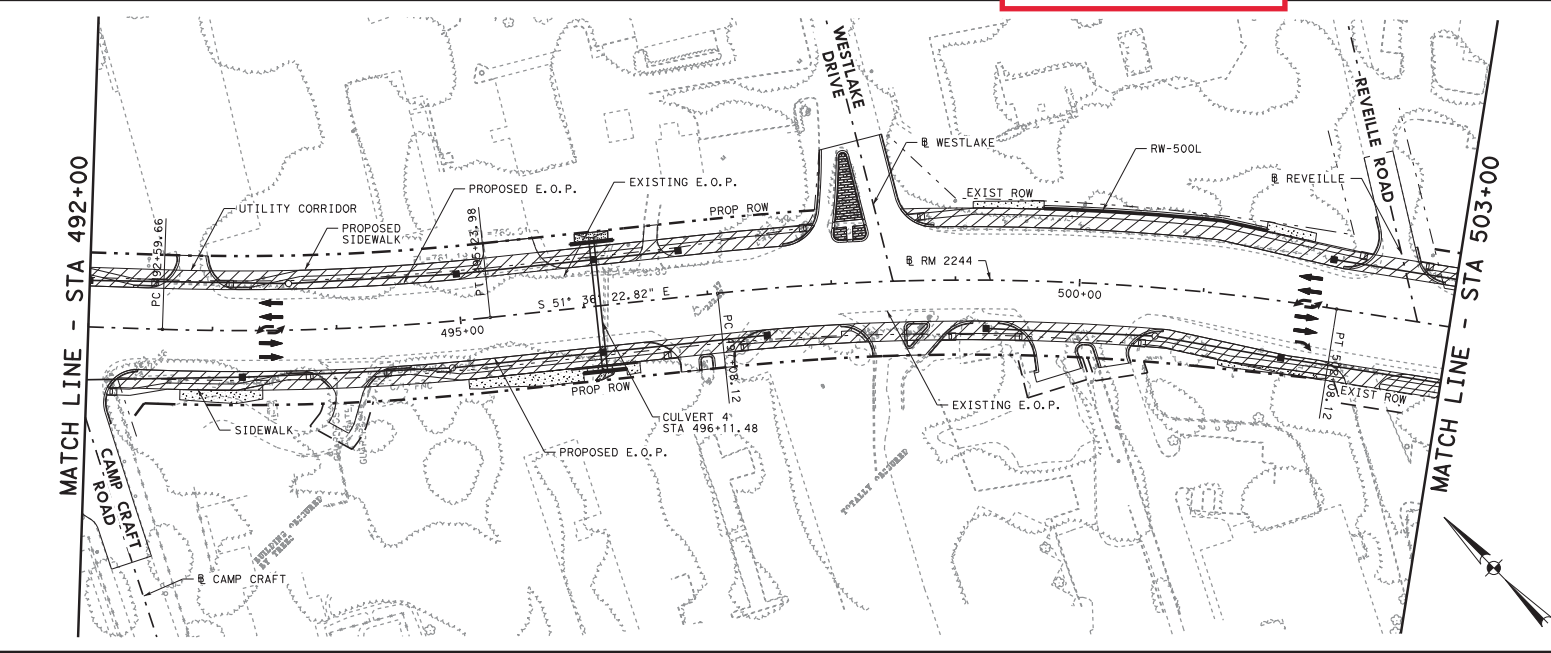
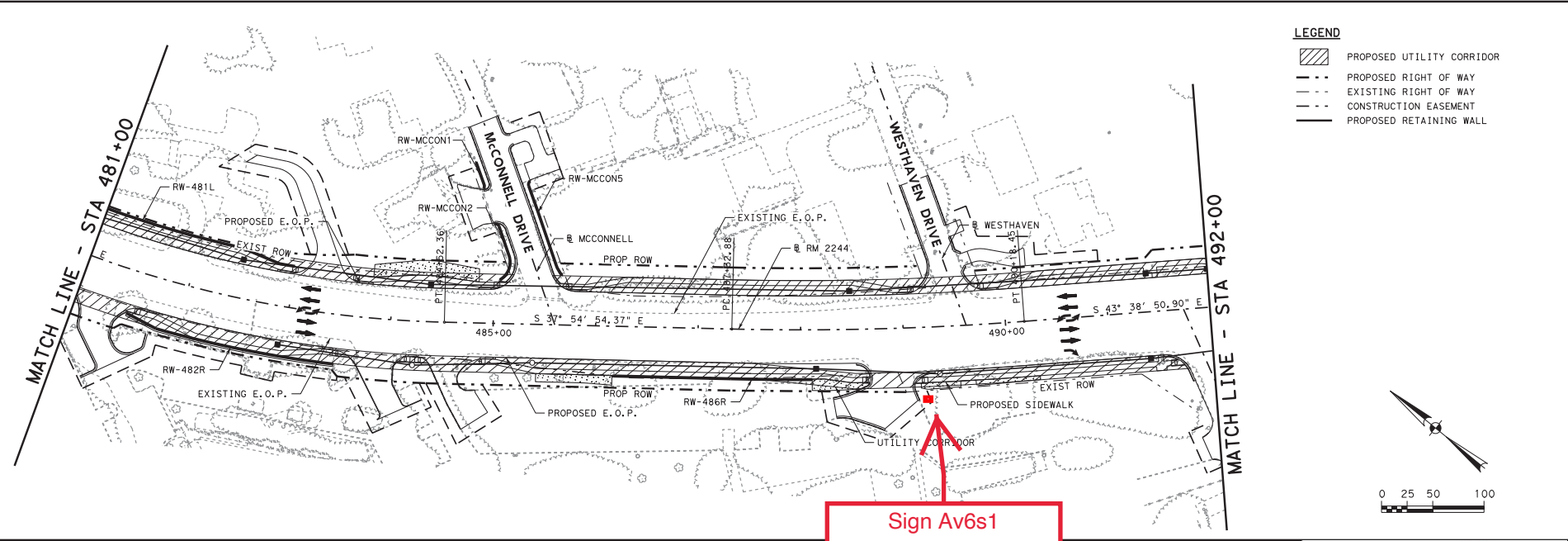
- Infinity Blue 3630-187
- Cardinal Red 3630-53
- Indigo 3630-77



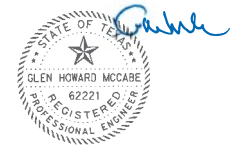
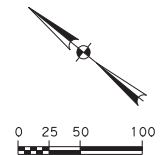
Eanes Elementary 4101 Bee Cave Rd. West Lake Hills, TX 78746	Start Date: 04/24/2019 Last Revision: 3/29/21 AWA Job#: 92J10246 Dwg. #92J10246Av7s1	Design Rep.: Juan Rivera Sales: Thomas Myers	CLIENT APPROVAL APPROVAL: I have reviewed and approved the sign details on this drawing for fabrication and installation. DATE [IF REQUIRED:] LANDLORD APPROVAL APPROVAL: I have reviewed and approved the sign details on this drawing for fabrication and installation. DATE	MEMBER INTERNATIONAL SIGN ASSOCIATION UL LISTED UL INSTALLATION REQUIREMENTS: THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING AND BONDING OF THE SIGN	
--	---	---	--	--	--

BUSEERS

5/19/2015 2:24:08 PM
 \\camppd01\pww\cs\jcs\103943\517482\1\RM2244-PL03.dgn



- LEGEND**
- PROPOSED UTILITY CORRIDOR
 - PROPOSED RIGHT OF WAY
 - EXISTING RIGHT OF WAY
 - CONSTRUCTION EASEMENT
 - PROPOSED RETAINING WALL



05/20/2015

NO.	DATE	REVISION	APPROV.

CH2MHILL
 TBPE FIRM NO. F-2297

Texas Department of Transportation
 © 2015 TxDOT

RM 2244

PROJECT LAYOUT
 STA 481+00 TO STA 503+00

SHEET 3 OF 5

FED. RD. DIV. NO.	PROJECT NO.	SHEET NO.
6	STP 1502(598), etc	5
STATE	DIST.	COUNTY
TEXAS	AUS	TRAVIS
CONT.	SECT.	JOB
2102	01	066, etc
		HIGHWAY NO.
		RM 2244



STRUCTURAL CALCULATIONS

for

Eanes Elementary School Monument Sign

at

4101 Bee Cave Rd.

West Lake Hills, TX 78746

Prepared for:

Facility Solutions Group, Inc.

Package Type:

Initial Submittal

Project #:

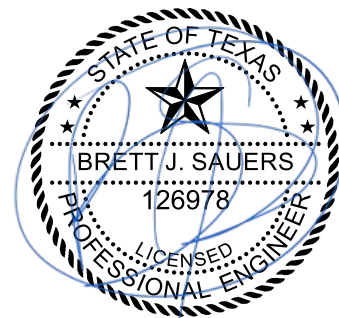
2101004

DESIGN SPECIFICATIONS

- 1 International Building Code (IBC) 2018
- 2 ASCE 7-16: Minimum Design Loads for Buildings and Other Structures
- 3 ACI 318-14: Building Code Requirements for Structural Concrete
- 4 ANSI/AISC 360-16: Specification for Structural Steel Buildings

DESIGN CRITERIA

::Wind:: $V_{ult} = 110$ mph
Exposure: C
::Ground Snow Load:: $p_g = 5$ psf



1-11-2021

TEXAS REGISTRATION #21966

WIND LOADS ON OTHER STRUCTURES AND BUILDING APPURTENANCES PER CHAPTER 29

DESIGN WIND LOADS - SOLID SIGNS (SECTION 29.5)

V = 110 mph	Basic Wind Speed	s/h = 1 -	Cabinet to Overall Height Ratio	Exposure Category: C
h = 6.3125 ft	Average Height	B/s = 1.2409 -	Cabinet Width to Height Ratio	
s = 6.3125 ft	Vertical sign dimension	$z_g = 900$ ft	Terrain Exposure Constant [Table 26.9-1]	
B = 7.8333 ft	Horizontal sign dimension	$\alpha = 9.5 -$	Terrain Exposure Constant [Table 26.9-1]	
$\epsilon = 100\%$ -	Solid to Gross Area Ratio (porosity)	$K_d = 0.85$	Directionality Factor [Table 26.6-1]	
FoS = 0% -	Add'l. FoS applied to p_z	$K_{zt} = 1$	Topographic Factor [26.8.2]	
		G = 0.85 -	Gust Effect Factor [26.9.1]	

IF two poles, spacing: 0 ft

[0 for one pole]

0.2B = 1.5667 ft

Case B Offset (Used for minimum torsion in the case of a single pole)

Distribution Factor: 1 -

(Fraction of sign load that must be attributed to each pole, if more than one is present)

Figure 29.4-1 C_f Cases A & B

s/h	Aspect Ratio B/s											
	0.05	0.1	0.2	0.5	1	2	4	5	10	20	30	45
1.00	1.80	1.70	1.65	1.55	1.45	1.40	1.35	1.35	1.30	1.30	1.30	1.30
0.90	1.85	1.75	1.70	1.60	1.55	1.50	1.45	1.45	1.40	1.40	1.40	1.40
0.70	1.90	1.85	1.75	1.70	1.65	1.60	1.60	1.55	1.55	1.55	1.55	1.55
0.50	1.95	1.85	1.80	1.75	1.75	1.70	1.70	1.70	1.70	1.70	1.70	1.75
0.30	1.95	1.90	1.85	1.80	1.80	1.80	1.80	1.80	1.80	1.85	1.85	1.85
0.20	1.95	1.90	1.85	1.80	1.80	1.80	1.80	1.80	1.85	1.90	1.90	1.95
0.16	1.95	1.90	1.85	1.85	1.80	1.80	1.85	1.85	1.85	1.90	1.90	1.95

INTERPOLATION			
	1	1.2409	2
1	1.45	1.44	1.40
1		1.44	
0.90	1.55	1.54	1.50

 $C_f = 1.438 -$

Force Coefficient [Figure 29.4-1]

SIGN BUILD

FORCE is PER POLE and reflects distribution per Case B to applicable components

#	Δh (ft)	Width (ft)	Cant.	CAB?	h (ft)	z (ft)	K _z	q _z (psf)	p _z (psf)	A _F (sqft)	F _u (kip)	M _u (k-ft)	T _u (k-ft)	M _{u1}	M _{u2}
1	2	7.8333			2.0	1	0.8489	22.351	27.318	15.7	0.4	0.4	0.7		
2	2	7.724			4.0	3	0.8489	22.351	27.318	15.4	0.4	1.3	0.7		
3	2	7.6146			6.0	5	0.8489	22.351	27.318	15.2	0.4	2.1	0.6		
4	0.1667	1.5104	3.5885		6.2	6.0833	0.8489	22.351	27.318	0.3	0.0	0.0	0.0		
5	0.1458	1.75	3.7031		6.3	6.2396	0.8489	22.351	27.318	0.3	0.0	0.0	0.0		
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
H = 6.3125 ft Overall height check											1.3 kip	3.9 kip-ft	2.0 kip-ft	0.0 kip-ft	0.0 kip-ft

h = Cumulative Height to top of section

z = Centroid of Section Height

K_z = Velocity Pressure Exposure Coefficient

[Table 29.3-1]

q_h = Velocity Pressure (psf)

$$q_z = 0.00256 \cdot K_d \cdot K_z \cdot K_{zt} \cdot V^2$$

[Eqn 27.3-1]

p = Design Wind Pressure (psf)

$$p = q_h \cdot G \cdot C_f$$

[Eqn 29.4-1]

SPLICE (OR SECTION) LOADS

Moments include an additional 10% per 29.4-1 if s/h=1

Splice	h (ft)	Index-	h- (ft)	w+ (ft)	h+ (ft)	p+ (psf)	A _F (sqft)	F _u (kip)	z (ft)	V (kip)	M (k-ft)	T (k-ft)
1												
2												
3												
4												

GRADE	1.280	4.246	2.013
-------	-------	-------	-------

CAST-IN-PLACE PIER DESIGN

Primary

$b = 2$ ft Footing diameter*
 $M_u = 4.25$ k-ft Moment at grade $V_u = 1.28$ k Shear at grade $\omega = 1.3$ Per IBC 1605.3.2
 $M_s = 2.5473$ k-ft Service M ($0.6 \cdot M_u$) $V_s = 0.768$ k Service V ($0.6 \cdot V_u$) $P = 998.3$ lb Lateral Wind Force
 $s = 150$ psf/ft Lateral Bearing per IBC Table 1806.2
 $s' = 400$ psf/ft Increased per IBC 1806.1 & 1806.3.4
 ITERATION PER IBC 1807.3.2.1
 $h = 3.32$ ft $S1 = 542.37$ psf
 $d = 4.0678$ ft $A = 2.1536$ ft

DESIGN RESULTS

MIN. PIER DEPTH: **4 ft and 1 in**
 MIN. PIER DIAMETER*: **2 ft and 0 in**

Ratio
2.041666667

*Also refers to diagonal of a square or rectangle

MEMBER SELECTION

STAGE: 1

LRFD DESIGN

Section Type: PipeA53			$M_u =$	4.25	k-ft		$T_u =$	2.01	k-ft		$\varphi =$	0.9	$F_y =$	35	ksi	
			$V_u =$	1.28	kip		$L =$	6.3125	ft		$=$	75.75	in	$Z_{req} =$	1.6173	in ³
()	LEASTZ SELECT ON	Section Name	Z	ϕM_n				ϕV_n				ϕT_n	Combined			
		(in ³)	(k-ft)	D/C	Check	(kip)	D/C	Check	(k-ft)	D/C	Check	D/C	Check			
		2.19	5.7488	0.7385	OK!	19.562	0.0654	OK!	5.412	0.3719	OK!	0.9298	OK!			
(X)	MANUAL SELECT ON	Section Name	Z	ϕM_n				ϕV_n				ϕT_n	Combined			
		(in ³)	(k-ft)	D/C	Check	(kip)	D/C	Check	(k-ft)	D/C	Check	D/C	Check			
		2.19	5.7488	0.7385	OK!	19.562	0.0654	OK!	5.412	0.3719	OK!	0.9298	OK!			



**SUPPLEMENTAL VARIANCES
STAFF REPORT**

July 28, 2021

Project Address: 1405 Wildcat Hollow

Project Number: 16621

Agenda Item: Land Use: 1405 Wildcat Hollow: Discuss and Consider Action on Supplemental Variance Requests for the Following:

1. 10' retaining steel wall located at the top of the Property; and
2. Set of existing steel walls located along the lower portion of the Property within the building setback.

Applicant Information: Jennifer Orr agent for Douglass Jaffe III

Hearing Dates:

July 28, 2021

City Council

Location: The subject property is located at 1405 Wildcat Hollow.

Zoning & Site Characteristics:

The subject property is zoned R-1 One-Family Residential.

The site is surrounded by single-family residential development on large and small parcels.

Background & Analysis:

This application is the required supplemental variance in reference to the Settlement Agreement approved by the City Council on November 11, 2020. The Settlement Agreement also required approval of a landscaping plan, which was accepted by the City Council on March 24, 2021 ("Master Grading and Vegetation Plan"). Several variances are required to accomplish the scope of work approved under the Master Grading and Vegetation Plan.

As reflected in the Master Grading and Vegetation Plan, the applicant requests the following variances:

1. 3' concrete wall, 10 linear ft, for soil retention of front yard and to improve drainage.
2. 5' rock stack walls, 130 linear ft total, final heights pending septic resolution - needed for drainage and soil retention.
3. 4' rock stack stone wall, 46 linear ft, to protect 2 large oaks.
4. 3' rock stack wall, 100 linear ft, final heights pending septic resolution - needed for drainage and soil retention.

5. 5' steel walls, 60 linear ft total, to retain ramp for maintenance access and support terraces for new trees and plantings.
6. 4' rock stack wall, 100 linear ft, needed for reducing height of other walls up slope, and retaining existing grade around large oak trees.
7. 5' rock stack walls, 260 linear ft total, needed for reducing height of other walls up slope, and stabilizing disturbed slopes to properly re-vegetate.
8. series of 5' steel wall terraces, 344 linear ft total, to stabilize disturbed slope and lower the height of steel walls already in place that exceed 6' tall.
9. 5' steel wall terraces, 215 linear ft total, to stabilize disturbed grade around existing trees to be preserved and to create space for more trees and plantings to buffer from street and allow for delivery and service vehicles to temporarily pull off wildcat hollow.
10. 5' concrete walls, 82 linear ft total, for staircase to improve pedestrian circulation and maintenance.
11. 3' steel wall terraces, 148 linear ft total, to stabilize disturbed grade around existing trees to be preserved and to create space for more trees and plantings to buffer from street.

Variance Criteria Review:

Per the Settlement Agreement and Master Grading and Vegetation Plan approved by the City Council, the applicant states the following:

“Given the existing conditions on the Property, our plan is both the (a) most expedient, and (b) least invasive way to design the landscape to secure the following goals:

- Return the grade of the Property, as best as possible, to the grade shown on the December 2018 Landmark survey, while simultaneously protecting and preserving all existing trees (including the few heritage oaks that remain).
- Complete this landscaping and grading project as quickly as possible.
- Enable the planting of roughly 470 caliper inches of trees and shrubs native to Texas.
- Disturb (and loosen) as little soil as possible.
- Ensure that the landscape design encourages long term sustainability of existing and proposed vegetation.
- Protect the existing dry creek beds on the North and South edges of the Property so that existing water flow and drainage (for both the Property and the neighborhood) is not disturbed.
- Maximize the visual and sight-line goals of the City by fully vegetating all walls as seen from the street and neighboring properties.

“As to, we understand that the City and some of its residents are concerned about the length of time that landscaping and work on the property is taking. As we understand it, our plans follow a - 2 - settlement agreement between the City and Mr. Jaffe to eliminate endless cycles of litigation and legal processes and bring more certainty in terms of product and timeline to the process.

As to, the rock work that we propose in the dry creek beds on the North and South edges of the property does, as designed, slightly creep over property lines and into adjacent properties. Work previously completed on the slope to the south and near the creek resulted in dirt encroaching onto the neighbor’s property to the south. The plans show some work being done across that property line in order to return the creek to its original flow line, properly stabilize and revegetate the disturbed slopes, and prevent further erosion. We can and will seek permission from adjacent property owners before crossing any property lines with what we propose. If

permission is granted, our design does not call for "walls" of any kind to be built in the creek. Rather, the rocks shown on our plans will be stacked one to two high to help slow and direct water flow in order to preserve the existing drainage patterns of the dry creek beds. We realize that many of our proposed walls are within the property setbacks and, in some instances, near property lines. However, this design is necessary to accomplish, as best as possible, the City's goal of transforming the existing condition of the Property to the grade shown on the December 2018 Landmark survey while preserving existing trees and enabling the planting of future trees.

If these walls we propose within the setbacks are made shorter (e.g., 2 feet instead of 4 feet, etc.), preserving existing trees becomes much more difficult and making the room needed to plant future trees is made much more difficult. In addition, the height of these walls is needed to minimize future erosion on the Property that could lead to disturbing existing drainage patterns.

It is, in theory, possible for us to design plans that include no retaining walls or other structures within the setbacks. However, if the approved plan includes no walls within the setbacks, we will be unable to restore the grade to approximate the December 2018 Landmark survey and we would also need to tear down all existing walls and essentially, start from scratch. Starting from scratch would significantly increase the Project timeline, would lead to substantially more soil erosion/soil instability, and most would harm or possibly kill most of the existing trees left on the Property. (including the few remaining heritage oak trees). In summary, our plan minimizes time of construction while working with existing walls, honoring existing trees, honoring the existing dry creek beds and natural site drainage patterns, minimizing erosion and soil loss, and working to comprehensively revegetate the site with roughly 470 caliper inches of trees and shrubs native to Texas."

Outdoor Lighting

Outdoor lighting is not proposed with this variance request. Any outdoor lighting will need to comply with the City's Code.

Subdivision

This request will not change the subdivision.

Comprehensive Planning Analysis

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

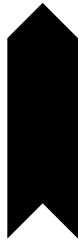
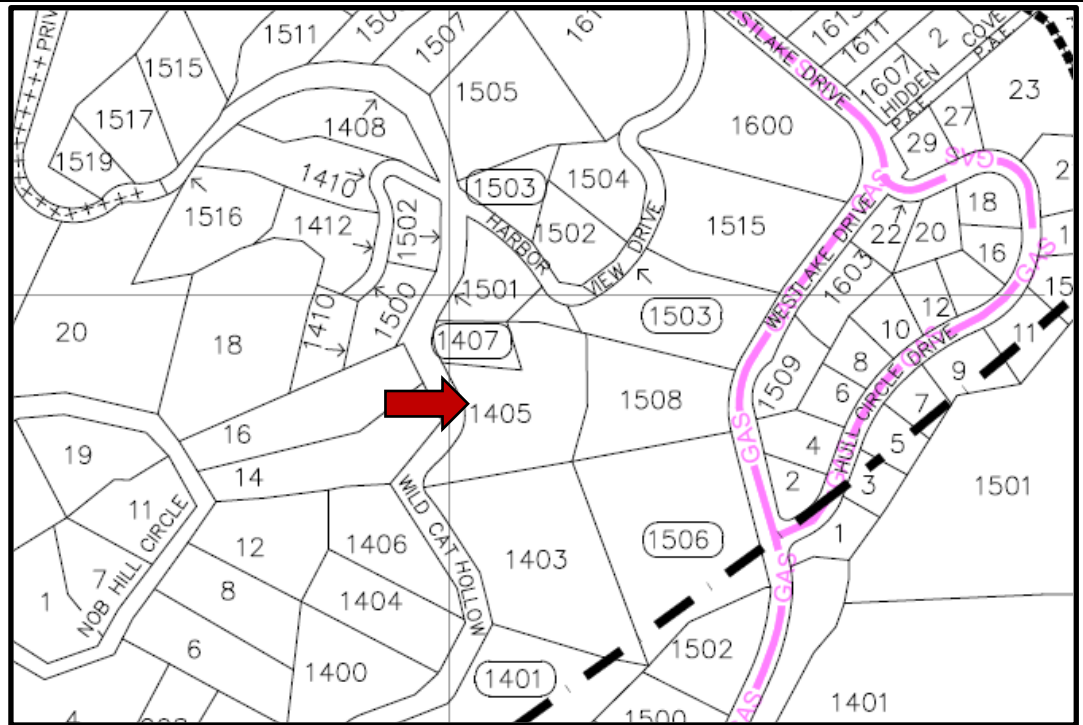
Links to Relevant Code:

- [Sec. 22.03.170 Site disturbance \(excavation, grading or filling\)](#)
- [Sec. 22.03.281 Schedule of Regulations](#)
- [Sec. 22.03.514 Criteria and process required for granting variance](#)

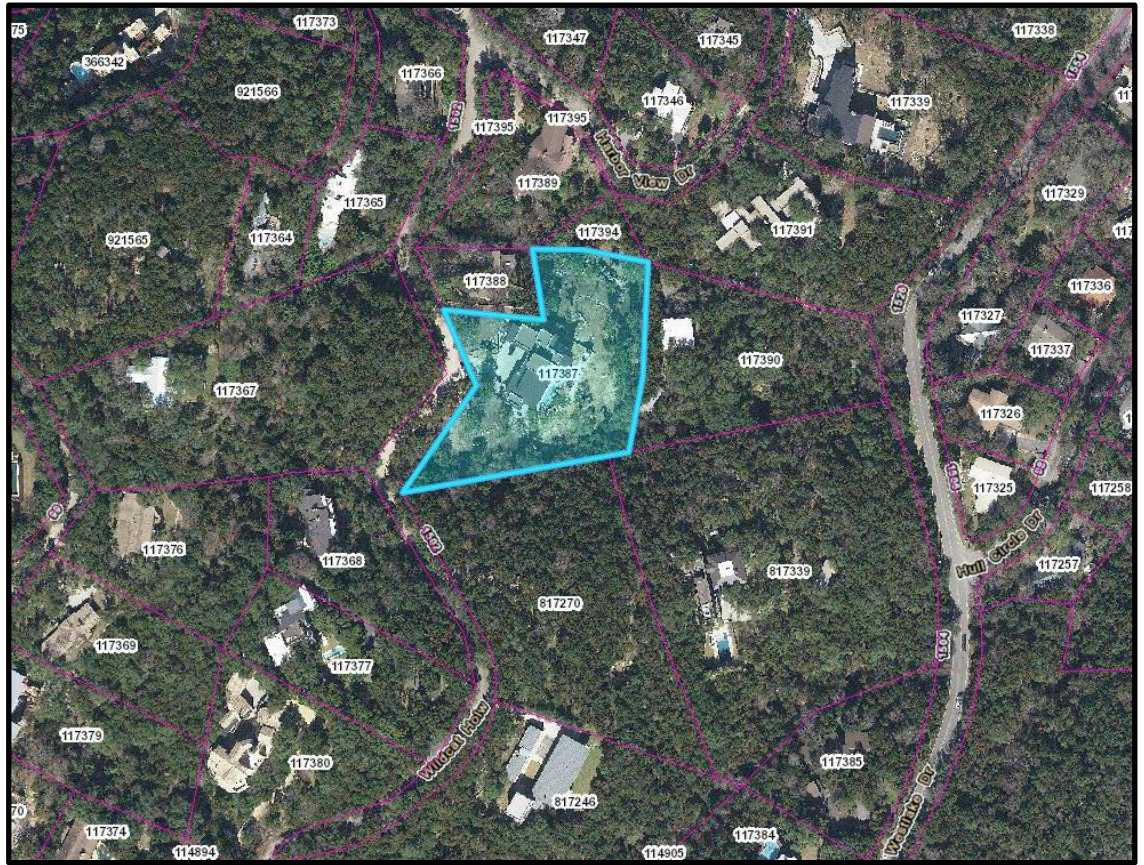
Maps to follow

ZONING MAP

R-1 ONE FAMILY RESIDENTIAL
R-2 MULTI-FAMILY RESIDENTIAL
R-3 TRANSITIONAL
O OFFICE
B-1 BUSINESS 1
B-2 BUSINESS 2
B-3 BUSINESS 3
GUI GOVERNMENT, UTILITY INSTITUTIONAL



AERIAL PHOTO



VARIANCE APPLICATION



Date Received: 07/21/21 Received By: _____
Amount Due \$ _____ Date Payment Received: _____
Admin Complete Date: _____ Permit No: _____

****All applications and supporting documents should be submitted electronically to
pzsec@westlakehills.org and planner@westlakehills.org****

APPLICANT & PROPERTY INFORMATION

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

Property Owner: M. Douglass Jaffe III Phone: 210-445-8533

Email: _____

Address: 1405 Wildcat Hollow City: WLH State: Texas Zip: _____

Agent*: Jennifer Orr (same agent) Phone: _____

Email: jennifer@studiobalcones.com

Address: (same as before) City: _____ State: _____ Zip: _____

Property Address: (same) City: _____ State: _____ Zip: _____

Property Information

Subdivision Name: (same)

Block: _____ Lot: _____ TCAD Tax Parcel ID: _____

Current Zoning Classification: _____ Total Lot Size (Acres): _____

***Please submit Power of Attorney form designating authorized agent.**

I hereby incorporate by reference the prior power of attorney form submitted on April 27, 2021.

PROJECT INFORMATION

Please list all variances being applied for: (Please be detailed-for tree variances, must include tree #, size, species; setback variances-which setback and how far is requested encroachment; for height specify how much height being requested; etc.)

- 1) By submitting this application, I neither consent nor agree to the city's assertion that such application is necessary. By its full council actions, the city has already approved
- 2) the items identified herein. Moreover, the city lacks any legal authority to require this application. Walls less than 6' from grade do not require variances and property
- 3) owners are not required to remit variance applications for structures/conditions on the property that preceded the owner's purchase of the property. I do not waive
- 4) any legal rights or defenses by remitting this application, but do so only in good faith in an effort to continue constructive relations with the city and its representatives.
- 5) With these caveats and reservations, the conditions/circumstances for which the city has asked me to remit a variance applications are (in the city's words) the following:



VARIANCE APPLICATION

- 6) (a) "The existing 10-foot retaining wall is addressed in the Plan and is part of the phased construction of terraces which will result in only 5 feet of exposed wall with vegetative buffering." After saying "this will not require a variance," the city now contends, "[a]lthough it is appropriately addressed in the approved Plan, it is the City of West Lake Hills' position that this wall necessitates a variance." The city did not provide a justification for its "position."
- 7) (b) "[A] set of existing steel walls located along the lower portion of the Property and within the building setback." Though these walls existed before I purchased the property, and I had nothing to do with their installation, the city now contends, after over 3 years of litigation, that these walls are somehow now a problem and require a variance.

Brief Description of project/why variances are needed: Same as what was submitted on April 27, 2021

This application is merely supplemental to my application on April 27, 2021 and fully incorporates by reference the application, letter, and all associated attachments from my application on April 27, 2021.

Variance Questionnaire (*Applicant must demonstrate a hardship for variance request. The ZAPCO Commissioners, Board of Adjustment/City Council consider these responses when evaluating your application.*)

1) Describe in detail any special conditions you believe will result in unnecessary hardship to you if the terms of this ordinance are strictly or literally enforced.

Same as what was submitted on April 27, 2021

Please also see the letter from Studio Balcones

dated July 21, 2021.

2) Why do you think the natural terrain and existing flora will not be unreasonably disrupted or destroyed if the variance you are requesting is granted?

Same as what was submitted on April 27, 2021

Please also see the letter from Studio Balcones dated July 21, 2021.

3) What other alternatives have you considered? Why won't those other options alleviate the difficulty or hardship that you think exists?

Same as what was submitted on April 27, 2021

Please also see the letter from Studio Balcones dated July 21, 2021.

4) Why do you believe the variance you are requesting is the minimum required to alleviate the difficulty or hardship you think exists?

Same as what was submitted on April 27, 2021

Please also see the letter from Studio Balcones dated July 21, 2021.



VARIANCE APPLICATION

5) Why do you believe your variance does not violate the intent of the Zoning Ordinance or the goals of the City's Comprehensive Plan?

Same as what was submitted on April 27, 2021

Please also see the letter from Studio Balcones dated July 21, 2021.

6) Why do you believe your variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners?

Same as what was submitted on April 27, 2021

Please also see the letter from Studio Balcones dated July 21, 2021.

AUTHORIZATION & ACKNOWLEDGEMENT

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below is signed by the authorized agent of said property, the signature of the property owner must be included below or consent must be attached (Power of Attorney Form).

/s/ M. Douglas Jaffe III

Signature

July 21, 2021

Date

M. Douglas Jaffe III

Printed Name



VARIANCE APPLICATION

APPLICATION CHECKLIST

Zoning Change Application Checklist

- ☐ Completed, signed application
- ☐ Power of Attorney form, if applicable
- ☐ Proof of ownership of subject property
- ☐ Completed Variance Hardship Questionnaire
- ☐ Letter addressed to ZAPCO Chairperson explaining zoning change request and proposed use
- ☐ Property survey
- ☐ Proposed site plan with building setbacks clearly labeled
- ☐ Building elevations, if applicable
- ☐ Tree and topo survey, if applicable
- ☐ Preliminary plans for proposed project (pool plans, building plans, fence design, etc.)
- ☐ Photos of property showing existing conditions (for tree variances, include photos of proposed variance trees)
- ☐ Letters/emails of support from neighbors, if able to obtain
- ☐ Payment of application fees (refer to Appendix A: Fee Schedule in the Code of Ordinances for current fees. Fees are due upfront with application.)
- ☐ Other relevant information, as determined necessary by staff (for example, if variance is for cut/fill/retaining wall, you may be requested to provide a drainage report)

Variance Process and Information

- City staff will prepare public notification letters and will provide you a public notice sign to place on the property. You will be notified when the public notice sign is available to be picked-up.
- If you want to see example variance applications, please see the Agenda page on the City website at <https://www.westlakehills.org/> to view the latest ZAPCO, Council and BOA packets
- All variance applications are first considered by the Zoning and Planning Commission (ZAPCO), which is an advisory commission only. Final action is then determined by either City Council or Board of Adjustment, depending on the type of variance being requested.
- Agenda packets are digital and posted on the website the Friday prior to the meeting by 5pm. Staff will send you a meeting reminder email after the agenda and packet are posted.
- Applicants or a designated representative are required to attend/speak at each public hearing; otherwise you will risk postponement or denial for no-show. Applicants should keep remarks brief and the typical time allotment is 5 minutes for ZAPCO and 5 – 10 minutes for City Council/BOA.
- Please note ZAPCO is an advisory commission only – final action must be taken by City Council or BOA, depending on the type of variance. If ZAPCO recommends denial, you can still move forward to City Council/BOA unless you decide to withdraw or postpone your variance request.
- If City Council/BOA denies your variance, you have to wait one year before you can reapply for the same variance.
- If approved by City Council/BOA, variances expire within one year of the approval date if a permit application has not been filed to perform the scope of work related to the variance.



VARIANCE APPLICATION

STAFF NOTES

For Completion by Staff Only

Date public notification letters mailed: _____

Date of ZAPCO Meeting: _____

ZAPCO Recommendation: _____

Date of City Council/BOA Meeting: _____

City Council/BOA

Action: _____

Notes:



SPECIAL POWER OF ATTORNEY FORM

KNOW ALL PERSONS BY THIS DOCUMENT that I, Douglas Jaffe, III
have made, constituted and appointed Jennifer Orr, Studio Balcones
to be my duly authorized representative in connection with an application dated _____,
to be heard by the Building Design Committee, Zoning & Planning Commission, and City
Council/Board of Adjustment of the City of West Lake Hills, Texas. All representations, whether
oral or written, made by the representative in support of the request have the full force and effect
of the applicant's approval. I do by this document constitute the above named representative as
my true and lawful attorney-in-fact to act in my name, place and stead, to do and perform any act
in connection with such application which I myself might perform or do if I was personally present.

Douglas Jaffe, III

Property Owner/Applicant Name


Property Owner/Applicant Signature

1405 Wildcat Hollow West Lake Hills Texas 78746

Street Address

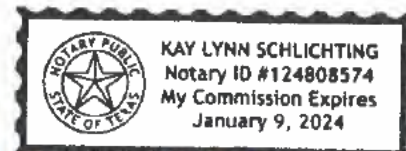
City

State

Zip Code

210.445.8533

Property Owner/Applicant Phone Number



This instrument was acknowledged before me on this the 27 day of April, 20 21.



Notary Public in and for the State of Texas



Studio Balcones

3908 Avenue B
Austin, TX 78751
512.383.8815
studiobalcones.com

July 21, 2021

Dear Madam Mayor and Members of the City Council,

This supplements our prior letter of March 12, 2021, a copy of which is attached. You will recall that our firm, Studio Balcones, was retained to return the Property to the grade shown on the December 2018 Landmark survey. In addition, we were asked to accomplish other goals of the City including preserving all existing trees and planting new mitigation trees and shrubs. The approved landscape Plan now includes roughly 470 caliper inches of native Texas trees and shrubs. In our prior letter, we explained why the approved Plan was the most effective method for so doing in the most expedient manner possible.

Since the plan was approved, we understand that the City has requested Mr. Jaffe to apply for supplemental variances pertaining to the approved Plan for the following things:

1. an existing 10-foot retaining wall at the top of the Property; and
2. a set of existing steel walls located along the lower portion of the Property and within the building setback.

First, the existing 10-foot retaining wall was addressed in the previously submitted and approved Plan and is part of the phased construction of terraces. As made clear previously, once complete, there will only be 5 feet of exposed wall with vegetative buffering. For all of the reasons explained previously, this retaining wall is critical to the approved Plan. Without it, a significant domino effect occurs, affecting the remaining property structures and grade.

Second, we understand that the steel walls located along the lower portion of the Property preexisted Mr. Jaffe's purchase of the property. They have been there from our inception of work on the property years ago and, at all times, were considered within our plans. You will note that these walls are shown and indicated on all of our plans and are critical to the approved Plan. Without these walls, the remaining planned property structures and grade be not be possible to complete and the dry creek will be functionally eviscerated.

Moreover, steel walls are the strongest option, and require less footing, something especially important on the steep grade. Also, as with the other steel walls in the approved Plan, they are to be completely covered by vegetation. Thus, the walls will not be visible on the plan is constructed.

Also, as you may be aware, I visited the property a couple weeks ago and did not observe the walls buckling or failing to retain soil. (see pictures below)

The rock work proposed in the dry creek bed on the South end of the property does, as designed, slightly creep over property lines and into adjacent properties. This proposal is to return the creek to its original flow line, and to properly stabilize and revegetate the disturbed slopes, and prevent further erosion. Permission from adjacent property owners will be required, of course, before crossing any property lines with what we propose. However, without the steel walls located along the lower portion of the Property, the approved Plan will be functionally moot.

We realize that the steel walls located along the lower portion of the Property are within the property setback. However, these walls must remain where they are to accomplish, as best as possible, the City's goal of transforming the existing condition of the Property to the grade shown on the December 2018 Landmark survey.

The approved Plan assumes the existence of (1) the existing 10-foot retaining wall at the top of the Property, and (2) the existing steel walls located along the lower portion of the Property. Without them, the approved Plan is thwarted. The result will functionally take the Plan back to its beginning phases. Thus, the time of construction will be extended, our ability to preserve existing walls and honor existing trees will be compromised, erosion will increase, and the natural drainage of the site will be compromised.

I have attached two photos to illustrate my points above.

If I can be of further assistance, please do not hesitate to let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Orr". The signature is fluid and cursive, with a large initial "J" and "O".

Jennifer Orr, PLA, ASLA
Founding Principal

Attachments:
March 12, 2021 letter
Property photos (2)





April 27, 2021

Robert Meisel, Chair
Westlake Hills Zoning and Planning Commission
911 Westlake Drive
Westlake Hills, Texas 78746

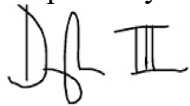
Re: Variance Requests
1405 Wildcat Hollow, West Lake Hills, Texas

Dear Mr. Meisel,

I am requesting variances for my property at 1405 Wildcat Hollow. The specific number and nature of the variances are in the attached plan set (by Studio Balcones) that was approved by the City Council on March 24, 2021.

Additionally, for purposes of this cover letter, I incorporate by reference the March 12, 2021 cover letter of Studio Balcones.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "DJ III". The signature is stylized with a large "D" and "J" and the Roman numeral "III" to the right.

M. Douglas Jaffe, III
1405 Wildcat Hollow
210.445.8533

Attachments

PLEASE LIST ALL VARINACES BEING APPLIED FOR
the numbered list matches the numbers listed on the 15-page combined set plan

1. 3' CONCRETE WALL, 10 LINEAR FT, FOR SOIL RETENTION OF FRONT YARD AND TO IMPROVE DRAINAGE.
2. 2.5' ROCK STACK WALLS, 130 LINEAR FT TOTAL, FINAL HEIGHTS PENDING SEPTIC RESOLUTION - NEEDED FOR DRAINAGE AND SOIL RETENTION.
3. 4' ROCK STACK STONE WALL, 46 LINEAR FT, TO PROTECT 2 LARGE OAKS.
4. 3' ROCK STACK WALL, 100 LINEAR FT, FINAL HEIGHTS PENDING SEPTIC RESOLUTION - NEEDED FOR DRAINAGE AND SOIL RETENTION.
5. 5' STEEL WALLS, 60 LINEAR FT TOTAL, TO RETAIN RAMP FOR MAINTENANCE ACCESS AND SUPPORT TERRACES FOR NEW TREES AND PLANTINGS.
6. 4' ROCK STACK WALL, 100 LINEAR FT, NEEDED FOR REDUCING HEIGHT OF OTHER WALLS UP SLOPE, AND RETAINING EXISTING GRADE AROUND LARGE OAK TREES.
7. 5' ROCK STACK WALLS, 260 LINEAR FT TOTAL, NEEDED FOR REDUCING HEIGHT OF OTHER WALLS UP SLOPE, AND STABILIZING DISTURBED SLOPES IN ORDER TO PROPERLY RE-VEGETATE.
8. SERIES OF 5' STEEL WALL TERRACES, 344 LINEAR FT TOTAL, TO STABILIZE DISTURBED SLOPE AND LOWER THE HEIGHT OF STEEL WALLS ALREADY IN PLACE THAT EXCEED 6' TALL.
9. 5' STEEL WALL TERRACES, 215 LINEAR FT TOTAL, TO STABILIZE DISTURBED GRADE AROUND EXISTING TREES TO BE PRESERVED AND TO CREATE SPACE FOR MORE TREES AND PLANTINGS TO BUFFER FROM STREET, AND ALLOW FOR DELIVERY AND SERVICE VEHICLES TO TEMPORARILY PULL OFF WILDCAT HOLLOW.
10. 5' CONCRETE WALLS, 82 LINEAR FT TOTAL, FOR STAIRCASE TO IMPROVE PEDESTRIAN CIRCULATION AND MAINTENANCE.
11. 3' STEEL WALL TERRACES, 148 LINEAR FT TOTAL, TO STABILIZE DISTURBED GRADE AROUND EXISTING TREES TO BE PRESERVED AND TO CREATE SPACE FOR MORE TREES AND PLANTINGS TO BUFFER FROM STREET.

NOTE: ALL AREAS WITH WALLS AS LISTED ABOVE SHALL BE FULLY PLANTED AND SCREENED FROM THE NEIGHBORING ROPERTY LINE AND STREET. REF. TO SHEET L-200 ATTACHED FOR PLANTING PLAN.

ANSWERS TO VARIANCE APPROVAL CRITERIA QUESTIONS

West Lake Hills City Code requires applicants to answer each of the following questions. The ZAPCO Commissioners, Board of Adjustment and City Council Members consider your answers to these questions when evaluating your application. *(Feel free to respond to these questions on a separate page or document.)*

(1) Describe in detail any special conditions you believe will result in unnecessary hardship to you if the terms of this ordinance are strictly or literally enforced.

Please see the March 12, 2021 letter of Studio Balcones, along with the 15-page combined set plan by Studio Balcones.

(2) Why do you think the natural terrain and existing flora will not be unreasonably disrupted or destroyed in the variance you are requesting is granted?

Please see the March 12, 2021 letter of Studio Balcones, along with the 15-page combined set plan by Studio Balcones.

(3) What other reasonable alternatives have you considered? Why won't these other options alleviate the difficulty or hardship that you think exists?

Please see the March 12, 2021 letter of Studio Balcones, along with the 15-page combined set plan by Studio Balcones.

(4) Why do you believe the variance you are requesting is the minimum required to alleviate the difficulty or hardship you think exists?

Please see the March 12, 2021 letter of Studio Balcones, along with the 15-page combined set plan by Studio Balcones.

(5) Why do you believe your variance does not violate the intent of the Zoning Ordinance or the goals of the City's Comprehensive Plan?

Please see the March 12, 2021 letter of Studio Balcones, along with the 15-page combined set plan by Studio Balcones.

(6) Why do you believe your variance will not adversely affect neighboring properties or interfere with the enjoyment of these properties by their owners?

Please see the March 12, 2021 letter of Studio Balcones, along with the 15-page combined set plan by Studio Balcones.

Property Address: 1405 Wildcat Hollow



SPECIAL POWER OF ATTORNEY FORM

KNOW ALL PERSONS BY THIS DOCUMENT that I, Douglas Jaffe, III
have made, constituted and appointed Jennifer Orr, Studio Balcones
to be my duly authorized representative in connection with an application dated _____,
to be heard by the Building Design Committee, Zoning & Planning Commission, and City
Council/Board of Adjustment of the City of West Lake Hills, Texas. All representations, whether
oral or written, made by the representative in support of the request have the full force and effect
of the applicant's approval. I do by this document constitute the above named representative as
my true and lawful attorney-in-fact to act in my name, place and stead, to do and perform any act
in connection with such application which I myself might perform or do if I was personally present.

Douglas Jaffe, III

Property Owner/Applicant Name


Property Owner/Applicant Signature

1405 Wildcat Hollow West Lake Hills Texas 78746

Street Address

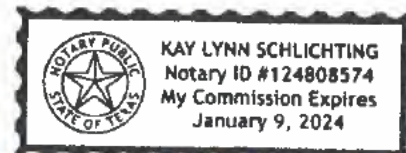
City

State

Zip Code

210.445.8533

Property Owner/Applicant Phone Number



This instrument was acknowledged before me on this the 27 day of April, 20 21.



Notary Public in and for the State of Texas



Studio Balcones

3908 Avenue B
Austin, TX 78751
512.383.8815
studiobalcones.com

March 12, 2021

Dear Madam Mayor and Members of the City Council,

Studio Balcones was retained to return the Property to the grade shown on the December 2018 Landmark survey. Using best practices, we aim to do this in the most expedient manner possible, while preserving all existing trees and revegetating the site by planting roughly 470 caliper inches of trees and shrubs all native to Texas.

Studio Balcones recognizes and acknowledges that transforming the existing condition of the Property to the grade shown on the December 2018 Landmark survey will be difficult, and in some instances, impossible. However, our plan is designed to accomplish that, and other goals, to the greatest extent possible.

Given the existing conditions on the Property, our plan is both the (a) most expedient, and (b) least invasive way to design the landscape to secure the following goals:

1. Return the grade of the Property, as best as possible, to the grade shown on the December 2018 Landmark survey, while simultaneously protecting and preserving all existing trees (including the few heritage oaks that remain);
2. Complete this landscaping and grading project as quickly as possible;
3. Enable the planting of roughly 470 caliper inches of trees and shrubs native to Texas;
4. Disturb (and loosen) as little soil as possible;
5. Ensure that the landscape design encourages long term sustainability of existing and proposed vegetation;
6. Protect the existing dry creek beds on the North and South edges of the Property so that existing water flow and drainage (for both the Property and the neighborhood) is not disturbed; and
7. Maximize the visual and sight-line goals of the City by fully vegetating all walls as seen from the street and neighboring properties. (See plan pages L-200 through L-204).

As to (a), we understand that the City and some of its residents are concerned about the length of time that landscaping and work on the property is taking. As we understand it, our plans follow a

settlement agreement between the City and Mr. Jaffe to eliminate endless cycles of litigation and legal processes and bring more certainty in terms of product and timeline to the process.

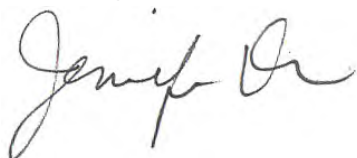
As to (b)(5), the rock work that we propose in the dry creek beds on the North and South edges of the property does, as designed, slightly creep over property lines and into adjacent properties. Work previously completed on the slope to the south and near the creek resulted in dirt encroaching onto the neighbor's property to the south. The plans show some work being done across that property line in order to return the creek to its original flow line, properly stabilize and revegetate the disturbed slopes, and prevent further erosion. We can and will seek permission from adjacent property owners before crossing any property lines with what we propose. If permission is granted, our design does not call for "walls" of any kind to be built in the creek. Rather, the rocks shown on our plans will be stacked one to two high to help slow and direct water flow in order to preserve the existing drainage patterns of the dry creek beds.

We realize that many of our proposed walls are within the property setbacks and, in some instances, near property lines. However, this design is necessary to accomplish, as best as possible, the City's goal of transforming the existing condition of the Property to the grade shown on the December 2018 Landmark survey while preserving existing trees and enabling the planting of future trees. If these walls we propose within the setbacks are made shorter (e.g., 2 feet instead of 4 feet, etc.), preserving existing trees becomes much more difficult and making the room needed to plant future trees is made much more difficult. In addition, the height of these walls is needed to minimize future erosion on the Property that could lead to disturbing existing drainage patterns.

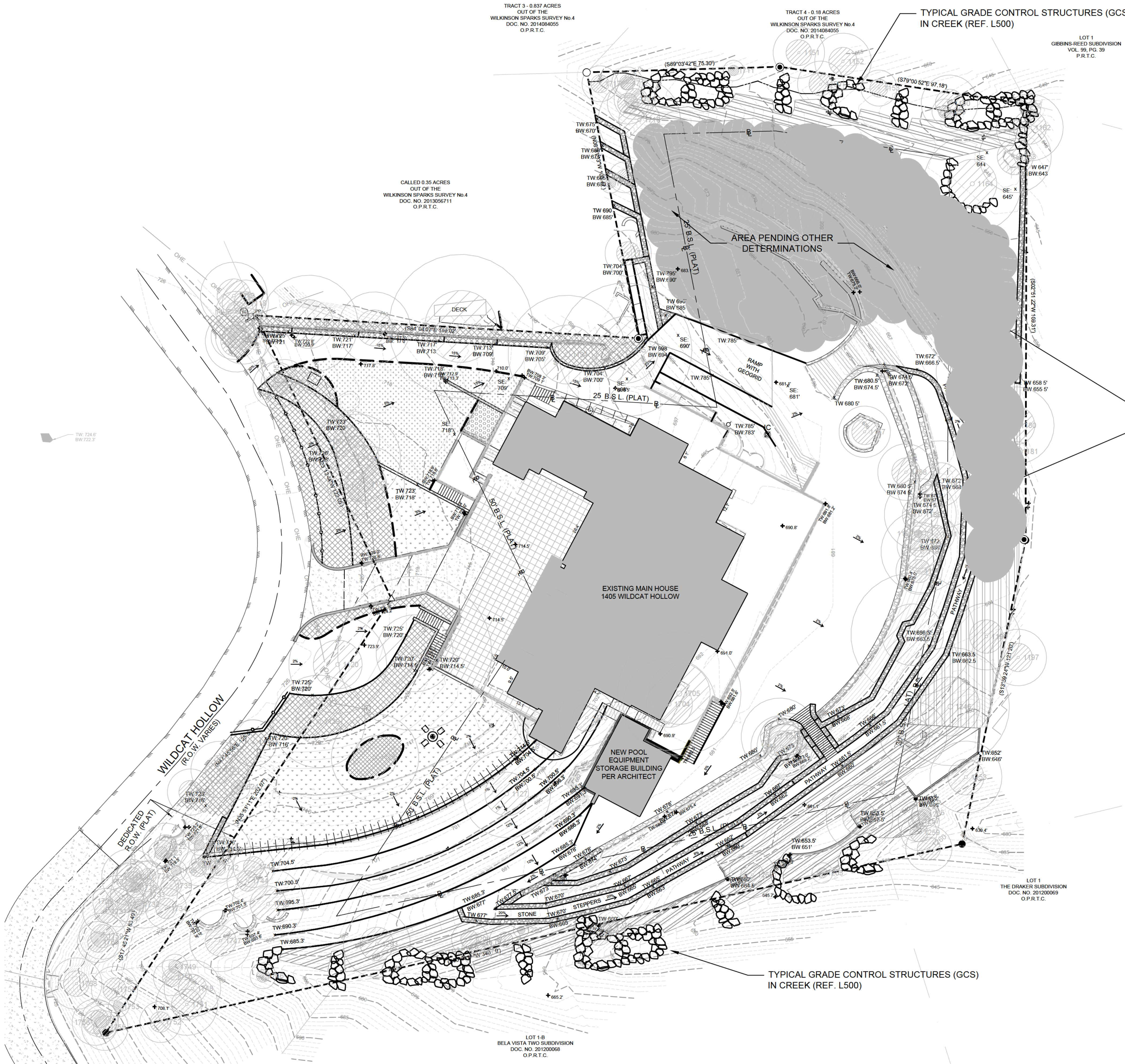
It is, in theory, possible for us to design plans that include no retaining walls or other structures within the setbacks. However, if the approved plan includes no walls within the setbacks, we will be unable to restore the grade to approximate the December 2018 Landmark survey and we would also need to tear down all existing walls and essentially, start from scratch. Starting from scratch would significantly increase the Project timeline, would lead to substantially more soil erosion/soil instability, and most would harm or possibly kill most of the existing trees left on the Property. (including the few remaining heritage oak trees).

In summary, our plan minimizes time of construction while working with existing walls, honoring existing trees, honoring the existing dry creek beds and natural site drainage patterns, minimizing erosion and soil loss, and working to comprehensively revegetate the site with roughly 470 caliper inches of trees and shrubs native to Texas.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Orr". The signature is fluid and cursive, with a large initial "J" and "O".

Jennifer Orr, PLA, ASLA
Founding Principal



- LEGEND
- LAWN
 - GEOGRID LAWN
 - GEOGRID GRAVEL
 - GRAVEL
 - PLANTING BED
 - EROSION CONTROL COIR LOG W/ STAKES
 - BUILDING SETBACK

- LIMESTONES STACK WALLS
- STEPPING STONES
- STEEL EDGE
- STEEL WALL
- SCREEN FENCE WITH VINES
- GLASS RAILING
- EXISTING WALLS PRE 2018
- STEEL WALL
- ROCK STACK WALL
- CONCRETE WALL

NOTE: FOR VEGETATIVE SCREENING AND PLANTING PLAN REFER TO SHEET L-200 ATTACHED

PROPOSED SEPTIC FIELD
SUBJECT TO SEPTIC
ENGINEER AND CITY
APPROVAL

1 SITE PLAN
SCALE = 1/20

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ISSUED SETS:	
Description	Date Issued
2020 Litigation Settlement Plan	1.6.21

Project No. 1912

PLAN

L-001

NOTES: (REFER TO SHEET L-001 PLAN FOR LOCATION):

1.

(1) 3' CONCRETE WALL, 10 LINEAR FT, FOR SOIL RETENTION OF FRONT YARD AND TO IMPROVE DRAINAGE.
2.

(2) 5' ROCK STACK WALLS, 130 LINEAR FT TOTAL, FINAL HEIGHTS PENDING SEPTIC RESOLUTION - NEEDED FOR DRAINAGE AND SOIL RETENTION.
3.

(3) 4' ROCK STACK STONE WALL, 46 LINEAR FT, TO PROTECT 2 LARGE OAKS.
4.

(4) 3' ROCK STACK WALL, 100 LINEAR FT, FINAL HEIGHTS PENDING SEPTIC RESOLUTION - NEEDED FOR DRAINAGE AND SOIL RETENTION.
5.

(5) 5' STEEL WALLS, 60 LINEAR FT TOTAL, TO RETAIN RAMP FOR MAINTENANCE ACCESS AND SUPPORT TERRACES FOR NEW TREES AND PLANTINGS.
6.

(6) 4' ROCK STACK WALL, 100 LINEAR FT, NEEDED FOR REDUCING HEIGHT OF OTHER WALLS UP SLOPE, AND RETAINING EXISTING GRADE AROUND LARGE OAK TREES.
7.

(7) 5' ROCK STACK WALLS, 260 LINEAR FT TOTAL, NEEDED FOR REDUCING HEIGHT OF OTHER WALLS UP SLOPE, AND STABILIZING DISTURBED SLOPES IN ORDER TO PROPERLY RE-VEGETATE.
8.

(8) SERIES OF 5' STEEL WALL TERRACES, 344 LINEAR FT TOTAL, TO STABILIZE DISTURBED SLOPE AND LOWER THE HEIGHT OF STEEL WALLS ALREADY IN PLACE THAT EXCEED 6' TALL.
9.

(9) 5' STEEL WALL TERRACES, 215 LINEAR FT TOTAL, TO STABILIZE DISTURBED GRADE AROUND EXISTING TREES TO BE PRESERVED AND TO CREATE SPACE FOR MORE TREES AND PLANTINGS TO BUFFER FROM STREET, AND ALLOW FOR DELIVERY AND SERVICE VEHICLES TO TEMPORARILY PULL OFF WILDCAT HOLLOW.
10.

(10) 5' CONCRETE WALLS, 82 LINEAR FT TOTAL, FOR STAIRCASE TO IMPROVE PEDESTRIAN CIRCULATION AND MAINTENANCE.
11.

(11) 3' STEEL WALL TERRACES, 148 LINEAR FT TOTAL, TO STABILIZE DISTURBED GRADE AROUND EXISTING TREES TO BE PRESERVED AND TO CREATE SPACE FOR MORE TREES AND PLANTINGS TO BUFFER FROM STREET.

NOTE: ALL AREAS WITH WALLS AS LISTED ABOVE SHALL BE FULLY PLANTED AND SCREENED FROM THE NEIGHBORING ROPERTY LINE AND STREET. REF. TO SHEET L-200 ATTACHED FOR PLANTING PLAN.

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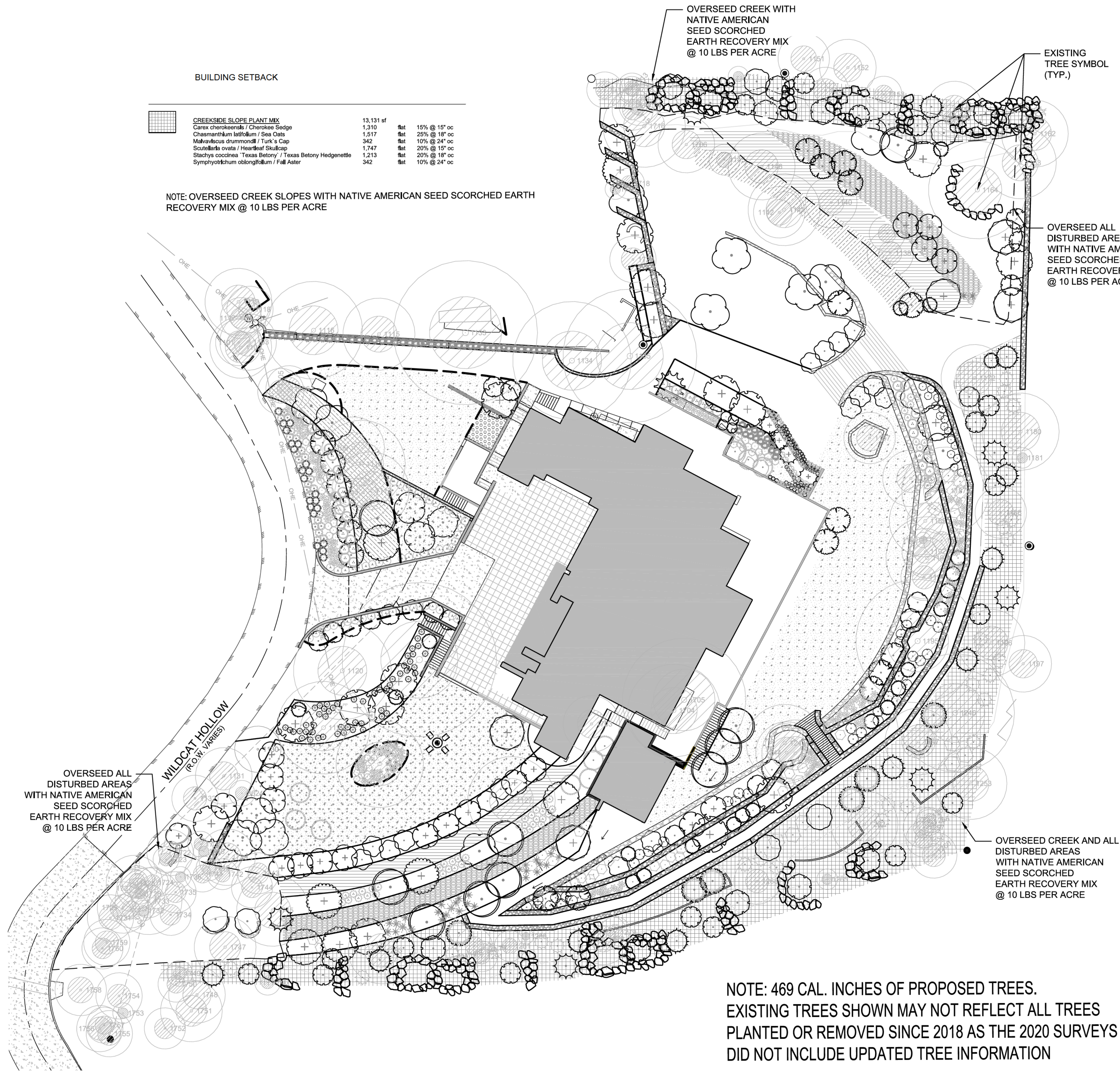
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Project No. 1912

NOTES
L-002

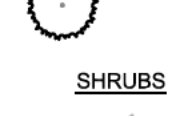
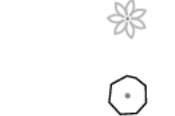
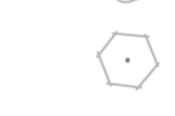
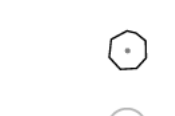
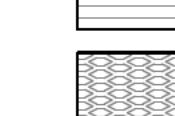
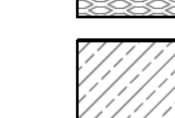
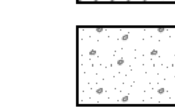


BUILDING SETBACK

CREEKSIDE SLOPE PLANT MIX				13,131 sf
Carex cherokeensis / Cherokee Sedge	1,310	flat	15% @ 15" oc	
Chasmanthium latifolium / Sea Oats	1,517	flat	25% @ 18" oc	
Malvaviscus drummondii / Turk's Cap	342	flat	10% @ 24" oc	
Scutellaria ovata / Heartleaf Skullcap	1,747	flat	20% @ 15" oc	
Stachys coccinea / Texas Betony / Texas Betony Hedge-nettle	1,213	flat	20% @ 18" oc	
Symphoricarum oblongifolium / Fall Aster	342	flat	10% @ 24" oc	

NOTE: OVERSEED CREEK SLOPES WITH NATIVE AMERICAN SEED SCORCHED EARTH RECOVERY MIX @ 10 LBS PER ACRE

PLANT SCHEDULE

TREES	CODE	QTY	BOTANICAL / COMMON NAME	CONT	
	AF2	6	Acacia farnesiana / Sweet Acacia	2" cal.	
	BL	10	Bauhinia lunarioides / Anacacho Orchid Tree	3" Cal	
	CC	20	Cercis canadensis mexicana / Mexican Redbud	3" Cal	
	CL3	4	Chilopsis linearis / Desert Willow	3" cal. min.	
	DT2	20	Diospyros texana / Texas Persimmon smaller sized trees to be planted in creek zone	1" cal	
	FT	5	Fraxinus texensis / Texas Ash	3" cal.	
	ID	16	Ilex decidua / Possumhaw Holly	3" cal.	
	IV	19	Ilex vomitoria / Yaupon Holly	3" Cal	
	OM2	2	Olea europaea 'Manzanillo' / Manzanillo Olive	3" Cal	
	OM3	1	Olea europaea / Olive Multi-Trunk	Existing	
	PD2	1	Parkinsonia x 'Desert Museum' (thornless) / Desert Museum Palo Verde (thornless)	3" Cal	
	PM	19	Prunus mexicana / Mexican Plum	3" cal.	
	PM2	11	Platanus mexicana / Mexican Sycamore smaller sized trees to be planted in creek zone	1" cal	
	QM	4	Quercus muhlenbergii / Chinquapin Oak	3" cal. min.	
	QM2	13	Quercus polymorpha 'Monterey' / Monterey Oak	3" cal. min.	
	QR	10	Quercus texana / Texas Red Oak	3" cal. min.	
	QT	10	Quercus texana / Texas Red Oak smaller sized trees to be planted in creek zone	1" cal	
	QV	14	Quercus virginiana / Southern Live Oak	3" cal. min.	
	QV2	7	Quercus virginiana / Southern Live Oak smaller sized trees to be planted in creek zone	1" cal	
	UC	8	Ulmus crassifolia / Cedar Elm	3" Cal	
	UC2	7	Ulmus crassifolia / Cedar Elm smaller sized trees to be planted in creek zone	1" cal	
	US	22	Ungnadia speciosa / Mexican Buckeye	2" cal.	
SHRUBS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	AH2	115	Ageratina havanensis / White Mistflower	3 gal	36" o.c.
	AT	16	Antiscanthus quadrifidus 'Tangerine' / Flame Acanthus	3 gal	36" o.c.
	BA	58	Buxus / Boxwood	Existing	36" o.c.
	CB	27	Callicarpa americana / American Beautyberry smaller sized plants to be planted in creek zone	5 gal	72" o.c.
	MB2	35	Malvaviscus drummondii 'Big Mama' / 'Big Mama' Turk's Cap	3 gal	48" o.c.
	MP	10	Malvaviscus arboreus var. drummondii 'Pam Puryear' / Pam's Pink Turkscap	1 gal	30" o.c.
	PH	4	Piper auritum / Hoja Santa	1 gal	48" o.c.
	PL	9	Polliomntha longiflora / Mexican Oregano	1 gal	30" o.c.
	RL	41	Rhus lanceolata / Prairie Sumac	5 gal	72" o.c.
	SA	23	Salvia greggii 'Alba' / Autumn Sage	3 gal	36" o.c.
	SL3	29	Salvia leucantha / Mexican Bush Sage	3 gal	36" o.c.
GRASSES	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	BB	30	Bouteloua gracilis 'Blonde Ambition' / Blue Grama	1 gal	18" o.c.
	CL	57	Chasmanthium latifolium / Sea Oats	1 gal	30" o.c.
	MC	21	Muhlenbergia capillaris / Gulf Muhly	1 gal	36" o.c.
	ML	41	Muhlenbergia lindheimeri / Big Muhly	3 gal	48" o.c.
	PD	59	Panicum virgatum 'Dallas Blues' TM / Dallas Blues Switch Grass	2 gal	36" o.c.
PERENNIALS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	CG	22	Conoclinium greggii 'Boothill' TM / Gregg's Mistflower	1 gal	18" o.c.
	PN	15	Phyla nodiflora / Frogfruit	4" flat	18" o.c.
	SC	16	Santolina chamaecyparissus / Santolina	1 gal	18" o.c.
	SO2	32	Symphoricarum oblongifolium / Fall Aster	4" pot	18" o.c.
	WH	11	Wedelia hispida / Zexmenia	1 gal	18" o.c.
SUCCULENTS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	HP	50	Hesperaloe parviflora / Red Yucca	5 gal	36" o.c.
	OP	31	Opuntia / Prickly Pear	2 gal	36" o.c.
GROUND COVERS	CODE	QTY	BOTANICAL / COMMON NAME	CONT	SPACING
	CD2	1,138	Carex divulsa / Berkeley Sedge	flat	12" o.c.
	MC2	615	Muhlenbergia capillaris / Pink Muhly Grass	1 gal	24" o.c.
	PV	360	Panicum virgatum / Switch Grass	1 gal	30" o.c.
	SL	643	Schizachyrium scoparium / Little Bluestem	1 gal	15" o.c.
	ZP	11,966 sf	Zoysia x 'Pallades' / Palisades Zoysia	sod	

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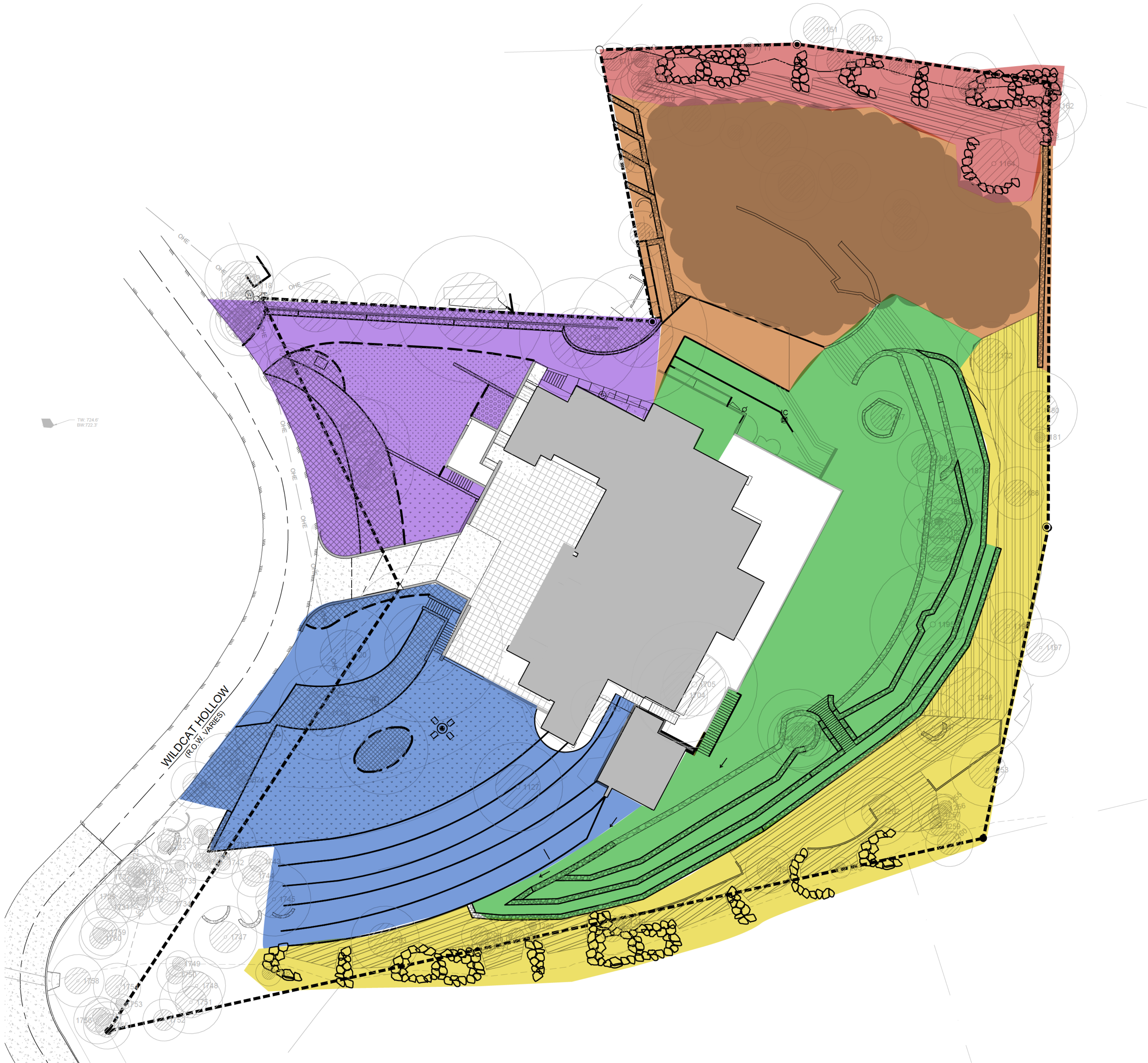
ISSUED SETS:

Description	Date Issued
2020 Litigation Settlement Plan	1.6.21

Project No. 1912

PLANTING
PLAN

L-200



LEGEND

- PHASE 1 North Creek Phase - 1 month
- PHASE 2 East / South creek phase - 2 months
- PHASE 3 House backyard - 2 Months
- PHASE 4 South frontyard - 3 Months
- PHASE 5 North frontyard - 2 Months

- PHASE 7 Septic field phase -
Until further information is known about the septic field design and requirements, we do not know when this phase will occur. We DO know it will permitted separately and will be permias soon as we know enough to design and permit.

1 PHASING PLAN DIAGRAM
SCALE = 1:20

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PHASING PLAN
DIAGRAM

L-400

Technical drawing of a stone wall cross-section. The wall is constructed from salvaged fieldstones with dimensions that vary. The stones are laid in courses, with a bond stone used for tight fitting and compaction. The wall has a batter of 2 inches for every 1 foot of height. The base of the wall is finished with a 6-inch minimum layer of washed crushed gravel. The finish grade is indicated by a dashed line. The drawing includes labels for 'EIGHT VARES' (likely a typo for 'EIGHT VARS'), 'BOND STONE', 'FINISH GRADE; MATERIALS VARY', and '6" MIN. WASHED CRUSHED GRAVEL'.

Labels and dimensions in the drawing:

- ±12"
- EIGHT VARES
- 1'
- BOND STONE
- FINISH GRADE; MATERIALS VARY
- 6" MIN. WASHED CRUSHED GRAVEL

Text on the right side of the drawing:

- SALVAGED FIELDSTONE, DIMENSIONS VARY.
- FIT STONES TIGHTLY. BACKFILL AND COMPACT WITH EACH COURSE.
- BATTER 2" FOR EVERY 1' OF HEIGHT.

1 ROCK WALL DETAILS
SCALE = 3/4" = 1'-0"

Diagram illustrating the components and dimensions of a pile cap cross-section:

- MILD STEEL PLATE
- $\frac{1}{2}$ to $\frac{3}{4}$ inch
- 2 X 2 X $\frac{1}{8}$ STEEL ANGLE CONTINUOUS STIFFENER
- 2X2 STEEL TUBE @ 24" O.C.
- CONCRETE SPOT FOOTING

3 STEEL WALL DETAILS
SCALE = 1" = 1'-0"

6 RAIN BOWLS IN CREEK
NOT TO SCALE



9-15-07

One Rock Dam

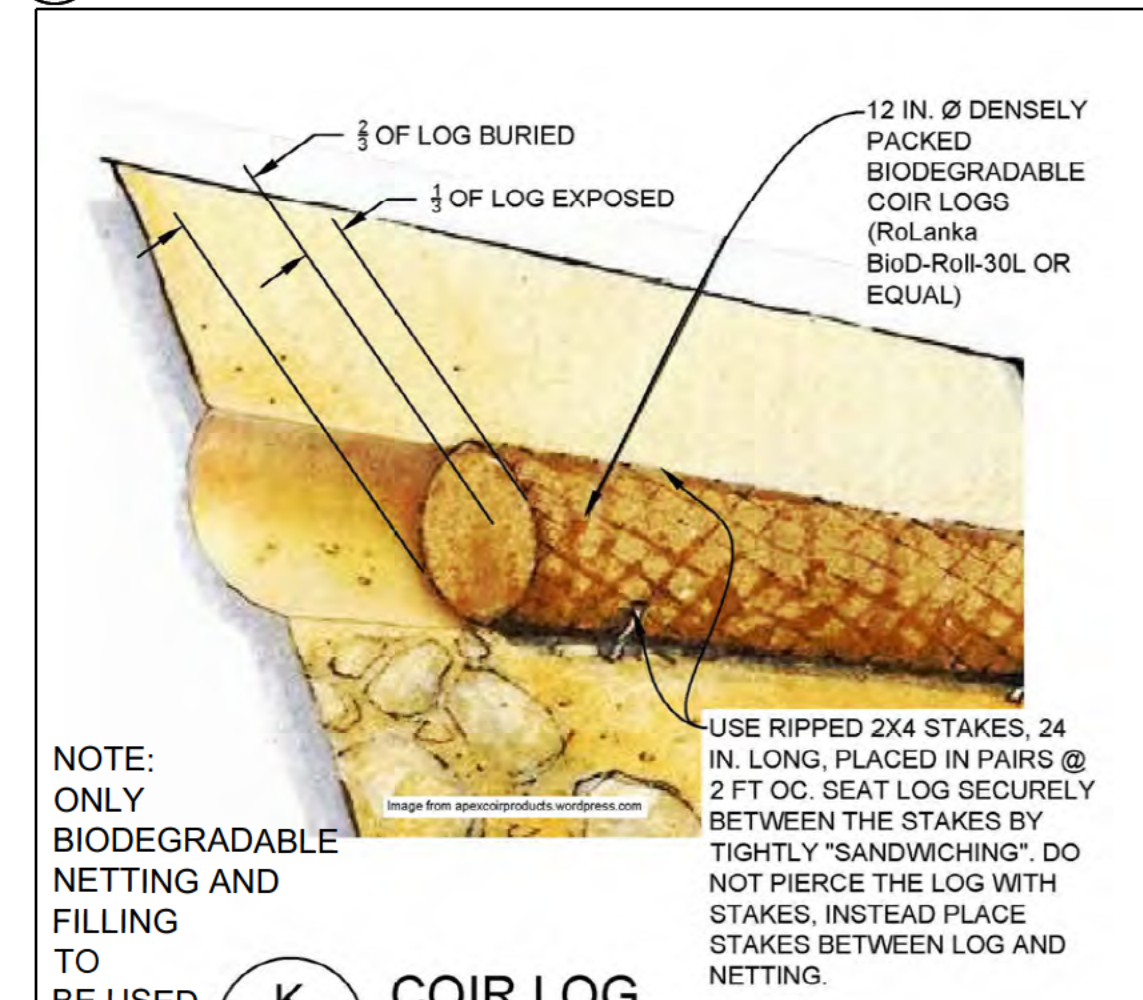
2", COURSE OF #57
PEA GRAVEL W/
GEOGRID

LANDSCAPE FILTER
FABRIC

2" COMPACTED SUB
GRADE

The diagram shows a cross-section of a landscape filter fabric installation. At the bottom is a layer of compacted subgrade, represented by horizontal lines. Above this is a layer of landscape filter fabric, shown as a grid of vertical and horizontal lines. On top of the filter fabric is a 2-inch course of #57 pea gravel with a geogrid. The geogrid is represented by a grid of vertical and horizontal lines within the gravel layer. Arrows point from the text labels to their respective layers in the diagram.

2 GRAVEL WITH GEOGRID
SCALE = 1-1/2" = 1'-0"



NOTE:
ONLY
BIODEGRADABLE
NETTING AND
FILLING
TO BE USED


Image from apacresources.worldgreen.com

**USE TIPPLE SANDS: 24"
IN LONG, PLACED IN PAIRS @
2 FT OC. SEAT LOG SECURELY
BETWEEN THE STAKES BY
TIGHTLY "SANDWICHING". DO
NOT PIERCE THE LOG WITH
STAKES. INSTEAD PLACE
STAKES BETWEEN LOGS AND
NETTING.**

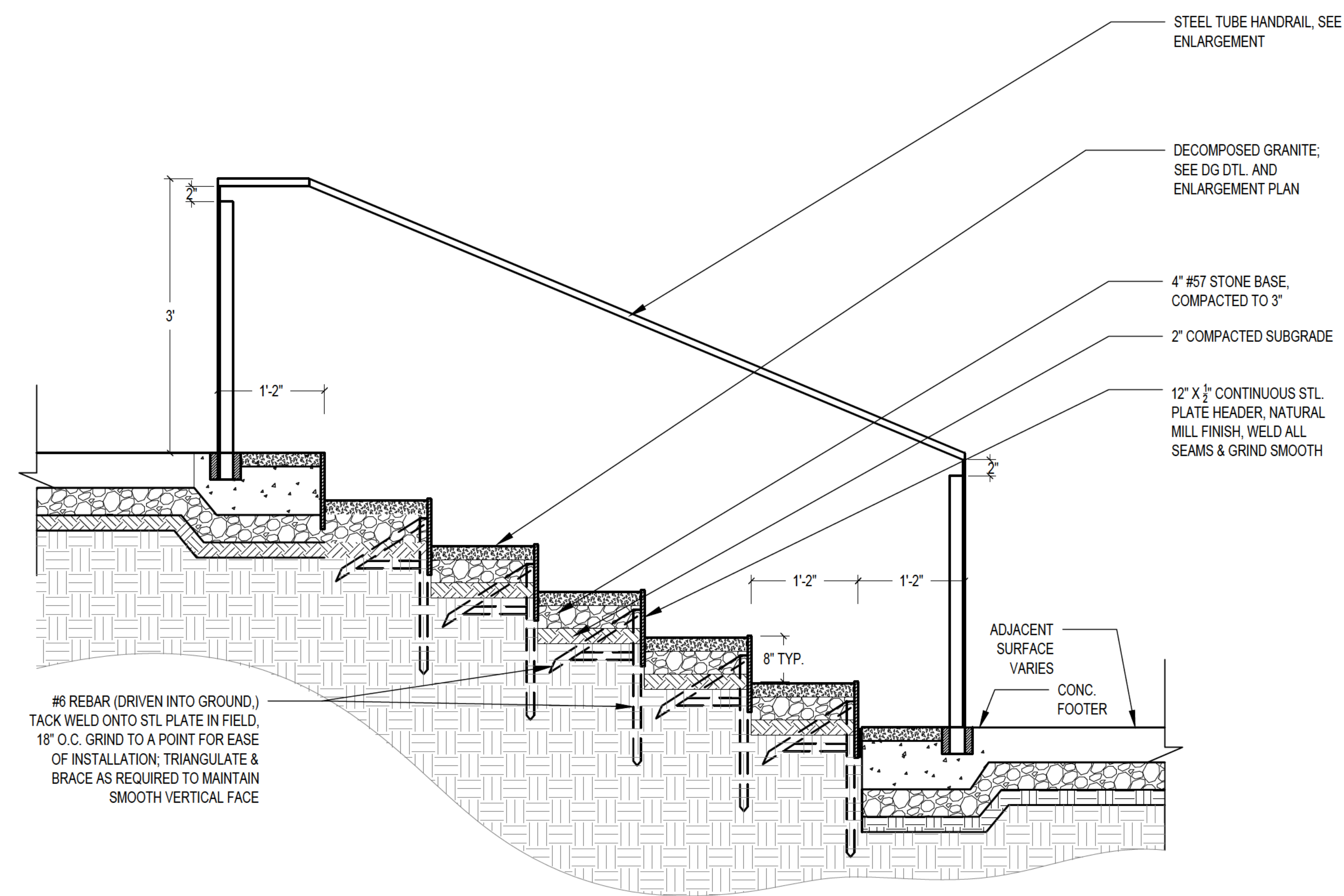
COIR LOG

4 COIR LOG SLOPE STABILIZATION
NOT TO SCALE

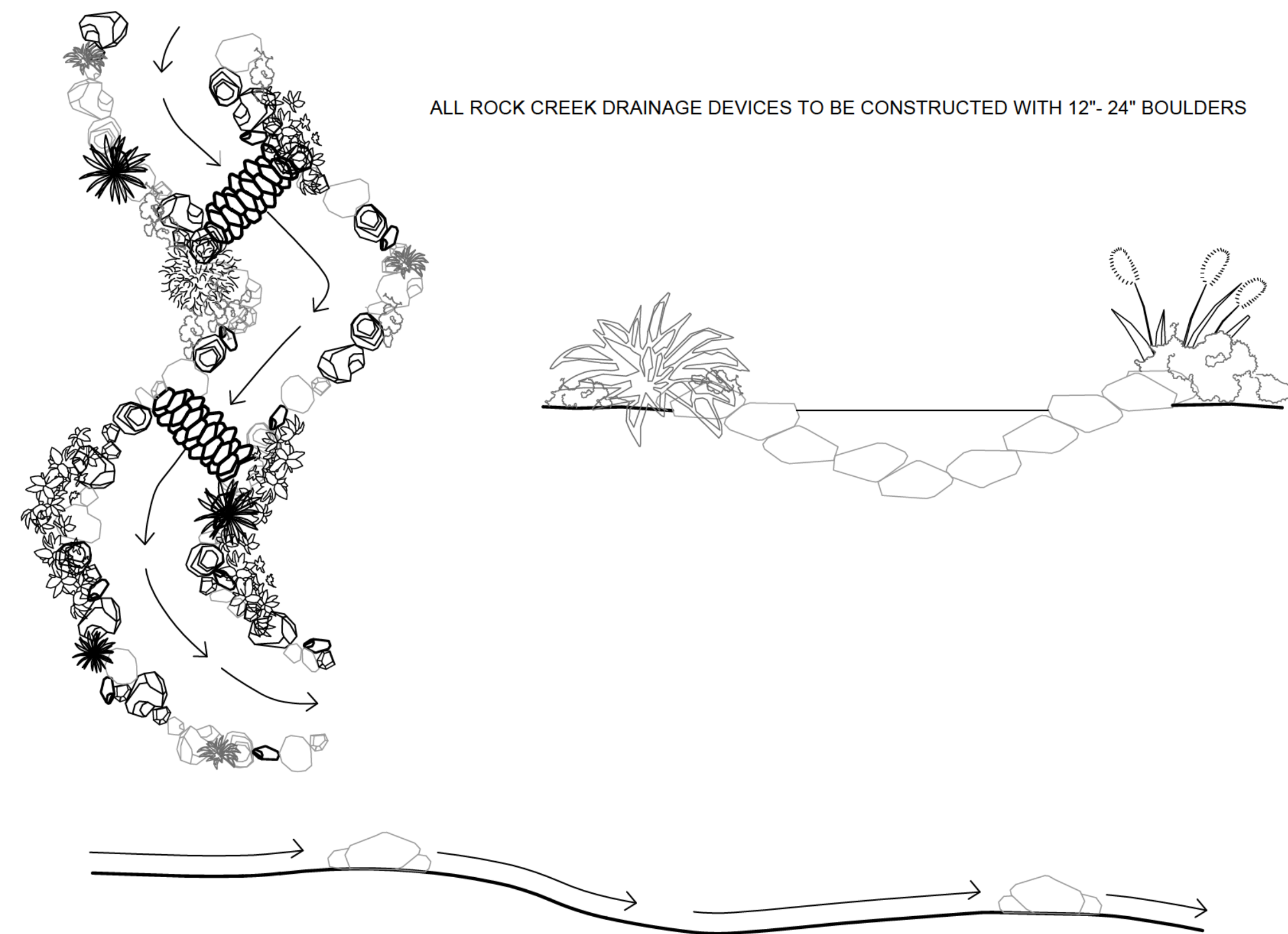
7 ROCK VANES IN CREEK
NOT TO SCALE

ALL ROCK CREEK DRAINAGE DEVICES TO BE CONSTRUCTED WITH 12"- 24" BOULDERS

7 ROCK VANES IN CREEK
NOT TO SCALE



5 STEEL STAIR DETAIL
SCALE = 1" = 1'-0"



7 ONE ROCK DAM
NOT TO SCALE

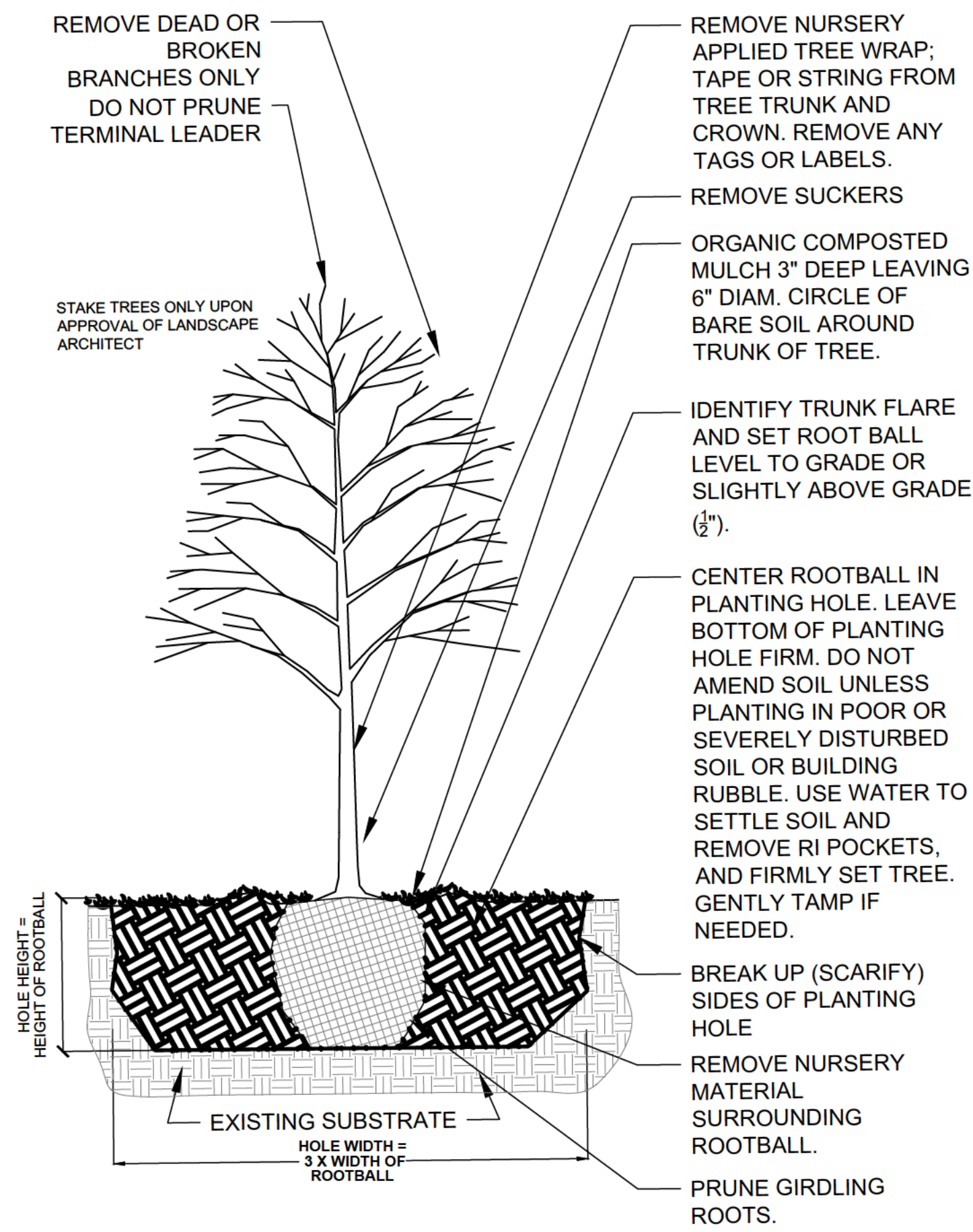
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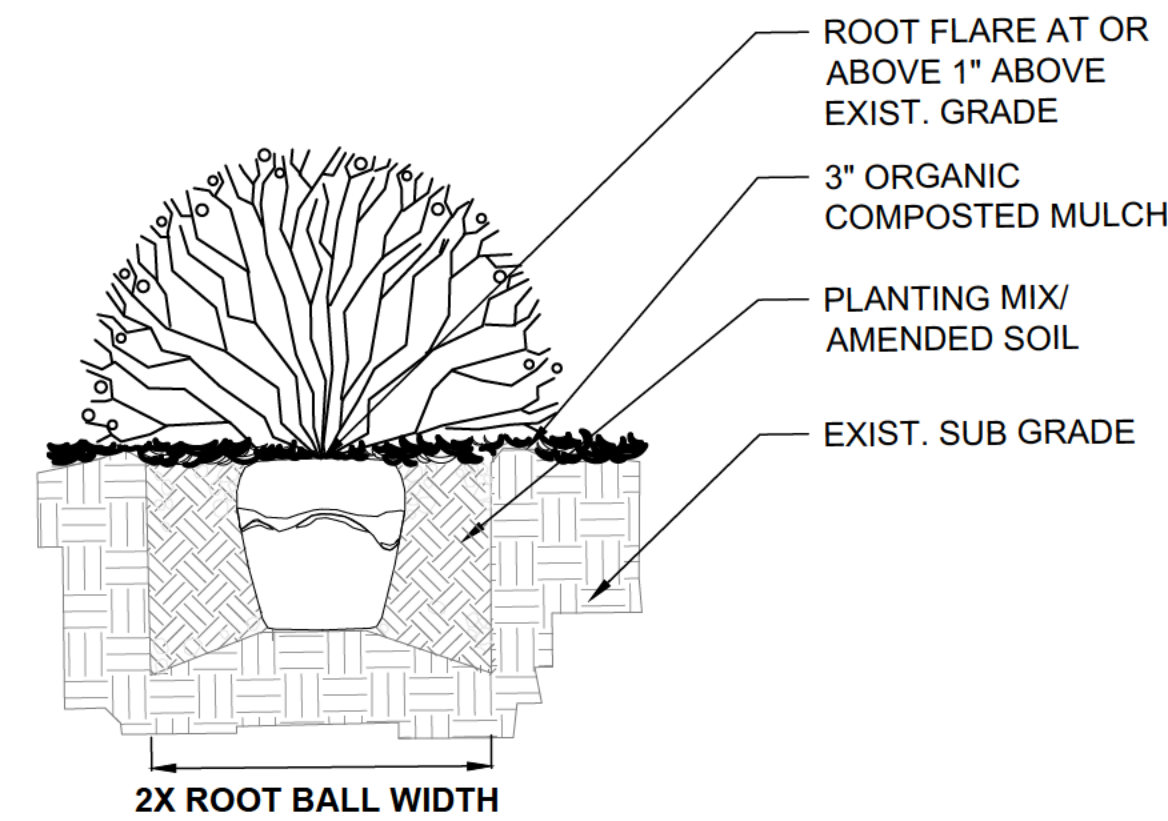
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LANDSCAPE
DETAILS
L-500



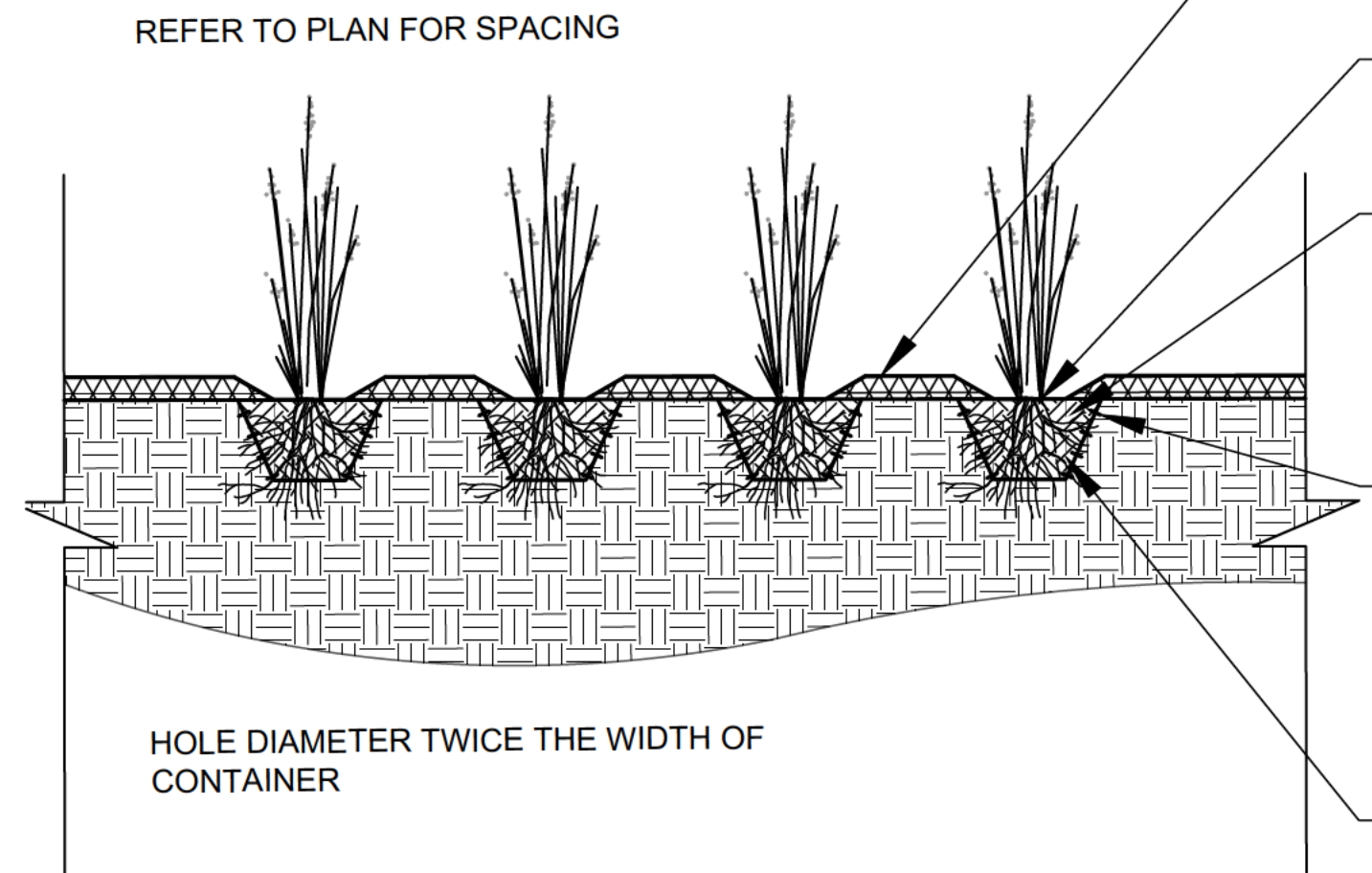
1 TYPICAL TREE PLANTING DETAIL
SCALE = 1/2" = 1'-0"

- SHRUB PLANTING NOTES**
1. ALL PLANT MATERIAL SHALL BE IN ACCORDANCE WITH THE AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60 1-2204).
 2. CLEANLY PRUNE ALL ROOT ENDS. DO NOT ALLOW ROOTS TO DRY OUT DURING INSTALLATION PROCESS. SOAK ROOTS OVERNIGHT BEFORE PLANTING.
 3. IF B&B, REMOVE ALL TWINE, ROPE, AND BURLAP FROM TOP HALF OF ROOTBALL. COMPLETELY REMOVE ALL WIRE. IF CONTAINER, REMOVE PLANT FROM CONTAINER AND GENTLY COMB OUT ROOTS.
 4. DO NOT HEAVILY PRUNE SHRUB AT PLANTING. ONLY PRUNE BROKEN OR DEAD BRANCHES.
 5. INSTALL SHRUBS SIMULTANEOUSLY WITH INSTALLATION OF PLANTING SOIL MIX. DO NOT CREATE PLANTING PITS.
 6. WATER THOROUGHLY FOLLOWING PLANTING.

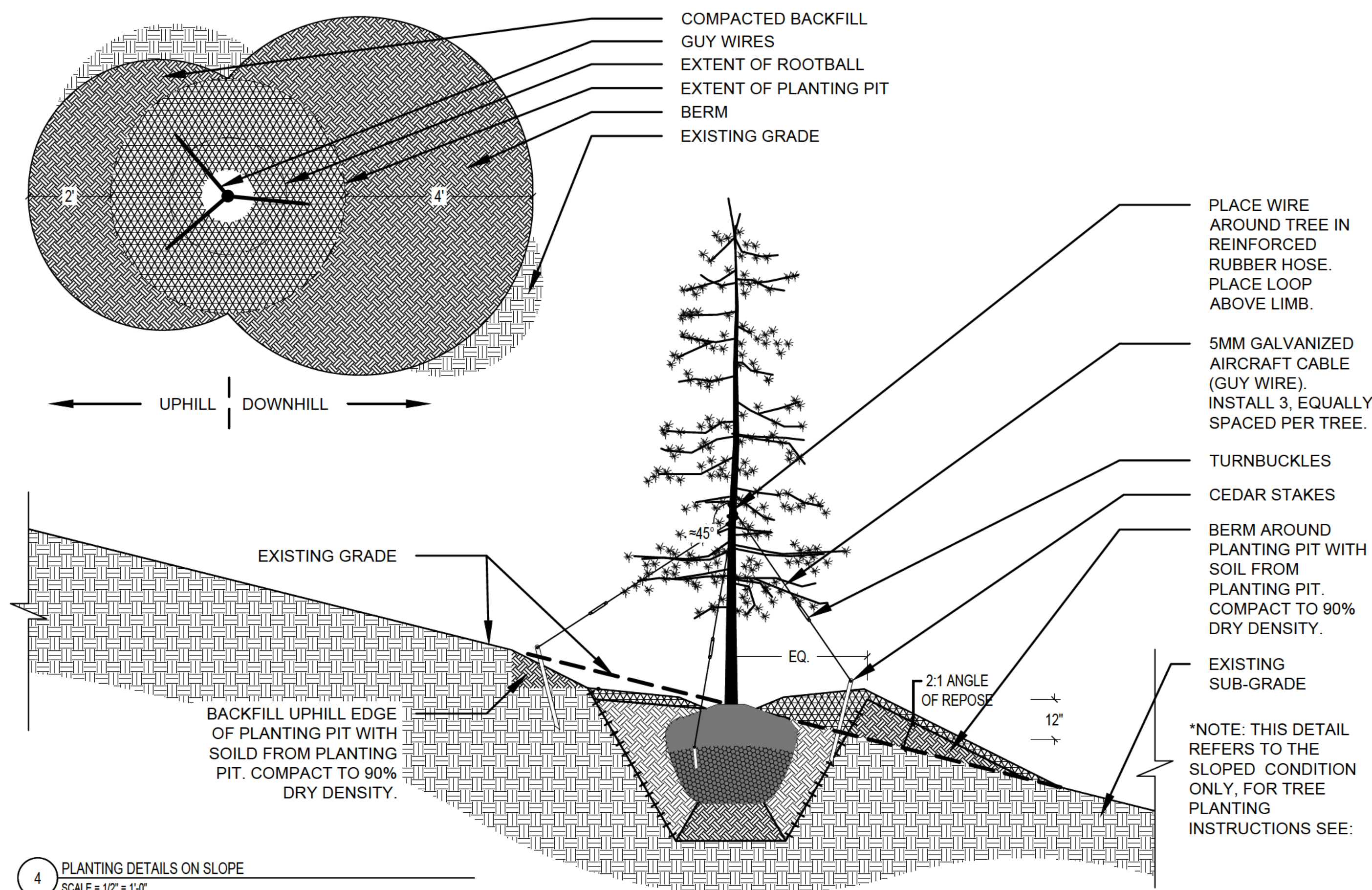


2 TYPICAL SHRUB PLANTING DETAIL
SCALE = 3/4" = 1'-0"

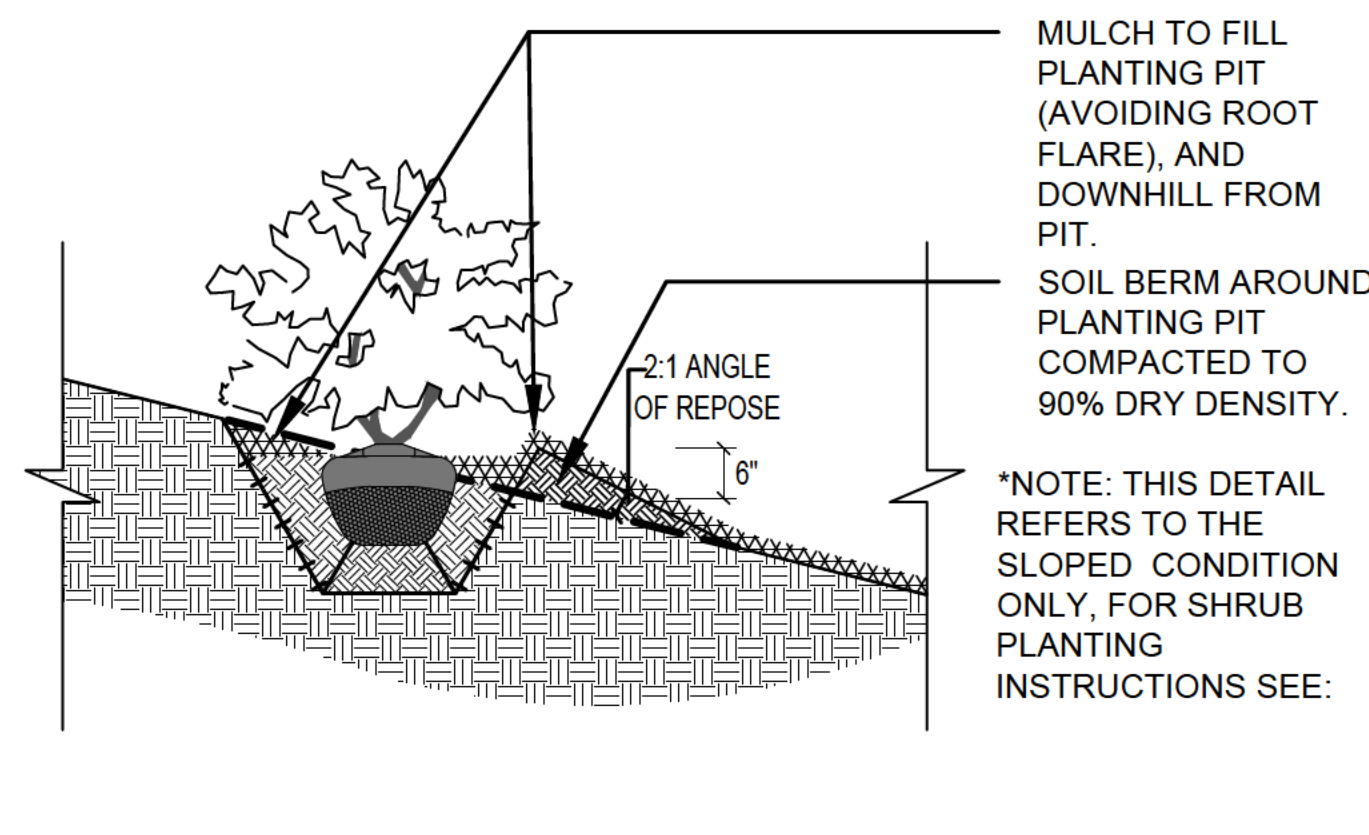
- GRASS PLANTING NOTES**
1. DO NOT ALLOW ROOTS TO DRY OUT DURING INSTALLATION PROCESS. SOAK ROOTS OVERNIGHT BEFORE PLANTING.
 2. INSTALL PLANTS SIMULTANEOUSLY WITH INSTALLATION OF PLANTING SOIL MIX. DO NOT CREATE PLANTING PITS.
 3. WATER THOROUGHLY FOLLOWING PLANTING.



3 TYPICAL GRASS PLANTING DETAIL
SCALE = 3/4" = 1'-0"



4 PLANTING DETAILS ON SLOPE
SCALE = 1/2" = 1'-0"



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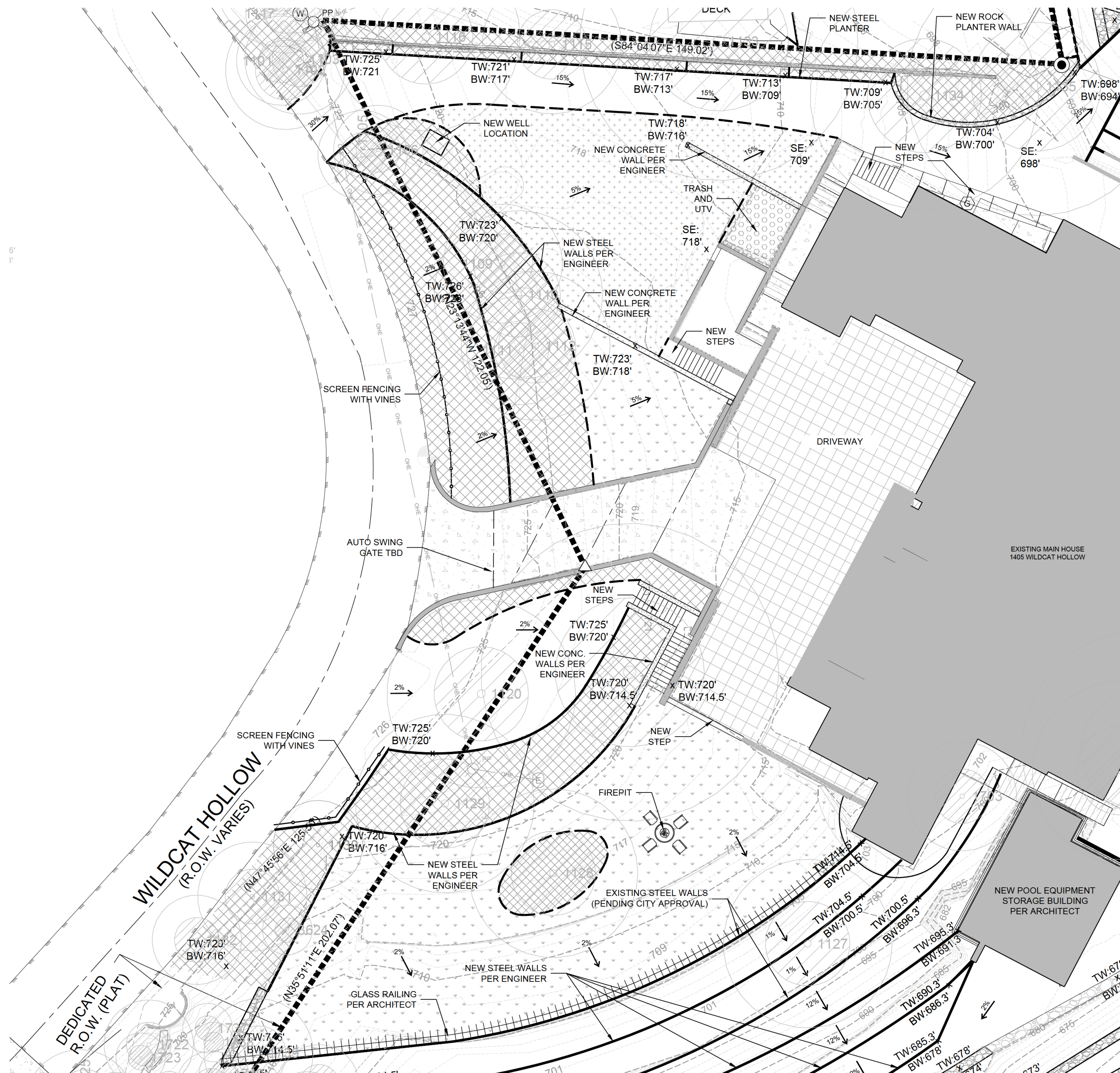
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Project No. 1912

PLANTING
DETAILS
L-501



LEGEND

- | | | | |
|--|---------------------------------------|--|----------------------------|
| | LAWN | | LIMESTONES STACK WALLS |
| | GEOGRID LAWN | | STEPPING STONES |
| | GEOGRID GRAVEL | | STEEL EDGE |
| | GRAVEL | | STEEL WALL |
| | PLANTING BED | | SCREEN FENCE WITH VINES |
| | EROSION CONTROL
COIR LOG W/ STAKES | | GLASS RAILING |
| | | | EXISTING WALLS
PRE 2018 |

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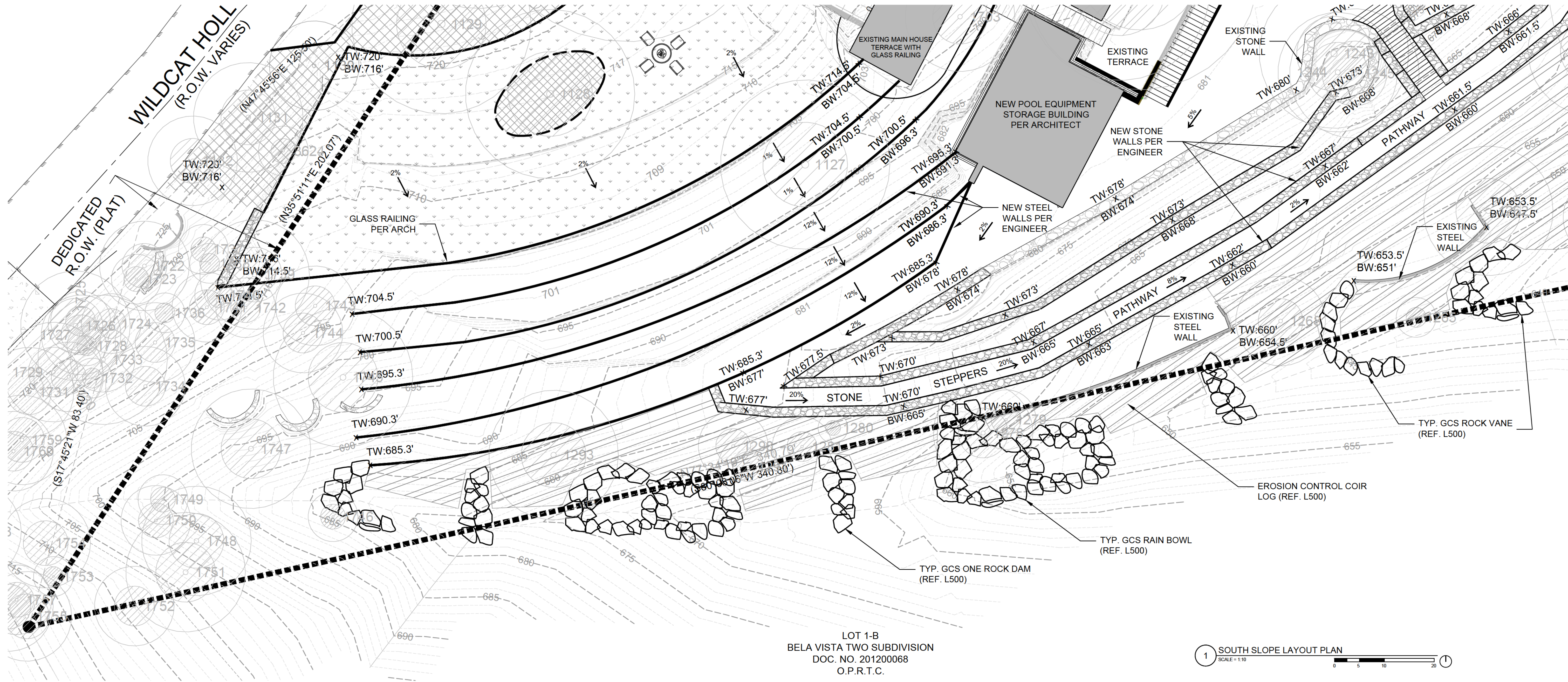
ISSUED SETS:

<u>Description</u>	<u>Date Issued</u>
<u>2020 Litigation</u>	
<u>Settlement Plan</u>	1.6.21

Project No. 1912

FRONT YARD LAYOUT PLAN

L-101



- LEGEND
- LAWN
 - GEOGRID LAWN
 - GEOGRID GRAVEL
 - GRAVEL
 - PLANTING BED
 - EROSION CONTROL COIR LOG W/ STAKES
 - LIMESTONES STACK WALLS
 - STEPPING STONES
 - STEEL EDGE
 - STEEL WALL
 - SCREEN FENCE WITH VINES
 - GLASS RAILING
 - EXISTING WALLS PRE 2018

NOT FOR
CONSTRUCTION

1405 WILDCAT HOLLOW,
WEST LAKE HILLS, TX 78746

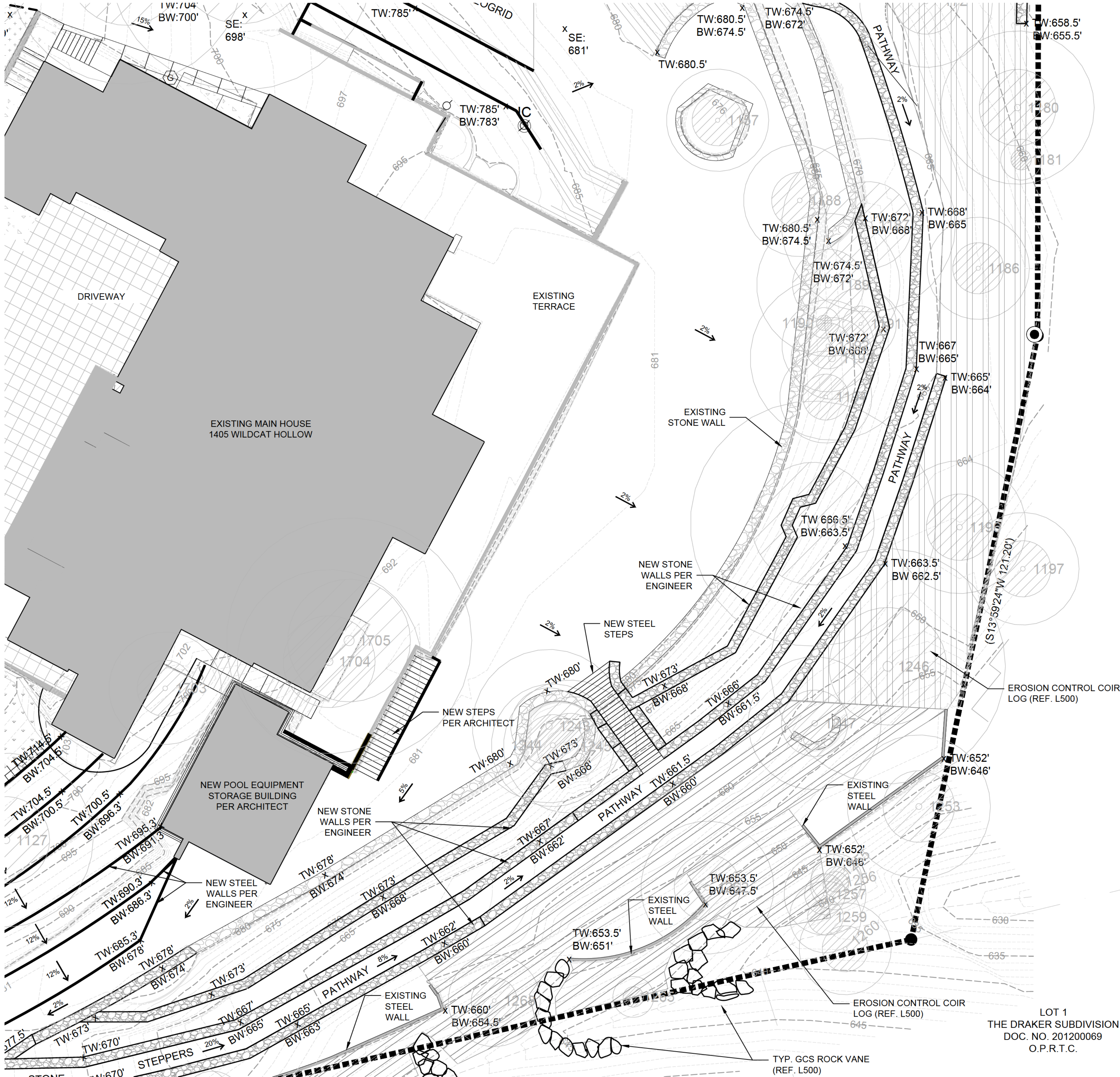
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2020 Litigation Settlement Plan	1.6.21

Project No. 1912

SOUTH SLOPE
LAYOUT PLAN
L-102



LEGEND

LAWN

GEOGRID LAWN

GEOGRID GRAVEL

GRAVEL

PLANTING BED

EROSION CONTROL
COIR LOG W/ STAKES

LIMESTONES STACK WALLS

STEPPING STONES

STEEL EDGE

STEEL WALL

SCREEN FENCE WITH VINES

GLASS RAILING

EXISTING WALLS
PRE 2018

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Project No. 1912

EAST SLOPE
LAYOUT PLAN

L-103

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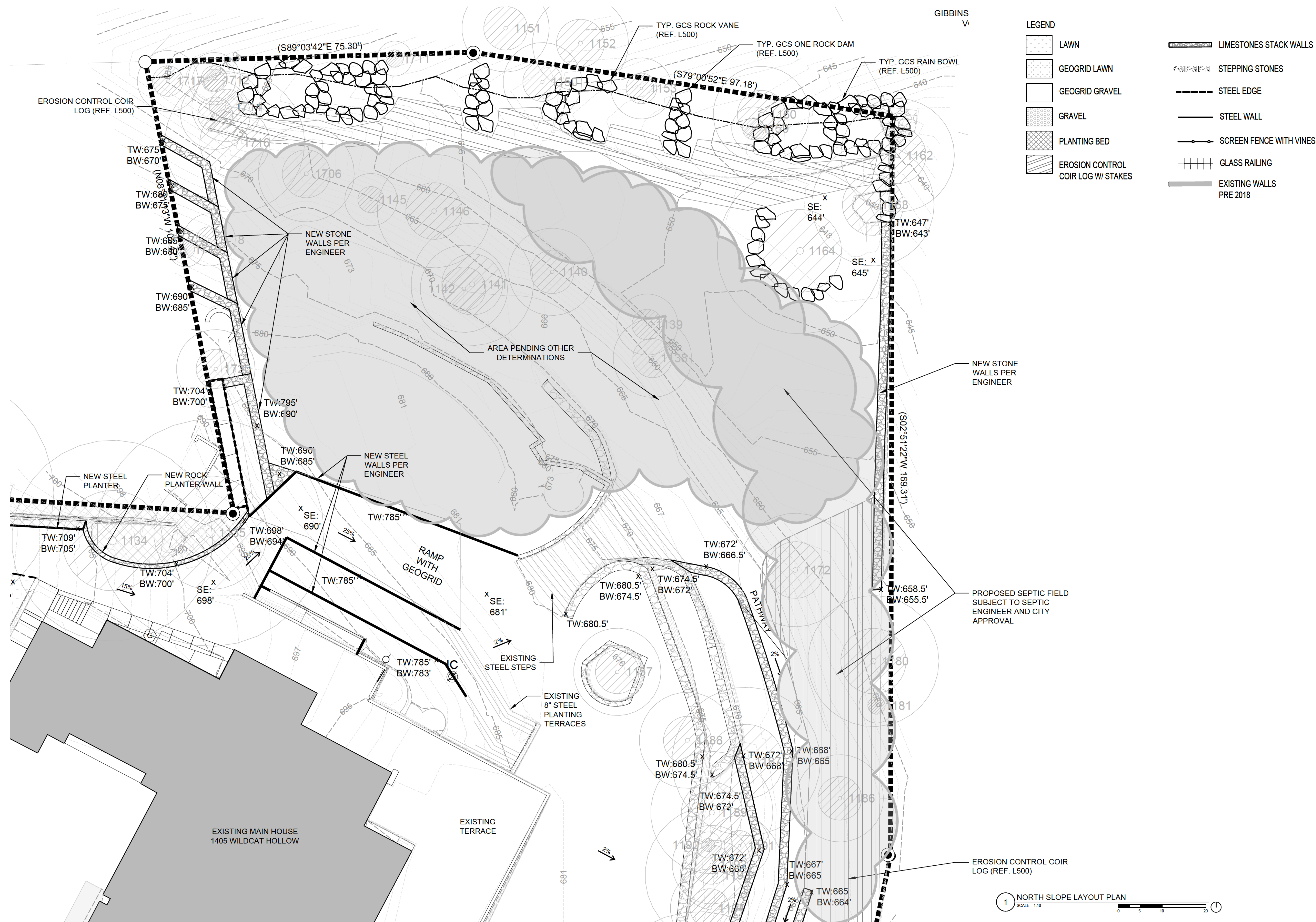
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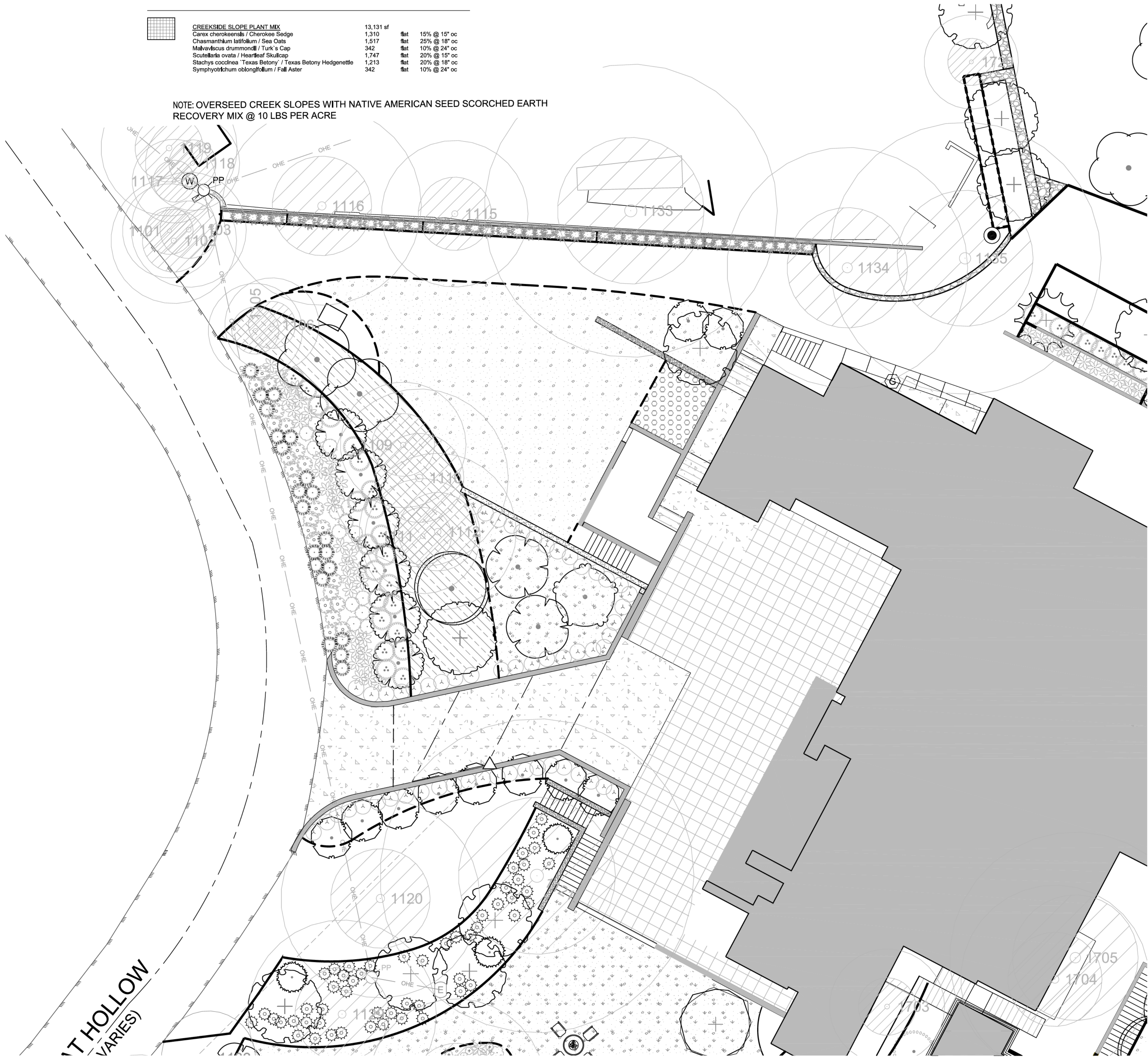
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<u>Description</u>	<u>Date Issued</u>
2020 Litigation Settlement Plan	1.6.21

Project No. 1912

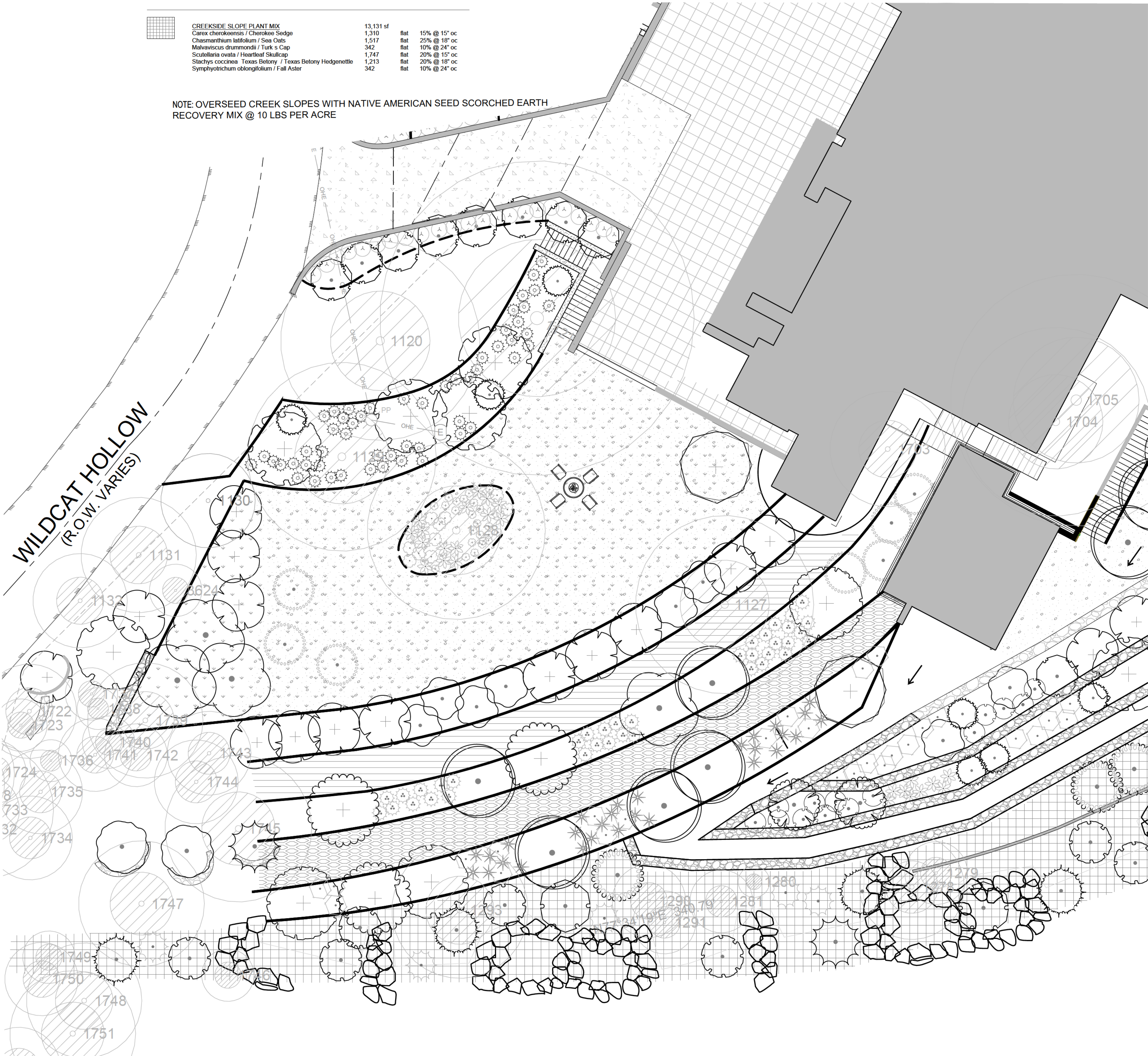
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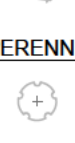
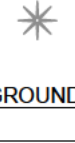
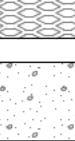
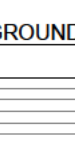
PLANT SCHEDULE FRONTYARD					
TREES	CODE	QTY	BOTANICAL / COMMON NAME	CONT	
	IV	10	Ilex vomitoria / Yaupon Holly	3" Cal	
	OM2	2	Olea europaea 'Manzanillo' / Manzanillo Olive	3" Cal	
	OM3	1	Olea europaea / Olive Multi-Trunk	Existing	
	PM	6	Prunus mexicana / Mexican Plum	3" cal.	
	QM2	5	Quercus polymorpha 'Monterey' / Monterey Oak	3" cal. min.	
	QR	1	Quercus texana / Texas Red Oak	3" cal. min.	
	QV	2	Quercus virginiana / Southern Live Oak	3" cal. min.	
	UC	1	Ulmus crassifolia / Cedar Elm	3" Cal	
	US	3	Ungnadia speciosa / Mexican Buckeye	2" cal.	
SHRUBS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	AH2	34	Ageratina havanensis / White Mistflower	3 gal	36" o.c.
	BA	58	Buxus / Boxwood	Existing	36" o.c.
	SA	23	Salvia greggii 'Alba' / Autumn Sage	3 gal	36" o.c.
	SL3	15	Salvia leucantha / Mexican Bush Sage	3 gal	36" o.c.
GRASSES	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	CL	54	Chasmanthium latifolium / Sea Oats	1 gal	30" o.c.
	MC	21	Muhlenbergia capillaris / Gulf Muhly	1 gal	36" o.c.
	ML	22	Muhlenbergia lindheimeri / Big Muhly	3 gal	48" o.c.
	PD	44	Panicum virgatum 'Dallas Blues' TM / Dallas Blues Switch Grass	2 gal	36" o.c.
GROUND COVERS	CODE	QTY	BOTANICAL / COMMON NAME	CONT	SPACING
	CD2	1,138	Carex divulsa / Berkeley Sedge	flat	12" o.c.
	ZP	2,588 sf	Zoysia x 'Pallades' / Pallades Zoysia	sod	

ISSUED SETS:	
Description	Date Issued
2020 Litigation Settlement Plan	1.6.21



NOTE: OVERSEED CREEK SLOPES WITH NATIVE AMERICAN SEED SCORCHED EARTH RECOVERY MIX @ 10 LBS PER ACRE

PLANT SCHEDULE SOUTHSIDE

TREES	CODE	QTY	BOTANICAL / COMMON NAME	CONT	
	AF2	3	Acacia farnesiana / Sweet Acacia	2" cal.	
	BL	7	Bauhinia lunarioides / Anacacho Orchid Tree	3" Cal	
	CC	15	Cercis canadensis mexicana / Mexican Redbud	3" Cal	
	DT2	7	Diospyros texana / Texas Persimmon smaller sized trees to be planted in creek zone	1" cal	
	FT	2	Fraxinus texensis / Texas Ash	3" cal.	
	D	8	Ilex decidua / Possumhaw Holly	3" cal.	
	IV	1	Ilex vomitoria / Yaupon Holly	3" Cal	
	PM	2	Prunus mexicana / Mexican Plum	3" cal.	
	PM2	3	Platanus mexicana / Mexican Sycamore smaller sized trees to be planted in creek zone	1" cal	
	QM	3	Quercus muehlenbergii / Chinkapin Oak	3" cal. min.	
	QM2	3	Quercus polymorpha Monterey / Monterey Oak	3" cal. min.	
	QR	5	Quercus texana / Texas Red Oak	3" cal. min.	
	QT	4	Quercus texana / Texas Red Oak smaller sized trees to be planted in creek zone	1" cal	
	QV	4	Quercus virginiana / Southern Live Oak	3" cal. min.	
	QV2	2	Quercus virginiana / Southern Live Oak smaller sized trees to be planted in creek zone	1" cal	
	UC	2	Ulmus crassifolia / Cedar Elm	3" Cal	
	UC2	2	Ulmus crassifolia / Cedar Elm smaller sized trees to be planted in creek zone	1" cal	
	US	4	Ungnadia speciosa / Mexican Buckeye	2" cal.	
SHRUBS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	AH2	24	Ageratina havanensis / White Mistflower	3 gal	36" o.c.
	CB	5	Callicarpa americana / American Beautyberry smaller sized plants to be planted in creek zone	5 gal	72" o.c.
	MB2	14	Malvaviscus drummondii Big Mama / Big Mama Turk s Cap	3 gal	48" o.c.
	MP	10	Malvaviscus arboreus var. drummondii Pam Purple / Pam s Pink Turkscap	1 gal	30" o.c.
	RL	27	Rhus lanceolata / Prairie Sumac	5 gal	72" o.c.
PERENNIALS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	SO2	24	Symphyotrichum oblongifolium / Fall Aster	4" pot	18" o.c.
SUCCULENTS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	HP	37	Hesperaloe parviflora / Red Yucca	5 gal	36" o.c.
	OP	29	Opuntia / Prickly Pear	2 gal	36" o.c.
GROUND COVERS	CODE	QTY	BOTANICAL / COMMON NAME	CONT	SPACING
	MC2	251	Muhlenbergia capillaris / Pink Muhly Grass	1 gal	24" o.c.
	PV	175	Panicum virgatum / Switch Grass	1 gal	30" o.c.
	ZP	4,003 sf	Zoysia x Palisades / Palisades Zoysia	sod	

CREEKSIDE SLOPE PLANT MIX

13,131 sf		
1,310	flat	15% @ 15" oc
1,517	flat	25% @ 18" oc
342	flat	10% @ 24" oc
1,747	flat	20% @ 15" oc
1,213	flat	20% @ 18" oc
342	flat	10% @ 24" oc

Carex cherokeensis / Cherokee Sedge
Chasmanthum latifolium / Sea Oats
Malvaviscus drummondii / Turk s Cap
Scutellaria ovata / Heartleaf Skullcap
Stachys coccinea Texas Betony / Texas Betony Hedge-nettle
Symphotrichum oblongifolium / Fall Aster

NOTE: OVERSEED CREEK SLOPES WITH NATIVE AMERICAN SEED SCORCHED EARTH RECOVERY MIX @ 10 LBS PER ACRE

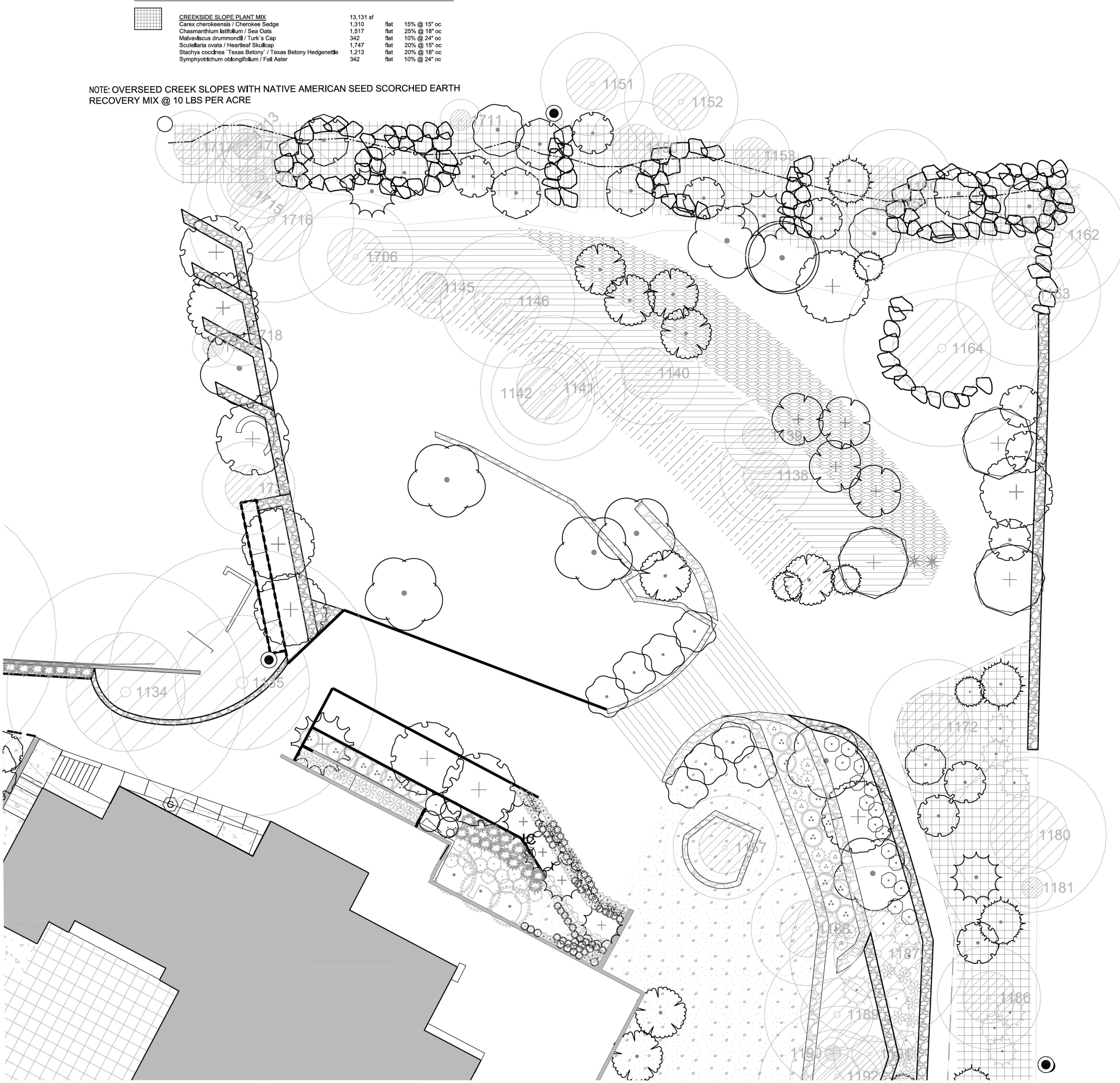
The plan shows a creek flowing from the top right towards the bottom left. To the left of the creek are two building footprints. The landscape is populated with various plant symbols, including trees (circles with internal patterns), shrubs (cloud-like shapes), and groundcover (small dots). Elevation points are marked with numbers: 1180, 1181, 1186, 1187, 1188, 1189, 1190, 1192, 1195, 1196, 1197, 1246, 1253, 1256, 1257, 1259, 1260, 1262, 1263, 1265, 1266, 1279, 1280, 1703, 1704, 1705, 1706, 1707, 1708, 1709, 1710, 1711, 1712, 1713, 1714, 1715, 1716, 1717, 1718, 1719, 1720, 1721, 1722, 1723, 1724, 1725, 1726, 1727, 1728, 1729, 1730, 1731, 1732, 1733, 1734, 1735, 1736, 1737, 1738, 1739, 1740, 1741, 1742, 1743, 1744, 1745, 1746, 1747, 1748, 1749, 1750, 1751, 1752, 1753, 1754, 1755, 1756, 1757, 1758, 1759, 1760, 1761, 1762, 1763, 1764, 1765, 1766, 1767, 1768, 1769, 1770, 1771, 1772, 1773, 1774, 1775, 1776, 1777, 1778, 1779, 1780, 1781, 1782, 1783, 1784, 1785, 1786, 1787, 1788, 1789, 1790, 1791, 1792, 1793, 1794, 1795, 1796, 1797, 1798, 1799, 1800. A legend in the top left corner defines the plant mix for different areas. A note specifies that creek slopes should be overseeded with a Native American seed scorched earth recovery mix at 10 lbs per acre. The plan also includes a north arrow and a scale bar.

1 EAST SLOPE PLANTING PLAN
SCALE = 1:10



<u>TREES</u>	<u>CODE</u>	<u>QTY</u>	<u>BOTANICAL / COMMON NAME</u>	<u>CONT</u>
	AF2	3	Acacia farnesiana / Sweet Acacia	2" cal.
	CC	1	Cercis canadensis mexicana / Mexican Redbud	3" Cal
	DT2	4	Diospyros texana / Texas Persimmon smaller sized trees to be planted in creek zone	1" cal
	IV	4	Ilex vomitoria / Yaupon Holly	3" Cal
	PM	5	Prunus mexicana / Mexican Plum	3" cal.
	PM2	2	Platanus mexicana / Mexican Sycamore smaller sized trees to be planted in creek zone	1" cal
	QM2	1	Quercus polymorpha / Monterey / Monterey Oak	3" cal. min.
	QR	3	Quercus texana / Texas Red Oak	3" cal. min.
	QT	4	Quercus texana / Texas Red Oak smaller sized trees to be planted in creek zone	1" cal
	QV	1	Quercus virginiana / Southern Live Oak	3" cal. min.
	QV2	3	Quercus virginiana / Southern Live Oak smaller sized trees to be planted in creek zone	1" cal
	UC2	2	Ulmus crassifolia / Cedar Elm smaller sized trees to be planted in creek zone	1" cal
	US	11	Ungnadia speciosa / Mexican Buckeye	2" cal.
<u>SHRUBS</u>	<u>CODE</u>	<u>QTY</u>	<u>BOTANICAL / COMMON NAME</u>	<u>SIZE</u> <u>SPAC NG</u>
	AH2	46	Ageratina havanensis / White Mistflower	3 gal 36" o.c.
	AT	6	Anisacanthus quadrifidus / Tangerine / Flame Acanthus	3 gal 36" o.c.
	CB	19	Callicarpa americana / American Beautyberry smaller sized plants to be planted in creek zone	5 gal 72" o.c.
	MB2	21	Malvastrum drummondii / Big Mama / Big Mama Turk s Cap	3 gal 48" o.c.
	RL	14	Rhus lanceolata / Prairie Sumac	5 gal 72" o.c.
<u>GRASSES</u>	<u>CODE</u>	<u>QTY</u>	<u>BOTANICAL / COMMON NAME</u>	<u>SIZE</u> <u>SPAC NG</u>
	ML	4	Muhlenbergia lindheimeri / Big Muhly	3 gal 48" o.c.
<u>SUCCULENTS</u>	<u>CODE</u>	<u>QTY</u>	<u>BOTANICAL / COMMON NAME</u>	<u>SIZE</u> <u>SPAC NG</u>
	HP	7	Hesperaloe parviflora / Red Yucca	5 gal 36" o.c.
<u>GROUND COVERS</u>	<u>CODE</u>	<u>QTY</u>	<u>BOTANICAL / COMMON NAME</u>	<u>CONT</u> <u>SPAC NG</u>
	ZP	5,330 sf	Zizia x Palisades / Palisades Zoyzia	sod

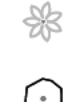
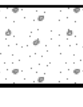
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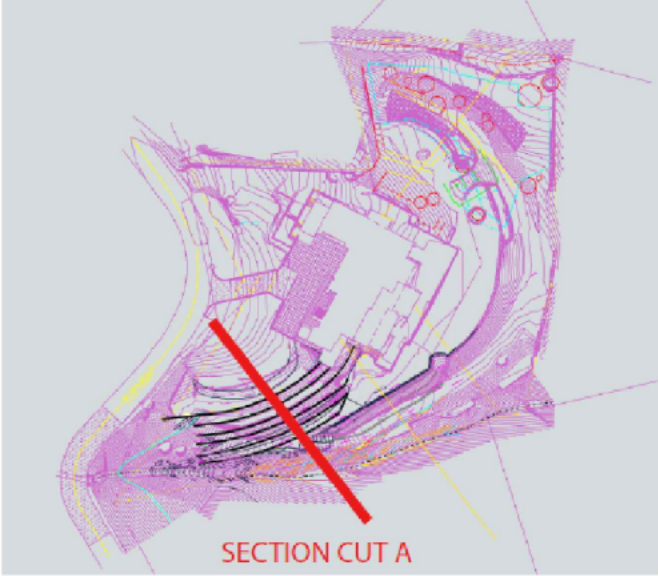
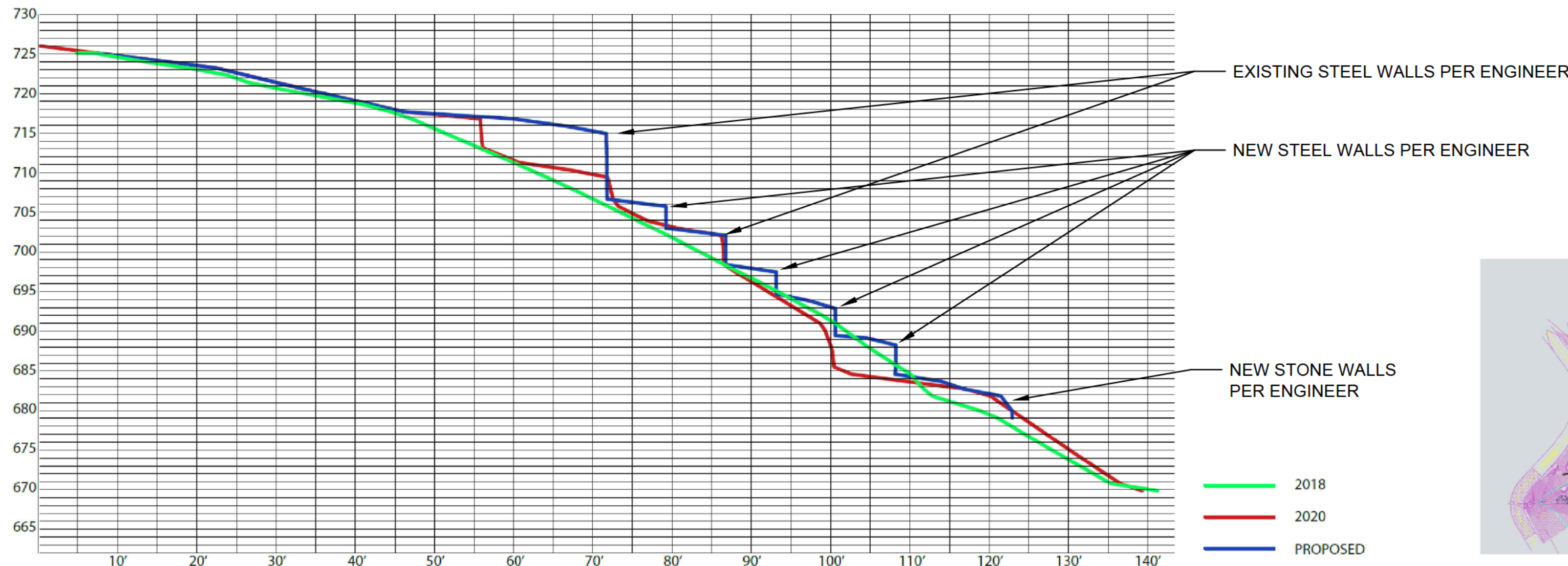
CREEKSIDE SLOPE PLANT MIX				
Carex cherokeensis / Cherokee Sedge	13,131 sf	flat	15% @ 15" oc	
Chasmanthium latifolium / Sea Oats	1,517	flat	25% @ 18" oc	
Malvaviscus drummondii / Turk's Cap	342	flat	10% @ 24" oc	
Scutellaria ovata / Heartleaf Skullcap	1,747	flat	20% @ 15" oc	
Stachys coccinea Texas Betony / Texas Betony Hedge-nettle	1,213	flat	20% @ 18" oc	
Symphoricarpos oblongifolium / Fall Aster	342	flat	10% @ 24" oc	

NOTE: OVERSEED CREEK SLOPES WITH NATIVE AMERICAN SEED SCORCHED EARTH RECOVERY MIX @ 10 LBS PER ACRE

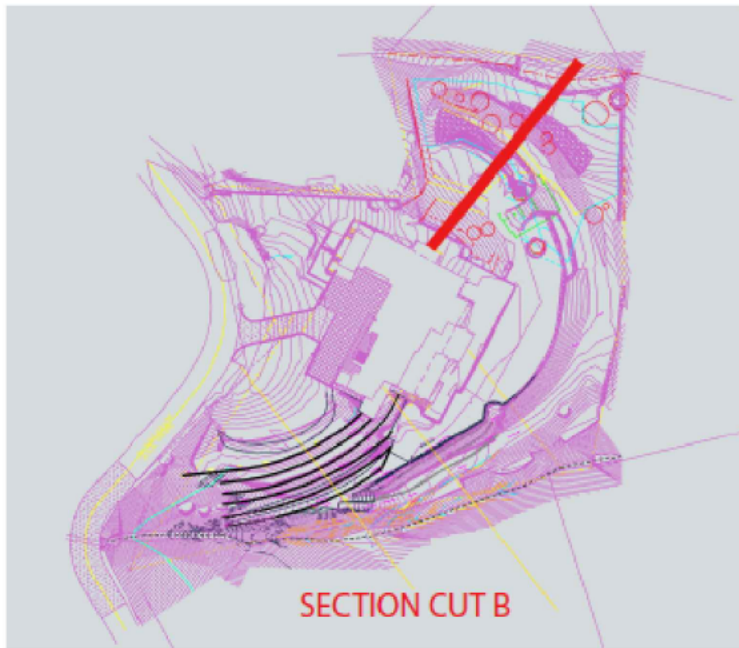
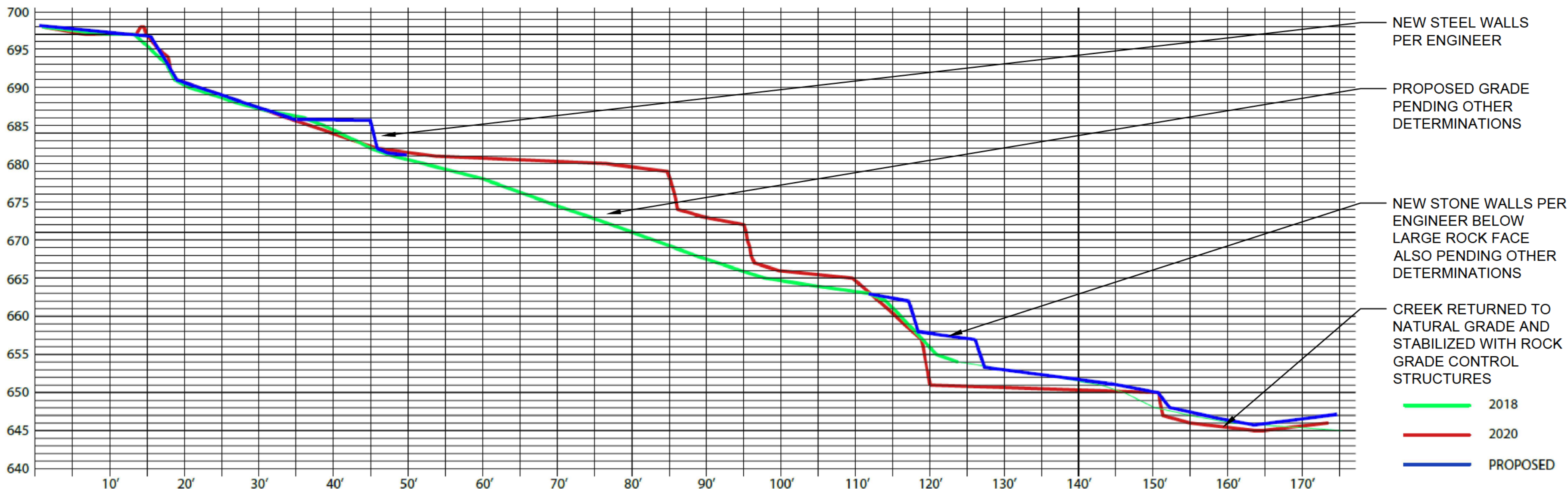
PLANT SCHEDULE NORTHSIDE

TREES	CODE	QTY	BOTANICAL / COMMON NAME	CONT.	
	BL	3	Bauhinia lunaroides / Anacacho Orchid Tree	3" Cal	
	CC	4	Cercis canadensis mexicana / Mexican Redbud	3" Cal	
	CL3	4	Chilopsis linearis / Desert Willow	3" cal. min.	
	DT2	9	Diospyros texana / Texas Persimmon smaller sized trees to be planted in creek zone	1" cal	
	FT	3	Fraxinus texensis / Texas Ash	3" cal.	
	ID	8	Ilex decidua / Possumhaw Holly	3" cal.	
	IV	1	Ilex vomitoria / Yaupon Holly	3" Cal	
	PD2	1	Parkinsonia x 'Desert Museum' (thornless) / Desert Museum Palo Verde (thornless)	3" Cal	
	PM	6	Prunus mexicana / Mexican Plum	3" cal.	
	PM2	6	Platanus mexicana / Mexican Sycamore smaller sized trees to be planted in creek zone	1" cal	
	QM	1	Quercus muehlenbergii / Chinquapin Oak	3" cal. min.	
	QM2	4	Quercus polymorpha 'Monterey' / Monterey Oak	3" cal. min.	
	QR	1	Quercus texana / Texas Red Oak	3" cal. min.	
	QT	2	Quercus texana / Texas Red Oak smaller sized trees to be planted in creek zone	1" cal	
	QV	7	Quercus virginiana / Southern Live Oak	3" cal. min.	
	QV2	2	Quercus virginiana / Southern Live Oak smaller sized trees to be planted in creek zone	1" cal	
	UC	5	Ulmus crassifolia / Cedar Elm	3" Cal	
	UC2	3	Ulmus crassifolia / Cedar Elm smaller sized trees to be planted in creek zone	1" cal	
	US	4	Ungnadia speciosa / Mexican Buckeye	2 " cal.	
SHRUBS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	AH2	11	Ageratina havanensis / White Mistflower	3 gal	36" o.c.
	AT	10	Anisacanthus quadrifidus 'Tangerine' / Flame Acanthus	3 gal	36" o.c.
	CB	3	Callicarpa americana / American Beautyberry smaller sized plants to be planted in creek zone	5 gal	72" o.c.
	PH	4	Piper auritum / Hoja Santa	1 gal	48" o.c.
	PL	9	Polioimntha longiflora / Mexican Oregano	1 gal	30" o.c.
	SL3	14	Salvia leucantha / Mexican Bush Sage	3 gal	36" o.c.
GRASSES	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	BB	30	Bouteloua gracilis 'Blonde Ambition' / Blue Grama	1 gal	18" o.c.
	ML	15	Muhlenbergia lindheimeri / Blg Muhly	3 gal	48" o.c.
	PD	15	Panicum virgatum 'Dallas Blues' TM / Dallas Blues Switch Grass	2 gal	36" o.c.
PERENNIALS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	CG	22	Conoclinium greggii 'Boothill' TM / Gregg's Mistflower	1 gal	18" o.c.
	PN	15	Phyla nodiflora / Frogfruit	4" flat	18" o.c.
	SC	16	Santolina chamaecyparissus / Santolina	1 gal	18" o.c.
	SO2	8	Symphoricitichum oblongifolium / Fall Aster	4" pot	18" o.c.
	WH	11	Wedelia hispida / Zexmenia	1 gal	18" o.c.
SUCCULENTS	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	SPACING
	HP	6	Hesperaloe parviflora / Red Yucca	5 gal	36" o.c.
	OP	2	Opuntia / Prickly Pear	2 gal	36" o.c.
GROUND COVERS	CODE	QTY	BOTANICAL / COMMON NAME	CONT.	SPACING
	MC2	364	Muhlenbergia capillaris / Pink Muhly Grass	1 gal	24" o.c.
	PV	185	Panicum virgatum / Switch Grass	1 gal	30" o.c.
	SL	643	Schizachyrium scoparium / Little Bluestem	1 gal	15" o.c.
	ZP	45 sf	Zoysia x 'Pallades' / Palisades Zoysia	sod	

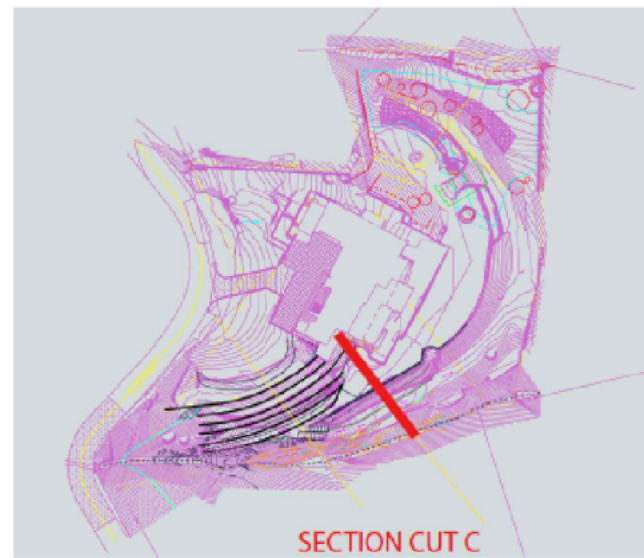
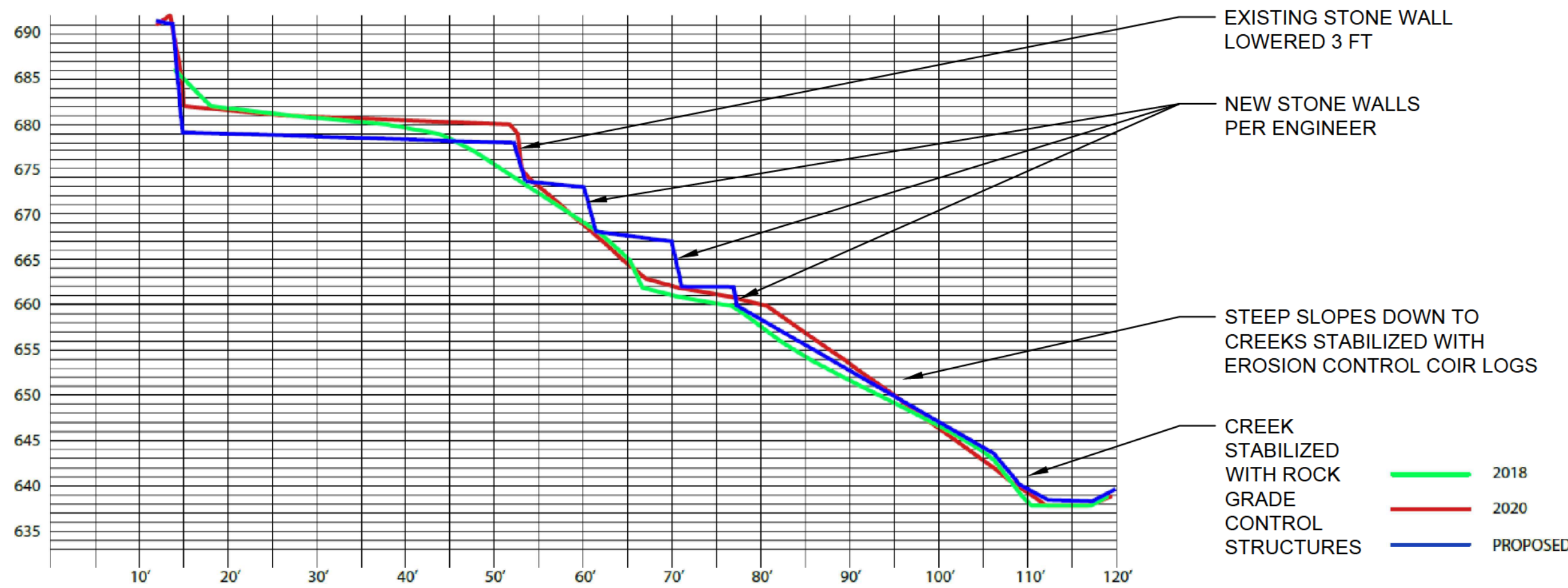
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1 GRADING PROFILE A
NTS



2 GRADING PROFILE B
NTS



3 GRADING PROFILE C
NTS

NOTE: RESTORING THE SLOPES TO 2018 IS NOT POSSIBLE IN MANY AREAS. IN ORDER TO MAKE ROOM FOR NEW SOIL TO PLANT TREES AND ESTABLISH NEW NATIVE VEGETATION, AND STABILIZE THE DISTURBED SLOPES, THESE PROPOSED PROFILES HAVE BEEN TERRACED AS CLOSE TO 2018 GRADE AS POSSIBLE USING DRY STACK LIMESTONE WALLS, ROCK GRADE CONTROL STRUCTURES IN THE CREEK, AND BIODEGRADABLE EROSION CONTROL COIR LOG ON EXPOSED SLOPES. MUCH OF THE NORTH SLOPE (PROFILE B) WILL BE DEPENDENT ON THE DESIGN AND APPROVAL OF THE SEPTIC FIELD LOCATION, TBD BY OTHERS.

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Description	Date Issued
2020 Litigation Settlement Plan	1.6.21

Project No. 1912

July 14, 2021

Luis Reyes, Attorney at Law
Ashcroft Sutton Reyes
919 Congress Ave., Ste 325
Austin, Texas 78701
Via Email: lreyes@ashcroftlawfirm.com

RE: 1405 Wildcat Hollow / City of West Lake Hills / Jaffe

Mr. Reyes:

It is our understanding that Mr. Jaffe's team is scheduled to submit a variance application this week. That is welcomed news. We look forward to reviewing the submission. We have also been informed that Jennifer Orr has made recent site visits to the property, which will be reflected in her letter to the City explaining the variance being sought. To assist in the preparation of a thorough and timely submittal, we offer the following.

On May 26, 2021, the West Lake Hills City Council considered an application for multiple variances in connection with the Settlement Agreement and Master Grading and Vegetation Plan (the Plan") for 1405 Wildcat Hollow (the "Property"). At the meeting, questions were raised regarding:

1. a set of "grade control structures" / "rock creek drainage devices" which partially encroach onto neighboring property;
2. an existing 10-foot retaining wall at the top of the Property; and
3. a set of existing steel walls located along the lower portion of the Property and within the building setback.

Due to some confusion on the three issues listed above, the agenda item to approve the posted variances was amended to include, "revisiting variances not on the list at a later date." While we have not received any clarifications on these issues from Jennifer Orr, the Property owner's landscape architect, these issues can be put into perspective as follows:

1. The City cannot give due consideration to a variance request (to the extent a variance is required) for the proposed construction of the "grade control structures" / "rock creek drainage devices" that show on the plans to partially encroach onto neighboring property without also receiving the agreement between Mr. Jaffe and the adjacent property owner consenting to this scope of work. This stipulation memorializes the need for your client to obtain the neighbors consent prior to performing any work on the neighbor's property.

2. The existing 10-foot retaining wall is addressed in the Plan and is part of the phased construction of terraces which will result in only 5 feet of exposed wall with vegetative buffering. Because it is appropriately addressed in the approved Plan, this will not require a variance.
3. The issue of the “existing steel (structural retaining) walls” needs to be addressed and/or clarified at the professional level.

Despite the confusion at the May 26th meeting, the existing steel walls are shown on Plan sheets and addressed in the Plan notes. It should also be noted that the Plans indicate that the walls are not only located in the setback, but as mentioned above, may also touch the neighboring property line in two locations. If it will be necessary to enter the neighbor’s property to address the existing walls, we reiterate that the City must receive a copy of your client’s agreement with the adjacent property owner consenting to this work. The City needs to have this documentation in its records.

The Site Grading Plan on Sheet L-205 shows “existing steel walls per engineer,” as an integral component in the engineered slope stability design. The existing steel walls and a set of additional steel and stone walls (“per engineer”) appear to be the engineering solution to provide slope stability along the steep grade that is shown on the plan profile drawing to rise 50 feet in only 90 running feet.

A General Plan Note on Sheet L-001 indicates that the scope of work will “stabilize disturbed slope and lower the height of steel walls already in place that exceed 6 feet tall.” In addition, a note on Plan Sheet L-500 indicates that “all steel (and stacked rock) walls over 4 feet tall require structural engineering.” While it does not appear that all of the existing walls are over 6 feet tall, they all appear to be at least 4 feet in height.

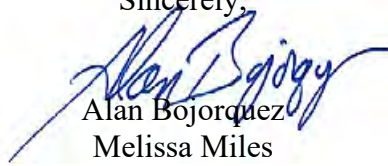
A site visit indicates that there is some grade separation at the bottom of each of the existing walls. While it appears that rubble rock has been stacked along some areas of the grade separations, is additional grading and/or reinforcement proposed and/or required to preserve or restore their structural integrity? Please address this question in your variance application. (It should also be noted that the plan profile of steel retaining walls on Sheet L-500 shows the bottom of the steel sheet terminating beneath finished grade.)

In addition, a PVC pipe can be seen sticking out of one of the existing walls. Please include in your variance application any information on this pipe. Please also address whether it is a drainage pipe or a relief conduit for hydrostatic pressure.

Because it appears that the existing walls that are more than 4 feet in height are an integral part of the engineering Plan to stabilize the slope and have not been addressed in the variances considered on May 26, an engineer’s confirmation of their structural integrity will be required in your forthcoming variance application.

On behalf of the City, we appreciate your continued cooperation in this matter. The City Council is eager to address these issues as soon as possible to keep the Settlement Agreement rolling toward completion of this work. Please contact us with any comments or questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alan Bojorquez", is written over the printed name.

Alan Bojorquez

Melissa Miles

Legal Counsel

City of West Lake Hills

July 15, 2021

Luis Reyes, Attorney at Law
Ashcroft Sutton Reyes
919 Congress Ave., Ste 325
Austin, Texas 78701
Via Email: lreyes@ashcroftlawfirm.com

REVISED LETTER REGARDING: 1405 Wildcat Hollow / City of West Lake Hills / Jaffe

Mr. Reyes:

It is our understanding that Mr. Jaffe's team is scheduled to submit a variance application this week. That is welcomed news. We look forward to reviewing the submission. We have also been informed that Jennifer Orr has made recent site visits to the property, which will be reflected in her letter to the City explaining the variance being sought. To assist in the preparation of a thorough and timely submittal, we offer the following.

On May 26, 2021, the West Lake Hills City Council considered an application for multiple variances in connection with the Settlement Agreement and Master Grading and Vegetation Plan (the Plan") for 1405 Wildcat Hollow (the "Property"). At the meeting, questions were raised regarding:

1. a set of "grade control structures" / "rock creek drainage devices" which partially encroach onto neighboring property;
2. an existing 10-foot retaining wall at the top of the Property; and
3. a set of existing steel walls located along the lower portion of the Property and within the building setback.

Due to some confusion on the three issues listed above, the agenda item to approve the posted variances was amended to include, "revisiting variances not on the list at a later date." While we have not received any clarifications on these issues from Jennifer Orr, the Property owner's landscape architect, these issues can be put into perspective as follows:

1. The City cannot give due consideration to a variance request (to the extent a variance is required) for the proposed construction of the "grade control structures" / "rock creek drainage devices" that show on the plans to partially encroach onto neighboring property without also receiving the agreement between Mr. Jaffe and the adjacent property owner consenting to this scope of work. This stipulation memorializes the need for your client to obtain the neighbors consent prior to performing any work on the neighbor's property.

2. The existing 10-foot retaining wall is addressed in the Plan and is part of the phased construction of terraces which will result in only 5 feet of exposed wall with vegetative buffering. Although it is appropriately addressed in the approved Plan, *it is the City of West Lake Hills' position that this wall necessitates a variance. The application for such a variance will be promptly reviewed, timely considered, and otherwise expedited.*
3. The issue of the “existing steel (structural retaining) walls” needs to be addressed and/or clarified at the professional level.

Despite the confusion at the May 26th meeting, the existing steel walls are shown on Plan sheets and addressed in the Plan notes. It should also be noted that the Plans indicate that the walls are not only located in the setback, but as mentioned above, may also touch the neighboring property line in two locations. If it will be necessary to enter the neighbor's property to address the existing walls, we reiterate that the City must receive a copy of your client's agreement with the adjacent property owner consenting to this work. The City needs to have this documentation in its records.

The Site Grading Plan on Sheet L-205 shows “existing steel walls per engineer,” as an integral component in the engineered slope stability design. The existing steel walls and a set of additional steel and stone walls (“per engineer”) appear to be the engineering solution to provide slope stability along the steep grade that is shown on the plan profile drawing to rise 50 feet in only 90 running feet.

A General Plan Note on Sheet L-001 indicates that the scope of work will “stabilize disturbed slope and lower the height of steel walls already in place that exceed 6 feet tall.” In addition, a note on Plan Sheet L-500 indicates that “all steel (and stacked rock) walls over 4 feet tall require structural engineering.” While it does not appear that all of the existing walls are over 6 feet tall, they all appear to be at least 4 feet in height.

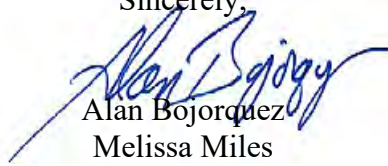
A site visit indicates that there is some grade separation at the bottom of each of the existing walls. While it appears that rubble rock has been stacked along some areas of the grade separations, is additional grading and/or reinforcement proposed and/or required to preserve or restore their structural integrity? Please address this question in your variance application. (It should also be noted that the plan profile of steel retaining walls on Sheet L-500 shows the bottom of the steel sheet terminating beneath finished grade.)

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Because it appears that the existing walls that are more than 4 feet in height are an integral part of the engineering Plan to stabilize the slope and have not been addressed in the variances considered on May 26, an engineer's confirmation of their structural integrity will be required in your forthcoming variance application.

On behalf of the City, we appreciate your continued cooperation in this matter. The City Council is eager to address these issues as soon as possible to keep the Settlement Agreement rolling toward completion of this work. Please contact us with any comments or questions.

Sincerely,

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Alan Bojorquez

Melissa Miles

Legal Counsel

City of West Lake Hills

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WEST LAKE HILLS, TEXAS, AMENDING CHAPTER 22, ARTICLE 22.03, SECTIONS 22.03.175(E)(1) AND 22.03.249(B)(4), OF THE CODE OF ORDINANCES, TO MODIFY THE HEIGHT REQUIREMENTS FOR DRIVEWAYS IN RESIDENTIAL AND NON-RESIDENTIAL AREAS; AND PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT; ENACTMENT; REPEALER; SEVERABILITY; PENALTY; CODIFICATION; EFFECTIVE DATE; AND PROPER NOTICE & MEETING.

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City has general authority to adopt an ordinance or police regulation that is for the good government, peace or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, the West Lake Hills City Council desires to modify the minimum standards for off-street parking in residential and non-residential areas of the City; and

WHEREAS, the City Council finds that it is necessary and proper for the good government, peace or order of the City of West Lake Hills to adopt an ordinance amending Chapter 22: Building Regulations; and

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. ENACTMENT

Chapter 22, Article 22.03, Division 5, Section 22.03.175 of the West Lake Hills Code of Ordinances is hereby amended to read in accordance with *Attachment "A"* which is attached hereto and incorporated into this Ordinance and the City Code for all intents and purposes. Underlined and italicized text shall be added, and struck-through and bracketed text shall be deleted as indicated in *Attachment "A"*.

Chapter 22, Article 22.03, Division 7, Section 22.03.249 of the West Lake Hills Code of Ordinances is hereby amended to read in accordance with *Attachment "B"* which is attached hereto and incorporated into this Ordinance and the City Code for all intents and purposes. Underlined and italicized text shall be added, and struck-through and bracketed text shall be deleted as indicated in *Attachment "B"*.

3. REPEALER

All ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

4. SEVERABILITY

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

5. CODIFICATION

The City Secretary is hereby directed to record and publish the attached rules, regulations and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

6. EFFECTIVE DATE

This Ordinance shall be effective immediately upon passage and publication.

7. 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 ____ DAY OF _____, 2021.

CITY OF WEST LAKE HILLS:

by: _____
Linda Anthony, Mayor

ATTEST:

Stephanie Mills, City Secretary

ATTACHMENT “A”

CHAPTER 22 BUILDING REGULATIONS

ARTICLE 22.03 CONSTRUCTION CODE

Division 5. Minimum Standards for Residential Buildings

Sec. 22.03.175 Off-street parking and parking pad requirements in residential areas

(a) Off-street parking and loading areas, including parking pads, shall be located no closer to street right-of-way lines and to lot boundary lines than the applicable minimum distances prescribed in the following schedules:

(1) The minimum setback distance for driveways and parking areas from street right-of-way lines shall be 20 feet. Excluded from this setback is the first 20 feet of the driveway that connects to the adjacent street.

(2) The minimum setback distance for driveways and parking areas from boundary lines shall be 10 feet. Excluded from this setback is the first 10 feet of the driveway that connects to the adjacent street.

(b) Driveway entrances shall be set back at least 35 feet from the point of tangency of the curb at any intersecting street.

(c) Adequate culverts shall be provided per the drainage and erosion control design manual.

(d) All driveways shall be designed so as to provide safe vehicular entrance and exit without the necessity of backing out into a public street.

(e) Every driveway entrance/exit shall be at roadway grade level where the driveway intersects the city's right-of-way except as otherwise approved by the city inspector.

(1) Each dwelling shall be on a lot abutting a public street or having access to an improved public street, and all structures shall be so located on lots as to provide safe, convenient access for servicing, police protection, fire protection and required off-street parking. Driveways shall not exceed a maximum of 20 percent grade at any point after construction. No part of a driveway shall rise more than 6' above natural ground grade directly below.

(2) Only one driveway is allowed per primary dwelling unit, regardless of the number of lots, frontage on more than one roadway, or character of accessory structures. The driveway entrance/exit shall not exceed 20 feet in width. The location of all driveways shall be approved by the city inspector. The parking spaces and driveway surfaces shall be those required in sections 22.03.241, 22.03.242, 22.03.244 and 22.03.247.

(3) No residential structure shall be erected or enlarged by an increase in floor area unless the minimum number of off-street parking spaces specified in the following schedule is provided. Adequate aisles and driveways shall also be provided to permit proper maneuvering within the parking area and for safe and orderly entry and exit. Parking area design is included as an integral part of the site plan development.

Use	Number of Spaces
One-family dwellings	Two spaces for each unit

(4) It is the policy of the city to encourage adjoining lot owners to share a common driveway. A variance to the side setback stipulations is required by both adjoining lot owners; however, variance fees may be waived by the city administrator or the board of adjustment.

(f) Residential driveways shall not be less than 12 feet in surface width.

(g) All driveway setbacks established in this section apply to temporary (i.e., construction) driveways.

(h) Additional requirements for two-family residential structures in R-2:

(1) All parking spaces shall be located behind the dwelling units and the garage entrance shall not face the street.

(2) The garage shall be enclosed.

(3) At least two parking spaces are required for each family dwelling unit.

(4) Parking is prohibited under any portion of the dwelling units.

ATTACHMENT “B”

CHAPTER 22 BUILDING REGULATIONS

ARTICLE 22.03 CONSTRUCTION CODE

Division 7. Off-Street Parking (Nonresidential)

Sec. 22.03.249 Driveway, parking and loading area setbacks

(a) It is the policy of the city to encourage adjoining lot owners to share a common driveway. A variance to the side setback stipulations is required by both adjoining lot owners; however, variance fees may be waived by the city administrator or the board of adjustment.

(b) Off-street parking and loading shall be located no closer to the street right-of-way lines and to lot boundary lines than the applicable minimum distances prescribed in the following schedules:

(1) The minimum setback distance for driveways, parking areas, and loading areas from street right-of-way lines in nonresidential districts (O, B-1, B-2, B-3, GUI, MUB-4) shall be 30 feet.

(2) The minimum setback distance for driveways, parking areas, and loading areas from the boundary lines of the following lots (in feet) is as follows:

Boundary Lines of Lots Used For:		
Driveway, parking or loading areas used in connection with the following uses:	One- or two-family dwelling use or vacant in R-1, R-2 or R-3 district	Uses permitted in B-1, B-2, O, GUI, MUB-4 district, or vacant in any such district
Commercial, office, governmental, utility or institutional uses (B-1, B-2, B-3, O, GUI, MUB-4 districts)	30	10

(3) The term “driveways” includes those areas used for required vehicle turnaround or other maneuvering. Where commercial driveways adjoin R-1, R-2 and R-3 districts, the ten-foot setback shall be landscaped as provided elsewhere in this article.

(4) All driveways are limited to undeveloped slopes below 25 percent gradient. They shall not exceed a maximum of 15 percent grade after construction. No part of a driveway shall rise more than 6’ above natural ground grade directly below.

CITY OF WEST LAKE HILLS BOND LIST PROJECT SUMMARY



Project ID: 6
Project Name: Terrace Mountain Drainage and Pavement

Problem Description

Roadside swales along Terrace Mountain Dr are shallow and prone to sediment build up. Several culverts are undersized, causing overtopping of the roadway and flooding of adjacent streets. The culverts are susceptible to sedimentation and require consistent maintenance by the City. At Spurlock, the roadway geometry makes overtopping of the especially hazardous.

Proposed Improvements

- ~ 550 ft of ditch improvements on Terrace Mountain Dr.
- 2-24" Reinforced Concrete Pipe (RCP) crossing Terrace Mountain Dr near the intersection with Basin Ledge.
- 3'x2' Concrete Box Culvert (CBC) crossing Basin Ledge near the intersection with Canyon Creek Dr.
- Replace culvert near the intersection with Spurlock Valley Dr with a 7'x5' CBC.
- Replace the Bee Creek Tributary structure at Westlake Dr with a single 5'x4' CBC.
- Pavement repairs from Caravan Cir to Westlake Dr.

Bond Ranking Criteria

	Score
Risk to Public Safety	3
Potential Damage	2
Maintenance	3
Citizen Input/Complaints	2
Project Type	2
Timing/Location	0
Total Project Score:	2.15

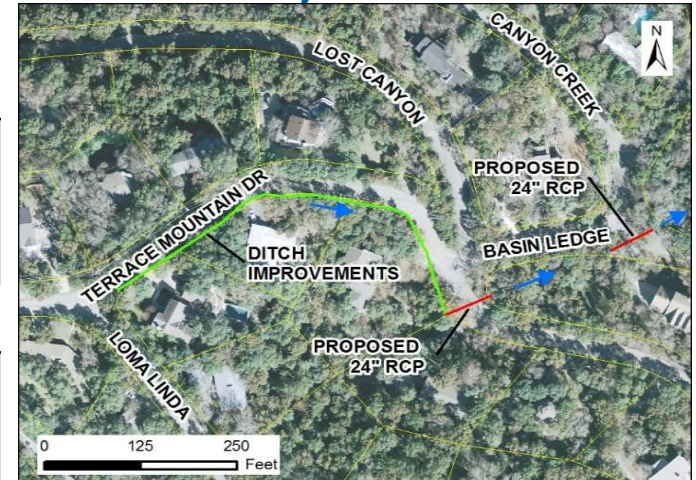
Project Costs

Engineering & Survey:	\$ 123,200
Construction:	\$ 765,375
Other:	\$ 57,700
Total:	\$ 946,275
Conceptual Cost Range:	\$750k - \$1M
Estimated Construction Duration:	4 Months

Assumptions

- It is assumed no ROW or easements will need to be acquired for the ditch improvements or culverts. From the data provided, it appears the existing roadway encroaches upon the ROW line. The requirement for easements will need to be verified in detailed study or during final design. The proposed culverts will need to be confirmed during detailed hydrologic and hydraulic analysis.

Project Photos

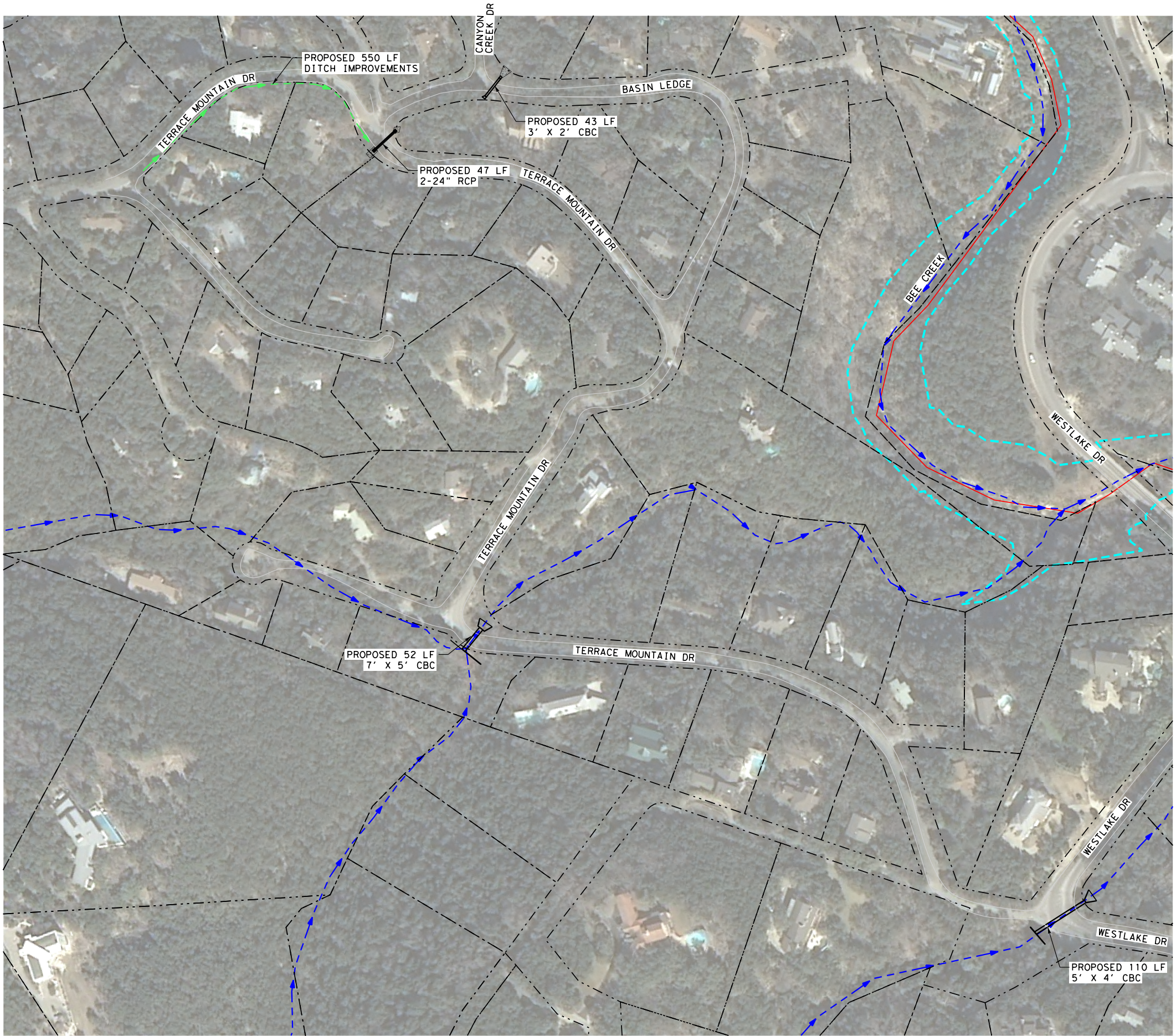


Proposed ditch and cross drainage improvements



Terrace Mountain Drive looking east down Basin Ledge

2/3/2020
06 TERRACE MTN.dgn



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2/3/2020
THIS DOCUMENT IS NOT INTENDED
FOR BIDDING, PERMITTING AND/OR
CONSTRUCTION PURPOSES

LEGEND

- CITY LIMITS
- PROPERTY LINE
- STREAM CENTERLINE
- FEMA 100-YR FLOODPLAIN
- PROPOSED DITCH IMPROVEMENTS

ACRONYMS

- MBC - MULTIPLE BOX CULVERTS
- CBC - CONCRETE BOX CULVERT
- DI - DITCH IMPROVEMENTS
- NG - NATURAL GROUND
- PAV - PAVEMENT
- TYP - TYPICAL
- FEMA - FEDERAL EMERGENCY MANAGEMENT AGENCY

K FRIESE & ASSOCIATES, INC.
1120 S. CAPITAL OF TEXAS HWY, II-100, AUSTIN, TX 78746

CITY OF WEST LAKE HILLS
DRAINAGE MASTER PLAN

TERRACE MOUNTAIN DRIVE DRAINAGE IMPROVEMENTS
OVERVIEW

K. FRIESE
+ ASSOCIATES
PUBLIC PROJECT ENGINEERING
(FIRM # 6536)

WEST LAKE HILLS
TEXAS

CITY OF WEST LAKE HILLS

SCALE	1" = 200'
DATE	2/3/2020
SHEET NUMBER	1 OF 1

CITY OF WEST LAKE HILLS BOND LIST PROJECT SUMMARY



Project ID: 3
Project Name: Westlake Drive Drainage and Pavement

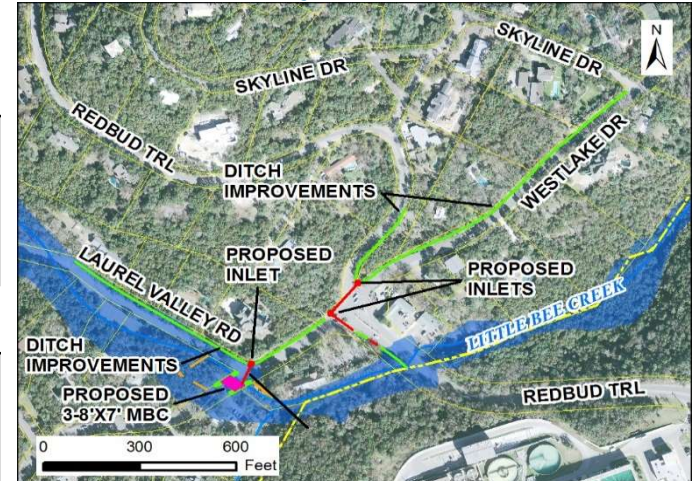
Problem Description

- Little Bee Creek crosses Westlake Dr near the intersection with Laurel Valley Rd. The culvert crossing is undersized and Westlake Dr is frequently overtopped.
- Water flows across the intersection of Westlake Dr and Laurel Valley Rd due to inadequate ditch conveyance and sedimentation of the small diameter culvert at the northeast corner of the intersection.
- Water flows across the Westlake Dr and Redbud Trl intersection due to overgrown roadside ditches along Westlake Dr and lack of conveyance across the intersection.

Proposed Improvements

- Replace Little Bee Creek crossing structure at Westlake Dr w/ 3-8'x7' Multiple Box Culverts (MBC).
- ~645 ft of ditch improvements along Laurel Valley Rd.
- ~1335 ft of ditch improvements along Westlake Dr
- ~150 ft of ditch improvements along Redbud Trail east and west of Westlake Dr.
- Add large area inlet at NE corner of Westlake Dr and Laurel Valley Rd intersection.
- Two area inlets at the NE and SE corners of Westlake Dr and Redbud Trail intersection.
- Pavement repairs from Bee Cave Rd to Skyline Dr

Project Photos



Proposed cross drainage, ditch, and storm sewer improvements

Bond Ranking Criteria

	Score
Risk to Public Safety	3
Potential Damage	2
Maintenance	3
Citizen Input/Complaints	2
Project Type	3
Timing/Location	0
Total Project Score:	2.25

Project Costs

Engineering & Survey:	\$ 323,000
Construction:	\$ 1,469,800
Other:	\$ 117,150
Total:	\$ 1,909,950
Conceptual Cost Range:	\$1.5M - \$2M
Estimated Construction Duration:	6 Months

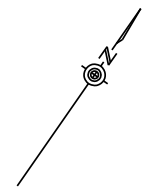
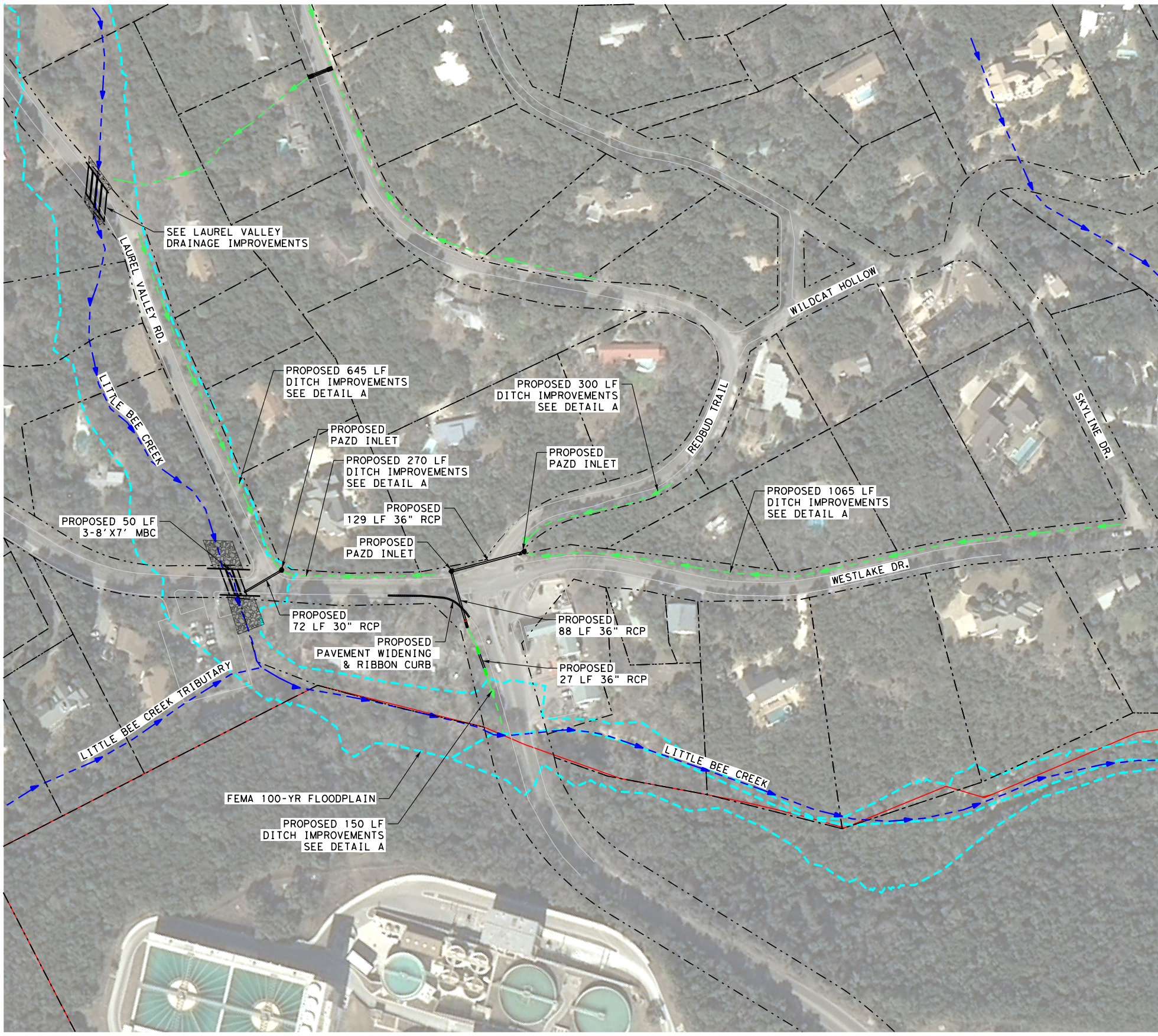
Assumptions

- City of West Lake Hills sign at the NE corner of the Westlake Drive and Redbud Trail intersection can be removed and reconstructed for construction of storm sewer.
- Proposed improvements will not be impacted by the City of Austin Redbud Trail project.



October 30, 2015 flood event, Little Bee Creek at Westlake Drive

2/3/2020
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2/3/2020
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FOR BIDDING, PERMITTING AND/OR
CONSTRUCTION PURPOSES

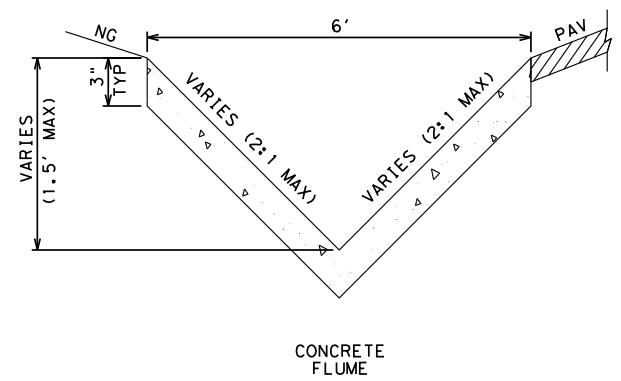
LEGEND

- CITY LIMITS
- PROPERTY LINE
- STREAM CENTERLINE
- FEMA 100-YR FLOODPLAIN
- PROPOSED DITCH IMPROVEMENTS

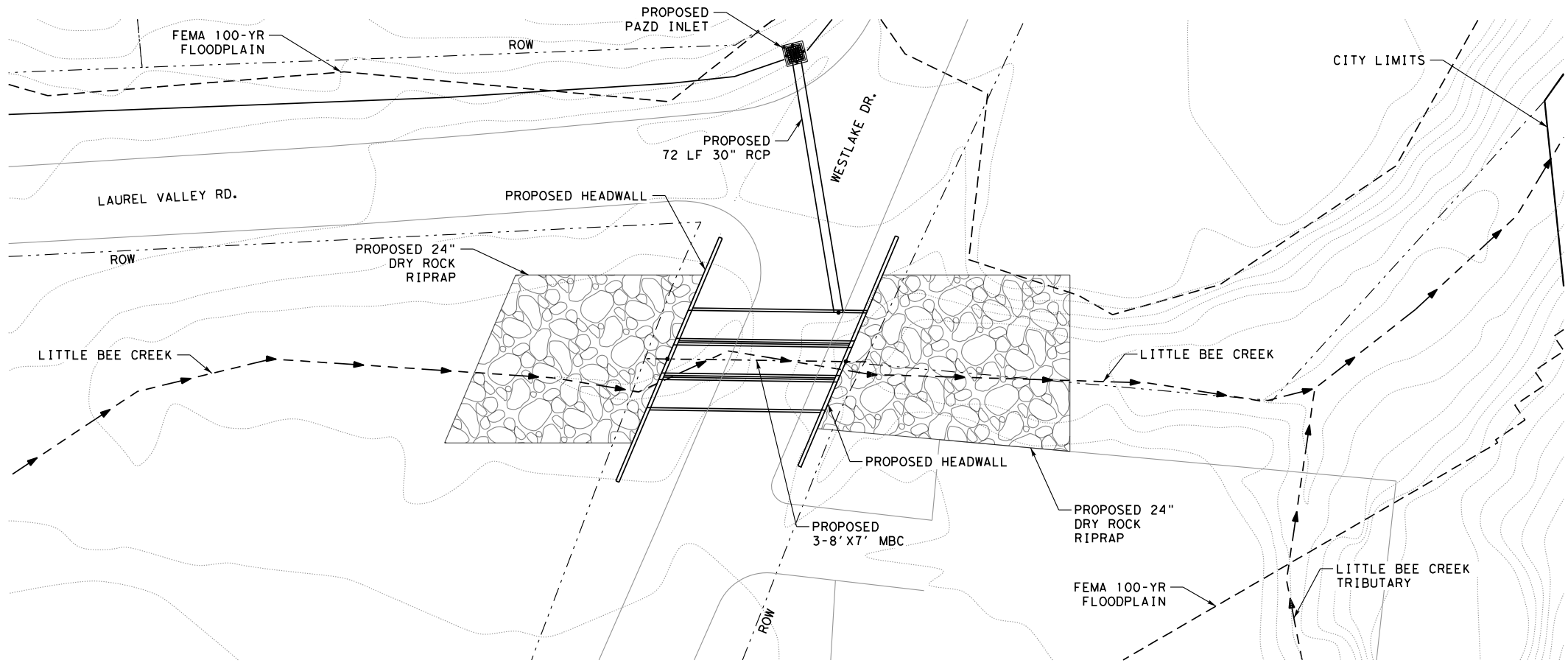
ACRONYMS

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DETAIL A



K FRIESE & ASSOCIATES, INC.	
1120 S. CAPITAL OF TEXAS HWY, II-100, AUSTIN, TX 78746	
CITY OF WEST LAKE HILLS DRAINAGE MASTER PLAN	
WESTLAKE DRIVE DRAINAGE IMPROVEMENTS OVERVIEW	
 PUBLIC PROJECT ENGINEERING (FIRM # 6536)	
	
CITY OF WEST LAKE HILLS	
SCALE	1" = 200'
DATE	2/3/2020
SHEET NUMBER	1 OF 3



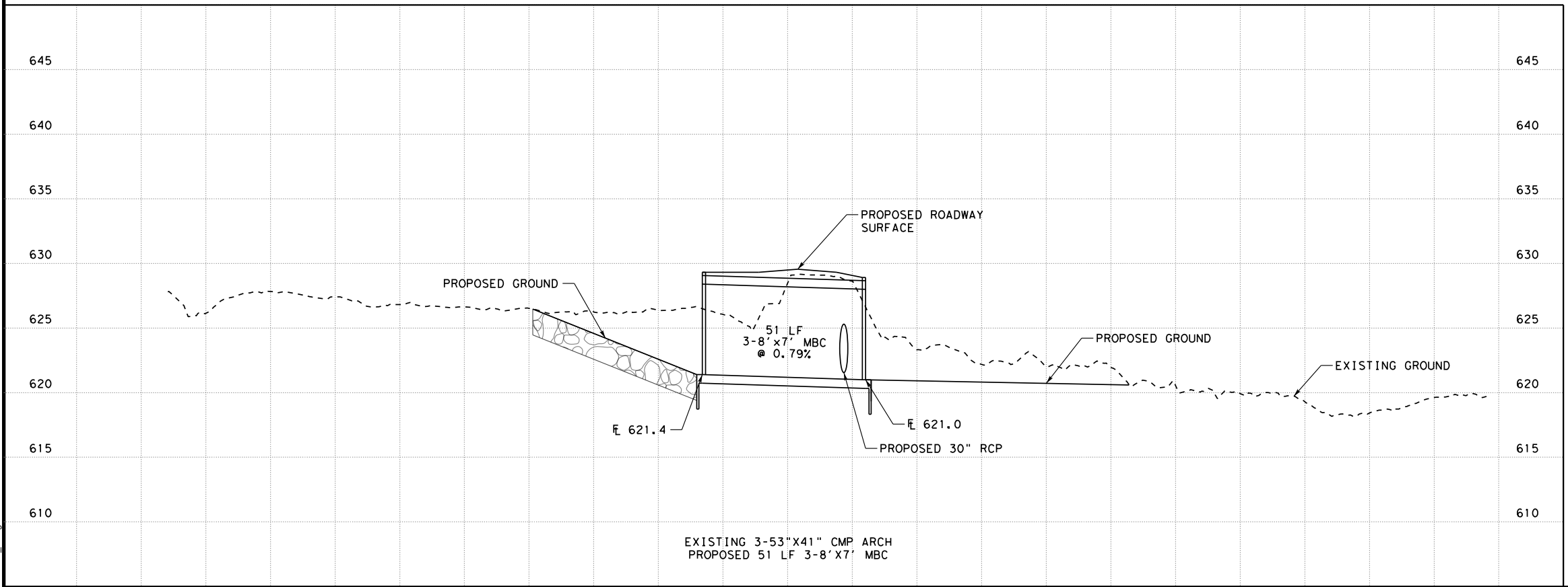
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2/3/2020
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FOR BIDDING, PERMITTING AND/OR
CONSTRUCTION PURPOSES

LEGEND

- EXISTING CONTOUR
- STREAM CENTERLINE
- PROPERTY LINE
- EXISTING PAVEMENT
- FEMA 100-YR FLOODPLAIN
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K FRIESE & ASSOCIATES, INC.

1120 S. CAPITAL OF TEXAS HWY, II-100, AUSTIN, TX 78746

CITY OF WEST LAKE HILLS

DRAINAGE MASTER PLAN

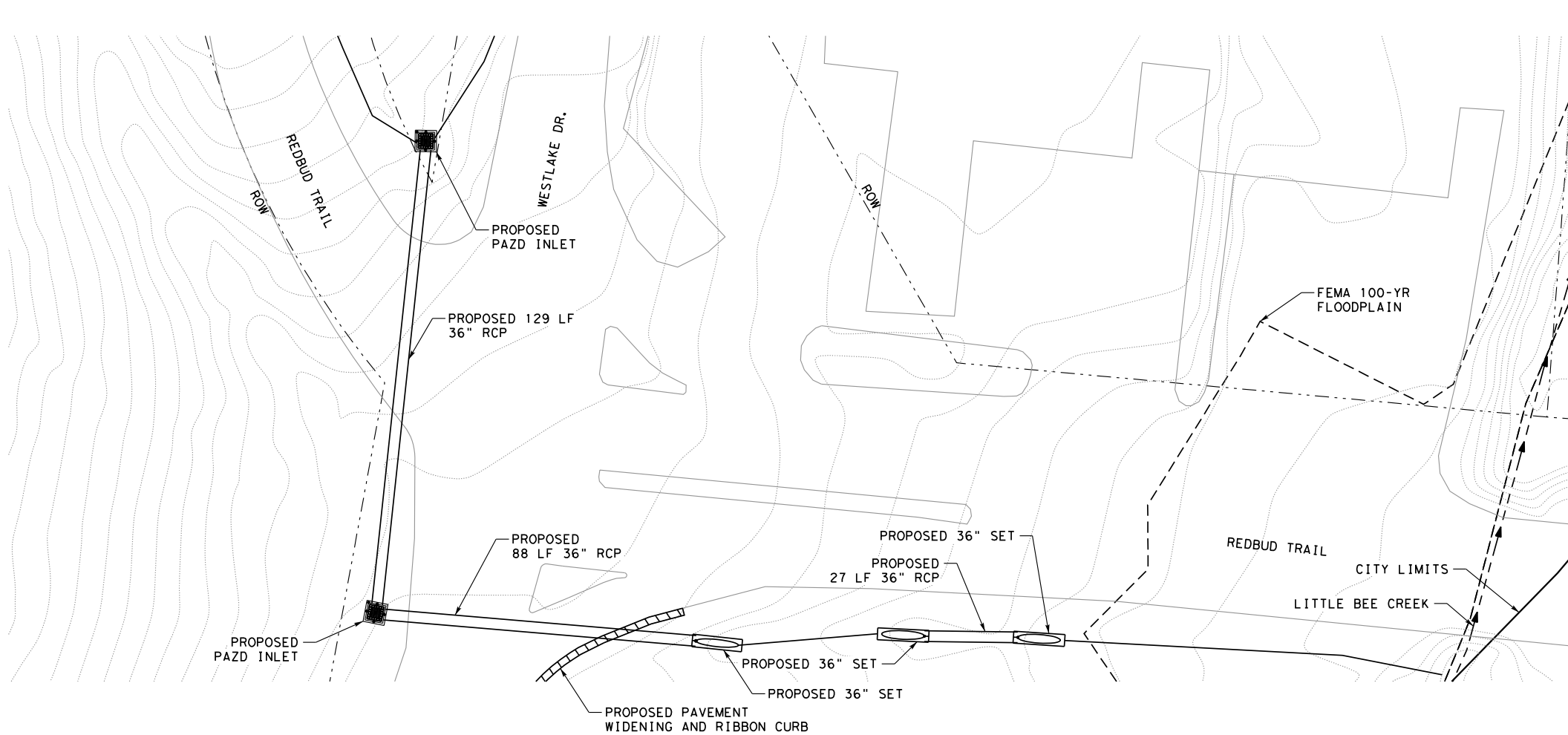
WESTLAKE DRIVE DRAINAGE IMPROVEMENTS

LITTLE BEE CREEK AT WESTLAKE DR

**K FRIESE
+ ASSOCIATES**
PUBLIC PROJECT ENGINEERING
(FIRM # 6536)



CITY OF WEST LAKE HILLS	
SCALE	1" = 40'
DATE	2/3/2020
SHEET NUMBER	2 OF 3



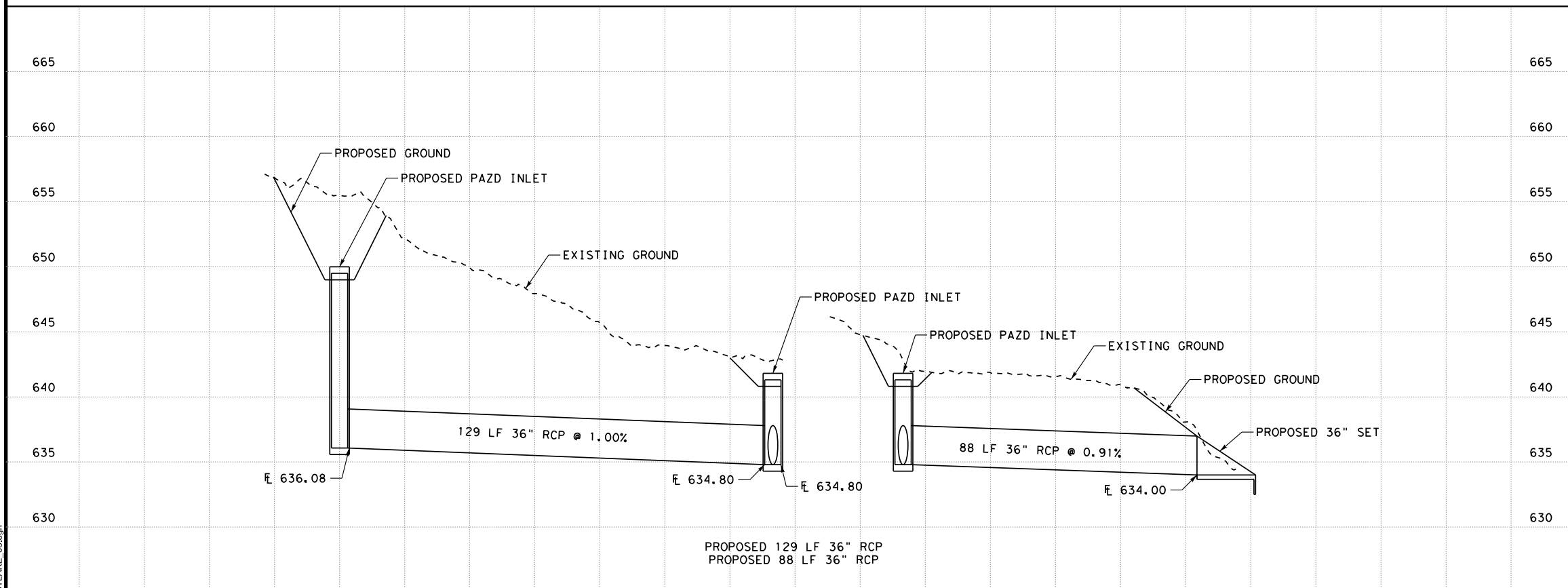
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2/3/2020
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FOR BIDDING, PERMITTING AND/OR
CONSTRUCTION PURPOSES

LEGEND

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2/3/2020
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K FRIESE & ASSOCIATES, INC. 1120 S. CAPITAL OF TEXAS HWY, II-100, AUSTIN, TX 78746	CITY OF WEST LAKE HILLS DRAINAGE MASTER PLAN	WESTLAKE DRIVE DRAINAGE IMPROVEMENTS REDBUD TRAIL AND WESTLAKE DR



CITY OF WEST LAKE HILLS	
SCALE	1" = 40'
DATE	2/3/2020
SHEET NUMBER	3 OF 3

CITY OF WEST LAKE HILLS BOND LIST PROJECT SUMMARY



Project ID: 5
Project Name: Yaupon Valley Drainage and Pavement

Problem Description

Roadside ditches along Yaupon Valley Rd are less than six inches deep and do not have sufficient capacity to convey minor rain events. The limited capacity of the ditches causes water to cross the roadway. The culverts crossing Yaupon Valley Rd near Allegro Ln and Madrone Rd do not have adequate capacity to convey frequent rain events causing overtopping. Several additional culverts along Yaupon Rd frequently fill with sediment, are crushed, or do not have adequate conveyance. A small pothole occurs on Yaupon Rd between Alegro Ln and Double Back Bend

Proposed Improvements

- 3'x2' Concrete Box Culvert (CBC) crossing Yaupon Valley Rd east and west of Allegro Ln.
- 24" Reinforced Concrete Pipe (RCP) crossing Yaupon Valley Rd east and west of Madrone Rd.
- ~100 ft ditch improvements along Allegro Ln to intersection with Yaupon Valley Rd.
- ~95 ft ditch improvements along Madrone Rd to intersection with Yaupon Valley Rd.
- ~1,475 ft ditch improvements from Juniper Road to Madrone Rd.
- Investigate cause of pothole during rain event.
- Pavement repairs from Juniper Road to Madrone Rd

Bond Ranking Criteria

	Score
Risk to Public Safety	1
Potential Damage	2
Maintenance	3
Citizen Input/Complaints	3
Project Type	2
Timing/Location	0
Total Project Score:	1.70

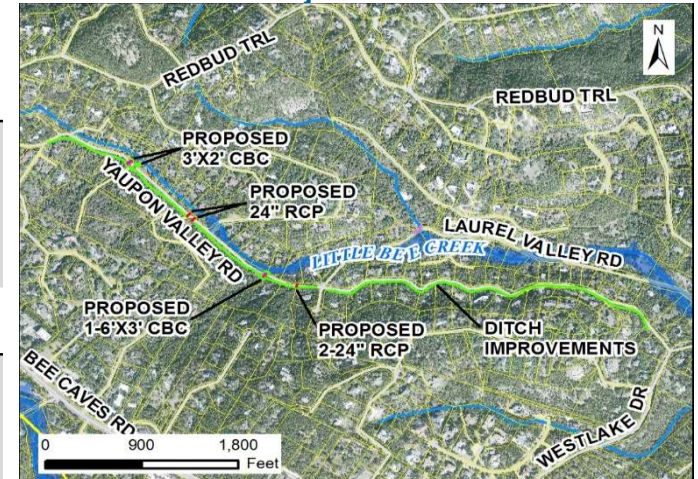
Project Costs

Engineering & Survey:	\$ 85,800
Construction:	\$ 567,850
Other:	\$ 45,600
Total:	\$ 699,250
Conceptual Cost Range:	\$500k - \$750k
Estimated Construction Duration:	4 Months

Assumptions

- It is assumed no ROW or easements will need to be acquired for the ditch improvements. From the data provided, it appears the existing roadway extends beyond the ROW in several locations. The requirement for easements will need to be verified in detailed study or during final design.

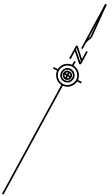
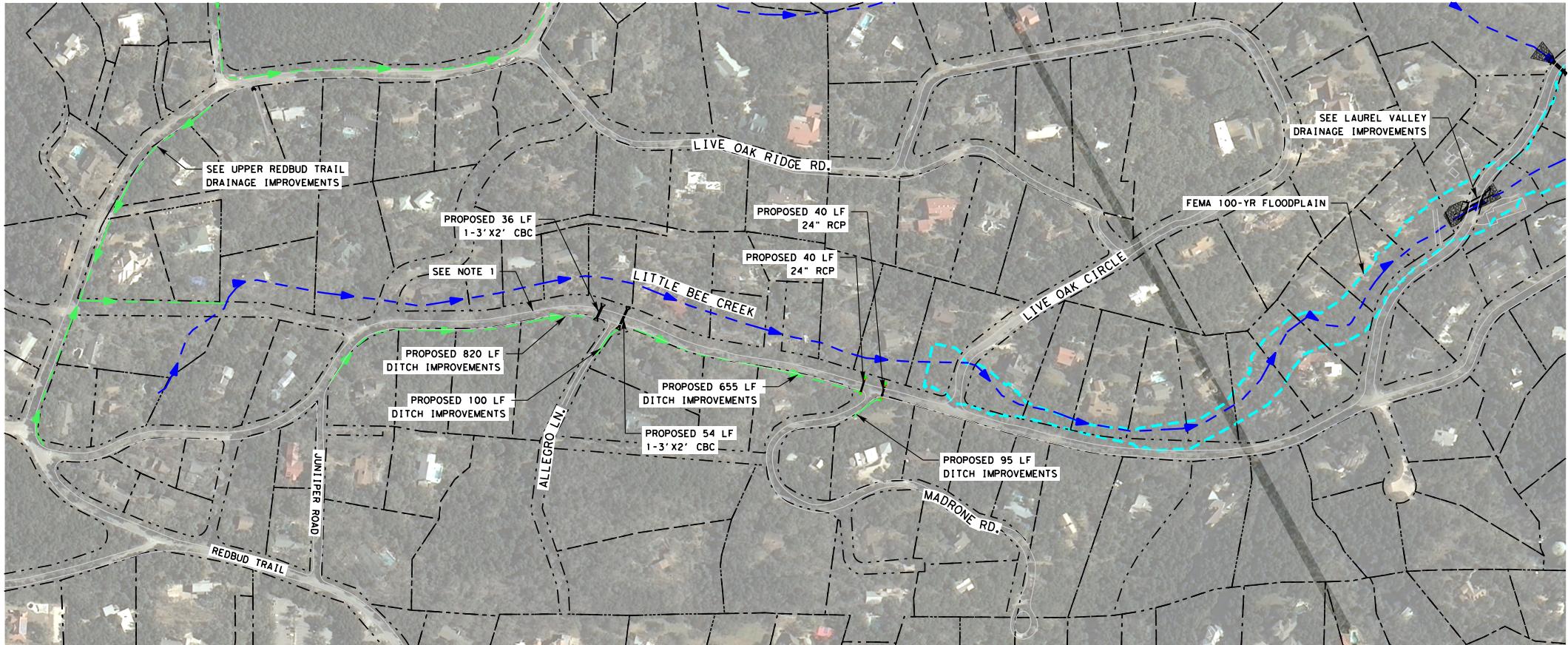
Project Photos



Proposed cross drainage and ditch improvements



October 30, 2015 flood event, Yaupon Valley Road



INTERIM
2/3/2020
THIS DOCUMENT IS NOT INTENDED
FOR BIDDING, PERMITTING AND/OR
CONSTRUCTION PURPOSES

LEGEND

- CITY LIMITS
- PROPERTY LINE
- STREAM CENTERLINE
- FEMA 100-YR FLOODPLAIN
- PROPOSED DITCH IMPROVEMENTS

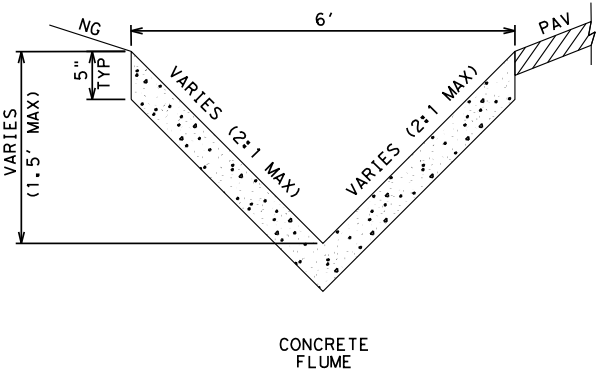
ACRONYMS

- MBC - MULTIPLE BOX CULVERTS
- CBC - CONCRETE BOX CULVERT
- DI - DITCH IMPROVEMENTS
- NG - NATURAL GROUND
- PAV - PAVEMENT
- TYP - TYPICAL
- FEMA - FEDERAL EMERGENCY MANAGEMENT AGENCY

NOTES

- 1. INVESTIGATE POTHOLE CAUSED BY DRAINAGE.

DETAIL A



K FRIESE & ASSOCIATES, INC.	CITY OF WEST LAKE HILLS DRAINAGE MASTER PLAN	YAUPON VALLEY DRAINAGE IMPROVEMENTS OVERVIEW
1120 S. CAPITAL OF TEXAS HWY, II-100, AUSTIN, TX 78746		



CITY OF WEST LAKE HILLS	
SCALE	1" = 400'
DATE	2/3/2020
SHEET NUMBER	1 OF 1

CITY OF WEST LAKE HILLS BOND LIST PROJECT SUMMARY



Project ID: 1
Project Name: Eanes Creek Low Water Crossings

Problem Description

The low water crossings along Camp Craft Rd at Eanes Creek and Eanes Creek Tributary are frequently overtopped. Camp Craft Rd serves as a high traffic access point to West Lake High School. The Eanes Creek crossing at Eanes School Rd is frequently overtopped and serves as the single access point for a the Dorsetshire Estates, Shadowood Subdivision, Hillside Vista Subdivision, and several other properties.

Proposed Improvements

- Replace Eanes Creek crossing at Eanes School Rd with 4-8'x7' multiple box culvert (MBC).
- Raise profile of Eanes School Rd by ~1.5 ft at crossing.
- Replace Eanes Creek crossing at Camp Craft Rd with 4-8'x7' MBC.
- Raise profile of Camp Craft Rd by ~6 ft at crossing.
- Replace Eanes Creek Trib crossing at Camp Craft Rd w/ith 2-8'x5' MBC.
- Channel grading with rock riprap protection upstream and downstream of all crossings.
- Clear underbrush and small caliper trees in area between Eanes School Rd and Camp Craft Rd.

Bond Ranking Criteria

	Score
Risk to Public Safety	3
Potential Damage	3
Maintenance	3
Citizen Input/Complaints	3
Project Type	2
Timing/Location	3
Total Project Score:	2.90

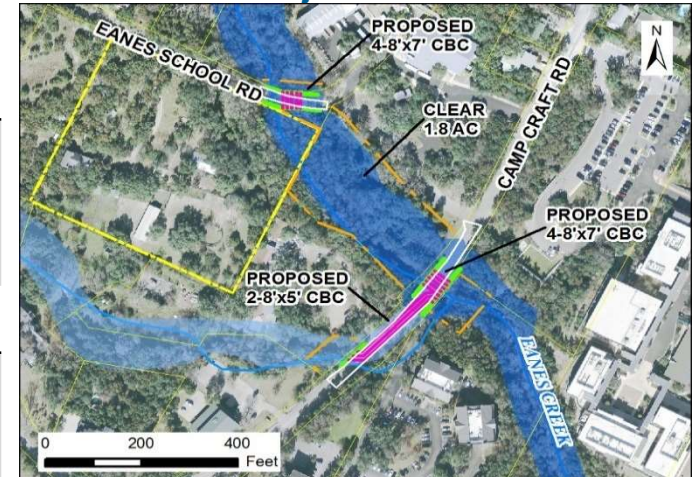
Project Costs

Engineering & Survey:	\$ 446,200
Construction:	\$ 1,535,900
Other:	\$ 180,500
Total:	\$ 2,162,600
Conceptual Cost Range:	> \$2M
Estimated Construction Duration:	6 Months

Assumptions

- 6' sidewalk will be constructed for the length of roadway reconstruction.
- Concrete wall along Camp Craft Rd will remain.
- The City can acquire an easement in the parcel outside of the City Limits.

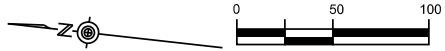
Project Photos



Proposed cross drainage and roadway improvements



October 30, 2015 flood event, Eanes Creek and Camp Craft Rd.



INTERIM
2/3/2020
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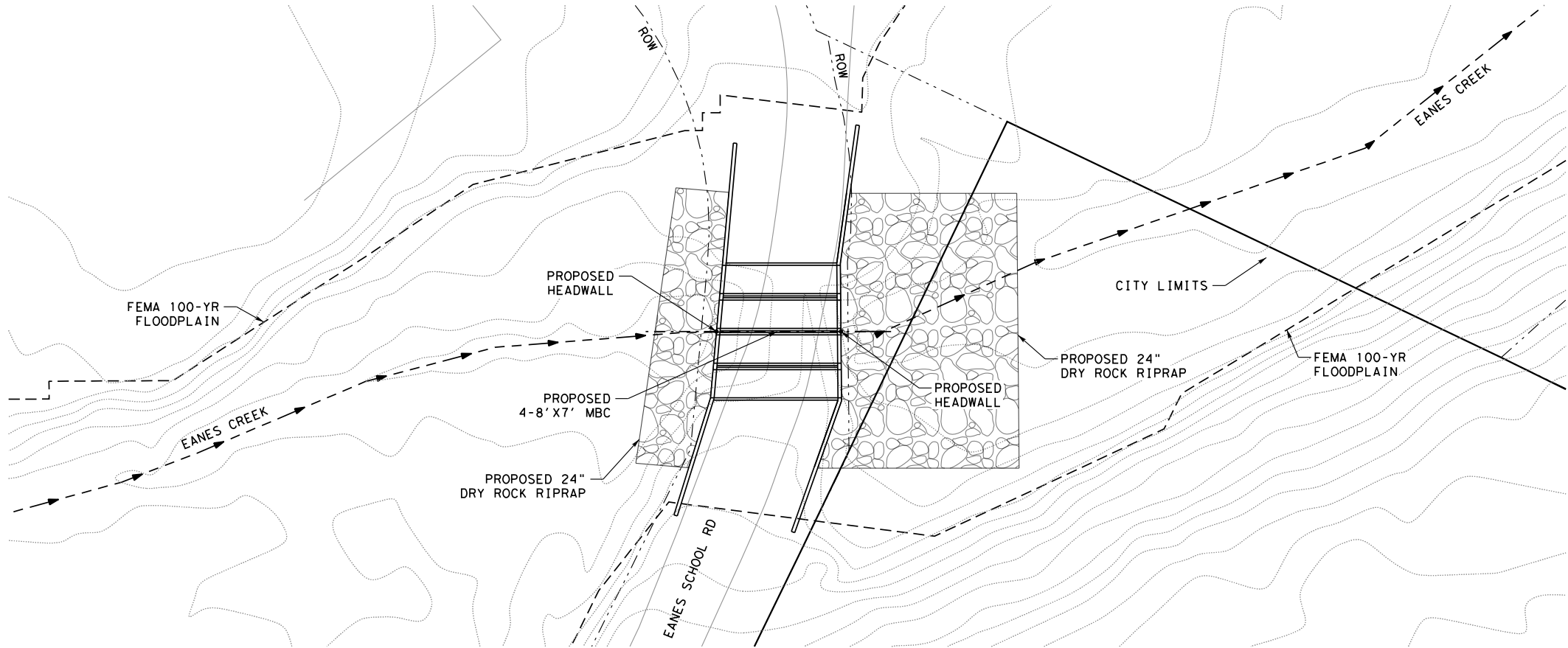
- LEGEND**
- CITY LIMITS
 - PROPERTY LINE
 - STREAM CENTERLINE
 - FEMA 100-YR FLOODPLAIN

- ACRONYMS**
- MBC - MULTIPLE BOX CULVERTS
 - CBC - CONCRETE BOX CULVERT
 - DI - DITCH IMPROVEMENTS
 - NG - NATURAL GROUND
 - PAV - PAVEMENT
 - TYP - TYPICAL
 - FEMA - FEDERAL EMERGENCY MANAGEMENT AGENCY

K FRIESE & ASSOCIATES, INC.
1120 S. CAPITAL OF TEXAS HWY, II-100, AUSTIN, TX 78746
CITY OF WEST LAKE HILLS
DRAINAGE MASTER PLAN
EANES CREEK LOW WATER CROSSINGS
OVERVIEW



CITY OF WEST LAKE HILLS	
SCALE	1" = 100'
DATE	2/3/2020
SHEET NUMBER	1 OF 4



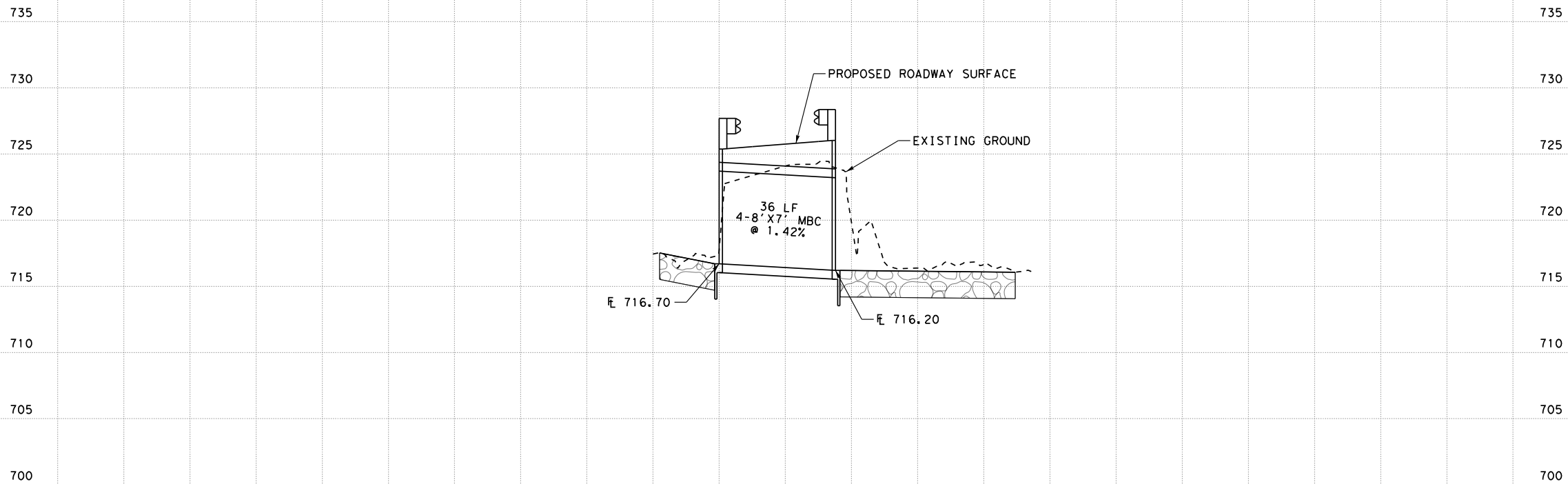
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LEGEND

- EXISTING CONTOUR
- - - - - STREAM CENTERLINE
- - - - - PROPERTY LINE
- EXISTING PAVEMENT
- - - - - FEMA 100-YR FLOODPLAIN

ACRONYMS

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MANAGEMENT AGENCY



EXISTING 30" RCP & 48" RCP
PROPOSED 36 LF 4-8' X 7' MBC

K FRIESE & ASSOCIATES, INC.

1120 S. CAPITAL OF TEXAS HWY, II-100, AUSTIN, TX 78746

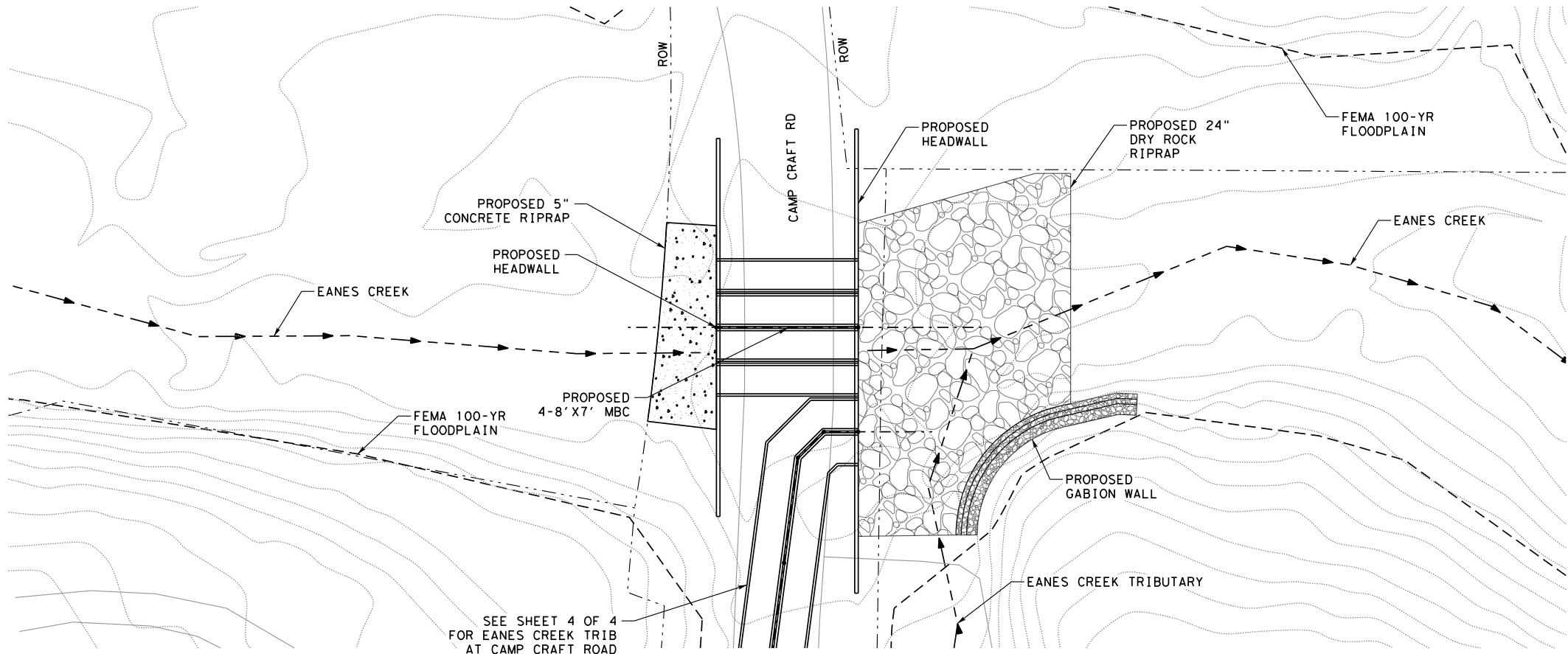
CITY OF WEST LAKE HILLS
DRAINAGE MASTER PLAN

EANES CREEK LOW WATER CROSSINGS
EANES CREEK AT EANES SCHOOL RD



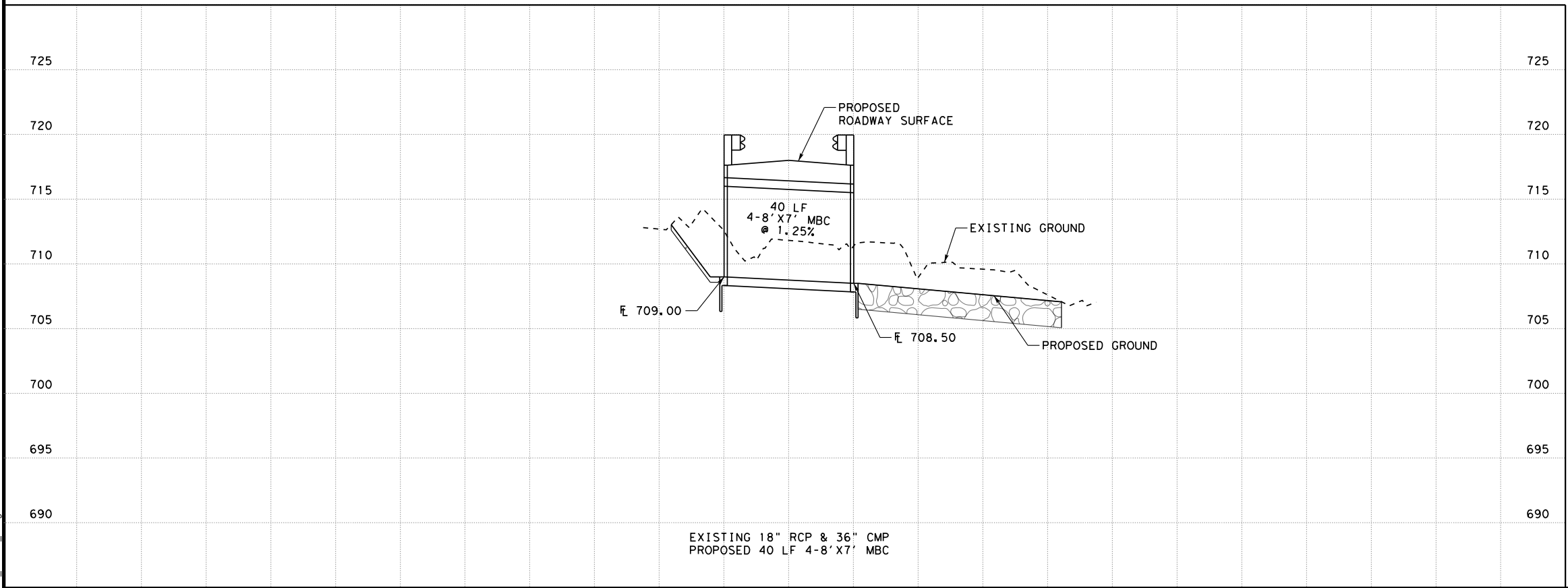
CITY OF WEST LAKE HILLS

SCALE	1" = 40'
DATE	2/3/2020
SHEET NUMBER	2 OF 4



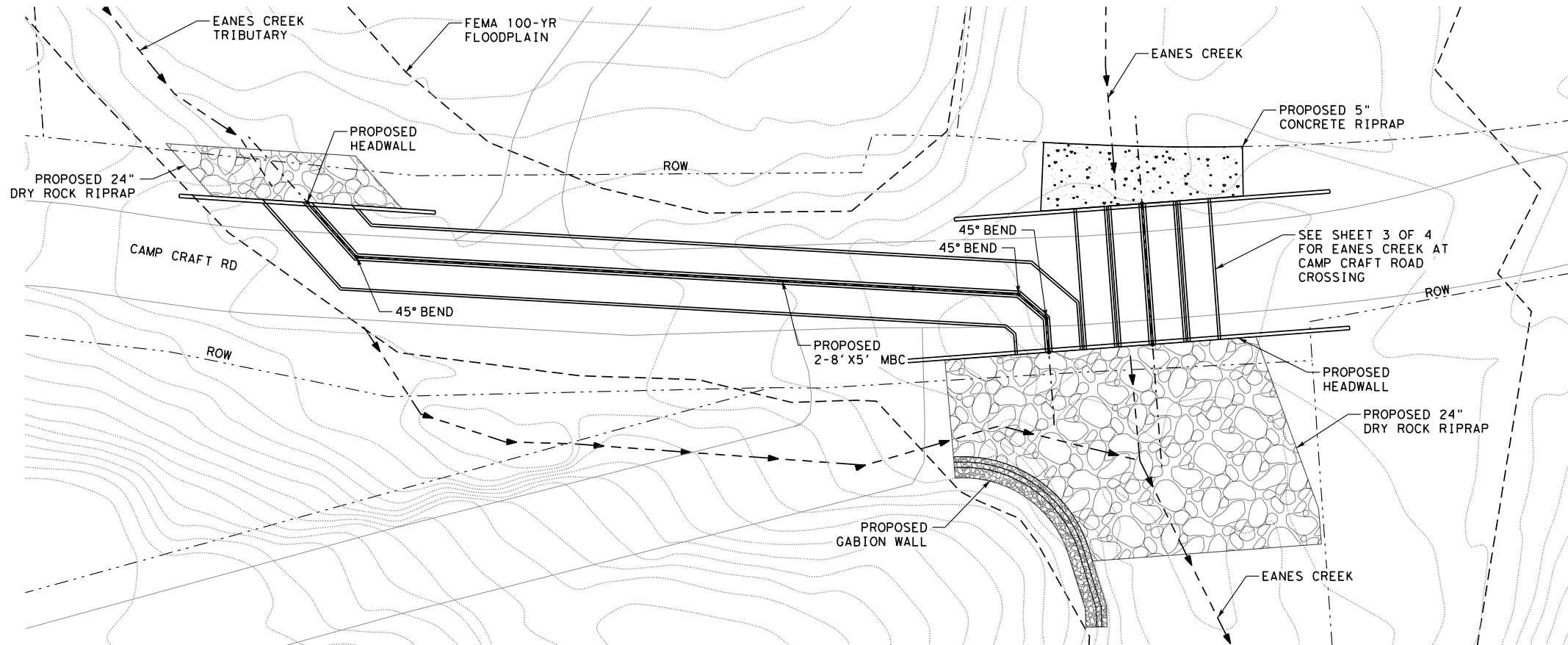
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- LEGEND**
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MANAGEMENT AGENCY



2/3/2020
01_CAMP_CRAFT_03.dgn

K FRIESE & ASSOCIATES, INC. 1120 S. CAPITAL OF TEXAS HWY, II-100, AUSTIN, TX 78746	
CITY OF WEST LAKE HILLS DRAINAGE MASTER PLAN	
EANES CREEK LOW WATER CROSSINGS EANES CREEK AT CAMP CRAFT RD	
 K FRIESE + ASSOCIATES PUBLIC PROJECT ENGINEERING (FIRM # 6536)	
CITY OF WEST LAKE HILLS	
SCALE	1" = 40'
DATE	2/3/2020
SHEET NUMBER	3 OF 4



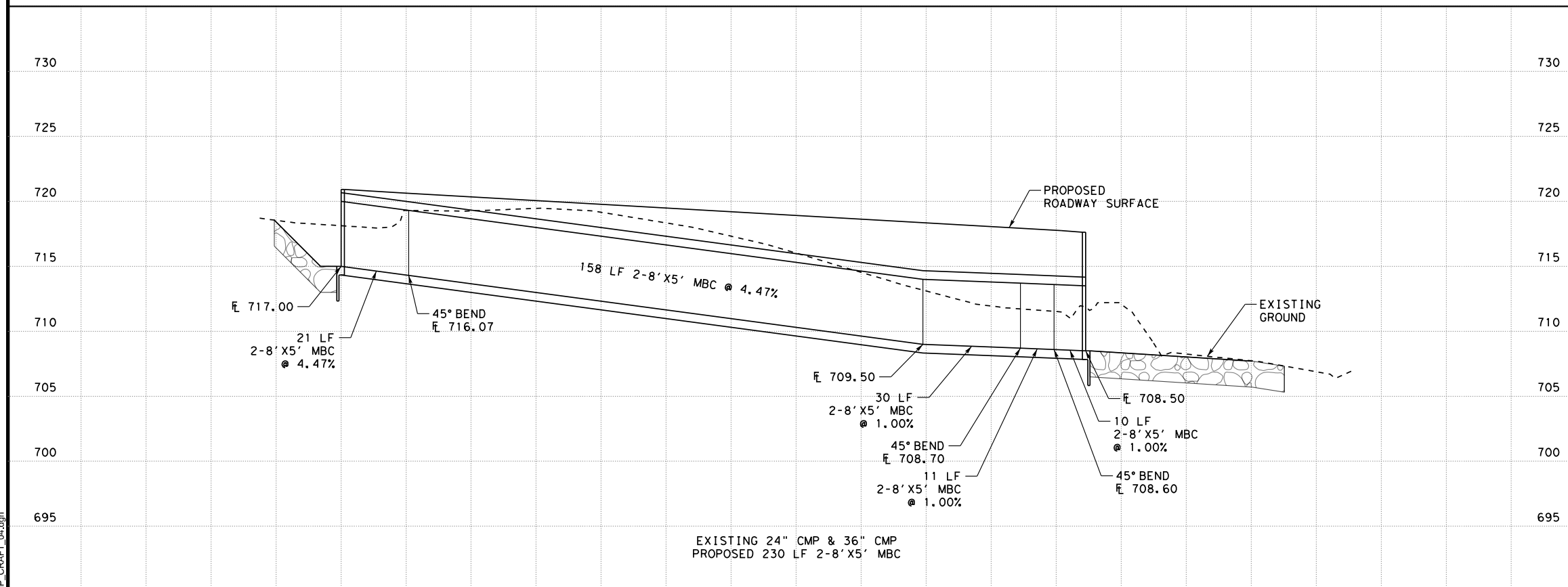
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LEGEND

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- PROPERTY LINE
- EXISTING PAVEMENT
- FEMA 100-YR FLOODPLAIN

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K FRIESE & ASSOCIATES, INC.
1120 S. CAPITAL OF TEXAS HWY, II-100, AUSTIN, TX 78746
CITY OF WEST LAKE HILLS
DRAINAGE MASTER PLAN
EANES CREEK LOW WATER CROSSINGS
EANES CREEK TRIB AT CAMP CRAFT RD



CITY OF WEST LAKE HILLS

SCALE	1" = 40'
DATE	2/3/2020
SHEET NUMBER	4 OF 4

CITY OF WEST LAKE HILLS BOND LIST PROJECT SUMMARY



Project ID: 4
Project Name: Laurel Valley Drainage and Pavement

Problem Description

Little Bee Creek crosses Laurel Valley Rd at three locations, and a tributary to Little Bee Creek crosses at another location. Overtopping of Laurel Valley Rd occurs frequently as the crossings function as low water crossings. During large events, all locations will overtop and restrict access to residents. In addition, there is a roadside ditch less than 6-inches deep along a portion of Laurel Valley. Due to the insufficient capacity, the edge of pavement adjacent to the ditch has been eroded in several locations and some residents have reported flooding in their garage on several occasions.

Proposed Improvements

- Replace culvert near Yaupon Valley Rd with 2-7'x3' Multiple Box Culvert (MBC).
- Replace culvert near Double Fork Rd with 1-7'x3' Concrete Box Culvert (CBC)
- ~ 845 ft of ditch improvements from Double Fork Rd to Ledgeway.
- Replace culvert near Ledgeway with 4-7'x3' MBC
- Replace culvert approaching Westlake Dr with 4-7'x4' MBC and raise roadway ~ 1 ft.
- Pavement repairs from Yaupon Valley Rd to Westlake Dr

Bond Ranking Criteria

	Score
Risk to Public Safety	3
Potential Damage	2
Maintenance	2
Citizen Input/Complaints	3
Project Type	3
Timing/Location	0
Total Project Score:	2.25

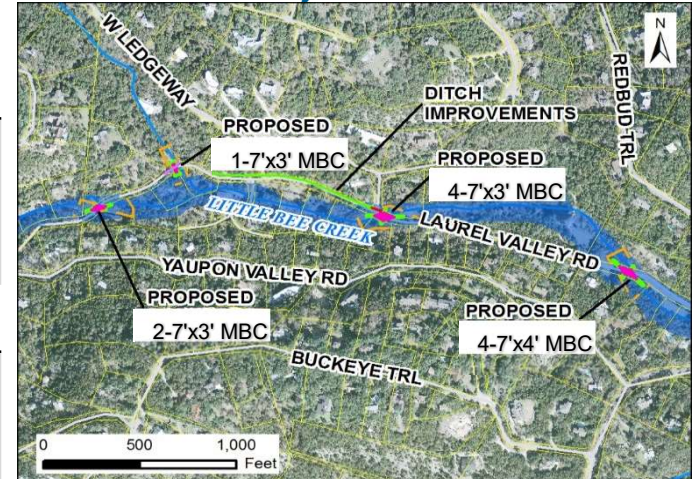
Project Costs

Engineering & Survey:	\$ 239,000
Construction:	\$ 1,296,425
Other:	\$ 126,400
Total:	\$ 1,661,825
Conceptual Cost Range:	\$1.5M - \$2M
Estimated Construction Duration:	6 Months

Assumptions

- It is assumed no ROW or easements will need to be acquired for the ditch improvements. From the data provided, it appears the existing roadway extends beyond the ROW in several locations. The requirement for easements will need to be verified in detailed study or during final design.

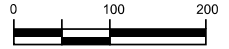
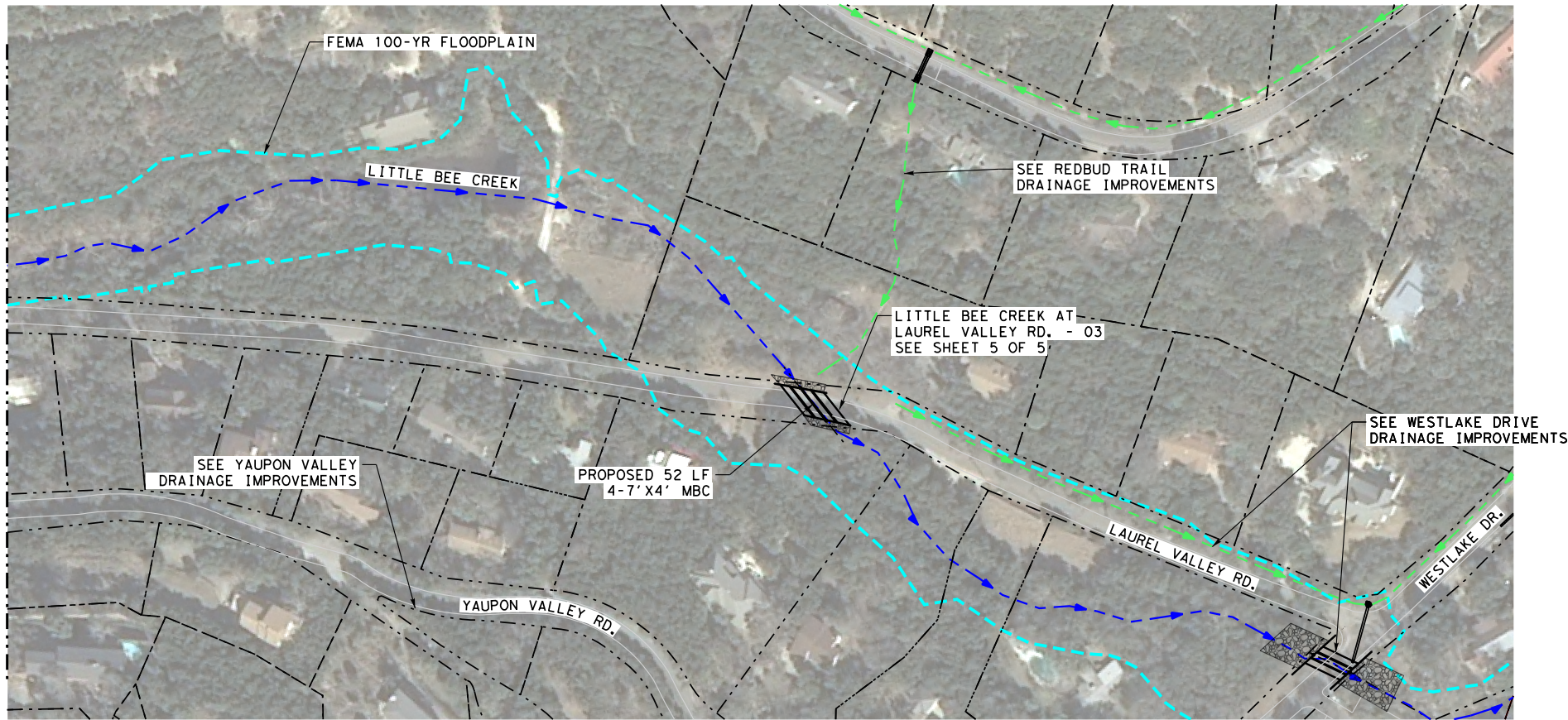
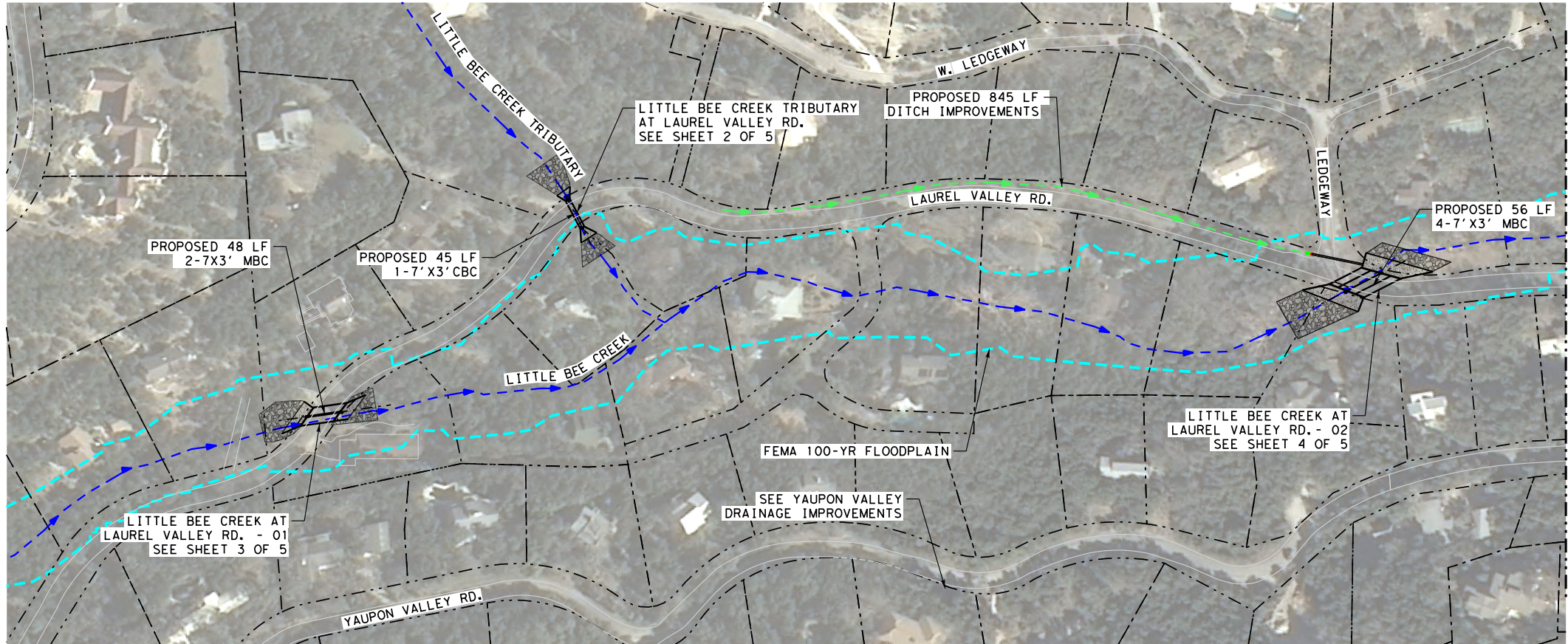
Project Photos



Proposed cross drainage and ditch improvements



Little Bee Creek at Laurel Valley just east of Ledgeway



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2/3/2020
THIS DOCUMENT IS NOT INTENDED
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LEGEND

- CITY LIMITS
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- FEMA 100-YR FLOODPLAIN
- PROPOSED DITCH IMPROVEMENTS

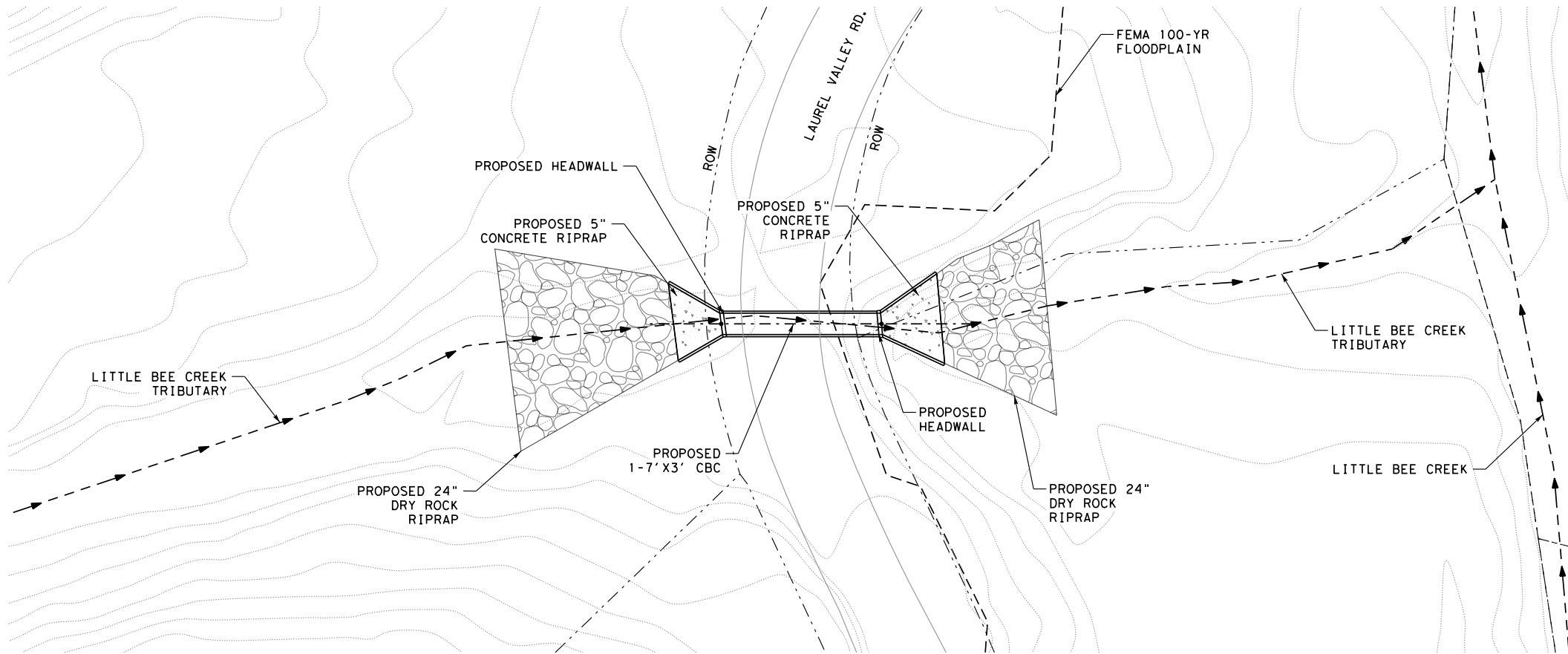
ACRONYMS

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K FRIESE & ASSOCIATES, INC.
1120 S. CAPITAL OF TEXAS HWY, II-100, AUSTIN, TX 78746
CITY OF WEST LAKE HILLS DRAINAGE MASTER PLAN
LAUREL VALLEY DRAINAGE IMPROVEMENTS OVERVIEW



CITY OF WEST LAKE HILLS	
SCALE	1" = 200'
DATE	2/3/2020
SHEET NUMBER	1 OF 5



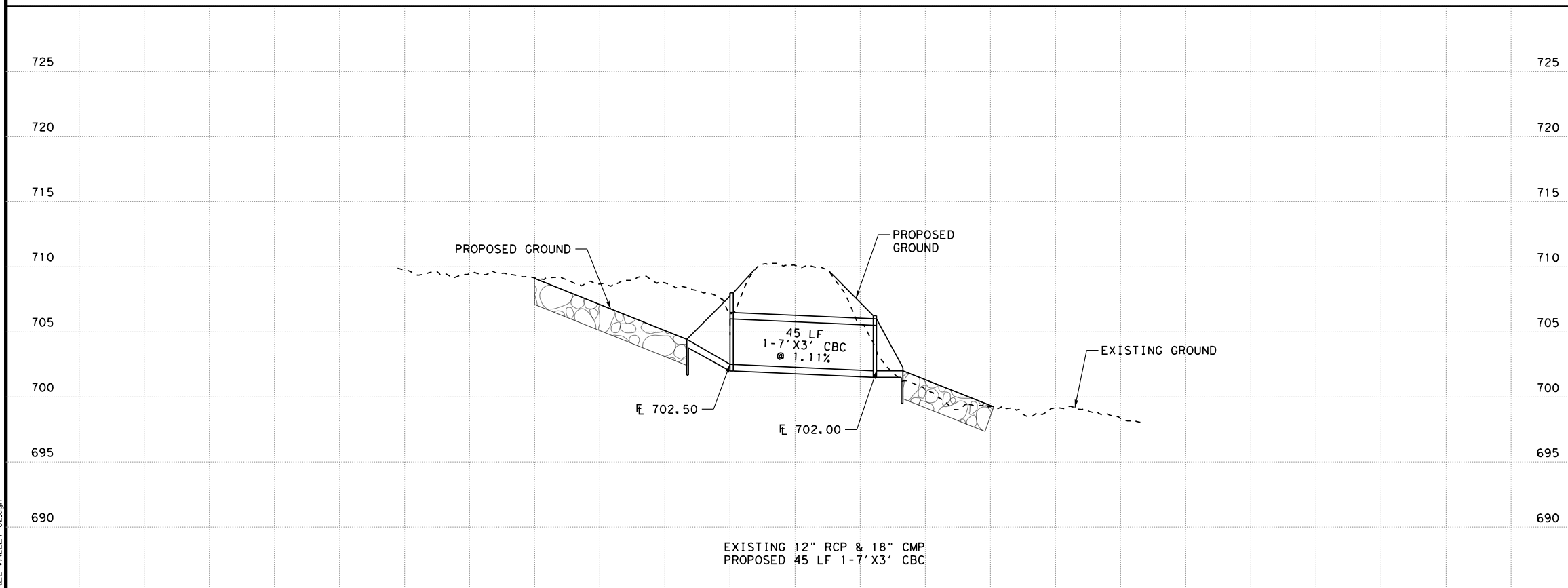
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MANAGEMENT AGENCY



2/3/2020
02 LAUREL VALLEY 02.dgn

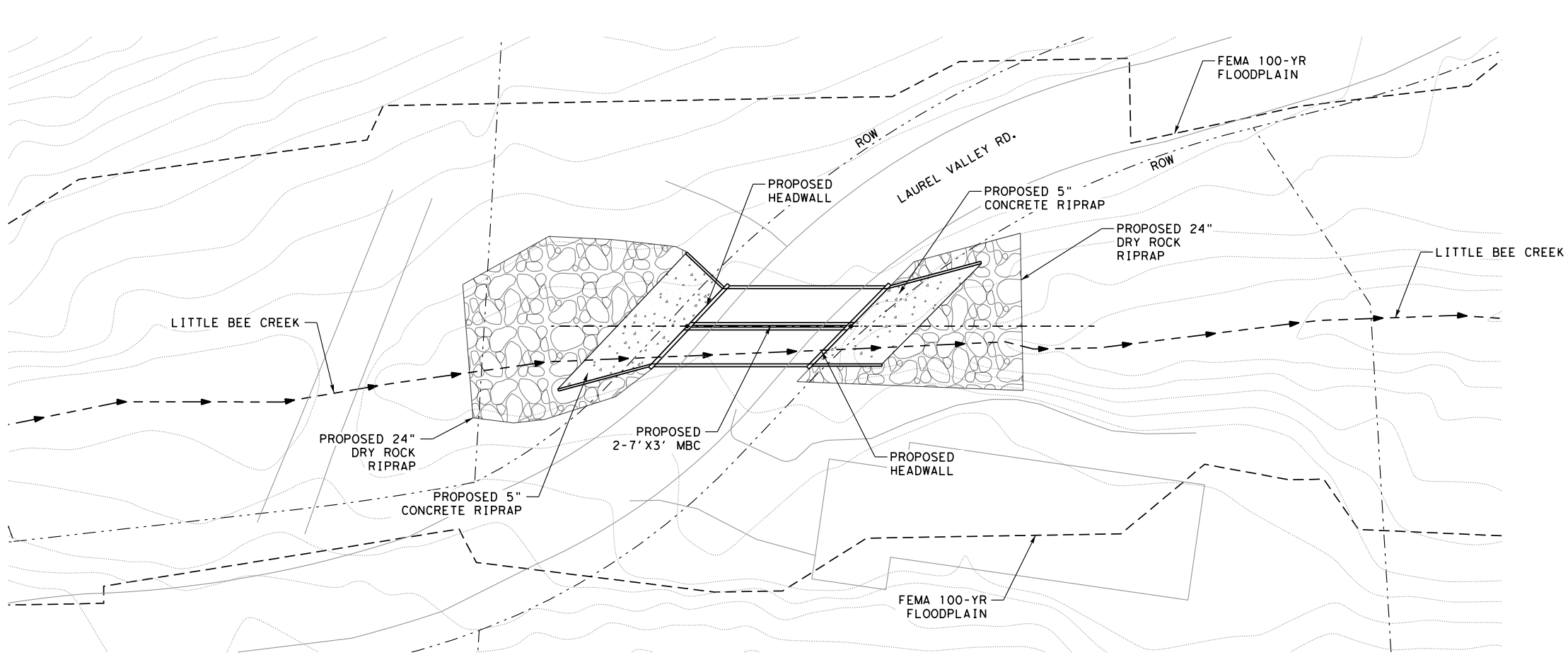
K FRIESE & ASSOCIATES, INC. 1120 S. CAPITAL OF TEXAS HWY, II-100, AUSTIN, TX 78746	CITY OF WEST LAKE HILLS DRAINAGE MASTER PLAN	LAUREL VALLEY DRAINAGE IMPROVEMENTS LITTLE BEE CREEK TRIBUTARY AT LAUREL VALLEY RD
		
		

K. FRIESE
+ ASSOCIATES
PUBLIC PROJECT ENGINEERING
(FIRM # 6536)



CITY OF WEST LAKE HILLS

SCALE	1" = 40'
DATE	2/3/2020
SHEET NUMBER	2 OF 5



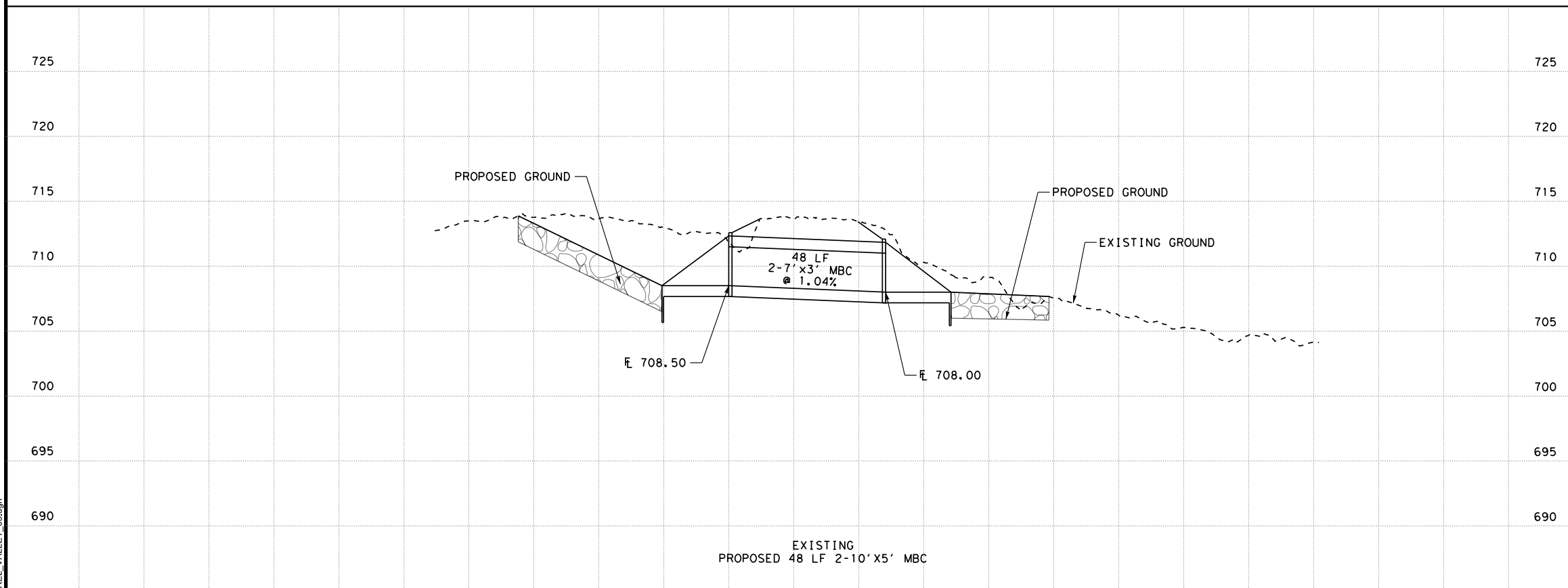
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MANAGEMENT AGENCY



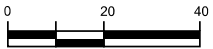
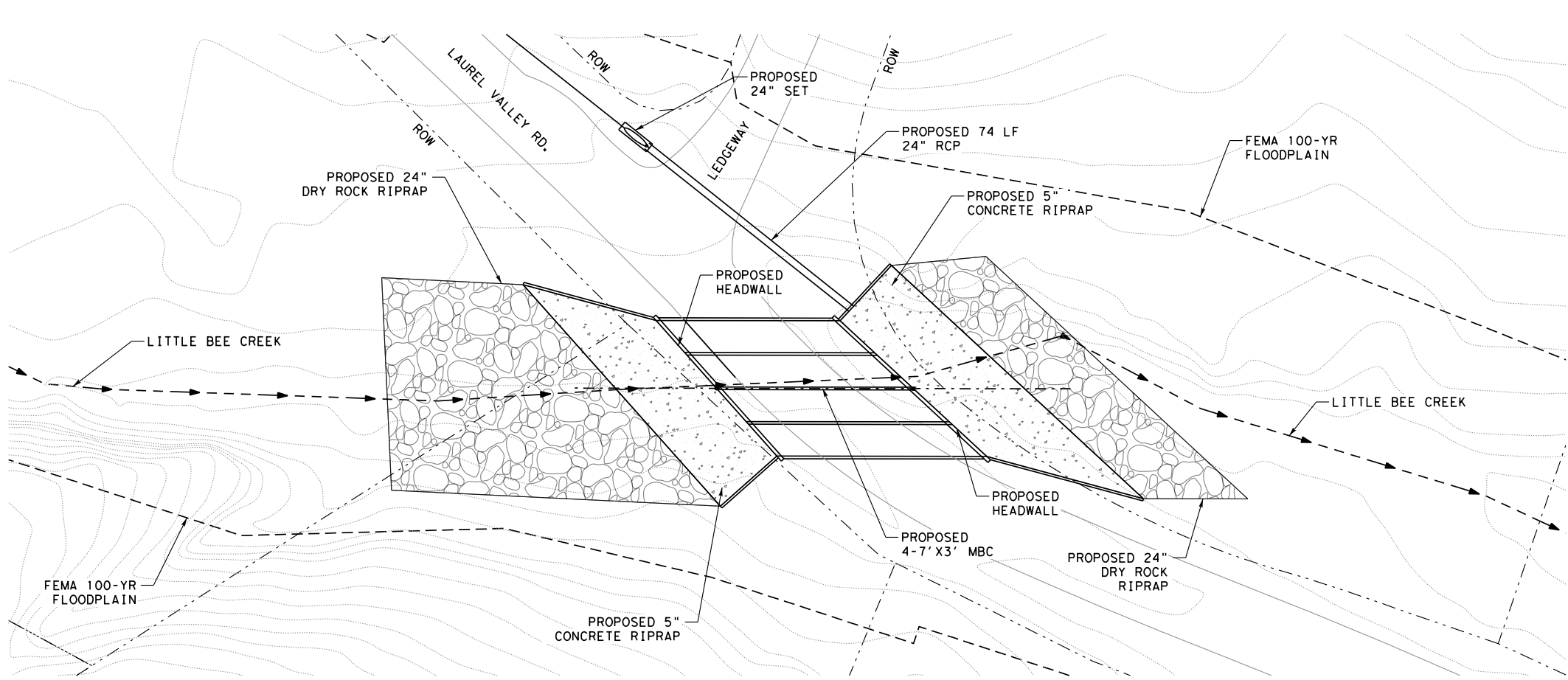
2/3/2020
02 LAUREL VALLEY_03.dgn

K FRIESE & ASSOCIATES, INC. 1120 S. CAPITAL OF TEXAS HWY, II-100, AUSTIN, TX 78746	CITY OF WEST LAKE HILLS	LAUREL VALLEY DRAINAGE IMPROVEMENTS LITTLE BEE CREEK AT LAUREL VALLEY RD. - 01
	DRAINAGE MASTER PLAN	



CITY OF WEST LAKE HILLS

SCALE	1" = 40'
DATE	2/3/2020
SHEET NUMBER	3 OF 5



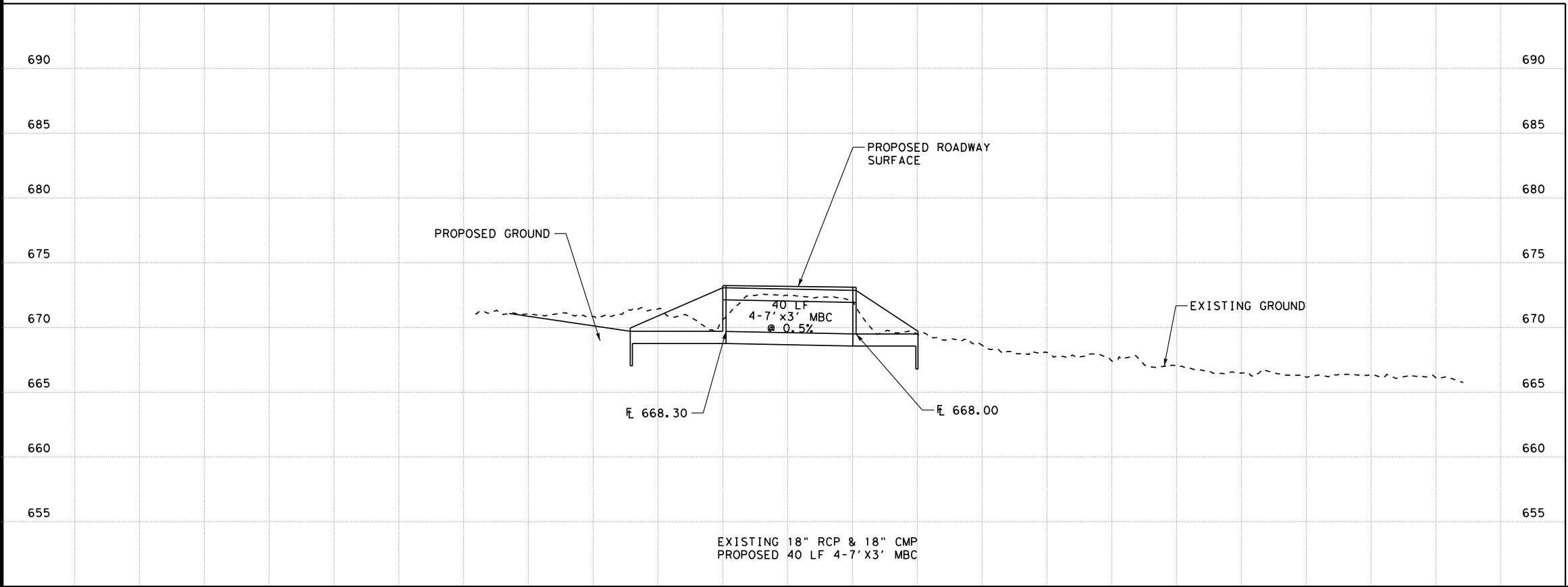
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LEGEND

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- PROPOSED DITCH IMPROVEMENTS

ACRONYMS

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K FRIESE & ASSOCIATES, INC.
1120 S. CAPITAL OF TEXAS HWY, II-100, AUSTIN, TX 78746

CITY OF WEST LAKE HILLS
DRAINAGE MASTER PLAN

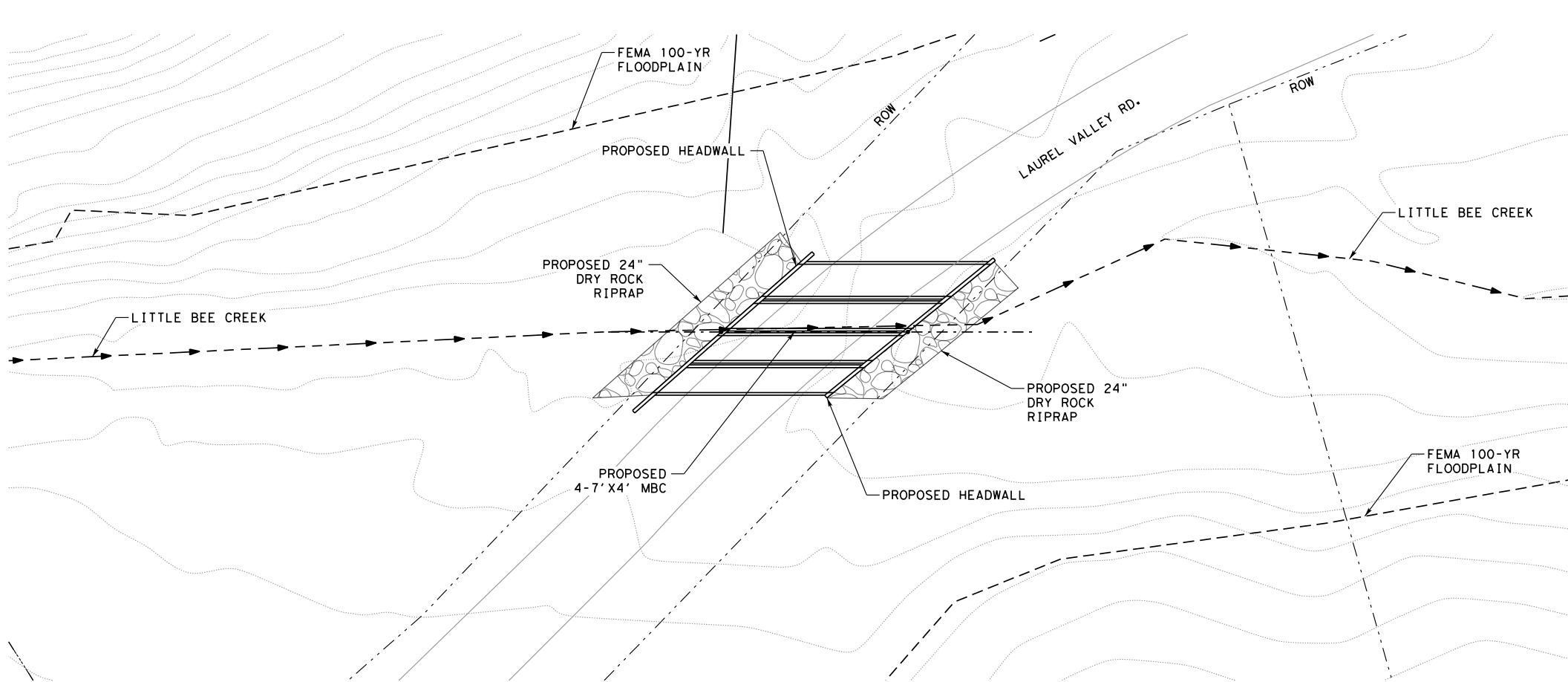
LAUREL VALLEY DRAINAGE IMPROVEMENTS
LITTLE BEE CREEK AT LAUREL VALLEY RD. - 02



**K FRIESE
+ ASSOCIATES**
PUBLIC PROJECT ENGINEERING
(FIRM # 6536)



CITY OF WEST LAKE HILLS	
SCALE	1" = 40'
DATE	2/3/2020
SHEET NUMBER	4 OF 5



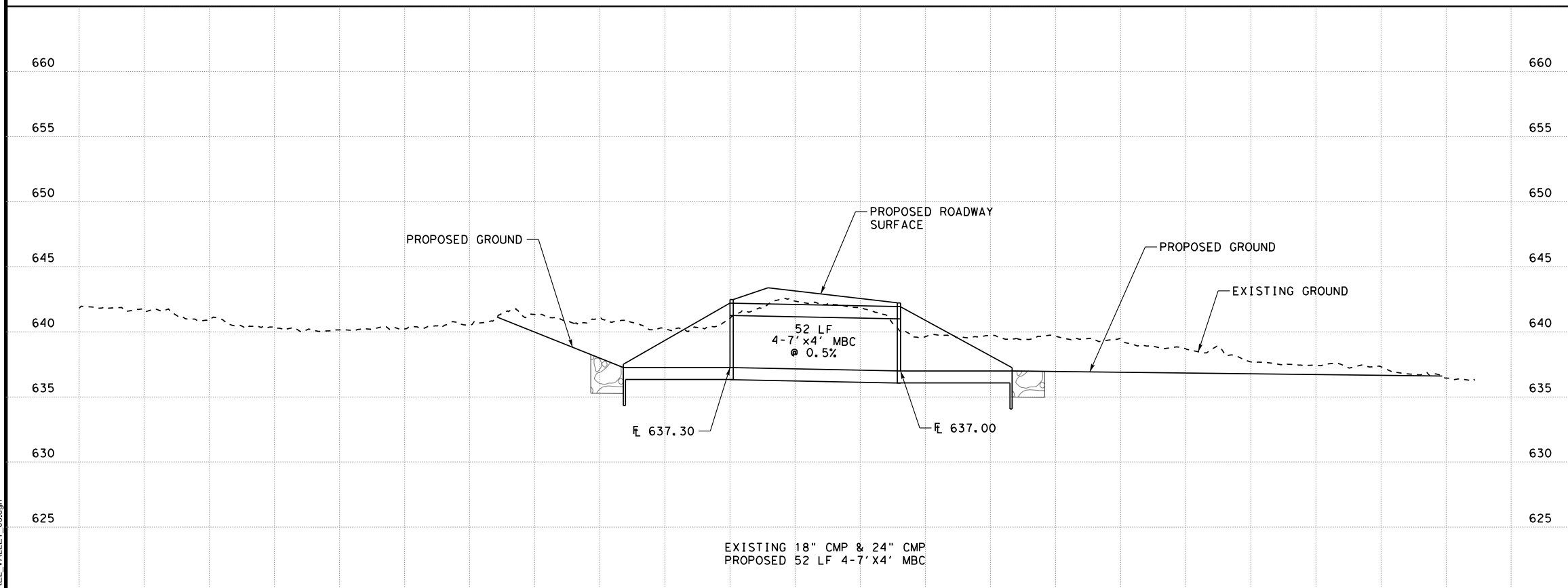
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MANAGEMENT AGENCY



EXISTING 18" CMP & 24" CMP
PROPOSED 52 LF 4-7' x 4' MBC

K FRIESE & ASSOCIATES, INC. 1120 S. CAPITAL OF TEXAS HWY, II-100, AUSTIN, TX 78746	CITY OF WEST LAKE HILLS DRAINAGE MASTER PLAN	LAUREL VALLEY DRAINAGE IMPROVEMENTS LITTLE BEE CREEK AT LAUREL VALLEY RD. - 03



CITY OF WEST LAKE HILLS

SCALE	1" = 40'
DATE	2/3/2020
SHEET NUMBER	5 OF 5

CITY OF WEST LAKE HILLS BOND LIST PROJECT SUMMARY



Project ID: 2
Project Name: Redbud Trail Drainage and Pavement

Problem Description

The roadside ditches along Redbud Trail routinely fill with rocks and sediment due to the steep hillside adjacent to the roadway. In addition, three culverts cross the roadway between 123 and 301 Redbud Trail. Conveyance downstream of the culverts are undefined and in some cases discharge directly at the residential structure of 125 Redbud Trail with recurring flooding. During minor storm events, flow in the ditch is impeded by the lack of driveway culverts and crosses Redbud Trail, towards structures.

Proposed Improvements

- ~6500 ft of ditch improvements along Redbud Trl
- Remove existing cross culverts
- Install new cross culverts at two locations
- Construct a 2 ft - 3 ft high retaining wall along the northern ROW to grade the proposed ditch.
- Obtain 25' drainage easement from the proposed cross culvert to Little Bee Creek.

Bond Ranking Criteria

	Score
Risk to Public Safety	3
Potential Damage	2
Maintenance	3
Citizen Input/Complaints	3
Project Type	3
Timing/Location	3
Total Project Score:	2.85

Project Costs

Engineering & Survey:	\$ 502,200
Construction:	\$ 2,991,075
Other:	\$ 231,250
Total:	\$ 3,724,525
Conceptual Cost Range:	> \$2M
Estimated Construction Duration:	6 Months

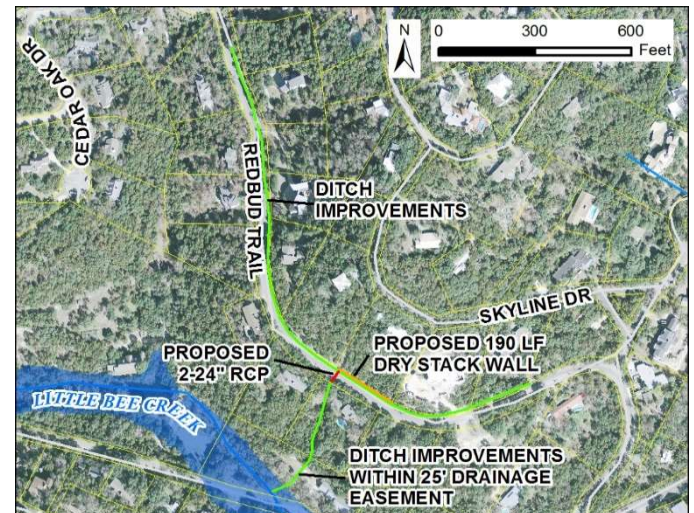
Assumptions

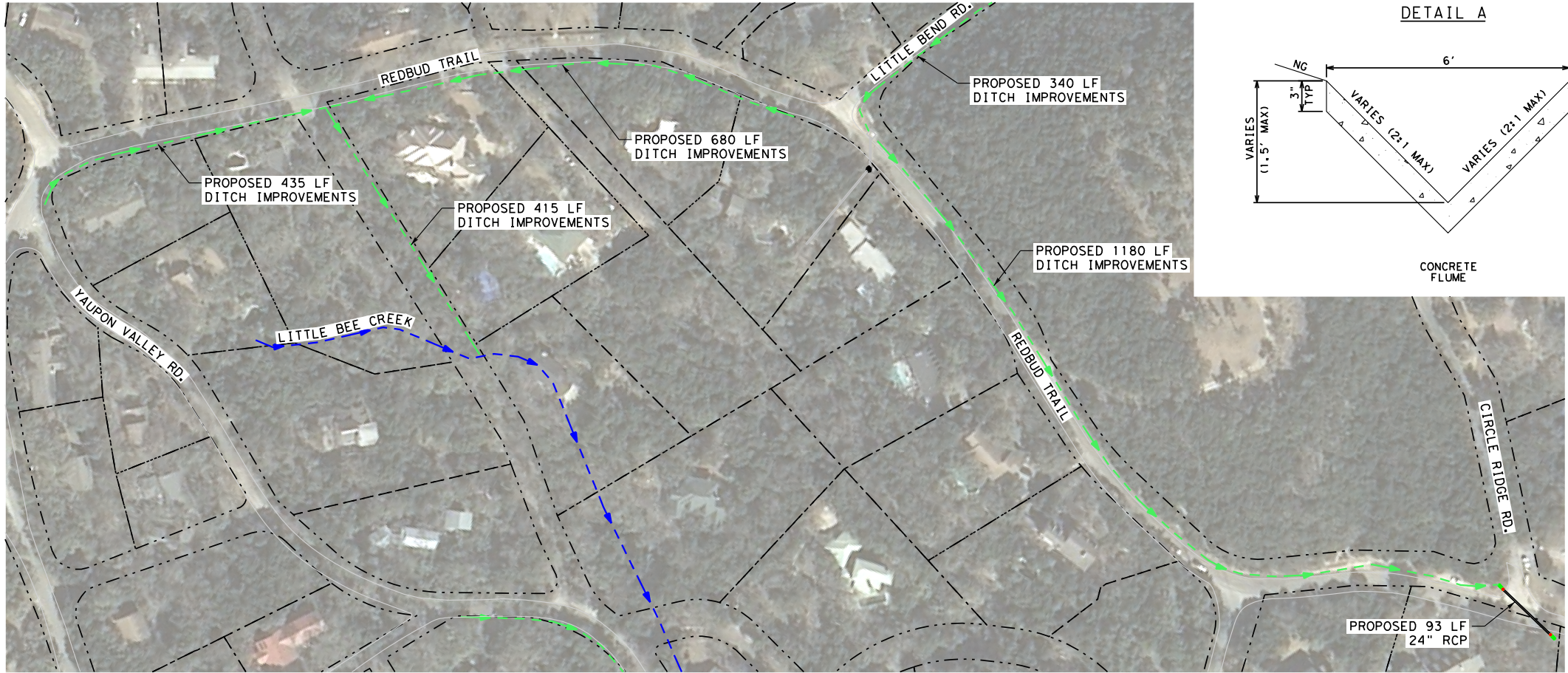
- From the data provided, it appears the existing roadway extends beyond the ROW in several locations. The requirement for additional easements will need to be verified in detailed study or during final design.

Project Photos



Proposed cross drainage and ditch improvements

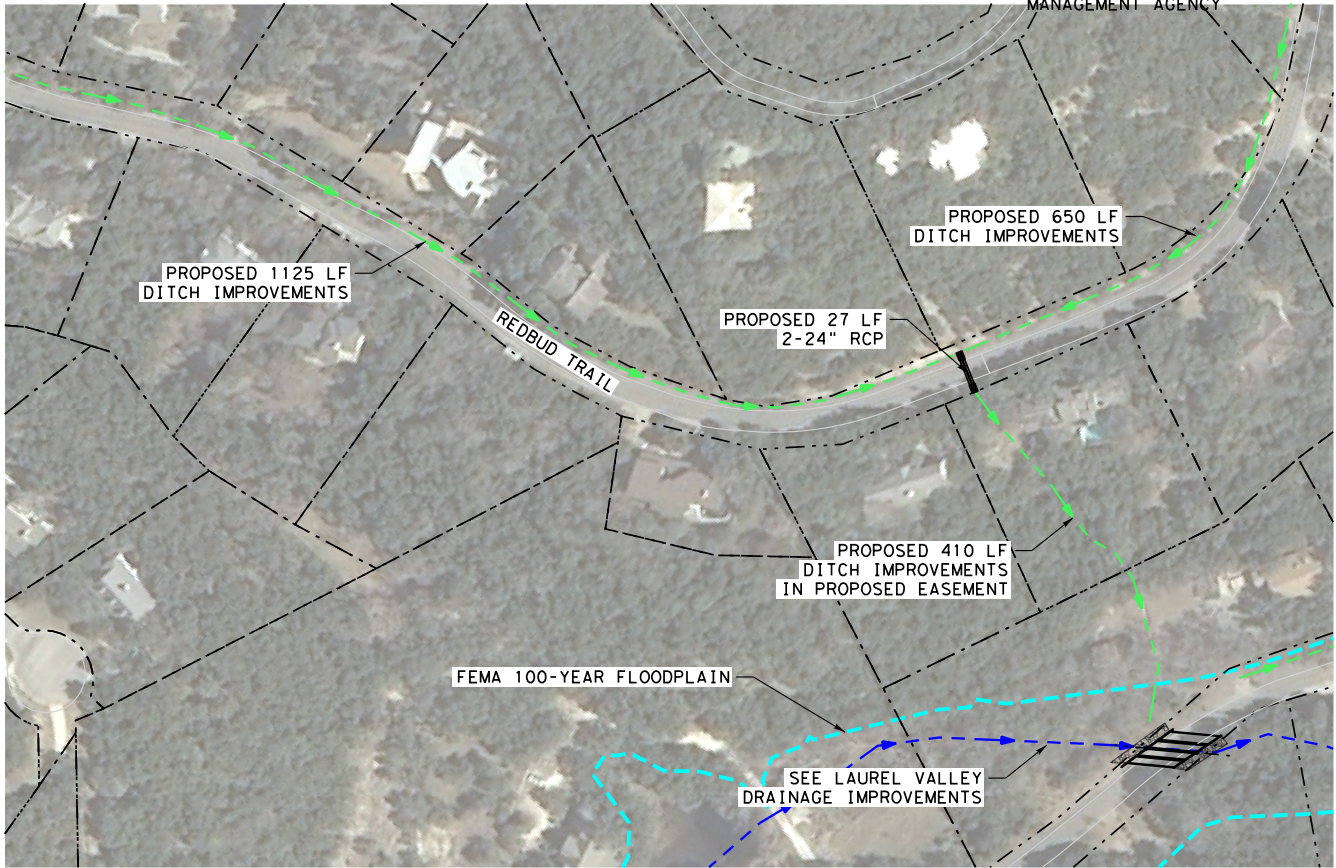




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- LEGEND**
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 - PROPOSED DITCH IMPROVEMENTS

- ACRONYMS**
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K FRIESE & ASSOCIATES, INC.

1120 S. CAPITAL OF TEXAS HWY, II-100, AUSTIN, TX 78746

CITY OF WEST LAKE HILLS

DRAINAGE MASTER PLAN

REDBUD TRAIL DRAINAGE IMPROVEMENTS

OVERVIEW

K FRIESE
+ ASSOCIATES

PUBLIC PROJECT ENGINEERING
(FIRM # 6536)



CITY OF WEST LAKE HILLS	
SCALE	1" = 200'
DATE	2/3/2020
SHEET NUMBER	1 OF 1

West Lake Hills City Hall and Police
Two-Story Option
Project Budget - Brinkley Sargent Wiginton Architects
November 2021 Bond Election

May 10, 2021

6/8/2020 5/10/2021

Land Acquisition			
Site Purchase	0	0	Note A
Site Closing Costs	0	0	Note A
Total	0	0	
Testing Services			
Site Environmental Assessment	0	0	Note A
Geotechnical Report	8,000	10,000	
Materials Testing	60,300	63,400	Note B
Total	68,300	73,400	
Construction			
New City Hall and Police Building	9,099,613	9,099,613	Note C
Non-Conditioned Support Building	0	0	Note C
Radio Building	30,700	30,700	Note D
Demolish Existing City Hall and Police Build	0	0	Note C
Site Development/Parking	0	0	Note C
Site Landscape and Irrigation	0	0	Note C
Site Fence/Gates	0	0	Note C
Covered Parking	0	0	Note D
Emergency Generator	0	0	Note C
Water Quality Control	0	0	Note C
Police Lab/Equipment	0	0	Note C
Distributed Antenna System	0	0	Note C
I.T. Infrastructure	0	0	Note C
Security Systems	0	0	Note C
AV Equipment	0	0	Note C
LEED Enhancements	0	0	Note E
Contingency	0	0	Note C
Inflation	0	648,300	Note F
Total	9,130,313	9,778,613	Note G
FF&E			
Furniture	402,000	454,500	Note H
Exercise Equipment	0	0	
Telephones	48,800	51,100	Note J
Total	450,800	505,600	
City Budgets			
Art Budget	0	0	Note E
Site Survey/Platting	20,000	20,000	Note A
Construction Manager at Risk Pre-Const.	0	0	Note C
Electrical/Gas Impact Fees	30,000	30,000	Note A
Building Environmental Assessment	0	0	Note A
Off-Site Utility Development	0	0	Note C,K
Temporary Facilities	850,000	850,000	Note L
Tenant Finish-Out	300,000	325,000	Note A
IT Server Relocation	30,000	30,000	
Moving Costs	30,000	30,000	Note A
Communication Tower Relocated	0	0	Note E
New Communication Tower on Roof	0	0	Note E
Computers	0	0	Note A
Off-Site Fiber to Site	0	0	Note E
Bond Issuance Cost	0	0	Note M
Owner Contingency	91,300	97,800	Note N
Total	1,351,300	1,382,800	
Professional Services			
Site Submittal Process	10,000	10,000	Note A
A/E Basic Services	913,000	978,000	Note O
Architectural Tenant Finish Out	100,000	100,000	Note A
MEP Tenant Finish Out	25,000	25,000	Note A
Storm Shelter Peer Review	0	0	Note E
Civil Engineering Site Survey (On-Site)	0	0	Note A
Civil Engineering Site Survey (Off-Site)	0	0	Note A
Civil Engineering (On-Site)	100,000	125,000	
Water Quality (On-Site)	15,000	15,000	
Civil Engineering (Off-Site)	15,000	15,000	
Landscape Design	15,000	20,000	
Audio/Visual/Acoustical Consulting	25,000	25,000	
Commissioning	22,000	25,000	
TAAS Consultant	2,535	2,535	
Technology/Security Consultants	20,000	22,000	
Furniture Selection	42,000	45,000	
Interior Design	0	0	Note P
Exercise Equipment Procurement	0	0	Note E
LEED Consultation	0	0	Note E
Record Drawings	8,000	8,000	
Cost Estimating	8,000	10,000	
Reimbursable Costs	20,000	20,000	
Total	1,340,535	1,445,535	
Total Project Cost	12,341,248	13,185,948	

Notes:

- Note A: To be determined
Note B: 18,110 s.f. @ \$3.50/s.f.
Note C: Refer to Exhibit A (Construction Estimate)
Note E: Not required
Note F: Inflation assumptions (7.1%)
Base cost to 2/1/2022
2022 - 6.42%
2023 - .58%
November 2021 Bond Election
March 2021 Begin Design
February 2023 Project Bids
April 2023 Construction Begins
May 2024 Substantial Completion
July 2024 Owner Move-In
Note H: Furniture assumptions:
- 17,480 s.f. @ \$26/s.f.
- Furniture bid July 2022
- Furniture install December 2022
- Assumes new furniture
Note J: 15,732 s.f. @ \$3.25/s.f. relocate existing VOIP
Note K: Boring for 8" PVC waterline under Westlake Drive (fireline)
Included in Exhibit A (Construction Estimate)
Note L: Estimate provided by City
Note M: Not included in budget.
Note N: 1% of construction budget
Note O: 10% of construction budget
Note P: Provided by City

EXHIBIT A

Job Name: Westlake Hills City Hall/ Police

Date: 7/9/2019



Braun & Butler
Construction

		Mhrs	Qty	Unit	Miscellaneous		Labor		Material		Total
					UP	Amount	UP	Amount	UP	Amount	
0	Project Information										0
	Building (SF)		17958	sf							0
	Paving (SY)		1,444	sy							0
	Project Duration		333	days							0
											0
1	General Conditions										0
	Project Manager		49	wk			1,100	53900			53,900
	Truck Expense		49	wk			150	7350			7,350
	Superintendent		48	wk			2,150	103200			103,200
	Truck Expense		48	wk			350	16800			16,800
	Interim Cleanup Labor		600	mhrs			28	16800			16,800
	Project Office Clerical Support		48	wk			365	17520			17,520
											0
	Mobilization / Demobilization		1	ls	3,500	3,500					3,500
	Job Office / Furniture / Supplies		11	mo	600	6,600					6,600
	Chemical Toilet		11	mo	150	1,650					1,650
	Drinking Water		11	mo	100	1,100					1,100
	Dumpster Service		16	ea	600	9,600					9,600
	Storage Trailer		11	mo	300	3,300					3,300
	Job Office Temporary Utilities		11	mo	100	1,100					1,100
	Telephone / Fax / Radio		11	mo	275	3,025					3,025
	Computer Service		11	mo	150	1,650					1,650
	Project Sign		1	ea	1,500	1,500					1,500
	Rentals		1	ls	1,850	1,850					1,850
	Plan Reproduction		1	ls	1,000	1,000					1,000
	Close Out Documents		1	ls	1,500	1,500					1,500
	preconstruction		1	ls		35,000					35,000
											0
	Allowances										0
	contractor's contingency		1	ls		600,000					600,000
	nonairconditioned out building		510	sf	175	89,250					89,250
											0
2	Site Work							0			0
	excavate southwest parking area		2,575	cy	8	20,600					20,600
	excavate southwest parking area not diggable		3,200	cy	18	57,600					57,600
	excavate building pad		3,025	cy	8	24,200					24,200
	excavate building pad not diggable		3,500	cy	18	63,000					63,000
	excavate northeast parking/hardscape		540	cy	9	4,860					4,860
	haul off spoils		976	loads	200	195,200					195,200
	install base under building pad		1,100	cy	35	38,500					38,500
	install base at parking areas		500	cy	35	17,500					17,500
	misc. grading		1	ls		35,000					35,000
											0
2.10	Striping / Traffic Signage		1	ls		7,500					7,500
											0
2.15	Permanent Fence		1	ls		25,000					25,000
	install rolling security gate		1	ls		12,500					12,500
											0
2.25	Landscape		1	ls		75,000					75,000
											0
2.30	Irrigation					28,000					28,000
											0
2.35	Demolition		1	ls		120,000					120,000
	shoring/protection of cell tower		1	ls		30,000					30,000
											0



Braun & Butler
Construction

Job Name: Westlake Hills City Hall/ Police

Date: 7/9/2019

		Mhrs	Qty	Unit	Miscellaneous		Labor		Material		Total
					UP	Amount	UP	Amount	UP	Amount	
2.90	Erosion Controls		1	ls		7,500					7,500
											0
2.91	Site Utilities		1	ls		225,000					225,000
	off site utilities		1	ls		30,000					30,000
											0
2.92	Water Quality Structures		1	ls		75,000					75,000
											0
3.0	Building Concrete Turnkey					0					0
	retaining wall at 14ft		278	cy	650	180,556					180,556
	retaining wall at 18ft		240	cy	700	168,000					168,000
	retaining wall at 4.5 ft		85	cy	550	46,750					46,750
	retaining wall at 11 ft		60	cy	635	38,100					38,100
	french drain behind wall		675	lf	33	22,275					22,275
	dampproof at retaining walls		7,082	sf	5	34,345					34,345
	slab on grade		7,928	sf	16	126,848					126,848
	2nd floor structure/slab		7,928	sf	28	221,984					221,984
	place concrete in stair pans		280	sf	8	2,240					2,240
	elevator pit		1	ls	7,500	7,500					7,500
	curb and gutter		210	lf	15	3,150					3,150
	concrete paving/ hardscape		13,000	sf	8.00	104,000					104,000
	subbond		1	ls		13,000					13,000
	misc. concrete		1	ls		25,000					25,000
											0
4	Masonry- stone veneer on 60%		6,500	sf	29	188,500					188,500
											0
4.90	Masonry rebar		1	ls		1,500					1,500
											0
5	Structural Steel Fabrication					0					0
	roof structure		7,900	sf	22	173,800					173,800
	arbor canopy at front		1,550	sf	36	55,800					55,800
	interior stairs		2	ea	12,500	25,000					25,000
	hand rails/guard rails		250	lf	75	18,750					18,750
	misc. steel		1	ls		20,000					20,000
											0
6	Rough Carpentry		1	ls		8,500					8,500
											0
6.20	Millwork					0					0
	base cabinets		150	lf	275	41,250					41,250
	wall cabinets		113	lf	225	25,313					25,313
	lav tops		70	lf	120	8,400					8,400
	reception		20	lf	350	7,000					7,000
	Dais		30	lf	1,700	51,000					51,000
	standing and running trim		1	ls		10,000					10,000
											0
7	Dampproofing		10,560	sf	2	24,816					24,816
											0
7.10	Flashing		450	lf	12	5,400					5,400
											0
7.20	Joint Sealers		1	ls		7,850					7,850
											0
7.25	Fire Stopping		1	ls		2,700					2,700
											0
7.30	Roofing		5,232	sf	23	120,347					120,347
	metal roof		2,775	sf	27	74,920					74,920
	metal wall panels		2,200	sf	22	48,400					48,400



Braun & Butler
Construction

Job Name: Westlake Hills City Hall/ Police

Date: 7/9/2019

		Mhrs	Qty	Unit	Miscellaneous		Labor		Material		Total
					UP	Amount	UP	Amount	UP	Amount	
	screen wall on roof		650	sf	85	55,250					55,250
											0
8	Hollow Metal Doors / Frames									0	0
	hm frames	40	39	ea			34	1360	225	8,775	10,135
	hm doors	6	2	ea			34	204	275	550	754
											0
8.10	Wood Doors	126	42	ea			34	4284	355	14,910	19,194
											0
8.20	Hardware	132	44	sets			34	4488			4,488
	regular sets		34						710	24,140	24,140
	exit sets		10						1485	14,850	14,850
											0
8.30	Glass / Glazing					0					0
	exterior storefront windows & frames		1,600	sf	45	72,000					72,000
	exterior storefront doors		2	ea	2,200	4,400					4,400
	curtain wall		600	sf	125	75,000					75,000
	pony wall at lightwell		312	sf	65	20,280					20,280
	misc. interior glass		1	ls		12,000					12,000
											0
9.00	Metal Framing / Drywall					0					0
	exterior framed walls		13,155	sf	8	105,240					105,240
	interior framed walls		21,200	sf	6	127,200					127,200
	hardcapped ceiling at 20%		3,171	sf	5	15,856					15,856
											0
9.05	Acoustical Ceiling		12,685	sf	3	42,494					42,494
											0
9.10	Ceramic Tile					0					0
	floor tile		900	sf	8	7,200					7,200
	wall tile		3,200	sf	9	28,800					28,800
											0
9.20	Carpet / VCT / Base		12,685	sf	4.45	56,448					56,448
											0
9.25	Tape / Float / Texture / Paint		15,856	sf	4	63,424					63,424
											0
10	Marker Boards / Tack Boards		1	ls		12,000					12,000
											0
10.10	Toilet Partitions		12	stalls	975	11,700					11,700
											0
10.15	Toilet Accessories		12	ea	400	4,800					4,800
											0
10.20	Louvers		1	ls		1,500					1,500
											0
10.25	Police/Lab equipment allowance		1	ls		75,000					75,000
											0
10.35	Building Signage		1	ls		8,500					8,500
											0
12.90	Window Treatments		1	ls		12,500					12,500
											0
12.91	kitchen equipment allowance		1	ls		15,000					15,000
											0
14.90	Elevator		1	ea		64,000					64,000
											0
15	Fire Suppression		15,856	sf	2.65	42,018					42,018
											0
15.10	Plumbing		70	ea	2450	171,500					171,500



Braun & Butler
Construction

Job Name: Westlake Hills City Hall/ Police

Date: 7/9/2019

		Mhrs	Qty	Unit	Miscellaneous		Labor		Material		Total
					UP	Amount	UP	Amount	UP	Amount	
											0
15.20	HVAC		15,856	sf	24	380,544					380,544
											0
16	Electrical		15,856	sf	25	396,400					396,400
	generator		1	ea		80,000					80,000
											0
16.10	Communications- cabling		15,856	sf	1.35	21,406					21,406
	A/V Allowance		1	ls		150,000					150,000
	distributed antenna system allowance		1	ls		40,000					40,000
											0
16.20	Electronic Safety / Security		1	ls		85,000					85,000
											0
	access controls		1	ls		45,000					45,000
											0
16.30	Fire Alarm		15,856	sf	1.5	23,784					23,784
											0
	Regulatory Requirements										0
	plan review fee by owner if required			ls							0
	building permit fee by owner if required			ls							0
	other permit fees by owner if required			ls							0
	TCEQ application / plan		1	ls	1500	1,500					1,500
	TCEQ inspections		12	mo	400	4,800					4,800
											0
	Project Specific Requirements										0
	registered surveyor		160	hr	125	20,000					20,000
	site safety inspections		1	ls		7,500		10000			17,500
	temporary fence		1,000	lf	2	2,000					2,000
	temporary gates		4	ea	350	1,400					1,400
	project final clean		15,856	sf	0.45	7,135					7,135
											0
	Owner's Contingency/Betterment		10	%		710,000					710,000
											0
	Project Insurance		1	ls		62,320					62,320
											0
	Cost Inflation Allowance @5%/year		32	mon		1,467,778					1,467,778
											0
	SUBTOTAL					8,377,256		235,906		63,225	8,676,387
	CM Fee		4.00%								347,055
	Sales tax on Material		0.00%								0
	Sales tax on Total		0.00%								0
	Total Before Bond										9,023,442
	Bond Cost (yes=1)		1								76,171
	SUMMARY TOTAL										9,099,613



City of West Lake Hills

2021 Bond Election Planning

\$25 Million Bond (Prop A & B)

July 2021

PFM Financial Advisors LLC

111 Congress Ave.
Suite 2150
Austin, TX 78701

P: (512) 614-5324
pfm.com



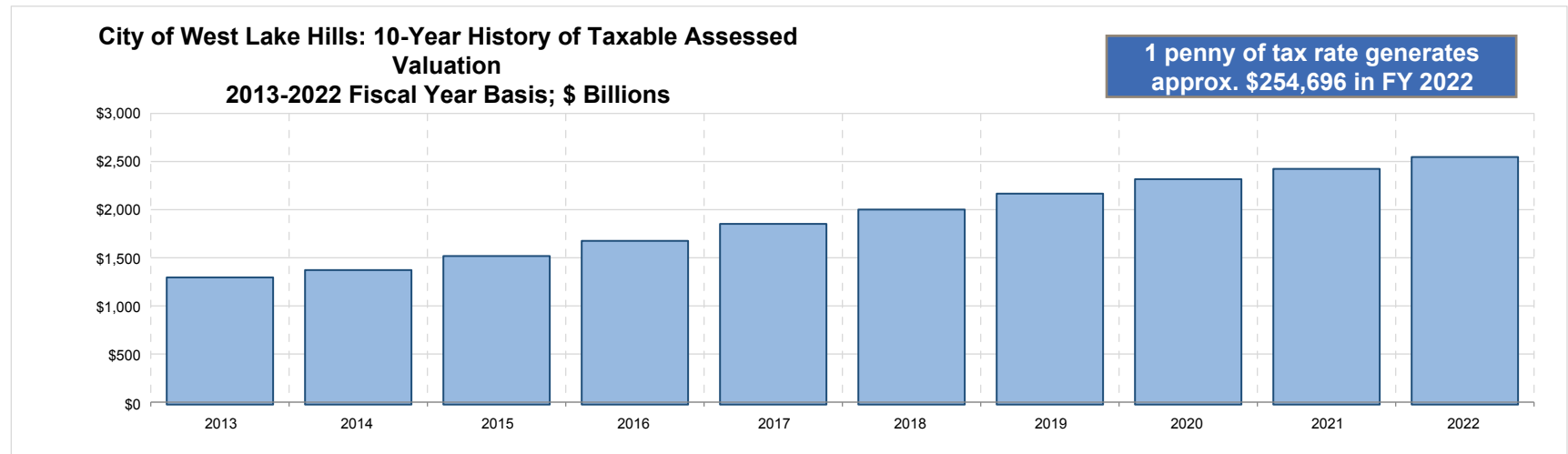
Bond Project Estimates

Bond Election Projects	Cost Estimate
Proposition A: City Hall/Police Building	\$13.2 million
Proposition B: Roadway & Drainage Projects	\$11.8 million
Total Estimated Bond Project Costs	\$25.0 million



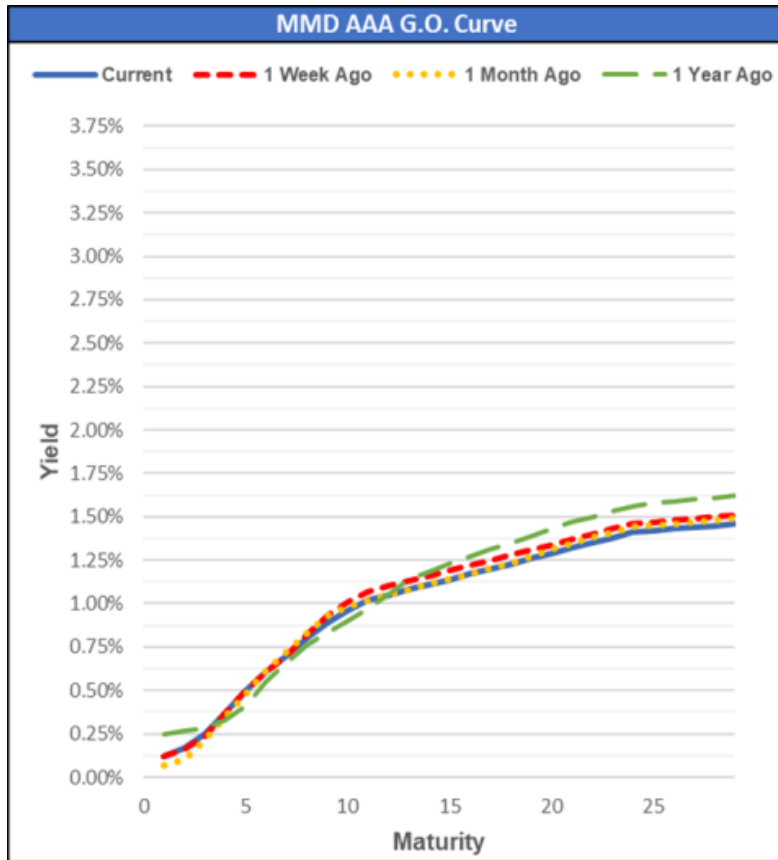
Debt Service & Tax Rate Considerations

- Principal on the bonds is typically repaid in annual installment payments, interest repaid semi-annually
- Annual principal and interest on a bond represents the annual (fiscal year) debt service requirement of the City, which will be repaid through the levy of an I&S tax
- The City has the flexibility to choose its desired repayment term considering the longer useful-life character of the assets being financed (i.e. 20-year bond, 25-year bond, 30-year bond)
 - A longer amortization bond will have higher total interest costs but lower annual payments and tax rate impact
 - Conversely, a shorter amortization bond will have lower total interest costs but higher annual payments and tax rate impact
- Ultimate tax rate impact will be informed by:
 - Current and future taxable values
 - Final interest rate and bond structure (repayment term) at the time of the bond sale
 - Tax collection rates

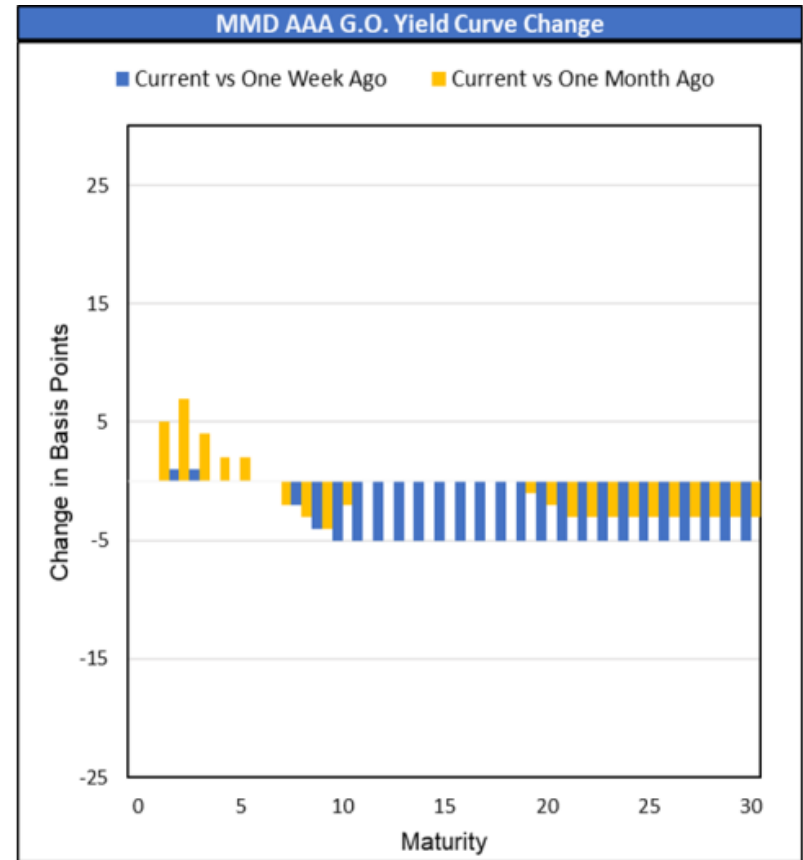




Municipal Market Interest Rate Trends



Spot Rates				
	Current	1 Week Ago	1 Month Ago	1 Year Ago
2-Year	0.17%	0.16%	0.10%	0.27%
5-Year	0.50%	0.50%	0.48%	0.41%
7-Year	0.70%	0.70%	0.72%	0.66%
10-Year	0.96%	1.01%	0.98%	0.90%
30-Year	1.47%	1.52%	1.50%	1.63%

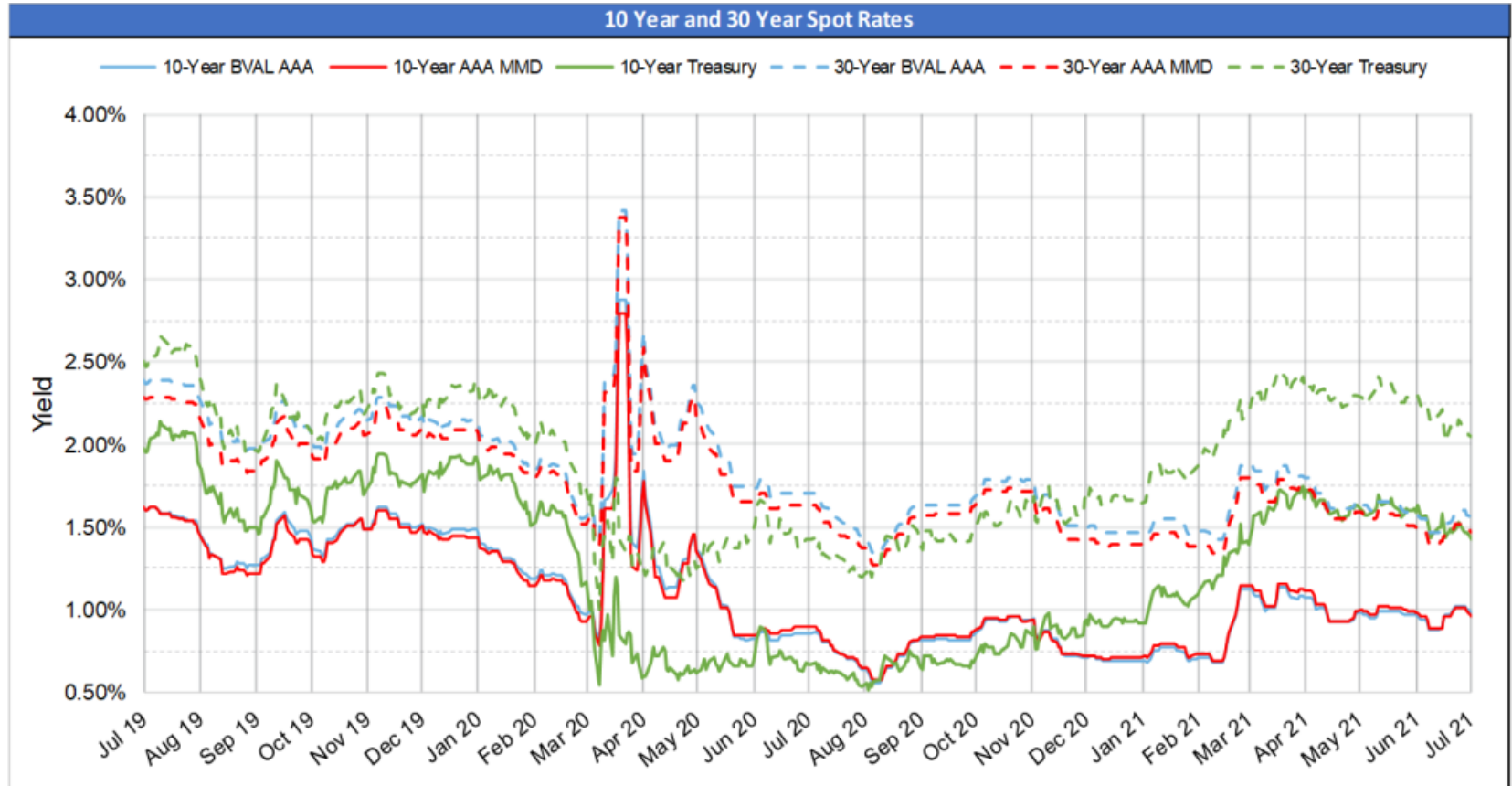


Change in Spot Rates			
Current vs	1 Week Ago	1 Month Ago	1 Year Ago
2-Year	1bps	7bps	-10bps
5-Year	0bps	2bps	9bps
7-Year	0bps	-2bps	4bps
10-Year	-5bps	-2bps	6bps
30-Year	-5bps	-3bps	-16bps

Source: Thomson Reuters



Municipal Market Interest Rate Trends



10-Year Rates					30-Year Rates				
	Current	Last Week	Last Month	Last Year		Current	Last Week	Last Month	Last Year
MMD	0.96%	1.01%	0.98%	0.90%	MMD	1.47%	1.52%	1.50%	1.63%
Treasury	1.43%	1.53%	1.59%	0.67%	Treasury	2.04%	2.15%	2.27%	1.43%
MMD/ TSY	67%	66%	62%	134%	MMD/ TSY	72%	71%	66%	114%
BVAL	0.98%	1.02%	0.97%	0.86%	BVAL	1.55%	1.60%	1.58%	1.71%

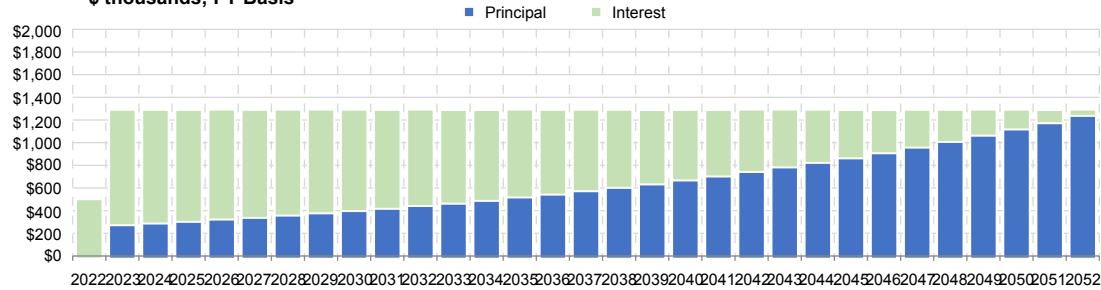
Source: Thomson Reuters



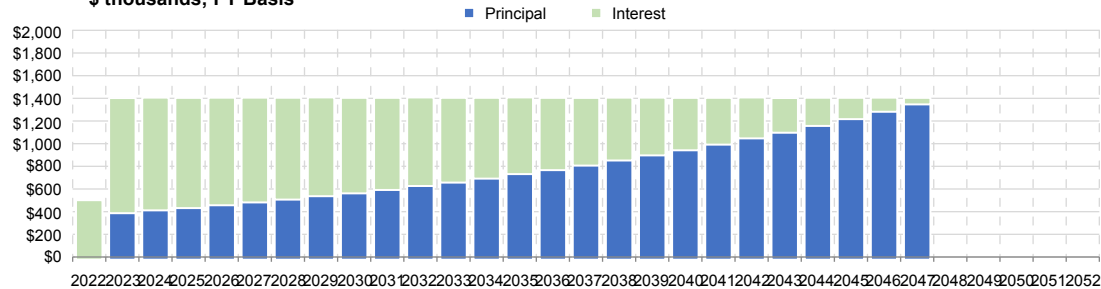
2021 Bond Amortization Considerations: \$25 Million Bond Package

Bond Amortization Scenarios

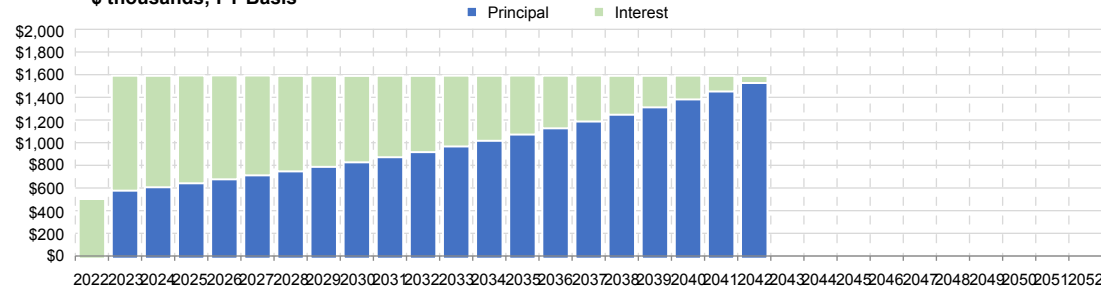
30-Year Bond (\$25.0MM): Principal & Interest
\$ thousands; FY Basis



25-Year Bond (\$25.0MM): Principal & Interest
\$ thousands; FY Basis



20-Year Bond (\$25.0MM): Principal & Interest
\$ thousands; FY Basis



30-Year Level Debt Service

Project Fund (\$000s)	\$25,000
All-in True Interest Cost	3.18%
Principal Amortization	2023-2052
Average Life	19.1 years
Total Debt Service (\$000s)	\$39,209
Average Annual Debt Service (\$000s)	\$1,290

25-Year Level Debt Service

Project Fund (\$000s)	\$25,000
All-in True Interest Cost	2.93%
Principal Amortization	2023-2047
Average Life	15.5 years
Total Debt Service (\$000s)	\$35,633
Average Annual Debt Service (\$000s)	\$1,405

20-Year Level Debt Service

Project Fund (\$000s)	\$25,000
All-in True Interest Cost	2.58%
Principal Amortization	2023-2042
Average Life	12.1 years
Total Debt Service (\$000s)	\$32,318
Average Annual Debt Service (\$000s)	\$1,591

Interest rate estimates as of July 7, 2021. Assumes current market rates plus AA-credit spread plus additional 50bps bps spread (MMD + 50bps as of 7/7/2021). Assumes December 2021 delivery.



2021 Bond Amortization Considerations: \$25 Million Bond Package

Summary of Bond Scenarios and Impact on Tax Rates

Preliminary Bond Analysis

Repayment Period	30-Years	25-Years	20-Years
Delivery Date	February 2022	February 2022	February 2022
Project Funding Amount	\$25,000,000	\$25,000,000	\$25,000,000
Total Debt Service	\$39,209,000	\$35,632,750	\$32,318,000
Average Annual Debt Service	\$1,209,258	\$1,405,255	\$1,590,756
All-In True Interest Cost	3.18%	2.93%	2.58%
Estimated I&S Tax Rate per \$100 of TAV	\$0.0475	\$0.0552	\$0.0625



Credit Rating Will Also Inform Interest Rate on Bonds

- ✦ The City will need to secure a credit rating from at least one of the three major national rating agencies (Moody's, S&P, and/or Fitch) in order to sell bonds in the public markets
- ✦ The rating agencies use a letter-grade scale to assign a credit rating to local government debt issuances
- ✦ A higher rating generally corresponds with a lower interest rate
- ✦ PFM believes that the City can command high credit ratings of AA to AAA based on the following characteristics:
 - + Very high income levels and per capita tax base wealth
 - + Growing taxable values, location in the heart of the Austin MSA, a dynamic economy
 - + Strong liquidity position and financial management practices
 - + Moderate debt burden after new debt is issued
 - Small absolute size of the budget and tax base

Moody's	S&P/Fitch	Rating Descriptor
Aaa	AAA	Highest Quality Credit (Lowest default risk)
Aa1	AA+	High Grade / High Quality
Aa2	AA	
Aa3	AA-	
A1	A+	Upper Medium Grade
A2	A	
A3	A-	
Baa1	BBB+	Minimum Investment Grade
Baa2	BBB	
Baa3	BBB-	
Ba1, Ba2, Ba3	BB+, BB, BB-	Non-Investment Grade / Speculative
C	C	Highly Speculative
D	D	Imminent or in Default





**Fiscal Year 2021-2022 Budget
City of West Lake Hills**

Linda Anthony, Mayor

PROPOSED BUDGET - JULY 28, 2021

City of West Lake Hills
Estimated Available General Fund Balance
FY 2021-2022 as of 7/28/21

Audited Fund Balance as of 9/30/20	\$ 6,876,371
FY 2020-21 Estimated Year End Budget Revenue vs. Expense Impact	\$ 484,553
Estimated Fund Balance as of 9/30/21	<u>\$ 7,360,924</u>
FY 2021-22 Estimated Year End Budget Revenue vs. Expense Impact	\$ 1,155,175
Estimated Fund Balance as of 9/30/22	<u>\$ 8,516,099</u>
Court Special Revenue Fund (1)	\$ (137,664)
PD Special Revenue Fund (1)	\$ (33,088)
Stan Graham Memorial Tree Fund (1)	\$ (124,184)
Stabilization Cash Reserve (2)	\$ (2,400,000)
Legal Counsel Cash Reserve (2)	\$ (300,000)
Contingency Cash Reserve (2)	\$ (500,000)
Brush Pickup Reserve (2)	\$ -
Estimated Available Fund Balance as of 9/30/22	<u>\$ 5,021,163</u>

(1) The fund balance for the three special revenue funds are all positive amounts, but they are shown as a reduction in the available fund balance because these funds are reserved for specific purposes.

(2) The fund balance for the four reserve funds listed are all positive amounts, but they are shown as a reduction in the available fund balance that was established by Resolution No. 2020-09-01 - General Fund Balance Policy for the City of West Lake Hills

CITY OF WEST LAKE HILLS
PROPOSED BUDGET SUMMARY TOTALS - ALL GENERAL FUNDS
FY 2021 - 2022

AS OF 7/28/21

	GENERAL FUNDS				
	01 GENERAL FUND	06 COURT SPECIAL REVENUE FUND	07 PD SPECIAL REVENUE FUND	08 STAN GRAHAM MEMORIAL TREE FUND	TOTAL GENERAL FUNDS
REVENUE SOURCE					
TAXES	\$ 5,116,832	\$ -	\$ -	\$ -	\$ 5,116,832
PERMITS	180,000	-	-	-	180,000
FEES	632,000	-	-	-	632,000
FINES & WARRANTS	89,000	-	-	-	89,000
INTEREST & MISC REVENUE	83,360	17,750	1,500	5,000	107,610
WASTEWATER	-	-	-	-	-
TOTAL REVENUE	\$ 6,101,192	\$ 17,750	\$ 1,500	\$ 5,000	\$ 6,125,442
DEPARTMENTAL EXPENSE					
ADMINISTRATION	\$ 837,991	\$ -	\$ -	\$ -	\$ 837,991
POLICE	2,213,656	-	6,500	-	2,220,156
PLANNING & DEVELOPMENT	698,330	-	-	-	698,330
PUBLIC WORKS	754,050	-	-	-	754,050
MUNICIPAL COURT	281,890	4,500	-	-	286,390
CAPITAL OUTLAY - GF	99,100	5,000	-	-	104,100
TREE FUND	-	-	-	69,250	69,250
WASTEWATER	-	-	-	-	-
TOTAL EXPENSE	\$ 4,885,017	\$ 9,500	\$ 6,500	\$ 69,250	\$ 4,970,267
BUDGET SURPLUS/ (SHORTFALL)	\$ 1,216,175	\$ 8,250	\$ (5,000)	\$ (64,250)	\$ 1,155,175

GENERAL FUND	Audited 9/30/18	Audited 9/30/19	Audited 9/30/20	Estimated Year End Budget FY20-21	Proposed Budget FY21-22
General Fund Balance	5,670,373	\$ 5,691,828	\$ 6,876,371	\$ 7,360,924	\$ 8,516,099
Less: Court Special Revenue Fund Balance-Restricted	(130,594)	(123,165)	(132,019)	(129,414)	(137,664)
Less: PD Special Revenue Fund Balance-Restricted	(24,241)	(40,511)	(44,706)	(38,088)	(33,088)
Less: Stan Graham Memorial Tree Fund Balance-Designated	(121,830)	(124,462)	(138,786)	(188,434)	(124,184)
Less: Stabilization Cash Reserve	(2,400,000)	(2,400,000)	(2,400,000)	(2,400,000)	(2,400,000)
Less: Legal Counsel Cash Reserve	(250,000)	(250,000)	(300,000)	(300,000)	(300,000)
Less: Westlake Dr/Capital Projects Cash Reserve	(500,000)	(500,000)	-	-	-
Less: Contingency Cash Reserve	(250,000)	(23,829)	(500,000)	(500,000)	(500,000)
Less: Brush Pickup Reserve	(125,000)	-	(100,000)	-	-
Unrestricted General Fund Balance	505,540	\$ 2,229,861	\$ 3,260,860	\$ 3,804,988	\$ 5,021,163

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2021
PROPOSED BUDGET FY2021-2022

01 -GENERAL FUND

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
TAXES								
01-40100 PROPERTY TAXES	1,280,394	1,505,831	1,600,706	1,805,330	1,869,578	1,881,000	2,033,332	
01-40200 SALES TAX	3,070,736	3,349,533	3,006,414	2,850,000	2,692,089	3,050,000	3,050,000	
01-40250 MIXED BEVERAGE TAX	17,543	30,023	29,448	17,500	24,153	33,500	33,500	
TOTAL TAXES	4,368,673	4,885,387	4,636,568	4,672,830	4,585,820	4,964,500	5,116,832	
PERMITS								
01-41000 BUILDING PERMITS	135,159	162,994	192,961	150,000	183,808	195,000	180,000	
TOTAL PERMITS	135,159	162,994	192,961	150,000	183,808	195,000	180,000	
FEES								
01-42000 SUBDIVISION PLATS	12,850	5,068	2,800	3,000	1,900	2,800	3,000	
01-42010 STREET MAINT FEES	26,794	77,512	28,195	18,000	16,946	20,000	18,000	
01-42020 ZONING FEES	35,400	29,250	45,109	30,000	67,925	70,000	60,000	
01-42025 PLUMBING INSPECTION FEES	24,120	19,650	31,880	25,000	24,575	29,000	25,000	
01-42030 ADMINISTRATIVE FEES	7,089	13,347	11,377	8,000	9,816	11,000	10,000	
01-42040 TELECOM FRANCHISE/ROW FEES	153,905	152,134	104,565	155,000	41,455	105,000	105,000	
01-42043 NATURAL GAS FRANCHISE FEES	35,773	36,280	28,924	30,000	13,790	25,000	26,000	
01-42045 ELECTRIC FRANCHISE FEES	361,430	350,292	335,162	360,000	170,866	335,162	335,000	
01-42050 CABLE FRANCHISE FEES	50,205	50,267	51,363	50,000	36,862	50,000	50,000	
TOTAL FEES	707,566	733,801	639,375	679,000	384,135	647,962	632,000	
FINES & WARRANTS								
01-44000 FINES	187,913	188,306	126,986	100,000	71,551	80,000	80,000	
01-44100 WARRANT FEES	3,546	3,787	1,600	1,000	1,300	1,600	1,500	
01-44150 ADMINISTRATIVE FEES	21,901	22,496	13,561	10,000	7,657	10,000	7,500	
01-44160 BUS CAMERA CIVIL FINES	780	0	0	0	0	0	0	
TOTAL FINES & WARRANTS	214,141	214,588	142,147	111,000	80,508	91,600	89,000	
INTEREST & MISC.								
01-45000 INTEREST INCOME	76,459	145,621	74,105	35,000	6,488	8,500	10,000	
01-45005 PROPERTY TAX P & I	3,327	6,835	6,457	4,500	6,980	7,500	6,500	
01-45007 LEASES	32,174	34,226	220,896	55,204	69,695	74,200	56,860	
01-45010 MISCELLANEOUS INCOME	27,033	13,015	11,683	10,000	80,191	85,000	10,000	
01-45011 GRANT - FIRE BREAK GRANT	47,887	54,924	0	0	0	0	0	
01-45012 POLICE GRANT REVENUE	8,745	0	0	0	0	0	0	
01-45013 CORONAVIRUS RELIEF FUNDS	0	0	0	0	155,648	155,648	0	
01-45040 SALE OF ASSETS	393	0	53,164	0	714	714	0	
01-45060 CASH LONG-MUN COURT	1	1	0	0	0	0	0	
TOTAL INTEREST & MISC.	196,019	254,621	366,306	104,704	319,717	331,562	83,360	
TOTAL REVENUES	5,621,557	6,251,391	5,977,356	5,717,534	5,553,986	6,230,624	6,101,192	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2021
PROPOSED BUDGET FY2021-2022

01 -GENERAL FUND
ADMINISTRATION

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
MAINTENANCE								
01-60050 BUILDING MAINTENANCE	14,679	37,700	7,973	15,000	2,594	5,000	5,000	
01-60055 COMPUTER MAINTENANCE	34,882	37,629	44,688	40,000	28,215	35,000	35,000	
TOTAL MAINTENANCE	49,561	75,329	52,661	55,000	30,809	40,000	40,000	
REPAIRS								
01-60140 EQUIPMENT CONTRACTS	536	603	645	1,000	645	1,000	1,000	
01-60190 JANITORIAL	2,246	3,856	4,497	7,500	4,459	5,000	7,500	
TOTAL REPAIRS	2,782	4,458	5,142	8,500	5,104	6,000	8,500	
CONTRACT SERVICES								
01-60200 OUTSIDE LEGAL COUNSEL	83,353	31,133	4,147	7,500	3,709	5,000	7,500	
01-60205 CONSULTANT FEES	5,509	41,428	60,272	36,000	5,533	10,000	25,000	
01-60210 CITY ATTORNEY FEES	77,235	99,047	63,841	25,000	26,962	30,000	25,000	
01-60210.CITY ATTORNEY - LITIGATION	0	67,108	91,415	25,000	15,159	25,000	25,000	
01-60212 CODIFICATION	4,213	4,895	6,520	5,000	0	5,000	5,000	
01-60214 TAX COLLECTION EXPENSE	4,245	4,223	4,957	5,600	4,991	5,600	5,600	
01-60215 APPRAISAL DISTRICT EXPENSE	6,112	6,729	6,983	7,250	5,604	7,250	7,500	
01-60216 AUDITING SERVICES	17,120	12,180	23,970	19,000	13,300	19,000	20,500	
01-60220 TRAINING	23,545	18,809	7,877	2,500	1,930	2,500	3,500	
01-60221 MEMBERSHIPS/SUBSCRIPTIONS	8,377	10,153	4,156	3,000	1,503	3,000	3,000	
01-60230 OFFICE SUPPLIES	6,421	6,298	3,470	3,000	2,270	3,000	3,000	
01-60235 ELECTION EXPENSES	0	0	0	10,500	0	0	10,500	
01-60250 POSTAGE	2,349	1,403	2,439	1,000	494	1,500	2,000	
01-60266 CREDIT CARD FEES	657	1,309	2,346	1,500	3,973	1,500	500	
01-60270 PRINTING	4,733	3,565	1,226	1,000	2,163	1,000	2,500	
01-60280 PUBLIC NOTICES	10,857	10,709	9,537	3,000	441	3,000	3,000	
01-60290 RECORDS STORAGE & MAINTENANCE	1,305	1,536	1,596	1,500	1,364	1,700	1,700	
TOTAL CONTRACT SERVICES	256,034	320,527	294,752	157,350	89,397	124,050	150,800	
PAYROLL								
01-60330 SALARIES	447,875	645,687	490,710	424,636	335,878	424,636	435,136	
01-60340 PAYROLL TAX	30,688	36,363	34,456	33,250	25,541	33,250	34,138	
01-60341 RETIREMENT	78,935	107,845	70,401	74,462	57,928	74,462	75,377	
01-60342 LONGEVITY	3,520	3,315	2,013	555	427	555	685	
01-60343 VEHICLE/PHONE ALLOWANCE	0	0	64	8,880	7,896	9,536	9,840	
01-60344 MEDICAL/DENTAL INSURANCE	49,545	41,359	53,828	49,103	39,429	49,103	50,166	
01-60346 WORKERS COMP INSURANCE	914	946	1,287	810	782	810	849	
01-60350 CONTRACT/TEMPORARY SUPPORT	2,228	38,033	43,247	2,000	520	520	0	
TOTAL PAYROLL	613,706	873,548	696,005	593,696	468,400	592,872	606,191	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2021
PROPOSED BUDGET FY2021-2022

01 -GENERAL FUND
ADMINISTRATION

EXPENDITURES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----)		(----- 2021-2022 -----)		PROPOSED BUDGET SELECTED
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	
UTILITIES & SUNDRY								
01-60430 PUBLIC INFORMATION SERVICES	11,389	9,085	4,725	5,500	4,961	5,500	10,000	
01-60440 SUNDRY	1,929	1,684	4,264	4,500	927	2,000	2,000	
01-60450 TELECOM	6,617	6,800	10,366	12,500	3,484	5,000	5,000	
01-60465 GENERAL INSURANCE	2,366	2,741	2,723	3,500	2,233	2,250	3,500	
01-60469 UNEMPLOYMENT CLAIMS (TWC)	0	0	14,831	0	3,296	3,296	0	
01-60475 COMMUNITY RELATIONS	0	0	387	500	0	0	0	
01-60477 EMPL/VOL APPRECIATION	2,416	2,875	2,302	3,000	1,332	3,000	3,000	
01-60480 RECORDING FEES	0	0	500	500	0	0	0	
01-60490 UTILITIES	8,702	8,317	9,458	9,000	5,579	9,000	9,000	
TOTAL UTILITIES & SUNDRY	33,418	31,502	49,557	39,000	21,812	30,046	32,500	
CAPITAL OUTLAY								
01-60550 COMPUTERS/FURNITURE/EQUIP	9,676	9,875	4,789	5,000	2,613	5,000	5,000	
TOTAL CAPITAL OUTLAY	9,676	9,875	4,789	5,000	2,613	5,000	5,000	
TRANSFERS								
TOTAL ADMINISTRATION	965,177	1,315,239	1,102,906	858,546	618,135	797,968	842,991	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2021
PROPOSED BUDGET FY2021-2022

01 -GENERAL FUND
POLICE DEPARTMENT

	2017-2018	2018-2019	2019-2020	(-----	2020-2021	(-----	2021-2022	(-----)
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
				BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							PB	SELECTED
MAINTENANCE								
01-61050 BUILDING MAINTENANCE	9,540	10,050	18,057	15,000	7,255	10,000	10,000	
01-61060 VEHICLE M & O	27,163	31,576	16,974	20,000	15,326	20,000	20,000	
01-61061 FUEL	29,324	28,297	29,210	30,000	17,201	30,000	30,000	
01-61080 RADAR REP/CALIBRATION	541	672	984	1,000	60	1,000	1,000	
TOTAL MAINTENANCE	66,567	70,595	65,226	66,000	39,842	61,000	61,000	
REPAIRS								
01-61150 EQUIPMENT CONTRACTS/REPAIRS	17,202	13,545	22,383	25,000	22,223	25,000	25,000	
01-61155 COMPUTER MAINTENANCE	36,241	53,147	57,015	55,000	56,067	65,000	60,000	
01-61190 JANITORIAL	4,706	6,522	6,019	7,500	5,800	7,500	7,500	
TOTAL REPAIRS	58,149	73,213	85,417	87,500	84,090	97,500	92,500	
CONTRACT SERVICES								
01-61200 CITY ATTORNEY FEES	0	955	1,049	2,500	892	1,500	2,500	
01-61210 MEDICAL EXAMINATIONS	3,069	2,670	1,901	3,000	408	1,000	3,000	
01-61211 PSYCHOLOGICAL EXAMINATIONS	0	0	3,500	4,000	2,400	3,000	4,000	
01-61213 PSYCHOLOGICAL COUNSELING	0	0	0	1,000	1,200	2,000	2,000	
01-61221 MEMBERSHIPS/SUBSCRIPTIONS	2,711	4,965	5,272	4,800	2,627	4,800	4,800	
01-61230 OFFICE SUPPLIES	4,073	3,932	5,659	5,000	4,860	5,000	5,000	
01-61240 POLICE SUPPLIES	16,693	13,589	26,329	20,500	9,066	20,500	20,500	
01-61250 POSTAGE	187	585	381	500	175	500	500	
01-61256 DISPATCH/CTECC	80,502	80,502	92,577	106,464	106,464	106,464	122,434	
01-61260 EMPLOYMENT ADS/RECRUITING	289	1,101	538	1,000	327	1,000	1,000	
01-61290 RECORDS STORAGE & MAINTENANCE	973	866	1,281	1,000	1,028	1,500	1,500	
TOTAL CONTRACT SERVICES	108,497	109,165	138,486	149,764	129,445	147,264	167,234	
PAYROLL								
01-61330 SALARIES	883,690	1,029,508	1,163,548	1,208,194	898,741	1,208,194	1,220,802	
01-61335 CERTIFICATION PAY	8,975	14,174	16,492	18,252	13,257	18,252	18,902	
01-61340 PAYROLL TAXES	67,328	79,419	89,932	95,027	73,621	95,027	96,200	
01-61341 RETIREMENT	157,384	174,770	197,919	208,849	151,070	208,849	211,612	
01-61342 LONGEVITY	5,315	6,762	6,543	6,770	4,858	6,770	8,145	
01-61343 VEHICLE/PHONE ALLOWANCE	0	0	0	7,920	6,600	7,920	7,920	
01-61344 MEDICAL/DENTAL INSURANCE	146,925	156,075	179,838	193,196	142,354	193,196	196,898	
01-61346 WORKERS COMP INSURANCE	21,872	19,261	22,583	24,065	28,527	24,065	25,244	
01-61350 CONTRACT/TEMPORARY SUPPORT	0	0	389	0	1,360	1,360	0	
TOTAL PAYROLL	1,291,489	1,479,969	1,677,243	1,762,273	1,320,388	1,763,633	1,785,723	
UTILITIES & SUNDRY								
01-61450 TELECOM	10,455	11,588	19,200	15,000	18,907	19,200	19,200	
01-61465 GENERAL INSURANCE	20,748	21,579	23,204	26,000	21,416	21,500	26,000	
01-61469 UNEMPLOYMENT CLAIMS	10,770	0	0	0	0	0	0	
01-61470 TRAINING	14,291	18,685	15,909	16,000	14,644	16,000	17,500	
01-61475 COMMUNITY RELATIONS/NNO	5,920	11,310	4,982	3,000	2,622	5,000	5,000	
01-61477 EMPL/VOL APPRECIATION	1,044	1,837	1,978	2,000	1,387	2,000	2,000	

CITY OF WEST LAKE HILLS
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2021
 PROPOSED BUDGET FY2021-2022

01 -GENERAL FUND
 POLICE DEPARTMENT

EXPENDITURES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----)		(----- 2021-2022 -----)		
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
01-61480 UNIFORM ALLOWANCE	15,412	16,069	9,964	16,000	15,081	16,000	16,000	
01-61485 FIRING RANGE/AMMUNITION/GUNS	4,770	8,952	5,336	5,500	8,548	9,000	8,500	
01-61490 UTILITIES	13,405	12,949	13,763	13,000	8,252	13,000	13,000	
TOTAL UTILITIES & SUNDRY	96,815	102,969	94,335	96,500	90,857	101,700	107,200	
CAPITAL OUTLAY								
01-61550 COMPUTERS/FURNITURE/EQUIP	3,818	9,017	15,314	10,000	5,867	10,000	10,000	
01-61551 DIGITAL VIDEO SYST FOR CARS	20,799	11,909	12,075	0	0	0	7,000	
01-61553 PATROL VEHICLES	79,999	110,488	115,324	0	0	0	55,000	
01-61554 RADIOS	36,747	34,323	15,219	0	0	0	0	
01-61555 VESTS	2,213	3,425	5,845	3,340	785	3,340	3,000	
01-61556 RADAR EQUIPMENT	6,025	9,038	6,255	0	0	0	3,200	
01-61558 CAPITAL OUTLAY-TASERS	0	12,568	4,608	5,250	5,836	5,836	7,000	
01-61559 CO - PD GRANT EXPENSE	8,745	0	0	0	0	0	0	
01-61560 CAPITAL OUTLAY-BODY CAMERAS	0	3,921	5,911	6,400	5,314	6,400	6,400	
TOTAL CAPITAL OUTLAY	158,345	194,687	180,551	24,990	17,802	25,576	91,600	
TRANSFERS								
TOTAL POLICE DEPARTMENT	1,779,862	2,030,600	2,241,258	2,187,027	1,682,425	2,196,673	2,305,256	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2021
PROPOSED BUDGET FY2021-2022

01 -GENERAL FUND
PLANNING & DEVELOPMENT

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
MAINTENANCE								
01-63055 COMPUTER MAINTENANCE	4,443	4,954	11,970	33,500	23,125	33,500	33,500	
01-63060 VEHICLE M & O	3,191	225	139	1,000	98	1,000	1,000	
01-63061 FUEL	899	606	542	1,000	285	1,000	1,000	
TOTAL MAINTENANCE	8,532	5,785	12,651	35,500	23,507	35,500	35,500	
REPAIRS								
01-63157 CODE COMPLIANCE EXPENSE	0	0	722	1,000	0	500	500	
TOTAL REPAIRS	0	0	722	1,000	0	500	500	
CONTRACT SERVICES								
01-63205 CONSULTANT FEES	58,176	82,825	45,116	50,000	65,431	68,000	60,000	
01-63210 CITY ATTORNEY FEES	0	0	0	75,000	20,726	30,000	30,000	
01-63220 TRAINING	5,142	4,903	4,083	7,500	1,334	5,000	7,500	
01-63230 OFFICE SUPPLIES	2,894	2,032	2,114	2,500	923	2,500	1,500	
01-63240 MEMBERSHIPS/PROFESSIONAL FEES	1,392	1,071	370	5,000	1,305	3,500	3,500	
01-63245 INSPECTIONS/PLAN REVIEWS-ATS	21,075	23,970	31,123	25,000	40,248	45,000	40,000	
01-63250 POSTAGE	0	0	391	2,000	1,424	2,000	2,000	
01-63266 CREDIT CARD FEES	0	0	0	1,500	0	3,500	3,500	
01-63270 PRINTING	0	0	0	1,000	932	2,300	1,000	
01-63280 PUBLIC NOTICES	0	0	0	2,000	278	2,000	1,000	
01-63290 RECORDS STORAGE & MAINTENANCE	0	0	0	1,000	60	1,000	500	
TOTAL CONTRACT SERVICES	88,678	114,800	83,197	172,500	132,661	164,800	150,500	
PAYROLL								
01-63330 SALARIES	138,966	102,126	135,527	331,793	237,984	331,793	357,365	
01-63340 PAYROLL TAX	10,725	7,982	10,570	25,864	16,751	25,864	27,808	
01-63341 RETIREMENT	24,411	17,282	23,330	57,921	37,540	57,921	62,276	
01-63342 LONGEVITY	440	10	0	2,015	1,510	2,015	1,830	
01-63343 VEHICLE/PHONE ALLOWANCE	0	0	0	3,840	2,560	3,840	3,840	
01-63344 MEDICAL/DENTAL INSURANCE	18,704	15,235	19,764	48,734	20,041	40,000	49,825	
01-63346 WORKERS COMP INSURANCE	894	842	951	1,322	1,396	1,400	1,386	
01-63350 CONTRACT/TEMPORARY SUPPORT	16,650	221	0	0	3,251	3,251	0	
TOTAL PAYROLL	210,788	143,697	190,142	471,489	321,034	466,084	504,330	
UTILITIES & SUNDRY								
01-63450 TELECOM	1,823	1,376	1,795	3,500	2,243	3,500	4,000	
01-63465 GENERAL INSURANCE	1,401	3,089	1,912	3,000	2,020	3,000	3,000	
01-63469 UNEMPLOYMENT CLAIMS (TWC)	0	0	0	0	4,129	4,129	0	
01-63480 RECORDING FEES	0	0	0	0	0	0	500	
TOTAL UTILITIES & SUNDRY	3,224	4,465	3,707	6,500	8,392	10,629	7,500	

CITY OF WEST LAKE HILLS
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2021
 PROPOSED BUDGET FY2021-2022

01 -GENERAL FUND
 PLANNING & DEVELOPMENT

EXPENDITURES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----)		(----- 2021-2022 -----)		PROPOSED BUDGET SELECTED
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	
CAPITAL OUTLAY								
01-63540 COMPUTERS/FURNITURE/EQUIP	0	19,500	27,106	2,500	995	2,500	2,500	
01-63546 PW VEHICLES	61,764	0	0	0	0	0	0	
TOTAL CAPITAL OUTLAY	61,764	19,500	27,106	2,500	995	2,500	2,500	
TRANSFERS								
TOTAL PLANNING & DEVELOPMENT	372,985	288,247	317,524	689,489	486,589	680,013	700,830	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2021
PROPOSED BUDGET FY2021-2022

01 -GENERAL FUND
PUBLIC WORKS

	2017-2018	2018-2019	2019-2020	(-----	2020-2021	(-----	2021-2022	(-----)
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED
				BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET
							PB	SELECTED
REPAIRS								
01-64151 DRAINAGE REPAIRS & MAINT	94,635	151,433	126,945	130,000	96,219	100,000	120,000	
01-64155 ROW MAINTENANCE	140,699	146,667	74,759	100,000	123,086	150,000	130,000	
01-64160 FIRE SAFETY/BRUSH PICKUP	0	156,560	0	0	241,582	242,432	0	
01-64161 FIRE SAFETY-HZDRS MITIGTN GRNT	44,383	50,983	0	0	0	0	0	
01-64165 SIGN MAINTENANCE	17,594	20,352	14,661	20,000	2,512	3,500	2,500	
01-64170 STREET LIGHTING	0	0	65	100	171	250	250	
01-64175 STREET REPAIRS	36,187	25,283	18,313	25,000	3,780	5,000	5,000	
01-64185 TRASH/CARCASS REMOVAL	2,840	1,685	1,810	2,500	300	300	0	
TOTAL REPAIRS	336,338	552,962	236,553	277,600	467,651	501,482	257,750	
CONTRACT SERVICES								
01-64217 SOLID WASTE SERVICES	411,510	430,394	447,866	472,665	349,588	496,300	496,300	
TOTAL CONTRACT SERVICES	411,510	430,394	447,866	472,665	349,588	496,300	496,300	
CAPITAL OUTLAY								
01-64551 SIGNS WITH RADAR	5,665	9,856	0	0	0	0	0	
01-64553 CITY HALL REMODEL/REBUILD	0	65,233	1,835	0	0	0	0	
01-64555 DRAINAGE IMPROVEMENTS	62,209	194,091	0	0	12,000	12,000	0	
01-64559 ANNUAL MAINT - WILDCAT HOLLOW	0	0	0	264,943	0	264,943	0	
01-64565 STREET REPAVING/MAINT - WD10	83,025	201,161	110,989	142,560	141,624	142,560	0	
01-64567 ANNUAL MAINT-HARBOR VIEW	0	157,700	120,729	424,853	7,358	424,853	0	
TOTAL CAPITAL OUTLAY	150,899	628,041	233,553	832,356	160,982	844,356	0	
TRANSFERS								
TOTAL PUBLIC WORKS	898,747	1,611,398	917,971	1,582,621	978,220	1,842,138	754,050	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2021
PROPOSED BUDGET FY2021-2022

01 -GENERAL FUND
MUNICIPAL COURT

EXPENDITURES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- CURRENT BUDGET	2020-2021 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2021-2022 REQUESTED BUDGET PB	(----- PROPOSED BUDGET SELECTED
REPAIRS								
01-67150 COMPUTER MAINTENANCE/UPGRADE	17,159	14,203	18,792	20,000	26,156	27,500	27,500	
TOTAL REPAIRS	17,159	14,203	18,792	20,000	26,156	27,500	27,500	
CONTRACT SERVICES								
01-67220 TRAINING	2,518	2,387	2,230	2,500	550	2,500	2,500	
01-67221 MEMBERSHIPS/SUBSCRIPTIONS	0	80	181	400	0	400	400	
01-67230 COURT SUPPLIES	1,627	1,260	871	1,000	153	1,000	1,000	
01-67250 POSTAGE	564	614	471	500	668	750	1,000	
01-67260 PROSECUTOR FEES	36,927	31,786	24,858	25,000	22,268	30,000	30,000	
01-67266 CREDIT CARD FEES	5,527	5,454	5,514	6,000	3,075	5,000	5,000	
01-67290 RECORDS STORAGE & MAINTENANCE	518	492	719	1,000	599	1,000	1,000	
TOTAL CONTRACT SERVICES	47,680	42,073	34,844	36,400	27,313	40,650	40,900	
PAYROLL								
01-67330 SALARIES	142,865	122,671	130,695	139,834	98,596	139,834	146,074	
01-67340 PAYROLL TAXES	11,086	9,405	9,763	10,799	7,817	10,799	11,287	
01-67341 RETIREMENT	21,037	16,403	19,552	24,185	14,410	24,185	25,277	
01-67342 LONGEVITY	1,693	896	1,031	1,150	893	1,150	1,280	
01-67344 MEDICAL/DENTAL INSURANCE	23,054	19,933	23,545	24,054	18,440	24,054	24,606	
01-67346 WORKERS COMP INSURANCE	466	346	501	683	782	782	716	
TOTAL PAYROLL	200,201	169,654	185,088	200,705	140,939	200,804	209,240	
UTILITIES & SUNDRY								
01-67430 PUBLIC INFORMATION SERVICES	0	0	0	0	0	0	2,500	
01-67450 TELECOM	0	0	0	0	0	0	1,000	
01-67465 GENERAL INSURANCE	397	274	359	500	434	500	500	
01-67475 PUBLIC EDUCATION/COMM RELATION	0	0	0	250	0	250	250	
TOTAL UTILITIES & SUNDRY	397	274	359	750	434	750	4,250	
CAPITAL OUTLAY								
TRANSFERS								
TOTAL MUNICIPAL COURT	265,437	226,204	239,083	257,855	194,842	269,704	281,890	
TOTAL EXPENDITURES	4,282,207	5,471,688	4,818,742	5,575,538	3,960,212	5,786,496	4,885,018	
REVENUE OVER/ (UNDER) EXPENDITURES	1,339,350	779,704	1,158,614	141,996	1,593,774	444,128	1,216,174	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2021
 PROPOSED BUDGET FY2021-2022

06 -COURT SPECIAL REVENUE

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
FINES & WARRANTS								
06-44170 LTPDF-LOCAL TRUANCY PREVENTION	0	0	1,475	1,300	2,490	2,500	2,400	
06-44180 LMJF-LOCAL MUNICIPAL JURY FUND	0	0	30	50	50	60	50	
06-44200 SECURITY FEES	6,603	6,177	4,317	4,100	2,884	3,100	3,100	
06-44300 TECHNOLOGY FEES	8,768	8,216	4,610	4,500	2,554	3,500	3,500	
TOTAL FINES & WARRANTS	15,371	14,393	10,431	9,950	7,978	9,160	9,050	
CHILD SAFETY REVENUE								
06-45015 CHILD SAFETY & HEALTH REVENUE	10,957	13,254	10,139	9,700	6,539	7,300	8,700	
TOTAL CHILD SAFETY REVENUE	10,957	13,254	10,139	9,700	6,539	7,300	8,700	
TOTAL REVENUES	26,328	27,647	20,570	19,650	14,517	16,460	17,750	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2021
PROPOSED BUDGET FY2021-2022

06 -COURT SPECIAL REVENUE
MUNICIPAL COURT

	2017-2018	2018-2019	2019-2020	(----- CURRENT	2020-2021	(----- PROJECTED	(----- REQUESTED	(----- 2021-2022	(----- PROPOSED
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	BUDGET	Y-T-D	YEAR END	BUDGET	PB	BUDGET
					ACTUAL				SELECTED
CONTRACT SERVICES									
06-67290 SECURITY EXPENSE	3,578	2,680	1,235	5,000	0	1,000	1,000		
06-67291 TECHNOLOGY EXPENSE	1,564	3,451	1,542	4,500	2,947	4,500	2,500		
06-67292 TRANSLATION SERVICES	0	0	0	0	0	0	1,000		
TOTAL CONTRACT SERVICES	5,142	6,131	2,777	9,500	2,947	5,500	4,500		
CAPITAL OUTLAY									
06-67555 CO - SECURITY EXPENSE	0	0	0	3,000	0	3,000	0		
06-67560 CO - TECHNOLOGY EXPENSE	8,009	28,945	8,939	10,565	2,910	10,565	5,000		
TOTAL CAPITAL OUTLAY	8,009	28,945	8,939	13,565	2,910	13,565	5,000		
TOTAL MUNICIPAL COURT	13,151	35,076	11,716	23,065	5,857	19,065	9,500		
TOTAL EXPENDITURES	13,151	35,076	11,716	23,065	5,857	19,065	9,500		
REVENUE OVER/(UNDER) EXPENDITURES	13,177	(7,429)	8,854	(3,415)	8,660	(2,605)	8,250		

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2021
 PROPOSED BUDGET FY2021-2022

07 -PD SPECIAL REVENUE

REVENUES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- CURRENT BUDGET	2020-2021 Y-T-D ACTUAL	(----- PROJECTED YEAR END	(----- 2021-2022 REQUESTED BUDGET PB	(----- PROPOSED BUDGET SELECTED
PD SPECIAL REVENUE								
07-45010 MISCELLANEOUS INCOME	20	0	5	0	0	0	0	
07-45014 POLICE TRAINING REV (LEOSE)	1,785	1,538	1,518	1,538	1,382	1,382	1,500	
07-45040 SALE OF ASSETS	3,357	17,992	3,200	200	0	0	0	
TOTAL PD SPECIAL REVENUE	5,162	19,530	4,723	1,738	1,382	1,382	1,500	
TOTAL REVENUES	5,162	19,530	4,723	1,738	1,382	1,382	1,500	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2021
PROPOSED BUDGET FY2021-2022

07 -PD SPECIAL REVENUE
POLICE DEPARTMENT

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>UTILITIES & SUNDRY</u>								
07-61470 LEOSE TRAINING	395	3,260	528	1,538	122	1,538	1,500	
07-61471 SPECIAL REVENUE TRAINING	0	0	0	6,462	0	6,462	5,000	
TOTAL UTILITIES & SUNDRY	395	3,260	528	8,000	122	8,000	6,500	
 TOTAL POLICE DEPARTMENT	 395	 3,260	 528	 8,000	 122	 8,000	 6,500	
 TOTAL EXPENDITURES	 395	 3,260	 528	 8,000	 122	 8,000	 6,500	
 REVENUE OVER/ (UNDER) EXPENDITURES	 4,767	 16,270	 4,195	 (6,262)	 1,260	 (6,618)	 (5,000)	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2021
 PROPOSED BUDGET FY2021-2022

08 -STAN GRAHAM MEM TREE FUND

REVENUES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----)		(----- 2021-2022 -----)		PROPOSED BUDGET SELECTED
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	
REVENUE								
08-40200 OAK WILT FEE	5,550	4,650	9,000	5,000	9,900	10,000	5,000	
08-40260 TREE REPLACEMENT REVENUE	9,600	0	12,450	0	46,943	46,943	0	
TOTAL REVENUE	15,150	4,650	21,450	5,000	56,843	56,943	5,000	
DONATIONS								
08-45020 DONATIONS-STAN GRAHAM	0	0	250	0	1,025	1,025	0	
TOTAL DONATIONS	0	0	250	0	1,025	1,025	0	
TOTAL REVENUES	15,150	4,650	21,700	5,000	57,868	57,968	5,000	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2021
PROPOSED BUDGET FY2021-2022

08 -STAN GRAHAM MEM TREE FUND
TREE FUND

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
MAINTENANCE								
08-60050 BEAUTIFICATION	0	2,018	5,720	45,000	5,820	5,820	65,000	
TOTAL MAINTENANCE	0	2,018	5,720	45,000	5,820	5,820	65,000	
REPAIRS								
08-60156 CITY SIGN MAINT & LANDSCAPING	0	0	1,655	4,250	1,192	2,500	4,250	
TOTAL REPAIRS	0	0	1,655	4,250	1,192	2,500	4,250	
UTILITIES & SUNDRY								
TOTAL TREE FUND	0	2,018	7,376	49,250	7,012	8,320	69,250	
TOTAL EXPENDITURES	0	2,018	7,376	49,250	7,012	8,320	69,250	
REVENUE OVER/ (UNDER) EXPENDITURES	15,150	2,632	14,324	(44,250)	50,856	49,648	(64,250)	

*** END OF REPORT ***

**CITY OF WEST LAKE HILLS
PROPOSED BUDGET SUMMARY TOTALS -WASTEWATER
FY 2021-2022**

AS OF 7/28/21

WASTEWATER (WW) FUNDS			
02	10	11	
WW FUND	WW DEBT SERVICE FUND	WW CONSTR. FUND	TOTAL WW FUNDS
REVENUES			
\$ -	\$ -	\$ -	\$ -
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
2,232,100	100	500	2,232,700
\$ 2,232,100	\$ 100	\$ 500	\$ 2,232,700
EXPENSES			
			\$ -
			-
			-
			-
			-
			-
			-
2,005,988	-	-	2,005,988
\$ 2,005,988	\$ -	\$ -	\$ 2,005,988
BUDGET SURPLUS/ (SHORTFALL)			
\$ 226,112	\$ 100	\$ 500	\$ 226,712

WW FUND	Audited 9/30/18	Audited 9/30/19	Audited 9/30/20	Estimated Year End Budget FY20-21	Proposed Budget FY21-22
WW Fund Balance	<u>\$ 1,892,748</u>	<u>\$ 2,043,696</u>	<u>\$ 2,405,620</u>	<u>\$ 2,668,583</u>	<u>\$ 2,895,295</u>

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2021
PROPOSED BUDGET FY2021-2022

02 -WASTE WATER FUND

REVENUES	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	(----- 2020-2021 -----)		(----- 2021-2022 -----)		PROPOSED BUDGET SELECTED
				CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	
REVENUE								
02-50100 WASTEWATER REVENUE	1,848,905	1,882,707	1,986,364	1,950,000	1,508,664	2,050,000	2,150,000	
02-50200 WASTEWATER PENALTIES	7,625	4,671	3,683	4,000	275	1,500	3,500	
02-50250 INDUSTRIAL SURCHARGE REVENUE	39,434	83,888	91,993	55,000	43,641	70,000	70,000	
02-50300 REIMBURSEMENT REVENUE	0	0	6,983	0	4,088	5,000	0	
02-50400 PRELIM ENGR ASSESSMENT FEE	0	0	2,435	0	822	1,000	0	
02-50500 ADMINISTRATIVE FEES	7,689	6,013	5,554	3,000	5,001	5,000	5,000	
02-50505 CREDIT CARD FEES	1,030	3,621	3,645	0	3,339	3,500	3,500	
02-50700 IMPACT FEES	91,932	0	133,952	0	7,661	7,661	0	
02-50750 INTEREST INCOME	610	865	419	400	29	35	100	
TOTAL REVENUE	1,997,225	1,981,766	2,235,026	2,012,400	1,573,520	2,143,696	2,232,100	
TOTAL REVENUES	1,997,225	1,981,766	2,235,026	2,012,400	1,573,520	2,143,696	2,232,100	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2021
PROPOSED BUDGET FY2021-2022

02 -WASTE WATER FUND
WASTEWATER DEPARTMENT

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
MAINTENANCE								
02-60005 SYSTEM MAINTENANCE	36,805	22,650	9,708	15,000	0	12,500	0	
02-60055 COMPUTER MAINTENANCE	8,239	9,732	14,668	0	0	15,000	0	
TOTAL MAINTENANCE	45,044	32,382	24,376	15,000	0	27,500	0	
CONTRACT SERVICES								
02-60205 WASTEWATER PROJECT CONSULTANT	14,063	14,118	6,651	0	0	0	0	
02-60220 TREATMENT CHARGES (COA)	400,972	387,267	381,001	410,000	362,628	418,000	410,000	
02-60225 TRAINING	0	1,488	580	0	0	0	0	
02-60230 BILLING FEES/AWR	5,019	5,691	5,694	42,000	19,096	30,000	45,000	
02-60235 OFFICE SUPPLIES	249	693	597	0	0	0	0	
02-60240 LEGAL SERVICES	2,026	405	0	1,000	0	0	0	
02-60250 WW CHEMICALS	23,625	19,977	31,052	30,000	27,267	30,000	30,000	
02-60260 WW UTILITIES	7,594	7,544	7,214	9,000	5,297	7,750	9,000	
02-60266 CREDIT CARD FEES	2,016	2,975	5,223	3,500	4,344	4,500	4,500	
02-60270 WW M & O - FIXED/CROSSROADS	27,105	27,105	27,105	30,000	18,070	27,105	30,000	
02-60275 WW M & O - VARIABLE/CROSSROADS	104,197	181,324	187,324	150,000	122,183	180,000	150,000	
02-60290 RECORDS STORAGE & MAINTENANCE	0	0	0	0	18	100	0	
TOTAL CONTRACT SERVICES	586,865	648,587	652,440	675,500	558,903	697,455	678,500	
PAYROLL								
02-60330 WW SALARIES	48,854	45,823	44,766	0	11	11	0	
02-60340 PAYROLL TAXES	3,399	3,312	3,559	0	4	4	0	
02-60341 RETIREMENT	7,723	7,425	6,223	0	0	0	0	
02-60344 MEDICAL/DENTAL INSURANCE	9,300	10,400	7,618	0	0	0	0	
02-60346 WORKERS COMP INSURANCE	83	209	267	0	0	267	0	
TOTAL PAYROLL	69,359	67,169	62,434	0	15	282	0	
UTILITIES & SUNDRY								
02-60405 MISCELLANEOUS	0	14	0	0	0	0	0	
02-60410 ENGINEERING	6,307	8,329	8,932	7,500	5,664	7,500	7,500	
02-60450 TELECOM	0	48	922	1,500	0	0	0	
02-60465 GENERAL INSURANCE	5,716	5,903	6,156	5,900	6,162	6,162	6,195	
TOTAL UTILITIES & SUNDRY	12,024	14,294	16,010	14,900	11,826	13,662	13,695	
CAPITAL OUTLAY								
02-60510 DEBT PAYMENTS	483,763	468,729	215,793	1,068,390	121,734	975,793	1,123,293	
02-60515 DEBT PMT TO GENERAL FUND	6,828	0	0	150,000	0	150,000	150,000	
02-60565 CAPITAL OUTLAY - WW SYSTEM	0	0	0	10,000	16,641	16,641	40,500	
02-60570 WW PUMPS	0	0	0	5,000	0	0	0	
TOTAL CAPITAL OUTLAY	490,590	468,729	215,793	1,233,390	138,375	1,142,434	1,313,793	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2021
PROPOSED BUDGET FY2021-2022

02 -WASTE WATER FUND
WASTEWATER DEPARTMENT

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
TRANSFERS								
02-60998 DEPRECIATION	619,192	619,767	620,084	0	0	0	0	
TOTAL TRANSFERS	619,192	619,767	620,084	0	0	0	0	
TOTAL WASTEWATER DEPARTMENT	1,823,074	1,850,929	1,591,138	1,938,790	709,119	1,881,333	2,005,988	
TOTAL EXPENDITURES	1,823,074	1,850,929	1,591,138	1,938,790	709,119	1,881,333	2,005,988	
REVENUE OVER/ (UNDER) EXPENDITURES	174,151	130,837	643,888	73,610	864,401	262,363	226,113	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
 PROPOSED BUDGET WORKSHEET
 AS OF: JULY 31ST, 2021
 PROPOSED BUDGET FY2021-2022

10 -WASTEWATER DEBT SERVICE

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>INCOME</u>								
10-40100 INTEREST INCOME	4,299	8,453	5,247	4,500	84	100	100	
TOTAL INCOME	4,299	8,453	5,247	4,500	84	100	100	
TOTAL REVENUES	4,299	8,453	5,247	4,500	84	100	100	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2021
PROPOSED BUDGET FY2021-2022

10 -WASTEWATER DEBT SERVICE
WW DEBT SERVICE

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>CAPITAL OUTLAY</u>								
REVENUE OVER/ (UNDER) EXPENDITURES	4,299	8,453	5,247	4,500	84	100	100	

*** END OF REPORT ***

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2021
PROPOSED BUDGET FY2021-2022

11 -WASTEWATER CONSTRUCTION

	2017-2018	2018-2019	2019-2020	(-----	2020-2021	-----)	(-----	2021-2022	-----)
REVENUES	ACTUAL	ACTUAL	ACTUAL	CURRENT	Y-T-D	PROJECTED	REQUESTED	PROPOSED	
				BUDGET	ACTUAL	YEAR END	BUDGET	BUDGET	SELECTED
							PB		
<u>INCOME</u>									
11-40000 REVENUE BONDS	0	0	(165,000)	0	0	0	0	0	
11-40100 INTEREST INCOME	8,226	11,658	5,646	4,500	390	500	500	500	
TOTAL INCOME	8,226	11,658	(159,354)	4,500	390	500	500	500	
 TOTAL REVENUES	 8,226	 11,658	 (159,354)	 4,500	 390	 500	 500	 500	

CITY OF WEST LAKE HILLS
PROPOSED BUDGET WORKSHEET
AS OF: JULY 31ST, 2021
PROPOSED BUDGET FY2021-2022

11 -WASTEWATER CONSTRUCTION
EXPENSE

	2017-2018	2018-2019	2019-2020	(----- 2020-2021 -----)	(----- 2021-2022 -----)			
EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	CURRENT BUDGET	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED BUDGET PB	PROPOSED BUDGET SELECTED
<u>REPAIRS</u>								
<u>CONTRACT SERVICES</u>								
<u>CAPITAL OUTLAY</u>								
<u>TRANSFERS</u>								
REVENUE OVER/ (UNDER) EXPENDITURES	8,226	11,658	(159,354)	4,500	390	500	500	

*** END OF REPORT ***

Property Tax Calculations

2018 Total Taxable	2019 Total Taxable	2020 Total Taxable	2021 Total Taxable		Change 2020 to 2021	
\$2,159,747,675	\$2,306,765,290	\$2,393,478,173	\$2,586,936,711		8.08%	
2018 Total Taxable w/o New Property	2019 Total Taxable w/o New Property	2020 Total Taxable w/o New Property	2021 Total Taxable w/o New Property			
\$2,121,704,553	\$2,287,786,240	\$2,359,276,749	\$2,557,175,547		8.39%	
2018 Voter-Approval Rate	2019 Voter-Approval Rate	2020 Voter-Approval Rate	2021 Voter-Approval Rate			
0.0714	0.0714	0.078600	0.075267		-4.24%	
Average Appraised Value of Residence with a homestead exemption						
2018 Average Residence	2019 Average Residence	2020 Average Residence	2021 Average Residence			
\$1,281,233	\$1,380,826	\$1,362,306	\$1,639,087		20.32%	
Average Taxable Value of Residence with a homestead exemption						
2018 Average Residence	2019 Average Residence	2020 Average Residence	2021 Average Residence			
\$1,163,975	\$1,275,855	\$1,329,391	\$1,449,652		9.05%	
2018 Collection Rate	2019 Collection Rate	2020 Collection Rate	2021 Collection Rate			
100%	99%	99%	99%			
Rate	Average \$ Increase (actual rate)	Average \$ Increase (No New Revenue Rate)	Tax on Average Residence	Estimated Tax Levy		Increase over Last Years Tax Levy
0.072722	-\$85.21	\$19.17	\$1,054.22	\$1,881,274	No New Revenue Rate	\$0
0.075267	-\$48.31	\$36.90	\$1,091.11	\$1,947,118	Voter-Approval Rate	\$65,845
0.078600	\$0.00	\$85.21	\$1,139.43	\$2,033,332	Current Rate	\$152,058
0.092050	\$194.98	\$280.19	\$1,334.40	\$2,381,274	De Minimis Rate*	\$500,000
*De Minimis Rate - New last year - To allow smaller cities some flexibility to adopt a tax rate that generates \$500,000 more in property tax revenue than the previous year.						
as of 7.20.21						

WLH PD Capital Outlay Projection FY2021/2022

BUDGET PLAN ITEMS

			FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026	
Item	Average useful life	# needed per year	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
Vehicles	5 years	2 per year	\$94,000	\$108,000	\$110,500	\$110,500	\$110,500	\$110,500	\$110,500	\$110,500	FY 2018/19 cost updated
	# needed per year			2	2	2	2	2	2	2	
	cost per unit			\$54,000	\$55,250	\$55,250	\$55,250	\$55,250	\$55,250	\$55,250	
	total cost (est.)			\$108,000	\$110,500	\$110,500	\$110,500	\$110,500	\$110,500	\$110,500	
2	Authorized - FY 2018/2019	2	\$108,000								
	Requested - FY 2019/2020	2		\$108,000							
2	Authorized - FY 2019/2020	2		\$110,500							
	Requested - FY 2020/2021	2			\$110,500						
	Authorized - FY 2020/2021	0			\$0						
	Requested - FY 2021-2022	3				\$59,000					1 squad car (4WD with winch) and 1 traffic car
Radios - in car	5-7 years	7 year rep. cycle	\$19,653	\$11,000	\$0	\$0	\$0	\$11,000	\$11,000	\$11,000	
	# needed per year			2	0	0	0	2	2	2	
	cost per unit			\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	
	total cost (est.)			\$11,000	\$0	\$0	\$0	\$11,000	\$11,000	\$11,000	
3	Authorized - FY 2018/2019	3	\$16,000								
	Requested - FY 2019/2020	2		\$11,000							
	Authorized - FY 2019/2020	2		\$11,000							
	Requested - FY 2020/2021	0			\$0						
	Authorized - FY 2020/2021	0			\$0						
	Requested - FY 2021-2022	1				\$0					
Radios - handheld	5-7 years	7 year rep. cycle	\$30,375	\$5,300	\$0	\$0	\$0	\$21,200	\$15,900	\$15,900	
	# needed per year			1	0	0	0	4	3	3	
	cost per unit			\$5,300	\$5,300	\$5,300	\$5,300	\$5,300	\$5,300	\$5,300	
	total cost (est.)			\$5,300	\$0	\$0	\$0	\$21,200	\$15,900	\$15,900	
5	Authorized - FY 2018/2019	5	\$26,500								
	Requested - FY 2019/2020	1		\$5,300							
	Authorized - FY 2019/2020	1		\$5,300							
	Requested - FY 2020/2021	0			\$0						
	Authorized - FY 2020/2021	0			\$0						
	Requested - FY 2021-2022	0				\$0					

WLH PD Capital Outlay Projection FY2021/2022

Tasers	5 years, per Taser Int.	5 year rep. cycle	\$4,653	\$5,250	\$8,750	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	
	# needed per year			3	5	4	4	4	4	4	
	cost per unit			\$1,750	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750	\$1,750	
	total cost (est.)			\$5,250	\$8,750	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	
8	Authorized - FY 2018/2019	8	\$12,568								
	Requested - FY 2019/2020	3		\$5,250							
	Authorized - FY 2019/2020	3		\$5,250							
	Requested - FY 2020/2021	5			\$8,750						
	Authorized - FY 2020/2021	3			\$5,250						
	Requested - FY 2021-2022	4				\$7,000					4 Tasers
			FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	FY 2025-2026	
Item	Average useful life	# needed per year	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
Body Cameras	3-4 years	4 year rep. cycle	\$4,608	\$8,100	\$8,000	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	
	# needed per year			4	5	4	4	4	4	4	
	cost per unit (need dock 2019)			\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	\$1,600	
	total cost (est.)			\$6,400	\$8,000	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	
4	Authorized - FY 2018/2019	4	\$6,144								
	Requested - FY 2019/2020	4		\$6,400							
	Authorized - FY 2019/2020	4		\$6,400							
	Requested - FY 2020/2021	5			\$8,000						
	Authorized - FY 2020/2021	4			\$6,400						
	Requested - FY 2021-2022	4				\$6,400					4 Body Cameras
Arbitrator in car camera system	4-5 years	5 year rep. cycle	\$10,962	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	
	# needed per year			2	2	2	2	2	2	2	
	cost per unit			\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	
	total cost (est.)			\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	
2	Authorized - FY 2018/2019	2	\$13,770								
	Requested - FY 2019/2020	2		\$14,000							
	Authorized - FY 2019/2020	2		\$14,000							
	Requested - FY 2020/2021	2			\$14,000						
	Authorized - FY 2020/2021	0			\$0						
	Requested - FY 2021-2022	3				\$14,000					2 InCar video systems

WLH PD Capital Outlay Projection FY2021/2022

Stalker in car radar	5 years	5 year rep. cycle	\$6,100	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	
# needed per year				2	2	2	2	2	2	2	
cost per unit				\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	\$3,200	
total cost (est.)				\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	\$6,400	
3	Authorized - FY 2018/2019	3	\$9,150								
	Requested - FY 2019/2020	2		\$6,400							
	Authorized - FY 2019/2020	2		\$6,400							
	Requested - FY 2020/2021	2			\$6,400						
	Authorized - FY 2020/2021	0			\$0						
	Requested - FY 2021-2022	3				\$6,400					2 Radars
Toughbook in car computers	3-4 years	4 year rep. cycle	\$13,362	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	
# needed per year				2	2	2	2	2	2	2	
cost per unit				\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500	updated price
total cost (est.)				\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000	
0	Authorized - FY 2018/2019	0	\$0								
	Requested - FY 2019/2020	2		\$11,000							
	Authorized - FY 2019/2020	2		\$11,000							
	Requested - FY 2020/2021	2			\$11,000						
	Authorized - FY 2020/2021	0			\$0						
	Requested - FY 2021-2022	2				\$11,000					2 laptops
			FY 2018-2019	FY 2019-2020	FY 2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	
Total spent (2018-2019) for "budget plan" items			\$192,132								
Total planned (2019-2020) for "budget plan" items				\$167,350							
Total requested (2020-2021) for "budget plan" items					\$158,650						
Total spent (2020-2021) for "budget plan" items					\$11,650						
2021-2022 budget plan items						\$155,300					
2021-2022 requested items						\$103,800					
2022-2023							\$155,300				
2023-2024								\$187,500			
2024-2025									\$182,200		
2025-2026										\$182,200	

CITY OF WEST LAKE HILLS MAINTENANCE LIST



Year	ID	Street	Description	Estimated Drainage Costs	Estimated Street Costs	Estimated Total Cost	Estimated Annual Cost	
1	*1	Yaupon Valley Rd Pavement	West Of Redbud Trl	\$	\$ 107,663	\$ 107,663	Completed	
	2	Forest View Dr Pavement	End to City limits	\$				
	3	Ledgeway Dr Pavement	Entire Rd		\$ 260,729	\$ 260,729		
	4	Westlake Dr Pavement (Temporary)	Buckeye Dr to Redbud Tri					
	5	Ox Eye Trl Pavement	Entire Rd	\$ -				
2	*6	Harbor View Drainage and Pavement	Wild Cat Hollow to Culvert	\$ 362,915	\$ 85,500	\$ 448,415	\$ 448,415	In Progress
3	*7	Wild Cat Hollow Pavement	Skyline Dr to End	\$ 150,000	\$ 229,350	\$ 379,350	\$ 379,350	In Progress
	8	Cedar Oak Drainage		\$ 124,400	\$	\$ 124,400	\$ 124,400	Deferred
4	9	Double Fork Rd Pavement	Entire Rd	\$	\$ 27,200	\$ 27,200	\$ 216,100	
	10	Juniper Rd Pavement	Redbud Trl to Mulberry Rd	\$	\$ 65,950	\$ 65,950		
	11	Kennan Rd Pavement	Entire Rd	\$ -	\$ 122,950	\$ 122,950		
5	12	Spurlock Valley Rd Drainage & Pavement	Entire Rd	\$ 190,075	\$ 21,375	\$ 211,450	\$ 333,600	
	13	Old Bee Cave Rd Drainage	Entire Rd	\$ 122,150	\$	\$ 122,150		
6	14	Rocky River Rd Pavement	Entire Rd	\$ -	\$ 164,400	\$ 164,400	\$ 274,450	
	15	Wren Valley Cv Pavement	Entire Rd	\$ -	\$ 110,050	\$ 110,050		
7	16	N Peak Rd Pavement	Rollingwood Dr to Gentry Dr	\$ 56,388	\$ 220,650	\$ 277,038	\$ 327,038	
	17	Pavement Condition Analysis			\$ 50,000	\$ 50,000		
8	18	Buckeye Trl Pavement	Spiller Rd to Westlake Dr	\$ 73,575	\$ 115,925	\$ 189,500	\$ 341,775	
	19	Skyline Dr Pavement	Nob Hill Cir to Wild Cat Hollow	\$ 75,000	\$ 77,275	\$ 152,275		
9	20	Terrace Mtn Cv Pavement	Entire Rd	\$	\$ 20,900	\$ 20,900	\$ 285,125	
	21	Swiftcurrent Trl Pavement	Entire Rd	\$	\$ 36,300	\$ 36,300		
	22	Oak Ridge Dr Pavement	Rock Creek Dr to Westbrook Dr	\$ -	\$ 18,575	\$ 18,575		
	23	Washington Cutoff Pavement	Entire Rd	\$ -	\$ 19,425	\$ 19,425		
	24	Calithea Rd Pavement	Entire Rd	\$ -	\$ 21,375	\$ 21,375		
	25	Circle Ridge Dr Pavement	Redbud Trl to Little Bend Rd	\$ -	\$ 29,675	\$ 29,675		
	26	Las Lomas Ct Pavement	Entire Rd	\$ -	\$ 21,875	\$ 21,875		
	27	Spiller Ln Pavement	Entire Rd	\$	\$ 29,350	\$ 29,350		
	28	Split Rail Trl Pavement	Westbrook Dr to Bulian Ln	\$	\$ 21,950	\$ 21,950		
	29	Westwood Ter Pavement	Bee Cave Rd to Westbrook W	\$	\$ 20,425	\$ 20,425		
	30	Rock Creek Dr Pavement	Oak Ridge Dr to City Limits	\$	\$ 26,550	\$ 26,550		
10	31	Crestwood Ct Pavement	Entire Rd	\$	\$ 18,725	\$ 18,725	\$ 323,000	
	32	Nob Hill Cir Pavement	Entire Rd	\$ 75,000	\$ 88,150	\$ 163,150		
	33	Windsong Trl Pavement	Entire Rd	\$ 70,000	\$ 89,850	\$ 159,850		
11	34	Cedar Park Dr Pavement	Entire Rd	\$ 40,000	\$ 75,950	\$ 115,950	\$ 275,850	
	35	Bent Tree Ct Pavement	Entire Rd	\$ 10,000	\$ 29,550	\$ 39,550		
	36	Sugar Creek Dr Pavement	Gentry Dr to End	\$	\$ 43,025	\$ 43,025		
	37	Rocky Ledge Rd Pavement	Rocky River Rd to End	\$	\$ 35,550	\$ 35,550		
12	38	Circle Ridge Dr Pavement	Little Bend Rd to End	\$	\$ 41,775	\$ 41,775	\$ 293,525	
	39	Las Lomas Dr Pavement	Parkwood Ct to Woodview Ct	\$ 45,000	\$ 50,475	\$ 95,475		
	40	Live Oak Cir Pavement	Entire Rd	\$ 65,000	\$ 91,275	\$ 156,275		

• Dependent on Travis County Water District 10 Scheduling

CAPITAL IMPROVEMENTS PROGRAM
FEBRUARY 2020



**REQUEST FOR QUALIFICATIONS
FOR
CITY ATTORNEY / LEGAL SERVICES
CITY OF WEST LAKE HILLS, TX**

Submission Date: June 25th, 2021 - 3:00 P.M. C.T.

CITY OF WEST LAKE HILLS
911 Westlake Drive
West Lake Hills, TX 78746

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**REQUEST FOR QUALIFICATIONS FOR
CITY ATTORNEY / LEGAL SERVICES
FOR THE
CITY OF WEST LAKE HILLS, TX**

SECTION 1 – GENERAL INFORMATION & REQUIREMENTS:

- 1.1 **GENERAL INFORMATION:** The City of West Lake Hills (“Owner”) is soliciting Statements of Qualifications from experienced legal firms or an individual attorney (individually a “Respondent,” and collectively the “Respondents”) for the purpose of providing legal services to the City of West Lake Hills on a contractual basis. The firm/individual will be tasked with providing general municipal counsel, legal services, guidance on special projects, and advising the City. The City requests that one attorney be designated as the point of contact or as lead attorney.

The City is a Type-A General Law form of government with a Mayor and five Council Members. The City Administrator reports directly to the City Council and is responsible for the day-to-day affairs of the City. West Lake’s current population is approximately 3,286.

The selected firm or individual shall be licensed to practice law in the State of Texas, and be in good standing with the Texas Bar. Experience with Texas municipalities and knowledge of municipal law, municipal finance, personnel, law, land use, and regulation are required.

The City Attorney shall be neutral and impartial in its analysis and advice, but will be a zealous advocate of its clients’ interests and is expected to establish, develop, and maintain a close and trusted relationship with the Mayor, City Council, City Administrator, and City Staff.

- 1.2 **REQUIREMENTS:** Collecting statements of qualifications in response to this RFQ is the first step in selecting a firm or individual. This RFQ provides the information necessary for respondents to prepare and submit Statements of Qualifications for consideration and initial ranking by the Owner. If the initial ranking of the respondents is reasonably conclusive, the Owner may make a “most qualified” selection based upon the written qualifications only. If not, then the Owner may conduct interviews with a “short list” of respondents.
- 1.2.1 The Owner may select up to five (5) of the top ranked qualified respondents to participate in an interview with the Owner to confirm and clarify the qualifications submitted and to answer additional questions. The Owner will then rank the interviewed respondents in order to determine a single most qualified respondent.
- 1.2.2 After selecting the most highly qualified respondent based on experience and demonstrated competence, the Owner will attempt to negotiate the detailed professional services to be provided by the Respondent and a suitable fee for those

services. The Owner will request a fee proposal from the most qualified respondent, with supporting information demonstrating that the requested fee is justified by the level of effort (and related personnel costs) required to provide the legal services. It is anticipated that the legal work for the Owner, a small Texas municipality, will be done at hourly rates that are a substantial discount from the Respondent's general billing rates.

1.3 PUBLIC INFORMATION: All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after the solicitation is completed. The Owner complies with all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of RFQ information.

1.4 TYPE OF CONTRACT: Any contract resulting from this solicitation will be in the form of the Owner's Standard Professional Services Agreement, a copy of which will be provided to all firms selected for interviews or, in the case where no interviews are conducted, to the selected most qualified respondent.

1.5 CLARIFICATIONS AND INTERPRETATIONS: Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner as addenda. It is the responsibility of all respondents to obtain this information in a timely manner. All such addenda issued by the Owner before the proposals are due, are considered to be part of the RFQ, and respondents shall acknowledge receipt of each addendum in its Statement of Qualifications. Respondents shall consider only those clarifications and interpretations that the Owner issues by addenda five (5) days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing qualifications.

1.6 SUBMISSION OF STATEMENT OF QUALIFICATIONS:

1.6.1 The Statement of Qualifications must be received **at the address specified below** prior to the deadline. The Owner will not consider any response to this solicitation that is not received at the address specified by the deadline, regardless of whether it has been otherwise received by the City.

1.6.2 DEADLINE AND LOCATION: The Owner will receive Statements of Qualifications at the time and location described below.

June 25th, 2021 – 3:00 p.m. (C.D.T.)

Attn: Stephanie Mills
City Secretary
City of West Lake Hills

911 Westlake Drive
West Lake Hills, TX 78746

- 1.6.3 Statements of Qualifications received via mail after the deadline will be returned to the respondent unopened. Hand delivered Statements of Qualifications will not be accepted after the deadline.
- 1.6.4 The Owner will not acknowledge or consider Statements of Qualifications that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).
- 1.6.5 Properly submitted Statements of Qualifications will not be returned to respondents.
- 1.6.6 Statements of Qualifications must be enclosed in a sealed envelope (or sealed box or container) addressed to the point-of-contact person; the package must clearly identify: the submittal deadline, the solicitation title, return address, and email address of the respondent contact on all envelopes.
- 1.7 POINT-OF-CONTACT: The Owner designates the following person as its representative and point-of-contact for this RFQ. Respondents shall restrict all contact with the Owner and direct all questions regarding this RFQ, including questions regarding terms and conditions and technical specifications, to the point-of-contact person:
- Travis Askey
City Administrator
City of West Lake Hills
911 Westlake Drive
West Lake Hills, TX 78746
Phone: 512-327-3628
Email: taskey@westlakehills.gov
- 1.8 OWNER'S RESERVATION OF RIGHTS: The Owner reserves the right to accept or reject any or all Statements of Qualifications or any part thereof, or waive all technicalities, and to accept the proposal(s) that are determined to provide the best value to the City. Failure to provide any requested information may result in rejection of a Statement of Qualifications, in whole or in part, at the City's sole discretion. However, the City reserves the right to request additional or clarifying information from a Respondent after a Statement of Qualifications has been submitted. Such information may be used to further evaluate the Respondent's statement qualifications.
- 1.9 ACCEPTANCE OF EVALUATION METHODOLOGY: By submitting its qualifications in response to this RFQ, the Respondent accepts the evaluation process described herein and acknowledges and accepts that determination of the "most highly qualified" Respondent will require subjective judgments by the Owner.
- 1.10 NO REIMBURSEMENT FOR COSTS: Respondent acknowledges and accepts that any costs incurred from the Respondent's participation in this RFQ shall be at the sole risk and responsibility of the Respondent.

DRAFT

- 1.11 **ELIGIBLE RESPONDENTS:** Only individual firms or lawfully formed business organizations may apply. The Owner will contract only with the individual firm or formal organization that submits a Statements of Qualifications.
- 1.12 **SALES AND USE TAXES:** Section 151.311, Tax Code, as amended effective October 1, 1993, permits the purchase free of state sales and use taxes of tangible personal property to be incorporated into realty in the performance of a contract for an improvement to realty for certain exempt entities. The section further permits the purchase tax-free of tangible personal property (other than machinery or equipment and its accessories and repair and replacement parts) for use in the performance of such a contract if the property is "necessary and essential for the performance of the contract" and "completely consumed at the job site." In addition, the section permits the purchase tax-free of a tangible service for use in the performance of such a contract if the service is performed at the job site and if "the contract expressly requires the specific service to be provided or purchased by the person performing the contract" or "the service is integral to the performance of the contract."

SECTION 2 – SCOPE OF SERVICES:

- 2.1 **DESCRIPTION OF SERVICES:** The general scope of legal services requested by the Owner include, but are not limited to:
- 2.1.1 Providing legal advice on a variety of legal matters to the City Council and designated staff of the City;
 - 2.1.2 Providing prosecutorial services to the Municipal Court and designated staff of the City. The West Lake Hills Municipal Court of Record is a state court with jurisdiction over Class C and fine-only misdemeanors that occur in the city's territorial limits. Cases heard in this court include traffic, juvenile, and state penal code offenses where the maximum punishment is a fine. The Municipal Court typically meets 2 times per month on the 2nd and 3rd Thursday beginning at 9:00 a.m.
 - 2.1.3 Providing advice regarding government operations, elections, open meetings, public information, City Ordinances, State law, personnel matters, property matters, and real estate matters, including annexation, zoning, and condemnation;
 - 2.1.4 Preparing and/or reviewing agreements, contracts, ordinances, resolutions, deeds, and other legal instruments as needed;
 - 2.1.5 Providing proactive legal counsel on issues pertaining to personnel policies and procedures and providing counsel in all compliance employment matters such as, but not limited to State and Federal employment law, Workers Compensation, EEOC, FLSA, FMLA, and OSHA requirements;
 - 2.1.6 Demonstrating competence in relevant areas of legal knowledge related to Texas local governments and experience in Texas Municipal government law;

- 2.1.7 Providing legal advice while attending Council meetings or other boards and commissions as requested, plus occasional special meetings or work sessions as needed. Regular Council meetings are set at 7:00 p.m. on the second and fourth Wednesday of each month. Attendance at Planning & Zoning Commission meetings may be required; the Commission meets on the 3rd Wednesday of each month at 6:30 p.m.
- 2.1.8 Staying current and informing the City of new or proposed State and Federal legislation and regulations affecting the City;
- 2.1.9 Assisting the City Secretary in staying current on State and Federal Election Laws and administration of elections for the City;
- 2.1.10 Possessing and maintaining knowledge of:
 - 2.1.11 land use laws and abilities of the City to implement and administer such laws in conformance with State requirements and the City Council's desire to improve such land use planning;
 - 2.1.12 laws and methods to facilitate effective Code Enforcement to improve deteriorating areas of the City, including demolition procedures and property maintenance code provision;
 - 2.1.13 Texas Open Records and Open Meeting Laws;
 - 2.1.14 laws and experience in working with utility districts, water supply corporations, and emergency services districts;
 - 2.1.15 Police and Public Safety Specialty law;
 - 2.1.16 the Texas Commission on Law Enforcement (TCOLE) requirements; the American Disabilities Act & Amendments Act, Texas Accessibility Act; FEMA, and other relevant regulatory statutes and the regulations promulgated thereunder;
 - 2.1.17 municipal, county, and district local laws, ordinances and the Texas Code of Criminal Procedure, § 2.122;
 - 2.1.18 Texas Penal Code, Rules of Evidence, Civil statutes, Regulatory Agency Codes, Transportation Code, Health and Safety Code, and Family Code;
- 2.1.19 Assisting, advising, and defending the goals and operations of the Police Department.
- 2.1.20 Upon request, providing litigation services for and on behalf of the Owner in state and federal court and/or alternative dispute resolution proceedings.

SECTION 3 – EVALUATION OF STATEMENTS OF QUALIFICATIONS:

- 3.1 The evaluation of the Statements of Qualifications shall be based on the requirements described in this RFQ. All properly submitted Statements of Qualifications will be reviewed,

evaluated, and ranked by a selection committee. The top five or fewer ranked respondents may be selected by the Owner for further consideration by participating in an interview wherein Statements of Qualifications will be presented and examined in further detail and where questions will be posed by staff and answered by the respondent.

3.1.1 Statements of Qualifications submittals should not include any information regarding respondent's proposed fees, pricing, or other compensation considerations as these will not be a factor in the selection of the most highly qualified firm.

3.1.2 The City will select the most highly qualified proposer of the requested services based on the criteria below and then attempt to negotiate with proposer a contract at a fair and reasonable price. Evaluation factors and associated point values are listed below:

Item	Evaluation Factor	Available Points
1	Firm's qualifications	25
2	Firm's availability and capacity to provide legal services	20
3	Firm's experience	25
4	Understanding the requirements and quality assurance / quality control	20
5	General quality and adequacy of response	5
	Total	100

SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS

4.1 GENERAL INSTRUCTIONS:

4.1.1 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete qualifications will be considered non-responsive and subject to rejection.

4.1.2 To achieve a uniform review process and to obtain a maximum degree of comparability the Owner requires that proposals be submitted with a signed master (marked Original") and **additional three (3) proposals** (marked "Copy") and one (1) electronic version of the proposal on a flash drive format.

4.1.3 The Statement of Qualifications shall be a maximum of forty (40) printed pages and could be entirely adequate with considerably fewer pages. The cover, table of contents, divider sheets, and Execution of Offer do not count as printed pages.

- 4.1.4 Statements of Qualifications shall be prepared simply, economically and in order of stated criterion, providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
- 4.1.5 Statements of Qualifications and any other information submitted by Respondents in response to this RFQ shall become the property of the Owner.
- 4.1.6 The Owner will not compensate Respondents for any expenses incurred in Statements of Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit qualifications at their own risk and expense.
- 4.1.7 Statements of Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 4.1.8 The Owner makes no representations of any kind that an award will be made as a result of this RFQ. The Owner reserves the right to accept or reject any or all qualifications, waive any minor formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in the Owner's best interest.
- 4.1.9 Statements of Qualifications shall consist of answers to questions identified in Section 5 of the RFQ. It is not necessary to repeat the question in the Statements of Qualifications; however, it is essential to reference the question number with the corresponding answer.
- 4.1.10 Failure to comply with all requirements contained in this RFQ may result in the rejection of the Statements of Qualifications.

4.2 PAGE SIZE, BINDING, DIVIDERS, AND TABS:

- 4.2.1 Statements of Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral-type bindings. DO NOT USE METAL-RING HARD COVER BINDERS.
- 4.2.2 Additional attachments shall NOT be included with the Statements of Qualifications. Only the responses provided by the Respondent to the questions identified by this RFQ will be used by the Owner for evaluation.
- 4.2.3 Separate and identify the response to each of the criteria of this RFQ by use of a divider sheet with an integral tab for ready reference.

4.3 TABLE OF CONTENTS:

4.3.1 Submittals shall include a “Table of Contents” and page numbers for each part of the Statements of Qualifications.

4.4 PAGINATION:

4.4.1 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.).

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SECTION 5 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Respondents shall carefully read the information contained in the following criteria and submit a complete and responsive Statement of Qualifications responding to all questions in this Section 5 and formatted as directed in Section 4. Incomplete Statements of Qualifications will be considered non-responsive and are subject to rejection.

The Owner at its sole discretion, expressly reserves the right to request any additional information from a Respondent that is deemed relevant to this RFQ. All responses in the Statement of Qualifications will be reviewed for accuracy and Respondent(s) may be required to provide additional information in support of those Statements of Qualifications.

TAB #1

1.1 Table of Contents:

- 1.1.1 Both physical and electronic versions should include a Table of Contents.
- 1.1.2 Physical form must have tabs dividing the sections.
- 1.1.3 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.).

TAB #2

1.2 Letter of Transmittal:

- 1.2.1 Legal name of the company as registered with the Secretary State of Texas.
- 1.2.2 Address of the office that will be providing services.
- 1.2.3 Date of the proposal.
- 1.2.4 Provide a statement of interest, including a narrative of specialization of individual or firm, the size of the firm, areas of practice, years in business in public sector law, if any.

TAB #3

1.3 Respondent's Statement of Qualifications in providing legal services:

- 1.3.1 Provide a statement describing the firm's unique qualifications to provide the legal services described above.
- 1.3.2 Provide a brief history of the firm, size, structure, and areas of practice.

- 1.3.3 Provide the name and complete resume of individual person designated by the firm to be the City Attorney to provide legal services to the City and the name and resumes of other persons to be assigned to key roles in the provision of the required services.
- 1.3.4 Provide information on certificates or licenses, educational institution conferring law degree and year of degree, professional background, and professional associations.
- 1.3.5 Provide information about the range of support services offered and available support staff.
- 1.3.6 Provide detail of any ethics violations or board actions within the past five (5) years against the Firm, its Attorneys, and employees, including its parent, sister or subsidiary companies, and proposed sub-contractors.

TAB #4

1.4 Firm's availability and capacity to provide legal services:

- 1.4.1 Provide a statement describing how your firm proposes to timely provide legal services to the City. Address issues such as office location; accessibility to City Council members and city staff; the attendance of City Council, and occasional other meetings.
- 1.4.2 Demonstration of workload capacity commensurate with the level of service required by the City.
- 1.4.3 Provide information about the attorney and firm's availability and capability to perform on short notice and to ensure timely response and completion of the City's schedules and deadlines.

TAB #5

- 1.5 Evidence of experience in providing legal services to Texas municipalities or similar government entities:
 - 1.5.1 Provide statement of experience with Texas municipalities or similar government entities, and any other areas of specialty within the field of municipal law.
 - 1.5.2 Provide a statement of experience evidencing familiarity with relevant laws and regulations governing municipal governments;

1.5.3 Demonstrate expertise and experience in the wide spectrum of municipal law.

TAB #6

1.6 Understanding the required services and quality assurance and quality control:

- 1.6.1 Provide a list of all local agencies the firm now represents that may cause a potential conflict of interest with your responsibly with the Owner.
- 1.6.2 Describe how your firm protects client confidentiality. This applies to all information and communications, including electronic communications, unless available to the public through a public records request and otherwise not subject to a specific exemption.
- 1.6.3 Describe the firm's approach to communicating with the Owner in regards to progress reports, status reports, recommendations, status of opinions, etc. Maintaining communication on current and pending issues will be a critical component of the legal services to be provided to the Owner. It is reasonably expected that telephone calls from the Owner will be promptly returned and that any communications with opposing counsel be promptly made and any important information be promptly reported back to the Owner.

SECTION 6 – EXECUTION OF OFFER:

NOTE TO RESPONDENTS: SUBMIT THIS ENTIRE SECTION WITH RESPONSE.

THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE STATEMENT OF QUALIFICATIONS MAY RESULT IN REJECTION OF THE STATEMENT OF QUALIFICATIONS.

SIGNING A FALSE STATEMENT OF QUALIFICATIONS MAY VOID THE SUBMITTED STATEMENT OF QUALIFICATIONS, ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S STATEMENT OF QUALIFICATIONS, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT OWNER'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT OR PURCHASE ORDER.

- 6.1 By signature hereon, Respondent acknowledges and agrees that (1) this RFQ is a solicitation for qualifications and is not a contract or an offer to contract; (2) the submission of a Statement of Qualifications by Respondent in response to this RFQ will not create a contract between the Owner and Respondent; (3) the Owner has made no representation or warranty, written or oral, that one or more contracts with the Owner will be awarded under this RFQ; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from respondent's preparation of a response to this RFQ;
- 6.2 By signature hereon, Respondent offers and agrees to furnish to the Owner the products and/or services more particularly described in its Statements of Qualifications, and to comply with all terms, conditions, and requirements set forth in the RFQ documents and contained herein;
- 6.3 By signature hereon, Respondent affirms that he/she/it has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted Statements of Qualifications.
- 6.4 By signature hereon, Respondent represents and warrants that:
 - 6.4.1 Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFQ;
 - 6.4.2 Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions, and requirements of the RFQ;
 - 6.4.3 Respondent is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations, and ordinances;

- 6.4.4 Respondent, if selected by the Owner, will maintain insurance as required by the contract and submitted and approved by the Owner. The required insurance must be written by a company approved to do business in the State of Texas at the time the policy is issued;
- 6.4.5 The Respondent shall not commence work until a written notice to proceed is issued by the Owner;
- 6.4.6 All statements, information, and representations prepared and submitted in response to this RFQ are current, complete, true, and accurate. Respondent acknowledges that the Owner will rely on such statements, information and representations in selecting the successful respondent. If selected by the Owner as the successful Respondent, the Respondent will notify the Owner immediately of any material change in any matters with regard to which respondent has made a statement or representation or provided.
- 6.4.7 Execution of Offer: City of West Lake Hills - City Attorney/Legal Services

The Respondent must complete, sign, and return this Execution of Offer as part of its submittal response. The Respondent's company official(s) who are authorized to commit to such a submittal must sign submittals. Failure to sign and return this form will subject the submittal to disqualification.

Respondent's Name: _____
(Company's Name)

Submitted and Certified By:

(Respondent's Name)

(Title)

(Street Address)

(Telephone Number)

(City, State, Zip Code)

(Fax Number)

(Authorized Signature)

Email Address

(Date)