



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL REGULAR MEETING
Wednesday, December 8, 2021 at 7:00 PM

Notice is hereby given that the City Council of the City of West Lake Hills, Texas, will hold a Regular Meeting on the 8th day of December 2021 at 7:00 p.m., in the Council Chamber, Municipal Building, 911 Westlake Drive, West Lake Hills, Texas, at which time the following items will be discussed, to-wit:

REMOTE ACCESS:

Due to the COVID-19 Stage 3 status in Travis County, any citizens or applicants that wish to speak at the meeting are encouraged to attend virtually, as the number of people in the chambers will be limited due to physical distancing. Facial Coverings are not required, but highly recommended, and will be available for any that need one.

Join Zoom Meeting: Copy and Paste the link below:

<https://us02web.zoom.us/j/82836995685?pwd=ajBsT1JWM241ZFFab0JNY2tQYmFVQT09>

Meeting ID: 828 3699 5685

Passcode: 343091

If you wish to listen to the meeting via telephone: Dial (346) 248-7799, Meeting ID 838 3699 5685, Password: 343091

If you wish to speak during the meeting, please provide your name and the item number you wish to speak on to citysec@westlakehills.gov by 1:00 P.M. on December 8, 2021

Members of the public who wish to submit their written comments in lieu of speaking shall submit their comments by emailing citysec@westlakehills.gov. Comments must be received by 1:00 P.M. on December 8, 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 November 10, 2021 Regular Meeting Minutes
 - b. Adopt a Resolution Amending both the (1) Investment Policy and Strategy and the (2) Financial Procedures and Controls
4. Land Use **Wildcat Harbor Minor Plat**: Discuss and Consider Action on an Application for a Minor Subdivision Plat at 1501 Wildcat Hollow, 1.1426 acres of Land, Zoned One-Family Residential. (West Lake Hills Code Chapter 36 - Subdivisions). Davin Fillpot, Agent for Vincent and Heidi Restivo.
5. Resolution Discuss And Consider Action On a Resolution Joining with the State of Texas and Political Subdivisions of the State as a Party in the Texas Opioid Settlement Agreements Secured by the Office of the Attorney General; Authorizing the Mayor to Execute Settlement Participation Forms; and Establishing An Effective Date
6. Land Use Discuss and Consider Action for Approval of an Ordinance of the City of West Lake Hills, Texas, Authorizing the Administrative Approval of Short-Term Rental Permits; Updating the Fees for Short-Terms Rental Permits and Renewals; Providing for Other Related Matters; and Providing for the Following: Findings of Fact; Enactment; Repealer; Severability; Penalty; Codification; Effective Date; and Proper Notice & Meeting
7. Administration Discussion and Update Regarding the Timeline for the Bond Items
8. Administration Discuss and Consider Action on the Legal Services Request for Qualifications Submittals
9. Personnel Discuss and Consider Action on a Position Update to Expand the Part Time Permit Assistant Position to a Full Time Development Coordinator Position in the Building & Development Services Department.
10. Personnel Discuss and Consider Action on the Recruitment of the City Administrator Position

11. Administration Executive Session: An Executive Session may be held in accordance with the authority contained in Texas Government Code, section 551.071 for:
 - a. Consultation with City Attorney Regarding an Update on Cause No. D-1-GN-001858, City of West Lake Hills vs. Yaupon Partners, LLC and Ray McMackin; Case No. 12-12734-tmd, In re: Raymond McMackin; and Adversary No. 13-01049-tmd, City of West Lake Hills v. Raymond McMackin
 - b. Deliberation Regarding Real Property (Texas Government Code Section 551.072)
12. Administration Take any Necessary or Appropriate Action on Matters Posted for Consideration in Closed/Executive Session
13. Adjournment

Approved by: Linda Anthony, Mayor

Certificate

I certify that the above Notice of the December 8, 2021 City Council Regular Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, December 3, 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, November 10, 2021 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Anthony called the meeting to order at 7:16 p.m. Members in attendance were Mayor Linda Anthony, Mayor Pro Tem Walker, Councilmembers Rhonda McCollough, Beth South, and Gordon Bowman. Councilmember Brian Plunkett was absent

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. Hearing none, the public comment section was closed

3. Consent Agenda All Consent Agenda Items Listed are Considered to be Routine by the City Council and Will be Enacted by One (1) Motion. No Separate Discussion or Action on any of the Items is Necessary Unless Desired by a Council Member or Citizen
- a. Approval of the October 27, 2021 Regular Meeting Minutes
 - b. Q3 Public Safety Report

This item was removed from Consent

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

Motion for Approval carried by a vote of 4 ayes to 0 nays, with Councilmember Plunkett absent

- c. Quarterly Investment Report, Date ending 9/30/2021

Motion for Approval of the Consent Agenda with the Removal of Item 3b made by Mayor Pro Tem Walker with a Second by Councilmember Bowman

Motion for Approval carried by a vote of 4 ayes to 0 nays, with Councilmember Plunkett absent

4. Administration Discuss and Consider Action on the Adoption of a Resolution Canvassing Returns and Declaring Results of the November 2, 2021 Bond Election

City Secretary, Stephanie Mills, canvassed the Bond election results
Motion for the Adoption of a Resolution made by Mayor Pro Tem Walker with a
Second by Councilmember Bowman
Motion for Adoption carried by a vote of 4 ayes to 0 nays, with Councilmember
Plunkett absent

5. Administration Discuss and Consider Action on the Adoption of an Ordinance Canvassing Returns and Declaring Results of the November 2, 2021 Special Election

City Secretary, Stephanie Mills, canvassed the Special election results
Motion for Adoption of an Ordinance made by Councilmember McCollough with a
Second by Mayor Pro Tem Walker
Motion for Adoption carried by a vote of 4 ayes to 0 nays, with Councilmember
Plunkett absent

6. Administration Discussion Regarding the Results of the Bond Election and Next Steps

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 on the Denial of the Moore Estates Subdivision Application: Project 16329 located at 803 Westlake Drive. (Texas Government Code Section 551.071)
 - b. Personnel Matters: To Discuss the Employment, Evaluation or Duties of the City Administrator (Texas Government Code Section 551.074)

Council went into Executive Session at 7:42 p.m. and reconvened in Open Session at 8:04 p.m.

8. Administration Take Any Necessary or Appropriate Action on Matters Posted for Consideration in Closed/Executive Session

Motion to Accept Travis Askey's resignation and appoint Ashby Grundman as
Interim City Administrator made by Councilmember McCollough with a Second by
Councilmember Bowman
Motion for Approval carried by a vote of 4 ayes to 0 nays, with Councilmember
Plunkett absent

9. Adjournment

**Motion to adjourn the meeting made at 8:07 p.m. by Mayor Pro Tem Walker with a
Second by Councilmember South.
Motion for Approval carried by a vote of 4 ayes to 0 nays, with Councilmember
Plunkett absent**

Respectfully submitted,

LINDA ANTHONY, MAYOR

ATTEST:

Stephanie Mills, City Secretary

These minutes were approved on _____, 2021.

RESOLUTION NO. 2021-12-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS AMENDING BOTH THE (1) INVESTMENT POLICY AND STRATEGY, AND (2) FINANCIAL PROCEDURES AND CONTROLS.

WHEREAS, the City Council of the City of West Lake Hills (“City Council”) seeks to promote the timely, effective, and efficient administration of City business; and

WHEREAS, the City Council finds that it is necessary and proper for good government, peace, and order of the City of West Lake Hills to adopt the following.

NOW, THEREFORE, BE IT RESOLVED by the City Council of West Lake Hills:

- 1. Findings of Fact:** The foregoing recitals are incorporated into this Resolution by reference as findings of fact as if expressly set forth herein.
- 2. Effective Date:** This Resolution shall be effective immediately upon passage.
- 3. Policy Amendment:** The Council hereby amends the City’s Investment Policy and Strategy, and Financial Procedures and Control Policy as follows:
 1. Investment Policy and Strategy
 - a. Add City Secretary and Accounting Manager as Investment Officers
 2. Financial Procedures and Control
 - a. Change authorized required signatures
 - b. Change Finance Officer to Finance Director
 - c. Add Accounting Manager to Disbursement of Funds

(See Exhibit “A” & “B”)

- 4. Repealer:** Any conflicting policy or rule of the City’s is hereby repealed to the extent necessary to give effect to this Resolution.
- 5. Filing:** The Council directs the City Secretary to include this Resolution in and among the City’s official records, and to transmit an executed copy to the City’s depository.
- 6. Proper Notice & Meeting:** It is hereby officially found and determined that the meeting at which this Resolution 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 & ADOPTED this, the _____ day of _____, 2021

Linda Anthony, Mayor

ATTEST:

Stephanie Mills, City Secretary



CITY OF WEST LAKE HILLS, TEXAS

INVESTMENT POLICY AND STRATEGY
November 19, 2021

I. INTRODUCTION

It is the policy of the City of West Lake Hills (the “City”) that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal while meeting the daily cash flow needs of the City and conforming to the Texas Government Code Chapter 2256, the Public Funds Investment Act (the “Act”). The purpose of this Policy is to set specific investment policy and strategy guidelines. The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public Texas funds deposits.

The receipt of a market return will be secondary to the requirements for safety and liquidity. The earnings from investment will be used in a manner that best serves the interests of the City.

II. SCOPE

This Policy applies to the investment of all City funds under the City's control and any new funds created unless specifically exempted by the City Council and this Policy.

III. OBJECTIVES

The policy of the City is to invest public funds in a manner which will provide a reasonable market yield with the maximum security of principal while meeting the daily cash fund demands of the City and conforming to all bond covenants. Investments are to be chosen in a manner which promotes diversification. To match anticipated cash flow requirements the maximum dollar-weighted average maturity (WAM) of the overall portfolio may not exceed one year. All purchases of securities will be made on a competitive basis. The primary objectives of City investments are, in priority order:

Safety. Safety of principal is the foremost objective of City investments. Investments shall be made so as to ensure the preservation of principal. Each investment transaction shall be conducted in a manner to avoid capital losses, whether from security defaults, safekeeping, or erosion of market value. Investments in high credit quality securities and decisions based on anticipated cash needs are primary factors in providing safety.

Liquidity. The City investment portfolio shall remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated on a timely basis. This shall be achieved by matching

investment maturities with forecasted cash flow liabilities and maintaining additional liquidity for unexpected liabilities. Securities with active and efficient secondary markets will be used to assure liquidity.

Diversification. The portfolio shall be diversified by institution, market sector and maturity as much as possible according to market conditions. Diversification will minimize market, liquidity and credit risk and limit potential losses on individual securities.

Yield. The City investment portfolio will be designed to attain a market yield commensurate with City investment risk constraints and cash flow needs for operating expenses. The benchmark for the commingled portfolio shall be the comparable period six month U.S. Treasury Bill, designated for its comparability to the expected average cash flow pattern. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified and the City's prudent investment strategy.

IV. STRATEGY

The City may maintain one commingled portfolio for investment purposes which incorporates the specific uses and the unique characteristics of the funds in the portfolio. The investment strategy has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. The City shall pursue a pro-active and conservative portfolio management strategy. This may be accomplished by creating a laddered maturity structure with some extension for yield enhancement. The maximum maturity of any security will be two years and the maximum dollar weighted average maturity of one year or less will be calculated using the stated final maturity date of each security.

The investment strategy for debt service funds shall have as its primary objective the timely payment of debt service obligations. Successive debt service dates will be fully funded before any investment extensions are made for debt service.

General Fund. Investments will be diversified in suitable, high credit quality, short-term investments to maintain liquidity and assure adequate cash flow. Anticipated liabilities will be matched with a laddered portfolio structure. Diversification requirements may be met through use of an investment pool.

Capital Project Funds. To meet construction needs investments will be diversified in suitable, high credit quality, short-term investments. Anticipated construction liabilities will be matched with a laddered portfolio structure and not exceed the planned expenditure schedule of the projects.

V. DELEGATION OF AUTHORITY

No unauthorized person may engage in an investment transaction and all transactions shall be executed as provided under the terms of this Policy and its supporting procedures.

Investment Officers. Authority to manage the City's investment program is derived from state statutes and City resolutions. Council will designate the City Administrator, Finance Director, City Secretary and Accounting Manager as investment officers by resolution. These officers have authority to invest funds in accordance with the City's Investment Policy. The officers shall be responsible for all transactions made and records maintained. The Investment Officer(s) are responsible for creating and maintaining the portfolio in accordance with this Policy, providing timely quarterly reporting to the Council, and establishing supporting procedures.

All investment officers shall attend at least ten (10) hours of training within twelve months of designation as investment officer and shall attend eight (8) hours of training every two successive fiscal years. Such training shall include education in investment controls, security risks, strategy risks, market risks and compliance with the Public Funds Investment Act. The City will pay for the training of investment officers as required by the Public Funds Investment Act and the Council will approve a list of authorized training sources.

Investment Officers shall refrain from personal and business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. An Investment Officer who has a personal business relationship within two levels of affinity or consanguinity with an organization seeking to sell an investment to the City, shall file a statement disclosing that relationship to the City Council and the Texas Ethics Commission.

City Council. By law, the City Council holds ultimate fiduciary responsibility for the portfolio. It will designate investment officer(s), receive and review quarterly reporting, approve and provide for investment officer training, approve broker/dealers, and review and adopt the Investment Policy and Strategy as needed.

VI. PRUDENCE AND CONTROLS

Standard of Care. The standard of care to be applied to all City investments shall be the "prudent person rule", which states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the investment of all funds under the City's control, over which the officer has responsibility rather than a consideration as to the prudence of a single investment. The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall be responsible but not liable for a specific security's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

Internal Controls. The Investment Officer is responsible for establishing and maintaining internal controls to reasonably assure that assets are protected from loss, theft, or misuse. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived, and, the valuation of costs and benefits requires ongoing estimates and judgments by management.

The internal controls shall address the following points at a minimum:

- Control of collusion,
- Separation of transaction authority from accounting and record keeping,
- Custodial safekeeping,
- Clear delegation of authority,
- Written confirmation for all transactions, and
- Review, maintenance and monitoring of security procedures both manual and automated.

The City, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to the City Investment Policy. If City funds are invested in other than CDs or local government investment pools; the auditor shall also review the quarterly reports as part of the annual audit.

Cash Flow Forecasting. Cash flow forecasting is designed to protect and sustain cash flow requirements of the City. The Investment Officer will analyze cash flows to monitor and forecast cash positions for investment purposes.

Competitive Bidding. All security transactions will be made on a documented competitive bid basis to assure the City is receiving good market rates.

Monitoring Credit Ratings. The Investment Officer shall monitor, on no less than a quarterly basis, the credit rating on all authorized investments in the portfolio which require credit ratings based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer shall notify the City Manager of the loss of rating, and liquidate the investment within two days.

Monitoring FDIC Status for Mergers and Acquisitions. The Investment Officer shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CD securities owned by the City based upon information from the FDIC (fdic.gov). If any bank has been acquired or merged with another bank in which brokered CDs are owned by the City, the Investment Officer shall immediately liquidate any brokered CD which places the City above the FDIC insurance level.

VII. AUTHORIZED INVESTMENTS

Assets of the City may be invested only in the following investments, as further defined by the Act. . If changes are made to the Act they will not be authorized until this Policy is modified and adopted by the City Council.

1. Obligations of the United States, its agencies and instrumentalities with a maximum stated maturity of two (2) years and excluding mortgage-backed securities. (Gov't Code 2256.009)
2. Fully FDIC insured or collateralized depository certificates of deposit from banks or savings bank doing business in Texas with a maximum maturity of two (2) years. Certificates will be collateralized in accordance with this policy. (Gov't Code 2256.010)
3. Fully insured share certificates from credit unions doing business in Texas, with a maximum maturity of two (2) years and insured by the National Credit Union Insurance Fund.
4. AAA rated, Texas local government investment pools which strive to maintain a \$1 net asset value and are continuously rated no lower than AAA or an equivalent by at least one nationally recognized rating service. (Gov't Code 2256.016 and 2256.019)
5. AAA-rated money market mutual funds which comply with SEC Rule 2a-7 and which strive to maintain a \$1 net asset value. (Gov't Code 2256.014(a)).
6. FDIC insured, brokered certificates of deposit securities from a bank in any US state, delivered versus payment to the City's safekeeping agent, not to exceed one year to maturity. Before purchase, the Investment Officer must verify the FDIC status of the bank on www.fdic.gov to assure that the bank is FDIC insured.
7. FDIC insured or collateralized interest bearing and money market accounts from any FDIC insured bank in Texas.

8. General debt obligations of any US state or political subdivision rated AA or better with a stated maturity not to exceed one year.
9. Bonds issued, assumed, or guaranteed by the State of Israel.

VIII. COLLATERALIZATION

Time and Demand Deposits Pledged Collateral. All bank time and demand deposits shall be collateralized above the FDIC coverage by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, collateral will be maintained and monitored by the pledging depository at 102% of market value of principal and accrued interest on the deposits. The bank shall monitor and maintain the margin on a daily basis.

Collateral pledged to secure deposits shall be held by an independent financial institution outside the holding company of the depository. The collateral agreement with the depository shall be approved by resolution of the Bank Board or Bank Loan Committee. The Custodian shall provide a monthly report of collateral directly to the City. All collateral shall be subject to inspection and audit by the City or its independent auditors.

Authorized Collateral. Only the following securities are authorized as collateral for time and demand deposits:

- A. Obligations of the United States, its agencies or instrumentalities, or evidence of indebtedness of the United States guaranteed as to principal and interest including MBS and CMO which pass the bank test.
- B. Obligations of any US state or of a county, City or other political subdivision of any state having been rated A or equivalent by two nationally recognized rating agencies.
- C. Letters of Credit from the FHLB.

IX. SAFEKEEPING

All securities owned by the City will be cleared on a delivery versus payment (DVP) basis and held by an independent third party safekeeping agent approved by the City. The independent third party custodian shall be required to issue safekeeping receipts to the City listing each specific security, rate, description, maturity, CUSIP number, and other pertinent information.

X. FINANCIAL COUNTER-PARTIES

Depository

At least every five years, a banking services depository shall be selected through a competitive request for proposal process. In selecting a depository, the services, cost of services, credit worthiness, earnings potential, and collateralization by the institutions shall be considered. If securities require safekeeping, the RFP/bid will request information on safekeeping services. The depository contract will provide for collateral if balances exceed the FDIC insurance balance per tax identification number.

Other banking institutions, from which the City may purchase certificates of deposit or place interest bearing accounts, will also be designated as a depository for depository/collateral purposes. All depositories will execute a depository agreement and have the Bank's Board or Bank Loan Committee pass a resolution approving the agreement if collateral is required.

Security Broker/Dealers. All broker/dealers who desire to transact business with the City must supply the following documents to the Investments Officer(s).

- Financial Industry Regulatory Authority (FINRA) certification and CRD #
- proof of Texas State Securities registration

Each broker/dealer will be sent a copy of the City's investment policy. If material changes are made to the policy, the new policy will also be sent.

A list of qualified broker/dealers will be reviewed and adopted at least annually by the City Council.

Investment Pools. Each pool must be provided a copy of the City's current Investment Policy and certify to a review of the Policy. An authorized representative shall execute a written instrument substantially to the effect that the pool has received and thoroughly reviewed the City's Investment Policy and acknowledges that the firm has implemented reasonable procedures and controls to preclude investment transactions conducted between the City and the pool that are not authorized by the Policy.

XI. QUARTERLY INVESTMENT REPORTING

Not less than quarterly, the Investment Officers shall prepare and submit to the City Council a quarterly written investment report in compliance with the Public Funds Investment Act (Gov't Code 2256.023). The report must:

- describe in detail the investment position of the City on the date of the report,
- state the book value and fair market value of each separately invested asset at the beginning and the end of the quarter by the type of asset and fund type invested,
- state the change in market value during the quarter,
- state the accrued interest received in the period,
- state the final maturity date of each separately invested asset that has a maturity date,
- state the fund for which each individual investment was acquired, and state the compliance of the investment portfolio of the City as it relates to the Investment Policy and the Public Funds Investment Act, and
- be prepared jointly and signed by all City Investment officers.

Market prices will be obtained from an independent source.

XII. INVESTMENT POLICY ADOPTION

The City's Investment Policy shall be reviewed and adopted by resolution of the City Council no less than annually. Any changes made to the Policy must be noted in the adopting resolution.

CITY OF WEST LAKE HILLS

AUTHORIZED BROKER/DEALER LIST

November 2021

The authorized broker/dealer list for the City of West Lake Hills is shown below. Each of these firms, and the individual covering the account, are sent the City's current Investment Policy.

The Policy establishes specific criteria for the brokers and requires that the list of broke/dealers be approved annually by the Council. Banks do not have to be approved by the Board. The City's investment officer, will maintain the brokerage compliance files.

When any material changes are made to policy the new policy is sent out for re-certification.

Broker/Dealers

Bank of America/Merrill Lynch
Barclays
Cantor Fitzgerald
Great Pacific Securities
G.X. Clarke
Int'l F.C. Stone
Morgan Stanley
Mizuho Securities
Piper Jaffray
Raymond James
RBC Capital Markets
Stifel Nicolaus
Wells Fargo Securities



CITY OF WEST LAKE HILLS

FINANCIAL PROCEDURES AND CONTROLS

November 19, 2021

I. FINANCIAL POLICIES

The City should focus on prudent long-term financial policies which address key areas such as:

- long-term financial stability and accountability
- avoidance of deficit financing
- budgets based on realistic revenues and expenditures
- establishment of a fund balance policy
- competitive and value-based procurement

II. BUDGETING

Long term financial plans and strategic planning should be linked to the budget process.

- the annual budget should be developed in terms of long-term solvency and sustainability
- the Mayor shall prepare and present the budget annually
- the Council should focus on policies, funding priorities at a macro level
- public involvement and transparent decision making is critical in the budget development
- modifications to the budget must be approved by Council and require timely updates

III. CASH MANAGEMENT

Collections and Receivables.

The City will invoice and collect all funds due on a timely basis.

- each department billing for services will create at a minimum a monthly invoice within five days of service provision (with the exception of the utility scheduled cycles)
- all invoices will be dated and numbered
- a copy of the invoice will be sent to the Finance Director for entry and reconciliation
- the Finance Director will monitor the outstanding receivables and a second notice will be sent by Finance or the department that is responsible for the amount outstanding in 30 days
- aged receivables (over 60 days) will be reviewed with the City Administrator quarterly for further collection action
- if specific overdue fees are established for the City, those fees will be applied
- there will be a \$35 fee placed on all NSF checks received, in addition to any other fees

Cash Handling.

All funds collected by departments throughout the City's operations will be given to the Finance Director and deposited in the City depository bank on a weekly basis, at a minimum.

Any department which receives funds must assign an administrator to that receivables function and the name of the fund administrator reported to the Finance Director. All funds collected by each department will require a receipt attached to the deposit copy given to the Finance Director.

Change funds, the change fund administrator and the stipulated size of the change fund are established within departments and approved by the City Administrator. If a change fund is used in a department for making change to citizens, then the amount of that change fund must be reconciled monthly and reported to the Finance Director. The amount in change funds will be established based on historical activity for that department.

- change accounts must be reconciled at least on a monthly basis - responsibility and liability for the change fund rests with the administrator of that fund
- excess funds in any change fund is deposited with the Finance Director with full details/reconciliation
- numbered receipts shall be given for all City funds received
- all funds shall be maintained in a locked receptacle at all times
- if a deposit to City Hall cannot be made weekly, funds must be safe-kept in a locked cabinet/safe and made as soon as possible
- access to the cabinet/safe used for deposits must be restricted and the names of all having access must be recorded by the administrator of that fund location with a copy to the Finance Director

Purchase Approval

Department heads shall ensure that expenditures are allocated to and paid from the correct budget accounts. It is the responsibility of department heads to assure that sufficient funds remain in the budget accounts to cover the expenditures. Over expenditures in any budgeted category are prohibited.

- the department head or their assignee must sign each request for payment
- the department head or their assignee will verify that funds are available for the purchase request
- request for payment should be forwarded to Finance in a timely manner and such that any discount terms can be utilized
- if requested by the vendor, purchase orders are issued by the Finance Director and the department head or their assignee are responsible to verify that funds are available for the purchase

Checking Account Controls

The City's checking account(s) shall be managed/reconciled by the Finance Director.

- all checking accounts will have positive pay service to protect the City from fraudulent checks
- vendors may require to receive City payments by ACH
- balances necessary to fund routine/recurring expenses shall be determined by the Finance Director based on operating expenses and encumbrances
- to avoid overdraft situations sufficient liquid cash shall be maintained as a liquidity buffer to pay for unforeseen expenses

Disbursement of Funds

The production of checks or ACH transfers is solely the responsibility of the Finance Director and no other checking accounts shall be established or used by any department.

- bank checking account shall be established for payment of all disbursements
- accounts which will not have more than six disbursements a month, should be styled as money market accounts to increase potential earnings
- debt service payments must be made (by wire or ACH), unless a check is required
- checks will be written at least weekly with a review of the check register by the Finance Director, Accounting Manager or the City Administrator before printing
- available discounts in the payment of invoices shall be taken
- the City will move to increasing the use of ACH payments to all vendors to reduce costs and provide the best audit trail possible
- the check register (and listing of ACH debits) to be written from the general ledger system (InCode), will be reviewed against signed documents by the Finance Director, Accounting Manager or the City Administrator
- release of checks will be made only after a balancing of the register and the actual checks
- Disbursement reports (check registers) are posted quarterly on the City's website
- checks shall require two signatures:

Any two of the following – Mayor, City Administrator, Finance Director, or City Secretary

Depository Bank

In accordance with state law (Local Government Code Chapter 105), the City will request 'bank applications', in the form of a Request for Proposal (RFP) for primary depository services (banks handling the primary accounts, collections and disbursements of the City) at least every five years. The proposals shall be competitively bid.

- approval by the Council shall allow the City to receive RFP's from banks within five miles of City Hall to assure adequate banking alternatives
- a notice of the RFP shall be published no later than 21 days prior to the deadline for proposals in a local newspaper of general circulation
- the contract for banking services must be executed under the terms of FIRREA which requires approval by the Bank Board or Bank Loan Committee
- the contract must be approved by the City Council
- the bank shall provide pledged collateral as defined by the Investment Policy and in accordance with the Public Funds Collateral Act (Government Code 2257) and collateral must be in place before City funds are moved to the bank
- in a bank transition all funds should be transferred on a timely basis and no longer than 90 days
- transaction access to the bank must be limited and access reviewed at least annually
- bank fraud protection services (such as positive pay and ACH filters) will be used to protect City assets
- the Finance Director should meet with the depository bank, at least annually, to assure that the most cost efficient services are being used

Financial Statement Reporting

The Finance Director shall prepare a comparative financial statement quarterly for timely presentation to Council. The written quarterly statement shall include, at a minimum:

- statements of budgeted and actual revenues
- expenditures in the general fund, debt service fund, and capital projects fund, and
- an investment report
- the quarterly statements will be distributed to the City Council as soon as available, but not later than the end of the succeeding month
- the Finance Director will brief the City Council each quarter on the financial condition of the City as reported in the statements
- if necessary, the Finance Director shall make quarterly adjustments to the financial statements and complete all required adjustments within ninety days after the close of the fiscal year
- adjustments to prior reports shall be presented to the Council at the following regular Council meeting
- monthly Revenue and Expense Reports are posted on the City's website

IV. FIXED ASSETS

General. Positive control over general fixed assets is needed to determine adequacy of insurance coverage, to safeguard assets, and to provide accurate disclosure in the City's financial statements. General fixed asset categories are:

- Land
- Buildings and improvements
- Furniture, Fixtures and Equipment
- Construction in progress

Fixed Asset Acquisition. A complete City fixed asset inventory shall be maintained by Finance with verification by each department at least annually.

- an asset acquired by the City having a useful life of more than one year and costing more than \$1,000.00 and all computers regardless of cost, shall be capitalized at cost
- cost shall include ancillary charges for freight, installation, set-up and other fees necessary to acquire or construct the asset
- a fixed asset expenditure shall be charged to the Capital Outlay account of the department incurring the expense and shall also be recorded in the General Fixed Assets Account Group
- if an expenditure does not materially add to the value of the asset or appreciably prolong its life, the expenditure should not be capitalized
- if an existing asset is replaced, the existing asset must be removed from the General Fixed Asset Account group and replaced by the new asset

Fixed Asset Retirement. All fixed asset retirement requests should be in writing, signed by the department head and be approved by the City Administrator.

- the approved request for the retirement of a fixed asset must include the reason for retirement and the method and date of disposition
- the request shall be forwarded to the Finance Director for removal of the asset from the Fixed Asset listing and Account



**MINOR SUBDIVISION PLAT
STAFF REPORT**

DECEMBER 8, 2021

Project Address: 1501 Wildcat Hollow

Project Number: 16747

Agenda Item: Land Use: Wildcat Harbor Minor Plat: Discussion/decision on an application for a minor subdivision plat at 1501 Wildcat Hollow, 1.1426 acres of land, zoned One-Family Residential. (West Lake Hills Code, Chapter 36 – Subdivisions). Davin Fillpot, Agent for Vincent and Heidi Restivo.

Applicant Information: Davin Fillpot, Agent for Vincent and Heidi Restivo

Hearing Dates:

November 17, 2021

ZAPCO

December 8, 2021

City Council

Requested Action:

The applicant is requesting a minor plat to combine multiple non-conforming parcels into one residential lot totaling 1.1426 acres of land.

Location: The subject property is located at the southeastern corner of Wildcat Hollow and Harbor Drive.

Zoning & Site Characteristics:

The subject property and surrounding neighborhood are zoned R – 1 – One-Family Residential. The subject tract is vacant and is approximately 1.1426 acres.

Background & Analysis:

There are currently four lots owned by the applicant. They are wanting to combine them into one lot.

Lot 1 – 0.091 Acres

Lot 2 – 0.036 Acres

Lot 3 – 0.837 Acres

Lot 4 – 0.18 Acres

Total Acreage – 1.14 Acres

Traffic/Transportation

There is no impact to the traffic for this proposal. There is an existing home on one of the lots.

Lighting

Outdoor lighting must comply with provisions in the outdoor lighting ordinance.

Building Code

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

Subdivision

The proposed subdivision is combining four non-conforming lots into one residential lot.

Comprehensive Planning Analysis

The proposed subdivision is in compliance with the Master Plan based on current and future land use.

Zoning and Planning Commission Recommendation

ZAPCO voted to recommend approval unanimously (3-0).

Staff Recommendation:

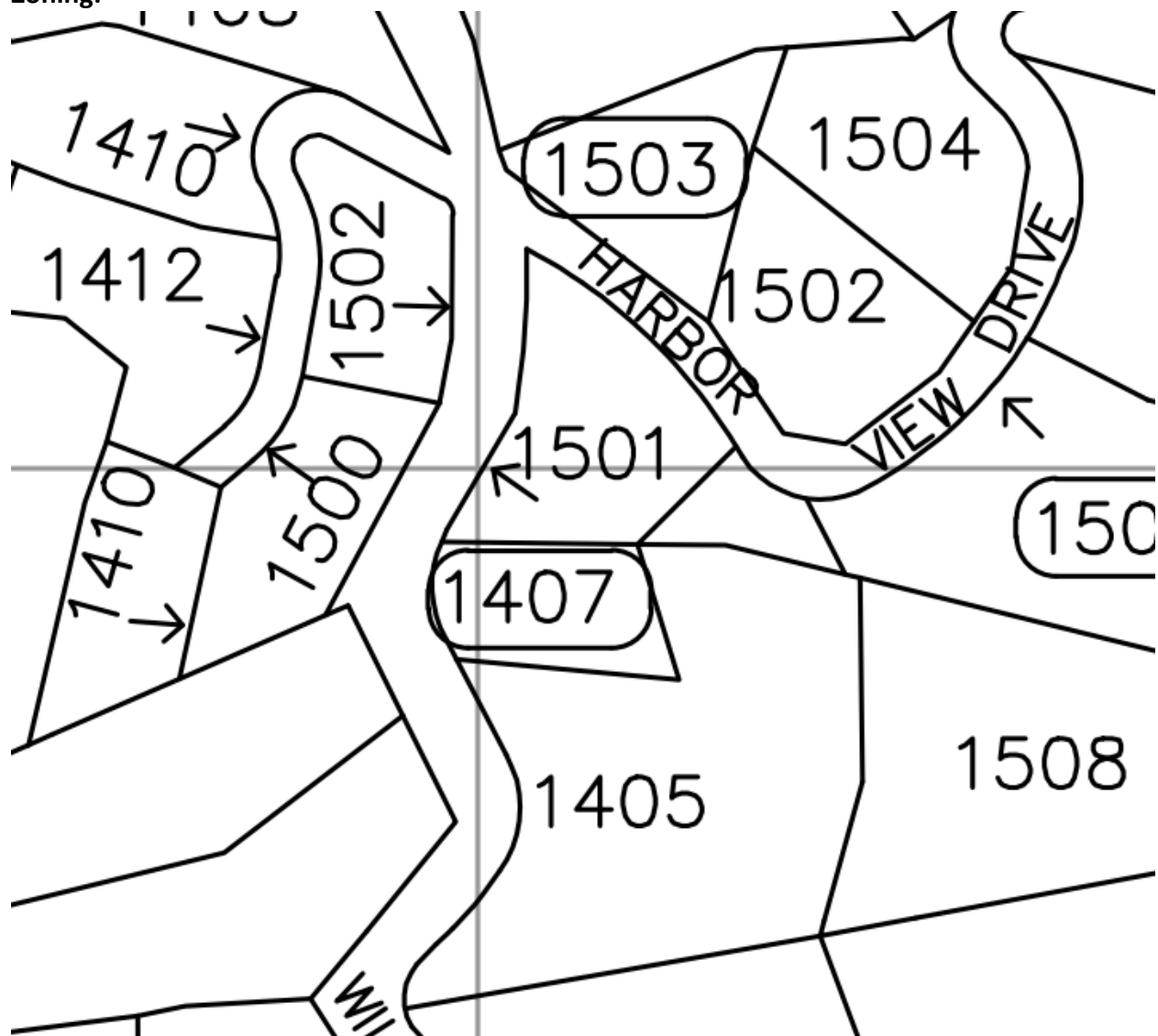
Staff recommends approval. The proposed plat conforms to the City's Code and Local Government Code.

Links to Relevant Code:

- [Chapter 36 Subdivisions](#)

(Maps to follow)

Zoning:



Aerial:



SUBDIVISION 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 ncullis@westlakehills.org*****

APPLICANT 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: Heidi and Vincent Restivo Phone: 512 695 9513

Email: [REDACTED]

Address: 402 Red Bud Trail City: West Lake Hills State: TX Zip: 78746

Agent*: Davin Fillpot Phone: 512 289 4736

Email: [REDACTED]

Address: 404 Red Bud Trail City: West Lake Hills State: TX Zip: 78746

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

SUBDIVISION INFORMATION

Property Address: 1501 Wildcat Hollow, West Lake Hills, Texas 78746

Subdivision Name: _____

0117130306+0117130311+0117130312

Tax Parcel ID: _____ Total Acreage: 1.1426 Acres

Type of Plat: Replat ☐ Amending Plat ☒ Minor Plat ☐ Preliminary Plat ☐ Major Plat ☐

Final Plat ☐ Plat Vacation ☐

Proposed number of lots: 1 Will project be connecting to central sewer? Y ☒ N ☐ Yes, If Available, but not sure it is at this time

Current Zoning Classification: Single Family Proposed Land Use: Single Family

Does subdivision require variances? Y ☐ N ☒

If the subject area is already subdivided, please complete below:

Recorded in: Volume #: _____ Page #: _____ Instrument #: _____



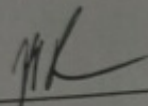
SUBDIVISION APPLICATION

Briefly describe purpose of project:

This intent of this Minor Plat Application is to combine the parcels outlined in the submitted plat document into one single parcel that will add up to a total acreage of 1.1426. This minor plat does not require any variances, nor is it tied to any current building plan applications. It simply combines the included NON CONFORMING LOTS due to lot size, into ONE CONFORMING LOT, combining to over 1 total acre.

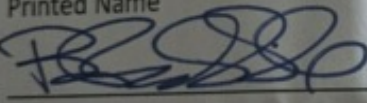
AUTHORIZATION & ACKNOWLEDGEMENT

The above information is true to the best of my knowledge. I attest that the real property described herein is owned by me and all others as assigned below. If the below signed applicant is not the owner of said property, the signature of the property owner must be included below or consent must be attached (Power of Attorney Form). If said property is owned by a corporation, please list title and name of corporation.

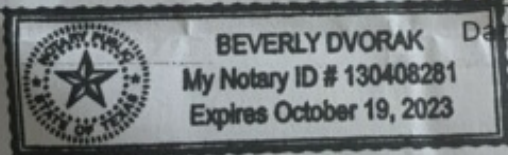

Signature

6-14-21
Date

Heidi Restivo
Printed Name


Notary

6.14.21
Date



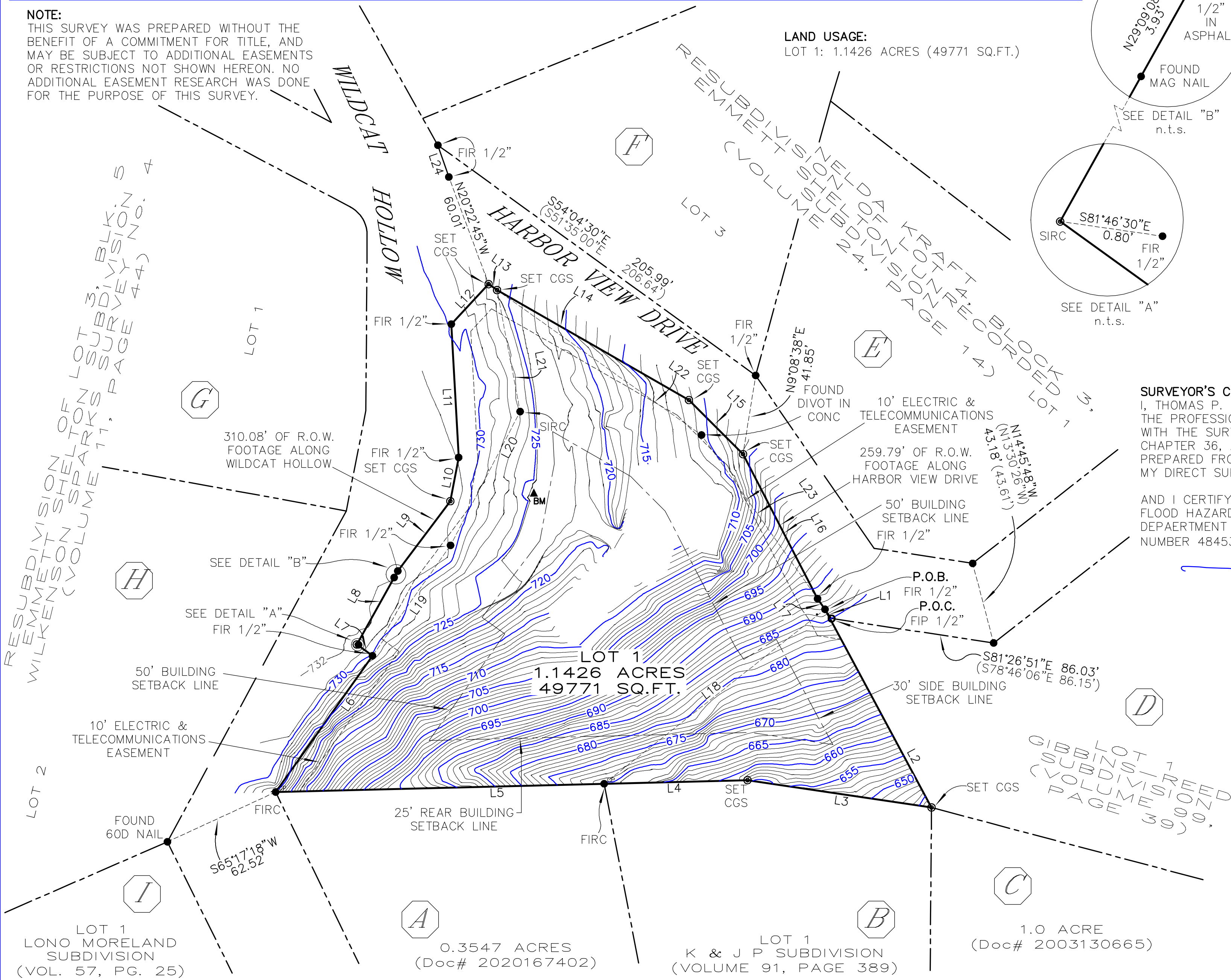
WILDCAT HARBOR CONFORMING PLAT

ADJOINERS

A 1407 WILDCAT HOLLOW ANDREW & KAITLYN CONEY (DOC# 2020167402)	C 1508 WESTLAKE DRIVE ARNOLD D. & BILLIE J. KELLEY (DOC# 2003130665)	E 1502 HARBOR VIEW ROAD PAMELA G. REED (DOC# 2014134964)	G 1502 WILDCAT HOLLOW PATRICK & PAMELA NUNNELLY (VOL. 10997, PG. 1540)	I 16 NOB HILL CIRCLE SUSAN DELAIN WEIL LIFE ESTATE (DOC# 2012220885)
B 1405 WILDCAT HOLLOW JAFF VENTURES, LLC. (DOC# 2017008915)	D 1511 HARBOR VIEW ROAD MARK L. LACY & SCOTT E. BARRETT (DOC# 2013111868)	F 1503 WILDCAT HOLLOW DAVID LAWRENCE CARR & CATHERINE BRANNOCK REES (DOC# 2015130835)	H 1500 WILDCAT HOLLOW MICHAEL T. & BEVERLY A. OBRIEN (-----)	

NOTE:
THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A COMMITMENT FOR TITLE, AND MAY BE SUBJECT TO ADDITIONAL EASEMENTS OR RESTRICTIONS NOT SHOWN HEREON. NO ADDITIONAL EASEMENT RESEARCH WAS DONE FOR THE PURPOSE OF THIS SURVEY.

NOTE:
BEARING BASED ON THE TEXAS COORDINATE SYSTEM OF 1983(NAD83) CENTRAL TEXAS ZONE, BASED ON LOCAL GPS OBSERVATIONS.

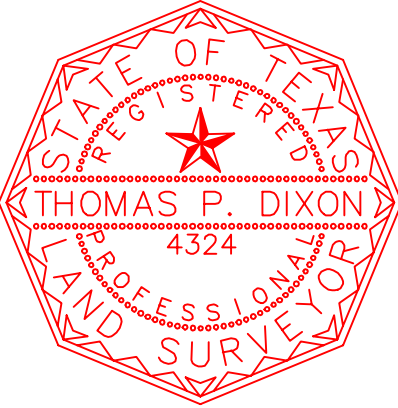


LINE TABLE				
LINE	BEARING	DISTANCE	(BEARING)	(DISTANCE)
L1	N35°27'00"W	5.95'		
L2	S28°15'34"E	118.10'	S25°43'41"E	117.94'
L3	N81°32'42"W	97.64'	N79°00'45"W	97.52'
L4	S88°32'32"W	75.28'	N89°03'25"W	75.59'
L5	S88°33'38"W	172.50'	N89°03'25"W	172.80'
L6	N35°23'50"E	87.73'	N37°50'05"E	88.19'
L7	N54°09'37"W	10.13'	N51°37'05"W	10.13'
L8	N29°09'08"E	44.18'	N31°51'17"E	44.21'
L9	N36°58'03"E	45.87'	N39°35'11"E	45.87'
L10	N10°44'13"E	23.36'	N12°57'01"E	23.46'
L11	N3°08'42"W	70.10'	N0°40'07"W	70.09'
L12	N43°01'10"E	28.72'	N46°17'09"E	29.26'
L13	S54°40'11"E	5.41'	S51°52'45"E	5.00'
L14	S60°11'24"E	116.11'	S57°39'40"E	116.13'
L15	S44°57'35"E	40.15'	S42°32'21"E	40.16'
L16	S27°17'04"E	85.38'	S24°43'05"E	85.41'
L17	S34°58'08"E	6.79'	S31°00'25"E	7.04'
L18	S51°41'25"W	147.73'	S54°16'05"W	147.97'
L19	N35°15'38"E	71.01'	N37°50'05"E	70.83'
L20	N27°29'00"E	79.16'	N30°03'58"E	79.43'
L21	N10°45'49"W	64.90'	N7°58'59"W	65.20'
L22	S54°40'11"E	131.55'	S51°59'00"E	131.75'
L23	S35°20'12"E	105.34'	S32°58'25"E	105.08'
L24	N19°00'03"W	17.64'		

SURVEYOR'S CERTIFICATION:
I, THOMAS P. DIXON, AM AUTHORIZED UNDER THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND HEREBY CERTIFY THAT THIS PLAT COMPLIES WITH THE SURVEY RELATED PORTIONS OF THE CITY OF WEST LAKE HILLS PER CHAPTER 36, APPENDIX A OF THE CODE, AND IS TRUE AND CORRECT AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE BY ME OR UNDER MY DIRECT SUPERVISION ON APRIL 22, 2021.

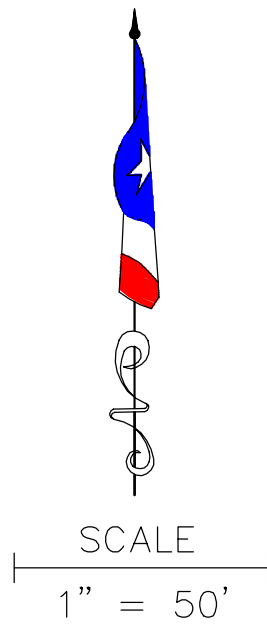
AND I CERTIFY THAT THE PROPERTY SHOWN HEREON IS NOT WITHIN A SPECIAL FLOOD HAZARD AREA AS IDENTIFIED BY THE FEDERAL INSURANCE ADMINISTRATION DEPARTMENT OF HUD FLOOD HAZARD BOUNDARY MAP REVISED AS PER MAP NUMBER 48453C0445K, ZONE "X", DATED 1/22/2020.

THOMAS P. DIXON R.P.L.S. #4324
AUGUST 17, 2021
DATE PREPARED



LEGEND	
RECORD CALL	()
BUILDING SETBACK LINE	B.L.
FOUND IRON ROD	FIR
SET IRON ROD WITH CAP	SIRC
FOUND IRON ROD WITH CAP	FIRC
FOUND IRON PIPE	FIP
COTTON GIN SPINDLE	CGS
WOOD DECK	WD
POINT OF COMMENCING	P.O.C.
POINT OF BEGINNING	P.O.B.
UTILITY POLE/GUY ANCHOR	
UTILITY LINE	P
FINISHED FLOOR ELEVATION	FF
TREE, DRIPLINE & NUMBER	

BENCHMARK: **ABM**
SET 60D NAIL
NAVD88 ELEVATION: 723.37'



FIELD NOTES:

BEING 1.1426 ACRES (49771 SQ.FT.) OF LAND OUT OF THE THE WILKINSON SPARKS SURVEY NO. 4, IN TRAVIS COUNTY, TEXAS, BEING 0.091 ACRES OF LAND OUT OF/AND A PORTION OF THE WILKINSON SPARKS SURVEY No. 4, IN TRAVIS COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND DESCRIBED AS TRACT 1 AND CONVEYED IN THE DEED RECORDED IN VOLUME 8975, PAGE 430, OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS, TOGETHER WITH 0.036 ACRES OF LAND OUT OF/AND A PORTION OF THE WILKINSON SPARKS SURVEY No. 4, IN TRAVIS COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND AS TRACT 2 AND CONVEYED IN THE DEED RECORDED IN VOLUME 8975, PAGE 430, OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS, TOGETHER WITH 0.837 ACRES OF LAND OUT OF/AND A PORTION OF THE WILKINSON SPARKS SURVEY No. 4, IN TRAVIS COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND AS TRACT 3 AND CONVEYED IN THE DEED RECORDED IN VOLUME 8620, PAGE 205, OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS, TOGETHER WITH 0.18 ACRES OF LAND OUT OF/AND A PORTION OF THE WILKINSON SPARKS SURVEY No. 4, IN TRAVIS COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND AS TRACT 4 AND CONVEYED IN THE DEED RECORDED IN VOLUME 3182, PAGE 2342, OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS, AS CONVEYED TO 1501 WILD CAT HOLLOW, LLC., BY GENERAL WARRANTY DEED RECORDED IN DOCUMENT No. 2014084055, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, SAID 1.1426 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS.

COMMENCING AT A FOUND 1/2" IRON PIPE IN THE SOUTH R.O.W. OF HARBOR VIEW DRIVE, BEING AN ANGLE POINT IN THE NORTH LINE OF LOT 1, OF GIBBONS-REED SUBDIVISION RECORDED IN VOLUME 99, PAGE 39, PLAT RECORDS, AS CONVEYED TO MARK L. LACY & SCOTT E. BARRETT BY DEED RECORDED IN DOCUMENT No. 2013111868, OFFICIAL PUBLIC RECORDS, FROM WHICH A FOUND 1/2" IRON ROD FOR AN ANGLE POINT IN THE NORTH LINE OF SAID LACY & BARRETT TRACT BEARS S81°26'51"E AT A DISTANCE OF 86.03 FEET;

THENCE WITH THE SOUTH R.O.W. OF HARBOR VIEW DRIVE AND THE NORTH LINE SAID LACY & BARRETT TRACT, N35°27'00"W FOR A DISTANCE OF 5.95 FEET TO A FOUND 1/2" IRON ROD FOR THE POINT OF BEGINNING OF HEREIN DESCRIBED TRACT;

THENCE WITH THE SOUTHWEST LINE OF SAID LACY & BARRETT TRACT, S35°15'34"E FOR A DISTANCE OF 118.10 FEET TO A COTTON SPINDLE SET FOR THE SOUTHEASTERN MOST CORNER OF HEREIN DESCRIBED TRACT, ALSO BEING THE NORTHWEST CORNER OF THAT CERTAIN 1.0 ACRE HOMESTEAD DESIGNATION BY ARNOLD D. & BILLIE J. KELLEY BY DEED RECORDED IN DOCUMENT No. 2003130665, OFFICIAL PUBLIC RECORDS, ALSO BEING THE NORTHEAST CORNER OF LOT 1, OF K&J SUBDIVISION AS RECORDED IN VOLUME 91, PAGE 389, PLAT RECORDS, AS CONVEYED TO JAFF VENTURES, LLC., BY DEED RECORDED IN DOC No. 2017008915, OFFICIAL PUBLIC RECORDS;

THENCE WITH THE NORTH LINE OS SAID JAFF VENTURES TRACT, THE FOLLOWING TWO (2) CALLS:

- 1.) N81°32'42"W FOR A DISTANCE OF 97.64 FEET TO A COTTON SPINDLE SET FOR AN ANGLE POINT;
- 2.) S88°32'32"W FOR A DISTANCE OF 75.28 FEET TO A CAPPED IRON ROD FOR THE NORTHWEST CORNER OF SAID JAFF VENTURES TRACT AND THE NORTHEAST CORNER OF THAT CERTAIN 0.3547 ACRE TRACT CONVEYED TO ANDREW & KAITLYN CONEY BY DEED RECORDED IN DOC No. 2020167402;

THENCE WITH THE NORTH LINE OF SAID CONEY TRACT, S88°33'38"W FOR A DISTANCE OF 172.50 FEET TO A FOUND 1/2" IRON ROD IN THE EAST R.O.W. WILDCAT HOLLOW, BEING THE NORTHWEST CORNER OF SAID CONEY TRACT AND THE SOUTHWEST CORNER OF HEREIN DESCRIBED TRACT, FROM WHICH A FOUND 60D NAIL IN THE WEST R.O.W. OF WILDCAT HOLLOW, BEING AN ANGLE POINT IN THE SOUTHEAST LINE OF LOT 2, OF RESUBDIVISION OF LOT 3, BLK. 5, EMMETT SHELTON SUBDIVISION WILKINSON SPARKS SURVEY No. 4, RECORDED IN VOLUME 11, PAGE 44, PLAT RECORDS AND THE NORTHEAST CORNER OF LOT 1, OF LONO MORELAND SUBDIVISION, RECORDED IN VOLUME 57, PAGE 25, PLAT RECORDS, AS CONVEYED TO SUSAN DELAINE WEIL LIFE ESTATE BY WARRANTY DEED RECORDED IN DOCUMENT No. 2012220885, OFFICIAL PUBLIC RECORDS, BEARS S65°17'18"W AT A DISTANCE OF 62.52 FEET;

THENCE WITH THE SOUTH R.O.W. OF WILDCAT HOLLOW, THE FOLLOWING SEVEN (7) CALLS:

- 1.) N35°23'50"E FOR A DISTANCE OF 87.73 FEET TO A FOUND 1/2" IRON ROD FOR AN INTERIOR EL CORNER;
- 2.) N54°09'37"W FOR A DISTANCE OF 10.13 FEET TO A SET CAPPED IRON ROD STAMPED "WATERLOO RPLS 4324", FROM WHICH A FOUND 1/2" IRON ROD BEARS S81°46'30"E AT A DISTANCE OF 0.80 FEET;
- 3.) N29°09'08"E PASSING AT A DISTANCE OF 40.25 FEET A FOUND MAG NAIL AND CONTINUING FOR A TOTAL DISTANCE OF 44.18 FEET TO A FOUND 1/2" IRON ROD FOR AN ANGLE POINT;
- 4.) N36°58'03"E FOR A DISTANCE OF 45.87 FEET TO A SET COTTON SPINDLE FOR AN ANGLE POINT;
- 5.) N10°44'13"E FOR A DISTANCE OF 23.36 FEET TO A FOUND 1/2" IRON ROD FOR AN ANGLE POINT;
- 6.) N3°08'42"W FOR A DISTANCE OF 70.10 FEET TO A FOUND 1/2" IRON ROD FOR AN ANGLE POINT;
- 7.) N43°01'10"E FOR A DISTANCE OF 28.72 FEET TO A SET COTTON SPINDLE AT THE INTERSECTION OF WILDCAT HOLLOW AND HARBOR VIEW DRIVE, BEING THE NORTHERN MOST CORNER OF HEREIN DESCRIBED TRACT, FROM WHICH A FOUND 1/2" IRON ROD FOR AN ANGLE POINT IN THE SOUTHWEST LINE OF LOT 3, OF NELDA KRAFT, RESUBDIVISION OF LOT 4, BLK 3, EMMETT SHELTON UNRECORDED SUBDIVISION, RECORDED IN VOLUME 24, PAGE 14, PLAT RECORDS, BEARS N20°22'45"W FOR 60.01 FEET & N19°00'03"W FOR 17.64 FEET;

THENCE WITH THE SOUTH R.O.W. OF HARBOR VIEW DRIVE, THE FOLLOWING FIVE (5) CALLS:

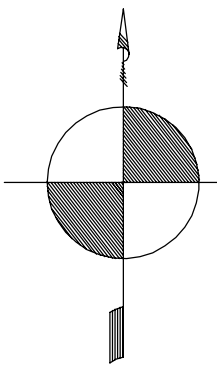
- 1.) S54°40'11"E FOR A DISTANCE OF 5.41 FEET TO A SET COTTON SPINDLE FOR AN ANGLE POINT;
- 2.) S60°11'24"E FOR A DISTANCE OF 116.11 FEET TO A SET COTTON SPINDLE FOR AN ANGLE POINT;
- 3.) S44°57'35"E FOR A DISTANCE OF 40.15 FEET TO A SET COTTON SPINDLE FOR AN ANGLE POINT FROM WHICH A FOUND 1/2" IRON ROD FOR THE COMMON CORNER OF LOT 1 & LOT 3 OF SAID NELDA KRAFT, LOT 1 BEING CONVEYED TO PAMELA G. REED BY DEED RECORDED IN DOC No. 2014134964, DEED RECORDS, LOT 3 BEING CONVEYED TO DAVID LAWRENCE CARR & CETHERINE BRANNOCK REES BY DEED RECORDED IN DOC No. 2015130835, DEED RECORDS, BEARS N9°08'38"E AT A DISTANCE OF 41.85 FEET;
- 4.) S27°17'04"E FOR A DISTANCE OF 85.38 FEET TO A FOUND 1/2" IRON ROD FOR AN ANGLE POINT;
- 5.) S34°58'08"E FOR A DISTANCE OF 6.79 FEET TO THE POINT OF BEGINNING, CONTAINING 1.1426 ACRES (49771 SQ.FT.), MORE OR LESS.

*****ALL RECORDS, TRAVIS COUNTY, TEXAS*****

PROJECT DATA

OWNER:
1501 WILD CAT HOLLOW, LLC.

LEGAL DESCRIPTION:
TRACT 1: 0.091 ACRES OF LAND OUT OF AND A PORTION OF THE WILKINSON SPARKS SURVEY No. 4, IN TRAVIS COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND DESCRIBED AS TRACT 1 AND CONVEYED IN THE DEED RECORDED IN VOLUME 8975, PAGE 430, OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS.
TRACT 2: 0.036 ACRES OF LAND OUT OF AND A PORTION OF THE WILKINSON SPARKS SURVEY No. 4, IN TRAVIS COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND AS TRACT 2 AND CONVEYED IN THE DEED RECORDED IN VOLUME 8975, PAGE 430, OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS.
TRACT 3: 0.837 ACRES OF LAND OUT OF AND A PORTION OF THE WILKINSON SPARKS SURVEY No. 4, IN TRAVIS COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND AS TRACT 3 AND CONVEYED IN THE DEED RECORDED IN VOLUME 8620, PAGE 205, OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS.
TRACT 4: 0.18 ACRES OF LAND OUT OF AND A PORTION OF THE WILKINSON SPARKS SURVEY No. 4, IN TRAVIS COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND AS TRACT 4 AND CONVEYED IN THE DEED RECORDED IN VOLUME 3182, PAGE 2342, OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS



WATERLOO SURVEYORS INC.
PO BOX 160176
AUSTIN, TEXAS 78716-0176
Phone: 512-481-9602
www.waterloosurveyors.com
T.B.P.L.S. FIRM#10124400
J16451P
DRAWN BY: BOBO

WILDCAT HARBOR CONFORMING PLAT

STATE OF TEXAS:
COUNTY OF TRAVIS:

WHEREAS, 1501 WILD CAT HOLLOW, LLC., OWNERS OF 1.1426 ACRES OF LAND OUT OF THE THE WILKINSON SPARKS SURVEY NO. 4, IN TRAVIS COUNTY, TEXAS, BEING 0.091 ACRES OF LAND OUT OF AND A PORTION OF THE WILKINSON SPARKS SURVEY No. 4, IN TRAVIS COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND DESCRIBED AS TRACT 1 AND CONVEYED IN THE DEED RECORDED IN VOLUME 8975, PAGE 430, OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS, TOGETHER WITH 0.036 ACRES OF LAND OUT OF AND A PORTION OF THE WILKINSON SPARKS SURVEY No. 4, IN TRAVIS COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND AS TRACT 2 AND CONVEYED IN THE DEED RECORDED IN VOLUME 8975, PAGE 430, OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS, TOGETHER WITH 0.837 ACRES OF LAND OUT OF AND A PORTION OF THE WILKINSON SPARKS SURVEY No. 4, IN TRAVIS COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND AS TRACT 3 AND CONVEYED IN THE DEED RECORDED IN VOLUME 8620, PAGE 205, OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS, TOGETHER WITH 0.18 ACRES OF LAND OUT OF AND A PORTION OF THE WILKINSON SPARKS SURVEY No. 4, IN TRAVIS COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND AS TRACT 4 AND CONVEYED IN THE DEED RECORDED IN VOLUME 3182, PAGE 2342, OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS, AS CONVEYED TO 1501 WILD CAT HOLLOW, LLC., BY GENERAL WARRANTY DEED RECORDED IN DOCUMENT No. 2014084055, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS;

NOW, THEREFORE, KNOWN ALL MEN BY THESE PRESENTS, THAT WE THE UNDERSIGNED OWNERS OF THE LAND SHOWN ON THIS PLAT, 1.1426 ACRES OUT OF THE WILKINSON SPARKS SURVEY No. 4, TRAVIS COUNTY, TEXAS, AND WHOSE NAME IS SUBSCRIBED HERETO, HERBY SUBDIVIDE SAID 1.1426 ACRES OF LAND TO BE KNOW AS WILCAT HARBOR CONFORMING PLAT, AND DO HEREBY DEDICATE TO THE USE OF THE PUBLIC FOREVER ALL STREETS, ALLEYS, PARKS, WATERCOURSES, DRAINS, PUBLIC EASEMENTS, AND PUBLIC PLACES THEREON SHOWN FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSED.

WITNESS MY HAND THIS DAY OF , 20.

Representative for
1501 WILDCAT HARBOR, LLC.
address
phone number

STATE OF TEXAS:
COUNTY OF TRAVIS:

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED , REPRESENTATIVE FOR 1501 WILD CAT HOLLOW, LLC., KNOWN TO BE THE PERSON OR AGENT WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THE HE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATION THEREIN EXPRESSES AND IN THE CAPACITY STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS THE DAY OF , 20 , A.D., NOTARY PUBLIC IN AND FOR TRAVIS COUNTY, TEXAS

NOTARY: PRINT OR STAMP NAME HERE MY COMMISSION EXPIRES

CERTIFICATION BY WCID No. 10

THE TRACT OF LAND DESCRIBED ON THIS PLAT IS WITHIN THE BOUNDARIES OF TRAVIS COUNTY WATER CONTROL AND IMPROVEMENTS DISTRICT (WCID) No. 10 AND HAS WATER SERVICE AVAILABLE.

PRESIDENT OF THE BOARD WCID No. 10 DATED:

I, THE UNDERSIGNED, CITY ADMINISTRATOR OF THE CITY OF WEST LAKE HILLS, TEXAS, HEREBY CERTIFY THAT THIS SUBDIVISION PLAT CONFORMS TO ALL REQUIREMENTS OF THE SUBDIVISION REGULATIONS OF THE CITY OF FOR WHICH MY APPROVAL IS REQUIRED

CITY ADMINISTRATOR DATED:
CITY OF WEST LAKE HILLS, TEXAS

CERTIFICATION FROM CITY ARBORIST REGARDING OAK WILT.

ARBORIST, CITY OF WEST LAKE HILLS, TEXAS DATED:

SANITATION CERTIFICATION:

THE LOTS SHOWN ON THIS PRELIMINARY SUBDIVISION PLAT ARE ABLE TO BE DEVELOPED WITH SEPTIC SYSTEMS, AND THIS SYSTEM ARE TO BE CONSTRUCTED IN ACCORDANCE WITH NOTE 1 SHOWN HEREON.

REGISTERED SANITARIAN DATED:

THIS PLAT HAS BEEN SUBMITTED TO AND CONSIDERED BY THE ZONING AND PLANNING COMMISSION (ZAPCO) OF THE CITY OF WESTLAKE

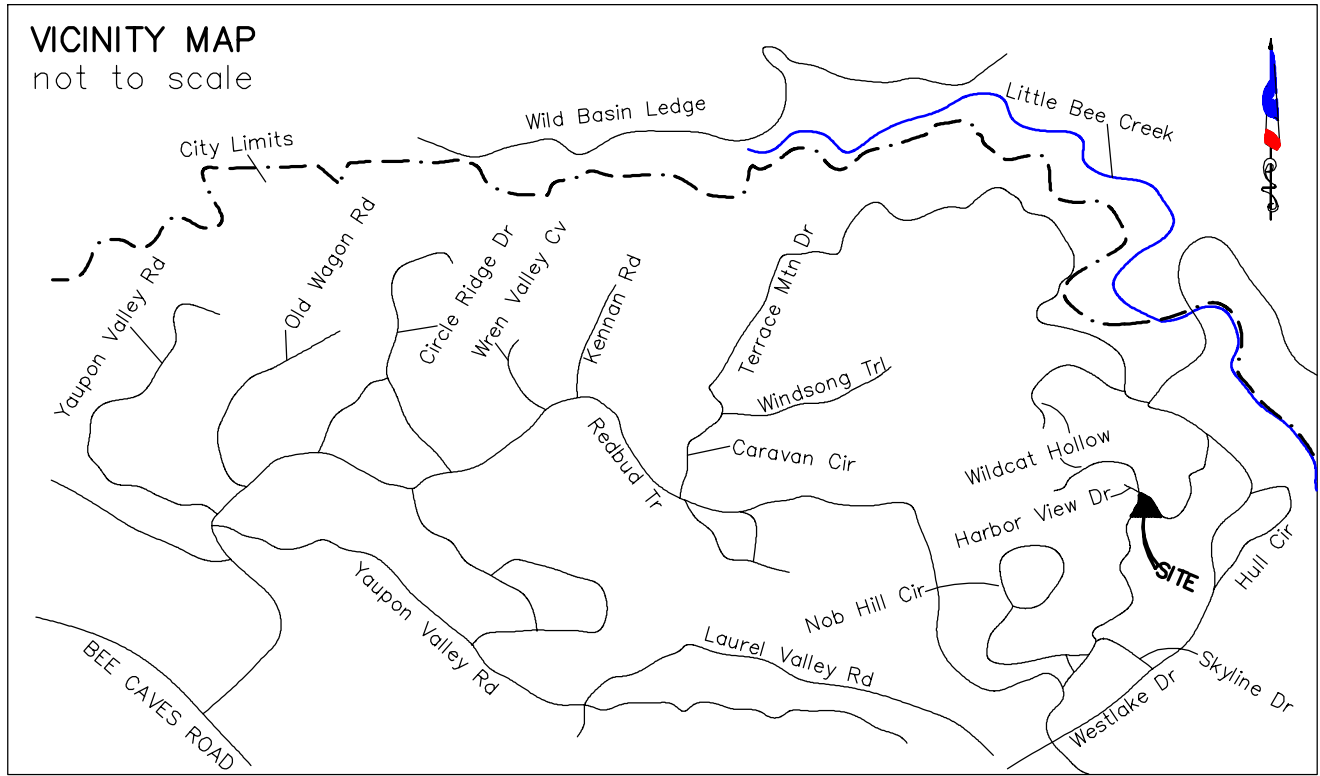
ZAPCO CHAIRPERSON CITY OF WESTLAKE HILLS DATED:

APPROVED AND AUTHORIZED FOR REORD BY THE CITY COUNCIL OF THE CITY OF WEST LAKEHILLS, TEXAS.

DATED THIS THE DAY OF , 20.

MAYOR, CITY OF WESTLAKE HILLS
ATTEST;

CITY SECRETARY



NOTES:

1. EVERY LOT WITHIN THE CITYS MUNICIPAL BOUNDARIES IN THIS SUBDIVISION IS SUBJECT TO CHAPTER 18 OF THE WEST LAKE HILLS CODE, AS AMENDED. NO SEPTIC SYSTEM OR OTHER PRIVATE SEWAGE FACILITY MAY BE CONSTRUCTED IN THE CITY UNTIL THE CITY OF WEST LAKE HILLS HAS ISSUED A PERMIT FOR ITS CONSTRUCTION. NO PRIVATE SEWAGE FACILITY IN THE CITY MAY BE USED UNTIL THE FACILITY HAS BEEN APPROVED AND LICENSED BY THE CITY. LOT SIZE REQUIREMENTS FOR RESIDENTIAL AND COMMERCIAL PRIVATE SEWAGE FACILITIES SHALL CONFORM TO CONSTRUCTION AND DEVELOPMENT LIMITATIONS IN CHAPTER 18 OF THE WEST LAKE HILLS CODE, AS AMENDED.
2. ALL STREETS, DRAINAGE, SIDEWALKS, EROSION CONTROLS, AND WATER AND WASTEWATER LINES ARE REQUIRED TO BE CONSTRUCTED AND INSTALLED TO CITY OF WEST LAKE HILLS STANDARDS.
3. PRIOR TO CONSTRUCTION, A PERMIT MUST BE OBTAINED FROM THE CITY OF WEST LAKE HILLS.
4. THE OWNER OF THIS SUBDIVISION, AND HIS OR HER SUCCESSORS AND ASSIGNS, ASSUMES RESPONSIBILITY FOR THE PLANS FOR CONSTRUCTION OF SUBDIVISION IMPROVEMENTS WHICH COMPLY WITH APPLICABLE CODES AND REQUIREMENTS OF THE CITY OF WEST LAKE HILLS. THE OWNER UNDERSTANDS AND ACKNOWLEDGES THAT PLAT VACATION OR REPLATTING MAY BE REQUIRED, AT THE OWNER'S SOLE EXPENSE, IF PLANS TO CONSTRUCT THIS SUBDIVISION DO NOT COMPLY WITH SUCH CODES AND REQUIREMENTS.
5. NO BUILDINGS, FENCES, LANDSCAPING OR OTHER STRUCTURES ARE PERMITTED IN DRAINAGE EASEMENTS EXCEPT AS APPROVED BY THE CITY OF WEST LAKE HILLS.
6. ALL DRAINAGE EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNERS OR HIS ASSIGNS.
7. PROPERTY OWNERS SHALL PROVIDE FOR ACCESS TO DRAINAGE EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY GOVERNMENTAL AUTHORITIES.
8. AUSTIN ENERGY HAS THE RIGHT TO PRUNE AND/OR REMOVE TREES, SHRUBBERY AND OTHER OBSTRUCTIONS TO THE EXTENT NECESSARY TO KEEP THE EASEMENTS CLEAR. AUSTIN ENERGY WILL PERFORM ALL TREE WORK IN COMPLIANCE WITH CITY OF WEST LAKE HILLS CODE OF ORDINANCES. TREE & VEGETATION ORDINANCE, ARTICLE 22.03, DIVISION 9.
9. THE OWNER SHALL BE RESPONSIBLE FOR INSTALLATION OF TEMPORARY EROSION CONTROL, REVEGETATION AND TREE PROTECTION.
10. THE WATER UTILITY SYSTEM SERVICING THIS SUBDIVISION MUST BE IN ACCORDANCE WITH THE WCID No.10 UTILITY DESIGN CRITERIA. THE WATER UTILITY PLAN MUST BE REVIEWED AND APPROVED BY WCID No.10. ALL WATER CONSTRUCTION MUST BE INSPECTED BY WCID No.10.
11. BY APPROVING THIS PLAT, THE CITY OF WEST LAKE HILLS ASSUMES NO OBLIGATION TO CONSTRUCT ANY INFRASTRUCTURE IN CONNECTION WITH THIS SUBDIVISION. ANY SUBDIVISION INFRASTRUCTURE REQUIRED FOR THE DEVELOPMENT OF THE LOTS IN THIS SUBDIVISION IS THE RESPONSIBILITY OF THE DEVELOPER AND/OR THE OWNERS OF THE LOTS. FAILURE TO CONSTRUCT ANY REQUIRED INFRASTRUCTURE TO CITY STANDARDS MAY BE JUST CAUSE FOR THE CITY TO DENY APPLICATIONS FOR CERTAIN DEVELOPMENT PERMITS, SITE PLAN APPROVALS, AND/OR CERTIFICATES OF OCCUPANCY.
12. A 10 FOOT ELECTRIC AND TELECOMMUNICATIONS EASEMENT IS HEREBY DEDICATED ALONG THE ROW OF WILDCAT HOLLOW AND HARBOR VIEW DRIVE.
13. ALL LOTS IN THIS SUBDIVISION ARE ZONED R-1, REFERENCE TO CODE SEC. 36.01.007.
14. ALL OF THE LAND DEPICTED ON THIS AMENDED PLAT IS LOCATED WITHIN THE FULL PURPOSE MUNICIPAL BOUNDARIES OF THE CITY OF WEST LAKE HILLS, TEXAS.
15. CLEARING AND PRESERVATION OF VEGETAION & IMPERVIOUS COVER REQUIREMENTS SHALL CONFORM TO CITY OF WEST LAKE HILLS CODE, AS AMENDED.
16. Site clearance, site disturbance and impervious cover note. Site clearance, site disturbance, or impervious cover: Every lot or unit in this subdivision is subject to the City of West Lake Hills' site clearance procedures. No site clearance, excavation, grading or landfill shall commence unless a permit shall have first been issued for such work in accordance with the provisions of applicable ordinances. Impervious cover shall not exceed the maximum percentage permitted under City Ordinance.

STATE OF TEXAS:
COUNTY OF TRAVIS:

I, DANA DEBEAUVOIR, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND IT'S CERTIFICATE OF AUTHENTICATION WAS FILED

FOR RECORD IN MY OFFICE ON THE DAY OF , 20, A.D. AT

O'CLOCK M., DULY RECORDED ON THE DAY OF

20 A.D. AT O'CLOCK M., PLAT RECORDS IN SAID COUNTY AND STATE IN

DOCUMENT NO. OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

DANA DEBEAUVOIR, COUNTY CLERK TRAVIS COUNTY, TEXAS

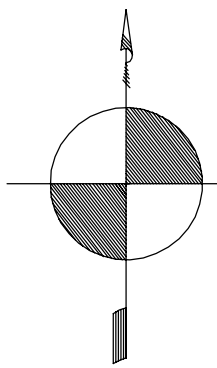
DEPUTY

PROJECT DATA

OWNER:
1501 WILD CAT HOLLOW, LLC.

LEGAL DESCRIPTION:

TRACT 1: 0.091 ACRES OF LAND OUT OF AND A PORTION OF THE WILKINSON SPARKS SURVEY No. 4, IN TRAVIS COUNTY, TEXAS, AND BEING THE SAME TRACT OF LANDDESCRIBED AS TRACT 1 AND CONVEYED IN THE DEED RECORDED IN VOLUME 8975, PAGE 430, OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS.
TRACT 2: 0.036 ACRES OF LAND OUT OF AND A PORTION OF THE WILKINSON SPARKS SURVEY No. 4, IN TRAVIS COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND AS TRACT 2 AND CONVEYED IN THE DEED RECORDED IN VOLUME 8975, PAGE 430, OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS.
TRACT 3: 0.837 ACRES OF LAND OUT OF AND A PORTION OF THE WILKINSON SPARKS SURVEY No. 4, IN TRAVIS COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND AS TRACT 3 AND CONVEYED IN THE DEED RECORDED IN VOLUME 8620, PAGE 205, OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS.
TRACT 4: 0.18 ACRES OF LAND OUT OF AND A PORTION OF THE WILKINSON SPARKS SURVEY No. 4, IN TRAVIS COUNTY, TEXAS, AND BEING THE SAME TRACT OF LAND AS TRACT 4 AND CONVEYED IN THE DEED RECORDED IN VOLUME 3182, PAGE 2342, OF THE REAL PROPERTY RECORDS OF TRAVIS COUNTY, TEXAS



WATERLOO SURVEYORS INC.
PO BOX 160176
AUSTIN, TEXAS 78716-0176
Phone: 512-481-9602
www.waterloosurveyors.com
T.B.P.L.S. FIRM#10124400
J16451P
DRAWN BY: BOBO

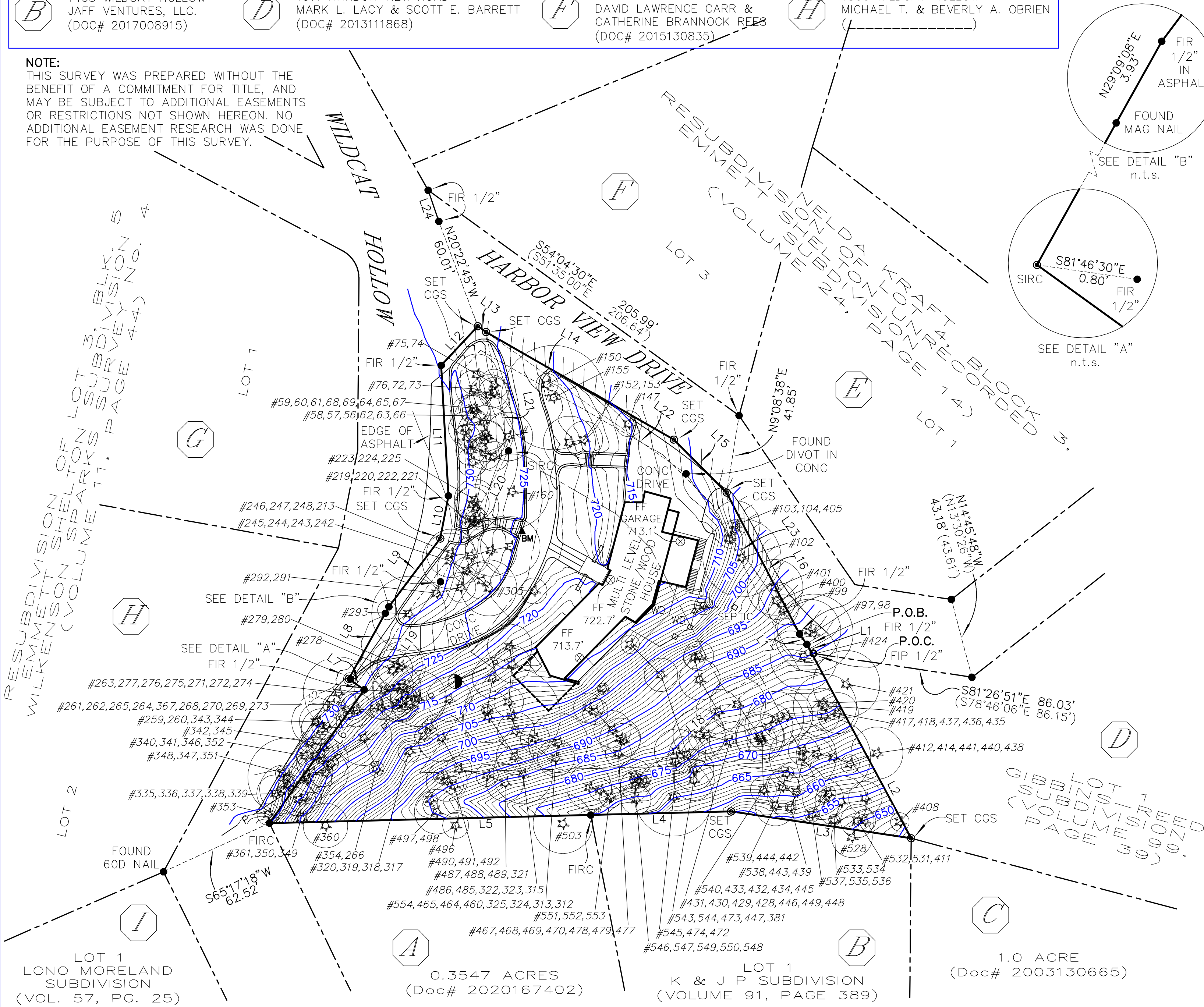
WILDCAT HARBOR CONFORMING PLAT

ADJOINERS

A 1407 WILDCAT HOLLOW ANDREW & KAITLYN CONEY (DOC# 2020167402)	C 1508 WESTLAKE DRIVE ARNOLD D. & BILLIE J. KELLEY (DOC# 2003130665)	E 1502 HARBOR VIEW ROAD PAMELA G. REED (DOC# 2014134964)	G 1502 WILDCAT HOLLOW PATRICK & PAMELA NUNNELLY (VOL. 10997, PG. 1540)	I 16 NOB HILL CIRCLE SUSAN DELAIN WEIL LIFE ESTATE (DOC# 2012220885)
B 1405 WILDCAT HOLLOW JAFF VENTURES, LLC. (DOC# 2017008915)	D 1511 HARBOR VIEW ROAD MARK L. LACY & SCOTT E. BARRETT (DOC# 2013111868)	F 1503 WILDCAT HOLLOW DAVID LAWRENCE CARR & CATHERINE BRANNOCK REED (DOC# 2015130835)	H 1500 WILDCAT HOLLOW MICHAEL T. & BEVERLY A. OBRIEN (-----)	

NOTE:
THIS SURVEY WAS PREPARED WITHOUT THE
BENEFIT OF A COMMITMENT FOR TITLE, AND
MAY BE SUBJECT TO ADDITIONAL EASEMENTS
OR RESTRICTIONS NOT SHOWN HEREON. NO
ADDITIONAL EASEMENT RESEARCH WAS DONE
FOR THE PURPOSE OF THIS SURVEY.

NOTE:
BEARING BASED ON THE TEXAS COORDINATE
SYSTEM OF 1983(NAD83) CENTRAL TEXAS
ZONE, BASED ON LOCAL GPS OBSERVATIONS.



LINE	BEARING	DISTANCE	(BEARING)	(DISTANCE)
L1	N35°27'00"W	5.95'		
L2	S28°15'34"E	118.10'	S25°43'41"E	117.94'
L3	N81°32'42"W	97.64'	N79°00'45"W	97.52'
L4	S88°32'32"W	75.28'	N89°03'25"W	75.59'
L5	S88°33'38"W	172.50'	N89°03'25"E	172.80'
L6	N35°23'50"E	87.73'	N37°50'05"E	88.19'
L7	N54°09'37"W	10.13'	N51°37'05"W	10.13'
L8	N29°09'08"E	44.18'	N31°51'17"E	44.21'
L9	N36°58'03"E	45.87'	N39°35'11"E	45.87'
L10	N10°44'13"E	23.36'	N12°57'01"E	23.46'
L11	N3°08'42"W	70.10'	N0°40'07"W	70.09'
L12	N43°01'10"E	28.72'	N46°17'09"E	29.26'
L13	S54°40'11"E	5.41'	S51°52'45"E	5.00'
L14	S60°11'24"E	116.11'	S57°39'40"E	116.13'
L15	S44°57'35"E	40.15'	S42°32'25"E	40.16'
L16	S27°17'04"E	85.38'	S24°43'05"E	85.41'
L17	S34°58'08"E	6.79'	S31°00'25"E	7.04'
L18	S51°41'25"W	147.73'	S54°16'05"W	147.97'
L19	N35°15'38"E	71.01'	N37°50'05"E	70.83'
L20	N27°29'00"E	79.16'	N30°03'58"E	79.43'
L21	N10°45'49"W	64.90'	N7°58'59"W	65.20'
L22	S54°40'11"E	131.55'	S51°59'00"E	131.75'
L23	S35°20'12"E	105.34'	S32°58'25"E	105.08'
L24	N19°00'03"W	17.64'		

LEGEND	
RECORD CALL ()	
BUILDING SETBACK LINE	B.L.
FOUND IRON ROD	FIR
SET IRON ROD WITH CAP	SIRC
FOUND IRON ROD WITH CAP	FIRC
FOUND IRON PIPE	FIP
COTTON GIN SPINDLE	CGS
WOOD DECK	WD
POINT OF COMMENCING	P.O.C.
POINT OF BEGINNING	P.O.B.
UTILITY POLE/GUY ANCHOR	→
UTILITY LINE	P
FINISHED FLOOR ELEVATION	FF
TREE, DRIPLINE & NUMBER	★

BENCHMARK: **▲BM**
SET 60D NAIL
NAVD88 ELEVATION: 723.37'

SCALE
1" = 50'

TREE LIST:

#. TYPE. SIZE
56, Live Oak 7
57, Live Oak 9
58, Live Oak 11
59, Juniper 8
60, Juniper 8
61, Live Oak 13 6
62, Live Oak 9 6
63, Live Oak 8
64, Live Oak 11
65, Live Oak 9
66, Live Oak 8
67, Live Oak 8
68, Live Oak 11 8
69, Live Oak 9
70, Juniper 13
72, Juniper 9 4
73, Juniper 8
74, Live Oak 8
75, Ash 8 6
76, Live Oak 10
97, Ligustrum 13 9 7
98, Chinaberry b 17
99, Elm 8
100, Elm 10
101, Chinaberry b 15
102, Live Oak 15 11
103, Chinaberry b 13
104, Hackberry 5
147, Juniper 7
150, Mountain Laurel 4 3
152, Juniper 10
153, Spanish Oak 14
155, Chinaberry b 16 12 11
160, Juniper 11 9 8
213, Juniper 11 9
219, Mountain Laurel 3 3
220, Crepe Myrtle 4
221, Live Oak 4
222, Live Oak 8
223, Live Oak 9 4
224, Live Oak 9
225, Live Oak 12
242, Juniper 15
243, Juniper 10
244, Crepe Myrtle 5 4
245, Juniper 15
246, Mountain Laurel 6 5 4 4
247, Juniper 10

TREE LIST:

#. TYPE. SIZE
248, Juniper 10 7
259, Juniper 13
260, Hackberry 10
261, Juniper 5
262, Hackberry 8
263, Live Oak 19 tag #1034
264, Juniper 7 6
265, Live Oak 3
266, Juniper 15
267, Juniper 6
268, Live Oak 9
269, Live Oak 10
270, Live Oak 10
271, Live Oak 8
272, Juniper 5
273, Juniper 5
274, Juniper 10 9
275, Live Oak 4
276, Hackberry 13
277, Juniper 10 6 5
278, Live Oak 11
279, Live Oak 14
280, Live Oak 13
291, Juniper 8
292, Juniper 17 11
293, Mountain Laurel 8 7 6 5 5
305, Mountain Laurel 7
312, Ash 12
313, Ash 10
315, Hackberry 11
317, Juniper 12
318, Juniper 4
319, Chinaberry b 5
320, Chinaberry b 6
321, Juniper 13
322, Hackberry 14
323, Hackberry 3
324, Hackberry 8
325, Ligustrum 17 10 7
335, Hackberry 10
336, Juniper 13
337, Juniper 5
338, Juniper 15 8 4
339, Hackberry 4
340, Juniper 5
341, Juniper 10
342, Ligustrum 4 4
343, Juniper 11

TREE LIST:

#. TYPE. SIZE
344, Ligustrum 8
345, Ligustrum 8
346, Live Oak 14
347, Ligustrum 11
348, Ligustrum 9 8
349, Juniper 9
350, Hackberry 9
351, Juniper 12
352, Juniper 4
353, Loquat 6
354, Spanish Oak 4
360, Ligustrum 9 5
361, Hackberry 3
361, Hackberry 3
361, Chaste Tree 3 3
404, Ligustrum 3 3
405, Chinaberry b 3
408, Ash 5
411, Chinaberry b 9
412, Juniper 14
414, Ligustrum 5
417, Juniper 11
418, Juniper 8
419, Juniper 12 9
420, Juniper 8
421, Juniper 18
424, Live Oak 14 8
428, Juniper 12
429, Juniper 14
430, Live Oak 5 5 4
431, Juniper 11
432, Juniper 13
433, Live Oak 8
434, Live Oak 13
435, Live Oak 13
436, Live Oak 15
437, Live Oak 14
438, Juniper 8
439, Live Oak 18
440, Juniper 8
441, Juniper 10 8 6 5
442, Spanish Oak 4
443, Juniper 16
444, Juniper 9
445, Juniper 15
446, Ligustrum 11
447, Crepe Myrtle 5 4 3
448, Lacey Oak 8
449, Lacey Oak 6

TREE LIST:

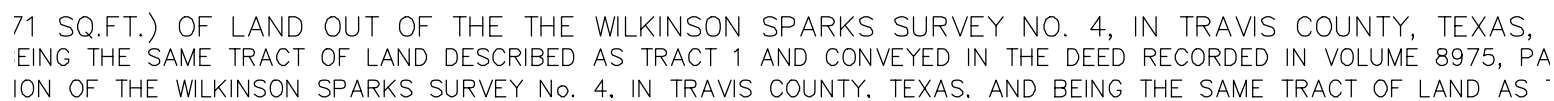
#. TYPE. SIZE
460, Ligustrum 10
464, Hackberry 8
465, Juniper 16
467, Juniper 7
468, Crepe Myrtle 5 6
469, Juniper 11
470, Ash 10
472, Juniper 9 5
473, Chinaberry 10
474, Ash 5
477, Yaupon 3
478, Ash 7
479, Ash 6 4
485, Ligustrum 10
486, Hackberry 16
487, Hackberry 10
488, Hackberry 6
489, Juniper 7
490, Hackberry 5
491, Juniper 11
492, Mountain Laurel 3 2
496, Ash 7
497, Hackberry 12
498, Ligustrum 4
503, Hackberry 16
528, Ligustrum 8 5
531, Ash 6
532, Juniper 9
533, Spanish Oak 3
534, Juniper 14
535, Juniper 11
536, Ash 4
537, Spanish Oak 4
538, Spanish Oak 3
539, Juniper 11
540, Juniper 7
543, Chinaberry 11
544, Chinaberry 11
545, Ligustrum 15 11
546, Juniper 8
547, Juniper 8
548, Chinaberry 9
549, Ligustrum 3
550, Ligustrum 3
551, Live Oak 6
552, Chinaberry 6
553, Chinaberry 9 5
554, Juniper 10

PROJECT DATA

OWNER:
1501 WILD CAT HOLLOW, LLC.

LEGAL DESCRIPTION:

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RESOLUTION NO. 2021-12-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST LAKE HILLS, AUTHORIZING PARTICIPATION WITH THE STATE OF TEXAS, THROUH THE OFFICE OF THE ATTORNEY GENERAL, IN THE GLOBAL OPIOID SETTLEMENT AND APPROVING THE TERM SHEET; AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY RELATED DOCUMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of West Lake Hills obtained information indicating that certain drug companies and their corporate affiliates, parents, subsidiaries, and such other defendants as may be added to the litigation (collectively, “Defendants”) have engaged in fraudulent and/or reckless marketing and/or distribution of opioids that have resulted in addictions and overdoses; and

WHEREAS, these actions, conduct and misconduct have resulted in significant financial costs to the City of West Lake Hills (the “City”); and

WHEREAS, on May 13, 2020, the State of Texas, through the Office of the Attorney General, and a negotiation group for Texas political subdivisions entered into an Agreement entitled Texas Opioid Abatement Fund Council and Settlement Allocation Term Sheet (hereafter, the Texas Term Sheet) approving the allocation of any and all opioid settlement funds within the State of Texas. The Texas Term Sheet is attached hereto as Exhibit “A”; and

WHEREAS, Counsel and the State of Texas have recommended that the City Council of the City of West Lake Hills support the adoption and approval the Texas Term Sheet in its entirety.

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

SECTION 1.

The City supports the adoption and approval the Texas Term Sheet in its entirety.

SECTION 2.

There is a substantial need for repayment of opioid-related expenditures and payment to abate opioid-related harms in and about the City.

SECTION 3.

The City supports in its entirety and hereby adopts the allocation method for opioid settlement proceeds as set forth in the STATE OF TEXAS AND TEXAS POLITICAL SUBDIVISIONS' OPIOID ABATEMENT FUND COUNCIL AND SETTLEMENT ALLOCATION TERM SHEET, attached hereto as Exhibit A.

SECTION 4.

The City understands that the purpose of this Texas Term Sheet is to permit collaboration between the State of Texas and Political Subdivisions to explore and potentially effectuate resolution of the Opioid Litigation against Pharmaceutical Supply Chain Participants as defined therein.

SECTION 5.

The City also understands that an additional purpose is to create an effective means of distributing any potential settlement funds obtained under this Texas Term Sheet between the State of Texas and Political Subdivisions in a manner and means that would promote an effective and meaningful use of the funds in abating the opioid epidemic in this City and throughout Texas.

SECTION 6.

This Resolution shall become effective immediately from and after its passage.

PASSED & APPROVED this, the ____ day of ____ 2021.

City of West Lake Hills:

By: _____
Linda Anthony, Mayor

ATTEST:

Stephanie Mills, City Secretary

APPROVED AS TO FORM:

Erin Higginbotham, City Attorney

TEXAS OPIOID ABATEMENT FUND COUNCIL AND SETTLEMENT ALLOCATION TERM SHEET

WHEREAS, the people of the State of Texas and its communities have been harmed through the National and Statewide epidemic caused by licit and illicit opioid use and distribution within the State of Texas; and now,

WHEREAS, the State of Texas, though its elected representatives and counsel, including the Honorable Ken Paxton, Attorney General of the State of Texas, and certain Political Subdivisions, through their elected representatives and counsel, are separately engaged in litigation seeking to hold those entities in the supply chain accountable for the damage caused; and now,

WHEREAS, the State of Texas, through its Attorney General and its Political Subdivisions, share a common desire to abate and alleviate the impacts of the epidemic throughout the State of Texas; and now, **THEREFORE**, the State of Texas and its Political Subdivisions, subject to completing formal documents effectuating the Parties' agreements, enter into this State of Texas and Texas Political Subdivisions' Opioid Abatement Fund Council and Settlement Allocation Term Sheet (Texas Term Sheet) relating to the allocation and use of the proceeds of any Settlements as described.

A. Definitions

As used in this Texas Term Sheet:

1. “The State” shall mean the State of Texas acting through its Attorney General.
2. “Political Subdivision(s)” shall mean any Texas municipality and county.
3. “The Parties” shall mean the State of Texas, the Political Subdivisions, and the Plaintiffs’ Steering Committee and Liaison Counsel (PSC) in the Texas Opioid MDL, *In Re: Texas Opioid Litigation*, MDL No. 2018-63587, in the 152d District Court of Harris County, Texas.
4. “Litigating Political Subdivision” means a Political Subdivision that filed suit in the state courts of the State of Texas prior to the Execution Date of this Agreement, whether or not such case was transferred to Texas Opioid MDL, or removed to federal court.
5. “National Fund” shall mean any national fund established for the benefit of the Texas Political Subdivisions. In no event shall any National Fund be used to create federal jurisdiction, equitable or otherwise, over the Texas Political Subdivisions or those similarly situated state-court litigants who are included in the state coalition, nor shall the National Fund require participating in a class action or signing a participation agreement as part of the criteria for participating in the National Fund.
6. “Negotiating Committee” shall mean a three-member group comprising four representatives for each of (1) the State; (2) the PSC; and (3) Texas’

Political Subdivisions (collectively, “Members”). The State shall be represented by the Texas Attorney General or his designees. The PSC shall be represented by attorneys Mikal Watts, Jeffrey Simon, Dara Hegar, Dan Downey, or their designees. Texas’ Political Subdivisions shall be represented by Clay Jenkins (Dallas County Judge), Terrence O’Rourke (Special Assistant County Attorney, Harris County), Nelson Wolff (Bexar County Judge), and Nathaniel Moran (Smith County Judge) or their designees.

7. “Settlement” shall mean the negotiated resolution of legal or equitable claims against a Pharmaceutical Supply Chain Participant that includes the State and Political Subdivisions.
8. “Opioid Funds” shall mean monetary amounts obtained through a Settlement as defined in this Texas Term Sheet.
8. “Approved Purpose(s)” shall mean those uses identified in Exhibit A hereto.
9. “Pharmaceutical Supply Chain” shall mean the process and channels through which opioids or opioids products are manufactured, marketed, promoted, distributed, or dispensed.

10. “Pharmaceutical Supply Chain Participant” shall mean any entity that engages in or has engaged in the manufacture, marketing, promotion, distribution, or dispensing of an opioid analgesic.
11. “Texas Opioid Council” shall mean the Council described in Exhibit A hereto, which has the purpose of ensuring the funds recovered by Texas (through the joint actions of the Attorney General and the Texas Political Subdivisions) are allocated fairly and spent to remediate the opioid crisis in Texas, using efficient and cost-effective methods that are directed to the hardest hit regions in Texas while also ensuring that all Texans benefit from prevention and recovery efforts.

B. Allocation of Settlement Proceeds

1. All Opioid Funds distributed in Texas shall be divided with 15% going to Political Subdivisions (“Subdivision Share”), 70% to the Texas Opioid Abatement Fund through the Texas Opioid Council (Texas Abatement Fund Share) identified and described on Exhibits A and C hereto, and 15% to the Office of the Texas Attorney General as Counsel for the State of Texas (“State Share”). Out of the Texas Opioid Abatement Fund, reasonable expenses up to 1% shall be paid to the Texas Comptroller for the administration of the Texas Opioid Council pursuant to the Opioid

Abatement Fund (Texas Settlement) Opioid Council Agreement, Exhibit A hereto.

2. The Subdivisions Share shall be allocated in accordance with the division of proceeds on Exhibit B hereto.
3. The Texas Abatement Fund Share shall be allocated to the Opioid Council to be apportioned in accordance with the guidelines of Exhibit A, and Exhibit C hereto.
4. In the event a Subdivision merges, dissolves, or ceases to exist, the allocation percentage for that Subdivision shall be redistributed as directed by the settlement document, and if not specified, equitably based on the composition of the successor Subdivision. If a Subdivision for any reason is excluded from a specific settlement, the allocation percentage for that Subdivision shall be redistributed as directed by the settlement document, and if not specified, equitably among the participating Subdivisions.
5. Funds obtained from parties unrelated to the Litigation, via grant, bequest, gift or the like, separate and distinct from the Litigation, may be directed to the Texas Opioid Council and disbursed as set forth below.
6. The Subdivision share shall be initially deposited and paid in cash directly to the Subdivision under the authority and guidance of the Texas MDL Court, who shall direct any Settlement funds to be held in trust in a

segregated account to benefit the Subdivisions and to be promptly distributed as set forth herein and in accordance with Exhibit B.

7. Nothing in this Texas Term Sheet should alter or change any Subdivision's rights to pursue its own claim. Rather, the intent of this Texas Term Sheet is to join all parties to disburse settlement proceeds from one or more defendants to all parties participating in that settlement within Texas.
8. Opioid Funds from the Texas Abatement Fund Share shall be directed to the Texas Opioid Council and used in accordance with the guidelines as set out on Exhibit A hereto, and the Texas Abatement Fund Share shall be distributed to the Texas Opioid Council under the authority and guidance of the Texas MDL Court, consistent with Exhibits A and C, and the by-laws of the Texas Opioid Council documents and disbursed as set forth therein, including without limitation all abatement funds and the 1% holdback for expenses.
9. The State of Texas and the Political Subdivisions understand and acknowledge that additional steps may need to be undertaken to assist the Texas Opioid Council in its mission, at a predictable level of funding, regardless of external factors.

C. Payment of Counsel and Litigation Expenses

1. Any Master Settlement Agreement settlement will govern the payment of fees and litigation expenses to the Parties. The Parties agree to direct control of any Texas Political Subdivision fees and expenses to the “Texas Opioid Fee and Expense Fund,” which shall be allocated and distributed by the Texas MDL Court, *In re: Texas Opioid Litigation*, MDL No. 2018-63587, in the 152nd District Court of Harris County, Texas, and with the intent to compensate all counsel for Texas Political Subdivisions who have not chosen to otherwise seek compensation for fees and expenses from any federal MDL common benefit fund.
2. The Parties agree that no portion of the State of Texas 15% allocation share from any settlement shall be administered through the National Fund, the Texas MDL Court, or Texas Opioid Fee and Expense Fund, but shall be directed for payment to the State of Texas by the State of Texas.
3. The State of Texas and the Texas Political Subdivisions, and their respective attorneys, agree that all fees – whether contingent, hourly, fixed or otherwise – owed by the Texas Political Subdivisions shall be paid out of the National Fund or as otherwise provided for herein to the Texas Opioid Fee and Expense Fund to be distributed by the 152nd

District Court of Harris County, Texas pursuant to its past and future orders.

4. From any opioid-related settlements with McKesson, Cardinal Health, ABDC, and Johnson & Johnson, and for any future opioid-related settlements negotiated, in whole or in part, by the Negotiating Committee with any other Pharmaceutical Supply Chain Participant, the funds to be deposited in the Texas Opioid Fee and Expense Fund shall be 9.3925% of the combined Texas Political Subdivision and Texas Abatement Fund portions of each payment (annual or otherwise) to the State of Texas for that settlement, plus expenses from the National Fund, and shall be sought by Texas Political Subdivision Counsel initially through the National Fund. The Texas Political Subdivisions' percentage share of fees and expenses from the National Fund shall be directed to the Texas Opioid Fee and Expense Fund in the Texas MDL, as soon as is practical, for allocation and distribution in accordance with the guidelines herein.
5. If the National Fund share to the Texas Political Subdivisions is insufficient to cover the guaranteed 9.3925%, plus expenses from the National Fund, per subsection 4, immediately *supra*, or if payment from the National Fund is not received within 12 months after the date the

first payment is made by the Defendants pursuant to the settlement, then the Texas Political Subdivisions shall recover up to 12.5% of the Texas Political Subdivision Share to make up any difference.

6. If the National Fund and the Texas Political Subdivision share are insufficient to cover the guaranteed 9.3925%, plus expenses from the National Fund, or if payment from the National Fund is not received within 12 months after the date the first payment is made by the Defendants pursuant to the settlement, then the Texas Political Subdivisions shall recover up to 8.75% of the Abatement Fund Share to make up any difference. In no event shall the Texas Political Subdivision share exceed 9.3925% of the combined Texas Political Subdivision and Texas Abatement Fund portions of any settlement, plus expenses from the National Fund. In the event that any payment is received from the National Fund such that the total amount in fees and expenses exceeds 9.3925%, the Texas Political Subdivisions shall return any amounts received greater than 9.3925% of the combined Texas Political Subdivision and Texas Abatement Fund portions to those respective Funds.

7. For each settlement utilizing a National Fund, the Texas Political Subdivisions need only make one attempt at seeking fees and expenses there.
8. The total amount of the Texas Opioid Fee and Expense Fund shall be reduced proportionally, according to the agreed upon allocation of the Texas Subdivision Fund, for any Texas litigating Political Subdivision that (1) fails to enter the settlement; and (2) was filed in Texas state court, and was transferred to the Texas MDL (or removed before or during transfer to the Texas MDL) as of the execution date of this Agreement.

D. The Texas Opioid Council and Texas Abatement Fund

The Texas Opioid Council and Texas Abatement Fund is described in detail at Exhibit A, incorporated herein by reference.

E. Settlement Negotiations

1. The State and Negotiating Committee agree to inform each other in advance of any negotiations relating to a Texas-only settlement with a Pharmaceutical Supply Chain Participant that includes both the State and its Political Subdivisions and shall provide each other the opportunity to participate in all such negotiations. Any Texas-only Settlement agreed to with the State and Negotiating Committee shall be subject to the approval

of a majority of litigating Political Subdivisions. The Parties further agree to keep each other reasonably informed of all other global settlement negotiations with Pharmaceutical Supply Chain Participants and to include the Negotiating Committee or designees. Neither this provision, nor any other, shall be construed to state or imply that either the State or the Negotiating Committee is unauthorized to engage in settlement negotiations with Pharmaceutical Supply Chain Participants without prior consent or contemporaneous participation of the other, or that either party is entitled to participate as an active or direct participant in settlement negotiations with the other. Rather, while the State's and Negotiation Committee's efforts to achieve worthwhile settlements are to be collaborative, incremental stages need not be so.

2. Any Master Settlement Agreement (MSA) shall be subject to the approval and jurisdiction of the Texas MDL Court.
3. As this is a Texas-specific effort, the Committee shall be Chaired by the Attorney General. However, the Attorney General, or his designees, shall endeavor to coordinate any publicity or other efforts to speak publicly with the other Committee Members.
4. The State of Texas, the Texas MDL Plaintiff's Steering Committee representatives, or the Political Subdivision representatives may withdraw

from coordinated Settlement discussions detailed in this Section upon 10 business days' written notice to the remaining Committee Members and counsel for any affected Pharmaceutical Supply Chain Participant. The withdrawal of any Member releases the remaining Committee Members from the restrictions and obligations in this Section.

5. The obligations in this Section shall not affect any Party's right to proceed with trial or, within 30 days of the date upon which a trial involving that Party's claims against a specific Pharmaceutical Supply Chain Participant is scheduled to begin, reach a case specific resolution with that particular Pharmaceutical Supply Chain Participant.

F. Amendments

The Parties agree to make such amendments as necessary to implement the intent of this agreement.

Acknowledgment of Agreement

We, the undersigned, have participated in the drafting of the above Texas Term Sheet, including consideration based on comments solicited from Political Subdivisions. This document has been collaboratively drafted to maintain all individual claims while allowing the State and its Political Subdivisions to cooperate in exploring all possible means of resolution. Nothing in this agreement binds any party to any specific outcome. Any resolution under this document will require

acceptance by the State of Texas and a majority of the Litigating Political Subdivisions.

We, the undersigned, hereby accept the STATE OF TEXAS AND TEXAS POLITICAL SUBDIVISIONS' OPIOID ABATEMENT FUND COUNCIL AND SETTLEMENT ALLOCATION TERM SHEET. We understand that the purpose of this Texas Term Sheet is to permit collaboration between the State of Texas and Political Subdivisions to explore and potentially effectuate earlier resolution of the Opioid Litigation against Pharmaceutical Supply Chain Participants. We also understand that an additional purpose is to create an effective means of distributing any potential settlement funds obtained under this Texas Term Sheet between the State of Texas and Political Subdivisions in a manner and means that would promote an effective and meaningful use of the funds in abating the opioid epidemic throughout Texas.

Executed this 13 day of May, 2020.

FOR THE STATE OF TEXAS:

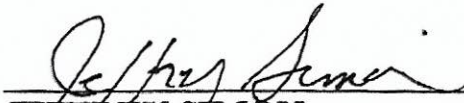


KENNETH PAXTON, JR.
ATTORNEY GENERAL

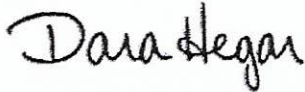
FOR THE SUBDIVISIONS
AND TEXAS MDL PSC:



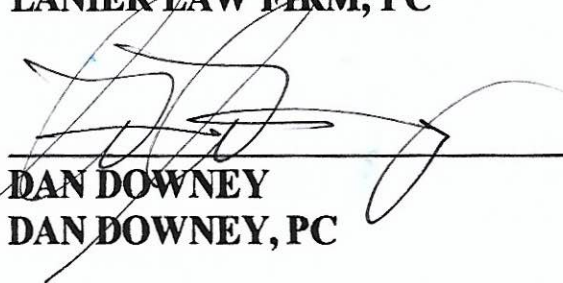
MIKAL WATTS
WATTS GUERRA LLP



JEFFREY SIMON
SIMON GREENSTONE PANATIER, PC



DARA HEGAR
LANIER LAW FIRM, PC



DAN DOWNEY
DAN DOWNEY, PC

:sas

EXHIBIT A

Opioid Abatement Fund (Texas) Settlement

Opioid Council

As part of the settlement agreement and upon its execution, the parties will form the Texas Opioid Council (Council) to establish the framework that ensures the funds recovered by Texas (through the joint actions of the Attorney General and the state's political subdivisions) are allocated fairly and spent to remediate the opioid crisis in Texas, using efficient and cost-effective methods that are directed to the hardest hit regions in Texas while also ensuring that all Texans benefit from prevention and recovery efforts.

I. Structure

The Council will be responsible for the processes and procedures governing the spending of the funds held in the Texas Abatement Fund, which will be approximately 70% of all funds obtained through settlement and/or litigation of the claims asserted by the State and its subdivisions in the investigations and litigation related to the manufacturing, marketing, distribution, and sale of opioids and related pharmaceuticals.

Money paid into the abatement fund will be held by an independent administrator, who shall be responsible for the ministerial task of releasing funds solely as authorized below by the Council, and accounting for all payments to and from the fund.

The Council will be formed when a court of competent jurisdiction enters an order settling the matter, including any order of a bankruptcy court. The Council's members must be appointed within sixty (60) days of the date the order is entered.

A. Membership

The Council shall be comprised of the following thirteen (13) members:

1. *Statewide Members.*

Six members appointed by the Governor and Attorney General to represent the State's interest in opioid abatement. The statewide members are appointed as follows:

- a. The Governor shall appoint three (3) members who are licensed health professionals with significant experience in opioid interventions;
- b. The Attorney General shall appoint three (3) members who are licensed professionals with significant experience in opioid incidences; and
- c. The Governor will appoint the Chair of the Council as a non-voting member. The Chair may only cast a vote in the event there is a tie of the membership.

2. *Regional Members.*

Six (6) members appointed by the State's political subdivisions to represent their designated Texas Health and Human Services Commission "HHSC" Regional Healthcare

Partnership (Regions) to ensure dedicated regional, urban, and rural representation on the Council. The regional appointees must be from either academia or the medical profession with significant experience in opioid interventions. The regional members are appointed as follows:

- a. One member representing Regions 9 and 10 (Dallas Ft-Worth);
- b. One member representing Region 3 (Houston);
- c. One member representing Regions 11, 12, 13, 14, 15, 19 (West Texas);
- d. One member representing Regions 6, 7, 8, 16 (Austin-San Antonio);
- e. One member representing Regions 1, 2, 17, 18 (East Texas); and
- f. One member representing Regions 4, 5, 20 (South Texas).

B. Terms

All members of the Council are appointed to serve staggered two-year terms, with the terms of members expiring February 1 of each year. A member may serve no more than two consecutive terms, for a total of four consecutive years. For the first term, four (4) members (two (2) statewide and two (2) for the subdivisions) will serve a three-year term. A vacancy on the Council shall be filled for the unexpired term in the same manner as the original appointment. The Governor will appoint the Chair of the Council who will not vote on Council business unless there is a tie vote, and the subdivisions will appoint a Vice-Chair voting member from one of the regional members.

C. Governance

1. Administration

The Council is attached administratively to the Comptroller. The Council is an independent, quasi-governmental agency because it is responsible for the statewide distribution of the abatement settlement funds. The Council is exempt from the following statutes:

- a. Chapter 316 of the Government Code (Appropriations);
- b. Chapter 322 of the Government Code (Legislative Budget Board);
- c. Chapter 325 of the Government Code (Sunset);
- d. Chapter 783 of the Government Code (Uniform Grants and Contract Management);
- e. Chapter 2001 of the Government Code (Administrative Procedure);
- f. Chapter 2052 of the Government Code (State Agency Reports and Publications);
- g. Chapter 2261 of the Government Code (State Contracting Standards and Oversight);
- h. Chapter 2262 of the Government Code (Statewide Contract Management);

- i. Chapter 262 of the Local Government Code (Purchasing and Contracting Authority of Counties); and
- j. Chapter 271 of the Local Government Code (Purchasing and Contracting Authority of Municipalities, Counties, and Certain Other Local Governments).

2. *Transparency*

The Council will abide by state laws relating to open meetings and public information, including Chapters 551 and 552 of the Texas Government Code.

- i. The Council shall hold at least four regular meetings each year. The Council may hold additional meetings on the request of the Chair or on the written request of three members of the council. All meetings shall be open to the public, and public notice of meetings shall be given as required by state law.
- ii. The Council may convene in a closed, non-public meeting:
 - a. If the Commission must discuss:
 - 1. Negotiation of contract awards; and
 - 2. Matters specifically exempted from disclosure by federal and state statutes.
 - b. All minutes and documents of a closed meeting shall remain under seal, subject to release only order of a court of competent jurisdiction.

3. *Authority*

The Council does not have rulemaking authority. The terms of each Judgment, Master Settlement Agreement, or any Bankruptcy Settlement for Texas control the authority of the Council and the Council may not stray outside the bounds of the authority and power vested by such settlements. Should the Council require legal assistance in determining their authority, the Council may direct the executive director to seek legal advice from the Attorney General to clarify the issue.

D. *Operation and Expenses*

The independent administrator will set aside up to one (1) percent of the settlement funds for the administration of the Council for reasonable costs and expenses of operating the foregoing duties, including educational activities.

1. *Executive Director*

The Comptroller will employ the executive director of the Council and other personnel as necessary to administer the duties of the Council and carry out the functions of the Council. The executive director must have at least 10 years of experience in government or public administration and is classified as a Director V/B30 under the State Auditor's State Classification. The Comptroller will pay the salaries of the Council employees from the

one (1) percent of the settlement funds set aside for the administration of the Council. The Comptroller will request funds from the Texas Abatement Fund Point of Contact.

2. Travel Reimbursement

A person appointed to the Council is entitled to reimbursement for the travel expenses incurred in attending Council duties. A member of the Council may be reimbursed for actual expenses for meals, lodging, transportation, and incidental expenses in accordance with travel rates set by the federal General Services Administration.

II. Duties/Roles

It is the duty of the Council to determine and approve the opioid abatement strategies and funding awards.

A. Approved Abatement Strategies

The Council will develop the approved Texas list of abatement strategies based on but not limited to the existing national list of opioid abatement strategies (see attached Appendix A) for implementing the Texas Abatement Fund.

1. The Council shall only approve strategies which are evidence-informed strategies.
2. The Texas list of abatement strategies must be approved by majority vote. The majority vote must include a majority from both sides of the statewide members and regional members in order to be approved, e.g., at least four (4) of six (6) members on each side.

B. Texas Abatement Fund Point of Contact

The Council will determine a single point of contact called the Abatement Fund Point of Contact (POC) to be established as the sole entity authorized to receive requests for funds and approve expenditures in Texas and order the release of funds from the Texas Abatement Fund by the independent administrator. The POC may be an independent third party selected by the Council with expertise in banking or financial management. The POC will manage the Opioid Council Bank Account (Account). Upon a vote, the Council will direct the POC to contact the independent administrator to release funds to the Account. The Account is outside the State Treasury and not managed by any state or local officials. The POC is responsible for payments to the qualified entities selected by the Council for abatement fund awards. The POC will submit a monthly financial statement on the Account to the Council.

C. Auditor

An independent auditor appointed by the Council will perform an audit on the Account on an annual basis and report its findings, if any, to the Council.

D. Funding Allocation

The Council is the sole decision-maker on the funding allocation process of the abatement funds. The Council will develop the application and award process based on the parameters outlined below. An entity seeking funds from the Council must apply for funds; no funds will be awarded without an application. The executive director and personnel may assist the Council in gathering and compiling the applications for consideration; however, the Council members are the sole decision-makers of awards and funding determination. The Council will use the following processes to award funds:

1. *Statewide Funds.* The Council will consider, adopt and approve the allocation methodology attached as Exhibit C, based upon population health data and prevalence of opioid incidences, at the Council's initial meeting. Adoption of such methodology will allow each Region to customize the approved abatement strategies to fit its communities' needs. The statewide regional funds will account for seventy-five (75) percent of the total overall funds, less the one (1) percent administrative expense described herein.
2. *Targeted Funds.* Each Region shall reserve twenty-five (25) percent of the overall funds, for targeted interventions in the specific Region as identified by opioid incidence data. The Council must approve on an annual basis the uses for the targeted abatement strategies and applications available to every Region, including education and outreach programs. Each Region without approved uses for the targeted funds from the Council, based upon a greater percentage of opioid incidents compared to its population, is subject to transfer of all or a portion of the targeted funds for that Region for uses based upon all Regions' targeted funding needs as approved by the Council on an annual basis.
3. *Annual Allocation.* Statewide regional funds and targeted funds will be allocated on an annual basis. If a Region lapses its funds, the funds will be reallocated based on all Regions' funding needs.

E. Appeal Process

The Council will establish an appeal process to permit the applicants for funding (state or subdivisions) to challenge decisions by the Council-designated point of contact on requests for funds or expenditures.

1. To challenge a decision by the designated point of contact, the State or a subdivision must file an appeal with the Council within thirty (30) days of the decision. The Council then has thirty (30) days to consider and rule on the appeal.
2. If the Council denies the appeal, the party may file an appeal with the state district court of record where the final opioid judgment or Master Settlement Agreement is filed. The Texas Rules of Civil Procedure and Rules of Evidence will govern these proceedings. The Council may request representation from the Attorney General in these proceedings.

In making its determination, the state district court shall apply the same clear error standards contained herein that the Council must follow when rendering its decision.

3. The state district court will make the final decision and the decision is not appealable.
4. Challenges will be limited and subject to penalty if abused.
5. Attorneys' fees and costs are not recoverable in these appeals.

F. Education

The Council may determine that a percentage of the funds in the Abatement Fund from the targeted funds be used to develop an education and outreach program to provide materials on the consequences of opioid drug use, prevention and interventions. Any material developed will include online resources and toolkits for communities.

EXHIBIT B

Exhibit B: Municipal Area Allocations: 15% of Total (\$150 million)

(County numbers refer to distribution to the county governments after payment to cities within county borders has been made. Minimum distribution to each county is \$1000.)

Municipal Area	Allocation	Municipal Area	Allocation
Abbott	\$688	Lakeport	\$463
Abernathy	\$110	Lakeside	\$4,474
Abilene	\$563,818	Lakeside City	\$222
Ackerly	\$21	Lakeview	\$427
Addison	\$58,094	Lakeway	\$31,657
Adrian	\$181	Lakewood Village	\$557
Agua Dulce	\$43	Lamar County	\$141,598
Alamo	\$22,121	Lamb County	\$50,681
Alamo Heights	\$28,198	Lamesa	\$29,656
Alba	\$3,196	Lampasas	\$28,211
Albany	\$180	Lampasas County	\$42,818
Aledo	\$331	Lancaster	\$90,653
Alice	\$71,291	Laredo	\$763,174
Allen	\$315,081	Latexo	\$124
Alma	\$1,107	Lavaca County	\$45,973
Alpine	\$29,686	Lavon	\$7,435
Alto	\$3,767	Lawn	\$58
Alton	\$11,540	League City	\$302,418
Alvarado	\$29,029	Leakey	\$256
Alvin	\$113,962	Leander	\$88,641
Alvord	\$358	Leary	\$797
Amarillo	\$987,661	Lee County	\$30,457
Ames	\$5,571	Lefors	\$159
Amherst	\$22	Leon County	\$67,393
Anahuac	\$542	Leon Valley	\$23,258
Anderson	\$19	Leona	\$883
Anderson County	\$268,763	Leonard	\$8,505
Andrews	\$18,983	Leroy	\$176
Andrews County	\$37,606	Levelland	\$46,848
Angelina County	\$229,956	Lewisville	\$382,094
Angleton	\$62,791	Lexington	\$2,318
Angus	\$331	Liberty	\$72,343
Anna	\$9,075	Liberty County	\$531,212
Annetta	\$5,956	Liberty Hill	\$2,780
Annetta North	\$34	Limestone County	\$135,684

(Table continues on multiple pages below)

Annetta South	\$602	Lincoln Park	\$677
Annona	\$738	Lindale	\$24,202
Anson	\$5,134	Linden	\$3,661
Anthony	\$4,514	Lindsay	\$1,228
Anton	\$444	Lipan	\$44
Appleby	\$1,551	Lipscomb County	\$10,132
Aquilla	\$208	Little Elm	\$69,326
Aransas County	\$266,512	Little River-Academy	\$798
Aransas Pass	\$57,813	Littlefield	\$7,678
Archer City	\$10,554	Live Oak	\$32,740
Archer County	\$45,534	Live Oak County	\$39,716
Arcola	\$7,290	Liverpool	\$1,435
Argyle	\$11,406	Livingston	\$73,165
Arlington	\$735,803	Llano	\$23,121
Armstrong County	\$974	Llano County	\$115,647
Arp	\$2,009	Lockhart	\$49,050
Asherton	\$112	Lockney	\$3,301
Aspermont	\$9	Log Cabin	\$1,960
Atascosa County	\$176,903	Lometa	\$1,176
Athens	\$105,942	Lone Oak	\$1,705
Atlanta	\$30,995	Lone Star	\$8,283
Aubrey	\$15,141	Longview	\$482,254
Aurora	\$1,849	Loraine	\$188
Austin County	\$76,030	Lorena	\$3,390
Austin	\$4,877,716	Lorenzo	\$11,358
Austwell	\$109	Los Fresnos	\$11,185
Avery	\$138	Los Indios	\$159
Avinger	\$1,115	Los Ybanez	\$0
Azle	\$32,213	Lott	\$1,516
Bailey	\$950	Lovelady	\$249
Bailey County	\$15,377	Loving County	\$1,000
Bailey's Prairie	\$5,604	Lowry Crossing	\$783
Baird	\$2,802	Lubbock	\$319,867
Balch Springs	\$27,358	Lubbock County	\$1,379,719
Balcones Heights	\$23,811	Lucas	\$5,266
Ballinger	\$9,172	Lueders	\$508
Balmorhea	\$63	Lufkin	\$281,592
Bandera	\$2,893	Luling	\$29,421
Bandera County	\$86,815	Lumberton	\$36,609
Bangs	\$3,050	Lyford	\$3,071

Bardwell	\$362	Lynn County	\$6,275
Barry	\$200	Lytle	\$7,223
Barstow	\$61	Mabank	\$19,443
Bartlett	\$3,374	Madison County	\$49,492
Bartonville	\$8,887	Madisonville	\$11,458
Bastrop	\$46,320	Magnolia	\$26,031
Bastrop County	\$343,960	Malakoff	\$12,614
Bay City	\$57,912	Malone	\$439
Baylor County	\$29,832	Manor	\$12,499
Bayou Vista	\$6,240	Mansfield	\$150,788
Bayside	\$242	Manvel	\$12,305
Baytown	\$216,066	Marble Falls	\$37,039
Bayview	\$41	Marfa	\$65
Beach City	\$12,505	Marietta	\$338
Bear Creek	\$906	Marion	\$275
Beasley	\$130	Marion County	\$54,728
Beaumont	\$683,010	Marlin	\$21,634
Beckville	\$1,247	Marquez	\$1,322
Bedford	\$94,314	Marshall	\$108,371
Bedias	\$3,475	Mart	\$928
Bee Cave	\$12,863	Martin County	\$10,862
Bee County	\$97,844	Martindale	\$2,437
Beeville	\$24,027	Mason	\$777
Bell County	\$650,748	Mason County	\$3,134
Bellaire	\$41,264	Matador	\$1,203
Bellevue	\$56	Matagorda County	\$135,239
Bellmead	\$14,487	Mathis	\$15,720
Bells	\$1,891	Maud	\$423
Bellville	\$7,488	Maverick County	\$115,919
Belton	\$72,680	Maypearl	\$986
Benavides	\$152	McAllen	\$364,424
Benbrook	\$43,919	McCamey	\$542
Benjamin	\$951	McGregor	\$9,155
Berryville	\$14,379	McKinney	\$450,383
Bertram	\$182	McLean	\$14
Beverly Hills	\$4,336	McLendon-Chisholm	\$411
Bevil Oaks	\$549	Mcculloch County	\$20,021
Bexar County	\$7,007,152	Mclennan County	\$529,641
Big Lake	\$547	Mcmullen County	\$1,000
Big Sandy	\$4,579	Meadow	\$1,121

Big Spring	\$189,928	Meadowlakes	\$905
Big Wells	\$236	Meadows Place	\$18,148
Bishop	\$8,213	Medina County	\$48,355
Bishop Hills	\$323	Megargel	\$611
Blackwell	\$31	Melissa	\$15,381
Blanco	\$6,191	Melvin	\$345
Blanco County	\$49,223	Memphis	\$7,203
Blanket	\$147	Menard	\$991
Bloomburg	\$1,010	Menard County	\$14,717
Blooming Grove	\$352	Mercedes	\$21,441
Blossom	\$198	Meridian	\$3,546
Blue Mound	\$2,888	Merkel	\$10,117
Blue Ridge	\$1,345	Mertens	\$239
Blum	\$1,622	Mertzon	\$29
Boerne	\$45,576	Mesquite	\$310,709
Bogata	\$3,649	Mexia	\$21,096
Bonham	\$100,909	Miami	\$455
Bonney	\$2,510	Midland County	\$279,927
Booker	\$1,036	Midland	\$521,849
Borden County	\$1,000	Midlothian	\$95,799
Borger	\$69,680	Midway	\$78
Bosque County	\$71,073	Milam County	\$97,386
Bovina	\$173	Milano	\$904
Bowie	\$83,620	Mildred	\$286
Bowie County	\$233,190	Miles	\$93
Boyd	\$6,953	Milford	\$6,177
Brackettville	\$8	Miller's Cove	\$97
Brady	\$27,480	Millican	\$417
Brazoria	\$11,537	Mills County	\$19,931
Brazoria County	\$1,021,090	Millsap	\$34
Brazos Bend	\$462	Mineola	\$48,719
Brazos Country	\$902	Mineral Wells	\$92,061
Brazos County	\$342,087	Mingus	\$189
Breckenridge	\$23,976	Mission	\$124,768
Bremond	\$5,554	Missouri City	\$209,633
Brenham	\$54,750	Mitchell County	\$20,850
Brewster County	\$60,087	Mobeetie	\$52
Briarcliff	\$572	Mobile City	\$2,034
Briaroaks	\$57	Monahans	\$5,849
Bridge City	\$80,756	Mont Belvieu	\$19,669

Bridgeport	\$33,301	Montague County	\$94,796
Briscoe County	\$977	Montgomery	\$1,884
Broaddus	\$31	Montgomery County	\$2,700,911
Bronte	\$99	Moody	\$828
Brooks County	\$20,710	Moore County	\$40,627
Brookshire	\$6,406	Moore Station	\$772
Brookside Village	\$1,110	Moran	\$50
Brown County	\$193,417	Morgan	\$605
Browndell	\$152	Morgan's Point	\$3,105
Brownfield	\$14,452	Morgan's Point Resort	\$8,024
Brownsboro	\$3,176	Morris County	\$53,328
Brownsville	\$425,057	Morton	\$167
Brownwood	\$166,572	Motley County	\$3,344
Bruceville-Eddy	\$1,692	Moulton	\$999
Bryan	\$246,897	Mount Calm	\$605
Bryson	\$1,228	Mount Enterprise	\$1,832
Buckholts	\$1,113	Mount Pleasant	\$65,684
Buda	\$10,784	Mount Vernon	\$6,049
Buffalo	\$11,866	Mountain City	\$1,548
Buffalo Gap	\$88	Muenster	\$4,656
Buffalo Springs	\$188	Muleshoe	\$4,910
Bullard	\$7,487	Mullin	\$384
Bulverde	\$14,436	Munday	\$2,047
Bunker Hill Village	\$472	Murchison	\$2,302
Burkburnett	\$37,844	Murphy	\$51,893
Burke	\$1,114	Mustang	\$7
Burleson County	\$70,244	Mustang Ridge	\$2,462
Burleson	\$151,779	Nacogdoches	\$205,992
Burnet	\$33,345	Nacogdoches County	\$198,583
Burnet County	\$189,829	Naples	\$4,224
Burton	\$937	Nash	\$7,999
Byers	\$77	Nassau Bay	\$11,247
Bynum	\$380	Natalia	\$625
Cactus	\$4,779	Navarro	\$334
Caddo Mills	\$43	Navarro County	\$103,513
Caldwell	\$18,245	Navasota	\$37,676
Caldwell County	\$86,413	Nazareth	\$124
Calhoun County	\$127,926	Nederland	\$44,585
Callahan County	\$12,894	Needville	\$10,341
Callisburg	\$101	Nevada	\$237

Calvert	\$772	New Berlin	\$4
Cameron	\$11,091	New Boston	\$6,953
Cameron County	\$537,026	New Braunfels	\$307,313
Camp County	\$28,851	New Chapel Hill	\$288
Camp Wood	\$422	New Deal	\$338
Campbell	\$1,116	New Fairview	\$2,334
Canadian	\$1,090	New Home	\$9
Caney City	\$2,005	New Hope	\$1,024
Canton	\$56,734	New London	\$4,129
Canyon	\$26,251	New Summerfield	\$442
Carbon	\$620	New Waverly	\$2,562
Carl's Corner	\$48	Newark	\$520
Carmine	\$385	Newcastle	\$914
Carrizo Springs	\$1,671	Newton	\$6,102
Carrollton	\$310,255	Newton County	\$158,006
Carson County	\$29,493	Neylandville	\$163
Carthage	\$18,927	Niederwald	\$16
Cashion Community	\$322	Nixon	\$2,283
Cass County	\$93,155	Nocona	\$16,536
Castle Hills	\$12,780	Nolan County	\$50,262
Castro County	\$4,420	Nolanville	\$4,247
Castroville	\$4,525	Nome	\$391
Cedar Hill	\$70,127	Noonday	\$226
Cedar Park	\$185,567	Nordheim	\$697
Celeste	\$1,280	Normangee	\$6,192
Celina	\$18,283	North Cleveland	\$105
Center	\$58,838	North Richland Hills	\$146,419
Centerville	\$385	Northlake	\$8,905
Chambers County	\$153,188	Novice	\$76
Chandler	\$17,364	Nueces County	\$1,367,932
Channing	\$2	O'Brien	\$76
Charlotte	\$4,257	O'Donnell	\$27
Cherokee County	\$156,612	Oak Grove	\$2,769
Chester	\$1,174	Oak Leaf	\$612
Chico	\$2,928	Oak Point	\$9,011
Childress	\$37,916	Oak Ridge	\$358
Childress County	\$50,582	Oak Ridge North	\$33,512
Chillicothe	\$172	Oak Valley	\$7
China	\$522	Oakwood	\$148
China Grove	\$598	Ochiltree County	\$15,476

Chireno	\$1,568	Odem	\$7,420
Christine	\$354	Odessa	\$559,163
Cibolo	\$13,690	Oglesby	\$29
Cisco	\$7,218	Old River-Winfree	\$21,653
Clarendon	\$114	Oldham County	\$10,318
Clarksville	\$20,891	Olmos Park	\$9,801
Clarksville City	\$54	Olney	\$6,088
Claude	\$26	Olton	\$1,197
Clay County	\$72,050	Omaha	\$4,185
Clear Lake Shores	\$6,682	Onalaska	\$31,654
Cleburne	\$228,184	Opdyke West	\$479
Cleveland	\$96,897	Orange	\$311,339
Clifton	\$9,939	Orange County	\$689,818
Clint	\$375	Orange Grove	\$1,677
Clute	\$51,350	Orchard	\$867
Clyde	\$17,287	Ore City	\$6,806
Coahoma	\$2,291	Overton	\$7,900
Cochran County	\$3,389	Ovilla	\$13,391
Cockrell Hill	\$512	Oyster Creek	\$9,633
Coffee City	\$1,087	Paducah	\$125
Coke County	\$5,522	Paint Rock	\$141
Coldspring	\$447	Palacios	\$14,036
Coleman	\$5,442	Palestine	\$178,009
Coleman County	\$4,164	Palisades	\$240
College Station	\$258,147	Palm Valley	\$1,918
Colleyville	\$46,049	Palmer	\$12,666
Collin County	\$1,266,721	Palmhurst	\$4,660
Collingsworth County	\$19,234	Palmview	\$7,577
Collinsville	\$1,831	Palo Pinto County	\$124,621
Colmesneil	\$2,211	Pampa	\$67,227
Colorado City	\$8,405	Panhandle	\$9,536
Colorado County	\$49,084	Panola County	\$80,699
Columbus	\$6,867	Panorama Village	\$1,292
Comal County	\$396,142	Pantego	\$12,898
Comanche	\$16,503	Paradise	\$52
Comanche County	\$50,964	Paris	\$201,180
Combes	\$1,710	Parker	\$10,307
Combine	\$1,892	Parker County	\$476,254
Commerce	\$33,869	Parmer County	\$15,866
Como	\$415	Pasadena	\$356,536

Concho County	\$3,859	Pattison	\$1,148
Conroe	\$466,671	Patton Village	\$9,268
Converse	\$27,693	Payne Springs	\$1,770
Cooke County	\$200,451	Pearland	\$333,752
Cool	\$731	Pearsall	\$11,570
Coolidge	\$243	Pecan Gap	\$719
Cooper	\$362	Pecan Hill	\$229
Coppell	\$86,593	Pecos	\$7,622
Copper Canyon	\$489	Pecos County	\$46,997
Copperas Cove	\$133,492	Pelican Bay	\$1,199
Corinth	\$75,298	Penelope	\$415
Corpus Christi	\$1,812,707	Penitas	\$312
Corral City	\$143	Perryton	\$23,364
Corrigan	\$21,318	Petersburg	\$1,691
Corsicana	\$87,310	Petrolia	\$17
Coryell County	\$123,659	Petronila	\$5
Cottle County	\$875	Pflugerville	\$86,408
Cottonwood	\$289	Pharr	\$144,721
Cottonwood Shores	\$1,203	Pilot Point	\$11,613
Cotulla	\$1,251	Pine Forest	\$3,894
Coupland	\$266	Pine Island	\$3,141
Cove	\$387	Pinehurst	\$32,671
Covington	\$519	Pineland	\$4,138
Coyote Flats	\$1,472	Piney Point Village	\$15,738
Crandall	\$12,094	Pittsburg	\$20,526
Crane	\$10,599	Plains	\$129
Crane County	\$26,146	Plainview	\$60,298
Cranfills Gap	\$128	Plano	\$1,151,608
Crawford	\$383	Pleak	\$270
Creedmoor	\$16	Pleasant Valley	\$308
Cresson	\$1,086	Pleasanton	\$29,011
Crockett	\$23,403	Plum Grove	\$258
Crockett County	\$18,210	Point	\$1,519
Crosby County	\$18,388	Point Blank	\$355
Crosbyton	\$1,498	Point Comfort	\$447
Cross Plains	\$4,877	Point Venture	\$588
Cross Roads	\$244	Polk County	\$370,831
Cross Timber	\$542	Ponder	\$1,282
Crowell	\$6,335	Port Aransas	\$31,022
Crowley	\$22,345	Port Arthur	\$367,945

Crystal City	\$19,412	Port Isabel	\$9,802
Cuero	\$24,689	Port Lavaca	\$11,752
Culberson County	\$789	Port Neches	\$38,849
Cumby	\$5,320	Portland	\$76,517
Cuney	\$606	Post	\$2,332
Cushing	\$1,120	Post Oak Bend City	\$1,034
Cut and Shoot	\$2,141	Poteet	\$6,767
DISH	\$19	Poth	\$3,974
Daingerfield	\$12,476	Potter County	\$371,701
Daisetta	\$5,370	Pottsboro	\$12,302
Dalhart	\$11,609	Powell	\$110
Dallam County	\$21,686	Poynor	\$1,180
Dallas County	\$8,538,291	Prairie View	\$7,600
Dallas	\$2,999,902	Premont	\$3,321
Dalworthington Gardens	\$6,060	Presidio	\$148
Danbury	\$4,231	Presidio County	\$787
Darrouzett	\$101	Primera	\$2,958
Dawson	\$600	Princeton	\$19,245
Dawson County	\$46,911	Progreso	\$8,072
Dayton	\$47,122	Progreso Lakes	\$39
Dayton Lakes	\$38	Prosper	\$22,770
De Kalb	\$1,035	Providence Village	\$508
De Leon	\$8,218	Putnam	\$14
De Witt County	\$68,895	Pyote	\$22
DeCordova	\$13,778	Quanah	\$207
DeSoto	\$72,400	Queen City	\$4,837
Deaf Smith County	\$34,532	Quinlan	\$7,304
Dean	\$141	Quintana	\$492
Decatur	\$56,669	Quitaque	\$8
Deer Park	\$49,388	Quitman	\$15,619
Del Rio	\$59,056	Rains County	\$53,190
Dell City	\$15	Ralls	\$3,967
Delta County	\$30,584	Rancho Viejo	\$3,836
Denison	\$210,426	Randall County	\$278,126
Denton	\$458,334	Ranger	\$12,186
Denton County	\$1,132,298	Rankin	\$1,613
Denver City	\$2,104	Ransom Canyon	\$930
Deport	\$42	Ravenna	\$685
Detroit	\$965	Raymondville	\$7,466
Devers	\$191	Reagan County	\$25,215

Devine	\$4,354	Real County	\$5,073
Diboll	\$25,533	Red Lick	\$23
Dickens	\$71	Red Oak	\$26,843
Dickens County	\$1,873	Red River County	\$29,306
Dickinson	\$83,683	Redwater	\$1,058
Dilley	\$2,633	Reeves County	\$103,350
Dimmit County	\$33,294	Refugio	\$8,839
Dimmitt	\$1,012	Refugio County	\$46,216
Dodd City	\$1,211	Reklaw	\$1,136
Dodson	\$447	Reno	\$3,791
Domino	\$196	Reno	\$11,164
Donley County	\$22,370	Retreat	\$52
Donna	\$13,798	Rhome	\$12,285
Dorchester	\$231	Rice	\$1,972
Double Oak	\$4,765	Richardson	\$260,315
Douglassville	\$574	Richland	\$210
Dripping Springs	\$811	Richland Hills	\$24,438
Driscoll	\$39	Richland Springs	\$2,234
Dublin	\$14,478	Richmond	\$77,606
Dumas	\$26,229	Richwood	\$12,112
Duncanville	\$58,328	Riesel	\$1,118
Duval County	\$49,109	Rio Bravo	\$8,548
Eagle Lake	\$4,882	Rio Grande City	\$25,947
Eagle Pass	\$56,005	Rio Hondo	\$3,550
Early	\$14,838	Rio Vista	\$4,419
Earth	\$242	Rising Star	\$1,933
East Bernard	\$5,554	River Oaks	\$11,917
East Mountain	\$2,494	Riverside	\$858
East Tawakoni	\$2,723	Roanoke	\$275
Eastland	\$15,896	Roaring Springs	\$461
Eastland County	\$52,275	Robert Lee	\$85
Easton	\$329	Roberts County	\$547
Ector	\$1,108	Robertson County	\$44,642
Ector County	\$480,000	Robinson	\$18,002
Edcouch	\$4,101	Robstown	\$40,154
Eden	\$497	Roby	\$428
Edgecliff Village	\$2,232	Rochester	\$674
Edgewood	\$13,154	Rockdale	\$20,973
Edinburg	\$120,884	Rockport	\$54,253
Edmonson	\$136	Rocksprings	\$25

Edna	\$18,194	Rockwall	\$114,308
Edom	\$2,149	Rockwall County	\$168,820
Edwards County	\$975	Rocky Mound	\$280
El Campo	\$31,700	Rogers	\$3,818
El Cenizo	\$621	Rollingwood	\$4,754
El Lago	\$5,604	Roma	\$16,629
El Paso	\$1,224,371	Roman Forest	\$8,610
El Paso County	\$2,592,121	Ropesville	\$2,122
Eldorado	\$50	Roscoe	\$778
Electra	\$15,716	Rose City	\$4,012
Elgin	\$26,284	Rose Hill Acres	\$2,311
Elkhart	\$301	Rosebud	\$1,489
Ellis County	\$315,372	Rosenberg	\$126,593
Elmendorf	\$746	Ross	\$147
Elsa	\$7,720	Rosser	\$549
Emhouse	\$83	Rotan	\$1,493
Emory	\$3,878	Round Mountain	\$454
Enchanted Oaks	\$1,299	Round Rock	\$475,992
Encinal	\$1,515	Round Top	\$140
Ennis	\$81,839	Rowlett	\$99,963
Erath County	\$102,616	Roxton	\$47
Escobares	\$40	Royse City	\$23,494
Estelline	\$909	Rule	\$800
Eules	\$92,824	Runaway Bay	\$6,931
Eureka	\$334	Runge	\$255
Eustace	\$2,089	Runnels County	\$33,831
Evant	\$2,068	Rusk	\$17,991
Everman	\$7,692	Rusk County	\$151,390
Fair Oaks Ranch	\$8,077	Sabinal	\$1,811
Fairchilds	\$81	Sabine County	\$46,479
Fairfield	\$1,245	Sachse	\$23,400
Fairview	\$32,245	Sadler	\$925
Falfurrias	\$2,221	Saginaw	\$31,973
Falls City	\$41	Salado	\$3,210
Falls County	\$34,522	San Angelo	\$536,509
Fannin County	\$131,653	San Antonio	\$4,365,416
Farmers Branch	\$94,532	San Augustine	\$25,182
Farmersville	\$10,532	San Augustine County	\$37,854
Farwell	\$343	San Benito	\$40,015
Fate	\$3,473	San Diego	\$11,771

Fayette County	\$92,440	San Elizario	\$7,831
Fayetteville	\$391	San Felipe	\$1,498
Ferris	\$13,873	San Jacinto County	\$197,398
Fisher County	\$5,518	San Juan	\$28,845
Flatonia	\$5,661	San Leanna	\$36
Florence	\$3,949	San Marcos	\$325,688
Floresville	\$21,699	San Patricio	\$4,213
Flower Mound	\$215,256	San Patricio County	\$271,916
Floyd County	\$9,049	San Perlita	\$2,219
Floydada	\$6,357	San Saba	\$10,057
Foard County	\$5,764	San Saba County	\$17,562
Follett	\$212	Sanctuary	\$17
Forest Hill	\$26,132	Sandy Oaks	\$9,863
Forney	\$80,112	Sandy Point	\$1,637
Forsan	\$576	Sanford	\$308
Fort Bend County	\$1,506,719	Sanger	\$22,237
Fort Stockton	\$4,411	Sansom Park	\$223
Fort Worth	\$2,120,790	Santa Anna	\$329
Franklin	\$3,931	Santa Clara	\$87
Franklin County	\$25,783	Santa Fe	\$33,272
Frankston	\$274	Santa Rosa	\$2,138
Fredericksburg	\$56,486	Savoy	\$2,349
Freeport	\$72,973	Schertz	\$60,110
Freer	\$3,271	Schleicher County	\$5,695
Freestone County	\$50,495	Schulenburg	\$2,560
Friendswood	\$140,330	Scotland	\$148
Frio County	\$19,954	Scottsville	\$708
Friona	\$2,848	Scurry	\$1,110
Frisco	\$405,309	Scurry County	\$73,116
Fritch	\$4,548	Seabrook	\$30,270
Frost	\$321	Seadrift	\$991
Fruitvale	\$2,344	Seagoville	\$17,106
Fulshear	\$5,272	Seagraves	\$7,531
Fulton	\$1,602	Sealy	\$20,637
Gaines County	\$54,347	Seguin	\$376,538
Gainesville	\$153,980	Selma	\$22,429
Galena Park	\$13,093	Seminole	\$16,092
Gallatin	\$1,253	Seven Oaks	\$3,917
Galveston	\$488,187	Seven Points	\$7,452
Galveston County	\$1,124,093	Seymour	\$14,218

Ganado	\$5,510	Shackelford County	\$1,288
Garden Ridge	\$11,351	Shady Shores	\$594
Garland	\$420,244	Shallowater	\$1,907
Garrett	\$2,510	Shamrock	\$4,328
Garrison	\$3,555	Shavano Park	\$3,178
Gary City	\$450	Shelby County	\$109,925
Garza County	\$8,944	Shenandoah	\$47,122
Gatesville	\$26,994	Shepherd	\$147
George West	\$6,207	Sherman	\$330,585
Georgetown	\$225,896	Sherman County	\$7,930
Gholson	\$1,505	Shiner	\$4,042
Giddings	\$12,674	Shoreacres	\$958
Gillespie County	\$63,191	Silsbee	\$66,442
Gilmer	\$33,951	Silverton	\$14
Gladewater	\$24,638	Simonton	\$1,906
Glasscock County	\$1,000	Sinton	\$23,658
Glen Rose	\$540	Skellytown	\$400
Glenn Heights	\$16,593	Slaton	\$154
Godley	\$3,115	Smiley	\$655
Goldsmith	\$677	Smith County	\$758,961
Goldthwaite	\$1,225	Smithville	\$17,009
Goliad	\$3,563	Smyer	\$300
Goliad County	\$34,660	Snook	\$1,422
Golinda	\$100	Snyder	\$9,018
Gonzales	\$14,882	Socorro	\$11,125
Gonzales County	\$33,230	Somerset	\$1,527
Goodlow	\$221	Somervell County	\$57,076
Goodrich	\$9,643	Somerville	\$3,806
Gordon	\$365	Sonora	\$7,337
Goree	\$749	Sour Lake	\$17,856
Gorman	\$3,107	South Houston	\$25,620
Graford	\$23	South Mountain	\$154
Graham	\$235,428	South Padre Island	\$30,629
Granbury	\$71,735	Southlake	\$70,846
Grand Prairie	\$445,439	Southmayd	\$7,096
Grand Saline	\$36,413	Southside Place	\$885
Grandfalls	\$65	Spearman	\$14,000
Grandview	\$6,600	Splendora	\$7,756
Granger	\$2,741	Spofford	\$7
Granite Shoals	\$11,834	Spring Valley Village	\$16,404

Granjeno	\$43	Springlake	\$3
Grapeland	\$7,287	Springtown	\$14,244
Grapevine	\$129,195	Spur	\$427
Gray County	\$65,884	St. Hedwig	\$111
Grays Prairie	\$17	St. Jo	\$7,360
Grayson County	\$539,083	St. Paul	\$21
Greenville	\$203,112	Stafford	\$75,145
Gregg County	\$243,744	Stagecoach	\$3,036
Gregory	\$4,697	Stamford	\$398
Grey Forest	\$474	Stanton	\$3,838
Grimes County	\$94,878	Staples	\$19
Groesbeck	\$5,745	Star Harbor	\$151
Groom	\$965	Starr County	\$99,896
Groves	\$40,752	Stephens County	\$35,244
Groveton	\$8,827	Stephenville	\$83,472
Gruver	\$1,166	Sterling City	\$62
Guadalupe County	\$146,824	Sterling County	\$939
Gun Barrel City	\$36,302	Stinnett	\$4,097
Gunter	\$4,609	Stockdale	\$741
Gustine	\$34	Stonewall County	\$1,822
Hackberry	\$94	Stratford	\$8,378
Hale Center	\$6,042	Strawn	\$987
Hale County	\$79,150	Streetman	\$5
Hall County	\$8,933	Sudan	\$32
Hallettsville	\$6,895	Sugar Land	\$321,561
Hallsburg	\$272	Sullivan City	\$6,121
Hallsville	\$10,239	Sulphur Springs	\$124,603
Haltom City	\$71,800	Sun Valley	\$4
Hamilton	\$3,581	Sundown	\$2,592
Hamilton County	\$66,357	Sunnyvale	\$3,248
Hamlin	\$4,656	Sunray	\$2,571
Hansford County	\$16,416	Sunrise Beach Village	\$2,083
Happy	\$327	Sunset Valley	\$9,425
Hardeman County	\$15,219	Surfside Beach	\$6,530
Hardin	\$100	Sutton County	\$6,541
Hardin County	\$379,800	Sweeny	\$4,503
Harker Heights	\$113,681	Sweetwater	\$68,248
Harlingen	\$165,429	Swisher County	\$7,251
Harris County	\$14,966,202	Taft	\$5,861
Harrison County	\$185,910	Tahoka	\$430

Hart	\$86	Talco	\$372
Hartley County	\$786	Talty	\$9,124
Haskell	\$10,829	Tarrant County	\$6,171,159
Haskell County	\$22,011	Tatum	\$972
Haslet	\$1,908	Taylor	\$57,945
Hawk Cove	\$674	Taylor County	\$351,078
Hawkins	\$7,932	Taylor Lake Village	\$412
Hawley	\$931	Taylor Landing	\$153
Hays	\$506	Teague	\$1,714
Hays County	\$529,489	Tehuacana	\$12
Hearne	\$16,824	Temple	\$280,747
Heath	\$28,751	Tenaha	\$4,718
Hebron	\$687	Terrell	\$148,706
Hedley	\$70	Terrell County	\$5,737
Hedwig Village	\$13,067	Terrell Hills	\$9,858
Helotes	\$15,790	Terry County	\$25,423
Hemphill	\$8,035	Texarkana	\$192,094
Hemphill County	\$14,394	Texas City	\$298,702
Hempstead	\$21,240	Texhoma	\$156
Henderson	\$59,966	Texline	\$865
Henderson County	\$327,965	The Colony	\$114,297
Henrietta	\$2,720	The Hills	\$1,004
Hereford	\$20,423	Thompsons	\$1,897
Hewitt	\$19,776	Thorndale	\$1,595
Hickory Creek	\$16,510	Thornton	\$270
Hico	\$5,534	Thorntonville	\$87
Hidalgo	\$26,621	Thrall	\$825
Hidalgo County	\$1,253,103	Three Rivers	\$4,669
Hideaway	\$922	Throckmorton	\$29
Higgins	\$43	Throckmorton County	\$5,695
Highland Haven	\$320	Tiki Island	\$2,178
Highland Park	\$43,383	Timbercreek Canyon	\$369
Highland Village	\$50,315	Timpson	\$12,642
Hill Country Village	\$6,485	Tioga	\$2,390
Hill County	\$127,477	Tira	\$185
Hillcrest	\$5,345	Titus County	\$70,611
Hillsboro	\$46,609	Toco	\$4
Hilshire Village	\$859	Todd Mission	\$1,680
Hitchcock	\$28,796	Tolar	\$2,369
Hockley County	\$46,407	Tom Bean	\$2,293

Holiday Lakes	\$1,795	Tom Green County	\$282,427
Holland	\$77	Tomball	\$34,620
Holliday	\$5,910	Tool	\$14,787
Hollywood Park	\$9,424	Toyah	\$40
Hondo	\$115,288	Travis County	\$4,703,473
Honey Grove	\$7,196	Trent	\$63
Hood County	\$292,105	Trenton	\$3,089
Hooks	\$2,702	Trinidad	\$5,859
Hopkins County	\$149,518	Trinity	\$23,652
Horizon City	\$7,520	Trinity County	\$105,766
Horseshoe Bay	\$48,173	Trophy Club	\$29,370
Houston County	\$78,648	Troup	\$7,918
Houston	\$7,021,793	Troy	\$5,320
Howard County	\$89,330	Tulia	\$8,911
Howardwick	\$84	Turkey	\$737
Howe	\$9,177	Tuscola	\$138
Hubbard	\$3,635	Tye	\$1,766
Hudson	\$6,840	Tyler	\$723,829
Hudson Oaks	\$15,637	Tyler County	\$131,743
Hudspeth County	\$985	Uhland	\$1,545
Hughes Springs	\$4,442	Uncertain	\$185
Humble	\$73,952	Union Grove	\$994
Hunt County	\$309,851	Union Valley	\$666
Hunters Creek Village	\$14,708	Universal City	\$28,428
Huntington	\$8,792	University Park	\$50,833
Huntsville	\$80,373	Upshur County	\$128,300
Hurst	\$99,187	Upton County	\$8,499
Hutchins	\$9,551	Uvalde	\$18,439
Hutchinson County	\$74,630	Uvalde County	\$36,244
Hutto	\$38,346	Val Verde County	\$117,815
Huxley	\$738	Valentine	\$207
Idalou	\$1,999	Valley Mills	\$2,228
Impact	\$8	Valley View	\$1,824
Indian Lake	\$473	Van	\$6,206
Industry	\$604	Van Alstyne	\$43,749
Ingleside on the Bay	\$142	Van Horn	\$211
Ingleside	\$40,487	Van Zandt County	\$248,747
Ingram	\$5,243	Vega	\$974
Iola	\$3,164	Venus	\$9,792
Iowa Colony	\$4,090	Vernon	\$81,337

Iowa Park	\$23,487	Victoria	\$84,598
Iraan	\$56	Victoria County	\$520,886
Iredell	\$216	Vidor	\$95,620
Irion County	\$9,105	Vinton	\$622
Irving	\$427,818	Volente	\$333
Italy	\$5,349	Von Ormy	\$513
Itasca	\$8,694	Waco	\$512,007
Ivanhoe	\$26	Waelder	\$3,427
Jacinto City	\$14,141	Wake Village	\$174
Jack County	\$14,799	Walker County	\$184,624
Jacksboro	\$23,254	Waller County	\$126,206
Jackson County	\$37,984	Waller	\$11,295
Jacksonville	\$80,179	Wallis	\$2,698
Jamaica Beach	\$4,913	Walnut Springs	\$183
Jarrell	\$2,423	Ward County	\$67,920
Jasper	\$78,422	Warren City	\$66
Jasper County	\$248,855	Washington County	\$83,727
Jayton	\$63	Waskom	\$5,346
Jeff Davis County	\$8,500	Watauga	\$33,216
Jefferson	\$11,194	Waxahachie	\$152,094
Jefferson County	\$756,614	Weatherford	\$207,872
Jersey Village	\$36,347	Webb County	\$505,304
Jewett	\$9,338	Webberville	\$1,280
Jim Hogg County	\$12,718	Webster	\$53,202
Jim Wells County	\$166,539	Weimar	\$5,830
Joaquin	\$810	Weinert	\$234
Johnson City	\$3,581	Weir	\$443
Johnson County	\$408,692	Wellington	\$9,111
Jolly	\$26	Wellman	\$383
Jones County	\$22,001	Wells	\$1,357
Jones Creek	\$5,078	Weslaco	\$73,949
Jonestown	\$6,419	West	\$3,522
Josephine	\$881	West Columbia	\$17,958
Joshua	\$20,619	West Lake Hills	\$17,056
Jourdanton	\$9,600	West Orange	\$42,452
Junction	\$4,825	West Tawakoni	\$6,995
Justin	\$8,575	West University Place	\$34,672
Karnes City	\$11,632	Westbrook	\$43
Karnes County	\$35,249	Westlake	\$41,540
Katy	\$52,467	Weston	\$266

Kaufman	\$27,607	Weston Lakes	\$189
Kaufman County	\$353,047	Westover Hills	\$4,509
Keene	\$38,296	Westworth Village	\$7,842
Keller	\$79,189	Wharton	\$31,700
Kemah	\$28,325	Wharton County	\$72,887
Kemp	\$6,419	Wheeler	\$447
Kempner	\$330	Wheeler County	\$26,273
Kendall County	\$100,643	White Deer	\$1,273
Kendleton	\$13	White Oak	\$15,305
Kenedy	\$676	White Settlement	\$23,304
Kenedy County	\$1,000	Whiteface	\$155
Kenefick	\$416	Whitehouse	\$29,017
Kennard	\$132	Whitesboro	\$18,932
Kennedale	\$21,024	Whitewright	\$7,098
Kent County	\$939	Whitney	\$73
Kerens	\$1,924	Wichita County	\$552,371
Kermit	\$5,652	Wichita Falls	\$832,574
Kerr County	\$218,452	Wickett	\$87
Kerrville	\$190,357	Wilbarger County	\$55,124
Kilgore	\$105,583	Willacy County	\$24,581
Killeen	\$535,650	Williamson County	\$1,195,987
Kimble County	\$20,480	Willis	\$24,384
King County	\$1,000	Willow Park	\$26,737
Kingsville	\$20,083	Wills Point	\$43,765
Kinney County	\$2,142	Wilmer	\$426
Kirby	\$8,752	Wilson	\$12
Kirbyville	\$10,690	Wilson County	\$121,034
Kirvin	\$2	Wimberley	\$724
Kleberg County	\$124,109	Windcrest	\$12,908
Knollwood	\$1,160	Windom	\$1,087
Knox City	\$1,962	Windthorst	\$3,385
Knox County	\$11,730	Winfield	\$290
Kosse	\$2,468	Wink	\$120
Kountze	\$19,716	Winkler County	\$61,163
Kress	\$186	Winnssboro	\$28,791
Krugerville	\$1,508	Winona	\$319
Krum	\$9,661	Winters	\$6,229
Kurten	\$686	Wise County	\$289,074
Kyle	\$51,835	Wixon Valley	\$441
La Feria	\$10,381	Wolfe City	\$5,466

La Grange	\$9,623	Wolfforth	\$4,022
La Grulla	\$1,708	Wood County	\$267,048
La Joya	\$8,457	Woodbranch	\$9,617
La Marque	\$98,930	Woodcreek	\$358
La Porte	\$91,532	Woodloch	\$1,012
La Salle County	\$14,975	Woodsboro	\$1,130
La Vernia	\$3,217	Woodson	\$122
La Villa	\$572	Woodville	\$20,340
La Ward	\$321	Woodway	\$25,713
LaCoste	\$159	Wortham	\$376
Lacy-Lakeview	\$11,599	Wylie	\$114,708
Ladonia	\$2,011	Yantis	\$2,072
Lago Vista	\$13,768	Yoakum County	\$34,924
Laguna Vista	\$3,689	Yoakum	\$20,210
Lake Bridgeport	\$232	Yorktown	\$5,447
Lake City	\$2,918	Young County	\$44,120
Lake Dallas	\$25,314	Zapata County	\$56,480
Lake Jackson	\$75,781	Zavala County	\$38,147
Lake Tanglewood	\$613	Zavalla	\$1,088
Lake Worth	\$20,051		

EXHIBIT C

Exhibit C: TX Opioid Council & Health Care Region Allocations plus Administrative Costs
70% of Total (\$700 million)

Health Care Region Allocation*: \$693 million; Administrative Costs: \$7 million		
Region	Counties in Health Care Region	Allocation
1	Anderson, Bowie, Camp, Cass, Cherokee, Delta, Fannin, Franklin, Freestone, Gregg, Harrison, Henderson, Hopkins, Houston, Hunt, Lamar, Marion, Morris, Panola, Rains, Red, River, Rusk, Smith, Titus, Trinity, Upshur, Van, Zandt, Wood	\$38,223,336
2	Angelina, Brazoria, Galveston, Hardin, Jasper, Jefferson, Liberty, Nacogdoches, Newton, Orange, Polk, Sabine, San Augustine, San Jacinto, Shelby, Tyler	\$54,149,215
3	Austin, Calhoun, Chambers, Colorado, Fort Bend, Harris, Matagorda, Waller, Wharton	\$120,965,680
4	Aransas, Bee, Brooks, De Witt, Duval, Goliad, Gonzales, Jackson, Jim Wells, Karnes, Kenedy, Kleberg, Lavaca, Live Oak, Nueces, Refugio, San Patricio, Victoria	\$27,047,477
5	Cameron, Hidalgo, Starr, Willacy	\$17,619,875
6	Atascosa, Bandera, Bexar, Comal, Dimmit, Edwards, Frio, Gillespie, Guadalupe, Kendall, Kerr, Kinney, La Salle, McMullen, Medina, Real, Uvalde, Val Verde, Wilson, Zavala	\$68,228,047
7	Bastrop, Caldwell, Fayette, Hays, Lee, Travis	\$50,489,691
8	Bell, Blanco, Burnet, Lampasas, Llano, Milam, Mills, San Saba, Williamson	\$24,220,521
9	Dallas, Kaufman	\$66,492,094
10	Ellis, Erath, Hood, Johnson, Navarro, Parker, Somervell, Tarrant, Wise	\$65,538,414
11	Brown, Callahan, Comanche, Eastland, Fisher, Haskell, Jones, Knox, Mitchell, Nolan, Palo Pinto, Shackelford, Stephens, Stonewall, Taylor	\$9,509,818
12	Armstrong, Bailey, Borden, Briscoe, Carson, Castro, Childress, Cochran, Collingsworth, Cottle, Crosby, Dallam, Dawson, Deaf Smith, Dickens, Donley, Floyd, Gaines, Garza, Gray, Hale, Hall, Hansford, Hartley, Hemphill, Hockley, Hutchinson, Kent, King, Lamb, Lipscomb, Lubbock, Lynn, Moore, Motley, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts, Scurry, Sherman, Swisher, Terry, Wheeler, Yoakum	\$23,498,027
13	Coke, Coleman, Concho, Crockett, Irion, Kimble, Mason, McCulloch, Menard, Pecos, Reagan, Runnels, Schleicher, Sterling, Sutton, Terrell, Tom Green	\$5,195,605
14	Andrews, Brewster, Crane, Culberson, Ector, Glasscock, Howard, Jeff Davis, Loving, Martin, Midland, Presidio, Reeves, Upton, Ward, Winkler	\$12,124,354
15	El Paso, Hudspeth	\$17,994,285
16	Bosque, Coryell, Falls, Hamilton, Hill, Limestone, McLennan	\$9,452,018
17	Brazos, Burleson, Grimes, Leon, Madison, Montgomery, Robertson, Walker, Washington	\$23,042,947
18	Collin, Denton, Grayson, Rockwall	\$39,787,684
19	Archer, Baylor, Clay, Cooke, Foard, Hardeman, Jack, Montague, Throckmorton, Wichita, Wilbarger, Young	\$12,665,268
20	Jim Hogg, Maverick, Webb, Zapata	\$6,755,656
	Administrative Costs	\$7,000,000

* Each Region shall reserve 25% of its allocation for Targeted Funds under the guidelines of Exhibit A.

Subdivision Settlement Participation Form

Governmental Entity: City of West Lake Hills	State: TX
Authorized Official: Mayor Linda Anthony	
Address 1: 911 Westlake Drive	
Address 2:	
City, State, Zip: West Lake Hills, TX 78746	
Phone: 512-327-3628	
Email: Mayor@westlakehills.gov	

The governmental entity identified above (“*Governmental Entity*”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated July 21, 2021 (“*Distributor Settlement*”), and acting through the undersigned authorized official, hereby elects to participate in the Distributor Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Distributor Settlement, understands that all terms in this Participation Form have the meanings defined therein, and agrees that by signing this Participation Form, the Governmental Entity elects to participate in the Distributor Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall, within 14 days of the Reference Date and prior to the filing of the Consent Judgment, secure the dismissal with prejudice of any Released Claims that it has filed.
3. The Governmental Entity agrees to the terms of the Distributor Settlement pertaining to Subdivisions as defined therein.
4. By agreeing to the terms of the Distributor Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Distributor Settlement solely for the purposes provided therein.
6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity’s state where the Consent Judgment is filed for purposes limited to that court’s role as provided in, and for resolving disputes to the extent provided in, the Distributor Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the Distributor Settlement.

7. The Governmental Entity has the right to enforce the Distributor Settlement as provided therein.
8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Distributor Settlement, including, but not limited to, all provisions of Part XI, and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Distributor Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Distributor Settlement shall be a complete bar to any Released Claim.
9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Distributor Settlement.
10. In connection with the releases provided for in the Distributor Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release, and that if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Distributor Settlement.

11. Nothing herein is intended to modify in any way the terms of the Distributor Settlement, to which Governmental Entity hereby agrees. To the extent this Participation Form is interpreted differently from the Distributor Settlement in any respect, the Distributor Settlement controls.

I have all necessary power and authorization to execute this Participation Form on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____

Settlement Participation Form

Governmental Entity: City of West Lake Hills	State: TX
Authorized Official: Mayor Linda Anthony	
Address 1: 911 Westlake Drive	
Address 2:	
City, State, Zip: West Lake Hills, TX 78746	
Phone: 512-327-3628	
Email: Mayor@westlakehills.gov	

The governmental entity identified above (“Governmental Entity”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated July 21, 2021 (“Janssen Settlement”), and acting through the undersigned authorized official, hereby elects to participate in the Janssen Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Janssen Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Janssen Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall, within 14 days of the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed.
3. The Governmental Entity agrees to the terms of the Janssen Settlement pertaining to Subdivisions as defined therein.
4. By agreeing to the terms of the Janssen Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Janssen Settlement solely for the purposes provided therein.
6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity’s state where the Consent Judgment is filed for purposes limited to that court’s role as provided in, and for resolving disputes to the extent provided in, the Janssen Settlement.
7. The Governmental Entity has the right to enforce the Janssen Settlement as provided therein.
8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Janssen Settlement, including but not limited to all provisions of

Section IV (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Janssen Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Janssen Settlement shall be a complete bar to any Released Claim.

9. In connection with the releases provided for in the Janssen Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Janssen Settlement.

10. Nothing herein is intended to modify in any way the terms of the Janssen Settlement, to which Governmental Entity hereby agrees. To the extent this Election and Release is interpreted differently from the Janssen Settlement in any respect, the Janssen Settlement controls.

I have all necessary power and authorization to execute this Election and Release on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____



**STR ORDINANCE AMENDMENTS
STAFF REPORT**

DECEMBER 8, 2021

Agenda Item: Ordinance: Discuss and consider action for Approval of an Ordinance of the City of West Lake Hills, Texas, authorizing the administrative approval of short-term rental permits; updating the fees for short-terms rental permits and renewals; providing for other related matters; and providing for the following: findings of fact; enactment; repealer; severability; penalty; codification; effective date; and proper notice & meeting.

Summary of Proposed Code Amendments:

Staff proposes to amend the Code of Ordinances to authorize the City Administrator to review and approve short-term rental permit applications that satisfy the requirements of the City Code.

The goal of these amendments is to expedite review and approval of short-term rental permits that comply with City Code. Currently, the Code authorizes the Board of Adjustment to issue a short-term rental permit after a public hearing if the BOA makes written findings that the short-term rental complies with the general and specific criteria of the City Code.

The proposed amendments authorize the City Administrator to review and approve STR applications that comply with the STR criteria. Permit denials may be appealed by the applicant to the BOA. The Code amendments require that notice be provided to property owners within 300 feet of a property for which a STR permit application has been filed. Additionally, the STR permit fees have been updated to \$500 for the initial issue, \$300 for renewals, and \$150 for renewal late fees.

Staff Recommendation:

Staff recommends approval of the proposed Code amendments.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WEST LAKE HILLS, TEXAS, AUTHORIZING THE ADMINISTRATIVE APPROVAL OF SHORT-TERM RENTAL PERMITS; UPDATING THE FEES FOR SHORT-TERMS RENTAL PERMITS AND RENEWALS; PROVIDING FOR OTHER RELATED MATTERS; AND PROVIDING FOR THE FOLLOWING: FINDINGS OF FACT; ENACTMENT; REPEALER; SEVERABILITY; PENALTY; CODIFICATION; EFFECTIVE DATE; AND PROPER NOTICE & MEETING.

WHEREAS, the City Council of the City of West Lake Hills (“City Council”) seeks to provide for the public health, safety, and welfare of its citizens; and

WHEREAS, the City Council seeks to promote orderly and safe use of property within the City of West Lake Hills, Texas (“City”); and

WHEREAS, the City Council finds that short-term rentals pose certain adverse externalities on neighbors not generally created by long-term rentals due to the nature of temporary, transient guests; and

WHEREAS, pursuant to Texas Local Government Code Section 211.003 the City has general authority to regulate the location and use of buildings, other structures and land for business, industrial, residential, or other purposes; and

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, pursuant to Texas Local Government Code Section 217.002, the City has general authority define and declare what constitutes a nuisance and authorize the summary abatement of the nuisance in any manner considered expedient; and

WHEREAS, the West Lake Hills City Council desires to authorize the City Administrator to approve short-term rental permits that satisfy the general and specific criteria in the Code of Ordinances; update the fee schedule for short-term rental permits; and provide a regulatory framework for the administrative issuance of short-term rental permits; and

WHEREAS, the City Council finds that the amendment proposed is reasonable, necessary, and proper for the good government of the City of West Lake Hills.

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 6 of the West Lake Hills Code of Ordinances is hereby amended to add a new Article 6.04, Short-term rentals, 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.

Chapter 38 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"*.

Chapter 1, Article 1.01, Section 1.01.003 of the West Lake Hills Code of Ordinances is hereby amended to read in accordance with *Attachment "C"* 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 "C"*.

Appendix A of the West Lake Hills Code of Ordinances is hereby amended to read in accordance with *Attachment "D"* 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 "D"*.

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:

Linda Anthony, Mayor

ATTEST:

Stephanie Mills, City Secretary

ATTACHMENT “A”

CHAPTER 6 BUSINESS REGULATIONS

ARTICLE 6.04 SHORT-TERM RENTALS

Sec. 6.04.001 Definitions

The following terms used in this article shall have the meanings indicated in this section:

City Administrator. The City Administrator of the City of West Lake Hills or their designee.

Short-term rental. Renting or leasing a dwelling or a portion of a dwelling owned by a resident of the city to a residential guest(s) by the property's owner(s) for a period of thirty (30) consecutive days or less. Short-term rentals must meet the criteria contained in section 6.04.003 of the city code and cannot include rental of a guesthouse.

Sec. 6.04.002 Short-Term Rental Permit

(a) *Permit Required.* No Short-Term Rental shall be established, operated or maintained except as authorized by a short-term rental permit (“STR permit”) issued in accordance with the requirements of this article.

(b) *Issuance by City Administrator.* An STR permit may be issued for the district where it is authorized. The City Administrator shall issue an STR permit to the applicant, incorporating any special conditions as part of the permit, if the City Administrator determines that the proposed short-term rental complies with each of criteria in section 6.04.003.

(c) *Application.* An application for a STR permit shall be made in writing in a form prescribed by the City Administrator and shall be accompanied by such information as may be requested, if required, to properly review the proposed short-term rental.

(d) *Notice of proposed short-term rental.*

(1) Written notice of filing of an STR permit application shall be given to the owners of all real property located within 300 feet in all directions of the subject property, regardless of whether the neighboring property is within the city limits or ETJ. Notice shall be given not less than ten (10) days after the date the application is filed with the City either by personal service or by depositing a copy of the notice in the mail addressed to each owner at the owner’s address shown on the last approved city tax roll, with postage paid.

(2) Such notice shall contain a brief description of the proposed short-term rental, including its nature, scope and location.

(3) City staff shall be responsible for drafting the notice and serving it after it has been approved by the City Administrator for form and content.

(e) *Review by City Administrator; appeal of denial.*

(1) The City Administrator shall review the application for an STR permit to determine whether the proposed short-term rental complies with each of criteria in section 6.04.003.

(2) The City Administrator shall not issue an STR permit unless the City Administrator finds that the proposed short-term rental complies with each of the criteria of section 6.04.003; otherwise, the City Administrator shall deny the application.

(3) If the City Administrator denies issuance of a permit, the applicant may appeal the action to the board of adjustment.

(f) *Fees.* Before being issued an STR permit, the applicant shall pay all applicable fees required by Article A5.005 of the West Lake Hills Code of Ordinances.

(g) *Transferability.* An STR permit is not transferable to another.

Sec. 6.04.003 Criteria Applicable to Short-term rentals.

A proposed short-term rental in a single-family residential district (R-1), two-family residential district (R-2), and transitional residential district (R-3) must comply with all of the following criteria:

(1) Initial permits shall be issued for a one (1) year period and shall be renewable for a two (2) year period, provided a complete application for renewal is filed with the city no less than ten (10) days prior to the expiration date of the original permit. Late renewals within thirty (30) days of expiration of prior permit shall result in an additional late fee. A late renewal thirty-one (31) days or more after expiration of prior permit shall require re-application for a new permit which shall be treated as an initial permit. The city shall notify property owners within 300 feet of the permitted property of the issuance of a short-term rental permit and shall keep a list of permitted properties available.

(2) Only one permit shall be issued to an applicant per homestead for a resident of the city. The permit may only be used for the rental of the homestead or for another property owned by the resident whose homestead is also located in the city. A permit shall not be used for rental of a guesthouse.

(3) Only the owner of a property may apply and receive a short-term rental permit. Renters and lessees are not eligible to apply and receive a short-term rental permit.

(4) At the time of application for a short-term rental initial or renewal permit, the owner must provide proof of ownership of the homestead, proof of ownership of the home to be rented if different from the homestead, certification that the home to be rented is not the subject of any outstanding city code or state law violations that the owner is aware of, and proof of a current septic license or wastewater connection for the home to be rented.

(5) Short-term rental permit holders shall comply with this article and any other applicable

regulation of this code, state law, county regulation, and federal law, and such compliance may be verified by city staff.

(6) Recreational vehicles and trailers may not be utilized for short-term rental.

(7) Permit holders shall comply with, and inform their tenants of, all applicable city ordinances, including but not limited to ordinances and laws that regulate parking, litter, waste disposal, noise, outdoor burning, and nuisances. Short-term rental guests are not authorized to engage in any commercial activity within the short-term rental where a property owner would also be prohibited, limited, or would be required to apply for a state, federal, or local permit.

(8) Total adult guest occupancy shall be limited to two times the number of bedrooms to be rented in the permit. Only bedrooms that meet the definition in section 1.01.003 of this at the time the room was constructed or converted and listed as rentable in the owner's permit application shall be counted in the total number of rentable bedrooms on the property.

(9) Minimum rental periods shall be two (2) consecutive nights.

(10) In case of an emergency or disruption at the residence, permit holders, or the designated representative listed in their application, shall respond to the emergency or disruption within one hour and if necessary be available to respond in person within a reasonable period of time from the time the owner or representative is made aware of the emergency or disruption. Failure to respond in a timely fashion to an emergency or disruption either by phone or in person shall result in a complaint forwarded to the City Administrator as described in subsection 6.04.003(11)(B). Once a permit is issued, the police department, code enforcement department, and other city staff shall be notified of the short-term rental permit and the homestead shall be designated as a short-term rental in the city systems as appropriate.

(11)(A) Any resident or employee of the city may submit a written complaint to the City. Each written complaint shall be forwarded to the City Administrator for review. The City Administrator shall inform the short-term rental permit holder of any written complaint and inform the permit holder of when said complaint shall be reviewed.

(B) The City Administrator shall make a final finding determining whether a submitted complaint is substantiated. If the City Administrator finds that a short-term rental permit holder has received three (3) substantiated complaints in one twelve (12) month period, the short-term rental permit shall be revoked. A short-term rental permit holder whose permit is revoked for three (3) substantiated complaints must wait twelve (12) months to reapply for a new permit. If a permit is revoked, the City Administrator shall notify a short-term rental holder that the permit has been revoked and the process for appealing the revocation.

(C) Substantiated complaints shall be defined as any written complaint submitted to the City Administrator and determined to be an ordinance violation, including a violation of this section, or state law violation that is supported or verified by corroborating information, for example the report of an investigating police officer or an audio or video recording. The allegations in the complaint do not have to be the subject of a criminal complaint or result in a criminal conviction for the complaint to be substantiated.

(D) The City Administrator shall notify the permit owner in writing of any substantiated complaint. The City Administrator shall direct city staff to take appropriate action related to any findings related to a substantiated complaint.

(12) It is a violation of this chapter for an owner to:

- (A) Advertise or rent a property that does not have a valid short-term rental permit;
- (B) Knowingly allow a property to be advertised or rented, that does not have a valid short-term rental permit;
- (C) Rent more bedrooms in a residence than are listed in the permit application; or
- (D) Rent a guesthouse.

(13) Short-term rental permits are not transferable between properties or future owners of property. Each new owner of property must apply for a short-term rental permit to rent property under the short-term rental guidelines. A permit holder shall inform the city within seven (7) days if they move out of the city and their permit shall become invalid immediately upon moving out of the city.

(14) Any short-term rental permit holder whose property becomes ineligible for the permit because of an issue with the homestead designation, the septic license, or other issue related to STR permit criteria including outstanding code violations shall have their permit suspended upon review by the City Administrator. The permit holder shall have thirty (30) days from the date of discovery of noncompliance to bring the property into compliance and have the permit reinstated. If the permit holder does not bring the property into compliance before the end of the thirty (30) days, then the permit is revoked. A permit holder may not rent their property during the period of noncompliance, but may advertise the rental for dates after the property is expected to be in compliance.

(15) Any denial or revocation of a short-term rental permit by the City Administrator may be appealed to the board of adjustment. An appeal under this section must be filed with the board of adjustment within thirty (30) days of the revocation or denial.

(16) Any person, firm, association, delegation or group who violates any provision of this article shall be guilty of a misdemeanor and, upon conviction, shall be punished according to the general penalties described in Section 1.01.013. Each day any violation continues to exist shall constitute a separate offense.

(17) Any short-term rental permit holder who is determined to be running a hotel or bed and breakfast as defined in article 1.01 of the code of ordinances shall have their permit revoked by the City Administrator under the process laid out in subsection (11) subsections (B),(C), and (D).

(18) The appearance, size, density and operating characteristics of the proposed short-term rental must be compatible with the surrounding neighborhood and uses.

(19) The proposed short-term rental will not have an adverse effect on the value of surrounding properties or impede their proper development.

(20) The proposed short-term rental will not create a nuisance factor or otherwise interfere with a neighbor's enjoyment of the neighbor's property or operation of the neighbor's business.

(21) The traffic that the proposed short-term rental can reasonably be expected to generate on existing streets will not create or add significantly to congestion, a safety hazard, or a parking problem in the area, nor will it disturb the peace and quiet of the neighborhood.

(22) The proposed short-term rental shall comply with all other applicable ordinances and regulations.

ATTACHMENT “B”

CHAPTER 38 ZONING

...

Sec. 38.03.032 R-1 one-family residential district

(a) Purpose. The R-1 district is intended to establish and preserve peaceful, attractive and safe low-density residential neighborhoods of single-family detached dwelling units and to protect the integrity of such areas by prohibiting the intermixture of residential and incompatible nonresidential uses.

(b) Permitted uses. Permitted uses are as follows:

(1) One-family dwelling, limited to no more than one such building per lot occupied by no more than one family.

(2) Accessory structures and uses customarily incidental to the uses permitted under this subsection.

(3) Short-term rentals with an STR permit issued by the city administrator.

(c) Special uses. Special uses permitted upon authorization of the city council or city administrator are as follows:

(1) Guest or domestic employee quarters.

(2) Home occupation.

(3) Riding stable.

~~[(4) Short-term rental.]~~

Sec. 38.03.033 R-2 two-family residential district

(a) Purpose. The R-2 district is intended to recognize and is limited to preexisting properties and annexed areas where such one-family residential and two-family residential units previously existed. Vacant land is not eligible for this zoning district designation.

(b) Permitted uses. Permitted uses are as follows:

(1) Two-family dwellings, limited to no more than one such building per lot and occupied by no more than a total of two families.

(2) Condominium regimes. The city council shall review the condominium regime.

(3) Accessory structures and uses customarily incidental to the uses permitted under this subsection.

(4) Short-term rentals with an STR permit issued by the city administrator.

(c) Parking requirements. Parking requirements are as follows:

- (1) At least two parking spaces are required for each family dwelling unit.
- (2) All unenclosed parking spaces shall be at the rear of the structure.
- (3) Garage doors shall face either the side or rear yard property lines.
- (4) Garages shall not be located beyond the street facing elevation.
- (5) Parking shall not be permitted under any portion of the dwelling unit.

(d) Special uses. The following special uses are permitted upon authorization of the city council or city administrator: special uses permitted in the R-1 district upon authorization of the city council ~~[including short-term rental.]~~

Note: All duplexes shall go through the same approval process as commercial projects (i.e., BDC, ZAPCO and city council).

Sec. 38.03.034 R-3 transitional residential district

(a) Purpose. The R-3 district is intended to provide a transitional zone between nonresidential districts and R-1 one-family residential districts where structures may be clustered to better utilize property topography and to better provide buffering greenbelts between traffic thoroughfares and to the adjacent R-1 one-family residential districts.

(b) Definitions.

Clustered single-family dwelling. One (1) family home unit attached to one (1) or more family home units (e.g., duplex or fourplex).

Detached single-family dwelling. One (1) home unit for one family, not attached to any other home unit.

(c) Permitted uses. Permitted uses are as follows:

(1) Clustered or detached single-family (one) dwellings, provided:

(A) Structures are limited to no more than an average of two single-family dwelling units per acre; and

(B) The tract is adjacent to any nonresidential zoning district; and

(C) Not less than 15% of the total perimeter measure of the proposed R-3 tract shall share a common boundary line with the nonresidential district; and

(D) Centralized municipal wastewater facilities and capacity are available to serve the proposed development.

(2) Apartment dwelling units, limited to a minimum of ten and a maximum of 30 dwelling units to a single structure with disposal of effluent into the City of Austin public central sewage system. This apartment permitted use is intended to recognize, and is limited to, preexisting properties and annexed areas where such use previously existed. Vacant land is not eligible for this permitted use.

(3) Accessory structures and uses customarily incidental to the uses permitted under this subsection.

(4) Short-term rentals with an STR permit issued by the city administrator.

(d) Special uses. Special uses permitted upon authorization of the city council or city administrator are as follows:

(1) Home occupation.

(2) Guest or domestic employee quarters.

~~[(3) Short-term rental.]~~

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Sec. 38.03.061 Prohibited uses

All uses not expressly permitted or authorized by this chapter are prohibited in the city, including, but not by way of limitation, the following:

(1) The operation of activities or facilities between 11:00 p.m. and 6:00 a.m., except for those in B-3 zoning districts, bank automatic teller machines (ATMs), and any other activities or facilities in nonresidential zoning districts specifically authorized by the city council by way of a special use permit or a zoning change ordinance.

(2) Commercial kennels, except by special use permit in district B-2.

(3) Open air commercial amusements, except those in place for one week or less for which a permit has been issued by the city.

(4) Junkyards, salvage yards and all open air storage of junk, waste products and salvage materials.

(5) All open air storage of building materials, equipment and merchandise (except live vegetation), except that necessary to a construction project, provided that the materials and equipment are located on the site of the construction and are removed immediately upon completion or discontinuance of work.

(6) Outside display of products for sale. The open air (outside of a building) display of any product, materials, vehicles or equipment for sale, lease or rent (except approved nursery live vegetation) is prohibited throughout all districts; however, the city administrator is authorized to approve display of seasonal products or materials for sale upon written request.

(7) Landing or take-off of aircraft. No person shall ascend or land with any aircraft, or permit the ascending or landing of any aircraft, within the city limits. This proscription shall not apply to any medical helicopter nor shall it apply to emergency landings or to military or National Guard aircraft.

(8) Placing, locating or erecting a mobile home.

(9) Mobile home or recreational vehicle parks.

(10) All signs except as expressly permitted in this chapter and in chapter 32.

(11) Quarrying.

(12) Hotel and motels (this prohibition does not apply to properly permitted short-term rentals as defined by ~~[section 38.04.034(e)]~~ Article 6.04).

(13) The sale or rental of automobiles and other motor vehicles, mobile homes, recreational

vehicles and boats.

- (14) Storage warehouses and building material storage yards.
- (15) Activities or facilities with a drive-in/drive-through facility except for bank ATM facilities and any activities or facilities located in B-2 or B-3 zoning districts.
- (16) Industrial, mining or extractive uses of all descriptions.
- (17) Taverns, bars or cocktail lounges, except in the B-3 business 3 district.
- (18) Amusement centers or parlors.
- (19) Automobile wash services.
- (20) Sexually oriented businesses, as defined in V.T.C.A., Local Government Code section 243.002, as amended.
- (21) The sale of fireworks.
- (22) Automobile service stations.
- (23) Cemetery, graveyard or burial ground, for the interment of dead persons and domestic farm animals.
- (24) Uses attended by substantial nuisance factors.

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Sec. 38.04.031 Criteria for establishment of special use categories; uses allowed in specific districts

- (a) General criteria for establishment of a special use category are as follows:
 - (1) Special and associated expenses for regulatory oversight;
 - (2) Higher probability of chance of nuisance to the surrounding areas;
 - (3) Greater impact on surrounding properties with respect to the following:
 - (A) Parking;
 - (B) Waste products and disposal methods;
 - (C) Noise (peace and quiet of the neighborhood);
 - (D) Light or glare;
 - (E) Smell, fumes, dust and odor;
 - (F) Traffic; and
 - (G) Infectious or contagious diseases;
 - (4) Activities which increase potentially objectionable sensory responses for surrounding areas;
 - (5) Greater adverse impact on appraised valuations of surrounding properties;
 - (6) Higher level of impediment to development of surrounding properties;
 - (7) Increase in traffic congestion and reduction of pedestrian safety to a significant degree;
 - (8) Regulatory control for number and type of animals to prevent menace or disturbing of neighbors;
 - (9) Regulatory control for selective activities in other than permitted zoning districts;
 - (10) Regulatory control for activities that have a potential to harm the environment; and
 - (11) Regulatory control for continuance of activity.

(b) Specific special uses authorized by zoning district are as follows:

Special Use	District Allowed
Alcoholic beverages sold in grocery stores for off-premises consumption	B-2, B-3
Alcoholic beverages sold in restaurants for on- or off-premises consumption	B-2, B-3
Assembly and testing of electronic components	O
Bank or savings and loan association	B-2
Charter school or private school	O
Child day care facility	O, GUI, B-1, B-2, B-3
Church	O, B-1, B-2, B-3
Cocktail lounge	B-3
Commercial coach	All (temporary during construction)
Commercial kennel	B-2, B-3
Employee dining facility	O, B-1, B-2, B-3

Guest or domestic employee quarters	R-1, R-2, R-3
Home occupation	R-1, R-2, R-3
Hospital	B-1, B-2, B-3
Laundry and dry cleaning plant	B-3
Massage therapy school	O, B-1
Private horse stable	R-1, R-2
Publishing business	B-2, B-3
Rehabilitation/wellness center	B-1, B-2, B-3
Research, development or clinical laboratory	B-2, B-3
Restaurant with drive-in/drive-through facilities	B-2
Retail liquor store	B-2
Riding stable	R-1, R-2
[Short-term rental]	R-1, R-2, R-3

Sec. 38.04.032 Special use permit

- (a) Required. No special use shall be established, operated or maintained except as authorized by a special use permit issued in accordance with the requirements of this section.
- (b) Issuance by board of adjustment. A special use permit may be issued only for the special uses specified in this division, and only for the district where it is authorized. A special use permit may only be issued by the board of adjustment acting after a public hearing. In considering any application for a special use permit, the board of adjustment shall give due regard to the nature and condition of all adjacent land, uses, and structures. The board of adjustment may disapprove an application for a special use permit, or approve same subject to such requirements and conditions, in addition to the regulations of the district in which the particular use is located, as it may deem necessary for the protection of adjacent properties and the public interest.
- (c) Application. An application for a special use permit shall be made in writing in a form prescribed by the city administrator and shall be accompanied by such information as may be requested, including a site plan, if required, in order to properly review the proposed use. Such information may include but is not limited to site and building plans, drawings and elevations, and operational data. All applicants for a special use permit for a nonresidential use in a residential district shall provide the city with a signed letter from a licensed attorney verifying that the proposed use will not be violating deed restrictions. ~~[Short-term rental permit applications will not require site plans, building plans, drawings, elevations, operational data, or an attorney letter.]~~
- (d) Report by city administrator or city inspector. Either the city administrator or the city inspector shall visit the site of the proposed special use~~[, except a proposed short-term rental,]~~ and the surrounding area and shall prepare findings to be delivered to the board of adjustment.
- (e) Notice of public hearing before board of adjustment.
- (1) The board shall hold a public hearing on each application for a special use permit.
- (2) Written notice of such hearing shall be given to the owners of all real property located within 300 feet in all directions of the property that is the subject of the hearing, regardless of whether the neighboring property is within the city limits or ETJ. For nonresidential special uses, written notice of the hearing shall be given to the owners of all real property located within 300 feet in all directions of the property that is the subject of the hearing, regardless of whether the neighboring property is within the city limits or ETJ. Notice shall be given not less than ten days prior to the date of the hearing either by personal service or by depositing a copy of the notice in the mail addressed to each owner at the owner's address shown on the last approved city tax roll, with postage paid.
- (3) Such notice shall state the purpose, date, time and place of the hearing and shall contain a brief description of the proposed development, including its nature, scope and location. The notice shall also describe any variances the applicant has requested and shall state the location and times at which the applications and supporting documents are available for public inspection. The time and place of the public hearing to be held before the city council shall also be included if known at the time the notice is given and, if it is not known

at such time, a telephone number shall be provided where information on the hearing before the city council will be available at a later date.

(4) City staff shall be responsible for drafting the notice and serving it after it has been approved by the city administrator for form and content.

(5) Notice in the form of weather resistant signs provided by the city shall be posted by the applicant. The sign shall state the purpose, date, time and place of the hearing before the board, and shall contain a brief description of the proposed development. Signs placed on the property involved must be within 10 feet of any property line paralleling any established or proposed street, and must be visible from that street. Signs must be posted at least 10 days prior to hearing. All required signs shall remain on the property until final disposition of the matter by the city. The applicant must remove all signs required by this section within 24 hours of final disposition by the city. An affidavit of proof of posting shall be filed by the applicant with the city at or prior to the hearing, accompanied by legible photographs of the sign as-posted.

(f) Review and approval by board of adjustment.

(1) The board shall review the application for a special use permit to determine whether the proposed special use complies with each of the general criteria in section 38.04.033 and with each of the specific criteria in section 38.04.034 applicable to the proposed use, and shall make a separate finding thereon for each criterion.

(2) The board shall not approve an application unless it finds that the proposed special use as presented complies with each of the general and applicable specific criteria.

(3) The board shall make a written finding of its decision in accordance with section 38.02.007.

(4) The board may condition its approval of an application on the applicant's adoption of specified changes, additions, limitations, safeguards or effective time periods designed to ensure compliance with the criteria.

(5) The board shall not grant a special use permit unless it finds that the proposed special use complies with each of the applicable general and specific criteria; otherwise, it shall deny the application.

Sec. 38.04.033 General criteria applicable to all special uses

A proposed special use permit must comply with all the following criteria:

(1) The appearance, size, density and operating characteristics of the proposed special use are compatible with the surrounding neighborhood and uses;

(2) The proposed use will not have an adverse effect on the value of surrounding properties or impede their proper development;

(3) The proposed use will not create a nuisance factor or otherwise interfere with a neighbor's enjoyment of the neighbor's property or operation of the neighbor's business;

(4) The traffic that the proposed use can reasonably be expected to generate on existing streets will not create or add significantly to congestion, a safety hazard, or a parking problem in the area, nor will it disturb the peace and quiet of the neighborhood; and

(5) The proposed use shall comply with all other applicable ordinances and regulations.

Sec. 38.04.034 Criteria applicable to individual special uses

(a) Home-based business. A proposed home-based business in a single-family or two-family residential district must comply with all the following specific criteria as well as the general criteria in section 38.04.033:

(1) External evidence of the business shall not be detectable at any lot line. The interior/exterior of the dwelling shall not be structurally altered to comply with nonresidential construction codes, nor additional structures built on the property to accommodate the home-based business.

(2) The business shall not change the residential character of the lot and dwelling, nor alter the exterior appearance of the principal building from that of a dwelling for human habitation, nor require the installation of machinery or equipment other than that customary to domestic, hobby, standard office, or ordinary household activities.

(3) The business shall be carried on entirely within a dwelling unit or within only one accessory building (not to include a carport) by a bona fide resident(s) of the premises and not more than one nonresident assistant.

(4) The business shall be operated by a permanent full-time resident (or residents) of the dwelling unit, and no other persons.

(5) There shall be no in-person contact at the premises with customers or clients except that music lessons may be given to one pupil at a time, and cultural, art, or dance instruction may be given to four or less pupils at one time.

(6) The business shall be conducted as an accessory use that is clearly incidental and secondary to the residential use of the premises, shall not use an area exceeding 20 percent of the gross under roof floor areas of the dwelling, nor cause a substantial increase in any utility usage.

(7) Adequate off-street parking shall be available on the property where the use is located without exceeding the impervious cover limits for residential property. Business guests or invitees parking shall be restricted to on-site use of the driveway and parking areas wholly contained within the property. All vehicular traffic to and from the home-based business shall be limited in volume, type, and frequency to what is normally associated with other residential uses in the residential neighborhood and not to exceed 10 average daily trips.

(8) Merchandise, materials and equipment associated with the business shall not be displayed or stored where visible from any location off the premises. The direct sale of merchandise on the premises is prohibited. In other words, no on-site retail in-person sales; however, sales via internet, telephone, or mail is permitted as long as no sales are made in-person.

(9) There shall be no signage or advertising, linking the residential property with the home-based business including, but not limited to, any billboard, internet, pamphlets, newspaper, radio, television, phone directory, sign, or vehicle advertising.

(10) The home-based business shall not be detrimental or injurious to adjoining property by the creation of dust, electrical interference, fumes, gas, glare, heat, light, noise, vibration, waste runoff, or other objectionable or obnoxious conditions.

(11) A home-based business shall not create any ultra-hazardous risk or condition on the premises or to surrounding neighbors or their property, or any other health or fire hazard, whether regulated by statute or rule promulgated by any administrative body of the federal government, State of Texas, City of West Lake Hills, or which would constitute a common

law nuisance.

(12) Nothing herein shall be construed to allow animal breeding, animal hospitals, pet grooming, commercial kennels, commercial stables, veterinary offices, clinics, hospitals, barber shops, beauty parlors, contractor's yards, junk yards, lodging houses, "bed and breakfast" lodges, short-term rentals, massage parlors/therapy clinics, restaurants, rental outlets, or vehicle repairs shops as home-based businesses.

(b) Churches. A proposed church sanctuary or parsonage to be located in a residential district shall comply with all the following specific criteria as well as the general criteria in section 38.04.033:

(1) Hours of operation shall not begin before 10:00 a.m. and shall end by 3:30 p.m., weekdays and weekends.

(2) Noise shall not exceed 60 decibels as measured from any of the church's lot lines.

(3) Lighting shall conform to all Code requirements for the residential district in which the structure is located. All lighting shall be shielded with zero (0) footcandle spillover across property lines.

(4) No signage is permitted. Land use notice shall be limited to address only. Name, graphic representation, and any signage is prohibited.

(5) The total number of car trips per hour entering or leaving the church sanctuary or parsonage, whether the same or different cars, shall not exceed 10, unless fronted on a collector street.

(6) The structure and development should be situated on the lot in such a way that their visibility is minimized. The use of natural materials and unobtrusive colors is required.

(7) A buffer zone of tree growth is required between roads and building improvements to preserve the wooded, rural character of the hills. A buffer zone is required as well, on each of the other property lines, to preserve the wooded, rural character of the hills and to protect individuals' privacy. Trees must be from the City's approved tree list, and planted in accordance with a landscaping plan approved by the City.

(8) Churches shall provide on all property lines, a fifty (50) foot undisturbed conservation easement for all subdivisions. Churches shall comply with all tree requirements in the city's code, including protection and preservation.

(9) Driveway entrances must be laid as inconspicuously as possible in order to maintain the look of unbroken, undisturbed landscape along the right-of-way.

(10) Surfacing.

(A) The color of church parking lot surface asphalt and/or concrete shall be dark (e.g. asphalt or dark colored concrete) in order to blend with the natural landscape of the neighborhoods.

(B) All off-street driveway, parking, and loading areas shall be well drained and maintained with a durable and dustless all-weather surface approved by the city inspector and shall be kept in a state of good repair.

(11) Parking. All parking spaces shall comply with the following requirements:

(A) The minimum number of off-street parking spaces provided shall be the more restrictive of either:

- (i) 1 space for each 4 people normally expected on the premises at the time of maximum use; or
- (ii) 1 space for each 200 square feet of floor area.
- (B) 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.
- (C) Handicap parking requirements are a minimum of one percent of total parking spaces. Dimensional requirements are 12-foot width and 18-foot depth per handicap space.
- (D) Parking dimensional and design regulations shall conform to section 22.03.242 of this code.
- (E) On-site parking and circulation regulations. The location, width and layout of interior drives shall be appropriate for the proposed interior circulation. The location and layout of accessory off-street parking and loading spaces shall provide for efficient circulation and the safety of pedestrians and vehicles. Separate rows or aisles in parking areas shall be divided by a five-foot wide region of trees, shrubbery and other landscaping devices. The location of parking areas shall not detract from the design of proposed buildings and structures or from the appearance of the existing neighboring buildings, structures and landscape. Provision shall be made for access by police, fire and emergency vehicles. All parking facilities or structures shall be on one level.
- (F) Off-street loading space. Property owners shall ensure adequate off-street space exists on the lot for loading and unloading vehicles receiving or distributing materials or merchandise.
- (G) Required parking spaces shall be maintained. Required parking and loading areas shall not be encroached upon, reduced in any manner, or devoted to any other use. A maximum of 25 percent of the parking spaces shall be allocated to compact cars.
- (H) Drainage. No off-street driveway, parking or loading area may be drained onto or across a public right-of-way or walkway, or onto any adjacent property except into a natural watercourse or drainage easement. Drainage facilities for each parking area shall be designed and constructed in accordance with the drainage and erosion control design manual.
- (I) Driveway, parking, and loading area setbacks.
 - (i) 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.
 - (ii) 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:
 - a. The minimum setback distance for driveways, parking areas, and loading areas from street right-of-way shall be 50 feet.
 - b. The minimum setback distance for driveways, parking areas, and loading areas from the boundary lines of the R-1 and R-2 lot is 50 feet.
 - c. The term “driveways” includes those areas used for required vehicle turnaround or other maneuvering. Where nonresidential driveways adjoin R-1, R-2 and R-3 districts, the 50-foot

setback shall preserve existing landscape vegetation and natural features as provided in article 22.03.

d. All driveways are limited to undeveloped slopes below 25 percent gradient. They shall not exceed a maximum of 15 percent grade after construction.

(12) Fire safety standards required for a church to receive a special use permit:

(A) The church must be within 200 feet of a fire hydrant that provides adequate fire flow for fire protection.

(B) The driveway must provide adequate space for all appropriate fire equipment to access property and turnaround to exit in order to provide protection to large groups of people.

(13) Churches shall be located with frontage on collector or arterial streets.

(14) Setbacks. Setbacks for proposed structures, if the proposed structure has an R-1 or R-2 property adjacent to or immediately in front of the proposed property, are:

(A) A minimum front setback of 100 feet;

(B) A minimum rear setback of 50 feet;

(C) Minimum side setbacks of 50 feet each.

(15) Lot size. Dimensional minimums of lots:

(A) 2 acres;

(B) Depth of 200 feet; and

(C) 150 feet wide.

(16) Height of structure. Maximum 30 feet.

(17) All other requirements shall conform to the regulations of the residential district in which the structure is located as stated in this code.

(18) A sanctuary shall be defined as a congregating meeting place of worship for sermons, ceremonies, prayers, etc., and not to include instruction rooms, the place of residence for ministers, priests, rabbis, teachers, clergy, directors of the premises, etc.; or accessory uses on the same site, including child care facilities operated during services/events sponsored by the organization. A sanctuary authorized by special use permit issued under this section may not exceed 2,000 square feet for total building area.

(19) No accessory structures or uses may be authorized by special use permit. This includes schools, recreational facilities, offices, and child day care unless operation occurs during regular service, etc.

(c) Riding stable. A proposed riding stable must comply with the following specific criteria, as well as the general criteria in section 38.04.033:

(1) The parcel on which the use is conducted shall contain a minimum of three acres of land.

(2) The stable shall not be located any closer than 150 feet to a residence on an adjoining lot.

(3) The operations of a riding stable shall be limited to providing riding lessons and the boarding, training and renting of horses. No horse racing shall be permitted on the premises.

(4) A limit on the number of horses permitted to be stabled on the lot shall be set by the

city council applying the general criteria in section 38.04.033; provided that the number of horses permitted on the premises used for a riding stable shall never exceed one horse for every acre of land, except for riding stables located on ten or more acres where the number of horses permitted on the premises shall never exceed one horse for every three-fourths acre of undeveloped land.

(5) The following facilities shall be provided and properly maintained:

- (A) Adequate enclosures to keep the horses from running at large;
- (B) Adequate space within each enclosure for proper exercise;
- (C) Adequate shelter from the elements;
- (D) Enclosures that properly drain; and
- (E) Facilities and program for proper waste disposal and for eliminating odor.

(6) An applicant shall maintain the horse stable in a sanitary condition at all times and keep odor to a minimum.

(7) All horses brought into or maintained in the city shall be free of all infectious or contagious diseases that the state animal health commission has determined to be dangerous.

(d) Kennel, commercial. A proposed commercial kennel must comply with the following specific criteria and conditions, as well as the general criteria in section 38.04.033:

(1) The operations of a commercial kennel, unless otherwise limited by the city council, shall be limited to boarding, training, breeding, selling, veterinary treatment, care and grooming of dogs and cats, and may include the sale of dog and cat accessories and supplies.

(2) The following facilities shall be provided and properly maintained:

- (A) Adequate enclosures to keep animals from running at large;
- (B) Adequate space within each enclosure for proper exercise;
- (C) Adequate shelter from the elements;
- (D) Enclosures that drain properly; and
- (E) Facilities and program for proper waste disposal and for eliminating odor.

(3) An applicant shall maintain animal enclosures in a sanitary condition at all times and shall keep odor from being detectable from off the premises.

(4) All dogs and cats brought into or maintained in the city shall be free of infectious or contagious diseases and shall be effectively inoculated against rabies at all times.

(5) An applicant shall provide and maintain an effective means to prevent barking sounds from being audible off the premises.

(6) The number of animals on the premises at any one time shall be no greater than authorized in the permit issued by the city council.

(e) Alcoholic beverages sold in a restaurant for on- or off-premises consumption. A proposal to sell alcoholic beverages in a restaurant for on- or off-premises consumption must comply with the following specific criteria and conditions, as well as the general criteria in section 38.04.033:

(1) The restaurant where the alcoholic beverage is proposed to be sold shall not be located within 300 feet of a church or school as measured by state law.

(2) The restaurant where the alcoholic beverage is proposed to be sold shall not be located on property, two or more sides of which abut property in a residential zoning district.

(3) The gross receipts derived from the sale of alcoholic beverages shall not exceed the gross receipts derived from the sale of food.

(4) The permit shall be reviewed annually by the city administrator and, if reissued, reissued at the end of the calendar year.

(5) Additional fees are to be collected after three years' operation in accordance with the alcoholic beverage commission permit rules.

(6) Special offers to the public promoting the sale of alcoholic beverages commonly known as "happy hour" shall be conducted only at times when the permittee offers full food service and only during the period of time from 4:00 p.m. through 7:00 p.m. during the days of Monday through Friday inclusive except as indicated in this subsection. The permittee may select a period of time not to exceed three hours per each day to conduct a happy hour promotion for the days of Saturday and Sunday. The permittee shall give written notification to the city administrator of the hour selected for such a happy hour and any changes thereto. The permittee shall give a 72-hour notice to the city administrator of changes to any happy hour designation.

(7) Live entertainment utilizing electronically amplified musical instruments or an associated sound system shall not be permitted. Live entertainment is permitted as follows:

(A) The group of performers is limited to not more than four persons;

(B) The entertainment must be located within the confines of the restaurant interior;

(C) The sound is not to be heard outside the restaurant premises; and

(D) All performances must end at 10:30 p.m. daily.

(f) Alcoholic beverages sold in liquor or grocery stores for off-premises consumption.

(1) The liquor or grocery store where the alcoholic beverage is proposed to be sold shall not be located within 300 feet of a church or school as measured by state law.

(2) The liquor or grocery store where the alcoholic beverage is proposed to be sold shall not be located on property, two or more sides of which abut property in a residential zoning district.

(3) The permit shall be reviewed annually by the city administrator, and, if reissued, reissued at the end of the calendar year.

(4) Additional fees are to be collected after three years' operation in accordance with the alcoholic beverage commission permit rules.

(5) A permit shall only be granted if the applicant agrees that all litter associated with off-premises consumption of alcoholic beverages within 200 feet of the applicant's premises is presumed to be the applicant's. In addition, the applicant agrees to collect and dispose of all litter within 200 feet of the boundary line of the premises from which alcoholic beverages are sold.

(6) Wine or beer tasting is permitted on-site by prospective purchasers provided required state permits are obtained.

(g) Employee dining facilities.

(1) The employee dining facility must be operated within the office buildings and only in

projects that total over 100,000 total surface feet of building floor area within one lot.

(2) The employee dining facility shall be limited in size so as to serve the employee population of the office complex. No advertising of the facility shall be permitted outside the complex.

(3) The employee dining facility shall not serve meals after 6:00 p.m.

(4) The employee dining facility shall have a separate wastewater system approved in advance by the city.

(5) The permit shall be reviewed annually.

(h) Banking or savings and loan establishments. A proposed bank or savings and loan association in a B-2 district or must comply with the following specific criteria and conditions, as well as the general criteria in section 38.04.033:

(1) The parcel must have direct access to Bee Cave Road or the Capital of Texas Highway.

(2) The remodeling of a financial facility in existence prior to May 1, 2005, located within a B-2 district shall be limited to a maximum floor area of the lesser of the existing area or 2,000 square feet, excluding any drive-in facility area.

(3) The building, if located within a B-2 district shall be a minimum of 200 feet from any major thoroughfare is limited to two lanes of drive-in windows.

(4) The site plan must provide adequate anticipated stack space for automobile drive-in needs within the facility complex.

(5) The anticipated traffic load from the banking facility shall not interfere with residential traffic.

(6) The site plan shall provide for adequate landscaping, and the maintenance of landscaped areas shall be the subject of restrictive covenants which are enforceable by the city.

(7) There shall be no more than one curb cut for access to the office complex unless otherwise approved by the city council.

(i) Hospital in B-1 district. A proposed hospital must comply with the following specific criteria and conditions, as well as the general criteria in section 38.04.033:

(1) The parcel of land shall have a minimum of 500 feet frontage on either the Capital of Texas Highway or Bee Cave Road.

(2) The parcel must have direct access to Bee Cave Road or the Capital of Texas Highway.

(3) The anticipated traffic load from the hospital shall not interfere with traffic from residential streets.

(4) There shall be no more than one curb cut unless otherwise approved by the city council.

(5) The hospital shall be operated by a physician licensed to practice medicine in the state and currently in good standing with the state board of medical examiners.

(6) The disposal system for the hospital shall be specifically designed by a licensed engineer for water consumption or capacity typically associated with hospitals.

(j) Laundry and dry cleaning plant operation in B-3 district.

(1) Dry cleaning machines shall be an EPA-approved nonvent unit and have an enclosed

trough to accommodate any solvent spill.

(2) Solvent use shall be PERC, which is nonflammable perchloroethylene, and which is limited to 50 gallons on-site at any one time.

(3) No fumes, odor or noise shall be detectable beyond the premises of the business.

(4) No chemical discharge shall be allowed into an organized central sewer system or private septic disposal system.

(5) There shall be a maximum of 1,800 square feet for the gross area of the business.

(6) Dry clean processing is limited to on-site business, not trucked-in processing.

(7) Used chemicals and filters shall be disposed of weekly or after every 8,000 pounds of processing and be transported by a state-licensed disposal company.

(k) Massage therapy school in O district. A proposed massage therapy school shall comply with the following specific criteria and conditions, as well as the general criteria in section 38.04.033:

(1) The owner and instructors shall be registered massage therapists pursuant to Vernon's Ann. Civ. St. art. 4512k [V.T.C.A. Occupations Code, chapter 455].

(2) The massage therapy school shall have at least two registered instructors that teach the course of instruction required for registration as a massage therapist, as specified by the provisions of Vernon's Ann. Civ. St. art. 4512k [V.T.C.A. Occupations Code, chapter 455].

(3) The hours of operations are limited to 6:00 a.m. to 10:00 p.m.

(4) Hazardous chemicals as defined by Ordinance No. 240, as amended, shall not be discharged into a private sewage disposal system or into an organized central sewer system.

(5) The parcel of land on which the school is located shall have direct ingress and egress to Bee Cave Road or Capital of Texas Highway.

(6) Employee and student parking spaces shall be allocated on a one-to-one ratio. The number may be reduced upon presentation of evidence that the provided parking is adequate due to shared parking between retail facility users.

(7) The anticipated traffic load from the school shall not interfere with traffic within the multitenant complex.

(l) Charter school or private school in O district. A proposed charter school or private school shall comply with the following specific criteria and conditions, as well as the general criteria in section 38.04.033:

(1) The charter school or private school presents to the city proper credentials, licenses or certifications to operate as provided by the Texas Education Code.

(2) Outdoor recreational activities are permissible so long as the noise from the activity does not interfere with the other tenants or neighbors.

(3) A fence must be constructed surrounding any outdoor recreational activity area at a height of at least four (4) feet but no higher than six (6) feet.

(4) The hours of operations are limited to 8:00 a.m. to 5:00 p.m.

(5) Employee parking spaces shall be allocated on a one-to-one ratio. Additional parking must be provided for transportation of students, unless documentation is provided that the available parking is adequate due to shared parking between other tenants.

(6) The anticipated traffic load from the school, including loading and unloading, shall not interfere with other traffic within a multi-tenant complex.

(7) As part of the operation of a private or charter school, food and drink may be provided for on-premises consumption by the students and staff without having to obtain a food establishment permit under Chapter 10 provided that: (A) the provision of food or drink, and disposal of refuse, does not create a nuisance for other tenants or neighbors; (B) the food or drink is provided as a part of the educational services being provided, and not primarily for retail sale; and (C) the food is pre-packaged, nonperishable, and does not require cooking or other preparation. The terms in this subsection have the meaning assigned to them by chapter 10 of this code.

(8) The private or charter school must meet the minimum ratio of classroom size per student as required by the Texas Education Agency and the number of persons occupying the space may not violate the occupancy limits set by the fire code.

(m) Wireless telecommunication facilities. For the purposes of special use permits, the term “wireless telecommunication facilities” includes antennae, satellite dishes, mounts, power cabinets, platforms, and any other equipment or fixtures necessary for the provision of cellular or wireless internet service. A property owner within an O, B-1, B-2, B-3, or GUI district may obtain permission to install, or permit to be installed, wireless telecommunication facilities in compliance with the general criteria in section 38.04.033, any other section of this code, and the following:

(1) The installation and use of such facilities may not inhibit or otherwise interfere with an existing, lawful wireless telecommunication facility within the city limits.

(2) The facilities will be installed in the least visually intrusive manner practicable, using paint colors to make the facilities blend in, screening of structures at ground level, and other measures to reduce the visual impact.

(3) Facilities may not be constructed within the setback from the property line.

(n) Restaurant with drive-in/drive-through facilities. A proposed restaurant with drive-in/drive-through facilities must comply with the general criteria in section 38.04.033.

~~[(o) — Short-term rental. A proposed short-term rental in a single-family residential district (R-1), two-family residential district (R-2), and transitional residential district (R-3) must comply with all of the following specific criteria as well as the general criteria in section 38.04.033:~~

~~(1) — Initial permits shall be issued for a one (1) year period and shall be renewable for a two (2) year period, provided a complete application for renewal is filed with the city no less than ten (10) days prior to the expiration date of the original permit. Late renewals within thirty (30) days of expiration of prior permit shall result in an additional late fee. A late renewal thirty-one (31) days or more after expiration of prior permit shall require re-application for a new permit which shall be treated as an initial permit. The city shall notify property owners within 300 feet of the permitted property of the issuance of a short-term rental permit and shall keep a list of permitted properties available.~~

~~(2) — Only one permit shall be issued to an applicant per homestead for a resident of the city. The permit may only be used for the rental of the homestead or for another property owned by the resident whose homestead is also located in the city. A permit shall not be used for rental of a guesthouse.~~

(3) — Only the owner of a property may apply and receive a short-term rental permit. Renters and lessees are not eligible to apply and receive a short-term rental permit.

(4) — At the time of application for a short-term rental initial or renewal permit, the owner must provide proof of ownership of the homestead, proof of ownership of the home to be rented if different from the homestead, certification that the home to be rented is not the subject of any outstanding city code or state law violations that the owner is aware of, and proof of a current septic license or wastewater connection for the home to be rented.

(5) — Short-term rental permit holders shall comply with this article and any other applicable regulation of this code, state law, county regulation, and federal law, and such compliance may be verified by city staff.

(6) — Recreational vehicles and trailers may not be utilized for short-term rental.

(7) — Permit holders shall comply with, and inform their tenants of, all applicable city ordinances, including but not limited to ordinances and laws that regulate parking, litter, waste disposal, noise, outdoor burning, and nuisances. Short-term rental guests are not authorized to engage in any commercial activity within the short-term rental where a property owner would also be prohibited, limited, or would be required to apply for a state, federal, or local permit.

(8) — Total adult guest occupancy shall be limited to two times the number of bedrooms to be rented in the permit. Only bedrooms that meet the definition in section 1.01.003 of this at the time the room was constructed or converted and listed as rentable in the owner's permit application shall be counted in the total number of rentable bedrooms on the property.

(9) — Minimum rental periods shall be two (2) consecutive nights.

(10) — In case of an emergency or disruption at the residence, permit holders, or the designated representative listed in their application, shall respond to the emergency or disruption within one hour and if necessary be available to respond in person within a reasonable period of time from the time the owner or representative is made aware of the emergency or disruption. Failure to respond in a timely fashion to an emergency or disruption either by phone or in person shall result in a complaint forwarded to the board of adjustment as described below in subsection 38.04.034(o)(11)(B). Once a permit is issued, the police department, code enforcement department, and other city staff shall be notified of the short-term rental permit and the homestead shall be designated as a short-term rental in the city systems as appropriate.

(11) — (A) — Any resident or employee of the city may submit a written complaint to the city administrator regarding a short-term rental. Each written complaint shall be forwarded by the city administrator to the board of adjustment for review. The city administrator or their designee shall inform the short-term rental permit holder of any written complaint and inform the permit holder of when said complaint shall be reviewed by the board of adjustment.

(B) — The board of adjustment, after a public hearing, shall make a final written finding determining whether a submitted complaint is substantiated. If the board of adjustment finds that a short-term rental permit holder has received three (3) substantiated complaints in one twelve (12) month period, the short-term rental permit shall be revoked. A short-term rental permit holder whose permit is revoked for three (3) substantiated complaints must wait twelve (12) months to reapply for a new permit. If a permit is revoked, the city administrator or their designee shall notify a short-term rental holder that the permit has been revoked and the process for appealing the revocation.

~~(C) — Substantiated complaints shall be defined as any written complaint submitted to the city administrator and determined by the board of adjustment to be an ordinance violation, including a violation of this subsection (o), or state law violation that is supported or verified by corroborating information, for example the report of an investigating police officer or an audio or video recording. The allegations in the complaint do not have to be the subject of a criminal complaint or result in a criminal conviction for the complaint to be substantiated.~~

~~(D) — The city administrator or their designee shall notify the permit owner in writing of any substantiated complaint. The board of adjustment shall direct city staff to take appropriate action related to any findings related to a substantiated complaint.~~

~~(12) — It is a violation of this chapter for an owner to:~~

~~(A) — Advertise or rent a property that does not have a valid short-term rental permit;~~

~~(B) — Knowingly allow a property to be advertised or rented, that does not have a valid short-term rental permit;~~

~~(C) — Rent more bedrooms in a residence than are listed in the permit application; or~~

~~(D) — Rent a guesthouse.~~

~~(13) — Short-term rental special use permits are not transferable between properties or future owners of property. Each new owner of property must apply for a short-term rental permit to rent property under the short-term rental guidelines. A permit holder shall inform the city within seven (7) days if they move out of the city and their permit shall become invalid immediately upon moving out of the city.~~

~~(14) — Any short-term rental permit holder whose property becomes ineligible for the permit because of an issue with the homestead designation, the septic license, or other issue related to special use permit criteria including outstanding code violations shall have their permit suspended upon review by the city administrator or their designee. The permit holder shall have thirty (30) days from the date of discovery of noncompliance to bring the property into compliance and have the permit reinstated. If the permit holder does not bring the property into compliance before the end of the thirty (30) days, then the permit is revoked. A permit holder may not rent their property during the period of noncompliance, but may advertise the rental for dates after the property is expected to be in compliance.~~

~~(15) — Any denial or revocation of a short-term rental permit by the city administrator may be appealed to the board of adjustment under section 38.02.008(b)(5). An appeal under this section must be filed with the board of adjustment within thirty (30) days of the revocation or denial.~~

~~(16) — Any violation of the requirements of this section shall be treated as a violation of this chapter with applicable penalties as described in section 38.05.064 of this chapter as a misdemeanor with a fine not to exceed \$2,000.00.~~

~~(17) — Any short-term rental permit holder who is determined to be running a hotel or bed and breakfast as defined in article 1.01 of the code of ordinances shall have their permit revoked by the board of adjustment under the process laid out in subsection (o)(11) subsections (B),(C), and (D).]~~

Sec. 38.04.035 General conditions for all special uses

(a) Adherence to approved plans and limitations. A special use shall be established, operated and maintained in accordance with the plans, terms, conditions and limitations contained in the permit approved by the BOA.

(b) Duration of permit; renewal. Special use permits shall be granted for a definite period of time, not to exceed two years. Upon the special use permit's expiration, renewals may be granted at the discretion of the city administrator provided no written complaints were received during the use period. If there is a record of complaints or if the city administrator opts not to approve the renewal, the applicant can seek renewal from the BOA. If the BOA declines the renewal, the applicant can reapply for the special use permit. The applicant shall pay new fees.

(c) Revocation of permit. The BOA, after notice and a public hearing, may revoke any special use permit for one or more of the following reasons:

(1) A substantial violation of any of the plans, terms, conditions and limitations applicable to the special use;

(2) A substantial violation of any applicable ordinance or regulation;

(3) Operation or maintenance of the special use in a manner that is detrimental to the public's health or safety, or so as to constitute a nuisance; or

(4) Discontinuance of the use.

(d) Lapse of permit. A special use permit shall lapse if the use has not been commenced, or, in the case of construction, if construction has not been commenced, within one year of the date the permit was issued.

(e) Transfer of permit. A special use permit is not transferable and shall cease upon transfer of the property or business.

...

ATTACHMENT "C"

CHAPTER 1 General Provisions

ARTICLE 1.01 Code of Ordinances

...

Sec. 1.01.003 Definitions and rules of construction

In the construction of this code and of all ordinances passed by the city council, the following definitions and rules of construction shall be observed, unless such construction would be inconsistent with the manifest intent of the council. Words used in this code and not defined in this section shall have their ordinarily accepted meaning.

...

Short-term rental. Renting or leasing a dwelling or a portion of a dwelling owned by a resident of the city to a residential guest(s) by the property's owner(s) for a period of thirty (30) consecutive days or less. Short-term rentals must meet the criteria contained in section[s] ~~38.04.033 and 38.04.034~~ 6.04.002 of the city code and cannot include rental of a guesthouse as defined above.

ATTACHMENT “D”

APPENDIX A – FEE SCHEDULE

...

Sec. A5.005 Short-term rental permit

- (a) Initial issue: Short-term rental: \$500.00.
- (b) Renewals by City Administrator: \$300.00.
- (c) Late renewal fee: \$150.00.

...

Sec. A9.006 Zoning

- (a) Each variance - adjustment/appeal:
 - (1) Commercial: \$500.00.***
 - (2) Residential: \$250.00.***
- (b) Each change to an approved site plan: \$150.00.
- (c) Oak wilt (per acre): \$100.00.
- (d) Special use requests:
 - (1) Initial issue:
 - (A) Home occupation: \$150.00.
 - (B) ~~[Short-term rental: \$250.00.]~~
 - ~~[(C)]~~ All others: \$500.00.***
 - (2) Renewals by city council: \$300.00.
 - (3) Renewals by city administrator:
 - (A) Residential: \$150.00.***
 - (B) Commercial: \$300.00.***
 - ~~[(C)] Short-term rental: \$250.00.]~~
 - ~~[(D)] Short-term rental late renewal fee: \$100.00.]~~
- (e) Zoning change requests: \$1,000.00. * * *
- (f) Zoning determination letter requests: \$50.00.
- (g) Appeals to board of adjustment of administrative official: \$250.00.
- (h) Planned development district:
 - (1) Application: \$2,500.00.***
 - (A) Per code deviation: \$150.00.

In addition to the standard fee, professional services fees may be required depending on the nature of the request (see section A9.007).

*** An additional fee of \$150.00 will be added for notification costs if notification is required to be made by the city for an applicant.

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Timetable

City of West Lake Hills, Texas

General Obligation Bonds, Series 2022

*Preliminary, subject to change.

Issuer - City of West Lake Hills (WLH)
Bond Counsel - Orrick, Herrington & Sutcliffe LLP (BC)
Financial Advisor - PFM Financial Advisors LLC (PFM)
Purchaser - TBD
Paying Agent - TBD

Date	Action	Responsible Party
November 2	Bond Election	WLH
November 11	Veterans Day Holiday - Bond Market Closed	
November 25	Thanksgiving Day Holiday - Bond Market Closed	
December 3	Circulate first draft POS/NOS to working group Request Paying Agent bids	PFM PFM
December 10	Submit comments to PFM on first draft POS/NOS Receive Paying Agent bids	Working Group PFM
December 17	Circulate second draft POS/NOS to working group Send POS and plan of finance information to Rating Agency	PFM PFM
December 24	Christmas Holiday - Bond Market Closed	
December 28	Submit comments to PFM on second draft POS/NOS	Working Group
December 31	New Year's Holiday - Bond Market Closed	
January 4	Circulate third draft POS/NOS to working group	PFM
Week of January 10	Virtual call with Rating Agency	WLH, PFM
January 11	Submit comments to PFM on third draft POS/NOS	Working Group
January 17	Martin Luther King Jr. Day Holiday - Bond Market Closed	
January 18	Circulate final draft of POS/NOS	PFM
January 25	Final comments due on final draft of POS/NOS	Working Group
January 28	Receive bond rating - review and comment on press release for factual accuracy	WLH, PFM
February 1	Post POS/NOS electronically	PFM
February 9	Bond pricing via competitive sales / bid opening	Working Group
February 10	Circulate draft Final Official Statement to working group	PFM
February 14	Submit final comments on draft Final Official Statement	Working Group
February 16	Post Final Official Statement electronically	PFM
February 18	Final Official Statement due to underwriter Circulate draft closing memorandum	PFM PFM
February 21	Presidents Day Holiday - Bond Market Closed	
February 23	Submit comments on draft closing memorandum	Working Group
February 28	Circulate final closing memorandum	PFM
March 8	Pre-Closing call; if necessary	Working Group
March 9	Bond Closings	Working Group

NOVEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- City Council presentation
- City Council Approval / Bond Sale
- Bond closing
- FOMC Meeting
- Holiday



DEVELOPMENT COORDINATOR JOB DESCRIPTION City of West Lake Hills, Texas

GENERAL PURPOSE

Under the general supervision of the Director of Building & Development Services, the Development Coordinator reviews building & development applications submitted to the City to determine administrative completeness, ensures adherence to application submittal policies, manages the review process of permit applications, manages permitting databases, and provides administrative and technical support to the Building & Development Services Department as needed.

SUPERVISION RECEIVED

Works under the general direction of the Director of Building and Development Services who reviews work for conformance with policies and procedures.

SUPERVISION EXERCISED

None

Essential Duties and Responsibilities

- Within five (5) business days, review building permit applications for administrative completeness. Notify applicants of application deficiencies. Send completeness certificate to applicants when applications are deemed complete.
- Responds to customers' questions regarding application submittal process and requirements; serves as main point of contact with customers until application is routed for technical review.
- Manages, coordinates, and distributes building and development submittal applications to reviewers after completeness certificate issued. Ensures comments are completed and issued in a timely manner from reviewers to the applicant.
- Maintains and updates project tracking spreadsheet(s) to ensure all necessary documentation is included in permit files and is continually maintained up to date.
- Primary responsibility for filing project applications in our enterprise software applications, Incode/MyPermitNow and generating/assigning permit numbers as required.
- Notify all department staff including the Zoning & Planning Secretary and Director of Building & Development Services of complete applications that have been entered into permitting system.
- Coordinate and assist the Zoning and Planning Secretary with variance approvals and draft variance approval letters to applicants.
- Assists as directed with permit reviews for compliance with City building codes.
- Assists as directed by the Director of Building & Development Services with preparation of staff reports for ZAPCO, City Council, and Board of Adjustment meetings including any required quarterly or interval reporting.
- Provide primary telecommunications coverage for incoming calls and other clerical/office tasks, including, but not limited to, printing, making photocopies and scanning documents, preparing draft public notices and notification addresses, assistance with ZAPCO/City Council agenda packet preparation, etc.
- Provides Web Content Editing functions for the departmental website
- Required to attend Zoning and Planning Commission meetings and on occasion may be required for coverage for City Council meetings.
- Any, and all other duties as assigned by the Director of Building & Development Services and/or the City Administrator.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from an accredited college or university with a bachelor's degree in city, urban and regional planning; architecture, urban design and economics, or a closely related field. Degrees in progress are acceptable as well.
- Prior experience with municipal government is preferred.
- Prior experience with MyPermitNow is preferred.
- General knowledge of city planning, building and development review processes, and reviewing/interpreting City Codes is preferred.

Knowledge of and Ability to:

- Proficiency in Microsoft Office including Word, Excel, Outlook.
- Analyze situations accurately including systematically reviewing existing information, codes, and policies, and seeking additional information by coordinating with other key parties.
- Provide outstanding customer satisfaction (internally and externally).
- Ability to learn and proficiently utilize new computer technology applications, including, but not limited to, Incode, MyPermitNow (MyGov) and Civic Plus.
- Skilled in website content editing and creation.
- Proficiency in reviewing policies and code and drafting required revisions.
- Proficiency in writing professional correspondence and reports.
- Ability to interact with the public, city employees, and other city officials in a positive, professional, and productive manner.
- Excellent written and verbal communication skills. Ability to communicate in a clear, concise, and convincing manner.
- Ability to work independently and to multi-task projects simultaneously while managing competing deadlines.
- Ability to resolve conflicts between various parties in a professional and respectful manner.
- Must be able to operate a motor vehicle safely and legally.
- Knowledge of ESRI ArcGIS a plus.

SPECIAL REQUIREMENTS

- Possession of a valid Texas Driver License issued by the Department of Public Safety
- Attendance may be occasionally required for Zoning and Planning Commission, or City Council meetings which occur after hours.
- Normally works a forty-hour week, however, sometimes may be flexed for attendance at Zoning & Planning Commission or City Council meetings as required.

TOOLS AND EQUIPMENT USED

- Personal computer including Windows office, Outlook, Excel, Word, word processing, spreadsheet, internet, web client, MyPermitNow, Incode, 10-key calculator; phone; scanner/copy machine; fax machine.

PHYSICAL DEMANDS

- Must be able to sit for long periods performing computer work and other administrative work.

- Must possess general manual dexterity to operate computer, office machines, and perform office functions.
- Must be able to bend or stoop to retrieve files, lift books, or other materials weighing up to 30 pounds.

WORK ENVIRONMENT

- Work is mainly in an office setting.
- The noise level in the work environment is usually moderate.
- The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

CITY ADMINISTRATOR
CITY OF WEST LAKE HILLS, TEXAS

November 24, 2021

(This proposal is valid for 60 days)



Strategic Government Resources

P.O. Box 1642, Keller, Texas 76244
Office: 817-337-8581

JJ Peters, President of Executive Recruitment
JJPeters@GovernmentResource.com



November 24, 2021

Hon. Mayor Linda Anthony and City Council
City of West Lake Hills, Texas

Dear Mayor Anthony and City Council Members:

Thank you for the opportunity to submit this proposal to assist the City of West Lake Hills in your recruitment for a new City Administrator. SGR has the unique ability to provide a personalized and comprehensive recruitment to meet your needs.

I would like to draw your attention to a few key items that distinguish SGR from other recruitment firms and allow us to reach the most extensive and diverse pool of applicants:

- SGR is a recognized thought leader in local government management and is actively engaged in local government operations, issues, and best management practices.
- SGR's Servant Leadership e-newsletter, where all recruitments conducted by SGR are announced, reaches over 48,000 subscribers in all 50 states.
- SGR will send targeted emails to our opt-in Job Alert subscriber database of over 6,100 city management professionals.

We recognize that the COVID-19 pandemic has created unique operating challenges for local governments in a myriad of ways, including recruitment efforts. SGR has invested in a variety of technologies that will allow a safe social distancing recruitment process, and we will continue to provide alternatives to in-person meetings, to the extent the City desires, during this uncertain time.

We are excited about the prospect of conducting this recruitment for the City of West Lake Hills, and we are available to visit with you at your convenience.

Respectfully submitted,

Jennifer Fadden, Chief Operating Officer
JenniferFadden@GovernmentResource.com

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Company Profile

Background

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by Recruiting, Assessing, and Developing Innovative, Collaborative, and Authentic Leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a perspective and depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a **full-service firm**, specializing in executive recruitment, interim placements, online training, onsite training, leadership development, psychometric assessments, strategic visioning retreats, one-on-one employee coaching, and other consulting services designed to promote innovation, team building, collaboration, and continuous improvement in local governments. SGR has approximately 700 local government clients in 47 states for all of our business lines combined. SGR has been, and continues to be, a leader in spurring innovation in local government.

SGR has 24 full-time employees, 2 part-time employees, 17 recruiters, and a number of consultants who function as subject matter experts on a variety of projects.

SGR's corporate headquarters is in the Dallas/Fort Worth Metroplex. SGR also has virtual offices in California, Florida, Minnesota, New York, North Carolina, Ohio, Oklahoma, Oregon, and Pennsylvania.

SGR Executive Leadership – Recruitment

- Ron Holifield, Chief Executive Officer
- Jennifer Fadden, Chief Operating Officer
- JJ Peters, President of Executive Recruitment

View all SGR team members and bios at: governmentresource.com/about-us/meet-the-team

SGR's Unique Qualifications

Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment, and we believe it is imperative to be proactive in our mission to build a workforce that represents the communities we serve. SGR reaches an extensive and diverse pool of prospects by utilizing our unequaled network of prospects.

- SGR's Servant Leadership e-newsletter, where your position will be announced, reaches over 48,000 subscribers in all 50 states.
- We will send targeted emails to over 6,200 opt-in subscribers to SGR's City Management Job Alerts.
- Your position will be posted on SGR's Website, GovernmentResource.com, which has more than 36,000 visitors per month.
- Your position will be posted on SGR's Job Board, SGRjobs.com, which averages more than 16,000 unique visitors per month and has over 1,600 jobs listed at any given time.
- SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn.
- SGR frequently partners with local government associations including League of Women in Government and the Local Government Hispanic Network.
- Approximately 65% of semifinalists selected by our clients learned about the open recruitment through via our website, servant leadership e-newsletter, job board, social media, job alert emails, or personal contact.

Collective Local Government Experience

Our recruiters have years of experience in local government and both regional and national networks of relationships. The entire executive recruitment group works as a team to leverage their networks to assist with each recruitment. SGR team members are active on a national basis, in both local government organizations and professional associations. Many SGR team members frequently speak and write on issues of interest to local government executives. SGR can navigate all of the relevant networks as both a peer and insider.

Equal Opportunity Commitment

SGR strongly believes in equal employment opportunity. SGR does not discriminate and believes that equal opportunity is an ethical issue. SGR quite simply will not enter into an engagement with an entity or organization that directs, or expects, that bias should or will be demonstrated on any basis other than those factors that have a bearing on the ability of the candidate to do the job. You can anticipate that SGR will make a serious and sincere effort to encourage qualified applicants from underrepresented demographic groups to apply. Although SGR obviously cannot, and would not, guarantee the makeup of the semifinalist or finalist groups, SGR does have relationships and contacts nationwide to encourage the meaningful participation of

underrepresented minority groups, and we continue to evaluate and improve our processes by embedding a lens of equity and inclusion into our recruitment practices.

Listening to Your Unique Needs

SGR devotes a significant amount of time to actively listening to your organization and helping you define and articulate your needs. We work hard to conduct a comprehensive recruitment that is unique to you. SGR devotes a tremendous amount of energy to understanding your organization's unique culture, environment, and local issues to ensure a great "fit" from values, philosophy, and management style perspectives.

Trust of Candidates

SGR has a track record of remarkable confidentiality and providing wise counsel to candidates and next generation leaders; we have earned their trust. As a result, SGR is often able to get exceptional prospects to become candidates, even if they have declined to become involved in other recruitment processes. Candidates trust SGR to assess the situation well, communicate honestly and bluntly, and maintain their confidentiality to the greatest extent possible.

Accessibility & Communication

Your executive recruiter is accessible at all times throughout the recruitment process and can be reached by candidates or clients, even at night and on weekends, by cell phone or email. In addition, the recruiter communicates with active applicants on a weekly basis and sends Google alerts articles to keep the applicants informed about the community and opportunity.

Comprehensive Evaluation and Vetting of Candidates

SGR offers a candidate screening process that prevents surprises and ensures in-depth understanding. Our vetting process includes:

- Prescreening questions and technical review of resumes
- Cross communication between our recruiters about candidates who have been in previous searches for greater understanding of background and skills
- Comprehensive written questionnaires to gain different insights than typically available on a resume
- Online pre-recorded video interviews that allow search committee members, at their convenience, to view candidates in an interview setting prior to the finalist stage of the recruitment process
- Comprehensive media reports that go far beyond automated Google/LexisNexis searches and are customized to each candidate based on where they have lived and worked
- Comprehensive automated and anonymous reference checks that provide deep insights on candidates' soft skills from a well-rounded group of references
- Psychometric assessments (supplemental cost)
- Comprehensive background checks completed by a licensed private investigation firm
- Advanced exercise, customized to the organization, for finalist candidates

Project Personnel

Lissa Barker, Senior Vice President

LissaBarker@GovernmentResource.com

Cell: 817-266-0647



Lissa Barker became part of the SGR team in February of 2018, with a focus on executive recruitment and sourcing for challenging-to-fill positions.

Prior to joining SGR, Lissa's focus was in talent acquisition and workforce management in the corporate environment, where she led a recruiting team in the delivery of talent acquisition for a broad range of positions, from niche roles to Director and CXO level positions. She was named Perot Systems Corporation Recruiter of the Year in 2006 where she played an integral role as a liaison with both the sales and service delivery teams in support of both creation of staffing models and fulfillment of critical positions.

Lissa graduated summa cum laude from Texas A&M University with a Bachelor of Science degree in Biomedical Science.

Lissa Barker

7249 Breckenridge Drive

Fort Worth, TX 76179

817-266-0647

lissabarker@sbcglobal.net

Professional Profile

Recruiting

- Recruit Director and CXO level positions in the Municipal Government sector, as well as Healthcare and IT industries
- Led a Recruiting Team in the delivery of talent acquisition for difficult to find roles in the IT industry
- Named 2006 Recruiter of the Year for Perot Systems Corporation, during first full year in a corporate recruiting role

Workforce Management

- Create staffing models for multi-million dollar ITO contracts
- Liaison between Sales and Delivery teams during the architecture phase for new business deals, the outcome being a model that is mutually beneficial for both the client and internal delivery organization
- Implementation of the staffing model upon contract signing. Liaison between the Recruiting Services organization and the Client team during the transition and hiring phase of a new contract

Work History

February 2018- Current, Senior Vice President- Executive Recruitment, Strategic Government Resources

August 2014 – February 2018, Assistant to the Athletic Director, Lake Country Christian School, Ft. Worth, Texas

August 2005 - May 2009, Sr. Recruiting Specialist, Perot Systems Corp, Plano, Texas

January 2004 - August 2005, Sr. Recruiter, Franklin Associates, Ft. Worth, Texas

Education

1994-1998 Texas A&M University, College Station, TX

- BS in Biomedical Science, Magna Cum Laude, 3.87/4.00 cumulative GPA

References

References are available on request.

A full-service recruitment typically entails the following steps:

- 1. Organizational Inquiry and Analysis**
 - Develop Recruitment Plan and Timeline
 - Individual Interviews with Key Stakeholders
 - Development of Position Profile Brochure
- 2. Advertising and Marketing, Communication with Applicants and Prospects**
- 3. Initial Screening and Review**
- 4. Search Committee Briefing to Facilitate Selection of Semifinalists**
- 5. Evaluation of Semifinalist Candidates**
 - Written Questionnaires
 - Recorded Online Interviews
 - Media Searches - Stage 1
- 6. Search Committee Briefing to Facilitate Selection of Finalists**
- 7. Evaluation of Finalist Candidates**
 - Comprehensive Media Searches - Stage 2
 - Comprehensive Background Investigation Reports
 - DiSC Management Assessments (supplemental service)
 - First Year Game Plan or Other Advanced Exercise
- 8. Interview Process**
 - Face-to-Face Interviews
 - Stakeholder Engagement (may occur earlier in process)
 - Deliberations
 - Reference Checks (may occur earlier in process)
- 9. Negotiations and Hiring Process**
 - Determine the Terms of an Offer
 - Negotiate Terms and Conditions of Employment
 - Press Release (if requested)

Step 1: Organizational Inquiry and Analysis

Develop Recruitment Plan and Timeline

SGR will meet with the client at the outset of the project to finalize the recruitment plan and timeline. At this time, SGR will also request that the client provide us with photos and information on the community, organization, and position to assist us in drafting the position profile brochure.

Individual Interviews with Key Stakeholders

SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your particular needs. Fully understanding your organizational needs is the most critical part of conducting a successful executive recruitment. These interviews last approximately 30-60 minutes each and identify issues that may affect the dynamics of the recruitment, as well as develop a composite understanding of the organization's preferences. This process helps with organizational buy-in and will assist us in developing the position profile.

Development of Position Profile Brochure

Following the individual interviews, SGR will develop a draft position profile brochure that is reviewed and revised in partnership with your organization until we are in agreement that it accurately reflects the sought-after leadership and management characteristics.

To view sample recruitment brochures, please visit:

<https://www.governmentresource.com/executive-recruitment>.

Step 2: Advertising and Marketing, Communication with Applicants and Prospects

Advertising and Marketing

The Executive Recruiter and client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, where your position will be announced, reaches over 48,000 subscribers in all 50 states. We will also send targeted emails to over 6,200 opt-in subscribers to SGR's City Management Job Alerts. Your position will be posted on SGR's Website, [GovernmentResource.com](https://www.governmentresource.com), and on SGR's Job Board, [SGRjobs.com](https://www.sgrjobs.com). SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn. Ads are also typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

Communication with Prospects

SGR communicates with interested prospects on ongoing basis during the recruitment process. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast, accurate, and complete information, and in a warm and personal manner. This is one of the

first places a prospective candidate will develop an impression about the organization, and it is an area in which SGR excels.

Communication with Active Applicants

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personal responses to any questions or inquiries. SGR communicates frequently with applicants to ensure they stay enthusiastic and informed about the opportunity. SGR utilizes Google Alerts and sends weekly update emails to active applicants regarding the organization and community.

Step 3: Initial Screening and Review

SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. The triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues regarding previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process described above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to make sure that the minimum requirements of the position are met, and which of the preferred requirements are met. This sifting process assesses how well candidates' applications fulfill the recruitment criteria outlined in the Position Profile.

Step 4: Search Committee Briefing / Selection of Semifinalist Candidates

At this briefing, SGR will provide a comprehensive progress report and facilitate the selection of up to 12 semifinalists. The presentation will include summary information on the process so far, the candidate pool overall, and any trends or issues, as well as a briefing on each candidate and their credentials. No other firm offers this level of reporting detail and transparency.

Step 5: Evaluation of Semifinalist Candidates

Reviewing resumes is an important and valuable step in the executive recruitment process. However, the simple fact is that resumes can be misleading. They tell you nothing about the individual's personal qualities or his/her ability to get along with other people. Resumes can also exaggerate or inflate accomplishments or experience. SGR's responsibility is to go more in-depth than the resume to ensure that those candidates who continue in the process are truly outstanding. SGR's goal is to have a clear understanding of the person behind the resume and what makes him/her an outstanding prospect for you. The evaluation of semifinalist candidates includes follow-up when appropriate to ask any questions about underlying issues.

Written Questionnaires

SGR will ask semifinalist candidates to complete a comprehensive written exercise designed to provide greater insight into candidate thought processes and communication styles. SGR's written instrument is custom designed around the priorities identified by the Search Committee and usually includes questions focusing on key areas of particular interest to the client. This written instrument will be included in the semifinalist briefing book along with cover letters and resumes submitted by the candidates.

Recorded Online Interviews

SGR will ask semifinalist candidates to complete online interviews. This provides a very insightful, efficient and cost-effective way to gain additional insights to utilize in selecting finalists you want to invite for an onsite interview. The recorded online interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Online interviews also convey to candidates that the organization is using leading edge technology in its business processes and provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest. Links to view the online interviews are emailed to the Search Committee members for viewing at their convenience prior to selection of finalist candidates.

Media Searches - Stage 1

"Stage 1" of our media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any "red flags" to the Search Committee immediately upon discovery.

Step 6: Search Committee Briefing / Selection of Finalist Candidates

Prior to this briefing, SGR will provide each member of the Search Committee with a briefing book on the semifinalist candidates. The briefing book includes cover letters, resumes, and completed questionnaires. The link to view the online interviews is emailed separately to Search Committee members. The purpose of this briefing is to facilitate narrowing the list to up to 5 finalists who will be invited for personal interviews.

Step 7: Evaluation of Finalist Candidates

Comprehensive Media Searches - Stage 2

"Stage 2" of our media search process includes the web-based interface Nexis Diligence™ along with Google as a supplementary tool. By utilizing both, we can provide our clients with an enhanced due diligence process to help vet potential candidates in an efficient and comprehensive manner, which reduces the risk of overlooking important information.

The Stage 2 media search consists of a more complex search, which also includes social media platforms, and has proven helpful in analyzing possible adverse news about the candidate by uncovering issues that may not have been previously disclosed by the candidate. The media search gives the Search Committee an overview of the type and extent of press coverage that a candidate has experienced over the course of their career. View a sample media report at: <http://bit.ly/SGRSampleMediaReport>.

Comprehensive Background Investigation Reports

Through SGR's partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below. View a sample background report at: bit.ly/SGRSampleBackgroundReport.

- Social Security number trace
- Address history
- Driving history/motor vehicle records
- Credit report
- Federal criminal search
- National criminal search
- County wants and warrants for previous 10 years
- Global homeland security search
- Sex offender registry search
- State criminal search (for current and previous states of residence)
- County civil and criminal search (for every county in which candidate has lived or worked) for previous 10 years
- Education verification
- Employment verification (if desired)
- Military verification (if desired)

DiSC Management Assessments (supplemental service)

SGR uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager. View a sample report at: bit.ly/SGRDiscProfileSample. For assessments of more than two candidates, a DiSC Management Comparison Report is included, which provides a side-by-side view of each candidate's preferred management style. View a sample comparison report at: bit.ly/SGRDiscTeamReport.

First Year Game Plan or Other Advanced Exercise

SGR will work with your organization, if desired, to develop an advanced exercise for the finalist candidates. One example of such an exercise is a "First Year Game Plan," a process where finalist candidates are provided with the contact information for elected officials, key staff, and community leaders and then given free rein to make contact with all of them in advance and use those insights to develop a "first year game plan" based on what they know so far.

Feedback is received from the key contacts on their impressions of the finalist candidates from the interactions with the candidates prior to the interviews. This exercise provides the opportunity to evaluate candidates' written and interpersonal communication skills, as well as critical analysis skills.

Step 8: Interview Process

Face-to-Face Interviews

SGR will schedule interviews at a date/time convenient to your organization. This process can be as simple, or as complex, as your organization desires. SGR will help you determine the specifics and assist in developing the interview schedule and timeline. SGR will prepare sample interview questions and will participate throughout the process to make it smooth and efficient.

Stakeholder Engagement

At the discretion of the Search Committee, we will work closely with your organization to engage stakeholders in the recruitment process. Our recommendation is that we design a specific stakeholder engagement process after we learn more about the organization and the community. Different approaches work best in different communities. We will collaborate with your organization to determine which option, or combination of options, will be the most effective for the unique needs of the organization.

- Stakeholder survey (supplemental service, can be provided at an additional cost)
- Interviewing community leaders at the outset of the recruitment;
- Holding a public forum for citizen engagement at the outset of the recruitment;
- Community leader reception;
- Meet and greet;
- Search Committee and key community leader dinner meeting;
- "Round Robin" forum meetings with various community groups during a multi-day interview process.

Deliberations

SGR will facilitate a discussion about the finalist interviews and assist the Search Committee in making a hiring decision or in deciding whether to bring back one or more candidates for a second interview.

Reference Checks

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR's reference check platform is anonymous, which is proven to encourage more candid and truthful responses, in turn providing organizations with more meaningful and insightful information on candidates. SGR provides a written summary report to the organization once all reference checks are completed. The timing of reference

checks may vary depending on the specific search process and situation. If the names of the finalists are made public prior to interviews, SGR will typically contact references prior to the interview process. If the names of the finalists are not made public prior to interviews, SGR will typically wait until the organization has selected its top candidate before calling references in order to protect candidate confidentiality.

Step 9: Negotiations and Hiring Process

Determine the Terms of an Offer

Upon request, SGR will provide appropriate employment agreement language and other helpful information to assist you in determining an appropriate offer to extend to your candidate of choice.

Negotiate Terms and Conditions of Employment

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will determine and define any special needs or concerns of the chosen candidate, including anything that could be a complicating factor. SGR is experienced and prepared to help craft win-win solutions to negotiation “log-jams.”

Press Release (if requested)

Until you have “sealed the deal,” you need to be cautious in order to avoid the embarrassment of a premature announcement that does not work out. You also want to try to notify all senior staff and unsuccessful candidates before they read about it in the newspaper. SGR will assist with this coordination and with drafting any announcements or press releases.

Satisfaction Surveys

SGR is committed to authentically following the golden rule by providing prompt, professional and excellent communication and always treating every client with honor, dignity and respect. We ask clients and candidates to complete a brief and confidential survey after the completion of their recruitment. This helps us strive to continuously improve our processes and meet the changing needs of the workforce.

Supplemental Service: Post-Hire Team Building Workshop

SGR can provide a customized team building workshop after you hire for the position. SGR utilizes I-OPT, which is a validated measurement tool that shows how a person perceives and processes information. Because people “see” different things when they assess a situation, they are motivated to take various courses of action, so understanding you and your colleagues’ I-OPT Profiles will enable you to work much more effectively as a team. This service can be provided at an additional cost. View sample I-OPT reports at: bit.ly/sampleIOPReports.

Projected Schedule

Schedule will be adjusted at the outset of the search to meet the organization's needs. Holidays may affect recruitment schedule.

Task	Weeks
- Contract Executed - Develop Recruitment Plan, Timeline <u>Individual Interviews with Key Stakeholders</u>	Week 1
<u>Deliverable</u>: Position Profile Brochure - Search Committee Reviews and Approves Brochure	Weeks 2-3
- Advertising and Marketing - Accept Applications - Communication with Prospects and Applicants	Weeks 4-7
Initial Screening and Review	Week 8
<u>Search Committee Briefing</u> / Select Semifinalists - Questionnaires and Recorded Online Interviews - Media Searches - Stage 1	Week 9
<u>Deliverable</u>: Semifinalist Briefing Books and Online Interviews	Week 10
<u>Search Committee Briefing</u> / Select Finalist Candidates	Week 11
- Comprehensive Media Searches - Stage 2 - Comprehensive Background Investigation Reports - DiSC Management Assessments (supplemental service) - First Year Game Plan or Other Advanced Exercise	Weeks 12-13
<u>Deliverable</u>: Finalist Briefing Books	Week 14
<u>Face-to-Face Interviews</u> - Stakeholder Engagement (may occur earlier in process) - Deliberations - Reference Checks (may occur earlier in process) - Negotiations and Hiring Process	Week 15

Recruitment Costs & Service Guarantee

Not-to-Exceed Price: \$24,900

Not-to-exceed price includes:

- **Professional Service Fee - \$18,500**
- **Expenses:**
 - **Position Profile Brochure & Marketing - \$1,500**
 - Production of a professional position profile brochure
 - Custom-designed graphics for social media and email marketing
 - Announcement in SGR's 10 in 10 Leadership and Innovation e-newsletter
 - Two (2) email blasts to SGR's opt-in Job Alert subscribers for the relevant job category
 - Featured job placement on SGR's website
 - Featured ad on SGR's job board
 - Promotions on SGR's social media pages – Facebook, Twitter, LinkedIn, and Instagram
 - **Semifinalist Recorded Online interviews** for up to twelve (12) semifinalists - **\$225 each**
 - **Comprehensive Media Reports** for up to five (5) finalists - **\$500 each**
 - **Comprehensive Background Investigation Reports** for up to five (5) finalists - **\$400 each**
 - **Comprehensive Reference Checks** with individual reports for up to five (5) finalists - **\$225 each**
 - **Up to Two (2) onsite visits** by the Recruiter to the Organization. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead. **Travel will be dependent on COVID restrictions in place at the time and take into consideration the health and safety of team members of both SGR and the Organization.**

Supplemental Services

The supplemental services listed below are not included in the not-to-exceed price:

- **Ad placements, as approved by the organization, will be billed back at actual cost with no markup for overhead.**
- There may be an additional charge for changes made to the Position Profile Brochure after the brochure has been approved by the organization and the position has been posted online.

- Additional online interviews (over and above the twelve (12) included in the not-to-exceed price above) are offered for \$225 per candidate.
- Additional comprehensive media reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$500 per candidate.
- Additional background investigation reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$400 per candidate.
- Additional reference checks (over and above the five (5) included in the not-to-exceed price above) are offered for \$225 per candidate.
- There is a cost of \$175 per candidate for the DiSC Management Profile.
- Semifinalist and finalist briefing materials will be provided to the search committee via an electronic link. Should the organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional in-person visits (over and above the two (2) in-person visits included in the not-to-exceed price above) by the Recruiter will be billed over and above the not-to-exceed price. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates are reimbursed directly by the organization for travel expenses.
- SGR will conduct a Stakeholder Survey for \$1,000. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. A written summary of results is provided to the organization.
- If desired, the Recruiter will travel to the communities of the finalist candidates to conduct onsite visits. Site visits will be charged at a day rate of \$1,000 per day, plus travel expenses. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- A half-day onsite post-hire team building workshop is offered for \$4,000, plus travel expenses and \$150 per person for I-OPT reports.
- In the unexpected event the organization requests that unusual out of pocket expenses be incurred, said expenses will be reimbursed at the actual cost with no mark up for overhead.
- If the organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval. Supplemental services will be billed out at \$250 per hour.

Billing

The professional service fee for the recruitment is billed in three equal installments during the course of the recruitment. The initial installment is billed after the position profile brochure has been created. The second installment is billed after semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expenses and supplemental services will be billed with each of the three installments, as appropriate.

Service Guarantee

SGR guarantees that you will be satisfied with the results of the full service recruitment process, or we will repeat the entire process one additional time and charge only for expenses. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 18 months of their hire date, SGR will repeat the process one additional time and charge only for expenses. If the organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the service guarantee is null and void. We also guarantee that we will not directly solicit a candidate we bring to you for another job.

References

City of Lago Vista, Texas

Population: 8,000

Ed Tidwell, Mayor

mayor@lago-vista.org

804-832-3759

City Manager Recruitment, 2021

Town of Argyle, Texas

Population: 4,000

Erika McComis, Assistant Town Administrator/Town Secretary

emccomis@argyletx.com

940-271-4262

Recruitments: Town Administrator, 2020; Police Chief, 2020

City of Boerne, Texas

Population: 18,000

Ben Thatcher, City Manager

bthatcher@boerne-tx.gov

830-249-9511

Multiple recruitments, including City Manager, 2020, and Assistant City Manager, 2021

City of Castroville, Texas

Population: 3,000

Darrin Schroeder, Mayor Pro Tem

district5@castrovilletx.gov

210-232-4737

City Administrator Recruitment, 2020

City of Mission Hills, Kansas

Population: 3,500

David Dickey, Mayor

mayor@missionhillsks.gov

913-362-9620

City Administrator Recruitment, 2020

Town of Addison, Texas

Population: 15,000

Passion Hayes, Director of Human Resources

phayes@addisontx.gov

972-450-2819

Multiple recruitments, including Deputy City Manager, 2019

City & County Manager/Administrator Recruitments, 2016-Present

In Progress

- Aledo, Texas (pop. 5,000) - City Manager
- Bridgeport, Texas (pop. 6,500) - City Manager
- Cameron, Texas (pop. 5,500) - City Manager
- Cleburne, Texas (pop. 32,000) - City Manager
- Fort Collins, Colorado (pop. 175,000) - City Manager
- Klamath Falls, Oregon (pop. 22,000) - City Manager
- Levelland, Texas (pop. 14,000) - City Manager
- Live Oak, Texas (pop. 16,000) - City Manager
- Madisonville, Texas (pop. 4,500) - City Manager
- Manor, Texas (pop. 15,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Mont Belvieu, Texas (pop. 6,500) - City Manager
- Parkville, Missouri (pop. 7,000) - City Administrator
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Wethersfield, Connecticut (pop. 26,000) - Town Manager
- Wickenburg, Arizona (pop. 7,500) - Town Manager

2021

- Bainbridge Island, Washington (pop. 25,000) - City Manager
- Breckenridge, Texas (pop. 5,000) - City Manager
- Briarcliff Manor, New York (pop. 8,000) - Village Manager
- Chandler, Arizona (pop. 270,000) - City Manager
- Chanhassen, Minnesota (pop. 27,000) - City Manager
- Chickasha, Oklahoma (pop. 16,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clermont, Florida (pop. 44,000) - City Manager
- Flower Mound, Texas (pop. 79,000) - Town Manager
- Johnson City, Tennessee (pop. 65,000) - City Manager
- Kennett Square, Pennsylvania (pop. 6,000) - Borough Manager
- Lago Vista, Texas (pop. 8,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Monett, Missouri (pop. 9,000) - City Administrator
- North Port, Florida (pop. 77,000) - City Manager
- Port Chester, New York (pop. 30,000) - Village Manager

- Sherwood, Oregon (pop. 20,000) - City Manager
- Spokane, Washington (pop. 220,000) - City Administrator

2020

- Argyle, Texas (pop. 4,000) - Town Administrator
- Bay City, Texas (pop. 17,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Boerne, Texas (pop. 16,000) - City Manager
- Castroville, Texas (pop. 3,000) - City Administrator
- Clinton, Connecticut (pop. 13,500) - Town Manager
- Commerce, Texas (pop. 9,000) - City Manager
- Covington, Georgia (pop. 14,000) - City Manager
- DeSoto, Texas (pop. 56,000) - City Manager
- Duncanville, Texas (pop. 40,000) - City Manager
- Hutchinson, Kansas (pop. 42,000) - City Manager
- Hutto, Texas (pop. 30,000) - City Manager
- Iola, Kansas (pop. 5,500) - City Administrator
- Johns Creek, Georgia (pop. 84,000) - City Manager
- Joplin, Missouri (pop. 50,000) - City Manager
- Miami, Oklahoma (pop. 13,500) - City Manager
- Mission Hills, Kansas (pop. 3,500) - City Administrator
- Nacogdoches, Texas (pop. 33,000) - City Manager
- Santa Fe, Texas (pop. 13,000) - City Manager
- Tigard, Oregon (pop. 53,000) - City Manager
- Westworth Village, Texas (pop. 3,000) - City Administrator

2019

- Blaine, Minnesota (pop. 65,000) - City Manager
- Bullard, Texas (pop. 4,000) - City Manager
- Campbell County, Wyoming (pop. 46,000) - Commissioners' Administrative Director/County Administrator
- Canyon, Texas (pop. 15,000) - City Manager
- Copperas Cove, Texas (pop. 34,000) - City Manager
- Killeen, Texas (pop. 145,000) - City Manager
- Kingsville, Texas (pop. 26,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Lenexa, Kansas (pop. 55,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager

- Orange, Texas (pop. 19,000) - City Manager
- Palm Coast, Florida (pop. 86,000) - City Manager
- South Windsor, Connecticut (pop. 26,000) - Town Manager
- Springfield, Oregon (pop. 62,000) - City Manager
- Terrell, Texas (pop. 17,000) - City Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Vail, Colorado (pop. 5,000) - Town Manager
- Venus, Texas (pop. 5,000) - City Administrator
- Victoria, Texas (pop. 67,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator

2018

- Anna, Texas (pop. 14,000) - City Manager
- Bethany, Oklahoma (pop. 19,000) - City Manager
- Cameron, Missouri (pop. 10,000) - City Manager
- Clackamas County, Oregon (pop. 400,000) - County Administrator
- Clallam County, Washington (pop. 75,000) - County Administrator
- Clark County, Washington (pop. 471,000) - County Manager
- Coffeyville, Kansas (9,500) - City Manager
- Craig, Colorado (pop. 9,000) - City Manager
- Erie, Colorado (pop. 26,000) - Town Administrator
- Forney, Texas (pop. 19,000) - City Manager
- Freeport, Texas (pop. 12,000) - City Manager
- Fulshear, Texas (pop. 9,500) - City Manager
- Green Cove Springs, Florida (pop. 7,500) - City Manager
- Humble, Texas (pop. 15,000) - City Manager
- Jacksonville, Texas (pop. 14,000) - City Manager
- Jupiter, Florida (pop. 60,000) - Town Manager
- Lawton, Oklahoma (pop. 94,000) - City Manager
- Lebanon, Missouri (pop. 15,000) - City Administrator
- Lockhart, Texas (pop. 13,500) - City Manager
- Marshall, Texas (pop. 24,000) - City Manager
- Murfreesboro, Tennessee (pop. 130,000) - City Manager
- Nixa, Missouri (pop. 21,000) - City Administrator
- Paducah, Kentucky (pop. 25,000) - City Manager
- Pflugerville, Texas (pop. 60,000) - City Manager
- Plant City, Florida (pop. 38,000) - City Manager
- Riverside, Missouri (pop. 3,000) - City Administrator

- Smithville, Missouri (pop. 10,000) - City Administrator
- Springfield, Missouri (pop. 167,000) - City Manager
- Sunnyvale, Texas (pop. 6,500) - Town Manager
- West University Place, Texas (pop. 14,000) - City Manager
- Wethersfield, Connecticut (pop. 26,000) - Town Manager

2017

- Amarillo, Texas (pop. 200,000) - City Manager
- Bastrop, Texas (pop. 8,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Bozeman, Montana (pop. 45,000) - City Manager
- Brenham, Texas (pop. 17,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager
- Clute, Texas (pop. 12,000) - City Manager
- Colleyville, Texas (pop. 23,000) - City Manager
- Grandview, Missouri (pop. 26,000) - City Administrator
- Killeen, Texas (pop. 140,000) - City Manager
- Midland, Michigan (pop. 42,000) - City Manager
- Parkville, Missouri (pop. 7,000) - City Administrator
- Saginaw, Texas (pop. 21,000) - City Manager
- San Marcos, Texas (pop. 60,000) - City Manager
- Sealy, Texas (pop. 6,500) - City Manager
- Stephenville, Texas (pop. 20,000) - City Administrator
- Temple, Texas (pop. 75,000) - City Manager
- Topeka, Kansas (pop. 127,000) - City Manager
- Vail, Colorado (pop. 5,000) - Town Manager

2016

- Angleton, Texas (pop. 20,000) - City Manager
- Beavercreek, Ohio (pop. 45,000) - City Manager
- Bethany, Oklahoma (pop. 19,000) - City Manager
- Canadian, Texas (pop. 2,600) - City Manager
- Carrollton, Texas (pop. 130,000) - City Manager
- Clarksville, Indiana (pop. 20,000) - Town Manager
- Craig, Colorado (pop. 9,000) - City Manager
- Davenport, Iowa (pop. 100,000) - City Administrator
- Des Moines, Washington (pop. 30,000) - City Manager
- Elgin, Texas (pop. 10,000) - City Manager

- Gunnison, Colorado (pop. 6,000) - City Manager
- Hot Springs, Arkansas (35,000) - City Manager
- Lake Dallas, Texas (pop. 7,000) - City Manager
- Lake Worth, Texas (pop. 4,500) - City Manager
- Muskegon Heights, Michigan (pop. 11,000) - City Manager
- Northglenn, Colorado (pop. 37,000) - City Manager
- Palestine, Texas (pop. 19,000) - City Manager
- Piney Point Village, Texas (pop. 3,000) - City Administrator
- Port Lavaca, Texas (pop. 12,000) - City Manager
- Spokane Valley, Washington (pop. 95,000) - City Manager
- St. Charles, Missouri (pop. 67,000) - Director of Administration
- Stillwater, Oklahoma (pop. 50,000) - City Manager
- Sweetwater, Texas (pop. 11,000) - City Manager
- Valley Center, Kansas (pop. 7,000) - City Administrator
- Williston, North Dakota (pop. 27,000) - City Administrator

Population number is approximate population at the time the recruitment took place.

JOB MARKETING & ADVERTISING

Pricing as of November 2021

JOB BOARD

SGR's Job Board (SGRjobs.com) is the 2nd largest local government job board in the nation, averages more than 16,000 unique visitors per month, and has 1,600 jobs listed at any given time.

JOB BOARD AD **\$99 Each**

One-time job posting for 30 days

JOB BOARD SUBSCRIPTION **\$369 per Calendar Year**

Unlimited job postings on SGR's Job Board for one calendar year

SGR has an extensive network of subscribers to our profession-specific opt-in Job Alert emails.

JOB BLAST **\$249 Each**

Targeted email to our profession-specific Job Alert subscriber database

- Logo and link to your organization's website
- Marketing language written by SGR
- Click-to-Tweet link

JOB BLAST PLUS PACKAGE **\$299 Each** (*savings of \$49*)

One-time job posting for 30 days on SGR's Job Board plus a Job Blast

JOB BLAST



CONTACT US

Recruitment@GovernmentResource.com

Main Office: 817-337-8581 | www.GovernmentResource.com



JOB MARKETING & ADVERTISING

Pricing as of November 2021

Take advantage of SGR's social media networks to reach passive and active candidates. SGR creates a custom-made graphic and promotes your position on SGR's website, Facebook, Twitter, Instagram, and LinkedIn.

DIGITAL TALENT MARKETING

DIGITAL TALENT MARKETING (DTM) PACKAGE \$399 Each

- Custom-made graphic
- One-time promotion across SGR's social media networks
- Posted on SGR's website for 30 days
([GovernmentResource.com](https://www.GovernmentResource.com))
- One-time job posting for 30 days on SGR's Job Board
([SGRjobs.com](https://www.SGRjobs.com))

DTM PLUS PACKAGE \$599 Each (savings of \$49) DTM Package, plus a Job Blast

For complete details on DTM and DTM Plus
bit.ly/sgr-dtm

MARKETING & NETWORK BOOST \$2,500 Each

DTM Plus Package, plus:

- Development of a professional position profile brochure
- Development of a list of ad placement recommendations
- Draft ad language

Position Profile Brochure \$1,950 Each

Utilizing information and photos provided by the organization, SGR's professional graphic designers and copywriters will develop a position profile brochure that is reviewed and revised in partnership with your organization until it accurately describes your community/organization, the position, and your ideal candidate. The polished, professional brochure will then be provided to the organization in .pdf format.



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CANDIDATE EVALUATION & VETTING

Pricing as of November 2021

QUESTIONNAIRE

\$225 per Candidate

An SGR recruiter will develop a written exercise that is customized to the priorities and key areas of interest identified by the organization. SGR will distribute the questionnaire to the candidates, evaluate the questionnaires, and hold a virtual briefing with the organization.

RECORDED ONLINE INTERVIEW

\$225 per Candidate

A recorded online interview allows the organization to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. SGR will provide a list of recommended questions to the organization, prompt the candidates to complete the interview, and email a link to the organization to view the interview.

REFERENCE CHECKS

\$225 per Candidate

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. SGR's reference check platform is anonymous, which is proven to encourage more candid and truthful responses. SGR provides a written summary report to the organization once all reference checks are completed. A minimum of eight (8) references must be provided by each candidate, and six (6) responsive references are required to produce a written report.

BACKGROUND INVESTIGATION REPORT - \$400 per Candidate

Through SGR's partnership with a licensed private investigation firm, we are able to provide organizations with comprehensive background screening reports. View a sample background investigation report at: bit.ly/SGRSampleBackgroundReport
Background reports include:

- Social Security verification
- Address history verification
- Driving record (MVR)
- Federal criminal records search
- National criminal database search
- Global homeland security search
- Sex offender records search
- State criminal court search (for current and previous states of residence)
- County criminal, civil, and wants/warrants search (for every county in which candidate has lived or worked) for previous 10 years
- Credit report (if desired)
- Education verification
- Employment verification (if desired)
- Military verification (if desired)

COMPREHENSIVE MEDIA REPORT

\$500 per Candidate

SGR uses a proprietary media search process to go far beyond automated media searches. The media reports are put into an easy-to-read format with the candidate's name highlighted each time it appears. View a sample media report at:

bit.ly/SGRSampleMediaReport



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DISC® MANAGEMENT ASSESSMENT

\$175 per Candidate

The DiSC® Management assessment analyzes the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager.

View a sample report at:

bit.ly/SGRDiscProfileSample

For assessments of two (2) or more candidates, a DiSC® Management Comparison Report is included at no charge, which provides a side-by-side view of each candidate's preferred management style.

View a sample comparison report at:

bit.ly/SGRDiscTeamReport

I OPT ASSESSMENT

\$175 per Candidate

I Opt® stands for Input Output Processing Template. It is a tool that measures how a person perceives and processes information, which has a profound impact on what motivates a person, how a person "sees" an issue, and how that person interacts with others on team projects. Understanding one's own I Opt® Profile makes it possible to be more self-aware. Understanding another's I Opt® Profile helps predict how they will approach any given situation. The cost per candidate includes the Individual Strategic Style Report, Change Management Report, and Emotional Impact Report.

bit.ly/sampleIOPTreports

FINALIST EVALUATION PACKAGE

\$1,000 per Candidate

(savings of \$300)

- Reference Checks
- Background Investigation Report
- Comprehensive Media Report
- DiSC Management Assessment



CONTACT US

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SGR Executive Recruitment Clients 2013 to Present Include:

Alabama

- Montgomery

Arizona

- Avondale
- Chandler
- Mesa
- Wickenburg

Arkansas

- Fort Smith
- Hot Springs

California

- Encinitas

Colorado

- Arvada
- Aurora
- Brighton
- Combined Regional Communications Authority (Fremont County)
- Commerce City
- Craig
- Durango
- Eagle County Paramedic Services
- Englewood
- Erie
- Fort Collins
- Golden
- Gunnison
- Lamar
- Mountain View Fire Protection District
- Northglenn
- Vail
- Wheat Ridge

Connecticut

- Clinton
- Fairfield
- Hartford
- Manchester
- South Windsor
- Tolland
- Wethersfield

Florida

- Boynton Beach
- Brevard County
- Clermont
- DeLand
- Fernandina Beach
- Fort Lauderdale
- Government Services Group, Inc.
- Green Cove Springs
- Indian River County
- Jupiter
- Lakeland
- Lee County
- Nassau County
- North Port
- Ormond Beach
- Palm Coast
- Plant City
- Port St. Lucie
- River to Sea Transportation Planning Organization
- Sarasota County
- Tamarac
- Winter Haven

Georgia

- Albany
- Alpharetta
- Covington
- Johns Creek

Indiana

- Clarksville

Iowa

- Ames
- Davenport
- Des Moines Water Works

Kansas

- Coffeyville
- Hutchinson
- Iola
- Johnson County
- Johnson County Park & Recreation District
- Lawrence
- Lenexa
- Mission Hills
- Olathe
- Overland Park
- Shawnee
- Topeka
- Wyandotte County/Kansas City, Kansas
- Valley Center

Kentucky

- Paducah

Louisiana

- Shreveport

Maryland

- Cecil County Government

Michigan

- Ann Arbor
- Kalamazoo County Consolidated Dispatch Authority
- Lansing
- Midland
- Muskegon Heights

Minnesota

- Blaine
- Chanhassen

Mississippi

- Hancock County Port and Harbor Commission

Missouri

- Ballwin
- Cameron
- Cape Girardeau
- Grandview
- Joplin
- Lebanon
- Monett
- Nixa
- Parkville
- Riverside
- Sikeston
- Smithville
- Springfield
- St. Charles

Montana

- Bozeman
- Great Falls

Nevada

- Clark County
- Clark County Department of Aviation
- Las Vegas
- Washoe County

New Mexico

- Farmington
- Four Corners Economic Development Corp.
- Lea County
- Los Lunas

New York

- Briarcliff Manor
- Port Chester
- Rye

North Carolina

- Cary
- Mooresville

North Dakota

- Mountrail-Williams Electric Cooperative
- Williston

Ohio

- Beavercreek
- Franklin County

Oklahoma

- Altus
- Bethany
- Broken Arrow
- Chickasha
- Choctaw
- Glenpool
- Lawton
- Miami
- Miami Office of Economic Development
- Oklahoma Municipal League
- Owasso
- Stillwater

Oregon

- Clackamas County
- Eugene
- Hermiston
- Klamath Falls
- Lane Regional Air Protection Agency
- Sandy
- Sherwood
- Springfield
- Tigard

Pennsylvania

- Kennett Square

Tennessee

- Johnson City
- Murfreesboro

Texas

- Abilene
- Addison
- Alamo Heights
- Aledo
- Alice
- Allen
- Alvarado
- Alvin
- Amarillo
- Angleton
- Anna
- Argyle
- Arlington
- Austin
- Azle
- Bastrop
- Bastrop Economic Development Corp.
- Bay City
- Baytown
- BCFS Health & Human Services
- Bedford
- Bell County
- Bellaire
- Belton
- Boerne
- Breckenridge
- Brenham
- Bridgeport
- Brownsville
- Brushy Creek Regional Utility Authority
- Bullard
- Burkburnett
- Burleson

Texas, continued

- Canadian
- Canyon
- Canyon Regional Water Authority
- Capital Area of Texas Regional Advisory Council (CATRAC)
- Carrollton
- Castroville
- Cedar Park
- Celina
- Citizens for Progress
- City Center Waco
- Cleburne
- Clute
- Coleman
- College Station
- Colleyville
- Commerce
- Copperas Cove
- Corpus Christi
- Dallas County
- Dallas County Park Cities M.U.D.
- Del Rio
- Denison
- Denison Area Chamber of Commerce
- Denton
- Denton County Fresh Water Supply District No. 1-A
- Denton County Transportation Authority
- DeSoto
- Dickinson
- Duncanville
- Eagle Pass
- Edinburg
- El Paso
- El Paso MPO
- Elgin
- Ennis
- Euless
- Fairview
- Farmers Branch

Texas, continued

- Fate
- Ferris
- Flower Mound
- Forney
- Fort Worth
- Freeport
- Frisco
- Fulshear
- Garland
- Georgetown
- Georgetown Chamber of Commerce
- Gonzales Economic Development Corp.
- Granbury
- Grand Prairie
- Grapevine
- Green Valley Special Utility District
- Gun Barrel City
- Harris County ESD No. 48
- Henderson
- Highland Park
- Humble
- Hutto
- Hutto Community Development Corp.
- HJV Associates
- Irving
- Jacksonville
- Jacksonville Economic Development Corp.
- Joshua
- Katy
- Kaufman
- Kilgore
- Killeen
- Kingsville
- Kyle
- Lago Vista
- Lake Dallas
- Lake Worth
- Lakeway
- Lamesa
- Lancaster

Texas, continued

- League City
- Leander
- Levelland
- Levelland Economic Development Corp.
- Liberty Hill
- Lindale
- Little Elm
- Live Oak
- Lockhart
- Longview
- Longview Economic Development Corp.
- Lubbock
- Lubbock Power & Light
- Madisonville
- Manor
- Marble Falls
- Marshall
- McKinney
- McKinney Economic Development Corp.
- Memorial Villages Police Department
- Mesquite
- Messer Rockefeller & Fort
- Midland
- Mineral Wells
- Missouri City
- Mont Belvieu
- Montgomery
- Mount Pleasant
- Mount Pleasant Economic Development Corp.
- MPACT CDC
- Nacogdoches
- Nederland
- New Braunfels
- North Central Texas Council of Governments (NCTCOG)
- North Texas Municipal Water District
- North East Texas Regional Mobility Authority

Texas, continued

- North Hays County Emergency Services District No. 1
- North Texas Municipal Water District
- North Richland Hills
- North Texas Emergency Communications Center (NTECC)
- Odessa
- Orange
- Palestine
- Paris
- Pearland
- Pflugerville
- Piney Point Village
- Plainview
- Plano
- Port Arthur
- Port Lavaca
- Port Neches
- Portland
- Princeton
- Red Oak
- Reeves County
- Richardson
- Riverbend Water District
- Rockwall Economic Development Corp.
- Round Rock
- Round Rock ISD
- Rowlett
- Royse City Community Development Corporation
- Saginaw
- San Angelo
- San Antonio ISD
- San Jacinto River Authority
- San Marcos
- San Marcos/Hays County EMS
- San Patricio County Economic Development Corp.
- Santa Fe
- Seagoville

Texas, continued

- Sealy
- Sherman Economic Development Corp.
- Snyder
- Socorro
- South Grayson Special Utility District
- South Padre Island
- Southlake
- Stephenville
- Sunnyvale
- Sweetwater
- Tarrant County 9-1-1 District
- Taylor
- Temple
- Terrell
- TexAmericas Center
- Texas City
- The Colony
- Trophy Club Municipal Utility District
- Tyler
- Upper Brushy Creek Water Control & Improvement District
- Venus
- Victoria
- Waco
- Waxahachie
- Weatherford
- Webster
- West Lake Hills
- West University Place
- Westworth Village
- Wichita Falls
- Willow Park
- Wills Point
- Wilmer

Virginia

- Orange County

Washington

- Bainbridge Island
- Bellevue
- Bellingham
- Blaine
- Burien
- Des Moines
- Richland
- Shoreline
- Snohomish County Fire District #5
- Snoqualmie
- Spokane
- Spokane Regional Transportation Council
- Spokane Valley
- Whitworth Water District #2

Wyoming

- Campbell County
- Casper



CITY ADMINISTRATOR

WEST LAKE HILLS, TEXAS





The City of West Lake Hills Master Plan begins with the following words:

The City of West Lake Hills is a unique and pleasant place in which to live. Its very special quality is derived from its rugged terrain, beautiful views, dense foliage, unspoiled creeks, wildlife, and large areas of relatively low population density. The primary purposes of this master plan are to preserve and protect the area's natural resources and the pleasant quality of life in the City. To this end, the highest priorities in this master plan are given to the protection and preservation of native trees, shrubs, wildflowers, and wildlife throughout the City, on both public and private land, and to respecting and protecting individuals' privacy in all building projects and use of land.

THE COMMUNITY

Scenic West Lake Hills, Texas, is located only six miles west of downtown Austin, on the edge of the picturesque Texas Hill Country, and the South side of the Colorado River. It is home to 3,318 residents and stretches four square miles along Bee Cave Road and Redbud Trail, in Travis County. West Lake Hills is a unique, close-knit community where citizens and elected officials are dedicated to preserving the pastoral hill country environment and maintaining the natural beauty of the area.

Incorporated on September 9, 1953, West Lake Hills quickly became an ideal residential area for Austin jobholders. Due to the community's proximity to Austin, residents have access to all the amenities offered by a large metropolitan city—an internationally recognized music scene and a wide array of cultural, recreational, and sporting amenities—while still enjoying the charm of small-town living. Conveniently located just 20 minutes away, Bergstrom International Airport provides commercial carrier service to a broad variety of destinations, making it easy to get to and from West Lake Hills. Within 60 miles of the City are several state parks, as well as the Balcones Canyonlands National Wildlife Refuge, which has numerous scenic Hill Country hiking trails and ample areas for bird and wildlife viewing.

Residents and visitors alike enjoy abundant shopping, dining, and cultural offerings, including the Village at Westlake Shopping Center, Westlake Athletic & Community Center, Westlake Community Performing Arts Center, Eanes History Center, and Westbank Community Library District, which includes the Westbank Community Library and the Laura Bush Community Library. Seasonal events include a Fourth of July Celebration and Westlake Wonderfest, an annual Christmas festival.

West Lake Hills was recently awarded Scenic City Certification by Scenic Texas. It is one of only 52 cities in Texas to earn this designation, which recognizes cities with strong scenic infrastructure standards. The City also received the Texas Municipal League Municipal Excellence Award in the area of Public Safety for Cities under 25,000 in population.



THE COMMUNITY CONTINUED

The Eanes Independent School District provides exceptional public education to West Lake Hills families. It ranks 1st in Texas and 2nd nationally in comprehensive public schools. The district serves roughly 8,000 students on nine campuses, all of which achieved the highest rating by the Texas Education Agency for 2014-15. Westlake High School (WHS) is a continuous recipient of state and national awards and accolades. Approximately 99% of WHS students continue their education after graduation. WHS offers a full slate of advanced placement courses, a career and technical education program, an acclaimed performing arts department, and special support programs such as The Learning Center and Adult Transition Services. For those seeking higher education, nearby Austin offers many options, including the University of Texas at Austin, Austin Community College, St. Edward's University, and Huston-Tillotson University.

The median home value in West Lake Hills is \$865,300, and the median household income is \$155,769.

GOVERNANCE & ORGANIZATION

West Lake Hills is a Type A general law municipality. The City Council is comprised of the Mayor and five City Council Members, elected at-large and serving two-year terms with no term limits. The City Council appoints a professional City Administrator to implement policies and manage the day-to-day operation of the City. The City Administrator directs all City employees except the Chief of Police and subordinate Police Department personnel.

The City has 31 employees (28 full-time and 4 part-time), delivering a wide range of municipal services funded by a FY 2019-2020 budget of \$7,600,000. The ad valorem tax rate is \$0.07 per \$100 of assessed valuation. City departments include Administration, Building, Finance, Municipal Court, Police, and Wastewater. Citizens participate in the local government process by serving on boards and commissions, including the Board of Adjustment, the Building Design Committee, the Wastewater Commission, and the Zoning and Planning Commission.



LEADERSHIP & INNOVATION

High Priority 2020 Bond Proposal: The City Council has identified \$20 million in critically important facility, street, and drainage improvements that will be presented to West Lake Hills voters in a May 2020 bond election. The most noteworthy of these high priority projects is a municipal building that will house the Police Department, Municipal Court, and City Administrative Offices. The new facility, which is estimated to cost \$10,700,000, will be constructed at the current site. City offices will have to be temporarily relocated during construction. The balance of the \$20 million issue will be spent on the following road and drainage projects:

- Camp Craft Drainage Improvements - \$2,084,900
- Redbud Trail Drainage and Pavement Improvements- \$2,806,100
- Westlake Drive Drainage and Pavement Improvements - \$1,613,275
- Laurel Valley Road Drainage and Pavement Improvements - \$1,581,090
- Yaupon Valley Road Drainage and Pavement Improvements - \$625,800

The next West Lake Hills City Administrator must have the knowledge, skills, ability, and experience to successfully plan, promote, finance, stage, bid, and simultaneously oversee multiple capital improvement projects. Ensuring that the capital projects included in the 2020 Bond Proposal are not only approved by the voters, but completed according to design, on time, under budget, and with minimum public disruption, is essential.

Long-term Financial Sustainability through Economic Development: One of the City Council's goals is the achievement of long-term financial sustainability. A prominent feature of the fiscal year 2019-2020 Budget is the outlay of \$50,000 for a retail development study. Approximately 67% of the City's General Fund revenue (\$3.3 million) is currently generated via sales and alcoholic beverage taxes. Although this is extremely beneficial and responsible, to a great extent, for the West Lake Hills ad valorem tax rate's status as one of the state's lowest at \$0.07 per \$100.00 of assessed value, the City Council believes a retail development study will identify practical economic development strategies, methods, and techniques that will further increase non-residential tax yields. The new West Lake Hills City Administrator, a creative and highly strategic thinker with advanced economic development skills, will have experience coordinating similar economic development studies and the ability to successfully implement plans.

High Performance and Exceptional Customer Service: Although the City Council is generally satisfied with the City's organization, staffing, and overall service delivery, it still expects the incoming City Administrator to explore opportunities for organizational advancement, service delivery innovation, and gains in efficiency. The selected candidate should take a small but talented workforce to the next performance level, creating a culture of excellence, employing best practices, and promoting continuous improvement. Ensuring that the needs of residents will be consistently met with honesty, transparency, respect, enthusiasm, professionalism, and truly exceptional customer service must always be a priority for the next West Lake Hills City Administrator.



IDEAL CANDIDATE

The next West Lake Hills City Administrator will be a confident, accessible, approachable, and grounded servant leader who thrives in close-knit, diverse workplaces and is equally comfortable delegating authority or playing a direct hands-on role in day-to-day service delivery. Ensuring that West Lake Hills remains one of the truly elite and uniquely livable communities in Texas will be the top priority for the person selected. The ideal candidate will be a highly dedicated and hard-working municipal manager recognized for successfully leading small, higher-end, highly educated, and high demand cities to the next performance level.

The incoming City Administrator will be a solutions-oriented critical thinker with a participative “no surprises” management style, outgoing personality, and exceptional interpersonal skills who inspires and motivates others by example. Knowing when to exercise independent judgement, when to facilitate consensus, and having the ability to effectively do both will be important. The person selected will always seek ways to say yes but will never be afraid to say no, address difficult situations proactively, or challenge the status quo. The ideal candidate will exhibit a calm, professional demeanor at all times, treating communication gaps and conflict with tact and diplomacy. Being respectful of alternative viewpoints and never being heavy-handed will be important.

The person selected will embrace emerging technology, increase professionalism, promote innovation, and inspire high-performing teams. Uniting the organization with a shared sense of purpose, promoting teamwork, fully articulating expectations, delegating responsibility with clarity, and creating a culture of accountability will be critically important. The ideal candidate will be a self-starting, go-getting, and results-driven municipal manager who genuinely enjoys interacting with the public and ceaselessly champions exceptional customer service.

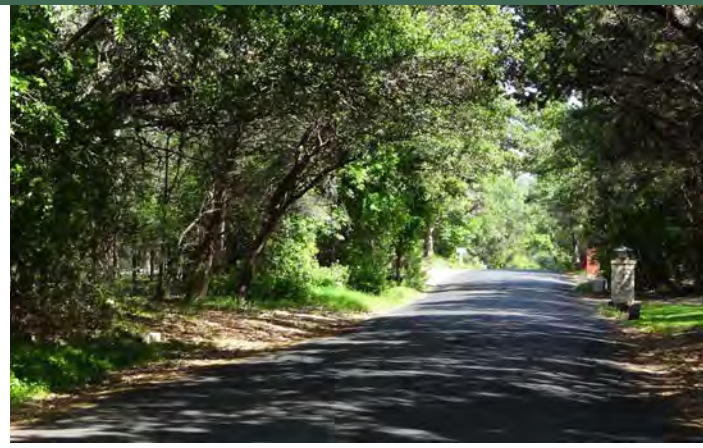
The new West Lake Hills City Administrator will possess highly developed coaching, team building, negotiation, mediation, project management, media, and technical skills. An in-depth knowledge of planning, zoning, subdivision development, building code administration, administrative appeals (interpretation challenges, special exceptions, and variances), code enforcement, redevelopment, economic development, and public works is important. A proven ability to participate effectively in technical development services or public works matters is essential.

IDEAL CANDIDATE CONTINUED

The City Council seeks a fiscally responsible City Administrator with a sound business acumen and “Lean” orientation who possesses a broad knowledge of municipal finance and advanced budget skills. The person selected must have the ability and experience to expertly guide the City Council in cost management strategies, financial policy alternatives, creative public financing strategies, and public-private financing strategies. Although West Lake Hills is an affluent city and has significant resources, the new City Administrator will still be expected to be cost conscious, doing more with less and doing more through others.

The incoming City Administrator will be an exceptional listener and communicator with the ability to skillfully guide the City Council through the decision-making process. Gaining an understanding of the City Council’s preferred method of receiving information and fully informing all its members in the most timely and effective manner will be important. The person selected will be politically savvy, but always neutral and never political. The City Council seeks someone who will communicate with it directly and frankly, but always positively and respectfully. Creating a close, positive, productive, and lasting relationship with all members of the City Council must be of paramount importance to the incoming City Administrator.

While there is neither a residency requirement nor expectation of residency for the next West Lake Hills City Administrator, the person selected will be expected to be highly visible and active in the community, professionally as well as personally. A City Administrator who genuinely and enthusiastically embraces the City’s culture, traditions, and residents will be successful.



EDUCATION AND EXPERIENCE

A bachelor’s degree in public administration, business administration, or a related field from an accredited college or university is required. A master’s degree is preferred. At least seven (7) years of progressively responsible municipal government operations experience, including three (3) or more years of experience as a city manager or assistant city manager, is required. Successful planning and development services experience is preferred, as is experience serving diverse, progressive metro area communities with high customer service expectations.



COMPENSATION AND BENEFITS

The starting salary range for this position is \$145,000 to \$165,000, depending on qualifications and experience. The City provides a generous benefits package that includes a car allowance, phone/data allowance, paid professional dues/development expenses, comprehensive medical coverage, life insurance, retirement (TMRS at 7%:2 to 1, with five-year vesting) and paid leave (vacation, sick, and holidays).

APPLICATION PROCESS

Please apply online at: <http://bit.ly/SGRCurrentSearches>

For more information on this position contact:

Mike Tanner, Senior Vice President

Strategic Government Resources

MikeTanner@GovernmentResource.com

361-813-3707



This position will be posted/accepting applications for 30 days. To view the status of this position, please visit: <http://bit.ly/SGRCurrentSearches>

The City of West Lake Hills is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

RESOURCES

City of West Lake Hills, TX
westlakehills.org

West Lake Hills Chamber of Commerce
westlakechamber.com

Eanes ISD
eanesisd.net

Travis County
traviscountytexas.gov

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Mission Hills *Kansas*



CITY ADMINISTRATOR

Mission Hills, Kansas

EXECUTIVE SEARCH PROVIDED BY





THE COMMUNITY

Wooded hills, winding streams, and pleasant valleys provide a beautiful natural backdrop for the charming community of Mission Hills, Kansas. With its proximity to the bustling commerce of Kansas City, Mission Hills provides a peaceful sanctuary for residents who never have to leave the city to escape the city. Mission Hills is a beautiful garden community featuring wooded drives, rustic bridges over peaceful brooks, scenic pathways, and the quaint amenities and charms of country life, and provides every convenience of a modern city.

Located in Northeast Johnson County, Mission Hills has a population of 3,580, according to the 2010 census, and covers approximately 2.1 square miles. Part of the Kansas City Metropolitan Area, with its population of 2.1 million, Mission Hills is located within the 435 Beltway and is bordered on the north by Shawnee Mission Parkway while the Kansas-Missouri State Line Road serves as its eastern city limits. Mission Hills has a median household income of \$250,000, the highest of any city in Kansas with a population over 1,000. The median home value within Mission Hills is \$1.25 million.

Mission Hills is surrounded by an arterial street network that affords residents access points throughout the area, providing convenient access to the region without a high level of traffic within the community. Mission Hills was originally connected by a series of foot trails, bridle paths, and streets that traversed the area's rolling topography. The current street network follows most of those same routes. This network, a defining element of the original design, continues to contribute to the community's character while supporting today's use by automobiles, bicycles, and pedestrians.

Three golf courses provide a green belt around the community. The northern half of Mission Hills, north of 63rd Street, is informally called "old Mission Hills," and is dominated by stately homes on large lots. This area has two private country clubs, the Mission Hills Country Club

and the Kansas City Country Club. The southern half of the community is home to affluent residences and the private Indian Hills Country Club. Fountains dot the landscape while statues, sculptures, and urns, some hundreds of years old and many imported museum pieces adorn the community's traffic islands and roadsides.

Since its incorporation in 1949, the City of Mission Hills has diligently worked to ensure that the original vision for the community remains intact, implementing necessary steps including ongoing revisions and refinement of zoning ordinances. In 1983, the City extensively revised zoning ordinances that retained the single-family residential zoning district but subdivided the area into seven sub-districts based on lot size. Each sub-district has different development standards that more closely reflect the original plan. In 2015, the City's Planning Commission, in partnership with a professional consulting team, updated the City's Comprehensive Plan to provide a more robust framework to align with the City's 50-year vision.

While no school campuses lie within the city limits, Mission Hills is part of the highly-rated Shawnee Mission School District (USD 512), a public school district serving students in kindergarten through 12th grade. The district is comprised of five high schools, five middle schools, 34 elementary schools, and six instructional centers, with a total enrollment of 27,648 students. Besides intensive educational curriculum, the school district offers a full range of athletic and special activities including basketball, baseball, cross country, diving, football, golf, gymnastics, Scholar's Bowl, soccer, swimming, tennis, volleyball, wrestling, forensics, performing arts, musical theater, band, orchestra, choir, and subject-based and school-sponsored clubs. Residents also have several private school options including Rockhurst High School, St. Teresa's Academy, Bishop Miege High School, The Pembroke Hill School, St. Paul Day School, Notre Dame de Sion Schools, and The Barstow School.

GOALS

THE COMMUNITY *Continued*

Those pursuing higher education have access to several nearby colleges and universities including the University of Kansas, University of Missouri – Kansas City, Rockhurst University, Johnson County Community College, Park University, Avila University, and Kansas City Arts Institute.

The University of Kansas, Advent Health, and Saint Luke's have hospitals and medical offices conveniently located nearby to provide medical services to the Mission Hills community.

Residents enjoy a wide range of entertainment options and venues, including the Nelson-Atkins Museum of Art, National World War I Museum and Memorial, Kansas City Zoo, and amusement parks as well as sporting events for professional football, baseball, and soccer teams.

Attractions in the local area include Mission Hills City Hall Park, Sunken Garden, and Hiawassee Park that follows a winding creek to Peetwood Park at the other end of Indian Lane. The City is beginning to plan more community events in its parks.

Maintain the public open spaces and associated cultural amenities in Mission Hills as classic design features of the City.

Accommodate safety while balancing automobile, biking, and walking improvements while maintaining the street network, pattern, and design as a defining element of Mission Hills.

Preserve the original community design through thoughtful redevelopment that is respectful of the neighborhood context and community character.

Enhance resident services through improved infrastructure and technology while balancing their visual impact on the distinctive character of the community.



GOVERNANCE & ORGANIZATION

The City of Mission Hills is committed to preserving the quality of life it has maintained for more than a century with dedication to exceptional customer service and operational efficiency. The City operates with a 2020 budget of \$8.67 million, a Mill Rate of 22.762, and a dedicated City sales tax of 1.25%. The City maintains a AAA bond rating.

Chartered under Kansas statute as a City of the Third Class, Mission Hills operates as a Council/Administrator form of government. The governing body consists of the Mayor and a five-member City Council elected at large to staggered four-year terms. The Mayor is limited to two four-year terms while Council members may serve an unlimited number of four-year terms. The City Council and the City's various boards and commissions conduct an annual strategic planning session to set goals and objectives for the upcoming year.

MOTTO

“Mission Hills – A Beautiful Place to Live”

ABOUT THE POSITION

The position of City Administrator works independently under the direction of the Mayor and City Council while providing highly responsible and complex administrative support to its members. The selected candidate must be a confident leader with the ability to take charge effectively using successful diplomacy in a culture of high expectation. The City Administrator is responsible for the administration of the City's financial affairs and oversees all departments, managing a wide-ranging variety of projects, and supervising a City staff of nine alongside contractors who provide additional City services.

The position of City Administrator requires the ability to interview, evaluate, hire, and manage contractors, vendors, and suppliers who work with the City, including job site inspections, project management, and ensuring the City receives quality work products.

The City Administrator must conform to the highest standards of the profession, and provide superior leadership, legal analysis, financial management, and environmental stability. Incorporating risk management, equity, and innovation is vital to the continuation and development of Mission Hill's municipal affairs.



LEADERSHIP & INNOVATION

- **Redevelopment and Housing:** The character of Mission Hills is being impacted by changing living patterns that contribute to the charm of the neighborhood. The City Administrator will be responsible for leading the process to gauge and evaluate continued redevelopment that allows for investment and modernization without losing the aesthetic appeal and identity of the community. The City Administrator will play a key role in continuing to refine and implement strategies to maintain the quality and beauty of the community's homes, classic design of public spaces, and its picturesque natural setting.
- **Public Spaces:** The public spaces, viewsheds, amenities, and parklets that contribute and are so significant to the character of the Mission Hills community are currently unprotected. A significant goal of the City Administrator will be to identify each of these areas and develop goals and long-term plans to ensure these vital spaces are protected.
- **Transportation:** While the character of the streets in Mission Hills contributes to the city's character, some areas present challenges and cannot provide safe connectivity for pedestrian and bicycle access throughout the community. Plans to safely ensure pedestrian and bicycle traffic flow must be developed with strict adherence to visual and aesthetic impact.
- **Sustainability and Technology:** As technology advancements are made on an ongoing basis, City management must be continually cognizant of the visual impact any improvements may make on the Mission Hills community and stem any adverse installation where these advancements might be present.

VISION STATEMENT

The Mayor and City Council's mission is to protect and enhance the quality of life of our residents. While maintaining our strong sense of community and citizen involvement, we will continue to provide leadership for future development.



IDEAL CANDIDATE

The City of Mission Hills seeks a trustworthy individual of the highest integrity to serve as its next City Administrator. The selected candidate must be a strong leader and service-oriented in implementing City rules and regulations. Desired qualifications include:

- A hands-on leader with a proven record of fiscal responsibility, strong budgeting skills, and the ability to create and find new funding resources.
- A life-long learner interested in learning and owning the wide gamut of city services and departments including Administration, Planning and Building, Capital Improvements, Health and Environment, Street maintenance, Parks and Recreation, and Public Safety (Police services are contracted through the City of Prairie Village Police Department).
- An experienced trust builder who properly enforces risk management through ethical and informed decision-making.
- An effective liaison of City Council, properly staffing city boards and commissions, making judicious recommendations to Council concerning affairs and finances of the City, maintaining frequent communications with council members, and completing other duties requested by Council.
- A people person possessing a sense of pride and ownership of the City, acting as its ambassador and representative with local professional organizations, and ensuring Mission Hills is well represented in the Metro area.
- An assured spokesperson of the community capable of establishing positive working relationships with state/local agencies, representatives of community organizations, local government staffs, and the public, and actively participating in local government and professional group committees.
- A firm and knowledgeable leader, able to actively assimilate and understand information quickly, including political nuances and policies.
- A diplomatic leader who listens and works collaboratively with citizen led boards, ad hoc committees, and three homeowner associations
- A tough but fair administrator of all City ordinances and laws of the State, including those related to public health and safety and the ability to communicate public policies and long-range plans on behalf of the City Council.
- A strong communicator with an open-door policy and the ability to tactfully enforce City policies, procedures, and ordinances in a flexible, fair, and consistent manner, especially as it relates to citizens and citizen group requests and concerns.
- An empathetic but sophisticated leader who is willing to take charge of situations confidently without harming relationships.
- A proven manager who is responsible for all aspects of successfully hiring qualified staff and promoting staff development while continually working with team members to create a positive, interactive, and supportive work environment.
- A stable individual capable of creating a good work/life balance, maintaining flexibility with the work environment, and available outside normal work hours.

EDUCATION & EXPERIENCE

The position requires a bachelor's degree in public administration or a related field. A master's degree or equivalent graduate degree is preferred. The selected candidate should have a minimum of five to seven years of progressive management experience within a municipal government organization and have demonstrated success in the development and implementation of strategic plans, forecasting, and capital improvement planning. Expertise in financial management, budgeting, debt service, and bond ratings along with a comprehensive knowledge of federal, state, and local laws is required. The new City Administrator should be experienced in negotiating contracts and proficient in staff recruitment, retention, and employment law.

COMPENSATION & BENEFITS

The compensation for this position is up to \$145,000 annually. Additional benefits include health insurance, paid holiday, sick and personal leave, a city cell phone, and monthly car allowance. The City participates in the Kansas Public Employee Retirement System (KPERS) plan with a 6% employee contribution and an employer match of 9.61%. Optional benefits include KPERS 457 and a Health Savings Account. Residence within the City is not required.



APPLICATION PROCESS

Please apply online at <http://bit.ly/SGROpenRecruitments>

For more information on this position contact:

Lissa Barker, Senior Vice President

LissaBarker@GovernmentResource.com

817-266-0647



RESOURCES

City of Mission Hills

missionhillssks.gov

Northeast Johnson County Chamber of Commerce

nejcchamber.com

City of Mission Hills, Kansas Comprehensive Plan

missionhillssks.gov/DocumentCenter/View/4687/Comprehensive-Plan-

City of Mission Hills Community Profile

missionhillssks.gov/DocumentCenter/View/4762/Community-Profile-

Visit Kansas City Convention & Visitors Bureau

visitkc.com

Visit Overland Park Convention & Visitors Bureau

visitoverlandpark.com

