



CITY OF WEST LAKE HILLS, TEXAS
NOTICE OF CITY COUNCIL REGULAR MEETING
Wednesday, April 26, 2023 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 26th day of April 2023 at 7:00 p.m., in the Council Chambers, 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 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:

<https://us02web.zoom.us/j/3499549035>

Meeting ID: 349 954 9035

If you wish to listen to the meeting via telephone: Dial (346) 248-7799, Meeting ID 349 954 9035.

If you wish to speak during the meeting or provide written comments, please email your name, phone number, comments, and the item number you wish to speak/comment on to citysec@westlakehills.gov by 1:00 P.M. on April 26, 2023.

1. Call to Order
2. Citizen Communications The City Council welcomes public comments at this point on any issue. If the issue is listed on the agenda, the speaker may choose to comment during the Public Comment period or when the specific agenda item is taken up by the Council later in the meeting. The Council cannot respond to or discuss matters not listed on the agenda. The Council may provide factual information, refer the item to a staff member, or request the item be added to a future meeting agenda. Speakers shall limit their comments to five (5) minutes each.
3. Consent Agenda All Consent Agenda items listed are considered to be routine by the City Council and will be enacted by one (1) motion. No separate discussion or action on any of

the items is necessary unless requested by a Council Member.

- a. Approval of the April 12, 2023 Regular Meeting Minutes.
 - b. Approval of FY 23 Q2 Reports for:
 1. Building and Development Services Department;
 2. Investment;
 3. Municipal Court; and
 4. Public Safety.
4. Proclamation Acknowledge the student group from Hill Country Middle School for their Go Fund Me project to benefit Uganda.
 5. Public Hearing Conduct a public hearing to receive comments regarding the Stormwater Management Program (SWMP), the Stormwater Pollution Prevention Ordinance, and the Municipal Separate Storm Sewer System (MS4).
 6. Administration Discuss and consider action on a report from the city administrator regarding contracts and expenditures for debris and brush removal services associated with Winter Storm Mara.
 7. Administration Discuss and consider action on a presentation by RAS regarding pavement management.
 8. Administration Discuss and consider action on bond items regarding Proposition A (new municipal complex) and Proposition B (street and drainage projects).
 9. Administration Pursuant to Government Code Section 551.045, the City of West Lake Hills City Council will consider and take possible action on an emergency or urgent public necessity regarding extending Mayor Linda Anthony's declaration of a local emergency related to Wildcat Hollow on April 10, 2023, pursuant to Section 418.108(b) of the Texas Government Code and Chapter 34 of the City of West Lake Hills, Texas Code of Ordinances regarding a dangerous condition in a public right-of-way located at or near 1405 Wildcat Hollow, West Lake Hills, Texas.
 10. Executive Session In accordance with Texas Government Code, Section 551.001, et seq, the City Council will recess in Executive Session (closed meeting) to discuss the following:
 - a. Section 551.071: Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. the following:
 1. Jaffe - 1405 Wildcat Hollow;
 2. Alvarez - 1505 Wildcat Hollow;
 3. Lambert - 1600 Westlake Drive; and

4. 1836 Real Estate, LLC - 707 Butler Cove.
- b. Section 551.072: Deliberations about real property to discuss acquisition of public easements within the City.

11. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Council's discretion regarding consultation with attorney and deliberation about real property.

12. Adjournment

Approved by: Linda Anthony, Mayor

Certificate

I certify that the above Notice of the April 26, 2023 City Council Regular Meeting was posted on the bulletin board at the Municipal Building, 911 Westlake Drive, West Lake Hills, Texas on Friday, April 21, 2023 by 5:00 pm. and will remain posted continuously until said meeting is convened.

Signed by: Terry Blanchard, City Secretary

The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. Reasonable 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, April 12, 2023 at 7:00 PM

1. Call to Order

With a quorum present, Mayor Anthony called the meeting to order at 7:00 p.m.

CITY COUNCIL PRESENT:

Mayor Linda Anthony
Mayor Pro Tem Gordon Bowman
James Vaughan (❖ *left early @ 8:08 pm*)
Beth South
Darin Walker

CITY STAFF PRESENT:

City Administrator Trey Fletcher
City Secretary Terry Blanchard
Finance Director Vonda Ragsdale
Interim Director of BDS Brian McDougal
Chief of Police Scott Gerdes
City Attorney Patty Akers

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

Mayor 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 requested by a Council Member.
- a. Approval of the March 22, 2023 Regular Meeting Minutes.
 - b. Approval of the March 29, 2023 Joint City Council and ZAPCO Special Meeting Minutes.

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

4. Finance Receive and accept the Financial Audit for FY 2021-22.

The auditor was unable to attend the meeting. Vonda Ragsdale gave a brief summary and touched on highlights. This was the seventh straight audit with no comments or recommendations. There were no deficiencies in internal controls. The pension liability is over 95% funded. Councilmember Vaughan questioned the table on page 54 of the audit.

There appears to be a typographical error. Vonda will contact the auditor to have that issue corrected. Mayor Anthony thanked Vonda for her excellent work.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Vaughan, the Council voted four (4) for and none (0) opposed to accept the audit with the exception of the table on page 54 (which will be corrected by the auditor). Motion carried.

5. Administration Receive an update and discuss Water District 10 infrastructure build-out within the city limits.

Mayor Anthony gave a brief summary. All generators and other materials purchased with bond program funds after Storm Uri have been received for each pump station. The McConnell station is behind schedule and Water District 10 expects to receive back-ordered items in May. Due to increased watering needs during the summer months, these items will not be installed until early Fall. Drummond station should be completed in May.

6. Administration Discuss and consider action on a report from the city administrator regarding contracts and expenditures for debris and brush removal services associated with Winter Storm Mara.

Ice storm Mara caused more damage than Snowstorm Uri. The City had set aside \$200,000 in the annual budget for brush pick-up and the Council approved additional funds for clean-up efforts. The city was forced to rely on outside contractors to perform a large portion of the work, since most local contractors were not available. Narrow roads and canopy overhang limited clean-up efforts. Over \$1.7M has been expended on storm clean-up so far. The city is still waiting for the final invoices. FEMA representatives have been in the area, but no declaration has been issued to date as the funding threshold has not been reached. Mayor Anthony commended Doyle Massa and his crew for their outstanding efforts during the clean-up. The city will investigate pre-staging of contractors to be better prepared for future events. Staff will bring a formal budget amendment for Council approval once all invoices are paid.

7. Administration Discuss and consider action on bond items regarding Proposition A (new municipal complex) and Proposition B (street and drainage projects).

Trey Fletcher gave a brief update on each proposition. Proposition A (new municipal complex):

- Geotechnical Evaluation of Site - Few trees will need to be removed for the evaluation. Any removals will adhere to the regular city procedures.
- Driveway - TxDOT supports moving the driveway in either direction. The drive could be moved all the way to the East of the property or it could be moved to better align with Camp Craft. If moved towards the Camp Craft intersection, the cost estimate would be approximately \$260,000. Either move would provide a measure of safety and more accessibility.

Proposition B (street and drainage projects):

- Currently in a holding pattern until easements are resolved.

8. Administration Discuss and consider action on city-related bills filed during the 88th Legislative Session.

Several bills could adversely affect cities. Council members were encouraged to reach out to legislators with concerns. The City Council discussed the creation of a standing sub-committee to track certain filed bills. Councilmember Vaughan volunteered to assist with organization efforts. Trey Fletcher will contact TML to let them know our Council would be willing to testify if needed.

9. Administration Discussion and possible action to seek additional alternates for the Board of Adjustment (BOA).

MOTION: Upon a motion made by Councilmember Vaughan and a second by Councilmember Walker, the Council voted four (4) for and none (0) opposed to approve Rhonda McCollough as a BOA Alternate. Motion carried.

EM. Administration ***EMERGENCY ADDITION TO APRIL 12, 2023 REGULAR AGENDA***

Pursuant to Government Code Section 551.045, the City of West Lake Hills City Council will consider and take possible action on an emergency or urgent public necessity regarding extending Mayor Linda Anthony's declaration of a local emergency related to Wildcat Hollow on April 11, 2023, pursuant to Section 418.108(b) of the Texas Government Code and Chapter 34 of the City of West Lake Hills, Texas Code of Ordinances regarding a dangerous condition in a public right-of-way located at or near 1405 Wildcat Hollow, West Lake Hills, Texas.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember Walker, the Council voted four (4) for and none (0) opposed to extend the emergency declaration beyond seven (7) days until no longer needed. Motion carried.

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

- a. Section 551.071: Consultation with the attorney regarding pending or contemplated litigation, or settlement offer; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act, re: City of West Lake Hills v. the following:
 1. Jaffe - 1405 Wildcat Hollow;
 2. Alvarez - 1505 Wildcat Hollow;
 3. Lambert - 1600 Westlake Drive; and
 4. 1836 Real Estate, LLC - 707 Butler Cove.

- b. Section 551.071: Consultation with the attorney regarding municipal authority to regulate trees.
- c. Section 551.072: Deliberations about real property to discuss acquisition of public easements within the City.

Council convened into Executive Session at 8:04 p.m.

❖ Councilmember Vaughan left early at 8:08 p.m.

- 11. Executive Session Reconvene into Open Session and take action if and as deemed appropriate in the City Council's discretion regarding consultation with attorney and deliberation about real property.

Council reconvened in Open Session at 8:55 p.m.

MOTION: Upon a motion made by Councilmember Bowman and a second by Councilmember South, the Council voted three (3) for and none (0) opposed (in regard to item 10.a.1) to authorize the city attorney to proceed to enforce applicable portions of the City Code in the settlement agreement and to take appropriate legal action to address health and safety emergency at 1405 Wildcat Hollow. Motion carried.

- 12. Adjournment

MOTION: Upon a motion made by Councilmember Walker and a second by Councilmember Bowman, the Council voted three (3) for and none (0) opposed to adjourn the meeting at 8:57 p.m. Motion carried.

Respectfully submitted,

LINDA ANTHONY, MAYOR

ATTEST:

Terry Blanchard, TRMC
City Secretary

These minutes were approved on April 26, 2023.



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	April 26, 2023	Item Number:	4B
Department:	Building and Development Services		
Prepared By:	Trey Fletcher	Cost / Budget:	See Information Below
Exhibits:	None	Source of Funds:	

Subject

Approval of the FY 23 Q2 Building and Development Services Department Report.

Recommendation

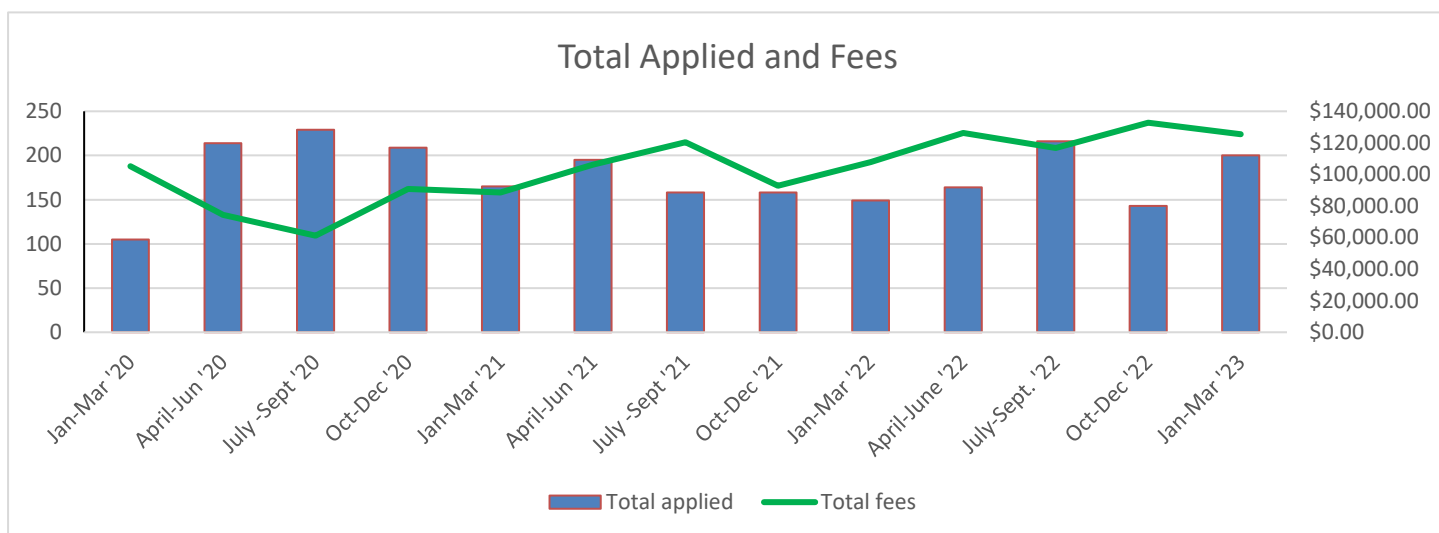
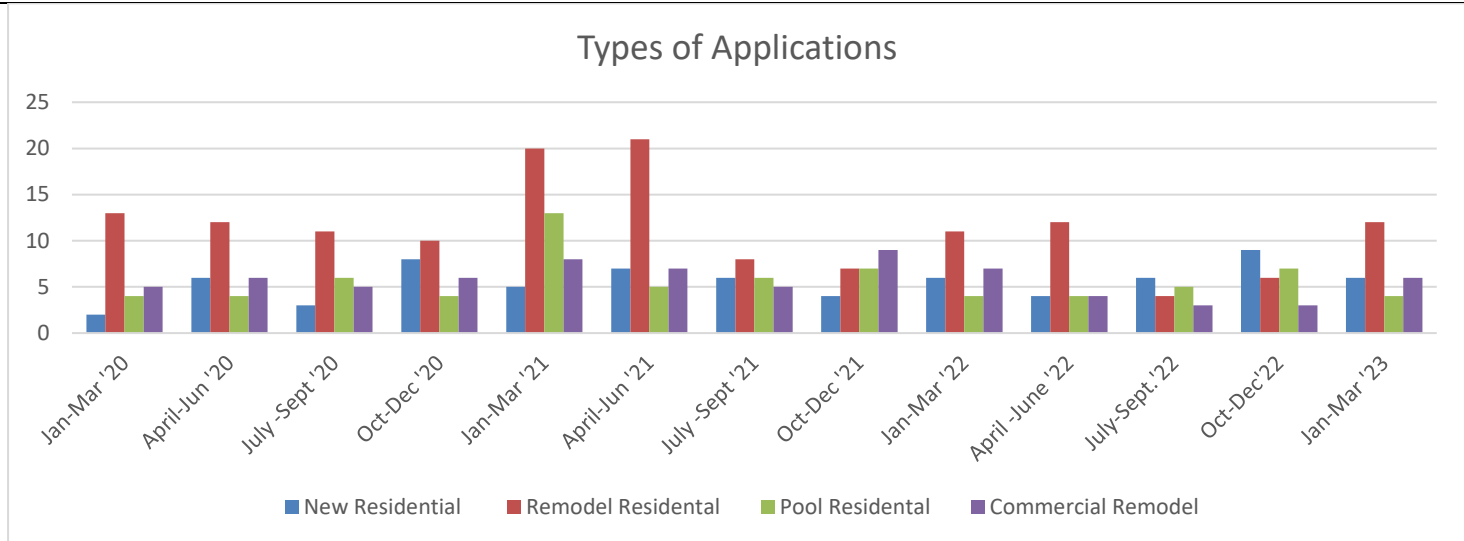
Staff recommends approval of the FY 23 Q2 Building and Development Services Department Report.

Discussion

The FY 23 Q2 report from the Building and Development Services Department includes information related to construction in the city, including types of permits, quantities and fees collected. We have included historical data to help reflect trends.

Please refer to the tables and charts below:

<u><i>Applications Requiring BOA/Council Review</i></u>	Approved	Denied	Withdrawn
Variances	7	1	0
Zoning Applications	0	0	0
Special Use Permits	0	0	0
Subdivision Plats	1	0	0
Easement Release Requests	0	0	0
TOTAL	7	1	0



There were no wastewater fees collected Q2.

Should any Councilmembers have questions or feedback, please contact the Assistant City Administrator/Director of Building and Development Services.



City of West Lake Hills
City Council

AGENDA REPORT

Meeting Date: 4/26/2023
Department: Finance
Prepared By: Vonda Ragsdale
Investment Report Ending
Exhibits: 3.31.23

Item Number: 3
Cost / Budget: n/a
Source of Funds: n/a

Subject

Approval of FY23 Q2 Investment Report

Recommendation

None

Discussion

93% or \$32,344,124 of our total funds of \$34,696,010 are earning an average of 4.7% or \$366,471 for the quarter.

City of West Lake Hills

Investment Report
Quarter Ended 3/31/2023

	Current Book Value	Current Market Value	Previous Book Value	Change in Book Value	Interest Earned	% of Portfolio	Annual Percentage Yield Earned
General Fund Investments							
Frost Bank - Checking Acct	1,103,523	1,103,523	3,365,931	(2,262,408)	-	3.18%	0.000%
Lone Star Liquidity Fund	8,686,990	8,686,094	8,586,894	100,096	100,096	25.04%	4.740%
LOGIC	3,706,312	3,706,312	3,663,677	42,635	42,635	10.68%	4.703%
Total General Fund	<u>\$ 13,496,824</u>	<u>\$ 13,495,929</u>	<u>\$ 15,616,502</u>	<u>\$ (2,119,678)</u>	<u>\$ 142,730</u>	<u>38.90%</u>	
2021 I&S FUND							
LOGIC	10,808	10,808	10,683	124	124	0.03%	4.703%
Total 2022 GO Bond Fund	<u>\$ 10,808</u>	<u>\$ 10,808</u>	<u>\$ 10,683</u>	<u>\$ 124</u>	<u>\$ 124</u>	<u>0.03%</u>	
2022 GO BOND FUND							
LOGIC	19,402,045	19,402,045	19,178,857	223,188	223,188	55.92%	4.703%
Total 2022 GO Bond Fund	<u>\$ 19,402,045</u>	<u>\$ 19,402,045</u>	<u>\$ 19,178,857</u>	<u>\$ 223,188</u>	<u>\$ 223,188</u>	<u>55.92%</u>	
Wastewater Fund Investments							
Lone Star Liquidity Fund	37,157	37,153	36,729	428	428	0.11%	4.740%
Total Wastewater Fund	<u>\$ 37,157</u>	<u>\$ 37,153</u>	<u>\$ 36,729</u>	<u>\$ 428</u>	<u>\$ 428</u>	<u>0.11%</u>	
Wastewater Construction Fund							
Lone Star Liquidity Fund	500,813	500,761	495,042	5,771	5,771	1.44%	4.740%
Total WW Construction Fund	<u>\$ 500,813</u>	<u>\$ 500,761</u>	<u>\$ 495,042</u>	<u>\$ 5,771</u>	<u>\$ 5,771</u>	<u>1.44%</u>	
Wastewater Debt Service Fund							
Frost Bank Money Market	1,248,364	1,248,364	1,247,662	702	702	3.60%	0.1000%
Total WW Debt Service Fund	<u>\$ 1,248,364</u>	<u>\$ 1,248,364</u>	<u>\$ 1,247,662</u>	<u>\$ 702</u>	<u>\$ 702</u>	<u>3.60%</u>	
Total	<u>\$ 34,696,010</u>	<u>\$ 34,695,060</u>	<u>\$ 36,585,475</u>	<u>\$ (1,889,465)</u>	<u>\$ 372,943</u>	<u>100.00%</u>	

Signature on file _____ 4/21/2023
Vonda Ragsdale, Finance Director Date

Signature on file _____ 4/21/2023
Trey Fletcher, City Administrator Date



City of West Lake Hills City Council

AGENDA REPORT

Meeting Date: April 14, 2023
Department: Municipal Court
Prepared By: Robert Martinez, Jr.
Exhibits: FY'23 Q2 MC Dashboard

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

Subject

Approval of the FY 23 Q2 Municipal Court Report

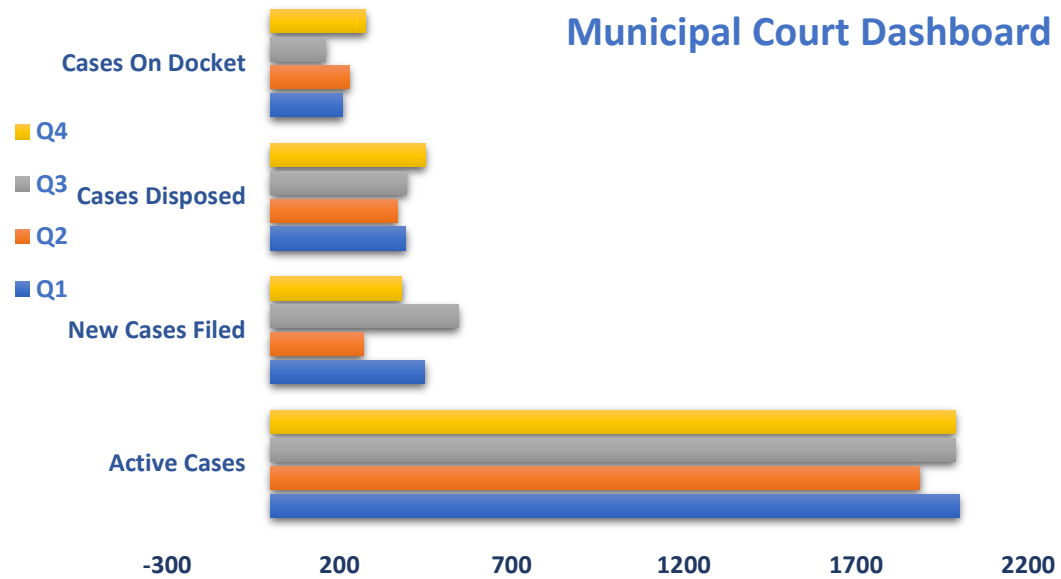
Recommendation

Staff recommends approval of the FY 23 Q2 Municipal Court Report

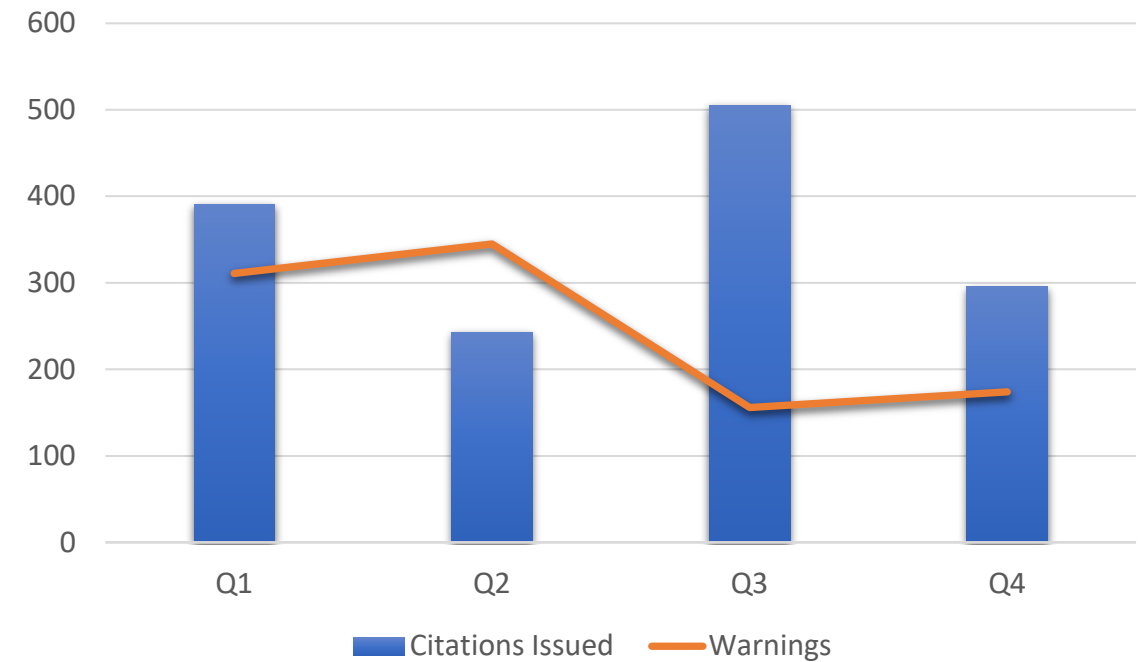
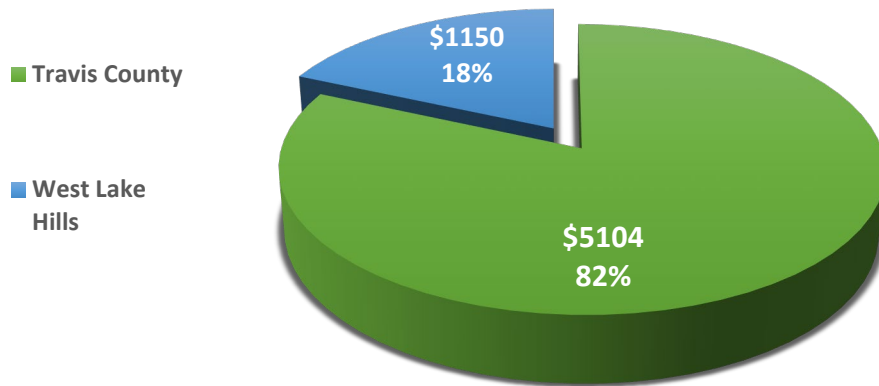
Discussion

The FY' 23 Municipal Court Dashboard includes information related to citation filings, case activity as well as warrant data.

FY' 22 Municipal Court Dashboard



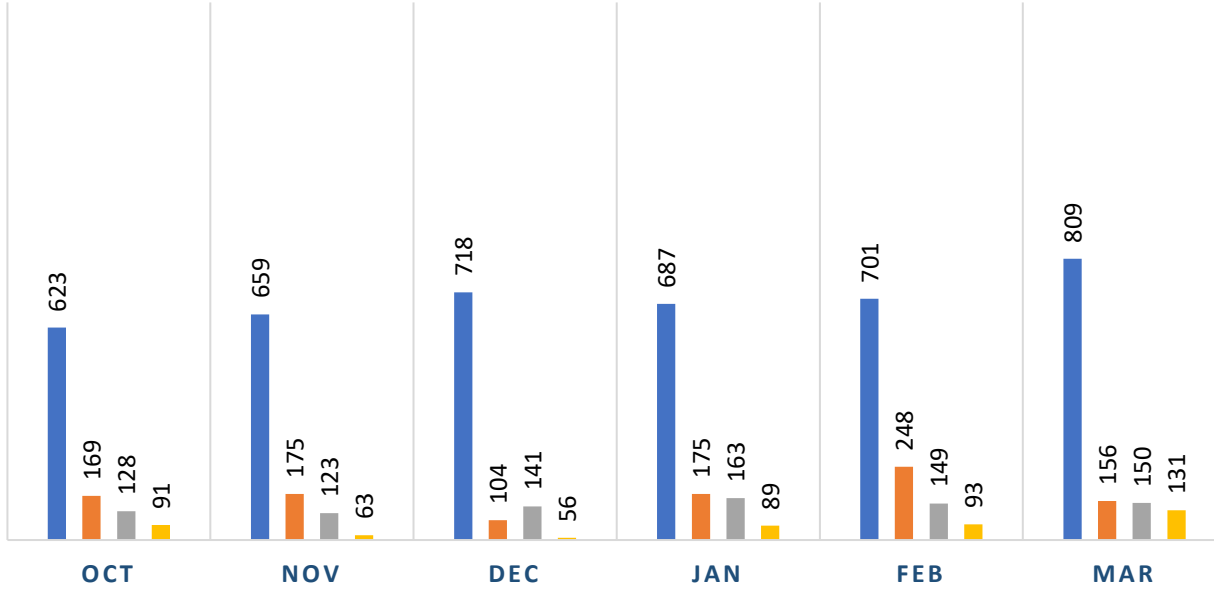
Travis County Warrant Fees Collected



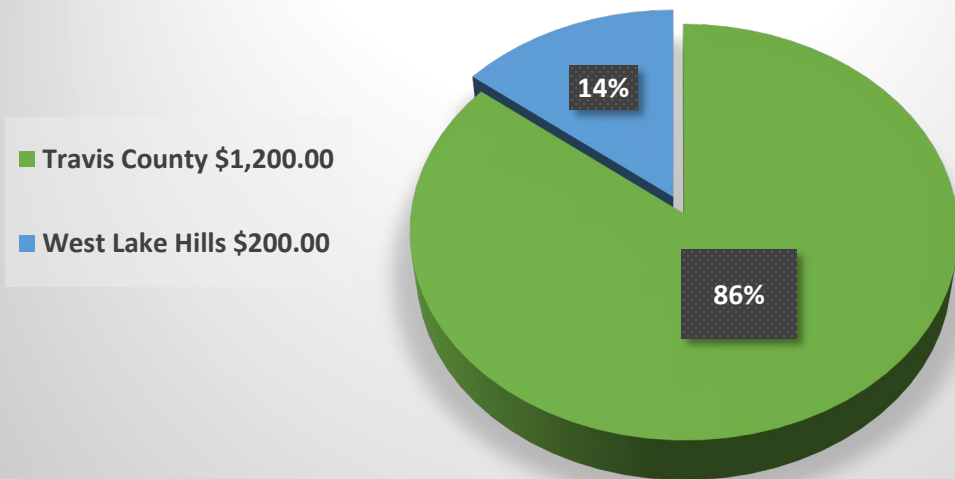
MUNICIPAL COURT DASHBOARD

FY22-23 Q1-Q2

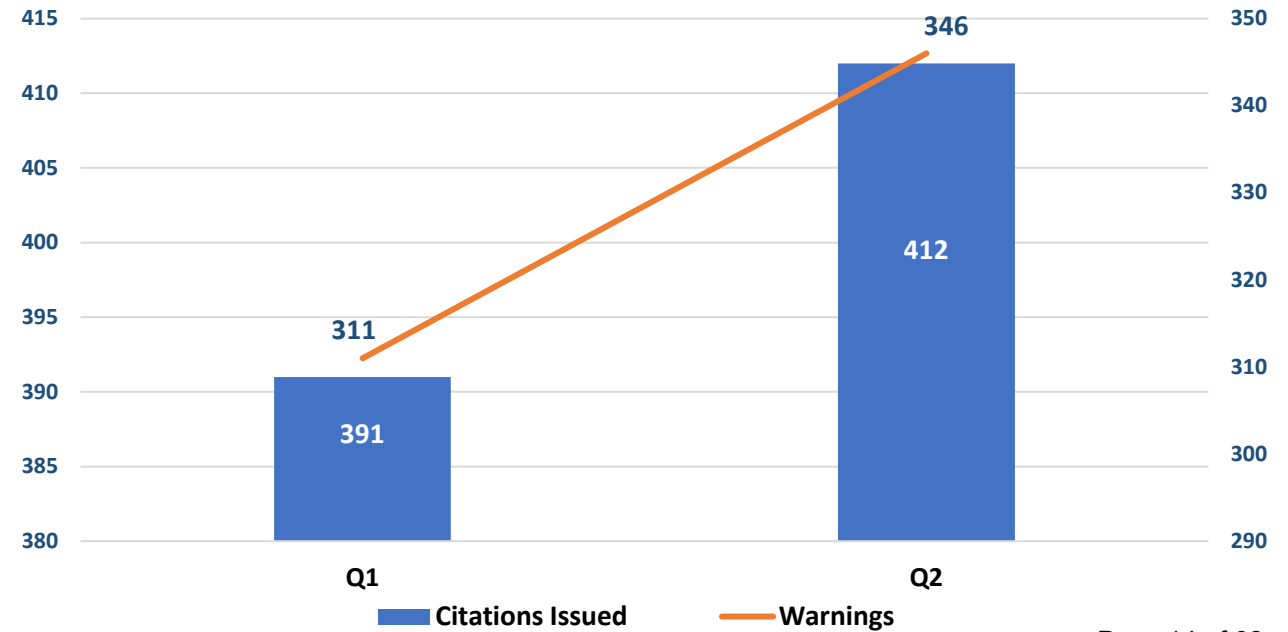
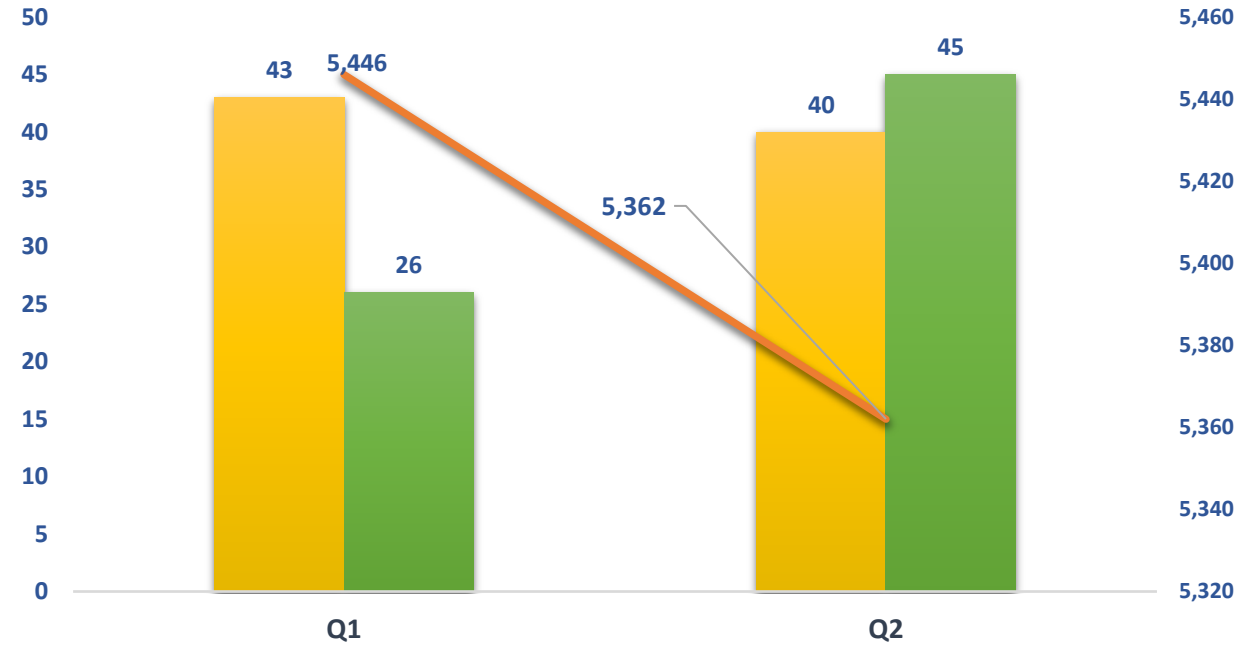
Active Cases New Cases Cases Disposed Cases on Docket



Travis County Warrant Fees Collected



Warrants Cleared Warrants Issued Warrants Active







West Lake Hills Police Department West Lake Hills, TX

Public Safety Report
2nd Quarter (Jan. – Mar.), 2023



Statistical Highlights

During the 2nd quarter (Jan - Mar) 2023, there were 29 reported NIBRS* Group A offenses, compared with 52 for the 1st quarter of 2023 and 27 during the same quarter last year. Officers made 11 in-custody or field release arrests in Q2 2023 compared to 15 in Q1.

In Q2, our officers made 590 traffic stops, resulting in 504 violations (85.4%), and 293 warnings (59.2%). Of the 504 violations, 167 were for speeding and 98 were for speeding in a school zone. This compares to 536 traffic stops for Q1.

During Q2, West Lake Hills Police Officers responded to 559 calls for service, compared to 402 calls for service in Q1. Officers also conducted 184 close patrol checks for residents who were out of town, compared to 303 for Q1.

STR Locations

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

Training

Officers completed 328 hours of training during this quarter, compared to 125 hours during Q1. Training included Homicide/Assault Investigations, Patrol Rifle, Duty to Intervene, Advanced Ethics, Data Analysis using MS Excel, and Chief's Continuing Education classes.

Charts

Attached are charts of trends over the last several quarters. Previously, we were using the calendar year for our quarters, but we have switched over to FY quarters to match up with the other quarterly reports.

*NIBRS – National Incident Based Reporting System used to report offenses to the FBI. There is information on the difference between NIBRS and UCR (Uniform Crime Reporting) on pages 2 and 3.

West Lake Hills Police Department

West Lake Hills, TX

The Difference between UCR reporting and NIBRS reporting

Uniform Crime Reporting (UCR), the method for law enforcement agencies to report offenses to the FBI, was officially retired on January 1, 2021. By that date, every law enforcement agency in the country was required to use its replacement, the National Incident Based Reporting System (NIBRS). The West Lake Hills Police Department has been using NIBRS to report offenses to the FBI since 2017 when we implemented our new Record Management System. We used UCR numbers to report on our quarterly reports until January 2021 when we switched over to NIBRS reporting on our quarterly reports. The below information is intended to give you a better idea of why the NIBRS offense numbers will always be higher than the corresponding UCR numbers have been in the past.

Changes in offenses

Both UCR and NIBRS collect data on homicide, rape, robbery, aggravated assault, burglary, motor vehicle theft, larceny-theft and arson. In the UCR world, these are called "Part 1 crimes". They both also collect data on the categories "crimes against persons" and "crimes against property." Unlike UCR, NIBRS documents animal cruelty, extortion and identity theft offenses. NIBRS also documents the category "crimes against society" which may not actually involve an injured party or piece of property. Rather, they are prohibitions against engaging in certain types of activity such as drugs, gambling, pornography, prostitution and weapon law violations.

Elimination of the hierarchy rule

A key differentiating factor of NIBRS is the elimination of the hierarchy rule. UCR employs the hierarchy rule to recognize the most serious offense per incident, whereas under NIBRS, agencies are required to submit detailed information about all offenses committed in a single incident. With NIBRS, officers can collect data on up to 10 criminal offenses within an incident. An incident is considered one or more offenses committed by the same offender or group of offenders acting in concert at the same time and place.

To give an example of hierarchy within UCR, if a thief breaks into a home, steals several items and then rides off in the homeowner's moped, only the most serious offense – burglary of a residence - would be reported. In NIBRS, every offense would be included in one report, provided the offenses are separate and distinct crimes and each are mutually exclusive crimes.

Changes in classification

The most important difference between UCR and NIBRS is that Part I and Part II offenses are discarded in favor of Group A and Group B offenses, with Group A representing 20-plus indexed crime categories rather than focusing on eight indexed offenses in the UCR system.

West Lake Hills Police Department

West Lake Hills, TX

Breakdown of Offense Groups

UCR Part 1 offenses

- Murder
- Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Larceny / Theft
- Arson

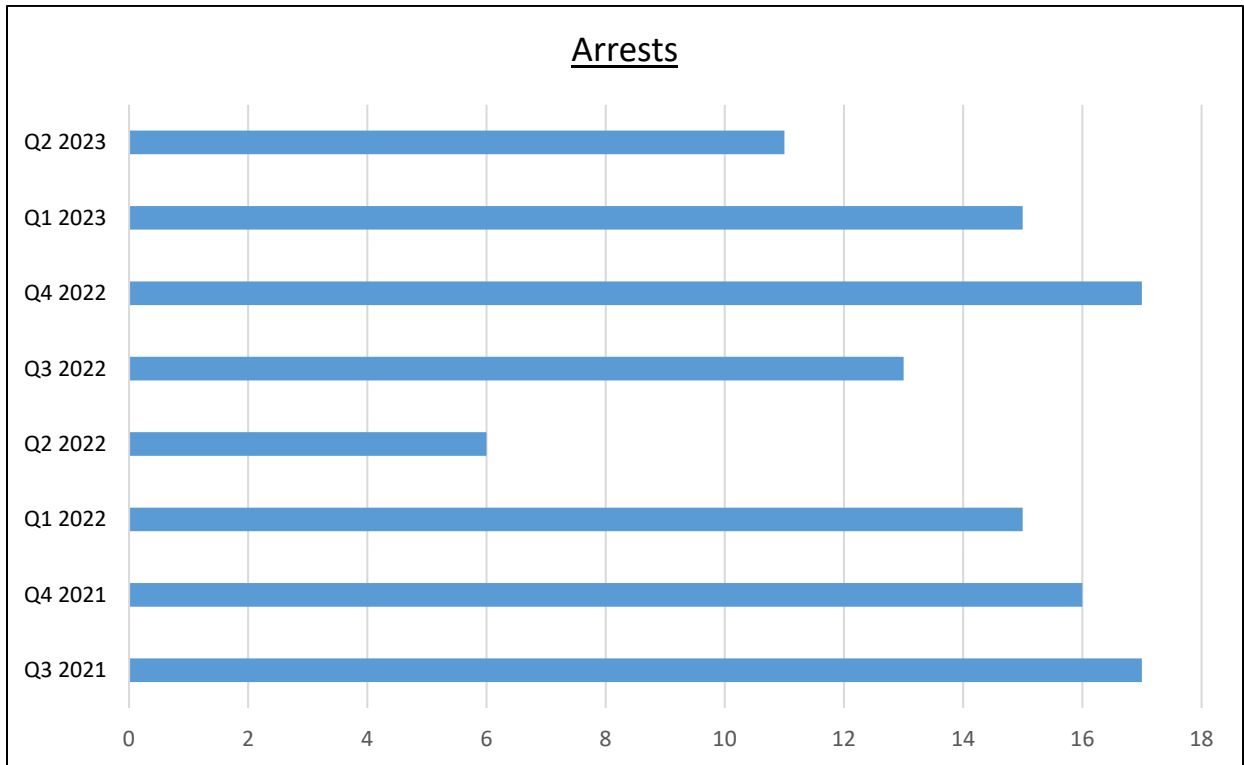
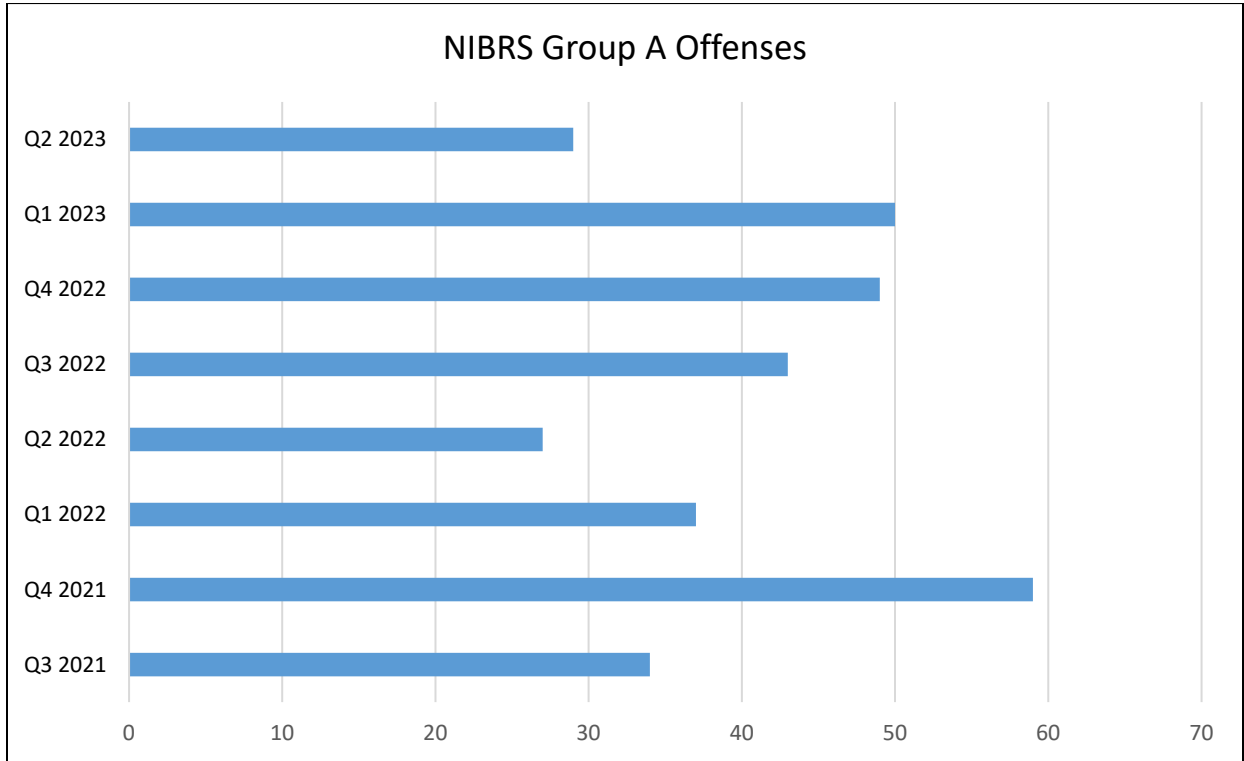
NIBRS Group A offenses

- Homicide
- Sex Offenses
- Robbery
- Assault Offenses
- Burglary
- Motor Vehicle Theft
- Larceny / Theft
- Arson
- Bribery
- Counterfeiting / Forgery
- Destruction / Damage / Vandalism
- Drug / Narcotics Violations
- Drug Equipment Violations
- Embezzlement
- Extortion / Blackmail
- Fraud Offenses
- Gambling Offenses
- Human Trafficking Offenses
- Kidnapping / Abduction
- Obscene material
- Prostitution
- Stolen Property Offenses
- Weapon Law Violations
- Animal Cruelty

I hope this gives you a better understanding of what we are talking about when we reference NIBRS Group A offenses vs the old UCR Part 1 offenses. As always, I am available to answer any questions about how we report offenses to the FBI.

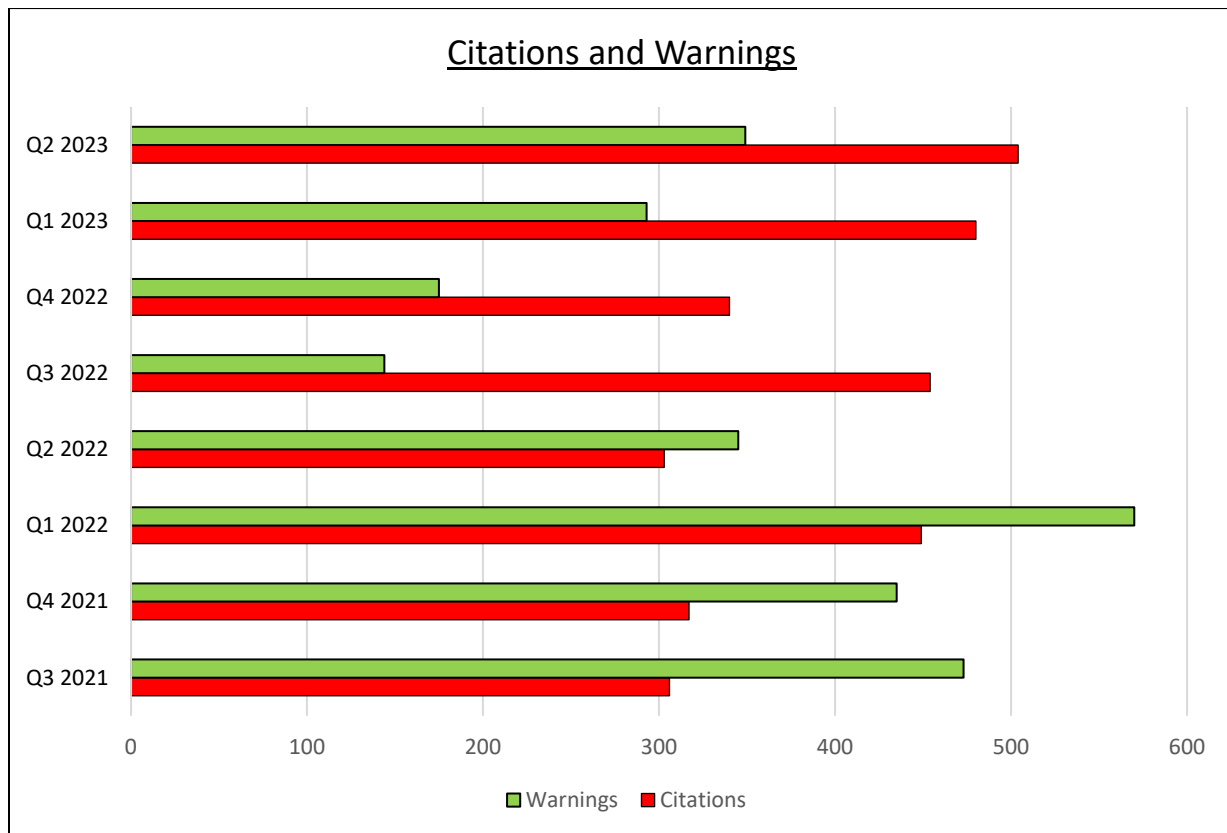
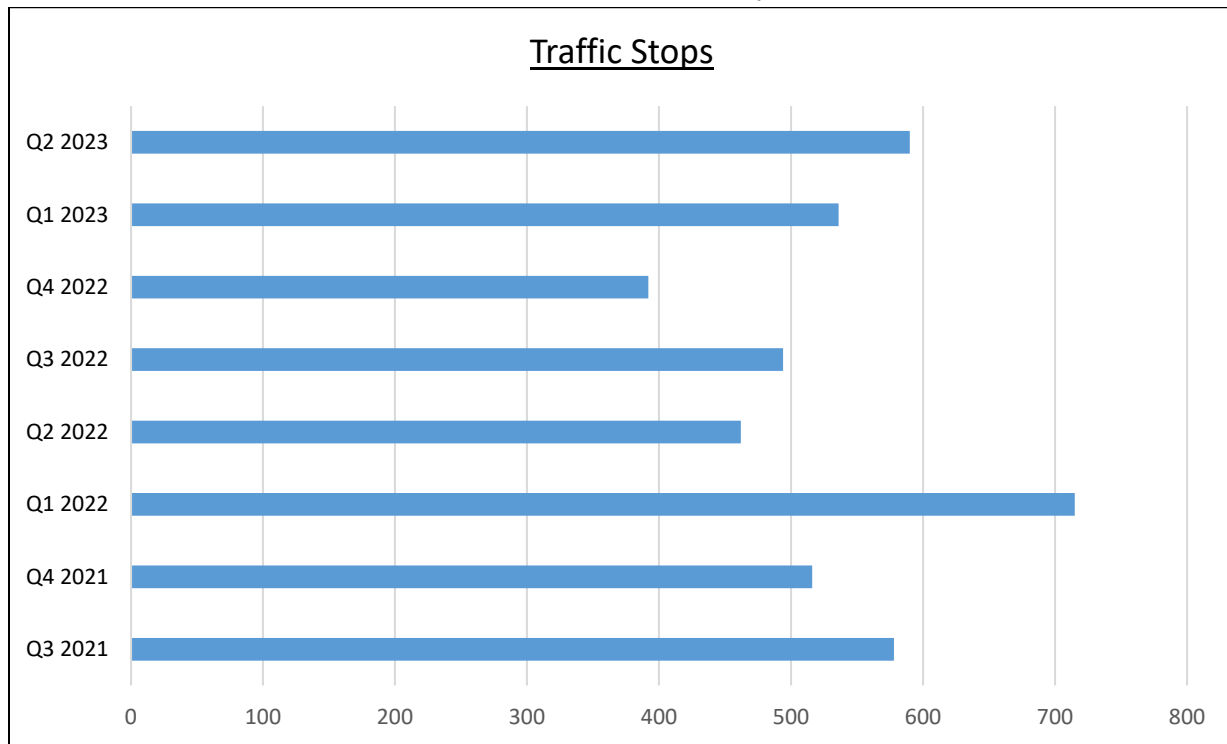
West Lake Hills Police Department

West Lake Hills, TX



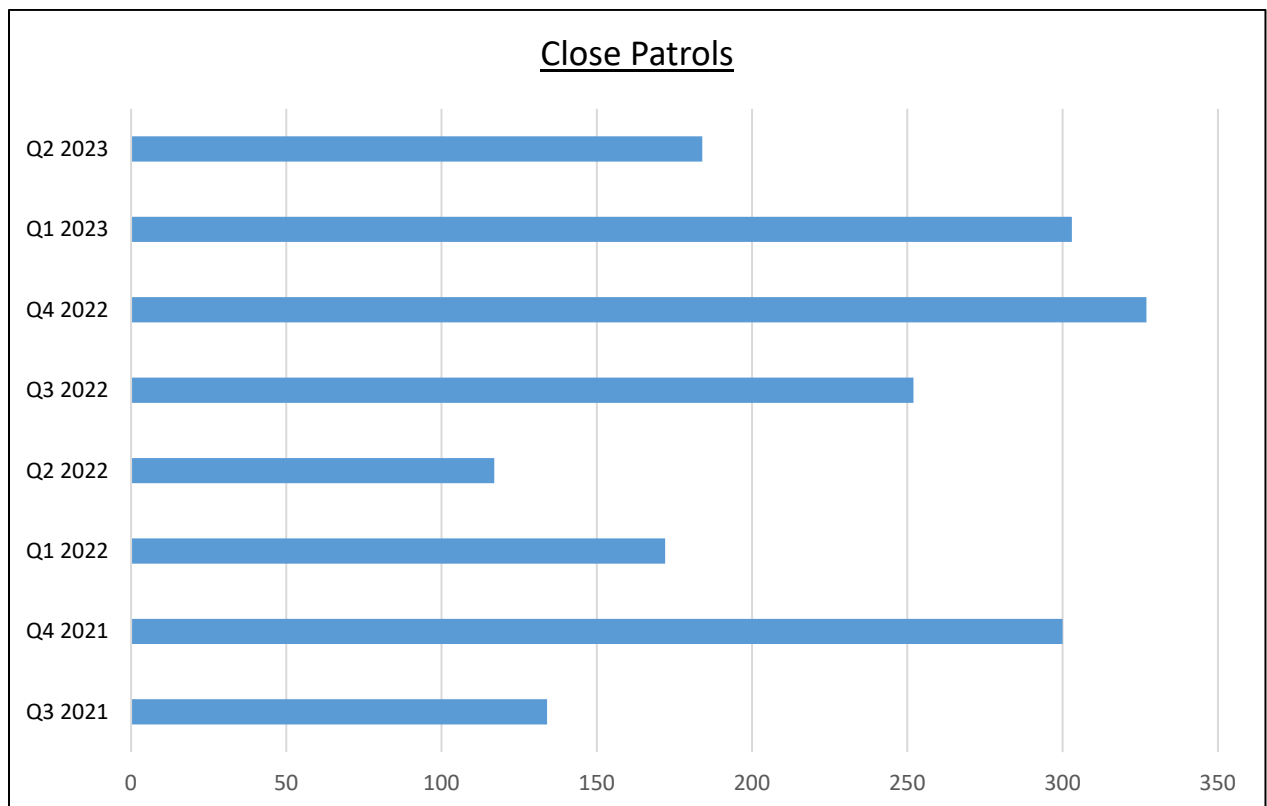
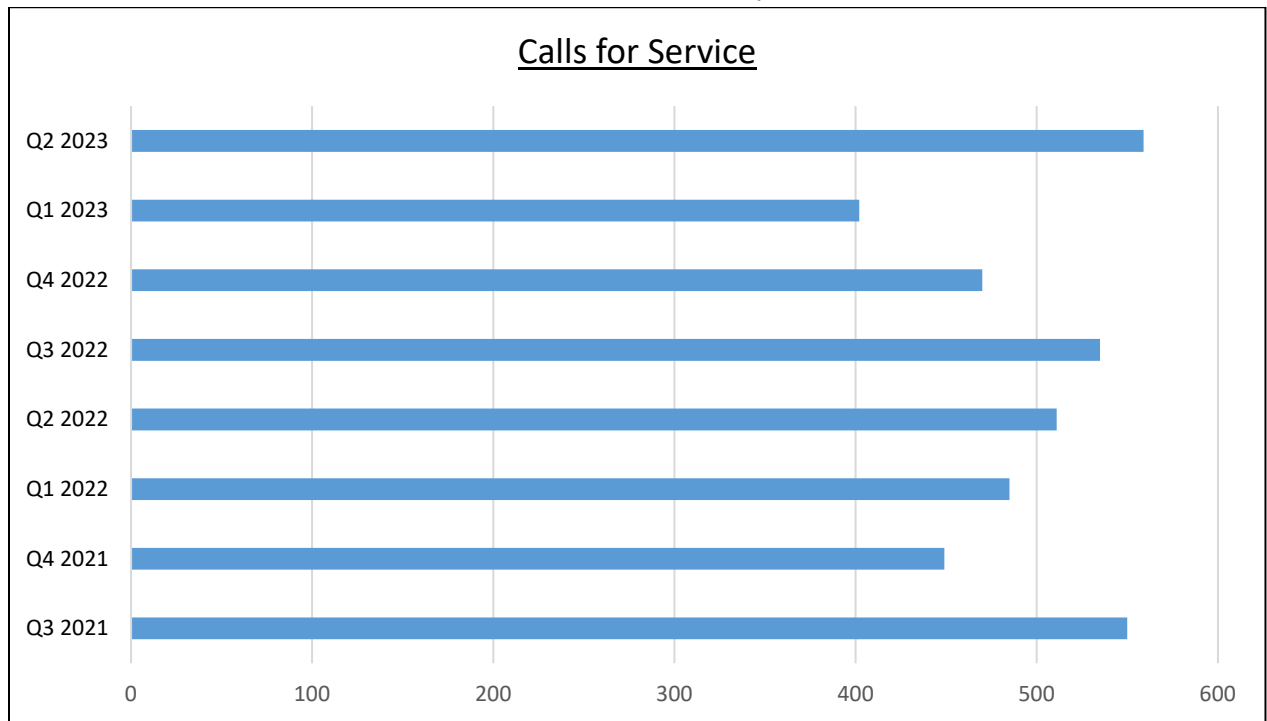
West Lake Hills Police Department

West Lake Hills, TX



West Lake Hills Police Department

West Lake Hills, TX





Proclamation of the Mayor

of the City of West Lake Hills, Texas

Whereas, the mission of Taasa Health, Incorporated is to advance healthcare to underserved parts of the world; and

Whereas, the clinic in Kalungu, Uganda serves over 5,000 patients, but has their impact curtailed due to no access to reliable electricity; and

Whereas, Team Perseverance, a group of 6th graders from Eanes ISD, recognized the problem and designed a solution to install an off-grid hybrid solar power system to improve healthcare access and make a change in many people's lives; and

Whereas, the Team created a GoFundMe page to raise funds for their award-winning project.

Now, Therefore, I, Linda Anthony, Mayor of West Lake Hills, do recognize

Team Perseverance

for their innovative concept and encourage members of our community to personally express appreciation to the Team and support their GoFundMe efforts by visiting <https://gofund.me/1c45ab92>.

In witness thereof, I have hereto set my hand and cause the seal of the City of West Lake Hills to be affixed on this the 26th day of April 2023.

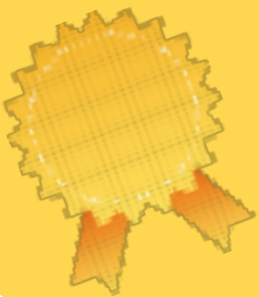
Linda Anthony, Mayor

Bringing Sustainable Energy to Health Clinic in Uganda



Taasa Health Inc's mission is to advance healthcare to underserved parts of the world. Their clinic in Kalungu, Uganda serves over 5,000 patients. But, with no access to reliable electricity, their impact is curtailed.

Team Perseverance, a group of 6th graders from Eanes ISD, recognized the problem & designed a solution to install an off-grid hybrid solar power system to improve healthcare access and make a change in many people's lives.



- **Solution approved by TAASA Health**
- **Won Innovation awards in Texas First Lego League(FLL)**
 - 1st at Qualifiers
 - 2nd at Regionals
- **Rising All-Star Award at the States**

Please join us to help make our dream of impacting lives a reality!



Support us at the below GoFundMe Link

<https://gofund.me/1c45ab92>



City of West Lake Hills

911 Westlake Drive
West Lake Hills, TX 78746
(512) 327-3628 www.westlakehills.org

March 28, 2023

Texas Commission on Environmental Quality
Stormwater Team Leader (MC-148)
P.O. Box 13087
Austin, Texas 78711-3087

Re: Phase II MS4 Annual Report Transmittal for City of West Lake Hills
TPDES Authorization: TXR040407

Dear Team Leader:

This letter serves to transmit the required annual report for the Texas Pollutant Discharge Elimination System Small Municipal Separate Storm Sewer System General Permit, Authorization Number TXR040407 for the City of West Lake Hills.

The annual report is for Year 4. The reporting period's beginning 01/01/2022 and ending 12/31/2022.

A separate letter of change has been submitted based on the fact that changes have been proposed for the next permit year.

As required by the general permit, a copy of the report has been mailed to the TCEQ's regional office 11 in Austin, Texas.

Sincerely,

Trey Fletcher
City Administrator
City of West Lake Hills

Phase II (Small) MS4 Annual Report Form

TPDES General Permit Number TXR040000

A. General Information

Authorization Number: TXR040407

Reporting Year (year will be either 1, 2, 3, 4, or 5): 4

Annual Reporting Year Option Selected by MS4:

Calendar Year: X

Permit Year: _____

Fiscal Year: _____ Last day of fiscal year: (_____) _____

Reporting period beginning date: (month/date/year) 01/01/2022

Reporting period end date: (month/date/year) 12/31/2022

MS4 Operator Level: 2 Name of MS4: City of West Lake Hills

Contact Name: Trey Fletcher Telephone Number: 512-327-3628

Mailing Address: 911 Westlake Drive

E-mail Address: tfletcher@westlakehills.org

Field Code Changed

A copy of the annual report was submitted to the TCEQ Region: YES X

NO Region the annual report was submitted to: TCEQ Region 11

B. Status of Compliance with the MS4 GP and SWMP

1. Provide information on the status of complying with permit conditions:
(TXR040000 Part IV.B.2)

	Yes	No	Explain
Permittee is currently in compliance with the SWMP as submitted to and approved by the TCEQ.	X		The report includes a list of all MCM's the responsibilities of each, and the action taken or a Notice of Change for modifications to the MCMs.

Permittee is currently in compliance with recordkeeping and reporting requirements.	X		West Lake Hills is tracking MCMs. Reports are provided on an annual basis and delivered before the due date of March 30 each year.
Permittee meets the eligibility requirements of the permit (e.g., TMDL requirements, Edwards Aquifer limitations, compliance history, etc.).	X		West Lake Hills is currently in compliance with the permit.
Permittee conducted an annual review of its SWMP in conjunction with preparation of the annual report	X		The SWMP was reviewed during the preparation of the annual report. Several changes have been identified for the SWMP and submitted with the Notice of Change.

2. Provide a general assessment of the appropriateness of the selected BMPs. You may use the table below to meet this requirement (**see Example 1 in instructions**):

MCM(s)	BMP	BMP is appropriate for reducing the discharge of pollutants in stormwater (Answer Yes or No and explain)
1-1 No. 1 Public Education and Outreach on Stormwater Impacts	Public education and outreach	Yes. Provide educational information on the City's website..
1-2 No. 1 Public Education and Outreach on Stormwater Impacts	Household hazardous waste program	Yes. Provided information on the City website and included in the City's newsletter.
1-3 No. 1 Public Education and Outreach on Stormwater Impacts	Water conservation program	Yes. Provided educational information on water quality the city website.

1-4 No. 1 Public Education and Outreach on Stormwater Impacts	Edwards Aquifer Recharge or Contributing Zone Information	Yes. Provide educational information on the City's website and in the city's newsletter.
1-5 No. 1 Public Education and Outreach on Stormwater Impacts	Public Notice for Developing and Implementing SWMP	Yes. Provided public information documents on the website.
1-6 No. 1 Public Education and Outreach on Stormwater Impacts	Stormwater Pollution Prevention Ordinance	Yes. City is working to review and look for ways to improve the ordinance. City will involve the public through public hearings when draft ordinance is available.
1-7 No. 1 Public Education and Outreach on Stormwater Impacts	Community Hotlines	Yes. The City is working to improve the script used for incoming calls reporting illicit discharge.
2-1 No. 2 Illicit Discharge Detection and Elimination	Develop Storm Sewer System Map	Yes (ongoing). Storm Sewer Maps have been developed and is updated as needed identifying drainage features for maintenance etc.
2-2 No. 2 Illicit Discharge Detection and Elimination	Stormwater Pollution Prevention Ordinance	Yes. Working with the City Engineer to review and improve stormwater ordinances and revise as necessary.
2-3 No. 2 Illicit Discharge Detection and Elimination	Illicit Discharge Detection and Elimination Program	Yes. Outfalls are inspected periodically, and corrective action is taken if illicit discharge is observed.
2-4 No. 2 Illicit Discharge Detection and Elimination	Building Permit Plan Review	Yes, all building plans are reviewed for stormwater issues and construction sites are inspected regularly for compliance.

2-5 No. 2 Illicit Discharge Detection and Elimination	Used Oil Recycling Program	Yes, City staff has posted the information to City website regarding recycling centers and used oil disposal facilities.
2-6 No. 2 Illicit Discharge Detection and Elimination	Public Reporting	Yes, City tracks reports of illicit discharges. City staff is in the process of preparing a post for the city website giving instructions for how to report illicit discharges.
2-7 No. 2 Illicit Discharge Detection and Elimination	City Inspector training	Yes, the training helps the city staff to better identify, report, and handle illicit discharge.
3-1 No. 3 Construction Site Storm Water Runoff Control	Erosion and Sedimentation Control Ordinance	Yes. Adopted Drainage & Erosion Control Design Manual by ordinance in 2018, which includes erosion control measures. The report was updated in May of 2020 and is continually reviewed and updated as needed.
3-2 No. 3 Construction Site Storm Water Runoff Control	Construction Site Stormwater Pollution Prevention Education Program	Working with City staff to implement annual educational seminar and incorporation of MS4 information into building permit application. MS4 information is also posted to the City website at https://www.westlakehills.org/228/Stormwater-Pollution-Education-and-Aware
3-3 No. 3 Construction Site Storm Water Runoff Control	Comprehensive Building Permit Plan Reviews	Yes, all building plans are reviewed comprehensively by staff. Educational materials for Construction sites are located online.
3-4 No. 3 Construction Site Storm Water Runoff Control	Site Inspection and Enforcement	Yes, building sites are visited periodically for compliance with approved plans. City inspector verifies the erosion controls are in place at the time of the pre-construction meeting.
3-5 No. 3 Construction Site Storm Water Runoff Control	Public Reporting for Construction Sites	Yes, City tracks reports of illicit discharges from construction sites. Working with City staff to formalize process and disseminate information about reporting illicit discharges to stormwater system from construction sites. Information on how to report illicit discharge incidents is located on the website.

4-1 No. 4 Post-Construction Stormwater Management	Water Quality Control Ordinance for Post-Construction Runoff	Yes. Adopted Drainage & Erosion Control Design Manual by ordinance in 2018, which includes water quality regulations. The report was updated in May of 2020 and is continually reviewed and updated as needed.
4-2 No. 4 Post-Construction Stormwater Management	Development Review Process	Yes, all site work construction plans are reviewed for mitigation of impact.
5-1 No. 5 Pollution Prevention/Good Housekeeping	Municipal Employee and Contractor Education Program	Yes. Working with City staff to implement training program for municipal employees and City contractors regarding appropriate housekeeping and stormwater pollution prevention techniques.
5-2 No. 5 Pollution Prevention/Good Housekeeping	Storm Sewer System Maintenance Program	Yes. Cleaned ditches, and culverts, repaired culverts, installed rock gabions, etc. Notified all private property owners with required storm water system infrastructure, that such infrastructure must be inspected annually by an engineer, and that a report must be sent to the City each year to verify that infrastructure is functioning as designed.
5-3 No. 5 Pollution Prevention/Good Housekeeping	Spill Response and Prevention Plan	NA – no sites in West Lake Hills currently require a Spill Prevention plan.
5-4 No. 5 Pollution Prevention/Good Housekeeping	Municipal Operations Pollutant Reduction Program	Yes. The city practices safe storage of chemicals and properly disposes of automotive fluids, batteries, etc.
5-5 No. 5 Pollution Prevention/Good Housekeeping	City Vehicle Maintenance	Yes. Vehicles are regularly maintained, and maintenance logs are kept up to date.

3. Describe progress towards achieving the goal of reducing the discharge of pollutants to the MEP. If no progress was made or the BMP did not result in a reduction in pollutants, provide an explanation. Use the table below to meet this requirement (**see Example 2 in instructions**):

MCM	BMP	Information Used	Quantity	Units	Does the BMP Demonstrate a Direct Reduction in Pollutants? (Answer Yes or No and explain)
1	1-1 Public education and outreach	Estimated quantities of materials	1	Website Email	No, information was posted on the website, but there is no direct way of measuring the pollutant reduction. Brochures are also emailed to applicants upon issuance of construction permit https://www.westlakehills.gov/228/Stormwater-Pollution-Education-and-Aware
1	1-2 Household hazardous waste program	Estimated quantities of materials	1	Website	No, information was posted on the website, but there is no direct way of measuring the pollutant reduction. https://www.westlakehills.org/228/Stormwater-Pollution-Education-and-Aware
1	1-3 Water conservation program	Estimated quantities of materials	1	Website	No, information was posted on the website for water quality, but there is no direct way of measuring the pollutant reduction. https://www.westlakehills.org/228/Stormwater-Pollution-Education-and-Aware
1	1-4 Edwards Aquifer Recharge or Contributing Zone Information	Estimated quantities of materials	1	Website	No, information was posted on the website, but there is no direct way of measuring the pollutant reduction. https://www.westlakehills.org/228/Stormwater-Pollution-Education-and-Aware
1	1-5 Public Notice for Developing and Implementing SWMP	Estimated quantities of materials	1	Website	No, information was posted on the website, but there is no direct way of measuring the pollutant reduction. Public meetings are postponed until the 2022 calendar year in hopes they can be held in person. https://www.westlakehills.org/228/Stormwater-Pollution-Education-and-Aware

1	1-6 Stormwater Pollution Prevention Ordinance	-	-	-	Public hearings for the Stormwater Pollution Prevention Ordinance were not held in 2022. A public hearing will be more beneficial with more open lines of communication once it can be held in person.
1	1-7 Community Hotlines	Approximate number of phone calls received	100%	Phone Calls	Yes, West Lake receives phone calls from public to report illicit discharges to inspect reported sites and address accordingly to clean up and prevent future discharges (when possible)
2	2-1 Develop Storm Sewer System Map	Estimated quantities of materials	1	Materials	No – storm sewer mapping for West Lake is ongoing but there's no direct way of measuring pollutant reduction from mapping.
2	2-2 Stormwater Pollution Prevention Ordinance	Estimated quantities of materials	1	Review	No –West Lake's illicit discharge codes were reviewed, but there's no direct way of measuring pollutant reduction from mapping.
2	2-3 Illicit Discharge Detection and Elimination Program	Percentage of outfalls inspected	10%	Percentage	Yes – West Lake periodically inspects detention pond outfalls, drainage systems, and natural drainage features to identify illicit discharges and provide clean up and awareness of recorded sites to increase inspections.
2	2-4 Building Permit Plan Review	Estimated quantities of review	100%	Reviews	Yes – West Lake requires review of all construction plans for temporary and permanent BMP's to ensure that plans and methods are sufficient and will function properly to help prevent pollution of groundwater.
2	2-5 Used Oil Recycling Program	Estimated quantities of materials	1	Website	No, information is posted on the website, but there is no direct way of measuring the pollutant reduction. https://www.westlakehills.org/228/Stormwater-Pollution-Education-and-Aware
2	2-6 Public Reporting	Estimated quantities of materials	1	Materials	No, information is posted on the website, but there is no direct way of measuring the pollutant reduction. https://www.westlakehills.org/DocumentCenter/View/2043/Draft-MS4-Flyer_Education

2	2-7 City Inspector training	-	-	-	City inspectors will be sent to trainings in future years when there are more in-person training opportunities.
3	3-1 Erosion and Sedimentation Control Ordinance	Estimated quantities of materials	1	Materials	No, the Drainage criteria manual was reviewed and updated in May of 2020, but there is no direct way to measure the pollutant reduction.
3	3-2 Construction Site Stormwater Pollution Prevention Education Program	Estimated quantities of materials	1	Website	No, information was posted on the website, but there is no direct way of measuring the pollutant reduction. https://www.westlakehills.org/228/Stormwater-Pollution-Education-and-Aware
3	3-3 Comprehensive Building Permit Plan Reviews	Estimated quantities of materials	1	Website	Yes, the permit applications requires applicant to list which area of the Edwards Aquifer the permit is located within. Permit requirements are checked with each new permit submitted to the City. https://www.westlakehills.org/95/Building-Development
3	3-4 Site Inspection and Enforcement	Number of Construction Site Inspections	50	Inspections	Yes, all permits requiring exterior work, including site/flatwork, require pre-construction meetings with City Inspector to verify erosion controls in place.
3	3-5 Public Reporting for Construction Sites	Estimated quantities of materials	1	Website	No, information is posted on the website, but there is no direct way of measuring the pollutant reduction. https://www.westlakehills.org/DocumentCenter/View/2043/Draft-MS4-Flyer_Education
4	4-1 Water Quality Control Ordinance for Post-Construction Runoff	Estimated quantities of materials	1	Materials	No, the Drainage criteria manual was reviewed no updates were made in 2021, but there is no direct way to measure the pollutant reduction.

4	4-2 Development Review Process	Estimated quantities of review	100 %	Reviews	Yes – West Lake requires review of all construction plans for temporary and permanent BMP's to ensure that plans and methods are sufficient and will function properly to help prevent pollution of groundwater.
5	5-1 Municipal Employee and Contractor Education Program	-	-	-	City inspectors will be sent to trainings in future years when there are more in-person training opportunities. Educational construction storm water flyers have been published to the city website and are made available to city staff. https://www.westlakehills.org/228/Stormwater-Pollution-Education-and-Aware
5	5-2 Storm Sewer System Maintenance Program	Estimate volume of storm sewer waste collected on annual basis.	Varies	Sediment/ twigs, branches, leaves	Yes – West Lake Hills removes all excessive buildups of foreign objects, sediment, twigs, branches, leaves, etc. from drainage facilities which ensures proper functionality and prevents backups and overflow to help minimize groundwater contamination.
5	5-3 Spill Response and Prevention Plan	Determine number of sites that require Spill Prevention	0	Spill Prevention Plan	No – There are currently no sites that require SPCC's. All sites that require spill prevention will be identified and reviewed to confirm that required spill prevention plans are provided to prevent contamination of groundwater.
5	5-4 Municipal Operations Pollutant Reduction Program		Varies	Safe Chemical Storage	Yes. The City practices safe storage of chemicals and properly disposes of automotive fluids, batteries, etc.
5	5-5 City Vehicle Maintenance	Estimated percent of city vehicle with maintenance records	100%	Percentage	Yes – West Lake Hills keeps vehicle maintenance records and keeps track of maintenance schedule and cost to ensure that vehicles are properly budgeted for and will be serviced per manufacturer's recommendation.

4. Provide the measurable goals for each of the MCMs, and an evaluation of the success of the implementation of the measurable goals (**see Example 3 in instructions**):

MCM(s)	Measurable Goal(s)	Explain progress toward goal or how goal was achieved. If goal was not accomplished, please explain.
1-1 No. 1 Public Education and Outreach on Stormwater Impacts	Post information on the website	Goal met - Educational materials are available online for pollution prevention and emailed to applicants upon approval of their permit. Flyers are provided in City Hall lobby and once per calendar year in the City's newsletter. Educational materials are provided on inspector first site visit. Goal not met – posting on NextDoor.
1-2 No. 1 Public Education and Outreach on Stormwater Impacts	Post information on the website	Goal met - Educational materials are available online for location of recycling centers.
1-3 No. 1 Public Education and Outreach on Stormwater Impacts	Education	Goal met - Educational information was posted online regarding the Edwards Aquifer. Did not meet the goal of posting water conservation information to the city website.
1-4 No. 1 Public Education and Outreach on Stormwater Impacts	Post information on the website	Goal met - Educational materials are available online for Edwards Aquifer Information. Brochures are available at City Hall lobby. Educational materials are provided on inspector first site visit.
1-5 No. 1 Public Education and Outreach on Stormwater Impacts	Post Stormwater Management plan and hold public meetings	Educational material is available online. Did not meet the goal of public meetings for the SWMP in 2022. A public hearing will be more beneficial with more open lines of communication when held in person
1-6 No. 1 Public Education and Outreach on Stormwater Impacts	Hold public hearings	Did not meet the goal - public hearings for the Stormwater Pollution Prevention Ordinance were not held in 2022. A public hearing will be more beneficial with more open lines of communication when it can be held in person.
1-7 No. 1 Public Education and Outreach on Stormwater Impacts	Produce script and document illicit discharge	(ongoing) The City is working to improve the script used for incoming calls reporting illicit discharge. Illicit discharge calls are documents as they are received by the City.

2-1 No. 2 Illicit Discharge Detection and Elimination	Review and updated drainage maps	Goal met (ongoing) - Storm Sewer Maps have been developed and updated as needed identifying drainage features. The updates are currently ongoing.
2-2 No. 2 Illicit Discharge Detection and Elimination	Review ordinances and update as needed	Goal met (ongoing) Working with the City Engineer to review and improve stormwater ordinances as necessary. No updates were made to the ordinance this year.
2-3 No. 2 Illicit Discharge Detection and Elimination	Conduct inspections	Goal met - Inspections of the storm sewer system are conducted periodically.
2-4 No. 2 Illicit Discharge Detection and Elimination	Plan review and site visits	Goal met - All building plans are reviewed for stormwater issues and construction sites are inspected regularly for compliance.
2-5 No. 2 Illicit Discharge Detection and Elimination	Post information to the website	Goal met - City staff has posted the information to City website regarding recycling centers and used oil disposal facilities.
2-6 No. 2 Illicit Discharge Detection and Elimination	Track illicit discharge and post information	Goal met - City tracks reports of illicit discharges and information on how to report illicit discharge is located on the city website.
2-7 No. 2 Illicit Discharge Detection and Elimination	Illicit discharge training	Did not meet the goal – the City is looking for more in person training opportunities in 2023.
3-1 No. 3 Construction Site Storm Water Runoff Control	Evaluate erosion and sediment control ordinance and revise if necessary	Goal met - Adopted Drainage & Erosion Control Design Manual by ordinance in 2018, which includes erosion control measures and the report was updated in May of 2020. The manual is reviewed periodically for updates.
3-2 No. 3 Construction Site Storm Water Runoff Control	Provide information and requirements on the city website	City staff is working to implement annual educational seminar and incorporation of MS4 information into building permit application. MS4 information is posted to the City website at https://www.westlakehills.org/228/Stormwater-Pollution-Education-and-Aware

3-3 No. 3 Construction Site Storm Water Runoff Control	Require TCEQ permitting, review procedures for plan review and revise if necessary	Goal met - All building plans are reviewed comprehensively by staff and internal review process is reviewed and updated as necessary. TCEQ permits are required if applicable to the site.
3-4 No. 3 Construction Site Storm Water Runoff Control	Inspect erosion controls and document violations	Goal met - Building sites are visited periodically for compliance with approved plans. The City Inspector verifies erosion controls are in place at the time of all required pre-construction meetings.
3-5 No. 3 Construction Site Storm Water Runoff Control	Provide instructions on how to report illicit discharge	Goal met - Information on how to report illicit discharge is located on the City website. The City tracks reports of illicit discharges from construction sites.
4-1 No. 4 Post- Construction Stormwater Management	Post construction BMP practices	Goal met - Adopted Drainage & Erosion Control Design Manual by ordinance in 2018, which includes water quality regulations. An update to the manual was made in May 2020. The manual is reviewed periodically for updates and posted on the City website.
4-2 No. 4 Post- Construction Stormwater Management	Development review process	Goal met - All site work construction plans are reviewed for mitigation of impact.
5-1 No. 5 Pollution Prevention/Good Housekeeping	Municipal employee and contractor education programs	Goal met - Educational material is posted online and made available to City staff. Did not meet the goal for sending City staff to trainings – the City is looking for more in person training opportunities in 2023.
5-2 No. 5 Pollution Prevention/Good Housekeeping	Track storm sewer maintenance activities	Goal met - Cleaned ditches, and culverts, repaired culverts, installed rock gabions, etc. as part of the annual maintenance process.
5-3 No. 5 Pollution Prevention/Good Housekeeping	Develop spill response plan	NA – no sites in West Lake Hills currently require a Spill Prevention plan at this time.

5-4 No. 5 Pollution Prevention/Good Housekeeping	Proper storage and disposal of chemicals	Goal met - The City practices safe storage of chemicals and properly disposes of automotive fluids, batteries, etc.
5-5 No. 5 Pollution Prevention/Good Housekeeping	City vehicle maintenance	Goal met - Vehicles are regularly maintained, and maintenance logs are kept up to date.

C. Stormwater Data Summary

Provide a summary of all information used, including any lab results (if sampling was conducted) to assess the success of the SWMP at reducing the discharge of pollutants to the MEP. For example, did the MS4 conduct visual inspections, clean the inlets, look for illicit discharge, clean streets, look for flow during dry weather, etc.?

1. Educational flyers, website links, and materials provided per Public Education, Outreach & Involvement.
2. Storm Sewer Maps updates (ongoing).
3. The City of West Lake Hills ordinances that enforce soil erosion control, drainage criteria, and illicit discharge control that provides conformance with MS4 responsibilities. The City updated and reviewed the Drainage Criteria Manual.
4. Building permits required for development that require site plan review requirements and inspections during construction.
5. Records of city vehicle maintenance, and stormwater sewer system waste.

D. Impaired Waterbodies (N/A)

1. Identify whether an impaired water within the permitted area was added to the latest EPA-approved 303(d) list or the Texas Integrated Report of Surface Water Quality for CWA Sections 305(b) and 303(d). List any newly-identified impaired waters below by including the name of the water body and the cause of impairment.

2. If applicable, explain below any activities taken to address the discharge to impaired waterbodies, including any sampling results and a summary of the small MS4's BMPs used to address the pollutant of concern.

None known.

3. Describe the implementation of targeted controls if the small MS4 discharges to an impaired water body with an approved TMDL.

None.

4. Report the benchmark identified by the MS4 and assessment activities:

Benchmark Parameter (Ex: Total Suspended Solids)	Benchmark Value	Description of additional sampling or other assessment activities	Year(s) conducted

5. Provide an analysis of how the selected BMPs will be effective in contributing to achieving the benchmark:

Benchmark Parameter	Selected BMP	Contribution to achieving Benchmark

6. If applicable, report on focused BMPs to address impairment for bacteria:

Description of bacteria-focused BMP	Comments/Discussion

7. Assess the progress to determine BMP’s effectiveness in achieving the benchmark.

For example, the MS4 may use the following benchmark indicators:

- number of sources identified or eliminated;
- number of illegal dumpings;
- increase in illegal dumping reported;
- number of educational opportunities conducted;
- reductions in sanitary sewer flows (SSOs); /or
- increase in illegal discharge detection through dry screening.

Benchmark Indicator	Description/Comments
---------------------	----------------------

E. Stormwater Activities

Describe activities planned for the next reporting year:

MCM(s)	BMP	Stormwater Activity	Description/Comments
1	1-1 Public education and outreach	Educational	Provide educational flyers to residents, post on city website, article in the City's newsletter make available at City Hall, email to applicants upon approval of construction permit, post on nextdoor.
1	1-2 Household hazardous waste program	Educational	Provide educational flyers via city website.
1	1-3 Water conservation program	Educational	Post educational material on the City website.
1	1-4 Edwards Aquifer Recharge or Contributing Zone Information	Educational	Provide educational city website, make available at City Hall, post on nextdoor.
1	1-5 Public Notice for Developing and Implementing SWMP	Educational/public outreach	Hold a public hearing at a City Council meetings for public input on the SWMP and produce SWMP documents to post on the City's website.
1	1-6 Stormwater Pollution Prevention Ordinance	Educational/public outreach	Hold public hearing at City Council meetings for public input.

1	1-7 Community Hotlines	Educational, reporting & inspection	Review phone operator script and track the number of illicit discharge reports
2	2-1 Develop Storm Sewer System Map	Record Keeping & Reporting	Continue to update storm system map as needed.
2	2-2 Stormwater Pollution Prevention Ordinance	Policy review	Review City Code for illicit discharge and update if necessary
2	2-3 Illicit Discharge Detection and Elimination Program	Inspection/enforcement	Conduct dry weather inspections of storm sewer systems and outfalls once annually and check for illegal dumping. Assess civil penalties and fines for illicit discharge and/or reimbursement to City for cleanup costs.
2	2-4 Building Permit Plan Review	Plan review/enforcement	Conduct plan reviews for illicit discharge and connections and conduct site visits during construction to confirm compliance.
2	2-5 Used Oil Recycling Program	Educational	Provide information on the City website for location and proper disposal of hazardous waste and vehicle oils.
2	2-6 Public Reporting	Educational/reporting	Post instruction on how to report illicit discharge on the City website and in brochures and materials. Track reports of illicit discharge and take appropriate action as/if warranted.
2	2-7 City Inspector training	Training/Education	Send City inspectors to Texas illegal Dumping Resource Center trainings or view online classes.
3	3-1 Erosion and Sedimentation Control Ordinance	Policy review	Conduct a review of the drainage criteria manual to determine if updates are necessary.
3	3-2 Construction Site Stormwater Pollution Prevention Education Program	Education	Provide educational documents/flyer in the Building Permit application and on the City website.
3	3-3 Comprehensive Building Permit Plan Reviews	Enforcement/policy review	Continue requirement or submittal of TCEQ approved Edwards Aquifer Protection Plan as required with building plans. Evaluate building permit plan procedures and review processes and revise as necessary.

3	3-4 Site Inspection and Enforcement	Inspection/reporting	Inspect erosion control measures at least once per month, document violations, and follow-up inspections to ensure enforcement. Notify TCEQ as applicable.
3	3-5 Public Reporting for Construction Sites	Education/reporting/tracking	Provide instruction on how to report stormwater pollution from construction sites. City will track reports and take action as/if necessary.
4	4-1 Water Quality Control Ordinance for Post-Construction Runoff	Policy Review	Ratify/approve ordinance revisions to the City Code for post-construction runoff water quality measures and include provisions for long-term operation and maintenance of BMPs.
4	4-2 Development Review Process	Plan review	Review site work construction plans for appropriate mitigation. Require annual post-construction inspections and report from project engineer on compliance with the City Code.
5	5-1 Municipal Employee and Contractor Education Program	Education/training	Develop program and provide educational training to necessary City employees and City contractors.
5	5-2 Storm Sewer System Maintenance Program	Maintenance/reporting	Develop and implement routine inspection and maintenance of storm sewer systems. Respond to citizen reports and field observations. Track storm sewer maintenance activities.
5	5-3 Spill Response and Prevention Plan	Policy development/reporting	Develop and implement a spill response and prevention program in conjunction with Westlake Fire Department. Track and prepare annual reports of spill and cleanup operations as warranted.
5	5-4 Municipal Operations Pollutant Reduction Program	Education/maintenance	Proper storage and disposal of oil, chemicals, batteries, and other automotive maintenance activities to prevent contact with storm water. Provide spill cleanup procedures.
5	5-5 City Vehicle Maintenance	Inspection/maintenance	Conduct routine inspections of vehicles to check fluids for leaks. Keep vehicles up to date on state inspections.

F. SWMP Modifications

1. The SWMP and MCM implementation procedures are reviewed each year.

☒ Yes ☐ No

2. Changes have been made or are proposed to the SWMP since the NOI or the last annual report, including changes in response to TCEQ's review.

☐ Yes ☒ No

If "Yes," report on changes made to measurable goals and BMPs:

MCM(s)	Measurable Goal(s) or BMP(s)	Implemented or Proposed Changes (Submit NOC as needed)

Note: If changes include additions or substitutions of BMPs, include a written analysis explaining why the original BMP is ineffective or not feasible, and why the replacement BMP is expected to achieve the goals of the original BMP.

3. Explain additional changes or proposed changes not previously mentioned (i.e. dates, contacts, procedures, annexation of land, etc.).

G. Additional BMPs for TMDLs and I-Plans

Provide a description and schedule for implementation of additional BMPs that may be necessary, based on monitoring results, to ensure compliance with applicable TMDLs and implementation plans.

BMP	Description	Implementation Schedule (start date, etc.)	Status/Completion Date (completed, in progress, not started)

H. Additional Information

1. Is the permittee relying on another entity to satisfy any permit obligations?

☒ Yes ☐ No

If "Yes," provide the name(s) of other entities and an explanation of their responsibilities (add more spaces or pages if needed).

Name and Explanation:

West Lake Hills has acquired the services Walter P. Moore to assist with MS4 responsibilities and reporting. Walter P Moore will assist with site plan review of construction (drainage and soil erosion control), providing engineered drainage solutions, adjustments to city codes, and assisting with annual reporting requirements.

Name and Explanation:

2.a. Is the permittee part of a group sharing a SWMP with other entities?

☐ Yes ☒ No

2.b. If "yes," is this a system-wide annual report including information for all permittees?

☐ Yes ☒ No

If "Yes," list all associated authorization numbers, permittee names, and SWMP responsibilities of each member (add additional spaces or pages if needed):

Authorization Number: _____ Permittee: _____

Authorization Number: _____ Permittee: _____

Authorization Number: _____ Permittee: _____

Authorization Number: _____ Permittee: _____

I. Construction Activities

1. The number of construction activities that occurred in the jurisdictional area of the MS4 (Large and Small Site Notices submitted by construction site operators):

0

2a. Does the permittee utilize the optional seventh MCM related to construction?

☐ Yes ☒ No

2b. If "yes," then provide the following information for this permit year:

The number of municipal construction activities authorized under this general permit	
The total number of acres disturbed for municipal construction projects	

Note: Though the seventh MCM is optional, implementation must be requested on the NOI or on a NOC and approved by the TCEQ.

J. Certification

TCEQ-20561 (Rev July 2019)

Page 22

If this is this a system-wide annual report including information for all permittees, each permittee shall sign and certify the annual report in accordance with 30 TAC §305.128 (relating to Signatories to Reports).

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name (printed): Trey Fletcher Title: City Administrator

Signature: _____ Date: _____

Name of MS4 City of West Lake Hills

Name (printed): _____ Title: _____

Signature: _____ Date: _____

Name of MS4 _____

Name (printed): _____ Title: _____

Signature: _____ Date: _____

Name of MS4 _____

Name (printed): _____ Title: _____

Signature: _____ Date: _____

Name of MS4 _____

Name (printed): _____ Title: _____

Signature: _____ Date: _____

Name of MS4_____

If you have questions on how to fill out this form or about the Stormwater Permitting program, please contact us at 512-239-4671.

Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512-239-3282.



City of West Lake Hills
City Council

AGENDA REPORT

Meeting Date:	<u>April 26, 2023</u>
Department:	<u>Administration</u>
Prepared By:	<u>Trey Fletcher, City Administrator</u>
Exhibits:	n/a

Item Number: _____

Cost / Budget: _____

Source of Funds: _____

Subject

Discuss and consider action on a report from the city administrator regarding contracts and expenditures for debris and brush removal services associated with Winter Storm Mara.

Recommendation

Discuss and take action as appropriate.

Discussion

At the March 22, 2023 City Council meeting, direction was provided to cease receiving resident drop offs of vegetative debris at the collection sites on April 2, 2023. Curbside collection has ceased, and the disposal of any remaining materials should be requested by residents from TDS using methods provided below.

Additional information is provided on the City's website: <https://www.westlakehills.org/132/Trash-Recycling-Brush-Pickup>

Residents may also download the Waste Wizard app. <https://www.texasdisposal.com/your-home/residential-curbside-solutions/>

The debris collection is complete. Dumpsters have been removed from the collection sites. A report of expenditure to date will be provided to the City Council at the meeting on April 26.

Due to additional new vegetative debris piles emerging in the street rights of way from adjacent properties, door hangers have been ordered and will be used to notify residents that they are responsible for the removal of the debris. A mockup of the door hanger is attached.



Due to the unprecedented nature of the winter ice storm, the City of West Lake Hills offered a temporary service to residents by hiring contractors to clean up tree debris due to Winter Storm Mara, through March 18, 2023. In addition, residents were also offered free dumpster drop off through April 2, 2023.

Property maintenance is the property owner's responsibility and as such, as of **April 3, 2023** it is now the responsibility of property owners to remove debris at their expense as the City is no longer offering that service.



Please contact a tree removal service to haul off any remaining debris from the storm.

For more information, please contact our City inspectors at 512-327-3628.





City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>April 26, 2023</u>	Item Number:	<u></u>
Department:	<u>Administration</u>		
	<u>Trey Fletcher,</u>		
Prepared By:	<u>City Administrator</u>	Cost / Budget:	<u>\$48,555.10 / \$50,000.00</u>
Exhibits:	<u>Condition Summary Report</u>	Source of Funds:	<u>FY 23 budget</u>

Subject

Discuss and consider action on a presentation by Roadway Asset Services, aka RAS, regarding pavement management report.

Recommendation

Receive the report and take any action as appropriate. Street maintenance project prioritization will be considered in the context of the report on the May 10 City Council agenda.

Discussion

Pavement should be evaluated on a five-year cycle. In 2018, the City engaged K. Frieze & Associates and generated a pavement management report that supported efforts thus far to put forth Propositions B and C in November 2021. Both measures were passed by voters. Proposition B included \$11.8 million for improvements to six streets of the highest priority within the city's street maintenance program. Proposition C provided a dedicated source of revenue to further the city's street maintenance efforts over a four-year period.

Funds (\$50,000) were allocated in the FY 23 budget for an updated pavement management report. This report considers any changes to roadway pavement conditions that may have resulted from Winter Storm Uri and passage of time since the previous report. It also establishes a base line assessment for the city's street maintenance program. Additional data collected (street signs and guardrails) with the pavement data collection supports our efforts to develop an asset management program.

A summary of the pavement condition result is attached to this agenda item. Based on the Pavement Condition Index, (PCI), two-thirds of the public roads in West Lake Hills are considered to be good or satisfactory. Fifteen percent are considered to be poor or very poor, and 18.1% are considered fair. Using the international roughness index (IRI) which is the roughness index most commonly obtained from measured longitudinal road profiles the pavement condition does not fair as well. Using the method, the majority of streets are considere

RM 2244, locally known as Bee Cave Road, was not included in this evaluation because it is maintained by the Texas Department of Transportation (TxDOT).

West Lake Hills, TX

2023 Pavement Condition Results

Pavement Condition Index (PCI) Range	Condition Description	Total Area (yd2)	Total Distance (Centerline Miles)	Percent of Network Miles
86 - 100	Good	196,622	9.74	29.4%
71 - 85	Satisfactory	166,405	12.38	37.3%
56 - 70	Fair	72,854	6.00	18.1%
41 - 55	Poor	54,718	4.37	13.2%
26-40	Very Poor	7,817	0.66	2.0%
11-25	Serious	0	0.00	0.0%
0-10	Failed	0	0.00	0.0%
Total of Rated Segments		498,416	33.15	100.0%

Pavement Condition Category

Surface: All

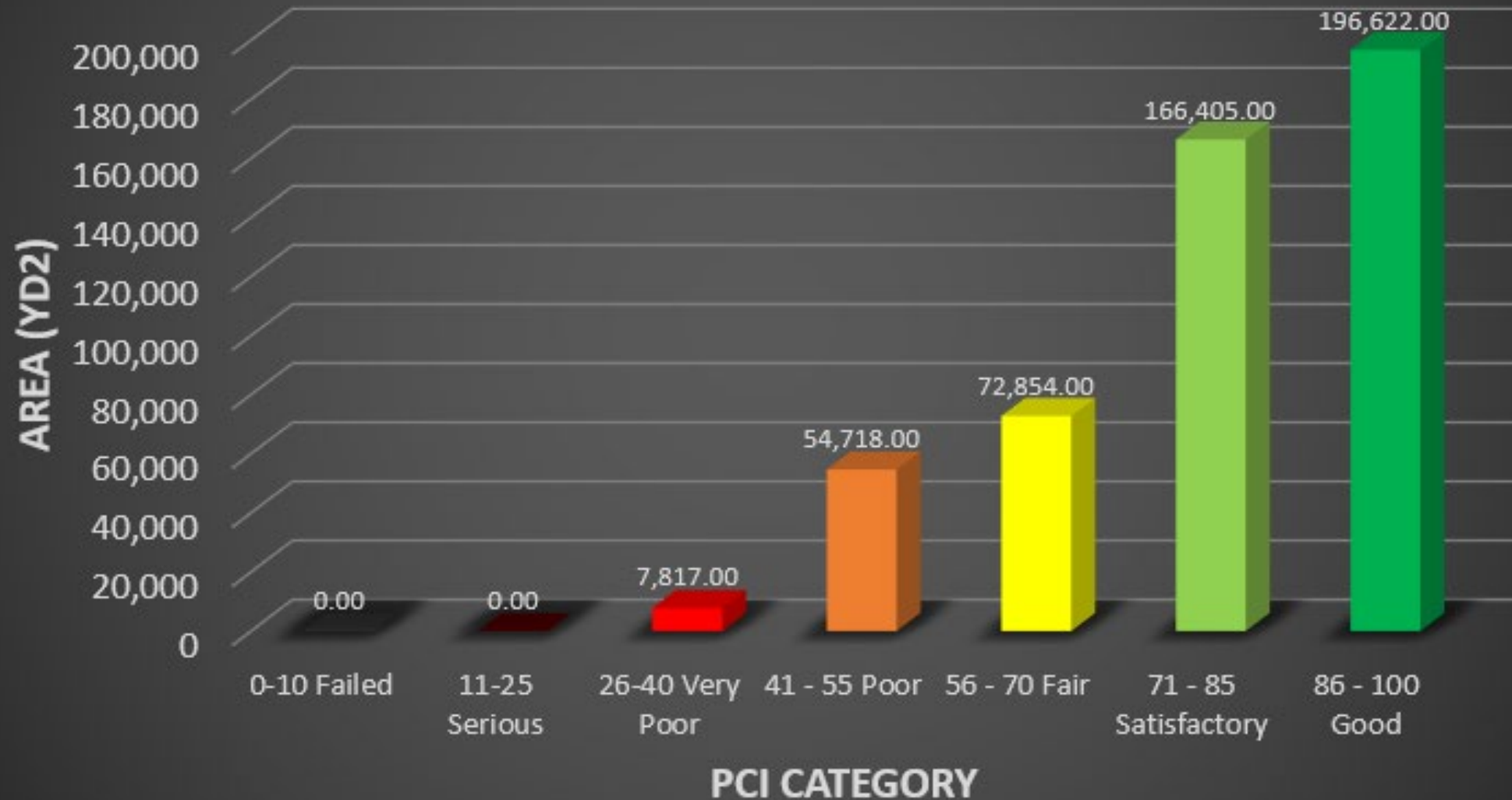
Network PCI : 76.40
Backlog : 2.0% (Miles)



Pavement Condition Category

Surface: All

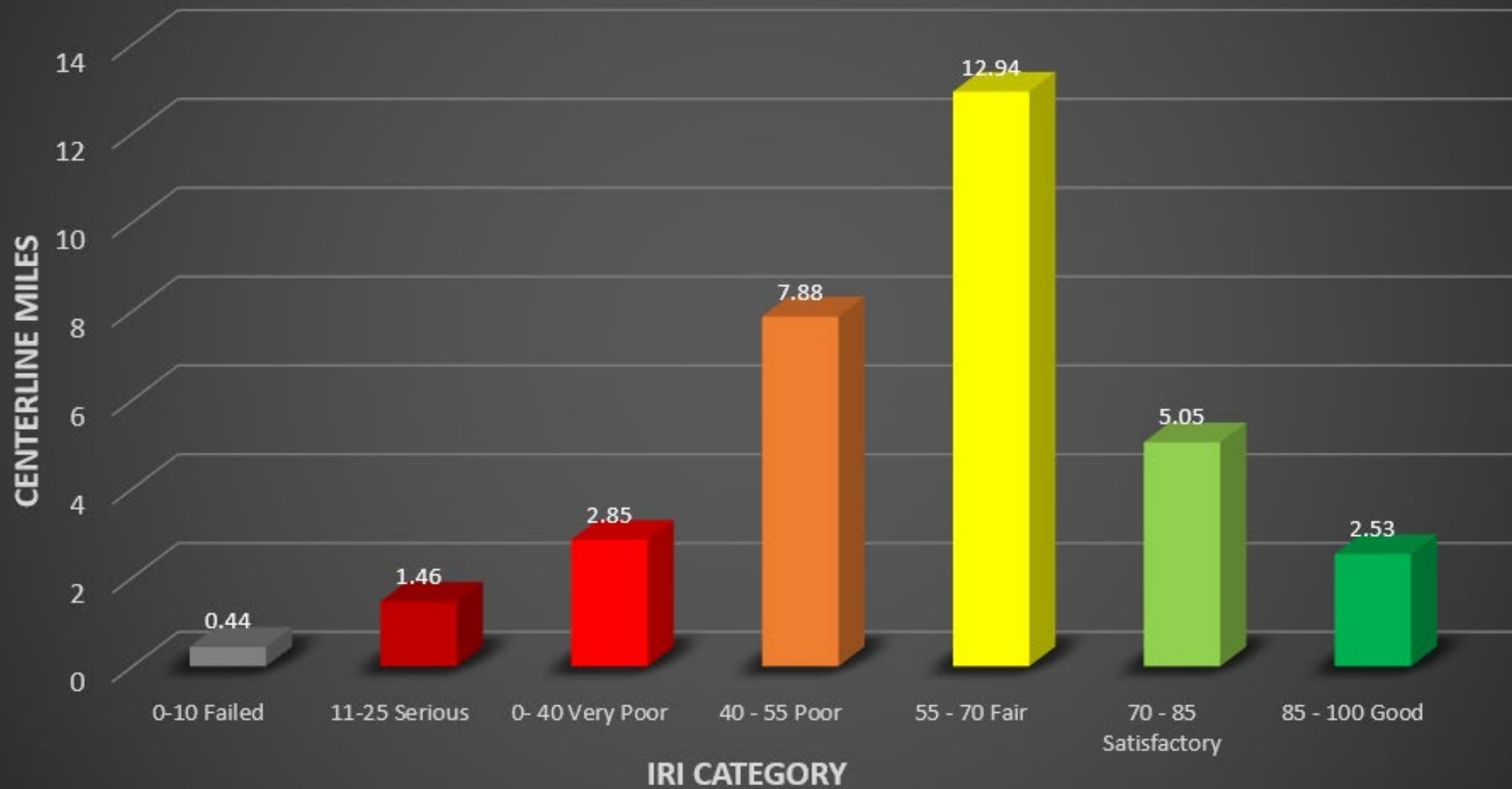
Network PCI : 76.40
Backlog : 1.6% (Area)



IRI Category	Condition Description	Total Area (yd2)	Total Distance (Centerline Miles)	Percent of Network Miles
86 - 100	Good	100,520	2.53	7.6%
71 - 85	Satisfactory	75,111	5.05	15.2%
56 - 70	Fair	173,798	12.94	39.0%
41 - 55	Poor	94,826	7.88	23.8%
26- 40	Very Poor	33,666	2.85	8.6%
11-25	Serious	16,118	1.46	4.4%
0-10	Failed	4,377	0.44	1.3%
Total of Rated Segments		498,416	33.15	100.0%

Roughness Condition Category

Surface: All





City of West Lake Hills City Council

AGENDA REPORT

Meeting Date:	<u>April 26, 2023</u>	Item Number:	<u></u>
Department:	<u>Administration</u>		
	<u>Trey Fletcher,</u>		
Prepared By:	<u>City Administrator</u>	Cost / Budget:	<u>~25 million</u>
Exhibits:	<u>none</u>	Source of Funds:	<u>2022 Bond Funds</u>

Subject

Discuss and consideration action on bond items regarding Proposition A (new municipal complex) and Proposition B (street and drainage projects).

Recommendation

Discuss and take action as appropriate.

Discussion

Proposition A Update:

Design: Council received an update from Brinkley Sargent Wiginton Architects at the 6pm special called meeting on February 22 where the schematic design was presented and accepted by City Council.

Construction: City Council authorized the use of a Construction Manager at Risk (CMAR) in December as an alternate project delivery method for the project's construction, and SpawGlass was selected following a rigorous evaluation process. A contract was approved on March 8.

Funding: City Council approved a budget policy on January 11 reserving an additional \$3 million for the project.

Progress: Since SpawGlass was awarded a contract in March, they have been preparing a detailed cost estimate based on the schematic design and scope narratives. The project team is currently reviewing that cost estimate. Pre-construction activities are also underway including the completion of the updated tree and topography survey, preparation of the plat into a single lot of record, driveway alignment analysis, and preparation for the geotechnical evaluation of the site.

Proposition B Update:

City staff received 100% plans on December 16, 2022. WSB Engineering was hired as the Owner's Representative for this project and has participated in plan review meetings and quality control of the plan set. A meeting was held on February 10, 2023 to address any outstanding comments and finalize the plan set. Easement acquisition is underway where necessary, and property owners have received letters. Staff and consultants are scheduling meetings with property owners when requested and continue to work towards acquiring the necessary easements for the bond projects. Two projects that require TCEQ approval are Camp Craft Road (Eanes Creek) and Westlake Drive.

Based on available funds and City Council direction, the Laurel Valley Rd project will be deferred. The total cost estimate for the remaining projects is approximately \$11 million. Proposition B was approved for \$11.8 million.

Projects are currently on schedule to bid in August, or sooner, if possible.

**CITY OF WEST LAKE HILLS, TEXAS
MAYORAL DECLARATION OF LOCAL STATE OF DISASTER**

WHEREAS, Section 418.108 of the Texas Government Code provides that “the presiding officer of the governing body of a political subdivision may declare a local state of disaster” in order to “activate[] the appropriate recovery and rehabilitation aspects of all applicable...emergency management plans and authorize[] the furnishing of aid and assistance”; and

WHEREAS, Section 418.004 of the Texas Government Code defines a disaster as “the occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination, volcanic activity, epidemic, air contamination, blight, drought, infestation, explosion, riot, hostile military or paramilitary action, extreme heat, cybersecurity event, other public calamity requiring emergency action, or energy emergency”; and

WHEREAS, Section 2.01.002 of the City of West Lake Hills, Texas Code of Ordinances authorizes every officer, agent or employee of the City, while responding to or acting in an emergency situation, to do everything reasonably necessary under the circumstances to effectively deal with such an emergency, and such section prevails over every other ordinance of the City to the extent the City has the authority to act, and over any law establishing a standard of care in conflict with this section; and

WHEREAS, Section 34.02.002(a) of the City of West Lake Hills, Texas Code of Ordinances requires any person who undertakes any work that will cut, break or otherwise damage a public street (right-of-way) to obtain a street cut permit from the city administrator prior to commencing work; and

WHEREAS, Section 34.02.002(f) of the City of West Lake Hills, Texas Code of Ordinances subjects persons to the reasonable police power of the City to manage its public rights-of-way, including the right of the mayor to declare an emergency with regard to the health and safety of the citizens and request by written notice to an offending party to remove or abate facilities by a deadline imposed by the mayor in the written request, and if the person fails or refuses to act by the deadline specified, the City may remove or abate the facility at the sole cost and expense of the person, without paying compensation to the person and without the City incurring any liability for damages; and

WHEREAS, Section 34.02.004 of the City of West Lake Hills, Texas Code of Ordinances requires persons performing excavations and other construction in public rights-of-way in accordance with all applicable city requirements; and

WHEREAS, Section 34.02.005 of the City of West Lake Hills, Texas Code of Ordinances requires that before any cutting of pavement in the public rights-of-way, the person performing the work must possess valid permits at the job site and that excavations be performed in accordance standards developed by the city engineer and approved by the city administrator; and

WHEREAS, Sections 34.02.010 and 34.02.011 of the City of West Lake Hills, Texas Code of Ordinances requires applicable fees to be paid and sets forth penalties for violations of Chapter 34; and

WHEREAS, on or about the 4th day of April, 2023, Douglas Jaffe III, owners and/or residents and/or third-parties acting on owner/resident's behalf, of 1405 Wildcat Hollow, West Lake Hills, Texas, performed or caused to be performed unauthorized and unpermitted cuts and excavation in a public right-of-way located at or near 1405 Wildcat Hollow, West Lake Hills, Texas; and

WHEREAS, the resulting unauthorized and unpermitted roadway cuts and excavation in a public right-of-way performed or caused to be performed by the owner/residents of 1405 Wildcat Hollow, or third-parties on their behalf, have created a dangerous condition, to wit: crumbling roadway surface and an excavated pit immediately adjacent to a public right-of-way that is in danger of causing additional subsidence and exacerbating an already dangerous condition.

NOW THEREFORE, BE IT PROCLAIMED BY THE MAYOR OF THE CITY OF WEST LAKE HILLS, TEXAS:

SECTION 1. That a local state of disaster is hereby declared for the City of West Lake Hills, Texas, pursuant to Section 418.108(a) of the Texas Government Code.

SECTION 2. That pursuant to Section 418.108(b) of the Texas Government Code this state of disaster shall continue for a period of not more than seven (7) days from the date of this declaration, unless continued or renewed by the City Council of the City of West Lake Hills, Texas.

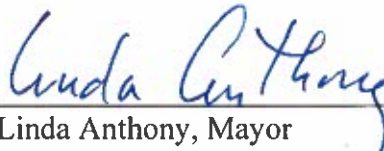
SECTION 3. That pursuant to Section 418.108(c) of the Texas Government Code this declaration of a local state of disaster shall be given prompt and general publicity and shall be filed promptly with the City Secretary.

SECTION 4. That pursuant to Section 418.108(d) of the Texas Government Code, this declaration of a local state of disaster activates the City of West Lake Hills, Texas emergency management plan, and authorizes the furnishing of aid and assistance under the declaration.

SECTION 5. That pursuant to Section 418.108(g) of the Texas Government Code, travel on and around the afflicted portion of Wildcat Hollow in the City of West Lake Hill, Texas shall be controlled and limited as determined by necessary to protect the safety of residents, citizens, motorists, pedestrians and passers-by in the judgment of the Chief of Police of West Lake Hills, Texas, or his designee.

SECTION 8. That this declaration shall take effect immediately from and after its issuance.

DECLARED this 11th day of April, 2023.



Linda Anthony, Mayor
City of West Lake Hills, Texas

Filed with me, Terry Blanchard, City Secretary of the City of West Lake Hills, Texas, on this the 11th day of April, 2023, by Mayor Linda Anthony, whose signature I certify is true and genuine, with general publicity of the foregoing Proclamation being affected the same date as the signing thereof.



Terry Blanchard
City Secretary

