



**Town Council/Board of Trustees
Town of Westlake**

Council Chamber, 1500 Solana Blvd
Building 7, Suite 7100 Westlake, TX 76262



**Thursday, October 2, 2025, 5:00 PM
Special Meeting Minutes**

The Town Council of the Town of Westlake also serves as the governing Board of Trustees for Westlake Academy. This agenda may contain both municipal and Westlake Academy items, which will be clearly identified. Town Council/Board of Trustees meetings are available for viewing online via live-stream or on-demand at <https://www.westlake-tx.org/787/Watch-Meetings-Live>. In an effort of meeting efficiency, any residents wishing to speak must submit a speaker request form to the Town Secretary prior to the start of the meeting.

Pursuant to Texas Government Code Section 551.127, one or more members of the Town Council may participate in this meeting by videoconference call. A quorum of the Town Council and the presiding officer will be present at the physical location of the meeting.

NOTE: As authorized by Section 551.071 of the Texas Government Code, Town Council may enter into closed Executive Session for the purpose of seeking confidential legal advice from the Town/School Attorney on any agenda item listed herein.

A. CALL SPECIAL MEETING TO ORDER AND ANNOUNCE A QUORUM PRESENT

Mayor Greaves called the meeting to order at 5:02 p.m. and announced a quorum present.

COUNCIL PRESENT:

Mayor Kim Greaves
Council Member Michael Yackira
Council Member Todd Gautier

Mayor Pro Tem Tammy Reeves
Council Member Kevin Smith
Council Member T.J. Duane

STAFF PRESENT:

Town Manager Wade Carroll
Town Secretary Dianna Buchanan
Finance Director Cayce Lay Lamas
School Attorney Janet Bubert

Head of School Dr. Kelly Ritchie
WA Dir of Innovation & Dev. Michelle Briggs
IT Director Jason Power
Academy Finance Manager Marlene Rutledge

OTHERS PRESENT:

Bond Counsel Ted Christensen,
President, Government Capital Securities

Anne Hildenbrand, AIA, Principal, BRW Architects
Chris Sano, AIA, Principal, BRW Architects

B. WORK SESSION

Discussion of Westlake Academy future facility needs, project timing, and possible funding sources.

The Town Council | Board of Trustees will hold a discussion regarding the long-term facility needs of Westlake Academy. Topics will include projected enrollment growth, classroom and campus space requirements, the potential timing of future construction or expansion projects, and the identification of possible funding sources (e.g., bonds, partnerships, grants, or other financing mechanisms). This item is intended for discussion purposes only; no action will be taken at this time.

The Work Session was announced by Mayor Greaves and the purpose is to address the need for a new storm shelter at Westlake Academy due to updated code requirements and how to integrate this with future campus facility needs. Town Manager Wade Carroll introduced Ted Christensen, Bond Counsel, to provide an overview of the Town/Academy debt in general and the possible funding options for future construction or expansion projects for the Academy. The accompanying presentations for the Work Session "Long-Range Planning Discussion" is attached and made a part of these minutes. Finance Director Cayce Lay Lamas provided planning analysis scenarios and answered questions.

BRW Architect Principals Anne Hildenbrand and Chris Sano provided the presentation "Storm Shelter Study for Westlake Academy" which is attached and made a part of these minutes. Head of School Dr. Kelly Ritchie provided input regarding the primary facility needs of the academy to be considered as part of the planning for the storm shelter solution. A multi-functional building such as a competition gym (1,200-1,500 seats) or an auditorium was discussed as it would address both storm shelter requirements and provide much-needed full-school assembly, athletic, and flexible space. Alternatives discussed included a standalone storm shelter, a storm shelter integrated with a new gym, and a storm shelter integrated with a new cafeteria. A major functional concern is the current overuse of the multipurpose hall for both PE and student meals.

The Board emphasized the desire for any building to serve more than a single purpose, taking into consideration both the cost and the utility. The Board also discussed the importance of maintaining strong fund balances to protect credit ratings and allow flexibility for funding unforeseen needs. The Board and staff will continue to review and update financing assumptions to ensure projected and proposed numbers align. Ongoing communication with State Legislators is also needed to advocate for continued teacher pay support and funding that was approved in the latest legislative session. Staff will ensure that the upcoming Arts and Sciences facility expansion will remain compliant with current codes as the construction proceeds.

The Board directed Dr. Ritchey to formally engage BRW Architects to prepare a study and analyze an ICC 500-compliant cafeteria (1,200 capacity), a competition gym (1,200 capacity), and a standalone storm shelter, with detailed cost and program comparisons with the timeline for the return of options to be clarified at a later date.

C. ADJOURNMENT

Mayor Greaves adjourned the meeting at 7:02 p.m.



Kim Greaves, Mayor

ATTEST:

Dianna Buchanan

Town Secretary Dianna Buchanan

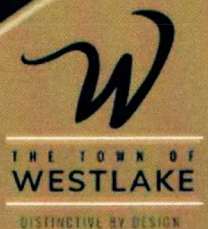


LONG-RANGE PLANNING DISCUSSION

OCTOBER 2, 2025

DISCUSSION OVERVIEW

- Current state of debt
- Debt purpose and process
- Options & impacts of facilities



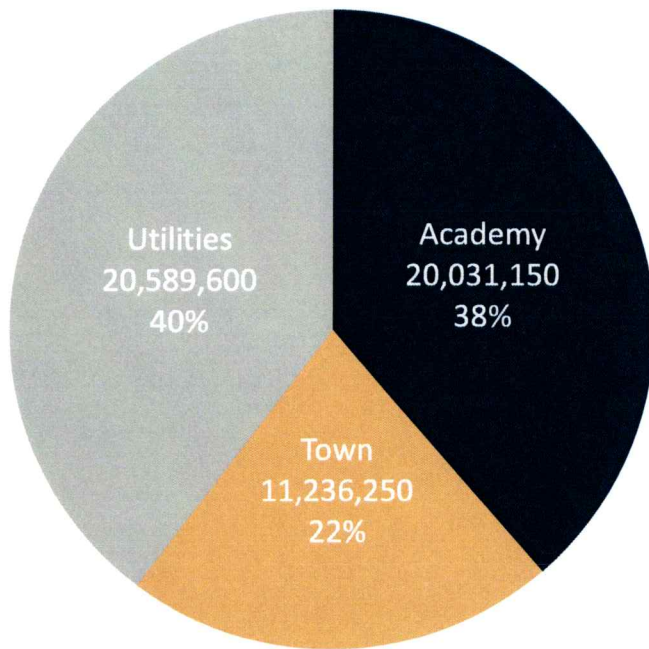
CURRENT STATE

- 11 debt issuances currently outstanding at 51.9m
- Annual P&I of \$4.75m
- No significant payoff until early 2030s

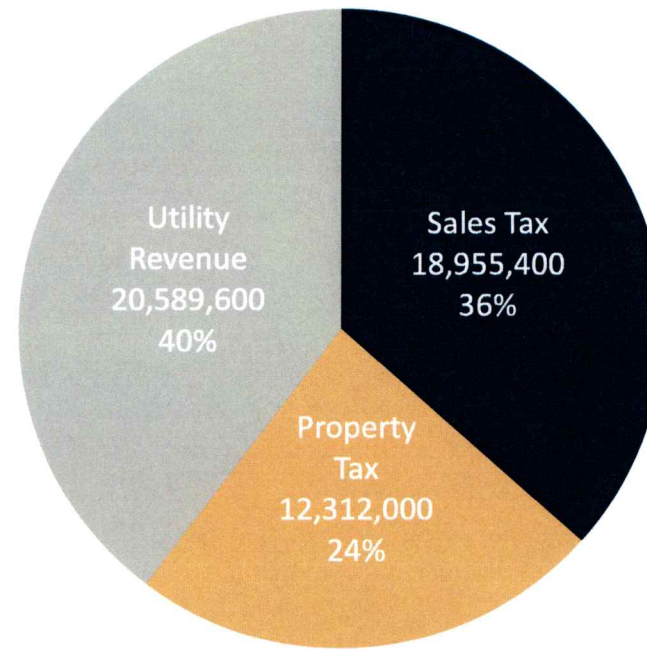


OUTSTANDING DEBT PROFILE

PURPOSE

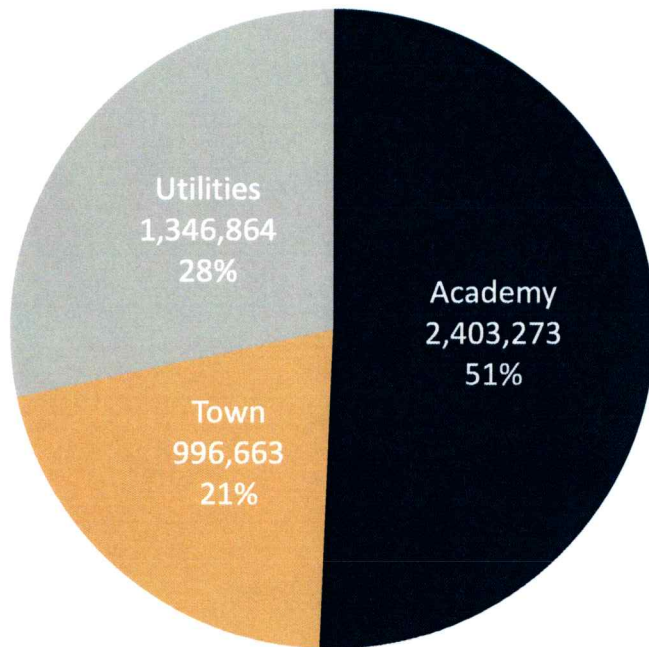


FUNDING

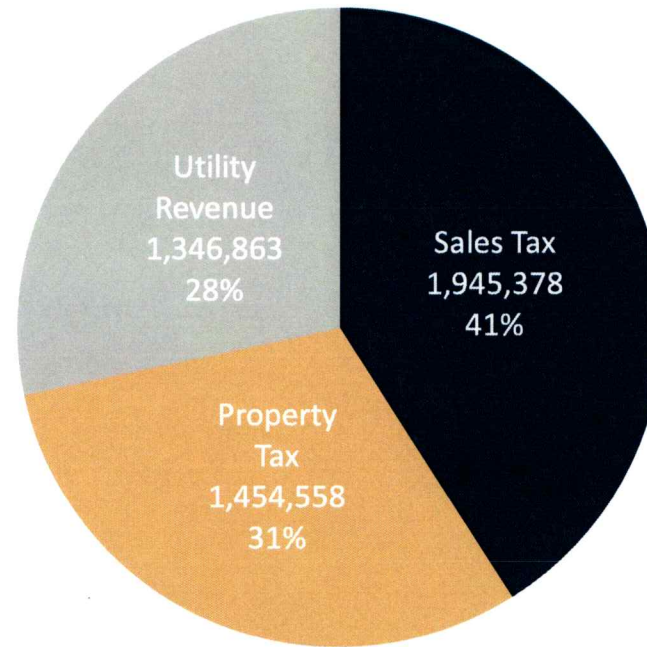


FY2026 PAYMENT REQUIREMENTS

PURPOSE

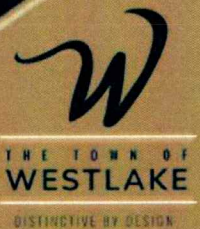


FUNDING



FY2026 TAX RATE COMPARISON

Entity	M&O	I&S	Total Rate
Westlake	0.130000	0.055000	0.185000
Highland Park	0.200537	0.000000	0.200537
University Park	0.218565	0.000000	0.218565
Keller	0.245020	0.041980	0.287000
Southlake	0.250000	0.055000	0.305000
Colleyville	0.294232	0.017699	0.311931
Roanoke	0.186998	0.139184	0.326182
Flower Mound	0.334294	0.052983	0.387277
Trophy Club	0.309764	0.103100	0.412864
Bellaire	0.303600	0.113800	0.417400
Highland Village	0.422397	0.078587	0.500984



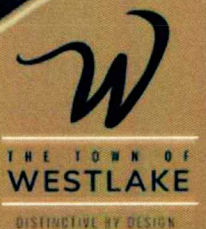
COMMON DEBT TYPES

- **Tax & Revenue**

- **General Obligation Bonds** – Voter-approved and taxes pledged
- **Certificates of Obligation** – Town Council approved after public notice; tax and/or revenue pledge; two votes by Council (post Notice of Intent to Issue and the Vote to Issue) must be 45+ days apart
- **Limited Tax Notes** – Town Council approved with one vote; taxes pledged; max term 7 years

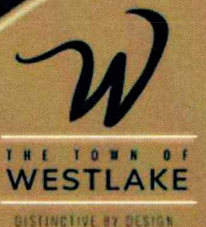
- **Revenue Bonds**

- **Water & Sewer System** – Town Council approved after one vote; no taxes pledged
- **Sales Tax** – Town Council approved with one vote; only sales tax pledged; typically used for Economic Development projects



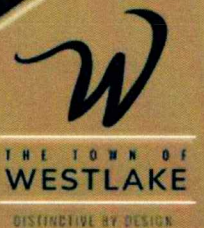
COUNCIL DECISIONS/INPUT NEEDED

- Project size and amount of cash reserves to commit to project
- Method of repayment (taxes, revenue, or a combination)
- Term of repayment desired (will determine annual debt service required)
- Structure of debt (wrap around current debt or level debt service on new debt)
- Timing of issue



ASSUMPTIONS

- Water Tower increased to 15m construction; 50% to come out of Town General Fund
- Pump Station increased to 20m construction; land, engineering/ design, & 50% construction to come out of Town General Fund
- Gym issuance to be funded during FY2026
- Current CIP list funds all items
- State discontinues teacher pay pass thru in FY2028
- New development adding value in FY2030



SCENARIO A – 22M

- Competition Gym total cost 22m, with 11m from Town General Fund unassigned fund balance
- Projected maximum annual payment of \$670k

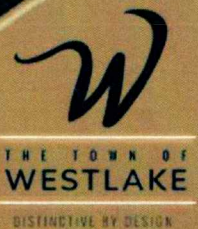
SCENARIO B – 17M

- Competition Gym total cost 17m, with 8.5m from Town General Fund unassigned fund balance
- Projected maximum annual payment of \$520k



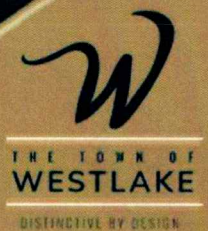
SCENARIO C – 12M

- Competition Gym total cost 12m, with 6m from Town General Fund unassigned fund balance
- Projected maximum annual payment of \$366k



NEXT STEPS

- Determine maximum project budget, scale, & timing
- Work with Staff on next steps to pursue



LONG-RANGE PLANNING DISCUSSION

OCTOBER 2, 2025



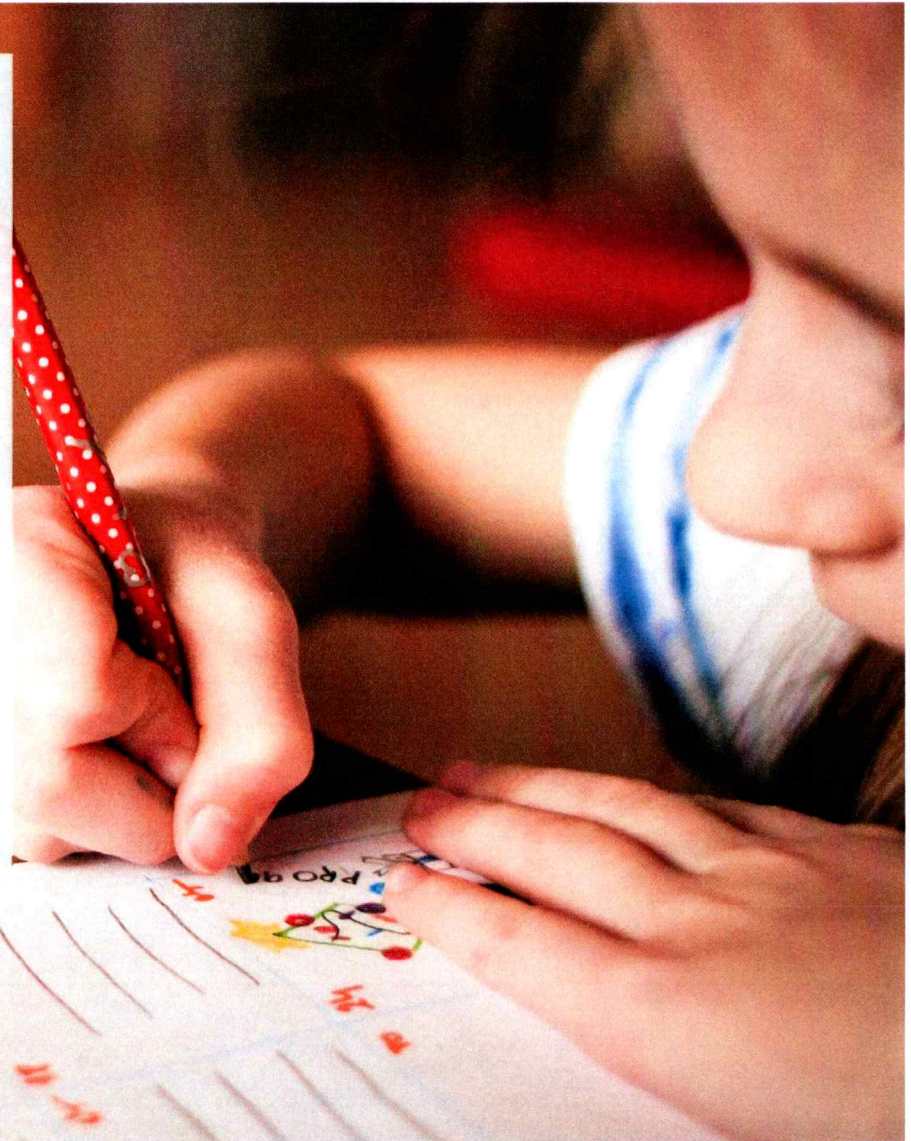
Storm Shelter Study for Westlake Academy

ICC 500 2020

BRWARCHITECTS

OBJECTIVES

- Summarize August Committee Discussion
- Review ICC 500 **Tornado Shelter Impact**
- Review the Westlake Campus Plan for a Storm Shelter.





AUGUST 2025 Executive Committee

Westlake Academy Campus

- **Arts and Science Addition** will not serve as a Tornado Shelter, as it will not accommodate the entire student population and staff
- The area under the gym is currently used during storm events

NEXT STEPS

- Determine timing for building a campus Tornado Shelter that will accommodate the entire student population and staff
- BRW to prepare a concept site plan for the Tornado Shelter building that will house entire campus located within 1,000 feet of buildings

STORM SHELTER ICC 500

Major Building Elements of a Tornado Shelter



- 2-hour wall construction of separation wall
- Building EJ at separation wall
- Additional SF to for back-up power generation and possible control room
- Additional SF for toilet facilities
- Premium for missile impact door and window assemblies

ARCHITECTURAL IMPLICATIONS



- Thicker/heavier structural walls
- 12" fully grouted CMU or Concrete walls
- Thicker/heavier roof systems
- Concrete over metal deck
- Increased rebar in walls and roofs
- Increased structural steel tonnage at roofs
- More robust foundations
- Additional structural testing and inspections

STRUCTURAL IMPLICATIONS

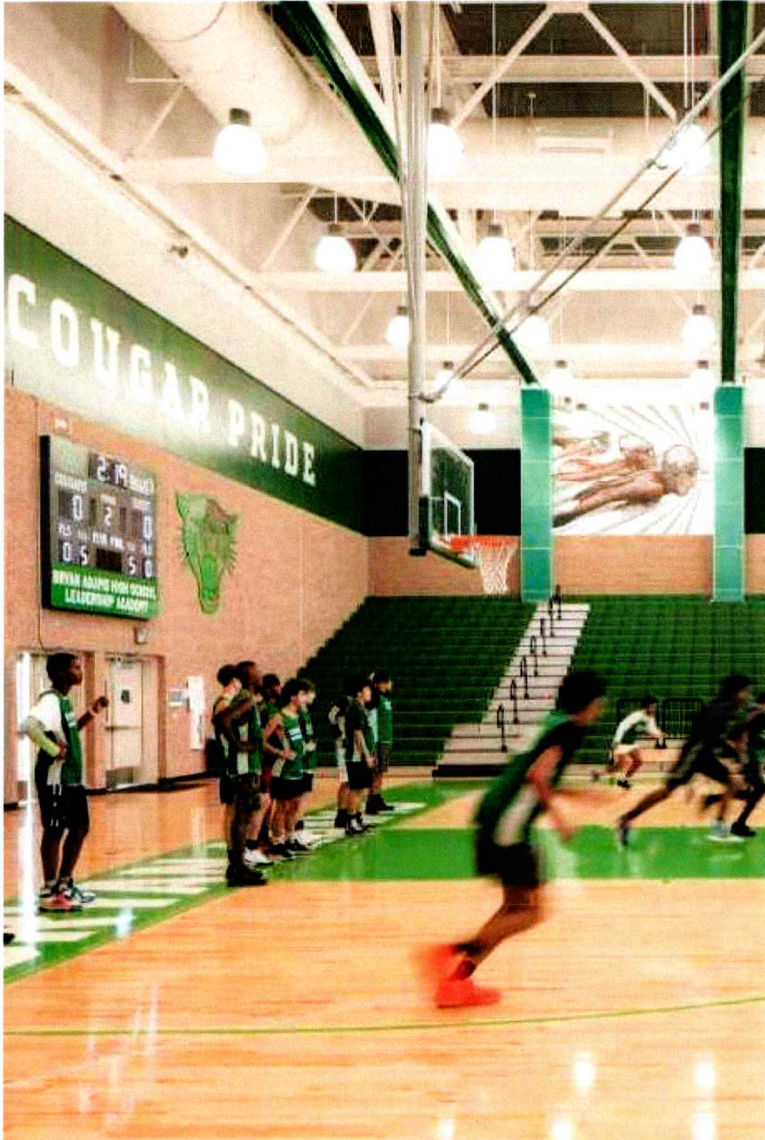


- Protection of mechanical equipment openings
- Emergency ventilation
- Emergency lighting
- Back-up power

MEP IMPLICATIONS

WESTLAKE ACADEMY CAMPUS

ICC 500 Tornado Shelter | Competition Gym



COMPETITION GYM TORNADO SHELTER

- Competition Basketball Court | Volleyball
- 1,500 Seats
- Lobby and Concessions
- Restrooms
- Electrical / Mechanical

Additional Program Outside the Tornado Shelter

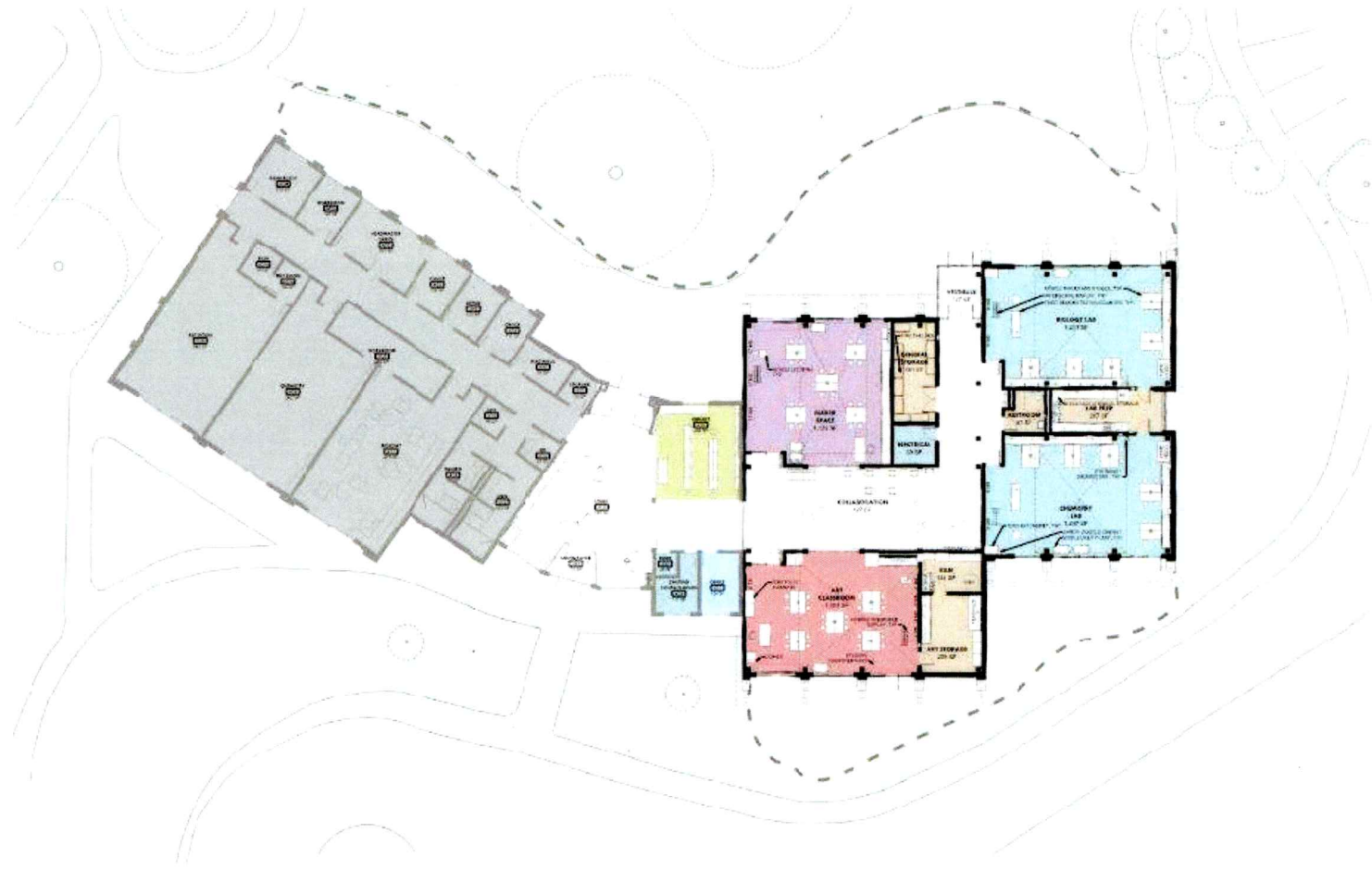
- Locker rooms
- Training Room
- Weight Room
- Laundry
- Coaches Offices





Birds Eye View

BRWARCHITECTS



Floor Plan

PLAN NORTH

TRUE NORTH

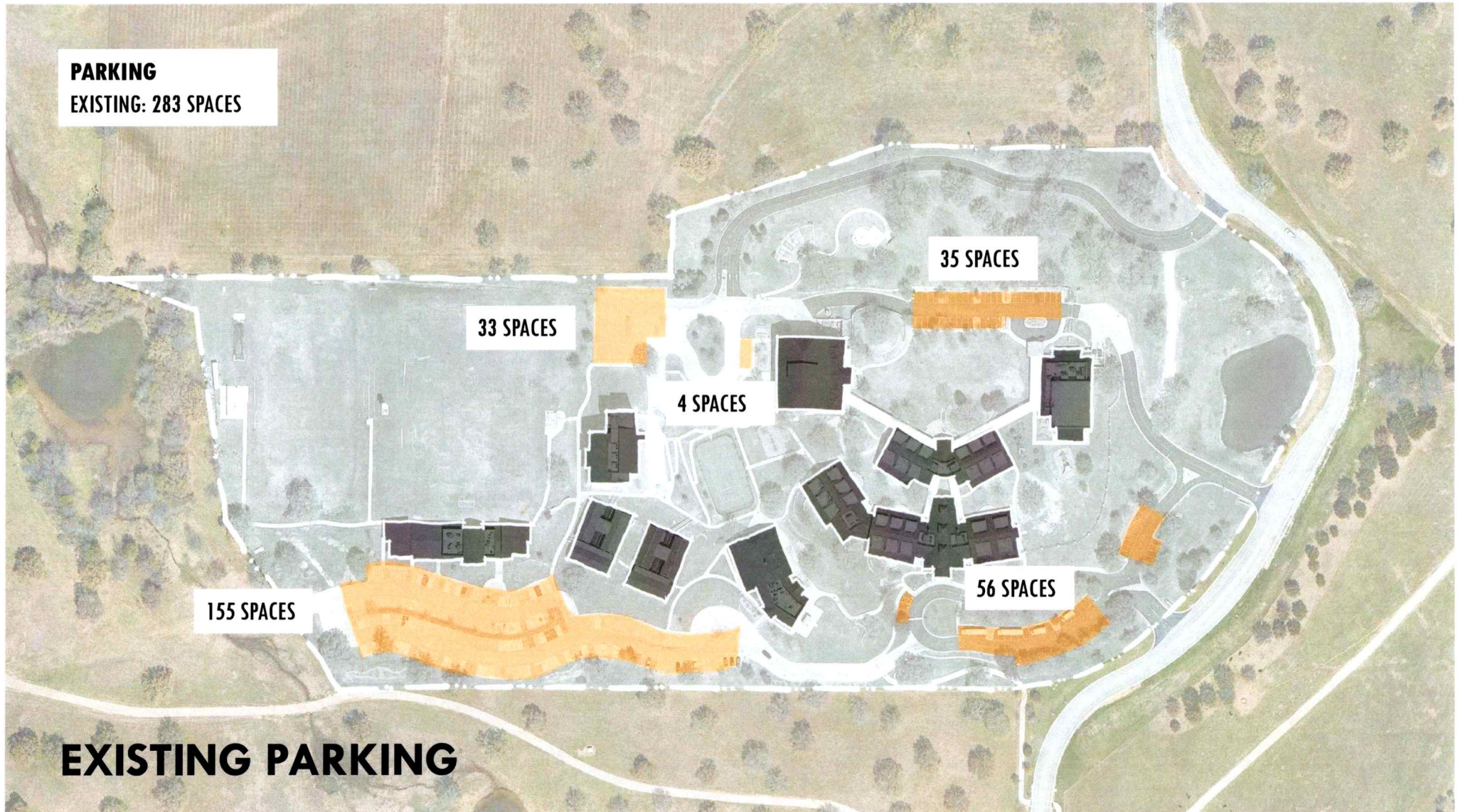
BRWARCHITECTS



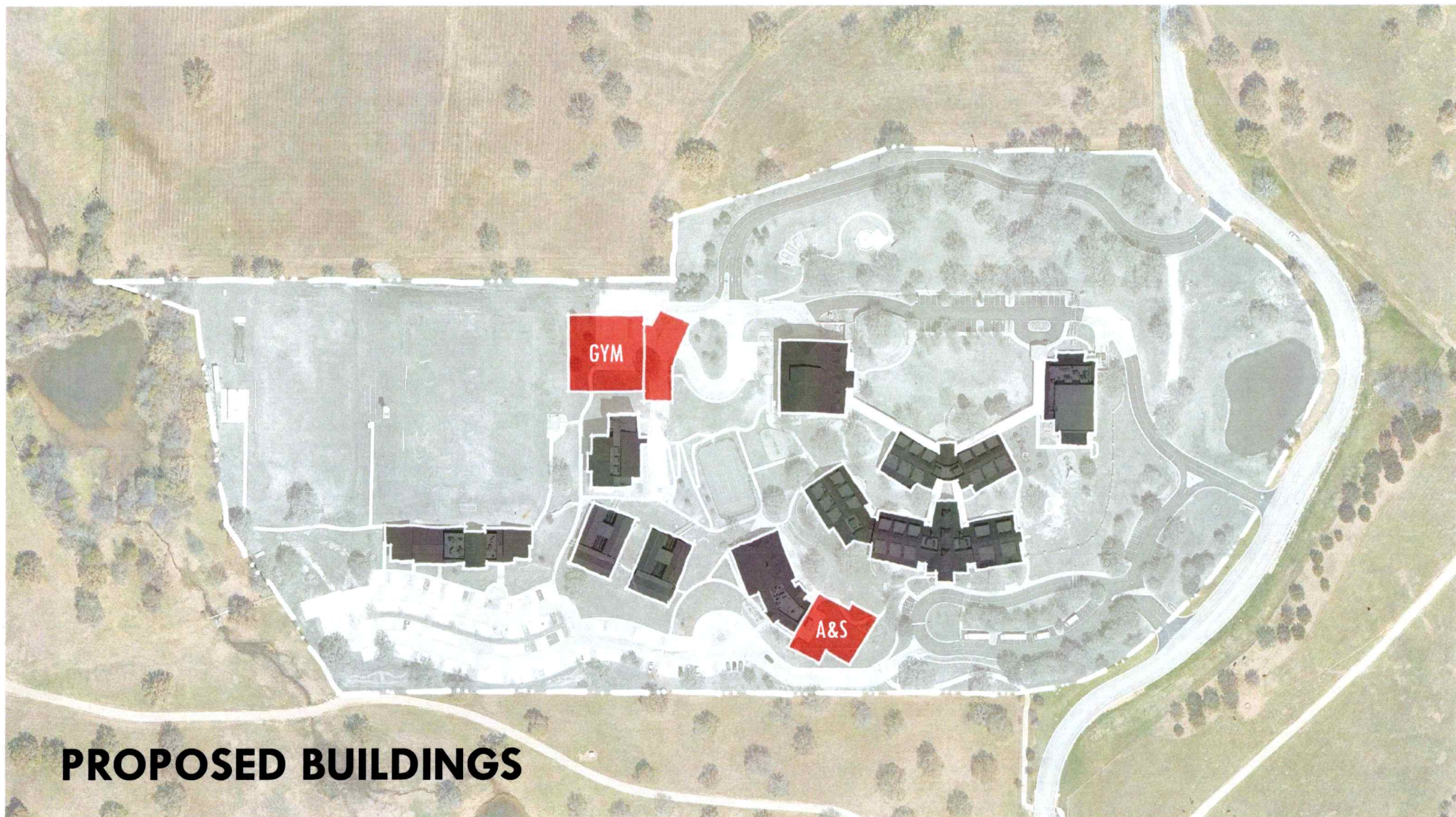


PARKING

EXISTING: 283 SPACES



EXISTING PARKING



PROPOSED BUILDINGS

PARKING

EXISTING: 283 SPACES

DEMO: 37 SPACES

ADDITIONAL: 50 SPACES

TOTAL: 296 SPACES

25 SPACES

25 SPACES

PARKING OPPORTUNITIES