Town Council/Board of Trustees
Town of Westlake

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

Tuesday, August 19, 2025, 4:00 PM

REGULAR MEETING AGENDA

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 REGULAR MEETING TO ORDER AND ANNOUNCE A QUORUM PRESENT

B. INVOCATION AND PLEDGES OF ALLEGIANCE

C. CITIZEN/PARENT COMMENTS

This is an opportunity for citizens to address the Town Council/Board of Trustees on any matter, whether or not it is posted on the agenda. Any residents wishing to speak on action items must submit a speaker request form to the Town Secretary prior to the start of the meeting. Individual citizen comments are normally limited to three (3) minutes. The presiding officer may ask the citizen to hold their comment on an agenda item if the item is posted as a Public Hearing. The Town Council/Board of Trustees cannot by law take action nor have any discussion or deliberations on any presentation made at this time concerning an item not listed on the agenda. The Town Council/Board of Trustees will receive the information, ask staff to review the matter, or an item may be noticed on a future agenda for deliberation or action.

D. ITEMS OF COMMUNITY INTEREST

Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415 the Town Council may report on the following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming Town Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.

D.1. Items of Community Interest

E. WORK SESSION ITEM

E.1. Town of Westlake FY 25-26 Budget Work Session

F. PRESENTATION WITH DISCUSSION

F.1. Presentation with discussion regarding the Town of Westlake's Stormwater Management Program (SWMP) and opportunity for public comments regarding the same.

G. CONSENT AGENDA

All items listed below are considered routine by the Town Council and/or Board of Trustees and will be enacted with one motion. There will be no separate discussion of items unless a Council/Board Member or citizen so requests, in which event the item will be removed from the general order of business and considered in its normal sequence.

G.1. Act to approve the July 15, 2025 Town Council/Board of Trustees Regular Meeting Minutes.

H. REGULAR AGENDA ITEMS

H.1. Discuss, consider and act to approve a Maximum Tax Rate to consider and advertise.

H.2. Discuss, consider, and act regarding Resolution 25-28 approving the First Amended Interlocal Agreement with the Northeast Fire Department Association (NEFDA) for mutual aid for fire and emergency medical services and authorizing execution by the Town Manager.

H.3. Discuss, consider and act to approve Resolution 25-30 authorizing contract with Driven Security to update Municipal Court Security.

H.4. Discuss, consider and act regarding WA Resolution 25-20 to approve an application for waiver for Staff Development Days for the 2025-2026 and 2026-2027 School Years.

H.5. Discuss, consider and act regarding WA Resolution 25-21 to approve the amended Westlake Academy Employee Compensation Plan for the 2025-2026 School Year.

H.6. Discuss, consider, and act regarding WA Resolution 25-22 to approve the Westlake Academy Personal Communications Devices Policy and to include the policy as "Section 7 Student Behavior: Policy 7.03 Personal Communications Devices Policy" in the WA Board of Trustees Policy Manual.

H.7. Discuss, consider, and act regarding WA Resolution 25-23 to amend Westlake Academy Board of Trustees Policy 6.07: Student Athletic/Extracurricular Program Eligibility in response to SB 401.

H.8. Discuss, consider and act to approve WA Resolution 25-24 revising the Westlake Academy (WA) Board of Trustees Policy 5.09: *Westlake Academy Affiliate Groups* to officially name the current recognized affiliate groups and to define the established guidelines for the relationship between WA and nonprofit organizations that work with WA.

H.9. Discuss, consider and act to authorize legal counsel to take necessary action to depose Westlake Academy Athletic Club (WAAC) representatives and/or to report noncompliance by the WAAC in an effort to obtain financial information related to funds collected on the behalf of Westlake Academy.

H.10. Discuss, consider and act to excuse Mayor and Council absences, if any.

I. EXECUTIVE SESSION

The Town Council/Board of Trustees will conduct a closed session pursuant to Section 551.071 (2) of the Texas Government Code, for the purpose of seeking confidential legal advice from the City Attorney/Westlake Academy Attorney for the following:

I.1. Section 551.071: Consultation with and legal advice from Town Attorney regarding the expansion of Westlake Academy Arts and Science building.

I.2. Section 551.071: Consultation with and legal advice from Academy Attorney regarding Westlake Academy Affiliate Group: Westlake Academy Athletic Club (WAAC).

I.3. Section 551.071(2): Consultation with Attorney: To receive legal advice from bond counsel regarding review of recent bond issuance.

I.4. Section 551.074(1): Deliberation regarding Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, of a public officer or employee: Head of School Annual Evaluation.

J. TAKE ANY ACTION, IF NEEDED, FROM EXECUTIVE SESSION ITEMS

K. FUTURE AGENDA ITEMS

L. STAFF RECAP OF COUNCIL DIRECTION

M. ADJOURNMENT

I certify that the above notice was posted on the bulletin board at Town of Westlake, Town Hall, located at 1500 Solana Blvd., Building 7, Suite 7100, Westlake, TX 76262, in compliance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

Dianna Buchanan

Town Secretary Dianna Buchanan

Disabilities Notice: If you plan to attend the meeting and have a disability that requires special needs, please contact the Town Secretary's Office 48 hours in advance at Ph. 817-490-5711 and reasonable accommodations will be made to assist you.

Town Council/Board of Trustees
AGENDA ITEM REPORT

DATE: August 19, 2025 **AGENDA ITEM NO:** D.1.
FROM: Jon Sasser, Director of Communications, Communications
SUBJECT: Items of Community Interest

SUMMARY/BACKGROUND:
Updates on events and news around Westlake and Westlake Academy.

Pursuant to Texas Government Code Section 551.0415 the Town Council (and or designee) may report on the following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming Town Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.

NOTABLE ITEMS AND UPCOMING EVENTS:

Town Hall/Municipal Court Closed
Monday, September 1, 2025
In observance of Labor Day

Planning & Zoning Meeting
Tuesday, September 2, 2025; 5 pm
1500 Solana Blvd, Westlake

9-11 5k Run
Saturday, September 6, 2025; 9 am
2000 Dove Rd, Westlake

Lone Star Legislative Report
Friday, September 12, 2025; 11-1
Delta Hotels Dallas Southlake
251 East State Hwy 114

Town Council Meeting
Tuesday, September 16, 2025; 4 pm
1500 Solana Blvd, Westlake

Blacksmith Giving Day
Thursday, September 18, 2025

Additional Notes:

- **Military Heroes Run:**

- **B1 Bank**: Groundbreaking on July 31st. At least 50 people from the Chamber, developers, bank reps, fellow businesses in Entrada, and Mayor Tiffany from Trophy Club. It'll be the first bank in Westlake and the first b1 branch in Tarrant County. The two-story, 6,000-square-foot building should be completed around this time next year.

- **New Water Bills:** Big changes are coming soon to your water bills. Beginning October 7, you will see a more detailed bill in your mail. This will allow you to better understand the breakdown of your usage and how you're charged. We encourage you all to visit your profile page starting on October 1 to ensure all your information, including your payment info, is up to date. As always, we recommend you use your bank's auto draft method to avoid any late fees if your card is lost, stolen, or expires.
- **Trash Survey**: Went out on August 11 and will be up for a few weeks. Get a sense from residents how often they want service, what days, and if they're willing to pay for it? You can find the link for the survey in your email (Westlake Wire)
- **4-day workweek:** Beginning the week of August 25th. Public hours will still be 8-5 M-Th, but we'll be working behind the scenes longer to make up for out of the office on Fridays. Our Municipal Court staff will now be available Monday through Thursday from 8:00 am to 5:00 pm. On court days, the court office will close at 3:30 PM to allow for proceedings scheduled to begin at 3:45 PM. Court staff will be available to assist the public following the adjournment of court. Public works, fire, and police will remain on the same schedules as they are now. So why the change? It's expected to save the Town an estimated $25,000 annually in utility costs by reducing energy usage and operating expenses on Fridays. But rest assured, you will continue to get all the services you've come to expect and at the same level.
- **Scenic City:** the town of Westlake has been awarded Platinum Scenic City Certification by the Scenic City Standards Review Commission. This prestigious recognition is a testament to Westlake's unwavering commitment to excellence in planning, design, and the enhancement of the public realm. Your city has distinguished itself among municipalities across Texas by demonstrating the highest standards for fostering a visually appealing, well-planned, and sustainable community. Following a comprehensive and rigorous review process by the Scenic City Standards Review Commission, your application stood out as a model of best practices in municipal development and long-range vision. The Platinum certification level represents a significant civic achievement and reflects Westlake's leadership in shaping a community where residents and visitors alike benefit from enhanced quality of life, economic vitality, and enduring scenic character. NEXT STEPS: We'll receive special markers for the Town and there will be a special ceremony in FW to celebrate. That's on Oct 30. More details to come on that later.

THE TOWN OF WESTLAKE
DISTINCTIVE BY DESIGN

Town Council/Board of Trustees
AGENDA ITEM REPORT

WESTLAKE ACADEMY

DATE: August 19, 2025 **AGENDA ITEM NO:** E.1.
FROM: Cayce Lay Lamas, Finance Director, Finance
SUBJECT: Town of Westlake FY 25-26 Budget Work Session

ATTACHMENTS:

1. FY2026 Proposed Budget Summary
2. FY2026 Proposed Capital Improvement Plan
3. FY2026 Service Level Adjustments_250801
4. Master Debt Schedule_FY26

SUMMARY :
The Town Council will receive an update on the FY2026 municipal budget, including assumptions, projected revenues and expenditures, a discussion on a proposed tax rate, and review of next steps. This is the last work session before the public hearing and scheduled adoption of the FY2026 budget.

BACKGROUND AND DISCUSSION:
The Town Council is legally required to adopt an annual budget prior to each fiscal beginning; failure to adopt a budget will result in an automatic adoption of the FY2025 budget. As part of the Town's budget process, budget work sessions are held ahead of publishing the proposed budget, holding public hearings, and Council vote. Work sessions are designed to offer transparency and clarity around the budget for Council and the public, provide staff direction on budgetary policy and changes, and ask questions. No action is taken during the work session.

The proposed budget for fiscal year 2026 is $34,973,808 in revenue across all funds. This represents an increase of $1,793,501 or 5%. Proposed expenditures across all funds total $31,002,720, which is a $1,375,152 or a 5% increase. The proposed budget includes a contribution of fund balance of $3,971,088 across all funds.

Key drivers in formulating the proposed budget include:

- Sales tax projections increasing 1.6m to align with sustained activities
- Property tax revenue increasing 625k with tax rate of 18.5 cents per $100; this includes an increase to fund newly issued debt
- Decrease of 525k in development fees due to conclusion of one-time large projects
- Increase utility service revenues by 1.7m to recognize sustained activities

- Increased staff count by net three to 55.5 employees (cut 1 paramedic on campus, add 2 planning positions, add 1 project manager)
- Included staff raises of 3.5% totaling 175k
- Change in pension plan totaling 244k
- Implementation of industry-standard benefits totaling 103k
- Reduced base operating costs by 3% across all departments, prior to SLAs & CIP
- Includes 1.2m in service level adjustment requests
- Includes 273k in capital projects/equipment
- Includes 506k in additional principal & interest requirements for 2025 issuance

Enclosed is a summary schedule consolidating all funds. Revenues, expenditures by both classification and department, along with drivers for each, are presented. For reference, the service level adjustment requests for FY2026, the debt summary schedule, and the capital improvement plan are also included in the agenda packet. The SLAs, debt obligations, and CIP items funded by General Fund or utility revenues are embedded within the proposed budget.

FISCAL IMPACT:
The FY2026 Proposed Budget includes $34,973,808 in revenues and $31,002,720 in expenditures, resulting in $3,971,088 contribution to fund balance across all funds.

LEGAL REVIEW:

RECOMMENDATION:

ACTION OPTIONS:

Motion to Approve as Presented	Motion to Deny
Motion to Approve with Changes/Conditions	Motion to Continue or Table

FISCAL YEAR 2025-2026 PROPOSED BUDGET

ALL FUNDS	FY2022 Actuals	FY2023 Actuals	FY2024 Actuals	FY2025 Adopted	FY2026 Proposed	Drivers for FY25-FY26 Changes
Revenue	***$48,448,135***	***$49,239,260***	***$39,578,958***	***$33,180,307***	***$34,973,808***	
Property Taxes	$2,872,459	$3,507,970	$4,008,191	$4,071,694	$4,696,742	Rate increase 1.7 cents
Sales Tax	$11,517,245	$16,704,002	$13,498,114	$12,942,000	$14,542,000	Reflect sustained highs
Other Taxes	$10,127,588	$5,037,566	$1,530,831	$1,020,600	$1,110,800	Uptick in hotel occupancy
Licenses & Permits	$3,978,297	$2,298,583	$6,096,852	$1,725,825	$1,082,600	Large projects finished
Charges for Service	$7,187,768	$8,147,418	$8,405,668	$6,229,800	$7,694,300	Reflect sustained highs
Fines & Forfeitures	$524,621	$441,549	$413,336	$437,185	$313,625	Reflect sustained decreases
Miscellaneous Revenue	$295,924	$2,225,458	$3,681,492	$1,527,800	$1,542,100	Interest rates unchanged
Other Financing Sources	$11,944,232	$10,876,715	$1,944,475	$5,225,403	$3,991,641	Interfund transfers recorded at year end
Expenditures by Classification	***$39,311,610***	***$35,401,305***	***$25,199,226***	***$29,627,568***	***$31,002,720***	
Personnel	$6,511,668	$6,400,937	$6,002,912	$7,413,704	$8,251,914	Add 3 FTEs, 3.5% raises, benefit changes
Supplies	$456,091	$453,027	$564,292	$346,451	$362,906	A/V equipment upgrades (approx. 30k)
Services	$6,898,513	$7,787,519	$8,514,719	$6,666,171	$8,233,486	Police & economic development contracts
Repairs & Maintenance	$1,490,357	$1,224,647	$1,656,640	$1,202,819	$1,590,203	SLAs & grounds maint. contract
Utilities	$555,887	$642,983	$1,120,412	$1,175,839	$1,112,820	Operational cuts
Debt Service	$10,873,421	$7,726,500	$4,551,649	$4,324,097	$4,753,850	New issuance in 2025
Capital Outlay	$4,422,824	$9,829,541	$1,026,664	$1,636,600	$1,205,900	SLAs & CIP items
Transfers Out	$8,102,849	$1,336,150	$1,761,938	$6,861,887	$5,491,641	Includes WA subsidy
Expenditures by Department	***$39,311,610***	***$35,401,305***	***$25,199,226***	***$29,627,568***	***$31,002,720***	
General Services	$23,923,061	$15,651,409	$9,314,799	$14,223,046	$11,495,137	Reallocation of shared services
Council	$0	$652	$22,797	$41,450	$15,600	Reallocation of shared services
Town Manager	$562,779	$577,430	$422,105	$399,935	$720,302	Add'l position; reallocation of shared services
Town Secretary	$266,752	$160,562	$174,643	$178,592	$188,773	Increase in advertising costs
Human Resources	$215,785	$254,890	$243,745	$321,131	$336,400	Reallocation of shared services
Finance	$567,856	$604,766	$716,846	$696,072	$847,838	Reallocation of shared services
Information Technology	$942,531	$1,015,437	$921,702	$1,265,587	$955,802	Operational cuts
Communications	$177,669	$223,783	$370,410	$300,344	$488,063	Reallocation of shared services
Fire	$2,988,309	$3,081,763	$2,934,795	$4,981,025	$4,294,798	Operational cuts, less CIP
Police	$993,553	$1,240,621	$1,335,937	$1,261,969	$1,315,246	Contractual increase
Municipal Court	$520,233	$429,345	$335,855	$420,334	$399,954	Operational cuts
Planning & Development	$737,320	$920,907	$807,024	$666,277	$956,787	Two add'l positions
Public Works	$6,341,289	$10,057,904	$6,587,524	$4,347,656	$7,852,243	SLAs & CIP for utility maintenance
Facilities	$722,453	$440,503	$406,306	$155,750	$357,750	CIP for campus improvements
Parks & Recreation	$352,020	$173,999	$419,869	$368,400	$778,027	Add'l position
Contribution to (Use of) Fund Balance	***$9,136,525***	***$13,837,955***	***$14,379,732***	***$3,552,739***	***$3,971,088***	

FISCAL YEAR 2025-2026 PROPOSED BUDGET

ALL FUNDS	FY2026 Proposed	FY2027 Projected	FY2028 Projected	FY2029 Projected	FY2030 Projected	Assumptions for Projections
Revenue	***$34,973,808***	***$35,948,488***	***$36,967,049***	***$38,031,480***	***$39,143,873***	
Property Taxes	$4,696,742	$4,861,127	$5,031,266	$5,207,360	$5,389,617	3.5% maximum per SB2
Sales Tax	$14,542,000	$15,269,100	$16,032,555	$16,834,182	$17,675,891	5% based on historic growth
Other Taxes	$1,110,800	$1,121,908	$1,133,127	$1,144,458	$1,155,902	1% for offsetting franchise & hotel activity
Licenses & Permits	$1,082,600	$1,093,426	$1,104,360	$1,115,403	$1,126,557	1% for conservative growth
Charges for Service	$7,694,300	$7,771,243	$7,848,955	$7,927,444	$8,006,718	1% for conservative growth
Fines & Forfeitures	$313,625	$297,943	$283,045	$268,892	$255,447	5% decrease based on trends
Miscellaneous Revenue	$1,542,100	$1,542,100	$1,542,100	$1,542,100	$1,542,100	Flat pending market activity
Other Financing Sources	$3,991,641	$3,991,641	$3,991,641	$3,991,641	$3,991,641	No change
Expenditures by Classification	***$31,002,720***	***$31,351,123***	***$32,912,583***	***$34,557,960***	***$36,034,466***	
Personnel	$8,251,914	$8,664,509	$9,097,734	$9,552,620	$10,030,251	5% for salary & healthcare costs
Supplies	$362,906	$366,535	$370,200	$373,902	$377,641	1% for inflation
Services	$8,228,486	$8,398,155	$8,566,118	$8,737,440	$8,912,188	2% for contracts/inflation
Repairs & Maintenance	$1,590,203	$1,622,007	$1,654,447	$1,687,535	$1,721,285	2% for contracts/inflation
Utilities	$1,112,820	$1,135,076	$1,157,777	$1,180,932	$1,204,550	2% for contracts/inflation
Debt Service	$4,758,850	$5,503,850	$6,223,316	$6,266,540	$6,257,560	Add'l debt per CIP
Capital Outlay	$1,205,900	$169,350	$351,350	$1,267,350	$2,039,350	CIP non-debt funded items
Transfers Out	$5,491,641	$5,491,641	$5,491,641	$5,491,641	$5,491,641	No change
Expenditures by Department	***$31,002,720***					
General Services	$11,495,137					
Council	$15,600					
Town Manager	$720,302					
Town Secretary	$188,773					
Human Resources	$336,400					
Finance	$847,838					
Information Technology	$955,802					
Communications	$488,063					
Fire	$4,294,798					
Police	$1,315,246					
Municipal Court	$399,954					
Planning & Development	$956,787					
Public Works	$7,852,243					
Facilities	$357,750					
Parks & Recreation	$778,027					
Contribution to (Use of) Fund Balance	***$3,971,088***	***$4,597,365***	***$4,054,466***	***$3,473,520***	***$3,109,407***	

Capital Improvement Program
FY2026

Project Type	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected	2031+	Total
Streets	$0	$400,000	$150,000	$800,000	$800,000	$2,680,000	**$4,830,000**
Facilities	$7,487,850	$59,850	$49,850	$124,850	$791,350	$5,049,850	**$13,563,600**
Parks/Trails	$0	$50,000	$75,000	$75,000	$50,000	$0	**$250,000**
Drainage	$0	$0	$300,000	$0	$0	$1,000,000	**$1,300,000**
Water	$5,440,000	$13,000,000	$15,150,000	$0	$300,000	$300,000	**$34,190,000**
Sewer	$0	$0	$0	$0	$90,000	$0	**$90,000**
Vehicles/Equipment	$5,500	$2,459,500	$76,500	$267,500	$8,000	$2,007,908	**$4,824,908**
Information Technology	$0	$0	$0	$0	$0	$0	**$0**
	$12,933,350	**$15,969,350**	**$15,801,350**	**$1,267,350**	**$2,039,350**	**$11,037,758**	**$59,048,508**

Expenditure Type	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected	2031+	Total
Capital	$12,600,000	$15,822,000	$15,625,000	$980,000	$1,881,500	$10,975,908	**$57,884,408**
O&M	$333,350	$147,350	$176,350	$287,350	$157,850	$61,850	**$1,164,100**
	$12,933,350	**$15,969,350**	**$15,801,350**	**$1,267,350**	**$2,039,350**	**$11,037,758**	**$59,048,508**

Funding Source	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected	2031+	Total
General Fund	$212,500	$109,500	$151,500	$342,500	$799,500	$7,487,000	**$9,102,500**
Academy Budget	$280,850	$59,850	$49,850	$124,850	$49,850	$49,850	**$615,100**
Utility Revenues	$60,000	$0	$150,000	$0	$390,000	$450,000	**$1,050,000**
General/Utilities	$0	$0	$0	$0	$0	$370,908	**$370,908**
Lee Donation	$3,000,000	$0	$0	$0	$0	$0	**$3,000,000**
Certificates of Obligation	$9,380,000	$15,800,000	$15,450,000	$800,000	$800,000	$2,680,000	**$44,910,000**
	$12,933,350	**$15,969,350**	**$15,801,350**	**$1,267,350**	**$2,039,350**	**$11,037,758**	**$59,048,508**

Expenditure Type	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected	2031+	Total
Academy	$7,487,850	$59,850	$49,850	$124,850	$791,350	$49,850	**$8,563,600**
Town	$5,445,500	$15,909,500	$15,751,500	$1,142,500	$1,248,000	$10,987,908	**$50,484,908**
	$12,933,350	**$15,969,350**	**$15,801,350**	**$1,267,350**	**$2,039,350**	**$11,037,758**	**$59,048,508**

Capital Improvement Program
FY2026
as of 8/1/2025

Classification	Project Type	Westlake	Description	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected	2031+	Total	Funding Source
Capital	Water	Town	Water Tower Engineering	750,000						750,000	Certificates of Obligation
Capital	Water	Town	Land Acquisition Water Tower	750,000						750,000	Certificates of Obligation
Capital	Water	Town	EST No. 2		10,000,000					10,000,000	Certificates of Obligation
Capital	Water	Town	Pump Station 2 Engineering		1,000,000					1,000,000	Certificates of Obligation
Capital	Water	Town	Land Acquisition Pump Station 2		2,000,000					2,000,000	Certificates of Obligation
Capital	Water	Town	Pump Station No.2			15,000,000				15,000,000	Certificates of Obligation
Capital	Water	Town	Pump Station Recommendations F&N	3,580,000						3,580,000	Certificates of Obligation
Capital	Water	Town	Pump Station Generator Install Package	300,000						300,000	Certificates of Obligation
Capital	Water	Town	PS - Refurbish pumps #2 and #3	60,000						60,000	Utility Revenues
Capital	Water	Town	Add PRVs to SCADA System - control remotely			150,000				150,000	Utility Revenues
Capital	Water	Town	Tank Painting					300,000	300,000	600,000	Utility Revenues
Capital	Sewer	Town	N-1 Rehab					80,000		80,000	Utility Revenues
Capital	Sewer	Town	N-1 ROW/Easement Acquisition					10,000		10,000	Utility Revenues
Capital	Streets	Town	Carlyle Court - panel replacement		350,000					350,000	Certificates of Obligation
O&M	Streets	Town	FM1938 Street Enhancement Replacement (Cross-walks)		50,000	50,000	50,000	50,000		200,000	Certificates of Obligation
Capital	Streets	Town	Dove Road Culvert/Street Improvement			100,000	750,000	750,000	1,500,000	3,100,000	Certificates of Obligation
Capital	Streets	Town	Sam School Road Widening at Southlake City Limit (Concrete/HMAC, curb and gutter)						180,000	180,000	Certificates of Obligation
Capital	Streets	Town	Roanoke Road Widenening at Roanoke City Limit						1,000,000	1,000,000	Certificates of Obligation
Capital	Drainage	Town	Solana Storm Drain Granada Connection (excludes inlets			300,000				300,000	Certificates of Obligation
Capital	Drainage	Town	Dove Road Culvert/Street Improvement						1,000,000	1,000,000	General Fund
Capital	Facilities	Town	PW Land Purchase for new facility						1,000,000	1,000,000	General Fund
Capital	Facilities	Town	PW Maintenance Building						4,000,000	4,000,000	General Fund
Capital	Parks/Trails	Town	South Davis Medians		50,000					50,000	General Fund
O&M	Parks/Trails	Town	Vaquero Greenspace Improvements (TOW taking over Davis Blvd. parkway maintenance)			50,000				50,000	General Fund
O&M	Parks/Trails	Town	Quail Hollow ROW Improvements			25,000	25,000			50,000	General Fund
O&M	Parks/Trails	Town	Quail Hollow Greenspace Improvements (TOW taking over Davis Blvd. parkway maintenance)				50,000			50,000	General Fund
O&M	Parks/Trails	Town	Granada Greenspace Improvements (TOW taking over Davis Blvd. parkway maintenance)					50,000		50,000	General Fund
Capital	Vehicles/Equipment	Town	Godwin dry pump for emergency lift station failures			75,000				75,000	General Fund
Capital	Vehicles/Equipment	Town	F-550 4x4 crew cab utility truck with crane, generator, air compressor				230,000			230,000	General Fund
Capital	Vehicles/Equipment	Town	Emergency Mobile Generator for Lift Stations						150,000	150,000	Utility Revenues
Capital	Vehicles/Equipment	Town	2020 Ford F-350 4X4, 100k+ miles						120,000	120,000	General/Utilities
Capital	Vehicles/Equipment	Town	2022 Ford F-350 4X4, 100k+ miles						123,600	123,600	General/Utilities
Capital	Vehicles/Equipment	Town	2022 Ford F-150 4X4, 100k+ miles						127,308	127,308	General/Utilities
Capital	Vehicles/Equipment	Town	Fire Attack (Brush Truck)						350,000	350,000	General Fund
Capital	Vehicles/Equipment	Town	Fire Engine						15,000	15,000	General Fund
Capital	Vehicles/Equipment	Town	Ambulance						600,000	600,000	General Fund
Capital	Vehicles/Equipment	Town	Deputy Chief F150						85,000	85,000	General Fund
Capital	Vehicles/Equipment	Town	Ladder Truck		2,400,000					2,400,000	Certificates of Obligation
Capital	Vehicles/Equipment	Town	Portable Radios/Mobile Radios						200,000	200,000	General Fund
Capital	Vehicles/Equipment	Town	Heart Monitor - 2022						95,000	95,000	General Fund
Capital	Vehicles/Equipment	Town	Stryker Cot - 2012		22,000					22,000	General Fund
Capital	Vehicles/Equipment	Town	Stryker Cot - 2019						25,000	25,000	General Fund
Capital	Vehicles/Equipment	Town	Lucas Device						30,000	30,000	General Fund
Capital	Vehicles/Equipment	Town	Extrication Tools - 2022						75,000	75,000	General Fund

Capital Improvement Program
FY2026
as of 8/1/2025

Classification	Project Type	Westlake	Description	2026 Budget	2027 Projected	2028 Projected	2029 Projected	2030 Projected	2031+	Total	Funding Source
O&M	Vehicles/Equipment	Town	Gear Extractors						12,000	12,000	General Fund
O&M	Vehicles/Equipment	Town	Washer and Dryer Machines x2				6,000			6,000	General Fund
O&M	Vehicles/Equipment	Town	Washer and Dryer Machines x1				3,000			3,000	General Fund
O&M	Vehicles/Equipment	Town	Air Compressor							0	General Fund
O&M	Vehicles/Equipment	Town	SCBA Fill Station and Compressor							0	General Fund
O&M	Vehicles/Equipment	Town	Thermal Imager (OIC)	5,500						5,500	General Fund
O&M	Vehicles/Equipment	Town	Mattresses x7				10,000			10,000	General Fund
O&M	Vehicles/Equipment	Town	Recliners x8				10,000			10,000	General Fund
O&M	Vehicles/Equipment	Town	Tread Mills x2				6,000			6,000	General Fund
O&M	Vehicles/Equipment	Town	Row Machines x2				2,500			2,500	General Fund
O&M	Vehicles/Equipment	Town	Computer Replacement Schedule - Toughbooks		27,500					27,500	General Fund
O&M	Vehicles/Equipment	Town	Mutli-gas monitor		10,000					10,000	General Fund
O&M	Vehicles/Equipment	Town	Sensit Monitor			1,500				1,500	General Fund
O&M	Vehicles/Equipment	Town	Ballistic Vest/Equipment (Ambulance and Admin)					8,000		8,000	General Fund
O&M	Vehicles/Equipment	Town	Self-Contained Breathing Apparatus (16)							0	General Fund
Capital	Facilities	Academy	Gym HVAC	160,000						160,000	General Fund
Capital	Facilities	Academy	MPH, Secondary, & FH HVACs					500,000		500,000	General Fund
Capital	Facilities	Academy	Arts & Sciences HVAC					241,500		241,500	General Fund
O&M	Facilities	Academy	Modulars Web Control (Hardware)	32,000						32,000	General Fund
O&M	Facilities	Academy	Update to Controllers (PYP 1 & 2, Gym)	19,000						19,000	Academy budget
O&M	Facilities	Academy	Web Control (Software/HVAC maintenance)	9,850	9,850	9,850	9,850	9,850	9,850	59,100	Academy budget
O&M	Facilities	Academy	Landscape (Project Proposal)	50,000						50,000	Academy budget
O&M	Facilities	Academy	Replacement of broken open/door sensors	5,000						5,000	Academy budget
O&M	Facilities	Academy	Building refreshes every year (paint, small updates 1-2/year)	40,000	40,000	40,000	40,000	40,000	40,000	240,000	Academy budget
O&M	Facilities	Academy	Powerwashing and replacing wood outside	50,000			50,000			100,000	Academy budget
O&M	Facilities	Academy	Concrete lifting	15,000			15,000			30,000	Academy budget
O&M	Facilities	Academy	New furniture for modulars	10,000	10,000					20,000	Academy budget
O&M	Facilities	Academy	Floor in the fieldhouse (boys' locker room)	20,000						20,000	Academy budget
O&M	Facilities	Academy	Parking lot painting	10,000			10,000			20,000	Academy budget
O&M	Facilities	Academy	Water pressure in the modulars	15,000						15,000	General Fund
O&M	Facilities	Academy	Upgrade lights (sensor lights)							0	TBD
O&M	Facilities	Academy	Perimeter fencing							0	Academy budget
Capital	Facilities	Academy	Expansion to the Arts and Science building	3,000,000						3,000,000	Lee Donation
Capital	Facilities	Academy	Expansion to the Arts and Science building	4,000,000						4,000,000	Certificates of Obligation
O&M	Facilities	Academy	Replace 8 wood support beams for roof at the gym building	23,000						23,000	Academy budget
O&M	Facilities	Academy	Roof repairs	15,000						15,000	Academy budget
O&M	Facilities	Academy	PYP 1 Commons wood floors need sanding/refinishing	14,000						14,000	Academy budget

Town of Westlake
Budget 2025-2026
Service Level Adjustment Requests
as of 8/1/2025

Priority	Type	Category	Department	Account	Title	Amount
1	Maintain Service Level	Capital Outlay	Fire	150-30-10-57500 (Motor Vehicles)	Replace Ambulance	400,000
2	Maintain Service Level	Capital Outlay	Fire	100-30-10-57800 (Other Equipment)	Replace LifePak	75,000
3	Maintain Service Level	Capital Outlay	Fire	100-30-10-57800 (Other Equipment)	Retrofit SCBA Fill Station	29,000
4	Maintain Service Level	Capital Outlay	Public Works	500-51-51-57300 (Water Meters)	Meter Replacement Program	50,000
5	Expanded Service	Personnel	Public Works	100-70-10 (personnel accounts)	PW/Parks Technician	78,000
6	Expanded Service	Capital Outlay	Planning	150-50-10-57500 (Motor Vehicles)	Building Inspector Vehicle	70,000
7	Maintain Service Level	Capital Outlay	Fire	150-30-10-57500 (Motor Vehicles)	Replace Tahoe	85,000
8	Expanded Service	Capital Outlay	Public Works	550-51-10-57500 (Motor Vehicles)	Mini Excavator	90,000
9	Maintain Service Level	Services	Public Works	100-51-50-53080 (Misc. Consultant)	Street & Trail Assessment	25,000
10	Maintain Service Level	Maintenance	Information Technology	100-16-10-54140 (Network/Server Maint.)	Replace Network/UPS at TOW Facilities	50,000
11	Maintain Service Level	Maintenance	Information Technology	100-16-10-54060 (Security/Gate Access Maint.)	Replace Access Control & Cameras at Fire & PW	37,000
12	Maintain Service Level	Maintenance	Public Works	100-51-10-54010 (Interior Bldg. Maint.)	Maint. Bldg. Improvements	15,000
13	Expanded Service	Services	Parks	100-70-10-53080 (Misc. Consultant)	Parks Master Plan	100,000
14	Maintain Service Level	Maintenance	Parks	100-70-10-54220 (Parks/Open Space Maint.)	Remove Chemical Tank	10,000
15	Expanded Service	Capital Outlay	General	150-10-10-57500 (Motor Vehicles)	Pool Vehicle	50,000
					Total Service Level Adjustment Requests	**1,164,000**

DEBT SERVICE LISTING

Debt Issuance Name	Type	Fund	Funding Source	Purpose	Entity	Rating	Issue Date	Call Date	Term (years)	Maturity	Rate	Original Issue Amount	Current Outstanding Amount	FY2026 P&I Requirement	Agency Fees
SERIES 2013 CO	Certificate of Obligation	510	Utility Fund	UF - Ground Storage Tank	Town	AAA	April 2013	Feb 2023	30	2043	2.00-4.00%	1,025,020	754,600	55,954	550
SERIES 2013 CO	Certificate of Obligation	300	Sales Tax	WA Expansion	Academy	AAA	April 2013	Feb 2023	30	2043	2.00-4.00%	8,294,800	6,105,400	452,715	550
SERIES 2013 GORB	General Obligation-Refunding	300	Sales Tax	WA - Refunding 2008	Academy	AAA	April 2013	Feb 2023	15	2028	2.00-2.50%	2,200,000	485,000	175,063	550
SERIES 2014 GORB	General Obligation-Refunding	310	Property Tax	WA - Refunding 2003 (2nd phase WA)	Academy	AAA	January 2014	Feb 2024	18	2032	2.00-5.00%	8,500,000	1,495,000	68,600	550
SERIES 2016 CO	Certificate of Obligation	300	Sales Tax	Fire Station Complex	Town	AAA	December 2016	Feb 2026	30	2046	3.00-4.00%	9,180,000	7,415,000	507,100	550
SERIES 2017 GORB	General Obligation-Refunding	300	Sales Tax	WA - Refunding 2007 (OG 2002)	Academy	AAA	February 2007	Feb 2027	30	2032	2.00-4.00%	5,795,000	4,950,000	810,500	550
SERIES 2018 CO	Certificate of Obligation (Taxable)	510	Utility Fund	UF - TWDN Water Main Ft Worth	Town	N/A	October, 2018	Aug 2028	20	2038	1.98-3.06%	2,100,000	1,545,000	143,638	550
SERIES 2021 CO	Certificate of Obligation	310	Property Tax	Capital Improvements	Town	AAA	September 2021	Feb 2030	20	2041	2.00-4.00%	3,215,000	2,715,000	204,300	500
SERIES 2021 GORB	General Obligation-Refunding	310	Property Tax	WA 25% Muni 75% - Refunding 2011 CO-GO	WA 25%/Town 75%	AAA	September 2021	Feb 2030	10	2031	2.00-4.00%	4,430,000	1,475,000	380,351	500
SERIES 2022 GORB	General Obligation-Refunding	510	Utility Fund	UF - Refunding Hillwood Debt	Town	AAA	March 2022	Feb 2031	25	2047	3.00-4.00%	14,920,000	12,910,000	868,900	550
SERIES 2023 TX TN	Texas Tax Note	310	Property Tax	WA - Modular Buildings	Academy	N/A	March 2023		7	2030	3.59%	3,552,000	2,627,000	573,550	550
SERIES 2025 CO	Certificate of Obligation	310	Property Tax	WA - Arts & Sciences Expansion	Academy	AAA	August 2025	Feb 2045	30	2055	5.25	4,000,000	4,000,000	227,758	550
SERIES 2025 CO	Certificate of Obligation	510	Utility Fund	UF - Water Improvements	Town	AAA	August 2025	Feb 2045	30	2055	5.25	5,380,000	5,380,000	278,371	550
											TOTAL	72,591,820	51,857,000	4,746,800	7,050
													TOTAL BUDGETED FY2026	4,753,850	

Town Council/Board of Trustees
AGENDA ITEM REPORT

DATE: August 19, 2025 **AGENDA ITEM NO:** F.1.
FROM: Kyle Flanagan, Assist Director Public Works, Public Works
SUBJECT: Presentation with discussion regarding the Town of Westlake's Stormwater Management Program (SWMP) and opportunity for public comments regarding the same.

ATTACHMENTS:

1. Westlake SWMP Council Presentation

SUMMARY :
Receive and discuss the annual presentation regarding the Town of Westlake's Stormwater Management Program (SWMP) as required by the Texas Commission on Environmental Quality (TCEQ) and provide opportunity for public comment regarding the same.

BACKGROUND AND DISCUSSION:
Background:
Receive and discuss a presentation regarding the Town of Westlake's Stormwater Management Program (SWMP). One of the requirements included in the SWMP is an annual presentation to the Town Council on the activities included in the SWMP with opportunity for public comment.

Discussion:
Prior to 2025, the Town of Westlake was not required to have a Stormwater Management Program (SWMP). Recent changes to Texas Commission on Environmental Quality (TCEQ) rules required the Town of Westlake to prepare and submit a SWMP earlier this year and provide annual reports on its implementation.

The SWMP specifies activities that the Town must perform and report to TCEQ annually related to protecting water quality to be in compliance with the TCEQ permit.

These activities are associated with:
Public education and outreach
Public involvement
Identifying and eliminating sources of water pollution
Construction site erosion control
Stormwater detention pond management
Pollution prevention on Town-owned property

FISCAL IMPACT:
N/A

LEGAL REVIEW:
N/A

RECOMMENDATION:
Staff recommends Town Council receive the presentation and provide the opportunity for public comments.

ACTION OPTIONS:

Motion to Approve as Presented	Motion to Deny
Motion to Approve with Changes/Conditions	Motion to Continue or Table

Stormwater Management Program

August 19, 2025

City Council Presentation

Presented By:

Mandy Clark, PE, CFM, AICP

TNP Director of Water Resources

Program History

What is it?

Program to Minimize/Eliminate Pollution to Water Sources.

Who Regulates it?

TCEQ

Why does Westlake have to participate?

Cities within _urban areas_ with population >50,000.
Westlake is now within the Dallas–Arlington–Fort Worth Urban Area.

What's Involved?

- Development of a Stormwater Management Program (SWMP)
- Annual Reporting on implementation of the SWMP
- **Westlake has 5 years to fully implement the Program.**

History of Stormwater Management Program (SWMP)

NPDES

ENFORCEMENT →

TPDES

DEVELOPMENT & IMPLEMENTATION →

SWMP

What is a Stormwater Management Program (SWMP)?

A 5-year, self-governed program that is developed (and implemented) by an MS4 and aimed at reducing pollution in streams, lakes, and rivers.

MS4

=

Municipal Separate Storm Sewer System

=

Storm Drain System

=

Roads, pipes, inlets, channels, creeks, etc

The SWMP Cycle

5
YEAR PROGRAM

Permit Development – SWMP

- Year 1 (2025)
- Year 2 (2026)
- Year 3 (2027)
- Year 4 (2028)
- Year 5 (2029)

Permit Renewal – Update SWMP

Start all over again!

Reporting Cycle: Calendar year. Reports are due by March 30.

Westlake's SWMP

- Developed with City Staff Guidance
- Submitted to TCEQ in February
- Notice of Intent Filed
- Waiting on Formal Approval
- Assume approval and implement plan

Phase II MS4
Stormwater Management Program

FOR THE TOWN OF WESTLAKE

THE TOWN OF WESTLAKE

TPDES General Permit No. TXR040000
Issued: August 15, 2024
Permit Term: 2025 - 2029

PREPARED FOR: Texas Commission on Environmental Quality

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

February 2025

PREPARED BY:

tnp

5237 N. Riverside Drive, Suite 100 | Fort Worth, Texas 76137 | (817) 336-5773

WSL 25153

Minimum Control Measures (MCM)

1: Public Education & Outreach

2: Public Involvement/Participation

3: Illicit Discharge Detection & Elimination

4: Construction Site Stormwater Run-Off Control

5: Post-Construction Stormwater Management for Development

6: Pollution Prevention & Good Housekeeping for Municipal Operations

Best Management Practices (BMP)

Minimum Control Measures (MCM)

A. BMP

B. BMP

C. BMP

D. BMP

BMPs are activities that support the goals of the MCM

MCM 1
Public Education & Outreach

MCM 1 – Public Education & Outreach

Public Education & Outreach

A. SWMP/Reports on Website

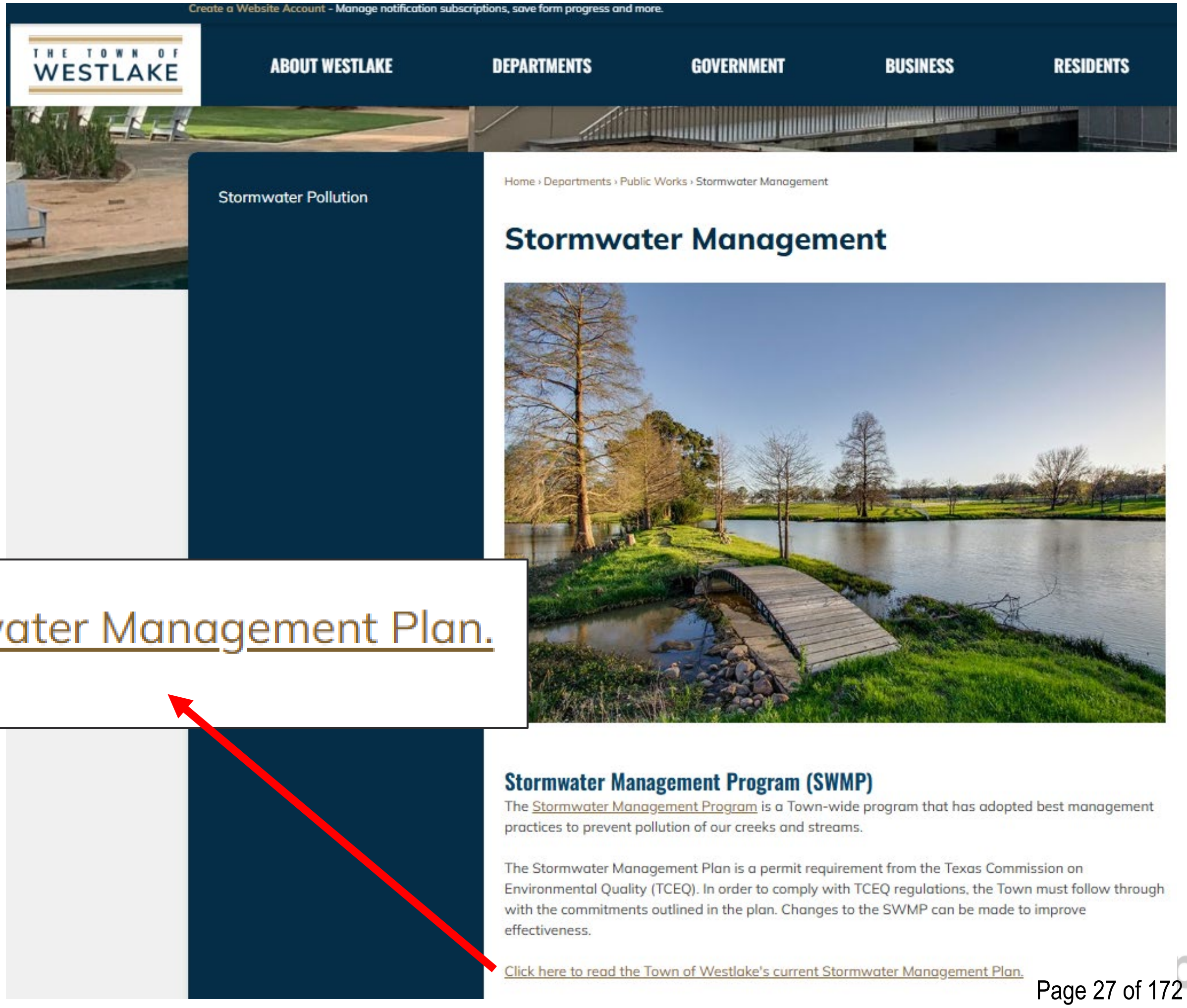
B. Social Media Posts

C. Newsletter Articles

MCM 1 – Public Education & Outreach

Public Education & Outreach

A. SWMP/Reports on Website

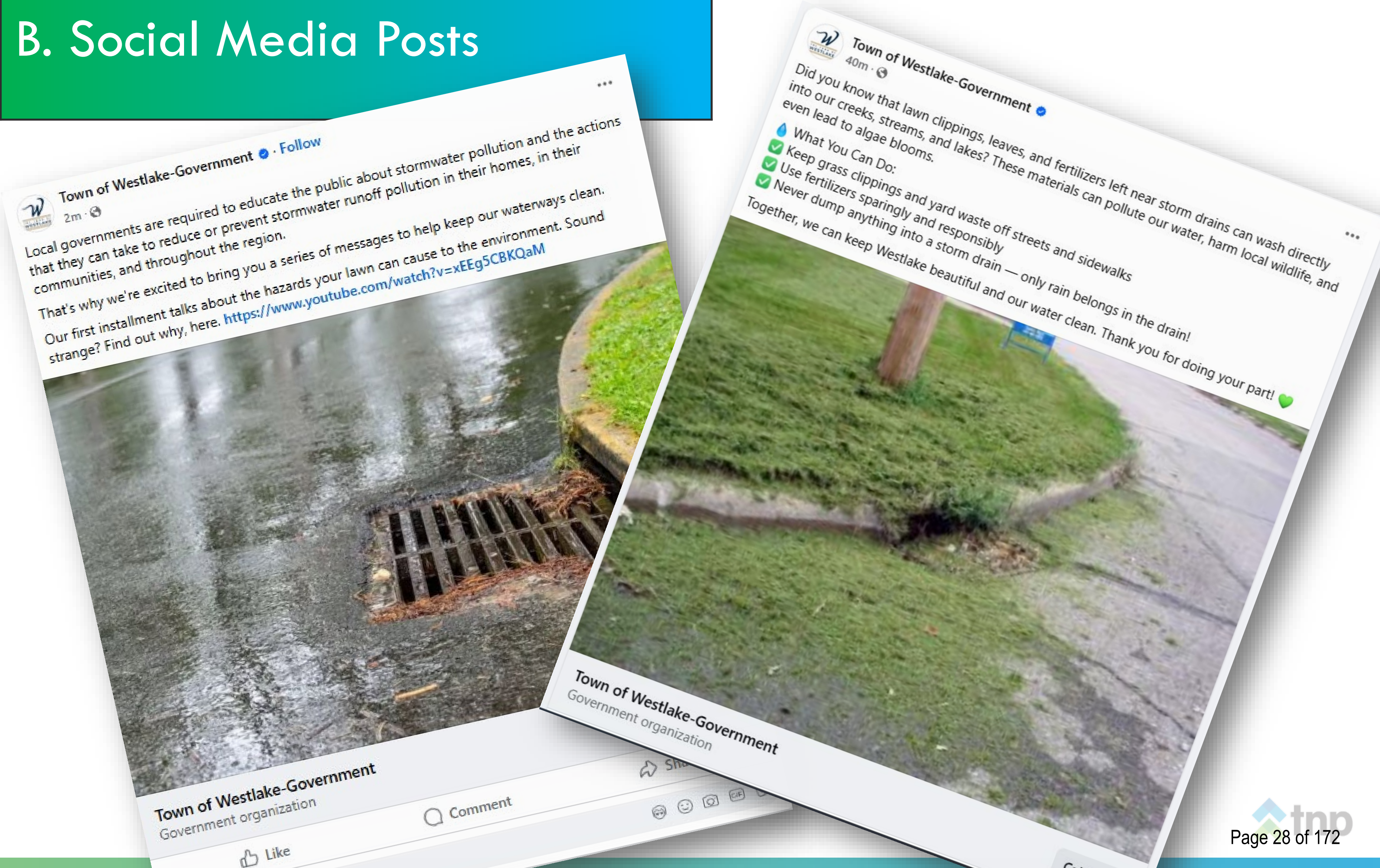


Click here to read the Town of Westlake's current Stormwater Management Plan.

MCM 1 – Public Education & Outreach

Public Education & Outreach

B. Social Media Posts



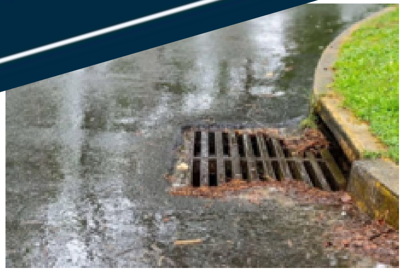
MCM 1 – Public Education & Outreach

Public Education & Outreach

C. Newsletter Articles

THE TOWN OF WESTLAKE

WESTLAKE WIRE



Stormwater Pollution Prevention

Local governments are required to educate the public about stormwater pollution and the actions that they can take to reduce or prevent stormwater runoff pollution in their homes, in their communities, and throughout the region.

That's why we're excited to bring you a series of messages to help keep our waterways clean. Our first installment talks about the hazards your lawn can cause to the environment. Sound strange? Find out why, here.

MCM 2
Public Involvement & Participation

MCM 2 – Public Involvement & Participation

Public Involvement & Participation

A. Educational display/booth

B. Public Meeting for Input

MCM 2 – Public Involvement & Participation

Public Involvement & Participation

A. Educational display/booth

Develop in Year 3.

MCM 2 – Public Involvement & Participation

Public Involvement & Participation

A. Educational display/booth

B. Public Meeting for Input

Tonight!

MCM 3
Illicit Discharge Detection & Elimination (IDDE)

What is an Illicit Discharge?

- Dumping Into Creeks or Storm Drains
- Illegal Cross-Connections to Storm Drain Systems
- Sewage & Septic Overflows
- Washwater (power washing, fleet washing, gray water, etc.)
- Oils, Paints, Chemicals, etc.

What not to do…

MCM 3 – Illicit Discharge Detection & Elimination

Illicit Discharge Detection & Elimination

A. Storm Drain Map

B. Staff Training

C. Public Reporting Method

D. Response Procedures

E. Investigation Procedures

F. Corrective Action Procedures

G. Inspection Procedures

H. Complaint Response Procedures

MCM 3 – Illicit Discharge Detection & Elimination

BMP	Year to Implement	Notes
A. Storm Drain Map	Year 2	Fully dev. by Year 5
B. Staff Training	Year 1	Done!
C. Public Reporting Method	Year 2	Evaluate
D. Response Procedures	Year 2	Develop a Standard Operating Procedure.
E. Investigation Procedures	Year 2	
F. Corrective Action Procedures	Year 2	
G. Inspection Procedures	Year 2	
H. Complaint Response Procedures	Year 2	

MCM 4
Construction Site Stormwater Runoff Control


WARNING
BLAST SIGNAL
ALL CLEAR

MCM 4 – Construction Site Stormwater Runoff Control

Construction Site Stormwater Runoff Control

A. Ordinance

B. Prohibited Discharges

C. Site Plan Review Procedures

D. Inspection Procedures

E. Complaint Response Procedures

F. Staff Training

MCM 4 – Construction Site Stormwater Runoff Control

BMP	Year to Implement	Notes
A. Ordinance	Year 3	Review and edit existing ordinance.
B. Prohibited Discharges	Year 3	
C. Site Plan Review Procedures	Year 1	Currently implemented
D. Inspection Procedures	Year 1	Currently implemented
E. Complaint Response Procedures	Year 2	Evaluate current process.
F. Staff Training	Year 1	Done!

MCM 5
Post-Construction Stormwater Management in New Development & Redevelopment

MCM 5 – Post-Construction Stormwater in New Development & Redevelopment

Post-Construction Stormwater in New Development & Redevelopment

A. Ordinance or Agreement

B. Enforcement Records

C. Inspection and Maintenance Records

MCM 5 – Post-Construction Stormwater in New Development & Redevelopment

- Private Detention Ponds should be privately maintained.
- Important to have mechanism for inspection and maintenance.

MCM 6
Pollution Prevention & Good Housekeeping for Municipal Operations

MCM 6 – Pollution Prevention & Good Housekeeping

Pollution Prevention & Good Housekeeping

- A. Facility Inventory
- B. Staff Training
- C. Waste Collections
- D. Contractor Requirements
- E. Facility Assessment
- F. Identification of Pollutants of Concern
- G. Pollution Prevention Measures
- H. Inspection of Measures
- H. Structural Control Maintenance

MCM 6 – Pollution Prevention & Good Housekeeping

BMP	Year to Implement	Notes
A. Facility Inventory	Year 2	City-owned property
B. Staff Training	Year 1	Done
C. Waste Collections	Year 1	Done
D. Contractor Requirements	Year 3	Identify routine contractors
E. Facility Assessment	Year 2	Develop list of high-priority facilities and an SOP for inspection and maintenance.
F. Identification of Pollutants of Concern	Year 2	
G. Pollution Prevention Measures	Year 3	
H. Inspection of Measures	Year 3	
H. Structural Control Maintenance	Year 3	

What's Next?

- Town Staff Implements the BMPs according to the schedule.
- Year 1 Annual Report due by March 2026

Questions/Discussion

Town Council/Board of Trustees
AGENDA ITEM REPORT

DATE: August 19, 2025 **AGENDA ITEM NO:** G.1.
FROM: Dianna Buchanan, Town Secretary, Town Secretary's Office
SUBJECT: Act to approve the July 15, 2025 Town Council/Board of Trustees Regular Meeting Minutes.

ATTACHMENTS:

1. 07.15.2025 TCBOT Meeting Minutes DRAFT

SUMMARY :
The July 15, 2025 Town Council/Board of Trustees Regular Meeting Minutes are attached for review and consideration of approval.

BACKGROUND AND DISCUSSION:
Approval of meeting minutes is a formal process ensuring accuracy, transparency, and compliance with the Texas Open Meetings Act. Meeting minutes must document a quorum being present, accurately reflect the meeting's proceedings, and record specific actions taken. Upon approval and execution, the minutes become the official transcript and permanent record of the meeting. Minutes of open meetings are considered public records and are available upon approval for inspection as outlined by the Texas Public Information Act upon request.

FISCAL IMPACT:
N/A

LEGAL REVIEW:
N/A

RECOMMENDATION:
Staff recommends approval of the July 15, 2025 Town Council/Board of Trustees Regular Meeting Minutes as presented.

ACTION OPTIONS:

Motion to Approve as Presented	Motion to Deny
Motion to Approve with Changes/Conditions	Motion to Continue or Table

Town of Westlake

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

Town Council/Board of Trustees
Meeting Minutes - Draft

Tuesday, July 15, 2025 | **3:30 PM** | **Council Chamber**

The Town Council of the Town of Westlake serves as the governing board for Westlake Academy. This agenda may contain both municipal and Westlake Academy items, which will be clearly identified. In an effort of transparency, this meeting will be viewable to the public via Live Stream and also available for viewing after the meeting. In an effort of meeting efficiency, any residents wishing to speak on action items 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 REGULAR MEETING TO ORDER AND ANNOUNCE A QUORUM PRESENT

Mayor Greaves called the meeting to order at 3:33 p.m. and announced a quorum present.

PRESENT:
Mayor Kim Greaves
Mayor Pro Tem Tammy Reeves
Council Member Michael Yackira
Council Member Kevin Smith
Council Member T. J. Duane (virtually present)

ABSENT:
Council Member Todd Gautier

STAFF PRESENT:
Town Manager Wade Carroll
Deputy Town Manager Jason Alexander
Town Secretary Dianna Buchanan
Finance Director Cayce Lay Lamas
Communications Director Jon Sasser
School Attorney Janet Bubert
Academy Finance Manager Marlene Rutledge
Assist. Public Works Director Kyle Flanagan
Head of School Dr. Kelly Ritchie
WA Dir Innovation & Dev. Michelle Briggs
IT Director Jason Power
Public Works Director Cheryl Taylor
Town Attorney Matthew Boyle
Human Resources Director Sandy Garza
Deputy Fire Chief Kelly Clements
Town Planner Christopher Pham

B. INVOCATION AND PLEDGES OF ALLEGIANCE

Pastor Mike Banas, Milestone Church, Keller, provided the invocation. Mayor Greaves led the Pledges assisted by students from the Primrose School at Entrada.

C. CITIZEN/PARENT COMMENTS

There was no one to speak at this time.

D. ITEMS OF COMMUNITY INTEREST

D.1 25-192 Items of Community Interest (Communications Director Jon Sasser)

Director of Communications Jon Sasser provided an overview of items of community interest and upcoming events. Mayor Greaves thanked volunteers that assisted with planting flags for July 4th and also announced there will be a new Mayor's Volunteer Program soon with details forthcoming. Mayor Greaves also expressed condolences to the Wheat family for the loss of Mr. Wheat.

E. PRESENTATION

E.1 25-171 Receive Metroport Chamber of Commerce Annual Update Presentation (Sally A. Aldridge, IOM, President & CEO)

Metroport Chamber President Sally Aldridge provided an annual update presentation to Town Council.

F. WORK SESSION

F.1 25-195 Town of Westlake FY 25-26 Budget Work Session (Cayce Lay Lamas, Finance Director)

Town Manager Wade Carroll provided opening comments about the FY 2025-2026 budget and the goals for the budget to advance the Town towards best practices, prepare for future development and keep the tax rate as low as possible. Staff began the process with the goal to cut department expenditures by at least 3%, ensure a budget surplus for capital improvement projects and equipment replacement, and to adjust the employee benefits package to industry standards. Finance Director Cayce Lay Lamas presented other relevant information including a comparison of the proposed budget and last year's budget, projecting that expenses are expected to decrease and revenues to increase. She also covered needs not yet included in the budget including Capital Improvement Plan items and Service Level Adjustment requests. The Fund Balance Policy was discussed and the policy will be updated, reviewed by the Finance Subcommittee, and presented for approval to Town Council in September. The current property tax rate is $0.16788, the lowest in the area. Next month Town Council will set the tax rate. The maximum increase allowed without voter approval is up to 3.5%. Another budget work session will be held at the Town Council regular meeting on August 19th and Town Council will also vote on the maximum tax rate.

G. CONSENT AGENDA

G.1 25-170 Approve the June 17, 2025 Town Council/Board of Trustees Regular Meeting Minutes (Town Secretary Dianna Buchanan)

G.2 **RES 25-24** Discuss, consider and act to approve Resolution 25-24 authorizing the expenditure of funds for a three-year agreement with Esri Small Municipal and County Government Enterprise for the total amount of $61,800.00 and declaring an effective date

G.3 **WA Res 25-19** Consider and act to approve WA Resolution 25-19 authorizing the Head of School to enter into a contract with the Education Service Center (ESC) Region 11 for various business and student support services for the operation of Westlake Academy.

G.4 **ORD-1023** Discuss, consider and act regarding Ordinance 1023 amending Chapter 94 titled “Utilities”, to establish Article VI. entitled “Industrial Wastewater” adopting and establishing uniform requirements for users of the Publicly Owned Treatment Works for the Town of Westlake and enabling the Town of Westlake to comply with all applicable State and Federal laws, including the Clean Water Act (33 United States Code § 1251 et seq.) and the General Pretreatment Regulations (40 Code of Federal Regulations Part 403). (Cheryl Taylor, P.E., Director of Public Works).

G.5 **RES 25-22** Discuss, Consider and Act regarding Resolution 25-22 Endorsing the Implementation of a Continuing Pretreatment Program as Required by 40 CFR 403 for the Denton Creek Regional Wastewater System (Cheryl Taylor, P.E., Director of Public Works)

G.6 **RES 25-23** Discuss, consider and act regarding Resolution 25-23 to adopt an Enforcement Response Plan (ERP) as part of the Town of Westlake Approved Pretreatment Program for the publicly owned treatment works to comply with and as required by the United States Environmental Protection Agency in Title 40 of the Code of Federal Regulations (CFR) §403.8(f)(5) (Cheryl Taylor, P.E., Director of Public Works)

Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to approve the consent agenda. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY. Council Member Gautier was absent.

H. PUBLIC HEARING AND ASSOCIATED ACTION ITEM

H.1 **ORD-1026** Hold a Public Hearing and Discuss, Consider and Act Regarding Ordinance 1026 to Adopt Land Use Assumptions and Capital Improvement Plans for the Potential Implementation of Impact Fees for Water, Wastewater, and Roadway Impact Fee Program (Cheryl Taylor, P.E., Director of Public Works)

Public Works Director Cheryl Taylor noted that this is the first public hearing required for potential adoption of impact fees for water, wastewater and roadways. Town Council will consider adopting Land Use Assumptions and an Impact Fee Eligible Capital Improvements Plan. Consulting firm Freese & Nichols provided a presentation covering the basics of impact fees, the process to develop Land Use Assumptions and Eligible Capital Improvement Plans and conducting Impact Fee Calculations. Projects identified as Eligible Capital Improvement Plan projects for water, wastewater and roadways were reviewed. The next steps in the process will include receiving a recommendation from the

Capital Improvements Advisory Committee on water, wastewater, and roadway impact fee rates at the August 19th regular meeting, and a second public hearing will be held at a special meeting on August 25th.

Mayor Greaves opened the public hearing:4:56 p.m. and asked if there was anyone to speak regarding the item. There was no one to speak. Mayor Greaves closed the public hearing 4:56:30 p.m.

Motion by Council Member Smith and Motion Second by Council Member Yackira to approve and adopt Ordinance 1026 as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY. Council Member Gautier was absent.

I. REGULAR AGENDA ITEMS

I.1. ORD-1027

Discuss and take action to adopt Ordinance 1027 Authorizing the Issuance of up to $9,540,000 Town of Westlake, Combination Tax and Revenue Certificates of Obligation, Series 2025, to fund water projects, including pump stations and a water tower, and the Sam & Margaret Lee Arts & Science Center; Levying an Annual Ad Valorem Tax and Providing for the Security for and Payment of said Certificates of Obligation; Approving an Official Statement; and Enacting other Provisions relating to the Subject (Cayce Lay Lamas, Finance Director)

Finance Director Cayce Lay Lamas provided an overview of the item. The debt issuance of $9,540,000 will be used to pay for the Westlake Academy Arts & Sciences Building expansion and for utility improvements.
Ted Christensen, President, Government Capital Securities Corporation, provided details of the bond sale that was held earlier in the day and mentioned the Town's bond rating is AAA. Motion by Mayor Pro Reeves and Motion Second by Council Member Yackira to approve and adopt Ordinance 1027 as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY. Council Member Gautier was absent.

I.2. WA RES 25-16

Consider and act to approve WA Resolution 25-16 approving the Westlake Academy Amended Operating Budget for Fiscal Year Ending June 30, 2025 (Cayce Lay Lamas, Finance Director)

Finance Director Cayce Lay Lamas provided an overview.of the Westlake Academy budget amendments for the fiscal year ending June 30, 2025. The final amended budget will be $11,949,914 and will contribute the surplus of $147,287 to fund balance. Motion by Council Member Yackira and Motion Second by Council Member Smith to approve WA Resolution 25-16 as presented. MOTION APPROVED UNANIMOUSLY. Council Member Gautier was absent.

I.3. RES 25-25

Discuss, consider and act to approve Resolution 25-25 calling for and setting a public hearing to discuss and receive public testimony on the adoption of an ordinance imposing roadway, water and wastewater impact fees in the Town of Westlake, Texas; and providing an effective date (Cheryl Taylor, P.E., Director of Public Works).

Town Manager Wade Carroll detailed that the resolution is calling a public hearing for August 25th at 4 pm and is required as part of the impact fee adoption process. Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Smith to approve Resolution 25-25 as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY. Council Member Gautier was absent.

I.4. RES 25-26 Discuss, consider and act regarding Resolution 25-26 to approve an economic incentive agreement with Pluralsight as recommended by the Westlake Development Corporation, Inc (EDC 4B).

Deputy Town Manager Jason Alexander provided an overview of the item to provide economic development incentives to Pluralsight to assist with expanding their operations into the North Texas market. The agreement provides a cash grant from the Westlake Development Corporation in the amount of $50,000.00, waiving fees and costs associated with development review and building permits, and provides for expedited development review. the agreement also requires Pluralsight to finish out 18,000 square feet of space in August, expend $240,000 on information technology, and attract and retain a minimum of 75 full-time employees. The Westlake Development Corporation considered the agreement at their last meeting and approved recommending approval by Town Council. The Office of the Town Manager also recomends approval. Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to approve Resolution 25-26 as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY. Council Member Gautier was absent.
Mayor Greaves recognized Daniel Rudd, Principal of Pluralsight, to speak and he addressed the Town Council to express thanks and remark on the process Pluralsight went through to select Westlake as their location in North Texas.

I.5. RES 25-27 Discuss, consider and act regarding Resolution 25-27 to award the bid for audit services and authorize the Director of Finance to execute the engagement letters under the terms (Cayce Lay Lamas, Director of Finance)

Finance Director Cayce Lay Lamas provided an overview of the process followed to advertise and provide the request for proposals to auditing firms. Staff contacted references and other entities that use MGO and received positive feedback regarding MGO's performance. Staff recommends awarding the contract to MGO as the firm has experience in providing audit services for municipalities, school districts and housing authorities. Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Smith to approve Resolution 25-27 to award the audit services agreement to MGO as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY. Council Member Gautier was absent.

I.6. 25-199 Discuss and act to schedule any special meeting(s) as needed.

Town Manager Wade Carroll explained the necessity to schedule a Special Town Council Meeting on August 25, 2025 at 4 p.m. to hold the public hearing (approved earlier in the meeting) required as part of the process to adopt impact fees. Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Yackira to approve scheduling the meeting as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY. Council Member Gautier was absent.

J. EXECUTIVE SESSION

Mayor Greaves called Executive Session Items J.1. and J.2.and adjourned the Regular Meeting to Executive Session at 5:23 p.m.

J.1. 25-191 Section 551.087: Deliberation Regarding Economic Development Negotiations - to deliberate the offer of a financial or other incentive to business prospects:
a. Project 2025-06

J.2. 25-200 Section 551.072: Deliberation regarding the Purchase, Exchange, Lease or Value of Real Property:
a) 48 and 52 Girona and 34 Cortez, Westlake Entrada

Mayor Greaves reconvened the Regular Meeting from Executive Session at 6:18 p.m.

K. TAKE ANY ACTION, IF NEEDED, FROM EXECUTIVE SESSION ITEMS

There was no action taken as a result of Executive Session.

L. FUTURE AGENDA ITEMS

Mayor Greaves requested an action item regarding the Westlake Academy Athletic Club (WAAC) to consider pursuing legal action as no response has been received from written correspondence sent out to them.

M. STAFF RECAP OF COUNCIL DIRECTION

Town Manager Wade Carroll said staff will inspect signs throughout Town to assess their condition and will replace signs as needed; provide the debt schedule as a slide for Council and the public; confirm how long the current ad valorem tax rate has been in place; provide information about how many units have been permitted and issued certificates of occupancy in Entrada; and provide information about the status of development and permitting throughout the Town.

N. ADJOURNMENT

Mayor Greaves adjourned the Regular Meeting at 6:21 p.m.

Kim Greaves, Mayor

ATTEST:

Town Secretary Dianna Buchanan

Town Council/Board of Trustees
AGENDA ITEM REPORT

DATE: August 19, 2025 **AGENDA ITEM NO:** H.1.
FROM: Cayce Lay Lamas, Finance Director, Finance
SUBJECT: Discuss, consider and act to approve a Maximum Tax Rate to consider and advertise.

ATTACHMENTS:

1. 2025 Town of Westlake - Notice of Public Hearing on Tax Rate DRAFT
2. 2025 Tax Rate Calculation Worksheet-Town of Westlake

SUMMARY :
Prior to levying an ad valorem (property tax) rate, the Town Council must advertise and hold a public hearing. The legally-mandated notice of public hearing must include a record vote on the tax rate. Today's vote is on a maximum property tax rate to consider by Council and include in the notice. The ad valorem rate will be voted on at the September 16, 2025, meeting, after the public hearing.

BACKGROUND AND DISCUSSION:
The Town Council has the authority to levy an ad valorem tax rate on all real property within its jurisdiction as a funding mechanism to provide municipal services. Texas Tax Code Section 26.06 requires the Town to advertise for and hold a public hearing. The published notice prescribed in State law includes a record vote of the governing body. In order to meet the legal criteria of the notice, the Council will vote on a maximum tax rate to be considered.

The Town Council will vote to advertise $0.185000 per $100 of value as its maximum rate to consider. The maximum rate would be an increase of $0.017120 (1.712 cents) from the prior year's rate and be the first rate increase since 2020. Approval of the maximum tax rate would result in the average homeowner's tax bill increasing $65.64 annually (based on Tarrant Appraisal District's average taxable home value of $2,491,057). The required notice also includes the no-new-revenue rate, which is the rate that would raise the same amount of property tax revenue from the same properties in 2024 and 2025, and the voter approval rate, which is the highest rate that could be adopted without holding an election. The Town of Westlake elected to have Tarrant County perform the certified rate calculation, which is where the no-new-revenue and voter approval tax rates are sourced. The maximum rate is higher than the no-new-revenue rate of $0.179030 per $100 of value, but lower than the voter approval rate of $0.205756 per $100 of value.

The vote taken today is not adopting a tax rate nor imposing a tax levy. A public hearing will be held during the regularly scheduled Town Council/Board of Trustees meeting on Tuesday, September 16,

2025. Following the public hearing next month, Town Council will vote on the ad valorem tax rate it will levy. That rate will not exceed $0.185000 per $100 of value.

FISCAL IMPACT:
There is no fiscal impact from this item; the fiscal impact will be included with the vote to adopt a property tax rate.

LEGAL REVIEW:
N/A

RECOMMENDATION:
Staff recommends approval of the maximum tax rate, as presented, to be included in the public hearing notice.

ACTION OPTIONS:

Motion to Approve as Presented	Motion to Deny
Motion to Approve with Changes/Conditions	Motion to Continue or Table

NOTICE OF MEETING TO VOTE ON TAX RATE

A tax rate of $0.185000 per $100 valuation has been proposed by the governing body of the Town of Westlake.

PROPOSED TAX RATE	$0.185000 per $100
NO-NEW-REVENUE TAX RATE	$0.179030 per $100
VOTER-APPROVAL TAX RATE	$0.205756 per $100

The no-new-revenue tax rate is the tax rate for the 2025 tax year that will raise the same amount of property tax revenue for the Town of Westlake from the same properties in both the 2024 tax year and the 2025 tax year.

The voter-approval rate is the highest tax rate that the Town of Westlake may adopt without holding an election to seek voter approval of the rate.

The proposed tax rate is greater than the no-new-revenue tax rate. This means that the Town of Westlake is proposing to increase property taxes for the 2025 tax year.

A PUBLIC HEARING ON THE PROPOSED TAX RATE WILL BE HELD ON SEPTEMBER 16, 2025, AT 4:00 PM AT 1500 SOLANA BLVD., BLDG. 7, STE. 7100, WESTLAKE, TX 76262.

The proposed tax rate is not greater than the voter-approval tax rate. As a result, the Town of Westlake is not required to hold an election at which voters may accept or reject the proposed tax rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the Town Council of the Town of Westlake at their offices or by attending the public hearing mentioned above.

YOUR TAXES OWED UNDER ANY OF THE RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:

Property tax amount= (tax rate) x (taxable value of your property)/100

FOR the proposal:
AGAINST the proposal:
PRESENT and not voting:
ABSENT:

Visit Texas.gov/PropertyTaxes to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

The following table compares the taxes imposed on the average residence homestead by the Town of Westlake last year to the taxes proposed to be imposed on the average residence homestead by the Town of Westlake this year.

	2024	2025	Change
Total tax rate (per $100 of value)	$0.16788	$0.18500	increase of 0.01712, or 10.20%
Average homestead taxable value	$2,705,991	$2,491,057	decrease of 214,934, or 7.94%
Tax on average homestead	$4,542.81	$4,608.45	increase of 65.64, or 1.44%
Total tax levy on all properties	$4,088,747	$4,696,742	increase of 607,995, or 14.87%

For assistance with tax calculations, please contact the tax assessor for Town of Westlake at 817-884-1100 or taxoffice@tarrantcountytx.gov or visit www.tarrantcountytx.gov for more information.

2025 Tax Rate Calculation Worksheet
Taxing Units Other Than School Districts or Water Districts

Form 50-856

Town of Westlake	
Taxing Unit Name	Phone *(area code and number)*
1500 Solana Boulevard, Bldg. 7, Ste 7200, Westlake, TX 76262	westlake-tx.org
Taxing Unit's Address, City, State, ZIP Code	Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per $100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements.*

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet.*

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1.	**Prior year total taxable value.** Enter the amount of the prior year taxable value on the prior year tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17).[1]	$ 2,578,554,290
2.	**Prior year tax ceilings.** Counties, cities and junior college districts. Enter the prior year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision last year or a prior year for homeowners age 65 or older or disabled, use this step.[2]	$ 287,672,806
3.	**Preliminary prior year adjusted taxable value.** Subtract Line 2 from Line 1.	$ 2,290,881,484
4.	**Prior year total adopted tax rate.**	$ 0.167880 /$100
5.	**Prior year taxable value lost because court appeals of ARB decisions reduced the prior year's appraised value.** **A. Original prior year ARB values:** . . . . . $ 653,756,198 **B. Prior year values resulting from final court decisions:** . . . . . - $ 571,201,039 **C. Prior year value loss.** Subtract B from A.[3]	$ 82,555,159
6.	**Prior year taxable value subject to an appeal under Chapter 42, as of July 25.** **A. Prior year ARB certified value:** . . . . . $ 94,128,113 **B. Prior year disputed value:** . . . . . - $ 13,792,385 **C. Prior year undisputed value.** Subtract B from A.[4]	$ 80,335,728
7.	**Prior year Chapter 42 related adjusted values.** Add Line 5C and Line 6C.	$ 162,890,887

[1] Tex. Tax Code §26.012(14)
[2] Tex. Tax Code §26.012(14)
[3] Tex. Tax Code §26.012(13)
[4] Tex. Tax Code §26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	**Prior year taxable value, adjusted for actual and potential court-ordered adjustments.** Add Line 3 and Line 7.	$ 2,453,772,371
9.	**Prior year taxable value of property in territory the taxing unit deannexed after Jan. 1, 2024.** Enter the prior year value of property in deannexed territory.[5]	$ 0
10.	**Prior year taxable value lost because property first qualified for an exemption in the current year.** If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in the current year does not create a new exemption or reduce taxable value. **A. Absolute exemptions.** Use prior year market value: .... $ 0 **B. Partial exemptions.** Current year exemption amount or current year percentage exemption times prior year value: .... + $ 5,330,425 **C. Value loss.** Add A and B.[6]	$ 5,330,425
11.	**Prior year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/ scenic appraisal or public access airport special appraisal in the current year.** Use only properties that qualified for the first time in the current year; do not use properties that qualified in the prior year. **A. Prior year market value:** .... $ 0 **B. Current year productivity or special appraised value:** .... - $ 0 **C. Value loss.** Subtract B from A.[7]	$ 0
12.	**Total adjustments for lost value.** Add Lines 9, 10C and 11C.	$ 5,330,425
13.	**Prior year captured value of property in a TIF.** Enter the total value of the prior year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the prior year taxes were deposited into the tax increment fund.[8] If the taxing unit has no captured appraised value in line 18D, enter 0.	$ 0
14.	**Prior year total value.** Subtract Line 12 and Line 13 from Line 8.	$ 2,448,441,946
15.	**Adjusted prior year total levy.** Multiply Line 4 by Line 14 and divide by $100.	$ 4,110,444
16.	**Taxes refunded for years preceding the prior tax year.** Enter the amount of taxes refunded by the taxing unit for tax years preceding the prior tax year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for the prior tax year. This line applies only to tax years preceding the prior tax year.[9]	$ 77,361
17.	**Adjusted prior year levy with refunds and TIF adjustment.** Add Lines 15 and 16.[10]	$ 4,187,805
18.	**Total current year taxable value on the current year certified appraisal roll today.** This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled.[11] **A. Certified values:** .... $ 2,786,717,925 **B. Counties:** Include railroad rolling stock values certified by the Comptroller's office: .... + $ **C. Pollution control and energy storage system exemption:** Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: .... - $ 0 **D. Tax increment financing:** Deduct the current year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the current year taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 24 below.[12] .... - $ 0 **E. Total current year value.** Add A and B, then subtract C and D.	$ 2,786,717,925

[5] Tex. Tax Code §26.012(15)
[6] Tex. Tax Code §26.012(15)
[7] Tex. Tax Code §26.012(15)
[8] Tex. Tax Code §26.03(c)
[9] Tex. Tax Code §26.012(13)
[10] Tex. Tax Code §26.012(13)
[11] Tex. Tax Code §26.012, 26.04(c-2)
[12] Tex. Tax Code §26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	**Total value of properties under protest or not included on certified appraisal roll.** [13] **A. Current year taxable value of properties under protest.** The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest. [14] .... $ 49,244,024 **B. Current year value of properties not under protest or included on certified appraisal roll.** The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll. [15] .... + $ 22,562,352 **C. Total value under protest or not certified.** Add A and B.	$ 71,806,376
20.	**Current year tax ceilings.** Counties, cities and junior colleges enter current year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in the prior year or a previous year for homeowners age 65 or older or disabled, use this step.[16]	$ 319,744,782
21.	**Anticipated contested value.** Affected taxing units enter the contested taxable value for all property that is subject to anticipated substantial litigation. [17] An affected taxing unit is wholly or partly located in a county that has a population of less than 500,000 and is located on the Gulf of Mexico.[18] If completing this section, the taxing unit must include supporting documentation in Section 9.[19] Taxing units that are not affected, enter 0.	$ 0
22.	**Current year total taxable value.** Add Lines 18E and 19C, then subtract Lines 20 and 21.[20]	$ 2,538,779,519
23.	**Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year.** Include both real and personal property. Enter the current year value of property in territory annexed. [21]	$ 0
24.	**Total current year taxable value of new improvements and new personal property located in new improvements.** New means the item was not on the appraisal roll in the prior year. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, of the prior year and be located in a new improvement. New improvements **do** include property on which a tax abatement agreement has expired for the current year. [22]	$ 199,618,719
25.	**Total adjustments to the current year taxable value.** Add Lines 23 and 24.	$ 199,618,719
26.	**Adjusted current year taxable value.** Subtract Line 25 from Line 22.	$ 2,339,160,800
27.	**Current year NNR tax rate.** Divide Line 17 by Line 26 and multiply by $100. [23]	$ 0.179030 /$100
28.	**COUNTIES ONLY.** Add together the NNR tax rates for each type of tax the county levies. The total is the current year county NNR tax rate. [24]	$ ______ /$100

SECTION 2: Voter Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

1. **Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.
2. **Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

[13] Tex. Tax Code §26.01(c) and (d)
[14] Tex. Tax Code §26.01(c)
[15] Tex. Tax Code §26.01(d)
[16] Tex. Tax Code §26.012(6)(B)
[17] Tex. Tax Code §§26.012(6)(C) and 26.012(1-b)
[18] Tex. Tax Code §26.012(1-a)
[19] Tex. Tax Code §26.04(d-3)
[20] Tex. Tax Code §26.012(6)
[21] Tex. Tax Code §26.012(17)
[22] Tex. Tax Code §26.012(17)
[23] Tex. Tax Code §26.04(c)
[24] Tex. Tax Code §26.04(d)

Line	Voter-Approval Tax Rate Worksheet		Amount/Rate
29.	**Prior year M&O tax rate.** Enter the prior year M&O tax rate.		$ 0.117880 /$100
30.	**Prior year taxable value, adjusted for actual and potential court-ordered adjustments.** Enter the amount in Line 8 of the *No-New-Revenue Tax Rate Worksheet.*		$ 2,453,772,371
31.	**Total prior year M&O levy.** Multiply Line 29 by Line 30 and divide by $100.		$ 2,892,506
32.	**Adjusted prior year levy for calculating NNR M&O rate.**		
	A. M&O taxes refunded for years preceding the prior tax year. Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2024. This line applies only to tax years preceding the prior tax year..	+ $ 43,224	
	B. Prior year taxes in TIF. Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no current year captured appraised value in Line 18D, enter 0.	– $ 0	
	C. Prior year transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0.	+/- $ 0	
	D. Prior year M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function.	$ 43,224	
	E. Add Line 31 to 32D.		$ 2,935,730
33.	**Adjusted current year taxable value.** Enter the amount in Line 26 of the *No-New-Revenue Tax Rate Worksheet.*		$ 2,339,160,800
34.	**Current year NNR M&O rate (unadjusted).** Divide Line 32E by Line 33 and multiply by $100.		$ 0.125503 /$100
35.	**Rate adjustment for state criminal justice mandate.** [26]		
	A. Current year state criminal justice mandate. Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose.	$ 0	
	B. Prior year state criminal justice mandate. Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies.	– $ 0	
	C. Subtract B from A and divide by Line 33 and multiply by $100.	$ 0.000000 /$100	
	D. Enter the rate calculated in C. If not applicable, enter 0.		$ 0.000000 /$100
36.	**Rate adjustment for indigent health care expenditures.** [27]		
	A. Current year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year, less any state assistance received for the same purpose..	$ 0	
	B. Prior year indigent health care expenditures. Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2023 and ending on June 30, 2024, less any state assistance received for the same purpose..	– $ 0	
	C. Subtract B from A and divide by Line 33 and multiply by $100.	$ 0.000000 /$100	
	D. Enter the rate calculated in C. If not applicable, enter 0.		$ 0.000000 /$100

[25] [Reserved for expansion]
[26] Tex. Tax Code §26.044
[27] Tex. Tax Code §26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
37.	**Rate adjustment for county indigent defense compensation.** [28]	
	A. Current year indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, of the prior tax year and ending on June 30,of the current tax year, less any state grants received by the county for the same purpose. . . . . $ 0	
	B. Prior year indigent defense compensation expenditures. Enter the amount paid by a county to provide appointed counsel for indigent individuals and fund the operations of a public defender's office under Article 26.044, Code of Criminal Procedure for the period beginning on July 1, 2023 and ending on June 30, 2024, less any state grants received by the county for the same purpose. . . . . $ 0	
	C. Subtract B from A and divide by Line 33 and multiply by $100. . . . . $ 0.000000 /$100	
	D. Multiply B by 0.05 and divide by Line 33 and multiply by $100. . . . . $ 0.000000 /$100	
	E. Enter the lesser of C and D. If not applicable, enter 0.	$ 0.000000 /$100
38.	**Rate adjustment for county hospital expenditures.** [29]	
	A. Current year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year. . . . . $ 0	
	B. Prior year eligible county hospital expenditures. Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2023 and ending on June 30, 2024. . . . . $ 0	
	C. Subtract B from A and divide by Line 33 and multiply by $100. . . . . $ 0.000000 /$100	
	D. Multiply B by 0.08 and divide by Line 33 and multiply by $100. . . . . $ 0.000000 /$100	
	E. Enter the lesser of C and D, if applicable. If not applicable, enter 0.	$ 0.000000 /$100
39.	**Rate adjustment for defunding municipality.** This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code Section 26.0444 for more information.	
	A. Amount appropriated for public safety in the prior year. Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year. . . . . $ 0	
	B. Expenditures for public safety in the prior year. Enter the amount of money spent by the municipality for public safety during the preceding fiscal year . . . . $ 0	
	C. Subtract B from A and divide by Line 33 and multiply by $100 . . . . $ 0.000000 /$100	
	D. Enter the rate calculated in C. If not applicable, enter 0.	$ 0.000000 /$100
40.	**Adjusted current year NNR M&O rate.** Add Lines 34, 35D, 36D, 37E, and 38E. Subtract Line 39D.	$ 0.125503 /$100
41.	**Adjustment for prior year sales tax specifically to reduce property taxes.** Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in the prior year should complete this line. These entities will deduct the sales tax gain rate for the current year in Section 3. Other taxing units, enter zero.	
	A. Enter the amount of additional sales tax collected and spent on M&O expenses in the prior year, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent . . . . $ 3,358,231	
	B. Divide Line 41A by Line 33 and multiply by $100 . . . . $ 0.143565 /$100	
	C. Add Line 41B to Line 40.	$ 0.269068 /$100
42.	**Current year voter-approval M&O rate.** Enter the rate as calculated by the appropriate scenario below. **Special Taxing Unit.** If the taxing unit qualifies as a special taxing unit, multiply Line 41C by 1.08. **- or -** **Other Taxing Unit.** If the taxing unit does not qualify as a special taxing unit, multiply Line 41C by 1.035.	$ 0.278485 /$100

[28] Tex. Tax Code §26.0442
[29] Tex. Tax Code §26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D42.	***Disaster Line 42 (D42):*** **Current year voter-approval M&O rate for taxing unit affected by disaster declaration.** If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of: 1) the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred; or 2) the third tax year after the tax year in which the disaster occurred. If the taxing unit qualifies under this scenario, multiply Line 41C by 1.08. [30] If the taxing unit does not qualify, do not complete Disaster Line 42 (Line D42).	$ 0.000000 /$100
43.	**Total current year debt to be paid with property taxes and additional sales tax revenue.** Debt means the interest and principal that will be paid on debts that: **(1)** are paid by property taxes; **(2)** are secured by property taxes; **(3)** are scheduled for payment over a period longer than one year; and **(4)** are not classified in the taxing unit's budget as M&O expenses. **A. Debt** also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here. [31] Enter debt amount .... $ 4,746,799 **B.** Subtract **unencumbered fund amount** used to reduce total debt. .... – $ 0 **C.** Subtract **certified amount spent from sales tax to reduce debt** (enter zero if none) .... – $ 0 **D.** Subtract **amount paid** from other resources .... – $ 3,292,241 **E. Adjusted debt.** Subtract B, C and D from A.	$ 1,454,558
44.	**Certified prior year excess debt collections.** Enter the amount certified by the collector. [32]	$ 155,597
45.	**Adjusted current year debt.** Subtract Line 44 from Line 43E.	$ 1,298,961
46.	**Current year anticipated collection rate.** **A.** Enter the current year anticipated collection rate certified by the collector. [33] .... 100.00 % **B.** Enter the prior year actual collection rate. .... 97.53 % **C.** Enter the 2023 actual collection rate. .... 99.29 % **D.** Enter the 2022 actual collection rate. .... 101.01 % **E.** If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%. [34]	100.00 %
47.	**Current year debt adjusted for collections.** Divide Line 45 by Line 46E.	$ 1,298,961
48.	**Current year total taxable value.** Enter the amount on Line 22 of the *No-New-Revenue Tax Rate Worksheet.*	$ 2,538,779,519
49.	**Current year debt rate.** Divide Line 47 by Line 48 and multiply by $100.	$ 0.051164 /$100
50.	**Current year voter-approval M&O rate plus current year debt rate.** Add Lines 42 and 49.	$ 0.329649 /$100
D50.	***Disaster Line 50 (D50):*** **Current year voter-approval tax rate for taxing unit affected by disaster declaration.** Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D42. Add Line D42 and 49.	$ 0.000000 /$100

[30] Tex. Tax Code §26.042(a)
[31] Tex. Tax Code §26.012(7)
[32] Tex. Tax Code §26.012(10) and 26.04(b)
[33] Tex. Tax Code §26.04(b)
[34] Tex. Tax Code §§26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
51.	**COUNTIES ONLY.** Add together the voter-approval tax rates for each type of tax the county levies. The total is the current year county voter-approval tax rate.	$ 0.000000 /$100

SECTION 3: NNR Tax Rate and Voter Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
52.	**Taxable Sales.** For taxing units that adopted the sales tax in November of the prior tax year or May of the current tax year, enter the Comptroller's estimate of taxable sales for the previous four quarters. [35] Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November of the prior year, enter 0.	$ 0
53.	**Estimated sales tax revenue.** Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. [36] **Taxing units that adopted the sales tax in November of the prior tax year or in May of the current tax year.** Multiply the amount on Line 52 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. [37] **- or -** **Taxing units that adopted the sales tax before November of the prior year.** Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	$ 3,612,558
54.	**Current year total taxable value.** Enter the amount from Line 22 of the *No-New-Revenue Tax Rate Worksheet.*	$ 2,538,779,519
55.	**Sales tax adjustment rate.** Divide Line 53 by Line 54 and multiply by $100.	$ 0.142295 /$100
56.	**Current year NNR tax rate, unadjusted for sales tax.**[38] Enter the rate from Line 27 or 28, as applicable, on the *No-New-Revenue Tax Rate Worksheet*.	$ 0.179030 /$100
57.	**Current year NNR tax rate, adjusted for sales tax.** **Taxing units that adopted the sales tax in November the prior tax year or in May of the current tax year.** Subtract Line 55 from Line 56. Skip to Line 58 if you adopted the additional sales tax before November of the prior tax year.	$ 0.179030 /$100
58.	**Current year voter-approval tax rate, unadjusted for sales tax.**[39] Enter the rate from Line 50, Line D50 (disaster) or Line 51 (counties) as applicable, of the *Voter-Approval Tax Rate Worksheet*.	$ 0.329649 /$100
59.	**Current year voter-approval tax rate, adjusted for sales tax.** Subtract Line 55 from Line 58.	$ 0.187354 /$100

SECTION 4: Voter Approval Tax Rate Adjustment for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
60.	**Certified expenses from the Texas Commission on Environmental Quality (TCEQ).** Enter the amount certified in the determination letter from TCEQ. [40] The taxing unit shall provide its tax assessor-collector with a copy of the letter. [41]	$ 0
61.	**Current year total taxable value.** Enter the amount from Line 22 of the *No-New-Revenue Tax Rate Worksheet.*	$ 2,538,779,519
62.	**Additional rate for pollution control.** Divide Line 60 by Line 61 and multiply by $100.	$ 0.000000 /$100

[35] Tex. Tax Code §26.041(d)
[36] Tex. Tax Code §26.041(i)
[37] Tex. Tax Code §26.041(d)
[38] Tex. Tax Code §26.04(c)
[39] Tex. Tax Code §26.04(c)
[40] Tex. Tax Code §26.045(d)
[41] Tex. Tax Code §26.045(i)

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
63.	**Current year voter-approval tax rate, adjusted for pollution control.** Add Line 62 to one of the following lines (as applicable): Line 50, Line D50 (disaster), Line 51 (counties) or Line 59 (taxing units with the additional sales tax).	$ 0.187354 /$100

SECTION 5: Voter Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the sum of the prior 3 years Foregone Revenue Amounts divided by the current taxable value. [42] The Foregone Revenue Amount for each year is equal to that year's adopted tax rate subtracted from that year's voter-approval tax rate adjusted to remove the unused increment rate multiplied by that year's current total value. [43]

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year in which a taxing unit affected by a disaster declaration calculates the tax rate under Tax Code Section 26.042; [44]
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a); [45] or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval. [46]

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit. [47]

Line	Unused Increment Rate Worksheet	Amount/Rate
64.	**Year 3 Foregone Revenue Amount. Subtract the 2024 unused increment rate and 2024 actual tax rate from the 2024 voter-approval tax rate. Multiply the result by the 2024 current total value**	
	A. Voter-approval tax rate (Line 68)	$ 0.210692 /$100
	B. Unused increment rate (Line 67)	$ 0.042031 /$100
	C. Subtract B from A	$ 0.168661 /$100
	D. Adopted Tax Rate	$ 0.167880 /$100
	E. Subtract D from C	$ 0.000781 /$100
	F. 2024 Total Taxable Value (Line 60)	$ 2,435,517,403
	G. Multiply E by F and divide the results by $100. If the number is less than zero, enter zero.	$ 19,021
65.	**Year 2 Foregone Revenue Amount. Subtract the 2023 unused increment rate and 2023 actual tax rate from the 2023 voter-approval tax rate. Multiply the result by the 2023 current total value**	
	A. Voter-approval tax rate (Line 67)	$ 0.187860 /$100
	B. Unused increment rate (Line 66)	$ 0.000000 /$100
	C. Subtract B from A	$ 0.187860 /$100
	D. Adopted Tax Rate	$ 0.167880 /$100
	E. Subtract D from C	$ 0.019980 /$100
	F. 2023 Total Taxable Value (Line 60)	$ 2,243,124,027
	G. Multiply E by F and divide the results by $100. If the number is less than zero, enter zero.	$ 448,176
66.	**Year 1 Foregone Revenue Amount. Subtract the 2022 unused increment rate and 2022 actual tax rate from the 2022 voter-approval tax rate. Multiply the result by the 2022 current total value**	
	A. Voter-approval tax rate (Line 67)	$ 0.150980 /$100
	B. Unused increment rate (Line 66)	$ 0.053940 /$100
	C. Subtract B from A	$ 0.097040 /$100
	D. Adopted Tax Rate	$ 0.167880 /$100
	E. Subtract D from C	$ -0.070840 /$100
	F. 2022 Total Taxable Value (Line 60)	$ 1,910,303,777
	G. Multiply E by F and divide the results by $100. If the number is less than zero, enter zero.	$ 0
67.	**Total Foregone Revenue Amount.** Add Lines 64G, 65G and 66G	$ 467,197 /$100
68.	**2025 Unused Increment Rate.** Divide Line 67 by Line 22 of the *No-New-Revenue Rate Worksheet*. Multiply the result by 100	$ 0.018402 /$100
69.	**Total 2025 voter-approval tax rate, including the unused increment rate.** Add Line 68 to one of the following lines (as applicable): Line 50, Line 51 (counties), Line 59 (taxing units with additional sales tax) or Line 63 (taxing units with pollution)	$ 0.205756 /$100

[42] Tex. Tax Code §26.013(b)
[43] Tex. Tax Code §§26.013(a)(1-a), (1-b), and (2)
[44] Tex. Tax Code §§26.04(c)(2)(A) and 26.042(a)
[45] Tex. Tax Code §§26.0501(a) and (c)
[46] Tex. Local Gov't Code §120.007(d)
[47] Tex. Local Gov't Code §26.04(c)(2)(B)

SECTION 6: De Minimis Rate

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise $500,000, and the current debt rate for a taxing unit. [48]

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit. [49]

Line	De Minimis Rate Worksheet	Amount/Rate
70.	**Adjusted current year NNR M&O tax rate.** Enter the rate from Line 40 of the *Voter-Approval Tax Rate Worksheet.*	$ 0.125503 /$100
71.	**Current year total taxable value.** Enter the amount on Line 22 of the *No-New-Revenue Tax Rate Worksheet.*	$ 2,538,779,519
72.	**Rate necessary to impose $500,000 in taxes.** Divide $500,000 by Line 71 and multiply by $100.	$ 0.019694 /$100
73.	**Current year debt rate.** Enter the rate from Line 49 of the *Voter-Approval Tax Rate Worksheet.*	$ 0.051164 /$100
74.	**De minimis rate.** Add Lines 70, 72 and 73.	$ 0.196361 /$100

SECTION 7: Voter Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.[50]

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year. [51]

This section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago.This section will apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Line	Emergency Revenue Rate Worksheet	Amount/Rate
75.	**2024 adopted tax rate.** Enter the rate in Line 4 of the *No-New-Revenue Tax Rate Worksheet.*	$ 0.167880 /$100
76.	**Adjusted 2024 voter-approval tax rate.** Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. [52] If a disaster occurred in 2024 and the taxing unit calculated its 2024 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2024 worksheet due to a disaster, complete the applicable sections or lines of *Form 50-856-a, Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet.* **- or -** If a disaster occurred prior to 2024 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2024, complete form 50-856-a, *Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet* to recalculate the voter-approval tax rate the taxing unit would have calculated in 2024 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the years following the disaster. [53] Enter the final adjusted 2024 voter-approval tax rate from the worksheet. **- or -** If the taxing unit adopted a tax rate above the 2024 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	$ 0.000000 /$100
77.	**Increase in 2024 tax rate due to disaster.** Subtract Line 76 from Line 75.	$ 0.000000 /$100
78.	**Adjusted 2024 taxable value.** Enter the amount in Line 14 of the *No-New-Revenue Tax Rate Worksheet.*	$ 2,448,441,946
79.	**Emergency revenue.** Multiply Line 77 by Line 78 and divide by $100.	$ 0
80.	**Adjusted 2024 taxable value.** Enter the amount in Line 26 of the *No-New-Revenue Tax Rate Worksheet.*	$ 2,339,160,800
81.	**Emergency revenue rate.** Divide Line 79 by Line 80 and multiply by $100. [53]	$ 0.000000 /$100

[48] Tex. Tax Code §26.012(8-a)
[49] Tex. Tax Code §26.063(a)(1)
[50] Tex. Tax Code §26.042(b)
[51] Tex. Tax Code §26.042(f)
[52] Tex. Tax Code §26.042(c)
[53] Tex. Tax Code §26.042(b)

Line	Emergency Revenue Rate Worksheet	Amount/Rate
82.	**Current year voter-approval tax rate, adjusted for emergency revenue.** Subtract Line 81 from one of the following lines (as applicable): Line 50, Line D50 (disaster), Line 51 (counties), Line 59 (taxing units with the additional sales tax), Line 63 (taxing units with pollution control) or Line 69 (taxing units with the unused increment rate).	$ 0.205756 /$100

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-new-revenue tax rate. .... $ 0.179030 /$100
As applicable, enter the current year NNR tax rate from: Line 27, Line 28 (counties), or Line 57 (adjusted for sales tax).
Indicate the line number used: 27

Voter-approval tax rate .... $ 0.205756 /$100
As applicable, enter the current year voter-approval tax rate from: Line 50, Line D50 (disaster), Line 51 (counties), Line 59 (adjusted for sales tax), Line 63 (adjusted for pollution control), Line 69 (adjusted for unused increment), or Line 82 (adjusted for emergency revenue).
Indicate the line number used: 27

De minimis rate. .... $ 0.196361 /$100
If applicable, enter the current year de minimis rate from Line 74.

SECTION 9: Addendum

An affected taxing unit that enters an amount described by Tax Code Section 26.012(6)(C) in line 21 must include the following as an addendum:

1. Documentation that supports the exclusion of value under Tax Code Section 26.012(6)(C); and
2. Each statement submitted to the designated officer or employee by the property owner or entity as required by Tax Code Section 41.48(c)(2) for that tax year.

Insert hyperlinks to supporting documentation:

SECTION 10: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in the Tax Code. [54]

print here Andy Nguyen for Rick Barnes, Tarrant County Tax Assessor-Collector
Printed Name of Taxing Unit Representative

sign here Andy Nguyen
Andy Nguyen (Aug 6, 2025 09:32:23 CDT)
Taxing Unit Representative

08/06/2025
Date

[54] Tex. Tax Code §§26.04(c-2) and (d-2)

Town Council/Board of Trustees
AGENDA ITEM REPORT

DATE: August 19, 2025 **AGENDA ITEM NO:** H.2.
FROM: John Ard, Fire Chief, Fire Dept.
SUBJECT: Discuss, consider, and act regarding Resolution 25-28 approving the First Amended Interlocal Agreement with the Northeast Fire Department Association (NEFDA) for mutual aid for fire and emergency medical services and authorizing execution by the Town Manager.

ATTACHMENTS:

1. Res 25-28 NEFDA ILA
2. First Amended Northeast Fire Department Association 061325
3. NEFDA Presentation v2

SUMMARY :

The Northeast Fire Department Association (NEFDA), which comprises 14 member cities, including the Town of Westlake, has approved the addition of the DFW Airport Fire Department, bringing the total membership to 15 agencies.

This addition requires an amendment to the existing Interlocal Agreement governing NEFDA.

BACKGROUND AND DISCUSSION:

The Westlake Fire-EMS Department has been a proud member of the Northeast Fire Department Association (NEFDA) for over 20 years and has relied on its specialized operations numerous times. NEFDA provides critical services, including hazardous materials' response, vehicle extrication, swift water rescue, rapid intervention teams, structural collapse response, bomb disposal and more. In recent weeks alone, NEFDA resources have been deployed in Westlake to support a heavy rescue vehicle extrication and to provide a rapid intervention team during a structure fire. These capabilities are essential to our emergency response efforts—and there is no local substitute for them.

NEFDA, which includes 14 member cities such as the Town of Westlake, has approved the addition of the DFW Airport Fire Department, bringing total membership to 15 agencies. The NEFDA Board—comprised of fire chiefs from each member jurisdiction—voted to include DFW Airport FD, which will focus on training, coordination, and enhancing regional capabilities centered around the airport.

DFW Airport FD's involvement is expected to strengthen NEFDA's overall capacity and service delivery. While all member cities contribute dues covering both operations and capital equipment replacement—calculated using a base rate and population—DFW Airport FD will participate only in the operations funding portion and will not take part in the capital replacement program.

The DFW Airport Fire Department will not contribute to capital replacement due to their extensive inventory of specialized equipment and operational capabilities. Instead, they have committed to making these resources available for emergency response support and replace them within their own budget when needed. Their assets include a large industrial ventilation fan, a Mass Casualty Incident (MCI) unit, a mobile incident command center, and additional specialized tools. They also bring highly trained teams for hazardous materials response, technical rescue, and bomb disposal, all of which are available to respond outside the airport's boundaries. Under the Interlocal Agreement, DFW Airport Fire Department will contribute to operational dues, enabling their participation in NEFDA's semi-annual training and providing special operations support as needed within the region.

This addition requires an amendment to the existing Interlocal Agreement governing NEFDA.

FISCAL IMPACT:

Without membership in NEFDA the Town of Westlake would be forced to purchase more specialized equipment, personnel and training to meet the response capabilities necessary for our Town. Although there is no fiscal impact to approving the additional member entity, the annual dues for NEFDA, totaling $20,839.04 are included in our proposed budget.

LEGAL REVIEW:

RECOMMENDATION:

The Town of Westlake Fire-EMS Department recommends approval of the amended NEFDA ILA.

ACTION OPTIONS:

Motion to Approve as Presented	Motion to Deny
Motion to Approve with Changes/Conditions	Motion to Continue or Table

TOWN OF WESTLAKE

RESOLUTION NO. 25-28

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS, APPROVING THE FIRST AMENDED NORTHEAST FIRE DEPARTMENT ASSOCIATION INTERLOCAL AGREEMENT (ILA) FOR MUTUAL AID FOR FIRE AND EMERGENCY MEDICAL SERVICES; ADDING THE DALLAS FORT WORTH INTERNATIONAL AIRPORT BOARD (DFW AIRPORT FIRE DEPARTMENT) AS A PARTICIPATING AGENCY BRINGING MEMBERSHP TO A TOTAL OF 15 AGENCIES; AND AUTHORIZING EXECUTION OF THE ILA BY THE TOWN MANAGER.

WHEREAS, the Town Council of the Town of Westlake previously entered into the Northeast Fire Department Association (NEFDA) Interlocal Agreement with the Cities of Bedford, Colleyville, Euless, Grapevine, Haltom City, Hurst, Keller, North Richland Hills, Richland Hills, Roanoke, Southlake, Trophy Club, and Watauga, the "Parties", for a total of 14 participating agencies providing mutual aid for fire and emergency medical services; and

WHEREAS, the Dallas Fort Worth International Airport Board (DFW Airport Fire Department) is being added as a Party to the Group of participating agencies known as the Northeast Fire Department Association (NEFDA) bringing the total number of participating agencies to 15; and

WHEREAS, the Parties desire to enter into the First Amended Northeast Fire Department Association (NEFDA) Interlocal Agreement to supersede and take the place of the Original Agreement; and

WHEREAS, the Town Council of the Town of Westlake does hereby recognize and agree that assistance and cooperation is amongst all signature parties of this mutual aid agreement is beneficial.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS:

SECTION 1: That all matters stated in the Recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

SECTION 2: That the Town does hereby authorize the Town Manager to execute the First Amended Northeast Fire Department Association Interlocal Agreement for mutual aid for fire protection and emergency medical services wherein the equipment, facilities and trained personnel of each Parties city are available to the Parties in this mutual aid agreement on a requested basis.

SECTION 3: If any portion of this Resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determines that it would have adopted this Resolution without the invalid provision.

SECTION 4: That this Resolution shall become immediately effective from and after its date of passage.

PASSED AND APPROVED ON THIS 19TH DAY OF AUGUST 2025.

____
Kim Greaves, Mayor

ATTEST:

____
Dianna Buchanan, Town Secretary

APPROVED AS TO FORM:

____
Matthew C. G. Boyle, Town Attorney

First Amended Northeast Fire Department Association (NEFDA) Interlocal Agreement

(Amended May 28, 2025)

The State of Texas

Tarrant County

This First Amended Northeast Fire Department Association (NEFDA) Interlocal Agreement (this "Agreement") is made and entered into by and between the Cities of Bedford, Colleyville, Euless, Grapevine, Haltom City, Hurst, Keller, North Richland Hills, Richland Hills, Roanoke, Southlake, Trophy Club , Watauga, Westlake, and Dallas Fort Worth International Airport Board ("DFW Airport"), herein referred to collectively as "Parties" and individually as a "Party". The Parties to this Agreement are also known as the Northeast Fire Department Association ("NEFDA").

WHEREAS, the Parties previously entered into that Northeast Fire Department Association (NEFDA) Interlocal Agreement dated August 14, 2014, setting forth the duties and obligations of the Parties with respect to the use and replacement of jointly-used emergency response equipment (the "Original Agreement"); and

WHEREAS, the Original Agreement was amended by the Amendments to the Interlocal Agreement Between the Northeast Fire Department Association (NEFDA) and the Cities of Bedford, Colleyville, Euless, Grapevine, Haltom City, Hurst, Keller, North Richland Hills, Richland Hills, Roanoke, Southlake, Trophy Club MUD #1, Watauga, and Westlake for the Efficient Use of Fire Equipment Which was entered into on August 14, 2014, these amendments being approved on July 11, 2019; and

WHEREAS, the Parties now desire to enter into this First Amended Northeast Fire Department Association (NEFDA) Interlocal Agreement to supersede and take the place of the Original Agreement; and

WHEREAS, the Parties desire to continue to contribute and particular in a capital replacement program for the use and replacement of jointly-used emergency response equipment and to provide other operational and training resources; and

WHEREAS, Dallas Fort Worth International Airport Board intends to participate as a full member in the operations and training resources without participate in the capital replacement program in any manner; and

WHEREAS, the Fire Chief for each of the Parties shall be a member for purposes of the operation of NEFDA (the "Members"); and

NOW, THEREFORE, in consideration of the mutual covenants, agreements, and benefits to all Parties under the terms of this Agreement, it is hereby agreed as follows:

I.

Capital Replacement Funding Procedures

NEFDA has purchased over $2.8 million in capital equipment through grant programs and its operating budget since its inception. In order to assure that major equipment can be replaced in future years, a Capital Replacement Fund will be established. Each Party, with exception of DFW Airport, will be responsible for making contributions to the Capital Replacement Fund. The contributions will be based on a schedule approved by the NEFDA Board. The funds will be placed in a depository account managed by the NEFDA Board. The NEFDA Board and the Members, with the exception of DFW Airport, will complete an annual report detailing the status of the Fund and the plan for the purchase and replacement of the jointly-used emergency response equipment. The replacement and funding schedules will be reviewed by the NEFDA Board and the Members, with the exception of DFW Airport, at an Annual Meeting. Disbursements from the Fund will be approved by the NEFDA Board and the Members, with the exception of DFW Airport, and as determined by the funding plan.

The Capital Replacement Program will be updated annually by the NEFDA Board and the Members, with the exception of DFW Airport. The NEFDA Board will meet annually, in

March, prior to the budget year to approve the Capital Replacement Program and to determine the Capital Replacement funding schedule. The Capital Replacement Schedule may be adjusted as new equipment is received or as old equipment is retired. The replacement and funding schedules will be reviewed by the Members at an annual meeting that will be held in April, prior to the plan's implementation of the new fiscal year on October 1st. All operational funds will be governed by the NEFDA Board. At any time if a Federal Audit is required of Grant Funds designated for NEFDA assets, NEFDA will reimburse the Parties for any audit expenses.

The decision as to what equipment needs replacement will be made by the NEFDA Board and the Members, with the exception of DFW Airport. The decision to purchase equipment will be approved by the NEFDA Board and the Members. The purchase of the equipment will be made by the NEFDA Board and the Members. Once the equipment is purchased, it will be transferred to the appropriate Party via a transfer. This transfer will allow the equipment to be housed by the Party, and titled in the Party's name. The Party will provide loss or damage insurance for the full replacement value of the equipment and properly maintain the equipment. The Party will assume all liability of the operation of the equipment. The Party and the NEFDA Board and the Members will determine when the equipment has reached end of useful life and is ready to be retired. The Party will return the equipment to the NEFDA. The NEFDA will dispose of the equipment in the most efficient manner while ensuring fair market value is received. In the event the Party in possession of the transferred equipment chooses to discontinue participation in the Agreement, the Party will return the equipment to NEFDA. The NEFDA Board and the Members are responsible for determining the best course of action for the equipment.

II.

Training Activities

The Parties desire to conduct training activities. Each Party agrees that all training activities will be conducted as follows:

(1) In accordance with a training agreement as deemed necessary by the host department and executed by each participating Party;

(2) Training costs will be billed in accordance with the executed agreement;

(3) Each individual participating in training will be required to sign a waiver of liability document, as deemed necessary by the host department;

(4) These requirements do not apply to mutual aid training under this Agreement.

III.

Term of Agreement / Consideration

2.01 **Term.** The terms of this Agreement shall become effective upon approval by the governing body for each respective Party hereto and shall remain in effect for an initial term of one (1) year commencing upon the date of each Party's signature below, which term shall renew automatically annually upon the anniversary date of this Agreement unless earlier terminated by a Party as provided herein. If a Party desires to opt out, the Party must give a 90-day written notice of such intent to the NEFDA Board. If a Party opts out, this Agreement remains intact for the remaining Parties. Adding Parties to this Agreement will not affect the terms of this Agreement.

2.02 **Consideration.** The Parties agree that sufficient consideration for this Agreement exists and is found in the cross promises set forth above and other good and valuable consideration. Each Party hereto paying for the performance of governmental functions or services shall make such payments from current revenues legally available to the paying Party. Each Party further agrees that it is fairly compensated for the services or functions performed under the terms of this Agreement. Each Party's payment is identified in Exhibit A of this Agreement as of the effective date of this Agreement. Payment schedules may be amended by the NEFDA Board with notification of changes to annual capital and operations dues provided to the Members by March 15th of each year.

IV.

Amendments

This Agreement can be amended or replaced by a majority of the Parties. All of the Parties must be notified in writing within thirty (30) days and an open forum must be held in which all of the Parties have been invited to attend. Any amendment to this Agreement will not be effective as to any Party that does not agree to the amendment.

V.

Compliance with All Applicable Laws

The Parties shall observe and comply with all Federal, State, local laws, rules, ordinances, and regulations affecting the conduct or services provided and their performance of all obligations undertaken by this Agreement.

VI.

Legal Considerations

All local, State, and Federal Laws shall supersede any provisions made in this Agreement. Any provision so effected will not negate the rest of this Agreement. In case any one or more of the provisions contained in this Agreement shall be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein. This Agreement is performable in Tarrant County, Texas, and venue for any proceeding under this Agreement shall be in Tarrant County, Texas. This Agreement shall become binding and effective as to each individual Party upon signature by an authorized representative of such individual Party.

VII.

Liability / Governmental Immunity

All civil liability arising from the furnishing of fire/EMS protection services under this Agreement shall be assigned to the Party actually providing the equipment, services, and manpower pursuant to Texas Government Code, Section 791.006 (a-1) and the assignment of liability is intended to be different than liability otherwise assigned under Texas Government Code, Section 791.006 (a). Notwithstanding the foregoing, the fact that Parties hereto accept certain responsibilities relating to the rendering of Fire Protection and Emergency Medical Services under this Agreement as part of their responsibility for providing protection for the public health makes it imperative that the performance of these vital services be recognized as a governmental function and that the doctrine of governmental immunity shall be, and it is hereby, invoked to the extent possible under the law. No Party hereto waives any immunity or defense that would otherwise be available to it against claims arising from the exercise of governmental powers and functions.

VIII.

Insurance

Each Party shall provide liability insurance to cover the operation of the equipment housed by that Party, and the acts and omissions or of its respective officers, employees, and agents' obligations under this Agreement. A Party may use a program of self-insurance to provide all or part of such liability insurance, but if so, such Party shall provide the details of such insurance to the other Parties upon request.

IX.

Non-Waiver

All rights, remedies, and privileges permitted or available to any Party under this Agreement or at law or equity shall be cumulative and not alternative, and election of any such right, remedy, or privilege shall not constitute a waiver or exclusive election of rights, remedies, or privileges with respect to any other permitted or available right, remedy, or privilege. Additionally, one instance of forbearance by any Party in the enforcement of any such right, remedy, or privilege against any other Party, shall not constitute a waiver of such right, remedy, or privilege by the forbearing Party. A default by any Party under this Agreement shall not result in a forfeiture of any rights, remedies, or privileges under this Agreement by such defaulting Party.

X.

Signature Authority

The undersigned officer and/or agents of the Parties hereto are the properly authorized officials and have the necessary authority to execute this Agreement on behalf of the Parties hereto and each Party hereby certifies to the other that any necessary resolutions extending such authority have been duly passed and are now in full force and effect.

XI.

No Third-Party Beneficiaries

By entering into this Agreement, the Parties do not create any obligations express or implied, other than those set forth herein. This Agreement shall not create any rights in any Parties not signatory hereto.

TOWN OF WESTLAKE

Wade Carroll, Town Manager Date

ATTEST:

Dianna Buchanan, Town Secretary

APPROVED AS TO FORM:

Matthew C. G. Boyle, Town Attorney

CITY OF BEDFORD

City Manager Date

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

CITY OF COLLEYVILLE

City Manager Date

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

DALLAS FORT WORTH International Airport

CEO Date

ATTEST:

City Secretary

APPROVED AS TO FORM:

Attorney

CITY OF EULESS

City Manager Date

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

CITY OF GRAPEVINE

__________________________ ________________

City Manager Date

ATTEST:

____

City Secretary

APPROVED AS TO FORM:

____

City Attorney

CITY OF HALTOM CITY

City Manager Date

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

CITY OF HURST

City Manager Date

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

CITY OF KELLER

City Manager Date

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

CITY OF NORTH RICHLAND HILLS

City Manager Date

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

CITY OF RICHLAND HILLS

__________________________ ___________________

City Manager Date

ATTEST:

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City Secretary

APPROVED AS TO FORM:

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City Attorney

CITY OF ROANOKE

____________________________ _____________________

City Manager Date

ATTEST:

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City Secretary

APPROVED AS TO FORM:

____

City Attorney

CITY OF SOUTHLAKE

__________________________ ________________

City Manager Date

ATTEST:

____

City Secretary

APPROVED AS TO FORM:

____

City Attorney

TOWN OF TROPHY CLUB

Town Manager Date

ATTEST:

Town Secretary

APPROVED AS TO FORM:

Town Attorney

CITY OF WATAUGA

City Manager Date

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

Exhibit A – Effective 5/28/2025

Membership Dues – Operations

City	Population (COG 2024 estimates)	Base Dues	Additional Dues (Based on 1.097 per capita)	Total Dues
Bedford	49,941	$9,359.00	$5,478.53	14,837.53
Colleyville	26,639	$9,359.00	$2,922.30	12,281.30
DFW	60,000	$9,359.00	$6,582.00	15,941.00
Euless	61,555	$9,359.00	$6,752.58	16,111.58
Grapevine	52,283	$9,359.00	$5,735.45	15,094.45
Haltom City	46,505	$9,359.00	$5,101.60	14,460.60
Hurst	40,454	$9,359.00	$4,437.80	13,796.80
Keller	47,476	$9,359.00	$5,208.12	14,567.12
North Richland Hills	73,062	$9,359.00	$8,014.90	17,373.90
Richland Hills	8,678	$9,359.00	$951.98	10,310.98
Roanoke	10,127	$9,359.00	$1,110.93	10,469.93
Southlake	32,195	$9,359.00	$3,531.79	12,890.79
Trophy Club	14,401	$9,359.00	$1,579.79	10,938.79
Watauga	23,775	$9,359.00	$2,608.12	11,967.12
Westlake	2,006	$9,359.00	$220.06	9,579.06
	549,097	$140,385	$60,235.94	200,620.94

Membership Dues – Capital

City	Population (COG 2024 estimates)	Base Dues	Additional Dues (Based on .4297 per capita)	Total Dues
Bedford	49,941	$10,398.00	$21,459.65	31,857.65
Colleyville	26,639	$10,398.00	$11,446.78	21,844.78
Euless	61,555	$10,398.00	$26,450.18	36,848.18
Grapevine	52,283	$10,398.00	$22,466.01	32,864.01
Haltom City	46,505	$10,398.00	$19,983.20	30,381.20
Hurst	40,454	$10,398.00	$17,383.08	27,781.08
Keller	47,476	$10,398.00	$20,400.44	30,798.44
North Richland Hills	73,062	$10,398.00	$31,394.74	41,792.74
Richland Hills	8,678	$10,398.00	$3,728.94	14,126.94
Roanoke	10,127	$10,398.00	$4,351.57	14,749.57
Southlake	32,195	$10,398.00	$13,834.19	24,232.19
Trophy Club	14,401	$10,398.00	$6,188.11	16,586.11
Watauga	23,775	$10,398.00	$10,216.12	20,614.12
Westlake	2,006	$10,398.00	$861.98	11,259.98
	489,097	$145,572	$210,164.98	355,736.98

TOWN OF WESTLAKE

Fire-EMS Department

August 19, 2025

Northeast Fire Department Association (NEFDA) Interlocal Agreement

Member Cities

Established in 1967
205 Square Miles
Over 65,000 Calls For Service
More than $5 million in fleet and Inventory

NEFDA Mission

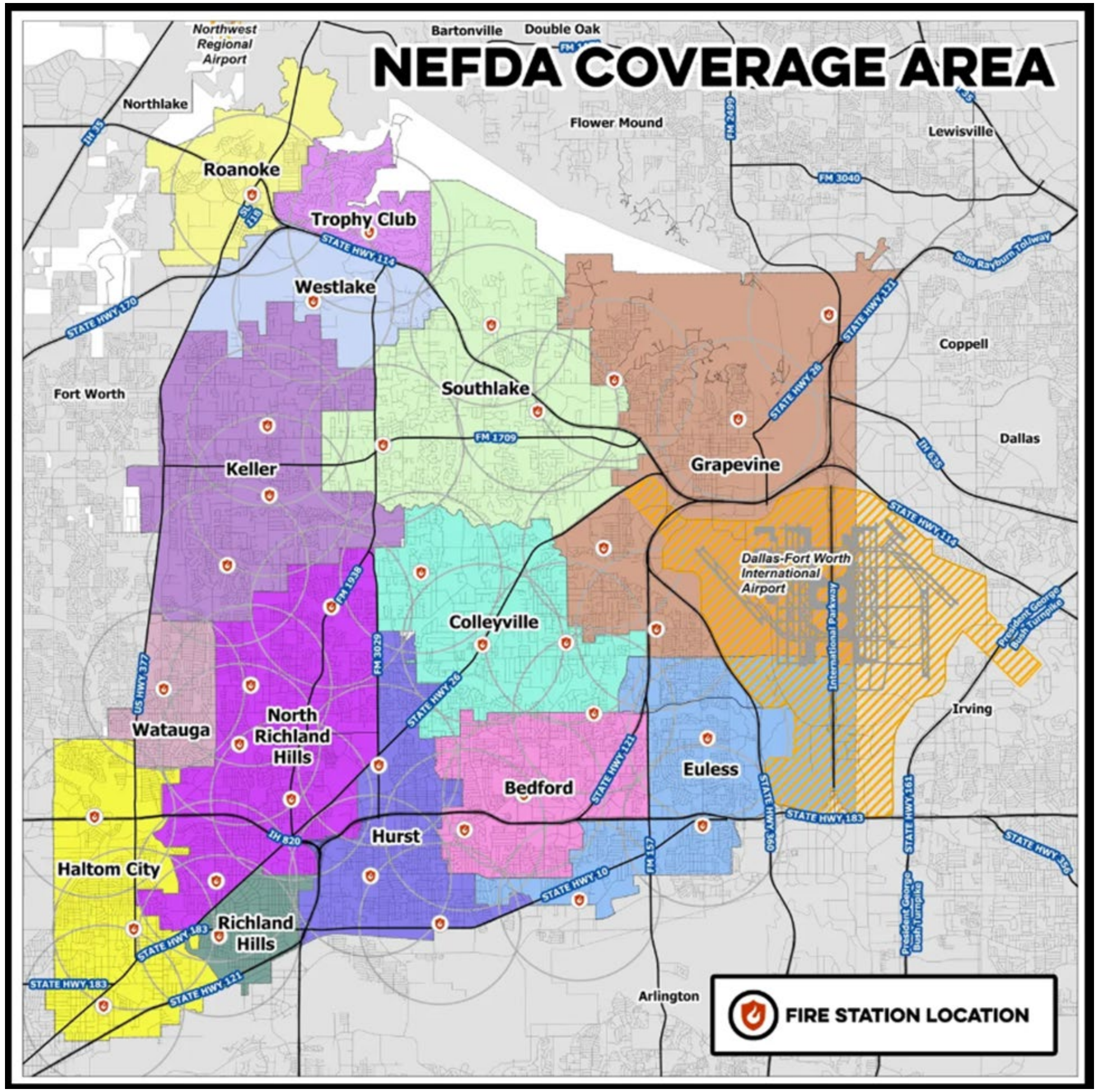
Consolidate the strengths and resources of all member departments for the purpose of enhancing the service delivery to all of our respective customers across all jurisdictional boundaries.

NEFDA Services

- Hazardous Materials
- Vehicle Extrication
- Swift Water Rescue
- Trench Rescue
- Confined Space Rescue
- Structural Collapse
- Rope Rescue
- Explosive Response Team
- Rapid Intervention Team
- Air and Light Support
- Leadership Development
- Resiliency Coalition

THE TOWN OF WESTLAKE

NEFDA Coverage Area



Current Conditions

- NEFDA has voted in DFW Airport Fire Department (FD)
- NEFDA has agreed to allow membership without DFW Airport FD participating in capital replacement dues
- DFW Airport will focus on training, coordination, and enhancing capabilities at DFW and regionally
- New Interlocal Agreement

THE TOWN OF WESTLAKE

DFW Airport Fire Department

Will not participate in capital dues

- Why – they have agreed to share
  - Rich resource pool of equipment and specialized operations
  - Equipment Examples: large industrial fan, MCI apparatus, incident command center, etc.
  - Specialized Operations Examples: Hazardous materials technician team, technical rescue team, and bomb team

Will participate in operations dues

- Why – participate in regional training and emergency response
  - Enhance training and service capabilities internally and regionally

THE TOWN OF WESTLAKE

Westlake Fire-EMS Department Commitment

- Remains the same
- No change in due structure
- Continue to offer hazardous materials response capabilities

NEFDA Annual Membership Due Structure

2025 OPERATIONS DUES

City	Population (COG 2024 estimates)	Base Dues	Additional Dues (Based on 1.097 per capita)	Total Dues
Bedford	49,941	$9,359.00	$5,478.53	14,837.53
Colleyville	26,639	$9,359.00	$2,922.30	12,281.30
DFW	60,000	$9,359.00	$6,582.00	15,941.00
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Trophy Club	14,401	$9,359.00	$1,579.79	10,938.79
Watauga	23,775	$9,359.00	$2,608.12	11,967.12
Westlake	2,006	$9,359.00	$220.06	9,579.06

THE TOWN OF WESTLAKE

NEFDA Annual Membership Due Structure

2025 CAPITAL DUES

City	Population (COG 2024 estimates)	Base Dues	Additional Dues (Based on .4297 per capita)	Total Dues
Bedford	49,941	$10,398.00	$21,459.65	31,857.65
Colleyville	26,639	$10,398.00	$11,446.78	21,844.78
Euless	61,555	$10,398.00	$26,450.18	36,848.18
Grapevine	52,283	$10,398.00	$22,466.01	32,864.01
Haltom City	46,505	$10,398.00	$19,983.20	30,381.20
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Keller	47,476	$10,398.00	$20,400.44	30,798.44
North Richland Hills	73,062	$10,398.00	$31,394.74	41,792.74
Richland Hills	8,678	$10,398.00	$3,728.94	14,126.94
Roanoke	10,127	$10,398.00	$4,351.57	14,749.57
Southlake	32,195	$10,398.00	$13,834.19	24,232.19
Trophy Club	14,401	$10,398.00	$6,188.11	16,586.11
Watauga	23,775	$10,398.00	$10,216.12	20,614.12
Westlake	2,006	$10,398.00	$861.98	11,259.98

THE TOWN OF WESTLAKE

DISTINCTIVE BY DESIGN

Recommendation

Approve resolution for updated NEFDA Interlocal Agreement

QUESTIONS

Town Council/Board of Trustees
AGENDA ITEM REPORT

DATE: August 19, 2025 **AGENDA ITEM NO:** H.3.
FROM: Jason Power, Director of Information Technology, Information Technology
SUBJECT: Discuss, consider and act to approve Resolution 25-30 authorizing contract with Driven Security to update Municipal Court Security.

ATTACHMENTS:

1. Res 25-30 Authorizing updating Municipal Court Security
2. Westlake Town Hall Proposal_6.25.25
3. Westlake Town Hall Estimate 2529

SUMMARY :
Approval of Resolution 25-30 would authorize a contract with Driven Security to update the Municipal Court's aging security systems, including cameras and access control, in the Council / Court Chambers, Town Hall, and Municipal Court offices. The new system will match the one recently installed at Westlake Academy, improving reliability, enhancing safety for staff, the judges, and the public, and allowing efficient, unified management by IT and emergency services. The project will be fully funded by the Municipal Court Building and Security funds, specifically allocated for this purpose, with no impact to the General Fund.

BACKGROUND AND DISCUSSION:

Approval of Resolution 25-30 would authorize a contract with Driven Security to update the security systems, including cameras and access control, for all areas utilized by Municipal Court staff, the judges, and the public. The Municipal Court Building and Security Fund, established under Texas Local Government Code § 134.103 and § 134.156, may only be used for financing security-related equipment and personnel, including cameras, metal detectors, surveillance systems, locks, and trained bailiffs. This upgrade will cover the Council / Court Chambers as well as the Town Hall and Municipal Court office spaces. The current security equipment, ranging in age from 8 to over 10 years, has experienced multiple failures in the past year, reducing reliability, coverage, and overall effectiveness.

The proposed system matches the modern platform recently installed at Westlake Academy, creating consistency across Town facilities and allowing the IT department and emergency services to manage and monitor both systems more efficiently. This unified approach improves operational efficiency, reduces training requirements, and allows for a coordinated security response in the event of an incident.

Upgrading to a modern, integrated camera and access control system will significantly enhance our security by providing high-resolution video monitoring, secure and auditable entry management, and real-time alerts for suspicious activity or unauthorized access. These capabilities will enable staff to quickly verify and control entry to restricted areas, monitor proceedings and public spaces continuously, and respond promptly and effectively to potential threats. The system's cloud-based management platform will provide secure remote access for authorized personnel, ensuring that security oversight can continue even when staff are offsite.

This project will be fully funded using Court Security funds specifically allocated for this purpose, with no impact to the General Fund. Revenues in this fund are obtained through fees within the citations paid. Investing in this upgrade will provide a safer, more secure environment for staff, elected and appointed officials, the judiciary, and the public while supporting the integrity and orderly operation of municipal and court business.

FISCAL IMPACT:
The cost of the project is estimated to be $106,708.00, and will be fully funded through Municipal Court Building and Security funds. Revenues in this fund are obtained or replenished through fees within the citations paid.

LEGAL REVIEW:
N/A

RECOMMENDATION:
Staff recommend approval of Resolution 25-30, authorizing contract for updating Municipal Court Security

ACTION OPTIONS:

Motion to Approve as Presented	Motion to Deny
Motion to Approve with Changes/Conditions	Motion to Continue or Table

TOWN OF WESTLAKE

RESOLUTION NO. 25-30

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS, APPROVING A CONTRACT WITH DRIVEN SECURITY FOR UPDATING THE MUNICIPAL COURT SECURITY SYSTEM; AND AUTHORIZING EXECUTION OF THE CONTRACT BY THE TOWN MANAGER USING MUNICIPAL COURT BUILDING AND SECURITY FUNDS IN AN AMOUNT NOT TO EXCEED $110,000.

WHEREAS, the Municipal Court Building and Security Fund, established under Texas Local Government Code § 134.103 and § 134.156, may only be used for financing security-related equipment and personnel, including cameras, metal detectors, surveillance systems, locks, and trained bailiffs; and

WHEREAS, the Town has determined that the current security infrastructure—such as monitoring and surveillance systems, and access control at the Municipal Court—is outdated and requires modernization to ensure the safety of judges, staff, and the public; and

WHEREAS, budgetary funds are available in the Municipal Court Building and Security Fund to finance such upgrades; and

WHEREAS, the Town Council of the Town of Westlake does hereby recognize and agree that updating the Municipal Court security system is beneficial and necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS:

SECTION 1: That all matters stated in the Recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

SECTION 2: That the Town does hereby authorize the Town Manager to execute the contract with Driven Security for updating the Municipal Court security system utilizing the Municipal Court Building and Security Fund in an amount not to exceed $110,000.

SECTION 3: If any portion of this Resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determines that it would have adopted this Resolution without the invalid provision.

SECTION 4: That this Resolution shall become immediately effective from and after its date of passage.

PASSED AND APPROVED ON THIS 19TH DAY OF AUGUST 2025.

____
Kim Greaves, Mayor

ATTEST:

____
Dianna Buchanan, Town Secretary

APPROVED AS TO FORM:

____
Matthew C. G. Boyle, Town Attorney

Proposal for:

Town of Westlake

City Hall Cameras and Access Control

6/25/2025

THE TOWN OF WESTLAKE

DISTINCTIVE BY DESIGN

DRIVEN

PROTECTION WITH PURPOSE

Verkada

ceia USA

Driven Security

Nashville | Austin | Huntsville | Tampa | Phoenix

Scope of Work

Hardware & Licenses

City Hall - 17 total cameras, 1 viewing stations (monitors and mounts by others), and 14 doors of access control with a 10-year manufacturer's hardware warranty on Verkada devices and a 90 day labor warranty. 30 days of onboard storage is provided on interior and exterior cameras. 30 days of camera cloud storage is included (pricing available upon request for additional cloud storage). Unlimited backups for camera archives. 5 new camera installations include new cabling. All other locations are assumed to have existing cameras with cabling in good working order that will be reused. There will be additional cost if new cabling is required. All doors of access control will be at locations that have exisitng hardware that is assumed to be functioning properly. We will remove the existing cardreader and controller and replace them with the new Verkada hardware only. No new access control cabling or locks/PTE/motions are included.

Verkada Camera Hardware & Licenses:

• CD43-256-HW	Indoor Dome	qty	10
• CD53-256-HW	Indoor Dome	qty	3
• CD63-512-HW	Indoor Dome	qty	4
• VX52-HW	Viewing Station	qty	1
•	Camera License	qty	17
•	Viewing Station License	qty	1

Links to Product Information

- Verkada Dome Series

Verkada Access Control Hardware & Licenses:

• AC42-HW	Four Door Controller	qty	4
• AD34-HW	Card Reader	qty	14
• ACC-BAT-4AH	4AH Backup Battery	qty	4
•	Door License	qty	14

Links to Product Information

- Verkada Access Control

Pricing Breakdown

(Pricing includes software licensing for all provided devices per the term selected below. Recurring license pricing is subject to change and the renewal amount would be based upon the current pricing at the time of the renewal. The longest term that your current budget can support to lock in your pricing is recommended.

- 1 Year License Option: $ 60,413.00

  or
- 3 Year License Option: $ 70,316.00

  or
- 5 Year License Option: $ 80,728.00

  or
- 10 Year License Option: $ 106,708.00

Qualifications & Exclusions:

- Pricing is valid for 30 days from the date of this proposal and per the lump sum provided above. Any unit pricing provided is for reference only and shall not be used to revise the total.
- Pricing is without bond and assuming that your organization is exempt from sales tax. If your organization is not tax exempt, please add applicable local sales tax to these prices.
- Pricing is not through a purchasing co-op organization. Should the use of a purchasing co-op be required, a revised proposal can be provided.
- One mobilization is included in this price.
- Device counts and locations are per the floor plans provided. We are assuming that all existing cabling and hardware is in good working order and will be reused. Any new run locations must be finalized before mobilization to the site.
- If a device is to be installed in an elevator, owner to coordinate with their elevator vendor to be onsite for our installation and to provide the necessary wiring in the elevator cab and equipment room at their expense.
- Mast or Boom lifts to be provided by the facility if required unless noted above.
- No electrical or demo work is included in our scope. A power outlet will be required at each location of door controllers and external power supplies. Outlet to be provided and installed by a licensed electrician or the facilities maintenance team. If any additional fees or permits are required other than those included above, they shall be coordinated and paid for by the owner.
- It is assumed that cable pathways already exist and will be used for this installation. Additional Cable supports will not be installed unless noted above. No new conduit is included.
- No wireless bridges or access points are included unless noted above. If included, it is the responsibility of the owner to ensure that an adequate mounting location is provided with a clear line of site to each point to point device.
- It is assumed that the facility has an adequate network infrastructure with sufficient internet bandwidth to support this installation to include fiber internet connections at switch locations (provided by the facility).
- It is recommended that the customer's IT team create a VLAN for the new camera system.
- It is assumed that POE+ ports are available and configured for all new required network connections (one per device).
- New CAT6 riser rated cabling will be provided at all new camera/sensor/alarm panel locations & door controllers unless noted above. One new composite access control cable will be provided to each new door location unless noted above.
- If existing coax cabling is encountered, a coax to POE converter will be provided and installed at an additional cost unless noted above.
- If there are existing access-controlled doors, it is assumed that all existing door hardware (mags, PTE, motion, strikes, etc.) is in good working order and will be reused with the new Verkada door controllers. It is also assumed that all existing hardware and power supplies terminate at the same location (no new wiring required).
- Door operators and gate motors/controllers by others.
- Driven's lead technician will be granted org admin access to the customer's existing Verkada Command account. If a customer does not have a Command account, Driven will set up the account and provide training as required.
- If Verkada hardware is provided by others, it shall be delivered to the site and inventoried prior to our arrival.
- No integration into existing systems or camera call ups are included unless noted above.
- This system is being installed per the direction of the owner. The owner shall be responsible for all coordination with the fire marshal and their existing fire alarm vendor for compliance with all applicable codes. A fire alarm interface (FAI) is available on the door controllers if integration into the fire alarm system system is required.
- Any additional work not described above that is requested by the owner shall be performed on a time and material basis and a change order shall be issued for that work. This additional work shall include any rework, relocating of cameras, or adjusting camera shots after the initial installation.
- Upon acceptance of the proposal, the initial invoice will be submitted for the value of all hardware, materials, and mobilization. The remainder of the project will be billed monthly based on the percentage of the project that is complete at that time.

Thank you for the opportunity to provide this proposal to your organization.
In addition to the items quoted above, below is a full list of our products & services:

- Video Security (Cameras)
- Access Control
- Video Intercoms
- Alarms
- Air Quality Sensors
- Workplace Management (Visitor & Mailroom)
- Locking Control Systems / PLC's
- Structured Cabling & Low Voltage
- Ceia Metal Detectors:
  - **OPENGATE**, Walk-Through, Hand Held
- ZeroEyes AI Weapons Detection
- All-in-One Mobile Surveillance Units
- Window Security Films
- Perimeter & Specialty Fencing
- Barricades
- Security Assesments / Consulting / Training

Please let us know if you have any questions on this proposal or would like additional information on any of the items noted above.

Sincerely,

Driven Security

Max Conway *Regional Sales Manager of Driven Security* max@drivenlocks.com
(823) 257-2286

Zac Clement *Operations Manager of Driven Security* zac@drivenlocks.com
(731) 333-4499

Adam Birdwell, PE *Owner of Driven Security* adam@drivenlocks.com
(615) 533-4503

Acceptance of Proposal:

This quote has been approved by *Westlake* per the signature below. This signature from its authorized representative releases us to proceed with the above described scope of work. It shall serve as a binding agreement with *Westlake* and Driven Security for the above proposal.

Name / Title: ________________________________

Signature: ________________________________

ESTIMATE

Driven Security
10645 N Tatum Blvd Ste 200-410
Phoenix, AZ 85028

customerservice@drivenlocks.com
+1 (844) 237-4836
www.drivenlocks.com

Town of Westlake:Town of Westlake City Hall

Bill to
Town of Westlake
1500 Solana Blvd
Bldg 7, Suite 7200
Westlake, TX 76262

Ship to
Town of Westlake
2600 J T Ottinger Rd
Westlake, TX 76262

Estimate details
Estimate no.: 2529
Estimate date: 08/01/2025

#	Product or service	SKU	Description	Qty	Rate	Amount
1.	**Verkada CD43-256-HW**	CD43-256-HW	CD43 Indoor Dome Camera, 256GB, 30 Days Max	10	$849.15	$8,491.50
2.	**Verkada CD53 Indoor Dome Camera, 256GB, 30 Days Max**	CD53-256-HW	Verkada CD53 Indoor Dome Camera, 256GB, 30 Days Max	3	$1,019.15	$3,057.45
3.	**Verkada CD63 Indoor Dome Camera, 4K, Zoom Lens, 512GB of Storage, Maximum**	CD63-512-HW	Verkada CD63 Indoor Dome Camera, 4K, Zoom Lens, 512GB of Storage, Maximum 30 Days of Retention	4	$1,274.15	$5,096.60
4.	**Verkada VX52 Viewing Station**	VX52-HW	Verkada VX52 Viewing Station	1	$424.15	$424.15
5.	**Verkada Angle Mount**	ACC-MNT-ANGLE-1	Verkada Angle Mount	4	$126.65	$506.60
6.	**Verkada 10-Year Camera License, Capacity Increase**	LIC-CAM-10Y-CAP	Verkada 10-Year Camera License, Capacity Increase	17	$1,511.16	$25,689.72
7.	**Verkada 10-Year Viewing Station License**	LIC-VX-10Y	Verkada 10-Year Viewing Station License	1	$3,359.16	$3,359.16
8.	**Verkada AC42 4 Door Controller**	AC42-HW	Verkada AC42 4 Door Controller	4	$1,529.15	$6,116.60
9.	**Verkada AD34 Multi-Format Card Reader**	AD34-HW	Verkada AD34 Multi-Format Card Reader	14	$296.65	$4,153.10
10.	**Verkada 4AH Battery for AC41, AX11, BP41**	ACC-BAT-4AH	Verkada 4AH Battery for AC41, AX11, BP41	4	$109.65	$438.60

11.	**Verkada 10-year Door License, Capacity Increase**	LIC-AC-10Y-CAP	Verkada 10-year Door License, Capacity Increase	14	$1,679.16	$23,508.24
12.	**Shipping**	Shipping		1	$1,173.00	$1,173.00
13.	**Commercial Installation services**	Install-Biz	Installation Services to be performed	1	$24,693.5995715	$24,693.60

Total **$106,708.32**

Note to customer

10 Year Town Hall

Accepted date **Accepted by**

Town Council/Board of Trustees

AGENDA ITEM REPORT

DATE: August 19, 2025 **AGENDA ITEM NO:** H.4.
FROM: Kelly Ritchie, Head of School, Westlake Academy
SUBJECT: Discuss, consider and act regarding WA Resolution 25-20 to approve an application for waiver for Staff Development Days for the 2025-2026 and 2026-2027 School Years.

ATTACHMENTS:

1. WA Resolution 25-20 for Staff Development Waiver Days

SUMMARY :
The Academy is seeking a Texas Education Agency (TEA) waiver for the allowed 2,100 minutes of professional development for the 2025-2026 and the 2026-2027 academic calendar years. This is a standard process that requires Board approval to submit the waiver request from TEA.

BACKGROUND AND DISCUSSION:
Districts and open-enrollment charter schools may request a waiver for excused absences of instructional days for staff and professional development. This waiver allows district and charter schools to train staff on various educational strategies designed to improve student performance in lieu of student instruction during the school year.

The Academy believes in the power of effective staff and professional development. As such, our teachers are well-trained in IB philosophy, IB theory and IB standards and practices along with other staff development requirements of the State. These training opportunities foster teacher efficacy and furnish data to inspire meaningful change that transforms our classroom instruction.

The Staff Development Minutes Waiver provides for a maximum of 2,100 total waiver minutes to use for professional development throughout a school year. These days must fall within the academic calendar and can not fall before the first day of school or exceed the last day of the academic school calendar. It is important to note that the total waiver minutes for staff development cannot exceed 2,100 minutes per year.

FISCAL IMPACT:
N/A

LEGAL REVIEW:
N/A

RECOMMENDATION:

Staff Recommends Approval of WA Resolution 25-20 as presented.

ACTION OPTIONS:

Motion to Approve as Presented	Motion to Deny
Motion to Approve with Changes/Conditions	Motion to Continue or Table

WESTLAKE ACADEMY

WA RESOLUTION 25-20

A RESOLUTION OF THE WESTLAKE ACADEMY BOARD OF TRUSTEES APPROVING AN APPLICATION FOR A WAIVER FOR STAFF DEVELOPMENT MINUTES FOR THE 2025-2026 AND 2026-2027 SCHOOL YEARS.

WHEREAS, Westlake Academy's mission is to support students as they become compassionate, life-long learners through an internationally-minded, balanced education that empowers students to contribute to our interconnected world; and

WHEREAS, staff and professional development are defined as the set of tools, resources and training for educators to improve their teaching quality and effectiveness; and

WHEREAS, staff and professional development experiences create an environment for teachers and staff to hone their craft, knowledge and thereby increase their impact of student learning; and

WHEREAS, the Board of Trustees finds that the passage of this Resolution is in the best interest of the citizens of Westlake as well as the students, their parents, and faculty of Westlake Academy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY:

SECTION 1: That, all matters stated in the recitals herein above are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

SECTION 2: That, the Board of Trustees of Westlake Academy, hereby approves the application for Professional Development Waivers for the 2025-2026 and the 2026-2027 school years.

SECTION 3: If any portion of this resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determines that it would have adopted this Resolution without the invalid provision.

SECTION 4: That this resolution shall become effective from and after its date of passage.

PASSED AND APPROVED ON THIS 19TH DAY OF AUGUST 2025.

____
Kim Greaves, President

ATTEST:

____
Dianna Buchanan, Board Secretary

____
Dr. Kelly Ritchie, Head of School

APPROVED AS TO FORM:

____
Janet S. Bubert, School Attorney

Town Council/Board of Trustees

AGENDA ITEM REPORT

DATE: August 19, 2025 **AGENDA ITEM NO:** H.5.

FROM: Sandy Garza, Human Resources Director, Human Resources

SUBJECT: Discuss, consider and act regarding WA Resolution 25-21 to approve the amended Westlake Academy Employee Compensation Plan for the 2025-2026 School Year.

ATTACHMENTS:

1. WA Resolution 25-21 Approving Amended WA SY 25-26 Employee Compensation Plan
2. 2025-2026 WA Compensation Plan- amended 08-19-2025

SUMMARY :

To maintain compliance with the new statutory provisions enacted during the 2025 Legislative Session, modifications to the previously adopted 2025-2026 Employee Compensation Plan are necessary.

BACKGROUND AND DISCUSSION:

Each year, the Westlake Academy Board of Trustees adopts an employee compensation plan as part of the annual budget. The plan is designed to ensure that the Academy offers competitive and equitable salaries for all employee classifications, supporting the recruitment and retention of high-quality staff in alignment with the school's mission and educational goals.

During the 2025 Legislative Session, the Texas Legislature enacted House Bill 2, which amended requirements for educator compensation, including additional salary allotments and distribution mandates for certain instructional staff. To maintain compliance with these new statutory provisions, modifications to the previously adopted 2025–2026 Employee Compensation Plan are necessary.

1. Updated Salary Schedule: Adjustments to the salary schedule for Classroom Teachers to meet the minimum requirements under House Bill 2 and to remain competitive within the area market.
2. Distribution of HB 2 Funds: Allocation of state-provided compensation increases in accordance with legislative requirements.
3. Two percent (2%) increase of mid, plus step for other professional staff (Librarians, Nurses, Coordinators, Instructional Coaches) – new separate salary schedule.
4. Two percent (2%) increase of mid, plus step for Counselors, Diagnosticians, and Speech Language Pathologists.
5. Two percent (2%) increase for all other qualified employees.

6. Updates to Athletic Stipend list - Addition of Swim Head & Assistant Coach stipends, removed Softball stipend and moved Assistant JH Football Coach to HS Assistant Coach.

FISCAL IMPACT:
The amended compensation plan has been incorporated into the adopted 2025–2026 budget. Funding for all salary increases and associated benefits will be provided through a combination of state allotments authorized under House Bill 2 and existing budget allocations. Adjustments to athletic stipends will likewise be funded through the previously adopted 2025–2026 budget.

LEGAL REVIEW:
N/A

RECOMMENDATION:
Staff recommends approval Resolution WA 25-21 amending the Employee Compensation Plan for the 2025–2026 School Year, as presented.

ACTION OPTIONS:

Motion to Approve as Presented	Motion to Deny
Motion to Approve with Changes/Conditions	Motion to Continue or Table

WESTLAKE ACADEMY

RESOLUTION NO. 25-21

A RESOLUTION AMENDING THE WESTLAKE ACADEMY EMPLOYEE COMPENSATION PLAN FOR THE 2025–2026 SCHOOL YEAR.

WHEREAS, the Board of Trustees is vested with the authority under Texas Education Code §§ 12.105, 12.121, and 45.105 to adopt and amend the school's employee compensation plan; and

WHEREAS, the Board of Trustees annually adopts a compensation plan as part of the school's budget to ensure competitive and equitable salaries for all employees; and

WHEREAS, it has been determined that amendments to the 2025–2026 Employee Compensation Plan are necessary in order to comply with legislative changes enacted under House Bill 2; and

WHEREAS, the Academy is amending its previously adopted salary schedule to authorize payments to employees consistent with the requirements of House Bill 2, and the newly adopted schedule; and

WHEREAS, the Head of School has reviewed and recommends the proposed amendments, which have been presented to the Board of Trustees for consideration; and

WHEREAS, the Board of Trustees finds that the passage of this Resolution is in the best interest of the citizens of Westlake as well as the students, their parents, and faculty of Westlake Academy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY:

<u>SECTION 1:</u> That all matters stated in the recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

<u>SECTION 2:</u> That the Board of Trustees of Westlake Academy hereby adopts the amended Westlake Academy Employee Compensation Plan for the school year 2025-2026 and appropriates the funds contained therein, attached to this resolution as "Exhibit A".

<u>SECTION 3:</u> That the Board of Trustees of Westlake Academy authorizes the Head of School or designee to implement these amendments and make any necessary administrative adjustments to ensure compliance with applicable laws and regulations.

SECTION 4: That a copy of the official adopted 2025-2026 Employee Compensation Plan shall be kept on file in the office of the Town Secretary and posted on the Westlake Academy website.

SECTION 5: If any portion of this Resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof, and the Board of Trustees hereby determines that it would have adopted this Resolution without the invalid provision.

SECTION 6: That this resolution shall become effective from and after its date of passage.

PASSED AND APPROVED ON THIS 19th DAY OF AUGUST 2025.

____
Kim Greaves, President

ATTEST:

____
Dianna Buchanan, Board Secretary

____
Dr. Kelly Ritchie, Head of School

APPROVED AS TO FORM:

____
Janet S. Bubert, School Attorney

WESTLAKE ACADEMY EMPLOYEE COMPENSATION PLAN

2025-2026

Table of Contents

Texas Constitution, Article III, Sections 44, 51, 53 – State agencies and institutions of higher education are not allowed to grant extra or additional compensation to a state officer or employee for services that have already been rendered.

Section 1: Pay Structure

New Hire Schedule for Classroom Teachers

2025-2026 Salary Schedule Classroom Teacher								
2024-2025 Years of Experience	2024-2025 BA 187-Day Annual Salary	2025-2026 Years of Experience	2025-2026 Teacher Retention Allotment Increase	2025-2026 Locally Funded Increase	BA 187-Day Annual Salary	BA 187-Day Daily Rate	MA 187-Day Annual Salary	Doctorate 187-Day Annual Salary
		0		$ 1,000.00	$ 62,000	$ 331.55	$ 63,500	$ 65,000
0	$ 61,000	1	$ -	$ 1,740.00	$ 62,740	$ 335.51	$ 64,240	$ 65,740
1	$ 61,382	2	$ -	$ 1,660.00	$ 63,042	$ 337.12	$ 64,542	$ 66,042
2	$ 61,682	3	$ 4,000.00		$ 65,682	$ 351.24	$ 67,182	$ 68,682
3	$ 61,982	4	$ 4,000.00		$ 65,982	$ 352.84	$ 67,482	$ 68,982
4	$ 62,482	5	$ 8,000.00		$ 70,482	$ 376.91	$ 71,982	$ 73,482
5	$ 63,032	6	$ 8,000.00		$ 71,032	$ 379.85	$ 72,532	$ 74,032
6	$ 63,632	7	$ 8,000.00		$ 71,632	$ 383.06	$ 73,132	$ 74,632
7	$ 64,182	8	$ 8,000.00		$ 72,182	$ 386.00	$ 73,682	$ 75,182
8	$ 64,682	9	$ 8,000.00		$ 72,682	$ 388.67	$ 74,182	$ 75,682
9	$ 65,082	10	$ 8,000.00		$ 73,082	$ 390.81	$ 74,582	$ 76,082
10	$ 65,482	11	$ 8,000.00		$ 73,482	$ 392.95	$ 74,982	$ 76,482
11	$ 65,882	12	$ 8,000.00		$ 73,882	$ 395.09	$ 75,382	$ 76,882
12	$ 66,282	13	$ 8,000.00		$ 74,282	$ 397.23	$ 75,782	$ 77,282
13	$ 66,682	14	$ 8,000.00		$ 74,682	$ 399.37	$ 76,182	$ 77,682
14	$ 67,182	15	$ 8,000.00		$ 75,182	$ 402.04	$ 76,682	$ 78,182
15	$ 67,682	16	$ 8,000.00		$ 75,682	$ 404.71	$ 77,182	$ 78,682
16	$ 68,182	17	$ 8,000.00		$ 76,182	$ 407.39	$ 77,682	$ 79,182
17	$ 68,582	18	$ 8,000.00		$ 76,582	$ 409.53	$ 78,082	$ 79,582
18	$ 68,982	19	$ 8,000.00		$ 76,982	$ 411.67	$ 78,482	$ 79,982
19	$ 69,382	20	$ 8,000.00		$ 77,382	$ 413.81	$ 78,882	$ 80,382
20	$ 69,782	21	$ 8,000.00		$ 77,782	$ 415.94	$ 79,282	$ 80,782
21	$ 70,182	22	$ 8,000.00		$ 78,182	$ 418.08	$ 79,682	$ 81,182
22	$ 70,582	23	$ 8,000.00		$ 78,582	$ 420.22	$ 80,082	$ 81,582
23	$ 70,982	24	$ 8,000.00		$ 78,982	$ 422.36	$ 80,482	$ 81,982
24	$ 71,582	25	$ 8,000.00		$ 79,582	$ 425.57	$ 81,082	$ 82,582
25	$ 72,282	26	$ 8,000.00		$ 80,282	$ 429.31	$ 81,782	$ 83,282
26	$ 73,182	27	$ 8,000.00		$ 81,182	$ 434.13	$ 82,682	$ 84,182
27	$ 73,982	28	$ 8,000.00		$ 81,982	$ 438.40	$ 83,482	$ 84,982
28	$ 74,882	29	$ 8,000.00		$ 82,882	$ 443.22	$ 84,382	$ 85,882
29	$ 75,782	30	$ 8,000.00		$ 83,782	$ 448.03	$ 85,282	$ 86,782
30	$ 76,182	31	$ 8,000.00		$ 84,182	$ 450.17	$ 85,682	$ 87,182
31	$ 76,782	32	$ 8,000.00		$ 84,782	$ 453.38	$ 86,282	$ 87,782
32	$ 77,582	33	$ 8,000.00		$ 85,582	$ 457.66	$ 87,082	$ 88,582
33	$ 78,282	34	$ 8,000.00		$ 86,282	$ 461.40	$ 87,782	$ 89,282
34	$ 78,782	35+	$ 8,000.00		$ 86,782	$ 464.07	$ 88,282	$ 89,782

Approved positions exceeding 187 days will be compensated based on a daily rate commensurate with years of experience, multiplied by the number of days to be worked in the school year.

Salary based on conferred degree and TEA approved creditable years of service. This salary schedule is for the 2025-2026 school year only. This schedule is not a predictor of future compensation. Salary advancement is based on the annual pay raise budget approved by the Board of Trustees each year.

HR 08-19-2025

New Hire Schedule for Non-Teaching Professionals

2025-2026 Salary Schedule
Non-Teaching Professionals

Non-Teaching Professionals include: Librarians/Nurses (RN)/Coordinators/Instructional Coaches/Dyslexia Specialists

2025-2026 Years of Experience	BA 187-Day Daily Rate	BA 187-Day Annual Salary	MA 187-Day Annual Salary	Doctorate 187-Day Annual Salary	BA 197-Day Annual Salary	MA 197-Day Annual Salary	Doctorate 197-Day Annual Salary	BA 202-Day Annual Salary	MA 202-Day Annual Salary	Doctorate 202-Day Annual Salary
0	$331.55	$62,000	$63,500	$65,000	$65,316	$66,816	$68,316	$66,973	$68,473	$69,973
1	$335.48	$62,736	$64,236	$65,736	$66,090	$67,590	$69,090	$67,768	$69,268	$70,768
2	$337.09	$63,036	$64,536	$66,036	$66,406	$67,906	$69,406	$68,092	$69,592	$71,092
3	$338.69	$63,336	$64,836	$66,336	$66,723	$68,223	$69,723	$68,416	$69,916	$71,416
4	$341.37	$63,836	$65,336	$66,836	$67,249	$68,749	$70,249	$68,956	$70,456	$71,956
5	$344.31	$64,386	$65,886	$67,386	$67,829	$69,329	$70,829	$69,550	$71,050	$72,550
6	$347.52	$64,986	$66,486	$67,986	$68,461	$69,961	$71,461	$70,198	$71,698	$73,198
7	$350.46	$65,536	$67,036	$68,536	$69,040	$70,540	$72,040	$70,792	$72,292	$73,792
8	$353.13	$66,036	$67,536	$69,036	$69,567	$71,067	$72,567	$71,333	$72,833	$74,333
9	$355.27	$66,436	$67,936	$69,436	$69,988	$71,488	$72,988	$71,765	$73,265	$74,765
10	$357.41	$66,836	$68,336	$69,836	$70,410	$71,910	$73,410	$72,197	$73,697	$75,197
11	$359.55	$67,236	$68,736	$70,236	$70,831	$72,331	$73,831	$72,629	$74,129	$75,629
12	$361.69	$67,636	$69,136	$70,636	$71,252	$72,752	$74,252	$73,061	$74,561	$76,061
13	$363.83	$68,036	$69,536	$71,036	$71,674	$73,174	$74,674	$73,493	$74,993	$76,493
14	$366.50	$68,536	$70,036	$71,536	$72,201	$73,701	$75,201	$74,033	$75,533	$77,033
15	$369.17	$69,036	$70,536	$72,036	$72,727	$74,227	$75,727	$74,573	$76,073	$77,573
16	$371.85	$69,536	$71,036	$72,536	$73,254	$74,754	$76,254	$75,113	$76,613	$78,113
17	$373.99	$69,936	$71,436	$72,936	$73,675	$75,175	$76,675	$75,545	$77,045	$78,545
18	$376.13	$70,336	$71,836	$73,336	$74,097	$75,597	$77,097	$75,977	$77,477	$78,977
19	$378.27	$70,736	$72,236	$73,736	$74,518	$76,018	$77,518	$76,410	$77,910	$79,410
20	$380.40	$71,136	$72,636	$74,136	$74,940	$76,440	$77,940	$76,842	$78,342	$79,842
21	$382.54	$71,536	$73,036	$74,536	$75,361	$76,861	$78,361	$77,274	$78,774	$80,274
22	$384.68	$71,936	$73,436	$74,936	$75,782	$77,282	$78,782	$77,706	$79,206	$80,706
23	$386.82	$72,336	$73,836	$75,336	$76,204	$77,704	$79,204	$78,138	$79,638	$81,138
24	$390.03	$72,936	$74,436	$75,936	$76,836	$78,336	$79,836	$78,786	$80,286	$81,786
25	$393.77	$73,636	$75,136	$76,636	$77,573	$79,073	$80,573	$79,542	$81,042	$82,542
26	$398.59	$74,536	$76,036	$77,536	$78,521	$80,021	$81,521	$80,514	$82,014	$83,514
27	$402.86	$75,336	$76,836	$78,336	$79,364	$80,864	$82,364	$81,379	$82,879	$84,379
28	$407.68	$76,236	$77,736	$79,236	$80,312	$81,812	$83,312	$82,351	$83,851	$85,351
29	$412.49	$77,136	$78,636	$80,136	$81,260	$82,760	$84,260	$83,323	$84,823	$86,323
30+	$414.63	$77,536	$79,036	$80,536	$81,682	$83,182	$84,682	$83,755	$85,255	$86,755

Salary based on conferred degree and TEA approved creditable years of service. This salary schedule is for the 2025-2026 school year only. This schedule is not a predictor of future compensation. Salary advancement is based on the annual pay raise budge approved by the Board of Trustees each year.

HR 08-19-2025

New Hire Schedule for Counselors, Diagnostician and Speech Language Pathologists

2025-2026 Salary Schedule Counselors, Diagnosticians, and Speech Language Pathologists						
Years of Experience	2025-2026 MA Daily Rate	MA 187-Day Annual Salary	MA 193-Day Annual Salary	MA 197-Day Annual Salary	MA 202-Day Annual Salary	MA 207-Day Annual Salary
0	$351.98	$65,820	$67,932	$69,340	$71,100	$72,860
1	$355.52	$66,482	$68,615	$70,037	$71,815	$73,593
2	$359.06	$67,144	$69,299	$70,735	$72,530	$74,325
3	$362.60	$67,806	$69,982	$71,432	$73,245	$75,058
4	$366.14	$68,468	$70,665	$72,130	$73,960	$75,791
5	$369.86	$69,164	$71,383	$72,862	$74,712	$76,561
6	$374.89	$70,104	$72,354	$73,853	$75,728	$77,602
7	$379.92	$71,045	$73,325	$74,844	$76,744	$78,643
8	$384.95	$71,986	$74,295	$75,835	$77,760	$79,685
9	$388.98	$72,739	$75,073	$76,629	$78,574	$80,519
10	$392.81	$73,455	$75,812	$77,384	$79,348	$81,312
11	$396.63	$74,170	$76,550	$78,136	$80,119	$82,102
12	$400.46	$74,886	$77,289	$78,891	$80,893	$82,895
13	$404.28	$75,600	$78,026	$79,643	$81,665	$83,686
14	$408.24	$76,341	$78,790	$80,423	$82,464	$84,506
15	$413.07	$77,244	$79,723	$81,375	$83,440	$85,505
16	$417.89	$78,145	$80,653	$82,324	$84,414	$86,503
17	$422.71	$79,047	$81,583	$83,274	$85,387	$87,501
18	$426.22	$79,703	$82,260	$83,965	$86,096	$88,228
19	$429.72	$80,358	$82,936	$84,655	$86,803	$88,952
20	$433.22	$81,012	$83,611	$85,344	$87,510	$89,677
21	$436.72	$81,667	$84,287	$86,034	$88,217	$90,401
22	$440.22	$82,321	$84,962	$86,723	$88,924	$91,126
23	$443.72	$82,976	$85,638	$87,413	$89,631	$91,850
24	$447.22	$83,630	$86,313	$88,102	$90,338	$92,575
25	$450.72	$84,285	$86,989	$88,792	$91,045	$93,299
26	$454.22	$84,939	$87,664	$89,481	$91,752	$94,024
27	$457.72	$85,594	$88,340	$90,171	$92,459	$94,748
28	$461.22	$86,248	$89,015	$90,860	$93,166	$95,473
29	$464.72	$86,903	$89,691	$91,550	$93,873	$96,197
30+	$468.22	$87,557	$90,366	$92,239	$94,580	$96,922

Salary based on conferred degree and TEA approved creditable years of service. This salary schedule is for the 2025-2026 school year only. This schedule is not a predictor of future compensation. Salary advancement is based on the annual pay raise budge approved by the Board of Trustees each year.

HR 08-19-2025

Administrative Professional Pay Plan

2025-2026
ADMINISTRATION SALARY SCHEDULE

Pay Grade	Job Title	Calendars				Minimum	Midpoint	Maximum
1			Daily			$274.40	$336.14	$397.88
	Administrator of Facility Operations	260						
			260	Days		71,344	87,396	103,449
2			Daily			$364.77	$437.11	$509.00
	Special Programs Coordinator	202						
	College Counselor	207	202	Days		73,684	88,296	102,818
	Assistant Principal	212	207	Days		75,507	90,482	105,363
	Director of Accountability	226	212	Days		77,331	92,667	107,908
			226	Days		82,438	98,787	115,034
3			Daily			$425.43	$495.43	$565.43
	Athletic Director	217						
	Director of Innovation	217	217	Days		92,318	107,508	122,698
	Primary School Principal	217						
4			Daily			$475.43	$545.43	$615.43
	Middle School Principal	217						
			217	Days		103,168	118,358	133,548
5			Daily			$500.43	$570.43	$640.43
	High School Principal	217						
			217	Days		108,593	123,783	138,973
6			Daily					
	Executive Director of WA Foundation	226	226	Days		*Determined by WA Foundation Board*		
7			Daily					
	Head of School	226	226	Days		*Determined by the Board of Trustees*		

This schedule is for the 2025-2026 school year only. This schedule is not a predictor of future compensation. Salary placement is based on annual pay raise budget approved by the Board of Trustees each year.

HR 06/17/2025

Paraprofessional and Operations Pay Plan

2025-2026 CLERICAL / PARAPROFESSIONAL SALARY SCHEDULE

Pay Grade	Job Title	Calendars			Minimum	Midpoint	Maximum
1			Daily		$125.63	$151.88	$178.13
	Classroom Paraprofessional	187	Hourly	7.5	$16.75	$20.25	$23.75
	(Special Education, P.E., Primary)		187	Days	23,492	28,401	33,309
2			Daily		$140.00	$167.60	$195.20
	Administrative Assistant	190	Hourly	8	$17.50	$20.95	$24.40
			190	Days	26,600	31,844	37,088
3			Daily		$154.00	$185.60	$217.20
	Foundation Development Associate	197	Hourly	8	$19.25	$23.20	$27.15
	Assistant Registrar	221	197	Days	30,338	36,563	42,788
			221	Days	34,034	41,018	48,001

2025-2026 FACILITIES SALARY SCHEDULE

Job Title	Calendars			Minimum	Midpoint	Maximum
		Daily		$148.00	$181.30	$214.60
Facilities Technician	260	Hourly	8	$18.50	$22.66	$26.83
		260	Days	38,480	47,138	55,796

2025-2026 INFORMATION TECHNOLOGY SALARY SCHEDULE

Job Title	Calendars			Minimum	Midpoint	Maximum
		Daily		$228.00	$275.88	$323.76
IT Coordinator	260					
		260	Days	59,280	71,729	84,178

This schedule is for the 2025-2026 school year only. This schedule is not a predictor of future compensation. Non-Exempt employees are paid at an hourly rate for actual hours worked. Salary placement is based on annual pay raise budget approved by the Board of Trustees each year.

HR 06/17/2025

Section 2: Substitute Pay Schedule

2025-2026 SUBSTITUTE PAY SCHEDULE				
Education	Regular Rate	Consecutive Day Rate	Long-Term Rate (Teaching Positions Only)	Long-Term Rate - Day 45+ (Teaching Positions Only)
High School Diploma/Equivalent	$100.00	$110.00	N/A	N/A
30+ College Hours	$100.00	$110.00	N/A	N/A
College Degree (Bachelors or higher)	$100.00	$110.00	$125	N/A
Texas Certified	$100.00	$110.00	$125	*$326.20

*If the long-term assignment is fulfilling a vacant teaching position, then the daily rate of pay may increase to first-year teacher daily rate on day 45.

Consecutive Work Status

Consecutive work status begins on the 11th consecutive day and is established by fulfilling half or full day assignments for teachers, paraprofessionals, and some Academy positions. The daily rate of pay will increase by $10 and continue until there is a break in service, at which time the daily rate returns to the Regular Rate and the daily count reverts to Day 1.

Long-Term Assignments

A long-term assignment is defined as any teaching assignment extending over 10 consecutive days for the same teacher. If the long-term assignment is scheduled in advance for longer than 10 consecutive days, then the long-term rate will begin on day 1 of each long-term assignment. If a teaching assignment starts as a regular assignment (less than 10 days) and is extended past ten days, then the long-term rate will begin on consecutive day 11 of the assignment. Paraprofessional (Aide) assignments do not qualify for Long-term Pay, but do qualify for the Consecutive Day Rate in a long-term position.

2025-2026 Paraprofessional Pay Rates		
Education	Regular Rate Days 1-10	Consecutive Day Rate
Front Office	$100.00	$110.00
Classroom Aide	$100.00	$110.00

Paraprofessional (Aide) assignments do not qualify for Long-term Pay, but do qualify for the Consecutive Day Rate in a long-term position.

This salary schedule is for the 2025-2026 school year only. This schedule is not a predictor of future compensation.

Rates are approved by the Board of Trustees each year.

HR 06/17/25

Section 3: Stipends and Extracurricular Duty Pay

A stipend is a fixed amount added to base pay to compensate employees for extra duties or special credentials. A stipend is typically paid out in equal payroll installments. Stipends are used to compensate for something above and beyond the standard job requirements, such as a special work assignment, supplemental duties, or special job credentials. Stipends are used to differentiate pay among employees who are paid on fixed pay scales such as teacher salary schedules.

A stipend can only be paid to an exempt employee. A stipend cannot be paid to a non-exempt employee. A non-exempt employee must be paid for actual hours worked. Hours worked in excess of 40 hours a week must be paid at time and one-half.

The maximum number of stipends that a Professional employee may receive is **three (3) stipends per school year**. Any exception to this policy will be at the discretion of the Head of School.

Athletic Stipends

2025-2026 Athletic Stipend Schedule

Sport	Position	Stipend Amount
Football - HS	Head Coach / HS	$ 6,000.00
	Assistant / HS	$ 3,000.00
	Assistant / HS	$ 3,000.00
	Assistant / HS	$ 3,000.00
	Assistant / HS	$ 3,000.00
Football - JH	Assistant/JH-Coord.	$ 3,000.00
	Assistant / JH	$ 2,400.00
	Assistant / JH	$ 2,400.00
Basketball - Boys	Head Coach / HS	$ 5,000.00
	Assistant/JV	$ 3,000.00
	Assistant/HS 9	$ 3,000.00
Basketball - Boys - JH	Assistant/JH 8	$ 2,400.00
	Assistant/ JH 7	$ 2,400.00
Basketball - Girls	Head Coach / HS	$ 5,000.00
	Assistant/JV	$ 3,000.00
	Assistant/HS 9	$ 3,000.00
Basketball - Girls - JH	Assistant/JH 8	$ 2,400.00
	Assistant/JH 7	$ 2,400.00
Volleyball	Head Coach / HS	$ 5,000.00
	Assistant/JV	$ 3,000.00
	Assistant/HS 9	$ 3,000.00
Volleyball - JH	Assistant /JH 8	$ 2,400.00
	Assistant/JH 7	$ 2,400.00

2025-2026 Athletic Stipend Schedule

Sport	Position	Stipend Amount
Track - Boys	Head Coach / HS	$ 5,000.00
	Assistant/JV	$ 3,000.00
Track - Boys - JH	Assistant/JH 8	$ 2,400.00
	Assistant/JH 7	$ 2,400.00
Track - Girls	Head Coach / HS	$ 5,000.00
	Assistant/JV	$ 3,000.00
Track - Girls - JH	Assistant/JH 8	$ 2,400.00
	Assistant/JH 7	$ 2,400.00
Soccer - Boys	Head Coach / HS	$ 5,000.00
	Assistant/JV	$ 3,000.00
Soccer - Boys - JH	Assistant/JH 8	$ 2,400.00
	Assistant/JH 7	$ 2,400.00
Soccer - Girls	Head Coach / HS	$ 5,000.00
	Assistant/JV	$ 3,000.00
Soccer - Girls - JH	Assistant/JH 8	$ 2,400.00
	Assistant/JH 7	$ 2,400.00
Baseball	Head Coach / HS	$ 5,000.00
	Assistant/JV	$ 3,000.00
Swimming	Head Coach / HS	$ 4,000.00
	Assistant/JV	$ 2,400.00
Cross Country	Head Coach / HS	$ 4,000.00
	Assistant/JH	$ 2,400.00
Golf	Head Coach / HS	$ 4,000.00
	Assistant/JH	$ 2,400.00
Tennis	Head Coach / HS	$ 4,000.00
	Assistant/JH	$ 2,400.00
Cheer / Dance	Head Coach / HS - Fall	$ 4,000.00
	Head Coach / HS - Winter	$ 4,000.00
	Assistant/JV	$ 3,000.00
	Assistant/JH	$ 2,400.00

This salary schedule is for the 2025-2026 school year only and is not a predictor of future compensation.
Rates are approved by the Board of Trustees each year.

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Academic / Co-Curricular Stipends

2025-2026 Academic/Co-Curricular Stipend Schedule		
		Stipend Amount
Certification	Dyslexia - Scottish Rite	$ 2,000.00
Co-Curricular	International Student Leadership	$ 500.00
	Personal Project	$ 1,500.00
Communication	Yearbook	$ 2,000.00
Coordinator	DP	$ 6,000.00
	MYP	$ 6,000.00
	PYP	$ 6,000.00
	Service As Action - Coordinator	$ 1,500.00
	Service As Action - Supervisor	$ 1,000.00
	Creativity/Activity/Service (CAS) - Coordinator	$ 1,500.00
	Creativity/Activity/Service (CAS) - Supervisor	$ 750.00
	AP Exam	$ 2,000.00
Department Head	Arts and Wellness (Fine Arts & PE)	$ 1,500.00
	Humanities (Eng/I&S)	$ 1,500.00
	Foreign Lang (Lang B)	$ 1,500.00
	STEM (Science, Math, Design)	$ 1,500.00
Director	Assistant Athletic	$ 2,500.00
Fine Arts	Musicals, Talent Show, Concerts	$ 1,500.00
	Theatre	$ 3,000.00
National Honor Society	French	$ 500.00
	French	$ 500.00
	Spanish	$ 1,000.00
	NJHS	$ 1,500.00
	NHS	$ 1,500.00
	Mu Alpha Theta	$ 1,000.00
Student Council	Stipend #1	$ 2,000.00
	Stipend #2	$ 2,000.00
Team Lead	Grade 6	$ 500.00
	Grade 11 (Junior Class Sponsor)	$ 1,000.00
	Grade 12 (Senior Class Sponsor)	$ 3,000.00
Other	Vehicle Allowance	$ 2,500.00
	International	$ 9,000.00

This stipend schedule is for the 2025-2026 school year only and is not a predictor of future compensation.

Rates are approved by the Board of Trustees each year.

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Section 4: Summer School and Supplemental Pay

2025-2026 Supplemental and Summer Pay Rates		
		Hourly Rate
School Year Positions	After School Detention	$35.00
	After School Programs	$35.00
	Athletics Bus Driving	$25.00
	Extra Duty - (test proctor or other duties)	$25.00
	Field Trip Bus Driving	$25.00
	Homebound Teacher (not in current Teaching Position)	$35.00
	Homebound Teacher (in current Teaching Position)	Daily Rate/8 hours
	Internal Coverage - Secondary (per class period)	$25.00
	Internal Coverage - Primary (per class period)	$12.50
	Saturday School Monitor	$35.00
Summer Positions	Front Office (Current Admin. Assistant)	Regular Hourly Rate
	Front Office (Any other Employee)	$17.50
	Jump Start (rising G6 students)	$35.00

All assignments must be requested through the Principals and approved by the Head of School in writing prior to work commencing.

This salary schedule is for the 2025-2026 school year only. This schedule is not a predictor of future compensation.
Rates are approved by the Board of Trustees each year.

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Funding for the above assignments must have been previously budgeted and approved, including summer positions.

Hiring Summer/Seasonal Employees

The following steps must occur before seasonal/summer employees begin work:

- Hiring officials must complete a Personnel Action Form (PAF) and submit it to Human Resources for both current Westlake Academy employees and non-Westlake Academy employees.
- All seasonal/summer applicants who are not current Westlake Academy employees must complete an online application.
- All seasonal/summer applicants must complete all required new hire paperwork before beginning work.
- Human Resources will notify both the applicant and the hiring official once the applicant has been cleared to begin.

Westlake Academy complies with Senate Bill 9 (SB9), also known as the "Fingerprinting Bill."

Please contact Human Resources with any questions.

Section 5: Retiree Information – [Teacher Retirement System of Texas]

Employment After Retirement (EAR)

Please visit the TRS website for complete information regarding Employment after Retirement.

EAR Restrictions

In general, a TRS retiree who works for a TRS-covered employer during a month will forfeit his or her annuity for that month unless the retiree or the retiree's employment qualifies for an exception.

What Happens if My Employment Does Not Qualify for an Exception?

Effective May 2021, a service retiree does not automatically forfeit his or her annuity if the service retiree's employment with a TRS-covered employer does not qualify for an EAR exception. Instead, service retirees are subject to a "three strikes" warning procedure before forfeiting their annuity payments.

This means if you exceed the EAR limits, you will first be notified of an EAR violation without loss of annuity. You will only receive a warning or "first strike." If you exceed the EAR limits again, after TRS issues your first strike warning, you will receive a second warning and be required to pay TRS what you earned for the month that you exceeded the EAR limits or the gross amount of your annuity payment for that month, whichever is less. This second warning and partial repayment requirement is your "second strike." If you exceed the EAR limits again, after receiving your second strike, that is your "third strike" and you will forfeit your full monthly annuity for each month that you exceeded the limits.

Each EAR notification will include the months the violations occurred as well as the amount owed for each strike, if applicable. Please keep in mind you will only receive a first and second strike once in your retirement. Your strikes do not reset each school year.

	First-Strike Period	Second-Strike Period	Third-Strike Period
Months Included	Includes month of issuance of 1st warning and all months prior to 1st warning issuance.	Includes months after the month of issuance of 1st warning letter through the month of issuance of 2nd warning.	Includes months after the month of issuance of 2nd warning letter through the month of issuance of 3rd warning.
Collection	None	For each month of EAR limits violation, retiree must pay either full annuity or dollars earned, whichever is less.	For each month of EAR limits violation, retiree must pay full annuity.

Please note the three strikes warning procedure does not apply to disability retirees. Disability retirees are still subject to annuity forfeiture for all months that their employment does not qualify for an exception to the EAR restrictions applicable to disability retirees.

Service Retirement Before Jan. 1, 2021

Service retirees with an effective retirement date on or before Jan. 1, 2021 are not subject to the EAR restrictions. They may work up to full time for a TRS-covered employer without forfeiting their annuity.

Services retirees with an effective retirement date after Jan. 1, 2021 are subject to the EAR restrictions. They may only work for a TRS-covered employer without forfeiting their annuity if that work qualifies for an EAR exception.

Effective Retirement Date	One-Month Break in Service	Return to Work
Before Jan. 1, 2021	Required	No Restrictions
After Jan. 1, 2021	Required	Limits Apply
Note: *See June 15 rule if your effective retirement date is May 31 and you work up to June 15.*		

Disability retirees are subject to the EAR restrictions regardless of their effective retirement date.

EAR Exceptions for Service Retirees

A service retiree who retired after Jan. 1, 2021 cannot work for a TRS-covered employer without violating the EAR restrictions and beginning the three strikes process unless the retiree's work qualifies for an EAR exception. For this reason, it's important to know what EAR exceptions are available to you and what work qualifies for those exceptions. You must always have a one full, calendar-month break in service before you may return to work for a TRS-covered employer even if the work qualifies for an EAR exception.

EAR Exceptions Available to Service Retirees:

- Substitute Employment
- One-Half Time or Less Employment
- Full-Time Employment (after a 12 full, consecutive-calendar-month break in service)
- Non-Profit Tutor Employment
- COVID-19 Surge Personnel Employment

Surcharges

Surcharges are additional contributions that TRS-covered employers must pay to TRS for employing TRS retirees who retired after Sept. 1, 2005 and who work more than one-half time during a month. There are two types of surcharges: pension surcharges and health care surcharges. The amount of the pension surcharge is equal to the amount of both member and state contributions on the compensation paid. The health care surcharge only applies for employed retirees who are TRS-Care participants. The amount of the health care surcharge is determined by TRS. **Please keep in mind:** These amounts are owed by your employer, not you. Effective Sept. 1, 2021, surcharges may not directly or indirectly be passed on to you through payroll deduction, fees or other means designed to recover the cost.

June 15 Rule

The June 15 rule allows a member to have a retirement date of May 31 if the member terminates his or her employment no later than June 15 in order to complete all work required for the school year. This option delays the start of your one full, calendar-month break in service. Therefore, you may not return to work from June 15 through July 31; otherwise, you will revoke your retirement. Additionally, if you plan to observe a 12 full, consecutive-calendar-month break in service, the first full month of the break is July. This means the 12-month break in service ends June 30 of the following calendar year.

Volunteering and Independent Contractor Services

If you perform work as an independent contractor or volunteer for a TRS-covered employer during the first 12 consecutive-calendar months after your effective retirement date and that work would normally be done by an employee, you will be considered an employee instead of a volunteer or independent contractor. This means your work will be subject to the EAR restrictions. Therefore, if you're a service retiree who retired after Jan. 1, 2021 or a disability retiree, this could cause you to forfeit your annuity if your work does not qualify for an EAR exception. Furthermore, your work will restart your 12-month break in service required to be eligible for full-time employment without restrictions.

After the first 12 months following your retirement, you may volunteer or work as an independent contractor for a TRS-covered employer, without being subject to the EAR restrictions, if you meet all the legal requirements for volunteering or working as an independent contractor.

Working for a Third-Party Entity

A third-party entity is an entity retained by a TRS-covered employer to provide personnel to the institution to perform duties or provide services that an employee of the institution would normally perform or provide. If a TRS retiree is employed by a third-party entity and the retiree performs services for or on behalf of a TRS-covered employer, the retiree will be considered employed in Texas public education for the purpose of EAR. This means the retiree's work for the third-party entity will be subject to the EAR restrictions. Any employment with a third-party entity will also restart a retiree's 12-month break in service required to be eligible for full-time employment without restrictions.

Substitute (Retirement)

Substitute

A substitute is a person who serves on a temporary basis in place of a current employee. You may work without any limit on the number of hours and days if:

- the position is not vacant;
- you are not paid more than the daily rate of pay established by the employer;
- and you do not perform any other type of work for a TRS-covered employer in the same calendar month.

You may work as a substitute in a vacant position for up to 20 days during a school year, but that position must not be vacant because you retired from it. If you continue to work in that vacant position beyond 20 days in a school year, then, on the 21st day, your work in that position will no longer be considered as substitute work and may be at risk of exceeding EAR limits.

Your work may also qualify as substitute work if you temporarily serve as a monitor for an in-person class while the classroom teacher temporarily instructs the class virtually.

Working any part of a day, as a substitute, counts as working a full day.

Substitute + One-Half Time or Less

You may work as a substitute for one month and then work as much as one-half time or less the next month. However, if you work as a substitute and in a one-half time or less position in the same month, your combined work must not exceed 11 workdays in that calendar month. When determining the total number of days a retiree worked in the month, TRS-covered employers are required by law to report all days worked, even Saturdays and Sundays, and any paid leave. Working any part of a day counts as working a full day.

You will violate the EAR limits for any month you exceed 11 workdays allowed in the calendar month.

Instructional Calendar

WESTLAKE ACADEMY
A K-12 IB World School

WESTLAKE ACADEMY
2025-2026 ACADEMIC CALENDAR
Last edited February 28, 2025

COLEGIO DEL MUNDO · WORLD SCHOOL · ÉCOLE DU MONDE ib®

AUGUST 2025

S	M	T	W	Th	F	Sa
			30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	{14	15	16
17	18	19	20	21	22	23
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31						

SEPTEMBER 2025

S	M	T	W	Th	F	Sa
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21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025

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26	27	28	29	30	31	

NOVEMBER 2025

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DECEMBER 2025

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28	29	30	31			

JANUARY 2026

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FEBRUARY 2026

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22	23	24	25	26	27	28

MARCH 2026

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8	9	10	11	12}	13*	14
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22	{23	24	25	26	27	28
29	30	31				

APRIL 2026

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MAY 2026

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24	25	26	27	28	29	30
31						

JUNE 2026

S	M	T	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2026

S	M	T	W	Th	F	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August
New Teacher Orientation — July 30-1
All Teacher Orientation — 4-13
First Day of School — 14

September
Labor Day — 1

October
Secondary End of Q1 — 9
Teacher PD Day (No School) — 10
Columbus Day — 13
PYP Conferences (No Class in PYP) — 15

November
Thanksgiving Break — 24-28

December
Final Exams-Assessments — 15-18
Half Day Grades 6-12 — 17-18
Secondary End of Q2 — 18
Teacher PD Day (No School) — 19
Winter Break Begins — 22

January
End of Winter Break — 2
Teacher PD Day (No School) — 5
Martin Luther King Jr. Day — 19

February
Teacher PD Day — 13
President's Day — 16

March
Secondary end of Q3 — 12
Teacher PD Day (No School)* — 13
Spring Break — 16-20

April
Student/Teacher Holiday* — 3
Teachers PD Day (No School) — 6

May
EOY Testing Window — 4-22
Last Day of School — 22
Commencement — 23
Memorial Day — 25
Teacher PD Day (No School) — 26-27

- First Day of School
- Holiday/School Closed
- Teacher PD Day (No Classes)
- Late-Start Wednesday
- Testing Day
- No Classes (PYP Only)
- G6-12 Half Day
- { } Beginning/End of Quarter
- * Bad Weather Make-Up Day

Employee Work Calendar

2025-2026 Contract / Calendar Days Schedule

Position/Title	Number of Days	Start & End Dates	Notes
Teacher / Speech Language Pathologist	**187**	August 4, 2025 - May 27, 2026	
Classroom paraprofessional	**187**	August 4, 2025 - May 27, 2026	
Administrative Assistant – Front Office	**190**	July 31, 2025 – May 27, 2026	
Administrative Assistant – Attendance	**190**	August 4, 2025 – May 29, 2026	
Foundation Development Associate	**197**	July 31, 2025 – June 5, 2026	
Reading Specialist (Primary)	**197**	July 24, 2025 – May 29, 2026	
Librarian	**197**	July 24, 2025 – May 29, 2026	
Diagnostician	**197**	July 24, 2025 – May 29, 2026	
Coordinator - PYP/MYP/DP	**202**	July 21, 2025 – June 2, 2026	
Coordinator - Special Programs	**202**	July 21, 2025 – June 2, 2026	
Counselor – Primary / Secondary/College	**207**	July 16, 2025 – June 4, 2026	
Assistant Principal	**212**	July 16, 2025 – June 11, 2026	
Principal	**217**	July 14, 2025 – June 16, 2026	
Director of Innovation and Development	**217**	July 14, 2025 – June 16, 2026	
Athletic Director	**217**	July 14, 2025 – June 16, 2026	
Assistant Registrar	**221**	July 14, 2025 – June 22, 2026	
Head of School	**226**	July 14, 2025 – June 29, 2026	
WAF Executive Director	**226**	July 14, 2025 – June 29, 2026	
Director of Accountability	**226**	July 14, 2025 – June 29, 2026	
Facilities / Technology	**260**	July 1, 2025 – June 30, 2026	Municipal Holiday Schedule
Communications (Municipal)	**260**	July 1, 2025 – June 30, 2026	Municipal Holiday Schedule
			rev. 6/17/2025

Westlake Academy

2025-2026 PAYROLL / HOLIDAY CALENDAR

Paydays | Holidays | Holiday/Payday

August 2025

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

September 2025

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

1 - Holiday/School Closed

October 2025

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

13 - Holiday/School Closed

November 2025

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

24-28 - Thanksgiving Break

December 2025

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

22-31 - Winter Break

January 2026

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

1-2 - Winter Break ; 19 - MLK Day

February 2026

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

16 - Holiday/School Closed

March 2026

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

16-20 Spring Break

April 2026

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

May 2026

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

25 - Holiday/School Closed

June 2026

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

19 - Juneteenth (Town)

July 2026

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

3 - Independence Day (Obs Town)

Contact Information:

Sandy M. Garza

Director of Human Resources
817-490-5734
sgarza@westlakeacademy.org

Marina Baskin

Human Resources Generalist
817-490-5740
mbaskin@westlakeacademy.org

Town Council/Board of Trustees
AGENDA ITEM REPORT

DATE: August 19, 2025 **AGENDA ITEM NO:** H.6.
FROM: Kelly Ritchie, Head of School, Westlake Academy
SUBJECT: Discuss, consider, and act regarding WA Resolution 25-22 to approve the Westlake Academy Board of Trustees Policy 7.03 Personal Communications Devices Policy in compliance with Texas House Bill 1481.

ATTACHMENTS:

1. WA Res 25-22 Resolution
2. Exhibit A WA BOT Policy 7.03 Personal Communications Devices Policy

SUMMARY :

Texas House Bill 1481 (effective June 20, 2025) requires all public school districts and open-enrollment charter schools to adopt a written policy prohibiting student use of personal communication devices (such as cell phones, tablets, laptops, and smartwatches) during the instructional day on school property. The law allows exceptions for educational accommodations (IEP/504 plans), documented medical needs, and legal or safety requirements. Compliance is required by September 18, 2025.

BACKGROUND AND DISCUSSION:

Westlake Academy's revised *Personal Communication Devices Policy* aligns with **Texas House Bill 1481**, which mandates a statewide prohibition on student use of such devices during the instructional day, with limited exceptions for educational, medical, or safety needs. The policy requires all devices to be stored securely per campus regulations, authorizes staff to confiscate devices used in violation, and outlines retrieval and notification procedures. By adopting the updated policy before the September 18, 2025 compliance deadline, Westlake Academy ensures adherence to state law, supports a distraction-free learning environment, and reinforces the IB Learner Profile values of being principled, respectful, and balanced.

FISCAL IMPACT:

Fiscal impact will be minimal as it relates to record-keeping and administrative work. Distributing school-issued laptops to our oldest students will be a goal for future budgeting sessions. Currently, we are working to utilize retired staff laptops to meet student needs.

LEGAL REVIEW:

Yes

RECOMMENDATION:

Approve WA Resolution 25-22 approving the updated Westlake Academy Board of Trustees Policy 7.03 *Personal Communication Devices Policy* incorporating HB 1481 requirements to foster a distraction-free learning environment while meeting state law mandates.

ACTION OPTIONS:

Motion to Approve as Presented	Motion to Deny
Motion to Approve with Changes/Conditions	Motion to Continue or Table

WESTLAKE ACADEMY

RESOLUTION NO. 25-22

A RESOLUTION OF THE WESTLAKE ACADEMY BOARD OF TRUSTEES APPROVING THE WESTLAKE ACADEMY PERSONAL COMMUNICATIONS DEVICES POLICY AND AMENDING THE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY MANUAL TO INCLUDE THE POLICY AS "SECTION 7 STUDENT BEHAVIOR: POLICY 7.03 PERSONAL COMMUNICATIONS DEVICES POLICY"

WHEREAS, Westlake Academy is obligated to create board policies in alignment with State and Federal mandates; and,

WHEREAS, Texas House Bill 1481 (effective June 20, 2025) requires all public-school districts and open-enrollment charter schools to adopt a written policy no later than September 18, 2025, prohibiting student use of personal communication devices (such as cell phones, tablets, laptops, and smartwatches) during the instructional day on school property**;** and,

WHEREAS, Westlake Academy supports a distraction-free learning environment, and reinforces the IB Learner Profile values of being principled, respectful, and balanced; and

WHEREAS, the Board of Trustees finds that the passage of this Resolution is in the best interest of the citizens of Westlake as well as the students, their parents, and faculty of Westlake Academy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY:

SECTION 1: That, all matters stated in the recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

SECTION 2: That, the Westlake Academy Board of Trustees hereby approves the Westlake Academy Personal Communications Devices Policy attached to this resolution as "Exhibit A" and the addition of the policy to the Westlake Academy Board of Trustees Policy Manual as "**SECTION 7 STUDENT BEHAVIOR: POLICY 7.03 PERSONAL COMMUNICATIONS DEVICES POLICY**" in compliance with the requirements of House Bill 1481.

SECTION 3: That if any portion of this resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determines that it would have adopted this Resolution without the invalid provision.

SECTION 4: That this resolution shall become effective from and after its date of passage.

PASSED AND APPROVED ON THIS 19TH DAY OF AUGUST 2025.

____
Kim Greaves, Board President

____
Dr. Kelly Ritchie, Head of School

ATTEST:

____
Dianna Buchanan, Board Secretary

APPROVED AS TO FORM:

____
Janet S. Bubert, School Attorney

Policy No. 7.03:

Date Board Adopted:

Date Board Amended: **August 19, 2025**

Effective Date: **August 19, 2025**

Policy Category: **Student Conduct**

Policy Name: **Personal Communications Devices Policy**

Policy Goal: Communication/Transparency of student and parent requirements for the use of Personal Communications Devices on the campus of Westlake[1] Academy; a distraction-free learning environment, and reinforcement of IB Learner Profile values of being principled, respectful and balanced.

Policy Description:

A student shall not use a personal communication device on school property during the instructional day. While on school property, the student shall store any personal communication device in accordance with campus administrative regulations.

A student who violates this policy or any related regulations shall be subject to discipline in alignment with the Board-adopted Student Code of Conduct and the principles of the IB Learner Profile, particularly being principled, respectful, and balanced.

An authorized Academy employee may confiscate a student's personal communication device that is used in violation of this policy or any applicable regulations.

The Academy shall not dispose of a confiscated device. The Academy shall provide appropriate notice to parents/guardians, and devices not retrieved within the designated time frame shall be stored according to administrative regulations.

Exceptions:

A student shall be authorized to use a personal communication device on school property during the instructional day only under the following circumstances:

1. The student's use is necessary for implementation of the student's Individualized Education Program (IEP), 504 Plan, or a similar program or plan;

2. The student’s use is required due to a documented medical need supported by a directive from a licensed physician; or
3. The student’s use is necessary to comply with a health or safety requirement imposed by law or as part of the Academy or campus safety protocols.

Implementation
The Superintendent shall develop administrative regulations to implement this policy. Regulations shall include clear guidelines for device storage, retrieval procedures, and communication with families.

Compliance
Annually, the Superintendent shall report to the Board on the implementation and compliance of this policy, including any recommendations for adjustment based on student conduct data, parent feedback, and alignment with Westlake Academy’s mission and values.

Resolution Number:	**Date:**
WA Res. 25-22	08/19/2025

Town Council/Board of Trustees
AGENDA ITEM REPORT

DATE: August 19, 2025 **AGENDA ITEM NO:** H.7.
FROM: Kelly Ritchie, Head of School, Westlake Academy
SUBJECT: Discuss, consider, and act regarding WA Resolution 25-23 to amend Westlake Academy Board of Trustees Policy 6.07: Student Athletic/Extracurricular Program Eligibility in response to SB 401.

ATTACHMENTS:

1. WA Res 25-23 Resolution Student Athletic Extracurricular Program Academic Eligibility
2. Exhibit A Policy 6.07 Student Athletic Extracurricular Program Academic Eligibility

SUMMARY :

Texas Senate Bill 401 (SB 401), enacted during the 2025 legislative session, introduced provisions impacting student eligibility for participation in extracurricular activities across Texas public schools. The legislation addresses participation rights for students enrolled in private schools and homeschool programs, aiming to expand their access to certain public school extracurricular offerings.

Westlake Academy's existing policy—originally adopted on December 7, 2009—established uniform guidelines for determining student participation in athletic and extracurricular programs.

BACKGROUND AND DISCUSSION:

In alignment with SB 401 and following Board review, the **Student Athletic/Extracurricular Program Eligibility Policy** has been amended with an effective date of August 19, 2025, to clearly define eligibility restrictions. The amended policy states:

> *"A student enrolled in a private school, including a homeschool, shall not be eligible for participation in curricular or extracurricular activities managed or offered by Westlake Academy."*

This amendment preserves the Academy's operational and academic integrity by ensuring that extracurricular opportunities are reserved for students enrolled full-time in Westlake Academy's IB curriculum, while remaining in compliance with state law where applicable to open-enrollment charter schools.

<u>FISCAL IMPACT</u>:
None

<u>LEGAL REVIEW:</u>
Yes

<u>RECOMMENDATION</u>:
The Board is asked to approve WA Resolution 25-23 approving the updated Policy 6.07 Student Athletic/Extracurricular Program Eligibility Policy, effective August 19, 2025.

<u>ACTION OPTIONS</u>:

Motion to Approve as Presented	Motion to Deny
Motion to Approve with Changes/Conditions	Motion to Continue or Table

WESTLAKE ACADEMY

RESOLUTION NO. 25-23

A RESOLUTION OF THE WESTLAKE ACADEMY BOARD OF TRUSTEES APPROVING A REVISION TO THE WESTLAKE ACADEMY BOARD OF TRUSTEES POLICY 6.07: STUDENT ATHLETIC/EXTRACURRICULAR PROGRAM ELIGIBILITY IN ALIGNMENT WITH TEXAS SENATE BILL 401.

WHEREAS, Westlake Academy is obligated to create board policies in alignment with State and Federal mandates; and,

WHEREAS, Texas Senate Bill 401, enacted during the 2025 Legislative Session, introduced provisions impacting student eligibility for participation in extracurricular activities across Texas public schools in particular addressing participation rights for students enrolled in private schools and homeschool programs, aiming to expand their access to certain public school extracurricular offerings; and,

WHEREAS, Westlake Academy's existing policy was originally adopted December 7, 2009, and has revised to preserve Westlake Academy's operation and academic integrity by ensuring that extracurricular opportunities are reserved for students enrolled full-time in Westlake Academy's IB curriculum, while remaining in compliance with state law where applicable to open-enrollment charter schools; and,

WHEREAS, the Board of Trustees finds that the passage of this Resolution is in the best interest of the citizens of Westlake as well as the students, their parents, and faculty of Westlake Academy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY:

SECTION 1: That, all matters stated in the recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

SECTION 2: That, the Westlake Academy Board of Trustees hereby approves the revision of the Westlake Academy Board of Trustees Policy 6.07: Student Athletic/Extracurricular Program Eligibility attached to this resolution as "Exhibit A" in compliance with the requirements of Senate Bill 401.

SECTION 3: That if any portion of this resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determines that it would have adopted this Resolution without the invalid provision.

SECTION 4: That this resolution shall become effective from and after its date of passage.

PASSED AND APPROVED ON THIS 19TH DAY OF AUGUST 2025.

____
Kim Greaves, Board President

____
Dr. Kelly Ritchie, Head of School

ATTEST:

____
Dianna Buchanan, Board Secretary

APPROVED AS TO FORM:

____
Janet S. Bubert, School Attorney

EXHIBIT A

TOWN OF WESTLAKE
WESTLAKE ACADEMY
BOARD OF TRUSTEES POLICY

Policy No. 6.07:

Date Board Adopted: **December 7, 2009**

Date Board Amended: **August 19, 2025**

Effective Date: **August 19, 2025**

Policy Category: **Student Achievement**

Policy Name: **Student Athletic/Extracurricular Program Academic Eligibility**

Policy Goal: To establish uniform guidelines for determining student participation in Westlake Academy' s athletic/extracurricular programs.

Policy Description:

Westlake Academy offers the rigorous International Baccalaureate Organization (IBO) course work as the standard curriculum for students in grades K- 12 and values the traits found in the IB Learner profile. In particular, the traits of being Principled and Balanced will be emphasized in our sports and extracurricular programs. The Academy will offer the students the opportunity to participate in these types of activities in an environment that fosters fairness, justice and respect for the dignity of the individual, groups and communities, and also promotes a greater understanding of the importance of intellectual, physical and emotional balance.

A student enrolled in a private school, including a homeschool, shall not be eligible for participation in curricular or extracurricular activities managed or offered by Westlake Academy.

Dates Amended:	**Resolution No.**
12/01/2010	
08/13/2013	
08/19/2025	WA Res. 25-23

Town Council/Board of Trustees
AGENDA ITEM REPORT

DATE: August 19, 2025 **AGENDA ITEM NO:** H.8.
FROM: Kelly Ritchie, Head of School, Westlake Academy
SUBJECT: Discuss, consider and act to approve WA Resolution 25-24 revising the Westlake Academy (WA) Board of Trustees Policy 5.09: *Westlake Academy Affiliate Groups* to officially name the current recognized affiliate groups and to define the established guidelines for the relationship between WA and nonprofit organizations that work with WA.

ATTACHMENTS:

1. WA Res 25-24 Revise BoT Policy 5.09 Governance WA Affiliate Groups
2. Exhibit A WA Affiliate Group Policy Rev. 082025
3. WA Affiliate Group Policy Redlined rev. Aug. 2025

SUMMARY :
For consideration is a resolution to amend Westlake Academy (WA) Board of Trustees Policy 5.09 Westlake Academy Affiliate Groups to officially name the current recognized affiliate groups and define the established guidelines for the relationship between WA and nonprofit organizations that work with WA.

BACKGROUND AND DISCUSSION:
Affiliate Groups of Westlake Academy must be identified as such by the Board of Trustees and agree to comply with the expectations identified in this policy and the Memorandum of Understanding (MOU) between the affiliate group and the Academy. The Board of Trustees shall determine, in its sole discretion, whether an organization will be recognized as an affiliate group of the Academy and may revoke such status at any time. To be considered as an affiliate group, an organization must have a formal organizational structure and the organization’s purpose must further the Academy’s official mission, vision and values.

The proposed revision to Policy 5.09 identifies current Recognized Affiliate Groups as:

1. The House of Commons;
2. The Westlake Academy Foundation; and
3. The Westlake Academy Booster Club.

In addition, the proposed revision defines the guidelines for the relationship and expectations between Westlake Academy and nonprofit organizations that work with Westlake Academy and its stakeholders within the community to support financial sustainability and enhance student opportunities.

FISCAL IMPACT:
N/A

LEGAL REVIEW:
Yes

RECOMMENDATION:
Staff recommends approving WA Resolution 25-24 as presented to revise Westlake Academy (WA) Board of Trustees Policy 5.09 Westlake Academy Affiliate Groups to officially name the current recognized affiliate groups and to define the established guidelines for the relationship between WA and nonprofit organizations that work with WA.

ACTION OPTIONS:

Motion to Approve as Presented	Motion to Deny
Motion to Approve with Changes/Conditions	Motion to Continue or Table

WESTLAKE ACADEMY

RESOLUTION NO. 25-24

A RESOLUTION OF THE WESTLAKE ACADEMY BOARD OF TRUSTEES APPROVING AN AMENDMENT TO BOARD POLICY 5.09 TO RECOGNIZE THE APPROVED AFFILIATE GROUPS OF WESTLAKE ACADEMY AND TO IDENTIFY RESPONSIBILIITES AND OPERATING GUIDELINES FOR AFFILIATE GROUPS.

WHEREAS, the Board of Trustees finds it important to recognize the Affiliate Groups for Westlake Academy; and

WHEREAS, the Board finds it necessary to promote financial stability, support student engagement in the Academy and provide for extracurricular opportunities through partnerships with Westlake Academy Affiliate Groups, and

WHEREAS, the Westlake Academy Board of Trustees finds that the passage of this Resolution is in the best interests of the Academy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY:

SECTION 1: That, all matters stated in the recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

SECTION 2: The Board hereby adopts the amendments to Board of Trustees Policy 5.09, attached to this resolution as ***Exhibit A,*** which shall be known as *Westlake Academy Affiliate Groups*.

SECTION 3: If any portion of this Resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Board hereby determines that it would have adopted this Resolution without the invalid provision.

SECTION 4: That this resolution shall become effective from and after its date of passage.

PASSED AND APPROVED ON THIS 19th DAY OF AUGUST 2025.

____
Kim Greaves, President

ATTEST:

Dianna Buchanan, Board Secretary	Dr. Kelly Ritchie, Head of School

APPROVED AS TO FORM:

Janet S. Bubert
School Attorney

EXHIBIT A

TOWN OF WESTLAKE
WESTLAKE ACADEMY
BOARD OF TRUSTEES POLICY

Policy No. 5.09:

Date Board Adopted: May 7, 2012

Date Board Amended:

Effective Date: ___________

Policy Category: **Governance**

Policy Name: **Westlake Academy Affiliate Groups**

Policy Goal: To establish guidelines for the relationship between Westlake Academy and nonprofit organizations identified as Westlake Academy Affiliate Groups, which are organizations that work with Westlake Academy and its stakeholders within the community to support financial sustainability and enhance student opportunities by operating an efficient affiliate organization with well-managed resources designed to further the Academy's mission and vision statements.

Policy Description:

Affiliate groups of Westlake Academy must be identified as such by the Board of Trustees and agree to comply with the expectations identified in this policy and the Memorandum of Understanding (MOU) between the affiliate group and the Academy. The Board of Trustees shall determine, in its sole discretion, whether an organization will be recognized as an affiliate group of the Academy and may revoke such status at any time. To be considered as an affiliate group, an organization must have a formal organizational structure and the organization's purpose must further the Academy's official mission, vision and values.

Recognized Affiliate Groups

As of the effective date of this policy, which may be amended from time to time, Westlake Academy recognizes the following affiliate groups:

- House of Commons:

  The House of Commons is the Academy's Parent/Teacher Organization, created to support the Westlake Academy community, through sponsoring social and educational events, assisting with filling the volunteer needs of the school, managing and operating the Academy's Spirit Shop, and contributing financially for the benefit of Westlake Academy.

- Westlake Academy Foundation

  The Westlake Academy Foundation exists to raise funds for the operational needs of the Academy, manage capital campaigns and solicit funding for other special projects, and build an endowment fund for the benefit of Westlake Academy.

- Westlake Academy Booster Club

  The Westlake Academy Booster Club supports the Academy's athletic program by encouraging parent and community participation to enhance the athletic experience at the Academy, which includes organizing volunteers and managing and operating concessions at extra-curricular events, as well as fundraising activities consistent with the organization's governing documents.

Affiliate Group Benefits

Westlake Academy affiliate groups will receive special consideration for requests to use Academy and/or Town facilities for events or programs of the organization.

As further described in the MOU with each affiliate group, Westlake Academy agrees to work collaboratively with the affiliate groups to promote and support programs and events benefiting the Academy.

Subject to any limitations in Westlake Academy policy or required by law, the Academy agrees to facilitate access to Westlake Academy email lists and other directory information for students and parents upon request of an affiliate group.

Affiliate Group Responsibilities

Westlake Academy affiliate groups agree to operate in a way that is consistent with the Academy's philosophy and objectives and adopted Board policies. To the extent applicable, affiliate groups agree to ensure all operations and organizational activities comply with any guidelines or requirements established by Westlake Academy or the governing body of any athletic or extra-curricular association to which the Academy belongs. Affiliate groups further agree to comply with all applicable local, state and federal laws, rules and regulations.

Affiliate groups agree to comply with all applicable fiscal obligations, including but not limited to, required IRS filings, collecting and reporting any applicable sales tax, obtaining all necessary permits related to sales/use taxes or food handling.

Each affiliate group will enter into an MOU with Westlake Academy, which will further describe the benefits and obligations related to the organization’s affiliate group status. Such obligations may include, but will not be limited to, the following:

- Providing Westlake Academy copies of the organization's governing documents, such as the Certificate of Formation, bylaws, and any amendments to such documents;
- Providing proof annually of liability insurance coverage maintained by the organization in the amount of at least $500,000 for each person and $1,000,000 for each single occurrence for death or bodily injury and $100,000 for each single occurrence for injury to or destruction of property;
- Presenting a quarterly report to the Academy’s Board of Trustees on the affiliate group’s activities and events and describing the organization’s contributions, financial and otherwise, to Westlake Academy;
- Providing Westlake Academy a completed annual audit report or other financial report as agreed upon in the MOU;
- Participating in an annual meeting with Academy and/or Town staff to discuss the organization’s priorities for the coming fiscal year, including any special projects, fundraising events or campaigns that may impact the budget planning process or the expenditures of Westlake Academy and/or the Town of Westlake;
- Ensuring all volunteers participating in the affiliate group’s operations or programs comply with all provisions of the Academy’s Volunteer Policy, including the procedures for criminal history background checks to the extent required by Academy policy or state law;
- Obtaining prior approval for the use of logos or other marks established for use by the Town of Westlake, Westlake Academy, or Westlake Academy athletic teams, as well as complying with any other policies or procedures adopted by the Academy related to the use of same;
- Complying with procedures identified in the MOU related to conducting fundraising events or other events or programs that use Academy or Town facilities or resources;
- Complying with applicable access and check-in procedures adopted by the Academy related to access to Academy and/or Town facilities;
- Complying with any restrictions communicated by the Academy related to the use of parent email lists or other Academy resources used to communicate with Academy students or parents.

Dates Amended:	**Resolution Number:**
July 15, 2024	WA Resolution 24-23

EXHIBIT A

TOWN OF WESTLAKE
WESTLAKE ACADEMY
BOARD OF TRUSTEES POLICY

Policy No. 5.09:

Date Board Adopted: May 7, 2012

Date Board Amended: __________

Effective Date: __________

Policy Category: Governance

Policy Name: Westlake Academy Affiliate Groups

Policy Goal: To establish guidelines for the relationship between Westlake Academy and nonprofit organizations identified as Westlake Academy Affiliate Groups, which are organizations that work with Westlake Academy and its stakeholders within the community to support financial sustainability and enhance student opportunities by operating an efficient affiliate organization with well-managed resources designed to further the Academy's mission and vision statements.

Policy Description:

Affiliate groups of Westlake Academy must be identified as such by the Board of Trustees and agree to comply with the expectations identified in this policy and the Memorandum of Understanding (MOU) between the affiliate group and the Academy. The Board of Trustees shall determine, in its sole discretion, whether an organization will be recognized as an affiliate group of the Academy and may revoke such status at any time. To be considered as an affiliate group, an organization must have a formal organizational structure and the organization's purpose must further the Academy's official mission, vision and values.

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- Westlake Academy Foundation

  The Westlake Academy Foundation exists to raise funds for the operational needs of the Academy, manage capital campaigns and solicit funding for other special projects, and build an endowment fund for the benefit of Westlake Academy.

- ~~Westlake Academy Athletic Club~~

  ~~The Westlake Academy Athletic Club serves and supports the Academy's athletic program through fundraising events, hosting the athletic banquet, and making financial contributions directly to or for the benefit of Westlake Academy athletics.~~

- Westlake Academy Booster Club

  The Westlake Academy Booster Club supports the Academy's athletic program by encouraging parent and community participation to enhance the athletic experience at the Academy, which includes organizing volunteers and managing and operating concessions at extra-curricular events, as well as fundraising activities consistent with the organization's governing documents.

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<u>Affiliate Group Responsibilities</u>

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