



Town of Westlake

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



Town Council/Board of Trustees Agenda - Final

Tuesday, June 17, 2025

4:00 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**
- 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

- D.1. [25-168](#) Items of Community Interest (Communications Director Jon Sasser)**

E. PRESENTATIONS WITH DISCUSSION

- E.1.** [WA 25-127](#) Westlake Academy Branding Update, Community Partner RSW (Dr. Kelly Ritchie, Head of School)
- E.2.** [25-167](#) Presentation regarding the results and recommendations of the Town of Westlake Water Master Plan study, including population and water demand projections, hydraulic modeling analyses, and the Capital Improvement Plan (Cheryl Taylor, P.E., Director of Public Works)

F. 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.

- F.1.** [25-138](#) Approve the May 20, 2025 Town Council/Board of Trustees Regular Meeting Minutes (Town Secretary Dianna Buchanan)
- F.2.** [RES 25-18](#) Discuss, consider and act to approve Resolution 25-18 authorizing the purchase of a John Deere 325G Compact Track Loader from RDO Equipment Company through a Sourcewell Cooperative Purchasing Agreement in the amount of \$88,358.67. (Cheryl Taylor, P.E., Director of Public Works).
- F.3.** [25-136](#) Approve Agreement for Collection of Taxes with the Tarrant County Tax Assessor Collector and Tarrant County for the assessment of and collection services for ad valorem taxes levied by the Town of Westlake for tax years 2025, 2026, and 2027 (Cayce Lay Lamas, Finance Director)
- F.4.** [RES 25-19](#) Consider and act to approve Resolution 25-19 to Designate an Official to Calculate the Tax Rate (Finance Director Cayce Lay Lamas)
- F.5.** [RES 25-21](#) Discuss, consider and act regarding Resolution 25-21 to repeal, replace and approve the Bylaws of the Westlake Development Corporation, Inc. (EDC 4B) and to resolve related matters. (Town Manager Wade Carroll)

G. PUBLIC HEARINGS AND ASSOCIATED ACTION ITEMS

- G.1.** [25-148](#) Conduct Public Hearing to receive public input regarding the Westlake Academy FY 2025-2026 School Budget (Cayce Lay Lamas, Finance Director)

- G.2. [ORD-1024](#)** Hold public hearing, discuss, consider and act to recommend to the Town Council to adopt Ordinance 1024 amending Chapter 102, entitled “Zoning”, and establishing Article IX, entitled “TC, Town Center Form-Based Development District”, providing new regulations and rules for development within the Town of Westlake, Texas; providing a penalty; providing a cumulative clause; providing a severability clause; providing a savings clause; authorizing publication; and establishing an effective date (Jason Alexander, AICP, CEcD, Deputy Town Manager).

H. REGULAR AGENDA ITEMS

- H.1. [WA RES 25-15](#)** Consider and act to approve WA Resolution 25-15 adopting the Proposed Budget for Fiscal Year Ending June 30, 2026, including Committed and Assigned Fund Balances (Cayce Lay Lamas, Finance Director)
- H.2. [WA RES 25-17](#)** Consider approving WA Resolution 25-17 adopting the Employee Compensation Plan for the 2025-2026 Fiscal Year; and take appropriate action (Sandy Garza, Human Resources Director)
- H.3. [ORD-1025](#)** Discuss, consider and act to adopt Ordinance 1025 approving architectural standards for the Solana Hills Residential Development; providing a penalty; providing a cumulative clause; providing a severability clause; providing a savings clause; authorizing publication; and establishing an effective date (Jason Alexander, AICP, CEcD, Deputy Town Manager).
- H.4. [WA RES 25-18](#)** Consider approving WA Resolution 25-18 for Westlake Academy Building Property Casualty Insurance Products and Services to Box Insurance Agency for the period of July 1, 2025 to June 30, 2026; and take appropriate action.
- H.5. [RES 25-20](#)** Discuss, consider and act regarding Resolution 25-20 to continue and expand the Town’s partnership with OneDigital for employee benefits consulting, wellness strategies, analytics support, and administrative services (Sandy Garza, Director of Human Resources).

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 Town Attorney/Westlake Academy Attorney for the following:

- I.1. [25-161](#)** Section 551.071(2): Consultation with Attorney: To receive legal advice from bond counsel regarding contemplated issuance of municipal bonds and related legal matters.

- I.2. [25-152](#) Section 551.071: Consultation with and legal advice from Academy Attorney regarding Westlake Academy Affiliate Groups.
- I.3. [25-154](#) Section 551.071: Consultation with and legal advice from the Town Attorney regarding pending litigation - Vertical Bridge v. Town of Westlake.
- I.4. [25-158](#) Section 551.072: Deliberation regarding the Purchase, Exchange, Lease or Value of Real Property:
 1) 48 and 52 Girona and 34 Cortez, Westlake Entrada and
 2) Town Hall Lease.
- I.5. [25-166](#) Section 551.074(1): Deliberation regarding Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, of a public officer or employee:
 Board and Commission Appointments and Reappointments
- J. **TAKE ANY ACTION, IF NEEDED, FROM EXECUTIVE SESSION ITEMS**
- K. **BOARDS AND COMMISSIONS**
- K.1. [RES 25-17](#) Discuss, consider and act to approve Resolution 25-17 to appoint and reappoint applicants to serve as members on the Town of Westlake Planning and Zoning Commission and the Westlake Development Corporation, Inc.
- K.2. [25-137](#) Appoint Planning and Zoning Commission Chair and Vice-Chair
- K.3. [25-159](#) Discuss, consider and act to make appointments to the Finance Subcommittee of Town Council
- L. **FUTURE AGENDA ITEMS**
- M. **STAFF RECAP OF COUNCIL DIRECTION**
- N. **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.



Town Secretary

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 of Westlake

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

Staff Report

File #: 25-168

Agenda Date: 6/17/2025

Agenda #: D.1.

TOWN STAFF REPORT RECOMMENDATIONS

Items of Community Interest (Communications Director Jon Sasser)

STAFF: Communications Director Jon Sasser

BACKGROUND:

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

In observance of Juneteenth
June 19, 2025

Planning & Zoning Meeting

Tuesday, July 1, 2025; 5 pm
1500 Solana Blvd, Westlake

Town Hall/Municipal Court Closed

In observance of Independence Day
July 4, 2025

Town Council Meeting

Tuesday, July 15, 2025; 4 pm
1500 Solana Blvd, Westlake

Additional Notes:

- Westlake residents enrolling at WA for the first time: Link on website and Westlake Wire
- Water Quality Report is out: We are proud to share that Westlake's water continues to meet or exceed all safety and quality standards, reflecting our ongoing commitment to providing residents with clean, reliable drinking water. You can see the full report online and in your mailboxes.
- Vacation Watch: Keller PD watches your home while you're away



Town of Westlake

Staff Report

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

File #: WA 25-127

Agenda Date: 6/17/2025

Agenda #: E.1.

ACADEMY STAFF REPORT RECOMMENDATION

Westlake Academy Branding Update, Community Partner RSW (Dr. Kelly Ritchie, Head of School)

STAFF: Dr. Kelly Ritchie, Head of School



Town of Westlake

1500 Solana Blvd
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Staff Report

File #: 25-167

Agenda Date: 6/17/2025

Agenda #: E.2.

TOWN STAFF REPORT RECOMMENDATIONS

Presentation regarding the results and recommendations of the Town of Westlake Water Master Plan study, including population and water demand projections, hydraulic modeling analyses, and the Capital Improvement Plan (Cheryl Taylor, P.E., Director of Public Works)

STAFF: Cheryl Taylor, P.E., Director of Public Works



Town of Westlake

Staff Report

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

File #: 25-138

Agenda Date: 6/17/2025

Agenda #: F.1.

TOWN STAFF REPORT RECOMMENDATION

Approve the May 20, 2025 Town Council/Board of Trustees Regular Meeting Minutes (Town Secretary Dianna Buchanan)

STAFF: Dianna Buchanan, Town Secretary

BACKGROUND:

The May 20, 2025 Town Council/Board of Trustees Regular Meeting Minutes are attached for review and consideration of approval.

Once approved, all meeting minutes will be executed and uploaded to the Town of Westlake website for transparency and Laserfiche software for state retention compliance.

RECOMMENDATION:

Staff recommends approval of the minutes.

ATTACHMENT(S):

05.20.2025 TC/BOT Regular Meeting Minutes

TOWN COUNCIL ACTION/OPTIONS:

1. Motion to approve minutes, as presented.
2. Motion to approve the minutes with the following corrections/changes (please state corrections/changes in motion)
3. Motion to table
4. Motion to deny



Town of Westlake

1500 Solana Blvd
Building 7, Suite 7100
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Town Council/Board of Trustees Meeting Minutes - Draft

Tuesday, May 20, 2025

3:00 PM

Council Chamber

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.

WORK SESSION 3 PM

I. CALL WORK SESSION TO ORDER

Mayor Greaves called the Work Session to order at 3:01 p.m. All of Town Council was present with Council Member Smith being present virtually.

II. WORK SESSION ITEMS

II.A. 25-67 Westlake Academy Budget Workshop (Cayce Lay Lamas, Finance Director)

Finance Director Cayce Lay Lamas presented an overview of the Westlake Academy Fiscal Year 2026 proposed budget. The Shared Services model that was created to identify costs associated with the Academy was discussed as well as Academy funding requests and additional needs. The State Legislature is considering approval of an increase to school funding so the final proposed budget will be modified accordingly. The Board will take actions at the June 17th meeting after a public hearing is held to consider approval of the compensation plan for the Academy and the budget. A calendar showing the schedule for budget approval was presented and staff will be sure that information is made available to the public via the website.

II.B. 25-117 Discussion regarding Proposed Text Amendments to Various Land Development Regulations to Encourage Mixed-use Development (Jason Alexander, AICP, CECD, Deputy Town Manager)

Presentation by Deputy Town Manager Jason Alexander regarding upcoming proposed text amendments to PD, Planned Development District 1-2 (Entrada) and text amendments for a TC, Town Center Form-based Development District. The proposed text amendments for Entrada are intended to increase the number of rooftops and commercial spaces that are constructed and occupied. The proposed TC District is intended to establish predictable building regulations and rules creating attractive, walkable, and mixed-use environments capable of supporting local and regional needs. The proposed amendments will promote flexibility and nurture and sustain mixed-use development. The ordinance for Town Council's consideration to adopt the amendments appears on the agenda as item H.2.

II.C. [WA 25-118](#) Presentation regarding proposal from Brown Reynolds Waterford Architects for the Westlake Academy Arts and Science Building Addition and Renovations (Dr. Kelly Ritchie, Head of School)

Dr. Kelly Ritchie, Head of School, addressed the Board regarding the Westlake Academy Arts and Science Building Addition and Renovations project and detailed that the funds for the project are through a gift from the Lee Family received over five years ago for this specific purpose to be matched by Town funds. Dr. Ritchie introduced Anne Hildenbrand with Brown Reynolds Waterford (BRW) Architects. Ms. Hildenbrand and her associate Chris Sano presented several renderings that have been prepared while visioning the project with academy staff. The project proposal includes schematic design, design development, construction documents, permitting, procurement, construction administration, closeout and post-occupancy services. The Board will consider approval of the professional services agreement with BRW Architects for this project as listed in Item H.4. of the agenda.

III. ADJOURN WORK SESSION

Mayor Greaves adjourned the Work Session at 4:14 p.m.

REGULAR MEETING 4 PM

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

Mayor Greaves called the meeting to order at 4:20 p.m., and announced a quorum present.

PRESENT:

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

STAFF PRESENT:

Town Manager Wade Carroll
Deputy Town Manager Jason Alexander
Town Secretary Dianna Buchanan
Finance Director Cayce Lay Lamas
Communications Director Jon Sasser

Head of School Dr. Kelly Ritchie
Dir Innovation & Dev. Michelle Briggs
IT Director Jason Power
Public Works Director Cheryl Taylor
Town Attorney Matthew Boyle

Keller Chief of Police Bradley Fortune	School Attorney Janet Bubert
Academy Finance Manager Marlene Rutledge	Fire Chief John Ard
Dir of Accountability Darcy McFarlane	Academic Accountant II Stacie Wrehe

B. INVOCATION AND PLEDGES OF ALLEGIANCE

The invocation was given by Pastor Randy Cox, Milestone Church, Keller, Texas. Mayor Greaves and Dr. Kelly Ritchie, Head of School, introduced Westlake Academy students--Malini Duane, 4th grade, Mira Duane, Kindergarten and Ivani Sharma, 3rd grade--who led the Pledges of Allegiance.

C. CITIZEN/PARENT COMMENTS

There was no one to speak at this time.

D. ITEMS OF COMMUNITY INTEREST**D.125-129** Items of Community Interest (Communications Director Jon Sasser)

Communications Director Jon Sasser provided a briefing of upcoming events including the closure of Town Hall and the Municipal Court on May 26th in observance of Memorial Day. He also went over several upcoming end-of-year events for Westlake Academy including graduation on May 24th and summarized recent events held including the Fire Station Open House, Spring Concert and Westlake Academy Foundation Gala.

E. PROCLAMATION AND RECOGNITION**E.125-120** National Public Works Week May 18-24, 2025 Proclamation (Mayor Kim Greaves)

Mayor Greaves proclaimed May 18-24, 2025 as National Public Works Week and presented the proclamation to Public Works Director Cheryl Taylor, P.E. and other members of the department's staff that were present at the meeting.

E.2WA Gen
Item 25-15 Recognition of the 2024-2025 Westlake Academy Safety Squad Members (Dr. Kelly Ritchie, Head of School)

Certificates of recognition were presented to students by Dr. Kelly Ritchie acknowledging their service as members of the Safety Squad and a video about the Safety Squad was viewed.

F. PRESENTATION**F.1WA 25-123** Westlake Academy IB Programme Five Year Evaluation Report (Dr. Kelly Ritchie, Head of School)

Dr. Ritchie introduced Alison Schneider and Sarah Stack, IB Coordinators, to present an overview of the International Baccalaureate 5-Year Evaluation Report of Westlake Academy. Report received.

G. CONSENT AGENDA**G.125-115** Discuss, consider and act to approve the May 7, 2025 Town Council/Board of Trustees Special Meeting Minutes (Town Secretary Dianna Buchanan)

G.2RES 25-15

Discuss, consider and act to approve Resolution 25-15 authorizing the Town Manager to expend funds for Town-wide landscaping and tree trimming services by Smith Lawn and Tree in the amount not to exceed \$600,000.00 (Cheryl Taylor, P.E., Director of Public Works)

G.3WA RES 25-11

Discuss, consider and act to approve WA Resolution 25-11, amending the Westlake Academy Employee Facilities Salary Schedule for the 2024-2025 Fiscal Year previously approved by WA Resolution 24-22; and take appropriate action (Sandy Garza, Human Resources Director)

Motion by Council Member Yackira and Motion Second by Council Member Duane to approve the consent agenda. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

H. REGULAR AGENDA ITEMS**H.125-116**

Discuss, consider and act to Nominate and Elect the Mayor Pro Tem for May 2025- May 2026

Motion by Council Member Yackira and Motion Second by Council Member Todd Gautier to elect Council Member Tammy Reeves as Mayor Pro Tem for May 2025 thru May 2026. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

H.2ORD-1022

Discuss, consider and act to adopt Ordinance 1022 amending certain provisions within PD, Planned Development Zoning District 1-2 (PD 1-2) regulating the development of approximately 85.9 acres of land generally located between State Highway 114, Davis Boulevard, and Solana Boulevard, and commonly known as "Entrada" to include adding a definition and certain standards for stacked flats; removing the residential to non-residential development ratios; updating the schedule of permitted of uses; and updating the standards for building height.

Deputy Town Manager Jason Alexander addressed Town Council regarding this item which was discussed during the Work Session under Item II.B. The proposed TC District is intended to establish predictable building regulations and rules creating attractive, walkable, and mixed-use environments capable of supporting local and regional needs. The proposed amendments will promote flexibility and nurture and sustain mixed-use development. The Planning and Zoning Commission considered the item at their May 6, 2025 meeting, and recommended approval to Town Council with two conditions: (1) That the ratio for residential to non-residential development shall not apply to stacked flats and (2) That EXHIBIT "A-2", which depicts the Building Height Waiver Sub-Area, be revised to remove the surface parking lot adjacent to the Ventanas development.

Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Gautier to Adopt Ordinance 1022 including the conditions recommended by the Planning And Zoning Commission, with the Amendment that the last sentence in Section 6 of Ordinance 1022 read as follows: "In addition, the minimum height for the first story shall be 16 feet as measured from the finished floor to the finished ceiling for all principal structures designed and construction to have stacked flats and the minimum height for all upper stories shall be 10 feet as measured

from the finished floor to the finished ceiling". Mayor Greaves called for the vote. MOTION TO ADOPT ORDINANCE 1022 AS AMENDED APPROVED UNANIMOUSLY.

H.3 RES 25-14

Discuss, consider and act to approve Resolution 25-14 Scheduling a Public Hearing to be held on July 15, 2025 at 4 p.m. to consider adoption of Land Use Assumptions and a Capital Improvements Plan under which an Impact Fee may be imposed for water, wastewater, and roadway facilities within the town; directing the town secretary to publish notice of said Public Hearing; And directing the Capital Improvements Advisory Committee to consider and make recommendations on the Land Use Assumptions and Capital Improvements Plan (Cheryl Taylor, P.E., Director of Public Works).

Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to approve Resolution 25-14 to schedule a public hearing on July 15, 2025 at 4 p.m. to consider adoption of Land Use Assumptions and a Capital Improvements Plan under which an Impact Fee may be imposed for water, wastewater and roadway facilities within the Town as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

H.4 WA RES 25-10

Discuss, consider and act to approve WA Resolution 25-10 approving a Professional Services Agreement with Brown Reynolds Watford Architects (BRW) for additions and renovations to the Westlake Academy Arts and Science Building (Dr. Kelly Ritchie, Head of School)

This item was discussed during the Work Session earlier in the meeting. The project proposal from Brown Reynolds Watford Architects includes schematic design, design development, construction documents, permitting, procurement, construction administration, closeout and post-occupancy services for additions and renovations to Westlake Academy. Motion by Council Member Duane and Motion Second by Council Member Yackira to approve WA Resolution 25-10 approving a Professional Services Agreement with Brown Reynolds Watford Architects as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

H.5 WA RES 25-08

Discuss, consider and act regarding WA Resolution 25-08 approving updates to and adopting the Westlake Academy Attendance Policy (Dr. Kelly Ritchie, Head of School)

Dr. Kelly Ritchie, Head of School, provided an overview of the proposed updates to the Westlake Academy Attendance Policy. The revised policy outlines specific consequences for pervasive attendance issues which may include a fee for students who are not picked up on time, a court referral for truancy, and administrative withdrawal for persistent late arrivals or pick-ups within any consecutive 30-day period. Registration by May 31 is required for all returning students for the subsequent school year. Darcy McFarlane, Director of Accountability, also addressed the Board regarding the current contact efforts by staff to complete the registration of returning students. Motion by Council Member Duane and Motion Second by Council Member Yackira to approve WA Resolution 25-08 as presented. Mayor Greaves called for the vote. MOTION

APPROVED UNANIMOUSLY.

H.6WA RES
25-12

Discuss, consider and act regarding WA Resolution 25-12 approving an amendment to the Westlake Academy Admissions Policy (Dr. Kelly Ritchie, Head of School)

Dr. Kelly Ritchie, Head of School, presented an overview of the item. The purpose of the policy amendment is to ensure that primary boundary students continue to have access to priority enrollment at the Academy and is in response to population growth in the area. Beginning next school year, a student who was admitted as a primary boundary resident but no longer resides within same, may enroll un the Academy the following school year only if the student has attended Westlake Academy for (5) consecutive years as a Primary Boundary resident and the student's current residence is located within the Secondary Boundary. The policy will also be updated to reflect that a student that obtain admission to the Academy as the child of a full-time Town of Westlake employee retains the right to re-enrollment only if the parent continues to be a full-time town of Westlake employee and lastly that neither of these conditions on continued enrollment prevent a student from applying for admission as a Secondary Boundary resident. Darcy McFarlane, Director of Accountability, also answered questions from the Board Motion by Council Member Duane and Motion Second by Mayor Pro Tem Reeves to approve WA Resolution 25-12 as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

H.7RES 25-16

Discussion and consideration of all matters incident and related to approving and authorizing publication of notice of intention to issue certificates of obligation, including the adoption of Resolution 25-16 pertaining thereto (Wade Carroll, Town Manager)

Mayor Greaves announced H.7. and deferred consideration of the item until after Executive Session.

H.8WA RES
25-13

Discuss, consider and act to approve WA Resolution 25-13, authorizing the Head of School to enter into a 3-year \$1 buy-out lease agreement with Apple Financial Services for the acquisition of hardware, software licensing, and services to support the Westlake Academy One-to-One technology device initiative (Jason Power, Director of Information Technology)

Mayor Greaves announced items H.8. and H.9. at the same time so they could be presented together. Jason Power, Director of Information Technology provided a presentation for the items which will approve leases to provide hardware including laptops and iPads, Apple TVs, software licensing, and support services for the Westlake Academy One-to-One technology device initiative for students and staff. Item H.8. is to consider approving and authorizing a lease with Apple Financial for electronic devices including iPads, servers, and networking equipment for \$788,541.45 over 3-years with a cost savings of approximately \$50,000 per year over the lease term providing 0% interest and offering a \$1 purchase option of the equipment at the end of the lease or the ability to trade the equipment in for credit or cash through Apple's Trade-In Program for education.

Item H.9. is to consider approving and authorizing a 3-year lease with CSI Leasing to retain 125 MacBook Air laptops to use as replacements for aging devices currently used in student carts and retaining 75 Apple TVs used on the campus. Staff recommends renewing the lease with CSI Leasing for these items which will be an expense of \$55,702.80 over three years.

Motion by Mayor Pro Tem Reeves and Motion Second by Council Member Duane to approve WA Resolution 25-13 as presented. Mayor Greaves called for the vote on Item H.8. MOTION APPROVED UNANIMOUSLY.

**H.9 WA RES
25-14**

Discuss, consider and act to approve WA Resolution 25-14, authorizing the Head of School to enter into a 3-year lease agreement with CSI Leasing for the acquisition of hardware to support the Westlake Academy One-to-One technology device initiative (Jason Power, Director of Information Technology)

This item was presented together with Item H.8. by Information Technology Director Jason Power and discussed. Motion by Council Member Yackira and Motion Second by Mayor Pro Tem Reeves to approve WA Resolution 25-14 as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

H.10 WA 25-124

Discuss, review and acknowledge receipt of the Intruder Detection Audit Report submitted by the Texas School Safety Center and approve related corrective actions to enhance safety and security measures at Westlake Academy (Head of School Dr. Kelly Ritchie)

Mayor Greaves announced H.10. and deferred consideration of the item until after Executive Session.

I. EXECUTIVE SESSION

Mayor Greaves announced Items I.1., I.2., and I.3. and Items H.7. and H.10. to be discussed during Executive Session. Mayor Greaves recessed the Regular Meeting to Executive Session at 5:36 p.m.

I.1. 25-128

Section 551.076 Deliberation Regarding Security Devices or Security Audits Related to Summary of Findings of an Intruder Detection Audit for Westlake Academy

I.2. 25-114

Section 551.071: Consultation with and legal advice from the Town Attorney regarding pending litigation - Vertical Bridge v. Town of Westlake

I.3. 25-131

Section 551.071: Consultation with and legal advice from Academy Attorney regarding Westlake Academy Attendance Policy and Admissions Policy.

Mayor Greaves reconvened the Regular Meeting from Executive Session at 6:26 p.m.

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

Mayor Greaves announced Item H.7. "Discussion and consideration of all matters incident and related to approving an authorizing publication of notice of intention to issue certificates of obligation, including the adoption of Resolution 25-16 pertaining thereto". Finance Director

Cayce Lay Lamas gave a brief overview of the item which will approve publishing the Notice of Intent to issue Certificates of Obligation (COs). At the June meeting staff will update Town Council on any legislative actions that affect the issuance, any updates to Capital Improvement Projects to be funded by the issuance, and final approval to issue the COs will be considered at the July meeting. Motion by Council Member Gautier and Motion Second by Mayor Pro Tem Reeves to Approve Resolution 25-16 as presented. Mayor Greaves called for the vote. MOTION APPROVED UNANIMOUSLY.

Mayor Greaves announced Item H.10. "Discuss, review and acknowledge receipt of the Intruder Detection Audit Report submitted by the Texas School Safety Center and approve related corrective actions to enhance safety and security measures at Westlake Academy".

MAYOR GREAVES ANNOUNCED THAT THE BOARD RECEIVED THE INTRUDER DETECTION AUDIT REPORT FROM WESTLAKE ACADEMY HEAD OF SCHOOL DR. KELLY RITCHIE AND DISCUSSED THE FINDINGS OF THE REPORT DURING EXECUTIVE SESSION AND DIRECTED STAFF ACCORDINGLY.

K. FUTURE AGENDA ITEMS

Mayor Greaves noted that future meetings of the Town Council/Board of Trustees should not be scheduled during the last week of school.

L. STAFF RECAP OF COUNCIL DIRECTION

Town Manager Wade Carroll noted that staff received direction from Council regarding several items including the direction of Shared Services in the budget,; ensuring the schedule for budget approval is published so everyone can be a part of the process; assuring that adequate parking and sidewalk widths are properly worded in the TC - Town Center zoning designation; and that the Communications Department include a notice in tonight's meeting recap to remind parents of the re-enrollment deadline for Westlake Academy returning students which is May 31st.

M. ADJOURNMENT

Mayor Greaves adjourned the meeting at 6:30 p.m.

Kim Greaves, Mayor

ATTEST:

Town Secretary Dianna Buchanan



Town of Westlake

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

Staff Report

File #: RES 25-18

Agenda Date: 6/17/2025

Agenda #: F.2.

TOWN STAFF REPORT RECOMMENDATIONS

Discuss, consider and act to approve Resolution 25-18 authorizing the purchase of a John Deere 325G Compact Track Loader from RDO Equipment Company through a Sourcewell Cooperative Purchasing Agreement in the amount of \$88,358.67. (Cheryl Taylor, P.E., Director of Public Works).

STAFF: Cheryl Taylor, P.E., Director of Public Works

BACKGROUND:

This Sourcewell Cooperative vehicle purchasing agreement with RDO Equipment Company will allow the Town to purchase a much-needed skid steer for their day-to-day responsibilities.

DISCUSSION:

Public Works staff are responsible for the maintenance of the Town's public water, sanitary sewer, streets and storm drainage systems. The skid steer will be utilized by Public Works staff for their day to day tasks such as loading and unloading heavy deliveries, hauling heavy items such as fire hydrants and materials, filling winter weather sand spreaders with sand for winter weather operations, loading dirt for backfilling excavations onto the flatbed truck, cleaning creeks and moving downed trees due to inclement weather.

A cooperative agreement with Sourcewell allows the Town of Westlake to contract with RDO Equipment Company for the purchase of a skid steer in the amount of \$88,358.67 which exceeds the Town Manager's signatory approval and requires Town Council approval.

FISCAL IMPACT:

This item was planned to be included as a Service Level Adjustment in the FY2025-2026 budget. The beginning net position of the Utility Fund for FY 2024-2025 was \$4,815,000. Due to higher-than-expected revenues - 97% of budgeted revenue has been collected as of May 31, 2025, and with four (4) months of collections remaining in the fiscal year, monies are available for the purchase of the skid steer. Purchasing the equipment sooner than later will remove the item from the FY26 Service Level Adjustment list and will also reduce the total cost of rentals of a skid steer for the remainder of the fiscal year.

STAFF RECOMMENDATION:

Staff recommend approval of purchase of a John Deere 325G Compact Track Loader from RDO Equipment Company through a Sourcewell Cooperative Purchasing Agreement in the amount of \$88,358.67

ATTACHMENT(S):

1. Resolution 25-18
2. RDO Equipment Company contract with Sourcewell

TOWN COUNCIL ACTION/OPTIONS:

- 1) Motion to approve
- 2) Motion to amend with the following stipulations (please state stipulations in motion)
- 3) Motion to table
- 4) Motion to deny

TOWN OF WESTLAKE

RESOLUTION NO. 25-18

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS, AUTHORIZING THE EXPENDITURE OF FUNDS FOR THE PURCHASE OF A JOHN DEERE 325G COMPACT TRACK LOADER FROM RDO EQUIPMENT COMPANY IN THE AMOUNT OF \$88,358.67

WHEREAS, the Town Council of the Town of Westlake recognizes the need to maintain and protect public infrastructure to serve its residents; and,

WHEREAS, the leaders of the Town of Westlake desires to improve quality of life in the town; and,

WHEREAS, the Town Council recognizes that the purchase of necessary equipment such as a skid steer would save on rentals and allow staff to efficiently and effectively perform daily operations maintenance or public infrastructure within the Town rights of way and parks; and,

WHEREAS, the Town Council finds that the passage of this Resolution is in the best interest of the citizens of Westlake.

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 Council for the Town of Westlake does hereby approve the expenditure of funds through the Sourcewell Cooperative Program for the purchase of a John Deere 325G compact track loader to perform daily maintenance on the water, wastewater, streets, drainage and park systems.

SECTION 2: That the funding for the skid steer in the amount of \$88,358.67 will be paid from the Public Works approved Utility Fund operating budget for fiscal year 2024-2025.

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 17TH DAY OF JUNE 2025.

Kim Greaves, Mayor

ATTEST:

Dianna Buchanan, Town Secretary

APPROVED AS TO FORM:

L. Stanton Lowry, Town Attorney

EXHIBIT A



RDO Equipment Co.
5301 Mark IV Parkway
Fort Worth TX, 76131
Phone: (817) 232-8094 - Fax: (817) 847-0398

Investment Proposal Date:	5/23/2025
Pricing Valid Until:	7/25/2025
Deal Number:	1903356
Customer Account#:	0941029
Sales Professional:	Austin Walker
Phone:	(817) 566-1541
Fax:	
Email:	awalker@rdoequipment.com

[illegible]

Purchase Order Totals

Balance:	\$88,358.67
Total Taxable Amount:	\$0.00
TX STATE TAX:	\$0.00
TX CITY TAX:	\$0.00
TX SPECIAL TAX:	\$0.00
Sales Tax Total:	\$0.00
Sub Total:	\$88,358.67
Cash with Order:	\$0.00
Balance Due:	\$88,358.67



Town of Westlake

Staff Report

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

File #: 25-136

Agenda Date: 6/17/2025

Agenda #: F.3.

TOWN STAFF REPORT RECOMMENDATION

Approve Agreement for Collection of Taxes with the Tarrant County Tax Assessor Collector and Tarrant County for the assessment of and collection services for ad valorem taxes levied by the Town of Westlake for tax years 2025, 2026, and 2027 (Cayce Lay Lamas, Finance Director)

STAFF: Cayce Lay Lamas, Finance Director

BACKGROUND/SUMMARY:

The Town of Westlake outsources the ad valorem tax assessment and collection function to Tarrant County. The Tax Assessor-Collector submits the property tax bills on behalf of the Town and collects the revenue throughout the fiscal year. In addition, they report delinquent taxes to a third party and assess penalties and interest. The Town usually receives its collected tax dollars, including penalties and interest, as they are collected. The Assessor Collector also provides multiple reports that accurately account for the changes in property values, the total amount collected and attributed to the appropriate year.

The fee charged for this service for this current year (tax year 2024) was \$0.98 per in county account and \$2.00 per out of county accounts. The fees for this renewal will be \$1.07 per in-county account, \$2.00 per out-of-county account, and per PID, MUD, BID, and MMD account. The fees will remain the same for the entire three-year contract period.

It is estimated the total cost for the new contract will be approximately \$2,000.00 annually. This is far less than what it would cost the Town to bring this function in-house.

FISCAL IMPACT:

Budgeted Expense

STAFF RECOMMENDATION:

Staff recommends that Town Council approve the agreement as presented.

ATTACHMENT(S):

Agreement for Collection of Taxes

TOWN COUNCIL ACTION/OPTIONS:

- 1) Motion to approve
- 2) Motion to amend with the following stipulations (please state stipulations in motion)

- 3) Motion to table
- 4) Motion to deny

STATE OF TEXAS

§
§
§
§

Agreement for Collection of Taxes

COUNTY OF TARRANT

Agreement made this ____ day of _____, 2025, by and between the Tarrant County Tax Assessor/Collector, hereinafter referred to as **ASSESSOR/COLLECTOR**, and Tarrant County, hereinafter referred to as the **COUNTY**, both of whom are addressed at 100 E. Weatherford Street, Fort Worth, Texas 76196-0301, and the Town of Westlake hereinafter referred to as **TOWN**, whose address is 1500 Solana Boulevard Bldg 7, Suite 7200, Westlake, TX 76262.

PURPOSE OF AGREEMENT

The purpose of this Agreement is to state the terms and conditions under which the **ASSESSOR/COLLECTOR** will provide assessment and collection services of Ad Valorem taxes levied by the **TOWN**.

NOW THEREFORE, in consideration of the mutual promises herein contained, the parties hereto agree as follows:

I.

SERVICES TO BE PERFORMED

The **ASSESSOR/COLLECTOR** agrees to bill and collect the taxes due and owing on taxable property upon which the **TOWN** has imposed said taxes. The **ASSESSOR/COLLECTOR** shall perform the said services in the same manner and fashion as Tarrant County collects its own taxes due and owing on taxable property. The services performed are as follows: receiving the Certified Appraisal Roll from the appropriate Appraisal District and monthly changes thereto; providing mortgage companies, property owners and tax representatives, tax roll and payment data; providing all necessary assessments of taxes and Truth in Taxation calculations as required; the transmittal of tax statements via the U.S. Mail or electronic transfer of data; and payment processing. All **TOWN** disbursements, made by check or by electronic transfer (ACH), for collected tax accounts will be made to the **TOWN** on the day the **COUNTY** Depository Bank indicates the mandatory assigned "float" period has elapsed and the funds are posted to the collected balance. If any daily collection total is less than one hundred dollars (\$100.00), the disbursement may be withheld until the cumulative total of taxes collected for the **TOWN** equals at least one hundred dollars (\$100.00), or at the close of the month.

II.

REPORTS

The **ASSESSOR/COLLECTOR** will provide the Town of Westlake the following reports via internet access:

Daily:	Entity Distribution Report
Monthly:	Assessment Roll Summary (Totals Only) Year-to-Date Summary Report Detail Collection Summary Report Distribution Summary Report Detail Collection Summary by Year Entity Revenue and Expense Reports – as required by Property Tax Code Sec 31.10 Delinquent Tax Attorney Tape, which includes Assessments
Annual:	Certified Tax Roll Paid Assessment Roll Delinquent Assessment Roll Current Assessment Roll

The following weekly reports are available upon request only and provided via email:

Weekly:	Detail Collection Summary Report Detail Collection Summary by Year
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III.
COMPENSATION

In consideration of the services to be performed by the ASSESSOR/COLLECTOR, the TOWN will compensate the ASSESSOR/COLLECTOR for the services rendered at a rate of one dollar and seven cents (\$1.07) per account located within Tarrant County, two dollars (\$2.00) per account located outside Tarrant County, and two dollars (\$2.00) per account for Special Assessments (PIDs, MUDs, MMDs, BIDs). The ASSESSOR/COLLECTOR reserves the right to increase these rates for services performed by no more than 3% per year at its sole discretion for the duration of this contract. If the ASSESSOR/COLLECTOR institutes such an increase, the increase will begin as of October 1, 2026, for the duration of that collection year. Further increases will be reviewed and instituted on an annual basis. The number of accounts billed will be based on the ending number of accounts on the certified roll as of September 30th for the previous year as provided by the Appraisal District. The ASSESSOR/COLLECTOR will invoice for these accounts by **January 31 of each contract year** with payment to be received from the TOWN by **February 28 of each contract year**. The scope of services identified in this contract does not include the administration of a rollback election. In the event of a successful rollback election, these costs incurred by the Tarrant County Tax Office will be separately identified, billed, and paid by the entity.

IV.
AUDITS

The ASSESSOR/COLLECTOR will provide to the TOWN auditor necessary explanations of all reports and access to ASSESSOR/COLLECTOR in-house tax system computer terminals to assist the TOWN auditor in verifying audit samples of the financial data previously provided by the ASSESSOR/COLLECTOR during the past audit period. Additional support for entity verification or entity auditor verification is not a part of this contract. Each request for support will be reviewed individually. Costs for providing audit support will be determined by the ASSESSOR/COLLECTOR and will be charged to and must be paid by the TOWN.

V.
TAX RATE REQUIREMENT

The TOWN will provide the ASSESSOR/COLLECTOR copies of the resolution, ordinance, or order signed by the governing body adopting the TOWN'S current tax rate and exemption schedule to be applied for assessing purposes along with a copy of the rate calculation worksheets, if applicable, by the third Monday in September of each year of the contract. Under authority of Section 31.01 (h) of the Property Tax Code, any additional cost of printing and mailing tax statements because of late reporting of the tax rate or the exemption schedule will be charged to and must be paid by the TOWN. Any additional cost or expense requiring recalculation or rebilling due to an inaccurate or erroneous tax rate provided by Town of Westlake will be paid by Town of Westlake.

The tax rate and the exemption schedule for each of the last five (5) years in which an ad valorem tax was levied, or all prior years where there remains delinquent tax, must be furnished in writing to the ASSESSOR/COLLECTOR at the time of the initial contract.

VI.
**COMPLIANCE WITH APPLICABLE
STATUTES, ORDINANCES, AND REGULATIONS**

In performing the services required under this Agreement, the ASSESSOR/COLLECTOR shall comply with all applicable federal and state statutes, final Court orders and Comptroller regulations. If such compliance is impossible for reasons beyond its control, the ASSESSOR/COLLECTOR shall immediately notify the TOWN of that fact and the reasons therefore.

VII.
DEPOSIT OF FUNDS

All funds collected by the ASSESSOR/COLLECTOR in the performance of the services stated herein for the TOWN shall be promptly transferred to the account of the TOWN at the TOWN'S depository bank. All payments to entities will be made electronically by the automated clearing house (ACH). The ASSESSOR/COLLECTOR has no liability for the funds after initiation of the ACH transfer of the TOWN'S funds from the COUNTY Depository to the TOWN'S designated depository. ASSESSOR/COLLECTOR has the authority to temporarily suspend payments to Town of Westlake due to unforeseen or unanticipated circumstances.

VIII.
INVESTMENT OF FUNDS

The TOWN hereby agrees that the COUNTY, acting through the COUNTY Auditor, may invest collected ad valorem tax funds of the TOWN during the period between collection and payment. The COUNTY agrees that it will invest such funds in compliance with the Public Funds Investment Act. The COUNTY further agrees that it will pay to the TOWN all interest or other earnings attributable to taxes owed to the TOWN. All parties agree that this Agreement will not be construed to lengthen the time period during which the COUNTY or the ASSESSOR/COLLECTOR may hold such funds before payment to the TOWN.

IX.
REFUNDS

Refunds will be made by the ASSESSOR/COLLECTOR except as set forth herein. The ASSESSOR/COLLECTOR will advise the TOWN of changes in the tax roll which were mandated by the appropriate Appraisal District.

The ASSESSOR/COLLECTOR will not make refunds on prior year paid accounts unless the prior year paid accounts for the past five (5) years are provided to the ASSESSOR/COLLECTOR.

If the amount of refunds processed for Town of Westlake exceeds collections for Town of Westlake, Town of Westlake will be placed in a negative status and no distributions will be made to Town of Westlake until collections exceed the negative balance.

All refunds of overpayments or erroneous payments due, but not requested, and as described in Section 31.11 of the Texas Property Tax Code, will after three years from the date of payment, be proportionately disbursed to those entities contracting with the ASSESSOR/COLLECTOR. The contract must have been in force, actual assessment and collection functions begun and the tax account was at the time of the over or erroneous payment within the TOWN'S jurisdiction. The proportional share is based upon the TOWN'S percent of the tax account's total levy assessed at the time of receipt of the over or erroneous payment.

In the event any lawsuit regarding the collection of taxes provided for in this agreement to which the TOWN is a party, is settled or a final judgment rendered, and which final judgment is not appealed, and the terms of such settlement agreement or final judgment require that a refund be issued by the TOWN to the taxpayer, such refund shall be made by ASSESSOR/COLLECTOR by debiting funds collected by ASSESSOR/COLLECTOR on behalf of the TOWN and remitting such refund to the taxpayer in conformity with the terms of the settlement agreement or final judgment.

X.
DELINQUENT COLLECTIONS

The ASSESSOR/COLLECTOR will assess and collect the collection fee pursuant to Sections, 33.07, 33.08, 33.11 and 33.48 of the Property Tax Code, when allowed. The ASSESSOR/COLLECTOR will collect attorney fees that are specified by the TOWN through written agreement with a delinquent collection Attorney. The ASSESSOR/COLLECTOR will disburse the amount directly to the Firm under contract to the TOWN.

If the delinquent collection Attorney contracted by the TOWN requires attendance of ASSESSOR/COLLECTOR personnel at a court other than the District Courts in downtown Fort Worth, and the COUNTY is not a party, the employee's expenses and proportionate salary will be the responsibility of the TOWN and will be added to the collection expenses and charged to the TOWN.

The ASSESSOR/COLLECTOR will not be responsible for the collection of prior year delinquent accounts unless all delinquent accounts information is provided to the ASSESSOR/COLLECTOR.

XI.
TERM OF AGREEMENT

This Agreement shall become effective as of the date hereinabove set out and shall continue in effect through the 2027 tax year, unless sooner terminated by providing sixty (60) day written notice, as outlined in paragraph XII.

XII.
NOTICES

Any notices to be given hereunder by either party to the other may be effected by e-mail, or in writing, either by personal

delivery or by mail, registered or certified, postage prepaid with return receipt requested. Mailed notices shall be addressed to the address of the parties as they appear in the introductory paragraph of this Agreement, but each party may change this address by notice in accordance with this paragraph.

XIII.
MISCELLANEOUS PROVISIONS

This instrument hereto contains the entire Agreement between the parties relating to the rights herein granted and obligations herein assumed. Any oral representations or modifications concerning this instrument shall be of no force or effect.

This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Tarrant County, Texas.

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective legal representatives and successors.

In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or enforceability shall not affect any other provision hereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained.

This Agreement and the attachments hereto constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written or oral agreements between the parties respecting the within subject matter.

Executed on the day and year first above written, Tarrant County, Texas.

BY: _____
RICK BARNES **DATE**
TAX ASSESSOR/COLLECTOR
TARRANT COUNTY
RDBarnes@tarrantcountytexas.gov

FOR TOWN OF WESTLAKE:

BY: _____
DATE
TITLE: _____
EMAIL: _____

FOR TARRANT COUNTY:

BY: _____
TIM O'HARE **DATE**
TARRANT COUNTY JUDGE

APPROVED AS TO FORM:

BY: _____
CRIMINAL DISTRICT ATTORNEY'S OFFICE* DATE

*By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead, those parties should seek contract review from independent counsel.



Town of Westlake

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

Staff Report

File #: RES 25-19

Agenda Date: 6/17/2025

Agenda #: F.4.

TOWN STAFF REPORT RECOMMENDATIONS

Consider and act to approve Resolution 25-19 to Designate an Official to Calculate the Tax Rate (Finance Director Cayce Lay Lamas)

STAFF: Cayce Lay Lamas, Finance Director

BACKGROUND:

Texas Tax Code 26.04 (c) and 26.17 (e) requires an officer or employee designated by the governing body to calculate the no-new-revenue tax rate and the voter-approval tax rate for the taxing unit after submission of the certified appraisal rolls. Due to the specialized expertise required, the Town elects to designate Rick Barnes, Tarrant County Tax Assessor/Collector, as its primary official for this purpose.

DISCUSSION:

Texas Tax Code specifies that the governing body with property tax authority must designate someone as the party responsible for certifying the no-new-revenue and voter-approval tax rate calculations annually. Due to the complexity of the calculation, the Town of Westlake prefers to engage a property tax professional to certify the calculation and form mandated by the Texas State Comptroller. Staff will remain responsible for the independent calculation and review to ensure accuracy.

FISCAL IMPACT:

While there is no budgetary impact, the calculation of the rate itself is a legally-mandated task that directly impacts the current ad valorem revenue the Town levies.

STAFF RECOMMENDATION:

Staff recommends the approval of the resolution designating an official to calculate the tax rates.

ATTACHMENT(S):

Resolution 25-19

TOWN COUNCIL ACTION/OPTIONS:

- 1) Motion to approve
- 2) Motion to amend with the following stipulations (please state stipulations in motion)
- 3) Motion to table
- 4) Motion to deny

TOWN OF WESTLAKE

RESOLUTION NO. 25-19

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS,
DESIGNATING AN OFFICIAL TO CALCULATE THE NO-NEW-REVENUE TAX
RATE AND THE VOTER-APPROVAL TAX RATE.**

WHEREAS, Texas Tax Code 26.04(c) and 26.17(e) requires an officer or employee designated by the governing body to calculate the no-new-revenue tax rate and the voter-approval tax rate for the taxing unit after submission of the certified appraisal rolls; and,

WHEREAS, the calculation of the ad valorem no-new-revenue tax rate and voter-approval tax rate in the format prescribed by the Texas State Comptroller requires specialized expertise; and

WHEREAS, the Town Council contracts with the Tarrant County Tax Office for the assessment and collection of the ad valorem levy in accordance with the Texas Tax Code; and

WHEREAS, Rick Barnes, the Tarrant County Tax Assessor/Collector has the expertise required to calculate the rates prescribed in the Texas Tax Code as an elected property tax professional; and

WHEREAS, all legal prerequisites for the adoption of this resolution have been met, including but not limited to the Local Government Code, the Open Meetings Act, and the Texas Tax Code; and

WHEREAS, the Town Council finds that the passage of this Resolution is in the best interest of the citizens of Westlake.

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 of Westlake Council hereby designates Rick Barnes, Tarrant County Tax Assessor/Collector, as the primary officer to calculate the no-new-revenue tax rate and the voter-approval tax rate for the Town of Westlake in accordance with the Texas Tax Code.

SECTION 3: That the Town of Westlake Council hereby designates Cayce Lay Lamas, Director of Finance, as the secondary officer to calculate the no-new-revenue tax rate and the voter-approval tax rate for the Town of Westlake in accordance with the Texas Tax Code in case the primary officer is unavailable.

SECTION 4: 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 5: That this Resolution shall become effective from and after its date of passage.

PASSED AND APPROVED ON THIS 17TH DAY OF JUNE 2025.

ATTEST:

Kim Greaves, Mayor

Dianna Buchanan, Town Secretary

APPROVED AS TO FORM:

L. Stanton Lowry, Town Attorney



Town of Westlake

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

Staff Report

File #: RES 25-21

Agenda Date: 6/17/2025

Agenda #: F.5.

TOWN STAFF REPORT RECOMMENDATIONS

Discuss, consider and act regarding Resolution 25-21 to repeal, replace and approve the Bylaws of the Westlake Development Corporation, Inc. (EDC 4B) and to resolve related matters. (Town Manager Wade Carroll)

STAFF: Town Manager Wade Carroll

SUMMARY:

The Westlake Development Corporation, Inc. (EDC 4B) and the ½ cent sales tax designated for qualified EDC 4B projects was approved by voters in an election held in 1995. A Certificate of Incorporation was approved by the Secretary of State on July 7, 1995.

In anticipation of the Westlake Development Corporation, Inc. resuming activity, a review of the records for the Board was conducted. Minutes for the EDC 4B indicate that the Board was active between 1996 and 2003 and that they approved bylaws on January 8, 1996. After an extensive search by staff, it has been determined that the Town does not have a copy of the approved bylaws. Therefore, the resolution before you is for consideration to repeal and replace any existing EDC 4B bylaws with the attached bylaws that have been prepared by staff and reviewed by legal counsel. The bylaws will also be presented to the Westlake Development Corporation, Inc. Board for ratification of approval at their next meeting (schedule pending).

STAFF RECOMMENDATION:

The Town Attorney has reviewed and approved the EDC bylaws. Staff recommends Town Council approve Resolution 25-21 as presented.

ATTACHMENT(S):

Resolution 25-21

Proposed Westlake Development Corporation, Inc.(EDC 4B) Bylaws

TOWN COUNCIL ACTION/OPTIONS:

- 1) Motion to approve
- 2) Motion to amend with the following stipulations (please state stipulations in motion)
- 3) Motion to table
- 4) Motion to deny

TOWN OF WESTLAKE

RESOLUTION NO. 25-21

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS, TO REPEAL, REPLACE AND APPROVE THE BYLAWS OF THE WESTLAKE DEVELOPMENT CORPORATION, INC. (EDC 4B), AND TO RESOLVE RELATED MATTERS.

WHEREAS, the Bylaws of the Westlake Development Corporation, Inc. (EDC 4B) cannot be amended unless and until the Town Council, as the governing body of the Town of Westlake, Texas approves such amendments; and

WHEREAS, the meeting at which this Resolution has been considered was open to the public as required by law, and public notice of the time, place and subject of the meeting has been given in accordance with Chapter 551, Government Code; and

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: The Town Council hereby finds and determines that it is in the best interest of the Town and its inhabitants that the Bylaws of the Westlake Development Corporation, Inc. be repealed, replaced and approved.

SECTION 3: The Bylaws, as having been amended from time to time, is hereby ratified and confirmed in the form attached to this Resolution as **Exhibit "A"-- *Bylaws of the Westlake Development Corporation, Inc.*** and the Bylaws, as reflected on the exhibit, shall become effective upon the adoption by the Westlake Development Corporation, Inc. Board of Directors.

SECTION 4: The Town Council directs the Town Manager to file an amendment to the Westlake Development Corporation, Inc. Articles of Incorporation with the Secretary of State to bring the Articles in agreement with these approved Bylaws.

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 Town Council 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 17TH DAY OF JUNE 2025.

ATTEST:

Kim Greaves, Mayor

Dianna Buchanan, Town Secretary

APPROVED AS TO FORM:

Matthew C.G. Boyle, Town Attorney

BYLAWS

of the

WESTLAKE DEVELOPMENT CORPORATION, INC. (EDC 4B)

ARTICLE I PURPOSE AND POWERS

Section 1.01. Purpose. The Westlake Development Corporation, Inc. (EDC 4B) is incorporated for the purposes set forth in Article Four of its Articles of Incorporation, these purposes to be accomplished on behalf of the Town of Westlake, Texas ("Town") as its duly constituted authority and instrumentality in accordance with Chapter 505 of the Texas Local Government Code, and other applicable laws.

Section 1.02. Powers. In the fulfillment of its corporate purpose, the Corporation shall be governed by Section 4B of the Act and shall have all of the powers set forth and conferred in its Articles of Incorporation, in the Act, and in other applicable law.

ARTICLE II BOARD OF DIRECTORS

Section 2.01. Number of Directors; Appointment; Powers. The affairs of the Corporation shall be managed by a Board of Directors ("Board") which shall be composed of seven persons appointed by the Town Council, who are residents of the Town. Three (3) members of the Board of Directors shall be the Mayor and two members of the Town Council and four (4) members of the Board of Directors shall be persons who are not members of the Town Council and who are not employees of the Town of Westlake.

Each director shall be appointed for two-year terms of odd numbered years (Ex. 2025) and shall be eligible for reappointment up to three terms. Terms begin in June of each odd numbered year upon the approval of annual appointments and reappointments by Town Council. Directors are removable by the Town Council at will. Subject to the restrictions imposed by law, by the Articles of Incorporation, and by these Bylaws, the Board shall exercise all the powers of the Corporation.

Section 2.02. Vacancy. Any vacancy occurring on the board of directors through resignation or otherwise shall be filled by appointment by the Town Council to hold office until the expiration of the term of the retiring member. If a director that is a Town Council member ceases to be a member of the Town Council, such event shall constitute an automatic resignation as a director and such vacancy shall be filled by Town Council appointment of another Town Council member for the remainder of the term.

Section 2.03. Meetings of Directors. The Board shall hold a regular public meeting at least once each quarter on the first Monday each month or a day specified by the Board. The meetings shall be held at the principal office of the Corporation as specified in Article V of these Bylaws.

Section 2.04. Notice of Meetings to Board Members. Special meetings of the Board shall be held whenever called by the president, a majority of the directors or the Town Manager of the Town of Westlake. Except in the case of an emergency, directors must be given 72 hours notice of a meeting, either personally or by e-mail. Emergency meetings shall be held in accordance with the Open Meetings Act.

Section 2.05. Open Meetings Act. All meetings and deliberations of the Board shall be called, convened, held, and conducted, and notice shall be given to the public in accordance with the Texas Open Meetings Act, Chapter 551, Texas Government Code, as amended.

Section 2.06. Quorum. Four directors constitute a quorum for the conduct of the official business of the Corporation. The act of a majority of the directors present at a meeting at which a quorum is in attendance shall constitute the act of the Board and of the Corporation, unless the act of a greater number is required by law.

Section 2.07. Conduct of Business. At the meetings of the Board, matters pertaining to the business of the Corporation shall be considered in accordance with rules of procedure as from time to time prescribed by the Board. At all meetings of the Board, the president shall preside, and in the absence of the president, the vice president shall exercise the powers of the president. The secretary of the Corporation or their designee shall act as secretary of all meetings of the Board.

Section 2.08. Committees of the Board. The Board may designate two or more directors to constitute an official committee of the Board to exercise such authority of the Board as may be specified in the resolution. It is provided, however, that all final, official actions of the Corporation may be exercised only by the Board. Each committee so designated shall keep regular minutes of the transactions of its meetings and shall cause the minutes to be recorded in books kept for that purpose in the principal office of the Corporation.

Section 2.09. Compensation of Directors. Directors shall not receive compensation for their services. However, they shall be reimbursed for their actual expenses incurred in the performance of their duties according to Town of Westlake policies, including but not limited to the cost of travel, lodging and incidental expenses reasonably related to the corporate duties of the Board. Travel expenses incurred by directors for both regular and special meetings are not eligible for reimbursement.

ARTICLE III OFFICERS

Section 3.01. Officers and Terms Established. The officers of the Corporation shall be a president, vice president, and secretary, and such other officers as the Board may from time to time elect or appoint. The President, Vice President, and Secretary will be elected by the Board at the July Board meeting following appointment of Directors. Term of office shall be two years with the right to be reelected up to three times. The Secretary will be functionally supported by the Town of Westlake Town Secretary.

Section 3.02. Removal. All officers elected by the Board shall be subject to removal from office at any time by a vote of a majority of the Board.

Section 3.03. Vacancy. A vacancy in office shall be filled by a vote of a majority of the Board.

Section 3.04. Powers and Duties of the President. The president shall be the chief executive officer of the Corporation, shall preside at all meetings of the Board, and may sign and execute all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments in the name of the Corporation.

Section 3.05. Vice President. The vice president shall have such powers and duties as may be prescribed by the Board and shall exercise the powers of the president during that officer's absence or inability to act. Any action taken by the vice president in the performance of the duties of the president shall be conclusive evidence of the absence or inability to act of the president at the time such action was taken.

Section 3.06. Secretary. The Secretary of the Board will be functionally supported by the Town of Westlake Town Secretary. The secretary shall keep the minutes of all meetings of the Board, shall give and serve all notices to the Town of Westlake, may sign with the president in the name of the Corporation, and/or attest the signature of the president, on all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes, and other instruments of the Corporation.

Section 3.07. Compensation. Officers who are members of the Board shall not receive any salary or compensation for their services, except that they shall be reimbursed for their actual expenses incurred in the performance of their official duties as officers.

ARTICLE IV FUNCTIONAL CORPORATE DUTIES AND REQUIREMENTS

Section 4.01. Contracts For Service. The Corporation may, with approval of Town Council, contract with any qualified and appropriate person, association, corporation, or governmental entity to perform and discharge designated tasks which will aid or assist the Board in the performance of its duties. However, no such contract shall ever be approved or entered into which seeks or attempts to divest the Board of its discretion and policy-making functions in discharging the duties.

Section 4.02. Annual Corporate Budget. The Board shall cause to be prepared, and shall submit to the Town Council, a budget for the forthcoming fiscal year, no later than the end of August each year. The budget shall be submitted to the Town Manager for inclusion in the annual budget presentation to the Town Council. The budget proposed for adoption shall include the projected operating expenses, and such other budgetary information as shall be useful to or appropriate for the Board and the Town Council. The budget or any amendments to the same shall not be effective until approved by the Town Council.

Section 4.03. Books, Records, and Audits.

(a) The Corporation shall keep and properly maintain, using generally accepted accounting principles, complete books, records, accounts, and financial statements pertaining to its corporate funds, activities, and affairs. At the direction of the Board, the books, records, accounts, and financial statements of the Corporation may be maintained for the Corporation by the Finance Director, accountants, and staff of the Town.

(b) The Corporation shall cause its books, records, accounts, and financial statements to be audited at least once each fiscal year by an outside, independent, auditing and accounting firm approved by the Town Council. The audit shall be at the expense of the Corporation.

(c) Town Secretary. The Town Secretary shall have charge of the corporate books, records, documents and instruments and such other books and papers as the Board may direct, all of which shall at reasonable times be open to public inspection upon application at the office of the Town Secretary during regular business hours and shall in general perform all duties incident to the office of Town Secretary subject to the control of the Board.

Section 4.04. Deposit and Investment of Corporate Funds.

(a) All proceeds from loans or from the issuance of bonds, notes, or other debt instruments ("Obligations") issued by the Corporation shall be deposited and invested as provided in the resolution, order, indenture, or other documents authorizing or relating to their execution or issuance.

(b) Subject to the requirements of contracts, loan agreements, indentures or other agreements securing Obligations, all other monies of the Corporation, if any, shall be deposited, secured, and/or invested in the manner provided for the deposit, security, and/or investment of the public funds of the Town. The Board shall designate the accounts and depositories to be created and designated for these purposes, and the methods of withdrawal of funds for use by and for the purposes of the Corporation upon the signature of its treasurer and such other persons as the Board shall designate. The accounts, reconciliation, and investment of funds and accounts shall be performed by the Town.

Section 4.05. Expenditures of Corporate Money. The monies of the Corporation, including sales and use taxes collected pursuant to Section 4B of the Act, monies derived from rents received from the lease or use of property, the proceeds from the investment of funds of the Corporation, the proceeds from the sale of property, and the proceeds derived from the sale of Obligations, may be expended by the Corporation for any of the purposes authorized by the Act, subject to the following limitations:

(a) Expenditures from the proceeds of Obligations shall be identified and described in the orders, resolutions, indentures, or other agreements submitted to and approved by the Town Council prior to the execution of loan or financing agreements or the sale and delivery of Obligations to the purchasers provided by Section 4.04 of this Article.

(b) Expenditures that may be made from a fund created with the proceeds of Obligations, and expenditures of monies derived from sources other than the proceeds of Obligations may be used for the purposes of financing or otherwise providing one or more "Projects," as defined in Section 4B and other Sections of the Act. The specific expenditures shall be described in a resolution or order of the Board and shall be made only after approval by the Town Council, in accordance with Article 5 of the Articles of Incorporation.

(c) All other proposed expenditures shall be made in accordance with and shall be set forth in the annual budget required by Section 4.02 of this Article or in contracts meeting the requirements of this Article, in accordance with Article 5 of the Articles of Incorporation.

(d) The Corporation may not assume a debt or make any expenditures to any principal or interest on a debt if the debt existed before the date the Town created the Corporation.

(e) The Corporation will adopt and comply with the Town of Westlake Financial Policies for finance and payment policies in accordance with State Law.

Section 4.06. Issuance of Obligations. No Obligations, including refunding Obligations, shall be authorized or sold and delivered by the Corporation unless the Town Council shall approve such Obligations by action taken prior to the date of sale of the Obligations.

ARTICLE V MISCELLANEOUS PROVISIONS

Section 5.01. Principal Office. The principal office and the registered office of the Corporation shall be 1500 Solana Blvd., Suite 7200, Westlake, Texas 76262.

Section 5.02. Registered Agent. The Corporation shall have and shall continually designate a registered agent at its registered office, as required by the Act.

Section 5.03. Fiscal Year. The fiscal year of the Corporation shall be the same as the fiscal year of the Town which is October 1 to September 30.

Section 5.04. Seal. The seal of the Corporation shall be as determined by the Board.

Section 5.05. Resignations. Any director or officer may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified therein, or, if no time is specified, at the time of its receipt by the president or secretary. The acceptance of a resignation shall not be necessary to make it effective unless expressly so provided in the resignation.

Section 5.06. Approval or Advice and Consent of the Town Council. To the extent that these bylaws refer to any approval by the Town or by the Town Council, that approval shall be evidenced by a certified copy of an ordinance, resolution, order, or motion duly adopted by the Town Council.

Section 5.07. Indemnification of Directors, Officers and Employees. As provided in the Act and in the Articles of Incorporation, the Corporation is, for the purposes of the Texas Tort Claims Act (Subchapter A. Chapter 101, Texas Civil Practices and Remedies Code), a governmental unit and its actions are governmental functions. The Corporation shall indemnify each and every member of the Board, its officers, and its employees, and each member of the Town Council and each employee of the Town, to the fullest extent permitted by law, against any and all liability or expense, including attorney's fees, incurred by any of such persons by reason of any actions or omissions that may arise out of the functions and activities of the Corporation.

ARTICLE VI EFFECTIVE DATE, AMENDMENTS

Section 6.01. Effective Date. These Bylaws shall become effective upon the occurrence of the following events:

- (a) the approval of these Bylaws by the Board; and
- (b) the adoption of these Bylaws by the Town Council.

Section 6.02. Amendments to Articles of Incorporation and Bylaws. The Articles of Incorporation of the Corporation and these Bylaws may be amended only in the manner provided by the Act after having given the Town Council 30 days written notice. The Board may not change the method of appointing and removing of members as provided herein nor the method of selection of officers without the approval of the Town Council.



Town of Westlake

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

Staff Report

File #: 25-148

Agenda Date: 6/17/2025

Agenda #: G.1.

ACADEMY STAFF REPORT RECOMMENDATIONS

Conduct Public Hearing to receive public input regarding the Westlake Academy FY 2025-2026 School Budget (Cayce Lay Lamas, Finance Director)

STAFF: Cayce Lay Lamas, Finance Director)

BACKGROUND:

The Board of Trustees/Town Council holds a public hearing on the Westlake Academy proposed annual operating budget each year prior to adoption. Public hearings provide an open forum to receive feedback from citizens and parents on the initiatives, service levels, and appropriation of funds proposed.

The Board will hold a public hearing to receive public input on the proposed FY 2025-2026 annual operating budget, in the amount of \$12,310,696, prior to considering adoption.

The public notice advertising the public hearing was published in the Fort Worth Star Telegram on Friday, June 6, 2025. The FY 2025-2026 Proposed Budget was made available on the Academy's website for public inspection on the same day.

BOARD OF TRUSTEES ACTION/OPTIONS:

- 1) Open the public hearing
- 2) Receive Parent/Citizen Comments
- 3) Close the Public Hearing



Town of Westlake

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

Staff Report

File #: ORD-1024

Agenda Date: 6/17/2025

Agenda #: G.2.

TOWN STAFF REPORT RECOMMENDATIONS

Hold public hearing, discuss, consider and act to recommend to the Town Council to adopt Ordinance 1024 amending Chapter 102, entitled “Zoning”, and establishing Article IX, entitled “TC, Town Center Form-Based Development District”, providing new regulations and rules for development within the Town of Westlake, Texas; providing a penalty; providing a cumulative clause; providing a severability clause; providing a savings clause; authorizing publication; and establishing an effective date (Jason Alexander, AICP, CEcD, Deputy Town Manager).

STAFF: Jason Alexander, AICP, CEcD, Deputy Town Manager

BACKGROUND:

The recently adopted Strategic Plan identifies the creation of a mixed-use zoning district as a priority to accelerate and to sustain the economic development efforts within the Town of Westlake.

The recently adopted Strategic Plan also stresses that, as the Town of Westlake “considers future land use and development, it must balance economic ambitions and the need for increased revenue with preserving its distinctive character, all while considering growth that is strategically located and of high quality.”

Accordingly, the proposed TC, Town Center Form-Based Development District intends to “provide predictable building regulations and building rules that support the development and the redevelopment of urban space in the Town of Westlake that is attractive; that is walkable; and that provides an appropriate mix of residential experiences, commercial experiences, and civic experiences all in close proximity to each other leading to comfortable and pedestrian-friendly neighborhoods.”

The proposed building regulations and building rules that are contained within the TC, Town Center Form-Based Development District intend to deliver market-driven and market-responsive development patterns that

are consistent with the values and expectations for growth within the Town of Westlake while achieving the economic development goals that are articulated in the Strategic Plan.

DISCUSSION:

A mixed-use zoning district, the TC, Town Center Form-Based Development District is further divided into three town center zones --- to encourage residential experiences, commercial experiences, and civic experiences that are not only in adjacency to each other --- but that may also co-exist in proximity to existing development patterns:

- Town center edge zones (i.e., primarily detached single-family residential).
- Town center core zones (i.e., mixed-use activity).
- Town center civic zones (i.e., institutional and public activity)

In addition to the three town center zones --- a building height waiver overlay district --- is also proposed and it may only be applied to property mapped to the town center core zones that are located within 660 feet of State Highway 114 and / or State Highway 170. Within the building height waiver overlay district, all principal buildings are required to be a minimum of four stories in building height, with no limitation on height, and multi-family residential units are allowed as an additional permitted use. The only principal buildings within the building height waiver overlay district that may be less than four stories in building height are those principal buildings accommodating a food service establishment or retail business.

Concerning multi-family residential units --- too --- the total allocation allowance for the entire form-based development district is 400. This limitation may not be increased or decreased without a public hearing (i.e., text amendment) in accordance with the provisions found in the Unified Development Code. Furthermore, multi-family residential units are only allowed within the building height waiver overlay district, they may not be located anywhere else within the town center core zones and multi-family residential units are not allowed within the town center edge zones and within the town center civic zones.

It should also be noted, too, that multi-family residential units are not permitted on the first floors of any principal buildings --- and are only permitted in mixed-use buildings. The required parking for multi-family residential buildings must be in a dedicated parking structure.

As a form-based development district --- the TC, Town Center Form-Based Development District --- primarily directs development (and redevelopment in the future) by regulating building frontages and building functions. The building frontages are the elements of the front setback and along the front building façade that regulate how buildings engage and interact with the public realm and the semi-public realm to “support walkability, safe streets, and safe public spaces”. The building functions --- or land use --- are then influenced by the building frontages based on their design.

The five building frontages (and their usual locations) are as follows:

- Dooryard (residential).
- Stoop (residential).
- Forecourt (residential, commercial, and mixed-use).
- Shopfront (commercial) and mixed-use).
- Arcade (commercial and mixed-use).

The building frontages are further regulated by the provisions for building materials and building configurations and those for landscaping (e.g., architecture and landscape architecture). The provisions for building materials and building configurations and those for landscaping are primarily derived from practices and techniques that are local to the Town of Westlake.

In addition to the general provisions for building materials and building configurations for all buildings --- there are additional requirements for shopfront building frontages along the first floor. Those specific provisions may only be modified with approval by the Town Council. These specific requirements are intended to establish a distinct design aesthetic and architecture for commercial and mixed-use development within the TC, Town Center Form-Based Development District.

Parking requirements are determined by the use of the building and its lot --- and valet parking programs and shared parking studies subject to review and approval by the Town Planner may be prepared and submitted. As parking requirements are determined by the use of the building and its lot, there are no limitations on residential density or non-residential intensity.

However, though, residential uses require a minimum habitable space (e.g., 4,000 square feet for single-family residential attached and detached units and 1,500 square feet for multi-family residential units). Each single-family residential attached and detached unit must be on an individual lot.

Outside of the requirements for the building height waiver overlay district, the maximum building height is as follows:

- Principal buildings within the town center edge zones are limited to two stories in height.
- Principal buildings within the town center core zones and within the town center civic zones are limited to four stories height.
- Outbuildings are limited to two stories in height, and outbuildings may not be taller than the principal building located on the same lot.

However, there are considerations included for allowing the Town Planner to require proposed buildings to match the building setbacks and / or the building heights of the adjacent buildings rather than the provisions of the TC, Town Center Form-Based Development District in order to ensure compatibility with existing development patterns.

There are also specific standards for signage --- and those have been provided to minimize the potential for clutter and to ensure that signs are visually compatible with other signs and businesses in the Town of Westlake.

With regulating the form of buildings as the greatest priority for the TC, Town Center Form-Based Development District, the form-based development district guides development at both the neighborhood scale and the building scale. Projects proposed on three or more acres of land require a master plan --- a regulating plan --- in addition to the site plans and civil plans required for the individual buildings. The regulating plan --- requires review and recommendation from the Planning and Zoning Commission --- and approval by the Town Council. A development agreement is required for all development projects pursuant to the proposed TC, Town Center Form-Based Development District.

Excluding the regulating plan, all site plan and civil plan submittals are reviewed and approved administratively. This is due in large to the building regulations and building rules intentionally articulating the

requirements for development (and redevelopment in the future) within the boundaries of the proposed TC, Town Center Form-Based Development District. The building regulations and building rules range from deterministic (i.e., “shall”) to permissive (i.e., “may”).

Finally, a property owner or a developer may request to deviate from specific standards of the TC, Town Center Form-Based Development District upon making a request to the Town Planner and a property owner or a developer may appeal any decision of the Town Planner to the Town Council. The Town Planner does not have the administrative authority “to modify, or to make adjustments to the numerical metrics of this form-based development district in the following ways”:

- To increase maximum density ratios.
- To increase maximum building height.
- To increase maximum building setbacks.
- To decrease the minimum habitable area for residential uses.
- To specify new uses or to restrict listed uses.
- To modify the maximum allocation allowances for multi-family residential units.

The proposed text amendment establishing the TC, Town Center Form-Based Development District supports and reinforces the vision and the goals of the Strategic Plan.

FISCAL IMPACT:

N/A.

PLANNING AND ZONING COMMISSION RECOMMENDATION:

The Planning and Zoning Commission met on June 11, 2025, and reviewed, considered, and provided a recommendation on the proposed text amendment establishing the TC, Town Center Form-Based Development District (i.e., Ordinance 1024). The Planning and Zoning Commission recommended approval with the following revisions by a vote of 6-0 (with one absence):

1. That “Town Planner” be replaced with “Town Manager or their designee” throughout the text; AND
2. That Section 102-412(G)(7)(ii) be revised to reflect the following language and to read as follows:
“Multi-family residential units are expressly restricted to those mixed-use buildings that are at locations

within the building height waiver overlay district. The first floor shall be confined to a commercial building function or to commercial building functions for a minimum depth of 40 feet. Parking may be located behind the building area allocated to the commercial building function or to the commercial building functions.

DEPARTMENT OF PLANNING AND DEVELOPMENT RECOMMENDATION:

The Department of Planning and Development recommends approval of the text amendment establishing the TC, Town Center Form-Based Development District as presented.

PLANNING AND ZONING COMMISSION ACTION / OPTIONS:

- 1) Motion to approve;
- 2) Motion to approve with additional conditions (please state additional conditions in motion);
- 3) Motion to deny; OR
- 4) Motion to table (must table to a specific date).

ATTACHMENT(S):

1. Ordinance No. 1024
2. EXHIBIT "A" - TC, Town Center Form-Based Development District

TOWN OF WESTLAKE, TEXAS
ORDINANCE 1024

AN ORDINANCE OF THE TOWN OF WESTLAKE, TEXAS, AMENDING CHAPTER 102, “ZONING”, TO ESTABLISH ARTICLE IX ENTITLED “TC, TOWN CENTER FORM-BASED DEVELOPMENT DISTRICT” PROVIDING NEW REGULATIONS AND RULES FOR DEVELOPMENT WITHIN THE TOWN OF WESTLAKE, TEXAS; PROVIDING A PENALTY; PROVIDING A CUMULATIVE CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AUTHORIZING PUBLICATION; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Town of Westlake, Texas, is a Type A General Law Municipality located in Denton County and Tarrant County, Texas, incorporated in accordance with the provisions of the Texas Local Government Code, as amended, and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the Town of Westlake, Texas is a Type A General Municipality empowered under the provisions of Section 51.012 of the Texas Local Government Code, as amended, to adopt an ordinance or rule that is in the interest, welfare, and good order of the Town of Westlake, Texas; and

WHEREAS, the Town Council of the Town of Westlake, Texas finds that the creation of the TC, Town Center Form-Based Development District will introduce contemporary land use and land development regulations that will assist residents and businesses in having the kind of visually harmonious and economically productive community that they desire; and

WHEREAS, the Town Council of the Town of Westlake, Texas finds that the passage of this Ordinance is advantageous and beneficial to the Town of Westlake and in the interest of good governance.

NOW, THEREFORE, BE IT ORDAINED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS THAT:

SECTION 1: That the findings and recitations set out in the Preamble of this Ordinance are found to be true and correct and hereby adopted by the Town Council of the Town of Westlake, Texas and made a part hereof for all purposes.

SECTION 2: That the Town of Westlake, Texas hereby amends Chapter 102, “Zoning”, to establish Article XI, “TC, Town Center Form-Based Development District”, a copy of which is attached hereto as Exhibit “A”.

SECTION 3: That all ordinances of the Town of Westlake, Texas in conflict with the provisions of this Ordinance be, and the same are hereby, repealed and all other ordinances of the Town of Westlake, Texas not in conflict with the provisions of this Ordinance shall remain in full force and effect.

SECTION 4: Should any section, paragraph, sentence, clause, or phrase of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid by a court of competent jurisdiction, the same shall not affect the validity of this Ordinance as a whole or any part or provision thereof, other than the part so declared to be unconstitutional, illegal, or invalid, and shall not affect the validity of the Unified Development Code as a whole.

SECTION 5: That any person, firm, or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in the Code of Ordinances of the Town of Westlake, Texas and, upon conviction, shall be punishable by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense. Each day that a violation occurs shall constitute a separate offense.

SECTION 6: It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public as required by law and the public notice of the time, the place, and the purpose of said meeting was given as required.

SECTION 7: This Ordinance shall take effect immediately from and after its passage upon reading and the publication of the caption, as provided by law.

DULY PASSED AND APPROVED BY THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS ON THIS 17TH DAY OF JUNE 2025.

Kim Greaves, Mayor

ATTEST:

Dianna Buchanan, Town Secretary

APPROVED AS TO FORM:

Matthew C. G. Boyle, Town Attorney

Sec. 102-400. - PURPOSE.

The purpose of this TC, town center form-based development district is to provide predictable building regulations and building rules that support the development and the redevelopment of urban space in the Town of Westlake that is attractive; that is walkable; and that provides an appropriate mix of residential experiences, commercial experiences, and civic experiences all in close proximity to each other leading to comfortable and pedestrian-friendly neighborhoods. A critical mass of residential experiences, commercial experiences, and civic experiences combined with architecture and landscape architecture practices that individually and that collectively contribute to a visually harmonious whole will respond to the growing market demand for mixed-use and will establish a marketable destination which meets the daily needs of residents and businesses in the Town of Westlake, while attracting regional customers. The following policies provide further clarification on the purpose of the TC, town center form-based development district:

- A. That the natural infrastructure and the visual character of the Town of Westlake should be retained; AND
- B. That architecture and landscape architecture should grow from local climate, topography, history, and building practice; AND
- C. That buildings and landscaping should be disciplined to contribute to the spatial definition of thoroughfares and civic spaces; AND
- D. That compact and mixed-use development should be encouraged as a pattern of development; AND
- E. That the configurations of buildings should support walkability, safe streets, and safe public spaces, creating pedestrian-friendly neighborhoods; AND
- F. That the form of buildings should individually and collectively define and support the public realm; AND
- G. That the building regulations and the building rules should balance the rights of the individual and the interests of the community as a whole; AND
- H. That the harmonious and orderly evolution of the built environment should be secured through regulating the form of buildings.

Sec. 102-401. - APPLICABILITY.

A. This TC, town center form-based development district may be known as this **“FORM-BASED DEVELOPMENT DISTRICT”**.

B. Provisions of this form-based development district shall be activated by **“SHALL”** or **“ARE”** when required and by **“MAY”** when optional.

C. Provisions of this form-based development district shall be expressly applied to the development and to the redevelopment of property within approved boundaries as shown on the zoning map for the Town of Westlake.

D. Provisions of this form-based development district, where in conflict, shall take precedence over those of all other codes, ordinances, regulations, and standards in the Town of Westlake, Texas Code of Ordinances, except for:

1. Chapter 18, Buildings and Building Regulations; AND
2. Chapter 36, Engineering Standards; AND
3. Chapter 38, Fire Prevention and Protection.

E. Provisions found in the Town of Westlake, Texas Code of Ordinances shall continue to be applicable to all those issues not covered by this form-based development district, except where such provisions would be in conflict.

F. Provisions of this form-based development district or any numerical metrics set forth herein, when in conflict with diagrams, figures, or illustrations, shall take precedence.

G. Unless otherwise provided in below, the Town Manager, or their designee, shall have the authority to administratively approve or to administratively disapprove a request to deviate from the provisions of this form-based development district. A request to deviate from the provisions found in this form-based development district shall not be used as a reason to establish the existence of a non-conformity or to create rights in the continuation of non-conformity; to add new building functions that are not allowed by the regulations and the rules of the town center zone in which it is located; and to add site improvements that are not allowed by the regulations and the rules of the town center zone in which it is located. All deviation decisions that are made pursuant to the provisions of this form-based development district may be appealed to the Town Council within 30 days of a deviation decision from the Town Manager or their designee. For the purposes of the regulations and the rules of this form-based development district, appeals requests shall only be heard as per the rules that are set forth for consideration of Regular Agenda Items. All appeals requests shall be filed with the Town Manager or their designee.

H. The Town Manager, or their designee, shall not have administrative authority to modify, or to make adjustments to the numerical metrics of this form-based development district in the following ways:

1. To increase the maximum density ratios.
2. To increase the maximum building height.
3. To increase the maximum building setbacks.
4. To reduce the minimum habitable area for residential building functions.
5. To specify new building functions and uses or to restrict listed building functions and uses.
6. To modify the maximum allocation allowances for multi-family residential units.

Sec. 102-402. - DISTRICT BOUNDARIES.

The boundaries of this form-based development district shall be as shown on the zoning map for the Town of Westlake.

Sec. 102-403. - ALLOCATION OF TOWN CENTER ZONES.

This form-based development district allocates the following sub-districts, which are referred to herein as town center zones: the town center edge zones; the town center core zones; and the town center civic zones.

A. TOWN CENTER EDGE ZONES. This town center zone is established to enable and to encourage the development of low-density residential areas that have detached houses.

B. TOWN CENTER CORE ZONES. This town center zone is established to enable and to encourage the development of mixed-use areas characterized by buildings that integrate residential uses with a broad variety of office, restaurant, and retail of regional importance.

1. Any part of the town center core zones located within 660 feet of the public right-of-way of State Highway 114 and / or State Highway 170 shall be mapped as a building height waiver overlay district, and the provisions of this form-based development district shall be modified as follows:

- i. All principal buildings within the town center core zones shall be exempted from the maximum building height restrictions.
- ii. All principal buildings within the town center core zones shall have a minimum building height of four stories, with the exception of those principal buildings

accommodating a food service establishment or a retail sales establishment. A food service establishment and a retail sales establishment may have a building height that is less than four stories.

C. TOWN CENTER CIVIC ZONES. This town center zone is established to guide the location of civic buildings and civic spaces that are intended to stand out from the surrounding neighborhoods and thoroughfares and to reinforce the distinct architectural character, cultural character, and social character defining the Town of Westlake.

D. All the town center zones are zoning districts and may be applied for through a process of public hearing, in accordance with the applicable standards and applicable procedures as established in Sec. 26-64 — Sec. 26-66 of the Town of Westlake, Texas Code of Ordinances.

E. All town center zone boundaries shall be mapped along thoroughfare centerlines and along the rear lot lines and the side lot lines.

F. All town center zones shall be shown on the zoning map for the Town of Westlake.

Sec. 102-404. - DEVELOPMENT AGREEMENT.

All development and redevelopment projects within this form-based development district shall be pursuant to a recorded development agreement. All development agreements shall demonstrate compliance with all the regulations and the rules of this form-based development district and the requirements established in Sec. 102-316 of the Town of Westlake, Texas Code of Ordinances. All applicants shall prepare or have prepared on their behalf a development agreement. Development agreements are subject to review and recommendation by the Town Manager, or their designee, and approval by the Town Council.

Sec. 102-405. - REGULATING PLAN.

All development and redevelopment projects within this form-based development district for a parcel of land or for multiple parcels of land greater than three acres in area shall require a regulating plan. All regulating plans shall depict the parcel of land or the multiple parcels of land that are subject to regulation by this form-based development district and shall guide the infrastructure strategies, the civic space allocation, the land use allocation, and the aesthetic character of the built environment and the natural environment in order to support implementation of this form-based development district.

A. REGULATING PLAN REVIEW AND APPROVAL.

1. Site plans and civil plans may not be submitted for review and approval as provided in below without an approved regulating plan. An applicant shall prepare or shall have prepared on their behalf a regulating plan. Regulating plans shall require a review and recommendation from the Planning and Zoning Commission and approval by the Town Council.

B. MINIMUM INFORMATION REQUIRED. All the following information shall be required for review and approval of a regulating plan:

1. the proposed order (sequence) for development or modification of buildings and other elements of the built environment within the private lots;
2. the proposed layout of development;
3. the proposed thoroughfare assemblies and their locations;
4. the proposed civic space types and their locations;
5. the proposed allocation of town center zones;
6. the proposed density calculations; AND
7. the additional guidelines for architecture and / or landscape architecture, if any.

C. THOROUGHFARE ASSEMBLY.

1. All public thoroughfares and all private thoroughfares shall be assembled and shall be built as specified in Sec. 36-43 of the Town of Westlake, Texas Code of Ordinances, and the provisions as found in Sec. 36-43 of the Town of Westlake, Texas Code of Ordinances are modified as follows:

- i. Sidewalks shall be a minimum of six feet in width within all town center edge zones.
- ii. Sidewalks shall be a minimum of 12 feet in width within all town center core zones and within all town center civic zones, except for those sidewalks providing access to lots dedicated principally to attached single-family residential units and to detached single-family residential units only, which shall be a minimum of six feet in width.
- iii. Sidewalks shall have a planter at least five feet in width, that is adjacent to the roadway lanes of the thoroughfare. Trees shall be planted within the planter on center and spaced at intervals of 30 feet.

2. All thoroughfares shall terminate at other thoroughfares, and in intersections, forming a network.

3. All thoroughfare networks shall define pedestrian-friendly and walkable blocks not exceeding the following perimeter lengths that are measured as the sum of frontage lines:

- i. 3,000 feet within the town center edge zones; AND
- ii. 2,400 feet within the town center core zones and within the town center civic zones.

4. All rear alleys shall terminate at thoroughfares or at other rear alleys in intersections.

- i. Rear alleys shall have a minimum easement width of 24 feet and a minimum pavement width of 12 feet within the town center edge zones; AND
- ii. Rear alleys shall have a minimum easement width of 24 feet and a minimum pavement width of 24 feet within the town center core zones and within the town center civic zones.

5. All rear alleys shall be in easements and shall be privately held and maintained by the developer and / or the property owners' association.

D. CIVIC SPACE.

1. All regulating plans shall assign at least five percent of its total land area to civic space.

- i. A civic building may be either located within or adjacent to the civic space or located at the axial termination of a thoroughfare.

2. All civic spaces servicing this form-based development district shall detail their functions and their programming (e.g., a green, a park, a pocket park, and a square) as provided in below:

- i. a green (the minimum size shall be 0.5 acres);
- ii. a park (the minimum size shall be 1.0 acres);
- iii. a pocket park (the minimum size shall be 1,000 square feet and the maximum size shall be 0.25 acres); AND
- iv. a square (the minimum size shall be 0.25 acres and the maximum size shall be 3.0 acres).

3. All civic spaces servicing this form-based development district shall be coordinated with and connect with existing and future trails, residential neighborhoods, and surrounding civic assets in the Town of Westlake.

4. All civic spaces servicing this form-based development district shall be programmed and shall be designed in accordance with all the applicable provisions of the development agreement.

5. The developer and / or the property owners' association shall be responsible for the construction and the maintenance of the civic space made available to the public.

E. ADDITIONAL GUIDELINES FOR ARCHITECTURE AND LANDSCAPE ARCHITECTURE. All proposed development and redevelopment projects subject to this form-based development district are encouraged to incorporate additional regulations for building materials and building configurations as appropriate to enhance and to complement the built environment and the natural environment. All additional regulations for building materials and building configurations shall result in higher levels of creativity and design for architecture and for landscape architecture to the satisfaction of the Town Manager or their designee.

1. The guidelines for architecture and for landscape architecture may include basic design aesthetic for ground-based, monument signs, provided that ground-based, monument signs:

i. all ground-based, monument signs shall only be located along arterial thoroughfares; AND

ii. all ground-based, monument signs shall be restricted to a maximum height of six feet; AND

iii. all ground-based, monument signs shall be constructed of a metal material, and the ground-based, monument signs bases and supports shall be made of a brick material, a stone material, or a stucco material matching the design aesthetic for architecture and landscape architecture for the proposed project.

F. AMENDMENTS. All amendments to approved regulating plans shall require a review and recommendation from the Planning and Zoning Commission and approval by the Town Council. Amendments may be approved, provided that they are consistent with the intent of this form-based development district.

Sec. 102-406. - INSTRUCTIONS.

This Section sets forth the standards that are applicable to the development and to the modification of buildings and other elements of the built environment that are within private lots.

A. The administration of this form-based development district shall be carried out by multiple Town of Westlake departments that have jurisdiction over the permitting of a project, with each department administering the regulations and the rules that are appropriate to their department.

B. All applications for development and redevelopment pursuant to this form-based development district shall require a pre-development meeting. A pre-development meeting shall be scheduled at the request of the applicant and shall include the applicant, the applicant's design professionals, and all the associated departments of the Town of Westlake.

C. All applications for development and redevelopment pursuant to this form-based development district shall be processed administratively.

D. All applications for development and redevelopment pursuant to this form-based development district shall require two types of submittals for review and approval: site plans and civil plans. The applicant shall submit the site plans and the civil plans together.

E. All applications for development and redevelopment pursuant to this form-based development district shall, in addition to complying with the site plan requirements found existing in Sec. 102-314 of the Town of Westlake, Texas Code of Ordinances, demonstrate compliance with:

1. Density calculations.
2. Lot standards.
3. Building disposition.
4. Building configuration.
5. Building frontage standards.
6. Building function.
7. Parking standards.
8. Landscape standards.
9. Signage standards.
10. Building materials and building configurations.

F. All approved applications and approved plans shall then go through the routinely applied development process.

1. Any request to deviate from the provisions found in this form-based development district shall require approval, prior to receiving any building permit and / or undertaking any work.

2. Any request to deviate from the provisions found in this form-based development district shall be documented by the Town Manager, or their designee, and shall be included on the site plan.

Sec. 102-407. - DENSITY CALCULATIONS.

In the town center edge zones, the maximum residential density for each lot shall be one unit (housing in outbuildings shall not count towards residential density). In the town center core zones, the maximum residential density for each lot shall be one unit (housing in outbuildings shall not count towards residential density), except for multi-family residential units located within the building height waiver overlay district. For land mapped as and assigned to the building height waiver overlay district, the allocation allowance for constructing multi-family residential units shall not exceed 400. For other building functions, the buildable intensity shall be determined on a per lot basis and by the total number of parking spaces needed to accommodate a building function or the building functions on a single lot.

Sec. 102-408. - LOT STANDARDS.

A. GENERAL. All newly platted lots shall either front on a thoroughfare, or on a civic space.

B. LOT WIDTH. There shall be no minimum lot width nor maximum lot width in this form-based development district.

C. LOT COVERAGE. The maximum lot coverage by buildings and other roofed structures shall not exceed the percentages provided in below:

1. 60 percent maximum within the town center edge zones; AND
2. 80 percent maximum within the town center core zones; AND
3. 80 percent maximum within the town center civic zones.

D. UTILITIES. All utilities within the town center core zones and within the town center civic zones shall be placed underground only, and within the public right-of-way, including the roadway lanes and the sidewalks.

Sec. 102-409. - BUILDING DISPOSITION.

A. GENERAL.

1. The front building façade shall be built parallel to the front lot line or shall be built parallel to the tangent of a curved front lot line.

B. BUILDING SETBACKS. All buildings in this form-based development district (i.e., all town center zones) shall be setback from the boundaries of their lots as provided in below:

1. Principal buildings:

i. Front: 0 feet minimum and 30 feet maximum, except all attached single-family residential units and all detached single-family residential units shall require a minimum front setback of 10 feet. All corner lots shall have designated their front setback along the thoroughfare or the cross-block passage of higher pedestrian importance.

ii. Side: 0 feet minimum for attached buildings.

iii. Side: 5 feet minimum for detached buildings.

iv. Rear: 20 feet minimum.

2. Outbuildings and accessory buildings:

i. The front setback shall be 20 feet minimum, in addition to the front setback for the principal building, and the side setbacks and the rear setback shall be five feet minimum.

C. SPECIFIC TO THE TOWN CENTER CORE ZONES:

1. The principal entrance shall be on the front lot line except that recessed stoops and shopfront doors that recess the principal entrance from the front lot line are allowed.

Sec. 102-410. - BUILDING CONFIGURATION.

A. BUILDING HEIGHT. Building height shall be measured in stories for each habitable level above-ground.

1. All stories are measured from finished floor to finished ceiling.

2. All stories shall not exceed 14 feet in height except as provided in below.

i. For residential building functions on the first floor only, minimum story height shall be 10 feet and a maximum of 18 feet.

ii. For other building functions on the first floor, minimum story height shall be 16 feet and a maximum of 25 feet.

iii. A single floor level exceeding 18 feet at ground level shall be counted as two stories.

3. All principal buildings within the town center edge zones shall be limited to two stories in building height, and all principal buildings within the town center core zones and within the town center civic zones shall be limited to four stories in building height. With the exception of all those principal buildings accommodating a food service establishment or a retail sales establishment only, all principal buildings located within the town center core zones that are mapped and that are assigned to the building height waiver overlay district are exempted from the maximum building height restrictions, and shall be a minimum of four stories in building height.

4. All outbuildings shall be limited to two stories in height, and no outbuilding shall be higher than the principal building that is located on the same lot.

5. For all free-standing parking structures, building height shall be measured in feet.

i. Free-standing parking structure height shall be limited to a maximum height of 60 feet.

6. For all parking structures attached to a building or buildings for at least 50 percent of their perimeter, stories may exceed the limit for parking structure height, provided that they do not exceed the eave height of the attached building or attached buildings.

i. In the absence of a liner building, all parking structures shall be visually screened from all building frontages and from all lot lines which border a thoroughfare or a civic space either by parapet walls constructed of an exterior finish material matching the adjacent building façade or by other similar architectural screening to the satisfaction of the Town Manager or their designee.

7. All the following are not included in measurement for building height:

- i. an attic;
- ii. a belfry;
- iii. a chimney flue;
- iv. a clock tower;
- v. an elevator bulkhead;
- vi. a mast; AND
- vii. a water tank.

B. HABITABLE SPACE.

1. The habitable space of each attached single-family residential unit and the habitable space of each detached single-family residential unit shall be no less than 4,000 square feet.

2. The habitable space of each multi-family residential unit shall be no less than 1,500 square feet.

Sec. 102-411. - BUILDING FRONTAGE STANDARDS.

All applications and plans for proposed development projects and redevelopment projects pursuant to the provisions of this form-based development district shall require a building frontage. The building frontage is defined as the privately held area that is located between the front lot line and the front building façade of the principal building.

A. BUILDING FRONTAGE BUILD-OUT. The front building façade of the principal building that is located on each lot shall occupy a minimum percentage of the width within the front setback as the building frontage build-out. Building frontage build-out requirements shall be as follows:

1. 60 percent minimum within the town center edge zones; AND
2. 90 percent minimum within the town center core zones; AND
3. None within the town center civic zones.

B. BUILDING FRONTAGES GENERAL.

1. The front setback shall contain the building frontage. Building frontages shall be configured according to the architecture requirements and the landscape architecture requirements as set forth in this Section. For corner lots, the front setback shall be designated along the thoroughfare or along the cross-block passage of higher pedestrian importance. For corner lots only, a shopfront building frontage may be required along each thoroughfare and / or cross-block passage.

2. The building frontages are divided into the following five types for the purposes of the regulations and the rules of this form-based development district:

- i. a dooryard building frontage;
- ii. a stoop building frontage;
- iii. a forecourt building frontage;
- iv. a shopfront building frontage; AND
- v. an arcade building frontage.

3. Awnings may encroach into a front setback up to 100 percent of its depth within all town center core zones.

4. Balconies and bay windows may encroach into a front setback up to 50 percent of its depth within all town center edge zones and balconies and bay windows may encroach up to 100 percent of its depth within all town center core zones.

5. Porches shall be no less than eight feet deep, and porches may encroach into a front setback up to 50 percent of its depth within the town center edge zones and within the town center core zones.

6. In the absence of a building façade along any part of a frontage line within the town center core zones, a streetscreen shall be built coplanar with the building façade. All streetscreens shall be between four and six feet in height, and shall have openings that are no larger than necessary to allow for automobile access and for pedestrian access.

i. Streetscreens are not considered fencing or walls for the purposes of this form-based development district.

7. All forecourt building frontages, shopfront building frontages, and arcade building frontages shall meet the following standards:

i. Ramps and stairs are not allowed.

8. All entrances to residential building functions on upper floors in mixed-use buildings shall be at sidewalk grade.

9. All first floor commercial building functions at locations along an arterial thoroughfare, a collector thoroughfare, and a civic space shall provide a shopfront building frontage at a minimum.

10. All first floor entrances to commercial building functions shall be illuminated.

11. All first floor commercial building functions may encroach into the adjacent sidewalk and / or may use the building frontage for outdoor seating, for outdoor serving, for outdoor displays of merchandise, and for other business-related activities provided that a minimum contiguous clear path of six feet shall be maintained within the adjacent sidewalk, within the building frontage, or any combination of both.

i. Outdoor serving areas shall be separated from adjacent sidewalks using any combination of wrought-iron fencing, railings, planters, and landscape.

C. DOORYARD BUILDING FRONTAGES (SEE FIGURE NO. 2 — A).

1. All dooryards may encroach into the front setback up to 100 percent of its depth.
2. All dooryards shall be enclosed on three sides by a wall located on the front lot line and on the side lot lines.

D. FORECOURT BUILDING FRONTAGES (SEE FIGURE NO. 2 — B).

1. All forecourt building frontages shall be combined with arcade building frontages.
2. All forecourt building frontages shall recess from front lot lines a maximum of 15 feet for all pedestrian forecourts and a maximum of 30 feet for all vehicular forecourts.
3. Driveways within forecourt building frontages shall be limited to 24 feet in width, and driveways may be paved in brick, in cobble, in concrete, or in stone, subject to approval by the Town Manager or their designee.

E. STOOP BUILDING FRONTAGES (SEE FIGURE NO. 2 — C).

1. A stoop may encroach into the front setback up to 100 percent of its depth.
2. A stoop shall be at least five feet in width and five feet in depth.

F. SHOPFRONT BUILDING FRONTAGES (SEE FIGURE NO. 2 — D).

1. All shopfront building frontages may either be freestanding or combined with an arcade building frontage.
2. All building façades at shopfront building frontages shall have no less than 70 percent of the total building wall area glazed with clear glass. All shopfront building frontages at corner lots shall have no less than 70 percent of the total building wall area of one building façade glazed with clear glass and no less than 50 percent of the total building wall area of the second building façade glazed with clear glass.
3. All awnings shall project horizontally from the building façade a minimum of six feet where provided.

G. ARCADE BUILDING FRONTAGES (SEE FIGURE NO. 2 — E).

1. All arcade building frontages may encroach to within two feet of the curb.
2. All arcade building frontages shall provide a minimum vertical clearance of 10 feet, and shall project horizontally from the building façade for a minimum of 10 feet.

3. Public lighting and public planting may only be omitted where an arcade building frontage encroaches into the public right-of-way.

4. All arcade building frontages may be combined with shopfront building frontages.

Sec. 102-412. - BUILDING FUNCTION.

A. BUILDING FUNCTIONS GENERAL.

1. The buildings and the lots that are within the town center core zones and that are within the town center civic zones may have multiple building functions.

2. The allowable building functions within each town center zone shall be expressly limited to those that are identified in this Section. Any building function that is not identified in this Section shall be prohibited.

i. The allowable commercial building functions other than lodging and office shall be restricted to the first floors and to the second floors of principal buildings.

B. ALLOWABLE BUILDING FUNCTIONS IN TOWN CENTER EDGE. The allowable building functions in the town center edge zones shall be limited to the following:

1. Community Garden.
2. Home Occupation.
3. Private Garden (located within the building frontage).
4. Single-Family Residential (detached).

C. ALLOWABLE BUILDING FUNCTIONS IN TOWN CENTER CORE. The allowable building functions in the town center core zones shall be limited to the following:

1. Amphitheater.
2. Bank.
3. Bar.
4. Barber Shop.
5. Bistro.
6. Café.
7. Childcare Center.
8. Coffee Shop.
9. Community Garden.
10. Conference Center.

11. Day Spa.
12. Dry Cleaner.
13. Electric Vehicle Charging Station.
14. Entertainment Establishment.
15. Food Truck Park.
16. Fountain.
17. Funeral Home.
18. Home Occupation.
19. Hotel (no room limit).
20. Light Manufacturing Facility (no noxious noise, odor, or traffic generation).
21. Live-Work Building.
22. Medical Clinic.
23. Mixed-Use Building.
24. Multi-Family Residential (allowed only in mixed-use buildings located within the building height waiver overlay district).
25. Office Building.
26. Open-Market Building.
27. Parking Structure.
28. Private Garden (located within the building frontage).
29. Public Art.
30. Research Facility.
31. Restaurant.
32. Retail Building, provided that the specific building function be further limited to the following:
 - i. an apparel store;
 - ii. an appliance store;
 - iii. a bicycle shop;
 - iv. a book store;
 - v. a corner market (provided that a minimum of 50 percent of the total building area of the retail sales establishment is exclusively dedicated to the display and the sale of fresh fish, fresh meat, fresh produce, seasonal fruit, and other perishable agricultural products);

- vi. a dairy goods store;
 - vii. a department store;
 - viii. an electronics store;
 - ix. a farmers market;
 - x. a fitness center;
 - xi. a florist;
 - xii. a furniture store;
 - xiii. a grocery store;
 - xiv. a hardware store;
 - xv. a home furnishings store;
 - xvi. a jewelry store;
 - xvii. a liquor store;
 - xviii. a mail center;
 - xix. an optical goods store;
 - xx. a paint store;
 - xxi. a pet store;
 - xxii. a pharmacy; AND
 - xxiii. a sporting goods store.
- 33. Salon.
 - 34. Single-Family Residential (attached and detached).
 - 35. Veterinary (no outdoor kennel).
 - 36. Winery.

D. ALLOWABLE BUILDING FUNCTIONS IN TOWN CENTER CIVIC. The allowable building functions in the town center civic zones shall be limited to the following:

- 1. Amphitheater.
- 2. Cemetery.
- 3. Civic Building.
- 4. College.
- 5. Fire Station.
- 6. Fountain.
- 7. Hospital.

8. Parking Structure.
9. Public Art.
10. Religious Assembly.

E. ALLOWABLE OUTBUILDINGS AND ACCESSORY BUILDINGS. In all the town center zones, the allowable outbuildings and accessory buildings shall be limited to only the following:

1. Accessory Dwelling.
2. Greenhouse.
3. Storage Shed.
4. Swimming Pool.

F. SPECIFIC USE PERMITS. The following building functions require a specific use permit that is subject to review and recommendation by the Planning and Zoning Commission and approval from the Town Council in accordance with the provisions found existing in Sec. 102-63 of the Town of Westlake, Texas Code of Ordinances within the town center edge zones and within the town center core zones:

1. Bed and Breakfast (up to five rooms).
2. Electric Sub-station.
3. Kennel (outdoor).
4. Sports Field.
5. Stable.

G. ADDITIONAL RESTRICTIONS. The following building functions shall be further restricted as provided in below:

1. Bed and Breakfast (up to five rooms):
 - i. The lodging shall be owner-occupied.
 - ii. Food service may be provided in the morning.
 - iii. The maximum length of stay shall not exceed 14 days.

2. Civic Building:
 - i. The civic building may be allowed a commercial building function or commercial building functions on the first floor and the second floor, provided that the specific building function shall be restricted to food service and retail sales establishments. The specific

occupancy of retail sales establishments shall be further restricted to a book store, a corner market, a fitness center, a florist, a mail center, and a pharmacy.

3. Home Occupation:

- i. The business owner shall reside at the property.
- ii. The maximum number of employees and the maximum number of occupants shall not exceed two.

4. Hotel:

- i. Food service may be provided at all times.

5. Light Manufacturing Facility:

- i. The building area available for retail activity is restricted to the first floors and to the second floors of principal buildings at locations along an arterial thoroughfare.
- ii. A minimum of 30 percent of the total building area shall be allocated to retail activity.

6. Live-Work Building:

- i. The commercial component is restricted to the first floor and the residential component is restricted to the upper floor, or the upper floors of the principal building. The residential component shall be a minimum of 1,500 square feet and shall meet basic habitability requirements.
- ii. The lot for each live-work building shall be restricted to the locations along a collector thoroughfare.
- iii. The business owner shall reside at the property.
- iv. The maximum number of employees and the maximum number of occupants shall not exceed four.

7. Multi-Family Residential:

- i. Multi-family residential units are prohibited on the first floor of mixed-use buildings.
- ii. Multi-family residential units are expressly restricted to those mixed-use buildings that are at locations within the building height waiver overlay district. The first floor shall be confined to a commercial building function or to commercial building functions for a minimum depth of 40 feet. Parking may be located behind the building area allocated to the commercial building function or to the commercial building functions.

8. Retail Building:

i. The building area available for retail activity is restricted to the first floors and to the second floors of principal buildings at locations along an arterial thoroughfare or a collector thoroughfare.

H. PROHIBITED USES. The following uses are additionally not allowed within this form-based development district:

1. [RESERVED].
2. Automotive repair facility and automotive service facility.
3. Card room and gambling facility.
4. Drive-through facility.
5. Pawn shop, secondhand shop, and thrift store.
6. Retail sales of guns and weapons as a primary use.
7. Tattoo parlor and body piercing parlor.

Sec. 102-413. - PARKING STANDARDS.

A. GENERAL.

1. The parking requirements shall be determined by the building function as provided in below.

i. Liner buildings that are less than 30 feet deep and that are no more than two stories in building height shall be exempt from the parking requirements.

2. The required parking provided for the other building functions may include the actual parking spaces that are provided within the lot and along the parking lane that corresponds to the lot.

i. All on-street parking shall remain available to the public and cannot be restricted to use by the fronting lots.

3. The required parking provided for the other building functions within the town center core zones and within the town center civic zones may be adjusted downward according to a completed shared parking study submitted to the Town Manager or their designee for review and approval.

4. The required parking provided for the other building functions within the town center core zones and within the town center civic zones may be provided by purchase or by lease from a parking lot or a parking structure within 800 feet of the lot.

B. PARKING ACCESS.

1. All required parking on single-family residential lots 60 feet or larger in width may be accessed from the building frontage.
2. All required parking for detached single-family residential lots less than 60 feet wide shall be accessed from a rear alley.
3. All required parking for attached single-family residential lots shall be accessed from a rear alley.
4. Vehicular entrances to parking lots and to parking structures shall not exceed 24 feet in width at the building frontage.
5. All pedestrian access to parking lots and to parking structures shall be directly to a lot line bordering a thoroughfare or a civic space, not directly into a building, except for underground parking levels.

C. PARKING LOCATION.

1. All garages for attached single-family residential units and all garages for detached single-family residential units on lots less than 60 feet wide shall be located at the rear of the lot.
2. All parking lots and all parking structures may only be located at the side of the lot and at the rear of lot.
 - i. Parking lots are prohibited within the town center edge zones.

D. SPECIFIC TO RESIDENTIAL BUILDING FUNCTIONS.

1. Town center edge zones. The number of dwelling units on each lot is limited to one within a principal building and to one within an outbuilding, with 2.0 assigned parking spaces for each dwelling unit provided at a minimum.
2. Town center core zones. The number of dwelling units on each lot is limited by the requirement of 1.5 assigned parking spaces for each dwelling unit provided at a minimum.
 - i. Required parking for multi-family residential units shall be provided within a parking structure.

E. SPECIFIC TO LODGING BUILDING FUNCTIONS.

1. Bed and Breakfast (up to five rooms). The number of bedrooms available for lodging is limited by the requirement of 1.0 assigned parking spaces for each bedroom, up to five, in addition to the required parking for the dwelling unit.

2. Hotel (no room limit). The total number of bedrooms available for lodging is limited by the parking requirement of 1.0 assigned parking spaces for each bedroom. The building area allocated for food service shall be calculated and provided with parking according to the retail building function.

F. SPECIFIC TO OFFICE BUILDING FUNCTIONS. The building area on each lot made available for office use is limited by the requirement of 3.0 assigned parking spaces per 1,000 square feet of net office space.

G. SPECIFIC TO RETAIL BUILDING FUNCTIONS. The building area on each lot made available for retail use is limited by the requirement of 4.0 assigned parking spaces per 1,000 square feet of net retail space, except that retail spaces under 3,000 net square feet may obtain approval from the Town Manager or their designee in order to reduce parking requirements.

H. SPECIFIC TO OTHER ALLOWABLE BUILDING FUNCTIONS. For the other allowable building functions, the buildable density and the intensity of the building function shall be determined by the provisions set forth in Sec. 102-155 of the Town of Westlake, Texas Code of Ordinances.

I. VALET PARKING PROGRAMS.

1. Developers may provide valet parking program for commercial projects and for mixed-use projects in accordance with the parking requirements set forth in this form-based development district in order to offset a maximum of 50 percent of the required parking for the project. Valet parking programs shall be subject to review and approval by the Town Manager or their designee.

J. SHARED PARKING STUDIES.

1. Developers may commission a shared parking study providing evidence that the parking requirements set forth in this form-based development district are above or are below the parking needed for the project.

Sec. 102-414. - LANDSCAPE STANDARDS.

A. GENERAL.

1. All planting in the building frontage and in the private lot shall consist of non-invasive species.

2. All planting in the building frontage and in the private lot shall only be permitted as specified in Appendix D in Sec. 102 of the Town of Westlake, Texas Code of Ordinances.

B. SPECIFIC TO DOORYARD BUILDING FRONTAGES.

1. One walkway that is no wider than five feet and that provides access to the principal entrance shall be allowed at the building frontage.

i. The walkway may consist of pervious materials, subject to review and approval by the Town Manager or their designee.

2. Trees and shrubs are required in the building frontage.

i. A minimum of one tree shall be planted for every 30 feet of building frontage length.

C. SPECIFIC TO STOOP BUILDING FRONTAGES.

1. One walkway that is no wider than five feet and that provides access to the principal entrance shall be allowed at the building frontage.

i. The walkway may consist of pervious materials, subject to review and approval by the Town Manager or their designee.

2. Trees and shrubs are required in the building frontage.

i. A minimum of one tree shall be planted for every 30 feet of building frontage length.

D. SPECIFIC TO FORECOURT BUILDING FRONTAGES.

1. Trees and shrubs are not required in the building frontage.

2. Trees planted in the building frontage may match the required trees planted in the public right-of-way.

3. Driveways are allowed in the building frontage.

i. All driveways shall be paved in a brick material, a cobble material, a concrete material, or a stone material.

E. SPECIFIC TO SHOPFRONT BUILDING FRONTAGES AND ARCADE BUILDING FRONTAGES.

1. Trees and shrubs are not required in the building frontage.

2. The building frontage may be paved.

i. All paving materials in the building frontage are subject to review and approval by the Town Manager or their designee.

F. SPECIFIC TO PARKING LOTS.

1. All parking lots consisting of 20 or less spaces shall be exempt from landscaping requirements.

2. All parking lots exceeding 20 spaces shall require that one tree be planted for every 10 spaces.

3. All parking lots shall be visually screened from thoroughfares and from civic spaces either by a streetscreen or a hedge.

i. Screening shall not be required either where the parking lot is bordered by a rear alley or is bordered by a building.

4. All parking lots shall be paved in brick, in cobble, in concrete, or in stone.

Sec. 102-415. - SIGNAGE STANDARDS.

Unless otherwise noted below, all applicable regulations and all applicable rules as found in Chapter 70 of the Town of Westlake, Texas Code of Ordinances shall apply to properties that are developed or that are redeveloped in accordance with the provisions of this form-based development district.

A. SIGNAGE SPECIFIC TO RESIDENTIAL BUILDING FUNCTIONS. For residential building functions, signage shall be limited to the following only:

1. Address number signs. One address number, that is not more than six inches measured vertically, may be attached to the building in proximity to the principal entrance or at a mailbox.

B. SIGNAGE SPECIFIC TO COMMERCIAL BUILDING FUNCTIONS AND TO CIVIC BUILDING FUNCTIONS. For all commercial building functions and for all civic building functions, signage shall be limited to the following only:

1. Wall signs. One wall sign, and that is not more than three feet in height, may be applied to the building façade at the building frontage.

2. Awning signs. Awnings may include signage in the form of text along the flap, no taller than six inches measured vertically, and text or graphics applied to the sloping plane of the awning.

3. Blade signs. One blade sign for each first floor business, either made of a metal material or a wood material and that is no larger than six square feet each, may be permanently installed perpendicular to the building façade. All blade signs shall be supported by metal brackets.

i. Blade signs shall clear 10 feet above the sidewalk.

4. Window signs. One window sign for each business on the first floor, and that is not more than nine square feet in area, may be installed directly within the store interior in neon tubing or may be applied directly to the glazing at the building frontage. Businesses on corner lots may install one window sign at the building frontage and one window sign on the building façade that is along a lot line bordering a thoroughfare or a civic space.

i. Opaque signboards shall not be allowed.

5. Wall murals. One wall mural that integrates art as the primary focus may be applied to one building façade that is either at the building frontage or that is along a lot line bordering a thoroughfare or a civic space.

i. Wall murals shall not include sign elements advertising any business or any product.

C. SPECIFIC TO THE TOWN CENTER EDGE ZONES.

1. Signage may be externally illuminated.

Sec. 102-416. - BUILDING MATERIALS AND BUILDING CONFIGURATIONS.

A. GENERAL.

1. The building materials and building configurations shall apply only to the construction and / or to the modification of buildings within the town center edge zones and within the town center core zones.

2. The buildings within the town center civic zones are exempted from the building materials and building configuration requirements as set forth in this Section. The architecture and the landscape architecture for construction and / or for modification of all buildings within the town center civic zones shall be prepared in coordination with the Town Manager, or their designee, and shall be approved by the Town Council.

3. The exterior finish materials used on all building façades shall be consistent in their details and their applications around the building and shall be consistent in construction

quality around the building within the town center edge zones and within the town center core zones.

4. The building façades of mixed-use buildings shall differentiate the first floor commercial activities from the upper floor residential activities with distinguishing elements and expression lines, architectural projections, changes in windows, or changes in materials within the town center core zones.

5. The building façades at all residential building frontages shall require openings for doors and openings for windows between 15 percent and 40 percent of the total building wall area.

6. The finished floor elevation at the building frontage, and along all lot lines which border a thoroughfare or a civic space for a residential building function shall be 24 inches minimum from the average sidewalk grade.

7. The entrances to multi-family residential units on upper floors of mixed-use buildings shall be at sidewalk grade.

8. Fences, walls, and other suitable visual screens in accordance with the provisions found existing in Sec. 102-121 of the Town of Westlake, Texas Code of Ordinances, may be provided along side lot lines and along rear lot lines, except as modified as follows:

i. All gates in fences, in walls, and in other visual screens shall either be made of a metal material or a wood material.

ii. Barbed wire fencing and chain-link fencing shall not be allowed.

B. BUILDING WALLS.

1. No more than two exterior finish materials shall be present on any building façade, excluding the basement, the allowed building attachments, and the allowed building projections.

2. The heavier of the exterior finish materials on a single building façade shall be located below the lighter material (e.g., stone located below brick; brick located below stucco; and stucco located below metal and wood). Transition in the exterior finish materials shall only run horizontally across the entire length of the building façade.

3. Where used on a single building, it is recommended that brick exterior finish material not be painted and be of an integral color.

4. Where used on a single building, it is recommended that stone exterior finish material:

- i. be natural rock and sourced from the region; AND
- ii. be laid dry-stack or mortared; AND
- iii. be weight-bearing and not applied; AND
- iv. be uniform in style, and ranging from coursed ashlar to uncoursed rubble.

5. Where used on a single building, it is recommended that wood exterior finish material either be painted or be sealed and stained.

6. Where used on a single building, it is recommended that trim be of the highest-grade lumber.

7. Fences and walls that are located at all building frontages and along all lot lines which border a thoroughfare or a civic space, shall be between three feet and six feet in height.

i. Streetscreens are not considered fencing or walls for the purposes of this form-based development district.

8. Streetscreens shall be constructed of a material matching the adjacent building façade.

9. Arches and piers shall be constructed of a material and a color matching the adjacent building façade.

10. Columns shall either be made of a concrete material or a stone material.

11. Posts shall be made of a wood material.

12. All arches, columns, piers, and posts shall be no less than 12 inches in width and 12 inches in depth.

13. At all building frontages and along all lot lines which border a thoroughfare or a civic space, intercolumniation shall be vertically proportioned to the satisfaction of the Town Manager or their designee.

14. Outbuildings and accessory buildings shall be constructed of exterior finish materials matching the principal building façades, and shall have the same building roof style and building colors as the principal building.

C. BUILDING OPENINGS.

1. At all building frontages and along all lot lines which border a thoroughfare or a civic space, openings for doors and openings for windows shall be vertical in proportion and rectangular in shape, with the exception of transom windows and shopfront windows. All the openings for doors and all the openings for windows in shopfront building frontages shall be in accordance with all of the regulations and all of the rules for shopfronts as provided for in this form-based development district.

2. At all building frontages and along all lot lines which border a thoroughfare or a civic space, openings for doors and openings for windows shall be evenly spaced along the building façade to create a harmonious architectural composition to the satisfaction of the Town Manager or their designee.

3. At all building frontages and along all lot lines which border a thoroughfare or a civic space, no building façade shall extend for over 20 feet in length without an opening for a door or an opening for a window.

4. At all building frontages and along all lot lines which border a thoroughfare or a civic space, the header heights for doors and windows shall be consistent in height to the satisfaction of the Town Manager or their designee.

5. Sliding doors and sliding windows are not allowed at building frontages and along lot lines which border a thoroughfare or a civic space. Sliding doors and sliding windows at shopfront building frontages may only be approved by the Town Manager or their designee.

6. Doors and windows shall be recessed from the building façade and shall not be attached.

7. Bay windows shall extend to the floor inside and to the ground outside or shall be supported by visible brackets.

8. Operable windows shall be single-hung, shall be double-hung, or shall be triple-hung casements.

9. Muntins either shall be true divided panes or shall be fixed on the interior surfaces and the exterior surfaces.

10. A minimum four-inch post shall separate multiple windows in the same rough opening to the satisfaction of the Town Manager or their designee.

11. Where used on a single building, exterior shutters either shall be louvered or shall be paneled only, and they shall be sized and shaped to match the associated openings.

12. Garage doors shall not exceed 12 feet in width and either shall be made of a wood material or a composite wood material.

D. BUILDING ATTACHMENTS.

1. Awnings shall be sloping rectangles and shall be without side soffit panels and bottom soffit panels.

2. All chimneys shall extend to the ground, have a projecting cap on top, and be made of the exterior finish materials and the exterior colors of the building walls.

3. All decks shall be made of a wood material and shall be located within the side yard or within the rear yard.

4. All balconies and all bay windows shall be supported by visible brackets to the satisfaction of the Town Manager or their designee. Bay windows that extend to the floor inside and to the ground outside are allowed.

5. All balconies shall be made of a metal material that is finished to match the other metal material of the building, including doors and windows, or shall be finished in a wood material that is either painted or that is sealed and is stained to match the exterior finish materials on the building walls.

6. All balcony railings shall require top and bottom rails centered on the balusters and the bottom rails shall not be flush with the floor.

i. Balcony railings shall be made of a metal material.

7. It is recommended that porch floors at building frontages and along lot lines which border a thoroughfare or a civic space be constructed either of a stone material or a wood material.

8. It is recommended that stoops be constructed of either a brick material or a stone material.

E. ROOFS.

1. Principal roofs shall be symmetrically pitched with slopes that are no less than 8:12; except that principal roofs with low-slopes (i.e., flat) shall only be allowed within the town center core zones.

2. Principal roofs, where flat, shall be surrounded on all sides by a horizontal parapet wall no less than 42 inches high where the roof deck meets the parapet wall.

3. Secondary roofs (i.e., roofs attached to the building façades of the principal building) shall be pitched with slopes between 3:12 and 8:12.

4. It is recommended that sloped roofs be clad in asphalt shingle, concrete tile, slate, or terra cotta tile.

i. Sloped roofing material may include metal provided that it complements an architectural style while minimizing glare.

5. All roof penetrations, including vent stacks, shall be placed on the roof slope that does not face a building frontage and roof penetrations shall be finished to match the color of the roof.

Sec. 102-417. - SHOPFRONTS.

A. SHOPFRONT DESIGN. Shopfront windows, doors, signage, awnings, details, and lighting shall be designed as a unified composition.

1. [RESERVED].

B. SHOPFRONT HEIGHT. All first floors of commercial buildings and of mixed-use buildings shall require a minimum of 16-foot tall ceilings as measured between the finished floor and the finished ceiling.

C. SHOPFRONT KNEE WALLS. All shopfronts shall require a minimum 18-inch high knee wall or kick plate along all frontage lines. Shopfront knee walls or kick plates shall be a maximum of 36 inches high above the adjacent sidewalk. All knee walls and all kick plates shall also be designed as an integral component of the overall shopfront.

D. SHOPFRONT DOORS. All shopfront doors shall be recessed from the building façade to allow the door (or the doors) to swing out, without obstructing pedestrian flow on the sidewalk. Each tenant space shall have at least one three-foot wide door at the main entry. Shopfront doors are also encouraged at building corners. Where appropriate, sliding doors and / or sliding windows that will allow the activity of the business to open adjacent to and onto the public sidewalk may be installed for cafés, restaurants, and other food service establishments, subject to approval by the Town Manager or their designee. Rear doors and side doors, and windows facing rear alleys and / or parking lots shall be encouraged but are not required.

E. SHOPFRONT WINDOWS. Shopfronts shall be glazed with clear glass for no less than 70 percent of the first floor building façade as measured between the finished floor and the finished ceiling including the mandatory knee wall and the glass area of the front door. Shopfront

glass shall be no more than 10 percent tinted. Mirrored glass and reflective glass shall not be permitted along shopfront building frontages.

i. Shopfront windows may also include transom windows; and transom windows shall have dividing muntins.

ii. Shopfront windows may encroach into the front setback up to five feet in depth.

iii. Shopfront windows may include awnings, but awnings shall not be internally backlit.

F. SECURITY GATES AND SECURITY SHUTTERS. Solid metal security gates and solid roll-down shutters are not permitted. Interior link or grill security devices shall only be permitted if they can be completely enclosed or hidden from view when not in use, and shall be subject to approval by the Town Manager or their designee.

G. DESIGN FOR TENANT FLEXIBILITY. The design for all first floor and for all second floor commercial spaces shall anticipate restaurant requirements. Accommodation for restaurant venting and sewage utilities such as grease traps and interceptors shall be designed into the building. Designs shall also anticipate potential commercial power and gas load needs. In addition, buildings shall also provide maximum clear space between interior columns for first floor retail and activity spaces.

H. DESIGN ALTERNATIVE FOR SHOPFRONT BUILDING FRONTAGES. The design alternative for shopfront building frontages is a procedure that allows for development and redevelopment to occur where the intent of a design related provision for shopfronts is met through an alternative design. Design alternatives for shopfront building frontages are not a general waiver of specific requirements for architecture and landscape architecture; rather, it permits a site-specific plan that is equal to or better than the strict application of a requirement for shopfront building frontage architecture and / or landscape architecture that will result in a furtherance of the goals for safe thoroughfares and safe civic spaces. The design alternative for shopfront building frontages shall demonstrate conformance with the intent for shopfront building frontages, and shall be reviewed and acted upon only by the Town Council. The Town Council shall find that the following criteria are met:

1. That the proposed design alternative achieves the intent of the subject standard for architecture or landscape architecture to the same or better degree than the subject standard for shopfront building frontages; AND

2. That the proposed design alternative results in benefits to the community that are equivalent to or better than compliance with the architecture or landscape architecture standard.

Sec. 102-418. - SCREENING.

A. Building mechanical equipment shall be visually screened, and shall not be located along lot lines bordering a thoroughfare or a civic space.

B. Building mechanical equipment located on roof tops shall be visually screened from all sides by either an opaque screen enclosure or by parapet walls, either of which shall be at least 12 inches greater in height than the equipment.

C. Building mechanical equipment located in the rear yard and the side yard shall be visually screened from frontage lines by either a screening structure constructed of a principal exterior finish material matching the adjacent building façade or by landscape either of which shall be equal to or greater than the height of the equipment.

D. Outdoor refuse / recycling collection receptacles shall not be located along a frontage line and shall only be located in the rear yard and the side yard. All outdoor refuse / recycling receptacles shall be screened from view on all sides by an opaque wall with the exception of the access doors only, that is constructed of a principal exterior finish material matching the adjacent building façade and that is equal to or greater than the height of the receptable. All access doors into outdoor refuse / recycling receptacles shall be constructed of opaque metal that matches the height of the wall. Lids are required on all outdoor refuse / recycling receptacles that are not in a roofed enclosure.

1. Outdoor refuse / recycling receptacles shall only be located off a rear alley where available.

Sec. 102-419. - NOISE RESTRICTION REGULATIONS AND RULES.

The noise restriction regulations and rules found in Sec. 102-183 of the Town of Westlake, Texas Code of Ordinances shall apply to all properties throughout this form-based development district. The noise restriction regulations and rules that are found in Sec. 102-183 (b) of the Town of

Westlake, Texas Code of Ordinances shall also apply within all town center edge zones and within all town center core zones where residential building functions are allowed by-right.

Sec. 102-420. - EXISTING CONDITIONS.

A. The Town Manager, or their designee, shall have the administrative authority to require proposed buildings match the building setbacks and / or the building heights of the adjacent buildings rather than the provisions of this form-based development district where buildings exist on adjacent lots.

B. [RESERVED].

Sec. 102-421. - NON-CONFORMITIES.

A. The temporary or the illegal use of property shall not be sufficient to establish the existence of a non-conformity or to create rights in the continuation of a non-conformity.

Sec. 102-422. - DEFINITIONS AND SYNONYMS.

This Section provides definitions for terms used in this Article that are technical in nature or that otherwise may not reflect a common usage of the term. If a term is not defined in this Section, then the Town Manager or their designee shall determine the correct definition.

ACCESSORY BUILDING: A structure that is subordinate to a principal building on the same lot.

ACCESSORY DWELLING: A residential unit sharing a lot and utility connections with a principal building; and it may or it may not be within an outbuilding (VARIANT: ACCESSORY DWELLING UNIT).

ARCADE BUILDING FRONTAGE: A building frontage that is principally for retail use wherein the building façade is a colonnade supporting habitable space that overlaps the sidewalk, while the building façade at the sidewalk level remains at or behind the frontage line.

ATTIC: The interior part of a building contained within a pitched roof structure.

AWNING: A fixed shading structure constructed from metal or wood, cantilevered or otherwise entirely supported from a building, and that is used to protect outdoor spaces from sun, rain, and other natural conditions. Awnings are typically used to cover outdoor seating for cafés and restaurants.

BACKBUILDING: A single-story structure that extends to the rear of a principal building and that is often connected to an outbuilding.

BED AND BREAKFAST: An owner-occupied lodging offering up to five bedrooms, that is permitted to serve breakfast in the mornings to guests.

BLADE SIGN: A sign made from a rigid material, and mounted perpendicular to a building façade with one side that is attached to or supported by a device extending from a building façade.

BLOCK: The aggregate of private lots, cross-block passages, and rear alleys that are circumscribed by the public right-of-way.

BUILDING DISPOSITION: The placement of a building on its lot.

BUILDING FAÇADE: An exterior wall of a building.

BUILDING FRONTAGE BUILD-OUT: The percentage of the lot width required to be occupied by the building façade within the front setback.

BUILDING FUNCTION: The use or the uses accommodated by a building and its lot.

BUILDING HEIGHT: The vertical extent of a building measured in stories.

CIVIC BUILDING: A building operated by not-for-profit organizations dedicated to arts, culture, education, and municipal government.

CIVIC SPACE: An outdoor area that is permanently dedicated for public use.

COMMERCIAL: The term collectively defining lodging, office, and retail activities.

CORNER LOT: A lot or a parcel of land abutting two or more thoroughfares and / or cross-block passages at their intersection.

CROSS-BLOCK PASSAGE: A publicly accessible way restricted to pedestrian use and limited vehicular access, that provides access through a block.

DENSITY: The number of housing units within a standard measure of land area.

DOORYARD BUILDING FRONTAGE: A building frontage with a shallow setback, and either a front garden or a patio, usually with a low wall at the frontage line (VARIANT: LIGHTWELL, LIGHT COURT).

DRIVEWAY: A vehicular lane within a property, often leading to a garage.

ENCROACH: To break the plane of either a vertical or horizontal regulatory limit with a structural element, so that it extends into a setback, into a building frontage, or above a building height limit.

ENTERTAINMENT ESTABLISHMENT: Characterizing premises made available for the amusement and the recreational needs of the community including, but not limited to, a bowling lane, an interactive golf driving range, a laser tag offering, and a video arcade. An

entertainment establishment may also provide food service and performance but it shall remain open to the public and shall not restrict or exclude any person that is under 18 years of age.

FLAT: See MULTI-FAMILY RESIDENTIAL UNIT.

FOOD TRUCK PARK: A site for permanent location of three or more food trucks. Such locations shall include the required infrastructure and public seating for all food trucks serving in the park.

FORECOURT BUILDING FRONTAGE: A building frontage wherein a portion of the building façade is close to the front lot line, and the central portion is set back.

FRONT SETBACK: The distance as measured from the front lot line to the point where a building may be constructed. This area shall be maintained clear of permanent structures with the exception of encroachments.

GREEN: A civic space for unstructured recreation, spatially defined by planting rather than building frontages.

HOME OCCUPATION: A non-retail commercial enterprise.

INTENSITY: The magnitude of development allowed.

INTERCOLUMNIATION: The distance between two columns.

LIGHT MANUFACTURING FACILITY: Premises that is available for the creation, the assemblage, and / or the repair of artifacts, using only table-mounted electrical machinery or artisanal equipment and including their retail sale.

LINER BUILDING: A building that is specifically designed to mask a parking lot or a parking structure from a building frontage or a lot line which borders a thoroughfare or a civic space.

LIVE-WORK BUILDING: A mixed-use unit consisting of a residential component and a commercial component. The commercial component is restricted to the first floor of the unit. The residential component functions as a multi-family residential unit that is restricted to the upper floors of the unit. The unit is only intended to be occupied by a business operator who also lives in the same unit that contains the commercial activity.

LODGING: Characterizing a type of building function available for daily and for weekly renting of bedrooms.

LOT: A parcel of land accommodating a building or buildings.

LOT COVERAGE: The percentage of a lot that is covered by buildings and other roofed structures.

LOT LINE: The boundary that legally and that geometrically demarcates a lot.

MEETING HALL: A building made available for gatherings.

MULTI-FAMILY RESIDENTIAL UNIT: A residential unit sharing a building and a lot with first floor commercial activity; and it may or it may not share the same building and the same lot with other units (SYNONYM: FLAT).

MURAL: Any piece of artwork that is painted, that is tiled, or that is otherwise applied directly on a building façade.

OFFICE: Characterizing premises available for transaction of general business, but excluding artisanal uses, manufacturing uses, and retail uses.

OPEN-MARKET BUILDING: A building that is operated by a farmers’ market for the sale of fresh fish, fresh meat, fresh produce, seasonal fruit, and other perishable agricultural products.

OTHER BUILDING FUNCTION: Any building function other than residential.

OUTBUILDING: An accessory building, that is usually located toward the rear of the same lot as a principal building, and that is sometimes connected to a principal building by a backbuilding.

PARK: A civic space designed as a natural preserve available for unstructured recreation.

PARKING STRUCTURE: A building containing one or more stories of vehicular parking above or below grade.

POCKET PARK: See PARK.

PORCH: An open-air room that is appended to a building, with floor and roof but no walls on the sides facing lot lines along a thoroughfare or a civic space.

PRINCIPAL BUILDING: The main building on a lot.

PRINCIPAL ENTRANCE: The main point of pedestrian access into a building.

PUBLIC RIGHT-OF-WAY: The land that is used for pedestrians, for vehicles, and for utilities to provide access to lots and to civic space.

REAR ALLEY: A private thoroughfare that is designated to be a secondary means of vehicular access to the rear or to the side of properties; a rear alley may connect to a vehicular

driveway located to the rear of lots providing access to outbuildings, parking and service areas. A rear alley may contain utility easements.

REGULATING PLAN: A map or a set of maps that shows the town center zones, the civic spaces, and the thoroughfare assignments of all areas subject to, or potentially subject to, regulation by the provisions set forth in this form-based development district.

REQUIRED PARKING: The number of parking spaces required to accommodate a building function or multiple building functions on a single lot.

RESEARCH FACILITY: Premises made available for research and development, and that does not involve the use of testing on humans, testing on animals, incinerators, manufacturing, fabrication, assembly, distribution, disposal, warehousing or bulk storage, equipment facilities, or the retail sale of any products.

RESIDENTIAL: Premises made available for long-term human dwelling.

RETAIL: Premises made available for the sale of merchandise and food service.

SETBACK: The area of a lot measured from the lot line to a building façade, that is maintained clear of permanent structures, with the exception of allowed encroachments (VARIANT: BUILD-TO LINE).

SHOPFRONT BUILDING FRONTAGE: A building frontage conventional for retail with substantial glazing wherein the building façade is aligned close to the frontage line with the building entrance at sidewalk grade.

SIDEWALK: The paved section of the building frontage dedicated exclusively to pedestrian activity (SYNONYM: WALKWAY).

SQUARE: A civic space designed for unstructured recreation and civic purposes, spatially defined by building frontages and consisting of paths, lawns, and trees, all formally disposed.

STOOP BUILDING FRONTAGE: A building frontage wherein the building façade is aligned close to the frontage line with the first story elevated sufficiently from the adjacent sidewalk for privacy, with an exterior stair and a landing at the building entrance.

STREETSCREEN: A freestanding wall built along the frontage line, or coplanar with a building façade.

WINDOW SIGN: A logo inscribed on the shopfront glass.

FIGURE NO. 1 — A. TOWN CENTER EDGE ZONES (CHARACTER).



FIGURE NO. 1 — B. TOWN CENTER CORE ZONES (CHARACTER).



FIGURE NO. 1 — C. TOWN CENTER CORE ZONES (CHARACTER).



FIGURE NO. 1 — D. BUILDING HEIGHT WAIVER OVERLAY (CHARACTER).



FIGURE NO. 2 — A. DOORYARD BUILDING FRONTAGE.

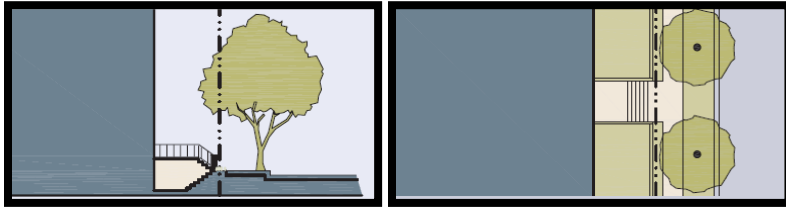


FIGURE NO. 2 — B. STOOP BUILDING FRONTAGE.

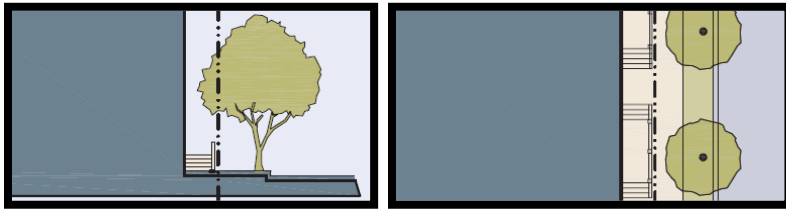


FIGURE NO. 2 — C. FORECOURT BUILDING FRONTAGE.

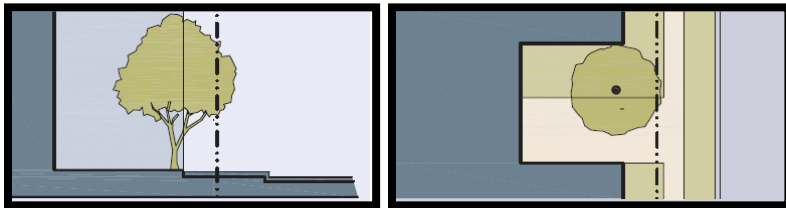


FIGURE NO. 2 — D. SHOPFRONT BUILDING FRONTAGE.

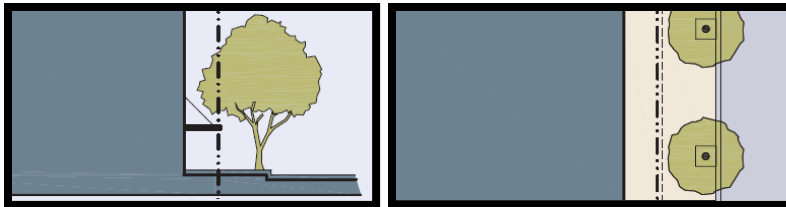


FIGURE NO. 2 — E. ARCADE BUILDING FRONTAGE.

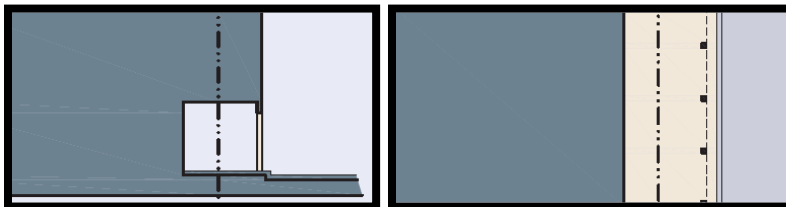


FIGURE NO. 3. OUTDOOR SERVING AREA.



FIGURE NO. 4 — A. CIVIC SPACE.

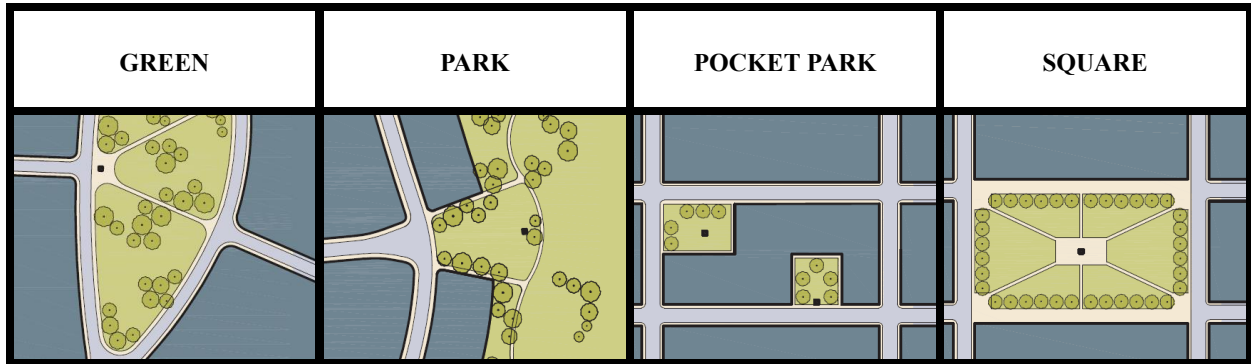


FIGURE NO. 4 — B. CIVIC SPACE CHARACTER (POCKET PARK).



FIGURE NO. 5 — A. WALL SIGN.



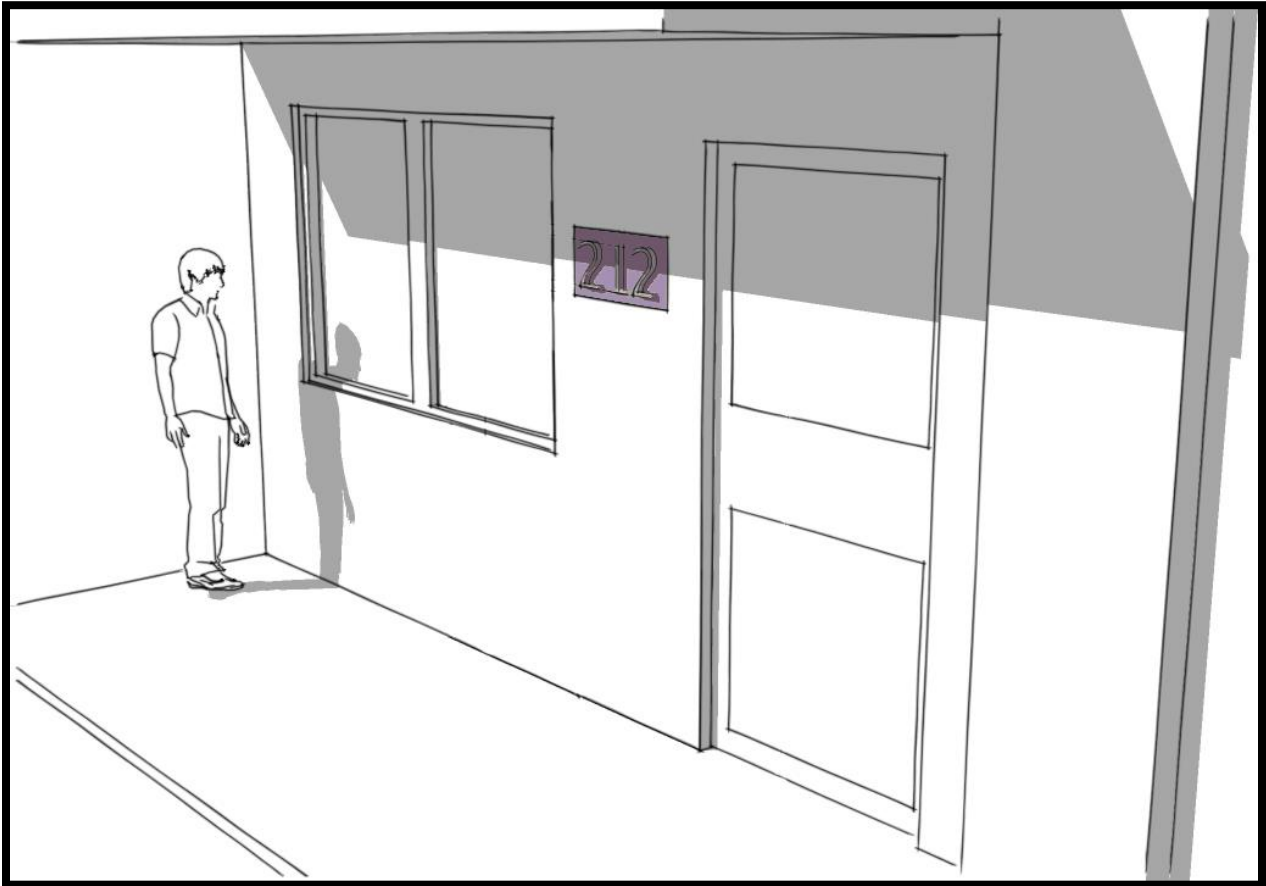
FIGURE NO. 5 — B. BLADE SIGN.



FIGURE NO. 5 — C. WINDOW SIGN



FIGURE NO. 5 — D. ADDRESS NUMBER SIGN.



Sec. 102-400. - PURPOSE.

The purpose of this TC, town center form-based development district is to provide predictable building regulations and building rules that support the development and the redevelopment of urban space in the Town of Westlake that is attractive; that is walkable; and that provides an appropriate mix of residential experiences, commercial experiences, and civic experiences all in close proximity to each other leading to comfortable and pedestrian-friendly neighborhoods. A critical mass of residential experiences, commercial experiences, and civic experiences combined with architecture and landscape architecture practices that individually and that collectively contribute to a visually harmonious whole will respond to the growing market demand for mixed-use and will establish a marketable destination which meets the daily needs of residents and businesses in the Town of Westlake, while attracting regional customers. The following policies provide further clarification on the purpose of the TC, town center form-based development district:

- A. That the natural infrastructure and the visual character of the Town of Westlake should be retained; AND
- B. That architecture and landscape architecture should grow from local climate, topography, history, and building practice; AND
- C. That buildings and landscaping should be disciplined to contribute to the spatial definition of thoroughfares and civic spaces; AND
- D. That compact and mixed-use development should be encouraged as a pattern of development; AND
- E. That the configurations of buildings should support walkability, safe streets, and safe public spaces, creating pedestrian-friendly neighborhoods; AND
- F. That the form of buildings should individually and collectively define and support the public realm; AND
- G. That the building regulations and the building rules should balance the rights of the individual and the interests of the community as a whole; AND
- H. That the harmonious and orderly evolution of the built environment should be secured through regulating the form of buildings.

Sec. 102-401. - APPLICABILITY.

A. This TC, town center form-based development district may be known as this **“FORM-BASED DEVELOPMENT DISTRICT”**.

B. Provisions of this form-based development district shall be activated by **“SHALL”** or **“ARE”** when required and by **“MAY”** when optional.

C. Provisions of this form-based development district shall be expressly applied to the development and to the redevelopment of property within approved boundaries as shown on the zoning map for the Town of Westlake.

D. Provisions of this form-based development district, where in conflict, shall take precedence over those of all other codes, ordinances, regulations, and standards in the Town of Westlake, Texas Code of Ordinances, except for:

1. Chapter 18, Buildings and Building Regulations; AND
2. Chapter 36, Engineering Standards; AND
3. Chapter 38, Fire Prevention and Protection.

E. Provisions found in the Town of Westlake, Texas Code of Ordinances shall continue to be applicable to all those issues not covered by this form-based development district, except where such provisions would be in conflict.

F. Provisions of this form-based development district or any numerical metrics set forth herein, when in conflict with diagrams, figures, or illustrations, shall take precedence.

G. Unless otherwise provided in below, the Town Manager, or their designee, shall have the authority to administratively approve or to administratively disapprove a request to deviate from the provisions of this form-based development district. A request to deviate from the provisions found in this form-based development district shall not be used as a reason to establish the existence of a non-conformity or to create rights in the continuation of non-conformity; to add new building functions that are not allowed by the regulations and the rules of the town center zone in which it is located; and to add site improvements that are not allowed by the regulations and the rules of the town center zone in which it is located. All deviation decisions that are made pursuant to the provisions of this form-based development district may be appealed to the Town Council within 30 days of a deviation decision from the Town Manager or their designee. For the purposes of the regulations and the rules of this form-based development district, appeals requests shall only be heard as per the rules that are set forth for consideration of Regular Agenda Items. All appeals requests shall be filed with the Town Manager or their designee.

H. The Town Manager, or their designee, shall not have administrative authority to modify, or to make adjustments to the numerical metrics of this form-based development district in the following ways:

1. To increase the maximum density ratios.
2. To increase the maximum building height.
3. To increase the maximum building setbacks.
4. To reduce the minimum habitable area for residential building functions.
5. To specify new building functions and uses or to restrict listed building functions and uses.
6. To modify the maximum allocation allowances for multi-family residential units.

Sec. 102-402. - DISTRICT BOUNDARIES.

The boundaries of this form-based development district shall be as shown on the zoning map for the Town of Westlake.

Sec. 102-403. - ALLOCATION OF TOWN CENTER ZONES.

This form-based development district allocates the following sub-districts, which are referred to herein as town center zones: the town center edge zones; the town center core zones; and the town center civic zones.

A. TOWN CENTER EDGE ZONES. This town center zone is established to enable and to encourage the development of low-density residential areas that have detached houses.

B. TOWN CENTER CORE ZONES. This town center zone is established to enable and to encourage the development of mixed-use areas characterized by buildings that integrate residential uses with a broad variety of office, restaurant, and retail of regional importance.

1. Any part of the town center core zones located within 660 feet of the public right-of-way of State Highway 114 and / or State Highway 170 shall be mapped as a building height waiver overlay district, and the provisions of this form-based development district shall be modified as follows:

- i. All principal buildings within the town center core zones shall be exempted from the maximum building height restrictions.
- ii. All principal buildings within the town center core zones shall have a minimum building height of four stories, with the exception of those principal buildings

accommodating a food service establishment or a retail sales establishment. A food service establishment and a retail sales establishment may have a building height that is less than four stories.

C. TOWN CENTER CIVIC ZONES. This town center zone is established to guide the location of civic buildings and civic spaces that are intended to stand out from the surrounding neighborhoods and thoroughfares and to reinforce the distinct architectural character, cultural character, and social character defining the Town of Westlake.

D. All the town center zones are zoning districts and may be applied for through a process of public hearing, in accordance with the applicable standards and applicable procedures as established in Sec. 26-64 — Sec. 26-66 of the Town of Westlake, Texas Code of Ordinances.

E. All town center zone boundaries shall be mapped along thoroughfare centerlines and along the rear lot lines and the side lot lines.

F. All town center zones shall be shown on the zoning map for the Town of Westlake.

Sec. 102-404. - DEVELOPMENT AGREEMENT.

All development and redevelopment projects within this form-based development district shall be pursuant to a recorded development agreement. All development agreements shall demonstrate compliance with all the regulations and the rules of this form-based development district and the requirements established in Sec. 102-316 of the Town of Westlake, Texas Code of Ordinances. All applicants shall prepare or have prepared on their behalf a development agreement. Development agreements are subject to review and recommendation by the Town Manager, or their designee, and approval by the Town Council.

Sec. 102-405. - REGULATING PLAN.

All development and redevelopment projects within this form-based development district for a parcel of land or for multiple parcels of land greater than three acres in area shall require a regulating plan. All regulating plans shall depict the parcel of land or the multiple parcels of land that are subject to regulation by this form-based development district and shall guide the infrastructure strategies, the civic space allocation, the land use allocation, and the aesthetic character of the built environment and the natural environment in order to support implementation of this form-based development district.

A. REGULATING PLAN REVIEW AND APPROVAL.

1. Site plans and civil plans may not be submitted for review and approval as provided in below without an approved regulating plan. An applicant shall prepare or shall have prepared on their behalf a regulating plan. Regulating plans shall require a review and recommendation from the Planning and Zoning Commission and approval by the Town Council.

B. MINIMUM INFORMATION REQUIRED. All the following information shall be required for review and approval of a regulating plan:

1. the proposed order (sequence) for development or modification of buildings and other elements of the built environment within the private lots;
2. the proposed layout of development;
3. the proposed thoroughfare assemblies and their locations;
4. the proposed civic space types and their locations;
5. the proposed allocation of town center zones;
6. the proposed density calculations; AND
7. the additional guidelines for architecture and / or landscape architecture, if any.

C. THOROUGHFARE ASSEMBLY.

1. All public thoroughfares and all private thoroughfares shall be assembled and shall be built as specified in Sec. 36-43 of the Town of Westlake, Texas Code of Ordinances, and the provisions as found in Sec. 36-43 of the Town of Westlake, Texas Code of Ordinances are modified as follows:

- i. Sidewalks shall be a minimum of six feet in width within all town center edge zones.
- ii. Sidewalks shall be a minimum of 12 feet in width within all town center core zones and within all town center civic zones, except for those sidewalks providing access to lots dedicated principally to attached single-family residential units and to detached single-family residential units only, which shall be a minimum of six feet in width.
- iii. Sidewalks shall have a planter at least five feet in width, that is adjacent to the roadway lanes of the thoroughfare. Trees shall be planted within the planter on center and spaced at intervals of 30 feet.

2. All thoroughfares shall terminate at other thoroughfares, and in intersections, forming a network.

3. All thoroughfare networks shall define pedestrian-friendly and walkable blocks not exceeding the following perimeter lengths that are measured as the sum of frontage lines:

- i. 3,000 feet within the town center edge zones; AND
- ii. 2,400 feet within the town center core zones and within the town center civic zones.

4. All rear alleys shall terminate at thoroughfares or at other rear alleys in intersections.

- i. Rear alleys shall have a minimum easement width of 24 feet and a minimum pavement width of 12 feet within the town center edge zones; AND
- ii. Rear alleys shall have a minimum easement width of 24 feet and a minimum pavement width of 24 feet within the town center core zones and within the town center civic zones.

5. All rear alleys shall be in easements and shall be privately held and maintained by the developer and / or the property owners' association.

D. CIVIC SPACE.

1. All regulating plans shall assign at least five percent of its total land area to civic space.

- i. A civic building may be either located within or adjacent to the civic space or located at the axial termination of a thoroughfare.

2. All civic spaces servicing this form-based development district shall detail their functions and their programming (e.g., a green, a park, a pocket park, and a square) as provided in below:

- i. a green (the minimum size shall be 0.5 acres);
- ii. a park (the minimum size shall be 1.0 acres);
- iii. a pocket park (the minimum size shall be 1,000 square feet and the maximum size shall be 0.25 acres); AND
- iv. a square (the minimum size shall be 0.25 acres and the maximum size shall be 3.0 acres).

3. All civic spaces servicing this form-based development district shall be coordinated with and connect with existing and future trails, residential neighborhoods, and surrounding civic assets in the Town of Westlake.

4. All civic spaces servicing this form-based development district shall be programmed and shall be designed in accordance with all the applicable provisions of the development agreement.

5. The developer and / or the property owners' association shall be responsible for the construction and the maintenance of the civic space made available to the public.

E. ADDITIONAL GUIDELINES FOR ARCHITECTURE AND LANDSCAPE ARCHITECTURE. All proposed development and redevelopment projects subject to this form-based development district are encouraged to incorporate additional regulations for building materials and building configurations as appropriate to enhance and to complement the built environment and the natural environment. All additional regulations for building materials and building configurations shall result in higher levels of creativity and design for architecture and for landscape architecture to the satisfaction of the Town Manager or their designee.

1. The guidelines for architecture and for landscape architecture may include basic design aesthetic for ground-based, monument signs, provided that ground-based, monument signs:

i. all ground-based, monument signs shall only be located along arterial thoroughfares; AND

ii. all ground-based, monument signs shall be restricted to a maximum height of six feet; AND

iii. all ground-based, monument signs shall be constructed of a metal material, and the ground-based, monument signs bases and supports shall be made of a brick material, a stone material, or a stucco material matching the design aesthetic for architecture and landscape architecture for the proposed project.

F. AMENDMENTS. All amendments to approved regulating plans shall require a review and recommendation from the Planning and Zoning Commission and approval by the Town Council. Amendments may be approved, provided that they are consistent with the intent of this form-based development district.

Sec. 102-406. - INSTRUCTIONS.

This Section sets forth the standards that are applicable to the development and to the modification of buildings and other elements of the built environment that are within private lots.

A. The administration of this form-based development district shall be carried out by multiple Town of Westlake departments that have jurisdiction over the permitting of a project, with each department administering the regulations and the rules that are appropriate to their department.

B. All applications for development and redevelopment pursuant to this form-based development district shall require a pre-development meeting. A pre-development meeting shall be scheduled at the request of the applicant and shall include the applicant, the applicant’s design professionals, and all the associated departments of the Town of Westlake.

C. All applications for development and redevelopment pursuant to this form-based development district shall be processed administratively.

D. All applications for development and redevelopment pursuant to this form-based development district shall require two types of submittals for review and approval: site plans and civil plans. The applicant shall submit the site plans and the civil plans together.

E. All applications for development and redevelopment pursuant to this form-based development district shall, in addition to complying with the site plan requirements found existing in Sec. 102-314 of the Town of Westlake, Texas Code of Ordinances, demonstrate compliance with:

1. Density calculations.
2. Lot standards.
3. Building disposition.
4. Building configuration.
5. Building frontage standards.
6. Building function.
7. Parking standards.
8. Landscape standards.
9. Signage standards.
10. Building materials and building configurations.

F. All approved applications and approved plans shall then go through the routinely applied development process.

1. Any request to deviate from the provisions found in this form-based development district shall require approval, prior to receiving any building permit and / or undertaking any work.

2. Any request to deviate from the provisions found in this form-based development district shall be documented by the Town Manager, or their designee, and shall be included on the site plan.

Sec. 102-407. - DENSITY CALCULATIONS.

In the town center edge zones, the maximum residential density for each lot shall be one unit (housing in outbuildings shall not count towards residential density). In the town center core zones, the maximum residential density for each lot shall be one unit (housing in outbuildings shall not count towards residential density), except for multi-family residential units located within the building height waiver overlay district. For land mapped as and assigned to the building height waiver overlay district, the allocation allowance for constructing multi-family residential units shall not exceed 400. For other building functions, the buildable intensity shall be determined on a per lot basis and by the total number of parking spaces needed to accommodate a building function or the building functions on a single lot.

Sec. 102-408. - LOT STANDARDS.

A. GENERAL. All newly platted lots shall either front on a thoroughfare, or on a civic space.

B. LOT WIDTH. There shall be no minimum lot width nor maximum lot width in this form-based development district.

C. LOT COVERAGE. The maximum lot coverage by buildings and other roofed structures shall not exceed the percentages provided in below:

1. 60 percent maximum within the town center edge zones; AND
2. 80 percent maximum within the town center core zones; AND
3. 80 percent maximum within the town center civic zones.

D. UTILITIES. All utilities within the town center core zones and within the town center civic zones shall be placed underground only, and within the public right-of-way, including the roadway lanes and the sidewalks.

Sec. 102-409. - BUILDING DISPOSITION.

A. GENERAL.

1. The front building façade shall be built parallel to the front lot line or shall be built parallel to the tangent of a curved front lot line.

B. BUILDING SETBACKS. All buildings in this form-based development district (i.e., all town center zones) shall be setback from the boundaries of their lots as provided in below:

1. Principal buildings:

i. Front: 0 feet minimum and 30 feet maximum, except all attached single-family residential units and all detached single-family residential units shall require a minimum front setback of 10 feet. All corner lots shall have designated their front setback along the thoroughfare or the cross-block passage of higher pedestrian importance.

ii. Side: 0 feet minimum for attached buildings.

iii. Side: 5 feet minimum for detached buildings.

iv. Rear: 20 feet minimum.

2. Outbuildings and accessory buildings:

i. The front setback shall be 20 feet minimum, in addition to the front setback for the principal building, and the side setbacks and the rear setback shall be five feet minimum.

C. SPECIFIC TO THE TOWN CENTER CORE ZONES:

1. The principal entrance shall be on the front lot line except that recessed stoops and shopfront doors that recess the principal entrance from the front lot line are allowed.

Sec. 102-410. - BUILDING CONFIGURATION.

A. BUILDING HEIGHT. Building height shall be measured in stories for each habitable level above-ground.

1. All stories are measured from finished floor to finished ceiling.

2. All stories shall not exceed 14 feet in height except as provided in below.

i. For residential building functions on the first floor only, minimum story height shall be 10 feet and a maximum of 18 feet.

ii. For other building functions on the first floor, minimum story height shall be 16 feet and a maximum of 25 feet.

iii. A single floor level exceeding 18 feet at ground level shall be counted as two stories.

3. All principal buildings within the town center edge zones shall be limited to two stories in building height, and all principal buildings within the town center core zones and within the town center civic zones shall be limited to four stories in building height. With the exception of all those principal buildings accommodating a food service establishment or a retail sales establishment only, all principal buildings located within the town center core zones that are mapped and that are assigned to the building height waiver overlay district are exempted from the maximum building height restrictions, and shall be a minimum of four stories in building height.

4. All outbuildings shall be limited to two stories in height, and no outbuilding shall be higher than the principal building that is located on the same lot.

5. For all free-standing parking structures, building height shall be measured in feet.

i. Free-standing parking structure height shall be limited to a maximum height of 60 feet.

6. For all parking structures attached to a building or buildings for at least 50 percent of their perimeter, stories may exceed the limit for parking structure height, provided that they do not exceed the eave height of the attached building or attached buildings.

i. In the absence of a liner building, all parking structures shall be visually screened from all building frontages and from all lot lines which border a thoroughfare or a civic space either by parapet walls constructed of an exterior finish material matching the adjacent building façade or by other similar architectural screening to the satisfaction of the Town Manager or their designee.

7. All the following are not included in measurement for building height:

- i. an attic;
- ii. a belfry;
- iii. a chimney flue;
- iv. a clock tower;
- v. an elevator bulkhead;
- vi. a mast; AND
- vii. a water tank.

B. HABITABLE SPACE.

1. The habitable space of each attached single-family residential unit and the habitable space of each detached single-family residential unit shall be no less than 4,000 square feet.

2. The habitable space of each multi-family residential unit shall be no less than 1,500 square feet.

Sec. 102-411. - BUILDING FRONTAGE STANDARDS.

All applications and plans for proposed development projects and redevelopment projects pursuant to the provisions of this form-based development district shall require a building frontage. The building frontage is defined as the privately held area that is located between the front lot line and the front building façade of the principal building.

A. BUILDING FRONTAGE BUILD-OUT. The front building façade of the principal building that is located on each lot shall occupy a minimum percentage of the width within the front setback as the building frontage build-out. Building frontage build-out requirements shall be as follows:

1. 60 percent minimum within the town center edge zones; AND
2. 90 percent minimum within the town center core zones; AND
3. None within the town center civic zones.

B. BUILDING FRONTAGES GENERAL.

1. The front setback shall contain the building frontage. Building frontages shall be configured according to the architecture requirements and the landscape architecture requirements as set forth in this Section. For corner lots, the front setback shall be designated along the thoroughfare or along the cross-block passage of higher pedestrian importance. For corner lots only, a shopfront building frontage may be required along each thoroughfare and / or cross-block passage.

2. The building frontages are divided into the following five types for the purposes of the regulations and the rules of this form-based development district:

- i. a dooryard building frontage;
- ii. a stoop building frontage;
- iii. a forecourt building frontage;
- iv. a shopfront building frontage; AND
- v. an arcade building frontage.

3. Awnings may encroach into a front setback up to 100 percent of its depth within all town center core zones.

4. Balconies and bay windows may encroach into a front setback up to 50 percent of its depth within all town center edge zones and balconies and bay windows may encroach up to 100 percent of its depth within all town center core zones.

5. Porches shall be no less than eight feet deep, and porches may encroach into a front setback up to 50 percent of its depth within the town center edge zones and within the town center core zones.

6. In the absence of a building façade along any part of a frontage line within the town center core zones, a streetscreen shall be built coplanar with the building façade. All streetscreens shall be between four and six feet in height, and shall have openings that are no larger than necessary to allow for automobile access and for pedestrian access.

i. Streetscreens are not considered fencing or walls for the purposes of this form-based development district.

7. All forecourt building frontages, shopfront building frontages, and arcade building frontages shall meet the following standards:

i. Ramps and stairs are not allowed.

8. All entrances to residential building functions on upper floors in mixed-use buildings shall be at sidewalk grade.

9. All first floor commercial building functions at locations along an arterial thoroughfare, a collector thoroughfare, and a civic space shall provide a shopfront building frontage at a minimum.

10. All first floor entrances to commercial building functions shall be illuminated.

11. All first floor commercial building functions may encroach into the adjacent sidewalk and / or may use the building frontage for outdoor seating, for outdoor serving, for outdoor displays of merchandise, and for other business-related activities provided that a minimum contiguous clear path of six feet shall be maintained within the adjacent sidewalk, within the building frontage, or any combination of both.

i. Outdoor serving areas shall be separated from adjacent sidewalks using any combination of wrought-iron fencing, railings, planters, and landscape.

C. DOORYARD BUILDING FRONTAGES (SEE FIGURE NO. 2 — A).

1. All dooryards may encroach into the front setback up to 100 percent of its depth.
2. All dooryards shall be enclosed on three sides by a wall located on the front lot line and on the side lot lines.

D. FORECOURT BUILDING FRONTAGES (SEE FIGURE NO. 2 — B).

1. All forecourt building frontages shall be combined with arcade building frontages.
2. All forecourt building frontages shall recess from front lot lines a maximum of 15 feet for all pedestrian forecourts and a maximum of 30 feet for all vehicular forecourts.
3. Driveways within forecourt building frontages shall be limited to 24 feet in width, and driveways may be paved in brick, in cobble, in concrete, or in stone, subject to approval by the Town Manager or their designee.

E. STOOP BUILDING FRONTAGES (SEE FIGURE NO. 2 — C).

1. A stoop may encroach into the front setback up to 100 percent of its depth.
2. A stoop shall be at least five feet in width and five feet in depth.

F. SHOPFRONT BUILDING FRONTAGES (SEE FIGURE NO. 2 — D).

1. All shopfront building frontages may either be freestanding or combined with an arcade building frontage.
2. All building façades at shopfront building frontages shall have no less than 70 percent of the total building wall area glazed with clear glass. All shopfront building frontages at corner lots shall have no less than 70 percent of the total building wall area of one building façade glazed with clear glass and no less than 50 percent of the total building wall area of the second building façade glazed with clear glass.
3. All awnings shall project horizontally from the building façade a minimum of six feet where provided.

G. ARCADE BUILDING FRONTAGES (SEE FIGURE NO. 2 — E).

1. All arcade building frontages may encroach to within two feet of the curb.
2. All arcade building frontages shall provide a minimum vertical clearance of 10 feet, and shall project horizontally from the building façade for a minimum of 10 feet.

3. Public lighting and public planting may only be omitted where an arcade building frontage encroaches into the public right-of-way.

4. All arcade building frontages may be combined with shopfront building frontages.

Sec. 102-412. - BUILDING FUNCTION.

A. BUILDING FUNCTIONS GENERAL.

1. The buildings and the lots that are within the town center core zones and that are within the town center civic zones may have multiple building functions.

2. The allowable building functions within each town center zone shall be expressly limited to those that are identified in this Section. Any building function that is not identified in this Section shall be prohibited.

i. The allowable commercial building functions other than lodging and office shall be restricted to the first floors and to the second floors of principal buildings.

B. ALLOWABLE BUILDING FUNCTIONS IN TOWN CENTER EDGE. The allowable building functions in the town center edge zones shall be limited to the following:

1. Community Garden.
2. Home Occupation.
3. Private Garden (located within the building frontage).
4. Single-Family Residential (detached).

C. ALLOWABLE BUILDING FUNCTIONS IN TOWN CENTER CORE. The allowable building functions in the town center core zones shall be limited to the following:

1. Amphitheater.
2. Bank.
3. Bar.
4. Barber Shop.
5. Bistro.
6. Café.
7. Childcare Center.
8. Coffee Shop.
9. Community Garden.
10. Conference Center.

11. Day Spa.
12. Dry Cleaner.
13. Electric Vehicle Charging Station.
14. Entertainment Establishment.
15. Food Truck Park.
16. Fountain.
17. Funeral Home.
18. Home Occupation.
19. Hotel (no room limit).
20. Light Manufacturing Facility (no noxious noise, odor, or traffic generation).
21. Live-Work Building.
22. Medical Clinic.
23. Mixed-Use Building.
24. Multi-Family Residential (allowed only in mixed-use buildings located within the building height waiver overlay district).
25. Office Building.
26. Open-Market Building.
27. Parking Structure.
28. Private Garden (located within the building frontage).
29. Public Art.
30. Research Facility.
31. Restaurant.
32. Retail Building, provided that the specific building function be further limited to the following:
 - i. an apparel store;
 - ii. an appliance store;
 - iii. a bicycle shop;
 - iv. a book store;
 - v. a corner market (provided that a minimum of 50 percent of the total building area of the retail sales establishment is exclusively dedicated to the display and the sale of fresh fish, fresh meat, fresh produce, seasonal fruit, and other perishable agricultural products);

- vi. a dairy goods store;
 - vii. a department store;
 - viii. an electronics store;
 - ix. a farmers market;
 - x. a fitness center;
 - xi. a florist;
 - xii. a furniture store;
 - xiii. a grocery store;
 - xiv. a hardware store;
 - xv. a home furnishings store;
 - xvi. a jewelry store;
 - xvii. a liquor store;
 - xviii. a mail center;
 - xix. an optical goods store;
 - xx. a paint store;
 - xxi. a pet store;
 - xxii. a pharmacy; AND
 - xxiii. a sporting goods store.
- 33. Salon.
 - 34. Single-Family Residential (attached and detached).
 - 35. Veterinary (no outdoor kennel).
 - 36. Winery.

D. ALLOWABLE BUILDING FUNCTIONS IN TOWN CENTER CIVIC. The allowable building functions in the town center civic zones shall be limited to the following:

- 1. Amphitheater.
- 2. Cemetery.
- 3. Civic Building.
- 4. College.
- 5. Fire Station.
- 6. Fountain.
- 7. Hospital.

8. Parking Structure.
9. Public Art.
10. Religious Assembly.

E. ALLOWABLE OUTBUILDINGS AND ACCESSORY BUILDINGS. In all the town center zones, the allowable outbuildings and accessory buildings shall be limited to only the following:

1. Accessory Dwelling.
2. Greenhouse.
3. Storage Shed.
4. Swimming Pool.

F. SPECIFIC USE PERMITS. The following building functions require a specific use permit that is subject to review and recommendation by the Planning and Zoning Commission and approval from the Town Council in accordance with the provisions found existing in Sec. 102-63 of the Town of Westlake, Texas Code of Ordinances within the town center edge zones and within the town center core zones:

1. Bed and Breakfast (up to five rooms).
2. Electric Sub-station.
3. Kennel (outdoor).
4. Sports Field.
5. Stable.

G. ADDITIONAL RESTRICTIONS. The following building functions shall be further restricted as provided in below:

1. Bed and Breakfast (up to five rooms):
 - i. The lodging shall be owner-occupied.
 - ii. Food service may be provided in the morning.
 - iii. The maximum length of stay shall not exceed 14 days.

2. Civic Building:
 - i. The civic building may be allowed a commercial building function or commercial building functions on the first floor and the second floor, provided that the specific building function shall be restricted to food service and retail sales establishments. The specific

occupancy of retail sales establishments shall be further restricted to a book store, a corner market, a fitness center, a florist, a mail center, and a pharmacy.

3. Home Occupation:

- i. The business owner shall reside at the property.
- ii. The maximum number of employees and the maximum number of occupants shall not exceed two.

4. Hotel:

- i. Food service may be provided at all times.

5. Light Manufacturing Facility:

- i. The building area available for retail activity is restricted to the first floors and to the second floors of principal buildings at locations along an arterial thoroughfare.
- ii. A minimum of 30 percent of the total building area shall be allocated to retail activity.

6. Live-Work Building:

- i. The commercial component is restricted to the first floor and the residential component is restricted to the upper floor, or the upper floors of the principal building. The residential component shall be a minimum of 1,500 square feet and shall meet basic habitability requirements.
- ii. The lot for each live-work building shall be restricted to the locations along a collector thoroughfare.
- iii. The business owner shall reside at the property.
- iv. The maximum number of employees and the maximum number of occupants shall not exceed four.

7. Multi-Family Residential:

- i. Multi-family residential units are prohibited on the first floor of mixed-use buildings.
- ii. Multi-family residential units are expressly restricted to those mixed-use buildings that are at locations within the building height waiver overlay district. The first floor shall be confined to a commercial building function or to commercial building functions for a minimum depth of 40 feet. Parking may be located behind the building area allocated to the commercial building function or to the commercial building functions.

8. Retail Building:

i. The building area available for retail activity is restricted to the first floors and to the second floors of principal buildings at locations along an arterial thoroughfare or a collector thoroughfare.

H. PROHIBITED USES. The following uses are additionally not allowed within this form-based development district:

1. [RESERVED].
2. Automotive repair facility and automotive service facility.
3. Card room and gambling facility.
4. Drive-through facility.
5. Pawn shop, secondhand shop, and thrift store.
6. Retail sales of guns and weapons as a primary use.
7. Tattoo parlor and body piercing parlor.

Sec. 102-413. - PARKING STANDARDS.

A. GENERAL.

1. The parking requirements shall be determined by the building function as provided in below.

i. Liner buildings that are less than 30 feet deep and that are no more than two stories in building height shall be exempt from the parking requirements.

2. The required parking provided for the other building functions may include the actual parking spaces that are provided within the lot and along the parking lane that corresponds to the lot.

i. All on-street parking shall remain available to the public and cannot be restricted to use by the fronting lots.

3. The required parking provided for the other building functions within the town center core zones and within the town center civic zones may be adjusted downward according to a completed shared parking study submitted to the Town Manager or their designee for review and approval.

4. The required parking provided for the other building functions within the town center core zones and within the town center civic zones may be provided by purchase or by lease from a parking lot or a parking structure within 800 feet of the lot.

B. PARKING ACCESS.

1. All required parking on single-family residential lots 60 feet or larger in width may be accessed from the building frontage.
2. All required parking for detached single-family residential lots less than 60 feet wide shall be accessed from a rear alley.
3. All required parking for attached single-family residential lots shall be accessed from a rear alley.
4. Vehicular entrances to parking lots and to parking structures shall not exceed 24 feet in width at the building frontage.
5. All pedestrian access to parking lots and to parking structures shall be directly to a lot line bordering a thoroughfare or a civic space, not directly into a building, except for underground parking levels.

C. PARKING LOCATION.

1. All garages for attached single-family residential units and all garages for detached single-family residential units on lots less than 60 feet wide shall be located at the rear of the lot.
2. All parking lots and all parking structures may only be located at the side of the lot and at the rear of lot.
 - i. Parking lots are prohibited within the town center edge zones.

D. SPECIFIC TO RESIDENTIAL BUILDING FUNCTIONS.

1. Town center edge zones. The number of dwelling units on each lot is limited to one within a principal building and to one within an outbuilding, with 2.0 assigned parking spaces for each dwelling unit provided at a minimum.
2. Town center core zones. The number of dwelling units on each lot is limited by the requirement of 1.5 assigned parking spaces for each dwelling unit provided at a minimum.
 - i. Required parking for multi-family residential units shall be provided within a parking structure.

E. SPECIFIC TO LODGING BUILDING FUNCTIONS.

1. Bed and Breakfast (up to five rooms). The number of bedrooms available for lodging is limited by the requirement of 1.0 assigned parking spaces for each bedroom, up to five, in addition to the required parking for the dwelling unit.

2. Hotel (no room limit). The total number of bedrooms available for lodging is limited by the parking requirement of 1.0 assigned parking spaces for each bedroom. The building area allocated for food service shall be calculated and provided with parking according to the retail building function.

F. SPECIFIC TO OFFICE BUILDING FUNCTIONS. The building area on each lot made available for office use is limited by the requirement of 3.0 assigned parking spaces per 1,000 square feet of net office space.

G. SPECIFIC TO RETAIL BUILDING FUNCTIONS. The building area on each lot made available for retail use is limited by the requirement of 4.0 assigned parking spaces per 1,000 square feet of net retail space, except that retail spaces under 3,000 net square feet may obtain approval from the Town Manager or their designee in order to reduce parking requirements.

H. SPECIFIC TO OTHER ALLOWABLE BUILDING FUNCTIONS. For the other allowable building functions, the buildable density and the intensity of the building function shall be determined by the provisions set forth in Sec. 102-155 of the Town of Westlake, Texas Code of Ordinances.

I. VALET PARKING PROGRAMS.

1. Developers may provide valet parking program for commercial projects and for mixed-use projects in accordance with the parking requirements set forth in this form-based development district in order to offset a maximum of 50 percent of the required parking for the project. Valet parking programs shall be subject to review and approval by the Town Manager or their designee.

J. SHARED PARKING STUDIES.

1. Developers may commission a shared parking study providing evidence that the parking requirements set forth in this form-based development district are above or are below the parking needed for the project.

Sec. 102-414. - LANDSCAPE STANDARDS.

A. GENERAL.

1. All planting in the building frontage and in the private lot shall consist of non-invasive species.

2. All planting in the building frontage and in the private lot shall only be permitted as specified in Appendix D in Sec. 102 of the Town of Westlake, Texas Code of Ordinances.

B. SPECIFIC TO DOORYARD BUILDING FRONTAGES.

1. One walkway that is no wider than five feet and that provides access to the principal entrance shall be allowed at the building frontage.

i. The walkway may consist of pervious materials, subject to review and approval by the Town Manager or their designee.

2. Trees and shrubs are required in the building frontage.

i. A minimum of one tree shall be planted for every 30 feet of building frontage length.

C. SPECIFIC TO STOOP BUILDING FRONTAGES.

1. One walkway that is no wider than five feet and that provides access to the principal entrance shall be allowed at the building frontage.

i. The walkway may consist of pervious materials, subject to review and approval by the Town Manager or their designee.

2. Trees and shrubs are required in the building frontage.

i. A minimum of one tree shall be planted for every 30 feet of building frontage length.

D. SPECIFIC TO FORECOURT BUILDING FRONTAGES.

1. Trees and shrubs are not required in the building frontage.

2. Trees planted in the building frontage may match the required trees planted in the public right-of-way.

3. Driveways are allowed in the building frontage.

i. All driveways shall be paved in a brick material, a cobble material, a concrete material, or a stone material.

E. SPECIFIC TO SHOPFRONT BUILDING FRONTAGES AND ARCADE BUILDING FRONTAGES.

1. Trees and shrubs are not required in the building frontage.

2. The building frontage may be paved.

i. All paving materials in the building frontage are subject to review and approval by the Town Manager or their designee.

F. SPECIFIC TO PARKING LOTS.

1. All parking lots consisting of 20 or less spaces shall be exempt from landscaping requirements.

2. All parking lots exceeding 20 spaces shall require that one tree be planted for every 10 spaces.

3. All parking lots shall be visually screened from thoroughfares and from civic spaces either by a streetscreen or a hedge.

i. Screening shall not be required either where the parking lot is bordered by a rear alley or is bordered by a building.

4. All parking lots shall be paved in brick, in cobble, in concrete, or in stone.

Sec. 102-415. - SIGNAGE STANDARDS.

Unless otherwise noted below, all applicable regulations and all applicable rules as found in Chapter 70 of the Town of Westlake, Texas Code of Ordinances shall apply to properties that are developed or that are redeveloped in accordance with the provisions of this form-based development district.

A. SIGNAGE SPECIFIC TO RESIDENTIAL BUILDING FUNCTIONS. For residential building functions, signage shall be limited to the following only:

1. Address number signs. One address number, that is not more than six inches measured vertically, may be attached to the building in proximity to the principal entrance or at a mailbox.

B. SIGNAGE SPECIFIC TO COMMERCIAL BUILDING FUNCTIONS AND TO CIVIC BUILDING FUNCTIONS. For all commercial building functions and for all civic building functions, signage shall be limited to the following only:

1. Wall signs. One wall sign, and that is not more than three feet in height, may be applied to the building façade at the building frontage.

2. Awning signs. Awnings may include signage in the form of text along the flap, no taller than six inches measured vertically, and text or graphics applied to the sloping plane of the awning.

3. Blade signs. One blade sign for each first floor business, either made of a metal material or a wood material and that is no larger than six square feet each, may be permanently installed perpendicular to the building façade. All blade signs shall be supported by metal brackets.

i. Blade signs shall clear 10 feet above the sidewalk.

4. Window signs. One window sign for each business on the first floor, and that is not more than nine square feet in area, may be installed directly within the store interior in neon tubing or may be applied directly to the glazing at the building frontage. Businesses on corner lots may install one window sign at the building frontage and one window sign on the building façade that is along a lot line bordering a thoroughfare or a civic space.

i. Opaque signboards shall not be allowed.

5. Wall murals. One wall mural that integrates art as the primary focus may be applied to one building façade that is either at the building frontage or that is along a lot line bordering a thoroughfare or a civic space.

i. Wall murals shall not include sign elements advertising any business or any product.

C. SPECIFIC TO THE TOWN CENTER EDGE ZONES.

1. Signage may be externally illuminated.

Sec. 102-416. - BUILDING MATERIALS AND BUILDING CONFIGURATIONS.

A. GENERAL.

1. The building materials and building configurations shall apply only to the construction and / or to the modification of buildings within the town center edge zones and within the town center core zones.

2. The buildings within the town center civic zones are exempted from the building materials and building configuration requirements as set forth in this Section. The architecture and the landscape architecture for construction and / or for modification of all buildings within the town center civic zones shall be prepared in coordination with the Town Manager, or their designee, and shall be approved by the Town Council.

3. The exterior finish materials used on all building façades shall be consistent in their details and their applications around the building and shall be consistent in construction

quality around the building within the town center edge zones and within the town center core zones.

4. The building façades of mixed-use buildings shall differentiate the first floor commercial activities from the upper floor residential activities with distinguishing elements and expression lines, architectural projections, changes in windows, or changes in materials within the town center core zones.

5. The building façades at all residential building frontages shall require openings for doors and openings for windows between 15 percent and 40 percent of the total building wall area.

6. The finished floor elevation at the building frontage, and along all lot lines which border a thoroughfare or a civic space for a residential building function shall be 24 inches minimum from the average sidewalk grade.

7. The entrances to multi-family residential units on upper floors of mixed-use buildings shall be at sidewalk grade.

8. Fences, walls, and other suitable visual screens in accordance with the provisions found existing in Sec. 102-121 of the Town of Westlake, Texas Code of Ordinances, may be provided along side lot lines and along rear lot lines, except as modified as follows:

i. All gates in fences, in walls, and in other visual screens shall either be made of a metal material or a wood material.

ii. Barbed wire fencing and chain-link fencing shall not be allowed.

B. BUILDING WALLS.

1. No more than two exterior finish materials shall be present on any building façade, excluding the basement, the allowed building attachments, and the allowed building projections.

2. The heavier of the exterior finish materials on a single building façade shall be located below the lighter material (e.g., stone located below brick; brick located below stucco; and stucco located below metal and wood). Transition in the exterior finish materials shall only run horizontally across the entire length of the building façade.

3. Where used on a single building, it is recommended that brick exterior finish material not be painted and be of an integral color.

4. Where used on a single building, it is recommended that stone exterior finish material:

- i. be natural rock and sourced from the region; AND
- ii. be laid dry-stack or mortared; AND
- iii. be weight-bearing and not applied; AND
- iv. be uniform in style, and ranging from coursed ashlar to uncoursed rubble.

5. Where used on a single building, it is recommended that wood exterior finish material either be painted or be sealed and stained.

6. Where used on a single building, it is recommended that trim be of the highest-grade lumber.

7. Fences and walls that are located at all building frontages and along all lot lines which border a thoroughfare or a civic space, shall be between three feet and six feet in height.

i. Streetscreens are not considered fencing or walls for the purposes of this form-based development district.

8. Streetscreens shall be constructed of a material matching the adjacent building façade.

9. Arches and piers shall be constructed of a material and a color matching the adjacent building façade.

10. Columns shall either be made of a concrete material or a stone material.

11. Posts shall be made of a wood material.

12. All arches, columns, piers, and posts shall be no less than 12 inches in width and 12 inches in depth.

13. At all building frontages and along all lot lines which border a thoroughfare or a civic space, intercolumniation shall be vertically proportioned to the satisfaction of the Town Manager or their designee.

14. Outbuildings and accessory buildings shall be constructed of exterior finish materials matching the principal building façades, and shall have the same building roof style and building colors as the principal building.

C. BUILDING OPENINGS.

1. At all building frontages and along all lot lines which border a thoroughfare or a civic space, openings for doors and openings for windows shall be vertical in proportion and rectangular in shape, with the exception of transom windows and shopfront windows. All the openings for doors and all the openings for windows in shopfront building frontages shall be in accordance with all of the regulations and all of the rules for shopfronts as provided for in this form-based development district.

2. At all building frontages and along all lot lines which border a thoroughfare or a civic space, openings for doors and openings for windows shall be evenly spaced along the building façade to create a harmonious architectural composition to the satisfaction of the Town Manager or their designee.

3. At all building frontages and along all lot lines which border a thoroughfare or a civic space, no building façade shall extend for over 20 feet in length without an opening for a door or an opening for a window.

4. At all building frontages and along all lot lines which border a thoroughfare or a civic space, the header heights for doors and windows shall be consistent in height to the satisfaction of the Town Manager or their designee.

5. Sliding doors and sliding windows are not allowed at building frontages and along lot lines which border a thoroughfare or a civic space. Sliding doors and sliding windows at shopfront building frontages may only be approved by the Town Manager or their designee.

6. Doors and windows shall be recessed from the building façade and shall not be attached.

7. Bay windows shall extend to the floor inside and to the ground outside or shall be supported by visible brackets.

8. Operable windows shall be single-hung, shall be double-hung, or shall be triple-hung casements.

9. Muntins either shall be true divided panes or shall be fixed on the interior surfaces and the exterior surfaces.

10. A minimum four-inch post shall separate multiple windows in the same rough opening to the satisfaction of the Town Manager or their designee.

11. Where used on a single building, exterior shutters either shall be louvered or shall be paneled only, and they shall be sized and shaped to match the associated openings.

12. Garage doors shall not exceed 12 feet in width and either shall be made of a wood material or a composite wood material.

D. BUILDING ATTACHMENTS.

1. Awnings shall be sloping rectangles and shall be without side soffit panels and bottom soffit panels.

2. All chimneys shall extend to the ground, have a projecting cap on top, and be made of the exterior finish materials and the exterior colors of the building walls.

3. All decks shall be made of a wood material and shall be located within the side yard or within the rear yard.

4. All balconies and all bay windows shall be supported by visible brackets to the satisfaction of the Town Manager or their designee. Bay windows that extend to the floor inside and to the ground outside are allowed.

5. All balconies shall be made of a metal material that is finished to match the other metal material of the building, including doors and windows, or shall be finished in a wood material that is either painted or that is sealed and is stained to match the exterior finish materials on the building walls.

6. All balcony railings shall require top and bottom rails centered on the balusters and the bottom rails shall not be flush with the floor.

i. Balcony railings shall be made of a metal material.

7. It is recommended that porch floors at building frontages and along lot lines which border a thoroughfare or a civic space be constructed either of a stone material or a wood material.

8. It is recommended that stoops be constructed of either a brick material or a stone material.

E. ROOFS.

1. Principal roofs shall be symmetrically pitched with slopes that are no less than 8:12; except that principal roofs with low-slopes (i.e., flat) shall only be allowed within the town center core zones.

2. Principal roofs, where flat, shall be surrounded on all sides by a horizontal parapet wall no less than 42 inches high where the roof deck meets the parapet wall.

3. Secondary roofs (i.e., roofs attached to the building façades of the principal building) shall be pitched with slopes between 3:12 and 8:12.

4. It is recommended that sloped roofs be clad in asphalt shingle, concrete tile, slate, or terra cotta tile.

i. Sloped roofing material may include metal provided that it complements an architectural style while minimizing glare.

5. All roof penetrations, including vent stacks, shall be placed on the roof slope that does not face a building frontage and roof penetrations shall be finished to match the color of the roof.

Sec. 102-417. - SHOPFRONTS.

A. SHOPFRONT DESIGN. Shopfront windows, doors, signage, awnings, details, and lighting shall be designed as a unified composition.

1. [RESERVED].

B. SHOPFRONT HEIGHT. All first floors of commercial buildings and of mixed-use buildings shall require a minimum of 16-foot tall ceilings as measured between the finished floor and the finished ceiling.

C. SHOPFRONT KNEE WALLS. All shopfronts shall require a minimum 18-inch high knee wall or kick plate along all frontage lines. Shopfront knee walls or kick plates shall be a maximum of 36 inches high above the adjacent sidewalk. All knee walls and all kick plates shall also be designed as an integral component of the overall shopfront.

D. SHOPFRONT DOORS. All shopfront doors shall be recessed from the building façade to allow the door (or the doors) to swing out, without obstructing pedestrian flow on the sidewalk. Each tenant space shall have at least one three-foot wide door at the main entry. Shopfront doors are also encouraged at building corners. Where appropriate, sliding doors and / or sliding windows that will allow the activity of the business to open adjacent to and onto the public sidewalk may be installed for cafés, restaurants, and other food service establishments, subject to approval by the Town Manager or their designee. Rear doors and side doors, and windows facing rear alleys and / or parking lots shall be encouraged but are not required.

E. SHOPFRONT WINDOWS. Shopfronts shall be glazed with clear glass for no less than 70 percent of the first floor building façade as measured between the finished floor and the finished ceiling including the mandatory knee wall and the glass area of the front door. Shopfront

glass shall be no more than 10 percent tinted. Mirrored glass and reflective glass shall not be permitted along shopfront building frontages.

i. Shopfront windows may also include transom windows; and transom windows shall have dividing muntins.

ii. Shopfront windows may encroach into the front setback up to five feet in depth.

iii. Shopfront windows may include awnings, but awnings shall not be internally backlit.

F. SECURITY GATES AND SECURITY SHUTTERS. Solid metal security gates and solid roll-down shutters are not permitted. Interior link or grill security devices shall only be permitted if they can be completely enclosed or hidden from view when not in use, and shall be subject to approval by the Town Manager or their designee.

G. DESIGN FOR TENANT FLEXIBILITY. The design for all first floor and for all second floor commercial spaces shall anticipate restaurant requirements. Accommodation for restaurant venting and sewage utilities such as grease traps and interceptors shall be designed into the building. Designs shall also anticipate potential commercial power and gas load needs. In addition, buildings shall also provide maximum clear space between interior columns for first floor retail and activity spaces.

H. DESIGN ALTERNATIVE FOR SHOPFRONT BUILDING FRONTAGES. The design alternative for shopfront building frontages is a procedure that allows for development and redevelopment to occur where the intent of a design related provision for shopfronts is met through an alternative design. Design alternatives for shopfront building frontages are not a general waiver of specific requirements for architecture and landscape architecture; rather, it permits a site-specific plan that is equal to or better than the strict application of a requirement for shopfront building frontage architecture and / or landscape architecture that will result in a furtherance of the goals for safe thoroughfares and safe civic spaces. The design alternative for shopfront building frontages shall demonstrate conformance with the intent for shopfront building frontages, and shall be reviewed and acted upon only by the Town Council. The Town Council shall find that the following criteria are met:

1. That the proposed design alternative achieves the intent of the subject standard for architecture or landscape architecture to the same or better degree than the subject standard for shopfront building frontages; AND

2. That the proposed design alternative results in benefits to the community that are equivalent to or better than compliance with the architecture or landscape architecture standard.

Sec. 102-418. - SCREENING.

A. Building mechanical equipment shall be visually screened, and shall not be located along lot lines bordering a thoroughfare or a civic space.

B. Building mechanical equipment located on roof tops shall be visually screened from all sides by either an opaque screen enclosure or by parapet walls, either of which shall be at least 12 inches greater in height than the equipment.

C. Building mechanical equipment located in the rear yard and the side yard shall be visually screened from frontage lines by either a screening structure constructed of a principal exterior finish material matching the adjacent building façade or by landscape either of which shall be equal to or greater than the height of the equipment.

D. Outdoor refuse / recycling collection receptacles shall not be located along a frontage line and shall only be located in the rear yard and the side yard. All outdoor refuse / recycling receptacles shall be screened from view on all sides by an opaque wall with the exception of the access doors only, that is constructed of a principal exterior finish material matching the adjacent building façade and that is equal to or greater than the height of the receptable. All access doors into outdoor refuse / recycling receptacles shall be constructed of opaque metal that matches the height of the wall. Lids are required on all outdoor refuse / recycling receptacles that are not in a roofed enclosure.

1. Outdoor refuse / recycling receptacles shall only be located off a rear alley where available.

Sec. 102-419. - NOISE RESTRICTION REGULATIONS AND RULES.

The noise restriction regulations and rules found in Sec. 102-183 of the Town of Westlake, Texas Code of Ordinances shall apply to all properties throughout this form-based development district. The noise restriction regulations and rules that are found in Sec. 102-183 (b) of the Town of

Westlake, Texas Code of Ordinances shall also apply within all town center edge zones and within all town center core zones where residential building functions are allowed by-right.

Sec. 102-420. - EXISTING CONDITIONS.

A. The Town Manager, or their designee, shall have the administrative authority to require proposed buildings match the building setbacks and / or the building heights of the adjacent buildings rather than the provisions of this form-based development district where buildings exist on adjacent lots.

B. [RESERVED].

Sec. 102-421. - NON-CONFORMITIES.

A. The temporary or the illegal use of property shall not be sufficient to establish the existence of a non-conformity or to create rights in the continuation of a non-conformity.

Sec. 102-422. - DEFINITIONS AND SYNONYMS.

This Section provides definitions for terms used in this Article that are technical in nature or that otherwise may not reflect a common usage of the term. If a term is not defined in this Section, then the Town Manager or their designee shall determine the correct definition.

ACCESSORY BUILDING: A structure that is subordinate to a principal building on the same lot.

ACCESSORY DWELLING: A residential unit sharing a lot and utility connections with a principal building; and it may or it may not be within an outbuilding (VARIANT: ACCESSORY DWELLING UNIT).

ARCADE BUILDING FRONTAGE: A building frontage that is principally for retail use wherein the building façade is a colonnade supporting habitable space that overlaps the sidewalk, while the building façade at the sidewalk level remains at or behind the frontage line.

ATTIC: The interior part of a building contained within a pitched roof structure.

AWNING: A fixed shading structure constructed from metal or wood, cantilevered or otherwise entirely supported from a building, and that is used to protect outdoor spaces from sun, rain, and other natural conditions. Awnings are typically used to cover outdoor seating for cafés and restaurants.

BACKBUILDING: A single-story structure that extends to the rear of a principal building and that is often connected to an outbuilding.

BED AND BREAKFAST: An owner-occupied lodging offering up to five bedrooms, that is permitted to serve breakfast in the mornings to guests.

BLADE SIGN: A sign made from a rigid material, and mounted perpendicular to a building façade with one side that is attached to or supported by a device extending from a building façade.

BLOCK: The aggregate of private lots, cross-block passages, and rear alleys that are circumscribed by the public right-of-way.

BUILDING DISPOSITION: The placement of a building on its lot.

BUILDING FAÇADE: An exterior wall of a building.

BUILDING FRONTAGE BUILD-OUT: The percentage of the lot width required to be occupied by the building façade within the front setback.

BUILDING FUNCTION: The use or the uses accommodated by a building and its lot.

BUILDING HEIGHT: The vertical extent of a building measured in stories.

CIVIC BUILDING: A building operated by not-for-profit organizations dedicated to arts, culture, education, and municipal government.

CIVIC SPACE: An outdoor area that is permanently dedicated for public use.

COMMERCIAL: The term collectively defining lodging, office, and retail activities.

CORNER LOT: A lot or a parcel of land abutting two or more thoroughfares and / or cross-block passages at their intersection.

CROSS-BLOCK PASSAGE: A publicly accessible way restricted to pedestrian use and limited vehicular access, that provides access through a block.

DENSITY: The number of housing units within a standard measure of land area.

DOORYARD BUILDING FRONTAGE: A building frontage with a shallow setback, and either a front garden or a patio, usually with a low wall at the frontage line (VARIANT: LIGHTWELL, LIGHT COURT).

DRIVEWAY: A vehicular lane within a property, often leading to a garage.

ENCROACH: To break the plane of either a vertical or horizontal regulatory limit with a structural element, so that it extends into a setback, into a building frontage, or above a building height limit.

ENTERTAINMENT ESTABLISHMENT: Characterizing premises made available for the amusement and the recreational needs of the community including, but not limited to, a bowling lane, an interactive golf driving range, a laser tag offering, and a video arcade. An

entertainment establishment may also provide food service and performance but it shall remain open to the public and shall not restrict or exclude any person that is under 18 years of age.

FLAT: See MULTI-FAMILY RESIDENTIAL UNIT.

FOOD TRUCK PARK: A site for permanent location of three or more food trucks. Such locations shall include the required infrastructure and public seating for all food trucks serving in the park.

FORECOURT BUILDING FRONTAGE: A building frontage wherein a portion of the building façade is close to the front lot line, and the central portion is set back.

FRONT SETBACK: The distance as measured from the front lot line to the point where a building may be constructed. This area shall be maintained clear of permanent structures with the exception of encroachments.

GREEN: A civic space for unstructured recreation, spatially defined by planting rather than building frontages.

HOME OCCUPATION: A non-retail commercial enterprise.

INTENSITY: The magnitude of development allowed.

INTERCOLUMNIATION: The distance between two columns.

LIGHT MANUFACTURING FACILITY: Premises that is available for the creation, the assemblage, and / or the repair of artifacts, using only table-mounted electrical machinery or artisanal equipment and including their retail sale.

LINER BUILDING: A building that is specifically designed to mask a parking lot or a parking structure from a building frontage or a lot line which borders a thoroughfare or a civic space.

LIVE-WORK BUILDING: A mixed-use unit consisting of a residential component and a commercial component. The commercial component is restricted to the first floor of the unit. The residential component functions as a multi-family residential unit that is restricted to the upper floors of the unit. The unit is only intended to be occupied by a business operator who also lives in the same unit that contains the commercial activity.

LODGING: Characterizing a type of building function available for daily and for weekly renting of bedrooms.

LOT: A parcel of land accommodating a building or buildings.

LOT COVERAGE: The percentage of a lot that is covered by buildings and other roofed structures.

LOT LINE: The boundary that legally and that geometrically demarcates a lot.

MEETING HALL: A building made available for gatherings.

MULTI-FAMILY RESIDENTIAL UNIT: A residential unit sharing a building and a lot with first floor commercial activity; and it may or it may not share the same building and the same lot with other units (SYNONYM: FLAT).

MURAL: Any piece of artwork that is painted, that is tiled, or that is otherwise applied directly on a building façade.

OFFICE: Characterizing premises available for transaction of general business, but excluding artisanal uses, manufacturing uses, and retail uses.

OPEN-MARKET BUILDING: A building that is operated by a farmers’ market for the sale of fresh fish, fresh meat, fresh produce, seasonal fruit, and other perishable agricultural products.

OTHER BUILDING FUNCTION: Any building function other than residential.

OUTBUILDING: An accessory building, that is usually located toward the rear of the same lot as a principal building, and that is sometimes connected to a principal building by a backbuilding.

PARK: A civic space designed as a natural preserve available for unstructured recreation.

PARKING STRUCTURE: A building containing one or more stories of vehicular parking above or below grade.

POCKET PARK: See PARK.

PORCH: An open-air room that is appended to a building, with floor and roof but no walls on the sides facing lot lines along a thoroughfare or a civic space.

PRINCIPAL BUILDING: The main building on a lot.

PRINCIPAL ENTRANCE: The main point of pedestrian access into a building.

PUBLIC RIGHT-OF-WAY: The land that is used for pedestrians, for vehicles, and for utilities to provide access to lots and to civic space.

REAR ALLEY: A private thoroughfare that is designated to be a secondary means of vehicular access to the rear or to the side of properties; a rear alley may connect to a vehicular

driveway located to the rear of lots providing access to outbuildings, parking and service areas. A rear alley may contain utility easements.

REGULATING PLAN: A map or a set of maps that shows the town center zones, the civic spaces, and the thoroughfare assignments of all areas subject to, or potentially subject to, regulation by the provisions set forth in this form-based development district.

REQUIRED PARKING: The number of parking spaces required to accommodate a building function or multiple building functions on a single lot.

RESEARCH FACILITY: Premises made available for research and development, and that does not involve the use of testing on humans, testing on animals, incinerators, manufacturing, fabrication, assembly, distribution, disposal, warehousing or bulk storage, equipment facilities, or the retail sale of any products.

RESIDENTIAL: Premises made available for long-term human dwelling.

RETAIL: Premises made available for the sale of merchandise and food service.

SETBACK: The area of a lot measured from the lot line to a building façade, that is maintained clear of permanent structures, with the exception of allowed encroachments (VARIANT: BUILD-TO LINE).

SHOPFRONT BUILDING FRONTAGE: A building frontage conventional for retail with substantial glazing wherein the building façade is aligned close to the frontage line with the building entrance at sidewalk grade.

SIDEWALK: The paved section of the building frontage dedicated exclusively to pedestrian activity (SYNONYM: WALKWAY).

SQUARE: A civic space designed for unstructured recreation and civic purposes, spatially defined by building frontages and consisting of paths, lawns, and trees, all formally disposed.

STOOP BUILDING FRONTAGE: A building frontage wherein the building façade is aligned close to the frontage line with the first story elevated sufficiently from the adjacent sidewalk for privacy, with an exterior stair and a landing at the building entrance.

STREETSCREEN: A freestanding wall built along the frontage line, or coplanar with a building façade.

WINDOW SIGN: A logo inscribed on the shopfront glass.

FIGURE NO. 1 — A. TOWN CENTER EDGE ZONES (CHARACTER).



FIGURE NO. 1 — B. TOWN CENTER CORE ZONES (CHARACTER).



FIGURE NO. 1 — C. TOWN CENTER CORE ZONES (CHARACTER).



FIGURE NO. 1 — D. BUILDING HEIGHT WAIVER OVERLAY (CHARACTER).



FIGURE NO. 2 — A. DOORYARD BUILDING FRONTAGE.

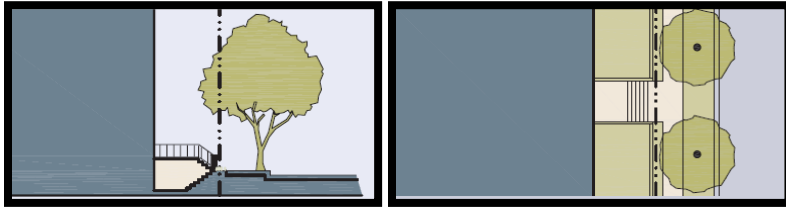


FIGURE NO. 2 — B. STOOP BUILDING FRONTAGE.

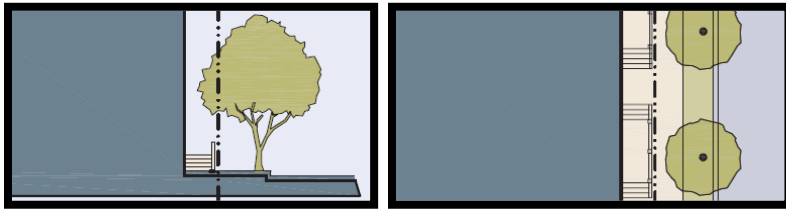


FIGURE NO. 2 — C. FORECOURT BUILDING FRONTAGE.

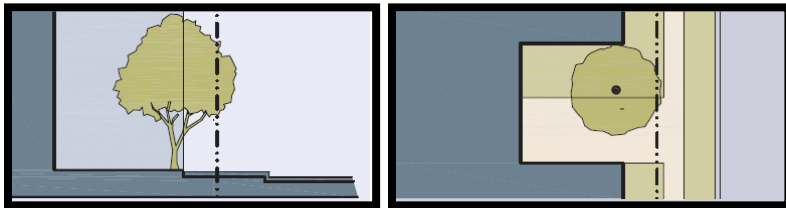


FIGURE NO. 2 — D. SHOPFRONT BUILDING FRONTAGE.

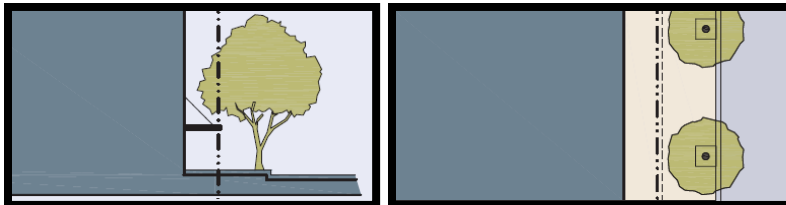


FIGURE NO. 2 — E. ARCADE BUILDING FRONTAGE.

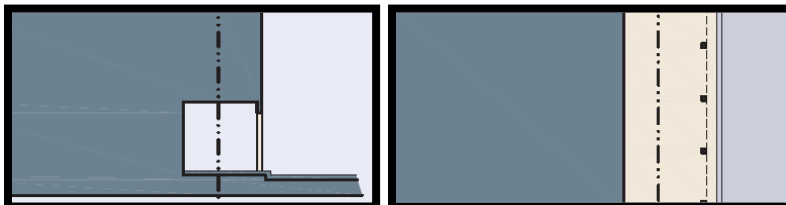


FIGURE NO. 3. OUTDOOR SERVING AREA.



FIGURE NO. 4 — A. CIVIC SPACE.

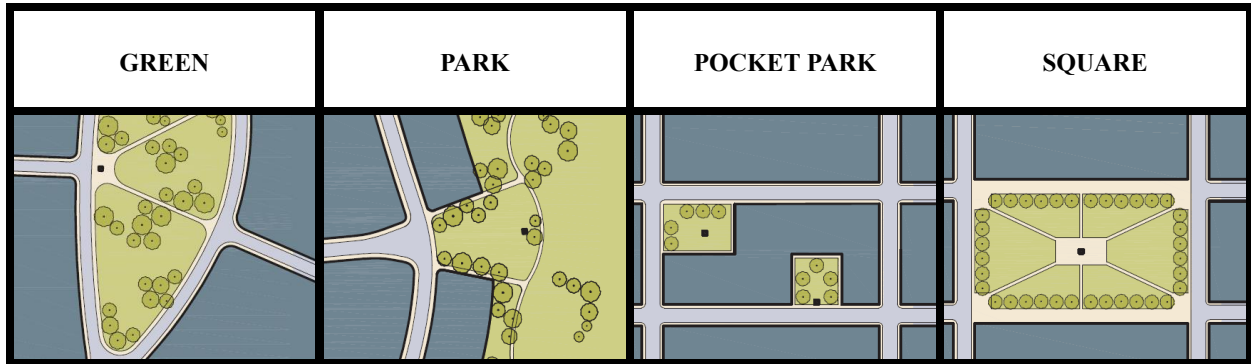


FIGURE NO. 4 — B. CIVIC SPACE CHARACTER (POCKET PARK).



FIGURE NO. 5 — A. WALL SIGN.



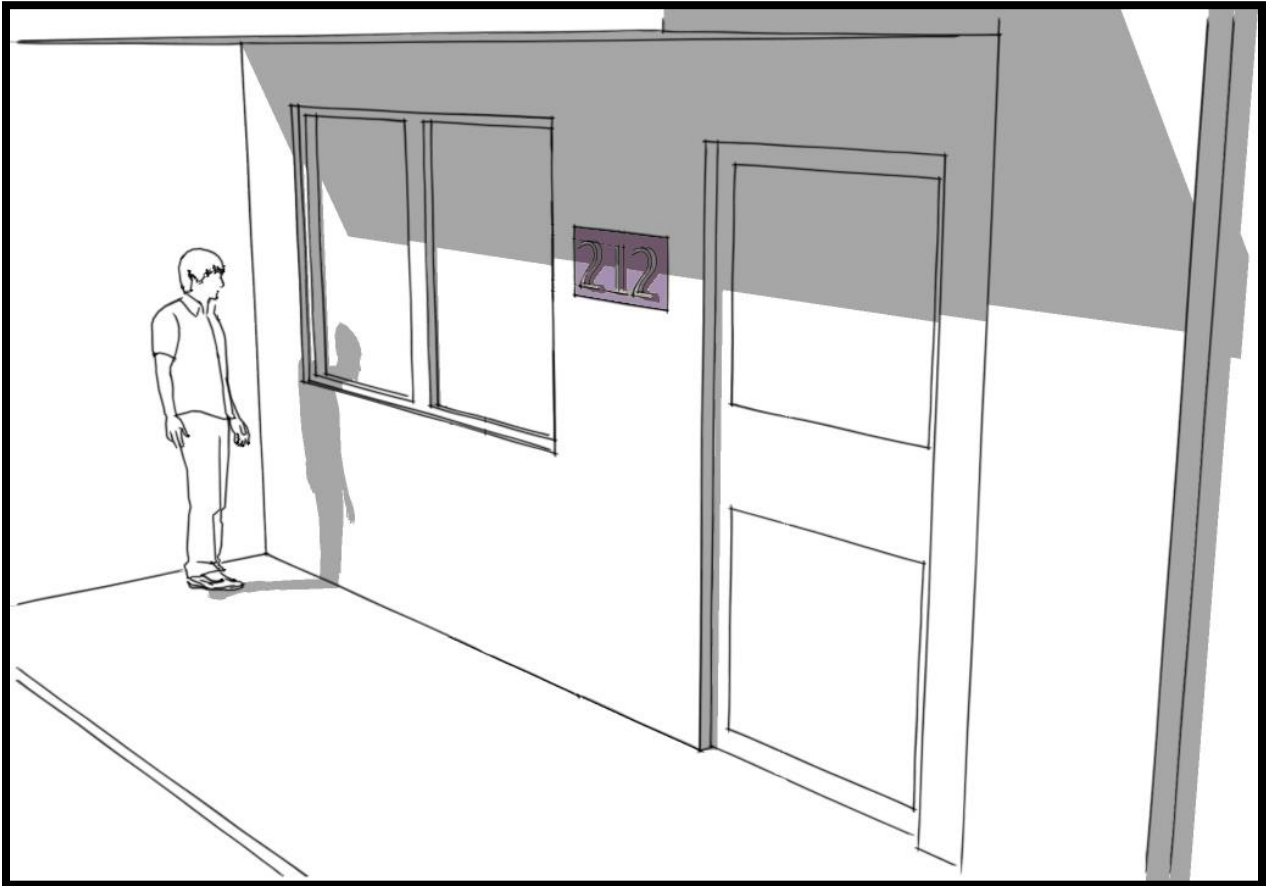
FIGURE NO. 5 — B. BLADE SIGN.



FIGURE NO. 5 — C. WINDOW SIGN



FIGURE NO. 5 — D. ADDRESS NUMBER SIGN.





Town of Westlake

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

Staff Report

File #: WA RES 25-15

Agenda Date: 6/17/2025

Agenda #: H.1.

ACADEMY STAFF REPORT RECOMMENDATIONS

Consider and act to approve WA Resolution 25-15 adopting the Proposed Budget for Fiscal Year Ending June 30, 2026, including Committed and Assigned Fund Balances (Cayce Lay Lamas, Finance Director)

STAFF: Cayce Lay Lamas, Finance Director

BACKGROUND:

The final proposed annual operating budget for FY 2025-2026 for Westlake Academy is \$12,310,696, including a contribution to fund balance of \$655,360. Capital spending, debt service costs, and certain shared service costs are included in the Town's annual operating budget.

The proposed budget reflects Westlake Academy's (WA) continuing initiatives that support the vision, mission, and values established by the governing Board of Trustees. The Academy's International Baccalaureate (IB) curriculum is built to prepare students for post-secondary success in our fast-paced and knowledge-rich world. With the understanding that our graduates must compete on a global stage, we prepare our students with 21st century specific skills to be able to successfully navigate an ever-changing globally minded marketplace. Therefore, we remain a school focused on future readiness and providing students with an internationally minded education of the highest quality, so they are well-balanced and respectful life-long learners.

DISCUSSION:

The proposed budget is prepared each year with conservative revenue projections and expenditures that are targeted to create an exceptional learning environment designed for student success and a supportive culture for all WA students and staff members to continuously develop and thrive.

The Board of Trustees discussed the budget objectives for FY 2025-2026 during a work session held on May 20, 2025. During these discussions, staff presented a draft budget for the coming year including base revenues and potential expenditures related to the academic services of Westlake Academy. Staff received direction from the Board to revise the methodology of shared services expenditures and prepare an updated proposed budget for consideration, including an additional review of personnel and line item expenditures to further refine or reduce spending where possible.

The Proposed FY 2025-2026 operating budget includes the following:

- Increase in Blacksmith funds pledged (\$500,000 increase)
- Decrease in direct transfer from Town (\$236,484 decrease)
- Slight increase in student enrollment vs. previous year (880 to 900 for additional fourth grade class approved)

- No teacher salary increases outside of required step raises based on the compensation plan (amendment anticipated pending direction from Texas Education Agency on recent legislation)
- Increase of 10% in health care costs to be passed on to enrollees (no budgetary impact)
- Reduction of 7.34 FTEs
 - Eliminate 11.5 FTEs
 - 1.0 Information Technology Technician
 - 1.0 Interventionist
 - 1.0 Facilities Building Engineer
 - 1.0 Primary Teacher (Elementary Spanish)
 - 1.0 SPED Coordinator
 - 1.0 504 Coordinator
 - 1.0 Middle School Counselor
 - 0.5 Secondary Teacher (Secondary CTE)
 - 1.0 Student Information Systems Administrator (budget neutral; funds moved to operations)
 - 1.0 Custodian (budget neutral; funds moved to operations)
 - 1.0 Middle School Assistant Principal
 - 1.0 Instructional Tech & Activity Coordinator
 - Add 4.16 FTEs
 - 1.0 Primary Teacher (Grade 4)
 - 1.16 Secondary Teacher (Part-Time Art & Math to Full-Time)
 - 1.0 Special Programs Coordinator
 - 1.0 Administrative Assistant
- Inclusion of operating expenditures directly supporting the Academy but previously budgeted in the Town's operating budget (\$275,524 in shared services expenditures)
- Inclusion of AP & IB tests, with offsetting revenue
- Increases for iPad lease, Apple device lease, property & liability insurance
- Reductions and reallocations of operating expenditures across all other areas

The FY 2025-26 annual budget proposed for Board consideration totals \$12,310,696 in revenues, which is a 4.3% increase over the prior year adopted budget. Proposed expenditures total \$11,655,336, which is a decrease of 1.2% from the prior year. The surplus of projected revenues over expenditures would result in a contribution to fund balance of \$655,360.

Due to recent legislative activity, the Academy expects to bring forth a budget amendment during the Board's July meeting to account for increases to the State-provided funding, legally-mandated spending (particularly relating to classroom teacher pay), and the potential for any service level adjustments. Guidance from the State is not currently available on exactly how the changes will impact the Academy, but staff will coordinate with the appropriate authoritative bodies and the Board on implementation.

Legal requirements for charter school budgets are formulated by the State and the Texas Education Agency (TEA). A Board typically adopts an appropriated budget on a basis consistent with GAAP for the general fund,

debt service fund, and child nutrition program (which is included in special revenue funds). However, the Academy does not maintain a debt service fund nor a child nutrition program; therefore, only the General Fund is required to be adopted. Special Revenue Funds are not adopted by the governing body and are shown in the final budget document for informational purposes only.

In accordance with State law, the staff has prepared and presents the FY 2025-2026 operating budget for the Academy outlining the anticipated revenues and expenditures for the Board's review and consideration.

FISCAL IMPACT:

The Westlake Academy proposed annual operating budget for FY 2025-2026 is \$12,310,696, which includes a contribution to fund balance of \$655,360.

STAFF RECOMMENDATION:

Staff recommends approval of the Westlake Academy Annual Operating Budget for FY 2025-2026, as proposed.

ATTACHMENT(S):

- WA Resolution 25-15
- WA Resolution 25-15 Exhibit A (5-Year Forecast)
- FY26 Line Item Detail
- FY26 Personnel Schedule
- Shared Services Costs Breakdown

BOARD OF TRUSTEES ACTION/OPTIONS:

- 1) Motion to approve
- 2) Motion to amend with the following stipulations (please state stipulations in motion)
- 3) Motion to table
- 4) Motion to deny

WESTLAKE ACADEMY

RESOLUTION NO. 25-15

A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY ADOPTING THE PROPOSED BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2026, INCLUDING FISCAL AND BUDGETARY POLICIES, COMMITTED AND ASSIGNED FUND BALANCES.

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY:

WHEREAS, Section 44.002 of the Education Code of the Texas Education Agency Texas School Law Bulletin states the budget must be prepared according to generally accepted accounting principles, and

WHEREAS, the budget must be approved by the Board of Trustees prior to the end of the entity's fiscal year, according to Texas Education Agency's Financial Accountability System Resource Guide, Section 2.6.2 – TEA Legal Requirements; and

WHEREAS, the Board of Trustees held a Public Hearing on June 17, 2025; 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 Board of Trustees of Westlake Academy hereby adopts the proposed Westlake Academy Annual Operating Budget for the fiscal year ending June 30, 2026, and appropriates the funds contained therein attached to this resolution as Exhibit "A".

SECTION 3: That the Board of Trustees hereby adopts the Fiscal and Budgetary Policies, and the Committed and Assigned Fund Balance designations that are also included in "Exhibit A".

SECTION 4: That a copy of the official adopted Fiscal Year 2025-2026 Budget shall be kept on file in the office of the Town Secretary.

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 Council 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 17th DAY OF JUNE 2025.

ATTEST:

Board Secretary

Mayor

APPROVED AS TO FORM:

School Attorney

WESTLAKE ACADEMY
Statement of Revenues, Expenditures, and Changes in Fund Balance
Consolidated General Fund 5-Year Forecast FY 2024/2025 through FY 2029/2030

Updated 06/06/25

	Audited FY 23/24	Original FY 24/25	Amended FY 24/25	Proposed FY 25/26	Projected FY 26/27	Projected FY 27/28	Projected FY 28/29	Projected FY 29/30
1 REVENUE								
2 Transportation	\$ 11,791	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
3 Parking	2,020	15,000	15,000	15,000	15,000	15,000	15,000	15,000
4 Athletic Activities	122,354	130,000	130,000	133,000	133,000	133,000	133,000	133,000
5 Athletic Donations	-	3,000	3,000	3,000	3,000	3,000	3,000	3,000
6 Interest Earned	40,620	35,000	35,000	35,000	35,000	35,000	35,000	35,350
7 WAF Blacksmith Donations	1,129,384	1,250,000	1,250,000	1,750,000	1,750,000	1,750,000	1,750,000	1,750,000
8 WAF Salary Reimbursement	-	-	37,364	37,364	37,364	37,364	37,364	37,364
9 Municipal Transfer: WA Operations	1,462,264	1,496,494	1,736,484	1,500,000	1,250,000	1,000,000	1,000,000	1,000,000
10 Municipal Transfer: Fac Operations	-	-	15,210	-	-	-	-	-
11 Technology Use Fees	13,150	33,000	33,000	35,000	35,000	35,000	35,000	35,000
12 AP/IB Exam Fees	-	-	-	95,000	95,000	95,000	95,000	95,000
13 Other Local Revenue (sub, prnt, misc)	4,383	4,000	4,408	4,500	4,500	4,500	4,500	4,500
14 Food Services	8,168	8,576	8,168	8,413	8,539	8,667	8,797	8,929
15 Total Local Revenue	2,794,135	2,995,070	3,287,634	3,636,277	3,386,403	3,136,531	3,136,661	3,137,143
16 Percent of total revenue	26%	26%	28%	30%	28%	26%	25%	25%
17 TEA - Available School Funds	328,702	343,119	343,119	349,981	356,981	364,121	371,403	378,831
18 TEA - Foundation School Funds	6,602,963	6,846,021	6,846,021	6,982,941	7,122,600	7,265,052	7,410,353	7,558,560
19 CTE Funding (addt'l TEA-FSP Funds)	400,764	647,523	647,523	660,473	673,683	687,157	700,900	714,918
20 Facilities Allotment (addt'l TEA-FSP Funds)	138,840	134,696	134,696	137,390	138,764	140,151	141,553	142,969
21 TEA - Advanced Placement Training	-	-	-	-	-	-	-	-
22 TRS On-behalf/Medicare Part B	480,751	543,634	543,634	543,634	549,070	554,561	560,107	565,708
23 Total State Revenue	7,952,021	8,514,993	8,514,993	8,674,419	8,841,097	9,011,042	9,184,316	9,360,985
24 Percent of total revenue	74%	74%	72%	70%	72%	74%	75%	75%
25 TOTAL REVENUE	\$ 10,746,156	\$ 11,510,063	\$ 11,802,627	\$ 12,310,696	\$ 12,227,501	\$ 12,147,573	\$ 12,320,977	\$ 12,498,130
26 EXPENDITURES by OBJECT				4.30%				
27 Object Code 61XX - Salaries	\$ 7,870,243	9,373,928	9,458,030	8,937,280	\$ 9,116,026	\$ 9,298,346	\$ 9,484,313	\$ 9,673,999
28 Object Code 62XX - Contracted Services	1,281,517	1,014,580	1,219,402	1,315,919	1,322,499	1,329,111	1,335,757	1,342,435
29 Object Code 63XX - Supplies & Materials	304,482	407,000	426,994	626,015	629,145	632,291	635,452	638,630
30 Object Code 64XX - Other Operating Costs	391,740	476,255	459,901	486,411	488,843	491,287	493,744	496,212
31 Object Code 65XX - Debt Service	181,878	238,300	238,300	289,711	289,711	289,711	341,859	341,859
32 TOTAL EXPENDITURES by OBJECT	\$ 10,029,860	\$ 11,510,063	\$ 11,802,627	\$ 11,655,336	\$ 11,846,223	\$ 12,040,746	\$ 12,291,125	\$ 12,493,136
				-1.2%				

WESTLAKE ACADEMY
Statement of Revenues, Expenditures, and Changes in Fund Balance
Consolidated General Fund 5-Year Forecast FY 2024/2025 through FY 2029/2030

Updated 06/06/25

	Audited FY 23/24	Original FY 24/25	Amended FY 24/25	Proposed FY 25/26	Projected FY 26/27	Projected FY 27/28	Projected FY 28/29	Projected FY 29/30
33 EXPENDITURES by FUNCTION								
34 Function 11 - Instructional	\$ 5,015,099	5,886,294	6,004,546	5,953,463				
35 Function 12 - Resources & Media	123,472	198,110	199,659	193,732				
36 Function 13 - Curriculum & Staff Development	40,545	56,600	42,850	45,979				
37 Function 21 - Instructional Leadership	252,002	329,620	310,567	259,773				
38 Function 23 - School Leadership	1,085,587	1,394,610	1,433,313	1,074,147				
39 Function 31 - Guidance & Counseling	640,771	597,066	619,058	595,935				
40 Function 33 - Health Services	79,050	136,162	104,260	87,431				
41 Function 36 - Athletics	262,963	323,051	297,471	351,739				
42 Function 36 - Other Activities	92,611	150,316	144,925	124,345				
43 Function 41 - General Admin	584,578	467,950	645,003	790,830				
44 Function 51 - Maintenance & Operations	1,090,851	1,100,257	1,089,465	1,129,411				
45 Function 52 - Security & Monitoring	16,461	32,500	43,800	44,100				
46 Function 53 - Data Processing	404,735	438,374	424,393	495,889				
47 Function 61 - Community Services	159,256	160,853	205,017	218,851				
48 Function 71 - Debt Service	181,878	238,300	238,300	289,711				
49 TOTAL EXPENDITURES by FUNCTION	\$ 10,029,860	\$ 11,510,063	\$ 11,802,627	\$ 11,655,336				
50 Other Resources/Capital Lease Proceeds	-	-	-	844,244	-	-	-	600,000
51 Other Uses/Capital Lease	-	-	-	(844,244)	-	-	-	(600,000)
52 Transfer in - Athletics (198)	90,000	90,000	90,000	90,000	90,000	90,000	90,000	90,000
53 Transfer out - Academy General Fund (199)	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)	(90,000)
54 NET OTHER RESOURCES & USES	-	-	-	-	-	-	-	-
55 REVENUES OVER(UNDER) EXP	\$ 716,296	\$ -	\$ -	\$ 655,360	\$ 381,278	\$ 106,827	\$ 29,851	\$ 4,994

WESTLAKE ACADEMY
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Updated 06/06/25

	Audited FY 23/24	Original FY 24/25	Amended FY 24/25	Proposed FY 25/26	Projected FY 26/27	Projected FY 27/28	Projected FY 28/29	Projected FY 29/30
56 FUND BALANCE BEGINNING	1,291,695	2,007,991	2,007,991	2,007,991	2,663,351	3,044,629	3,151,456	3,181,307
57 FUND BALANCE ENDING	2,007,991	2,007,991	2,007,991	2,663,351	3,044,629	3,151,456	3,181,307	3,186,301
58 Less: Assigned for Bus Maintenance	(16,150)	(15,343)	(15,343)	(15,343)	(14,576)	(13,847)	(13,155)	(12,497)
59 Less: Assigned for Technology R & M	(128,570)	(128,570)	(128,570)	(128,570)	(122,142)	(116,034)	(110,233)	(104,721)
60 Less: Assigned for Ath Uniform/Equip Rplcmnt	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
61 FUND BALANCE ENDING (Unassigned)	\$ 1,848,271	\$ 1,849,078	\$ 1,849,078	\$ 2,504,438	\$ 2,892,912	\$ 3,006,574	\$ 3,042,920	\$ 3,054,084
62 Number of Operating Days	67	59	57	78	89	91	90	89
63 Dollars per Operating Day	\$ 27,479	\$ 31,534	\$ 32,336	\$ 31,932	\$ 32,455	\$ 32,988	\$ 33,674	\$ 34,228
64 Total Students Enrolled	882	880	880	900	900	900	900	900
65 TEA Basic Allotment	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160
66 TEA Revenue from Basic Allotment (BA*enrollment)	\$ 5,433,120	\$ 5,420,800	\$ 5,420,800	\$ 5,544,000	\$ 5,544,000	\$ 5,544,000	\$ 5,544,000	\$ 5,544,000
67 TEA Funding per Student	\$ 8,471	\$ 9,058	\$ 9,058	\$ 9,034	\$ 9,213	\$ 9,396	\$ 9,582	\$ 9,773
68 Operating Cost per Student	\$ 11,372	\$ 13,080	\$ 13,412	\$ 12,950	\$ 13,162	\$ 13,379	\$ 13,657	\$ 13,881
69 Teachers (fnct 11)	70.43	74.43	72.34	73.50	73.50	73.50	73.50	73.50
70 Student/Teacher Ratio	12.52	11.82	12.16	12.24	12.24	12.24	12.24	12.24
71 ALL Faculty & Staff	106.26	117.76	114.34	107.00	107.00	107.00	107.00	107.00

Shared Services Costs (contained within Town budget; not in above totals)

72 Shared Services Personnel (paid out of Town payroll; will be finalized as part of Town budget)	700,000	(5 FTEs on Town payroll would be classified in Fn 41 & 53)
73 Academy Debt (principal/interest FY26 - does not include potential 2025 issuance)	1,601,966	(would be classified in Fn 71)
74 <i>Total Estimated Expenditures to be Adopted with Town Budget</i>	<i>2,301,966</i>	
75 Total Expenditures Including Shared Services	13,957,302	
76 Total Estimated Academy Revenue	12,310,696	
77 Less the Town's Contributions	(1,500,000)	
78 Deficit (when considering all Shared Services costs)	(3,146,606)	

TOTALS ---->> 1,978,090.00 2,344,097.00 2,764,965.00 2,718,056.00 2,718,056.00

FUND	FUNCTION	SUB OBJECT	ORGN	PIC	PROJ DETAIL	ACCOUNT	TITLE	FY 24 BUDGET	FY 25 BUDGET	FY26 REQUESTED BASE	FY26 RECOMMENDED BASE	NOTE DESCRIPTION	NOTE AMOUNT
1976 - PRKNG/TRNSP	11 - INSTR	00	001	99	000	6412	TRNSP INSTR FLD TRP STUDENT TRNG & TRVL	3,800.00	3,800.00	3,800.00	3,800.00	TRNSP COSTS FOR STDNT FIELD TRIPS	-
1976 - PRKNG/TRNSP	11 - INSTR	00	001	99	000	6412	TRNSP INSTR FLD TRP STUDENT TRNG & TRVL	-	-	-	-	WHEN WA BUSES/VANS	-
1976 - PRKNG/TRNSP	11 - INSTR	00	001	99	000	6412	TRNSP INSTR FLD TRP STUDENT TRNG & TRVL	-	-	-	-	ARE NOT AVAILABLE	3,800.00
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	91	000	6412	TRNSP INSTR ATH STUDENT TRNG & TRVL	15,200.00	12,000.00	12,000.00	12,000.00	TRNSP FOR ATHLETIC AWAY-GAMES WHEN	-
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	91	000	6412	TRNSP INSTR ATH STUDENT TRNG & TRVL	-	-	-	-	WA BUSES/VANS ARE	12,000.00
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	91	000	6412	TRNSP INSTR ATH STUDENT TRNG & TRVL	-	-	-	-	NOT AVAILABLE DUE TO HAVING	-
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6249	TRNSP CO-CURR CONTR MAINT & REPAIR	17,340.00	20,000.00	20,000.00	20,000.00	MULTIPLE GAMES	-
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6249	TRNSP CO-CURR CONTR MAINT & REPAIR	-	-	-	-	REPAIR AND MAINTENANCE ON BUSES	20,000.00
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6249	TRNSP CO-CURR CONTR MAINT & REPAIR	-	-	-	-	AND VANS	-
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6249	TRNSP CO-CURR CONTR MAINT & REPAIR	-	-	-	-	-PREVENTATIVE MAINTENANCE	-
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6249	TRNSP CO-CURR CONTR MAINT & REPAIR	-	-	-	-	-ANNUAL INSPECTIONS	-
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6249	TRNSP CO-CURR CONTR MAINT & REPAIR	-	-	-	-	-NON-SCHEDULED MAINTENANCE	-
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6249	TRNSP CO-CURR CONTR MAINT & REPAIR	-	-	-	-	-ROADSIDE ASSISTANCE AND TOWING, IF	-
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6249	TRNSP CO-CURR CONTR MAINT & REPAIR	-	-	-	-	REQUIRED	-
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6299	TRNSP CO-CURR CONTR SVCS	4,800.00	4,800.00	-	-		-
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6299	TRNSP CO-CURR CONTR SVCS	-	-	-	-	ACCOUNT MOVED TO 1996-51-19-001-99-	-
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6299	TRNSP CO-CURR CONTR SVCS	-	-	-	-	000-6249	-
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6311	TRNSP CO-CURR FUEL	3,410.00	5,500.00	5,500.00	5,500.00	GEN OP PARKING LOT R&M	-
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6311	TRNSP CO-CURR FUEL	-	-	-	-	FUEL FOR BUSES & VANS	5,500.00
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6399	TRNSP CO-CURR SUPPLIES	500.00	2,500.00	2,500.00	2,500.00		-
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6399	TRNSP CO-CURR SUPPLIES	-	-	-	-	BUS/VAN SUPPLIES	2,500.00
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6399	TRNSP CO-CURR SUPPLIES	-	-	-	-	-BATTERIES	-
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6399	TRNSP CO-CURR SUPPLIES	-	-	-	-	-WINDSHIELD WIPERS	-
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6399	TRNSP CO-CURR SUPPLIES	-	-	-	-	-GENERAL SUPPLIES FOR BUSES/VANS	-
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6499	TRNSP CO-CURR MEALS & MISC EXP	2,750.00	4,000.00	4,000.00	4,000.00		-
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6499	TRNSP CO-CURR MEALS & MISC EXP	-	-	-	-	MISC EXPENDITURES	4,000.00
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6499	TRNSP CO-CURR MEALS & MISC EXP	-	-	-	-	-NTTA TOLL TAGS	-
1976 - PRKNG/TRNSP	36 - CO-CURRICULAR ACTV	00	001	99	000	6499	TRNSP CO-CURR MEALS & MISC EXP	-	-	-	-	-BUS/VAN STATE REGISTRATIONS	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	000	6398	ATH TECH SUPPLIES	-	4,174.00	4,170.00	4,170.00		-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	000	6398	ATH TECH SUPPLIES	-	-	-	-	HUDL SILVER SVCS (FB, VB, SOC, BSKBL)	3,595.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	000	6398	ATH TECH SUPPLIES	-	-	-	-	SCHOOLSBUDDY	575.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	000	6399	ATH SUPPLIES	-	400.00	400.00	400.00		-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	000	6399	ATH SUPPLIES	-	-	-	-	ATH TRAINER FIRST AID KITS, EPI PENS,	400.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	000	6411	ATH TRVL & TRNG	-	800.00	800.00	800.00	AED DEFIBRILLATOR	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	000	6411	ATH TRVL & TRNG	-	-	-	-	TRVL & TRAINING FOR COACHES	100.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	000	6411	ATH TRVL & TRNG	-	-	-	-	ONLINE COURSES OR ESC11 SPONSORED	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	000	6411	ATH TRVL & TRNG	-	-	-	-	COACHES TRVL FOR STATE GAMES	700.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	100	6299	ATH BSKBL CONTR SVCS	1,200.00	1,000.00	1,000.00	1,000.00		-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	100	6299	ATH BSKBL CONTR SVCS	-	-	-	-	BSBL OFFICIALS & REFEREES FOR HOME	1,000.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	100	6399	ATH BSKBL CONTR SVCS	3,000.00	3,000.00	3,000.00	3,000.00	GAMES	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	100	6399	ATH BSKBL SUPPLIES	-	-	-	-	BSBL EQPT & SUPPLIES, UNIFORMS FOR	3,000.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	100	6499	ATH BSKBL SUPPLIES	-	-	-	-	TEAMS	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	100	6499	ATH BSKBL MEALS & MISC EXP	250.00	800.00	800.00	800.00		-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	100	6499	ATH BSKBL MEALS & MISC EXP	-	-	-	-	BSBL TOURNAMENT FEES FOR AWAY	800.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	101	6299	ATH BSKBL MEALS & MISC EXP	500.00	200.00	200.00	200.00	GAMES	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	101	6299	ATH BSKBL FIELD RNTL CONTR SVCS	-	-	-	-	BSBL FIELD RENTAL FOR PRACTICE	200.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	200	6299	ATH BSKBL FIELD RNTL CONTR SVCS	10,900.00	12,250.00	12,250.00	12,250.00		-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	200	6299	ATH BSKBL CONTR SVCS	-	-	-	-	BSKBL OFFICIALS FOR HOME GAMES	12,250.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	200	6399	ATH BSKBL CONTR SVCS	800.00	2,056.00	2,056.00	2,056.00		-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	200	6399	ATH BSKBL SUPPLIES	-	-	-	-	BSKBL EQPT & SUPPLIES, UNIFORMS FOR	2,056.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	200	6499	ATH BSKBL SUPPLIES	-	-	-	-	TEAMS	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	200	6499	ATH BSKBL MEALS & MISC EXP	3,940.00	2,500.00	2,500.00	2,500.00		-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	200	6499	ATH BSKBL MEALS & MISC EXP	-	-	-	-	BSKBL TOURNAMENT FEES BOYS/GIRLS	2,500.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	200	6499	ATH BSKBL MEALS & MISC EXP	-	-	-	-	TEAMS AWAY GAMES	-

FUND	FUNCTION	SUB		PROJ		ACCOUNT	TITLE	FY 24 BUDGET	FY 25 BUDGET	FY26	FY26	NOTE DESCRIPTION	NOTE AMOUNT
		OBJECT	ORGN	PIC	DETAIL					REQUESTED BASE	RECOMMENDED BASE		
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	300	6399	ATH CC SUPPLIES	600.00	300.00	300.00	300.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	300	6399	ATH CC SUPPLIES	-	-	-	-	CC EQPT & SUPPLIES, UNIFORMS FOR TEAMS	300.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	300	6499	ATH CC MEALS & MISC EXP	3,200.00	4,200.00	4,200.00	4,200.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	300	6499	ATH CC MEALS & MISC EXP	-	-	-	-	CC FEES FOR MEETS: JH, JV, VAR BOYS/GIRLS	4,200.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	400	6299	ATH FB CONTR SVCS	5,500.00	9,700.00	9,700.00	9,700.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	400	6299	ATH FB CONTR SVCS	-	-	-	-	FB OFFICIALS & REFEREES FOR HOME GAMES	9,700.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	400	6399	ATH FB SUPPLIES	1,500.00	1,781.00	1,781.00	1,781.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	400	6399	ATH FB SUPPLIES	-	-	-	-	FB EQPT & SUPPLIES, UNIFORMS FOR TEAMS	1,781.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	500	6399	ATH GOLF SUPPLIES	1,500.00	1,000.00	1,000.00	1,000.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	500	6399	ATH GOLF SUPPLIES	-	-	-	-	GLF EQPT & SUPPLIES, UNIFORMS FOR TEAMS	1,000.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	500	6499	ATH GOLF MEALS & MISC EXP	2,560.00	2,800.00	2,800.00	2,800.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	500	6499	ATH GOLF MEALS & MISC EXP	-	-	-	-	GOLF TOURN FEES 2 TEAMS HS BOYS/GIRLS	2,800.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	501	6299	ATH GOLF COURSE RNTL CONTR SVCS	1,200.00	2,000.00	2,000.00	2,000.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	501	6299	ATH GOLF COURSE RNTL CONTR SVCS	-	-	-	-	GOLF COURSE RENTAL FOR PRACTICE	2,000.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	600	6299	ATH SB CONTR SVCS	100.00	100.00	100.00	100.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	600	6299	ATH SB CONTR SVCS	-	-	-	-	SB OFFICIALS-HOLDING ACCT FOR FUTURE TEAM	100.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	600	6399	ATH SB SUPPLIES	100.00	100.00	100.00	100.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	600	6399	ATH SB SUPPLIES	-	-	-	-	SB EQPT & SUPPLIES FOR TEAMS	100.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	600	6499	ATH SB MEALS & MISC EXP	100.00	100.00	100.00	100.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	600	6499	ATH SB MEALS & MISC EXP	-	-	-	-	SB TOURNAMENTS, NO TEAMS AT THIS TIME	100.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	700	6299	ATH SOC CONTR SVCS	4,000.00	2,350.00	2,350.00	2,350.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	700	6299	ATH SOC CONTR SVCS	-	-	-	-	SOC OFFICIALS FOR HOME GAMES	2,350.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	700	6399	ATH SOC SUPPLIES	2,000.00	1,015.00	1,015.00	1,015.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	700	6399	ATH SOC SUPPLIES	-	-	-	-	SOC EQPT & SUPPLIES, UNIFORMS FOR TEAMS	1,015.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	800	6299	ATH TN CONTR SVCS	-	500.00	-	-	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	800	6299	ATH TN CONTR SVCS	-	-	-	-	ACCT NOT NEEDED, MOVED FUNDS TO TN-6399	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	800	6399	ATH TN SUPPLIES	1,300.00	1,000.00	1,500.00	1,500.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	800	6399	ATH TN SUPPLIES	-	-	-	-	TN EQPT & SUPPLIES, UNIFORMS FOR TEAMS	1,000.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	800	6399	ATH TN SUPPLIES	-	-	-	-	\$500 MOVED FROM TN-6299 REF	500.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	800	6499	ATH TN MEALS & MISC EXP	500.00	750.00	750.00	750.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	800	6499	ATH TN MEALS & MISC EXP	-	-	-	-	TN TOURNAMENT FEES HS BOYS/GIRLS	750.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	900	6299	ATH VB CONTR SVCS	5,420.00	6,400.00	6,400.00	6,400.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	900	6299	ATH VB CONTR SVCS	-	-	-	-	VB OFFICIALS FOR HOME GAMES	6,400.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	900	6399	ATH VB SUPPLIES	3,780.00	919.00	919.00	919.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	900	6399	ATH VB SUPPLIES	-	-	-	-	VB EQPT & SUPPLIES, UNIFORMS FOR TEAMS	919.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	900	6499	ATH VB MEALS & MISC EXP	900.00	400.00	400.00	400.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	900	6499	ATH VB MEALS & MISC EXP	-	-	-	-	VB TOURNAMENTS 4 TEAMS	400.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	A00	6299	ATH CONTR SVCS	500.00	5,705.00	3,000.00	3,000.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	A00	6299	ATH CONTR SVCS	-	-	-	-	CONTR SERVICES FOR	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	A00	6299	ATH CONTR SVCS	-	-	-	-	HUDL CABLE/CAMERA INSTALL	2,000.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	A00	6299	ATH CONTR SVCS	-	-	-	-	FIELD EQUIPMENT RENTAL	1,000.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	A00	6299	ATH CONTR SVCS	-	-	-	-	GYM FLOOR RESURFACING \$2,705 MOVE TO 1996-51-15-6299 BLDG R&M	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	A00	6399	ATH SUPPLIES	1,000.00	100.00	100.00	100.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	A00	6399	ATH SUPPLIES	-	-	-	-	REPLACEMENT CC READERS	100.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	A00	6499	ATH MEALS & MISC EXP	4,930.00	8,196.00	3,500.00	3,500.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	A00	6499	ATH MEALS & MISC EXP	-	-	-	-	MEALS: COACHES WHILE AT AWAY GAMES	2,000.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	A00	6499	ATH MEALS & MISC EXP	-	-	-	-	STUDENT ATHLETE AWARDS & FOOD FOR CEREMONY	1,500.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	A00	6499	ATH MEALS & MISC EXP	-	-	-	-	MOVING \$3,000 FROM ATH MISC OP EXP	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	A00	6499	ATH MEALS & MISC EXP	-	-	-	-	1986-36-00-001-91-000-6499 TO A01, DECR BUDGET \$1,696	-

FUND	FUNCTION	SUB		PROJ		ACCOUNT	TITLE	FY 24 BUDGET	FY 25 BUDGET	FY26	FY26	NOTE DESCRIPTION	NOTE AMOUNT
		OBJECT	ORGN	PIC	DETAIL					REQUESTED BASE	RECOMMENDED BASE		
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	A01	6499	ATH MEALS & MISC EXP	5,800.00	6,650.00	6,650.00	6,650.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	A01	6499	ATH MEALS & MISC EXP	-	-	-	-	TAIAO LEAGUE MEMBERSHIP FEES	3,650.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	A01	6499	ATH MEALS & MISC EXP	-	-	-	-	ADD \$3,000 FROM A00-6499 ATH MEALS & MISC EXP	3,000.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	C00	6299	ATH CHR CONTR SVCS	7,200.00	7,000.00	7,000.00	7,000.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	C00	6299	ATH CHR CONTR SVCS	-	-	-	-	UTA CHEER CAMP	5,000.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	C00	6299	ATH CHR CONTR SVCS	-	-	-	-	UCA CHEER CAMP (AT UNT)	2,000.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	C00	6399	ATH CHR SUPPLIES	14,600.00	9,800.00	5,000.00	5,000.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	C00	6399	ATH CHR SUPPLIES	-	-	-	-	CHEER UNIFORMS PURCHASED BY PARTICIPANTS	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	C00	6399	ATH CHR SUPPLIES	-	-	-	-	TO DECREASE BUDGET TO \$5,000	5,000.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	C00	6499	ATH CHR MEALS & MISC EXP	160.00	300.00	300.00	300.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	C00	6499	ATH CHR MEALS & MISC EXP	-	-	-	-	CHEER EVENTS: BIG SIS LUNCH	300.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	D00	6399	ATH DRM LN SUPPLIES	100.00	100.00	100.00	100.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	D00	6399	ATH DRM LN SUPPLIES	-	-	-	-	SUPPLIES FOR DRUMLINE	100.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	P00	6499	ATH POST SEASON MEALS & MISC EXP	1,500.00	8,500.00	8,500.00	8,500.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	P00	6499	ATH POST SEASON MEALS & MISC EXP	-	-	-	-	POST SEASON FOR ALL SPORTS: REGIONAL & STATE	8,500.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	S00	6499	ATH SWIM MEALS & MISC EXP	-	175.00	175.00	175.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	S00	6499	ATH SWIM MEALS & MISC EXP	-	-	-	-	SWIM TEAM TOURNAMENT FEES	175.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	T00	6299	ATH TRK CONTR SVCS	-	500.00	500.00	500.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	T00	6299	ATH TRK CONTR SVCS	-	-	-	-	TRK RENTAL FOR PRACTICE	500.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	T00	6399	ATH TRK SUPPLIES	1,500.00	2,000.00	2,000.00	2,000.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	T00	6399	ATH TRK SUPPLIES	-	-	-	-	TRK EQPT & SUPPLIES, UNIFORMS FOR TEAMS	2,000.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	T00	6499	ATH TRK MEALS & MISC EXP	3,000.00	3,000.00	3,000.00	3,000.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	T00	6499	ATH TRK MEALS & MISC EXP	-	-	-	-	TRK MEET FEES, 4 TEAMS	3,000.00
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	T01	6299	ATH TRK FIELD RNTL CONTR SVCS	1,450.00	1,000.00	1,000.00	1,000.00	-	-
1986 - ATHLETIC FUND	36 - CO-CURRICULAR ACTV	00	001	91	T01	6299	ATH TRK FIELD RNTL CONTR SVCS	-	-	-	-	TRACK FIELD RENTAL FOR PRACTICE	1,000.00
1986 - ATHLETIC FUND	52 - SEC & MONITORING	00	001	91	100	6299	ATH BSBK SECURITY CONTR SVCS	500.00	1,000.00	1,000.00	1,000.00	-	-
1986 - ATHLETIC FUND	52 - SEC & MONITORING	00	001	91	100	6299	ATH BSBK SECURITY CONTR SVCS	-	-	-	-	BSBK SECURITY AT HOME GAMES	1,000.00
1986 - ATHLETIC FUND	52 - SEC & MONITORING	00	001	91	200	6299	ATH BSKBL SECURITY CONTR SVCS	2,000.00	5,200.00	5,200.00	5,200.00	-	-
1986 - ATHLETIC FUND	52 - SEC & MONITORING	00	001	91	200	6299	ATH BSKBL SECURITY CONTR SVCS	-	-	-	-	BSKBL SECURITY AT HOME GAMES	5,200.00
1986 - ATHLETIC FUND	52 - SEC & MONITORING	00	001	91	400	6299	ATH FB SECURITY CONTR SVCS	3,000.00	7,000.00	7,000.00	7,000.00	-	-
1986 - ATHLETIC FUND	52 - SEC & MONITORING	00	001	91	400	6299	ATH FB SECURITY CONTR SVCS	-	-	-	-	FB SECURITY AT HOME GAMES	7,000.00
1986 - ATHLETIC FUND	52 - SEC & MONITORING	00	001	91	600	6299	ATH SB SECURITY CONTR SVCS	100.00	100.00	100.00	100.00	-	-
1986 - ATHLETIC FUND	52 - SEC & MONITORING	00	001	91	600	6299	ATH SB SECURITY CONTR SVCS	-	-	-	-	SB SECURITY AT HOME GAMES	100.00
1986 - ATHLETIC FUND	52 - SEC & MONITORING	00	001	91	600	6299	ATH SB SECURITY CONTR SVCS	-	-	-	-	KEEPING ACCT ACTIVE SB INACTIVE AT THIS TIME	-
1986 - ATHLETIC FUND	52 - SEC & MONITORING	00	001	91	700	6299	ATH SOC SECURITY CONTR SVCS	300.00	1,800.00	1,800.00	1,800.00	-	-
1986 - ATHLETIC FUND	52 - SEC & MONITORING	00	001	91	700	6299	ATH SOC SECURITY CONTR SVCS	-	-	-	-	SOC SECURITY AT HOME GAMES	1,800.00
1986 - ATHLETIC FUND	52 - SEC & MONITORING	00	001	91	900	6299	ATH VB SECURITY CONTR SVCS	2,000.00	4,500.00	4,500.00	4,500.00	-	-
1986 - ATHLETIC FUND	52 - SEC & MONITORING	00	001	91	900	6299	ATH VB SECURITY CONTR SVCS	-	-	-	-	VB SECURITY AT HOME GAMES	4,500.00
1996 - GEN OP	11 - INSTR	00	001	11	000	6339	GEN OP INSTR TESTING MATERIALS	-	-	43,463.00	43,463.00	-	-
1996 - GEN OP	11 - INSTR	00	001	11	000	6339	GEN OP INSTR TESTING MATERIALS	-	-	-	-	AP EXAMS	43,463.00
1996 - GEN OP	11 - INSTR	00	001	11	000	6399	GEN OP INSTR SUPPLIES	-	-	5,680.00	5,680.00	-	-
1996 - GEN OP	11 - INSTR	00	001	11	000	6399	GEN OP INSTR SUPPLIES	-	-	-	-	MV FR DEPT 40 (MFD TONER, PRNTR OVERAGES, MAINT)	3,680.00
1996 - GEN OP	11 - INSTR	00	001	11	000	6399	GEN OP INSTR SUPPLIES	-	-	-	-	MV FR INSTR ES SUPPLIES FOR PAPER	2,000.00
1996 - GEN OP	11 - INSTR	00	001	11	000	6499	GEN OP INSTR MEALS & MISC EXP	-	3,092.00	1,135.00	1,135.00	-	-
1996 - GEN OP	11 - INSTR	00	001	11	000	6499	GEN OP INSTR MEALS & MISC EXP	-	-	-	-	STDNT SNACKS, TCHR SNACKS/MEALS DURING AFT-SCH EVENTS, MEETINGS	1,135.00
1996 - GEN OP	11 - INSTR	00	001	11	054	6399	GEN OP INSTR 504 SUPPLIES	300.00	300.00	-	-	-	-
1996 - GEN OP	11 - INSTR	00	001	11	054	6399	GEN OP INSTR 504 SUPPLIES	-	-	-	-	504 POSITION ELIMINATED, LINE ITEM NOT NEEDED	-
1996 - GEN OP	11 - INSTR	00	001	11	100	6399	GEN OP INSTR SEC LANG A SUPPLIES	750.00	-	1,500.00	1,500.00	-	-
1996 - GEN OP	11 - INSTR	00	001	11	100	6399	GEN OP INSTR SEC LANG A SUPPLIES	-	-	-	-	CLASSROOM TEXTS	200.00
1996 - GEN OP	11 - INSTR	00	001	11	100	6399	GEN OP INSTR SEC LANG A SUPPLIES	-	-	-	-	TEACHER GUIDES	100.00
1996 - GEN OP	11 - INSTR	00	001	11	100	6399	GEN OP INSTR SEC LANG A SUPPLIES	-	-	-	-	SECONDARY CLASSROOM LIBRARY BOOKS	1,200.00
1996 - GEN OP	11 - INSTR	00	001	11	200	6399	GEN OP INSTR SEC LANG B SUPPLIES	4,400.00	4,400.00	4,400.00	4,400.00	-	-
1996 - GEN OP	11 - INSTR	00	001	11	200	6399	GEN OP INSTR SEC LANG B SUPPLIES	-	-	-	-	INTHINKING SOLUTIONS	500.00
1996 - GEN OP	11 - INSTR	00	001	11	200	6399	GEN OP INSTR SEC LANG B SUPPLIES	-	-	-	-	SPANISH NATIONAL EXAMS	1,500.00
1996 - GEN OP	11 - INSTR	00	001	11	200	6399	GEN OP INSTR SEC LANG B SUPPLIES	-	-	-	-	FRENCH NATIONAL EXAMS	450.00
1996 - GEN OP	11 - INSTR	00	001	11	200	6399	GEN OP INSTR SEC LANG B SUPPLIES	-	-	-	-	TEACHER MEMBERSHIP NATIONAL EXAMS	350.00

FUND	FUNCTION	SUB		PROJ		ACCOUNT	TITLE	FY 24 BUDGET	FY 25 BUDGET	FY26	FY26	NOTE DESCRIPTION	NOTE AMOUNT
		OBJECT	ORGN	PIC	DETAIL					REQUESTED BASE	RECOMMENDED BASE		
1996 - GEN OP	11 - INSTR	00	001	11	200	6399	GEN OP INSTR SEC LANG B SUPPLIES	-	-	-	-	HEADPHONES	800.00
1996 - GEN OP	11 - INSTR	00	001	11	200	6399	GEN OP INSTR SEC LANG B SUPPLIES	-	-	-	-	FRENCH CLASSROOM BOOKS	300.00
1996 - GEN OP	11 - INSTR	00	001	11	200	6399	GEN OP INSTR SEC LANG B SUPPLIES	-	-	-	-	STATIONARY FOR LANGUAGE B CLASSROOMS	500.00
1996 - GEN OP	11 - INSTR	00	001	11	300	6399	GEN OP INSTR SEC HMNTY SUPPLIES	1,000.00	1,000.00	1,000.00	1,000.00		-
1996 - GEN OP	11 - INSTR	00	001	11	300	6399	GEN OP INSTR SEC HMNTY SUPPLIES	-	-	-	-	INTHINKING HISTORY	270.00
1996 - GEN OP	11 - INSTR	00	001	11	300	6399	GEN OP INSTR SEC HMNTY SUPPLIES	-	-	-	-	INTHIKING ECONOMICS	280.00
1996 - GEN OP	11 - INSTR	00	001	11	300	6399	GEN OP INSTR SEC HMNTY SUPPLIES	-	-	-	-	TEACHER TEXTBOOKS HISTORY AMERICAS	100.00
1996 - GEN OP	11 - INSTR	00	001	11	300	6399	GEN OP INSTR SEC HMNTY SUPPLIES	-	-	-	-	AP PREP BOOKS	150.00
1996 - GEN OP	11 - INSTR	00	001	11	300	6399	GEN OP INSTR SEC HMNTY SUPPLIES	-	-	-	-	CLASSROOM CALCULATORS ECONOMICS	50.00
1996 - GEN OP	11 - INSTR	00	001	11	300	6399	GEN OP INSTR SEC HMNTY SUPPLIES	-	-	-	-	MISECELLANEOUS CLASSROOM ITEMS	150.00
1996 - GEN OP	11 - INSTR	00	001	11	400	6399	GEN OP INSTR SEC SCI SUPPLIES	2,000.00	6,500.00	6,500.00	6,500.00		-
1996 - GEN OP	11 - INSTR	00	001	11	400	6399	GEN OP INSTR SEC SCI SUPPLIES	-	-	-	-	SCIENCE SUPPLIES FOR LAB WORK	6,500.00
1996 - GEN OP	11 - INSTR	00	001	11	500	6399	GEN OP INSTR SEC MATH SUPPLIES	1,500.00	1,500.00	1,500.00	1,500.00		-
1996 - GEN OP	11 - INSTR	00	001	11	500	6399	GEN OP INSTR SEC MATH SUPPLIES	-	-	-	-	WIPEBOOKS	500.00
1996 - GEN OP	11 - INSTR	00	001	11	500	6399	GEN OP INSTR SEC MATH SUPPLIES	-	-	-	-	MATH STATIONARY	200.00
1996 - GEN OP	11 - INSTR	00	001	11	500	6399	GEN OP INSTR SEC MATH SUPPLIES	-	-	-	-	DP MOCK EXAMS AND EBOOKS	300.00
1996 - GEN OP	11 - INSTR	00	001	11	500	6399	GEN OP INSTR SEC MATH SUPPLIES	-	-	-	-	DP TESTBANKS	500.00
1996 - GEN OP	11 - INSTR	00	001	11	600	6399	GEN OP INSTR SEC ART SUPPLIES	2,500.00	3,200.00	3,500.00	3,200.00		-
1996 - GEN OP	11 - INSTR	00	001	11	600	6399	GEN OP INSTR SEC ART SUPPLIES	-	-	-	-	G6-8 - BLICK: CANVAS PACK	100.00
1996 - GEN OP	11 - INSTR	00	001	11	600	6399	GEN OP INSTR SEC ART SUPPLIES	-	-	-	-	G6-8 - NASCO (PAPER, PENS, PENCILS, PAINT, ETC)	600.00
1996 - GEN OP	11 - INSTR	00	001	11	600	6399	GEN OP INSTR SEC ART SUPPLIES	-	-	-	-	G9-12 - NASCO (PAINTS, PAPER, PIPETTES, CHARCOAL, ETC)	2,200.00
1996 - GEN OP	11 - INSTR	00	001	11	600	6399	GEN OP INSTR SEC ART SUPPLIES	-	-	-	-	MUSIC - DIGITAL PORTFOLIO	200.00
1996 - GEN OP	11 - INSTR	00	001	11	600	6399	GEN OP INSTR SEC ART SUPPLIES	-	-	-	-	SUBSCRIPTION AND SUPPLIES	100.00
1996 - GEN OP	11 - INSTR	00	001	11	600	6399	GEN OP INSTR SEC ART SUPPLIES	-	-	-	-	ADDITIONAL MUSIC SUPPLIES	100.00
1996 - GEN OP	11 - INSTR	00	001	11	600	6399	GEN OP INSTR SEC ART SUPPLIES	-	-	-	-	\$300 SLA INCLUDED IN AMT, REMOVED 5/30/25	-
1996 - GEN OP	11 - INSTR	00	001	11	700	6399	GEN OP INSTR SEC THEATR SUPPLIES	1,020.00	1,500.00	1,500.00	1,500.00		-
1996 - GEN OP	11 - INSTR	00	001	11	700	6399	GEN OP INSTR SEC THEATR SUPPLIES	-	-	-	-	THEATRE SUPPLIES FOR CLASS	500.00
1996 - GEN OP	11 - INSTR	00	001	11	700	6399	GEN OP INSTR SEC THEATR SUPPLIES	-	-	-	-	THEATRE SUPPLIES FOR SET PRODUCTIONS (FALL AND SPRING)	1,000.00
1996 - GEN OP	11 - INSTR	00	001	11	800	6399	GEN OP INSTR SEC PE SUPPLIES	-	250.00	250.00	250.00		-
1996 - GEN OP	11 - INSTR	00	001	11	800	6399	GEN OP INSTR SEC PE SUPPLIES	-	-	-	-	GENERAL SUPPLIES FOR SECONDARY PE CLASS	250.00
1996 - GEN OP	11 - INSTR	00	001	11	0HI	6219	GEN OP INSTR PROF SVCS OTHER	800.00	1,575.00	1,575.00	1,575.00		-
1996 - GEN OP	11 - INSTR	00	001	11	0HI	6219	GEN OP INSTR PROF SVCS OTHER	-	-	-	-	AUDIOLOGY SERVICES PROVIDED DIRECTLY TO STUDENTS	-
1996 - GEN OP	11 - INSTR	00	001	11	0HI	6219	GEN OP INSTR PROF SVCS OTHER	-	-	-	-	-TESTING, EVALUATIONS, MONITORING	1,575.00
1996 - GEN OP	11 - INSTR	00	001	11	0HI	6399	GEN OP INSTR SUPPLIES	100.00	800.00	800.00	800.00		-
1996 - GEN OP	11 - INSTR	00	001	11	0HI	6399	GEN OP INSTR SUPPLIES	-	-	-	-	HEARING SUPPLIES FOR STUDENTS	800.00
1996 - GEN OP	11 - INSTR	00	001	11	0HI	6399	GEN OP INSTR SUPPLIES	-	-	-	-	-HEARING APPARATUS	-
1996 - GEN OP	11 - INSTR	00	001	11	0HI	6399	GEN OP INSTR SUPPLIES	-	-	-	-	-HEARING AID BATTERIES	-
1996 - GEN OP	11 - INSTR	00	001	11	0HI	6399	GEN OP INSTR SUPPLIES	-	-	-	-	-FM HEARING REPLACEMENT	-
1996 - GEN OP	11 - INSTR	00	001	22	000	6399	GEN OP INSTR SEC CTE SUPPLIES	4,000.00	4,000.00	4,000.00	4,000.00		-
1996 - GEN OP	11 - INSTR	00	001	22	000	6399	GEN OP INSTR SEC CTE SUPPLIES	-	-	-	-	TYPING CLUB	900.00
1996 - GEN OP	11 - INSTR	00	001	22	000	6399	GEN OP INSTR SEC CTE SUPPLIES	-	-	-	-	DESIGN BOOKS	200.00
1996 - GEN OP	11 - INSTR	00	001	22	000	6399	GEN OP INSTR SEC CTE SUPPLIES	-	-	-	-	KEYBOARD TRAINER	450.00
1996 - GEN OP	11 - INSTR	00	001	22	000	6399	GEN OP INSTR SEC CTE SUPPLIES	-	-	-	-	CANVA FOR TEACHERS	400.00
1996 - GEN OP	11 - INSTR	00	001	22	000	6399	GEN OP INSTR SEC CTE SUPPLIES	-	-	-	-	DIGITAL PLATFORMS	200.00
1996 - GEN OP	11 - INSTR	00	001	22	000	6399	GEN OP INSTR SEC CTE SUPPLIES	-	-	-	-	OSHA TRAINING	200.00
1996 - GEN OP	11 - INSTR	00	001	22	000	6399	GEN OP INSTR SEC CTE SUPPLIES	-	-	-	-	COMPUTER TOOL KITS	300.00
1996 - GEN OP	11 - INSTR	00	001	22	000	6399	GEN OP INSTR SEC CTE SUPPLIES	-	-	-	-	MANIPULATIVES	1,000.00
1996 - GEN OP	11 - INSTR	00	001	22	000	6399	GEN OP INSTR SEC CTE SUPPLIES	-	-	-	-	MARKERSPACE COMSUMABLES	200.00
1996 - GEN OP	11 - INSTR	00	001	22	000	6399	GEN OP INSTR SEC CTE SUPPLIES	-	-	-	-	CHARGING ACCESSORIES	150.00
1996 - GEN OP	11 - INSTR	00	001	23	000	6219	GEN OP INSTR SPED PROF SVCS OTHER	-	-	24,800.00	24,800.00		-
1996 - GEN OP	11 - INSTR	00	001	23	000	6219	GEN OP INSTR SPED PROF SVCS OTHER	-	-	-	-	SPED SERVICES PROVIDED DIRECTLY TO STUDENTS:	-
1996 - GEN OP	11 - INSTR	00	001	23	000	6219	GEN OP INSTR SPED PROF SVCS OTHER	-	-	-	-	AUDIOLOGY, PT, OT, LSSP, DIRECT SERVICES	24,800.00
1996 - GEN OP	11 - INSTR	00	001	23	000	6398	GEN OP INSTR SPED TECH SUPPLIES	4,250.00	3,500.00	3,500.00	3,500.00		-
1996 - GEN OP	11 - INSTR	00	001	23	000	6398	GEN OP INSTR SPED TECH SUPPLIES	-	-	-	-	SPED TECHNOLOGY PERIPHERALS	3,500.00

FUND	FUNCTION	SUB OBJECT	ORGN	PIC	PROJ DETAIL	ACCOUNT	TITLE	FY 24 BUDGET	FY 25 BUDGET	FY26 REQUESTED BASE	FY26 RECOMMENDED BASE	NOTE DESCRIPTION	NOTE AMOUNT
1996 - GEN OP	11 - INSTR	00	001	23	000	6399	GEN OP INSTR SPED SUPPLIES	2,250.00	2,550.00	2,550.00	2,550.00		-
1996 - GEN OP	11 - INSTR	00	001	23	000	6399	GEN OP INSTR SPED SUPPLIES	-	-	-	-	CAMPUS SPED SUPPLIES	2,550.00
1996 - GEN OP	11 - INSTR	00	001	23	0HI	6219	GEN OP INSTR SPED PROF SVCS OTHER	300.00	725.00	-	-		-
1996 - GEN OP	11 - INSTR	00	001	23	0HI	6219	GEN OP INSTR SPED PROF SVCS OTHER	-	-	-	-	COMBINED UNDER SPED DIRECT SERVICES	-
1996 - GEN OP	11 - INSTR	00	001	23	0HI	6399	GEN OP INSTR SPED SUPPLIES	2,300.00	300.00	300.00	300.00		-
1996 - GEN OP	11 - INSTR	00	001	23	0HI	6399	GEN OP INSTR SPED SUPPLIES	-	-	-	-	HEARING SUPPLIES FOR SPED STUDENTS	-
1996 - GEN OP	11 - INSTR	00	001	23	0HI	6399	GEN OP INSTR SPED SUPPLIES	-	-	-	-	-HEARING APPARATUS	-
1996 - GEN OP	11 - INSTR	00	001	23	0HI	6399	GEN OP INSTR SPED SUPPLIES	-	-	-	-	-HEARING AID BATTERIES	300.00
1996 - GEN OP	11 - INSTR	00	001	25	000	6219	GEN OP INSTR BIL/ESL PROF SVCS OTHER	650.00	2,025.00	2,000.00	2,000.00		-
1996 - GEN OP	11 - INSTR	00	001	25	000	6219	GEN OP INSTR BIL/ESL PROF SVCS OTHER	-	-	-	-	DIRECT SERVICES PROVIDED TO BIL/ESL STUDENTS	2,000.00
1996 - GEN OP	11 - INSTR	00	001	25	000	6399	GEN OP INSTR BIL/ESL SUPPLIES	100.00	175.00	100.00	100.00		-
1996 - GEN OP	11 - INSTR	00	001	25	000	6399	GEN OP INSTR BIL/ESL SUPPLIES	-	-	-	-	GEN SUPPLIES (I.E. FOLDERS, FILING ORGANIZERS)	100.00
1996 - GEN OP	11 - INSTR	00	001	37	000	6399	GEN OP INSTR DYSLEXIA SUPPLIES	450.00	-	650.00	650.00		-
1996 - GEN OP	11 - INSTR	00	001	37	000	6399	GEN OP INSTR DYSLEXIA SUPPLIES	-	-	-	-	GEN SUPPLIES (I.E. FOLDERS, FILING CABINET)	450.00
1996 - GEN OP	11 - INSTR	00	001	37	000	6399	GEN OP INSTR DYSLEXIA SUPPLIES	-	-	-	-	REALLOCATE FUNDS FR 1996-31-00-001-37-000-6411	200.00
1996 - GEN OP	11 - INSTR	01	001	23	000	6219	GEN OP INSTR SPED BCBA PROF SVCS OTHER	18,300.00	41,000.00	-	41,000.00		-
1996 - GEN OP	11 - INSTR	01	001	23	000	6219	GEN OP INSTR SPED BCBA PROF SVCS OTHER	-	-	-	-	ACCOUNT LINE ELIMINATED, BRINGING BCBA IN-HOUSE 6/4/25 PER KR CHANGE BACK TO CONTRACTED SVCS	41,000.00
1996 - GEN OP	11 - INSTR	02	001	11	000	6339	GEN OP INSTR TESTING MATERIALS	2,750.00	3,300.00	3,300.00	3,300.00		-
1996 - GEN OP	11 - INSTR	02	001	11	000	6339	GEN OP INSTR TESTING MATERIALS	-	-	-	-	SAT AND PSAT EXAM MATERIALS FOR GRADES 9-12	3,300.00
1996 - GEN OP	11 - INSTR	02	001	23	000	6219	GEN OP INSTR SPED OT PROF SVCS OTHER	10,300.00	13,500.00	-	-		-
1996 - GEN OP	11 - INSTR	02	001	23	000	6219	GEN OP INSTR SPED OT PROF SVCS OTHER	-	-	-	-	COMBINED UNDER SPED DIRECT SERVICES	-
1996 - GEN OP	11 - INSTR	03	001	23	000	6219	GEN OP INSTR SPED PT PROF SVCS OTHER	500.00	-	-	-		-
1996 - GEN OP	11 - INSTR	03	001	23	000	6219	GEN OP INSTR SPED PT PROF SVCS OTHER	-	-	-	-	COMBINED UNDER SPED DIRECT SERVICES	-
1996 - GEN OP	11 - INSTR	04	001	23	000	6219	GEN OP INSTR SPED LSSP PROF SVCS OTHER	-	12,000.00	-	-		-
1996 - GEN OP	11 - INSTR	04	001	23	000	6219	GEN OP INSTR SPED LSSP PROF SVCS OTHER	-	-	-	-	COMBINED UNDER SPED DIRECT SERVICES	-
1996 - GEN OP	11 - INSTR	ES	001	11	000	6339	GEN OP INSTR ES TESTING MATERIALS	500.00	500.00	500.00	500.00		-
1996 - GEN OP	11 - INSTR	ES	001	11	000	6339	GEN OP INSTR ES TESTING MATERIALS	-	-	-	-	EXTRA MATH RESOURCE FOR FOUNDATIONAL ACTIVITIES	500.00
1996 - GEN OP	11 - INSTR	ES	001	11	000	6398	GEN OP INSTR ES TECH SUPPLIES	30,850.00	31,471.00	31,000.00	31,000.00		-
1996 - GEN OP	11 - INSTR	ES	001	11	000	6398	GEN OP INSTR ES TECH SUPPLIES	-	-	-	-	CURRENT ES TECHNOLOGY	31,000.00
1996 - GEN OP	11 - INSTR	ES	001	11	000	6398	GEN OP INSTR ES TECH SUPPLIES	-	-	-	-	K-5 SPANISH LANGUAGE	-
1996 - GEN OP	11 - INSTR	ES	001	11	000	6398	GEN OP INSTR ES TECH SUPPLIES	-	-	-	-	READING HORIZONS (PHONICS FOR 3 YRS) \$22800 PRODUCT SU	-
1996 - GEN OP	11 - INSTR	ES	001	11	000	6398	GEN OP INSTR ES TECH SUPPLIES	-	-	-	-	IREADY \$9612 ASSESSMENT AND TEACHER TOOLBOX; NO PATHWAY	-
1996 - GEN OP	11 - INSTR	ES	001	11	000	6398	GEN OP INSTR ES TECH SUPPLIES	-	-	-	-	TODDLE 6840 4200 DISC \$11040	-
1996 - GEN OP	11 - INSTR	ES	001	11	000	6398	GEN OP INSTR ES TECH SUPPLIES	-	-	-	-	FRONTLINE PORTION 1500	-
1996 - GEN OP	11 - INSTR	ES	001	11	000	6398	GEN OP INSTR ES TECH SUPPLIES	-	-	-	-	SCHOOLSBUDDY \$405	-
1996 - GEN OP	11 - INSTR	ES	001	11	000	6399	GEN OP INSTR ES SUPPLIES	6,000.00	16,286.00	19,700.00	19,700.00		-
1996 - GEN OP	11 - INSTR	ES	001	11	000	6399	GEN OP INSTR ES SUPPLIES	-	-	-	-	COPY PAPER, MISC. AMAZON SUPPLIES, POSTER PAPER,	-
1996 - GEN OP	11 - INSTR	ES	001	11	000	6399	GEN OP INSTR ES SUPPLIES	-	-	-	-	LARGE PAPER ROLLS, SCH SPEC. SUP	-
1996 - GEN OP	11 - INSTR	ES	001	11	000	6399	GEN OP INSTR ES SUPPLIES	-	-	-	-	LAMINATOR MATERIALS, CRAFT SUPPLIES	7,600.00
1996 - GEN OP	11 - INSTR	ES	001	11	000	6399	GEN OP INSTR ES SUPPLIES	-	-	-	-	MUSIC, PHYSICAL EDUCATION, ART, AND SPANISH	4,200.00
1996 - GEN OP	11 - INSTR	ES	001	11	000	6399	GEN OP INSTR ES SUPPLIES	-	-	-	-	6 GRADE LEVEL SUPPLIES	2,400.00
1996 - GEN OP	11 - INSTR	ES	001	11	000	6399	GEN OP INSTR ES SUPPLIES	-	-	-	-	READING INTERVENTION SUPPLIES AND CURRICULUM	2,000.00
1996 - GEN OP	11 - INSTR	ES	001	11	000	6399	GEN OP INSTR ES SUPPLIES	-	-	-	-	SCIENCE LAB AND MATH INTERVENTION SUPPLIES	5,500.00
1996 - GEN OP	11 - INSTR	ES	001	11	000	6399	GEN OP INSTR ES SUPPLIES	-	-	-	-	MV \$ FOR COPY PAPER TO 1996-11-00-001-11-000-6399	(2,000.00)

FUND	FUNCTION	SUB OBJECT	ORGN	PIC	PROJ DETAIL	ACCOUNT	TITLE	FY 24 BUDGET	FY 25 BUDGET	FY26 REQUESTED BASE	FY26 RECOMMENDED BASE	NOTE DESCRIPTION	NOTE AMOUNT
1996 - GEN OP	11 - INSTR	ES	001	11	000	6399	GEN OP INSTR ES SUPPLIES	-	-	-	-	STEMSCOPES MATH \$4409	-
1996 - GEN OP	11 - INSTR	ES	001	11	000	6399	GEN OP INSTR ES SUPPLIES	-	-	-	-	READING HORIZONS PHONICS STUDENT	-
1996 - GEN OP	11 - INSTR	ES	001	11	000	6495	GEN OP INSTR ES PROF FEES & DUES	200.00	200.00	200.00	200.00	TRANSFER NBKS \$14500	-
1996 - GEN OP	11 - INSTR	ES	001	11	000	6495	GEN OP INSTR ES PROF FEES & DUES	-	-	-	-	ES PROFESSIONAL MEMBERSHIPS	200.00
1996 - GEN OP	11 - INSTR	ES	001	11	000	6499	GEN OP INSTR ES MEALS & MISC EXP	900.00	1,765.00	1,765.00	1,765.00		-
1996 - GEN OP	11 - INSTR	ES	001	11	000	6499	GEN OP INSTR ES MEALS & MISC EXP	-	-	-	-	FOOD AND SNACKS; CURRICULUM NIGHT	-
1996 - GEN OP	11 - INSTR	ES	001	11	001	6399	GEN OP INSTR ES ART SUPPLIES	1,700.00	1,600.00	-	-	MEAL, TEA	1,765.00
1996 - GEN OP	11 - INSTR	ES	001	11	001	6399	GEN OP INSTR ES ART SUPPLIES	-	-	-	-	ALL INSTRUCTIONAL ES SUPPLIES IN ONE	-
1996 - GEN OP	11 - INSTR	ES	001	11	002	6399	GEN OP INSTR ES MUSIC SUPPLIES	1,200.00	1,200.00	-	-	6399	-
1996 - GEN OP	11 - INSTR	ES	001	11	002	6399	GEN OP INSTR ES MUSIC SUPPLIES	-	-	-	-	ALL INSTRUCTIONAL ES SUPPLIES IN ONE	-
1996 - GEN OP	11 - INSTR	ES	001	11	003	6399	GEN OP INSTR ES PE SUPPLIES	700.00	700.00	-	-	6399	-
1996 - GEN OP	11 - INSTR	ES	001	11	003	6399	GEN OP INSTR ES PE SUPPLIES	-	-	-	-	ALL INSTRUCTIONAL ES SUPPLIES IN ONE	-
1996 - GEN OP	11 - INSTR	ES	001	11	004	6399	GEN OP INSTR ES SPANISH SUPPLIES	700.00	700.00	-	-	6399	-
1996 - GEN OP	11 - INSTR	ES	001	11	004	6399	GEN OP INSTR ES SPANISH SUPPLIES	-	-	-	-	ALL INSTRUCTIONAL ES SUPPLIES IN ONE	-
1996 - GEN OP	11 - INSTR	ES	001	11	005	6399	GEN OP INSTR ES READING SUPPLIES	2,000.00	2,000.00	-	-	6399	-
1996 - GEN OP	11 - INSTR	ES	001	11	005	6399	GEN OP INSTR ES READING SUPPLIES	-	-	-	-	ALL INSTRUCTIONAL ES SUPPLIES IN ONE	-
1996 - GEN OP	11 - INSTR	ES	001	11	006	6399	GEN OP INSTR ES STEM SUPPLIES	5,500.00	5,500.00	-	-	6399	-
1996 - GEN OP	11 - INSTR	ES	001	11	006	6399	GEN OP INSTR ES STEM SUPPLIES	-	-	-	-	ALL INSTRUCTIONAL ES SUPPLIES IN ONE	-
1996 - GEN OP	11 - INSTR	ES	001	11	100	6399	GEN OP INSTR ES G1 SUPPLIES	450.00	392.00	-	-	6399	-
1996 - GEN OP	11 - INSTR	ES	001	11	100	6399	GEN OP INSTR ES G1 SUPPLIES	-	-	-	-	ALL INSTRUCTIONAL ES SUPPLIES IN ONE	-
1996 - GEN OP	11 - INSTR	ES	001	11	200	6399	GEN OP INSTR ES G2 SUPPLIES	400.00	400.00	-	-	6399	-
1996 - GEN OP	11 - INSTR	ES	001	11	200	6399	GEN OP INSTR ES G2 SUPPLIES	-	-	-	-	ALL INSTRUCTIONAL ES SUPPLIES IN ONE	-
1996 - GEN OP	11 - INSTR	ES	001	11	300	6399	GEN OP INSTR ES G3 SUPPLIES	400.00	400.00	-	-	6399	-
1996 - GEN OP	11 - INSTR	ES	001	11	300	6399	GEN OP INSTR ES G3 SUPPLIES	-	-	-	-	ALL INSTRUCTIONAL ES SUPPLIES IN ONE	-
1996 - GEN OP	11 - INSTR	ES	001	11	400	6399	GEN OP INSTR ES G4 SUPPLIES	400.00	400.00	-	-	6399	-
1996 - GEN OP	11 - INSTR	ES	001	11	400	6399	GEN OP INSTR ES G4 SUPPLIES	-	-	-	-	ALL INSTRUCTIONAL ES SUPPLIES IN ONE	-
1996 - GEN OP	11 - INSTR	ES	001	11	500	6399	GEN OP INSTR ES G5 SUPPLIES	500.00	400.00	-	-	6399	-
1996 - GEN OP	11 - INSTR	ES	001	11	500	6399	GEN OP INSTR ES G5 SUPPLIES	-	-	-	-	ALL INSTRUCTIONAL ES SUPPLIES IN ONE	-
1996 - GEN OP	11 - INSTR	ES	001	11	K00	6399	GEN OP INSTR ES GK SUPPLIES	400.00	400.00	-	-	6399	-
1996 - GEN OP	11 - INSTR	ES	001	11	K00	6399	GEN OP INSTR ES GK SUPPLIES	-	-	-	-	ALL INSTRUCTIONAL ES SUPPLIES IN ONE	-
1996 - GEN OP	11 - INSTR	ES	001	24	000	6399	GEN OP INSTR ES COMP ED SUPPLIES	100.00	-	100.00	100.00		-
1996 - GEN OP	11 - INSTR	ES	001	24	000	6399	GEN OP INSTR ES COMP ED SUPPLIES	-	-	-	-	MATERIALS FOR READING SPECIALIST-	-
1996 - GEN OP	11 - INSTR	ES	001	24	000	6399	GEN OP INSTR ES COMP ED SUPPLIES	-	-	-	-	LINED PAPER, FOLDERS,	-
1996 - GEN OP	11 - INSTR	ES	001	36	000	6398	GEN OP INSTR ES EARLY ED TECH SUPPLIES	500.00	500.00	500.00	500.00	PHONEMIC AWARENESS CHARTS	100.00
1996 - GEN OP	11 - INSTR	ES	001	36	000	6398	GEN OP INSTR ES EARLY ED TECH SUPPLIES	-	-	-	-	EXTRA MATH PLATFORM	500.00
1996 - GEN OP	11 - INSTR	ES	001	36	000	6399	GEN OP INSTR ES EARLY ED SUPPLIES	3,100.00	5,600.00	5,600.00	5,600.00		-
1996 - GEN OP	11 - INSTR	ES	001	36	000	6399	GEN OP INSTR ES EARLY ED SUPPLIES	-	-	-	-	STEMSCOPES ACCELERATED LEARNING	-
1996 - GEN OP	11 - INSTR	ES	001	36	000	6399	GEN OP INSTR ES EARLY ED SUPPLIES	-	-	-	-	SCIENCE READERS	3,000.00
1996 - GEN OP	11 - INSTR	ES	001	36	000	6399	GEN OP INSTR ES EARLY ED SUPPLIES	-	-	-	-	KINDER LITERACY PLAY INTERACTIVES	2,000.00
1996 - GEN OP	11 - INSTR	ES	001	36	000	6399	GEN OP INSTR ES EARLY ED SUPPLIES	-	-	-	-	HANDWRITING NOTEBOOKS	600.00
1996 - GEN OP	11 - INSTR	HS	001	11	000	6299	GEN OP INSTR HS CONTR SVCS	7,000.00	8,500.00	7,500.00	7,500.00		-
1996 - GEN OP	11 - INSTR	HS	001	11	000	6299	GEN OP INSTR HS CONTR SVCS	-	-	-	-	RENT TO GLENSTAR FOR CONFERENCE	-
1996 - GEN OP	11 - INSTR	HS	001	11	000	6339	GEN OP INSTR HS TESTING MATERIALS	650.00	1,500.00	51,537.00	51,537.00	ROOMS FOR IB EXAMS	7,500.00
1996 - GEN OP	11 - INSTR	HS	001	11	000	6339	GEN OP INSTR HS TESTING MATERIALS	-	-	-	-	IB EXAMS	51,537.00
1996 - GEN OP	11 - INSTR	HS	001	11	000	6398	GEN OP INSTR HS TECH SUPPLIES	17,416.00	15,500.00	15,500.00	15,500.00		-
1996 - GEN OP	11 - INSTR	HS	001	11	000	6398	GEN OP INSTR HS TECH SUPPLIES	-	-	-	-	TODDLE (TO BE CONFIRMED)	8,000.00
1996 - GEN OP	11 - INSTR	HS	001	11	000	6398	GEN OP INSTR HS TECH SUPPLIES	-	-	-	-	CANVA	150.00
1996 - GEN OP	11 - INSTR	HS	001	11	000	6398	GEN OP INSTR HS TECH SUPPLIES	-	-	-	-	MAP (TO BE CONFIRMED)	4,000.00
1996 - GEN OP	11 - INSTR	HS	001	11	000	6398	GEN OP INSTR HS TECH SUPPLIES	-	-	-	-	TURNITIN	2,500.00
1996 - GEN OP	11 - INSTR	HS	001	11	000	6398	GEN OP INSTR HS TECH SUPPLIES	-	-	-	-	IB QUESTIONBANKS	850.00

FUND	FUNCTION	SUB		PROJ		ACCOUNT	TITLE	FY 24 BUDGET	FY 25 BUDGET	FY26	FY26	NOTE DESCRIPTION	NOTE AMOUNT
		OBJECT	ORGN	PIC	DETAIL					REQUESTED BASE	RECOMMENDED BASE		
1996 - GEN OP	11 - INSTR	HS	001	11	000	6399	GEN OP INSTR HS SUPPLIES	4,110.00	3,652.00	5,000.00	3,800.00		-
1996 - GEN OP	11 - INSTR	HS	001	11	000	6399	GEN OP INSTR HS SUPPLIES	-	-	-	-	IB PAST EXAM PAPERS	600.00
1996 - GEN OP	11 - INSTR	HS	001	11	000	6399	GEN OP INSTR HS SUPPLIES	-	-	-	-	RETURN OF DP STUDENT EXAM WORK	400.00
1996 - GEN OP	11 - INSTR	HS	001	11	000	6399	GEN OP INSTR HS SUPPLIES	-	-	-	-	IB QUESTION BANKS	1,500.00
1996 - GEN OP	11 - INSTR	HS	001	11	000	6399	GEN OP INSTR HS SUPPLIES	-	-	-	-	HS STATIONARY FOR INSTRUCTION RESOURCES/MBRSHP FOR FLEXIBLE INSTR TIME (SLA \$1,200)	1,300.00
1996 - GEN OP	11 - INSTR	HS	001	11	000	6399	GEN OP INSTR HS SUPPLIES	-	-	-	-		-
1996 - GEN OP	11 - INSTR	HS	001	11	000	6495	GEN OP INSTR HS PROF FEES & DUES	450.00	500.00	500.00	500.00		-
1996 - GEN OP	11 - INSTR	HS	001	11	000	6495	GEN OP INSTR HS PROF FEES & DUES	-	-	-	-	MISCELLANEOUS DUES & MEMBERSHIPS	500.00
1996 - GEN OP	11 - INSTR	HS	001	11	001	6399	GEN OP INSTR HS SUPPLIES	-	-	1,000.00	-		-
1996 - GEN OP	11 - INSTR	HS	001	11	001	6399	GEN OP INSTR HS SUPPLIES	-	-	-	-	SEE ACCT 1996-21-DP-001-11-000-6399 IB EXAM SHIPPING	-
1996 - GEN OP	11 - INSTR	HS	001	11	001	6499	GEN OP INSTR HS MEALS & MISC EXP	5,400.00	5,000.00	5,000.00	5,000.00		-
1996 - GEN OP	11 - INSTR	HS	001	11	001	6499	GEN OP INSTR HS MEALS & MISC EXP	-	-	-	-	JOSTENS HS DIPLOMA	1,800.00
1996 - GEN OP	11 - INSTR	HS	001	11	001	6499	GEN OP INSTR HS MEALS & MISC EXP	-	-	-	-	GRADUATION COVERS	2,000.00
1996 - GEN OP	11 - INSTR	HS	001	11	001	6499	GEN OP INSTR HS MEALS & MISC EXP	-	-	-	-	GRADUATION REGALIA (FACULTY AND STUDENT)	400.00
1996 - GEN OP	11 - INSTR	HS	001	11	001	6499	GEN OP INSTR HS MEALS & MISC EXP	-	-	-	-	GRADUATION CORDS	800.00
1996 - GEN OP	11 - INSTR	HS	001	11	002	6499	GEN OP INSTR HS MEALS & MISC EXP	36,500.00	30,000.00	30,000.00	30,000.00		-
1996 - GEN OP	11 - INSTR	HS	001	11	002	6499	GEN OP INSTR HS MEALS & MISC EXP	-	-	-	-	HURST CONFERENCE CENTER	13,000.00
1996 - GEN OP	11 - INSTR	HS	001	11	002	6499	GEN OP INSTR HS MEALS & MISC EXP	-	-	-	-	VGS GRADUATION COORDINATOR	5,000.00
1996 - GEN OP	11 - INSTR	HS	001	11	002	6499	GEN OP INSTR HS MEALS & MISC EXP	-	-	-	-	ZURIEL MEREK (MUSICO	1,500.00
1996 - GEN OP	11 - INSTR	HS	001	11	002	6499	GEN OP INSTR HS MEALS & MISC EXP	-	-	-	-	PHOTOGRAPHER	1,500.00
1996 - GEN OP	11 - INSTR	HS	001	11	002	6499	GEN OP INSTR HS MEALS & MISC EXP	-	-	-	-	SIGNAGE	1,000.00
1996 - GEN OP	11 - INSTR	HS	001	11	002	6499	GEN OP INSTR HS MEALS & MISC EXP	-	-	-	-	PROGRAMS	6,000.00
1996 - GEN OP	11 - INSTR	HS	001	11	002	6499	GEN OP INSTR HS MEALS & MISC EXP	-	-	-	-	FLOWERS	2,000.00
1996 - GEN OP	11 - INSTR	HS	001	11	003	6499	GEN OP INSTR HS MEALS & MISC EXP	-	-	-	-		-
1996 - GEN OP	11 - INSTR	HS	001	11	003	6499	GEN OP INSTR HS MEALS & MISC EXP	-	-	-	-	NEW ACCOUNT SLA PENDING	-
1996 - GEN OP	11 - INSTR	HS	001	11	900	6399	GEN OP INSTR DP CORE SUPPLIES	-	-	2,000.00	2,000.00		-
1996 - GEN OP	11 - INSTR	HS	001	11	900	6399	GEN OP INSTR DP CORE SUPPLIES	-	-	-	-	TEACHING SUPPORT RESOURCES FOR TOK	1,000.00
1996 - GEN OP	11 - INSTR	HS	001	11	900	6399	GEN OP INSTR DP CORE SUPPLIES	-	-	-	-	CAS COORDINATOR RESOURCES	500.00
1996 - GEN OP	11 - INSTR	HS	001	11	900	6399	GEN OP INSTR DP CORE SUPPLIES	-	-	-	-	EE COORDINATOR RESOURCES	500.00
1996 - GEN OP	11 - INSTR	MS	001	11	000	6398	GEN OP INSTR MS TECH SUPPLIES	22,106.00	22,000.00	22,000.00	22,000.00		-
1996 - GEN OP	11 - INSTR	MS	001	11	000	6398	GEN OP INSTR MS TECH SUPPLIES	-	-	-	-	I READY	12,000.00
1996 - GEN OP	11 - INSTR	MS	001	11	000	6398	GEN OP INSTR MS TECH SUPPLIES	-	-	-	-	MANAGEBAC	6,000.00
1996 - GEN OP	11 - INSTR	MS	001	11	000	6398	GEN OP INSTR MS TECH SUPPLIES	-	-	-	-	TURN IT IN	1,700.00
1996 - GEN OP	11 - INSTR	MS	001	11	000	6398	GEN OP INSTR MS TECH SUPPLIES	-	-	-	-	ED PUZZLE	1,300.00
1996 - GEN OP	11 - INSTR	MS	001	11	000	6398	GEN OP INSTR MS TECH SUPPLIES	-	-	-	-	POWERSCHOOL	1,000.00
1996 - GEN OP	11 - INSTR	MS	001	11	000	6399	GEN OP INSTR MS SUPPLIES	2,690.00	2,856.00	4,000.00	3,000.00		-
1996 - GEN OP	11 - INSTR	MS	001	11	000	6399	GEN OP INSTR MS SUPPLIES	-	-	-	-	MISC. AMAZON SUPP (I.E.PENCILS, EXPOS, ERASERS, ETC)	1,800.00
1996 - GEN OP	11 - INSTR	MS	001	11	000	6399	GEN OP INSTR MS SUPPLIES	-	-	-	-	STUDENT ID COLOR PRINTER CARTRIDGES	100.00
1996 - GEN OP	11 - INSTR	MS	001	11	000	6399	GEN OP INSTR MS SUPPLIES	-	-	-	-	OFFICE DEPOT SUPPLIES (COPY PAPER	1,000.00
1996 - GEN OP	11 - INSTR	MS	001	11	000	6399	GEN OP INSTR MS SUPPLIES	-	-	-	-	PADLET	100.00
1996 - GEN OP	11 - INSTR	MS	001	11	000	6399	GEN OP INSTR MS SUPPLIES	-	-	-	-	FIT (FLEXIBLE INSTRUCTION TEACHING) \$1,000 SLA	-
1996 - GEN OP	11 - INSTR	MS	001	11	000	6495	GEN OP INSTR MS PROF FEES & DUES	500.00	500.00	500.00	500.00		-
1996 - GEN OP	11 - INSTR	MS	001	11	000	6495	GEN OP INSTR MS PROF FEES & DUES	-	-	-	-	VARIOUS PROFESSIONAL FEES & DUES	500.00
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6329	GEN OP LIB SEC READING MATERIALS	6,000.00	6,000.00	6,000.00	6,000.00		-
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6329	GEN OP LIB SEC READING MATERIALS	-	-	-	-	LIBRARY BOOKS FOR SECONDARY LIBRARY	6,000.00
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6398	GEN OP LIB SEC TECH SUPPLIES	5,000.00	5,000.00	5,000.00	5,000.00		-
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6398	GEN OP LIB SEC TECH SUPPLIES	-	-	-	-	LIBRARY TECHNOLOGY	-
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6398	GEN OP LIB SEC TECH SUPPLIES	-	-	-	-	-OVERDRIVE (ELECTRONIC BOOKS)	-
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6398	GEN OP LIB SEC TECH SUPPLIES	-	-	-	-	-JSTOR (ELECTRONIC LIBRARY)	5,000.00
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6399	GEN OP LIB SEC SUPPLIES	626.00	1,200.00	1,200.00	1,200.00		-
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6399	GEN OP LIB SEC SUPPLIES	-	-	-	-	GENERAL SUPPLIES FOR LIBRARIES	-
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6399	GEN OP LIB SEC SUPPLIES	-	-	-	-	-BOOK MARKS	-
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6399	GEN OP LIB SEC SUPPLIES	-	-	-	-	-BOOK COVERS	-
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6399	GEN OP LIB SEC SUPPLIES	-	-	-	-	-SHELVING MATERIALS	600.00
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6399	GEN OP LIB SEC SUPPLIES	-	-	-	-	ONE TIME BOOK TRUCK	600.00
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6411	GEN OP LIB SEC TRVL & TRNG	3,000.00	2,100.00	2,100.00	2,100.00		-

FUND	FUNCTION	SUB OBJECT	ORGN	PIC	PROJ DETAIL	ACCOUNT	TITLE	FY 24 BUDGET	FY 25 BUDGET	FY26 REQUESTED BASE	FY26 RECOMMENDED BASE	NOTE DESCRIPTION	NOTE AMOUNT
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6411	GEN OP LIB SEC TRVL & TRNG	-	-	-	-	TEACHER LIBRARIAN PROFETRAININGSSIONAL DEVELOPMENT AND	-
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6411	GEN OP LIB SEC TRVL & TRNG	-	-	-	-	AND CONFERENCES	2,100.00
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6495	GEN OP LIB SEC PROF FEES & DUES	200.00	400.00	400.00	400.00		-
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6495	GEN OP LIB SEC PROF FEES & DUES	-	-	-	-	TLA MEMBERSHIP	200.00
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6495	GEN OP LIB SEC PROF FEES & DUES	-	-	-	-	ALA MEMBERSHIP	200.00
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6499	GEN OP LIB SEC MEALS & MISC EXP	102.00	100.00	100.00	100.00		-
1996 - GEN OP	12 - INSTR RESCS & MEDIA	00	001	11	000	6499	GEN OP LIB SEC MEALS & MISC EXP	-	-	-	-	SMALL SNACKS/CANDY IN LIBRARY FOR STUDENTS	100.00
1996 - GEN OP	12 - INSTR RESCS & MEDIA	ES	001	11	000	6329	GEN OP LIB ES READING MATERIALS	5,000.00	5,000.00	5,000.00	5,000.00		-
1996 - GEN OP	12 - INSTR RESCS & MEDIA	ES	001	11	000	6329	GEN OP LIB ES READING MATERIALS	-	-	-	-	LIBRARY BOOKS PSB, FICTION, NON- FICTION AND REFERENCE	5,000.00
1996 - GEN OP	12 - INSTR RESCS & MEDIA	ES	001	11	000	6399	GEN OP LIB ES SUPPLIES	600.00	600.00	600.00	600.00		-
1996 - GEN OP	12 - INSTR RESCS & MEDIA	ES	001	11	000	6399	GEN OP LIB ES SUPPLIES	-	-	-	-	BOOK DIVIDERS, BOOK BUCKETS, BOOK STANDS, LEGO MAT, SETS OF MARKERS, SCISSORS, GLUE, WIRE SHELVING, GAMES AND PUZZLES	- - - 600.00
1996 - GEN OP	12 - INSTR RESCS & MEDIA	ES	001	11	000	6411	GEN OP LIB ES TRVL & TRNG	4,200.00	2,000.00	2,000.00	2,000.00		-
1996 - GEN OP	12 - INSTR RESCS & MEDIA	ES	001	11	000	6411	GEN OP LIB ES TRVL & TRNG	-	-	-	-	TEACHER LIBRARIAN PROFESSIONAL DEVELOPMENT AND TRAINING	-
1996 - GEN OP	12 - INSTR RESCS & MEDIA	ES	001	11	000	6411	GEN OP LIB ES TRVL & TRNG	-	-	-	-	AND CONFERENCES	2,000.00
1996 - GEN OP	12 - INSTR RESCS & MEDIA	ES	001	11	000	6495	GEN OP LIB ES PROF FEES & DUES	200.00	200.00	200.00	200.00		-
1996 - GEN OP	12 - INSTR RESCS & MEDIA	ES	001	11	000	6495	GEN OP LIB ES PROF FEES & DUES	-	-	-	-	MEMBERSHIPS / ASCA AND LSSSCA (LONE STAR STATE SCHOOL	200.00
1996 - GEN OP	12 - INSTR RESCS & MEDIA	ES	001	11	000	6495	GEN OP LIB ES PROF FEES & DUES	-	-	-	-	COUNCIL ASSOC	-
1996 - GEN OP	12 - INSTR RESCS & MEDIA	ES	001	11	000	6499	GEN OP LIB ES MEALS & MISC EXP	100.00	100.00	100.00	100.00		-
1996 - GEN OP	12 - INSTR RESCS & MEDIA	ES	001	11	000	6499	GEN OP LIB ES MEALS & MISC EXP	-	-	-	-	ES LIBRARY SNACK FOR STUDENTS; AWARDS FOR CONTESTS	100.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	00	001	23	000	6411	GEN OP STF DEV SPED TRVL & TRNG	1,500.00	529.00	529.00	529.00		-
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	00	001	23	000	6411	GEN OP STF DEV SPED TRVL & TRNG	-	-	-	-	PROF DEV TRAINING FOR SPED TEACHERS	529.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	00	001	99	000	6219	GEN OP STF DEV PROF SVCS OTHER	-	-	150.00	150.00		-
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	00	001	99	000	6219	GEN OP STF DEV PROF SVCS OTHER	-	-	-	-	AUDIOLOGY TRAINING TO STAFF	-
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	00	001	99	000	6219	GEN OP STF DEV PROF SVCS OTHER	-	-	-	-	COMBINED MS/HS ACCOUNTS	150.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	ES	001	36	ORD	6411	GEN OP READING ACADEMY TRVL & TRNG	6,000.00	400.00	3,000.00	3,000.00		-
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	ES	001	36	ORD	6411	GEN OP READING ACADEMY TRVL & TRNG	-	-	-	-	REQUIRED BY TEA FOR GK-G3 TEACHERS	3,000.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	ES	001	36	ORD	6411	GEN OP READING ACADEMY TRVL & TRNG	-	-	-	-	HB3 READING ACADEMY	-
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	ES	001	99	000	6219	GEN OP STF DEV ES PROF SVCS OTHER	150.00	-	-	-		-
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	ES	001	99	000	6399	GEN OP STF DEV ES SUPPLIES	500.00	500.00	500.00	500.00		-
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	ES	001	99	000	6399	GEN OP STF DEV ES SUPPLIES	-	-	-	-	PROFESSIONAL DEV READ MATERIALS AND SUPPLIES	500.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	ES	001	99	000	6411	GEN OP STF DEV ES TRVL & TRNG	20,200.00	12,000.00	12,000.00	12,000.00		-
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	ES	001	99	000	6411	GEN OP STF DEV ES TRVL & TRNG	-	-	-	-	6 TEACHERS IB TRAINING (MEALS, TRAVEL, REGISTRATION)	12,000.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	ES	001	99	000	6499	GEN OP STF DEV ES MEALS & MISC EXP	700.00	300.00	1,450.00	300.00		-
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	ES	001	99	000	6499	GEN OP STF DEV ES MEALS & MISC EXP	-	-	-	-	PROFESSIONAL DEV MATERIALS FOR TRAINING	-
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	ES	001	99	000	6499	GEN OP STF DEV ES MEALS & MISC EXP	-	-	-	-	REQUESTED BUDGET \$1,450 06/03/25 PER KR: DECR TO \$300 (ORIG F25 BUDGET)	- 300.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	HS	001	99	000	6219	GEN OP STF DEV HS PROF SVCS OTHER	85.00	85.00	-	-		-
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	HS	001	99	000	6219	GEN OP STF DEV HS PROF SVCS OTHER	-	-	-	-	ACCOUNT LINE ELIMINATED. MS/HS COMBINED TO SECONDARY	-
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	HS	001	99	000	6411	GEN OP STF DEV HS TRVL & TRNG	17,000.00	17,000.00	17,000.00	17,000.00		-
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	HS	001	99	000	6411	GEN OP STF DEV HS TRVL & TRNG	-	-	-	-	BUSINESS MANAGEMENT CAT 2	2,250.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	HS	001	99	000	6411	GEN OP STF DEV HS TRVL & TRNG	-	-	-	-	SPANISH AB CAT 2	2,250.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	HS	001	99	000	6411	GEN OP STF DEV HS TRVL & TRNG	-	-	-	-	ESS CAT 2	2,250.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	HS	001	99	000	6411	GEN OP STF DEV HS TRVL & TRNG	-	-	-	-	MYP LANG CAT 2	2,250.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	HS	001	99	000	6411	GEN OP STF DEV HS TRVL & TRNG	-	-	-	-	DP MATH AA/AI	2,250.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	HS	001	99	000	6411	GEN OP STF DEV HS TRVL & TRNG	-	-	-	-	ENGLISH LIT CAT 2	2,250.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	HS	001	99	000	6411	GEN OP STF DEV HS TRVL & TRNG	-	-	-	-	LOCAL CAT 2	1,250.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	HS	001	99	000	6411	GEN OP STF DEV HS TRVL & TRNG	-	-	-	-	TOK CAT 2	2,250.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	MS	001	99	000	6219	GEN OP STF DEV MS PROF SVCS OTHER	65.00	65.00	-	-		-

FUND	FUNCTION	SUB OBJECT	ORGN	PIC	PROJ DETAIL	ACCOUNT	TITLE	FY 24 BUDGET	FY 25 BUDGET	FY26 REQUESTED BASE	FY26 RECOMMENDED BASE	NOTE DESCRIPTION	NOTE AMOUNT
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	MS	001	99	000	6219	GEN OP STF DEV MS PROF SVCS OTHER	-	-	-	-	ACCOUNT LINE ELIMINATED. MS/HS COMBINED TO SECONDARY	-
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	MS	001	99	000	6411	GEN OP STF DEV MS TRVL & TRNG	12,500.00	12,500.00	12,500.00	12,500.00		-
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	MS	001	99	000	6411	GEN OP STF DEV MS TRVL & TRNG	-	-	-	-	MATHEMATICS CAT 2 TRAINING LANGUAGE AND LITERATURE CAT 2 TRAINING	2,000.00 2,000.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	MS	001	99	000	6411	GEN OP STF DEV MS TRVL & TRNG	-	-	-	-		2,000.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	MS	001	99	000	6411	GEN OP STF DEV MS TRVL & TRNG	-	-	-	-	LANGUAGE ACQUISITION CAT 1 TRAINING	2,000.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	MS	001	99	000	6411	GEN OP STF DEV MS TRVL & TRNG	-	-	-	-	DESIGN CAT 1 TRAINING	2,000.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	MS	001	99	000	6411	GEN OP STF DEV MS TRVL & TRNG	-	-	-	-	SCIENCES CAT 2 TRAINING INDIVIDUALS AND SOCIETIES CAT 2 TRAINING	2,000.00 2,000.00
1996 - GEN OP	13 - CURRICULUM & STAFF DEV	MS	001	99	000	6411	GEN OP STF DEV MS TRVL & TRNG	-	-	-	-	PHE TAPHERD TRAINING	500.00
1996 - GEN OP	21 - INSTR LEADERSHIP	DP	001	11	000	6399	GEN OP DP INSTR COORD SUPPLIES	-	1,000.00	1,000.00	1,000.00		-
1996 - GEN OP	21 - INSTR LEADERSHIP	DP	001	11	000	6399	GEN OP DP INSTR COORD SUPPLIES	-	-	-	-	SHIPPING COSTS FOR IB EXAMS	1,000.00
1996 - GEN OP	21 - INSTR LEADERSHIP	DP	001	11	000	6411	GEN OP DP INSTR COORD TRVL & TRNG	3,000.00	3,000.00	1,110.00	1,110.00		-
1996 - GEN OP	21 - INSTR LEADERSHIP	DP	001	11	000	6411	GEN OP DP INSTR COORD TRVL & TRNG	-	-	-	-	IB DP COORDINATOR TRAINING CAT 2	1,110.00
1996 - GEN OP	21 - INSTR LEADERSHIP	DP	001	11	000	6495	GEN OP DP INSTR COORD PROF FEES & DUES	9,786.00	14,051.00	10,600.00	10,600.00		-
1996 - GEN OP	21 - INSTR LEADERSHIP	DP	001	11	000	6495	GEN OP DP INSTR COORD PROF FEES & DUES	-	-	-	-	ANNUAL IBO DUES - DP	10,300.00
1996 - GEN OP	21 - INSTR LEADERSHIP	DP	001	11	000	6495	GEN OP DP INSTR COORD PROF FEES & DUES	-	-	-	-	TIBS DUES	300.00
1996 - GEN OP	21 - INSTR LEADERSHIP	MP	001	11	000	6411	GEN OP MYP STR COORD TRVL & TRNG	3,000.00	2,000.00	3,000.00	2,000.00		-
1996 - GEN OP	21 - INSTR LEADERSHIP	MP	001	11	000	6411	GEN OP MYP STR COORD TRVL & TRNG	-	-	-	-	IB MYP COORDINATOR TRAINING CAT 2	2,000.00
1996 - GEN OP	21 - INSTR LEADERSHIP	MP	001	11	000	6411	GEN OP MYP STR COORD TRVL & TRNG	-	-	-	-	INCL SLA FOR \$1,000	-
1996 - GEN OP	21 - INSTR LEADERSHIP	MP	001	11	000	6495	GEN OP MYP STR COORD PROF FEES & DUES	8,442.00	12,601.00	9,124.00	9,124.00		-
1996 - GEN OP	21 - INSTR LEADERSHIP	MP	001	11	000	6495	GEN OP MYP STR COORD PROF FEES & DUES	-	-	-	-	TIB FEES AND DUES	300.00
1996 - GEN OP	21 - INSTR LEADERSHIP	MP	001	11	000	6495	GEN OP MYP STR COORD PROF FEES & DUES	-	-	-	-	IBO ANNUAL DUES - MYP	8,824.00
1996 - GEN OP	21 - INSTR LEADERSHIP	PP	001	11	000	6411	GEN OP PYP INSTR COORD TRVL & TRNG	3,500.00	2,200.00	3,000.00	2,200.00		-
1996 - GEN OP	21 - INSTR LEADERSHIP	PP	001	11	000	6411	GEN OP PYP INSTR COORD TRVL & TRNG	-	-	-	-	INSTRUCTIONAL COACHING TRAINING	2,200.00
1996 - GEN OP	21 - INSTR LEADERSHIP	PP	001	11	000	6411	GEN OP PYP INSTR COORD TRVL & TRNG	-	-	-	-	INCL SLA FOR \$800	-
1996 - GEN OP	21 - INSTR LEADERSHIP	PP	001	11	000	6495	GEN OP PYP INSTR COORD PROF FEES & DUES	7,157.00	11,273.00	7,900.00	7,900.00		-
1996 - GEN OP	21 - INSTR LEADERSHIP	PP	001	11	000	6495	GEN OP PYP INSTR COORD PROF FEES & DUES	-	-	-	-	IBO ANNUAL DUES - PYP	7,600.00
1996 - GEN OP	21 - INSTR LEADERSHIP	PP	001	11	000	6495	GEN OP PYP INSTR COORD PROF FEES & DUES	-	-	-	-	TIBS DUES	300.00
1996 - GEN OP	23 - CAMPUS LEADERSHIP	00	001	23	000	6399	GEN OP CMPS LDR SUPPLIES	-	1,000.00	1,000.00	1,000.00		-
1996 - GEN OP	23 - CAMPUS LEADERSHIP	00	001	23	000	6399	GEN OP CMPS LDR SUPPLIES	-	-	-	-	SPED LEADERSHIP SUPPLIES	1,000.00
1996 - GEN OP	23 - CAMPUS LEADERSHIP	00	001	99	000	6399	GEN OP CMPS LDR SUPPLIES	1,200.00	750.00	-	-		-
1996 - GEN OP	23 - CAMPUS LEADERSHIP	00	001	99	000	6399	GEN OP CMPS LDR SUPPLIES	-	-	-	-	MV FUNDS TO 1996-23-HS-001-99-000- 6399	-
1996 - GEN OP	23 - CAMPUS LEADERSHIP	00	001	99	000	6499	GEN OP CMPS LDR MEALS & MISC EXP	3,000.00	1,700.00	2,500.00	1,700.00		-
1996 - GEN OP	23 - CAMPUS LEADERSHIP	00	001	99	000	6499	GEN OP CMPS LDR MEALS & MISC EXP	-	-	-	-	SECONDARY STAFF MEALS/SNACKS DURING MEETINGS COFFEE/TEA FOR SECONDARY TCHR LOUNGE SLA \$850	1,700.00 - - -
1996 - GEN OP	23 - CAMPUS LEADERSHIP	00	001	99	000	6499	GEN OP CMPS LDR MEALS & MISC EXP	-	-	-	-		-
1996 - GEN OP	23 - CAMPUS LEADERSHIP	00	001	99	000	6499	GEN OP CMPS LDR MEALS & MISC EXP	-	-	-	-		-
1996 - GEN OP	23 - CAMPUS LEADERSHIP	ES	001	99	000	6399	GEN OP CMPS LDR ES SUPPLIES	150.00	900.00	1,000.00	1,000.00		-
1996 - GEN OP	23 - CAMPUS LEADERSHIP	ES	001	99	000	6399	GEN OP CMPS LDR ES SUPPLIES	-	-	-	-	ADMINISTRATIVE SUPPLIES	1,000.00
1996 - GEN OP	23 - CAMPUS LEADERSHIP	ES	001	99	000	6411	GEN OP CMPS LDR ES TRVL & TRNG	6,000.00	5,000.00	5,000.00	5,000.00		-
1996 - GEN OP	23 - CAMPUS LEADERSHIP	ES	001	99	000	6411	GEN OP CMPS LDR ES TRVL & TRNG	-	-	-	-	1 LOCAL AND 1 ADMINISTRATOR TRAINING PER YEAR--BOTH ADM	5,000.00
1996 - GEN OP	23 - CAMPUS LEADERSHIP	ES	001	99	000	6495	GEN OP CMPS LDR ES PROF FEES & DUES	100.00	450.00	450.00	450.00		-
1996 - GEN OP	23 - CAMPUS LEADERSHIP	ES	001	99	000	6495	GEN OP CMPS LDR ES PROF FEES & DUES	-	-	-	-	MEMBERSHIP TX ASSOC OF SCHOOL ADMIN FOR HUGHES AND WOOD	450.00
1996 - GEN OP	23 - CAMPUS LEADERSHIP	ES	001	99	000	6499	GEN OP CMPS LDR ES MEALS & MISC EXP	500.00	80.00	80.00	80.00		-
1996 - GEN OP	23 - CAMPUS LEADERSHIP	ES	001	99	000	6499	GEN OP CMPS LDR ES MEALS & MISC EXP	-	-	-	-	NEW TEACHER MENTOR LUNCH	80.00
1996 - GEN OP	23 - CAMPUS LEADERSHIP	HS	001	99	000	6399	GEN OP CMPS LDR HS SUPPLIES	150.00	900.00	950.00	950.00		-
1996 - GEN OP	23 - CAMPUS LEADERSHIP	HS	001	99	000	6399	GEN OP CMPS LDR HS SUPPLIES	-	-	-	-	OFFICE SUPPLIES FOR HS PRINCIPAL AND AP REALLOCATE FUNDS FR 1996-23-00-001-99- 000-6399	500.00 450.00
1996 - GEN OP	23 - CAMPUS LEADERSHIP	HS	001	99	000	6399	GEN OP CMPS LDR HS SUPPLIES	-	-	-	-		-
1996 - GEN OP	23 - CAMPUS LEADERSHIP	HS	001	99	000	6411	GEN OP CMPS LDR HS TRVL & TRNG	6,000.00	6,000.00	6,000.00	6,000.00		-
1996 - GEN OP	23 - CAMPUS LEADERSHIP	HS	001	99	000	6411	GEN OP CMPS LDR HS TRVL & TRNG	-	-	-	-	PRINCIPAL AND AP TASSP CONFERENCE	2,000.00
1996 - GEN OP	23 - CAMPUS LEADERSHIP	HS	001	99	000	6411	GEN OP CMPS LDR HS TRVL & TRNG	-	-	-	-	PRINCIPAL AND AP IB WORKSHOPS	4,000.00
1996 - GEN OP	23 - CAMPUS LEADERSHIP	HS	001	99	000	6495	GEN OP CMPS LDR HS PROF FEES & DUES	1,000.00	1,000.00	1,000.00	1,000.00		-
1996 - GEN OP	23 - CAMPUS LEADERSHIP	HS	001	99	000	6495	GEN OP CMPS LDR HS PROF FEES & DUES	-	-	-	-	TASSP MEMBERSHIP PRINCIPAL	330.00
1996 - GEN OP	23 - CAMPUS LEADERSHIP	HS	001	99	000	6495	GEN OP CMPS LDR HS PROF FEES & DUES	-	-	-	-	TASSP MEMBERSHIP AP	330.00
1996 - GEN OP	23 - CAMPUS LEADERSHIP	HS	001	99	000	6495	GEN OP CMPS LDR HS PROF FEES & DUES	-	-	-	-	TASA MEMBERSHIP	340.00

FUND	FUNCTION	SUB		PROJ		ACCOUNT	TITLE	FY 24 BUDGET	FY 25 BUDGET	FY26	FY26	NOTE DESCRIPTION	NOTE AMOUNT
		OBJECT	ORGN	PIC	DETAIL					REQUESTED BASE	RECOMMENDED BASE		
1996 - GEN OP	23 - CAMPUS LEADERSHIP	MS	001	99	000	6399	GEN OP CMPS LDR MS SUPPLIES	400.00	900.00	1,000.00	1,000.00	-	-
1996 - GEN OP	23 - CAMPUS LEADERSHIP	MS	001	99	000	6399	GEN OP CMPS LDR MS SUPPLIES	-	-	-	-	MISC. AMAZON SUPP (I.E.PENCILS, EXPOS, ERASERS, ETC)	1,000.00
1996 - GEN OP	23 - CAMPUS LEADERSHIP	MS	001	99	000	6411	GEN OP CMPS LDR MS TRVL & TRNG	6,000.00	6,000.00	6,000.00	6,000.00	-	-
1996 - GEN OP	23 - CAMPUS LEADERSHIP	MS	001	99	000	6411	GEN OP CMPS LDR MS TRVL & TRNG	-	-	-	-	PRINCIPAL AND AP TASSP CONFERENCE	2,000.00
1996 - GEN OP	23 - CAMPUS LEADERSHIP	MS	001	99	000	6411	GEN OP CMPS LDR MS TRVL & TRNG	-	-	-	-	PRINCIPAL AND AP IB AMERICAS	4,000.00
1996 - GEN OP	23 - CAMPUS LEADERSHIP	MS	001	99	000	6495	GEN OP CMPS LDR MS PROF FEES & DUES	750.00	700.00	850.00	850.00	CONFERENCE	-
1996 - GEN OP	23 - CAMPUS LEADERSHIP	MS	001	99	000	6495	GEN OP CMPS LDR MS PROF FEES & DUES	-	-	-	-	TASSP MEMBERSHIP	540.00
1996 - GEN OP	23 - CAMPUS LEADERSHIP	MS	001	99	000	6495	GEN OP CMPS LDR MS PROF FEES & DUES	-	-	-	-	ATPE	310.00
1996 - GEN OP	23 - CAMPUS LEADERSHIP	MS	001	99	054	6411	GEN OP SCH LDR 504 TRVL & TRNG	-	1,471.00	-	-	-	-
1996 - GEN OP	23 - CAMPUS LEADERSHIP	MS	001	99	054	6411	GEN OP SCH LDR 504 TRVL & TRNG	-	-	-	-	POSITION ELIMINATED, LINE ITEM NOT NEEDED	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	23	000	6219	GEN OP CNSL SPED PROF SVCS OTHER	-	-	8,875.00	8,875.00	-	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	23	000	6219	GEN OP CNSL SPED PROF SVCS OTHER	-	-	-	-	SPED SERVICES PROVIDED ON-BEHALF OF STUDENT INCLUDES,	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	23	000	6219	GEN OP CNSL SPED PROF SVCS OTHER	-	-	-	-	COMPLIANCE REPORTING, ARD MEETINGS	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	23	000	6219	GEN OP CNSL SPED PROF SVCS OTHER	-	-	-	-	AUDIOLOGY, OT, PT, LSSP	8,875.00
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	23	0HI	6219	GEN OP CNSL SPED PROF SVCS OTHER	300.00	2,875.00	-	-	-	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	23	0HI	6219	GEN OP CNSL SPED PROF SVCS OTHER	-	-	-	-	COMBINED UNDER SPED INDIRECT SERVICES	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	25	000	6219	GEN OP CNSL BIL/ESL PROF SVCS OTHER	500.00	2,500.00	2,500.00	500.00	-	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	25	000	6219	GEN OP CNSL BIL/ESL PROF SVCS OTHER	-	-	-	-	INDIRECT SERVICES PROVIDED TO BILINGUAL/ESL STUDENTS	500.00
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	25	000	6219	GEN OP CNSL BIL/ESL PROF SVCS OTHER	-	-	-	-	MOVING FRONTLINE ELL/LPAC-ESTAR SOFTWARE TO	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	25	000	6219	GEN OP CNSL BIL/ESL PROF SVCS OTHER	-	-	-	-	1996-31-00-001-25-000-6398 (\$2,000)	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	25	000	6398	GEN OP CNSL BIL/ESL TECH SUPPLIES	-	-	-	2,000.00	-	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	25	000	6398	GEN OP CNSL BIL/ESL TECH SUPPLIES	-	-	-	-	MOVED FROM 1996-31-00-001-25-000-6219	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	25	000	6398	GEN OP CNSL BIL/ESL TECH SUPPLIES	-	-	-	-	FRONTLINE ELL/LPAC SOFTWARE	2,000.00
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	25	000	6398	GEN OP CNSL BIL/ESL TECH SUPPLIES	-	-	-	-	IDENTIFYING, ASSESSING, TRACKING ELL STDNTS	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	37	000	6411	GEN OP CNSL DYSLEXIA TRVL & TRNG	-	200.00	-	-	-	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	99	000	6398	GEN OP CNSL TECH SUPPLIES	6,500.00	717.00	650.00	650.00	-	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	99	000	6398	GEN OP CNSL TECH SUPPLIES	-	-	-	-	TECHNOLOGY:	650.00
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	99	000	6398	GEN OP CNSL TECH SUPPLIES	-	-	-	-	-PARCHMENT	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	99	000	6398	GEN OP CNSL TECH SUPPLIES	-	-	-	-	CALENDLY	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	99	000	6398	GEN OP CNSL TECH SUPPLIES	-	-	-	-	QR CODE	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	99	000	6399	GEN OP CNSL SUPPLIES	-	-	-	-	-	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	99	000	6399	GEN OP CNSL SUPPLIES	-	-	-	-	COMBINED ES/MS/HS ACCOUNTS	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	99	000	6411	GEN OP CNSL TRVL & TRNG	-	-	-	-	-	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	99	000	6495	GEN OP CNSL PROF FEES & DUES	-	-	-	-	-	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	99	000	6499	GEN OP CNSL MEALS & MISC EXP	-	-	-	-	-	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	99	0HI	6219	GEN OP CNSL PROF SVCS OTHER	1,630.00	1,125.00	-	-	-	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	00	001	99	0HI	6219	GEN OP CNSL PROF SVCS OTHER	-	-	-	-	COMBINED UNDER SPED INDIRECT SERVICES	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	01	001	23	000	6219	GEN OP INDIR SPED BCBA PROF SVCS OTHER	12,000.00	19,000.00	-	19,000.00	-	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	01	001	23	000	6219	GEN OP INDIR SPED BCBA PROF SVCS OTHER	-	-	-	-	ACCOUNT LINE ELIMINATED, BRINGING BCBA IN-HOUSE	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	01	001	23	000	6219	GEN OP INDIR SPED BCBA PROF SVCS OTHER	-	-	-	-	6/4/25 PER KR CHANGE BACK TO CONTRACTED SVCS	19,000.00
1996 - GEN OP	31 - GUIDANCE & COUNSELING	01	001	99	000	6299	GEN OP CNSL CONTR SVCS	1,500.00	3,500.00	3,500.00	3,500.00	-	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	01	001	99	000	6299	GEN OP CNSL CONTR SVCS	-	-	-	-	COUNSELING EDUCATION SERVICES	3,500.00
1996 - GEN OP	31 - GUIDANCE & COUNSELING	01	001	99	000	6299	GEN OP CNSL CONTR SVCS	-	-	-	-	-CHARACTER STRONG	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	01	001	99	000	6299	GEN OP CNSL CONTR SVCS	-	-	-	-	-HOPE SQUAD	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	01	001	99	000	6495	GEN OP CNSL PROF FEES & DUES	-	400.00	400.00	400.00	-	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	01	001	99	000	6495	GEN OP CNSL PROF FEES & DUES	-	-	-	-	PAYMENT OF ANNUAL COLLEGE BOARD FEES	400.00
1996 - GEN OP	31 - GUIDANCE & COUNSELING	02	001	23	000	6219	GEN OP INDIR SPED OT PROF SVCS OTHER	4,000.00	2,500.00	-	-	-	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	02	001	23	000	6219	GEN OP INDIR SPED OT PROF SVCS OTHER	-	-	-	-	COMBINED UNDER SPED INDIRECT SERVICES	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	03	001	23	000	6219	GEN OP INDIR SPED PT PROF SVCS OTHER	800.00	-	-	-	-	-

FUND	FUNCTION	SUB OBJECT	ORGN	PIC	PROJ DETAIL	ACCOUNT	TITLE	FY 24 BUDGET	FY 25 BUDGET	FY26 REQUESTED BASE	FY26 RECOMMENDED BASE	NOTE DESCRIPTION	NOTE AMOUNT
1996 - GEN OP	31 - GUIDANCE & COUNSELING	03	001	23	000	6219	GEN OP INDIR SPED PT PROF SVCS OTHER	-	-	-	-	COMBINED UNDER SPED INDIRECT SERVICES	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	04	001	23	000	6219	GEN OP INDIR SPED LSSP PROF SVCS OTHER	-	3,500.00	-	-		-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	04	001	23	000	6219	GEN OP INDIR SPED LSSP PROF SVCS OTHER	-	-	-	-	COMBINED UNDER SPED INDIRECT SERVICES	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	ES	001	99	000	6399	GEN OP CNSL ES SUPPLIES	200.00	293.00	-	-		-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	ES	001	99	000	6399	GEN OP CNSL ES SUPPLIES	-	-	-	-	ES ACCOUNT COMBINED FOR K-12 ONE	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	ES	001	99	000	6499	GEN OP CNSL ES MEALS & MISC EXP	450.00	300.00	-	-		-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	ES	001	99	000	6499	GEN OP CNSL ES MEALS & MISC EXP	-	-	-	-	ALL ACCOUNT FOR K-12 COUNSELING TOGETHER	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	38	000	6399	GEN OP CNSL HS CCMR SUPPLIES	300.00	200.00	100.00	100.00		-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	38	000	6399	GEN OP CNSL HS CCMR SUPPLIES	-	-	-	-	OFFICE SUPPLIES FOR GUIDANCE COUNSELOR	100.00
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	38	000	6411	GEN OP CNSL HS CCMR TRVL & TRNG	3,000.00	4,540.00	4,550.00	4,550.00		-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	38	000	6411	GEN OP CNSL HS CCMR TRVL & TRNG	-	-	-	-	NACAC CONFERENCE	2,600.00
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	38	000	6411	GEN OP CNSL HS CCMR TRVL & TRNG	-	-	-	-	TACAC CONFERENCE	1,250.00
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	38	000	6411	GEN OP CNSL HS CCMR TRVL & TRNG	-	-	-	-		-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	38	000	6411	GEN OP CNSL HS CCMR TRVL & TRNG	-	-	-	-	COUNSELOR FLY IN UBER, FOOD, PARKING	500.00
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	38	000	6411	GEN OP CNSL HS CCMR TRVL & TRNG	-	-	-	-	COUNSELOR BREAKFASTS	200.00
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	38	000	6495	GEN OP CNSL HS CCMR PROF FEES & DUES	500.00	685.00	500.00	500.00		-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	38	000	6495	GEN OP CNSL HS CCMR PROF FEES & DUES	-	-	-	-	NACAC MEMBERSHIP	300.00
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	38	000	6495	GEN OP CNSL HS CCMR PROF FEES & DUES	-	-	-	-	TCCA MEMBERSHIP	200.00
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	38	000	6499	GEN OP CNSL HS CCMR MEALS & MISC EXP	-	-	-	-		-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	38	000	6499	GEN OP CNSL HS CCMR MEALS & MISC EXP	-	-	-	-	FOOD FOR COLLEGE APPLICATIONS LAUNCH (SLA \$200)	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	38	000	6499	GEN OP CNSL HS CCMR MEALS & MISC EXP	-	-	-	-	FOOD FOR COLLEGE FAIR REPS (SLA \$800)	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	99	000	6399	GEN OP CNSL HS SUPPLIES	500.00	500.00	-	-		-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	99	000	6399	GEN OP CNSL HS SUPPLIES	-	-	-	-	A/C COMBINED UNDER K-12	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	99	000	6411	GEN OP CNSL HS TRVL & TRNG	2,000.00	2,450.00	2,950.00	2,450.00		-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	99	000	6411	GEN OP CNSL HS TRVL & TRNG	-	-	-	-	CONFERENCES AND PROFESSIONAL DEVELOPMENT	2,450.00
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	99	000	6411	GEN OP CNSL HS TRVL & TRNG	-	-	-	-	LONE STAR COUNSELOR CONVENTION	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	99	000	6411	GEN OP CNSL HS TRVL & TRNG	-	-	-	-	ASCA CONFERENCE	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	99	000	6495	GEN OP CNSL HS PROF FEES & DUES	750.00	350.00	350.00	350.00		-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	99	000	6495	GEN OP CNSL HS PROF FEES & DUES	-	-	-	-	MISCELLANEOUS MEMBERSHIP	350.00
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	99	000	6499	GEN OP CNSL HS MEALS & MISC EXP	850.00	1,050.00	-	-		-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	HS	001	99	000	6499	GEN OP CNSL HS MEALS & MISC EXP	-	-	-	-	MV COLLEGE FAIR FOOD TO CCMR	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	MS	001	99	000	6399	GEN OP CNSL MS SUPPLIES	1,075.00	500.00	-	-		-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	MS	001	99	000	6399	GEN OP CNSL MS SUPPLIES	-	-	-	-	MOVED TO 1996-31-00-001-00-000-6399	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	MS	001	99	000	6411	GEN OP CNSL MS TRVL & TRNG	2,000.00	2,000.00	-	-		-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	MS	001	99	000	6411	GEN OP CNSL MS TRVL & TRNG	-	-	-	-	MOVE TO 1996-31-00-001-99-000-6411	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	MS	001	99	000	6495	GEN OP CNSL MS PROF FEES & DUES	300.00	300.00	-	-		-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	MS	001	99	000	6495	GEN OP CNSL MS PROF FEES & DUES	-	-	-	-	MOVED TO 1996-31-00-001-99-000-6499	-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	MS	001	99	000	6499	GEN OP CNSL MS MEALS & MISC EXP	250.00	300.00	-	-		-
1996 - GEN OP	31 - GUIDANCE & COUNSELING	MS	001	99	000	6499	GEN OP CNSL MS MEALS & MISC EXP	-	-	-	-	MOVED TO 1996-31-00-001-99-000-6499	-
1996 - GEN OP	33 - HEALTH SVCS	00	001	99	000	6219	GEN OP HLTH PROF SVCS OTHER	5,100.00	4,145.00	-	-		-
1996 - GEN OP	33 - HEALTH SVCS	00	001	99	000	6219	GEN OP HLTH PROF SVCS OTHER	-	-	-	-	HEALTH SCREENINGS--WE ARE PURCHASING EQUIPMENT	-
1996 - GEN OP	33 - HEALTH SVCS	00	001	99	000	6219	GEN OP HLTH PROF SVCS OTHER	-	-	-	-	AND TRAINING OUR NURSE TO DO THE SCREENINGS INTERNALLY	-
1996 - GEN OP	33 - HEALTH SVCS	00	001	99	000	6399	GEN OP HLTH SUPPLIES	1,500.00	2,705.00	6,950.00	6,950.00		-
1996 - GEN OP	33 - HEALTH SVCS	00	001	99	000	6399	GEN OP HLTH SUPPLIES	-	-	-	-	MEDICAL SUPPLIES FOR NURSE OFFICES; AED UPDATES	6,950.00
1996 - GEN OP	33 - HEALTH SVCS	00	001	99	000	6399	GEN OP HLTH SUPPLIES	-	-	-	-	PURCHASE HEARING MACHINE TO TEST IN HOUSE	-
1996 - GEN OP	33 - HEALTH SVCS	00	001	99	000	6499	GEN OP HLTH MEALS & MISC EXP	250.00	200.00	100.00	100.00		-
1996 - GEN OP	33 - HEALTH SVCS	00	001	99	000	6499	GEN OP HLTH MEALS & MISC EXP	-	-	-	-	STUDENT SNACKS--CRACKERS	100.00
1996 - GEN OP	36 - CO-CURRICULAR ACTV	00	001	99	OHR	6429	GEN OP STDNT ACCIDENT INSURANCE	-	6,525.00	5,451.00	5,451.00		-
1996 - GEN OP	36 - CO-CURRICULAR ACTV	00	001	99	OHR	6429	GEN OP STDNT ACCIDENT INSURANCE	-	-	-	-	STDNT ACCIDENT LIABILITY (AS OF 5/28/25)	5,451.00
1996 - GEN OP	36 - CO-CURRICULAR ACTV	01	001	99	OHR	6429	GEN OP STDNT ACCIDENT INSURANCE	-	2,250.00	2,000.00	2,000.00		-

FUND	FUNCTION	SUB OBJECT	ORGN	PIC	PROJ DETAIL	ACCOUNT	TITLE	FY 24 BUDGET	FY 25 BUDGET	FY26 REQUESTED BASE	FY26 RECOMMENDED BASE	NOTE DESCRIPTION	NOTE AMOUNT
1996 - GEN OP	36 - CO-CURRICULAR ACTV	01	001	99	OHR	6429	GEN OP STDNT ACCIDENT INSURANCE	-	-	-	-	STDNT ACCIDENT/HEALTH (INT'L TRIPS) (AS OF 5/28/25)	2,000.00
1996 - GEN OP	41 - GEN ADMIN	00	701	23	000	6211	GEN OP SUPT SPED LEGAL SVCS	4,300.00	15,200.00	15,200.00	15,200.00		-
1996 - GEN OP	41 - GEN ADMIN	00	701	23	000	6211	GEN OP SUPT SPED LEGAL SVCS	-	-	-	-	SPED LEGAL SERVICES	15,200.00
1996 - GEN OP	41 - GEN ADMIN	00	701	99	000	6211	GEN OP SUPT LEGAL SVCS	70,000.00	40,000.00	40,000.00	40,000.00		-
1996 - GEN OP	41 - GEN ADMIN	00	701	99	000	6211	GEN OP SUPT LEGAL SVCS	-	-	-	-	CAMPUS LEGAL SERVICES	40,000.00
1996 - GEN OP	41 - GEN ADMIN	00	701	99	000	6214	GEN OP SUPT LOBBYING SVCS	300.00	300.00	300.00	300.00		-
1996 - GEN OP	41 - GEN ADMIN	00	701	99	000	6214	GEN OP SUPT LOBBYING SVCS	-	-	-	-	STATE REQUIRED LOBBY SVCS	300.00
1996 - GEN OP	41 - GEN ADMIN	00	701	99	000	6329	GEN OP SUPT READING MATERIALS	500.00	500.00	500.00	500.00		-
1996 - GEN OP	41 - GEN ADMIN	00	701	99	000	6329	GEN OP SUPT READING MATERIALS	-	-	-	-	SUPT READING MATERIALS	500.00
1996 - GEN OP	41 - GEN ADMIN	00	701	99	000	6411	GEN OP SUPT TRVL & TRNG	3,000.00	3,650.00	3,650.00	3,650.00		-
1996 - GEN OP	41 - GEN ADMIN	00	701	99	000	6411	GEN OP SUPT TRVL & TRNG	-	-	-	-	SUPT EE TRVL & TRNG	3,650.00
1996 - GEN OP	41 - GEN ADMIN	00	701	99	000	6495	GEN OP SUPT PROF FEES & DUES	500.00	2,000.00	2,000.00	2,000.00		-
1996 - GEN OP	41 - GEN ADMIN	00	701	99	000	6495	GEN OP SUPT PROF FEES & DUES	-	-	-	-	DUES AND MEMBERSHIPS	2,000.00
1996 - GEN OP	41 - GEN ADMIN	00	701	99	000	6499	GEN OP SUPT MEALS & MISC EXP	200.00	1,800.00	1,800.00	1,800.00		-
1996 - GEN OP	41 - GEN ADMIN	00	701	99	000	6499	GEN OP SUPT MEALS & MISC EXP	-	-	-	-	STAFF HOLIDAY CELEBRATION DINNER	1,800.00
1996 - GEN OP	41 - GEN ADMIN	00	702	99	000	6299	GEN OP ADM BOT CONTR SVCS	1,500.00	3,000.00	3,000.00	3,000.00		-
1996 - GEN OP	41 - GEN ADMIN	00	702	99	000	6299	GEN OP ADM BOT CONTR SVCS	-	-	-	-	BOT TRAINING (ESC REGION 10)	3,000.00
1996 - GEN OP	41 - GEN ADMIN	00	702	99	000	6499	GEN OP ADM BOT MEALS & MISC EXP	4,000.00	100.00	100.00	100.00		-
1996 - GEN OP	41 - GEN ADMIN	00	702	99	000	6499	GEN OP ADM BOT MEALS & MISC EXP	-	-	-	-	BOT MEALS	100.00
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6299	GEN OP ADM CONTR SVCS	100.00	60,661.00	60,105.00	60,105.00		-
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6299	GEN OP ADM CONTR SVCS	-	-	-	-	P/S ADMIN ALERT CREATOR PLUGIN	750.00
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6299	GEN OP ADM CONTR SVCS	-	-	-	-	DICKSON EDUC SERVICES (PEIMS/ED-FI BACK OFFICE)	49,355.00
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6299	GEN OP ADM CONTR SVCS	-	-	-	-	POWERSCHOOL CONSULTANT/TRAINING	10,000.00
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6398	GEN OP ADM TECH SUPPLIES	14,000.00	11,744.00	11,744.00	11,744.00		-
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6398	GEN OP ADM TECH SUPPLIES	-	-	-	-	STUDENT RECORDS SYSTEM	6,000.00
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6398	GEN OP ADM TECH SUPPLIES	-	-	-	-	-MBA REPORT CREATOR	900.00
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6398	GEN OP ADM TECH SUPPLIES	-	-	-	-	-MBA ATTENDANCE MONITOR	800.00
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6398	GEN OP ADM TECH SUPPLIES	-	-	-	-	-PSCB SUBSCRIPTION	300.00
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6398	GEN OP ADM TECH SUPPLIES	-	-	-	-	-BRIGHT ARROW	2,700.00
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6398	GEN OP ADM TECH SUPPLIES	-	-	-	-	-MBA ALERT CREATOR	1,044.00
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6399	GEN OP ADM SUPPLIES	1,300.00	500.00	500.00	500.00		-
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6399	GEN OP ADM SUPPLIES	-	-	-	-	STORAGE BOXES, OFFICE CHAIR, STORAGE SUPPLIES, MISC	-
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6399	GEN OP ADM SUPPLIES	-	-	-	-	GENERAL OFFICE SUPPLIES	500.00
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6411	GEN OP ADM TRVL & TRNG	3,000.00	760.00	760.00	760.00		-
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6411	GEN OP ADM TRVL & TRNG	-	-	-	-	GEN OP ADM EE TRVL & TRNG (DARCY, AMANDA):	760.00
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6495	GEN OP ADM PROF FEES & DUES	300.00	305.00	305.00	305.00		-
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6495	GEN OP ADM PROF FEES & DUES	-	-	-	-	PROF FEES & DUES WA ADM (DARCY, AMANDA):	305.00
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6495	GEN OP ADM PROF FEES & DUES	-	-	-	-	-TASBO MEMBERSHIPS	-
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6499	GEN OP ADM MEALS & MISC EXP	1,350.00	400.00	400.00	400.00		-
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6499	GEN OP ADM MEALS & MISC EXP	-	-	-	-	STAFF HOLIDAY DEC CELEBRATION (MOVED TO ORGN 701)	-
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6499	GEN OP ADM MEALS & MISC EXP	-	-	-	-	MEALS & MISC EXP:	400.00
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6499	GEN OP ADM MEALS & MISC EXP	-	-	-	-	-CHICK-FIL-A LUNCH TRAINING	-
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6499	GEN OP ADM MEALS & MISC EXP	-	-	-	-	-DEPT BREAKFAST	-
1996 - GEN OP	41 - GEN ADMIN	00	720	99	000	6499	GEN OP ADM MEALS & MISC EXP	-	-	-	-	-BACK TO SCHOOL BREAKFAST & MEETINGS	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OCM	6398	GEN OP COM TECH SUPPLIES	-	550.00	6,050.00	6,050.00		-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OCM	6398	GEN OP COM TECH SUPPLIES	-	-	-	-	TECH SUPPLIES	550.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OCM	6398	GEN OP COM TECH SUPPLIES	-	-	-	-	MV FR DEPT 40 (CONSTANT CONTACT)	750.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OCM	6398	GEN OP COM TECH SUPPLIES	-	-	-	-	MV FR DEPT 40 (SITE IMPROVE)	4,750.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OCM	6411	GEN OP COM TRVL & TRNG	-	-	1,320.00	1,320.00		-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OCM	6411	GEN OP COM TRVL & TRNG	-	-	-	-	PROF DEV TRAINING (TSPRA FOR J DURDIN)	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OCM	6411	GEN OP COM TRVL & TRNG	-	-	-	-	MV FR DEPT 40	1,320.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OCM	6495	GEN OP COM PROF FEES & DUES	-	250.00	297.00	297.00		-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OCM	6495	GEN OP COM PROF FEES & DUES	-	-	-	-	PROF FEES (TSPRA-J DURDIN)	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OCM	6495	GEN OP COM PROF FEES & DUES	-	-	-	-	MV FR DEPT 40	297.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OFN	6212	GEN OP FN ADM AUDIT SVCS	18,540.00	19,135.00	20,290.00	19,135.00		-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OFN	6212	GEN OP FN ADM AUDIT SVCS	-	-	-	-	ANNUAL AUDIT	19,135.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OFN	6239	GEN OP FN ADM EDUCATION SERVICE CTR	-	20,150.00	20,150.00	16,634.00		-

FUND	FUNCTION	SUB OBJECT	ORGN	PIC	PROJ DETAIL	ACCOUNT	TITLE	FY 24 BUDGET	FY 25 BUDGET	FY26 REQUESTED BASE	FY26 RECOMMENDED BASE	NOTE DESCRIPTION	NOTE AMOUNT
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6239	GEN OP FN ADM EDUCATION SERVICE CTR	-	-	-	-	COMPREHENSIVE SERVICES BASIC CONTRACT	650.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6239	GEN OP FN ADM EDUCATION SERVICE CTR	-	-	-	-	HR SYSTEMS (RECRUITING/EMPL APP)	1,858.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6239	GEN OP FN ADM EDUCATION SERVICE CTR	-	-	-	-	INSTRUCTIONAL SOLUTIONS/SUPPORT TREC (LIBRARY & RESOURCE MGMT	9,494.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6239	GEN OP FN ADM EDUCATION SERVICE CTR	-	-	-	-	SERVICE)	1,687.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6239	GEN OP FN ADM EDUCATION SERVICE CTR	-	-	-	-	TSDS (PEIMS)	2,945.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6299	GEN OP FN ADM CONTR SVCS	-	-	4,032.00	32.00	MV FR DEPT 40 (FIN CNSLTNT/ADVSR)	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6299	GEN OP FN ADM CONTR SVCS	-	-	-	-	ORIG AMT \$4,000	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6299	GEN OP FN ADM CONTR SVCS	-	-	-	-	REMOVED 5/30/25	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6299	GEN OP FN ADM CONTR SVCS	-	-	-	-	MV FR DEPT 40 (POSTAGE METER RENTAL)	32.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6398	GEN OP FN ADM TECH SUPPLIES	500.00	1,055.00	31,063.00	28,710.00		-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6398	GEN OP FN ADM TECH SUPPLIES	-	-	-	-	MISCELLANEOUS SOFTWARE	1,000.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6398	GEN OP FN ADM TECH SUPPLIES	-	-	-	-	MV FR DEPT 40 (LASERFICHE) ORIG REQUESTED AMT \$11,763	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6398	GEN OP FN ADM TECH SUPPLIES	-	-	-	-	MV FR DEPT 40 (LASERFICHE) UPDATED	9,410.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6398	GEN OP FN ADM TECH SUPPLIES	-	-	-	-	AMT 5/30/25	3,300.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6398	GEN OP FN ADM TECH SUPPLIES	-	-	-	-	MV FR DEPT 40 (JUST FOIA)	1,500.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6398	GEN OP FN ADM TECH SUPPLIES	-	-	-	-	MV FR DEPT 40 (GRANICUS)	6,500.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6398	GEN OP FN ADM TECH SUPPLIES	-	-	-	-	MV FR DEPT 40 (SWAGIT/GRANICUS MTNG	7,000.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6398	GEN OP FN ADM TECH SUPPLIES	-	-	-	-	STREAMING SVC)	
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6398	GEN OP FN ADM TECH SUPPLIES	-	-	-	-	MV FR DEPT 40 (DEBT BOOK)	
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6399	GEN OP FN ADM SUPPLIES	-	700.00	2,000.00	2,000.00		-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6399	GEN OP FN ADM SUPPLIES	-	-	-	-	W-2 & 1099 FORMS	700.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6399	GEN OP FN ADM SUPPLIES	-	-	-	-	MV FR DEPT 40 (GAAFR)	100.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6399	GEN OP FN ADM SUPPLIES	-	-	-	-	MV FR DEPT 40 (POSTAGE TOWN HALL	200.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6399	GEN OP FN ADM SUPPLIES	-	-	-	-	METER)	
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6399	GEN OP FN ADM SUPPLIES	-	-	-	-	MV FR DEPT 40 (SS USE OF OFFICE	1,000.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6399	GEN OP FN ADM SUPPLIES	-	-	-	-	SUPPLIES)	
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6411	GEN OP FN ADM TRVL & TRNG	1,200.00	6,700.00	5,600.00	5,600.00		-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6411	GEN OP FN ADM TRVL & TRNG	-	-	-	-	LOCAL TRAINING MEETINGS	500.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6411	GEN OP FN ADM TRVL & TRNG	-	-	-	-	TASBO CERTIFICATION CE	1,500.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6411	GEN OP FN ADM TRVL & TRNG	-	-	-	-	ASBO (3 EMPLOYEES)	1,800.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6411	GEN OP FN ADM TRVL & TRNG	-	-	-	-	TASBO ACCT/FN ACADEMY (3 EMPLOYEES)	1,800.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6491	GEN OP FN ADM STAT REQ PUBLIC NOTICE	-	3,000.00	3,000.00	3,000.00		-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6491	GEN OP FN ADM STAT REQ PUBLIC NOTICE	-	-	-	-	STATUTORILY REQUIRED PUBLIC NOTICES:	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6491	GEN OP FN ADM STAT REQ PUBLIC NOTICE	-	-	-	-	-GENERAL LIABILITY/BLDG/AUTO/STUDENT	1,465.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6491	GEN OP FN ADM STAT REQ PUBLIC NOTICE	-	-	-	-	INSURANCE	
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6491	GEN OP FN ADM STAT REQ PUBLIC NOTICE	-	-	-	-	-ANNUAL BUDGET PUBLIC HEARING	500.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6491	GEN OP FN ADM STAT REQ PUBLIC NOTICE	-	-	-	-	-CHARTER FIRST RATING PUBLIC HEARING	335.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6491	GEN OP FN ADM STAT REQ PUBLIC NOTICE	-	-	-	-	-TEXAS ACADEMIC PERFORMANCE REPORT	700.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6491	GEN OP FN ADM STAT REQ PUBLIC NOTICE	-	-	-	-	(TAPR)	
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6495	GEN OP FN ADM PROF FEES & DUES	3,700.00	4,170.00	4,170.00	4,170.00		-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6495	GEN OP FN ADM PROF FEES & DUES	-	-	-	-	ASBO (ACADEMY)	500.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6495	GEN OP FN ADM PROF FEES & DUES	-	-	-	-	TASBO (3 EMPLOYEES)	435.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6495	GEN OP FN ADM PROF FEES & DUES	-	-	-	-	GFOA MEMBERSHIP (1 EMPLOYEE)	150.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6495	GEN OP FN ADM PROF FEES & DUES	-	-	-	-	TSBPA CPA RENEWAL (1 EMPLOYEE)	85.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6495	GEN OP FN ADM PROF FEES & DUES	-	-	-	-	TASB (ACADEMY)	3,000.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6499	GEN OP FN ADM MEALS & MISC EXP	600.00	600.00	720.00	720.00		-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6499	GEN OP FN ADM MEALS & MISC EXP	-	-	-	-	MISC EXPENSES	600.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6499	GEN OP FN ADM MEALS & MISC EXP	-	-	-	-	-LATE FEES (PCARD)	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6499	GEN OP FN ADM MEALS & MISC EXP	-	-	-	-	-ACH FEES	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6499	GEN OP FN ADM MEALS & MISC EXP	-	-	-	-	-CANDY (WA TRUNK-OR-TREAT EVENT)	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6499	GEN OP FN ADM MEALS & MISC EXP	-	-	-	-	MV FR DEPT 40 (AMAZON PRIME	100.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6499	GEN OP FN ADM MEALS & MISC EXP	-	-	-	-	SUBSCRIPTION)	
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0FN	6499	GEN OP FN ADM MEALS & MISC EXP	-	-	-	-	MV FR DEPT 40 (SAM'S CLUB	20.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0HR	6299	GEN OP HR ADM CONTR SVCS	4,500.00	2,175.00	2,175.00	2,175.00	MEMBERSHIP)	
1996 - GEN OP	41 - GEN ADMIN	00	750	99	0HR	6299	GEN OP HR ADM CONTR SVCS	-	-	-	-	RECRUITING & BACKGROUND SERVICES:	2,175.00

FUND	FUNCTION	SUB		PROJ		ACCOUNT	TITLE	FY 24 BUDGET	FY 25 BUDGET	FY26	FY26	NOTE DESCRIPTION	NOTE AMOUNT
		OBJECT	ORGN	PIC	DETAIL					REQUESTED BASE	RECOMMENDED BASE		
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6299	GEN OP HR ADM CONTR SVCS	-	-	-	-	-ZIP RECRUITER	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6299	GEN OP HR ADM CONTR SVCS	-	-	-	-	-NCTASPA JOB FAIR	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6299	GEN OP HR ADM CONTR SVCS	-	-	-	-	-DPS BACKGROUND CHECKS	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6299	GEN OP HR ADM CONTR SVCS	-	-	-	-	-REIMBURSEMENT FOR EMPLOYEE FINGERPRINTING	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6398	GEN OP HR ADM TECH SUPPLIES	13,300.00	12,000.00	12,000.00	10,500.00		-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6398	GEN OP HR ADM TECH SUPPLIES	-	-	-	-	HR ADMIN TECHNOLOGY:	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6398	GEN OP HR ADM TECH SUPPLIES	-	-	-	-	-FRONTLINE TIME & ATTENDANCE	10,400.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6398	GEN OP HR ADM TECH SUPPLIES	-	-	-	-	-TCG ADMINISTRATORS (JEM 403(B))	100.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6398	GEN OP HR ADM TECH SUPPLIES	-	-	-	-	NOTE: VECTOR SOLUTIONS COMPLIANCE	
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6398	GEN OP HR ADM TECH SUPPLIES	-	-	-	-	TRAINING IS INCLUDED	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6398	GEN OP HR ADM TECH SUPPLIES	-	-	-	-	IN GEN LIABILITY INS POLICY	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6399	GEN OP HR ADM SUPPLIES	1,000.00	-	-	-		-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6411	GEN OP HR ADM TRVL & TRNG	1,000.00	3,000.00	3,000.00	3,000.00		-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6411	GEN OP HR ADM TRVL & TRNG	-	-	-	-	HR TRAVEL & TRAINING (DIRECTOR & HR GENERALIST):	3,000.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6411	GEN OP HR ADM TRVL & TRNG	-	-	-	-	-TASPA CONFERENCE	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6411	GEN OP HR ADM TRVL & TRNG	-	-	-	-	-TASBO CONFERENCE	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6411	GEN OP HR ADM TRVL & TRNG	-	-	-	-	-TASB HR ACADEMY	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6429	GEN OP HR ADM INSURANCE	-	28,892.00	42,531.00	42,531.00		-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6429	GEN OP HR ADM INSURANCE	-	-	-	-	GENERAL LIABILITY (AS OF 5/28/25)	32,323.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6429	GEN OP HR ADM INSURANCE	-	-	-	-	UMBRELLA POLICY (AS OF 5/28/25)	10,208.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6429	GEN OP HR ADM INSURANCE	-	-	-	-	NOTE: PER SG 6/4/25, VECTOR/SAFE SCHOOLS COMPLIANCE	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6429	GEN OP HR ADM INSURANCE	-	-	-	-	TRAINING INCLUDED W/GEN LIABILITY POLICY	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6495	GEN OP HR ADM PROF FEES & DUES	2,000.00	2,725.00	2,725.00	2,725.00		-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6495	GEN OP HR ADM PROF FEES & DUES	-	-	-	-	HR ADM PROF FEES & DUES:	2,725.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6495	GEN OP HR ADM PROF FEES & DUES	-	-	-	-	-TEXAS ASSN OF SCHOOL PERSONNEL ADMINISTRATORS (TASPA)	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6495	GEN OP HR ADM PROF FEES & DUES	-	-	-	-	-TEXAS ASSN OF SCHOOL BUSINESS OFFICIALS (TASBO)	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6495	GEN OP HR ADM PROF FEES & DUES	-	-	-	-	-TEXAS ASSN OF SCHOOL BOARDS (TASB)- HR SERVICES	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6495	GEN OP HR ADM PROF FEES & DUES	-	-	-	-	-TEXAS ASSN OF SCHOOL BOARDS (TASB)- POLICY SVC LIBRARY	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6495	GEN OP HR ADM PROF FEES & DUES	-	-	-	-	-TCG ADMINISTRATORS (JEM 403(B))	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6499	GEN OP HR ADM MEALS & MISC EXP	500.00	500.00	500.00	500.00		-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6499	GEN OP HR ADM MEALS & MISC EXP	-	-	-	-	MEALS & MISC EXPENSES:	500.00
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6499	GEN OP HR ADM MEALS & MISC EXP	-	-	-	-	-BREAKFAST - NEW HIRE ORIENTATION	-
1996 - GEN OP	41 - GEN ADMIN	00	750	99	OHR	6499	GEN OP HR ADM MEALS & MISC EXP	-	-	-	-	-PASTRIES - OPEN ENROLLMENT MEETINGS	-
1996 - GEN OP	41 - GEN ADMIN	01	750	99	OCM	6299	GEN OP COM MRKTNG CONTR SVCS	3,020.00	3,878.00	5,000.00	5,000.00		-
1996 - GEN OP	41 - GEN ADMIN	01	750	99	OCM	6299	GEN OP COM MRKTNG CONTR SVCS	-	-	-	-	PROMOTIONAL SUPPLIES, BOOKS, EVENT PROGRAMS	3,878.00
1996 - GEN OP	41 - GEN ADMIN	01	750	99	OCM	6299	GEN OP COM MRKTNG CONTR SVCS	-	-	-	-	MV \$1,122 FROM DEPT 40	1,122.00
1996 - GEN OP	41 - GEN ADMIN	01	750	99	OFN	6212	GEN OP FN AUDIT AUDIT SVCS	700.00	700.00	700.00	700.00		-
1996 - GEN OP	41 - GEN ADMIN	01	750	99	OFN	6212	GEN OP FN AUDIT AUDIT SVCS	-	-	-	-	GASB 68/75 WORKSHEETS	700.00
1996 - GEN OP	41 - GEN ADMIN	01	750	99	OHR	6429	GEN OP CRIME POLICY INSURANCE	-	3,300.00	3,300.00	3,300.00		-
1996 - GEN OP	41 - GEN ADMIN	01	750	99	OHR	6429	GEN OP CRIME POLICY INSURANCE	-	-	-	-	CRIME POLICY (AS OF 5/28/25)	3,300.00
1996 - GEN OP	41 - GEN ADMIN	02	750	99	OCM	6299	GEN OP WEB HOSTING CONTR SVCS	14,500.00	14,772.00	10,000.00	10,000.00		-
1996 - GEN OP	41 - GEN ADMIN	02	750	99	OCM	6299	GEN OP WEB HOSTING CONTR SVCS	-	-	-	-	WEB HOSTING (FINAL SITE)	-
1996 - GEN OP	41 - GEN ADMIN	02	750	99	OCM	6299	GEN OP WEB HOSTING CONTR SVCS	-	-	-	-	OPTIMIZES THE CONTENT ON THE SITE PINPOINTS OUT MISSPELLINGS, BROKEN LINKS, AND ANY OTHER	-
1996 - GEN OP	41 - GEN ADMIN	02	750	99	OCM	6299	GEN OP WEB HOSTING CONTR SVCS	-	-	-	-	INFORMATION THAT HELPS TO IMPROVE THE WEB SITE	10,000.00
1996 - GEN OP	51 - MAINT & OPS	00	001	99	000	6255	GEN OP MAINT & OPS UTILITIES GAS	36,600.00	22,337.00	22,337.00	22,337.00		-
1996 - GEN OP	51 - MAINT & OPS	00	001	99	000	6255	GEN OP MAINT & OPS UTILITIES GAS	-	-	-	-	4 GAS METERS ON CAMPUS	22,337.00
1996 - GEN OP	51 - MAINT & OPS	00	001	99	000	6256	GEN OP MAINT & OPS UTILITIES ELECTRIC	170,000.00	140,000.00	140,000.00	140,000.00		-
1996 - GEN OP	51 - MAINT & OPS	00	001	99	000	6256	GEN OP MAINT & OPS UTILITIES ELECTRIC	-	-	-	-	ELECTRICITY FOR 4 METERS	140,000.00
1996 - GEN OP	51 - MAINT & OPS	00	001	99	000	6258	GEN OP MAINT & OPS UTILITIES WATER	60,000.00	66,509.00	66,509.00	66,509.00		-
1996 - GEN OP	51 - MAINT & OPS	00	001	99	000	6258	GEN OP MAINT & OPS UTILITIES WATER	-	-	-	-	9 WATER METERS ON CAMPUS	66,509.00
1996 - GEN OP	51 - MAINT & OPS	00	001	99	000	6398	GEN OP MAINT & OPS TECH SUPPLIES	3,000.00	3,000.00	3,000.00	1,000.00		-
1996 - GEN OP	51 - MAINT & OPS	00	001	99	000	6398	GEN OP MAINT & OPS TECH SUPPLIES	-	-	-	-	TECHNOLOGY SUPPLIES/EQUIPMENT	1,000.00
1996 - GEN OP	51 - MAINT & OPS	00	001	99	000	6398	GEN OP MAINT & OPS TECH SUPPLIES	-	-	-	-	6/3/25 PER KR: REDUCE TO \$1K	-

FUND	FUNCTION	SUB		PROJ		ACCOUNT	TITLE	FY 24 BUDGET	FY 25 BUDGET	FY26	FY26	NOTE DESCRIPTION	NOTE AMOUNT
		OBJECT	ORGN	PIC	DETAIL					REQUESTED BASE	RECOMMENDED BASE		
1996 - GEN OP	51 - MAINT & OPS	00	001	99	000	6398	GEN OP MAINT & OPS TECH SUPPLIES	-	-	-	-	REDUCING 1-TIME LAPTOP PURCHASE	-
1996 - GEN OP	51 - MAINT & OPS	00	001	99	000	6411	GEN OP MAINT & OPS TRVL & TRNG	1,500.00	1,500.00	1,500.00	1,500.00		-
1996 - GEN OP	51 - MAINT & OPS	00	001	99	000	6411	GEN OP MAINT & OPS TRVL & TRNG	-	-	-	-	TRVL & TRNG TO	-
1996 - GEN OP	51 - MAINT & OPS	00	001	99	000	6411	GEN OP MAINT & OPS TRVL & TRNG	-	-	-	-	WORKSHOPS/CONFERENCES (TASBO, LSI,)	-
1996 - GEN OP	51 - MAINT & OPS	00	001	99	000	6411	GEN OP MAINT & OPS TRVL & TRNG	-	-	-	-	PEST CONTROL/GROUNDS)	-
1996 - GEN OP	51 - MAINT & OPS	00	001	99	000	6411	GEN OP MAINT & OPS TRVL & TRNG	-	-	-	-	FOR R MILLER	1,500.00
1996 - GEN OP	51 - MAINT & OPS	00	001	99	000	6495	GEN OP MAINT & OPS PROF FEES & DUES	500.00	500.00	150.00	150.00		-
1996 - GEN OP	51 - MAINT & OPS	00	001	99	000	6495	GEN OP MAINT & OPS PROF FEES & DUES	-	-	-	-	PROF MBRSHPS: TASBO R MILLER	150.00
1996 - GEN OP	51 - MAINT & OPS	00	001	99	000	6499	GEN OP MAINT & OPS MEALS & MISC EXP	100.00	135.00	135.00	135.00		-
1996 - GEN OP	51 - MAINT & OPS	00	001	99	000	6499	GEN OP MAINT & OPS MEALS & MISC EXP	-	-	-	-	MEALS FOR STAFF MEETINGS, MISC EXP	135.00
1996 - GEN OP	51 - MAINT & OPS	00	001	99	OHR	6429	GEN OP COMMERCIAL POLICY INSURANCE	-	125,869.00	167,169.00	167,169.00		-
1996 - GEN OP	51 - MAINT & OPS	00	001	99	OHR	6429	GEN OP COMMERCIAL POLICY INSURANCE	-	-	-	-	BUSINESS AUTO (AS OF 5/28/25)	13,383.00
1996 - GEN OP	51 - MAINT & OPS	00	001	99	OHR	6429	GEN OP COMMERCIAL POLICY INSURANCE	-	-	-	-	PROPERTY LIABILITY (AS OF 5/28/25)	153,786.00
1996 - GEN OP	51 - MAINT & OPS	01	001	99	000	6257	GEN OP UTIL UTILITIES PHONE/INTERNET	19,100.00	21,100.00	44,426.00	18,226.00		-
1996 - GEN OP	51 - MAINT & OPS	01	001	99	000	6257	GEN OP UTIL UTILITIES PHONE/INTERNET	-	-	-	-	AT&T	3,900.00
1996 - GEN OP	51 - MAINT & OPS	01	001	99	000	6257	GEN OP UTIL UTILITIES PHONE/INTERNET	-	-	-	-	MV FR DEPT 40 (FIRSTNET CELLULAR FIRE ALARM/ELEVATORS)	1,680.00
1996 - GEN OP	51 - MAINT & OPS	01	001	99	000	6257	GEN OP UTIL UTILITIES PHONE/INTERNET	-	-	-	-	MV FR DEPT 40 (FIBERLIGHT INTERNET SERVICE)	8,433.00
1996 - GEN OP	51 - MAINT & OPS	01	001	99	000	6257	GEN OP UTIL UTILITIES PHONE/INTERNET	-	-	-	-	MV FR DEPT 40 (FIBERLIGHT R&M)	4,213.00
1996 - GEN OP	51 - MAINT & OPS	01	001	99	000	6257	GEN OP UTIL UTILITIES PHONE/INTERNET	-	-	-	-	MV FR DEPT 40 (SPECTRUM BACKUP INTERNET SERVICE)	-
1996 - GEN OP	51 - MAINT & OPS	01	001	99	000	6257	GEN OP UTIL UTILITIES PHONE/INTERNET	-	-	-	-	6/4/25 PER WC, TOWN WILL COVER COST THRU END OF CONTR	-
1996 - GEN OP	51 - MAINT & OPS	01	001	99	000	6257	GEN OP UTIL UTILITIES PHONE/INTERNET	-	-	-	-	PERIOD. ACADEMY DECLINED BACK-UP SERVICE.	-
1996 - GEN OP	51 - MAINT & OPS	02	001	99	000	6249	GEN OP JANITORIAL CONTR MAINT & REPAIR	184,750.00	182,750.00	182,750.00	182,750.00		-
1996 - GEN OP	51 - MAINT & OPS	02	001	99	000	6249	GEN OP JANITORIAL CONTR MAINT & REPAIR	-	-	-	-	JANITORIAL SERVICES THRU BFS TEXAS HOLDINGS	-
1996 - GEN OP	51 - MAINT & OPS	02	001	99	000	6249	GEN OP JANITORIAL CONTR MAINT & REPAIR	-	-	-	-	GENERAL CLEANING, PORTER SERVICES	182,750.00
1996 - GEN OP	51 - MAINT & OPS	04	001	99	000	6249	GEN OP HVAC/WEB CNTRL R&M CONTR MAINT & REPAIR	74,100.00	53,500.00	53,500.00	53,500.00		-
1996 - GEN OP	51 - MAINT & OPS	04	001	99	000	6249	GEN OP HVAC/WEB CNTRL R&M CONTR MAINT & REPAIR	-	-	-	-	HVAC/WEB CONTROLLER SYSTEM	53,500.00
1996 - GEN OP	51 - MAINT & OPS	04	001	99	000	6249	GEN OP HVAC/WEB CNTRL R&M CONTR MAINT & REPAIR	-	-	-	-	-HVAC & AIR HANDLERS R&M	-
1996 - GEN OP	51 - MAINT & OPS	04	001	99	000	6249	GEN OP HVAC/WEB CNTRL R&M CONTR MAINT & REPAIR	-	-	-	-	-INDOOR SPLIT SYSTEMS R&M (5 SYSTEMS)	-
1996 - GEN OP	51 - MAINT & OPS	04	001	99	000	6249	GEN OP HVAC/WEB CNTRL R&M CONTR MAINT & REPAIR	-	-	-	-	-INDOOR EMS CONTROLLER (COMMUNICATES WITH UNIT) R&M	-
1996 - GEN OP	51 - MAINT & OPS	04	001	99	000	6249	GEN OP HVAC/WEB CNTRL R&M CONTR MAINT & REPAIR	-	-	-	-	-CONTROL PANEL R&M, VAV BOXES (EACH CLSRM)	-
1996 - GEN OP	51 - MAINT & OPS	05	001	99	000	6249	GEN OP LANDSCAPE & GRNDS CONTR MAINT & REPAIR	75,500.00	97,500.00	97,500.00	97,500.00		-
1996 - GEN OP	51 - MAINT & OPS	05	001	99	000	6249	GEN OP LANDSCAPE & GRNDS CONTR MAINT & REPAIR	-	-	-	-	LANDSCAPE & GROUNDS	97,500.00
1996 - GEN OP	51 - MAINT & OPS	05	001	99	000	6249	GEN OP LANDSCAPE & GRNDS CONTR MAINT & REPAIR	-	-	-	-	-GROUND MAINTENANCE	-
1996 - GEN OP	51 - MAINT & OPS	05	001	99	000	6249	GEN OP LANDSCAPE & GRNDS CONTR MAINT & REPAIR	-	-	-	-	-TREE TRIMMING	-
1996 - GEN OP	51 - MAINT & OPS	05	001	99	000	6249	GEN OP LANDSCAPE & GRNDS CONTR MAINT & REPAIR	-	-	-	-	-IRRIGATION R&M	-
1996 - GEN OP	51 - MAINT & OPS	05	001	99	000	6249	GEN OP LANDSCAPE & GRNDS CONTR MAINT & REPAIR	-	-	-	-	-FERTILIZE/MULCH GROUNDS	-
1996 - GEN OP	51 - MAINT & OPS	05	001	99	000	6319	GEN OP LANDSCAPE & GRNDS M&O SUPPLIES	27,150.00	42,115.00	42,115.00	42,115.00		-
1996 - GEN OP	51 - MAINT & OPS	05	001	99	000	6319	GEN OP LANDSCAPE & GRNDS M&O SUPPLIES	-	-	-	-	BUILDING SUPPLIES	42,115.00
1996 - GEN OP	51 - MAINT & OPS	05	001	99	000	6319	GEN OP LANDSCAPE & GRNDS M&O SUPPLIES	-	-	-	-	-TOOLS	-
1996 - GEN OP	51 - MAINT & OPS	05	001	99	000	6319	GEN OP LANDSCAPE & GRNDS M&O SUPPLIES	-	-	-	-	-PLUMBING/PAINTING SUPPLIES	-
1996 - GEN OP	51 - MAINT & OPS	05	001	99	000	6319	GEN OP LANDSCAPE & GRNDS M&O SUPPLIES	-	-	-	-	-KITCHEN EQUIPMENT MATERIALS FOR MINOR REPAIRS	-
1996 - GEN OP	51 - MAINT & OPS	05	001	99	000	6319	GEN OP LANDSCAPE & GRNDS M&O SUPPLIES	-	-	-	-	-DOOR LOCKS	-
1996 - GEN OP	51 - MAINT & OPS	05	001	99	000	6319	GEN OP LANDSCAPE & GRNDS M&O SUPPLIES	-	-	-	-	-PEST CONTROL (SPRAYS, GRANULES)	-
1996 - GEN OP	51 - MAINT & OPS	06	001	99	000	6249	GEN OP ELECTRICAL & LIGHT CONTR MAINT & REPAIR	23,037.00	17,000.00	17,000.00	17,000.00		-
1996 - GEN OP	51 - MAINT & OPS	06	001	99	000	6249	GEN OP ELECTRICAL & LIGHT CONTR MAINT & REPAIR	-	-	-	-	LIGHTING PREVENTATIVE MAINTENANCE CONTRACT	17,000.00
1996 - GEN OP	51 - MAINT & OPS	06	001	99	000	6249	GEN OP ELECTRICAL & LIGHT CONTR MAINT & REPAIR	-	-	-	-	-ELECTRICAL MAINTENANCE (PLUGS)	-
1996 - GEN OP	51 - MAINT & OPS	06	001	99	000	6249	GEN OP ELECTRICAL & LIGHT CONTR MAINT & REPAIR	-	-	-	-	-LIGHTING R&M (BALLISTS, FIXTURES)	-
1996 - GEN OP	51 - MAINT & OPS	07	001	99	000	6319	GEN OP GRND M&O SUPPLIES	7,800.00	7,800.00	7,800.00	7,800.00		-
1996 - GEN OP	51 - MAINT & OPS	07	001	99	000	6319	GEN OP GRND M&O SUPPLIES	-	-	-	-	GROUND SUPPLIES	7,800.00
1996 - GEN OP	51 - MAINT & OPS	07	001	99	000	6319	GEN OP GRND M&O SUPPLIES	-	-	-	-	-MULCH FOR PLAYGROUNDS	-
1996 - GEN OP	51 - MAINT & OPS	07	001	99	000	6319	GEN OP GRND M&O SUPPLIES	-	-	-	-	-CRUSHED GRANITE TO PUT AROUND BUILDINGS	-
1996 - GEN OP	51 - MAINT & OPS	07	001	99	000	6319	GEN OP GRND M&O SUPPLIES	-	-	-	-	-ROCKS	-
1996 - GEN OP	51 - MAINT & OPS	08	001	99	000	6319	GEN OP UNIFRMS M&O SUPPLIES	1,000.00	1,000.00	1,000.00	500.00		-

FUND	FUNCTION	SUB OBJECT	ORGN	PIC	PROJ DETAIL	ACCOUNT	TITLE	FY 24 BUDGET	FY 25 BUDGET	FY26 REQUESTED BASE	FY26 RECOMMENDED BASE	NOTE DESCRIPTION	NOTE AMOUNT
1996 - GEN OP	51 - MAINT & OPS	08	001	99	000	6319	GEN OP UNIFRMS M&O SUPPLIES	-	-	-	-	UNIFORMS: SHIRTS, JACKETS, BOOTS R MILLER	500.00
1996 - GEN OP	51 - MAINT & OPS	08	001	99	000	6319	GEN OP UNIFRMS M&O SUPPLIES	-	-	-	-	6/3/25 PER KR: REDUCE TO \$500	-
1996 - GEN OP	51 - MAINT & OPS	09	001	99	000	6249	GEN OP EQPT R&M CONTR MAINT & REPAIR	-	-	-	-		-
1996 - GEN OP	51 - MAINT & OPS	09	001	99	000	6399	GEN OP EQPT R&M SUPPLIES	-	-	-	-		-
1996 - GEN OP	51 - MAINT & OPS	10	001	99	000	6249	GEN OP ELEVATOR R&M CONTR MAINT & REPAIR	10,500.00	19,748.00	19,748.00	9,000.00		-
1996 - GEN OP	51 - MAINT & OPS	10	001	99	000	6249	GEN OP ELEVATOR R&M CONTR MAINT & REPAIR	-	-	-	-	ELEVATOR R&M	9,000.00
1996 - GEN OP	51 - MAINT & OPS	10	001	99	000	6249	GEN OP ELEVATOR R&M CONTR MAINT & REPAIR	-	-	-	-	-REGULATORY CERTIFICATIONS	-
1996 - GEN OP	51 - MAINT & OPS	10	001	99	000	6249	GEN OP ELEVATOR R&M CONTR MAINT & REPAIR	-	-	-	-	-ELEVATOR INSPECTIONS	-
1996 - GEN OP	51 - MAINT & OPS	10	001	99	000	6249	GEN OP ELEVATOR R&M CONTR MAINT & REPAIR	-	-	-	-	6/3/25 PER KR: REDUCE TO \$9,000 (ORIG BUDGET)	-
1996 - GEN OP	51 - MAINT & OPS	10	001	99	000	6249	GEN OP ELEVATOR R&M CONTR MAINT & REPAIR	-	-	-	-	REDUCING 1-TIME EXP FOR ELEVATOR DOOR UPGRADE	-
1996 - GEN OP	51 - MAINT & OPS	12	001	99	000	6249	GEN OP FIRE SPRINKLER R&M CONTR MAINT & REPAIR	41,200.00	29,082.00	29,082.00	26,200.00		-
1996 - GEN OP	51 - MAINT & OPS	12	001	99	000	6249	GEN OP FIRE SPRINKLER R&M CONTR MAINT & REPAIR	-	-	-	-	SPRINKLER HEAD/FIRE SYSTEM R&M	26,200.00
1996 - GEN OP	51 - MAINT & OPS	12	001	99	000	6249	GEN OP FIRE SPRINKLER R&M CONTR MAINT & REPAIR	-	-	-	-	-FIRE SUPPRESSION R&M	-
1996 - GEN OP	51 - MAINT & OPS	12	001	99	000	6249	GEN OP FIRE SPRINKLER R&M CONTR MAINT & REPAIR	-	-	-	-	-INSPECTIONS	-
1996 - GEN OP	51 - MAINT & OPS	12	001	99	000	6249	GEN OP FIRE SPRINKLER R&M CONTR MAINT & REPAIR	-	-	-	-	-FIRE PANEL R&M	-
1996 - GEN OP	51 - MAINT & OPS	12	001	99	000	6249	GEN OP FIRE SPRINKLER R&M CONTR MAINT & REPAIR	-	-	-	-	06/03/25 PER KR: REDUCE TO \$26,200 (ORIG BUD)	-
1996 - GEN OP	51 - MAINT & OPS	12	001	99	000	6249	GEN OP FIRE SPRINKLER R&M CONTR MAINT & REPAIR	-	-	-	-	REDUCING 1-TIME EXPENSE FOR SYSTEM BATTERY REPAIRS	-
1996 - GEN OP	51 - MAINT & OPS	15	001	99	000	6249	GEN OP BLDG R&M CONTR MAINT & REPAIR	74,163.00	67,200.00	69,905.00	69,905.00		-
1996 - GEN OP	51 - MAINT & OPS	15	001	99	000	6249	GEN OP BLDG R&M CONTR MAINT & REPAIR	-	-	-	-	BLDG R&M	67,200.00
1996 - GEN OP	51 - MAINT & OPS	15	001	99	000	6249	GEN OP BLDG R&M CONTR MAINT & REPAIR	-	-	-	-	-PAINTERS	-
1996 - GEN OP	51 - MAINT & OPS	15	001	99	000	6249	GEN OP BLDG R&M CONTR MAINT & REPAIR	-	-	-	-	-DRYWALL R&M	-
1996 - GEN OP	51 - MAINT & OPS	15	001	99	000	6249	GEN OP BLDG R&M CONTR MAINT & REPAIR	-	-	-	-	-OUTSIDE BRICK/STONE REPAIRS	-
1996 - GEN OP	51 - MAINT & OPS	15	001	99	000	6249	GEN OP BLDG R&M CONTR MAINT & REPAIR	-	-	-	-	-FLOOR R&M	-
1996 - GEN OP	51 - MAINT & OPS	15	001	99	000	6249	GEN OP BLDG R&M CONTR MAINT & REPAIR	-	-	-	-	-DOORS R&M	-
1996 - GEN OP	51 - MAINT & OPS	15	001	99	000	6249	GEN OP BLDG R&M CONTR MAINT & REPAIR	-	-	-	-	ADD \$2,705 FR ATH CONTR SVCS FOR GYM FLOOR RESURFACING	2,705.00
1996 - GEN OP	51 - MAINT & OPS	16	001	99	000	6319	GEN OP MECHANICAL EQPT M&O SUPPLIES	4,500.00	6,500.00	6,500.00	6,500.00		-
1996 - GEN OP	51 - MAINT & OPS	16	001	99	000	6319	GEN OP MECHANICAL EQPT M&O SUPPLIES	-	-	-	-	MECHANICAL EQUIPMENT & SUPPLIES	6,500.00
1996 - GEN OP	51 - MAINT & OPS	16	001	99	000	6319	GEN OP MECHANICAL EQPT M&O SUPPLIES	-	-	-	-	-HVAC SUPPLIES	-
1996 - GEN OP	51 - MAINT & OPS	16	001	99	000	6319	GEN OP MECHANICAL EQPT M&O SUPPLIES	-	-	-	-	-FILTER REPLACEMENTS	-
1996 - GEN OP	51 - MAINT & OPS	17	001	99	000	6249	GEN OP WATER TRTMT CONTR MAINT & REPAIR	1,000.00	800.00	800.00	800.00		-
1996 - GEN OP	51 - MAINT & OPS	17	001	99	000	6249	GEN OP WATER TRTMT CONTR MAINT & REPAIR	-	-	-	-	QUARTERLY WATER TESTING	800.00
1996 - GEN OP	51 - MAINT & OPS	18	001	99	000	6249	GEN OP PEST CONTROL CONTR MAINT & REPAIR	4,000.00	6,200.00	6,200.00	6,200.00		-
1996 - GEN OP	51 - MAINT & OPS	18	001	99	000	6249	GEN OP PEST CONTROL CONTR MAINT & REPAIR	-	-	-	-	MONTHLY PEST CONTROL SERVICES	6,200.00
1996 - GEN OP	51 - MAINT & OPS	18	001	99	000	6249	GEN OP PEST CONTROL CONTR MAINT & REPAIR	-	-	-	-	-OUTDOOR BOXES FOR RODENT CONTROL	-
1996 - GEN OP	51 - MAINT & OPS	19	001	99	000	6249	GEN OP PARKING LOT R&M CONTR MAINT & REPAIR	-	-	4,800.00	4,800.00		-
1996 - GEN OP	51 - MAINT & OPS	19	001	99	000	6249	GEN OP PARKING LOT R&M CONTR MAINT & REPAIR	-	-	-	-	ACCOUNT MOVED FROM 1975-36-00-001-99-000-6299	4,800.00
1996 - GEN OP	51 - MAINT & OPS	19	001	99	000	6249	GEN OP PARKING LOT R&M CONTR MAINT & REPAIR	-	-	-	-	TRNSP PARKING LOT R&M	-
1996 - GEN OP	51 - MAINT & OPS	19	001	99	000	6249	GEN OP PARKING LOT R&M CONTR MAINT & REPAIR	-	-	-	-	REPAIR & MAINTENANCE OF PARKING LOTS AROUND CAMPUS	-
1996 - GEN OP	51 - MAINT & OPS	19	001	99	000	6249	GEN OP PARKING LOT R&M CONTR MAINT & REPAIR	-	-	-	-	-POWER WASHING	-
1996 - GEN OP	51 - MAINT & OPS	19	001	99	000	6249	GEN OP PARKING LOT R&M CONTR MAINT & REPAIR	-	-	-	-	-PARKING SPOT PAINT REMOVAL	-
1996 - GEN OP	51 - MAINT & OPS	19	001	99	000	6249	GEN OP PARKING LOT R&M CONTR MAINT & REPAIR	-	-	-	-	-RESTRIPING	-
1996 - GEN OP	51 - MAINT & OPS	20	001	99	000	6319	GEN OP PAPER & CLEANING M&O SUPPLIES	25,500.00	25,500.00	25,500.00	25,500.00		-
1996 - GEN OP	51 - MAINT & OPS	20	001	99	000	6319	GEN OP PAPER & CLEANING M&O SUPPLIES	-	-	-	-	CLEANING SUPPLIES	25,500.00
1996 - GEN OP	51 - MAINT & OPS	20	001	99	000	6319	GEN OP PAPER & CLEANING M&O SUPPLIES	-	-	-	-	-PAPER PRODUCTS: KITCHEN, BATHROOMS, CLASSROOMS	-
1996 - GEN OP	52 - SEC & MONITORING	00	001	99	000	6249	GEN OP CONTR MAINT & REPAIR	19,000.00	16,000.00	16,000.00	16,000.00		-
1996 - GEN OP	52 - SEC & MONITORING	00	001	99	000	6249	GEN OP CONTR MAINT & REPAIR	-	-	-	-	SECURITY & MONITORING R&M:	16,000.00
1996 - GEN OP	52 - SEC & MONITORING	00	001	99	000	6249	GEN OP CONTR MAINT & REPAIR	-	-	-	-	-SECURITY SYSTEMS AMAG TRAINING	-
1996 - GEN OP	52 - SEC & MONITORING	00	001	99	000	6249	GEN OP CONTR MAINT & REPAIR	-	-	-	-	-R&M FOR CAMERAS	-
1996 - GEN OP	52 - SEC & MONITORING	00	001	99	000	6249	GEN OP CONTR MAINT & REPAIR	-	-	-	-	-CAMERA RELOCATION SERVICES	-
1996 - GEN OP	52 - SEC & MONITORING	00	001	99	000	6249	GEN OP CONTR MAINT & REPAIR	-	-	-	-	-24-HR MONITORING SERVICES	-
1996 - GEN OP	52 - SEC & MONITORING	00	001	99	000	6398	GEN OP TECH SUPPLIES	2,000.00	4,000.00	4,000.00	4,000.00		-
1996 - GEN OP	52 - SEC & MONITORING	00	001	99	000	6398	GEN OP TECH SUPPLIES	-	-	-	-	ID CARD PRINTERS, SECURITY CAMERAS	4,000.00
1996 - GEN OP	52 - SEC & MONITORING	00	001	99	000	6399	GEN OP SUPPLIES	1,500.00	2,700.00	3,000.00	3,000.00		-
1996 - GEN OP	52 - SEC & MONITORING	00	001	99	000	6399	GEN OP SUPPLIES	-	-	-	-	CARD READER PAPER, ID BADGES	3,000.00
1996 - GEN OP	52 - SEC & MONITORING	00	001	99	000	6411	GEN OP TRVL & TRNG	500.00	1,500.00	1,500.00	1,500.00		-

FUND	FUNCTION	SUB OBJECT	ORGN	PIC	PROJ DETAIL	ACCOUNT	TITLE	FY 24 BUDGET	FY 25 BUDGET	FY26 REQUESTED BASE	FY26 RECOMMENDED BASE	NOTE DESCRIPTION	NOTE AMOUNT
1996 - GEN OP	52 - SEC & MONITORING	00	001	99	000	6411	GEN OP TRVL & TRNG	-	-	-	-	CAMPUS ADMINISTRATOR/EOP MEMBERS SECURITY TRAINING	1,500.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6219	GEN OP TECH PROF SVCS OTHER	3,000.00	10,000.00	10,000.00	10,000.00		-
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6219	GEN OP TECH PROF SVCS OTHER	-	-	-	-	IT CONTRACTOR WORK - CABLING REPAIR & NEW CABLE RUNS;	10,000.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6219	GEN OP TECH PROF SVCS OTHER	-	-	-	-	TECHNICAL CONSULTATION RELATED TO SOFTWARE/SERVICES NOT	-
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6219	GEN OP TECH PROF SVCS OTHER	-	-	-	-	COVERED BY EXISTING AGREEMENTS;	-
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6219	GEN OP TECH PROF SVCS OTHER	-	-	-	-	NO SET COSTS FOR THIS BUDGET ITEM, USED WHEN NEEDED FOR	-
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6219	GEN OP TECH PROF SVCS OTHER	-	-	-	-	EMERGENCIES OR REPAIRS	-
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6269	GEN OP TECH RENTALS & OP LEASES	30,000.00	30,000.00	159,911.00	159,911.00		-
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6269	GEN OP TECH RENTALS & OP LEASES	-	-	-	-	PRINTER COPY OVERAGES & MAINT/SUPPLIES	30,000.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6269	GEN OP TECH RENTALS & OP LEASES	-	-	-	-	MV FR DEPT 40 (MACQUERIE 4 PRINTERS)	16,061.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6269	GEN OP TECH RENTALS & OP LEASES	-	-	-	-	MV FR DEPT 40 (SW/HW R&M FIREWALL LEASE)	72,250.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6269	GEN OP TECH RENTALS & OP LEASES	-	-	-	-	MV FR DEPT 40 (CSI LSNG NETWORK SWITCHES/ACCESS PTS)	41,600.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	32,000.00	32,000.00	118,080.00	114,775.00		-
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	SECURLY - WEB FILTERING FOR STUDENT DEVICES	3,700.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	DMARC EMAIL SECURITY	500.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	DATTO BACKUPIFY - GOOGLE BACKUP	3,900.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	MICROSOFT LICENSING - CDWG	3,500.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	ADOBE LICENSING - REG XI	2,000.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	CROSSOVER - IT SOFTWARE	400.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	GRAMMARLY	150.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	SETAPP	300.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	PADDLE AND IT SOFTWARE PURCHASES	500.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	SLACK	150.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	1PASSWORD	300.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	GOOGLE STORAGE	120.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	GOOGLE EDU ENTERPRISE SUBSCRIPTION	4,450.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	SANDBOX - EMAIL	400.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	CAROUSEL - TIGHTROPE MEDIA SYSTEMS - DIGITAL SIGNAGE	2,700.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	RAPTOR	1,500.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	MV FR DEPT 40 (CYBERFORCEQ MANAGED SECURITY)	37,500.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	MV FR DEPT 40 (NOMIC NETWORK INTRUSION PREV/DETECTION)	18,000.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	MV FR DEPT 40 (DATTO SERVER CLOUD BACKUP)	14,000.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	MV FR DEPT 40 (ZOOM)	17,255.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	MV FR DEPT 40 (DATACOVE EMAIL ARCHIVE)	2,250.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	MV FR DEPT 40 (NINJAONE HELP DESK)	-
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6398	GEN OP TECH SW AGREEMENTS	-	-	-	-	6/4/25 PER WC, REDUCE NINJAONE TO \$1,200 FOR HELP DESK	1,200.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6399	GEN OP TECH SUPPLIES	20,500.00	20,500.00	20,500.00	12,000.00		-
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6399	GEN OP TECH SUPPLIES	-	-	-	-	IT DEPARTMENT SUPPLIES, INCLUDES:	12,000.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6399	GEN OP TECH SUPPLIES	-	-	-	-	APPLE DIRECT R&M, SUPPLIES FOR R&M ON ALL DEVICES &	-
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6399	GEN OP TECH SUPPLIES	-	-	-	-	PERIPHERALS THROUGHOUT CAMPUS (SMARTBOARDS, PROJECTORS,	-
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6399	GEN OP TECH SUPPLIES	-	-	-	-	CABLES, SURGE PROTECTORS, APPS USED BY IT TEAM/TCHRS)	-
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6399	GEN OP TECH SUPPLIES	-	-	-	-	USING VENDORS: AMAZON, OWC, KEYCH,	-
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6399	GEN OP TECH SUPPLIES	-	-	-	-	APPLE, B&H PHOTO,	-
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6399	GEN OP TECH SUPPLIES	-	-	-	-	SAMSUNG, PASSWORD, ETC.	-
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6411	GEN OP TECH TRVL & TRNG	1,500.00	8,000.00	3,000.00	3,000.00		-
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6411	GEN OP TECH TRVL & TRNG	-	-	-	-	LOCAL TRAINING OPPORTUNITIES - MILEAGE AND REG FEES	2,500.00

FUND	FUNCTION	SUB		PROJ		ACCOUNT	TITLE	FY 24 BUDGET	FY 25 BUDGET	FY26	FY26	NOTE DESCRIPTION	NOTE AMOUNT
		OBJECT	ORGN	PIC	DETAIL					REQUESTED BASE	RECOMMENDED BASE		
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6411	GEN OP TECH TRVL & TRNG	-	-	-	-	IT DEPARTMENT MEETINGS	500.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6495	GEN OP TECH PROF FEES & DUES	700.00	1,200.00	1,360.00	1,360.00		-
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6495	GEN OP TECH PROF FEES & DUES	-	-	-	-	RELAYFM DUES	300.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6495	GEN OP TECH PROF FEES & DUES	-	-	-	-	MACSPARK DUES	200.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6495	GEN OP TECH PROF FEES & DUES	-	-	-	-	ISTE DUES	270.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6495	GEN OP TECH PROF FEES & DUES	-	-	-	-	MACSTOR DUES	250.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6495	GEN OP TECH PROF FEES & DUES	-	-	-	-	COSN DUES	340.00
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6499	GEN OP TECH MEALS & MISC EXP	500.00	1,000.00	1,000.00	-		-
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6499	GEN OP TECH MEALS & MISC EXP	-	-	-	-	TECH TEAM MEALS/SHIRTS	-
1996 - GEN OP	53 - DATA PROCESSING	00	001	99	000	6499	GEN OP TECH MEALS & MISC EXP	-	-	-	-	6/3/25 PER KR: BUDGET NOT APPROVED	-
1996 - GEN OP	53 - DATA PROCESSING	01	001	99	000	6299	GEN OP TECH CONTR SVCS	44,263.00	41,500.00	44,000.00	44,000.00		-
1996 - GEN OP	53 - DATA PROCESSING	01	001	99	000	6299	GEN OP TECH CONTR SVCS	-	-	-	-	POWERSCHOOL ANNUAL CONTRACT - INCLUDES SIS AND EFINANCE	44,000.00
1996 - GEN OP	53 - DATA PROCESSING	01	001	99	000	6398	GEN OP TECH TECH SUPPLIES	-	43,238.00	45,000.00	45,000.00		-
1996 - GEN OP	53 - DATA PROCESSING	01	001	99	000	6398	GEN OP TECH TECH SUPPLIES	-	-	-	-	REPLACE SMARTBOARDS/PROJECTORS - YEAR 2 OF 3	45,000.00
1996 - GEN OP	53 - DATA PROCESSING	01	001	99	000	6429	GEN OP TECH INSURANCE	10,000.00	20,762.00	22,000.00	22,000.00		-
1996 - GEN OP	53 - DATA PROCESSING	01	001	99	000	6429	GEN OP TECH INSURANCE	-	-	-	-	EXPENSES RELATED TO STUDENT IPAD R&M AND APPS	22,000.00
1996 - GEN OP	53 - DATA PROCESSING	02	001	99	000	6299	GEN OP P/S CNSLTNG & TRNG CONTR SVCS	6,800.00	6,480.00	5,000.00	5,000.00		-
1996 - GEN OP	53 - DATA PROCESSING	02	001	99	000	6299	GEN OP P/S CNSLTNG & TRNG CONTR SVCS	-	-	-	-	POWERSCHOOL MISC CONSULTING AND TRAINING NOT COVERED	5,000.00
1996 - GEN OP	53 - DATA PROCESSING	02	001	99	000	6299	GEN OP P/S CNSLTNG & TRNG CONTR SVCS	-	-	-	-	BY CONTRACT	-
1996 - GEN OP	53 - DATA PROCESSING	03	001	99	000	6299	GEN OP TECH R&M CONTR SVCS	-	-	31,500.00	-		-
1996 - GEN OP	53 - DATA PROCESSING	03	001	99	000	6299	GEN OP TECH R&M CONTR SVCS	-	-	-	-	MV FR DEPT 40 (R&M NETWORK STORAGE)	-
1996 - GEN OP	53 - DATA PROCESSING	03	001	99	000	6299	GEN OP TECH R&M CONTR SVCS	-	-	-	-	ORIG AMT \$10,000 REMOVED	-
1996 - GEN OP	53 - DATA PROCESSING	03	001	99	000	6299	GEN OP TECH R&M CONTR SVCS	-	-	-	-	MV FR DEPT 40 (R&M NETWORK PRINTERS/PERIPHERALS)	-
1996 - GEN OP	53 - DATA PROCESSING	03	001	99	000	6299	GEN OP TECH R&M CONTR SVCS	-	-	-	-	ORIG AMT \$2,500 REMOVED	-
1996 - GEN OP	53 - DATA PROCESSING	03	001	99	000	6299	GEN OP TECH R&M CONTR SVCS	-	-	-	-	MV FR DEPT 40 (R&M SERVERS)	-
1996 - GEN OP	53 - DATA PROCESSING	03	001	99	000	6299	GEN OP TECH R&M CONTR SVCS	-	-	-	-	ORIG AMT \$10,000 REMOVED	-
1996 - GEN OP	53 - DATA PROCESSING	03	001	99	000	6299	GEN OP TECH R&M CONTR SVCS	-	-	-	-	MV FR DEPT 40 (R&M PHONE/PERIPHERAL EQPT)	-
1996 - GEN OP	53 - DATA PROCESSING	03	001	99	000	6299	GEN OP TECH R&M CONTR SVCS	-	-	-	-	ORIG AMT \$5,000 REMOVED	-
1996 - GEN OP	53 - DATA PROCESSING	03	001	99	000	6299	GEN OP TECH R&M CONTR SVCS	-	-	-	-	MV FR DEPT 40 (R&M AV HARDWARE)	-
1996 - GEN OP	53 - DATA PROCESSING	03	001	99	000	6299	GEN OP TECH R&M CONTR SVCS	-	-	-	-	ORIG AMT \$4,000 REMOVED	-
1996 - GEN OP	71 - DEBT SERVICE	00	001	99	000	6512	GEN OP IPAD LEASE CAPITAL LEASE PRINCIPAL	226,667.00	230,000.00	281,411.00	281,411.00		-
1996 - GEN OP	71 - DEBT SERVICE	00	001	99	000	6512	GEN OP IPAD LEASE CAPITAL LEASE PRINCIPAL	-	-	-	-	APPLE FINANCIAL SERVICES (STDNT IPADS) WA RES 25-13	262,847.00
1996 - GEN OP	71 - DEBT SERVICE	00	001	99	000	6512	GEN OP IPAD LEASE CAPITAL LEASE PRINCIPAL	-	-	-	-	CSI LEASING (TCHR MACBKS FOR STDNT CARTS) WA RES 25-14	18,564.00
1996 - GEN OP	71 - DEBT SERVICE	00	001	99	000	6512	GEN OP IPAD LEASE CAPITAL LEASE PRINCIPAL	-	-	-	-	APPROVED ON 5/20/25 BOT MTG	-
1996 - GEN OP	71 - DEBT SERVICE	00	001	99	000	6523	GEN OP IPAD LEASE INTEREST ON DEBT	-	-	-	-		-
1996 - GEN OP	71 - DEBT SERVICE	00	001	99	000	6523	GEN OP IPAD LEASE INTEREST ON DEBT	-	-	-	-	INTEREST ON APPLE & CSI LEASES (TBD)	-
1996 - GEN OP	71 - DEBT SERVICE	00	001	99	000	6599	GEN OP IPAD LEASE OTHER DEBT SVC EXP	8,500.00	8,300.00	8,300.00	8,300.00		-
1996 - GEN OP	71 - DEBT SERVICE	00	001	99	000	6599	GEN OP IPAD LEASE OTHER DEBT SVC EXP	-	-	-	-	PROPERTY TAXES ON LEASED EQUIPMENT	8,300.00

CALCULATING EMPLOYEE SALARIES LOG														
Data from Personnel Budgeting														
updated 6/6/25														
Status	FNCT	J/C DESC	POSITION CNTRL	CALENDAR DAYS	FY25 STEP	FY26 STEP	FY25 ORIG BASE	ORIG FTE	FY 26 NEW BASE (w/required step incr)	NEW FTE	BASE variance	FTE variance	TOTAL Employer-Paid Benefits	TOTAL by Position
NEW	11	PRIMARY TCHR	TCHR-ES-GR04	187			-	-	67,682.00	1.00	67,682.00	1.00	12,135.06	79,817.06
NEW	23	HRLY ADMIN ASST	ADM-ASST-190	190			-	-	35,000.00	1.00	35,000.00	1.00	7,837.30	42,837.30
pending	11	SECONDARY TCHR	TCHR-SEC-TEC	187	5	18	63,032.00	1.00	76,360.00	1.00	13,328.00	-	13,242.11	89,602.11
pending	11	SECONDARY TCHR	TCHR-SEC-ART	187	15	15	52,985.00	0.67	67,782.00	1.00	14,797.00	0.33	12,147.81	79,929.81
pending	23	SPECIAL PROGRAMS	COORD-SP-PGRM	202			-	-	90,000.00	1.00	90,000.00	1.00	14,982.17	104,982.17
pending	23	ATHLETIC DIRECTOR	ADMN-DIR-ATH	212			83,000.00	1.00	97,381.00	1.00	14,381.00	-	15,923.76	113,304.76
pending	11	SECONDARY TCHR	TCHR-SEC-SCI	187	6	11	32,566.00	0.50	32,941.00	0.50	375.00	-	11,905.43	77,787.43
pending	11	SECONDARY TCHR	TCHR-SEC-MAT	187			32,566.00	0.50	32,941.00	0.50	375.00	-		
pending	11	SECONDARY TCHR	TCHR-SEC-SPN	187	15	17	63,482.00	1.00	70,082.00	1.00	6,600.00	-	12,441.23	82,523.23
pending	11	PRIMARY TCHR	TCHR-ES-GR05	187	15	5	71,282.00	1.00	64,532.00	1.00	(6,750.00)	-	11,733.21	76,265.21
pending	11	SECONDARY TCHR	TCHR-SEC-ENG	187	26	1	76,182.00	1.00	62,882.00	1.00	(13,300.00)	-	11,522.72	74,404.72
pending	11	SECONDARY TCHR	TCHR-SEC-MAT	187	15	16	36,461.00	0.50	68,182.00	1.00	31,721.00	0.50	12,198.84	80,380.84
VAC	11	SECONDARY TCHR	TCHR-SEC-MAT	187	14	15	67,182.00	1.00	67,682.00	1.00	500.00	-	12,135.06	79,817.06
VAC	11	SECONDARY TCHR	TCHR-SEC-SCI	187	8	15	64,682.00	1.00	67,682.00	1.00	3,000.00	-	12,135.06	79,817.06
VAC	11	SPED TCHR	TCHR-SPED187	187	15	15	67,682.00	1.00	67,682.00	1.00	-	-	12,135.06	79,817.06
VAC	21	DP IB COORDINATOR	COORD-IB-DP	202			35,367.00	0.50	33,841.00	0.50	(1,526.00)	-	6,067.03	39,908.03
VAC	11	SECONDARY TCHR	TCHR-SEC-SCI	187			35,367.00	0.50	33,841.00	0.50	(1,526.00)	-	6,068.03	39,909.03
VAC	31	PRIMARY COUNSELOR	CNSLR-PRIM	207	15	15	83,829.00	1.00	83,829.00	1.00	-	-	14,194.93	98,023.93
VAC	23	HRLY ADMIN ASST	ADM-ASST-190	190			36,818.00	1.00	31,844.00	1.00	(4,974.00)	-	7,702.11	39,546.11
VAC	51	HRLY FACILITIES TECH	OPS-FAC-TECH	260			47,138.00	1.00	47,138.00	1.00	-	-	9,057.86	56,195.86
Elim		PRIMARY TCHR	TCHR-ES-SPN	187			24,528.00	1.00	-	-	(24,528.00)	(1.00)	-	-
Elim		SECONDARY TCHR	TCHR-SEC-CTE	187			16,223.00	0.50	-	-	(16,223.00)	(0.50)	-	-
Elim		INTERVENTIONIST	TCHR-ES-INTV	197			71,748.00	1.00	-	-	(71,748.00)	(1.00)	-	-
Elim		MS COUNSELOR	CNSLR-MS	207			82,829.00	1.00	-	-	(82,829.00)	(1.00)	-	-
Elim		MS ASST PRINCIPAL	PRIN-MS-ASST	212			87,200.00	1.00	-	-	(87,200.00)	(1.00)	-	-
Elim		SPED COORDINATOR	COORD-SPED	202			90,062.00	1.00	-	-	(90,062.00)	(1.00)	-	-
Elim		504 COORDINATOR	COORD-504	197			81,334.00	1.00	-	-	(81,334.00)	(1.00)	-	-
Elim		INSTR TECH COORDINATOR	COORD-INSTR	207			82,169.00	1.00	-	-	(82,169.00)	(1.00)	-	-
Elim		SIS ADMINISTRATOR	ADMN-IT-SIS	226			73,542.00	1.00	-	-	(73,542.00)	(1.00)	-	-
Elim		HRLY IT TECHNICIAN	TECHN-IT	260			53,306.00	1.00	-	-	(53,306.00)	(1.00)	-	-
Elim		HRLY CUSTODIAN	OPS-CUST	260			-	1.00	-	-	-	(1.00)	-	-
Elim		FACILITIES BLDG ENG	OPS-FAC-ENG	260			71,344.00	1.00	-	-	(71,344.00)	(1.00)	-	-
filled	11	SECONDARY TCHR	TCHR-SEC-SPN	187	1	2	61,382.00	1.00	62,736.00	1.00	1,354.00	-	11,504.10	74,240.10
filled	11	SECONDARY TCHR	TCHR-SEC-MAT	187	22	23	72,082.00	1.00	73,466.00	1.00	1,384.00	-	12,872.92	86,338.92
filled	11	PRIMARY TCHR	TCHR-ES-GR01	187	6	7	63,632.00	1.00	64,986.00	1.00	1,354.00	-	11,791.13	76,777.13
filled	11	SECONDARY TCHR	TCHR-SEC-HUM	187	4	5	62,482.00	1.00	63,836.00	1.00	1,354.00	-	11,644.42	75,480.42
filled	11	SECONDARY TCHR	TCHR-SEC-ENG 0.5	187	0	1	60,674.00	1.00	62,028.00	1.00	1,354.00	-	11,413.78	73,441.78
filled	12	PRIMARY LIBRARIAN	LIBR-ES	197	14	15	70,774.00	1.00	71,301.00	1.00	527.00	-	12,596.73	83,897.73
filled	11	SECONDARY TCHR	TCHR-SEC-FRN	187	10	11	66,982.00	1.00	68,366.00	1.00	1,384.00	-	12,222.32	80,588.32
filled	41	DIR INNOV/DEVELOP	ADMN-DIR-DEV	217			90,000.00	1.00	94,348.00	1.00	4,348.00	-	15,536.84	109,884.84
filled	11	PRIMARY TCHR	TCHR-ES-GR00	187	6	7	63,632.00	1.00	64,986.00	1.00	1,354.00	-	11,791.13	76,777.13
filled	33	NURSE	NURSE-187	187	15	16	67,682.00	1.00	68,182.00	1.00	500.00	-	12,198.84	80,380.84
filled	11	PRIMARY TCHR	TCHR-ES-GR02	187	33	34	78,282.00	1.00	79,636.00	1.00	1,354.00	-	13,660.03	93,296.03
filled	11	PRIMARY TCHR	TCHR-ES-GR04	187	9	10	65,082.00	1.00	66,436.00	1.00	1,354.00	-	11,976.11	78,412.11
filled	23	HRLY ADMIN ASST 190	ADM-ASST-190	190			28,800.00	1.00	28,500.00	1.00	(300.00)	-	7,558.87	36,058.87
filled	11	SECONDARY TCHR	TCHR-SEC-PE	187	10	11	65,482.00	1.00	66,836.00	1.00	1,354.00	-	12,027.13	78,863.13
filled	36	BUS DRIVER	BUS-DRVR	187			20,000.00	0.50	20,000.00	0.50	-	-	7,492.02	27,492.02
filled	36	BUS DRIVER	BUS-DRVR	187			20,000.00	0.50	20,000.00	0.50	-	-	7,492.02	27,492.02
filled	11	SECONDARY TCHR	TCHR-SEC-MAT	187	34	35	52,784.00	0.67	80,136.00	1.00	27,352.00	0.33	13,723.81	93,859.81
ed	11	READING SPECIALIST	SPLST-RDNG	197	16	17	72,635.00	1.00	74,019.00	1.00	1,384.00	-	12,943.47	86,962.47
ed	11	SECONDARY TCHR	TCHR-SEC-MAT	187	3	4	63,482.00	1.00	64,866.00	1.00	1,384.00	-	11,775.82	76,641.82

Status	FNCT	J/C DESC	POSITION CNTRL	CALENDAR DAYS	FY25 STEP	FY26 STEP	FY25 ORIG BASE	ORIG FTE	FY 26 NEW BASE (w/required step incr)	NEW FTE	BASE variance	FTE variance	TOTAL Employer-Paid Benefits	TOTAL by Position
filled	11	HRLY INSTR AIDE GEN ED	AIDE-ES-INST	187			29,247.00	1.00	29,247.00	1.00	-	-	7,656.20	36,903.20
filled	23	HRLY ASST REGISTRAR	ADM-AST-REG	221			41,672.00	1.00	41,672.00	1.00	-	-	8,216.20	49,888.20
filled	11	SECONDARY TCHR	TCHR-SEC-HUM	187	5	6	66,032.00	1.00	67,446.00	1.00	1,414.00	-	12,104.95	79,550.95
filled	11	PRIMARY TCHR	TCHR-ES-MUS	187	17	18	68,582.00	1.00	69,936.00	1.00	1,354.00	-	12,422.60	82,358.60
filled	12	SECONDARY LIBRARIAN	LIBR-SEC	197	17	18	73,749.00	1.00	74,171.00	1.00	422.00	-	12,962.86	87,133.86
filled	11	HRLY INSTR AIDE SPED	AIDE-00-SPED	187			29,770.00	1.00	29,770.00	1.00	-	-	7,679.77	37,449.77
filled	11	HRLY INSTR AIDE SPED	AIDE-00-SPED	187			29,770.00	1.00	29,770.00	1.00	-	-	7,679.77	37,449.77
filled	11	PRIMARY TCHR	TCHR-ES-PE	187	11	12	65,882.00	1.00	67,236.00	1.00	1,354.00	-	12,078.16	79,314.16
filled	11	HRLY INSTR AIDE SPED	AIDE-00-SPED	187			26,105.00	1.00	26,105.00	1.00	-	-	7,514.59	33,619.59
filled	11	SECONDARY TCHR	TCHR-SEC-HUM	187	24	25	71,582.00	1.00	72,936.00	1.00	1,354.00	-	12,805.31	85,741.31
filled	11	SECONDARY TCHR	TCHR-SEC-CTE	187	21	22	12,186.00	0.17	12,421.00	0.17	235.00	-	14,345.97	99,358.97
filled	11	SECONDARY TCHR	TCHR-SEC-ENG	187			59,496.00	0.83	60,645.00	0.83	1,149.00	-		
filled	11	SEC TCHR ADDT'L CLASS	n/a	187			-	-	11,947.00	-	11,947.00	-		
filled	23	PRIMARY PRINCIPAL	PRIN-ES-0000	217			107,052.00	1.00	107,052.00	1.00	-	-	17,157.49	124,209.49
filled	23	MS PRINCIPAL	PRIN-MS-0000	217			118,254.00	1.00	118,254.00	1.00	-	-	18,586.53	136,840.53
filled	11	SECONDARY TCHR	TCHR-SEC-CTE	187	5	6	21,791.00	0.33	22,258.00	0.33	467.00	-	12,104.95	79,550.95
filled	11	SECONDARY TCHR	TCHR-SEC-SCI	187			44,241.00	0.67	45,188.00	0.67	947.00	-		
filled	61	HRLY ADMIN ASST 197	ADM-ASST-197	197			40,724.00	1.00	40,724.00	1.00	-	-	8,082.49	48,806.49
filled	11	SPED TCHR	TCHR-SPED187	187	0	1	56,107.00	1.00	57,461.00	1.00	1,354.00	-	10,831.16	68,292.16
filled	11	SPED TCHR	TCHR-SPED187	187	9	10	66,582.00	1.00	67,966.00	1.00	1,384.00	-	12,171.29	80,137.29
filled	11	PRIMARY TCHR	TCHR-ES-GR01	187	1	2	61,382.00	1.00	62,736.00	1.00	1,354.00	-	11,504.10	74,240.10
filled	11	PRIMARY TCHR	TCHR-ES-GR00	187	6	7	63,632.00	1.00	64,986.00	1.00	1,354.00	-	11,791.13	76,777.13
filled	31	LICENSED PROF (Diag)	LIC-PROF-197	197	19	20	63,243.00	1.00	71,282.00	1.00	8,039.00	-	12,594.31	83,876.31
filled	11	HRLY INSTR AIDE SPED	AIDE-00-SPED	187			17,765.00	1.00	35,530.00	1.00	17,765.00	-	7,939.38	43,469.38
filled	11	PRIMARY TCHR	TCHR-ES-GR04	187	16	17	68,182.00	1.00	69,536.00	1.00	1,354.00	-	12,371.57	81,907.57
filled	11	HRLY INSTR AIDE GEN ED	AIDE-ES-INST	187			26,629.00	1.00	26,629.00	1.00	-	-	7,538.21	34,167.21
filled	11	PRIMARY TCHR	TCHR-ES-GR03	187	16	17	68,182.00	1.00	69,536.00	1.00	1,354.00	-	12,371.57	81,907.57
filled	11	SECONDARY TCHR	TCHR-SEC-HUM	187	10	11	65,482.00	1.00	66,836.00	1.00	1,354.00	-	12,027.13	78,863.13
filled	11	SECONDARY TCHR	TCHR-SEC-CTE	187	24	25	4,252.00	0.17	12,659.00	0.17	8,407.00	-	13,000.49	87,466.49
filled	11	SECONDARY TCHR	TCHR-SEC-THR	187			20,760.00	0.83	61,807.00	0.83	41,047.00	-		
filled	41	DR ADM/ACCOUNTABILITY	ADMN-DIR-ACC	226			89,649.00	1.00	94,131.00	1.00	4,482.00	-	15,509.16	109,640.16
filled	23	HS ASST PRINCIPAL	PRIN-HS-ASST	212			71,223.00	1.00	71,223.00	1.00	-	-	12,586.78	83,809.78
filled	51	ADMIN FACILITY OPERATIONS	ADMN-FAC-OPS	260			90,000.00	1.00	90,000.00	1.00	-	-	16,118.78	106,118.78
filled	11	SECONDARY TCHR	TCHR-SEC-SPN	187	23	24	70,982.00	1.00	72,336.00	1.00	1,354.00	-	12,728.77	85,064.77
filled	11	PRIMARY TCHR	TCHR-ES-GR02	187	7	8	64,182.00	1.00	65,536.00	1.00	1,354.00	-	11,861.29	77,397.29
filled	11	SECONDARY TCHR	TCHR-SEC-MUS	187	10	11	32,741.00	0.50	33,418.00	0.50	677.00	-	12,027.13	78,863.13
filled	11	SECONDARY TCHR	TCHR-SEC-PE	187			32,741.00	0.50	33,418.00	0.50	677.00	-		
filled	61	EXEC DIR FOUNDATION	ADM-DIR-WAF	226			147,701.00	1.00	147,701.00	1.00	-	-	22,343.08	170,044.08
filled	11	PRIMARY TCHR	TCHR-ES-GR05	187	18	19	70,482.00	1.00	71,866.00	1.00	1,384.00	-	12,668.81	84,534.81
filled	11	SECONDARY TCHR	TCHR-SEC-ART	187	26	27	73,182.00	1.00	74,536.00	1.00	1,354.00	-	13,009.42	87,545.42
filled	11	SECONDARY TCHR	TCHR-SEC-PE	187	14	15	67,182.00	1.00	68,536.00	1.00	1,354.00	-	12,244.00	80,780.00
filled	11	SECONDARY TCHR	TCHR-SEC-ENG	187	13	14	66,682.00	1.00	68,036.00	1.00	1,354.00	-	12,180.22	80,216.22
filled	11	PRIMARY TCHR	TCHR-ES-GR02	187	17	18	70,082.00	1.00	71,466.00	1.00	1,384.00	-	12,617.78	84,083.78
filled	23	HS PRINCIPAL	PRIN-HS-0000	217			120,819.00	1.00	120,819.00	1.00	-	-	18,913.74	139,732.74
filled	11	SECONDARY TCHR	TCHR-SEC-MAT	187	15	16	70,682.00	1.00	72,096.00	1.00	1,414.00	-	12,698.15	84,794.15
filled	31	HS COUNSELOR	CNSLR-HS	207			82,009.00	1.00	-	-	(82,009.00)	(1.00)		
filled	31	SEC COUNSELOR	CNSLR-SEC	207			-	-	82,009.00	1.00	82,009.00	1.00	13,962.75	95,971.75
filled	11	PRIMARY TCHR	TCHR-ES-GR03	187	3	4	61,982.00	1.00	63,336.00	1.00	1,354.00	-	11,580.64	74,916.64
filled	11	SECONDARY TCHR	TCHR-SEC-HUM	187	14	15	68,682.00	1.00	70,066.00	1.00	1,384.00	-	12,439.18	82,505.18
filled	11	PRIMARY TCHR	TCHR-ES-GR01	187	0	14	60,674.00	1.00	69,566.00	1.00	8,892.00	-	12,375.40	81,941.40
filled	11	HRLY INSTR AIDE GEN ED	AIDE-ES-INST	187			24,829.00	1.00	27,152.00	1.00	2,323.00	-	7,561.78	34,713.78
filled	23	HRLY ADMIN ASST 192	ADM-ASST-190	190			32,594.00	1.00	32,254.00	1.00	(340.00)	-	7,719.67	39,973.67
filled	11	HRLY INSTR AIDE GEN ED	AIDE-ES-INST	187			25,582.00	1.00	25,582.00	1.00	-	-	7,491.02	33,073.02
filled	11	HRLY INSTR AIDE GEN ED	AIDE-ES-INST	187			26,330.00	1.00	26,330.00	1.00	-	-	7,524.73	33,854.73
filled	11	HRLY INSTR AIDE GEN ED	AIDE-ES-INST	187			28,723.00	1.00	28,723.00	1.00	-	-	7,632.59	36,355.59
filled	41	SUPERINTENDENT	ADMN-HOS	226			230,000.00	1.00	230,000.00	1.00	-	-	32,841.97	262,841.97

Status	FNCT	J/C DESC	POSITION CNTRL	CALENDAR DAYS	FY25 STEP	FY26 STEP	FY25 ORIG BASE	ORIG FTE	FY 26 NEW BASE (w/required step incr)	NEW FTE	BASE variance	FTE variance	TOTAL Employer-Paid Benefits	TOTAL by Position
filled	31	LICENSED PROF 187 DAY	LIC-PROF-187	187	10	11	71,941.00	1.00	72,655.00	1.00	714.00	-	12,769.46	85,424.46
filled	11	HRLY INSTR AIDE SPED	AIDE-00-SPED	187			29,382.00	1.00	29,382.00	1.00	-	-	7,662.29	37,044.29
filled	11	PRIMARY TCHR	TCHR-ES-ART	187	6	7	52,063.00	1.00	64,986.00	1.00	12,923.00	-	11,791.13	76,777.13
filled	11	HRLY INSTR AIDE SPED	AIDE-00-SPED	187			25,582.00	1.00	25,582.00	1.00	-	-	7,491.02	33,073.02
filled	21	PYP IB COORDINATOR	COORD-IB-PYP	202	22	23	77,743.00	1.00	79,127.00	1.00	1,384.00	-	13,595.10	92,722.10
filled	11	PRIMARY TCHR	TCHR-ES-GR05	187	1	2	61,382.00	1.00	62,736.00	1.00	1,354.00	-	11,504.10	74,240.10
filled	23	HRLY ADMIN ASST 192	ADM-ASST-190	190			27,648.00	1.00	27,360.00	1.00	(288.00)	-	7,510.03	34,870.03
filled	21	MYP IB COORDINATOR	COORD-IB-MYP	202	23	24	78,175.00	1.00	79,559.00	1.00	1,384.00	-	13,650.21	93,209.21
filled	11	PRIMARY TCHR	TCHR-ES-GR00	187	7	8	64,182.00	1.00	65,536.00	1.00	1,354.00	-	11,861.29	77,397.29
filled	11	SECONDARY TCHR	TCHR-SEC-CTE	187	11	12	22,236.00	0.33	22,693.00	0.33	457.00	-	12,273.34	81,039.34
filled	11	SECONDARY TCHR	TCHR-SEC-SCI	187			45,146.00	0.67	46,073.00	0.67	927.00	-		
filled	11	SECONDARY TCHR	TCHR-SEC-FRN	187	6	7	32,566.00	0.50	33,258.00	0.50	692.00	-	11,986.31	78,502.31
filled	11	SECONDARY TCHR	TCHR-SEC-SPN	187			32,566.00	0.50	33,258.00	0.50	692.00	-		
filled	11	PRIMARY TCHR	TCHR-ES-GR04	187	31	32	78,282.00	1.00	79,666.00	1.00	1,384.00	-	13,663.86	93,329.86
filled	31	HS COLLEGE COUNSELOR	CNSLR-CLG	207			90,803.00	1.00	90,803.00	1.00	-	-	15,084.60	105,887.60
filled	31	DYSLEXIA SPECIALIST	SPLST-DYSL	187	19	20	70,882.00	1.00	71,282.00	1.00	400.00	-	12,594.31	83,876.31
filled	11	SECONDARY TCHR	TCHR-SEC-ENG	187	18	19	71,982.00	1.00	73,396.00	1.00	1,414.00	-	12,863.99	86,259.99
filled	53	IT COORDINATOR	COORD-IT	260			66,818.00	1.00	66,818.00	1.00	-	-	12,024.84	78,842.84
filled	11	PRIMARY TCHR	TCHR-ES-GR03	187	11	12	65,882.00	1.00	67,236.00	1.00	1,354.00	-	12,078.16	79,314.16
filled	11	SECONDARY TCHR	TCHR-SEC-SCI	187	17	18	68,582.00	1.00	69,936.00	1.00	1,354.00	-	12,422.60	82,358.60
filled	11	SECONDARY TCHR	TCHR-SEC-SCI	187	22	23	72,082.00	1.00	73,466.00	1.00	1,384.00	-	12,872.92	86,338.92
filled	23	PRIMARY ASST PRINCIPAL	PRIN-ES-ASST	212			77,886.00	1.00	88,298.00	1.00	10,412.00	-	14,765.04	103,063.04
filled	11	PRIMARY TCHR	TCHR-ES-SPN	187	25	26	73,782.00	1.00	75,166.00	1.00	1,384.00	-	13,089.79	88,255.79
		TOTAL: REGULAR POSITIONS					7,455,436.00	114.34	7,196,118.00	107.00	(259,318.00)	(7.34)	1,305,515.71	8,501,633.68
	36	athletic stipends seasonal coach FICA					172,400.00		172,400.00				18,458.87	190,858.87
	36	academic stipends					69,750.00		69,750.00				3,143.63	72,893.63
	11	substitutes (91 active) <i>incl intrnl coverage</i> sub FICA					126,259.00		126,259.00				20,693.43	146,952.43
	36	bus drivers FICA											2,480.00	2,480.00
	11	tutoring (off contract)					7,635.00		7,635.00				344.11	7,979.11
	11	Sat School/detention					10,495.00		10,495.00				473.01	10,968.01
	11	MS Jump Start					3,360.00		3,360.00				151.44	3,511.44
		TOTAL: Substitutes, Extra Duty					389,899.00	-	389,899.00	-	-	-	45,744.48	435,643.49
		TOTAL REPORT					7,845,335.00	114.34	7,586,017.00	107.00	(259,318.00)	(7.34)	1,351,260.20	8,937,277.17
		Total by Function											Total	8,937,277.17
	11	Instruction	5,594,257										FY25 PR	9,458,030.00
	12	Media Services & Resources	171,032										dif	(520,752.83)
	21	Instructional Leadership	225,839											
	23	Campus Leadership	1,049,117											
	31	Guidance & Counseling	553,060											
	33	Health Services	80,381											
	36-A	Athletics	248,323											
	36-o	Extra-/Co-Curricular	72,894											
	41	General Admin	482,367											
	51	Maintenance & Operations	162,315											
	53	Technology	78,843											
	61	Community Services (WAF)	218,851											
			8,937,279											

Shared Services Allocation

updated 6/6/25

Dept	Expense Description	Fiscal Year 2026			WA Budget FY26			Meeting Notes
		Estimated FY26 Cost	WA	Town %	WA Budget Amt	WA Function	WA Object	
T/C	Teacher Welcome Breakfast/Gift	\$ 5,000	0%	0%	\$ -			KR will put in an SLA for the amount of the breakfast. Amount will decr.
General Svcs	Records Management: LaserFiche	\$ 47,050	20%	80%	\$ 9,410	41	6398	WA moving to a new student records system. Finance uses LF for AP, JEs, audit
General Svcs	Records Management: Just FOIA	\$ 6,600	50%	50%	\$ 3,300	41	6398	
General Svcs	Records Management: Granicus	\$ 6,000	25%	75%	\$ 1,500	41	6398	Granicus being replaced by CivicPlus
General Svcs	Copier R&M & Supplies	\$ 4,600	80%	20%	\$ 3,680	11	6399	MFD Business Solutions: toner, printer overages, maintenance \$3,800/mn (14,000 bw 0.03, 12,000 clr 0.06), 23-Town, 31-WA
General Svcs	Copier Rental (MFD Leasing)	\$ 20,076	80%	20%	\$ 16,061	53	6269	MacQuerie (4 WA, 1 FS) \$1,673/mnth (2-PYP, 1 sec, 1 A&S) (23 printers owned by WA, lease includes maintenance costs for these printers)
General Svcs	Application Software Maintenance	\$ 1,000	0%	100%	\$ -			STW/OpenGov
General Svcs	Town Hall Rent	\$ 624,000	0%	100%	\$ -	51	6299	** remove per WC
General Svcs	Mobile Phone (AT&T hot spots)	\$ 1,680	100%	0%	\$ 1,680	53	6257	
General Svcs	Internet: Fiberlight (primary)	\$ 11,244	75%	25%	\$ 8,433	53	6257	\$937 internet svc (mnth)
General Svcs	Internet: Fiberlight R&M	\$ 12,768	33%	67%	\$ 4,213	53	6257	\$1,064 (maint/mnth)
General Svcs	Internet: Spectrum (back-up)	\$ 12,000	0%	100%	\$ -	53	6257	Internet back-up for all locations per WC 6/4/25, Spectrum will be paid by the Town for the remaining contract period
General Svcs	Misc Rental (postage meter)	\$ 160	20%	100%	\$ 32	41	6299	Postage meter in copy room, Finance uses it to post AP checks, 1099/W2 forms
General Svcs	Postage	\$ 1,000	20%	80%	\$ 200	41	6399	Cost for filling the meter
General Svcs	Special Events (EE Banquet)	\$ 12,500	0%	100%	\$ -			Confirmed by KR, WA won't be participating, will be doing an SLA for their EOY party
General Svcs	Special Events (SR Banquet) Town Contrib	\$ 3,500	0%	100%	\$ -			Town will only contribute for SS and BOT who will attend. SLA needed for student plates.
General Svcs	Office Supplies	\$ 5,000	20%	80%	\$ 1,000	41	6399	SS use of office supplies in copy room
General Svcs	Dues & Subscriptions: Amazon Prime	\$ 500	20%	80%	\$ 100	41	6499	

Dept	Expense Description	Fiscal Year 2026			WA Budget FY26			Meeting Notes
		Estimated FY26 Cost	WA	Town %	WA Budget Amt	WA Function	WA Object	
General Svcs	Dues & Subscriptions: Sam's Club	\$ 100	20%	80%	\$ 20	41	6499	
General Svcs	Meeting Expense (Swagit/Granicus meeting streaming service)	\$ 26,000	25%	75%	\$ 6,500	41	6398	
General Svcs	Utilities Electric	\$ 96,000	0%	100%	\$ -	51	6256	** remove per WC Allocation of use by SS staff
Finance	Financial Consultant: Advisor	\$ 10,000	0%	100%	\$ -	41	6299	
Finance	Financial Consultant: Allocation Study	\$ 10,000	0%	100%	\$ -	41	6299	
Finance	Computer Eqpt & Software: DebtBook	\$ 10,000	70%	30%	\$ 7,000	41	6398	Used during audit for reporting subscriptions/iPad lease
Finance	Training: Regional/Board Meetings	\$ -	40%	60%	\$ -	41	6411	
Finance	Books: GAAFR	\$ 100	100%	0%	\$ 100	41	6399	Audit resource
Info Tech	SW/HW Maint R&M: CyberForceQ Managed Security	\$ 50,000	75%	25%	\$ 37,500	53	6398	CyberForceQ (billed annually)
Info Tech	SW/HW Maint R&M: Nomic Networks Intrusion Prev and Detection	\$ 24,000	75%	25%	\$ 18,000	53	6398	Nomic (billed qtrly)
Info Tech	SW/HW Maint R&M: Cisco SmartNet Lic	\$ -	0%	0%	\$ -			
Info Tech	SW/HW Maint R&M: Datto cloud b/u	\$ 28,000	50%	50%	\$ 14,000	53	6398	ThinkGard (billed annually)
Info Tech	SW/HW Maint R&M: Firewall lease	\$ 85,000	85%	15%	\$ 72,250	53	6269	CSI Leasing: lease for firewall (billed mnthly)
Info Tech	System Admin & Supt: Zoom	\$ 24,650	70%	30%	\$ 17,255	53	6398	NWN (billed annually)
Info Tech	System Admin & Supt: Microsoft licensing	\$ 36,000	0%	100%	\$ -	53	6398	** remove per WC SHI Holdings (billed annually)
Info Tech	System Admin & Supt: Adobe licensing	\$ 2,000	0%	100%	\$ -	53	6398	** remove per WC SHI Holdings (billed annually)
Info Tech	System Admin & Supt: Datacove Email Archive	\$ 4,500	50%	50%	\$ 2,250	53	6398	Tangent (billed annually)
Info Tech	System Admin & Supt: NinjaOne Help Desk	\$ 5,300	22.65%	77.35%	\$ 1,200	53	6398	GDT (billed annually, replaces SchoolDude) 6/4/25 per WC, change to \$1200
Info Tech	Repair/Replace Network Storage if necessary	\$ 10,000	0%	100%	\$ -	53	6299	R&M costs would be determined on location of item being serviced/replaced
Info Tech	Repair/Replace Network Printers/Peripherals if necessary	\$ 2,500	0%	100%	\$ -	53	6299	R&M costs would be determined on location of item being serviced/replaced

Dept	Expense Description	Fiscal Year 2026			WA Budget FY26			Meeting Notes
		Estimated FY26 Cost	WA	Town %	WA Budget Amt	WA Function	WA Object	
Info Tech	Repair/Replace Servers if necessary	\$ 10,000	0%	100%	\$ -	53	6299	B/u servers-WA, primary-FS
Info Tech	Repair/Replace Phone/Peripheral equipment if necessary	\$ 5,000	0%	100%	\$ -	53	6299	R&M costs would be determined on location of item being serviced/replaced
Info Tech	Repair/Replace AV hardware if necessary	\$ 36,000	0%	100%	\$ -	53	6299	Primary costs are council chambers
Info Tech	Repair/Replace Network Hardware (purchase or lease)	\$ 64,000	65%	35%	\$ 41,600	53	6269	CSI Leasing: lease for network switches/access points (mnthly)
Comm	Marketing & Promotions (WA printing)	\$ 1,122	100%	0%	\$ 1,122	41	6299	
Comm	Training/Seminars/Meetings (TSPRA)	\$ 4,000	33%	67%	\$ 1,320	41	6411	PD for all Comm Dept
Comm	Dues & Subscriptions: TSPRA	\$ 900	33%	67%	\$ 297	41	6495	PD for all Comm Dept
Comm	Dues & Subscriptions: Constant Contact	\$ 1,500	50%	50%	\$ 750	41	6398	
Comm	Dues & Subscriptions: FinalSite	\$ -	100%	0%	\$ -			budgeted on Academy side
Comm	Dues & Subscriptions: Site Improve	\$ 9,500	50%	50%	\$ 4,750	41	6398	

Dept 40 Recap					
Total Supplies/Services	\$	275,524			included in the Academy's operating budget; down from \$449,481 presented on 5/20
Payroll Allocation (fnct 41)	\$	560,000			included in Town's operating budget; 4 positions estimated (2 Finance, 1 HR, 1 Comm)
Payroll Allocation (fnct 53)	\$	140,000			included in Town's operating budget; 1 position estimated (1 IT)
Debt: Prin/Interest for FY26	\$	1,601,966			included in Town's operating budget; excludes new issuance costs
Dept 40 Total	\$	2,577,490			
Dept 40 Exp by Function					
Instruction	11	\$	3,680		
General Adm	41	\$	37,401		
SS General Adm-PR	41	\$	560,000		included in Town's operating budget; 4 positions estimated (2 Finance, 1 HR, 1 Comm)
Technology	53	\$	234,443		
SS Technology-PR	53	\$	140,000		included in Town's operating budget; 1 position estimated (1 IT)
		\$	975,524		
Dept 40 Exp by Object					
Payroll	61xx	\$	700,000		included in Town's operating budget; 5 positions estimated (2 Finance, 1 HR, 1 Comm, 1 IT)
Contracted Services	62xx	\$	145,391		
Materials & Supplies	63xx	\$	128,395		
Misc Operating Costs	64xx	\$	1,737		
		\$	975,524		



Town of Westlake

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

Staff Report

File #: WA RES 25-17

Agenda Date: 6/17/2025

Agenda #: H.2.

ACADEMY STAFF REPORT RECOMMENDATION VERSION 2

Consider approving WA Resolution 25-17 adopting the Employee Compensation Plan for the 2025-2026 Fiscal Year; and take appropriate action (Sandy Garza, Human Resources Director)

STAFF: Sandy M. Garza, Director of Human Resources

BACKGROUND:

The proposed Employee Compensation Plan reflects Westlake Academy's ongoing commitment to supporting the vision, mission, and values established by the Board of Trustees. Our International Baccalaureate (IB) curriculum is designed to prepare students for success in a fast-paced, knowledge-driven, and globally competitive environment. By emphasizing 21st-century skills and international mindedness, we remain dedicated to preparing students to be well-balanced, respectful, and lifelong learners.

DISCUSSION:

Salary Schedules:

No changes; base salary schedules remain consistent with the 2024-2025 school year.

Administration Schedule Revisions:

Special Programs Coordinator - New

Director of Secondary Education - New

Special Education Coordinator - Title removed

Director of Innovation - Contract increased from 207 to 217 days

Athletic Director - Contract increased from 212 to 217 days; moved from Paygrade 2 to 3

Facilities Administrator - Moved from Facilities Schedule to Administration Schedule

Instructional Technology & Activity Coordinator - Title removed

Executive Director WA Foundation - Moved to a separate range

Support Staff Schedule Revisions:

Building Engineer - Title removed

Custodian - Title removed

IT Coordinator - (existing position) Salary Range added.

Academic Stipend Schedule Revisions:

Total stipends reduced from 43 to 32.

Summer School and Supplemental Pay Schedule Revisions:

Updated verbiage: “All assignments must be requested through the principals and approved by the Head of School in writing prior to work commencing.”

Inclusion of “Jump Start” (rising G6 students) rate.

Contract/Calendar Days Schedule Revisions:

Administrative Assistants’ days worked adjusted from 192 days to 190 days.

Eliminated positions removed from the schedule.

FISCAL IMPACT:

Fiscal Impact to be presented by Director of Finance.

STAFF RECOMMENDATION:

Following presentation of the Proposed FY 2025-2026 Employee Compensation, and the holding of the required public hearing, staff recommends approval of this resolution and its attached Employee Compensation Plan.

ATTACHMENTS:

WA Resolution 25-17

2025-2026 WA Compensation Plan

BOARD OF TRUSTEES ACTION/OPTIONS:

- 1) Motion to approve WA Resolution 25-17
- 2) Motion to amend with the following stipulations (please state stipulations in motion)
- 3) Motion to table

- 4) Motion to deny

WESTLAKE ACADEMY

RESOLUTION NO. 25-17

**A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY
ADOPTING THE PROPOSED EMPLOYEE COMPENSATION PLAN FOR FISCAL
YEAR 2025-2026.**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY:

WHEREAS, Section 44.002 of the Education Code of the Texas Education Agency Texas School Law Bulletin states the budget must be prepared according to generally accepted accounting principles, and

WHEREAS, the budget must be approved by the Board of Trustees prior to June 30th according to Texas Education Agency's Financial Accountability System Resource Guide, Section 2.6.2 – TEA Legal Requirements; and

WHEREAS, Article III, section 53, of the Texas Constitution prohibits the grant of extra compensation to a public employee or contractor after service has been rendered or performance has begun on a contract, 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 Board of Trustees of Westlake Academy hereby adopts the proposed Westlake Academy Employee Compensation Plan for the fiscal year 2025-2026, and appropriates the funds contained therein attached to this resolution as Exhibit A.

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 Council 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 17th DAY OF JUNE 2025.

ATTEST:

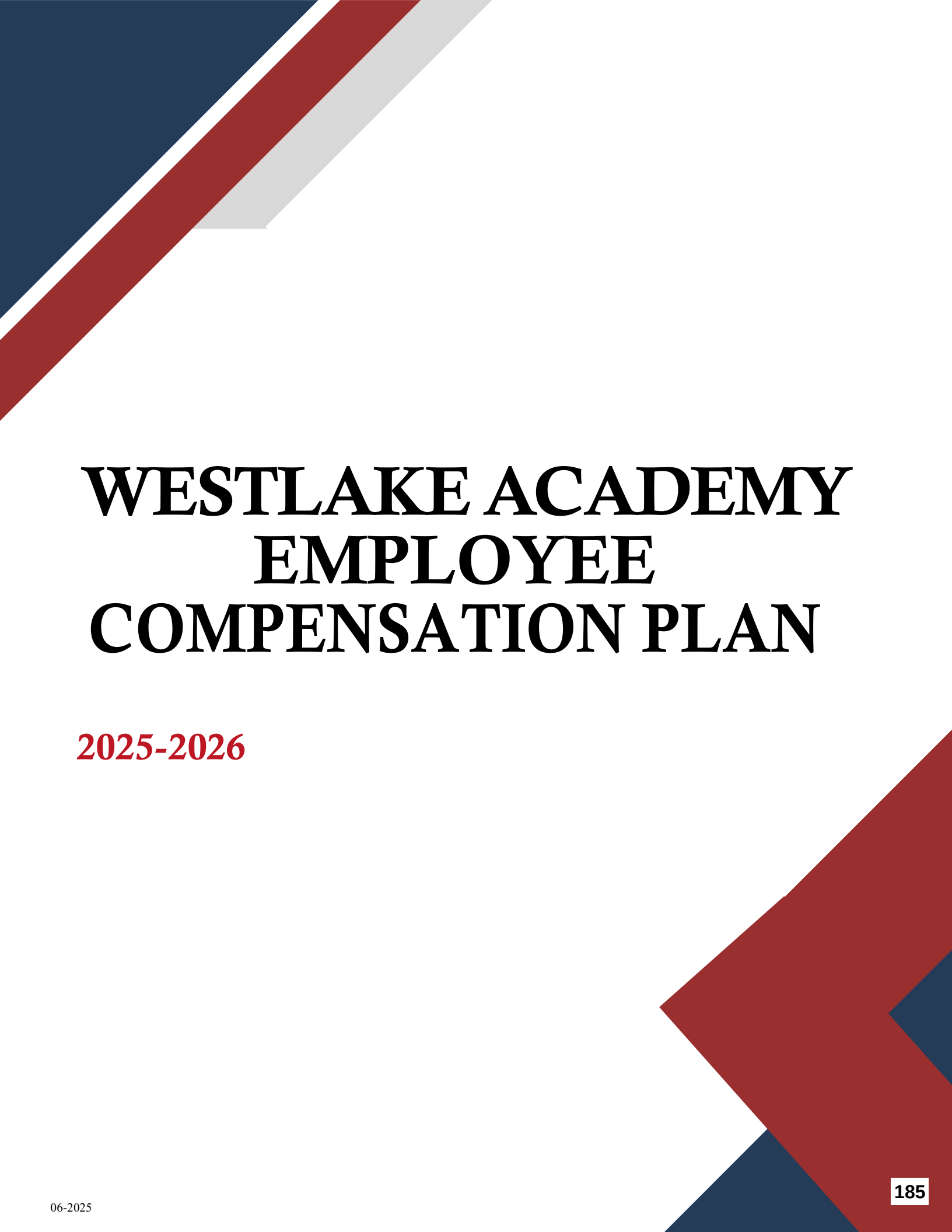
Kim Greaves, President

Dianna Buchanan, Board Secretary

Dr. Kelly Ritchie, Head of School

APPROVED AS TO FORM:

Janet S. Bubert or L. Stanton Lowry,
School Attorney



WESTLAKE ACADEMY EMPLOYEE COMPENSATION PLAN

2025-2026

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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 Teachers, Librarians and Nurses

2025-2026 Salary Schedule Teachers, Librarians and Nurses (RN)										
Years of Experience	25-26 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	\$ 326.20	\$ 61,000	\$62,500	\$ 64,000	\$64,261	\$65,761	\$ 67,261	\$65,892	\$67,392	\$ 68,892
1	\$ 328.24	\$ 61,382	\$62,882	\$ 64,382	\$64,664	\$66,164	\$ 67,664	\$66,305	\$67,805	\$ 69,305
2	\$ 329.85	\$ 61,682	\$63,182	\$ 64,682	\$64,980	\$66,480	\$ 67,980	\$66,629	\$68,129	\$ 69,629
3	\$ 331.45	\$ 61,982	\$63,482	\$ 64,982	\$65,296	\$66,796	\$ 68,296	\$66,953	\$68,453	\$ 69,953
4	\$ 334.13	\$ 62,482	\$63,982	\$ 65,482	\$65,823	\$67,323	\$ 68,823	\$67,494	\$68,994	\$ 70,494
5	\$ 337.07	\$63,032	\$64,532	\$ 66,032	\$66,402	\$67,902	\$ 69,402	\$68,088	\$69,588	\$ 71,088
6	\$ 340.28	\$ 63,632	\$65,132	\$ 66,632	\$67,034	\$68,534	\$ 70,034	\$68,736	\$70,236	\$ 71,736
7	\$ 343.22	\$ 64,182	\$65,682	\$ 67,182	\$67,614	\$69,114	\$ 70,614	\$69,330	\$70,830	\$ 72,330
8	\$ 345.89	\$ 64,682	\$66,182	\$ 67,682	\$68,141	\$69,641	\$ 71,141	\$69,870	\$71,370	\$ 72,870
9	\$ 348.03	\$ 65,082	\$66,582	\$ 68,082	\$68,562	\$70,062	\$ 71,562	\$70,302	\$71,802	\$ 73,302
10	\$ 350.17	\$65,482	\$66,982	\$ 68,482	\$68,983	\$70,483	\$ 71,983	\$70,734	\$72,234	\$ 73,734
11	\$ 352.31	\$ 65,882	\$67,382	\$ 68,882	\$69,405	\$70,905	\$ 72,405	\$71,166	\$72,666	\$ 74,166
12	\$ 354.45	\$ 66,282	\$67,782	\$ 69,282	\$69,826	\$71,326	\$ 72,826	\$71,598	\$73,098	\$ 74,598
13	\$ 356.59	\$ 66,682	\$68,182	\$ 69,682	\$70,248	\$71,748	\$ 73,248	\$72,030	\$73,530	\$ 75,030
14	\$ 359.26	\$ 67,182	\$68,682	\$ 70,182	\$70,774	\$72,274	\$ 73,774	\$72,571	\$74,071	\$ 75,571
15	\$ 361.93	\$67,682	\$69,182	\$ 70,682	\$71,301	\$72,801	\$ 74,301	\$73,111	\$74,611	\$ 76,111
16	\$ 364.61	\$ 68,182	\$69,682	\$ 71,182	\$71,828	\$73,328	\$ 74,828	\$73,651	\$75,151	\$ 76,651
17	\$ 366.75	\$ 68,582	\$70,082	\$ 71,582	\$72,249	\$73,749	\$ 75,249	\$74,083	\$75,583	\$ 77,083
18	\$ 368.89	\$ 68,982	\$70,482	\$ 71,982	\$72,671	\$74,171	\$ 75,671	\$74,515	\$76,015	\$ 77,515
19	\$ 371.03	\$ 69,382	\$70,882	\$ 72,382	\$73,092	\$74,592	\$ 76,092	\$74,947	\$76,447	\$ 77,947
20	\$ 373.16	\$69,782	\$71,282	\$ 72,782	\$73,513	\$75,013	\$ 76,513	\$75,379	\$76,879	\$ 78,379
21	\$ 375.30	\$ 70,182	\$71,682	\$ 73,182	\$73,935	\$75,435	\$ 76,935	\$75,811	\$77,311	\$ 78,811
22	\$ 377.44	\$ 70,582	\$72,082	\$ 73,582	\$74,356	\$75,856	\$ 77,356	\$76,243	\$77,743	\$ 79,243
23	\$ 379.58	\$ 70,982	\$72,482	\$ 73,982	\$74,778	\$76,278	\$ 77,778	\$76,675	\$78,175	\$ 79,675
24	\$ 382.79	\$ 71,582	\$73,082	\$ 74,582	\$75,410	\$76,910	\$ 78,410	\$77,324	\$78,824	\$ 80,324
25	\$ 386.53	\$72,282	\$73,782	\$ 75,282	\$76,147	\$77,647	\$ 79,147	\$78,080	\$79,580	\$ 81,080
26	\$ 391.35	\$ 73,182	\$74,682	\$ 76,182	\$77,095	\$78,595	\$ 80,095	\$79,052	\$80,552	\$ 82,052
27	\$ 395.62	\$ 73,982	\$75,482	\$ 76,982	\$77,938	\$79,438	\$ 80,938	\$79,916	\$81,416	\$ 82,916
28	\$ 400.44	\$ 74,882	\$76,382	\$ 77,882	\$78,886	\$80,386	\$ 81,886	\$80,888	\$82,388	\$ 83,888
29	\$ 405.25	\$ 75,782	\$77,282	\$ 78,782	\$79,834	\$81,334	\$ 82,834	\$81,860	\$83,360	\$ 84,860
30	\$ 407.39	\$76,182	\$77,682	\$ 79,182	\$80,256	\$81,756	\$ 83,256	\$82,293	\$83,793	\$ 85,293
Approved positions exceeding 202 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 06/17/2025										

New Hire Schedule for Counselors, Diagnostician and Speech Language Pathologists

2025-2026- Salary Schedule Counselors, Diagnosticians, and Speech Language Pathologists						
Years of Experience	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	\$343.88	\$64,306	\$66,369	\$67,744	\$69,464	\$71,183
1	\$347.42	\$64,968	\$67,052	\$68,442	\$70,179	\$71,916
2	\$350.96	\$65,630	\$67,735	\$69,139	\$70,894	\$72,649
3	\$354.50	\$66,292	\$68,419	\$69,837	\$71,609	\$73,382
4	\$358.04	\$66,953	\$69,102	\$70,534	\$72,324	\$74,114
5	\$361.76	\$67,649	\$69,820	\$71,267	\$73,076	\$74,884
6	\$366.79	\$68,590	\$70,790	\$72,258	\$74,092	\$75,926
7	\$371.82	\$69,530	\$71,761	\$73,249	\$75,108	\$76,967
8	\$376.85	\$70,471	\$72,732	\$74,239	\$76,124	\$78,008
9	\$380.88	\$71,225	\$73,510	\$75,033	\$76,938	\$78,842
10	\$384.71	\$71,941	\$74,249	\$75,788	\$77,711	\$79,635
11	\$388.53	\$72,655	\$74,986	\$76,540	\$78,483	\$80,426
12	\$392.36	\$73,371	\$75,725	\$77,295	\$79,257	\$81,219
13	\$396.18	\$74,086	\$76,463	\$78,047	\$80,028	\$82,009
14	\$400.14	\$74,826	\$77,227	\$78,828	\$80,828	\$82,829
15	\$404.97	\$75,729	\$78,159	\$79,779	\$81,804	\$83,829
16	\$409.79	\$76,631	\$79,089	\$80,729	\$82,778	\$84,827
17	\$414.61	\$77,532	\$80,020	\$81,678	\$83,751	\$85,824
18	\$418.12	\$78,188	\$80,697	\$82,370	\$84,460	\$86,551
19	\$421.62	\$78,843	\$81,373	\$83,059	\$85,167	\$87,275
20	\$425.12	\$79,497	\$82,048	\$83,749	\$85,874	\$88,000
21	\$428.62	\$80,152	\$82,724	\$84,438	\$86,581	\$88,724
22	\$432.12	\$80,806	\$83,399	\$85,128	\$87,288	\$89,449
23	\$435.62	\$81,461	\$84,075	\$85,817	\$87,995	\$90,173
24	\$439.12	\$82,115	\$84,750	\$86,507	\$88,702	\$90,898
25	\$442.62	\$82,770	\$85,426	\$87,196	\$89,409	\$91,622
26	\$446.12	\$83,424	\$86,101	\$87,886	\$90,116	\$92,347
27	\$449.62	\$84,079	\$86,777	\$88,575	\$90,823	\$93,071
28	\$453.12	\$84,733	\$87,452	\$89,265	\$91,530	\$93,796
29	\$456.62	\$85,388	\$88,128	\$89,954	\$92,237	\$94,520
30+	\$460.12	\$86,042	\$88,803	\$90,644	\$92,944	\$95,245

Counselor/Diagnostician/ SLP 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 06/17/2025

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	\$518.67	\$606.12	\$693.57
	Director of Secondary Education	217				
			217 Days	112,551	131,528	150,505
7			Daily			
	Executive Director of WA Foundation	226	226 Days	Determined by WA Foundation Board		
8			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	Classroom Paraprofessional (Special Education, P.E., Primary)	187	Daily	\$125.63	\$151.88	\$178.13
			Hourly 7.5	\$16.75	\$20.25	\$23.75
			187 Days	23,492	28,401	33,309
2	Administrative Assistant	190	Daily	\$140.00	\$167.60	\$195.20
			Hourly 8	\$17.50	\$20.95	\$24.40
			190 Days	26,600	31,844	37,088
3	Foundation Development Associate	197	Daily	\$154.00	\$185.60	\$217.20
			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	
Facilities Technician	260	Daily	\$148.00	\$181.30	\$214.60	
		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	
IT Coordinator	260	Daily	\$228.00	\$275.88	\$323.76	
		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.

Athletics 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
Football - JH	Assistant/JH-Coord.	\$	3,000.00
	Assistant / JH	\$	2,400.00
	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

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
Softball	Head Coach / HS	\$	5,000.00
	Assistant/JV		
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.

HR 06/17/2025

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.

HR 06/17/2025

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 1 st warning and all months prior to 1 st warning issuance.	Includes months after the month of issuance of 1 st warning letter through the month of issuance of 2 nd warning.	Includes months after the month of issuance of 2 nd warning letter through the month of issuance of 3 rd 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.

Section 6: Calendars

Instructional Calendar



WESTLAKE ACADEMY

2025-2026 ACADEMIC CALENDAR

Last edited February 28, 2025



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
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				

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	

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						

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			

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

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

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				

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						

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				

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	

August

New Teacher Orientation
All Teacher Orientation
First Day of School

July 30-1
4-13
14

December

Final Exams-Assessments
Half Day Grades 6-12
Secondary End of Q2
Teacher PD Day (No School)
Winter Break Begins

15-18
17-18
18
19
22

April

Student/Teacher Holiday*
Teachers PD Day (No School)

3
6

September

Labor Day

1

January

End of Winter Break
Teacher PD Day (No School)
Martin Luther King Jr. Day

2
5
19

February

Teacher PD Day
President's Day

13
16

October

Secondary End of Q1
Teacher PD Day (No School)
Columbus Day
PYP Conferences (No Class in PYP)

9
10
13
15

November

Thanksgiving Break

24-28

March

Secondary end of Q3
Teacher PD Day (No School)*
Spring Break

12
13
16-20

	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

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

Payroll Biweekly Pay Distribution Schedule



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)



Town of Westlake

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

Staff Report

File #: ORD-1025

Agenda Date: 6/17/2025

Agenda #: H.3.

TOWN STAFF REPORT RECOMMENDATIONS

Discuss, consider and act to adopt Ordinance 1025 approving architectural standards for the Solana Hills Residential Development; providing a penalty; providing a cumulative clause; providing a severability clause; providing a savings clause; authorizing publication; and establishing an effective date (Jason Alexander, AICP, CECD, Deputy Town Manager).

STAFF: Jason Alexander, AICP, CECD, Deputy Town Manager

BACKGROUND:

The PD, Planned Development District standards for Solana Hills --- as adopted by Ordinance No. 982 by the Town Council on October 9, 2023 --- requires that the architectural standards for the development be submitted to the Town Council for review and approval. The same provisions in Ordinance No. 982 also requires that the Design Guidelines “shall incorporate the recommendations contained in the Westlake Building Quality Manual”.

As proposed --- and presented --- the Architectural Standards focus extensively on the materials, configurations, and techniques for building walls, roofs, openings (e.g., doors and windows), and attachments. These standards grow from --- and are inspired by --- similar architectural standards found within the Villaggio Architectural Standards and within other zoning districts presented to the Town Council (i.e., TC, Town Center Form-Based Development District).

Further, there are additional specifications provided for landscaping, driveways, and address signs that are disparate in architectural style but visually harmonious.

DISCUSSION:

The Architectural Standards --- as presented --- ensure that the real estate developer and the future builders within Solana Hills deliver residential applications that will exceed the expectations for excellence in

architecture, landscape architecture, and site design. Moreover, the Architectural Standards reflects the collaboration between the Department of Planning and Development and the real estate developer. As Exhibit “A” depicts, the Architectural Standards have been condensed to provide a concise set of standards for architecture and landscape architecture and other elements of the private lot that will lead to more expedient and accurate reviews and approvals for new homes in Solana Hills. Furthermore, some of the provisions for aesthetics may be approved administratively, which will reduce the potential for delays in reviewing and approving plans for new homes in this development and increase opportunities for customization, but not at the expense of aesthetics and quality.

FISCAL IMPACT:

N/A.

DEPARTMENT OF PLANNING AND DEVELOPMENT RECOMMENDATION:

The Department of Planning and Development recommends adoption of Ordinance 1025 approving the Solana Hills Residential Development Architectural Standards as presented.

PLANNING AND ZONING COMMISSION RECOMMENDATION:

N/A.

TOWN COUNCIL ACTION / OPTIONS:

- 1) Motion to approve;
- 2) Motion to approve with additional conditions (please state additional conditions in motion);
- 3) Motion to deny; OR
- 4) Motion to table (must table to a specific date).

ATTACHMENT(S):

- 1) Ordinance Adopting Architectural Standards for Solana Hills
- 2) Exhibit “A” - Architectural Standards for Solana Hills

TOWN OF WESTLAKE

ORDINANCE 1025

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS, APPROVING ARCHITECTURAL STANDARDS FOR THE SOLANA HILLS RESIDENTIAL DEVELOPMENT; PROVIDING A PENALTY; PROVIDING A CUMULATIVE CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Town of Westlake previously passed and adopted Ordinance No. 982 on October 9, 2023, establishing the PD, Planned Development District standards for the Solana Hills Residential Development (the “PD, Planned Development District”); and

WHEREAS, the adopted rules and regulations that are contained within the PD, Planned Development District for the Solana Hills Residential Development require the Town Council to approve the architectural standards prior to any building plans being submitted for review; and

WHEREAS, the standards for architecture, landscape architecture, and other elements of the built environment within the private lot are provided in text, a copy of which is attached hereto as EXHIBIT “A”; and

WHEREAS, the Town Council finds it to be in the best interest of the community to approve the architectural standards as provided;

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

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 a copy of the architectural standards attached hereto as EXHIBIT “A”, are hereby approved.

SECTION 3: That this Ordinance shall be cumulative of all other Town Ordinances and all other provisions of other Ordinances adopted by the Town which are inconsistent with the terms or provisions of this Ordinance are hereby repealed.

SECTION 4: That any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the Code of Ordinances of the Town of Westlake, and upon conviction shall be punishable by a fine not to exceed the sum of Two Thousand Dollars (\$2,000.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

SECTION 5: It is hereby declared to be the intention of the Town Council of the Town of Westlake, Texas, that sections, paragraphs, clauses and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared legally invalid or unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such legal invalidity or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance since the same would have been enacted by the Town Council of the Town of Westlake without the incorporation in this Ordinance of any such legally invalid or unconstitutional, phrase, sentence, paragraph or section.

SECTION 6: This Ordinance shall take effect immediately from and after its passage as the law in such case provides.

PASSED AND APPROVED ON THIS 17TH DAY OF JUNE 2025.

Kim Greaves, Mayor

ATTEST:

Dianna Buchanan, Town Secretary

APPROVED AS TO FORM:

Matthew C. G. Boyle, Town Attorney

Chapter 1: Architectural Standards – Solana Hills

1.1 OVERALL INTENT

1.1 General:

The Architectural Standards for Solana Hills are intended to produce a visual identity for the community that emerges from the topography, the history, and the building practices of the Town of Westlake. These Architectural Standards specify the materials and the configurations permitted for all building walls, all roofs, all openings, and other building elements, in order to produce visual compatibility and promote a unique identity for the community. These Architectural Standards shall take precedence in case there is a conflict with any code, regulation, or standard for architecture and landscape architecture existing in the Town of Westlake, Texas Code of Ordinances. The Town Planner shall have administrative authority to resolve any conflicts in the codes, regulations, and standards to promote the shared objectives and goals for Solana Hills. Exceptions to these Architectural Standards shall require review and a recommendation from the Development Architect and approval from the Town Planner. Variances to any provisions for building use, building setbacks, building height, and other related land development regulations shall be processed in accordance with the applicable regulations and rules existing in the Town of Westlake, Texas Code of Ordinances. For the purposes of interpreting these Architectural Standards, the Development Architect shall mean “a person that is licensed as a professional architect and that is an employee or a representative of the developer, the homeowners’ association, or either of their successor assigns.”

1.2 Architectural Style:

A single architectural style is not required for any construction, but the architectural style for all construction and all renovations shall be consistent throughout the project. All materials and their details and applications shall be consistent on all sides (e.g., the front façade, the side façade, and the rear façades). No floorplan or front façade shall be repeated in the Solana Hills development for any detached single-family residence, except that townhouses may have repeated floorplans. The front façade of townhouses shall be architecturally distinguished from adjacent units by changes in exterior finish material, exterior color, roof planes, et cetera to the satisfaction of the Town Planner.

2. FRONT FAÇADES

2.1 General:

The front façade is the building façade facing the street and where the principal entrance (i.e., the main point of access for pedestrians into the home) is provided. A minimum of 15 percent and a maximum of 40 percent of the total building wall area of the front façade shall contain openings for doors and windows.

3. ROOFS

3.1 Roof Materials:

All roofs shall be clad in clay tile, concrete tile, slate, or terra cotta tile. Metal may only be used as a roofing material provided that it complements an architectural style to the satisfaction of the Town Planner and the Development Architect. Synthetic roof materials shall only be permitted subject to review and approval by the Town Planner.

3.2 Massing:

Roof massing shall be symmetrical or asymmetrically balanced. Roofs are generally required to be simple in form and appear logical to construct. Their design should relate logically to the design of the floorplan. Changes or articulation in roof planes must correspond to exterior architectural features of the house (e.g., porches, covered entries, balconies, bay windows).

3.3 Roof Forms:

Roofs shall be symmetrically pitched with a minimum angle of 8:12, except that dormers and sheds may be pitched with an angle between 2:12 and 5:12. Low-slope (i.e., flat) roofs may only be permitted for townhouses. All flat roofs shall be surrounded on all sides by a horizontal parapet wall no less than 42 inches high where the roof deck meets the parapet wall.

3.4 Overhangs and Protrusions:

Roof overhangs shall be a minimum of 18 inches and shall be consistent in depth across the primary mass of the roof. Secondary roof overhangs or protrusions shall correspond to architectural features of the façade and shall have consistent horizontal and vertical alignment to create a balanced order and rhythm to the roof massing to the satisfaction of the Town Planner.

3.5 Roof Penetrations:

Roof penetrations such as flues, vents, pipes, skylights and chimneys shall not be visible from the street, the front façade or primary elevation, unless a chimney is provided. All roof penetrations shall be painted to match the roof if not enclosed in a concealing structure.

3.6 Roof Details:

Roof details including, but not limited to, dormers, gables, and balcony overhangs shall be in keeping with the architectural style of the home and shall have consistent horizontal and vertical alignment to create a balanced rhythm across the home to the satisfaction of the Town Planner. Dormers shall be functional (i.e., habitable) to allow actual window openings and head heights for upper-level spaces.

4. GARAGES

4.1 Materiality:

Garage doors shall be clad with wood or wood with glass panels. Metal-framed garage doors with glass panels shall only be permitted subject to review and approval by the Town Planner. Vinyl or metal panel garage doors shall be expressly prohibited.

4.2 Massing and Orientation:

Garages shall be oriented to the side or to the rear of the lot where possible. Garage doors oriented to the front of the lot are only allowed in a motor vehicle forecourt or porte-cochere setting.

4.3 Garage Doors:

Garage doors shall not exceed 12 feet in width and shall be inset a minimum of eight inches from the plane of the adjacent building wall.

4.4 Sloped Sites:

Where a house is proposed to built on a sloped site, the garage may be constructed below or partially below grade to minimize visual impact of blank façades.

5. FENESTRATION – DOORS AND WINDOWS

5.1 General:

Windows and doors shall be designed in scales and patterns that are complementary to the form of the home and expressive of the internal organization of the home. Window and door styles shall be consistent with the overall architectural style of the home to the satisfaction of the Town Planner.

5.2 Composition:

Fenestration shall be arranged with consistent horizontal and vertical alignment. All façades shall have sufficient fenestration to create visual interest and to prevent the appearance of blank building wall areas.

5.3 Main Entrance:

The principal entrance shall be clearly defined and easily identifiable from the street or the open space. Front doors shall be of a substantial scale and design, reflecting the architectural style of the home. Side light and transom windows may be provided to enhance the visual impact of the principal entrance and to provide natural light. Recessed or covered entryways may be provided to protect from the sun, the rain, and other climate conditions as well as to provide a sense of depth.

5.4 Door Materials:

All exterior doors shall be made of wood, metal-clad, steel, aluminum, or fiberglass clad. Doors made of wood shall either be sealed and stained or shall be painted. Synthetic materials shall be expressly prohibited. Trim shall be consistent in material, color, and proportion on all sides of the home.

5.5 Door Dimensionality:

Doors that are set in façades with exterior finish materials of stone, brick, or stucco shall be recessed a minimum of 12 inches in depth to present a visual thickness to the adjacent wall. All doors shall have a minimum height of eight feet.

5.6 Window Materials:

Windows shall be wood, vinyl-clad wood, metal-clad, steel, aluminum, or fiberglass clad. Metallic finishes such as clear-anodized aluminum are not permitted. Glass may be coated or lightly tinted to control heat gain but reflective, mirrored, colored, or etched glass surfaces are prohibited.

5.7 Unique Door and Window Geometry:

All openings for doors and windows shall be vertical in proportion and rectangular in shape, with the exception of transom windows and sidelights. Only one arched or circular window shall be permitted on each façade.

5.8 Window Dimensionality:

Windows that are set in façades with exterior finish materials of stone, brick, or stucco walls must be recessed a minimum of six inches in depth to present a visual thickness to the adjacent wall.

6. EXTERIOR FINISH MATERIALS AND DETAILS

6.1 General:

No more than two exterior finish materials shall be present on any façade, excluding bay windows, balconies, shutters, trim, and other similar architectural details and features.

6.2 Materials:

A minimum of 85 percent of the total building wall area, excluding openings for doors and windows, shall be exterior finishes of brick, stone, or stucco (three-coat), with each façade being calculated independently. Wood, metal, or cementitious fiber board may only be used as accent exterior finish materials, excluding openings for doors and windows, and shall be limited to a maximum of 15 percent of the total building wall area, with each façade being calculated independently. All retaining walls, screening walls, and other similar building walls shall be constructed of brick or stone (or brick or stone veneer). Cementitious fiber board is restricted to use on townhome façades only. Cementitious fiber board shall not be used on any detached single-family façade. No other exterior finish materials, including synthetic materials, shall be permitted on any façade or wall of any residential unit, outbuilding, or other accessory structure.

6.3 Material Changes:

The heavier of the exterior finish materials on a single façade shall be located below the lighter material (e.g., stone located below brick; brick located below stucco; and stucco located below metal and wood). Transition in the exterior finish materials shall only run horizontally across the entire length of the building façade, except

that building attachments and projections may differ in material from the building volume, with the attachment or the projection being of a lighter material, except for chimneys, where the projection may be of a heavier material (e.g., brick, stone, and / or stucco).

6.4 Foundations:

Foundation walls that are above grade by more than six inches shall only be clad with stone or brick. Faux stone and faux brick shall be expressly prohibited. Foundation vents or access points shall be concealed or made to be an appropriate decorative detail. Plastic or galvanized metal vents or covers shall be expressly prohibited.

6.5 Brick and Stone Cladding:

All brick exterior finish material shall be fired-clay and shall be of integral color and unpainted. All stone exterior finish material shall be native to the region and shall be of integral color and unpainted. All painted brick and stone exterior finish materials shall be subject to review and approval by the Town Planner. All stucco exterior finish materials shall be masonry and may be of integral color or painted. All brick and stone exterior finish materials shall be laid in load-bearing configurations. Wainscotting shall be expressly prohibited.

7. GUTTERS, DOWNSPOUTS, TRIM, ORNAMENTATION

7.1 Gutters and Downspouts:

Gutters and downspouts shall be integrated into the overall form of the house and must be in keeping with the architectural style. Downspouts shall occur at building corners unless the locations are part of a deliberate design intent. Gutters and downspouts shall match the color and materiality of other trim and decorative elements and shall be consistent across the architectural composition to the satisfaction of the Town Planner. Plastic or other non-metal gutters and downspouts shall be expressly prohibited.

7.2 Trim and Ornamentation:

Trim elements and architectural ornamentation shall be provided in way that enhances the visual interest of the home, and be compatible with the overall architectural style. Details shall be applied consistently across all façades. Trim and ornamentation details shall be limited to exposed timber or steel beams and trusses; corbels, brackets and kickers; exposed rafter tails; lintels or headers over openings in masonry walls; architectural attic vents; highly crafted closure details; and other similar details subject to review and recommendation by the Development Architect and approval by the Town Planner.

8. PORCHES, BALCONIES, OUTDOOR SPACES

8.1 General Intent:

Porches, balconies and other forms of private outdoor spaces must be in keeping with the architectural style of the home and contribute to a well-balanced and proportional façade.

8.2 Materials and Composition:

Porch floors shall be made of brick, stone, or wood; and balcony floors shall be made of wood. Lattice screening shall not be permitted. Structural elements must be designed to appear appropriately massive to meet a structurally logical design; balconies shall provide visual support (i.e., metal or wood brackets)

Chapter 2: Site and Landscape Design

1. DRIVEWAYS

1.1 Materiality:

Appropriate paving materials for driveways and vehicular forecourts include: colored, stamped, exposed aggregate, broom finish and/or patterned concrete; pre-cast concrete pavers that blend with the natural environment or complement adjacent paving types; native stone; decomposed granite or decorative gravel with a concrete apron; turf block. The following materials shall be expressly prohibited: untextured uncolored concrete; asphalt (unless banded or bordered with concrete); white angular gravel; faux stone.

1.2 Size and Compositions:

Driveways shall not exceed 12 feet in width. Parking and turn-around areas must be screened from off-site views by plantings or landscape elements. A maximum of one driveway entry / cut is permitted for each home.

2. GRADING

2.1 General Guidelines:

Where feasible, building foundations and main floors are to step with the existing topography to create split floor levels rather than one flat building pad. All cuts, fills, and retaining walls shall be designed to provide smooth transitions at the top and bottom of slopes that appear as extensions of the natural landform, protecting as many existing trees as possible. Natural appearing slopes are to be used instead of structures wherever feasible. Cut and fill slopes are to be re-vegetated with plantings compatible with the surrounding environment. Elevation changes are preferred to be accomplished with the home’s foundation in lieu of retaining walls, but due to significant grade changes inherent to the site, both techniques may be used in combination.

3. RETAINING WALLS

3.1 Materials:

All retaining walls shall be constructed of brick or stone (or brick or stone veneer) and shall not exceed four feet in height.

4. SCREENING WALLS, FENCES, GATES

4.1 Wall Materials:

Screening walls located in front yards or side yards abutting a street shall not exceed four feet in height; and screening walls located in side yards that do not abut a street or in the rear yard shall not exceed eight feet in height. All screening walls shall be constructed of brick or stone (or brick or stone veneer).

4.2 Fences:

Fences shall not be allowed, unless otherwise approved by the Town Planner. All fences shall be decorative in nature and match the architectural style of the home to the satisfaction of the Town Planner. Fences shall have a maximum horizontal top rail height of six height brick or stone columns are allowed as part of a fence. No fence shall be placed in the front yard.

4.3 Gates:

Gates shall be designed to be architecturally cohesive with the wall or fence on which they are placed, as well as the overall architecture of the home. Gates shall be made of decorative steel, iron or ferrous wrought iron, or wood. Gates made of wood must be stained and sealed.

5. WATER FEATURES, SPAS, POOLS

5.1 General Intent:

Pools, spas, and plunge pools shall be located in the side yards and rear yards to minimize visibility from the street and/or adjacent lots. These elements should augment outdoor spaces and be in keeping with the architectural style of the house. Pools, spas, and similar water features shall be visually connected to the home and designed to be an integral part of the house’s exterior design. Water features such as small ponds, waterfalls and streams shall appear natural and not contrived to the satisfaction of the Development Architect. They shall be made of materials that appear indigenous to the site and be landscaped in such a way that they appear to have occurred naturally.

5.2 Pools and Spas:

Swimming pools may not be located in the front or side yard unless enclosed in a courtyard. Pool safety measures must be taken in accordance with local government regulations. Pool and

spa covers are to be dark and muted in color to recede from view. Pools and spas are to be set down into the ground, or within terraces or decks. Above grade pools or spas are not permitted. Equipment enclosures are to appear as extensions of the home and/or located below grade.

6. PLANTING DESIGN

6.1 General Guidelines:

Each lot shall be landscaped, at a minimum, with two hardwood shade trees, or four per corner lot as set forth in the Town of Westlake Code of Ordinances. Ten five-gallon shrubs are required per lot. Manicured or groomed yards and non-native plantings are to be restricted to spaces confined by buildings, walls, native plantings, or other well-defined edges so as to be minimally visible from the street. Plant materials are to use a mix of sizes and be spaced in natural, informal patterns. All trees and plant materials shall be selected from those listed in the Town of Westlake, Texas Code of Ordinances.

7. EXTERIOR LIGHTING

7.1 General Requirements: All exterior light fixtures, either attached to the home or installed elsewhere on the site must be limited in their impact in order to preserve the night time dark sky by minimizing the visibility of the lamp or light source. Fixtures shall be low intensity with indirect light sources to the extent required for safety and subtle accenting. All exterior light fixtures shall be shielded such that no direct light is allowed to exit the light fixture horizontally. Light from one property shall not be allowed to spill onto an adjacent property, including security lighting and motion-activated lighting. Exterior lighting shall comply with the regulations and the rules existing in the Dark Sky Ordinance as adopted by the Town of Westlake. Pole-mounted lights shall not be more than eight feet tall and shall be subject to approval by the Town Planner. Up-lighting shall be expressly prohibited.



Town of Westlake

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

Staff Report

File #: WA RES 25-18

Agenda Date: 6/17/2025

Agenda #: H.4.

ACADEMY STAFF REPORT RECOMMENDATION

Consider approving WA Resolution 25-18 for Westlake Academy Building Property Casualty Insurance Products and Services to Box Insurance Agency for the period of July 1, 2025 to June 30, 2026; and take appropriate action.

STAFF: Sandy Garza, Director of Human Resources

BACKGROUND:

Bids were solicited for Westlake Academy's annual insurance renewal package, which includes the following lines of coverage: Property, General Liability, Umbrella Liability, Workers' Compensation, Auto, Crime, International Travel, Cyber Liability, and a Student Accident policy.

Box Insurance Agency-Westlake Academy's long-standing insurance provider-was the sole respondent by the bid deadline and submitted the only proposal that included all required lines of coverage. Box Insurance has supported the Academy since its inception and continues to adapt the program as institutional needs evolve. The proposed renewal reflects a total premium of **\$236,043**, representing an **11% increase (\$22,735)** over FY 2024-25.

Liability coverages are provided either as stand-alone policies or as sub-policies under General Liability, including:

- Directors & Officers Liability
- Employers' Legal Liability
- Employment Practices Liability
- Employee Benefits Liability
- Educators' Legal Liability

Key changes in policy premiums:

- Property: +11% - Industry-wide increases driven by wind/hail damage in Texas, inflation, and the rising cost of specialty building materials.
- Workers' Compensation: +4%
- Auto: +7% - Reflects industry trends and inflation.
- General Liability & Cyber Liability: +28% - Due to inflation and market conditions.
- Umbrella: +7%
- Student Accident: -17%

- International Travel: -2%
- Crime: -17%

The aggregate increase across all lines is 11% compared to the prior fiscal year.

STAFF RECOMMENDATION:

Staff recommends approval of WA Resolution 25-18 as presented. The total cost for this recommendation is \$236,043.

ATTACHMENT(S):

- WA Resolution 25-18
- Bid Presentation - Box Insurance Agency

BOARD OF TRUSTEES ACTION/OPTIONS:

- 1) Motion to approve
- 2) Motion to amend with the following stipulations (please state stipulations in motion)
- 3) Motion to table
- 4) Motion to deny

WESTLAKE ACADEMY

RESOLUTION NO. 25-18

**A RESOLUTION OF THE WESTLAKE ACADEMY BOARD OF TRUSTEES
AWARDING THE BID FOR PROPERTY/CASUALTY INSURANCE PRODUCTS AND
SERVICES TO BOX INSURANCE AGENCY FOR FY 25-26.**

WHEREAS, Westlake Academy desires to maintain a comprehensive risk management program for the protection of its property, students, employees, elected officials, and stakeholders; and,

WHEREAS, the leaders of Westlake Academy desire to exercise exceptional levels of stewardship with all financial resources; 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 the Board of Trustees of Westlake Academy does hereby award the recommended bid for property/casualty insurance products and services to Box Insurance Agency for FY 25-26, attached hereto as ***Exhibit “A”***; and further authorize the Head of School or designee to execute this agreement.

SECTION 2: 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 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 5TH DAY OF AUGUST 2024.

Kim Greaves, President

ATTEST:

Dianna Buchanan, Board Secretary

Dr. Kelly Ritchie, Head of School

APPROVED AS TO FORM:

Janet S. Bubert or L. Stanton Lowry,
School Attorney

Exhibit “A”

Recommended Bid



REQUEST FOR PROPOSAL

PROPOSAL FOR: Property, Liability, Workers Compensation, Auto, and Student Accident Insurance

EFFECTIVE DATES: July 1, 2025 through June 30, 2026

POSTED DATE: April 11, 2025

PROPOSAL DUE DATE: May 23, 2025

PROPOSAL DUE TIME: 12:00 PM CST

CONTACT: Sandy M. Garza, Purchasing Agent
E-mail: sgarza@westlaketx.gov

Electronic proposals subject to the Terms and Conditions of this REQUEST FOR PROPOSAL and other provisions, must be received by the **Purchasing Agent** at sgarza@westlaketx.gov before the closing time and date shown above. The Town will retain late bids; however, they will not be opened nor considered in the evaluation of the bid. Bids may be withdrawn at any time prior to this deadline. Bids may not be altered, amended, or withdrawn after the official opening without the recommendation and approval of the Purchasing Agent. The undersigned agrees if the bid is accepted, to furnish any and all items upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specifications. The period for acceptance of this proposal shall be 60 calendar days.

THE UNDERSIGNED, BY SIGNING BELOW, YOU SIGNIFY THAT YOU HAVE READ THE ENTIRE DOCUMENT AND AGREE TO THE TERMS AND CONDITIONS THEREIN. BY SIGNING BELOW, YOU ALSO CERTIFY THAT IF A TEXAS ADDRESS IS SHOWN AS THE ADDRESS OF THE PROPOSING VENDOR, THE VENDOR QUALIFIES AS A TEXAS "RESIDENT BIDDER" AS DEFINED IN RULE 1 TAC 111.2.

Company Name and Address: Box Insurance Agency	Company's Authorized Agent Name and Title (Typed or Printed): Adam syswerda
1200 S Main St. Suite 1600, Grapevine TX 76051	Signature 
Federal ID Number (TIN) or SSN and Name 82-1453817	
Telephone No. 817-865-1806	Date: 5/23/25
Fax No.:	Email address: adam@boxinsurance.com

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ACKNOWLEDGEMENT OF RECEIPT

THIS FORM MUST BE COMPLETED AND RETURNED PRIOR TO THE SUBMISSION OF ANY BID FOR THIS REQUEST FOR PROPOSAL.

Please fill in the requested information below as acknowledgement that you have received the Request for Proposal noted above. If your firm is interested in participating, please complete pages three and four (3 and 4) and return by email by April 25, 2025 to:

Sandy M. Garza
Town of Westlake / Westlake Academy
sgarza@westlaketx.gov

Name of Firm: Box Insurance Agency

Address: 1200 S Main St Suite 1600

City/State/Zip: Grapevine TX 76051

Phone: (817-865-1806) Fax: ()

E-Mail: adam@boxinsurance.com

Name: (Print) Adam Syswerda

Title: President

Signature: _____ Date: 4/24/25



Yes, our company does have an interest in responding.

QUESTIONNAIRE

1. Who will have primary responsibility for Westlake Academy's account?

Dustin Parker

a. Number of years in the insurance business: 20

b. Insurance background: CEO, Box Insurance Agency

c. Number of schools or public entities serviced: 7

2. Who will be the back-up person for Westlake Academy's account?

Adam Syswerda

a. Number of years in the insurance business: 12

b. Insurance background: President Box Insurance Agency

c. Number of schools or public entities serviced: 7

4. Westlake Academy will expect the following annual reports from its agents:

- a) Summary of premiums and losses by coverage.
- b) Forecast of insurance market status prior to renewal.
- c) Insurance policy abstracts (summaries).
- d) Prior to future renewals, report containing suggested coverage or rating enhancements for the upcoming year.
- e) Following future renewals, a report detailing all material policy changes.
- f) Risk management services.

5. Please attach a copy of the following documents:

- a) A copy of the current license.
- b) A certificate for agent's error and omission coverage insured for at least \$1 million limit.

GENERAL REQUIREMENTS AND INSTRUCTIONS

A. INFORMATION

1. The information contained in these specifications is confidential and is to be used only in connection with preparing a proposal for the following insurance services or insurance coverages:

Commercial Property – Fire & Extended Coverage
Commercial General Liability
School Professional Liability
Auto Liability & Physical Damage
Workers' Compensation
Commercial Umbrella Liability
Crime
International Travel Liability
Student Accident Liability
Cyber Liability

2. **The effective dates of the policy period for all proposals will be from July 1, 2025 through June 30, 2026.**
3. Westlake Academy reserves the right to accept or reject all or any part of the proposals, waive minor technicalities, and award the proposal to best serve the interest of the Academy. The Academy also reserves the right to waive or dispense with any of the formalities contained herein.
3. Proposals are to be submitted on the basis of the specifications contained herein. Alternate proposals will also be considered, provided the alternatives are clearly explained. All deviations from the specifications must be clearly identified and explained.
4. The information contained in these specifications is to be basis for proposal responses. After receipt of proposal, additional information needed may be requested via e-mail at: sgarza@westlaketx.gov.
5. The information contained herein is believed to be accurate and up to date but is not intended to be an express or implied warranty.
6. No telephone, or fax, or e-mailed proposals will be accepted. Proposals may only be accepted if delivered by email to sgarza@westlaketx.gov.
7. Vendors are cordially invited view the opening of received proposals but are not required to attend. A link will be posted on the Town of Westlake Bidding page no later than April 11, 2025. Advertisements will be posted for two (2) weeks in the Town's newspaper of record (Fort Worth Star-Telegram) on April 13, 2025 and April 20, 2025.

B. LEGAL

1. All parties submitting proposals are expected to comply with federal, state and local insurance laws and regulations relative to the preparation and submissions of insurance proposals. Specifically, the services to be provided are expected to be in compliance with the Americans with Disabilities Act (ADA), insurance laws and insurance regulations. All proposals that are submitted will be presumed to be in compliance with all applicable laws.

C. COMMUNICATION

1. Proposals should reference ***"RFP 25-001 – Westlake Academy Property & Liability Insurance"***. Proposer is required to provide an electronic copy of proposals to:

Sandy M. Garza
Westlake Academy
sgarza@westlaketx.gov

2. Alternatively, Proposers may provide a paper (printed) copy of proposals by the deadline to:

Sandy M. Garza

Westlake Academy

1500 Solana Boulevard, Bldg. 7, Ste. 7200 • Westlake, Texas 76262

D. COMMUNICATION WITH TOWN OF WESTLAKE/WESTLAKE ACADEMY MEMBERS

Companies submitting proposals shall not discuss this RFP with employees of the Town of Westlake, Westlake Academy or members of the Town Council/Board of Trustees. If discussion is necessary, your company will be notified in writing. **Failure to abide by this requirement may result in automatic disqualification.**

E. TIME FRAME

1. The RFP package will be available for download from our website at <https://www.westlake-tx.org/256/Bids-Proposals>. Vendors **WILL NOT** be notified of additional information/addenda postings. It is the vendor's responsibility to view the web page regularly, or prior to submitting a proposal response, to ensure that no addenda or additional information have been issued for the solicitation.
2. **Proposals:** must be delivered electronically via email to sgarza@westlaketx.gov, or a printed copy of proposal to 1500 Solana Boulevard, Bldg. 7, Ste. 7200 • Westlake, Texas 76262 by the deadline no later than 12:00 p.m., Friday, May 23, 2025.
3. The parties submitting the selected proposals will be notified by June 2, 2025 of the Academy's decision.
4. The effective date for proposals is July 1, 2025.
5. Policies or coverage documents are to be provided to the Academy by June 30, 2025. The Academy reserves the right to not pay any premium until valid policies or coverage documents are received.

F. PROPOSALS

1. Proposals must be clearly explained and identified. All costs, including optional programs, must be clearly separated and summarized. Exceptions to or deviations from the specifications **must** be explicitly identified.
2. Each party submitting a proposal is asked to screen their designated proposals for correctness and compliance with the specifications.
3. The contents of the proposals shall be kept confidential during the process of review.

G. DISQUALIFICATION AND REJECTION OF PROPOSALS

1. Failure to comply with the requirements or the procedures set forth herein, or to satisfy the insurance and servicing criteria as set forth in the specifications, may result in disqualification. It is not intended that these exceptions to the specifications will, in and of themselves, result in disqualification.

H. SELECTION OF VENDOR

1. Westlake Academy reserves the right to reject any or all of the proposals, in whole or in part; to waive any informality in any proposal, and to accept the proposal which, in its discretion, is in the best interest of the Academy. An Academy insurance consultant may review proposals for completeness and for compliance with bid specifications. Proposals will be carefully evaluated for cost effectiveness, for coverage provisions, and for compliance with the coverage and servicing criteria contained in the specifications and in accordance with Texas Education Code 44.031 and any other pertinent laws.

2. The contract will be awarded to the responsible vendor who submits a superior but economical proposal based on the relative importance of the following selection criteria:

<u>Selection Criteria</u>	<u>Maximum Points</u>
Coverage	35
Cost	35
Professional Qualifications	15
Service	15
Total	100

I. TERMS OF AGREEMENTS

1. Westlake Academy desires to receive proposals for a twelve (12) month period, beginning on July 1, 2025 through June 30, 2026.
2. Westlake Academy reserves the right to terminate the agreement at the expiration of the budget period, during the term of the agreement or at the end of the anniversary date with a sixty (60) day notice. The agreement will be for current revenues only in accordance with Local Government Code Section 271.903 to terminate the agreement.
3. The agreement is to contain a cancellation provision that provides for a sixty (60) day notice of cancellation (except for non-payment) and sixty (60) days e for non-renewal or material change.

J. QUALIFICATION OF INSURERS

1. Insurance companies must have a general policyholder's rating of A- VII or better as published by A.M. Best Company in the latest edition of its Key Rating Guide. Insurers shall be duly licensed and comply with all applicable insurance laws and requirements of the Texas State Board of Insurance.
2. Proposals will be accepted for intergovernmental risk sharing pools organized in accordance with article 4413(32c), Texas Interlocal Cooperation Act. Self-insured pools must include a current audited **financial statement** (Balance Sheet and Statement of Operations, including the auditor's opinion, and Reinsurance Provisions.)

K. AGENT MINIMUM QUALIFICATIONS

All agents submitting proposals for this insurance must meet the following minimum qualifications:

1. The agency must be licensed in Texas.
2. The agency must have insurance for agent's errors and omissions liability with a limit of at least \$1 million per occurrence. A certificate of the agent's E&O insurance must be included with the proposal.
3. The agency must have been in business for at least five (5) years.
4. The agency must assign a minimum of one qualified account representative. This representative must have a minimum of three (3) years of experience in commercial property and liability insurance lines or hold the C.P.C.U. or A.R.M. designation.

L. AUTHORIZED SIGNATURE

1. All proposal forms must be signed by persons who have legal authority to bind the insurer and administrator to the services that are proposed.

POLICY REQUIREMENTS AND LIMITS

All proposals must adhere to the specifications and limits as defined on the following pages for each insurance product. Any deviation or additional coverage(s) should be clearly explained. If the quote contains higher limits than specified, it should be listed separately as an ***alternate quote***.

PROPERTY, FIRE, AND EXTENDED EQUIPMENT INSURANCE

A. BACKGROUND INFORMATION

1. Please contact Purchasing Agent at sgarza@westlaketx.gov for loss runs.
2. Schedule of Buildings and Contents limits are located on page 25 as Exhibit "A".
3. Summarized property schedule with estimated replacement cost (limits), including desired deductibles and coinsurance as of July 1, 2025 is as follows:

<u>Description</u>	<u>Limit</u>	<u>Deductible</u>	<u>Coinsurance</u>
Building Physical Property	\$ 54,853,515	\$ 5,000	100%
Building Personal Property	\$ 5,021,678	\$ 5,000	100%
Business Income and Extra Expense	\$ 444,000		
Total Property Limits	\$ 60,319,193		

Note: Blanket Coverage at full replacement cost is required for all property quotes.

B. INSURANCE COVERAGE IS TO INCLUDE THE FOLLOWING:

1. Blanket coverage on all buildings, contents and auxiliary structures including on-site improvements.
2. Basis of Recovery is to be full replacement cost.
3. Automatic coverage on newly acquired property is to be included.
4. Coverage is to include extra expense and loss of revenue related to loss.
5. Coverage is to be for all risk, including theft of contents.
6. Quotes should include deductibles of \$5,000 with 100% coinsurance. Deductibles for wind, hail, earthquake, and floods should be \$50,000 or less with 100% coinsurance, if available. In the event a \$50,000 wind/hail deductible (or lower) is not available, the lowest deductible available should be quoted as a percentage.
7. Wind and hail deductibles may be accompanied by a "buy-down" reinsurance policy. This policy should be shown separately from the primary policy, including premiums.
8. Include a listing of endorsements, extensions, and exclusions.

C. QUOTED COVERAGE PROVISIONS

1. <u>Description</u>	<u>Limit</u>	<u>Deductible</u>	<u>Coinsurance</u>
Building Physical Property	\$ 54,853,515	<u>\$10,000</u>	<u>Agreed Value</u>
Building Personal Property	\$ 5,021,678	<u>\$10,000</u>	<u>Agreed Value</u>
Business Income and Extra Expense	\$ 444,000	<u>72 hours</u>	<u>Agreed Value</u>

2. Is automatic coverage for newly acquired property provided: ☒ Yes ☐ No
If yes, please attach description.

3. Does coverage include equipment breakdown? ☒ Yes ☐ No
If yes, please attach description.
4. Is there additional deductible or exclusion for wind, hail or earthquake? ☒ Yes ☐ No
If yes, please attach description and/or provide additional proposal to cover this risk.

D. QUOTATION

1. Property, Fire, and Extended Equipment Quote (Attach complete coverage information)

Annual Premium (Period 07/01/2025 to 06/30/2026): \$ 153,786

2. Alternate Property, Fire, and Extended Equipment Quote (Attach complete coverage information)

Annual Premium (Period 07/01/2025 to 06/30/2026): \$

E. INSURANCE COMPANY/RISK POOL INFORMATION

Name of Company: Hartford

A. M. Best Rating/Size: AXV

Insurance Company: ☒ Yes ☐ No

Risk Pool: ☐ Yes ☐ No

For Alternate Quote(s):

Name of Company:

A. M. Best Rating/Size:

Insurance Company: ☐ Yes ☐ No

Risk Pool: ☐ Yes ☐ No

F. LIST ANY DEVIATIONS OR ADDITIONAL INFORMATION:

3% wind hail

GENERAL LIABILITY INSURANCE

A. BACKGROUND INFORMATION

1. All coverage in Section "B" must be included. Please contact Purchasing Agent at sgarza@westlaketx.gov for loss runs.
2. Estimated student count is 880. Grades K-8: 555 Grades 9-12: 325
3. Estimated number of full-time equivalent employees is 113.
Total employees (including substitute teachers) is approximately 170.
4. Sports programs include: Football, basketball, volleyball, baseball, softball, track, cross country track, tennis, golf, softball, cheerleading, soccer and swimming.

B. INSURANCE COVERAGE SHOULD INCLUDE THE FOLLOWING:

1. Incidental medical malpractice coverage for registered nurses administering first aid, dispensing prescribed medications, and maintaining students' health immunization records.
2. Coverage for the negligent act, error or omission of the Academy and/or its employees relative to the administration of employment practices and employee benefit programs.
3. Coverage is to include premises liability.
4. Persons to be covered are to include the Academy, school board members, employees, student teachers, school volunteers, or any authorized agent as designated by the Academy.
5. If coinsurance is quoted as an alternative to deductible, please list this figure separately.
6. Include a listing of coverage extensions, endorsements and exclusions.
7. If EPLI, EBLI, ELLI, and D&O coverage is not automatically included, please provide separate quote(s). These are required components of the liability coverage policy.

	<u>Per Occurrence</u>	<u>Aggregate</u>	<u>Deductible</u>
General Liability	\$ 1,000,000	\$ 2,000,000	\$0
Products/Completed Operations	\$ 1,000,000	\$ 2,000,000	\$0
Personal & Advertising Injury	\$ 1,000,000	\$ 1,000,000	\$0
Damage to Rented Premises	\$ 1,000,000	\$ 1,000,000	\$0
Medical Expenses	\$ 10,000		\$0
Employee Benefits Liability	\$ 1,000,000	\$ 3,000,000	\$1,000
Abuse & Misconduct Liability**	\$ 1,000,000	\$ 1,000,000	\$0
Educators Legal Liability* **	\$ 1,000,000	\$ 2,000,000	\$10,000
Professional Liability – D&O* **	\$ 1,000,000	\$ 2,000,000	\$10,000
Employment Practices Liability* **	\$ 1,000,000	\$ 1,000,000	\$10,000

* Retention shown as Deductible

** Retroactive Date 8/31/11

C. QUOTED COVERAGE PROVISIONS

1. Coverage Detail	<u>Per Occurrence</u>	<u>Aggregate</u>	<u>Deductible</u>
General Liability	\$1,000,000	\$2,000,000	
Products/Completed Operations	\$1,000,000	\$2,000,000	
Personal & Advertising Injury	\$1,000,000	\$2,000,000	
Damage to Rented Premises	\$1,000,000		
Medical Expenses	\$10,000		

Employee Benefits Liability	<u>\$1,000,000</u>	<u>\$3,000,000</u>	<u>\$1,000</u>
Abuse & Misconduct Liability	<u>\$1,000,000</u>	<u>\$1,000,000</u>	<u>0</u>
Professional Liability – D&O	<u>\$1,000,000</u>	<u>\$2,000,000</u>	<u>\$10,000</u>
Educators Legal Liability	<u>\$1,000,000</u>	<u>\$2,000,000</u>	<u>\$10,000</u>
Employment Practices Liability	<u>\$1,000,000</u>	<u>\$1,000,000</u>	<u>\$10,000</u>

2. Please respond to the following questions as they relate to the Professional Legal Liability coverage proposed. Please specify if there are any SUB-LIMITS, otherwise it will be assumed full policy limits are available:
- Who are the "covered persons" or "named insureds?"
 - Is Prior Acts coverage provided? If so, what is the retroactive date?
 - Is corporal punishment/student discipline covered?
 - Describe the terms available for "Extended Reporting/Discovery Period" coverage available when either the insured or insurer cancels or non-renews? How long is the reporting period and what is the cost?
 - Does the policy cover non-pecuniary relief? If so, are there any sub-limits for either defense costs or damages? If sub-limits apply, please stipulate.
 - Are board members/employees covered as they serve on other boards within the course and scope of their employment (i.e., would coverage extend to a superintendent as he/she served on a Special Education Cooperative)?
 - Are claims alleging discrimination covered (e.g., 1983 Civil Rights violation)? If so, what is the Limit of Liability?
 - Is sexual misconduct (i.e., harassment), sexual abuse and molestation covered? If so, are there sub-limits?
 - Does the coverage pay on behalf of or indemnify?
 - Are defense costs within limits or in addition to?
 - Please explain the notice of claim provision and what constitutes a "demand."

D. QUOTATION (MUST INCLUDE ALL COVERAGES AND LIMITS FROM SECTION A)

1. General Liability, EPLI, EBLI, ELLI and D&O Quote – (Attach complete coverage information)

Annual Premium (Period 07/01/2025 to 06/30/2026): \$ \$32,323

2. Alternate General Liability, EPLI, EBLI, EELI, and D&O Quote (Attach complete coverage information)

Annual Premium (Period 07/01/2025 to 06/30/2026): \$ _____

E. INSURANCE COMPANY/RISK POOL INFORMATION

Name of Company: Graphic Arts Co - Utica National

A. M. Best Rating/Size: A 13

Insurance Company: ☒ Yes ☐ No

Risk Pool: ☐ Yes ☒ No

For Alternate Quote(s):

Name of Company: _____

A. M. Best Rating/Size: _____

Insurance Company: ☐Yes ☐No

Risk Pool: ☐Yes ☐No

F. LIST ANY DEVIATIONS OR ADDITIONAL INFORMATION:

AUTOMOBILE & PHYSICAL DAMAGE INSURANCE

A. BACKGROUND INFORMATION

1. Please contact Purchasing Agent at sgarza@westlaketx.gov for loss runs.
2. Current list of vehicles: 2006 Chevrolet Girardin Bus – 18 passengers
2010 Chevrolet Spartans Bus – 20 passengers
2018 Blue Bird Bus – 77 passengers
2020 Blue Bird Bus – 77 passengers
2023 Chevrolet Express Van – 15 passengers
2023 Chevrolet Express Van – 15 passengers
2023 Chevrolet Express Van – 15 passengers
4. All drivers have proper class endorsements and driving histories are reviewed annually.

B. INSURANCE COVERAGE IS TO INCLUDE THE FOLLOWING:

1. Liability Limits & Coverage Desired: Auto Liability must be as follows:

	<u>Limit</u>	<u>Per</u>	<u>Deductible</u>
Bodily Injury & Property Damage	\$ 1,000,000	Accident	\$ 1,000
Personal Injury Protection	\$ 2,500	Person	\$ 0
Uninsured Motorist	\$ 1,000,000	Accident	\$ 0
Underinsured Motorist	\$ 1,000,000	Accident	\$ 0
Physical Damage Coverage			
Comprehensive	ACV/Repair	Loss	\$ 1,000
Vandalism	ACV/Repair	Loss	\$ 0
Collision	\$ 1,000,000	Accident	\$ 1,000

2. Basis of Recovery is to be full repair cost or actual cash value, where applicable.
3. Hired auto and non-owned auto is to be included.
4. Include a listing of additional coverages, extensions, and exclusions.

C. QUOTED COVERAGE PROVISIONS

1. Coverage Detail	<u>Per Occurrence</u>	<u>Aggregate</u>	<u>Deductible</u>
Bodily Injury & Property Damage	<u>\$1,000,000</u>	<u>Accident</u>	<u>\$1,000</u>
Personal Injury Protection	<u>\$2,500</u>	<u>Person</u>	<u>0</u>
Uninsured Motorist	<u>\$1,000,000</u>	<u>Accident</u>	<u>0</u>
Underinsured Motorist	<u>\$1,000,000</u>	<u>Accident</u>	<u>0</u>
Medical Expenses	<u></u>	<u></u>	<u></u>
Physical Damage Coverage			
Comprehensive Physical Damage	<u>ACV/Repair</u>	<u>Loss</u>	<u>\$1,000</u>
Vandalism	<u>ACV/Repair</u>	<u>Loss</u>	<u>0</u>
Collision	<u>\$1,000,000</u>	<u>Accident</u>	<u>\$1,000</u>

2. Does coverage include automatic coverage for substitute or newly acquired vehicles? ☒ Yes ☐ No
If yes, please describe:

D. QUOTATION

1. Automobile Insurance Quote (Attach complete coverage information)

Annual Premium (Period 07/01/2025 to 06/30/2026): \$ 13,383

2. Alternate Automobile Insurance Quote (Attach complete coverage information)

Annual Premium (Period 07/01/2025 to 06/30/2026): \$

E. INSURANCE COMPANY/RISK POOL INFORMATION

Name of Company:

A. M. Best Rating/Size:

Insurance Company: ☐Yes ☐No

Risk Pool: ☐Yes ☐No

For Alternate Quote(s):

Name of Company: Utica Lloyds of texas

A. M. Best Rating/Size: A XIII

Insurance Company: ☒Yes ☐No

Risk Pool: ☐Yes ☒No

F. LIST ANY DEVIATIONS OR ADDITIONAL INFORMATION:

Umbrella/Excess Liability Insurance

A. BACKGROUND INFORMATION

1. No claims since inception of coverage in 2003.
2. Coverage is to be in excess of **all Liability limits**.

B. INSURANCE COVERAGE IS TO INCLUDE THE FOLLOWING:

1. Liability Limits & Coverage:

	<u>Limit</u>	<u>Per</u>	<u>Aggregate</u>
General Liability	\$ 5,000,000	Occurrence	\$ 5,000,000
Personal & Advertising Injury	\$ 5,000,000	Person/Org.	\$ 5,000,000
Wrongful Acts – Claims Made Basis	\$1,000,000	Occurrence	\$ 1,000,000
Aggregate Limit			\$ 5,000,000
Self-Insured Retention - \$10,000			

2. Include a listing of additional coverages and coverage extensions.
3. Include a listing of exclusions.

C. QUOTED COVERAGE PROVISIONS

1. Coverage Detail	<u>Limit</u>	<u>Per</u>	<u>Aggregate</u>
General Liability	\$ 5,000,000	Occurrence	\$ 5,000,000
Personal & Advertising Injury	\$ 5,000,000	Person/Org.	\$ 5,000,000
Wrongful Acts – Claims Made Basis	\$1,000,000	Occurrence	\$ 1,000,000
Aggregate Limit			\$ 5,000,000
Self-Insured Retention			

2. Is prior acts coverage provided? ☒ Yes ☐ No

If yes, please give effective date(s) and explanation.

D. QUOTATION

1. Umbrella Insurance Quote (Attach complete coverage information)

Annual Premium (Period 07/01/2025 to 06/30/2026): \$ \$10,208

2. Alternate Umbrella Insurance Quote (Attach complete coverage information)

Annual Premium (Period 07/01/2025 to 06/30/2026): \$ _____

E. INSURANCE COMPANY/RISK POOL INFORMATION

Name of Company: Utica Mutual Insurance Co.

A. M. Best Rating/Size: A XIII

Insurance Company: ☒ Yes ☐ No Risk Pool: ☐ Yes ☐ No

For Alternate Quote(s):

Name of Company: _____

A. M. Best Rating/Size: _____

Insurance Company: ☐ Yes ☐ No Risk Pool: ☐ Yes ☐ No

F. LIST ANY DEVIATIONS OR ADDITIONAL INFORMATION:

CRIME INSURANCE

A. BACKGROUND INFORMATION

1. No claims since inception of coverage in 2003.
2. Copy of current policy declaration schedule is attached.

B. INSURANCE COVERAGE IS TO INCLUDE THE FOLLOWING:

1. Crime Limits & Coverage Desired:

	<u>Single Loss Limit</u>	<u>Retention</u>
Employee Theft	\$ 250,000	\$ 2,500
ERISA Fidelity	\$ 250,000	\$ 0
Forgery or Alteration	\$ 250,000	\$ 2,500
On Premises	\$ 250,000	\$ 2,500
In Transit	\$ 250,000	\$ 2,500
Money Orders/Counterfeit	\$ 250,000	\$ 2,500
Computer Fraud	\$ 250,000	\$ 2,500
Program/Restoration Expense	\$ 100,000	\$ 2,500
Funds Transfer Fraud	\$ 250,000	\$ 2,500
Claim Expense	\$ 5,000	\$ 0

2. Include a listing of additional coverages and coverage extensions.
3. Include a listing of exclusions.

C. QUOTED COVERAGE PROVISIONS

1. Coverage Detail	<u>Single Loss Limit</u>	<u>Retention</u>
Employee Theft	\$ 250,000	\$ 2,500
ERISA Fidelity	\$ 250,000	\$ 0
Forgery or Alteration	\$ 250,000	\$ 2,500
On Premises	\$ 250,000	\$ 2,500
In Transit	\$ 250,000	\$ 2,500
Money Orders/Counterfeit	\$ 250,000	\$ 2,500
Computer Fraud	\$ 250,000	\$ 2,500
Program/Restoration Expense	\$ 100,000	\$ 2,500
Funds Transfer Fraud	\$ 250,000	\$ 2,500
Claim Expense	\$ 5,000	\$ 0

D. QUOTATION

1. Crime Insurance Quote (Attach complete coverage information)

Annual Premium (Period 07/01/2025 to 06/30/2026): \$ 3,299

2. Alternate Crime Insurance Quote (Attach complete coverage information)

Annual Premium (Period 07/01/2025 to 06/30/2026): \$

E. INSURANCE COMPANY/RISK POOL INFORMATION

Name of Company: Travelers Insurance Company

A. M. Best Rating/Size: A XV

Insurance Company: ☒ Yes ☐ No Risk Pool: ☐ Yes ☐ No

For Alternate Quote(s):

Name of Company:

A. M. Best Rating/Size:

Insurance Company: ☐ Yes ☐ No Risk Pool: ☐ Yes ☐ No

F. LIST ANY DEVIATIONS OR ADDITIONAL INFORMATION:

WORKERS COMPENSATION INSURANCE

A. BACKGROUND INFORMATION

1. Please contact Purchasing Agent at sgarza@westlaketx.gov for loss runs.
2. Experience Modifier is currently 0.77.
3. Estimated FY 25-26 payroll schedule is below.
4. Estimated number of regular employees is 116 (excluding substitute teachers & part-time coaches.)

B. INSURANCE COVERAGE IS TO INCLUDE THE FOLLOWING:

1. Workers Compensation Limits & Coverage Desired:

	<u>Limit</u>	<u>Per</u>
Bodily Injury by Accident	\$ 1,000,000	Accident
Bodily Injury by Disease	\$ 1,000,000	Policy Limit
Bodily Injury by Disease	\$ 1,000,000	Employee

2. Estimated FY 25-26 payroll is as follows:

<u>Payroll Code</u>	<u>Annual Amount</u>	<u>Employees</u>
8868	\$ 11,787,821	104 (does not include substitute teachers)
8810	\$ 377,710	6
<u>9101</u>	<u>\$ 192,641</u>	<u>3</u>

Total Estimated Payroll:\$12,358,172.18 113

3. Please include "Others States Coverage" where applicable, as an additional endorsement.
4. Please include "Terrorism Risk" as an additional endorsement.
5. Include a listing of additional coverage, extensions, and exclusions.
6. Include a Blanket Waiver of Subrogation.

C. QUOTED COVERAGE PROVISIONS

1. Does coverage utilize a specific provider network? ☐ Yes ☒ No
If yes, please provide details.

D. QUOTATION

1. Workers Compensation Insurance Quote (Attach complete coverage information)

Annual Premium (Period 07/01/2025 to 06/30/2026): \$ 15,593

2. Alternate Workers Compensation Insurance Quote (Attach complete coverage information)

Annual Premium (Period 07/01/2025 to 06/30/2026): \$ _____

E. INSURANCE COMPANY/RISK POOL INFORMATION

Name of Company: hartford

A. M. Best Rating/Size: A XV

Insurance Company: ☒ Yes ☐ No

Risk Pool: ☐ Yes ☐ No

For Alternate Quote(s):

Name of Company: _____

A. M. Best Rating/Size: _____

Insurance Company: ☐ Yes ☐ No

Risk Pool: ☐ Yes ☐ No

F. LIST ANY DEVIATIONS OR ADDITIONAL INFORMATION:

INTERNATIONAL TRAVEL LIABILITY INSURANCE

A. BACKGROUND INFORMATION

1. No claims since inception of coverage in 2015.
2. Coverage is for employees engaged in overseas travel, and no countries excluded.
3. Coverage should include Medical Assistance, Personal Assistance, and Travel Assistance for employees and students, based on 50 participants per year.

B. DESIRED INSURANCE COVERAGE IS TO INCLUDE THE FOLLOWING:

1. Benefits	<u>Limit</u>	<u>Per</u>	<u>Aggregate</u>
Medical Expense Limit	\$ 50,000	Person	\$ 50,000
Dental Treatment	\$ 250	Tooth	\$ 500
Room and Board	Average semi-private room rate		
ICU Room and Board Charges	Twice the semi-private room rate		
Treatment of Pregnancy	Treated as any other medical condition		
Preexisting Conditions	Treated as any other medical condition		
Chiropractic Care	\$ 35	Visit	\$ 350
Emergency Medical Evacuation	100%	Expenses	
Repatriation of Remains	100%	Expenses	
Chaperone Replacement	\$ 2,000		
Accidental Death & Dismemberment	\$ 10,000	Student	
Accidental Death & Dismemberment	\$ 50,000	Faculty	
Kidnap/Ransom	\$ 100,000	Event	\$ 100,000
Aggregate Limit	\$ 250,000	Benefit Max	

2. All coverage is \$0 deductible with 100% coinsurance.
3. Include a listing of additional coverages, coverage extensions, and AD&D schedule.
4. Include a listing of exclusions.

C. Quoted Coverage Provisions

1. Coverage Detail

Medical Expense Limit	\$50,000	Person	\$50,000
Dental Treatment	\$250	tooth	\$500
Room and Board	Average Semi	Private Room	Rate
ICU Room and Board Charges	Twice the Semi	Private Room	rate
Treatment of Pregnancy	Treated as	any other med	condition
Preexisting Conditions	Treated as	any other med	condition
Chiropractic Care	\$35	Visit	\$350
Emergency Medical Evacuation	100%	Expensees	
Repatriation of Remains	100%	Expenses	
Chaperone Replacement			\$2000
Accidental Death & Dismemberment	\$10,000	Student	
Accidental Death & Dismemberment	\$50,000	FAculty	
Kidnap/Ransom	\$100,000	Event	\$100,000
Aggregate Limit	\$250,000	Benefit max	

2. Does coverage include evacuation/repatriation? ☒ Yes ☐ No

D. QUOTATION

1. International Travel Insurance Quote (Attach complete coverage information)

Annual Premium (Period 07/01/2025 to 06/30/2026)

2. Alternate International Travel Insurance Quote (Attach complete coverage information)

Annual Premium (Period 07/01/2025 to 06/30/2026): \$ \$2,000

E. INSURANCE COMPANY/RISK POOL INFORMATION

Name of Company: Chubb

A. M. Best Rating/Size: A XV

Insurance Company: ☒ Yes ☐ No

Risk Pool: ☐ Yes ☐ No

For Alternate Quote(s):

Name of Company: _____

A. M. Best Rating/Size: _____

Insurance Company: ☐ Yes ☐ No

Risk Pool: ☐ Yes ☐ No

F. LIST ANY DEVIATIONS OR ADDITIONAL INFORMATION:

STUDENT ACCIDENT INSURANCE

A. BACKGROUND INFORMATION

1. Coverage is for all K-12 students participating in school sponsored activities, including sports. Liability waivers are obtained on all participants in sports programs.
2. Estimated Student Enrollment Count: 885 Grades K-8: 560 Grades 9-12: 325
3. Estimated Sports Participation is as follows:
Football (grades 9-10): 9 Football (grades 11-12): 12
All other sports (grades 9-10): 44 All other sports (grades 11-12): 87
4. Batting cages or trampolines are not within the scope of the program.

B. INSURANCE COVERAGE IS TO INCLUDE THE FOLLOWING:

1. Liability Limits & Coverage:

	<u>Limit</u>	<u>Deductible</u>
Accident Medical Expense	\$ 25,000	\$ 0
Accidental Death Benefit	\$ 15,000	\$ 0
Accidental Dismemberment	\$ 50,000	\$ 0
AD&D Aggregate Limit	\$ 500,000	

2. Include a table of benefit amounts & percentages for covered medical expenses.
3. Include a listing of additional coverages, coverage extensions, exclusions, and AD&D schedule.

C. QUOTED COVERAGE PROVISIONS

1. Coverage Detail:

	<u>Limit</u>	<u>Deductible</u>
Accident Medical Expense	<u>\$25,000</u>	<u>\$0</u>
Accidental Death Benefit	<u>\$15,000</u>	<u>\$0</u>
Accidental Dismemberment	<u>\$50,000</u>	<u>\$0</u>
AD&D Aggregate Limit	<u>\$500,000</u>	

2. Is arranged transportation included, prior, during, and after sponsored events?: ☒ Yes ☐ No
If yes, please give effective date(s) and explanation.

D. QUOTATION

1. Student Accident Insurance Quote (Attach complete coverage information)

Annual Premium (Period 07/01/2025 to 06/30/2026): \$ 5,451

2. Alternate Student Accident Insurance Quote (Attach complete coverage information)

Annual Premium (Period 07/01/2025 to 06/30/2026): \$ _____

E. INSURANCE COMPANY/RISK POOL INFORMATION

Name of Company: Philadelphia Insurance co.

A. M. Best Rating/Size: A XV

Insurance Company: ☒ Yes ☐ No

Risk Pool: ☐ Yes ☐ No

For Alternate Quote(s):

Name of Company: _____

A. M. Best Rating/Size: _____

Insurance Company: ☐ Yes ☐ No

Risk Pool: ☐ Yes ☐ No

F. LIST ANY DEVIATIONS OR ADDITIONAL INFORMATION:

CYBER RISK LIABILITY

A. BACKGROUND INFORMATION

1. Coverage is intended to supplement Cyber Liability Coverage(s) that are contained within other policies quoted, or offer additional coverage excluded within those policies.
2. This should be offered as a stand-alone policy which may be accepted or rejected by Westlake Academy, without affecting the pricing of other policies.
3. Coverage should include the following or the most equivalent limits and deductible available:

B. INSURANCE COVERAGE IS TO INCLUDE THE FOLLOWING:

1. Liability Limits & Coverage:

	<u>Limit</u>	<u>Deductible</u>
Liability Coverages		
Networks and information security	\$ 1,000,000	\$10,000
Communications and media	\$ 1,000,000	\$10,000
Regulatory defense expenses	\$ 500,000	\$10,000
1 st Party coverage		
Crisis Management event expenses	\$ 500,000	\$10,000
Security Breach remediation and notification expenses	\$ 500,000	\$10,000
E-commerce extortion	\$ 500,000	\$10,000
Business interruption and additional Expenses	\$ 500,000	24 Hours

2. Include coverage descriptions of each insuring agreement
3. Include a listing of additional coverages, coverage extensions, and exclusions.

C. Quoted Coverage Provisions

1. Coverage Detail:

	<u>Limit</u>	<u>Deductible</u>
Liability Coverages		
Networks and information security	<u>\$1,000,000</u>	<u>\$10,000</u>
Communications and media	<u>\$1,000,000</u>	<u>\$10,000</u>
Regulatory defense expenses	<u>\$500,000</u>	<u>\$10,000</u>
1 st Party coverage		
Crisis Management event expenses	<u>\$500,000</u>	<u>\$10,000</u>
Security Breach remediation and notification expenses	<u>\$500,000</u>	<u>\$10,000</u>
E-commerce extortion	<u>\$500,000</u>	<u>\$10,000</u>
Business interruption and additional expenses	<u>\$500,000</u>	<u>24 Hours</u>

D. QUOTATION

1. Cyber liability Insurance Quote (Attach complete coverage information)

Annual Premium (Period 07/01/2025 to 06/30/2026): \$ Included In Gen Liab package

2. Alternate Cyber liability Insurance Quote (Attach complete coverage information)

Annual Premium (Period 07/01/2025 to 06/30/2026): \$ _____

E. INSURANCE COMPANY/RISK POOL INFORMATION

Name of Company: _____

A. M. Best Rating/Size: _____

Insurance Company: ☐ Yes ☐ No

Risk Pool: ☐ Yes ☐ No

For Alternate Quote(s):

Name of Company: _____

A. M. Best Rating/Size: _____

Insurance Company: ☐ Yes ☐ No

Risk Pool: ☐ Yes ☐ No

F. LIST ANY DEVIATIONS OR ADDITIONAL INFORMATION:

PROPOSAL SUBMITTAL FORMAT

Quotations should be clearly labeled, using the format below. Proposals using an alternate format should have all quotes clearly labeled by policy type, and include policy limits, details, and cost. All submissions must include the completed forms below.

- 1 – Completed Questionnaire
- 2 - Property Insurance, Fire and Extended Equipment Coverage Quote
- 3 - General Liability Quote (including D&O, EPLI, EBLI and ELLI coverage)
- 4 - Automobile Liability & Physical Damage Quote
- 5 - Umbrella Liability Insurance Quote
- 6 - Crime Insurance Quote
- 7 – Workers Compensation Insurance Quote
- 8 – International Travel Insurance Quote
- 9 – Student Accident Insurance Quote
- 10 – Cyber Liability & Cyber Security Insurance Quote
- 11 - Agent's Current License, Copy of E&O Insurance Certificate
- 12 - Completed and signed Felony Conviction Notice Form
- 13 - Completed and signed Non-Collusion Certification Form
- 14 - Completed and signed Conflict of Interest Questionnaire Form
- 15 - Completed and signed W-9 Form
- 16 - Completed and signed Form 2270

EXHIBIT “A” - PROPERTY SCHEDULE

1. All buildings are located on 2600 JT Ottinger Road, Westlake TX, 76262. Blanket coverage is required for buildings and contents.

<u>Building</u>	<u>Sq. Footage</u>	<u>Valuation</u>	<u>Roof Type</u>
#1	22,278	14,221,424	100% concrete tile
#2:	20,260	10,152,372	100% concrete tile
#3	10,492	5,198,895	100% concrete tile
#4:	8,400	6,576,469	80% concrete tile, 20% flat membrane
#5:	8,900	3,380,265	75% seam metal, 25% flat membrane
#6:	8,900	4,089,890	25% concrete tile, 75% flat membrane
#7:	19,820	6,824,200	75% seam metal, 25% flat membrane
#8:	12,500	2,205,000	100% Shingle
#9:	12,500	2,205,000	100% Shingle

Property (Blanket) Limits: \$54,853,515

2. Contents: **\$ 5,021,678**

3. Business Income
and Extra Expense: **\$ 444,000**

4. **Total Property Limits \$60,319,193**



General Lines Agency

Property and Casualty, Life, Accident, Health & HMO

BOX BONDING AGENCY, LLC

NPN: 18427110

1200 S MAIN ST STE 1600

GRAPEVINE, TX 76051-7529

is authorized to transact business as described above

License No: 2192228 Issue Date: 05-31-2017 Expiration Date: 05-31-2025

Generated by Sircon 298416875

TEXAS DEPARTMENT OF INSURANCE THIS IS TO CERTIFY THAT BOX BONDING AGENCY, LLC 1200 S MAIN ST STE 1600 GRAPEVINE, TX 76051-7529 LICENSE NUMBER: 2192228 NPN: 18427110	IS HEREBY AUTHORIZED TO TRANSACT BUSINESS IN ACCORDANCE TO THE LICENSE DESCRIPTION SHOWN BELOW: General Lines Agency Property and Casualty, Life, Accident, Health & HMO Issue Date: 05-31-2017 Expiration Date: 05-31-2025 Generated by Sircon 298416875
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/9/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Professional Insurance Agents of Texas c/o Cindy Cicack 16515 Pilgrims Circle Spring TX 77379	CONTACT NAME: PHONE (A/C, No, Ext): 817-865-1806 FAX (A/C, No): 817-424-1404 E-MAIL ADDRESS: certificates@boxinsurance.com
INSURED Box Bonding Agency LLC dba Box Insurance Agency Box Professional Insurance Agency, LLC; Box Home and Auto, LLC; Box Insurance Agency, Inc; Box Bonding Agency, LLC 1200 S. Main Street, Suite 1600 Grapevine TX 76051	INSURER(S) AFFORDING COVERAGE INSURER A: Utica National Insurance of TX INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 1718999226**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y / N ☒ N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Errors & Omissions			5330160 EO	2/18/2025	2/18/2026	Each Loss Aggregate \$10,000,000 \$11,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Deductible: \$25,000 each loss, \$75,000 aggregate (loss and litigation)

Named Insureds: Box Bonding Agency, LLC dba Box Insurance Agency; Box Professional Insurance Agency LLC; Box Home and Auto LLC, Box Insurance Agency Inc.; Box Bonding Agency LLC

CERTIFICATE HOLDER**CANCELLATION**

For Informational Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Town of Westlake

Westlake Academy

Human Resources Department

FELONY CONVICTION NOTICE

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for the services performed before the termination of contract."

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME: Box Insurance Agency

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED) Adam Syswerda

Please check all that apply:

- ☐ My firm is publicly-held corporation, therefore, this reporting requirement is not applicable.
- ☒ My firm is neither owned nor operated by anyone who has been convicted of a felony:
- ☐ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name: _____

Details of Conviction(s):


Contractor/Company Official Signature

5/23/2025

Date



Town of Westlake

Westlake Academy

Human Resources Department

NON-COLLUSION STATEMENT

The undersigned Proposer, by signing and executing this proposal, certifies and represents to the Town of Westlake and Westlake Academy that Proposer has not offered, conferred or agreed to confer any pecuniary benefit, as defined by Section 1.07 (a)(6) of the Texas Penal Code, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this proposal; the Proposer also certifies and represents that Proposer has not offered, conferred or agreed to confer any pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this proposal; the Proposer certifies and represents that Proposer has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Town of Westlake and Westlake Academy concerning this proposal on the basis of any consideration not authorized by law; the

Proposer also certifies and represents that Proposer has not received any information not available to other proposers so as to give the undersigned a preferential advantage with respect to this proposal; the Proposer further certifies and represents that Proposer has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Proposer will not in the future, offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the Town of Westlake and Westlake Academy in return for the person having exercised the person's official discretion, power or duty with respect to this proposal; the Proposer certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any office, trustee, agent or employee of the Town of Westlake and Westlake Academy in connection with information regarding this proposal, the submission of this proposal, the award of this proposal or the performance, delivery or sale pursuant to this proposal.

Firm Name: Box Insurance Agency

Address: 1200, S Main St. Suite 1600

City/State/Zip: Grapevine, TX, 76951

Phone: 817-865-1806 Fax: _____

Name of Representative(s): Adam Syswerda

Signature of Representative(s): 

Date: 5/23/2025

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☒ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☒ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 

Signature of vendor doing business with the governmental entity

5/23/25

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
or

- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

- (3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-				-		
or									
Employer identification number									
8	2	-	1	4	5	3	8	1	7

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date 5/23/2025
------------------	--	-----------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under “*By signing the filled-out form*” above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or	Individual/sole proprietor.
• Sole proprietorship	
• LLC classified as a partnership for U.S. federal tax purposes or	Limited liability company and enter the appropriate tax classification:
• LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

- 2—The United States or any of its agencies or instrumentalities.
- 3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.
- 5—A corporation.
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission.
- 8—A real estate investment trust.
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940.
- 10—A common trust fund operated by a bank under section 584(a).
- 11—A financial institution as defined under section 581.
- 12—A middleman known in the investment community as a nominee or custodian.
- 13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5. ²
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

¹ See Form 1099-MISC, Miscellaneous Information, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/EIN. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Go to www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

VERIFICATION REQUIRED BY TEXAS GOVERNMENT CODE CHAPTER 2270

By signing below, the signatory hereby verifies that the firm it represents:

1. Does not boycott Israel; and,
2. Will not boycott Israel during the term of the contract.

SIGNED BY:



Print Name & Title:

Adam Syswerda, President

Firm Name:

Box Insurance Agency

Date Signed:

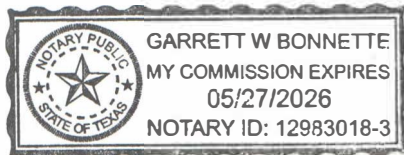
5/23/2025

NOTARIZATION

THE STATE OF Texas)
)
COUNTY OF Tarrant)

BEFORE ME, the undersigned notary public on this day personally appeared Adam Syswerda, on behalf of Box Insurance Agency (Company), who, being duly sworn, stated under oath that he/she has read the foregoing verification required by Texas Government Code Section 2270.002 and said statements contained therein are true and correct.

SWORN TO AND SUBSCRIBED before me on the 23 day of May, 2025.




NOTARY PUBLIC IN AND
FOR THE STATE OF Texas

The following definitions apply to Texas Government Code Section 2270.001:

(1) "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and

(2) "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit.

State law requires any firm entering into an agreement or contract with the Authority to complete the foregoing verification. TEX. GOV'T CODE § 2270.002.

PREMIUM SUMMARY

LINES OF BUSINESS	PREMIUM
Cyber Liability – Utica	Included in GL
General Liability - Utica	\$32,323
Business Auto - Utica	\$13,383
Umbrella - Utica	\$10,208
Crime - Travelers	\$3,299
Worker's Compensation - Hartford	\$15,593
International Travel - Chubb	\$2,000
Student Accident Liability - Philadelphia	\$5,451
Property- Hartford	\$153,786
Total Premium	\$236,043

BINDING AUTHORIZATION

INSURED

WESTLAKE ACADEMY

- ☐ As presented (all lines)
- ☐ With changes noted below

1.	
2.	
3.	
4.	
5.	

SUBJECTIVITIES

- Signed ACORDS
- Signed SOV
- Signed TRIAs
- Signed Supplementals

PRINT NAME

TITLE

SIGNATURE

DATE



1200 S Main Street, Suite 1600
Grapevine, TX 76051

Phone: (817) 865-1801
Fax: (817) 865-1804
www.boxinsurance.com



Town of Westlake

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

Staff Report

File #: RES 25-20

Agenda Date: 6/17/2025

Agenda #: H.5.

TOWN STAFF REPORT RECOMMENDATIONS

Discuss, consider and act regarding Resolution 25-20 to continue and expand the Town's partnership with OneDigital for employee benefits consulting, wellness strategies, analytics support, and administrative services (Sandy Garza, Director of Human Resources).

STAFF: Sandy Garza, Director of Human Resources

BACKGROUND:

The Town of Westlake recently initiated a competitive bidding process to evaluate firms for employee benefits consulting services. The Town opted to use a competitive process to promote transparency, ensure competition, and demonstrate due diligence. Three firms responded to the solicitation, and each was interviewed by staff. Following the interviews, OneDigital was selected based on their strong performance and alignment with the Town's strategic goals.

The Town of Westlake has partnered with OneDigital for the past five years to support our employee benefits strategy and administration. Over this time, OneDigital has demonstrated a deep understanding of public sector needs and has consistently provided responsive, knowledgeable support.

Recently, OneDigital has expanded its presence in Texas with the opening of a Dallas-based office, which enhances the level of service available to our organization. This local presence will allow for additional on-site employee trainings and more in-person support during Open Enrollment periods.

OneDigital presented their current capabilities and strategic vision to staff on May 16, 2025. The presentation reinforced the value of continuing our relationship, particularly in light of increasing healthcare complexity and the importance of a proactive, data-informed approach to employee wellbeing.

DISCUSSION:

Summary of Services

OneDigital proposes to deliver the following ongoing and enhanced services:

- **Strategic Benefits Consulting:** A proactive three-year roadmap (review, implement, measure/elevate) aimed at improving outcomes and cost efficiency.
- **Analytics and Reporting:** Easy-to-understand monthly claims reporting to identify trends and manage risk throughout the year.
- **Wellbeing and Mental Health Initiatives:** Focused support on whole-person care, including mental health, caregiver benefits, and financial wellness.

- Administrative Support: Assistance with open enrollment processes, EDI error resolution, system testing, post-enrollment audits, and year-round employee inquiries.
 - Client Advocacy: Direct support from a dedicated team familiar with our plans and culture, acting as an extension of HR.
 - Compliance and Regulatory Guidance: Regular updates and support to ensure adherence to changing laws and regulations.
 - Enhanced Local Engagement: Access to more frequent in-person trainings and extended on-site support during key enrollment periods, made possible by OneDigital's new Dallas office.
-

Public Sector Alignment

- Over 75 years of combined public sector experience among key team members.
- Trusted by over 3,000 public sector clients nationwide.
- Net Promoter Score of 74 - significantly above the industry average (43) and considered world class.
- Serves over 6 million individuals through 200+ offices nationwide.

FISCAL IMPACT:

OneDigital receives compensation through carrier-paid commissions for the placement of coverage, meaning there is no direct consulting fee charged to the Town. This compensation structure is built into the carrier's premium when going out to market.

Currently, the Aetna fee is \$27 Per Employee Per Month (PEPM), which is below the average market rate for similar plans. Additionally, the enrollment platform, Employee Navigator, is provided at no extra cost. This platform enables seamless enrollment and provides employees with 24/7 access to their benefits information.

Based on the bids received, OneDigital offered the most cost-effective proposal compared to other vendors with a similar scope of services. Their competitive pricing, combined with a track record of measurable cost containment and employee engagement outcomes, supports both the Town's short-term budget and long-term strategic goals.

STAFF RECOMMENDATION:

Staff recommends approval of the continued partnership with OneDigital. Their expanded local presence, strategic capabilities, and proven commitment to employee support strongly align with the Town's goals for long-term employee wellbeing and financial stewardship.

In addition, after reviewing multiple bids from other benefits consulting firms, OneDigital emerged as the most cost-effective option. They offer comprehensive services at a competitive price point without sacrificing quality, accessibility, or responsiveness.

ATTACHMENT(S):

OneDigital Company Presentation (May 16, 2025)

Resolution 25-18

TOWN COUNCIL ACTION/OPTIONS:

- 1) Motion to approve
- 2) Motion to amend with the following stipulations (please state stipulations in motion)
- 3) Motion to table
- 4) Motion to deny



THE TOWN OF
WESTLAKE



TOWN OF WESTLAKE, TEXAS

REQUEST FOR PROPOSAL

May 2, 2025

ATTN: Sandy M. Garza, Director of Human Resources
Town of Westlake, Texas
sgarza@westlaketx.gov
817-490-5734

Re: RFP 25-002 – The Town of Westlake Benefit Broker/Consultant Services

Dear Sandy,

On behalf of OneDigital, we are excited and honored by the opportunity to continue our mutual long-term partnership! Thank you for the opportunity to share the following benefits brokerage service proposal with you. As will be detailed further with this submission, we are confirming our understanding of the requested work as specified in your request for proposal (RFP).

With over 25 years of experience, we have benefited from our ability to help employers excel. From day one, we have been an upstart, purposefully building a powerhouse in insurance, financial services, and HR. We lead clients to break boundaries they did not even know existed to obtain results they never knew were possible. By prioritizing people and blending human insight with technology, we:

- **Aggressively keep clients 3-4 steps ahead of rising costs and risk.**
- **Give clients the visibility to know the investments in their people are working.**
- **Meet people where they are in life with the solutions they need.**

As we help our clients successfully navigate these challenges, they have come to expect something different when engaging with OneDigital as their benefits broker:

Experience: We currently service many public sector clients within our Mid-Atlantic region. With over 25 years of experience serving these clients, OneDigital has fine-tuned its ability to help these employers excel in the not-for-profit space.

Fresh Thinking: We will bring a culture of creativity and innovation to the Town of Westlake as your needs change and as new solutions arise in the market.

Innovation and Proactive Approach: We will provide meaningful insights using our various proprietary tools that will enable the Town of Westlake to make informed decisions based on data specific to your employees and benchmarked against your peers.

Partnership: We operate as an extension of and at the direction of your skilled HR team to help you achieve your long-term goals. We will commit to providing support to make your HR team more efficient and assist your employees as they navigate the complex world of insurance.

Performance Guarantee: We offer a performance guarantee that will return up to 50% of our first-year annual compensation should you be disappointed with our services for any reason during our first year of partnership.

We have been proud to serve as the Town of Westlake's broker and appreciate the opportunity to continue our partnership. We welcome the opportunity to discuss our proposal with you and review our proposal together in detail. Please let us know if we can assist you in any way as you work through your benefits broker selection process. You can learn more about OneDigital by visiting www.onedigital.com.

Sincerely,

Kelly Hubbard

Senior Benefits Consultant

khubbard@onedigital.com | 540-400-8800

Cammy Ferris

Senior Benefits Consultant

cferris@onedigital.com | 918-497-1157

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Mahotes Boone Trail
This site and trail, now known as Mahotes Boone Trail, is believed to have been a transportation and hunting route for the first people of the area. The trail is named in honor of Daniel Boone, who is believed to have traveled this route in 1769. The trail is a testament to the early exploration and settlement of the area. The trail is a testament to the early exploration and settlement of the area. The trail is a testament to the early exploration and settlement of the area.

SCOPE OF WORK

SCOPE OF WORK

With our extensive experience in the public sector, OneDigital offers exactly what Town of Westlake is looking for – a qualified employee benefits consulting firm that understands the public sector to strategically plan, market, implement and support your benefits program. Most importantly, we will be your complete benefits partner and will function as an extension of your team, focusing on long-term strategies and the short-term execution and achievement of your goals.

As our proposal indicates, we have the capacity and expertise to perform all services included with your request for proposal. Our team of experts will partner with you to identify and create a benefits package that continues to be competitive in the marketplace and presents excellent value for Town of Westlake and your employees. We confirm that we can provide the following included in the required Eligibility and Scope of Services for your employees:

Scope of Services	Qualified to Execute
Serve as management consultant on all health plans, retirement plans and ancillary benefits and other related employee benefit programs.	✓
Provide advice and assistance reviewing the Town's Employee Benefits Program on a continuing basis to ensure that those plans are in compliance with federal, state and local requirements, and that there is adequacy of benefits with respect to other plans.	✓
Recommend alternative benefit designs or delivery systems as dictated by emerging plan costs or benefit practices.	✓
Notification, monitoring and providing information on pending or new legislation and changes in tax law, as well as benefit and funding trends that may affect the benefits program, applying assumptions to various scenarios.	✓
Advise the Town of market and business benefit trends in the North Texas area and specifically within local government agencies.	✓
Recommend appropriate action to be taken by the Town of Westlake.	✓
Negotiate for the Town's favorable costs and services with vendors including semi-annual reports for budgeting and renewal purposes and quarterly reviews for plan management.	✓
Prepare and review contracts, plan documents including summary plan descriptions, contract, employee summaries, insurance policies and other documents for applicability, accuracy, understandability and legal compliance.	✓
Prepare funding/cost analysis including projecting funding needs for the upcoming fiscal year.	✓
Maintain records of the financial and claims experience, condition, and progress of the Town's plans and provide quarterly reports. Set up strategic meetings, at least bi-annually, with the Town.	✓
Participate with the Town when requested in communications and actions with the insurance carriers and oversee the relationship between the Town and vendors/carriers to allow for greater flexibility in problem resolution and monitor their performance.	✓
Help prepare materials and assist Human Resources in conducting employee benefit meetings and open enrollment meetings.	✓
Educate Human Resources on new products, legislation and trends.	✓

Conduct educational seminars for Human Resources on topics such as COBRA, HIPAA and HSA's.	✓
Be available to attend meetings with Town representatives to include Management, Town Council and vendor meetings, as required.	✓
Provide consultation and guidance with respect to government mandates such as PPACA, FMLA, COBRA, HIPAA, ADA, USERRA, etc.	✓
Provide a backup service person that is knowledgeable about the Town's programs.	✓
Assist with the adjudication of specific claims when requested by the Town.	✓
Provide comprehensive, objective review of received and processed claims to determine whether the claims are adjudicated according to contractual performance standards, appropriate benefits and industry standards.	✓
Provide liaison services between the Town of Westlake and other benefits contractors, including coordination of reporting and assistance resolving claims.	✓
Participate in appropriate audits of vendors, if requested by the Town.	✓
OTHER SERVICES	
Develop and assist in implementation of new employee benefit programs.	✓
Advise the Town in contract negotiations and renewals within the consultant's field of expertise.	✓
Assist in developing the costs associated with various issues involving the benefit plans.	✓
Assist with special employee communication projects, which may result from legislative or regulatory changes.	✓
Prepare special reports showing claims experience, costs, fees, projections, etc.	✓
Provide an annual benchmark report comparing six to eight local government agencies, including basic benefits rates and contribution splits.	✓
Negotiate, monitor and define payment structure of performance guarantees.	✓
Be responsible for maintaining the confidentiality of the Town of Westlake's health claims, records and related data which cannot be sold, shared or otherwise disclosed to other companies or individuals without written permission from the Town of Westlake's officials.	✓



GENERAL INFORMATION

A. GENERAL INFORMATION

1. Please confirm that your firm is qualified to execute the services outlined in this RFP's Scope of Services.

We are qualified to execute all the services outlines in the Scope of Services. Please see the chart above confirming our ability to provide each of these services.

2. Provided the address and contact information for the office that will service our account, including the name of the individual responsible for responding to any questions we may have regarding your proposal.

OneDigital
Kelly Hubbard, Consultant
1215 Corporate Cir SW # 202
Roanoke, VA 24018
(540) 400-8800
Khubbard@onedigital.com

3. Briefly describe your firm's background, culture, and mission statement. Include the number of employees in all offices and the local servicing office.

Background

OneDigital was founded in 2000, with the goal to simplify the insurance industry. Over the years, we expanded into advisory services, partnering with like-minded agencies nationwide. Our journey has included significant strategic expansions into human resources, workforce management, wealth and retirement services, property and casualty, PEO, and Medicare Advantage.

Today, OneDigital has 5,000 employees and maintains over 200 offices across the nation, organized into four regions. All regions report to our Corporate Executive Team in Atlanta, Georgia.

The Town of Westlake will be serviced out of our Roanoke, Virginia office (1215 Corporate Cir SW # 202 Roanoke, VA 24018). Please see detailed information about our team in our response to Question #7 in this section.

Below, we have highlighted an overview of key company milestones (image is clickable for more OneDigital history):



Our Culture

OneDigital's company culture is centered around being fierce advocates for health, success, and financial security. We emphasize a culture of caring, where our employees are encouraged to do their best work and live their best lives. OneDigital is committed to helping people, which is reflected in our dedication to making a difference in millions of lives every day.

Our Mission

At OneDigital, we make it personal. It is all about people, partnership, and delivery. We approach each day with optimism as we work to create hope and vision for our customers. Our mission is to provide you with deep expertise and resources that help effectively address your business concerns now and simultaneously provide peace of mind with each interaction. Each OneDigital employee upholds these ideals and values as it represents "the DIGITAL way."

4. Are there any impending changes in your organization that could impact the delivery of services?

There are no impending changes in our organization that could impact the delivery of services.

5. What is the employee turnover rate for the proposed servicing office for our account?

Our service team proudly maintains a near 0% turnover rate. Consistency within our client service team is incredibly important, and we've intentionally designed our service model to ensure there are multiple benefits professionals assigned to each client account. Your managing consultant, senior consultant and account manager will all have deep knowledge of your benefit programs and will interface with you frequently throughout the year. We have multiple staff members in each role, so if a key member were to leave the firm, another team member would be familiar with you as a client and be ready to step in.

OneDigital has received the Glassdoor Employees' Choice Award for Best Places to Work. Awarded to 100 employers nationwide, this award is based solely on the input of employees who voluntarily and anonymously review their job, work environment and employer on Glassdoor, the worldwide leader on insights about jobs and companies. This shows that our account teams know they are doing important work and are dedicated to your needs, resulting in less turnover and greater consistency in your day-to-day contacts.

6. How is your client service team structured?

Westlake's dedicated consultant, Kelly Hubbard, will provide short- and long-term strategic planning and comprehensive program design consulting. Kelly will be complemented by an account manager who specializes in day-to-day client support. This team, along with our deep internal resources, will be responsible for helping the Town of Westlake execute its strategy. The team assigned to the Town of Westlake was chosen by the local OneDigital leadership based on the account team's experience in the public sector.

Some of the most common services provided to employees by the account team include:

- One-on-one enrollment decision support/benefit interpretation
- In-person or virtual employee benefit education
- Eligibility and enrollment review
- Questions regarding coverage provisions
- Assistance with claims and appeals

Additional Support

As needed, our benefits team can confer and involve additional OneDigital subject matter experts. Below is a diagram overviewing how Westlake's dedicated benefits team extends beyond our consultant and supporting account managers.



7. Describe the proposed team that would work with our account and provide information about the qualification and expertise of each team member.

Kelly Hubbard will serve as Westlake's primary point of contact and will be the conduit through which all OneDigital services are coordinated and delivered. OneDigital's regional and national staff will provide additional resources and support. Please see below for additional information about our team's qualifications and expertise:



KELLY HUBBARD | Senior Benefits Consultant

Kelly oversees the Town of Westlake's account. As a consultant with over 15 years of experience, she specializes in building relationships with clients and their employees and efficient problem resolution. Kelly coordinates internal and external resources to assist with client needs, such as enrollment support, billing, and claims issues. She facilitates and conducts open enrollment meetings through employee education presentations, and she also promotes client communication through the development and implementation of client websites, newsletters and webinars.

Kelly joined OneDigital in 2010. Her diversified experience in the insurance, human resources and finance industries -- with a primary focus on account management and retention -- has made her a valued asset for employers.



MARY JONES | Managing Consultant

Mary is the Managing Consultant on our Public Sector Team, overseeing strategic planning, analyzing plan performance, and ensuring quality service from the OneDigital team. Mary has over 25 years of experience working alongside employers, specifically helping large (100+ employees) companies, local governments, and public-school divisions to develop and deploy strategies which meet their financial objectives while engaging their employees. She has been with the OneDigital team since 2012. Mary is passionate about helping clients create an Employee Benefits Package that helps attract, retain and engage employees and control costs. She is known for her keen attention to detail, responsiveness to client issues and her ability to "think outside the box" to solve client issues.



CAMMY FERRIS | Senior Benefits Consultant

A Senior Benefits Consultant in OneDigital's Dallas, Texas office, Cammy has over two decades in the health insurance industry. Her tenure at OneDigital as a Client Retention Leader and Senior Benefits Consultant has been marked by a steadfast commitment to excellence in employee benefits design and Stop Loss strategies. At the core of her team's success lies a deep understanding of both fully insured and self-funded contracts, creating value for employers and empowering individuals as healthcare consumers. Cammy's mission to foster robust client relationships and drive sustainable growth aligns with OneDigital's culture of innovation and client-centric service.



ASHLEY REAMS | Account Manager

Ashley will support Kelly Hubbard as your primary Account Manager. She is committed to providing high quality service to our clients and will assist you with routine administrative requests, claims and billing issues, and any matters that may arise in the service arena. With over 10 years in the health insurance and customer services industries, Ashley's passion for helping others navigate the complexities of health insurance, ensuring they receive the best possible service and support, helps her establish strong client relationships and develop innovative solutions.



NANCY GRASSO | Regional Vice President of Sales

Nancy Grasso is a principal at OneDigital, with over 25 years of experience in the insurance industry. She leads the Municipality Team, having spearheaded the VACORP VLDP opt out program in Virginia for the Hybrid Disability Program, the largest Hybrid Disability Program in Virginia. She specializes in the group health market and possesses extensive knowledge of self-funded and other alternative funding methods. She served as president of both state and local chapters of the National Association of Health Underwriters. Nancy has earned a variety of accomplishments for leadership.

In addition to your assigned account team, you will have access to extensive strategic resources within OneDigital. Town of Westlake will be supported by a team behind a team that rounds out the OneDigital client experience. Some of those individuals are highlighted below:

Key Regional Resources



CHRIS MULLINS | Senior Regional Managing Principal

Chris is a senior healthcare executive with over 20 years of experience in management and operations. He is the Senior Managing Principal for OneDigital Health & Benefits' Mid-Atlantic region, where he is responsible for the company's offices in Virginia, Maryland, and Washington, DC.

Prior to joining OneDigital, Chris was the President and CEO for UnitedHealthcare's Mid-Atlantic region, where he was responsible for the fourth largest health plan at UnitedHealthcare. He is a graduate of the Massachusetts College of Liberal Arts and has completed executive education programs at Northwestern University's Kellogg School of Management and the Wharton School at the University of Pennsylvania.



NITI MODI | Regional Director, Member Engagement & Communications

Niti Modi brings over 10 years of experience in creative communications, marketing, and account management. Niti leads a team responsible for identifying opportunities and implementing strategies for employee benefits communication, developing, and executing customized communication strategies and employee education plans, and researching employee communication best practices, vendors, tools, and solutions in the marketplace. She has consulted a wide variety of industries and employer sizes. Niti takes the time to understand the clients' culture, making sure the materials presented to employees represent the company's brand.



VALERIE MCGEE | Regional Director of Compliance

Valerie is based in our North Bethesda office and leads a team of four compliance analysts. She ensures the account teams and clients are updated on the latest legislation, and their health and welfare plans comply with federal and state benefit laws. Valerie has a bachelor's degree from Truman State University and a master's degree in human resources from Loyola University Chicago as well as the CEBS designation. She spent over 20 years in HR before transitioning to OneDigital in 2023.



MONICA REEVES, ASA, FCA, MAAA | Director of Analytics

Monica Reeves is a healthcare actuary with nearly 20 years of industry experience, having worked in both the carrier space and the consulting space. She currently serves as a Director of Analytics in the Mid-Atlantic region, specializing in using actuarial knowledge and technical expertise for OneDigital's clients. Monica earned her B.S. in Mathematics from the University of Virginia at Wise. She is an Associate of the Society of Actuaries, a Fellow of the Conference of Consulting Actuaries, and a Member of the American Academy of Actuaries.

8. What size of employers (by the number of employees) does your firm generally support?

OneDigital serves a wide range of employers, both in the public and private sectors, with employee counts ranging from as few as 2 to as many as 15,000.

9. What is your client retention rate?

Retention rates for your OneDigital team stay in the 95-97% range.

Customer satisfaction means everything to us. We encourage honest, direct and in-the-moment feedback, so our consulting teams are always aware if our strategies and day-to-day support are meeting the mark. We are comfortable asking for critical feedback, as it serves to enhance our services and value. To ensure customer satisfaction, OneDigital invests in ongoing "Voice of the Customer" surveys to capture customer feedback. This strategy enables us to better understand our customers' perspectives as we strive to bring cutting-edge solutions.

In addition, our online Pulse Survey asks customers for feedback twice a year. The survey asks customers to rate us on two metrics – Customer Effort Score and Net Promoter Score (NPS). These two questions tell us everything we need to know -- are we easy to do business with, and would you recommend us to others? If the answers to those questions are anything other than a resounding yes, we immediately focus on corrective action. Senior leadership and account team members closely review the results.

10. Do you currently work with another employer in our industry? If so, describe your expertise in servicing this type of account.

OneDigital has significant public sector experience. In fact, we work with over 2,000 public sector clients nationally. This gives us insight and understanding of your unique challenges in attracting and retaining colleagues, cost control, and working within a changing budget. Over the decades of serving many customers in the public sector, we have acquired deep knowledge about the needs specific to your industry and how to meet those needs best.

Most importantly, we already work with you! We are proud to have served the Town of Westlake as your broker for the past 5 years. This experience is invaluable, as we already understand your goals and needs.

With our extensive experience in the public sector, OneDigital offers a qualified employee benefits consulting firm that understands the public sector to strategically plan, market, implement and support your benefits program. Most importantly, we will be your complete benefits partner and will function as an extension of your team, focused on long-term strategies and the short-term execution and achievement of your goals.

11. Provide proof that your company carries Errors and Omissions insurance coverage.

OneDigital maintains professional liability coverage in the amount of \$10,000,000 which covers Errors & Omissions. Our general liability policy in the amount of \$10,000,000 includes cybersecurity coverage. Please see copies of both policy certificates in the Appendix.



PLAN DESIGN AND FINANCIAL OVERSIGHT

B. PLAN DESIGN AND FINANCIAL OVERSIGHT

1. Describe how your firm would help us develop employee benefits goals and strategies.

OneDigital uses a multi-year strategy to define organizational and program goals and analyze each program component for opportunities in plan design, data analytics, network assessment, funding alternatives, cost containment, health improvement, employee engagement, technology, and compliance.

As your incumbent broker, we have developed an excellent understanding of your philosophy, goals, culture, employee demographics, and risk tolerance. Our aim is to work closely with you to align your benefits with your short- and long-term goals and budget in mind. We will continue to craft and update your strategic plan as employee demographics, corporate objectives, and industry factors are adjusted. The strategic areas are outlined below:

3 Year Strategic Plan			
YEAR 1	YEAR 2	YEAR 3	
<i>Review and evaluate</i>	<i>Implement and evolve</i>	<i>Measure and elevate</i>	
Plan funding/structure			
Plan design	Evaluate current plans	Evolve plan designs	Update/migrate Rx
Network	Review engagement	Assess partnership	Add RBP option
Funding	Review stop loss	Captive / Aggregate SL marketing	Eliminate Aggregate SL
Cost containment	Assess PBM	Customize solutions	Evaluate trends
Analytics/benchmarking	Demographics + Springbuk	Monthly review of data	Monthly review of data
Employee-facing			
Employee experience	Broad engagement & recruiting strategy	Decision support	Concierge care navigation
Technology	Assess Ben Admin	Member benefit app	Global tech platforms
Business & regulatory			
Compliance	Full compliance assessment	Customized risk review	Market assessment of risk
Service & support	Peer group connection	Member-level advocacy	Wellbeing driving results



OneDigital will continue to work closely with Westlake to evaluate and revise as needed your multi-year benefits strategy, incorporating an annual action plan with detailed steps, priorities, and timelines for the service year. The time we have invested saves untold hours down the road, because we only bring ideas that we know make sense for your people, business goals, and culture.

Our strategic, multi-year program strategy defines program goals and analyzes each program component for opportunities in:

- Plan design
- Data analytics
- Network assessment
- Funding alternatives
- Cost containment
- Health improvement

- Benchmarking
- Survey Results
- Employee engagement
- Technology
- Compliance

Since we have served as your broker for many years, we can “hit the ground running” but it is also important for us to engage in ongoing dialogue to ensure we are addressing the right priorities at the right cadence. Discussions focus on understanding your budget process and cycle, organization objectives, employee satisfaction levels, and overall successes and challenges of your current programs. Collaboratively, we will continue to identify short-term priorities and goals and develop a strategy continually throughout the year, taking into consideration claims data, benchmarking, and your goals.

2. How will your firm determine our organization's appropriate health and welfare plan designs?

We will explore innovative funding strategies, such as level-funding, which can provide more control and potential cost savings. Our proprietary FUNDING SELECT tool identifies the optimal funding arrangement for you based on your risk tolerance by assessing risks/rewards and probabilities associated with alternative funding arrangements such as level funding, enabling you to make a sound business decision on the feasibility of various funding arrangements.

We would review various factors with you before providing definitive health plan recommendations, including:

- Employee satisfaction and engagement
- HR satisfaction with plan administration
- If applicable to size segment, current claims experience and utilization
- Your perspective on offering additional plans to provide employees with choice of network (i.e. PPO, HMO, etc.), cost, and coverage

3. Describe the competitive marketing process and our plans' placement.

OneDigital employs a comprehensive and strategic approach to the marketing process and plan placement for our clients, ensuring the best possible benefits solutions. As your consulting partner, our goal will be to remove as much burden from your team as possible, including meeting all procurement requirements. OneDigital is your active partner in ensuring timely and comprehensive marketing planning to meet your goals and objectives. Our marketing and renewal process is described briefly below.

Marketing Process

Before sending out a Request for Proposal (RFP), we assess the geographic dispersion of employees to determine the best carrier and network fit. We send carriers relevant information for consideration and response and engage in discussions about the specific circumstances of the RFP, including reasons for marketing the plan and key items being sought, such as wellness benefits. This client-specific outreach differentiates our RFPs and leads to a more successful process.

Renewal Analysis

Your Managing Consultant, Mary Jones, with support from our in-house data analytics team, will be overseeing the renewal process -- to include analysis, development of an RFP, marketing, evaluation, product and vendor selection, negotiations and implementation of selected plans and vendors.

The analysis includes:

- **Financial Benchmarking:** Evaluate benefit programs compared to other like employers.
- **Historical Review:** Compare current financial performance with past historical patterns. This understanding provides us with a context to consider both past practices and current culture to develop recommendations.
- **Analysis of Cost Drivers:** An in-depth evaluation of the following areas allows us to isolate the critical factors influencing the plan's cost structure and its benchmarking position:
 - Demographics
 - Utilization
 - Administration, Risk Management and Provider Networks
 - Plan Design
 - Managed Care Platform
 - Identify Risk Tolerance
 - Fully- Insured
 - Minimum Premium
 - Self-Funded and Reinsurance

Continuous Renewal Process

OneDigital views the renewal process as ongoing, partnering with our clients throughout the year to explore unique solutions. This involves holding planning meetings well in advance of renewal, reviewing medical insurance increase projections, and discussing market trends and regulatory impacts.

4. *How does your firm evaluate carriers/vendors during the marketing process?*

OneDigital excels in managing relationships with a wide array of vendors, including insurance carriers, pharmacy benefit managers (PBMs), and other service providers. Our vendor management strategy involves rigorous selection processes, ongoing performance evaluations, and strategic negotiations to secure the best possible terms and services for our clients. We prioritize transparency and accountability, ensuring that vendors deliver on their promises and align with our clients' goals. For you, this means leveraging our established relationships and negotiating power to secure competitive rates and high-quality services that meet your firm's needs.

Vendor selection and management

We maintain respectful working relationships with all carriers and vendors. Our role is to be an effective and forceful advocate for our clients. We analyze vendor quality through:

- Ratings/ranking
- Customer service
- Claims adjudication

- Quality of contracts
- Fit for each client
- Consistency
- Cost and renewal evaluation

Negotiating the best rates

By combining strong relationships, data-driven insights, comprehensive market analysis, customized solutions, and leveraging technology, OneDigital effectively negotiates favorable rates with carriers, ensuring cost efficiency and optimal coverage for our clients. Our strong relationships with various insurance carriers enable us to negotiate and strategize the best possible plans and rates for our clients. These relationships are based on mutual respect and our substantial regional and national book of business, which gives us more influence on negotiations and cost-saving opportunities. We maintain close relationships with carriers and vendors, regularly hosting them for company and market updates and educational events.

Our data-driven approach allows us to understand carrier rate trends and market volatility, providing the foresight to negotiate resilient contracts. By analyzing data, we identify trends and make informed decisions during negotiations. We review and negotiate annual renewals, ensuring that the insurance carrier, third-party administrator, or pharmacy benefits manager is the most optimal partner for our clients, including reviewing financial and AM Best ratings. Our market and industry knowledge, combined with underwriting analytics, maximizes renewal and RFP negotiations. Additionally, we evaluate new and existing vendor partners, negotiating performance guarantees.

5. Please describe how you go to the market for voluntary benefits. Describe the process for vetting appropriate supplemental suites. How does this process ensure our employees have the most comprehensive and cost-effective benefits? Please disclose any obligations to work with specific carriers.

We will secure proposals, evaluate benefits and costs and negotiate competitive costs and programs for voluntary products as desired by the Town of Westlake (e.g., life, short-term disability, long-term disability, dental, vision, etc.). Our comprehensive approach includes the following:

OneDigital Ancillary Benefits Center of Excellence (COE)

OneDigital's Ancillary Benefits COE provides specialized advice and services related to non-medical employee benefits. This team specializes specifically in ancillary product lines to optimize benefits to employers and employees.

Plan Design and Customization

We work with employers to design and customize benefit plans, selecting the right mix of dental, vision, and wellness programs that align with employee preferences and organizational goals.

Employee Education and Communication

We provide educational resources and communication strategies to help employees understand the value and details of their supplemental benefits. This includes informational sessions, brochures, and online resources to ensure employees are well-informed about their options.

Enrollment Support

We offer support during the enrollment process -- including online enrollment platforms, assistance with paperwork, and answering any questions employees may have -- making it easy for employees to sign up for voluntary benefits.

Vendor Management

We manage relationships with benefit providers to ensure high-quality service and competitive pricing. This includes negotiating contracts, monitoring performance, and addressing any issues that arise.

Ongoing Support and Administration

We provide ongoing support to both employers and employees, including claims assistance, benefit utilization reviews, and regular updates on benefit offerings. This ensures that the benefits remain relevant and valuable over time.

6. *What data does your firm use for benchmarking?*

Benchmarking is a core function of our consulting process. We provide comprehensive benchmarking data to compare your benefits program with industry standards. This includes plan design, funding types, premiums, and contribution models, enabling informed decisions about plan adjustments and enhancements. We use both internal and national data for our benefits benchmarking.

Internal Benchmarking Platform

We have developed our own benchmarking platform based on our national client base. This platform is central to their consulting process, offering insights into plan design, funding types, premiums, and contribution models by industry, region, and employer size.

National Benchmark Surveys

We incorporate data from several large national benchmark surveys, including MEPS (Medical Expenditure Panel Survey), the Kaiser Family Foundation, Springbuk, Mercer, SHRM, Price Waterhouse Coopers, and Zywave.

7. *Describe the servicing team's experience with financial underwriting, claims analysis, and negotiating renewals.*

For fully insured plans of the Town of Westlake's size, claims and utilization data provided by the carriers can be limited. Annually, OneDigital provides full plan design and contribution benchmarking using regional and national data sliced by group size and industry. OneDigital is also able to provide further analysis to include demographic analyses, large claimant reports, cost analyses, and other analytics reports throughout the lifecycle of the plan year.

OneDigital leverages client data analytics in several keyways to provide insights into plan usage and employee satisfaction:

- **Identifying Cost Drivers:** OneDigital uses data analytics tools to review claims information and identify the primary cost drivers within a benefits plan. This helps employers understand where their money is going and how to manage these costs more effectively.
- **Tailoring Benefits Plans:** By analyzing employee demographics, age groups, and other distinctions, OneDigital can recommend benefits plans that are more likely to meet the needs of different employee segments. This personalized approach helps improve employee engagement and satisfaction.

- **Improving Employee Engagement:** OneDigital provides actionable insights that highlight how different benefits offerings impact employee engagement. By understanding which benefits are most valued by employees, employers can make informed decisions to enhance overall workforce health and satisfaction.
- **Holistic Data Management:** OneDigital integrates financial solutions, employee communications, and regulatory elements into a cohesive strategy. This integrated approach ensures that all aspects of benefits administration are aligned with organizational goals.

Although The Town of Westlake is currently fully-insured, should you move to an alternate funding model in the future, OneDigital could offer significant data reporting on a quarterly basis, including:

Claims Utilization Reports

We provide claim utilization analysis reports as part of the strategic planning process. These reports examine claim costs and utilization in detail and identify cost drivers and trends. Claim utilization reports enable us to make meaningful plan change recommendations and to identify opportunities to educate employees about plan features that are not being utilized. This report also identifies claim costs that are due to modifiable risk behaviors that can be mitigated through wellness initiatives.

Monthly Reporting

To keep you informed and empowered with the most up-to-date information possible, we provide a monthly reporting package that shows exactly how your health plan is running year-to-date in an easily digestible format. We are not merely re-skinning carrier reports; we synthesize reports provided by your carrier into the most important information, highlighting key opportunities and risks facing your plan.

Budget Reporting

Using our proprietary actuarial models, we produce a monthly budget on both a fiscal year and a policy year basis that shows your "expected" seasonally adjusted claims and compares this against your current claims trend. When the data is credible, we re-project your estimated deficit/surplus, given experience year to date and anticipated experience.

Benchmarking Reports

Our benchmarking reports offer valuable insights into a range of plans, including medical, dental, vision, term life, AD&D, disability, voluntary plans, and point solutions. This data is sorted by industry, region, and employer size. These reports are designed to help employers evaluate the competitiveness of their benefits offerings, ensuring they remain attractive and aligned with industry standards.

OneDigital can benchmark via:

- Cost (administrative and claims)
- Benefit Levels/Employee Contribution
- Managed Care Platform (HMO, ACO, PPO, POS, etc.)
- Employer-Type (Industry and Market Segment)
- Funding Arrangements: Alternative Funding, Level-Funding, Captive, etc.

Please see response to Question B(4) above for information about how we negotiate the best rates with carriers.

8. Does your firm have an in-house data analytics team and financial advisory group? Does your firm have programs to educate your employees on their financial health?

OneDigital has an in-house data analytics team and a financial advisory group. Please see response to #7 above for additional information about our deep analytics capabilities.

Retirement plans are an efficient way to encourage employees to save; however, when incorrectly managed on an outdated framework, they can be ineffective and a burden in terms of administration, liability and cost. OneDigital takes a comprehensive view of a company's retirement plan and integrates it into a broader workforce strategy allowing employees to operate undistracted by financial stressors and at the highest level of their ability by developing a [customized, modern retirement program](#) that can help each employee meet their goals within their timeline.

9. Is your firm appointed with the Town of Westlake's Medical Plan?

As the Town of Westlake's incumbent broker for the past 5 years, we are appointed with and involved in the management of your current medical plan.

10. Does your firm have access to the Town of Westlake's plan through December 2025?

As the Town of Westlake's incumbent broker for the past 5 years, we have access to your plans.

11. Describe any unique tools the servicing team would employ to assist us in controlling our healthcare and prescription drug costs.

The Town of Westlake, like many employers, is dedicated to controlling costs while maintaining competitive benefit programs. At OneDigital, we understand the importance of this balance and are committed to ensuring that you fully understand your expenses/risks and how your investment is performing. Our team of experts is continuously seeking innovative ways to design and manage health and benefit programs that work better for you and your employees. Balancing employee coverage needs with cost management is crucial, and we employ several strategies to achieve this goal.

PHARMACY ANALYSIS

Our Pharmacy Consulting team, RxConnections, is committed to evaluating and optimizing pharmacy programs.

- Essential pharmacy concepts and their impact on cost management in healthcare plans
- Current challenges in pharmacy management
- Legislative and compliance issues
- Innovative strategies to manage pharmacy costs and control benefit expenses effectively

DATA-DRIVEN DECISION MAKING

By utilizing historical data, we can design cost-effective and highly valued benefits packages that meet the needs of your employees while keeping costs under control. Additionally, we recommend offering flexible benefits plans that include a mix of core and voluntary benefits, allowing employees to choose additional coverage at their own expense. We will conduct a thorough plan design analysis to identify any deviations from current designs. Our network access analysis will review and summarize any immediate concerns regarding network disruptions. Additionally, a pricing analysis will consider plan designs and rates, ensuring we recommend the most suitable and cost-effective plan.

12. How often will the servicing team advise on our claims experience during the plan year?

For fully insured plans of your size, claims data provided by the carriers can be limited based on funding arrangement. However, we can provide data surrounding utilization and trends in the market.



EMPLOYEE SERVICES

C. EMPLOYEE SERVICES

1. *How would your firm educate our employees on benefits and advocate?*

Please see response to #3 below for information about how we will support and educate your employees during Open Enrollment and beyond.

The Town of Westlake will have access to our Advanced Resolution Team (ART) -- a complimentary team of OneDigital staff -- to answer all your employees' benefits-related questions with direct solutions. We will provide you with information to distribute to your employees so they will know how to take advantage of this service. The local governments we serve tell us that the service ART provides helps their staff reduce claim payments and expedite services. This helps your HR department spend less time and get faster and accurate claim decisions. By directing employees to this resource, you will immediately reduce your liability under HIPAA.

Representatives are available by phone during business hours to answer employees' and covered family members' questions about policies, procedures, and claims. Your employees get the personal service they deserve and the answers they need in a confidential, private conversation. In addition, they receive guidance about how to use their insurance properly. It is an enormous time-saver, a potential money-saver, and a winning solution for all OneDigital's customers.

They can respond to all types of inquiries, such as:

- *What's the deductible for emergency room visits?*
- *Does the policy have mental health coverage?*
- *What percentage of the plan pays for out-of-network providers?*
- *When will a claim be paid?*
- *Is a provider in network?*

This team of client advocates is a key part of our service model, and unique to the market. Colleagues assigned to this high-touch group are 100% committed to supporting you and your individual employees, and function as a true extension of your HR team.

We will provide claims assistance, including help drafting and filing appeals. We also have dedicated representatives from all carriers and vendors to help us research and close claim issues in a timely and satisfactory manner.

The account team is expected to respond to all inquiries within 24 hours, and urgent matters immediately.

Client Advocacy & Concierge Administration

EMPLOYEE ADVOCACY

- Dedicated Employee Advocate and back-up resource
- Liaison between HRIS, member, carrier, and provider
- Explaining benefits and coverage
- Solve benefits and claim issues
- Order ID cards
- Find providers/pharmacies

ADMINISTRATIVE SERVICE

- Reconciliation and Resolution Support
- Employer H.S.A Contribution Management
- Billing/Invoicing Support



2. Does your firm conduct employee surveys and focus groups?

Yes, OneDigital conducts employee surveys as part of our benefits benchmarking process.

In early 2024, OneDigital conducted the [Employee Value Perception Study](#) with over 2,000 U.S. employees (across various career and life stages) to understand the evolving benefit needs and perceptions of an increasingly diverse, multigenerational workforce. The goal was to gain improved insights into their values and perceptions regarding health, success, and financial security. What we found was that there is a value perception gap in workplace benefits, a disheartening development for employers who have had to grapple with soaring healthcare and employee benefits costs.

We want to help employers understand how their employees' needs, values, and priorities stack up in the marketplace amongst other employees, so we can help align benefits offerings with real employee needs and expectations. It is important to understand what your employees' needs, values, and priorities are to help ensure you're making the right investments and can reach your goals.

This study is available complimentary for all OneDigital clients. We'd be more than happy to discuss this further with you and your team.

3. Describe your employee communications process and materials. Please provide samples.

Your dedicated support team will design a custom engagement and communications strategy to capture the attention of your workforce using a multi-channel approach, designed to meet your employees where they are, maximizing your unique workforce's preferences. ***We are committed to assuring your employees make their best financial decisions as it relates to the many benefit offerings and plan options at hand.***

By incorporating a variety of digital solutions and interactive virtual programming, you can better engage your workforce with easy-to-understand, meaningful content that is intentionally crafted across:

- New Hire Onboarding
- Virtual and In-person 1:1 Concierge Enrollment Sessions
- Ongoing engagement campaigns
- Decision Support Tools

Through research on hundreds of our own clients, we have found that a layered approach – using on-site meetings, print and/or email messaging, technology solutions (such as a benefits administration system), employee videos, and recorded content – produces the best results and reaches employees no matter where they reside. At the end of each year, we will debrief and revamp your campaign to ensure we keep up with trends and reach your unique employee population. When employees become educated consumers, their satisfaction rate with their benefits package increases exponentially.

Our employee communications include:

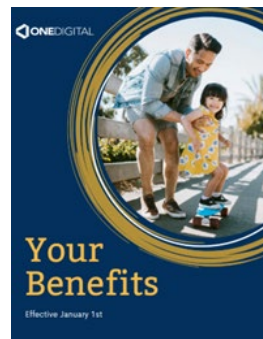
On-site and Virtual Meetings

We conduct on-site and virtual meetings to educate employees about their benefits and other relevant topics of interest, allowing employees the opportunity to ask questions and engage with others. These interactive forums include open enrollment meetings, lunch and learn events, and educational seminars. We often bring in our vendor and/or carrier partners to offer additional knowledge and expertise.

We have seen remarkable success with live and recorded open enrollment webinars, which employees can watch when it is convenient for them. Online seminar recordings also allow employees to later reference materials and share with family members when making decisions. Webinars also provide you with tracking information on which individuals have participated.

Benefit Guides

Our benefits guides – offered both as printed booklets and digital interactive guides -- provide detailed summaries of all benefits available to employees.



Mobile App

OneDigital partners with Strive to provide a mobile engagement platform for clients and their employees. This platform includes access to plan IDs, employee reminders and alerts, nurse lines, telemedicine, and more. Fees may apply based on the capabilities that are selected.



Customized Communications

We create custom employee communications, including animated videos, virtual benefits fairs, posters, direct mailers to employee home addresses, and benefit contact ID Cards. Throughout the year, we continue to communicate with employees through employee memos, benefit highlight sheets, and more.



Brainshark Presentations

These pre-recorded and indexed presentations allow employees or recruits to learn about their benefits at any time with consistent messaging. We may offer these presentations in addition to or as an alternative to in-person enrollment meetings. We can customize presentations for different classes of employees and can redirect associates to and from various resource pages. We also offer a video library of important benefit topics to share with your employees.

4. Describe how your firm supports the ongoing professional development of our HR and Benefits staff.

OneDigital offers resources and educational content to help you understand obligations under various healthcare regulations, as well as emerging trends and best practices. This includes detailed reports, webinars, e-newsletters, blog updates, white papers, and direct outreach from your account team to ensure that you remain well-informed. See response to D(1) below for additional information.

5. Describe how your firm supports the ongoing professional development of our entire staff.

Our HR Consulting team offers professional development training. Please see response to Question #6 below for more information.

6. Does your firm provide HR consulting services and/or support? If so, describe the scope and type of engagements.

OneDigital [HR Consulting Services](#) provides a full range of consulting services that range from tactical to strategic support that can be customized to meet your unique organizational needs. Your team, powered by a group of fresh thinking OneDigital HR experts.

OneDigital offers various ways to augment and act as an extension of an organization's HR team — ranging from hotline support to full outsourcing. Our experienced and credentialed consultants help provide peace of mind to HR teams by helping address important decisions with confidence and enhanced objectivity.

Services include:

- **Outsourced HR**
An ongoing, proactive HR resource to manage and support the customer's HR function, this includes everything from the transactional, day to day aspects of HR – benefits administration, new hire paperwork, compliance updates – to the more strategic aspects of the HR function – employee performance management, employee relations issues, recruiting strategy and organizational management.
- **Compensation and Total Rewards**
Operational success depends on the performance and motivation of the organization's employees. We provide the tools to evaluate and drive performance and results by aligning compensation and total rewards to strategic organizational needs.
- **Handbooks, Policies & Other HR Documents**
We can review, revise and/or develop and customize employee handbooks, policies, and programs that enable organizations to manage risk and outline clear expectations for employees.
- **Employee Relations**
Our HR professionals have seen it all and are able to efficiently handle a wide variety of employee relations issues to manage risk and implement proactive programs to retain and engage key employees.
- **Leave of Absence Policies & Administration**
With the myriad of different and overlapping regulations and obligations involved in leaves of absence, having reliable knowledge on hand is a major time and stress saver. OneDigital's leave of absence professionals act as a resource for questions on how to deal with these complex policies, as well as leave administration.
- **Performance Management**
Effective performance management programs provide feedback to employees and align goals with the organization to drive employee retention and development.
- **Talent Optimization**
Training focuses on a variety of topics from compliance training (such as sensitivity, diversity, and harassment training) to leadership development, performance management and managing conflict. Training can be conducted live, onsite or virtual, pre-recorded and include reference materials, attendee certificates, group exercises and discussion segments.
- **Payroll Administration Services**
Payroll administration includes a software experience, dedicated payroll specialist, online benefits enrollment, electronic employee onboarding, and hiring module (applicant tracking system, performance management system and time and attendance tracking.)
- **Hiring & Terminations**
We can help the business transitioning staff from new hire orientation, termination best practices, federal and state guidelines, severance agreements and more.
- **Recruiting**
Recruiting services include streamlining the recruiting process to save time and money and attract the right talent. Assistance includes sourcing and interviewing candidates, applicant tracking and candidate assessment and recommendations.

- **Leadership & Coaching**
We can help cultivate and coach talent to support growth and guide employees to reach their full potential.
- **HR Technology Consulting**
Our HR Technology Consulting (HRT) team partners at every step of the HR technology management cycle from assisting with building the strategy, selecting partners, to implementing new HCM technologies. We represent the customer's needs by helping them move from technology strategy to execution in the most efficient, cost-effective way possible.



COMPLIANCE

D. COMPLIANCE

1. *Describe how your firm informs clients about current and pending benefits legislation.*

We understand the challenges of ever-changing rules and regulations governing employee benefits. Interpreting, understanding, and taking the steps to become, and remain, compliant demands constant attention. We will give you peace of mind with our dedicated team of compliance attorneys and experts, who provide guidance and support to make sure your plans are fully compliant with ACA (Affordable Care Act) and related regulatory requirements to eliminate risk.

Our compliance team issues timely summaries through e-newsletters, blog updates, and direct contact. We will proactively contact you with compliance updates, reminders, and action steps. In addition, our compliance team will work directly with you to explain implications of legislation, resolve issues, and collaborate on the formation of new policies.

Examples of our compliance communications are:

- **Mid-Atlantic News & Updates** – Legislative updates with reminders and action steps, specific to the Mid-Atlantic region.
- **Compliance Confidence** – An e-publication to help organizations stay up to date and compliant on legislative topics.
- **Advisories, Info Briefs, and Tip Sheets** – Monthly emails to update you on reforms and/or benefits topics.
- **Webinars and Brainshark Presentations** – Information on timely topics and the ability to interact with OneDigital subject matter experts. Most of our webinars offer CE credits and are available on-demand.
- **Biweekly Customer Digest:** Helps you stay compliant and efficient.
- **Health Care Reform Advisories and Info Briefs:** Monthly updates on reforms and benefits.
- **Info Briefs and News Briefs:** Regular updates on important topics.
- **Compliance Calendars and Quarterly Checklists:** Tools for tracking compliance.
- **Compliance Webinar and Podcast Series:** Updates on legislative changes.
- **Local Learning Events:** In-person education and networking.
- **Ad Hoc Risk Assessments:** Custom risk evaluations.
- **Scheduled Calls for Complex Issues:** Regular discussions on complex issues.
- **Updated Blog Content:** Up-to-date trends and developments in employee benefits.
- **HR Compliance Guide:** Summary of changes in labor laws for compliance guidance.

2. What specific resources does your firm provide to help clients comply with all federal and state laws?

In addition to the resources detailed in our response to D(1) above, we offer these services to help you comply with federal and state laws:

Compliance Audit and Review:

OneDigital's compliance audit examines various compliance areas, including the ACA, to identify gaps and potential areas of exposure. It provides a score for each section, highlighting areas that need attention, along with recommendations on best practices. This audit helps ensure continued compliance with regulations such as ERISA, COBRA, ACA, and more.

Annual HR Compliance Guide and Checklists:

You will receive an Annual HR Compliance Guide, along with annual and quarterly checklists, to ensure you stay up to date with all compliance requirements.

Client Support and Advocacy:

We provide client support for general compliance questions, analysis of employee benefits laws, and health insurance program reviews. We also carry the voice of our clients to Congress, IRS, HHS, and DOL as part of the National Association of Health Underwriters (NAHU) legislative council, which assists in notifying and tracking legislative and regulatory changes. The senior members of our compliance consulting team are also part of the Compliance Corner committee at NAHU where they work with compliance experts across the country on the implementation of compliance rules and regulations.

Access to ERISA Attorneys:

Clients have access to in-house ERISA attorneys who can assist with employee benefit questions and other employment issues that may arise.

3. Does your firm have in-house legal advisors or outside counsel to guide you and your clients?

Yes. Our in-house compliance team includes attorney Adina Cohen and is complemented by OneDigital's corporate compliance department staffed by ERISA and benefits attorneys.

4. Does your firm offer compliance training to our HR and Benefits staff?

Our local and corporate offices conduct compliance training, including webinars, to keep your HR and Benefits staff informed and compliant. Please see response to D(1), above, for additional information.

5. Does your firm have in-house legal and HR Compliance teams?

Yes, we have in-house legal and HR Compliance teams which provide the following services:

- Recommend and implement procedures for ACA compliance, including Form 1095 reporting and PCORI fee filing
- Recommend and implement procedures for other benefit legislation, including cafeteria plan regulations, COBRA, HIPAA, ERISA, Medicare, FMLA, CAA (RxDC/transparency rules) and nondiscrimination requirements
- Review plan documents and Summary Plan Descriptions for technical accuracy and compliance
- Assist with related tax codes, such as cafeteria plans, life insurance/domestic partner imputed income calculations, and disability premium taxation
- Provide employee and retiree Medicare education

- Research special issues on your behalf not specifically addressed elsewhere in this proposal
- Conduct an in-depth compliance assessment upon engagement with OneDigital
- Provide timely compliance reminders and deadlines

6. *How does your firm help us comply with Employee Retirement Income Security Act (ERISA) reporting and disclosure requirements?*

Our team can review relevant data for compliance with annual reporting requirements, including 1094/1095 and cafeteria plan nondiscrimination testing. We also assist with completing any required documentation for RxDC reporting. Please see response to D(5) for additional information.

7. *Describe how your firm maintains client records in a secure Health Insurance Portability and Accountability Act (HIPAA) environment.*

OneDigital is committed to maintaining robust data protection standards and ensuring compliance with applicable laws to safeguard personal data. We have robust security measures in place to protect against the loss, misuse and unauthorized alteration of personal information under our control, including physical, electronic and procedural safeguards that meet or exceed applicable federal and state standards. This includes using secure servers, encryption, and other technological safeguards.

OneDigital conducts Data Protection Impact Assessments (DPIAs) to identify and mitigate risks associated with our data processing activities. These assessments help in designing effective measures to protect personal data. We also provide required training and resources to our employees to ensure they understand data protection policies and practices, fostering a culture of data security within the organization.

8. *Does your firm offer Medicare advisory services for our employees?*

Yes, we provide Medicare eligible/retiree counseling for your employees. Through our employee education on Medicare, our team is able to help your employees understand all of the factors to consider and remove the fear that is often associated with a switch from employer sponsored health insurance to Medicare.



WELLNESS

E. WELLNESS

1. What services/tools will be provided to implement and support a company wellness program?

OneDigital offers dedicated employee well-being consulting services at no additional cost to you. Wellness has evolved into a key aspect of workforce strategy. Employers are also expanding their measurement of ROI from healthcare cost savings to overall impact on performance through increased productivity. We see it as our role to equip our clients with strategic insights and tactical guidance to develop effective, measurable health and wellbeing programs that align with your culture and budget.

OneDigital's Wellbeing Strategy team is available to support The Town of Westlake with the following services:

- Build your wellbeing strategy
- Provide ongoing program support and evaluation
- Assess culture and review data to identify target initiatives
- Assist in establishing program vision, objectives, and branding
- Ensure you are maximizing all free services available through your carriers/vendors
- Partner with vendors that have demonstrated excellence in customer service and innovation through our extensive evaluation process (examples of preferred wellbeing partners include Carrot, Ginger, First Stop Health, Maven, and Forma)
- Manage vendor relationships
- Monitor program compliance
- Design employee communication materials



RESOURCES AND TOOLS

As your trusted consultants, we will help to create a successful program aligned with your organizational objectives. The same drivers of employee participation in wellness also impact employee engagement. The Health & Wellbeing National Practice provides a range of turnkey solutions, resources, and easy-to-use interactive materials to help guide your strategy. Some of the top utilized resources are listed below.

Health and Wellbeing Toolkit

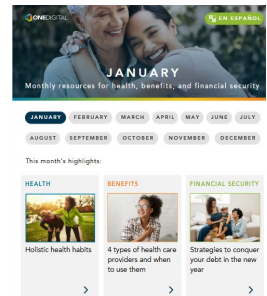
Outlining best practices and a step-by-step process to creating a successful health and wellbeing strategy, our toolkit includes:

- Employee interest survey
- Health risk and cost analysis

- Goal-setting worksheet
- Budgeting tool
- Organizational assessment
- Health and wellbeing toolkit
- Policy, environment, and culture inventory
- Strategy template
- Implementation timeline
- Communications checklist
- Health and well-being scorecard

Engagement & Wellbeing Calendar

With monthly resources on various well-being topics, this calendar is designed to engage the workforce and enhance employee wellbeing. Each month has a health and wellbeing theme which includes both employer and employee resources. This calendar serves as the foundation for your annual engagement and wellbeing educational strategy. Further, your calendar can be customized by your OneDigital Account team and tailored directly to your employee population, complete with your own branded resources.



Mental Health Resource Guide

Our proprietary resources guide offers multiple tools to help address the spectrum of mental health and connect you to the right types of solutions for your employees. From evaluating your policies, environment, and culture, to selecting the right vendor partner, our team offers expert guidance to reach your goals.

Stress management resources offer tools to address mental health issues and connect you to the right types of solutions for your employees.

2. How can your firm assist our organization with motivating our employees to develop healthy behaviors?

A healthy workforce is 13% more productive and experiences 11% lower turnover per a recent McKinsey study. OneDigital offers a range of turnkey solutions and resources through its Health & Wellbeing National Practice to help our clients establish a strategy that supports employee health and wellbeing. The focus is on fostering engagement and alignment with organizational objectives, which in turn empowers employees to improve their performance and develop healthy behaviors.

Promote Preventive Care

OneDigital helps motivate employees engage in preventive care and healthy behaviors. We emphasize the importance of proactive health intervention and educate employees on the best ways to utilize health benefits – such as encouraging regular health screenings to catch health issues early, reducing the need for more expensive treatments later.

Wellbeing Programs

In addition to the Wellness Programs detailed in response to Question E(1), we can help you implement an app-based holistic wellness system that incentivizes movement, sleep, nutrition, water intake, healthy weight and more.

Mental Health Support

Because there is a relationship between poor mental health and higher medical costs, we can help you invest in mental health care by providing resiliency training, psychological safety, coaching, and digital apps to support employees wherever they are in their journey.

3. *What metrics do you utilize to measure the effectiveness of the Release of Information of a Wellness program?*

For any medical management program to succeed, employees must participate. The most successful programs appeal to what your employees want and value. Employees must perceive the program as a true benefit with organizational support to achieve optimal participation and, thereby, results. This is how we measure those results:

- **Employee Engagement and Productivity:**
OneDigital assesses the overall engagement of employees in wellness programs and tracks improvements in workforce productivity. Enhanced engagement often correlates with better participation in wellness initiatives, leading to improved productivity levels.
- **Healthcare Spend and Cost Management:**
OneDigital looks at the reduction in avoidable and unnecessary healthcare spend as a critical success metric. By implementing wellness programs, we aim to identify and reduce wasteful spending, which can then be reinvested into your workforce.
- **Employee Retention and Culture Enhancement:**
Improved employee retention rates and a more positive workplace culture are indicators of a successful wellness program. These metrics reflect the program's impact on employee satisfaction and the overall work environment.
- **Physical and Mental Wellbeing:**
Physical and mental wellbeing metrics help measure the success of wellness initiatives. By facilitating greater access to healthcare services and promoting health engagement, we will help you positively impact these areas.

By leveraging data and analytics, OneDigital can identify gaps and recommend tailored solutions that align with your goals and objectives. This data-driven approach allows for targeted and effective recommendations that encourage employees to engage in healthy behaviors.

4. *Identify any services that are subject to separate fees; specify the associated fees. List any fees not categorized that may be assessed.*

OneDigital's health and wellbeing practice has several strategic vendor partners that have demonstrated excellence in customer service and innovation. Our team has completed an extensive evaluation process to identify these key vendor partners; however, we do not take commissions. Rest assured that our team has your best interest at heart when recommending the right partner for your culture and desired results.



OTHER

F. OTHER

1. *What other relevant services does your firm offer that has yet to be described in this proposal?*

Benefits Administration Implementation & Administration

OneDigital provides HRIS expertise and support for all our clients. Each team provides dedicated service for outsourced benefits administration. OneDigital currently provides this service for The Town of Westlake and will continue to do so.

In addition to the local team, for the more complex client needs, we have built an entire service team dedicated to outsourced benefits administration (OBA).

OneDigital's team of benefits administration professionals provide expert support for clients. In the past, OBA was only a viable solution for exceptionally large employers with 10,000-plus employees. Our service model has allowed us to scale these services to offer professional benefits administration support for organizations of all sizes, at a fraction of the cost. Outsourcing your benefits administration to OneDigital can be a smarter use of HR dollars that will provide you with higher-quality benefits administration support, and free up budget for more strategic initiatives.

Services offered include, but are not limited to the following:

- **Manage** notification and collection of QLE (Qualifying Life Event) documentation
- **Support** open enrollment
- **Provide** employees with Evidence of Insurability forms
- **Facilitate** completion and enrollment
- **Handle** monthly terminations of overage dependents
- **Coordinate** carrier EDI file error reports
- **Assist** with system testing at annual open enrollment
- **Communicate** benefit deductions to payroll
- **Respond** to and/or triage employee inquiries
- **Conduct** bill audits

Retirement & Wealth

Saving adequately for retirement and healthcare costs are two of the most pressing financial issues facing Americans—regardless of income level—today. Financial stress hampers workplace productivity, so employers need to ensure their workforce has all the appropriate resources to feel safe and supported. By bringing retirement plan consulting and wealth management together with health benefits, OneDigital provides key services and takes an integrated approach to your employees' overall wellbeing.

Our Retirement & Wealth division can help with:

- **Retirement Plans** – We help companies identify, build and implement retirement plans to address the needs of their organization and employees. Our dedicated team of professionals focus on due diligence, ERISA law, third-party administration and financial advice.
- **Wealth Management** – Our financial professionals help individuals figure out how much to save and what types of accounts to invest in, as well as evaluate risk levels based on unique life situations. It's never too early to build a holistic financial plan.
- **Employee Engagement** – When employees are less stressed about their finances, they are healthier and more productive. Our engagement solution includes a series of tools to help employees increase financial literacy and reduce financial stress.

Property & Casualty

We view each client as unique, and we develop, recommend, and coordinate individually tailored property & casualty insurance that minimizes risks and provides exceptional value.

2. What is your firm's proposed timeline for the upcoming year, beginning with the assignment of the Broker of Record?

Since OneDigital is the current broker for the Town of Westlake, we would continue with our current timeline. To keep your HR staff and management informed on an ongoing basis, we meet as frequently as necessary to set strategy, review plan performance, confirm pre-renewal expectations, discuss market trends, review legislation, collaborate on the renewal process, determine open enrollment timeframes, and establish a communications strategy. We encourage frequent communication throughout the year to strengthen our partnership with you.

We provide monthly updates on plan performance and can conduct in-person meetings with your management and Town Council if desired. Your dedicated account team is actively involved in compiling these updates. In addition to reviewing plan performance, we establish a meeting cadence of at least once or twice per quarter for key annual milestones, such as:

- Q1 – Review of the prior year and feedback; strategic planning sessions and vendor meetings.
- Q2 – Initial renewal projections, refining goals, and ensuring client alignment detailed in writing.
- Q2 and Q3 – Final renewal results, employee contribution setting and Open Enrollment planning
- Q4 – Open enrollment debrief.

Our account team is always available for additional meetings and inquiries as your needs arise.

3. Does your firm require a signed contractual agreement? If so, please attach it.

OneDigital does not require but can execute a Service Level Agreement (SLA) at the request of the Town of Westlake. A sample OneDigital Service Level Agreement can be provided upon request.

4. Please specify the terms for terminating the relationship between your firm and the Town of Westlake.

The Town of Westlake has the right to terminate our services at any time. However, as a professional courtesy, we would ask for at least 60 days' advance notice prior to terminating our services. If we utilize a service contract, separate terms may apply as agreed upon by the Town of Westlake and OneDigital.

5. Who will have primary responsibility for the Town of Westlake's account?

Kelly Hubbard will serve as the Consultant. Please see response to A(7) for additional information about Kelly and her qualifications.

- Number of years in the insurance business:*** 13 for Kelly Hubbard; 25 for OneDigital as a company.
- Insurance background:*** Please see response to A(7) for additional information about Kelly Hubbard and to A(3) for information about OneDigital.
- Number municipalities serviced:*** Over 2,000 nationwide.

6. Who will be the back-up person for the Town of Westlake's account?

- a. **Number of years in the insurance business:** 25 for Mary Jones; 25 for OneDigital as a company.
- b. **Insurance background:** Please see response to A(7) for additional information about Mary Jones and to A(3) for information about OneDigital.
- c. **Number municipalities serviced:** Over 2,000 nationwide.

7. Please attach a copy of the following documents:

- a. **A copy of a current license:** Please see Appendix.
- b. **A certificate for agent's error and omission coverage insured for at least \$1 million limit:** Please see Appendix.



COST OF SERVICES

COST OF SERVICES

Provide a detailed cost proposal. Identify the total compensation package for services rendered and how it will be Derived.

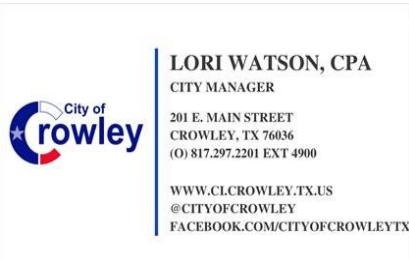
For employers under 100, compensation is normally dictated by the carriers -- typically ranging from a percentage of premium to a per-employee-per-month (PEPM) fee.

OneDigital is authorized to transact business in the state of Texas.



REFERENCES

REFERENCES



City of Crowley, Texas

Lori Watson

City Manager

(817) 297-2201 x. 4900

lwatson@ci.crowley.tx.us



Bath County, Virginia

Janet Bryan

(540) 839-7221

janet.bryan@bathcountyva.gov



Prince Edward County, Virginia

Doug Stanley

County Administrator

(434) 392-8837

dstanley@co.prince-edward.va.us



APPENDIX



General Lines Agent

Qualification Effective Dates

Life, Accident, Health & HMO 04/27/1993 Property and Casualty 05/15/2002

BRIGIT CAMILLE FERRIS

NPN: 1131953

200 GALLERIA PKWY SE STE 1950

ATLANTA, GA 30339-5946

is authorized to transact business as described above

License No: 726850 Issue Date: 04/27/1993 Expiration Date: 06/30/2025

Generated by Sircon 336475847

TEXAS
DEPARTMENT OF INSURANCE
THIS IS TO CERTIFY THAT



BRIGIT CAMILLE FERRIS

IS HEREBY AUTHORIZED TO TRANSACT BUSINESS IN
ACCORDANCE TO THE LICENSE DESCRIPTION SHOWN
BELOW:

General Lines Agent

200 GALLERIA PKWY SE STE 1950
ATLANTA, GA 30339-5946

LICENSE NUMBER: 726850

NPN: 1131953

Life, Accident, Health & HMO, Property and
Casualty

Issue Date: 04/27/1993

Expiration Date: 06/30/2025

Generated by Sircon 336475847



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/27/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Digital Insurance LLC-Clayton, MO 8235 Forsyth Blvd #1200 Clayton, MO 63105	CONTACT NAME:	
	PHONE (A/C, No, Ext): (314) 746-4700	FAX (A/C, No): (314) 889-3700
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED Digital Insurance LLC 200 Galleria Pkwy, Ste 1950 Atlanta, GA 30339	INSURER A : Allied World Surplus Lines Ins Co	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	☐ POLICY ☐ PROJECT ☐ LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE \$
	DED ☐ RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						☐ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Professional Liabili			03132759	2/26/2024	2/26/2025	Ech Claim 10,000,000
A	Professional Liabili			03132759	2/26/2024	2/26/2025	Aggregate 10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
"Insured means the Named Insured, any Subsidiary, any Insured Person who was, is or becomes a principal, partner, managing member, officer, director, employee or Volunteer of the Named Insured or Subsidiary, but only while in the performance of Professional Services on behalf of the Named Insured or Subsidiary". Total E&O Limits including Excess: \$15,000,000

CERTIFICATE HOLDER

CANCELLATION

Evidence of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



ADDITIONAL REMARKS SCHEDULE

AGENCY Digital Insurance LLC-Clayton, MO		NAMED INSURED Digital Insurance LLC 200 Galleria Pkwy, Ste 1950 Atlanta, GA 30339
POLICY NUMBER SEE PAGE 1		
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

1st Layer XS E&O
Great American E&S Insurance Company
2/26/2024-2/26/2025
TER5325701
\$5,000,000 Each Claim/Aggregate XS \$10,000,000



Town of Westlake

Westlake Academy

Human Resources Department

NON-COLLUSION STATEMENT

The undersigned Proposer, by signing and executing this proposal, certifies and represents to the Town of Westlake and Westlake Academy that Proposer has not offered, conferred or agreed to confer any pecuniary benefit, as defined by Section 1.07 (a)(6) of the Texas Penal Code, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this proposal; the Proposer also certifies and represents that Proposer has not offered, conferred or agreed to confer any pecuniary benefit or other things of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this proposal; the Proposer certifies and represents that Proposer has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Town of Westlake and Westlake Academy concerning this proposal on the basis of any consideration not authorized by law; the

Proposer also certifies and represents that Proposer has not received any information not available to other proposers so as to give the undersigned a preferential advantage with respect to this proposal; the Proposer further certifies and represents that Proposer has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Proposer will not in the future, offer, confer, or agree to confer any pecuniary benefit or other thing of value of any officer, trustee, agent or employee of the Town of Westlake and Westlake Academy in return for the person having exercised the person's official discretion, power or duty with respect to this proposal; the Proposer certifies and represents that it has not now and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any office, trustee, agent or employee of the Town of Westlake and Westlake Academy in connection with information regarding this proposal, the submission of this proposal, the award of this proposal or the performance, delivery or sale pursuant to this proposal.

Firm Name: OneDigital

Address: 14951 Dallas Pkwy #300

City/State/Zip: Dallas, TX 75254

Phone: (254.716.8009

Fax: Name of Representative(s): Brigit Camille Ferris

Signature of Representative(s): Cammy Ferris Date: 4.30.2025

1500 Solana Blvd., Bldg 7, Suite #7200 • Westlake, Texas 76262

Metro: 817-490-5711 • Fax: 817-430-1812 • www.westlakeacademy.org

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

OneDigital

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

None

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 Kelly P. Hubbard
Signature of vendor doing business with the governmental entity

May 2, 2025
Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
OneDigital Topco LLC

2 Business name/disregarded entity name, if different from above
Digital Insurance LLC (FEIN 58-2522668)

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **P**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
200 Galleria Parkway, Ste 1950

6 City, state, and ZIP code
Atlanta, GA 30339

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-				
--	--	--	---	--	--	---	--	--	--	--

or

Employer identification number

8	2	-	1	4	3	4	5	0	4
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ►  Date ► **01/10/2024 | 8:36 AM PST**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
2. Certify that you are not subject to backup withholding; or
3. Claim exemption from backup withholding if you are a U.S. exempt payee; and
4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and
5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;
2. You do not certify your TIN when required (see the instructions for Part II for details);
3. The IRS tells the requester that you furnished an incorrect TIN;
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or
5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under "*By signing the filled-out form*" above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For

example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or	Individual/sole proprietor.
• Sole proprietorship	
• LLC classified as a partnership for U.S. federal tax purposes or	Limited liability company and enter the appropriate tax classification:
• LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

2—The United States or any of its agencies or instrumentalities.

3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.

5—A corporation.

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.

7—A futures commission merchant registered with the Commodity Futures Trading Commission.

8—A real estate investment trust.

9—An entity registered at all times during the tax year under the Investment Company Act of 1940.

10—A common trust fund operated by a bank under section 584(a).

11—A financial institution as defined under section 581.

12—A middleman known in the investment community as a nominee or custodian.

13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5. ²
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

¹ See Form 1099-MISC, Miscellaneous Information, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/EIN. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Go to www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

VERIFICATION REQUIRED BY TEXAS GOVERNMENT CODE CHAPTER 2270

By signing below, the signatory hereby verifies that the firm it represents:

1. Does not boycott Israel; and,
2. Will not boycott Israel during the term of the contract.

SIGNED BY:

Print Name & Title:

Firm Name:

Date Signed:


Kelly Hubbard, Sr Benefits Consultant

OneDigital

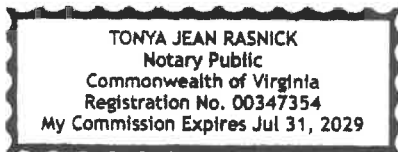
May 2, 2025

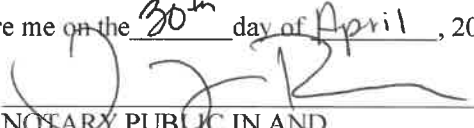
NOTARIZATION

THE STATE OF Virginia)
City)
COUNTY OF Salem)

BEFORE ME, the undersigned notary public on this day personally appeared Kelly Hubbard, on behalf of OneDigital (Company), who, being duly sworn, stated under oath that he/she has read the foregoing verification required by Texas Government Code Section 2270.002 and said statements contained therein are true and correct.

SWORN TO AND SUBSCRIBED before me on the 30th day of April, 2025.




NOTARY PUBLIC IN AND
FOR THE STATE OF Virginia

The following definitions apply to Texas Government Code Section 2270.001:

(1) "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and

(2) "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit.

State law requires any firm entering into an agreement or contract with the Authority to complete the foregoing verification. TEX. GOV'T CODE § 2270.002.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:
2025-1303261

Date Filed:
05/01/2025

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

OneDigital
Richmond, VA United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

The Town of Westlake

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

RFP 2025-02
Employee Benefits

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.



6 UNSWORN DECLARATION

My name is Kelly HUBBARD, and my date of birth is Sept 19, 1963

My address is 9954 Mayland Drive, Richmond, VA, 23233, USA.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in ROANOKE, County, State of VA, on the 2ND day of May, 2025.
(city) (month) (year)

Kelly Hubbard
Signature of authorized agent of contracting business entity
(Declarant)

TOWN OF WESTLAKE

RESOLUTION NO. 25-20

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS, APPROVING A CONTINUED PARTNERSHIP WITH ONEDIGITAL FOR EMPLOYEE BENEFITS CONSULTING, WELLNESS STRATEGIES, ANALYTICS SUPPORT, AND ADMINISTRATIVE SERVICES.

WHEREAS, the Town of Westlake has partnered with OneDigital for the past five years to support the Town's employee benefits strategy and administration; and

WHEREAS, OneDigital has consistently demonstrated a strong understanding of the public sector, providing knowledgeable, responsive service, and has recently expanded its local presence with a Dallas-based office; and

WHEREAS, OneDigital offers a comprehensive suite of services, including strategic benefits consulting, analytics and reporting, wellbeing initiatives, administrative support, client advocacy, and compliance guidance; and

WHEREAS, OneDigital's compensation structure is carrier-paid, incurring no direct consulting fees to the Town, and includes access to an enrollment platform at no additional cost; and

WHEREAS, after evaluating multiple proposals, staff has determined that OneDigital offers the most cost-effective and strategic value for the Town's employee benefits needs.

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

SECTION 1: That the Town Council does hereby award the recommended bid for Town Benefits Broker to OneDigital for the period of July 1, 2025-June 30, 2026, attached hereto as *Exhibit "A"*; and further authorize the Town Manager or designee to execute this agreement.

SECTION 2: 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 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 17th Day of June 2025.

Kim Greaves, Mayor

ATTEST:

Dianna Buchanan, Board Secretary

Wade Carroll, Town Manager

APPROVED AS TO FORM:

L. Stanton Lowry, Attorney

Exhibit “A”

Recommended Bid



Town of Westlake

Staff Report

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

File #: 25-161

Agenda Date: 6/17/2025

Agenda #: I.1.

TOWN STAFF REPORT RECOMMENDATIONS

Section 551.071(2): Consultation with Attorney: To receive legal advice from bond counsel regarding contemplated issuance of municipal bonds and related legal matters.



Town of Westlake

Staff Report

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

File #: 25-152

Agenda Date: 6/17/2025

Agenda #: 1.2.

TOWN STAFF REPORT RECOMMENDATIONS

Section 551.071: Consultation with and legal advice from Academy Attorney regarding Westlake Academy Affiliate Groups.



Town of Westlake

Staff Report

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

File #: 25-154

Agenda Date: 6/17/2025

Agenda #: I.3.

TOWN STAFF REPORT RECOMMENDATIONS

Section 551.071: Consultation with and legal advice from the Town Attorney regarding pending litigation - Vertical Bridge v. Town of Westlake.



Town of Westlake

Staff Report

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

File #: 25-158

Agenda Date: 6/17/2025

Agenda #: 1.4.

TOWN STAFF REPORT RECOMMENDATIONS

Section 551.072: Deliberation regarding the Purchase, Exchange, Lease or Value of Real Property:

- 1) 48 and 52 Girona and 34 Cortez, Westlake Entrada and
- 2) Town Hall Lease.



Town of Westlake

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

Staff Report

File #: 25-166

Agenda Date: 6/17/2025

Agenda #: 1.5.

TOWN STAFF REPORT RECOMMENDATIONS

Section 551.074(1): Deliberation regarding Personnel Matters - to deliberate the appointment, employment, evaluation, reassignment, duties, of a public officer or employee:
Board and Commission Appointments and Reappointments



Town of Westlake

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

Staff Report

File #: RES 25-17

Agenda Date: 6/17/2025

Agenda #: K.1.

TOWN STAFF REPORT RECOMMENDATION

Discuss, consider and act to approve Resolution 25-17 to appoint and reappoint applicants to serve as members on the Town of Westlake Planning and Zoning Commission and the Westlake Development Corporation, Inc.

STAFF: Dianna Buchanan, Town Secretary

BACKGROUND

The Town Council appoints and reappoints members to serve on Town of Westlake Boards and Commissions each year during the month of June, and periodically as vacancies occur.

PLANNING AND ZONING COMMISSION

Planning and Zoning Commission Places 2, 4 and 6 are due for appointment/reappointment for two-year terms through June 2027. The current commissioners in these places--Terry Wilkinson, David Ricci, and Jennifer Konz-Alt--have indicated their willingness to serve another term if reappointed. Their applications are attached for consideration of reappointment.

WESTLAKE DEVELOPMENT CORPORATION, INC.

Westlake Development Corporation, Inc. Places 1, 3, 5 and 7 are due for appointment/reappointment for two-year terms through June 2027.

It should be noted that Item F.5. on this evening's agenda, Resolution 25-21 to approve updated bylaws for this board, changes the way the appointments should be made. If approved, the appointments for the Westlake Development Corporation, Inc. need to be for all seven of the board places. The places will no longer be numbered and the two-year term will be appointed/reappointed only in odd-numbered years. For Town Council Action/Options, for this Board's appointments, OPTION A should be used as a reference for the appointments if F.5. was approved. OPTION B should be used as a reference for the appointments if F.5. was not approved.

STAFF RECOMMENDATION:

Staff recommends Town Council approve Resolution 25-17 making appointments and reappointments as desired.

ATTACHMENT(S):

Option A Resolution 25-17

Option B Resolution 25-17

TOWN COUNCIL ACTION/OPTIONS:

Motion to approve Resolution 25-17 to reappoint/appoint members to Boards and Commissions as follows:

To appoint/reappoint to the Planning and Zoning Commission

APPOINT

Currently Terry Wilkinson	Place 2 _____	June 2027
Currently David Ricci	Place 4 _____	June 2027
Currently Jennifer Konz-Alt	Place 6 _____	June 2027

And

OPTION A (if Item F.5. was approved): To appoint/reappoint board members to the Westlake Development Corporation, Inc. for a two-year term being June 2025 thru June 2027 as follows:

APPOINT/REAPPOINT**Currently**

Kim Greaves

Tammy Reeves

Todd Gautier

Michael Yackira

Jim Lentz

John Nestor

Vacant

OR

OPTION B (if Item F.5. was not approved): To appoint/reappoint board members to the Westlake Development Corporation, Inc. as follows:

APPOINT

Currently Todd Gautier	Place 1 _____	June 2027
Currently Michael Yackira	Place 3 _____	June 2027
Currently John Nestor	Place 5 _____	June 2027
Currently Vacant	Place 7 _____	June 2027

OPTION A

TOWN OF WESTLAKE

RESOLUTION NO. 25-17

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS, REAPPOINTING AND APPOINTING MEMBERS TO THE PLANNING AND ZONING COMMISSION AND THE WESTLAKE DEVELOPMENT CORPORATION, INC.

WHEREAS, the Town Council conducts board appointments and reappointments to Boards and Commissions annually; and,

WHEREAS, Board and Commission positions must be filled to ensure that the Town's business is uninterrupted; and,

WHEREAS, the Town Council finds that the passage of this Resolution is in the best interest of the citizens of Westlake.

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 following individuals are hereby appointed or reappointed to the Planning and Zoning Commission and Capital Improvements Advisory Committee for two-year terms as defined below:

CURRENTLY:

Terry Wilkson
David Ricci
Jennifer Konz-Alt

APPOINTED/REAPPOINTED:

Place 2 _____	Thru June 2027
Place 4 _____	Thru June 2027
Place 6 _____	Thru June 2027

SECTION 3: THAT the following individuals are hereby appointed or reappointed to the Westlake Development Corporation, Inc. Board of Directors for two-year terms as defined below:

CURRENTLY:

Kim Greaves
Tammy Reeves
Todd Gautier
Michael Yackira
Jim Lentz
John Nestor
Vacant

APPOINTED/REAPPOINTED:

_____	Thru June 2027
_____	Thru June 2027
_____	Thru June 2027
_____	Thru June 2027
_____	Thru June 2027
_____	Thru June 2027
_____	Thru June 2027

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 Council 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 17th DAY OF JUNE 2025

ATTEST:

Kim Greaves, Mayor

Dianna Buchanan, Town Secretary

Wade Carroll, Town Manager

APPROVED AS TO FORM:

Matthew C.G. Boyle, Town Attorney

OPTION B

TOWN OF WESTLAKE

RESOLUTION NO. 25-17

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS, REAPPOINTING AND APPOINTING MEMBERS TO THE PLANNING AND ZONING COMMISSION AND THE WESTLAKE DEVELOPMENT CORPORATION, INC.

WHEREAS, the Town Council conducts board appointments and reappointments to Boards and Commissions annually; and,

WHEREAS, Board and Commission positions must be filled to ensure that the Town's business is uninterrupted; and,

WHEREAS, the Town Council finds that the passage of this Resolution is in the best interest of the citizens of Westlake.

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 following individuals are hereby appointed or reappointed to the Planning and Zoning Commission and Capital Improvements Advisory Committee for two-year terms as defined below:

CURRENTLY:

Terry Wilkson
David Ricci
Jennifer Konz-Alt

APPOINTED/REAPPOINTED:

Place 2 _____ June 2027
Place 4 _____ June 2027
Place 6 _____ June 2027

SECTION 3: THAT the following individuals are hereby appointed or reappointed to the Westlake Development Corporation, Inc. for two-year terms as defined below:

CURRENTLY:

Todd Gautier
Michael Yackira
John Nestor
Vacant

APPOINTED/REAPPOINTED:

Place 1 _____ June 2027
Place 3 _____ June 2027
Place 5 _____ June 2027
Place 7 _____ June 2027

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 Council 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 17th DAY OF JUNE 2025

ATTEST:

Kim Greaves, Mayor

Dianna Buchanan, Town Secretary

Wade Carroll, Town Manager

APPROVED AS TO FORM:

Matthew C.G. Boyle, Town Attorney



Town of Westlake

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

Staff Report

File #: 25-137

Agenda Date: 6/17/2025

Agenda #: K.2.

TOWN STAFF REPORT RECOMMENDATION

Appoint Planning and Zoning Commission Chair and Vice-Chair

STAFF: Dianna Buchanan, Town Secretary

BACKGROUND:

The Town of Westlake Code of Ordinances, Chapter 26 Community Development, Article II Unified Development Code, Division 2 Authority; Administrative Procedures, Section 26-67 Planning and Zoning Commission Sec. 26-67 (a) ordains ...”The mayor shall name a chair and vice-chair of the commission.”

DISCUSSION:

The Chair and Vice-Chair of the Planning and Zoning Commission are both appointed on an annual basis by the Mayor of the Town of Westlake. The current Chair is Adam Coffey (term expiring June 2026) and the Vice-Chair is Terry Wilkinson (term expiring June 2025 and considered for reappointment during this meeting).

FISCAL IMPACT:

N/A

STAFF RECOMMENDATION:

Staff recommends that the Mayor appoint the Chair and Vice-Chair of the Planning and Zoning Commission.

ATTACHMENT(S):

Town of Westlake Code of Ordinances Chapter 26, Article II, Division 2, Section 26-67 Planning and Zoning Commission

MAYOR ACTION:

I appoint _____ as Chair of the Planning and Zoning Commission through June 16, 2026 or until the next Chair is appointed.

And

I appoint _____ as Vice-Chair of the Planning and Zoning Commission through June 16, 2026 or until the next Vice-Chair is appointed.

Sec. 26-67. - Planning and zoning commission.

- (a) *Creation and membership.* There is hereby created a planning and zoning commission for the town consisting of seven regular members, each to be appointed by the town council for a term of two years and whose members may be removed at the sole discretion of the town council. **The mayor shall name a chair and vice-chair of the commission.** The terms of three members shall expire in odd-numbered years, and the terms of four members shall expire in even-numbered years. Each member shall continue to serve until their successors are appointed and qualified.
- (b) *Powers and duties.* The planning and zoning commission shall have the following powers and duties:
- (1) To serve as an advisory body to the town council concerning adoption of or amendments to the zoning regulations and zoning map and to make recommendations thereon;
 - (2) To advise the council and make recommendations concerning adoption of, or amendments to the town's comprehensive plan, thoroughfare plan, and open space plan and implementation thereof;
 - (3) To oversee the town's regulations governing the platting and recording of subdivisions, including matters pertaining to the dedication of public facilities, and to advise the council on matters pertaining to public improvements, traffic, utility extensions and the provision of public facilities and services, in order to implement the town's comprehensive plan;
 - (4) To undertake such actions as are necessary to exercise its delegated powers, as indicated by adopted ordinance;
 - (5) To approve certain matters relating to platting and recording of subdivisions as dictated by the town's ordinances and the UDC;
 - (6) To call public hearings to initiate zoning changes.

(Ord. No. 895, § 2, 9-30-2019; Ord. No. 954, § 2, 9-26-2022)

Cross reference— Boards, commissions and authorities, § 2-121 et seq.



Town of Westlake

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Staff Report

File #: 25-159

Agenda Date: 6/17/2025

Agenda #: K.3.

TOWN STAFF REPORT RECOMMENDATIONS

Discuss, consider and act to make appointments to the Finance Subcommittee of Town Council

STAFF: Cayce Lay Lamas, Director of Finance

BACKGROUND:

Westlake appoints members of the Town Council/Board of Trustees, along with the Mayor, to its Finance Subcommittee, as needed, to allow for greater understanding of Westlake's finances and act as a bridge between financial operations and the governing body.

The Subcommittee is tasked with budgetary oversight, review of financial policies and reporting, and guiding financial planning. The Subcommittee is also responsible for conveying the needs and expectations of the governing body to the Director of Finance and providing insight into specific financial matters brought for consideration to the Council/Board.

DISCUSSION:

The most recently appointed Finance Subcommittee was appointed at the June 2, 2024, meeting. The appointed members are no longer Council/Board members so new members must be appointed to continue the Subcommittee.

Appointed members will work with the Director of Finance to set a schedule of monthly meetings to discuss financial matters. Meetings may be cancelled when there is no business to discuss.

STAFF RECOMMENDATION:

Staff recommends the Council/Board nominate and appoint two (2) members to serve on the Subcommittee with the Mayor.

TOWN COUNCIL ACTION/OPTIONS:

- 1) Motion to approve
- 2) Motion to amend with the following stipulations (please state stipulations in motion)
- 3) Motion to table
- 4) Motion to deny