

The Regular Meeting of the Town of Westlake Town Council will begin immediately following the conclusion of the Town Council Workshop but not prior to the posted start time.



TOWN OF WESTLAKE, TEXAS

Vision Statement

An oasis of natural beauty that maintains our open spaces in balance with distinctive development, trails, and quality of life amenities amidst an ever expanding urban landscape.

TOWN COUNCIL MEETING

AGENDA

April 27, 2015

**Lee Fieldhouse Meeting Room
2600 JT Ottinger Road, Westlake, TX 76262**

**Workshop Session: 5:00 p.m.
Regular Session: 6:30 p.m.**

Mission Statement

Westlake is a unique community blending preservation of our natural environment and viewscapes, while serving our residents and businesses with superior municipal and academic services that are accessible, efficient, cost-effective, and transparent.

Westlake, Texas – "One-of-a-kind community; natural oasis – providing an exceptional level of service."

Work Session

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. REVIEW OF CONSENT AGENDA ITEMS FOR THE APRIL 27, 2015, TOWN COUNCIL REGULAR MEETING AGENDA. (10 min)

4. REPORTS

Reports are prepared for informational purposes and will be accepted as presented. (there will no presentations associated with the report items) There will be no separate discussion unless a Council Member requests that report be removed and considered separately.

- a. Accepting a Donation to the Fire Station.

5. DISCUSSION ITEMS

- a. Presentation and discussion of 1st and 2nd Quarter Performance Measures and 2nd Quarter Financial Dashboard as well as Capital Projects for the Quarter ending March 31, 2015. (30 min)
- b. *Standing Item*: Update and discussion regarding the Granada Development.
- c. *Standing Item*: Update and discussion regarding the Entrada Development.

6. EXECUTIVE SESSION

The Council will conduct a closed session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:

- a. Section 551.087. Deliberation Regarding Economic Development Negotiations (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1). Maguire Partners-Solana Land, L.P., related to Centurion's development known as Entrada and Granada
- b. Section 551.071 (2) Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Chapter including but are not limited to the following: Town of Westlake Certificate of Convenience & Necessity (CCN) for water and sewer service.
- c. Section 551.071(2) Consultation with Attorney - to seek advice of counsel on legal matters involving pending or contemplated litigation, settlement offers, or other legal matters not related directly to litigation or settlement. Pending or contemplated litigation and settlement offers include but are not limited to the following: Trophy Club Municipal District Number 1

7. **RECONVENE MEETING**
8. **TAKE ANY ACTION, IF NEEDED, FROM EXECUTIVE SESSION ITEMS.**
9. **COUNCIL RECAP / STAFF DIRECTION**
10. **ADJOURNMENT**

Regular Session

1. **CALL TO ORDER**
2. **CITIZEN PRESENTATIONS AND RECOGNITIONS:** This is an opportunity for citizens to address the Council on any matter whether or not it is posted on the agenda. The Council cannot by law take action nor have any discussion or deliberations on any presentation made to the Council at this time concerning an item not listed on the agenda. The Council will receive the information, ask staff to review the matter, or an item may be noticed on a future agenda for deliberation or action.
3. **CONSENT AGENDA:** All items listed below are considered routine by the Town Council and will be enacted with one motion. There will be no separate discussion of items unless a Council 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.
 - a. Consider approval of the minutes from the March 23, 2015, joint meeting.
 - b. Consider approval of the minutes from the March 30, 2015, meeting.
 - c. Consider approval of **Resolution 15-10**, Accepting unsolicited materials to be used for the repairs and reconstruction of the Fire and Medical Emergency Services department temporary station at 2900 Dove Road.
4. **EXECUTIVE SESSION**

The Council will conduct a closed session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:

 - a. Section 551.087. Deliberation Regarding Economic Development Negotiations (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1). Maguire Partners-Solana Land, L.P., related to Centurion's development known as Entrada and Granada

- b. Section 551.071 (2) Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Chapter including but are not limited to the following: Town of Westlake Certificate of Convenience & Necessity (CCN) for water and sewer service.
- c. Section 551.071(2) Consultation with Attorney - to seek advice of counsel on legal matters involving pending or contemplated litigation, settlement offers, or other legal matters not related directly to litigation or settlement. Pending or contemplated litigation and settlement offers include but are not limited to the following: Trophy Club Municipal District Number 1

5. RECONVENE MEETING

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

- 7. FUTURE AGENDA ITEMS:** Any Council member may request at a workshop and / or Council meeting, under "Future Agenda Item Requests", an agenda item for a future Council meeting. The Council Member making the request will contact the Town Manager with the requested item and the Town Manager will list it on the agenda. At the meeting, the requesting Council Member will explain the item, the need for Council discussion of the item, the item's relationship to the Council's strategic priorities, and the amount of estimated staff time necessary to prepare for Council discussion. If the requesting Council Member receives a second, the Town Manager will place the item on the Council agenda calendar allowing for adequate time for staff preparation on the agenda item.

Council Member Rennhack – Discussion of the Parker County Hospital District (PCHD) Nolan Queen Lifecare Station 4.

Council Member Rennhack – Discussion of Town Council's facilities naming policy, naming of Westlake Academy facilities, including naming in honor of former founding Head of School.

8. COUNCIL CALENDAR

9. ADJOURNMENT

ANY ITEM ON THIS POSTED AGENDA COULD BE DISCUSSED IN EXECUTIVE SESSION AS LONG AS IT IS WITHIN ONE OF THE PERMITTED CATEGORIES UNDER SECTIONS 551.071 THROUGH 551.076 AND SECTION 551.087 OF THE TEXAS GOVERNMENT CODE.

CERTIFICATION

I certify that the above notice was posted at the Town Hall of the Town of Westlake, 3 Village Circle, April 22, 2015, by 5:00 p.m. under the Open Meetings Act, Chapter 551 of the Texas Government Code.

Kelly Edwards, TRMC, Town Secretary

If you plan to attend this public meeting and have a disability that requires special needs, please advise the Town Secretary 48 hours in advance at 817-490-5710 and reasonable accommodations will be made to assist you.

Town of Westlake

Item # 2 – Pledge of Allegiance

Texas Pledge:

*"Honor the Texas
flag; I pledge
allegiance to thee,
Texas, one state under
God, one and
indivisible."*

Town of Westlake

Item # 3 – Review of Consent Agenda Items

CONSENT AGENDA: All items listed below are considered routine by the Town Council and will be enacted with one motion. There will be no separate discussion of items unless a Council 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.

- a. Consider approval of the minutes from the March 23, 2015, joint meeting.
- b. Consider approval of the minutes from the March 30, 2015, meeting.
- c. Consider approval of **Resolution 15-10**, Accepting unsolicited materials to be used for the repairs and reconstruction of the Fire and Medical Emergency Services department temporary station at 2900 Dove Road.

Town of Westlake

Item # 4– Reports

REPORTS

Reports are prepared for informational purposes and will be accepted as presented. (there will no presentations associated with the report items) There will be no separate discussion unless a Council Member requests that report be removed and considered separately.

- a. Accepting a Donation to the Fire Station.



TYPE OF ACTION

Workshop - Report

**Westlake Town Council Meeting
Monday, April 27, 2015**

TOPIC: Report to the Town Council regarding the unsolicited materials to be used for the repairs and reconstruction of the fire and medical emergency services department temporary station at 2900 Dove Road which was damaged by fire.

STAFF CONTACT: Troy J. Meyer, Facilities Director

Strategic Alignment

<u>Vision, Value, Mission</u>	<u>Perspective</u>	<u>Strategic Theme & Results</u>	<u>Outcome Objective</u>
Mission: Westlake is a unique community blending preservation of our natural environment and viewsapes, while serving our residents and businesses with superior municipal and academic services that are accessible, efficient, cost-effective, & transparent.	People, Facilities, & Technology	Exemplary Service & Governance - We set the standard by delivering unparalleled municipal and educational services at the lowest cost.	Improve Technology, Facilities & Equipment
<u>Strategic Initiative</u>			
Outside the Scope of Identified Strategic Initiatives			

Time Line - Start Date: April 27, 2015 **Completion Date:** July 31, 2015

Funding Amount **Status -** **Not Funded** **Source -** N/A

EXECUTIVE SUMMARY (INCLUDING APPLICABLE ORGANIZATIONAL HISTORY)

On December 31 2014, the living quarters of the temporary fire station were damaged by fire. The 70 X 30 model home was a total loss and subsequently removed from the site. Firefighters our currently back at the station located at 2900 Dove Rd. in a 37 foot camping trailer. The plan to extend the metal building (to the west) and construct built-in living quarters was approved by the Town Council on March 2, 2015.

Centurion American has partnered with the Town to fund the internal living quarter construction costs as the expenditures associated with the extension and the concrete slab are covered by the insurance claim. This addition will be approximately 2,000 sq. ft. to the current metal building (equipment bays) and will give the firefighters a safer place to shelter during a severe weather event.

Once permanent fire station facilities are built, the current (metal) temporary fire station could be repurposed as a Public Works and Facilities Maintenance building.

The Town's insurance company (TML Risk Pool) made a determination that the temporary building (mobile home) was a total loss with a replacement value of \$80,622. The contents of the damaged modular building and other expenses related to temporary housing would be reimbursed separately, based on actual costs incurred.

RECOMMENDATION

Staff recommends approving the CA Construction/Centurion American, or its affiliates, ("Centurion") unsolicited offer, to donate materials including, but not limited to, plumbing fixtures and products, electrical fixtures and products, mechanical systems, framing and finish out materials for the temporary Fire Station living quarters in an amount estimated at \$82,000.00 (the "Donation").

ATTACHMENTS

None

Town of Westlake

Item # 5 – Discussion Items

DISCUSSION ITEMS

- a. Presentation and discussion of 1st and 2nd Quarter Performance Measures and 2nd Quarter Financial Dashboard as well as Capital Projects for the Quarter ending March 31, 2015. (30 min)
- b. ***Standing Item:*** Update and discussion regarding the Granada Development.
- c. ***Standing Item:*** Update and discussion regarding the Entrada Development.



TYPE OF ACTION

Workshop - Discussion Item

**Westlake Town Council Meeting
Monday, April 27, 2015**

TOPIC: Presentation and discussion of 1st and 2nd Quarter Performance Measures and the 2nd Quarter Financial Analysis as well as Capital Projects for the Quarter ended March 31, 2015

STAFF CONTACT: Debbie Piper, Finance Director
Amanda DeGan, Assistant Town Manager

DECISION POINTS

Timeframe: Start Date Completion Date
October 1, 2014 March 31, 2015

Funding: Amount- N/A Status- N/A Source- N/A

Strategic Alignment

<u>Vision, Value, Mission</u>	<u>Perspective</u>	<u>Strategic Theme & Results</u>	<u>Outcome Objective</u>
Transparent / Integrity-driven Government	Municipal & Academic Operations	Exemplary Service & Governance - We set the standard by delivering unparalleled municipal and educational services at the lowest cost.	Increase Transparency, Accessibility & Communications
<u>Strategic Initiative</u>			
Outside the Scope of Identified Strategic Initiatives			

EXECUTIVE SUMMARY (INCLUDING APPLICABLE ORGANIZATIONAL HISTORY)

With the creation of our current draft of the Strategic Plan, we identified performance measures and reviewed those with the Council in 2014. The measures are designed to capture our progress on each strategic objective within our Tier One strategy map and provide us with valuable data to help guide our budgeting and planning efforts. We have also combined the organizational

performance measures with the quarterly financial dashboard for a more comprehensive analysis of our services. *The information (charts and presentation) will be delivered under separate cover on Thursday.* An explanation of the organizational performance measures will be contained in the presentation and discussed at our Council meeting and the detail of the financial measures is explained below.

Financials: The 2nd quarter “Dashboard” reports and “Analysis” for the FY 2014-2015 are attached. Our goal is to have a concise and easy to understand document regarding the financials of our three (3) major funds: General Fund, Visitors Association Fund and the Utility Fund. The remaining funds are a function of transfers in, related expenditures and transfers out; therefore, we have not prepared quarterly reports for these funds.

We have also included an additional report related to the capital projects year-to-date expenses as well as an update of the projects.

Please note on each individual fund’s report, you will see an “A”, and on the Utility Fund a “%”, beside several revenue line items. The “A” indicates that specific “YTD Actual” line-items are based on the accrual method. This means that revenue received after 3/31/15 but related to that specific quarter, i.e. sales tax, franchise fees, hotel occupancy tax, etc. was added to the “YTD Actual” for comparison to the budget. The “YTD Budget” is based on 6 months out of the 12 month budget; therefore, it’s reasonable to accrue the amount to show 6 months of actual receipts.

In addition to accruing the water revenue receipts for the “YTD Actual”, the YTD Budget” calculation has been changed from 6 months of the 12 month period to a much better representation of that fund’s revenue. Because the majority of the water revenue is received in the spring and summer (hotter, dryer months), the “YTD Budget” calculation is now being based on the percentage of revenues received for the first three months of the prior year.

In review, these quarterly reports contain a “dashboard” display complete with major revenue and expenditure categories. A comparison of the “YTD Budget” amount and the “YTD Actuals” at 3/31/15 has been presented. The color green obviously means that we are good in those specific line items when comparing “YTD Budget” to “YTD Actuals”. Any concerns between these two areas show up as yellow (cautionary) or red (critical).

A summary is presented at the bottom of each fund page indicating the net revenues over (under) expenditures along with the projected ending fund balances for the Adopted Budget, YTD Budget as well as the YTD Actuals. The operating days remaining in Unrestricted Fund Balance have been calculated using operating expenditures. Our Fiscal and Budgetary Policies state that we will strive to maintain 90 days of operations.

Note the “Analysis” is color coded and corresponds to the specific line-item on the “Dashboard” report. All “cautionary” and “critical” items are detailed with explanations of the variances. I have explained several of the line-items that were greater (green) in revenue than we anticipated helping you understand what specifically happened with that revenue line-item. I have also prepared explanations for several expenditures that were considerably under budget so you may see why these funds have not been expended. Included in each explanation you will find a number that reflects the exact variance in that department/line-item.

RECOMMENDATION

Review and discussion of the performance measures.

ATTACHMENTS

Sent under separate cover.

Town of Westlake

Item # 5b – No
Supporting
documentation

Standing Item: Update and discussion regarding the Granada Development.

Town of Westlake

Item # 5c – No
Supporting
documentation

Standing Item: Update and discussion regarding the Entrada Development.

Town of Westlake

Item # 6 – Executive Session

EXECUTIVE SESSION

- a. Section 551.087. Deliberation Regarding Economic Development Negotiations (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1). Maguire Partners-Solana Land, L.P., related to Centurion's development known as Entrada and Granada
- b. Section 551.071 (2) Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Chapter including but are not limited to the following: Town of Westlake Certificate of Convenience & Necessity (CCN) for water and sewer service.
- c. Section 551.071(2) Consultation with Attorney - to seek advice of counsel on legal matters involving pending or contemplated litigation, settlement offers, or other legal matters not related directly to litigation or settlement. Pending or contemplated litigation and settlement offers include but are not limited to the following: Trophy Club Municipal District Number 1
- d. Section 551.071(2) Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Chapter including but are not limited to the following: Legal issues concerning the proposed Comprehensive Plan.

Town of Westlake

Item # 7 – Reconvene
Meeting

Town of Westlake

Item # 8 – Take any Necessary Action, if necessary

The Council will conduct a closed session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:

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- b. Section 551.071 (2) Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Chapter including but are not limited to the following: Town of Westlake Certificate of Convenience & Necessity (CCN) for water and sewer service.
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Town of Westlake

Item #9
Council Recap /
Staff Direction

COUNCIL RECAP / STAFF DIRECTION

Town of Westlake

Item # 10 –
Workshop
Adjournment

Town of Westlake

Item # 2 – Citizen's Presentations and recognitions

CITIZEN PRESENTATIONS AND RECOGNITIONS: This is an opportunity for citizens to address the Council on any matter whether or not it is posted on the agenda. The Council cannot by law take action nor have any discussion or deliberations on any presentation made to the Council at this time concerning an item not listed on the agenda. The Council will receive the information, ask staff to review the matter, or an item may be noticed on a future agenda for deliberation or action.

Town of Westlake

Item # 3 – Consent Agenda

CONSENT AGENDA: All items listed below are considered routine by the Town Council and will be enacted with one motion. There will be no separate discussion of items unless a Council 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.

- a. Consider approval of the minutes from the March 23, 2015, joint meeting.
- b. Consider approval of the minutes from the March 30, 2015, meeting.
- c. Consider approval of **Resolution 15-10**, Accepting unsolicited materials to be used for the repairs and reconstruction of the Fire and Medical Emergency Services department temporary station at 2900 Dove Road.



**MINUTES OF THE
TOWN OF WESTLAKE, TEXAS
JOINT TOWN COUNCIL AND
PLANNING AND ZONING COMMISSION MEETING**

March 23, 2015

PRESENT: Mayor Laura Wheat and Council Members, Michael Barrett, Alesa Belvedere, Carol Langdon, and Wayne Stoltenberg. Rick Rennhack arrived at 5:16 p.m.

PRESENT: Chairman William Greenwood, Ryan Groce, Michelle Lee, and Sharon Sanden.

ABSENT: Liz Garvin and Tim Brittan

OTHERS PRESENT: Town Manager Tom Brymer, Town Secretary Kelly Edwards, Assistant Town Manager Amanda DeGan, Finance Director Debbie Piper, Fire Chief Richard Whitten, Planning and Development Director Eddie Edwards, Director of Public Works Jarrod Greenwood, Director of HR & Administrative Services Todd Wood, and Susan McFarland, Communications Specialist.

Work Session

1. CALL TOWN COUNCIL TO ORDER

Mayor Wheat called the Council to order at 5:10 p.m.

2. CALL THE PLANNING & ZONING COMMISSION TO ORDER

Chairman Greenwood called the Commission to order at 5:10 p.m.

3. PRESENTATION AND DISCUSSION IN GENERAL OF THE COMPREHENSIVE PLAN'S HOUSING ELEMENT, ITS LAND USE PLAN PERTAINING TO RESIDENTIAL LAND USES, AND RESIDENTIAL ZONING.

Town Manager Brymer provided an overview of the item.

Mr. Robin McCaffrey and Ms. Ashley Shook, Mesa Planning, provided a presentation and overview of the Housing Element of the Comprehensive Plan.

Mr. McCaffrey and Ms. Shook discussed the emerging markets slides, rising land values, value diversification, and transactional viability.

Discussion ensued regarding the economics of larger lot sizes, price of property, number of residential units, cost as it relates to lower density, making the value compatible, protecting current larger lot zoning, the value of the Granada and Planned Developments, creating a connection to and from Stagecoach, using the plan as a guide to assist with future development as zoning changes are requested, and planning in front of or behind change.

4. DISCUSSION REGARDING THE SCHEDULING OF FUTURE PLANNING AND ZONING WORK SESSIONS.

Town Manager Brymer discussed the opportunity for work sessions that would begin at 5:00 p.m.

Chairman Greenwood advised Staff to schedule work sessions on a case-by-case basis.

5. DISCUSSION REGARDING ELECTRONIC PLANNING AND ZONING AGENDA PACKETS AND ELECTRONIC DEVICES.

Town Manager Brymer discussed transitioning to an electronic agenda packet for the future Commission packets.

6. ADJOURNMENT

Mayor Wheat adjourned the work session for the Council at 7:13 p.m.

Chairman Greenwood adjourned the work session for the Commission at 7:18 p.m.

APPROVED BY THE TOWN COUNCIL ON APRIL 27, 2015.

ATTEST:

Laura Wheat, Mayor

Kelly Edwards, Town Secretary

APPROVED BY THE PLANNING AND ZONING COMMISSION ON MAY 4 , 2015.

ATTEST:

William Greenwood, Chairman

Kelly Edwards, Town Secretary



**MINUTES OF THE
TOWN OF WESTLAKE, TEXAS
TOWN COUNCIL MEETING**

March 30, 2015

PRESENT: Mayor Laura Wheat and Council Members, Michael Barrett, Alesa Belvedere, Carol Langdon, Rick Rennhack and Wayne Stoltenberg.

ABSENT:

OTHERS PRESENT: Town Secretary Kelly Edwards, Town Attorney L. Stanton Lowry, Assistant Town Manager Amanda DeGan, Fire Chief Richard Whitten, Planning and Development Director Eddie Edwards, Director of Public Works Jarrod Greenwood, Finance Director Debbie Piper, Director of Facilities and Parks & Recreation Troy Meyer, Jason Power Director of Information Technology, Communications & Community Affairs Director Ginger Awtry, and Susan McFarland, Communications Specialist.

Work Session

1. CALL TO ORDER

Mayor Wheat called the work session to order at 7:03 p.m.

2. REVIEW OF CONSENT AGENDA ITEMS FOR THE MARCH 30, 2015, TOWN COUNCIL REGULAR MEETING AGENDA.

No additional discussion.

3. REPORTS

- a. Westlake Parkway Street Naming Report.

4. DISCUSSION ITEMS

- a. Discussion, with Preceding Presentation, Regarding Westlake Historical Preservation Society Annual Report.

Mr. Stephen Thornton provided a presentation and overview of the events. Mr. Thornton also provided a finance overview.

Discussion ensued regarding the use of the Circle T Ranch brand, car show and membership events, and the number of non-resident board members.

- b. Discussion and review amending the guaranteed maximum price (GMP) of \$8,715,254.93 to \$8,996,525.84 (\$281,270.10) with Steele & Freeman, Inc., approving all construction change orders for the Phase I Westlake Academy Campus Expansion and amending the FY 2014-2015 budget by transferring \$54,328 from the General Fund balance to the Westlake Academy Expansion Fund for the Phase I project.

Director Meyer provided an overview of the proposed amendment.

- c. Discuss and review the draft of DirectionFinder Questions for 2015 Residential Survey.

Assistant Town Manager DeGan provided an overview of the proposed survey questions.

Discussion ensued regarding removing smoking questions, water conservation, and the addition of a to measure residents interest of purchasing public land.

- d. **Standing Item:** Update and discussion regarding the Granada Development.

No additional discussion.

- e. **Standing Item:** Update and discussion regarding the Entrada Development.

No additional discussion

5. EXECUTIVE SESSION

The Council convened into executive session at 7:51 p.m.

The Council will conduct a closed session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:

- a. Section 551.087. Deliberation Regarding Economic Development Negotiations (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1). Maguire Partners-Solana Land, L.P., related to Centurion's development known as Entrada and Granada
- b. Section 551.087 Deliberation Regarding Economic Development Negotiations (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1). Carlyle Development
- c. Section 551.071 (2) Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Chapter including but are not limited to the following: Town of Westlake Certificate of Convenience & Necessity (CCN) for water and sewer service.
- d. Section 551.071(2) Consultation with Attorney - to seek advice of counsel on legal matters involving pending or contemplated litigation, settlement offers, or other legal matters not related directly to litigation or settlement. Pending or contemplated litigation and settlement offers include but are not limited to the following: Trophy Club Municipal District Number 1
- e. Section 551.071(2) Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Chapter including but are not limited to the following: Legal issues concerning the proposed Comprehensive Plan.

6. RECONVENE MEETING

Mayor Wheat reconvened the meeting at 8:26 p.m.

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

No action taken as a result of executive session.

8. COUNCIL RECAP / STAFF DIRECTION

Staff discuss with the Historical Preservation Society the opportunities to brand the Circle T Ranch area in Westlake.

Review the planning of Town events as not to conflict with surround community events.
Continue the smoking ordinance discussion at a future meeting.

9. ADJOURNMENT

Mayor Wheat adjourned the work session at 8:27 p.m.

Regular Session

1. CALL TO ORDER

Mayor called the regular session to order at 8:27 p.m.

2. CITIZEN PRESENTATIONS AND RECOGNITIONS

No one addressed the Council at this time.

3. CONSENT AGENDA

- a. Consider approval of the minutes from the March 2, 2015, meeting.
- b. Consider approval of **Resolution 15-07**, Authorizing the Mayor to enter into a Joint Election Agreement with Denton County for the General Election to be held on May 9, 2015.
- c. Consider approval of **Resolution 15-08**, Authorizing the Mayor to enter into a Joint Election Agreement with Tarrant County for the General Election to be held on May 9, 2015.
- d. Consider approval of **Resolution 15-09**, Amending the Guaranteed Maximum Price (GMP) Of \$8,715,254.93 To \$8,996,525.84 (\$281,270.10) with Steele & Freeman, Inc., Approving all Construction Change Orders for the Phase I Westlake Academy Campus Expansion and Amending the FY 2014-2015 Budget by Transferring \$54,328 from the General Fund, Fund Balance to the Westlake Academy Expansion Fund for the Phase I Project.

MOTION: Council Member Belvedere made a motion to approve consent agenda. Council Member Langdon seconded the motion. The motion carried by a vote of 5-0.

4. **CONTINUE A PUBLIC HEARING AND CONSIDER ORDINANCE 746, REGARDING A ZONING CHANGE FROM R 1 "ESTATE RESIDENTIAL" TO PD-6 "PLANNED DEVELOPMENT - SINGLE-FAMILY RESIDENTIAL DISTRICT WITH TEN LOTS." THE SUBJECT PROPERTY IS COMMONLY KNOWN AS 1480 DOVE ROAD, FURTHER DESCRIBED AS LOT 1, BLOCK 1 OF THE DOVE ADDITION, APPROXIMATELY 10.18 ACRES.**

Director Edwards provided an overview of the proposed zoning request and the differences between the Planned Development and straight R-1 zoning.

Paul Rostron, Calais Custom Homes, provided a presentation and overview of the proposed development.

Discussion ensued regarding the differences of a Planned Development and R-1 zoning, benefits of the open space, the location of the road in the proposed development, public and private roads, and feedback received from the neighboring HOAs.

Mayor Wheat reopened the public hearing.

BeAnn Arthur, 1755 W. Dove Road, Westlake, spoke in opposition of the proposed zoning change to create a smaller lot of 30,000 square feet using the Planned Development zoning.

Brent Gabriel, 1625 Trace Bella, Westlake, spoke in opposition of the proposed zoning change to a Planned Development.

Mayor Wheat closed the public hearing.

Mayor asked the Town Secretary to read speaker comments from the January 5, 2015, Planning Zoning minutes.

MOTION: Council Member Stoltenberg made a motion to deny **Ordinance 746**. Council Member Barrett seconded the motion. The motion carried by a vote of 5-0.

5. **EXECUTIVE SESSION**

The Council did not convene into executive session.

The Council will conduct a closed session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:

- a. Section 551.087. Deliberation Regarding Economic Development Negotiations (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1). Maguire Partners-Solana Land, L.P., related to Centurion's development known as Entrada and Granada
- b. Section 551.087 Deliberation Regarding Economic Development Negotiations (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1). Carlyle Development
- c. Section 551.071 (2) Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Chapter including but are not limited to the following: Town of Westlake Certificate of Convenience & Necessity (CCN) for water and sewer service.
- d. Section 551.071(2) Consultation with Attorney - to seek advice of counsel on legal matters involving pending or contemplated litigation, settlement offers, or other legal matters not related directly to litigation or settlement. Pending or contemplated litigation and settlement offers include but are not limited to the following: Trophy Club Municipal District Number 1
- e. Section 551.071(2) Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Chapter including but are not limited to the following: Legal issues concerning the proposed Comprehensive Plan.

6. RECONVENE MEETING

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

8. FUTURE AGENDA ITEMS

9. COUNCIL CALENDAR

Assistant Town Manager DeGan provided an overview of the upcoming events.

10. ADJOURNMENT

There being no further business before the Council, Mayor Wheat asked for a motion to adjourn the meeting.

MOTION: Council Member Rennhack made a motion to adjourn the meeting. Council Member Stoltenberg seconded the motion. The motion carried by a vote of 5-0.

Mayor Wheat adjourned the meeting at 9:34 p.m.

APPROVED BY THE TOWN COUNCIL ON APRIL 27, 2015.

ATTEST:

Laura Wheat, Mayor

Kelly Edwards, Town Secretary



TYPE OF ACTION

Regular Meeting - Consent

**Westlake Town Council Meeting
Monday, April 27, 2015**

TOPIC: Consider approval of a Resolution of the Town Council of the Town of Westlake, Texas, accepting the unsolicited materials to be used for the repairs and reconstruction of the fire and medical emergency services department temporary station at 2900 Dove Road which was damaged by fire.

STAFF CONTACT: Troy J. Meyer, Facilities Director

Strategic Alignment

<u>Vision, Value, Mission</u>	<u>Perspective</u>	<u>Strategic Theme & Results</u>	<u>Outcome Objective</u>
Mission: Westlake is a unique community blending preservation of our natural environment and viewsapes, while serving our residents and businesses with superior municipal and academic services that are accessible, efficient, cost-effective, & transparent.	People, Facilities, & Technology	Exemplary Service & Governance - We set the standard by delivering unparalleled municipal and educational services at the lowest cost.	Improve Technology, Facilities & Equipment
<u>Strategic Initiative</u>			
Outside the Scope of Identified Strategic Initiatives			

Time Line - Start Date: April 27, 2015 **Completion Date:** July 31, 2015

Funding Amount **Status -** **Not Funded** **Source -** N/A

EXECUTIVE SUMMARY (INCLUDING APPLICABLE ORGANIZATIONAL HISTORY)

On December 31 2014, the living quarters of the temporary fire station were damaged by fire. The 70 X 30 model home was a total loss and subsequently removed from the site. Firefighters our currently back at the station located at 2900 Dove Rd. in a 37 foot camping trailer. The plan

to extend the metal building (to the west) and construct built-in living quarters was approved by the Town Council on March 2, 2015.

Centurion American has partnered with the Town to fund the internal living quarter construction costs as the expenditures associated with the extension and the concrete slab are covered by the insurance claim. This addition will be approximately 2,000 sq. ft. to the current metal building (equipment bays) and will give the firefighters a safer place to shelter during a severe weather event.

Once permanent fire station facilities are built, the current (metal) temporary fire station could be repurposed as a Public Works and Facilities Maintenance building.

The Town's insurance company (TML Risk Pool) made a determination that the temporary building (mobile home) was a total loss with a replacement value of \$80,622. The contents of the damaged modular building and other expenses related to temporary housing would be reimbursed separately, based on actual costs incurred.

RECOMMENDATION

Staff recommends approving the CA Construction/Centurion American, or its affiliates, ("Centurion") unsolicited offer, to donate materials including, but not limited to, plumbing fixtures and products, electrical fixtures and products, mechanical systems, framing and finish out materials for the temporary Fire Station living quarters in an amount estimated at \$82,000.00 (the "Donation").

ATTACHMENTS

Resolution

TOWN OF WESTLAKE

RESOLUTION NO. 15-10

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WESTLAKE, TEXAS, ACCEPTING THE UNSOLICITED MATERIALS TO BE USED FOR THE REPAIR AND RECONSTRUCTION OF THE FIRE AND MEDICAL EMERGENCY SERVICES DEPARTMENT TEMPORARY STATION AT 2900 DOVE ROAD WHICH WAS DAMAGED BY FIRE.

WHEREAS, on December 31, 2014, the temporary Fire Station at 2900 Dove Road (the "Fire Station") was damaged by fire; and

WHEREAS, the Town Council of the Town of Westlake, Texas (the "Council") adopted Resolution No. 15-01, on January 8, 2015, authorizing emergency expenditures not to exceed \$200,000 for necessary repairs and reconstruction of the temporary Fire Station living quarters; and

WHEREAS, CA Construction/Centurion American, or its affiliates, ("Centurion") has offered, unsolicited, to donate materials including, but not limited to, plumbing fixtures and products, electrical fixtures and products, mechanical systems, framing and finish out materials for the temporary Fire Station living quarters in an estimated amount of \$82,000.00 (the "Donation"); and

WHEREAS, the Donation is unsolicited and not in any way used as an inducement, promise, or act by or from the Town of Westlake, Texas, or the Council, for any future approvals or permits; and

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

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

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

SECTION 2: That the Council hereby accepts the Donation.

SECTION 3: That the Town Manager, or his designee, are hereby authorized to process the acceptance of the Donation including any necessary documentation of same.

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 27TH DAY OF APRIL 2015.

ATTEST:

Laura L. Wheat, Mayor

Kelly Edwards, Town Secretary

Thomas E. Brymer, Town Manager

APPROVED AS TO FORM:

L. Stanton Lowry, Town Attorney

Town of Westlake

Item # 4 – Executive Session

EXECUTIVE SESSION

- a. Section 551.087. Deliberation Regarding Economic Development Negotiations (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1). Maguire Partners-Solana Land, L.P., related to Centurion's development known as Entrada and Granada
- b. Section 551.071 (2) Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Chapter including but are not limited to the following: Town of Westlake Certificate of Convenience & Necessity (CCN) for water and sewer service.
- c. Section 551.071(2) Consultation with Attorney - to seek advice of counsel on legal matters involving pending or contemplated litigation, settlement offers, or other legal matters not related directly to litigation or settlement. Pending or contemplated litigation and settlement offers include but are not limited to the following: Trophy Club Municipal District Number 1
- d. Section 551.071(2) Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Chapter including but are not limited to the following: Legal issues concerning the proposed Comprehensive Plan.

Town of Westlake

Item # 5 – Reconvene
Meeting

Town of Westlake

Item # 6 – Take any Necessary Action, if necessary

The Council will conduct a closed session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:

- a. Section 551.087. Deliberation Regarding Economic Development Negotiations (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1). Maguire Partners-Solana Land, L.P., related to Centurion's development known as Entrada and Granada
- b. Section 551.071 (2) Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Chapter including but are not limited to the following: Town of Westlake Certificate of Convenience & Necessity (CCN) for water and sewer service.
- c. Section 551.071(2) Consultation with Attorney - to seek advice of counsel on legal matters involving pending or contemplated litigation, settlement offers, or other legal matters not related directly to litigation or settlement. Pending or contemplated litigation and settlement offers include but are not limited to the following: Trophy Club Municipal District Number 1
- d. Section 551.071(2) Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Chapter including but are not limited to the following: Legal issues concerning the proposed Comprehensive Plan.

Town of Westlake

Item #7 - Future Agenda Items

FUTURE AGENDA ITEMS: Any Council member may request at a workshop and / or Council meeting, under “Future Agenda Item Requests”, an agenda item for a future Council meeting. The Council Member making the request will contact the Town Manager with the requested item and the Town Manager will list it on the agenda. At the meeting, the requesting Council Member will explain the item, the need for Council discussion of the item, the item’s relationship to the Council’s strategic priorities, and the amount of estimated staff time necessary to prepare for Council discussion. If the requesting Council Member receives a second, the Town Manager will place the item on the Council agenda calendar allowing for adequate time for staff preparation on the agenda item.

- Council Member Rennhack – Discussion of the Parker County Hospital District (PCHD) Nolan Queen Lifecare Station 4.
- Council Member Rennhack – Discussion of Town Council’s facilities naming policy, naming of Westlake Academy facilities, including naming in honor of former founding Head of School.

Town of Westlake

Item # 8 – Council Calendar

- ✓ Westlake MasterWorks Spring Concert
Thursday, April 23, 2015; 7:00 – 8:00 p.m.
Solana's Village Circle Courtyard
[Brave Combo](#) – 2x Grammy winning band from Denton, TX!
- ✓ Westlake Annual Arbor Day Celebration
Saturday, April 25, 2015; 3:00 – 7:00 p.m.
Town's Park in Glenwyck Farms
- ✓ Town Council Workshop & Meeting
Monday, April 27, 2015
Westlake Town Hall in Solana – Council Chambers
- ✓ State Rep. Giovanni Capriglione's Volunteer Recognition Ceremony
Friday, May 1, 2015; 7:00 – 8:30 p.m.
White's Chapel United Methodist Church – Southlake
Please RSVP to Kelly at Town Hall or Amanda Calongne at Rep. Capriglione's office
- ✓ 64th Annual National Day of Prayer at the Clock Tower; Jointly held for citizens of Roanoke,
Trophy Club, & Westlake
Thursday, May 7, 2015; Noon
Trophy Club Clock Tower at Trophy Club Drive & SH 114

Future Dates to Note/Calendar:

- ✓ WAHOC Bandana Bonanza
Saturday, May 16, 2015; Times TBA
WA Campus
- ✓ WHPS Annual Decoration Day
Monday, May 25, 2015; 6:00 p.m.
Westlake I.O.O. F. Cemetery
- ✓ WA Primary Years Program (PYP) Exhibition
Thursday, May 28, 2015; 9:00 a.m. – 2:00 p.m.
WA Campus

- ✓ WA Secondary Award Ceremony; 2015 Baccalaureate and Alumni Walkway Ceremony;
Senior Banquet
Friday, May 29, 2015
WA Gymnasium
- ✓ WAF Inaugural Family Campout (Grades K-6)
Friday, May 29, 2015
WA Athletic Field
- ✓ WA 2015 Senior Banquet
Thursday, June 4, 2015; 6:30 p.m.
DFW Marriott at Champions Circle
- ✓ WA Annual Year End All School Picnic
Friday, June 5, 2015; Noon
WA Campus-Town Green
- ✓ WA 2015 Commencement Ceremony
Saturday, June 6, 2015; 2:00 p.m.
Hilton Dallas/Southlake Town Square

Town of Westlake

Item # 9 –
Adjournment
