

**SPECIAL CITY COUNCIL MEETING
CITY OF WINDCREST, TEXAS
APRIL 4, 2011
AGENDA**

**CLOSED SESSION
6:00 P.M.**

**SPECIAL CITY COUNCIL MEETING
At conclusion of Closed Session**

A SPECIAL CITY COUNCIL MEETING OF THE CITY OF WINDCREST WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 4TH DAY OF APRIL, 2011 STARTING AT 6:00 P.M. DURING THE MEETING THE FOLLOWING SUBJECTS WILL BE CONSIDERED AND THE COUNCIL MAY TAKE ACTION ON ANY OF THE LISTED SUBJECTS.

THE CITY COUNCIL RESERVES THE OPTION TO RECESS THE MEETING DURING THE EVENING OF APRIL 4, 2011 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, APRIL 5, 2011 AT 9:00 A.M. AT THE WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS.

IT IS ANTICIPATED THAT MEMBERS OF OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES MAY ATTEND THE MEETING IN NUMBERS THAT MAY CONSTITUTE A QUORUM OF SUCH OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES, SO THAT NOTICE IS HEREBY GIVEN THAT THE MEETING IS ALSO A MEETING OF THE OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES WHOSE MEMBERS ARE IN ATTENDANCE. THE MEMBERS OF THE OTHER CITY BOARDS, COMMISSIONS AND COMMITTEES MAY PARTICIPATE IN DISCUSSIONS WHICH OCCUR AT THE MEETING, BUT NO ACTION WILL BE TAKEN BY THE OTHER BOARDS, COMMISSIONS AND COMMITTEES WHOSE MEMBERS ARE IN ATTENDANCE.

Ordinance No. 618 (09/20/10), Repealing Ordinance No. 593

At all City Council, City Commission or City Board meetings, the agenda shall include a "citizens to be heard" item. It is suggested that Citizens wishing to speak during this item sign in on the sign up roster prior to the meeting. During "citizens to be heard" comments, each individual may speak on an agenda item or any other matter affecting the city. In addition to the "citizens to be heard" portion of meetings, a person may make comments on agenda items prior to the vote on the agenda item. A member of the public will have a total of six (6) minutes to be heard during a City Council, City Commission or City Board Meeting. This does not include any responses from the body. The six (6) minutes time limit authorized herein may not be transferred to another speaker in whole or in part. The presiding Officer or his/her designee will assign a Time Keeper to each meeting. The Time Keeper will maintain strict compliance of the six (6) minute rule, stopping speakers who exceed the allotted time. As authorized by Section 551.042 of the Texas Government Code, the Presiding Officer may direct a City Official to make: a statement of specific factual information in response to an inquiry made by a member of the public or of the City Council, or; a recitation of existing policy in response to an inquiry made by a member of the public or the City Council. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting. Any question posed by a Citizen, Council Member, Board Member or Commission Member for which an answer is not available at a meeting shall be answered by a member of the staff or Presiding Officer at the next regular meeting of the Body, if an answer is reasonably available and prudent. If the information is sensitive, staff will seek advice from the City Attorney.

Meeting Chair: please remind each participant in your meeting that they must speak into a microphone; the recording is the Official Minutes of your meeting and all who speak must be

recorded. All guest speakers and citizens to be heard must speak from podium. Please interrupt speakers during meeting if you recognize that they are not speaking into microphone and have them do so.

I. Call to Order, Roll Call, Pledge of Allegiance and Invocation

II. Closed Session

1. City Council will convene into a closed meeting as authorized by Section 551.074 (1) of the Texas Government Code to deliberate the duties of the City Secretary. *(Councilman Alan Baxter Request)*
2. City Council will convene into a closed meeting as authorized by Section 551.071 (1a) of the Texas Government Code, Consultation with Attorney about pending or contemplated litigation. *(Councilman Alan Baxter Request)*

III. Citizens To Be Heard On Subsequent and Non Subsequent Agenda Items

A member of the public will have three (3) minutes to be heard for non subsequent agenda items.

A member of the public will have a total of six (6) minutes to be heard for subsequent agenda items.

IV. Presentations

1. Mayor Rick Bruns will present Police Chief Joe Pabon the Mayor's Proclamation, National Telecommunicator's Week, for the week of April 11-17, 2011. (Att. 1)
2. Georgia Arnold-Woehr of CACC, Inc. will present City Council a presentation of services offered. (Att. 2)
3. Patricia Crow of TriStem, Ltd. will present City Council a presentation of services offered. (Att. 3)
4. Chief Joe Pabon will present to City Council the 5-year Police Department statistical information. (Att. 4)
5. Kelly Rodriguez, Court Clerk will present to City Council the warrant process report. (Att. 5)
6. Linebarger Goggan Blair & Sampson will present City Council the Fees & Fines Collection Report.

V. Ordinances

1. City Council will review, discuss and take action on Ordinance No. 2011-638 (O), an ordinance declaring unopposed candidates in the May 14, 2011, General Election, elected to office, cancelling the election; providing a severability clause; and providing an effective date. *(City Secretary Heather Weidenbach Request) (Att. 6)*

VI. Resolutions

1. City Council will review, discuss and may take action on a resolution extending the contract with Linebarger, Goggan, Blair & Samspson for the collection of taxes.
2. City Council will review, discuss and may take action on a resolution extending the contract with Linebarger, Goggan, Blair & Samspson for the collection of delinquent fines and fees.

VII. Discuss and Act on Old and New Business

City Council may take action if deemed necessary

1. City Council will discuss and may take action on a recommendation from Don McCrary & Associates on the estimated budget for replacing the Fire Station's north driveway. *(Att. 7)*
2. City Council will discuss temporary storage (PODS) and may take necessary action. *(Councilwoman Rita Davis Request)*
3. City Council will discuss and may take necessary action on the inordinate amount of litter on City Right of Way at the corner of I-35 access road and Eisenhower. *(Councilwoman Rita Davis & City Manager Rafael Castillo Request)*
4. City Council will discuss may take necessary action regarding a resolution adopting the City of Windcrest Purchasing Policy. *(Davis/Dodson/Castillo/Mangham Request)*
5. City Council will discuss and may take necessary action regarding the tentative budget and tax calendar for FY 2011/2012. *(Att. 8) (Municipal Finance Officer Sarah Mangham Request and Rafael Castillo)*
6. City Council will discuss and may take action on the duties of the City Secretary. *(Councilman Alan Baxter Request)*

VIII. General Announcements & Future Agenda Items Requested

Per Ordinance No. 618, repealing Ordinance No. 593; Section 9: Every agenda shall include an item entry granting a member the opportunity to propose an item for consideration of future agendas for Regular or Special Meetings. Any member may request the inclusion of such items at any meeting.

XI. Adjournment

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the City Council of the City of Windcrest is a true and correct copy of said Notice and was posted on the bulletin board at City Hall of said City in a convenient place to the public and said Notice was posted more than seventy-two hours prior to April 4, 2011.

By Heather Weidenbach City Secretary

In compliance with the Americans With Disabilities Act, the City of Windcrest Council Chambers are wheelchair accessible, and accessible parking spaces are available. The City of Windcrest will provide for reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 48 hours prior to the meetings. Please contact Heather Weidenbach, City Secretary, at 210-655-0022 ext. 2150 or Fax 210-655-8776.

I certify that the attached notice and agenda of items to be considered by the City Council was removed by me from the City Hall bulletin board on the ____ of April, 2011.

Title: _____

This Agenda has been reviewed and approved by City Council's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Local Government Code §551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

MAYOR'S PROCLAMATION NATIONAL TELECOMMUNICATOR'S WEEK

April 11 - 17, 2011

Whereas emergencies can occur at anytime that require police, fire or emergency medical services;

And Whereas when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property;

And Whereas the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Windcrest police-fire communications center;

And Whereas Public Safety Dispatchers are the first and most critical contact our citizens have with emergency services;

And Whereas Public Safety Dispatchers are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and insuring their safety;

And Whereas Public Safety Dispatchers of the Windcrest Police Department have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients;

And Whereas each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

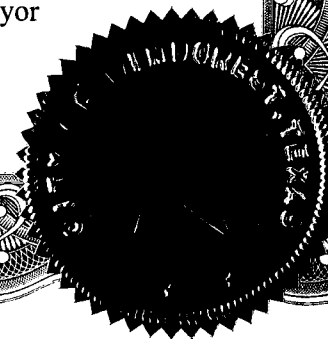
Therefore Be It Resolved that the City Council of Windcrest declares the week of April 11th through 17th, 2011 to be National Telecommunicator's Week in Windcrest, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

Signed this 4th day of April, 2011 at the City of Windcrest, State of Texas in the witness thereof the seal of the City of Windcrest and signatures of the city affixed.

Richard Bruns, Mayor

Attest:

Heather Weidenbach, City Secretary



CACC, INC.

March 23, 2011

**Raphael Castillo
City Manager
City of Windcrest
8601 Midcrown
Windcrest, Texas 78239**

Dear Raphael:

CACC, Inc., has audited telephone billing for more than 750 State of Texas agencies.

CACC recovers refunds in the following areas:

**Local Telephone Service
Long Distance
Mobile Wireless
Telephone Equipment (Lease/Maintenance)**

We provide you with a complete report of each of your telephone accounts and make recommendations to lower your telephone expenses.

CACC works on a contingency-only basis.

The audit is performed at our offices in Boerne, Texas. We require a list of your telephone accounts that you currently have. We begin our audit by requesting duplicate billing and records from your vendors. We contact you periodically with questions during our audit or to notify you of a sizeable refund. Once our audit is complete, we will mail your report. We will review this report with you to discuss our recommendations to further lower your telephone expenses. We will, at no time, change any of your telephone services unless you specifically request CACC to do so.

Our goal is to detect overbilling errors, correct these errors, secure refunds and lower your telephone expenses.

I would like to request to be placed on the future agenda to make a presentation.

Thank you for your time and welcome to Windcrest and San Antonio!

**Georgia Arnold-Woehr
CACC, Inc.
(210)408-8048
georgia@caccinc.com**

Please visit our website at: www.caccinc.com

30 YEARS

TriStem has been serving clients for 30 years.

50 STATES

TriStem has served clients in 50 states, Canada, & Puerto Rico.

ONE BILLION DOLLARS

Consumers have benefited by \$1,000,000,000 from the efforts of TriStem as consumer advocate.

100% FUTURE SAVINGS

This is what differentiates TriStem from competitors.



Our Mission is to bring peace of mind to each client — you are entitled to the security of knowing that you have not paid and will not pay more than necessary for your utility services. Deregulation empowers consumers while also leaving them at greater risk. TriStem is committed to the highest level of professionalism and integrity while conducting its audits and helping clients understand their utility bills.

Nearly 60% of all commercial utility consumers are being overcharged on their electric bills and don't know it.



What TriStem Can do for YOU:

UTILITY BILL AUDITS

- no recovery - no fee
- we find errors that are built into your bills
- we make sure you are on the best rate possible
- we check for dozens of possible billing mistakes
- we audit your bill and recover overcharges
- this has been our core business for over 30 years
- our only fee is a percentage of actual refunds
- YOU KEEP ALL FUTURE SAVINGS

REGARDING STREET LIGHT BILLS

- we check everything
- verify accuracy of street light inventory (for cities)
- reconcile your contract with your bills
- check your rates and tariffs
- check for errors in the type and wattage of bulbs
- check for errors in the types of poles

For more information, call 1-800-368-2277 or visit our website at www.tristem.com

Our Clients Say:

"I would highly recommend TriStem as a potential business partner. We found them to be a professional organization of all levels along with a highly skilled auditing staff. They were thorough, accurate, and performed all follow-up as required."

Jeffrey R. Kaufman, Contracting Officer, U.S. Postal Service

"They have identified \$161,277 in errors on our behalf for which we have already begun seeking refunds, and we estimate that by finding the errors, removed from our bills, they have reduced our annual expenditures by almost \$130,000 each year into the future."

David Young, Chief Financial Officer, Los Fresnos Consolidated ISD, Texas

"We at Grand Saline ISD appreciate the hard work you have done on our behalf. The utility audit has been conducted in a professional manner with no effort on our part. Thank you for a job well done."

Kelly Allen, Business Manager, Grand Saline ISD, Texas

"TriStem has been attentive and helpful in providing consultation and expertise on our utility accounts. They know their way around this audit business."

Jeff Dix, Utility Coordinator, City of Las Vegas

Some of TriStem's Clients:

Cities

Abilene, TX
Baumont, TX
Corpus Christi, TX
Fort Stockton, TX
Houston, TX
Indianapolis, IN
Irvine, CA
Killeen, TX
Las Vegas, NV
Milwaukee, WI
Nacogdoches, TX
New Orleans, LA
Oklahoma City, OK
Pensacola, FL
Portland, ME
Portland, OR
Saint Louis, MO
Savannah, GA
Scottsdale, AZ
Shreveport, LA
Wilmington, DE

Federal

Federal Bureau of Prisons
Internal Revenue Service
U.S. Coast Guard
U.S. General Services Admin.
U.S. Postal Service
Veterans Administration

Education

Dallas ISD
La Joya ISD (TX)
Lamar State Univ.
Los Fresnos CISD (TX)
LSU System
Sam Houston State Univ.
Texas Tech Univ.

Other

North TX Municipal Water District
Sewerage & Water Board of New Orleans

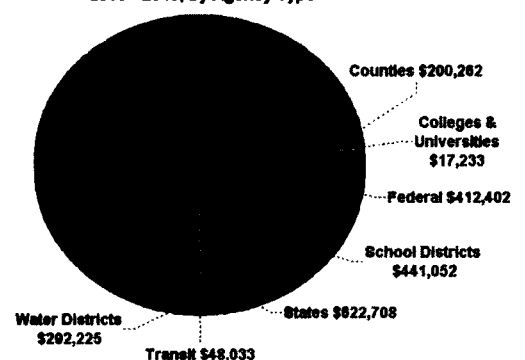
Counties

Dallas County, TX
Grayson County, TX
Harris County, TX
Jefferson County, TX
Johnson County, KS

State

Arizona Dept of Corrections
Louisiana DOI
Michigan DOI
Oklahoma Turnpike Authority
State of Delaware
Texas DOI
Los Angeles Metro Transit Authority

Utility Bill Overcharges Recovered by TriStem
2005 - 2010, by Agency Type





TriStem's Results

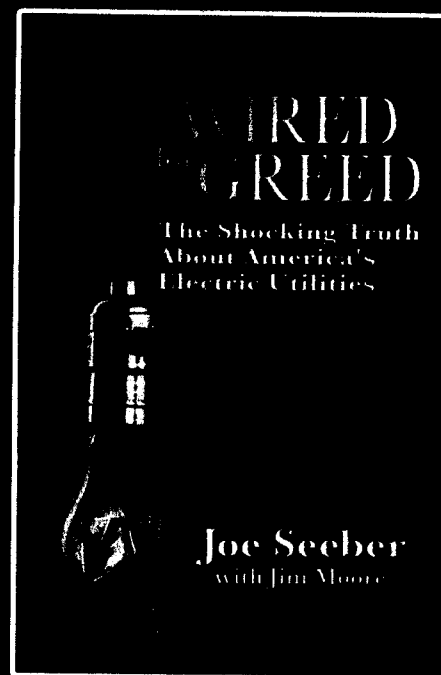
Some examples of how TriStem, Ltd., has helped our clients recover utility overbilling charges.

<u>Client</u>	<u>Recovery</u>
City of New Orleans, LA (2001-2004)	\$9,227,000
City of New Orleans, LA (1994)	\$6,200,000
U.S. Postal Service	\$3,401,977
U.S. General Services Administration	\$1,509,477
State of Texas	\$1,500,000
Sewerage & Water Board of New Orleans	\$1,050,000
Texas Tech University	\$1,044,000
City of Fort Stockton, TX	\$749,915
City of Savannah, GA	\$550,000
Louisiana Department of Transportation & Development	\$408,819
City of Scottsdale, AZ	\$278,129
City of Las Vegas, NV	\$275,026
La Joya ISD, TX (1997 & 2008)	\$236,199
City of Tyler, TX	\$223,672
Jefferson County, TX	\$200,000
Arizona Department of Corrections	\$193,229
Michigan Department of Transportation	\$193,034
City of Nacogdoches, TX	\$136,797
City of Longview, TX	\$128,156
Los Fresnos Consolidated ISD, TX	\$128,145
City of Sherman, TX	\$111,381
Arizona Department of Transportation	\$106,000
Pasadena ISD, TX	\$105,198



Learn More

Read the book written by our founder Joe Seeber.



www.wiredforgreed.com

www.tristem.com



LIMITED PARTNERSHIP

328 IVY LANE
HEWITT, TX 76643
800-234-7937

tristem@earthlink.net

Windcrest Police Department

Calls for Service

	2007	2008	2009	2010	Total
• Arson	1	1	1	0	3
• Assault	38	55	44	43	180
• Aggravated Assault	1	0	1	2	4
• Burg Building	12	19	14	11	56
• Burg Business	15	3	11	13	42
• Burg Habitation	18	26	24	19	87
• Burg Vehicle	116	189	161	145	611
• Deadly Conduct	1	0	3	0	4
• Drug Offense	36	45	65	85	231
• Homicide	0	1	0	0	1
• Injury to Child	0	2	1	1	4
• Robbery Business	4	8	7	6	25
• Robbery Individual	3	5	4	6	18
• Sexual Offense	4	6	2	2	14
• Suicide/Attempted	2	1	4	5	12
• Theft	209	226	169	160	764
• Theft Motor Vehicle	7	17	16	7	47
• Weapon Offense	8	3	2	2	15
• Total Calls For Service	14418	24114	17474	17835	73841
• Citations Issued	5594	6490	5315	5487	22886
• Warnings Issued	1574	1828	1462	987	5851
• Total	7168	8318	6777	6474	28737

Citations are included in the Calls for service total

Windcrest Police Department

Calls for Service

		* Yearly	*Monthly
2007	14,418	1,030	86
2008	24,114	1,722	144
2009	17,474	1,248	104
2010	<u>17,835</u>	<u>1,273</u>	<u>106</u>
Total	73,841	5,273	440

* Total calls for service are divided by 14 Patrol officers

Windcrest Police Department

Vehicle Mileage

	Total Miles driven	* Yearly	* Monthly
• 2007	117,178	14,647	1220
• 2008	100,364	12,545	1045
• 2009	136,700	17,087	1423
• 2010	<u>126,852</u>	<u>15,856</u>	<u>1321</u>
	481,094	60,135	5009

- Total mileage divided by 8 patrol vehicles equals the amount of miles driven per year and month.

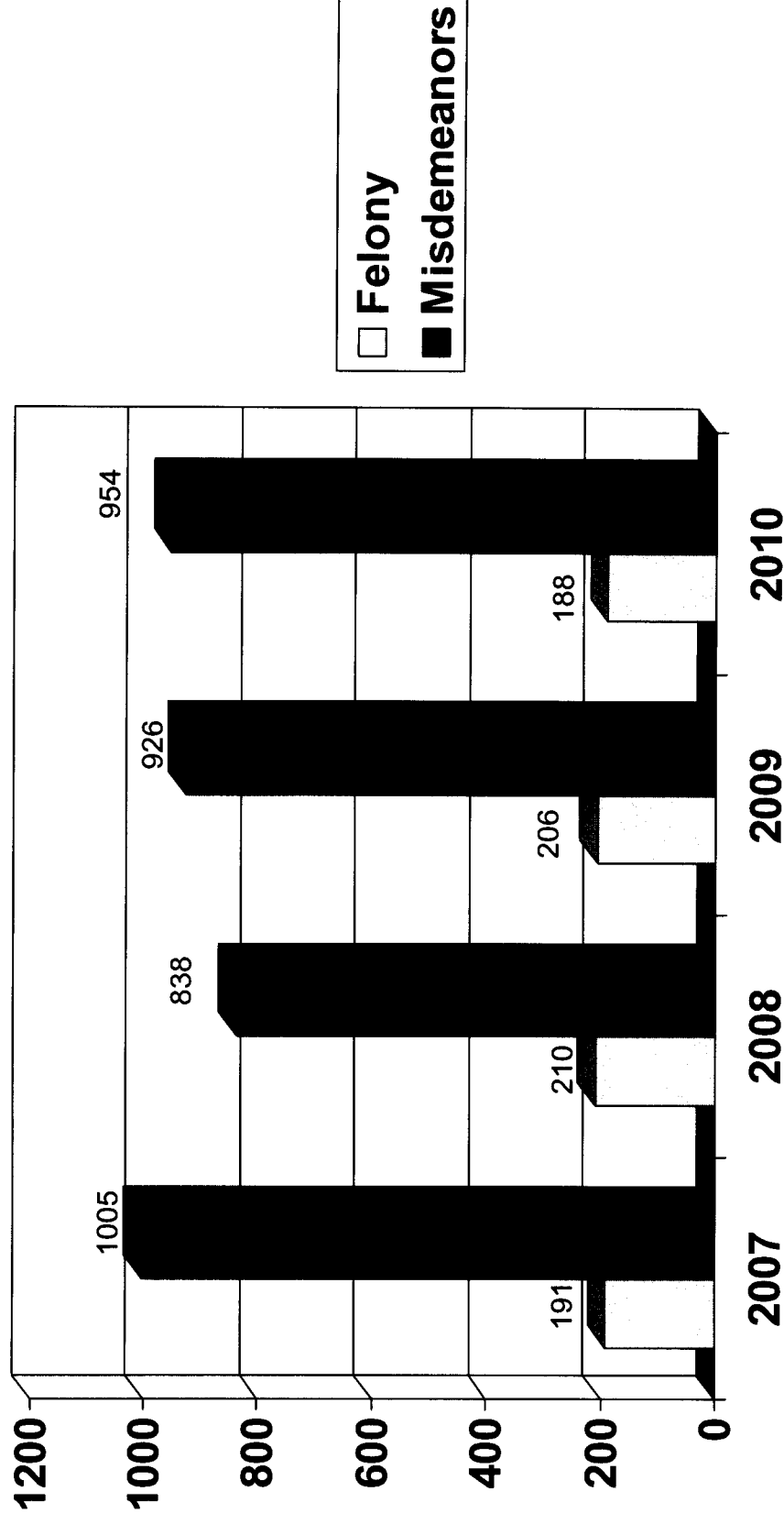
Windcrest Police Department

Patrol Vehicle Information

• Unit	Year	Current Mileage
• P-412	2004	107,053 ***
• P-513	2005	64095 ***
• P-660	2006	67017 ***
• P-711	2007	58776
• P-714	2007	50661
• P-816	2008	44004
• P-850	2008	25733
• P-851	2008	15725

- Vehicles should be replaced at 70,000 miles.

Windcrest Police Department Offenses



Windcrest Police Department

Criminal Investigation Division

	2007	2008	2009	2010
Cleared by arrest (F)	67	44	58	43
Cleared by arrest (M)	267	241	212	171
Suspended (F) ***	74	132	115	105
Suspended (M) ***	322	436	425	397
Cleared by Exceptional means (F)	0	3	6	15
Cleared by exceptional means (M)	4	6	3	21
Cleared no arrest (F)	0	0	6	0
Cleared no arrest (M)	9	0	6	0
Transferred to other Agency (F)	1	1	0	1
Transferred to other agency (M)	0	0	1	0
Unfounded (F)	9	8	11	8
Unfounded (M)	11	6	4	6
	764	877	847	767

*** Suspended cases may be reopened at any time if information or leads are developed.

(F) Felony cases

(M) Misdemeanor cases

Windcrest Police Department

Criminal Investigation Division

	Total Cases	Inv Assigned	Cases per Inv
2007	764	2	382
2008	877	2	439
2009	847	3	282
2010	767	3	256

Investigators also perform community briefings, background checks, and work The road when necessary.

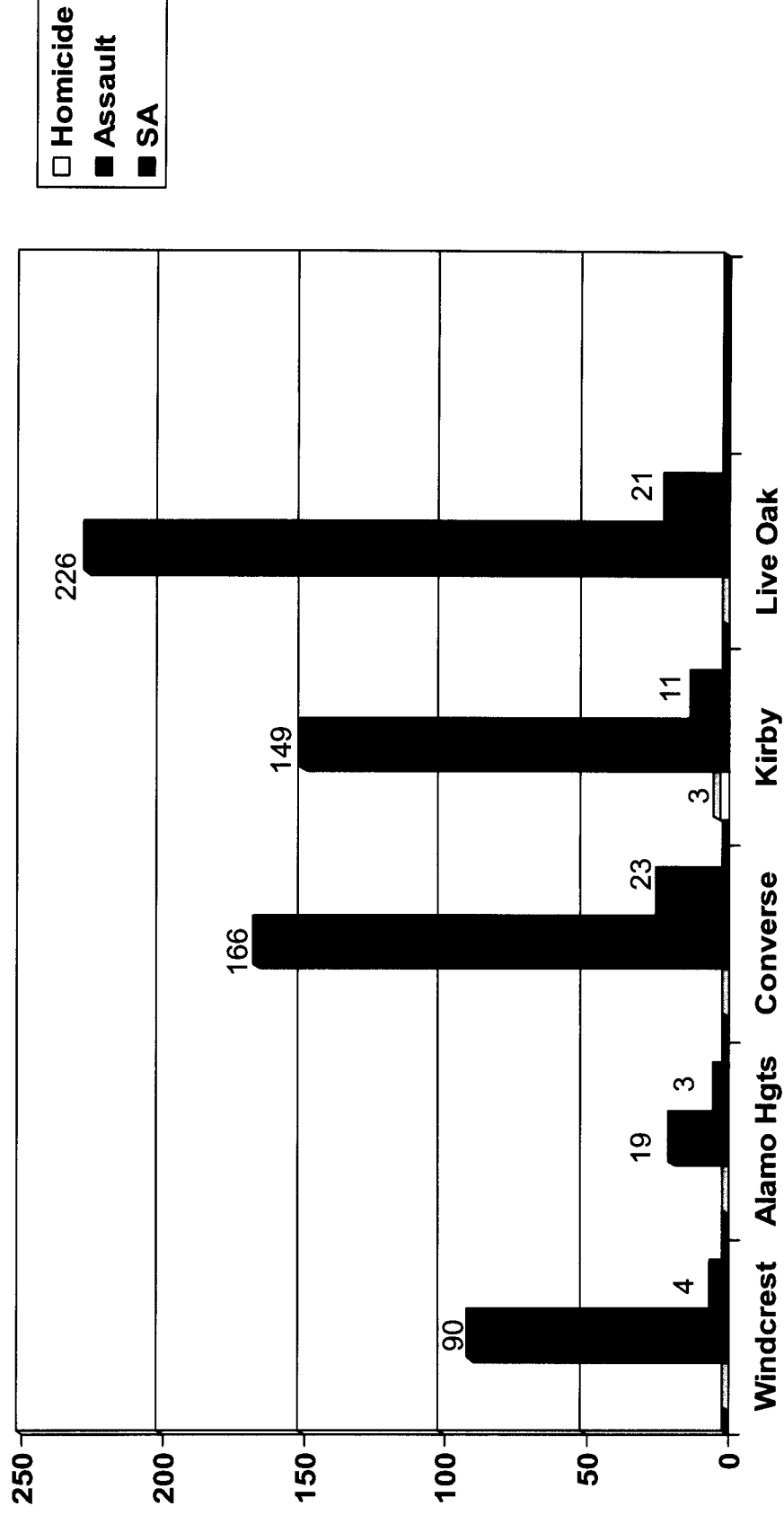
Windcrest Police Department

Arrest History

	2007	2008	2009	2010
Felony	67	47	58	46
Misdemeanor	444	352	363	361
Warrants	<u>98</u>	<u>74</u>	<u>69</u>	<u>91</u>
Total	609	473	490	498
365 Days	1.6	1.29	1.34	1.36

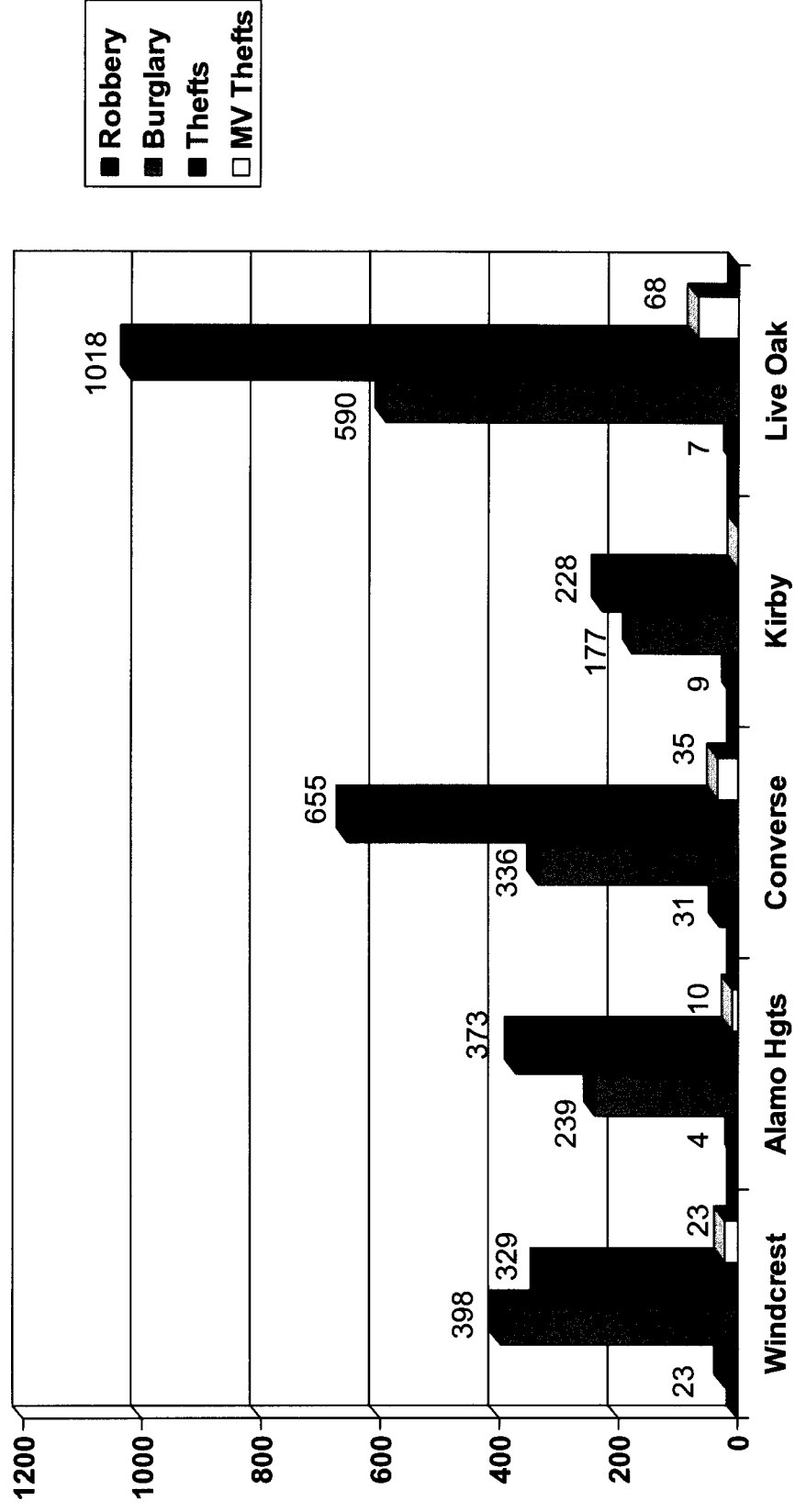
Windcrest Police Department

2 Year Comparison for 2009 and 2010



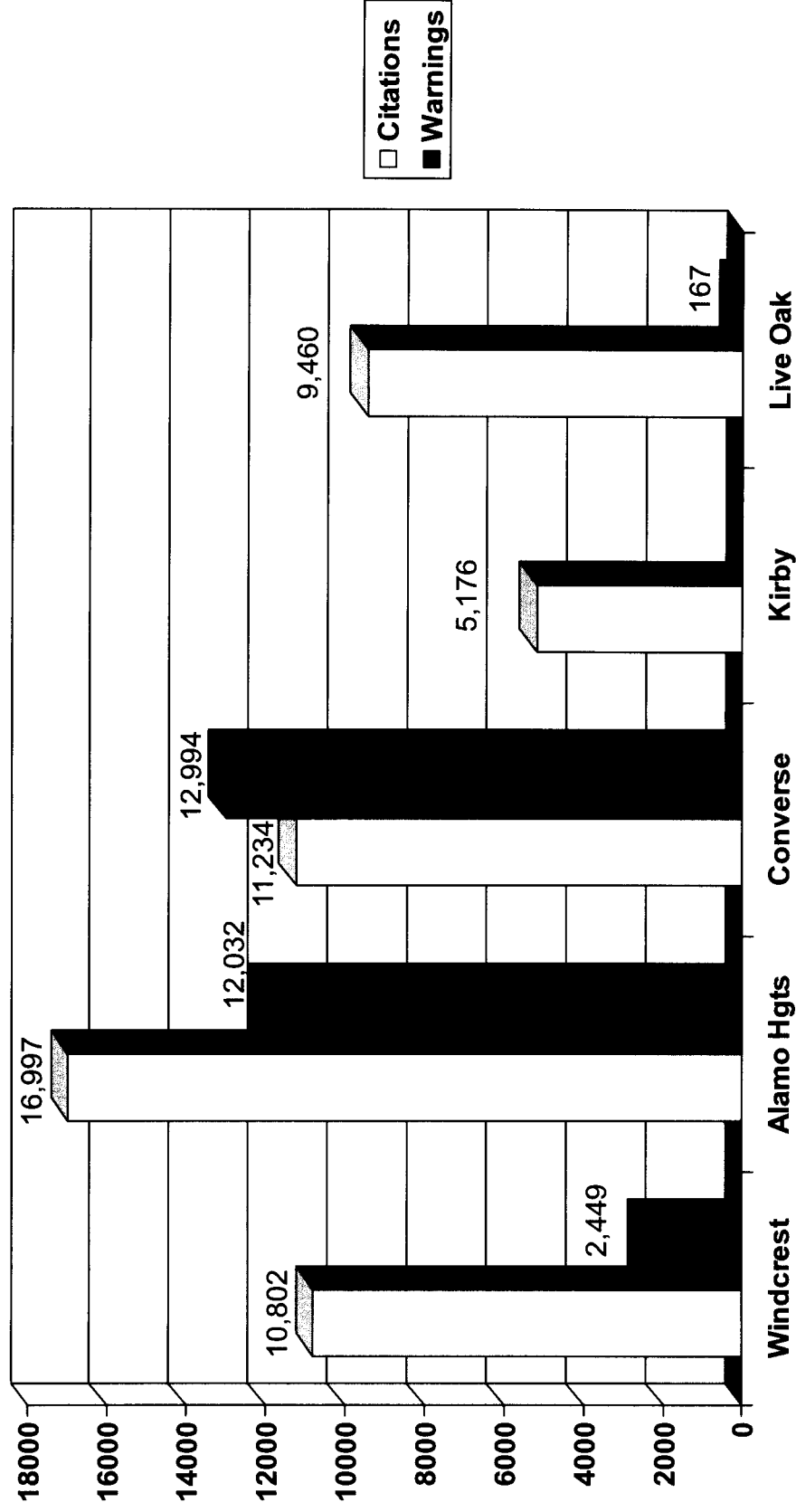
Windcrest Police Department

2 Year Comparison for 2009 and 2010



Windcrest Police Department

2 Year Traffic Contact Comparison for 2009 and 2010



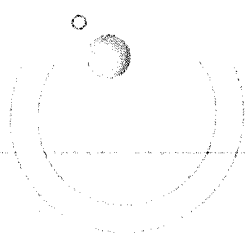
Windcrest Police Department

Traffic Contacts

	2007	2008	2009	2010
• Citations	5,594	6,490	5,315	5,487
• Warnings	<u>1,574</u>	<u>1,828</u>	<u>1,462</u>	<u>987</u>
Total	7,168	8,318	6,777	6,474
14 Officers	512	594	484	462
365 Days	19.6	22.7	18.5	17.7

Windcrest Police Department

- Alamo Heights 22 Officers
- Converse 34 Officers
- Kirby 12 Officers
- Live Oak 32 Officers
- Windcrest 18 Officers



Warrant

How Did This Happen??

2 Types of Warrants

1. Failure to Appear (FTA Warrant)
2. Capias Pro Fine

You Were Issued a Citation (1 of 3 ways)

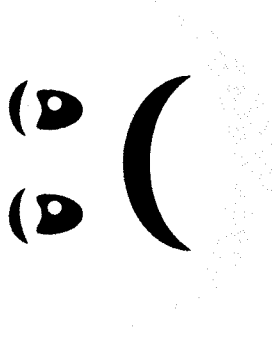
1. Windcrest Police Officer
2. Code Compliance Officer
3. Animal Control Officer



At the bottom of your citation there is an Initial Appearance Date that the officer has written.

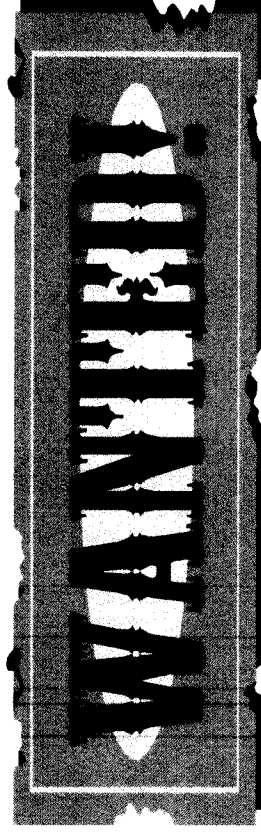
FTA Warrant

You Fail to Appear on or
before your scheduled court date
(written on the bottom of your citation)



Next Day....

**Warrant Clerk will send you a Failure
To Appear Notice giving you 10 days to
come in and make arrangements or a
warrant will be issued for your arrest.**



Eighth Day (Wednesday)

Warrant Clerk gives you a phone call



Typical Responses

- Operator: “The number you have dialed has been disconnected or is no longer in use.”
- “I don’t care, issue the warrant, I’m not paying it.”
- “Oh my goodness, I totally forgot. I’ll be in by Friday.”

MONDAY MORNING

10th day and you haven't appeared

- Warrant Clerk will process the FAILURE TO APPEAR violation.
- Each violation on your citation goes up anywhere from \$50 to \$80. (\$50 Arrest Warrant fee and \$30 OMNI Fee....Explanation to come)
- In addition another violation of the FTA is added and it can be anywhere from \$155 - \$185
- Your violation has now gone from @ \$168 to \$433.

Capias Pro Fine

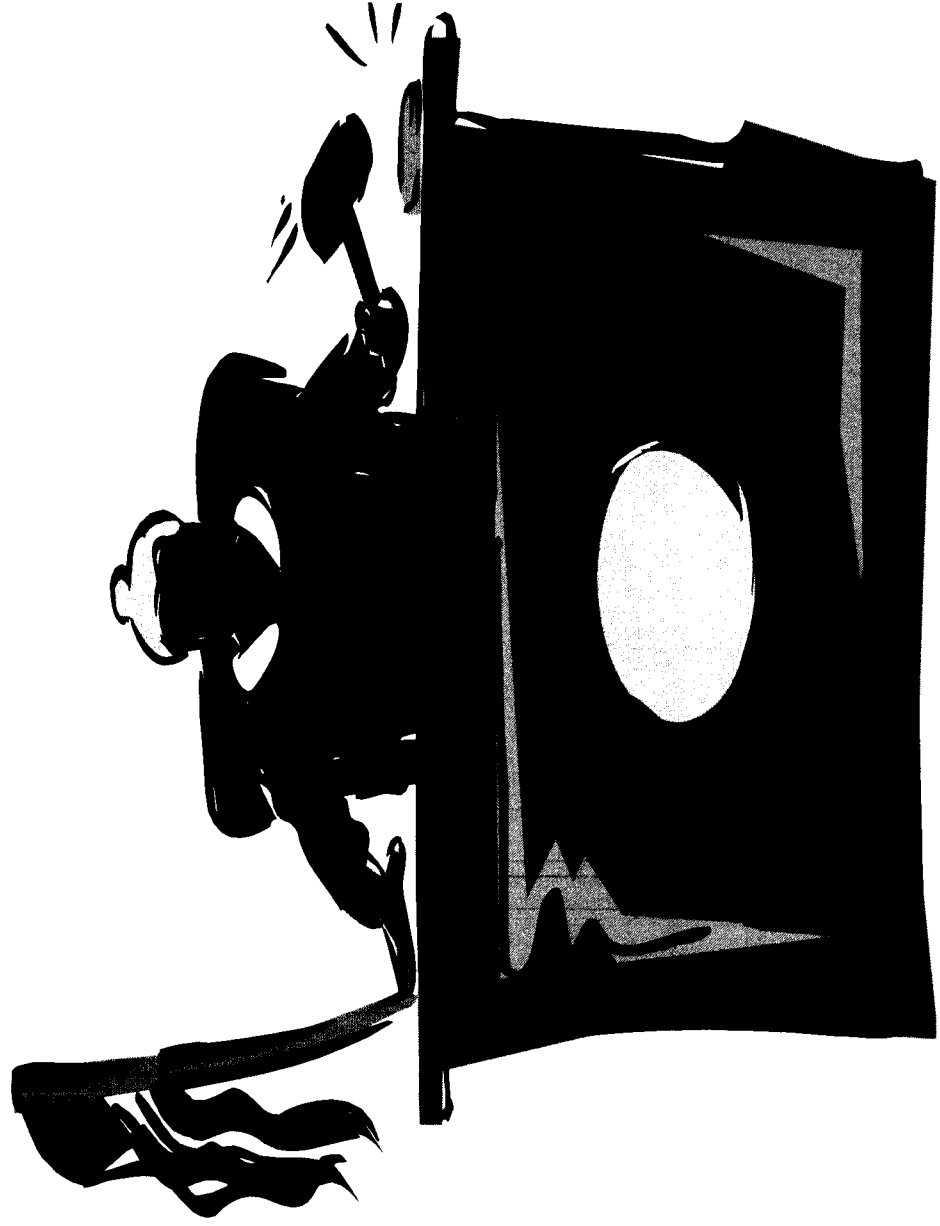
Definition

An order issued against the defendant who has been fined and who does not comply with the terms and conditions. The order commands the Warrant Officer to arrest the defendant and commit him to prison, there to remain until he pays the fine or be otherwise released according to law.

Translation

“Bring me the MONEY or the BODY”

You Appear Before the Court



Action by the Court

- **Conviction** (goes on your record)
- **Deferred Disposition (a.k.a. Probation)** (keeps violation off of your record)
- **Driver Safety Course** (keeps violation off of your record for moving violations only)



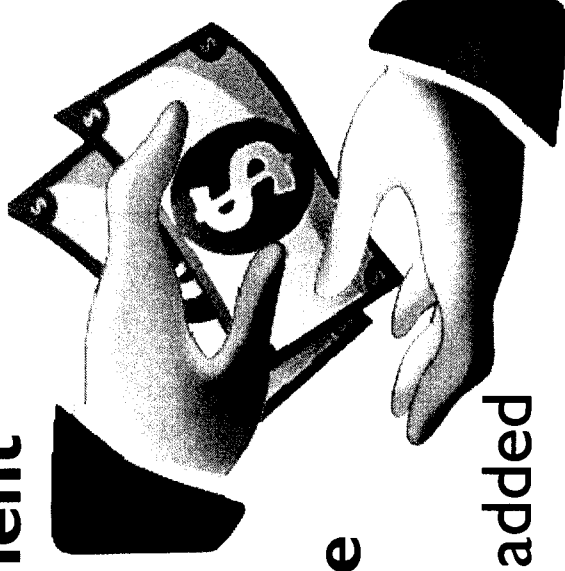
Guilty / Conviction

Payment Arrangement

- 30 days to pay (at the most)

Non Compliance

1. 31st day \$25 time payment fee added
2. Warrant Clerk processes Capias Warrant
3. Your violation has gone up \$75 - \$105



Deferred Disposition (a.k.a Probation)

Must Comply with Terms and Conditions

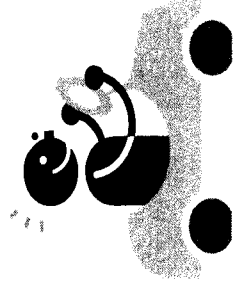
- Probation Period of 60 – 180 days
- Must not commit similar offense anywhere
- Payment Arrangement (30 – 45 days)
- Bring back Proof (i.e. insurance, community service hours, certificate of completion of alcohol or drug awareness class...etc)

Non Compliance

- Warrant Clerk sets you up for a SHOW CAUSE HEARING. (Usually held the 3rd court of the month)
- You do not appear for your SCH
- Following week the Judge reviews and revokes Deferred Disposition
- Warrant Clerk processes Warrant (reported as a conviction and the fees go up \$50 - \$80)

Defensive Driving

Must Comply with Terms and Conditions



- Pay \$107 (court allows 10 day payment plan)
- Complete a Driver's Safety Course within 90 days
- Obtain a Copy of your Driving Record
- Turn in your DSC Completion Cert and Driving Record by due date.

Non Compliance

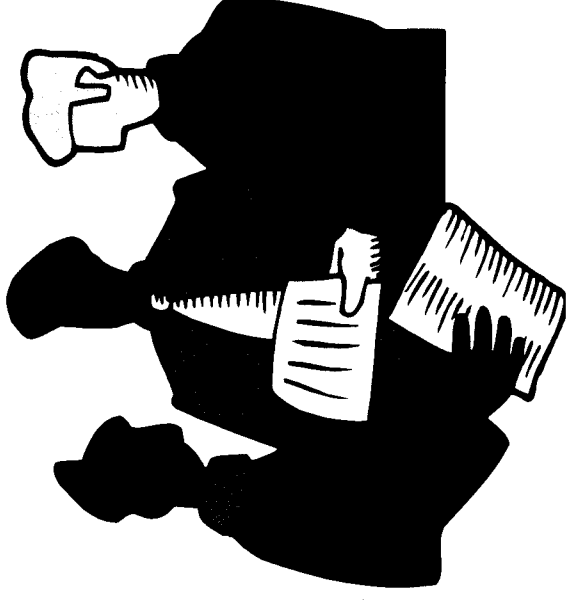
- Warrant Clerk sets you up for a SCH
- No Show for SCH
- Following week the Judge reviews and revokes Deferred Disposition
- Warrant Clerk processes Warrant (you pay fine amount and fees go up \$50 - \$80)

Reporting Warrant

for

FTA and Capias Warrants

- OMNI Base
- Warrant Officer
- Linebarger (Collections)



OMNI BASE SYSTEM

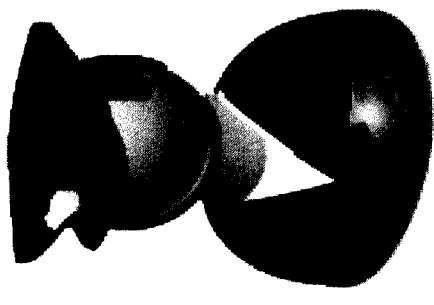


TEXAS Driver's License

- Warrant Clerk sends your case to OMNI
- \$30 fee is added
- OMNI reports to Texas Department of Public Safety (TDPS)
- TDPS puts a hold on your license.
 1. NO RENEWAL until you pay Windcrest Municipal Court.
 2. Can be ARRESTED.
- Defendant receives a letter from DPS stating they have a warrant.

WARRANT OFFICER

- Warrant Clerk processes warrant.
- List immediately submitted to Warrant Officer.
- Researches and locates defendant
- Makes phone calls
- Makes home / work visits
- Possible Arrest



LINEBARGER

- On the 61st day of a warrant being issued files are electronically transmitted to Linebarger.
- A 30% collection fee is added to each violation.
- Contact with defendant.
(See Linebarger Presentation.....mailings, phone calls, etc....)

DEFENDANT ACTION

- Comes and handles their responsibility and Court collects money.
- Takes NO Action.

FACTS OF THE MATTER

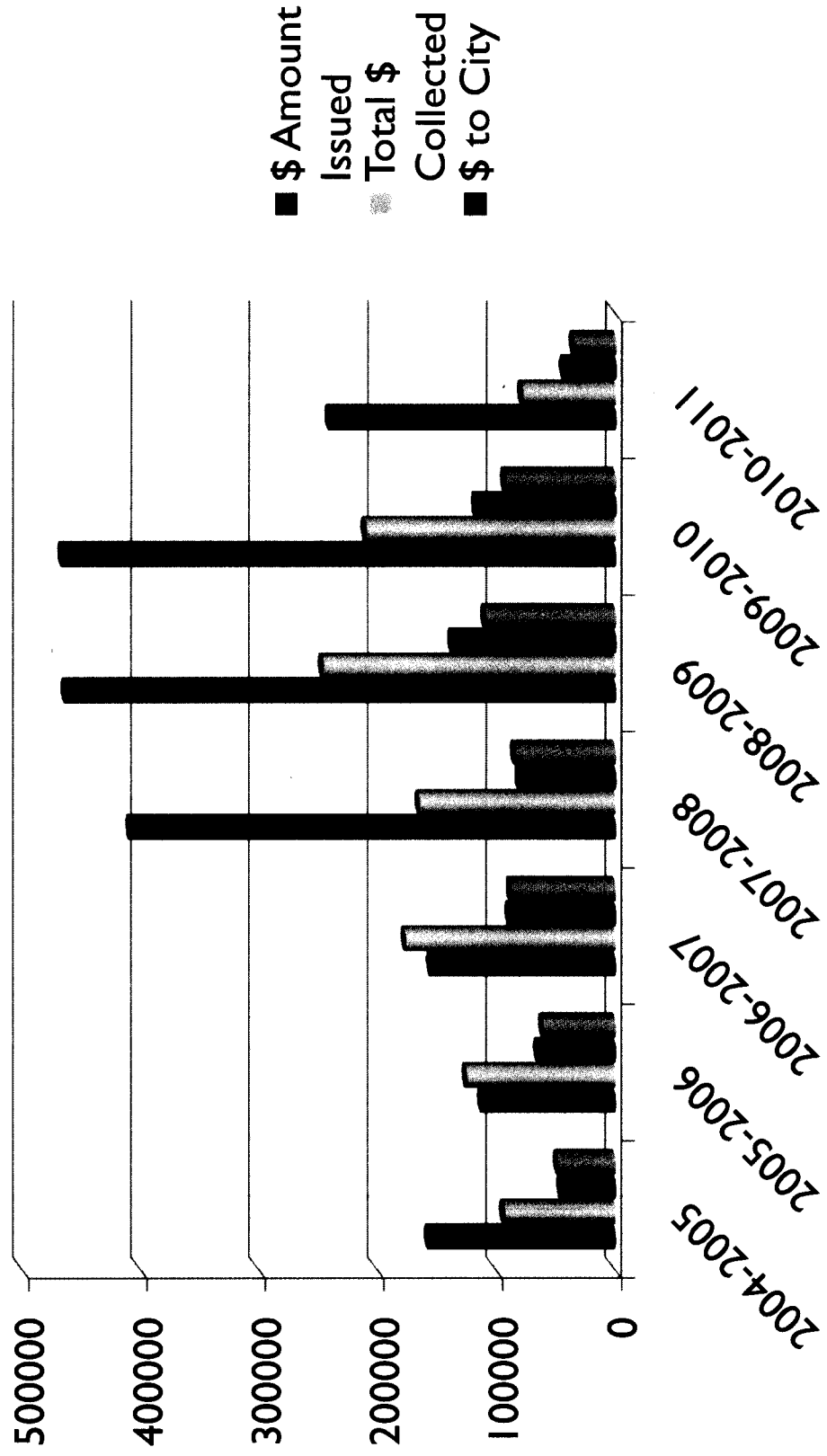
\$2,237,530.36

Is due from people who have committed an
offense in our city.

(Report based on files from 01/01/1999– 03/15/2011)

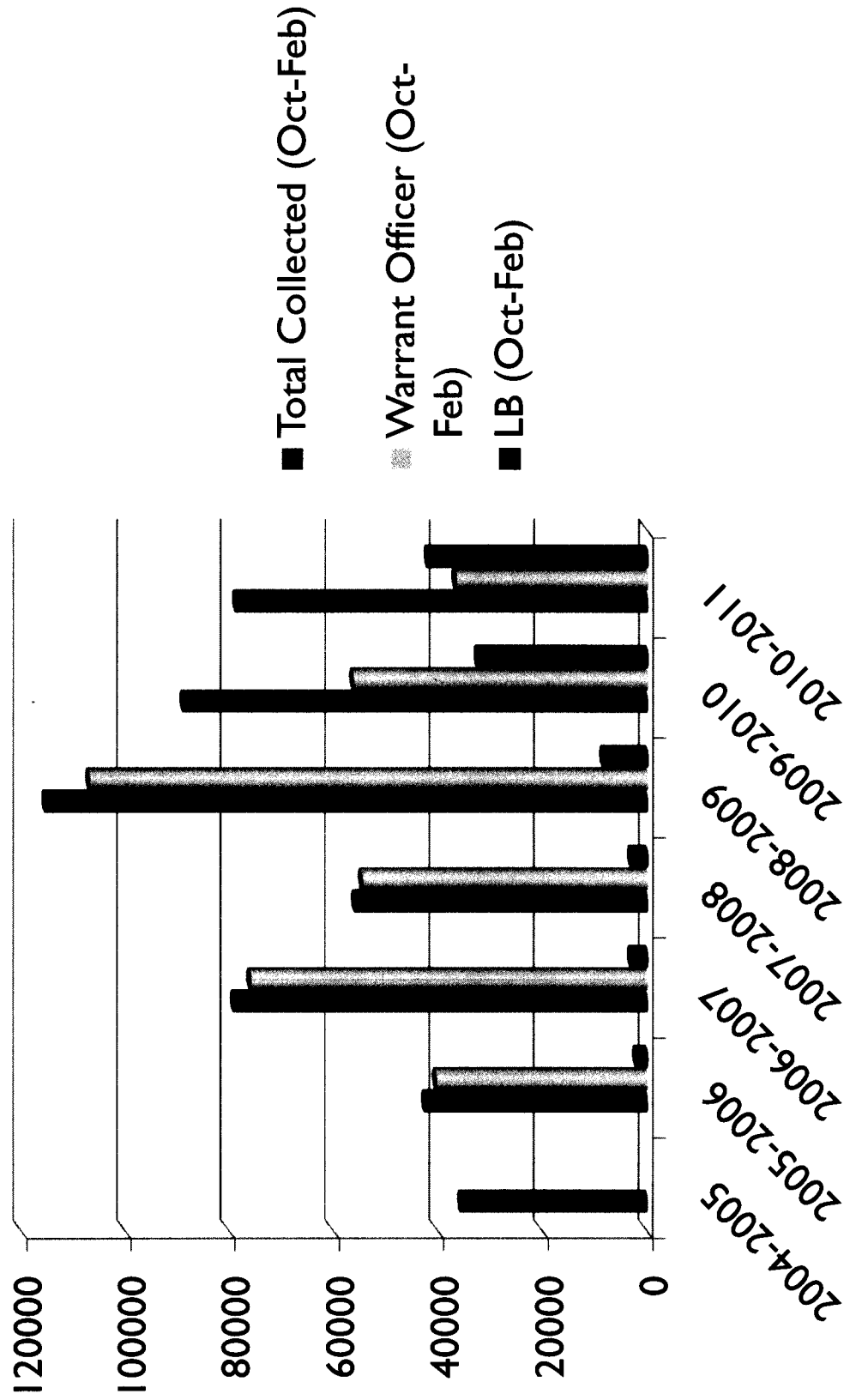
WARRANT SUMMARY

(Chart is for comparison purposes only and reflect ONLY the last 7 years)



EFFORTS TO COLLECT

(Chart is for comparison purposes only and reflect ONLY the last 7 years)



PLAN OF ACTION



WARRANT CLERK

- Prepares and sends Failure to Appear Notices
- Contact with Defendants to help prevent warrant
- Gathers updated information from Defendant
- Prepares warrants
- Prepares and verifies all sworn complaints and probable cause affidavits
- Sends Warrants through OMNI Base System
- Maintains filing system for warrants
- Issues Show Cause Hearings
- Assists warrant officer with administrative duties.
- Tracks all warrant activities
- Processes Bonds
- Prepares and processes Time Served requests
- Corresponds with inmates to grant time served.

WARRANT ROUND UP

In addition to our Warrant Officer's already outstanding productivity.....

- Every quarter send out notice via SA Express that Windcrest will be doing a warrant round up.
- Officers with the Windcrest Police Department will participate with the Warrant Officer in going in the field to “round up” violators.

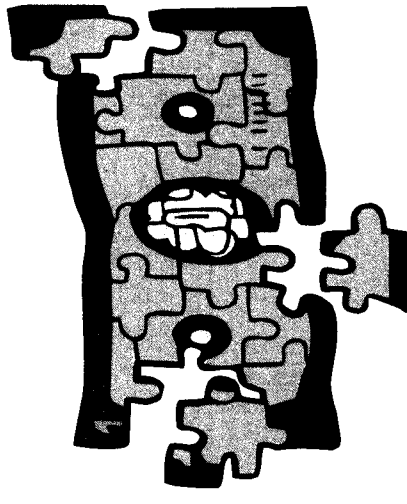
ARREST

People will know that Windcrest means Business



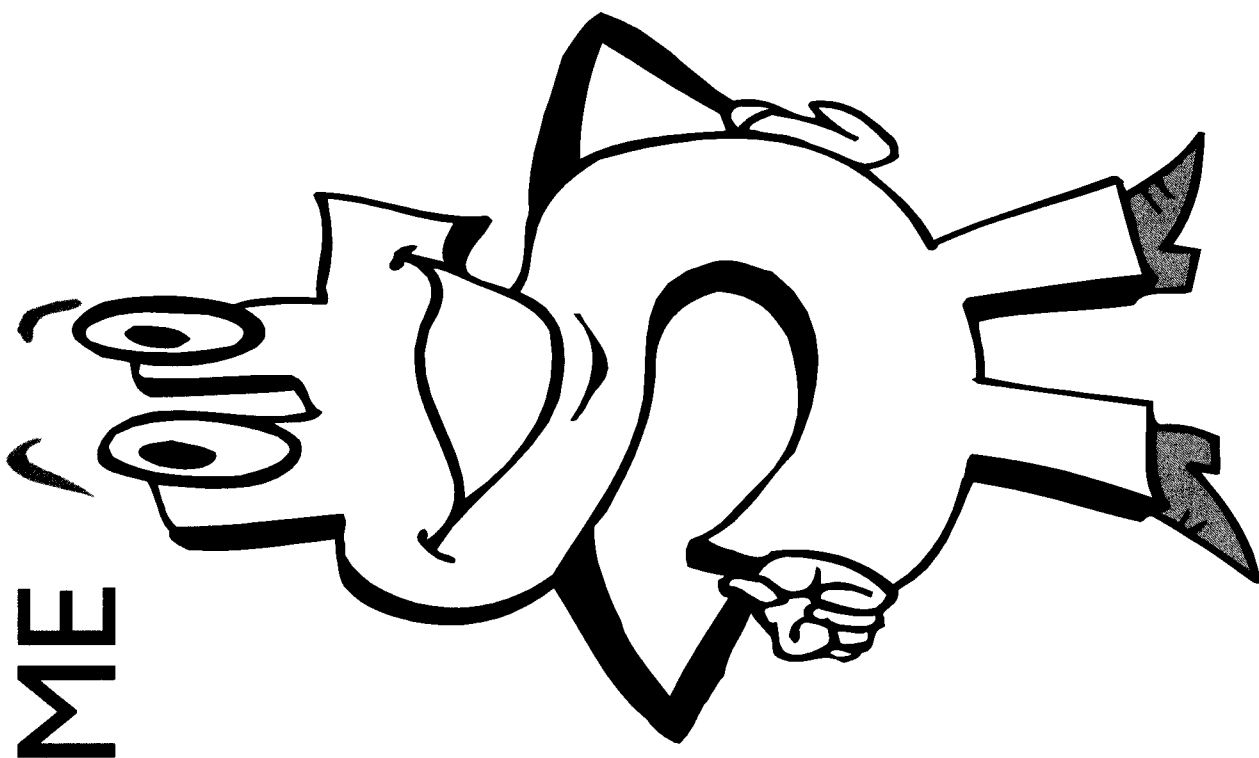
LINEBARGER / COLLECTIONS

- Turn over warrants on the 61st day after issuance.
- Warrant Officer will work warrants in conjunction with Linebarger



OUTCOME

Increased efforts
=
Increased Income



ORDINANCE NO. 2011 - 638 (O)

AN ORDINANCE DECLARING UNOPPOSED CANDIDATES IN THE MAY 14, 2011, GENERAL ELECTION, ELECTED TO OFFICE; CANCELING THE ELECTION; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, a general election was called for May 14, 2011, for the purpose of electing a mayor and two members to the city council; and

WHEREAS, the City Secretary has certified in writing that there is no proposition on the ballot, that no person has made a declaration of write-in candidacy, and that each candidate on the ballot is unopposed for election to office; and

WHEREAS, under these circumstances, Subchapter C, Chapter 2, Election Code, authorizes the City Council to declare the candidates elected to office and cancel the election;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST THAT

SECTION 1. The following candidates, who are unopposed in the May 14, 2011, general election, are declared elected to office and shall be issued Certificates of Election following the time the election would have been canvassed:

Alan Baxter is declared elected Mayor.

Rita Davis is declared elected Councilmember, Place 4.

John Gretz is declared elected Councilmember, Place 5.

SECTION 2. The May 14, 2011, general election is canceled, and the City Secretary is directed to cause a copy of this ordinance to be posted on Election Day at each polling place that would have been used in the election.

SECTION 3. It is declared to be the intent of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this ordinance is declared invalid by the judgment or decree of a court of competent jurisdiction, the invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this ordinance since the City Council would have enacted them without the invalid portion.

SECTION 4. This ordinance shall take effect upon its final passage, and it is so ordained.

PASSED and ADOPTED this the 4th day of April, 2011.

Rick Bruns, Mayor

ATTEST:

Heather Weidenbach, City Secretary

APPROVED AS TO FORM:

Michael S. Brennan, City Attorney

Memorandum

To: City of Windcrest
CC: Charles Lackey
From: Jim Bray, Don McCrary and Associates
Date: 3/16/2011
Re: Fire Station North Driveway Replacement Budget

Recommended Application:

Remove and replace the existing north drive, connect the north and south driveways from just east of the tree to the street and construct a continues drive approach for both drives.

The estimated budget for this project is,

Construction:	\$16,376.25
Contingencies @ 15%	\$2,456.44
Engineering @ 10%	<u>\$1,637.63</u>
Total:	\$20,470.32

If you should need any addition information please give me a call.

Thanks

Jim Bray Vice President, Don McCrary and Associates

***Tentative Budget and Tax Calendar
FY 2011 ~ 2012***

Date	Event	Requirement / Action
4/4/2011	Strategic Plan Review Regular Meeting - Workshop	Council, City Manager, & Municipal Finance Officer review of Strategic Plan
4/18/2011	Regular Council Meeting - Workshop	Presentation of mid-year budget report to Council
4/25/2011	Budget Packets to Departments	Computer printouts & budget request forms distributed to departments
5/16/2011	Budget Packets to Finance	Departments return completed budget request forms to Finance
5/16/11 to 6/16/11	Budget Preparation	City Manager & staff review requests; department heads meet w/City Manager; staff prepares draft budget
7/18/11	Regular Council Meeting Budget Workshop	Proposed Budget presented to City Council by the City Manager and Municipal Finance Officer
8/1/11	Calculate estimated Tax Rates / collections Regular Council Meeting Workshop	General Fund, EDC Budget, Discuss Tax Rate, call for Public Hearing on the Budget & Tax Rates, Set Proposed Tax Rate
8/15/11	Regular Council Meeting Budget Workshop	Workshop – MISC Funds Public Hearings Tax Rate & Budget
August (end of month to ensure we can adopt rates and budgets on 9/19/11)	Newspapers Notices	Publish "Notice of Public Hearing on Tax Rate" if required.
9/12/11	Council Meeting –	Public Hearing on Budget, Tax Rates, Fees,
To be Determined	Special Council Meeting	Hold for possible hearings on Tax Rates
9/19/2011	Regular Council Meeting Public Hearings	Adopt tax rate, fee schedule, and budget

April 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Workshop 6Month Review	19	20	21	22	23
24	25 Budget Packet to Departments	26	27	28	29	30

May 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Budget Packets due	17 Budget	18 Preparations	19	20 →	21
22	23 Budget	24 Preparations	25	26	27 →	28
29	30 Budget	31 Preparations				

June 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Budget	2 Preparations	3 →	4
5	6 Budget	7 Preparations	8 →	9	10 →	11
12	13 Budget	14 Preparations	15 →	16	17 →	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 CC Workshop	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 CC Workshop	2	3	4	5	6
7	8	9	10	11	12	13
14	15 CC Workshop	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 CC-Public Hearings	6	7	8	9	10
11	12	13	14	15	16	17
18	19 CC-Adopt Budget	20	21	22	23	24
25	26	27	28	29	30	