WINDCREST
TEXAS

CITY OF WINDCREST, TEXAS

SPECIAL REGULAR CITY COUNCIL MEETING

March 4, 2019

Special Regular City Council Meeting
6:00 P.M.

NOTICE IS HEREBY GIVEN THAT A SPECIAL REGULAR WINDCREST CITY COUNCIL MEETING WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 4th DAY OF MARCH 2019 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 March 4, 2019 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, March 5, 2019 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.

REQUEST ALL PAGERS AND CELL PHONES BE TURNED OFF, EXCEPT EMERGENCY ON-CALL PERSONNEL. CITIZENS ARE ASKED TO REFRAIN FROM TALKING DURING COUNCIL PROCEEDINGS.

Ordinance No. 2016-618B (O) establishes certain protocols for City Council meetings.
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", citizens may address the City Council on topics not on the agenda for no more than three (3) minutes. In addition to the foregoing, citizens shall also have the opportunity to address the City Council during consideration of posted agenda items for no more than six (6) minutes. Each citizen shall therefore have the opportunity to address the City Council for a total of nine (9) minutes. 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, a city official may make a statement of specific factual information in response to an inquiry made by a member of the public or a recitation of existing city policy. 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.

1. Call to Order.

2. Pledge of Allegiance, Invocation, and Announcement.

3. Citizens to be Heard.
   - Citizens may address the City Council on topics not on the agenda for no more than three (3) minutes.
   - In addition to the foregoing, citizens shall also have the opportunity to address the City Council during consideration of posted agenda items for no more than six (6) minutes.
   - A City Official may make a statement of specific factual information in response to an inquiry made by a member of the public, or a recitation of existing policy in response to an inquiry made by a member of the public.

Reports

4. Briefing and discussion on the 2019 Racial Profiling Report.
   Lt. Daniel Hernandez, Police Department Command.

Ordinances *"In conjunction with the first reading of an ordinance, a motion should be made to either "reject the proposed ordinance" or "to forward the proposed ordinance to a subsequent City Council meeting for final adoption at its second reading".*

5. City Council will review, discuss and may take action on Ordinance No. 2019-691 to amend Article I of Chapter 14 of the Municipal Code of Ordinances by adding section 14-8 and definitions to regulate construction waste and construction waste receptacles within the City and imposing Civil and Criminal penalties. (Second Reading). Mayor Dan Reese.

6. City Council will review, discuss and may take action on Ordinance No. 2019-692 (O) to repeal Ordinance 2016-618B(O) enacted on February 1, 2016 and Ordinance 2016-618Ee(O) enacted on January 9, 2017 and creating Article III of Chapter 2 of the Windcrest Code of Ordinances regarding parliamentary procedures at public meetings. (First Reading). Mayor Dan Reese.

7. City Council will review, discuss and may take action on Ordinance No. 2019-693 (O) creating Section 6-68 of the Municipal Code of Ordinances, adding compliance dismissal authority by judge for correcting failure to vaccinate domestic animals in violation of Chapter 6. (First Reading). Rafael Castillo, City Manager, and Municipal Court Judge Takas.

Resolutions

8. City Council will review, discuss and may take action on Resolution No. 2019- 693 (R) to approve the repair, upgrade and resurface of the Windcrest Community Center small swimming pool and authorize the City Manager to negotiate and execute an agreement for such services. Don Hakala, Finance Director.

9. City Council will review, discuss and may take action on Resolution No. 2019- 694 (R) to approve an investment policy and investment strategies plan. Rafael Castillo, City Manager.

Discussion & Action

10. City Council will review, discuss and may take action on the Fiscal Year Ending 2020 Budget Calendar. Don Hakala, Finance Director.

Executive Session

11. City Council will convene into a closed session under the Texas Government Code, Sections 551.074 (personnel and officials) to review and discuss applications and possible appointment of permanent or interim Chief of Police.

12. City Council will convene into a closed session under the Texas Government Code, Sections 551.072 (real property) regarding deliberations on the purchase, exchange, lease, or value of real property where deliberation in an open meeting will have a detrimental effect on the City's position in negotiations; specifically property near Jim Seal and Crestway.

13. City Council will convene into a closed session under the Texas Government Code, Sections 551.071 (consultation with attorney) to review and discuss the following:

    Litigation update from City Attorney regarding current status of various lawsuits and claims including Colunga v Reeese, et al, Newbery v City of Windcrest, Michael Grelle v City of Windcrest (federal lawsuit and administrative claim), dispute between the City of Windcrest and City of San Antonio regarding tax sharing agreement and claims against property located at 438 Crestwind owner and contractor.

Open Session From Executive Session

14. City Council may discuss and take action on any matter addressed in the preceding closed session.

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.

Adjournment

The City Council reserves the right to retire into executive session whenever it is considered necessary and legally justified under the Texas Government Code, Subchapter D, Sections 551.071 et. seq. including, but not limited to, consultation with attorney, real property, prospective gifts, personnel matters, exclusion of witness, security devices, and economic development matters.

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 (72) hours prior to the meeting on March 4, 2019.

By: _____
Grace Tamez, Interim 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 David Rodulfo Jr, Assistant 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 _____March, 2019.

_____ **Title:** _____

#4

Windcrest Police Department Motor Vehicle Racial Profiling Information

Total stops: 4773

Gender

Female: 2027
Male: 2746

Race or ethnicity

Black: 1141
Asian/Pacific Islander: 107
White: 1488
Hispanic/Latino: 2022
Alaska Native/American Indian: 15

Was race or ethnicity known prior to stop?

Yes: 4500
No: 273

Reason for stop?

Violation of law: 182
Pre existing knowledge: 11
Moving traffic violation: 2079
Vehicile traffic violation: 2501

Street address or approximate location of the stop

City street: 4588
US highway: 172
State highway: 0
County road: 0
Private property or other: 13

Was a search conducted?

Yes: 409
No: 4364

Reason for Search?

Consent: 71
Contraband: 12
Probable cause: 60

Inventory: 131
Incident to arrest: 135

Was Contraband discovered?

Yes: 120
No: 285

Description of contraband

Drugs: 97
Currency: 1
Weapons: 1
Alchohol: 7
Stolen property: 8
Other: 6

Result of the stop

Verbal warning: 0
Written warning: 2276
Citation: 2220
Written warning and arrest: 0
Citation and arrest: 0
Arrest: 257

Arrest based on

Violation of Penal Code: 126
Violation of Traffic Law: 19
Violation of City Ordinance: 79
Outstanding Warrant 33

Was physical force resulting in bodily injury used during stop

Yes: 0
No: 4773

Submitted electronically to the

#5

ORDINANCE NO. 2019-691 (O)

AN ORDINANCE AMENDING ARTICLE I OF CHAPTER 14 OF THE CITY OF WINDCREST'S CODE OF ORDINANCES, ADDING SECTION 14-8 AND DEFINITIONS TO REGULATE CONSTRUCTION WASTE AND CONSTRUCTION WASTE RECEPTACLES WITHIN THE CITY AND IMPOSING CIVIL AND CRIMINAL PENALTIES

WHEREAS, the City Council of Windcrest has determined a need to address construction waste and construction waste receptacles within the City; and

WHEREAS, the City Council desires that the City's appearance remain well kept, clean, and healthy for public use; and

WHEREAS, the City Council has determined that construction waste receptacles pose health and safety concerns to the community, as such receptacles tend to attract both animals and humans for use as refuge or to scavenge materials; an

WHEREAS, the City Council finds that the appearance of overflowing construction waste receptacles is detrimental to the City's appearance; an

WHEREAS, the City Council finds amendments to its Code of Ordinances is necessary to address this issue and for public health, safety, and welfare.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that this ordinance hereby adopted, the below listed sections of Article I of Chapter 14 of the City's Code of Ordinances are amended to read as indicated below

Sec. 14-3 is amended by addition of the underlined provisions and to read as follows:

Sec. 14-3. - Waste material disposal control.

(a) *Definitions*. The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Grease trap waste means any organic, inorganic, greasy, fatty liquid, semi-liquid, and/or solid wastes collected by and ultimately removed from a grease trap for proper disposal.

Grit trap waste means petroleum-based oil and grease wastes and inorganic solids generated by automotive or machinery repair and/or washing facilities that are collected by and ultimately removed from a grit trap for disposal.

Hazardous waste means any liquid, semi-liquid or solid waste which because of its characteristics poses a hazard to human health or the environment.

Liquid waste means water-borne solids and liquids containing dissolved or suspended waste materials, including, but not limited to, seepage and wastes from grease traps and grit traps.

Manhole means a hole secured by a removable cover providing physical access to a sanitary or storm sewer or any other underground utility line or facility.

Sanitary sewer means a pipe or conduit which collects and transports sanitary sewage and to which stormwaters, surface waters, and groundwaters are not intentionally or normally admitted.

Septage means liquid wastes and sludges removed from a portable toilet, chemical toilet, septic tank or cesspool.

Construction waste means rock, dirt, waste, scrap building materials, or other trash resulting from construction or remodeling of vacant or improved property, or general cleanup thereof prior to occupancy, or substantial quantities of cut trees, brush, weeds, and debris resulting from clearing operations for construction purposes.

Construction waste receptacle means any water tight container designed, designated and suitable to hold construction waste.

(b) *Prohibition.* It shall be unlawful for any person, firm or corporation to directly or indirectly contribute or cause to be contributed, or deposit or cause to be deposited, any grease trap waste, hazardous waste, liquid waste, septage, or construction waste as herein defined, or any other refuse or waste, into or onto any manhole, public street, roadway, walkway, easement, alley, drainage ditch or private property not specially constructed for such disposal within the corporate limits of the city.

Sec. 14-8 is added and shall read as follows:

Sec. 14-8. – Construction Waste Disposal and Receptacles

(a) Whenever remodeling, demolition, construction, or other activity on a property generates construction waste, the owner is responsible and has the duty to ensure construction waste is properly disposed with no impact from the waste on the property or surrounding properties.

(b) Whenever the volume of construction waste requires a receptacle for disposal, including a dumpster, disposal bin, or other container required for removal of the waste, the owner shall obtain a permit from the City for such receptacle. Each construction waste receptacle permit shall be limited to an individual property and limited in duration.

(c) All property owners, contractors and subcontractors operating within the City shall prevent the dispersal of trash and debris from a project site by providing appropriate construction waste receptacles on-site and by daily clean-ups of such debris on the project site and off the project site when such debris has migrated from the site. Other construction debris created by the project shall be cleaned up daily and deposited in

appropriate waste containers or otherwise removed from the site. Construction debris from other project sites controlled by a contractor or a property owner shall not be brought to another project site or owned property under the control of the contractor or property owner for the purposes of disposal in any type of construction waste receptacle that may be located on the latter site.

(1) No construction waste receptacle may be placed upon any property without a proper permit.

(2) Any construction waste receptacle set out on a project site shall be removed from the site within five (5) working days of the completion of the project for which the waste container was placed on such site, or within five (5) working days of the cessation of construction activities on site.

(3) Construction waste receptacles shall be placed at a construction site only during active periods of permitted construction and shall be placed in a location on the property that is outside the city's paved right-of-way, obscured from the public view where practical, and shall not obstruct visibility from any street, alley, or driveway intersections.

(4) All construction waste receptacles shall be secure in a manner that prevents animals or persons from accessing the interior of such receptacles at times when active construction work is not being performed.

(d) All property owners, contractors and subcontractors operating within the City shall control the potential dispersal of particulate material and noxious or nuisance fumes occurring on a project site, and to minimize their effects on persons outside of the limits of the project site.

(e) All property owners, contractors and subcontractors operating within the City, before creating a potential dispersal of particulate material or noxious or nuisance fumes, shall endeavor to familiarize themselves with potential concerns of the surrounding neighborhood and advise those with respiratory and other medical issues that might be adversely affected by particulate material and noxious or nuisance fumes of the approximate time that such potential dispersal will be occurring so that they might remove themselves from the affected area, stay indoors, or take other appropriate steps to reduce the impact of such dispersal on themselves.

(f) It shall be unlawful for any person, firm, association, or other business or corporation entity to fail or refuse to abide by the provisions of this section. The refusal or failure to abide by the provisions of this section constitutes a health, safety, and welfare hazard and therefore shall be punished by a criminal fine of not less than $1.00 but not more than $2,000.00 for each day that such offense continues, each day being a separate offense. Such criminal violation is a class C misdemeanor. In addition to any criminal penalties which may be enforced, the creation or permitting of such hazards to exist upon a property shall constitute a nuisance and may be enforced through any civil means allowed by law, including, but not limited to civil penalties of up to $1,000.00 per day for

each day a violation exists and for each construction waste receptacle in violation. The City may also seek civil abatement of all non-compliance under this section including through the use of injunctive and abatement relief in a court of competent jurisdiction. All penalties, civil or criminal, shall commence on the first day of noncompliance and shall continue daily thereafter until compliance is met.

ANY SECTIONS OF ARTICLE I OF CHAPTER 14 WHICH WERE NOT DESIGNATED IN THIS ORDINANCE SHALL NOT BE CONSIDERED AMENDED, REPLEAD, OR ADJUSTED AND REMAIN IN FULL FORCE AND EFFECT AS WRITTEN.

ANY SECTIONS OF CHAPTER 14 EXPRESSLY LISTED IN THIS ORDINANCE SHALL BE CONSIDERED AMENDED AS INDICATED ABOVE AND ANY PROVISION OF EACH SECTION WHICH IS INCONSISTENT WITH THE AMENDMENT IS CONSIDERED REPEALED TO THE EXTENT OF THE INCONSISTENCY.

THESE AMENDMENTS ARE TO BE CONSTRUED CONSISTENT WITH CHAPTER 1 OF THE WINDCREST CODE OF ORDINANCES.

DULY PASSED ON FIRST READING, on the 25th day of February, 2019 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

DULY PASSED AND APPROVED, on the _____ day of _____, 2019 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

_____
Dan Reese, Mayor

ATTEST:

_____
City Secretary

APPROVED:

_____
Ryan S. Henry, City Attorney

#6

ORDINANCE NO. 2019-692(O)

AN ORDINANCE REPEALING ORDINANCE 2016-618B(O) ENACTED ON FEBRUARY 1, 2016 AND ORDINANCE 2016-618E(O) ENACTED ON JANUARY 9, 2017 AND CREATING ARTICLE III OF CHAPTER 2 OF THE WINDCREST CODE OF ORDINANCES REGARDING PARLIAMENTARY PROCEDURES AT PUBLIC MEETINGS.

WHEREAS, the City of Windcrest is a home rule municipality located within Bexar County, Texas; and

WHEREAS, the City of Windcrest, as a home rule municipality, derives its powers exclusively from its home rule charter and is limited in authority only by express provisions of the Texas Constitution and the State statutes; and

WHEREAS, the City Council has determined necessity exists to update, consolidate and clarify the ordinance setting the rules applicable to public city meetings; and

WHEREAS, the City Council finds this ordinance is necessary for the good and efficient management of the City.

I.
ADOPTION

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that Ordinance 2019-____(O) is hereby adopted, Ordinance 2016-618B(O), Ordinance 2016-618E(O) and provisions of any ordinance inconsistent with this Ordinance are repealed and the City Council creates and adopts in their place Article III of Chapter 2 of the City of Windcrest Code of Ordinances which shall read as follows:

ARTICLE III – PARLIAMENTARY PROCEDURES FOR PUBLIC MEETINGS

Section 2-50. - MEETING SCHEDULES

A. Regular City Council meetings shall be held on the first and third Mondays of each month at 6:00 pm in the City Council Chambers at City Hall. In the event that the date for a regular meeting falls on a City, state, or federal holiday, the City Council may, by motion, change the date of that Meeting. The City Council retains the authority to adjust its legislative calendar as deemed necessary including a change in location of any specific meeting in the event City Hall is not readily available.

B. In the event closed sessions are needed in conjunction with any City Council meeting, or a meeting of a board, commission, or committee of the City, such executive session shall be held pursuant to the Texas Open Meetings Act.
C. Special City Council meetings may be called as the need arises for unpredictable or non-recurring events and shall be held at the time and date determined by those authorized to call special City Council meetings under the City Charter.
D. Meetings for any board, commission, or committee of the City shall be scheduled at a time and location deemed appropriate by those designated by ordinance or the City Charter to call such meetings.

Section 2-51. - PARLIAMENTARY AUTHORITY

All prior parliamentary rules of procedure adopted by the City by ordinance are superseded by this Article. All meetings are held pursuant to the laws of the State of Texas, by the City Charter, and by adopted codes of the City. In the absence of any specific law, charter provision, or code section, the presiding officer at each meeting shall control the meeting and order of business. By a majority vote of the body holding the meeting, the order of business may be adjusted only in relation to the meeting in which the majority vote occurs.

Section 2-52. - PRESIDING OFFICER

A. City Council

1. The presiding officer at any meeting of the City Council shall be the Mayor.
2. In the absence of the Mayor, the Mayor Pro Tempore shall be the presiding officer at any meeting of the City Council.
3. In the absence of both Mayor and the Mayor Pro Tempore at a meeting, the duties of the presiding officer shall be assumed by the Council member with the longest continuous tenure on the City Council and who is present at such meeting.

B. City Board, Commission or Committee

1. At a meeting of any board, commission, or committee of the City, the presiding officer shall be the elected or appointed chair of such body.
2. In the absence of the chair, the vice-chair shall be the presiding officer at any meeting of a board, commission, or committee of the City.
3. In the absence of both the chair and vice-chair, the duties of the presiding officer shall be assumed by the member of the body with the longest continuous tenure on the body and who is present at such meeting.

Section 2-53. - VOTING AUTHORITY AND QUORUM

A. City Council

1. A quorum of the City Council at any meeting shall be a quorum as defined by the City Charter or by superseding state law.

2. The Mayor Pro Tempore, or other Council Member who is presiding, may vote as a regular City Council member, and shall count for purposes of a quorum, even when presiding over the meeting.
   a. When a presiding officer casts a vote resulting in a tie, the motion fails.
   b. Nothing in this Article requires a presiding officer to cast a vote when presiding.

B. City Board, Commission or Committee

1. At meetings of boards, commissions, and committees of the City, a quorum shall be comprised of a majority of the membership of the body present at a meeting and the vote of a majority of those present shall be required to pass a motion.
2. Unless otherwise provided by the City Charter or state law, the presiding officer of any boards, commissions and committees of the City counts towards a quorum and may vote on a motion.

Section 2-54. - DEBATE -SPEAKING HIERARCHY

In matters of debate, the presiding officer at a meeting of the City Council, city commission, or city board, in recognizing individuals to speak, will give precedence in the following order to: its Members, the City Manager, other staff members, guest presenters and members of the public.

Section 2-55. - PUBLIC COMMENTS ("CITIZENS TO BE HEARD")

A. At all meetings of the City Council or any board or commission of the City, members of the public may address the body as specified in the City Charter. The City Council, board, or commission may enact rules not inconsistent with the City Charter or this Article, by ordinance or resolution, for the procedure and decorum of the public who wish to address the body.

B. At all meetings of the City Council or any board or commission of the City, the time limits for comments by any particular individual may not be transferred to another speaker in whole or in part. The presiding officer will assign a time keeper to each meeting. The time keeper will maintain strict compliance with the three-minute and six-minute rules as required by the City Charter, stopping speakers who exceed the allotted time.

C. If, at a meeting, a member of the public or of the governmental body should inquire about a subject for which notice has not been duly provided under the Texas Open Meetings Act, a City officer or official may, in accordance with state law and the Charter, respond with:

   1. a statement of specific factual information; or
   2. a recitation of existing policy.

D. Any deliberation of or decision about a subject of inquiry that is not a posted agenda item shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

E. Any question posed by a member of the public, 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 the Presiding Officer at the earliest opportunity, if an answer is reasonably available and prudent. If the information is sensitive, staff will seek advice from the City Attorney.

Section 2-56. -AGENDAS

A. City Council

1. **Definitions for Agenda Items:**

   a) *Action Item* shall mean an item requiring or anticipating a vote of the City Council at a meeting.
   b) *Agenda Item* shall mean an item for discussion, action, presentation, information, or administration which is placed on an agenda in compliance with the Texas Open Meetings Act.
   c) *Discussion Item* shall mean an agenda item for information purposes or deliberation purposes, but which is not expected to require a vote of the City Council.
   d) *Executive Session Item* shall mean an agenda item for closed session deliberations pursuant to the Texas Open Meetings Act. The City Council reserves the right to go into executive session for any item on the agenda which qualifies for closed session deliberations, whether identified as an executive session or not. However, the City Council may designate an item for executive session in advance, if it so chooses. Executive Session Items are for deliberation purposes. However, the City Council may take action on any executive session time once it returns to open session.

2. **Draft Agenda**: Any member of the City Council, including the Mayor or the City Manager, may request an agenda item be placed on an agenda for an upcoming meeting. However, the City Council recognizes City staff needs time to prepare items for submission and the agenda and therefore it imposes the following:

   a) **Preparation:** The City Secretary, at the direction of the City Manager, shall be responsible for the preparation of the City Council agenda.
   b) **Submission of Requests by Council:** When making a request to place an item on an agenda, the requesting member must submit, in writing, the wording of the item and any supporting documentation for the item to the City Secretary by the request deadline. The requesting member must provide a copy to the City

Manager, Mayor, and City Attorney. The City Attorney may adjust the wording of any requested item, while leaving the substance, in order to ensure the item complies with state law, the City Charter, and City ordinances.

c) **Action Items:** Action items must be requested to be placed on any agenda by the City Council members at least fifteen (15) working days prior to the meeting.

d) **Discussion Items:** Discussion items must be requested to be placed on any agenda by the City Council members at least seven (7) working days prior to the meeting.

e) **City Staff:** City staff may request the City Manager place agenda items on the agenda during the drafting process. However, placement of such items is at the sole discretion of the City Manager.

f) **Amendment or Removal**: Once placed on a draft agenda, agenda items can only be amended or removed from the agenda with the approval of the Council Member or Mayor who requested the item be placed on the agenda.

g) **Future Items:** Every agenda shall include items for consideration of future agendas for regular and special meetings. Any member may request the inclusion of such items at any meeting.

h) **Draft Agenda Distribution**: City Council members shall be given a draft agenda at least one hundred twenty (120) hours before a meeting, with or without attachments. The City Council members may suggest corrections to the draft agenda or removal of items until ninety-six (96) hours before a meeting.

i) **Final Agenda**: The final agenda, with attachments, shall be given to City Council members no later than seventy-two (72) hours prior to the regular or special City Council meeting is scheduled to occur.

j) **Special Meetings:** If two (2) City Council members exercise their rights under the City Charter to request a special meeting, the meeting agenda shall include any agenda items submitted by the two (2) members who requested the special meeting.

3. **Staff Conduct**: It shall be deemed misconduct if any employee of the City of Windcrest discloses to any individual confidential written or oral information received from City Council members regarding future proposed City Council actions while such proposed actions are being reviewed and discussed by staff members prior to the release of such information for public consideration. Notwithstanding the foregoing, information regarding future proposed City Council actions may be shared with employees who require such information for the purposes of facilitating City Council meetings or agendas or to conduct research relative to the future proposed City Council actions.

B. Boards, Commissions and Committees of the City

1. **Definitions:** Boards, commissions, and committees subject to the Texas Open Meetings Act may adopt individual definitions which are not inconsistent with state

law, the City Charter, or this Article. Absent such adopted definitions, the definitions for agenda items applicable to the City Council shall also be applicable to all boards, commissions, and committees subject to the Texas Open Meetings Act.

2. **Preparation:** Absent individually adopted procedures of a board, commission, or committee of the City, the City Secretary, at the direction of the City Manager, shall prepare all agendas for boards, commissions, and committees of the City.
3. **Draft Agenda:** Any member of the body may request an item be placed on the agenda for that body. Each board, commission, and committee shall adopt procedures for the timing of submission which are consistent with the Texas Open Meetings Act. Absent such adopted procedures, all members wishing to put an item on an agenda must make the request to the City Secretary seven (7) working days prior to the meeting.
4. **Final Agenda**: The final agenda, with attachments, shall be given to body members no later than seventy-two (72) hours prior to the meeting is scheduled to occur.

C. **Meeting Business**: The presiding officer shall attempt to preserve the order of the agenda as published. However, the presiding officer may also propose a change in the order of the agenda for good cause and the proposed change will occur, absent objection from a member of the body. If a member of the body objects to an order change and the presiding officer desires to overrule an objection, the presiding officer shall call for a point of order vote on the order change.

Section 2-57. - CONDUCT AT MEETINGS

Persons in attendance at City Council, city commission, or city board meetings must conduct themselves in a respectable manner and may be ruled out of order by the presiding officer if conduct becomes unruly or disruptive. The public forum of a City Council, city commission, or city board meeting shall be used for the discussion of issues of interest to the City and shall not be used to personally attack, berate, embarrass, libel, or slander any person. The presiding officer shall warn an unruly or disruptive individual or an individual making a personal attack on another person of such misconduct one time, and if such misconduct continues unabated, the presiding officer shall have the individual expelled from the meeting, and if appropriate, refer the matter to law enforcement authorities. The conduct described in this section is in addition to any specific rules adopted by ordinance or resolution of the City Council, city commission, or city board.

Section 2-58. – EXCEPTIONS

Notwithstanding any other section of this Article, the provisions of this Article do not apply to:

A. **The Windcrest Economic Development Corporation:** The Corporation must adopt its own parliamentary procedures for its public meetings. The Corporation is not subject to this Article.

B. **Advisory Boards**: City boards which are advisory in nature only and not subject to the Texas Open Meetings Act are not subject to this Article.

C. **Advisory Committees**: Mayor and City Council committees which are advisory in nature only and not subject to the Texas Open Meetings Act are not subject to this Article.

Section 2-59. - ENFORCEMENT

As these are considered parliamentary procedures, the City Council, through its legislative and administrative authority, is the sole body to enforce the provisions of this Article. Any board, commission, or committee or any members of such board, commission, or committee found to be violating the mandatory provisions of this Article shall be subject to forfeiture of office or position or disbandment of such body. The City Council may enforcement the provisions of this Article through all legal means applicable.

II. CONSTRUCTION

THESE AMENDMENTS ARE TO BE CONSTRUED CONSISTENT WITH CHAPTER 1 OF THE WINDCREST CODE OF ORDINANCES.

III. CUMULATIVE CLAUSE

This Ordinance shall be cumulative of all provisions of the Windcrest Code of Ordinances except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

IV.
SEVERABILITY

That it is hereby declared to be the intent of the City Council of Windcrest 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 should be declared unconstitutional by the valid judgement or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, sentences, paragraphs, or sections.

V.
PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meetings at which this Ordinance was approved and adopted was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government

VI.
EFFECTIVE DATE

This ordinance shall be effective upon passage and publication as required by state and local law.

VII.

READINGS

FIRST READING approved by the City Council of the City of Windcrest this the _____ day of _____ 2019.

SECOND READING DULY PASSED AND APPROVED, on the _____ day of _____, 2019 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

_____

Dan Reese, Mayor

ATTEST:

_____

City Secretary

APPROVED:

_____

Ryan Henry, City Attorney

WINDCREST
TEXAS

ORDINANCE NO. 2016-618B(O)

AN ORDINANCE REPEALING ORDINANCE 618 ENACTED ON SEPTEMBER 20, 2010 AND ORDINANCE 618A ENACTED ON NOVEMBER 1, 2010, BY UPDATING RULES APPLICABLE TO THE CONDUCT OF CITY COUNCIL, CITY COMMISSION AND CITY BOARD MEETINGS INCLUDING PARLIAMENTARY AUTHORITY FOR THE CONDUCT OF SUCH MEETINGS

WHEREAS, Ordinance 593 was enacted on August 17, 2009 applicable to the conduct of certain city meetings, which ordinance was repealed by Ordinance 618; and

WHEREAS, Ordinance 618 was enacted on September 20, 2010 applicable to the conduct of certain city meetings; and

WHEREAS, Ordinance 618A was enacted on November 1, 2010 applicable to staff conduct; and

WHEREAS, the city council desires to repeal and update the prior rules pertaining to the conduct of certain city meetings.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that Ordinances 618 and 618A are hereby repealed.

NOW THEREFORE, BE IT FURTHER ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST,TEXAS, that the following rules are hereby adopted for the conduct of the City Council, city commissions and city board meetings:

1. MEETING SCHEDULES

Regular City Council Meetings shall be held on the first and third Mondays of each month at 7:00 pm in the City Council Chambers. In the event that the date for a Regular City Council Meeting falls on a city, state, or federal holiday, the City Council may, by motion, change the date of that Meeting.

In the event closed sessions are needed in conjunction with a Regular City Council Meeting, the Regular City Council meeting may commence prior to 7:00 pm, provided, however, that other than convening in open meeting and retiring into closed session, no business shall be conducted or reports received by the City Council prior to 7:00 pm.

Special City Council Meetings may be called as the need arises for unpredictable or nonrecurring events and shall be held at the time and date determined by those authorized to call

Special City Council Meetings in Section 3.10 of the City Charter, provided that the City Secretary shall attempt to confirm the availability of all members of the City Council for such meetings and conform the time and date to the schedules of a majority of the City Council members.

2. PARLIAMENTARY AUTHORITY

Unless otherwise required by the Texas Constitution or Statutes, or the City Charter, the current edition of Robert's Rules of Order, Newly Revised (RONR), including the current edition's "Procedure for Small Boards", is hereby adopted as the parliamentary authority for the conduct of all meetings. By the direction of the Presiding Officer or by a majority vote of the Body, RONR's formality shall increase in proportion to the need to properly handle contentious issues or larger assemblies.

3. TEMPORARY PRESIDING OFFICER

In the absence of both Mayor and the Mayor Pro Tempore, the Council Members present shall elect a member to preside over the meeting

In the absence of both the Chairman of a commission or board and the Vice Chair, the Members present shall elect a Member to preside over the meeting.

4. VOTING AUTHORITY AND QUORUM

State law requires a super majority vote to effect certain actions by the City Council. Otherwise, Section 3.13A of the city charter requires the affirmative vote of three or more members of the City Council to enact any ordinance. This ordinance furthermore extends the three or more member affirmative vote requirement to all actions of the City Council, such as resolutions and other motions.

The Mayor Pro Tempore, or other Council Member who is presiding, may vote as a regular City Council member, even when presiding over the meeting. In the event of a tie when the Mayor Pro Tempore or other Member is presiding, the motion fails.

At meetings of city commissions and boards, a quorum shall be comprised of a majority of the membership of the commission or board and the vote of a majority of those present shall be required to pass a motion.

5. DEBATE – SPEAKING HIERARCHY

In matters of debate, the Presiding Officer at a meeting of the City Council, city commission or city board, in recognizing individuals to speak, will give precedence, in the following order to: its Members, the City Manager, other staff members, guest presenters and members of the public.

6. PUBLIC COMMENTS ("CITIZENS TO BE HEARD")

At all meetings members of the public may address any posted agenda items for six minutes, and may speak for a total of three minutes regarding any topics not on the posted agenda. Members of the public must be given the opportunity to address the Council during consideration of posted agenda items, though such comments are governed by the six-minute time limit.

The time limits for comments by any particular individual may not be transferred to another speaker in whole or in part. The Presiding Officer will assign a Time Keeper to each

meeting. The Time Keeper will maintain strict compliance with the three-minute and six-minute rules as required by the City Charter, stopping speakers who exceed the allotted time.

If at a meeting a member of the public or of the governmental body should inquire about a subject for which notice has not been duly provided, a City Official may, in accordance with state law and the Charter, respond with:

1. a statement of specific factual information; or
2. a recitation of existing policy.

Any deliberation of or decision about a subject of inquiry that is not a posted agenda item shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

Any question posed by a member of the public, 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 the Presiding Officer at the earliest opportunity, if an answer is reasonably available and prudent. If the information is sensitive, staff will seek advice from the City Attorney.

7. AGENDAS

Any member of the City Council, city commission or city boards may request items to be placed on any agenda for any meeting at least seven calendar days prior to the meeting. Agenda items can only be amended or removed from the agenda with the approval of the council member who requested it to be placed on the agenda. City Council members shall be given a draft agenda at least 120 hours before a meeting, with or without attachments. The City Council members may suggest corrections to the draft agenda or removal of items until 96 hours before a meeting. The final agenda, with attachments, shall be given to City Council members by noon on the day of the 72 hour posting and posted on the City's website at least 72 hours prior to a meeting.

Every agenda shall include items for consideration of future agendas for Regular and Special Meetings. Any member may request the inclusion of such items at any meeting.

If two (2) City Council members exercise their rights under Section 3.10 of the City Charter to request a special meeting, the meeting agenda shall include any agenda items submitted by the two (2) members who requested the special meeting.

The Presiding Officer shall attempt to preserve the order of the agenda as published. However, the Presiding Officer may also propose a change in the order of the agenda for good cause, and absent objection from a member of the Council, the proposed change will occur. If a member of the Council objects to an order change and the Presiding Officer desires to overrule an objection, the Presiding Officer shall call for a point of order vote on the order change.

8. CLOSED SESSIONS

Members may discuss only issues stated in the meeting's closed session agenda. To the extent feasible, the Presiding Officer, or his/her designee, may follow up each closed session with a report to the public regarding the subject matter and possible follow-up action to be considered by the members of the body. A final action, decision, or vote on a matter deliberated in a closed meeting may only be made in an open meeting.

9. CONDUCT AT MEETINGS

Persons in attendance at City Council, city commission or city board meetings must conduct themselves in a respectable manner and may be ruled out of order by the Presiding Officer if conduct becomes unruly or disruptive. The public forum of a City Council, city commission or city board meeting shall be used for the discussion of issues of interest to the City and shall not be used to personally attack, berate, embarrass, libel or slander any person. The Presiding Officer shall warn an unruly or disruptive individual or an individual making a personal attack on another person of such misconduct one time, and if such misconduct continues unabated, the Presiding Officer shall have the individual expelled from the meeting, and if appropriate, refer the matter to law enforcement authorities.

10. STAFF CONDUCT

It shall be deemed misconduct if any employee of the City of Windcrest discloses to any individual confidential written or oral information received from City Council members regarding future proposed City Council actions while such proposed actions are being reviewed and discussed by staff members prior to the release of such information for public consideration. Notwithstanding the foregoing, information regarding future proposed City Council actions may be shared with employees who require such information for the purposes of facilitating City Council meetings or agendas or to conduct research relative to the future proposed City Council actions.

This ordinance shall be effective upon its adoption and the City Secretary shall cause a copy of it to be made available on the city website.

PASSED and APPROVED this 1st day of February, 2016.

ALAN E. BAXTER, MAYOR

ATTEST:

KELLY RODRIGUEZ, CITY SECRETARY

APPROVED AS TO FORM:

MICHAEL S. BRENAN, CITY ATTORNEY

WINDCREST
TEXAS

ORDINANCE NO. 2016-618C(O)

AN ORDINANCE AMENDING ORDINANCE NO. 2016-618B(O) ENACTED ON FEBRUARY 1, 2016 BY LIMITING THE TIME AVAILABLE FOR "PRESENTATIONS" DURING A MEETING AGENDA

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that Ordinance 2016-618B(O) is amended by adding the following paragraph after the second paragraph of Section 7 relating to agendas:

"Presentations included in meeting agendas shall be limited in duration to fifteen (15) minutes, which may be extended for an additional fifteen (15) minutes by the vote of the City Council. An agenda shall include the required time limit as part of the heading of the presentation portion of the agenda."

This ordinance shall be effective upon its adoption and the City Secretary shall cause a copy of it to be made available on the city website.

PASSED and APPROVED this 2nd day of May, 2016.

ALAN E. BAXTER, MAYOR

ATTEST:

KELLY RODRIGUEZ, CITY SECRETARY

APPROVED AS TO FORM:

MICHAEL S. BRENAN, CITY ATTORNEY

WINDCREST
TEXAS

ORDINANCE NO. 2016-618D(O)

AN ORDINANCE AMENDING ORDINANCE NO. 2016-618B(O) ENACTED ON FEBRUARY 1, 2016 BY CHANGING THE COMMENCEMENT TIME OF REGULAR CITY COUNCIL MEETINGS TO 6:30 PM

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that Ordinance 2016-618B(O) is amended by revising the first sentence of the first paragraph of Section 1 to provide for a starting time for Regular City Council Meetings of 6:30 pm. The reference to 7:00 pm as a starting time for Regular City Council Meetings in the second paragraph of Section 1 of Ordinance No. 2016-618B(O) is changed to 6:30 pm.

This ordinance shall be effective upon its adoption and the City Secretary shall cause a copy of it to be made available on the city website.

PASSED and APPROVED this 2nd day of May, 2016.

ALAN E. BAXTER, MAYOR

ATTEST:

KELLY RODRIGUEZ, CITY SECRETARY

APPROVED AS TO FORM:

MICHAEL S. BRENAN, CITY ATTORNEY

WINDCREST
TEXAS

ORDINANCE NO. 2016-618E(O)

AN ORDINANCE AMENDING ORDINANCE NO. 2016-618D(O) ENACTED ON MAY 2, 2016 BY CHANGING THE COMMENCEMENT TIME OF REGULAR CITY COUNCIL MEETINGS TO 6:00 PM

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that Ordinance 2016-618B(O) is amended by revising the first sentence of the first paragraph of Section 1 to provide for a starting time for Regular City Council Meetings of 6:00 pm. The reference to 6:30 pm as a starting time for Regular City Council Meetings in Ordinance No. 2016-618D(O) is repealed.

This ordinance shall be effective upon its adoption and the City Secretary shall cause a copy of it to be made available on the city website.

PASSED and APPROVED this 9th day of January 2018.

ALAN E. BAXTER, MAYOR

ATTEST:

KELLY RODRIGUEZ, CITY SECRETARY

APPROVED AS TO FORM:

MICHAEL S. BRENAN, CITY ATTORNEY

#7

ORDINANCE NO. 2019-693 (O)

AN ORDINANCE CREATING SECTION 6-68 OF THE WINDCREST CODE OF ORDINANCES, ADDING COMPLIANCE DISMISSAL AUTHORITY BY JUDGE FOR CORRECTING FAILURE TO VACCINATE DOMESTIC ANIMALS IN VIOLATION OF CHAPTER 6

WHEREAS, the City Council of Windcrest understands that most residents own domestic animals; therefore, the City of Windcrest Code of Ordinances Chapter 6 contains a provision requiring that all domesticated animals be vaccinated; and

WHEREAS, the City Council desires that domestic animals and the public are kept healthy and safe in line with public health standards; and

WHEREAS, the City Council has determined that some residents may not abide by the ordinance to prevent domestic animals from contracting rabies and/or fail to hold proper licensure; and

WHEREAS, the City Council desires that violations of Chapter 6 regarding the vaccination and licensure ordinance for domestic animals may be resolved more efficiently; and

WHEREAS, the City Council finds this amendment to its Code of Ordinances is necessary to implement a more efficient process in managing these violations.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that the Windcrest Code of Ordinances §6-68 is hereby created and shall be read as follows:

Sec. 6-68. – Additional Criminal Penalty and Dismissals

(a) Any person who shall violate any of the provisions of Article III, Division 1 of this chapter shall be deemed guilty of a class C misdemeanor and, upon conviction thereof, shall be fined not less than $25.00 and not to exceed $200.00, in addition to any other penalties and relief allowed by law. Such offense shall be a strict liability offense to the extent no mental intent is present. Each and every day of such violation shall be deemed a separate and complete offense. Subsequent convictions for any violation of Article III, Division 1 of this chapter within a twelve (12) month period shall double the minimum applicable fine listed above, up to and including the maximum allowed by law.

(b) Any court which has jurisdiction over this offense may dismiss a violation under Article III, Division 1 of Chapter 6 if the defendant remedies the violation within ten (10) working days of the date of citation, upon the assessment by the judge and payment by the defendant of an administrative fee of $20.00 for dismissal of a rabies

vaccination violation, and $10.00 for dismissal of a registration/license violation under this Chapter.

THESE PROVISIONS ARE TO BE CONSTRUED CONSISTENT WITH CHAPTER 1 OF THE WINDCREST CODE OF ORDINANCES.

DULY PASSED ON FIRST READING, on the _____ day of _____, 2019 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

DULY PASSED AND APPROVED, on the _____ day of _____, 2019 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Open Meetings Act, Gov't. Code §551.001, et. Seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

_____
Dan Reese, Mayor

ATTEST:

_____
City Secretary

APPROVED:

_____
Ryan S. Henry, City Attorney

#8

WINDCREST
TEXAS

City Council Agenda Item Report
March 4, 2019

Contact – Don Hakala/Tom Garcia
dhakala@windcrest-tx.gov/ tgarcia@windcrest-tx.gov

Resolution #:_____

SUBJECT: **Deliberation and possible action on a resolution to repair City of Wincdrest Small pool cracks and resurfacing.**

1. **BACKGROUND/HISTORY**
   - n/a

2. **FINDINGS/CURRENT ACTIVITY**
   Staff received 4 quotes from:

- Blue Pacific Pools	$21,580.00
- Blue Haven Pools	$15,910.00
- Gary Pools	$15,355.91
- H2O	$13,174.79

   Staff recommends awarding Windcrest Pool repairs to Gary Pools due the proven quality of their work and having 65 years of experience, even though they came in $365.00 over the $15,000.00 budget.

3. **FINANCIAL IMPACT** - $15,355.91

   01-530-526 15,355.91 – Pool Capital Expenditures

4. **ACTION OPTIONS/RECOMMENDATION**
   Staff recommends awarding Windcrest Pool repairs to Gary Pools.

RESOLUTION NO. _____

A RESOLUTION APPROVING THE REPAIR, UPGRADE AND RESURFACE OF THE WINDCREST COMMUNITY CENTER SMALL SWIMMING POOL AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT FOR SUCH SERVICES

WHEREAS, it would enhance the health, safety and welfare of the citizens of the City of Windcrest for the city to repair, upgrade and resurface the swimming pool in the community center.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that:

1. The City Manager is authorized to negotiate and execute an agreement with Gary Pools for the repairs, upgrades and resurfacing of the Windcrest Community Center swimming pool for a total cost not to exceed $15,355.91.

2. Funding under such an agreement is hereby authorized in an amount not to exceed $15,355.91.

DULY PASSED AND APPROVED, on the ___ day of March, 2019, at a meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code, §551.001, et. seq. at which meeting a quorum was present and voting.

_____
Dan Reese, Mayor

ATTEST:

_____
Grace, Tamez, Interim City Secretary

APPROVED AS TO FORM:

_____
Ryan Henry, City Attorney

BLUE HAVEN POOLS & SPAS since 1954
World's Largest!

7575 N Loop 1604 West, Suite 101
San Antonio, Texas, 78249
210-680-0006
www.bluehaven.com
Pools By Blue Haven Inc.

CONTRACT / WORK ORDER *Rev. 2.09*

I, , certify that I am the owner of the property at **Winderest Public Pool 5609 Winsong Dr San Antonio 78239** , state of Texas, and I hereby order the following work to be performed on my property by Pools By Blue Haven Inc. , in accordance with the following specifications.

This order will become a binding contract upon acceptance by the Contractor or upon commencement of the work (Property owner may cancel within 72 hours of this transaction). Contractor is responsible only for work performed. Contractor shall not be held responsible for pre-existing conditions of any kind not covered in this agreement for correction, (e.g., inadequate or faulty filtration equipment, wiring, plumbing, items not visible, items undetermined due to pool not being operational, water leaks). Property owner will contact the Contractor within 24 hours after services performed if not satisfied with any work or if there are any concerns. Contractor will furnish all labor and materials to do the following work—using only materials of grade and quality in accordance with generally accepted standards in the industry, except where special materials are specified. *See reverse for conditions.*

Description	Cost
Resurface pool with standard white marcite plaster..... *Standard white plaster has a 1 year warranty*	$11,985.00

Note: All resurface options include new return fittings, code compliant drain covers, and code compliant trim tile in steps and benches. Price does not include full strip of existing plaster. If full strip is required, additional costs may be involved (maximum of $3,500.00). Additional costs to be approved by owner prior to work being performed.

Replace approximately 30 broken/damaged waterline tiles..... *Price includes replacement of broken/damaged waterline and bullnose cap tiles. Patched tiles will vary slightly in color, shade, and/or design from existing tiles. Price does not include tile clean and regrout.*	$525.00
Install 3 deck mount stainless steel handrails at entry steps..... *Price per handrail: $825.00*	$2,475.00
Repair plumbing leak under deck..... *Price includes chipping out small area of deck to access plumbing leak, repairing plumbing leak, and patching deck area back. Patched area of decking will vary slightly from existing pool deck. Price contingent on plumbing leak being located at area marked with flag by ALD.*	$925.00

15,910

No work shall be done except as specified above, or signed addendum.
No verbal agreements will be recognized. Contract subject to management approval by contractor.

Total cash price: $. Payable as follows: 50% down , 50% at completion $

Balances in the arrears more than 30 days bear an interest rate of 1½% per month, plus reasonable attorney's fees of 25% or no less than $250.

Contractor's Representative Date Contractor Manager Approval Date

Property Owner Date Phone: Fax Email

AGREEMENT IS SUBJECT TO ARBITRATION UNDER THE COMMERCIAL ARBITRATION RULES OF THE AMERICAN ARBITRATION ASSOCIATION. Customer to initial here: _____

BLUE PACIFIC POOLS

Swimming Pool Construction and Remodels

401 Congress Ave Suite 1540
Austin, Texas 78701
888-742-7665
TDLR #702
RAI #279760

Proposal for
City of Windcrest
5609 Windsong Drive
Windcrest, Texas 78239

01/30/2019

Pool Information:

1.	Replaster Drain 1,950sq. ft. pool, complete strip of existing plaster due to delamination. Plaster Preparation then finish pool interior with White Marbleized Plaster	$16,820.00
2.	Trim Tile Installation of new non-skid trim tile on pool steps	$ 890.00
3.	Waterline Tile Replace 26 quarter round edge tile and 26 pieces of face tile that are chipped and/or have fallen off Note: due to exposure and age of the existing tile, we cannot guarantee an exact color match from the new tile.	$ 565.00
4.	Handrail(s) Installation of two (2) new deck mounted handrails at pool entrance and one (1) new deck mounted handrail at larger pool (separate pool) entrance. All handrails to include PVC anchors for grounding purposes	$ 2,665.00
5.	New main drain covers, 2 round 8 jets	$ 140.00
6.	Initial Startup Included startup chemicals and one-time brushing of pool	$ 500.00
	Total Proposal	$21,580.00

- Warranty Information - Warranty is against delamination and workmanship. The product life of the finish will depend on how the customer maintains their water.
  - White Marbleized Plaster – 3 years

- 50% of balance due at start of work
- Final balance due at time of completion

Bid is good for 30 days

Please note that there may be loose coping, tile or plaster on your pool and when we start the preparation process it may fall off. We may also find delaminating plaster which will cost extra to remove. If we cannot clearly see the bottom of your pool there may be unforeseen conditions that may incur an additional cost. Also there may be cracks and other problems in your pool that are not seen at this time. All items if found shall be discussed upon discovery

This bid is subject to buyers and sellers agreement of contract and payment terms

Accepted:

_____

Buyer Date

Thank you,

Jeff Solt
President
Blue Pacific Pools

PROPOSAL
GARY POOLS, INC.
438 SANDAU ROAD
SAN ANTONIO, TEXAS 78216
PHONE (210) 341-5153 x 123 or FAX (210) 341-5154
Email: HLynch@Garypools.com

SUBMITTED TO:	CITY OF WINDCREST	DATE:	1/30/2019
ATTN:	MAC McNICHOLS	EMAIL:	Bmcnichol@windcrest-tx.gov
ADDRESS:	5609 WINSONG DRIVE	STATE:	TEXAS 78239
CITY:	WINDCREST	FAX:	
PHONE:	(210) 313-6783		

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR RENOVATIONS SMALL SWIMMING POOL TO INCLUDE

GARY POOLS WILL PROVIDE CERTIFICATES OF INSURANCE FOR GENERAL LIABILITY, AUTO AND WORKER'S COMPENSATION PRIOR TO STARTING ANY WORK UNDER THIS PROPOSAL

SCOPE OF WORK
SET POOL TO DRAIN
REPLACE 32 PIECES OF 2x6 COBALT BLUE, BULLNOSE TILE AT TOP EDGE OF POOL WHERE TILES ARE CRACKED OR BROKEN
INSTALL MISSING PIECES OF WATERLINE TILE. OWNER HAS SOME OF THE TILE
STANDARD INTERIOR SURFACE PREPARATION FOR PLASTER INCLUDING BOND COAT (SEE NOTE BELOW)
INSTALL NEW RETURN FACE PLATES AND EYE BALLS WHERE POSSIBLE
INSTALL VGB CERTIFIED, HAYWARD DRAIN COVERS - THE POOL CURRENTLY HAS DUAL (2) MAIN DRAINS THAT MEET THE SPACING AND OTHER REQUIREMENTS OF ANSI/APSP/ICC-7 2013
INSTALL 2X2 STEP TILES SET IN A SOLID LINE 1 1/2" BACK FROM FRONT EDGE OF ALL STEPS TO MEET STATE OF TEXAS CODE
INSTALL 2 DIP TO POOL, RETURN TO DECK, STAINLESS STEEL, .049 HANDRAIL WITH BRACE ON 2 SETS OF POOL STEPS
INSTALL 1 DIP TO POOL, RETURN TO DECK, STAINLESS STEEL, .049 HANDRAIL WITH BRACE ON 1 SETS OF POOL STEPS IN MAIN POOL
PLASTER POOL WHITE
START UP SYSTEM AND ADD CHEMICALS

NOTE:	**IN ACCORDANCE WITH FEDERAL VGB REGULATIONS AND THE STATE OF TEXAS CODES, AN APPROVED METHOD OF ELIMINATING SUCTION IN THE EVENT OF DRAIN BLOCKAGE MUST BE PROVIDED. IF THE POOL EQUIPMENT DOES NOT PROVIDE AN APPROVED METHOD IN THE CURRENT INSTALLATION, A DEVICE MUST BE INSTALLED. SEE "OPTIONS" BELOW FOR A SVRS DEVICE TO BE ADDED TO THE SCOPE OF WORK FOR THIS PROPOSAL**
NOTE:	Standard surface preparation includes saw cut at bottom of tile line, lights, drains and returns with removal of plaster 4" to 6" away from those items. Occasionally, all of the plaster must be removed due to multiple layers of plaster or paint that will not provide a proper surface for new plaster bond, which may affect the performance of the new plaster. It is difficult in all cases, to determine the need to remove all plaster at the time the pool/spa was evaluated when the pool was full of water, but may become evident when the pool/spa is drained. Removal of all plaster is not included in this proposal unless specifically listed in the Scope of Work as "Delamination" and will be at additional cost

NOTE:	THIS CONTRACT IN NO WAY GUARANTEES VGB CODE COMPLIANCE. THE PARTS INSTALLED ARE CODE COMPLIANT, HOWEVER OTHER REQUIRED CODE PARAMETERS MAY NOT BE MET.

NOTE: EFFECTIVE DECEMBER 20, 2008 NEW FEDERAL AND STATE POOL REGULATIONS REQUIRE ALL PUBLIC AND SIMI-PUBLIC POOLS AND SPAS HAVE AN ASME A112.19.8-2007 STAMPED MAIN DRAIN COVER AND ONE ADDITIONAL SAFETY DEVICE. ANY POOL NOT IN COMPLIANCE WITH THE NEW POOL AND SPA REGULATION MUST BE CLOSED.

GARY POOLS, INC. WARRANTS new parts for a period of 90 days and labor for 30 days on the specific work performed on this proposal except re-plaster (see below)

GARY POOLS, INC. WARRANTS pool re-plastering for a period of one (1) year against defects in materials and workmanship. This Limited Warranty does not cover damage caused by chemical imbalance, staining, surface checking, damage from animals, neglect, mottling or other beyond Gary Pools' control. Pool must be filled within 24 hours of re-plaster completion and must remain full unless approved before draining by Gary Pools, Inc. Delaminated areas that have not cracked or broken are not considered a failure under this warranty

GARY POOLS, INC. cannot be held liable or responsible for consequential damages beyond its control; including but not limited to existing system components and structures, pool movement, floatation during its work, buried utility or other such lines, etc.

STRUCTUAL REPAIRS WILL BE PREFORMED TO THE BEST OF OUR KNOWLEDGE AND ABILITY, HOWEVER WE CAN NOT EXTEND A WARRANTY.

WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR - COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:
PAYMENT IS TO BE MADE AS FOLLOWS: DOLLARS $15,355.91

50% due upon acceptance of Contract	$7,677.95
45% Due after Prep and before Plaster	$6,910.16
5% Due at Completion of Work	$767.80

OPTIONAL ITEMS: (Payment schedule will be adjusted based on % shown above if Optional Items are chosen)

PLEASE INITIAL TO THE LEFT OF OPTIONAL ITEM TO INCLUDE IN THE SCOPE OF WORK:

	NONE

All material is guaranteed to be completed in a workmanship manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

SUBMITTED BY: DATE: 1/30/2018

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN (30) THIRTY DAYS.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

DATE OF ACCEPTANCE:_____ SIGNATURE:_____

IF ACCEPTABLE, PLEASE SIGN AND RETURN ONE COPY ALONG WITH APPROPRIATE PAYMENT.

H3O
2606 Melrose Canyon
San Antonio, TX 78232

"CATCH THE WAVE"

Date	Proposal #
1/24/2019	ES2019-0073

Name / Address
City of Windcrest Mac McNichols 8601 Midcrown Windcrest, Texas 78239

Project
Pool Renovation

Pool / Spa Proposal

Description	Qty	Cost	Total Estimate
Proposed proposal is for the Community Pool @ 5609 Winsong Dr. 78239			
White Plaster		9,071.88	9,071.88T
Existing Drain Covers will be replaced with (2) New Hayward Drain Covers		49.46	49.46T
Tile will be repaired and replaced where needed		358.75	358.75T
(3) New handrails will be installed.		2,114.06	2,114.06T
*Handrails will be bonded			
Tile on all steps will be replaced with Diamond Band Tile		256.25	256.25T
Start Up		320.31	320.31T
We will clean up and haul away all construction debris.			
NOTE: After Pool is plastered and before we fill it up with water we allow Windcrest Representative to inspect the pool.			
PAYMENT TERMS: 50% Due Upon Acceptance of Proposal 50 % Due Upon Completion			

Residential Appliance Installer Contractor License #TICL740: Regulated by The Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, Texas 78711, 1-800-803-9202, 512-463-6599; website: www.license.state.tx.us/complaints

Acceptance of Proposal: The above prices, specifications and conditions are accepted. H3O is authorized to proceed with the work as specified above. Payment will be made as outlined above. Any requested changes from the client must be submitted in writing and may affect the total cost of this proposal. This proposal is valid for 30 days from the above date. Outstanding balances beyond the due date shall be subject to interest and/or late fees being charged.

Total Estimate

Customer Signature / Date

2606 Melrose Canyon, San Antonio, Texas 78232 (210) 836-8181
CPO 454161 FAX (210) 404-1232

H3O
2606 Melrose Canyon
San Antonio, TX 78232

"CATCH THE WAVE"

Date	Proposal #
1/24/2019	ES2019-0073

Name / Address
City of Windcrest Mac McNichols 8601 Midcrown Windcrest, Texas 78239

Project
Pool Renovation

Pool / Spa Proposal

Description	Qty	Cost	Total Estimate
SCOPE OF WORK Pool will be drained by H3O. H3O is responsible for the removal of materials from the property. To prepare for plaster, H3O will chip approx. 1 1/2" along the tile line, around light niches, water inlets, main drain and any other pool fittings. Minor cracks and hollow spots will be mended. If any larger hollow spots, structural damage, paint or fiberglass is found on the pool's surface, H3O will submit a proposal to the customer. New Return Line Eyeballs for the Wall Fittings and Main Drain Cover(s) will be replaced as necessary. Pool will be acid washed to remove debris. Bond Kote will be applied to provide optimal adhesion. Once prepped, White Plaster will be applied. We will change eyeballs where needed. Once pool has been plastered, pool will be set to fill. After pool has been filled, customer will turn off water. H3O will return and start up the equipment and add initial chemicals. Pool walls and floors need to be brushed daily for 30 days after completion. Proper water chemistry must be maintained at all times.		0.00	0.00T

Residential Appliance Installer Contractor License #TICL740: Regulated by The Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, Texas 78711, 1-800-803-9202, 512-463-6599; website: www.license.state.tx.us/complaints

Acceptance of Proposal: The above prices, specifications and conditions are accepted. H3O is authorized to proceed with the work as specified above. Payment will be made as outlined above. Any requested changes from the client must be submitted in writing and may affect the total cost of this proposal. This proposal is valid for 30 days from the above date. Outstanding balances beyond the due date shall be subject to interest and/or late fees being charged.

Total Estimate

Customer Signature / Date

2606 Melrose Canyon, San Antonio, Texas 78232 (210) 836-8181
CPO 454161 FAX (210) 404-1232

H3O
2606 Melrose Canyon
San Antonio, TX 78232

H3O WATER SYSTEMS
"CATCH THE WAVE"

Date	Proposal #
1/24/2019	ES2019-0073

Name / Address
City of Windcrest Mac McNichols 8601 Midcrown Windcrest, Texas 78239

Project
Pool Renovation

Pool / Spa Proposal

Description	Qty	Cost	Total Estimate
DISCLAIMER If Polypipe plumbing material is found during renovation, H3O will need to run new PVC plumbing to replace existing Polypipe. H3O will provide customer with a new proposal that will include the replacement of Polypipe, a line re-route as well as replace broken and unstable plumbing. This project requires that H3O drain existing pool completely. It is possible that shifting or expansion of ground surrounding pool shell may occur, which could result in structural damage or new cracks forming. This has a higher probability during drought and rainy conditions. Damages that may occur are structural and deck cracks, deck and coping separation, and structural rising. These outcomes are beyond H3O's control and we cannot assume liability. If damages occur, H3O will submit a new proposal to customer for repairs needed. White Plaster has a warranty from 1 year. Proposal amount is only if entire proposal is accepted. If customer chooses otherwise, H3O will submit new proposal to customer, which may or may not include a price change. Scope of work proposed is a reflection of specific repairs and/or renovations requested by customer. It is not meant to be used or represent a report on all conditions of the property, including disrepair or code violations, that could be found during a professional inspection. H3O can provide a professional inspection for customer at an additional fee. H3O will not be held liable for any damages that are a result of code compliance issues not being resolved, including harm or damage to either the property or persons. If there is a delay prior or during the project, any written contracts with start and end dates will be void, H3O will then revise these contracts with new dates.			

Residential Appliance Installer Contractor License #TICL740: Regulated by The Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, Texas 78711, 1-800-803-9202, 512-463-6599; website: www.license.state.tx.us/complaints

Acceptance of Proposal: The above prices, specifications and conditions are accepted. H3O is authorized to proceed with the work as specified above. Payment will be made as outlined above. Any requested changes from the client must be submitted in writing and may affect the total cost of this proposal. This proposal is valid for 30 days from the above date. Outstanding balances beyond the due date shall be subject to interest and/or late fees being charged.

Total Estimate

Customer Signature / Date

H3O
2606 Melrose Canyon
San Antonio, TX 78232

"CATCH THE WAVE"

Date	Proposal #
1/24/2019	ES2019-0073

Name / Address
City of Windcrest Mac McNichols 8601 Midcrown Windcrest, Texas 78239

Project
Pool Renovation

Pool / Spa Proposal

Description	Qty	Cost	Total Estimate
H3O will complete work in a workmanlike manner. H3O extends a 1 year warranty on all labor/installation. Warranty does not include evidence of negligence, improper use, accidents or mishaps and any other circumstances beyond H3O's control. When Leak Detection proposal is send and not performed, H3O will be able to do the renovation, however there will be no warranty on work performed. New equipment and parts purchased and installed by H3O will carry "MANUFACTURER WARRANTY" H3O is not responsible for equipment installed by others. H3O is not responsible for utilities not properly marked. if job requires additional equipment due to underlaying rock or unforeseen circumstances will result in a price adjustment. Contractor and client will have no other understanding in regards to warranties or liabilities.			
Sales Tax		8.25%	1,004.08

Residential Appliance Installer Contractor License #TICL740: Regulated by The Texas Department of Licensing and Regulation, P.O. Box 12157, Austin, Texas 78711, 1-800-803-9202, 512-463-6599; website: www.license.state.tx.us/complaints

Acceptance of Proposal: The above prices, specifications and conditions are accepted. H3O is authorized to proceed with the work as specified above. Payment will be made as outlined above. Any requested changes from the client must be submitted in writing and may affect the total cost of this proposal. This proposal is valid for 30 days from the above date. Outstanding balances beyond the due date shall be subject to interest and/or late fees being charged.

Total Estimate	$13,174.79

Customer Signature / Date

#9

TABLED MAY 16, 2016

WINDCREST
TEXAS

RESOLUTION NUMBER 2016-582 (R)

A RESOLUTION REVIEWING AND ADOPTING AN INVESTMENT POLICY

WHEREAS, Section 2256.005 of the Government Code requires an investing entity to review its investment policy and investment strategies not less than annually and to adopt a written Investment Policy.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that the attached Investment Policy is hereby adopted as the Investment Policy of the City of Windcrest, Texas.

PASSED AND APPROVED this the ____ day of _____, 2016.

_____
Alan Baxter, Mayor

ATTEST:

_____
Kelly Rodriguez, City Secretary

APPROVED AS TO FORM:

_____
Michael S. Brenan, City Attorney

2016-582(R)

TABLED

WINDCREST
TEXAS

RESOLUTION NUMBER 2014-522(R)

A RESOLUTION ADOPTING AN INVESTMENT POLICY

WHEREAS, the City Council adopted an Investment Policy in accordance with Chapter 2256 of the Government Code, commonly known as the "Public Funds Investment Act" and now desires to adopt a revised Investment Policy.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that the attached Investment Policy is hereby adopted as the Investment Policy of the City of Windcrest, Texas.

PASSED AND APPROVED this the 1st day of December, 2104.

Alan Baxter, Mayor

ATTEST:

Kelly Rodriguez, City Secretary

APPROVED AS TO FORM:

Michael S. Brenan, City Attorney

2014-522(R)

Agenda
~~Feb~~ March 4th

Will be Reviewed every Sept.

SMALL CITY VERSION
City of _____, TEXAS

INVESTMENT POLICY AND STRATEGY
Adopted _____, 20____

I. INTRODUCTION

It is the policy of the City of _____ that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which will provide the maximum security of principal while meeting the daily cash flow needs of the City and conforming to the Public Funds Investment Act (the "Act") Texas Government Code Chapter 2256. It is the intent of the City to be in complete compliance with local law and the Act.

The receipt of a market rate of return will be secondary to the requirements for safety and liquidity. The earnings from investment will be used in a manner that best serves the interests of the City.

The purpose of this Policy is to set specific investment policy and strategy guidelines. Direct specific investment parameters for the investment of public funds in Texas are found in the Act. The Public Funds Collateral Act, Chapter 2257, Texas Government Code, specifies collateral requirements for all public Texas funds deposits.

II. SCOPE

This investment policy applies to all financial assets of the City and any new funds created unless specifically exempted by the City Council and this Policy.

III. OBJECTIVES

It is the policy of the City that all funds shall be managed and invested with four primary objectives, listed in order of their priority: safety, liquidity, diversification and yield. Investments are to be chosen in a manner which promotes diversity. To match anticipated cash flow requirements the maximum weighted average maturity (WAM) of the overall portfolio may not exceed ___6___ *[recommended 6 months]* months. ✓

Safety

The primary objective of the investment activity is the preservation of capital. Each investment transaction shall be conducted in a manner to avoid capital losses, whether from security defaults, safekeeping, or erosion of market value. Investments in high credit quality securities and decisions based on anticipated cash needs are primary factors in providing safety.

Liquidity

The investment portfolio shall be structured to meet all expected obligations in a timely manner. This shall be achieved by matching investment maturities with forecasted cash flow liabilities and maintaining additional liquidity for unexpected liabilities.

Diversification

The portfolio shall be diversified by institution, market sector and maturity as much as possible.

Yield

The benchmark for the commingled portfolio shall be the comparable period 6-month [*recommended 6 month*] U.S. Treasury Bill, designated for its comparability to the expected average cash flow pattern and the Policy maximum weighted average maturity (WAM) limit of 6 months *[recommended 6 months]* . The investment program shall seek to augment returns above this threshold consistent with risk limitations identified and the City's prudent investment strategy.

Cash management is the process of managing funds in order to insure maximum cash availability and reasonable yield on short-term investments. The City shall strive for a cash management program which includes timely collection of accounts receivable, vendor payments in accordance with invoice terms, and prudent investment of assets.

IV. INVESTMENT STRATEGY

The City maintains one commingled portfolio for investment purposes which incorporates the specific uses and the unique characteristics of the funds in the portfolio. The investment strategy has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. The City shall pursue conservative portfolio management strategy. This may be accomplished by creating a laddered maturity structure with some extension for yield enhancement. The maximum maturity of any security will be 12 months *[recommended ~~two years~~]* and the maximum dollar weighted average maturity of 6 months [*recommended 6 months]* or less will be calculated using the stated final maturity date of each security.

The investment strategy for debt service funds shall have as its primary objective the timely payment of debt service obligations. Successive debt service dates will be fully funded before any investment extensions are made.

V. DELEGATION OF RESPONSIBILITY

No unauthorized person may engage in an investment transaction and all transactions shall be executed as provided under the terms of this Policy and its supporting procedures.

Investment Officer(s)

The C.M. and MFO will be designated as Investment Officers, by governing body resolution, responsible for investment decisions and activities. The Investment Officer(s) are responsible for creating and maintaining the portfolio in accordance with this Policy, providing timely quarterly reporting to the Council, and establishing supporting procedures. The City may further contract with an SEC registered investment adviser for non-discretionary management of the portfolio.

All investment officers shall attend at least ten (10) hours of training approved by the City Council within twelve months of designation as investment officer and shall attend eight (8) hours of training every two successive fiscal years.

Investment Officers shall refrain from personal and business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. An Investment Officer who has a personal business relationship within two levels of blood or marriage with an organization seeking to sell an investment to the City shall file a statement disclosing that relationship to the City Council and the Texas Ethics Commission.

City Council Responsibilities

The City Council holds ultimate fiduciary responsibility for the portfolio. It will designate investment officer(s), receive and review quarterly reporting, approve and provide for investment officer training, approve broker/dealers, and review and adopt the Investment Policy and Strategy at least annually.

VI. PRUDENCE AND CONTROLS

The standard of prudence to be applied to all City investments shall be the "prudent person" rule, which states:

> "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the investment of all funds under the City's control, over which the officer has responsibility rather than a consideration as to the prudence of a single investment.

The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall be responsible but not liable for a specific security's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

Internal Controls

The Investment Officer is responsible for establishing and maintaining internal controls to reasonably assure that assets are protected from loss, theft, or misuse. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived, and, the valuation of costs and benefits requires ongoing estimates and judgments by management.

The internal controls shall address the following points at a minimum:

- Control of collusion,
- Separation of transaction authority from accounting and record keeping,
- Custodial safekeeping,
- Clear delegation of authority,
- Written confirmation for all transactions, and
- Review, maintenance and monitoring of security procedures both manual and automated.

Annually the Investment Officer shall perform an internal compliance audit to assure compliance with requirements of this Policy and the Act. Annually, the City's external auditor shall review the quarterly reports.

Cash Flow Forecasting

Cash flow forecasting is designed to protect and sustain cash flow requirements of the City. The Investment Officer will analyze and maintain a cash flow plan to monitor and forecast cash positions for investment purposes.

Competitive Bidding

All security transactions will be made on documented competitive bid basis to assure the City is receiving good market rates. When-issued US agency securities should be compared to other securities available in the secondary market to determine competitiveness.

Monitoring Credit Ratings

The Investment Officer shall monitor, on no less than a monthly basis, the credit rating on all authorized investments in the portfolio which require credit ratings based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the

Investment Officer shall notify the City Council of the loss of rating, and liquidate the investment within two days.

Monitoring FDIC Status for Mergers and Acquisitions

The Investment Officer shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CD securities owned by the City based upon information from the FDIC (fdic.gov). If any bank has been acquired or merged with another bank in which brokered CDs are owned by the City, the Investment Officer or Adviser shall immediately liquidate any brokered CD which places the City above the FDIC insurance level.

VII. AUTHORIZED INVESTMENTS

Assets of the City may be invested only in the following instruments as further defined by the Act. If changes are made to the Act they will not be authorized until this Policy is modified and adopted by the City Council. All investment transactions will be made on a competitive basis.

A. Obligations of the United States Government, its agencies and instrumentalities with a maximum stated maturity of 1 year *[recommending 2 years]* excluding mortgage backed securities

B. Fully insured or collateralized depository certificates of deposit from banks in Texas, with a maximum maturity of 1 year *[recommending two years]* insured by the Federal Deposit Insurance Corporation, or its successor, or collateralized in accordance with this Policy.

C. AAA-rated, Texas Local Government Investment Pools which strive to maintain a $1 net asset value (NAV) as defined by the Act and authorized by resolution of the City Council.

D. AAA-rated, SEC registered money market mutual funds striving to maintain a $1 net asset value.

E. FDIC insured, brokered certificates of deposit securities from a bank in any US state, delivered versus payment to the City's safekeeping agent, not to exceed 12 months *t[recommending one year] o* maturity. Before purchase, the Investment Officer must verify the FDIC status of the bank on www.fdic.gov to assure that the bank is FDIC insured.

F. FDIC insured or collateralized interest bearing and money market accounts from any FDIC insured bank in Texas.

Delivery versus Payment

All securities shall be purchased on a delivery versus payment (DVP) settlement basis. Funds shall not be released until receipt of the security by the City's approved custodian. The custodian shall provide the City with proof of ownership or claim by an original document delivered to the City.

VIII. REPORTING

Quarterly Reporting

The Investment Officers shall submit a signed quarterly investment report to the governing body in accordance with the Act giving detail information on each portfolio and bank position and summary information to permit an informed outside reader to evaluate the performance of the investment program. The report will include the following at a minimum:

- A full description of each individual security or bank/pool position held at the end of the reporting period including the amortized book and market value at the beginning and end of the period,

- Unrealized gains or losses (book value minus market value),
- Overall change in market value during the period as a measure of volatility,
- Weighted average yield of the portfolio and its applicable benchmarks,
- Earnings for the period,
- Allocation analysis of the total portfolio by market sector and maturity, and
- Statement of compliance of the investment portfolio with the Act and the Investment Policy signed by the Investment Officer(s).

Market prices for the calculation of market value will be obtained from independent sources.

IX. FINANCIAL COUNTER-PARTIES

Depository

At least every five years, a banking services depository shall be selected through a competitive request for proposal or bid process in accordance with the Texas Government Code 105. In selecting a depository, the services, cost of services, credit worthiness, earnings potential, and collateralization by the institutions shall be considered. If securities require safekeeping, the RFP/bid will request information on safekeeping services. The depository contract will provide for collateral if balances exceed the FDIC insurance balance per tax identification number.

All time and demand deposits in any depository of the City shall be insured or collateralized at all times in accordance with this Policy.

Other banking institutions, from which the City may purchase certificates of deposit or place interest bearing accounts, will also be designated as a depository for depository/collateral purposes. All depositories will execute a depository agreement and have the Bank's Board or Bank Loan Committee pass a resolution approving the agreement if collateral is required.

Security Broker/Dealers

All pools, financial institutions, and broker/dealers who desire to transact business with the City must supply the following documents to the Investments Officer(s).

- (if brokers) Financial Industry Regulatory Authority (FINRA) certification and CRD #
- (if brokers) proof of Texas State Securities registration
- policy review certification

Each pool/bank/broker must be provided a copy of the City's current Investment Policy and certify to a review of the Policy stating that the firm has controls in place to assure only Policy approved investments will be sold to the City.

A list of qualified broker/dealers will be reviewed at least annually by the City Council. In order to perfect the DVP process the banking services depository, or its brokerage subsidiary, will not be used as a broker.

XI. COLLATERAL

Time and Demand Deposits Pledged Collateral

All bank time and demand deposits shall be collateralized above the FDIC coverage by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, collateral will be maintained and monitored by the pledging depository at 102% of market value of principal and accrued interest on the deposits. The bank shall monitor and maintain the margins on a daily basis.

Collateral pledged to secure deposits shall be held by an independent financial institution outside the holding company of the depository. The collateral agreement with the depository shall be approved by resolution of the Bank Board or Bank Loan Committee. The Custodian shall provide a monthly report of collateral directly to the City.

All collateral shall be subject to inspection and audit by the City or its independent auditors.

Authorized Collateral

Only the following securities are authorized as collateral for time and demand deposits or repurchase agreements:

A. FDIC insurance coverage.
B. Obligations of the United States, its agencies or instrumentalities, or evidence of indebtedness of the United States guaranteed as to principal and interest including MBS and CMO which pass the bank test.
C. Obligations of any US state or of a county, City or other political subdivision of any state having been rated as investment grade (investment rating no less than "A" or its equivalent) by two nationally recognized rating agencies.
D. Letter of Credit from the FHLB.

XI. SAFEKEEPING

All purchased securities are to be cleared to the City's safekeeping agent on a delivery versus payment (DVP) basis. All safekeeping arrangements shall be approved by the Investment Officer and an agreement of the terms executed in writing. The independent third party custodian shall be required to issue safekeeping receipts to the City listing each specific security, rate, description, maturity, cusip number, and other pertinent information.

XII. INVESTMENT POLICY ADOPTION

The City's Investment Policy shall be reviewed and adopted by resolution of the City Council no less than annually. Any changes made to the Policy must be noted in the adopting resolution.

#10

CITY OF WINDCREST
DRAFT Budget & Tax Calendar
FY 2019-2020

Date	Event	Requirement/Action
March 4-8	Budget Instructions Distributed to Departments	▸ Budget printouts & request forms distributed to departments.
April 8-30	Department Budget Requests Due	▸ Departments enter detailed line item requests into budget software & submit other forms electronically
May/June	Budget Preparation	▸ City Manager & staff review requests; department heads meet w/Manager; staff prepares draft budgets.
May	Budget meetings with DH	▸ Departments meet with CM, FD, AFD
June	Regular Council Meeting	▸ Director of Finance presents a brief overview of the budget process to Council and seeks Council input on key budget policies and initiatives
June	EDC Board Meeting	▸ EDC budget workshop
June	Regular Council Meeting	▸ Department Presentations: Council & Administration, Finance & Legal, Human Resources, IT
July	Regular Council Meeting	▸ Garbage Fund ▸ Special Revenue Funds ▸ Department Presentations: Police, Parks & Rec, Public Works
July	EDC Board Meeting	▸ 2nd EDC Board budget workshop
July	Certified Tax Roll	▸ BCAD delivers certified ad valorem tax values
July	Regular Council Meeting	▸ Hotel/Motel Fund ▸ Department Presentations: Fire, Planning & Inspections
August	Regular Council Meeting	▸ Ad Valorem Tax Rate, Debt Service Fund ▸ General Fund Budget ▸ EDC Fund ▸ Call for 2 Public Hearings (PH) on Tax Rate (if exceeds effective rate)
August	Notice of Public Hearings	▸ Publish in newspaper and on City website notice of PH's on tax rate (if exceeds effective rate - must be at least 7 days before 1st PH)
August	File proposed budget with City Clerk	▸ Must be at least 30 days before budget adoption (budget may be modified after this date) ▸ Post proposed budget on City website
August	Regular Council Meeting	▸ 1st PH on tax rate (if exceeds effective rate – at least 3 days before 2nd PH) ▸ Presentation of fee schedule changes ▸ Call for PH on budget
August	Newspaper Notice	▸ Publish notice of PH on budget (at least 10 days before PH)
September	Regular Council Meeting	▸ 2nd PH on tax rate (if exceeds effective rate - 3 to 14 days before adoption) ▸ PH on budget (at least 15 days after filing with City Clerk) ▸ Council vote to consider budget at Sept 18, 2018 meeting ▸ Adopt fee schedule
September	Special Called Council Meeting	▸ Adopt budget ▸ Adopt tax rate (at least 3 days after 2nd PH on tax rate)

WINDCREST

TEXAS

Budget Instruction Manual

March 4, 2019

Planning for the Fiscal Year 2019-2020 Proposed Budget and Plan of Municipal Services

WINDCREST

TEXAS

Table of Contents

OVERVIEW 1
- MANAGEMENT DIRECTION 1
- ROLES AND RESPONSIBILITIES 2
- PREPARATION TIPS 2
- BUDGET REVIEW GUIDELINES 2

WHERE TO GO FROM HERE? 3

SUPPLEMENTAL FORM INSTRUCTIONS 8
- S FORM-1 8
- S FORM-2 9
- S FORM-3 10

Overview

The purpose of this instruction manual is to set forth the budget building tasks ahead of us in helping the City Manager present the 2019-20 Budget to the City Council for their consideration and approval. As a team, our job is to build a budget that:

- Is balanced and fiscally conservative.
- Links community goals with the resources available to do so.
- Communicates to taxpayers what they will receive for their investment in City government.

The budget is the primary tool for meeting City Council goals.

When developing your budget submission, it is important to keep in mind that preparing the budget is more than just a "number crunching" exercise (although our ultimate goal of producing a balanced budget makes this an important aspect of this process). The budget translates the City Council Budget Policy Statement into actual services that count on a day-to-day basis. We should keep this in mind when we prepare our departmental budgets.

MANAGEMENT DIRECTION

After discussion with our City Manager, we will be working from a Historical Based Budget for the upcoming Fiscal Year.

BUDGET ROLES AND RESPONSIBILITIES

The following summarizes the roles and responsibilities for preparing and adopting the budget.

- **City Council.** Sets goals; approves the budget; makes changes to goals and resource allocations as necessary throughout the year.
- **Council Advisory Bodies.** Make recommendations to Council; in some cases, review budget submissions before they are submitted to the Council.
- **City Manager.** Proposes a balanced budget for Council consideration; ensures that Council goals are met as outlined in the Budget Policy Statement; administrates Council changes to goals.
- **Department Heads.** Have the primary responsibility for assuring that: budget requests are fiscally conservative; budgets are prudently managed and executed after

adoption by the Council; approved service levels are delivered at the lowest possible cost; budgets are well-researched, accurate, fully supported by the facts; prepare budgets that request funding levels necessary to deliver approved service levels; and that advisory bodies review budget proposals as appropriate.

- **Department Staff.** Participate with their department heads in carrying out budget responsibilities as outlined above.
- **Municipal Finance Officer.** Coordinates overall preparation of the budget. Coordinates and provides guidance for departmental preparation of budgets. Prepare revenue projections for the upcoming fiscal year.
- **Budget Review Team.** Reviews all budget requests. Gathers information for use in budget presentation to Council. Members are:
  - **City Manager**
  - **Municipal Finance Officer**
  - **Assistant Municipal Finance Officer**

BUDGET PREPARATION TIPS

- *Chat with folks.* Communicate with Administration, Finance staff and other departments as you prepare your budget rather than after you complete it. You will receive good advice beforehand and make the process a lot smoother for everyone.
- *Check figures.* Conduct a math check of your requests to ensure that you receive proper funding. Make sure all entries are in the proper columns.

BUDGET REVIEW GUIDELINES

The Department Budget Review Schedule will be distributed at a later time. The budget reviews provide you the opportunity to present your budget and to substantiate requests that you have made for the next fiscal year. The budget reviews are also used to provide the Budget Review Team with information to use during the Council budget presentation.

The format of your presentation is entirely up to you and your staff. However, as a rule, you should do your best to explain the following:

- Changes in programs and services.
- Changes that affect current policies.
- Major issues facing your department that have a significant impact on operations.
- Explain any anomalies in your budget submission.

In closing, remember . . . . . .

The best approach to building your budget is taking it one step at a time. The earlier you can start, the better you'll do.

Where to go from here?

Begin with the End in Mind

Your budget submittal should include the following:

- Completed Budget Worksheet
- Completed Supplemental Forms (Word, Excel)

The completed budget worksheets, and supplemental forms should be returned to the Municipal Finance Officer.

Budget Worksheet

A budget worksheet has been provided for you to use for entering proposed budget amounts. The worksheet shows current data for actual expense history to assist you in determining budget expense trends.

2019-20 Proposed Budget Line Items

This is where you should enter your proposed budget amounts for the 2019-20 fiscal year. Enter your figures in the blanks.

Supplemental Forms (S-Forms)

Simplicity and Functionality

The S-Forms will be e-mailed to Directors along with the Budget Instruction Manual. As mentioned before, the completed S-Forms should be returned via e-mail to the Finance Director. Below is a summation of each S-Form and its related purpose:

S-Form 1	Used to describe the goals of your division and accomplishments for this year and next year. Information entered within this form will be used in the final printed budget.
S-Form 2	Used to describe performance measures. Information entered within this form will be used in the final printed budget.
S-Form 3	Used to share interesting factoids, data or specifics about our programs divisions and departments.
ABF – 9&10	Used to identify and describe planned expenditures for capital expenditures.
F – 1 to 3	Used to identify and describe requests for Fleet.
NP – 1 to 5	Used to identify and describe new programs and services.

Supplemental Form 1 – Goals/ Objectives and Accomplishments

This form should be completed for each Division. This form is used to describe your Division's goals, accomplishments and planned accomplishments through the various programs and services your Division provides. Your goal does *not* have to be accomplished in one fiscal year. Instead, this budget year may be a part of achieving your ultimate goal(s).

Goals and Objectives

List the goals and objectives for your Division. Good goal statements should:

- Begin with "To" and a verb
- Say generally what the end result will be
- Identify stakeholders (internal and/or external)
- State the purpose of the goal

What We Accomplished

List the accomplishments your Division successfully completed or will be complete prior to the start of the next fiscal year. You should include performance measure information to the extent it describes your accomplishments.

What We Plan to Accomplish

List the accomplishments your Division is striving to complete and achieve during the next fiscal year. Performance measure information can be tied to your objectives you wish to accomplish during the next fiscal year.

Supplemental Form 2 – Performance Measures

This form should be completed for each Division. Performance measures should be related to your Division's goals and accomplishments.

Description – Briefly describe the performance measures your Division is using.
Unit of Measurement – Briefly state the units of measurement your Division is using (i.e., phone calls, clients, responses, etc.)
Actual 2017/18 – Provide your actual performance measures for FY 2017-18.
Estimated 2018/19 – Provide estimates for your performance measures for FY 2018-19.
Proposed 2019/20 – Provide estimates for your performance measures for FY 2019-20.

Performance Measures can be Workload, Outcome, Efficiency or Effectiveness Measures. The following are examples of each:

Workload Measures:	*Example* - Calls received from utility customers. *Example* - Number of utility bills sent to customers
Outcome Measures:	*Example* - Reduced DWI fatalities. *Example* - Response time.
Efficiency Measures:	*Example* - Cost per lane mile maintained. *Example* - Cost per bills generated.
Effectiveness Measures:	*Example* - Customer complaints per capita or population served. *Example* - Percentage of utility bills sent on time.

Supplemental Form 3 – Did You Know?

We want the opportunity to share interesting factoids, data or specifics about our programs, divisions and departments. The statements will appear in your Department's section of the printed budget and start with the words: "Did you know?...". Please limit your submission to no more than one page.

Forms ABF – 1 and 2

We want to know exactly what you plan to use and spend for next fiscal year. This is for everything from Operating Capital, Capital Outlay & Improvements.

Forms F – 1 to 3

The F Series Forms are designed to detail budget request for capital items described as Automotive. Such items are usually large purchase items, useful for several years, and are considered fleet items in the City's Capital Stock.

Forms NP – 1 to 5

The NP Series Forms are designed to detail budget request for new programs and services, and to evaluate any additions or deletions in a service area from the service currently being provided. New programs and services are not covered in the ABF forms. All requests for new materials, equipment, personnel, supplies, etc., should be reflected in this section.

Fixed Asset List

The fixed asset list will include asset tag number, description, location, condition, and number of remaining useful life years.

Account Code Definitions

WHERE TO PUT WHAT

With so many account codes in the past, it can be confusing to understand which expense should be charged to what account code. We've put together the ABF forms to help simplify this process. Please try and fit all categories into one of these ABF forms. IF you have something that just does not fit, please contact the Finance Director for assistance. Hopefully the coding and budgeting process will be more simplified with this new process. However, we anticipate the accounting codes not change for the personnel or insurance line items.

CITY OF WINDCREST

2019-20 ANNUAL BUDGET

SUPPLEMENTAL FORM 1 - GOALS/OBJECTIVES AND ACCOMPLISHMENTS

Department:	Division:

Goals and Objectives:
•

What We Accomplished in 2018/19:
•

What We Plan to Accomplished in 2019/20:
•

CITY OF WINDCREST

2019-20 ANNUAL BUDGET

SUPPLEMENTAL FORM 2 - PERFORMANCE MEASURES

Department:		Division:			
	Description:	Unit of Measurement	Actual 2017-18	Estimated 2018-19	Proposed 2019-20
1					
2					
3					
4					
5					
6					
7					
8					
9					

CITY OF WINDCREST

2019-20 ANNUAL BUDGET

SUPPLEMENTAL FORM 3 - DID YOU KNOW?

Department:	Division:

Did you know?

-

ABF-1

DEPARTMENT: FINANCE
DEPARTMENT NO: 520-130

STAFF DEVELOPMENT		
Seminar or Course	Justification	Amount
GFOAT FALL CONFERENCE	LEGISLATIVE UPDATES, CE HOURS (INCLUDING REGISTRATION, HOTEL, PERDIEM APPROX.)	$2,600
GFOAT SPRING CONFERENCE	LEGISLATIVE UPDATES, CE HOURS (INCLUDING REGISTRATION, HOTEL, PERDIEM APPROX.)	$2,600
HR CONFERENCE	CONTINUING EDUCATION	$1,300
TOTAL		$6,500

PREPARATION DATE:_____ SIGNED:_____

Sample

ABF-2

DEPARTMENT:
DEPARTMENT NO:

OPERATING CAPITAL (Costing $100.00 - $999.99)	
ITEM:	
COST:	
GENERAL LEDGER ACCOUNT NUMBER:	
DESCRIPTION:	
JUSTIFICATION:	
PREPARE A SEPARATE SHEET FOR EACH PROPOSED OPERATING CAPITAL ITEM	

PREPARATION DATE:_____ SIGNED:_____

ABF-3

DEPARTMENT:
DEPARTMENT NO:

CAPITAL OUTLAY & IMPROVEMENTS	
ITEM:	
COST:	
GENERAL LEDGER ACCOUNT NUMBER:	
DESCRIPTION:	
JUSTIFICATION:	
PREPARE A SEPARATE SHEET FOR EACH PROPOSED CAPITAL OUTLAY ITEM	

PREPARATION DATE:_____ SIGNED:_____

NEW PROGRAMS and SERVICES

DEPARTMENT: _____

DEPARTMENT NO: _____

Program Description:

Summarize total expenditures and revenue/costs offsets: (Detail itemization below)

Total Expenditures			
Salaries and Personnel Related Expenses	Supplies, Maintenance & Repairs, Contractual Services & Designated Expenses	Capital Outlay	Total
-			
		Subtract Cost Offsets	
		Sub Total	
		Subtract total anticipated revenue	
		NET TOTAL FISCAL EFFECT	

Explain the justifaction for this program or personnel request with at least three (3) years of related statistics (e.g. workload, overtime), if such information is available.

Workload Indicator		Actual	Actual	Acutal

Please describe (a) the benefits of funding and (b) the costs of not funding this program or personnel request.

PROGRAM BUDGET

Account Class (Finance will fill in)	Account Description	From No.	Budget Amount
	Salaries	NP-3	0
	Personnel Related Expenses	NP-3	-
	Supplies	NP-4	
	Maintenance & Repairs	NP-4	
	Contractual Services	NP-4	
	Designated Expenses	NP-4	
	Capital Outlay and Improvements	NP-5	
TOTAL			

CITY MANAGER ACTION

☐ Approved ☐ Denied ☐ Other

CITY COUNCIL ACTION

☐ Approved ☐ Denied ☐ Other

PRIORITY RANKING

Department _____

City Manager _____

City Council _____

NP-3

NEW EMPLOYEE REQUEST

DEPARTMENT: Administration

DEPARTMENT NO: 12

POSITION:	Receptionist				
TOTAL EMPLOYEE COST: $		CHECK ONE:	XXX	FULL TIME		PART TIME

DESCRIPTION OF THE DUTIES OF THE NEW EMPLOYEE:

JUSTIFICATION:

Increased Phone Calls
Increased incoming mail
s and appointments that require an receptionist to assist with.

EMPLOYEE COSTS:

Account No.	Account Description	Hourly Salary	No. of Months	Extended Costs	Totals
	Salaries				
	Overtime				-
	Premium Overtime				
	Longevity				
	Incentive				
	Clothing Allowance				
	Car Allowance				
	FICA Tax				-
	Employee Insurance				-
	Workers' Compensation Insurance				-
	Retirement				
	Reimbursable Salary				
	Other Personnel		0		-
	Total Salaries Include this amount on Form NP-2				-
	Total Supplies Include this amount on Form NP-4				0
	Total Other Services Include this amount on Form NP-4				0
TOTAL BUDGET					-

PREPARE A SEPARATE SHEET FOR EACH NEW EMPLOYEE REQUESTED

NEW PROGRAMS & SERVICES
OPERATING COSTS

DEPARTMENT: Public Service
DEPARTMENT NO:
FISCAL YEAR 2018 - 2019

PERSONNEL RELATED EXPENSES		
Acct. No.	Acct. Name	Amount
	Unemployement Compensation	
	Personnel Safety	
	Public Relations	
	Continuing Education	
	Employee Physical/Test	
	Flower Fund	
Total - See Note		0

SUPPLIES		
Acct. No.	Acct. Name	Amount
	Operating Supplies	
	Computer Supplies	
	Postage	
	Minor Tools	
	Fuel and Oil	
	Pipe Supply/Water Meters	
	Chemicals	
Total - See Note		0

MAINTENANCE & REPAIRS		
Acct. No.	Acct. Name	Amount
	Repairs & Maint - Building	
	Repairs & Maint - Facilities	
	Repairs & Maint - Vehicles	
	Repairs & Maint - Equipment	
Total - See Note		0

CONTRACTUAL SERVICES		
Acct. No.	Acct. Name	Amount
	Consulting Fees	
	Advertising	
	Communications	
	Rental of Equipment	
	Dues & Subscriptions	
	Reimb/Allowance	
	Contract Labor	
	Travel and Seminars	
	Uniforms	
	Audit Fees/Professional Services	
	Utilities	
Total - See Note		0

DESIGNATED EXPENSES (List only the designated expenses relative to your department)		
Acct. No.	Acct. Name	Amount
Total - See Note		

OPERATING COSTS RECAP	
Object Class	Amount
Personnel Related Expenses	0
Supplies	0
Maintenance & Repairs	0
Contractual Services	0
Designated Expenses	0
Total New Program & Service Operating Costs	0

NOTE: The total of each object class should be entered on the corresponding line on the NP-2.

NEW PROGRAMS & SERVICES
CAPITAL OUTLAY

DEPARTMENT: _____

DEPARTMENT NO: _____

FISCAL YEAR _____

CAPITAL OUTLAY & IMPROVEMENTS (Cont.)		
Acct. No.	Acct. Name	Amount
	Building & Fixtures	
	Furniture	
	Vehicles	
	Equipment	
	Equipment - Electronic	
	Equipment - Communication	
	Equipment - Software	
	Facilities	
	Adult & Young Adult Books	
	Children's Books	
	Reference Books	
	Audiovisual Items	

CAPITAL OUTLAY & IMPROVEMENTS (Cont.)		
Acct. No.	Acct. Name	Amount

TOTAL CAPITAL NEEDED
0

NOTE: The total amounts of Capital Outlay & Imp. Should be entered on the corresponding line on Form NP-2

Comments:

SUMMARY OF NEW AND REPLACEMENT UNIT REQUESTS

DEPARTMENT: _____

DEPARTMENT NO: _____

Priority No.	Model/Type of Unit	Cost of Proposed Unit	Cost of Needed Add'l Equipment	Total Request
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
	Total of All Requests			

PREPARATION DATE: _____ SIGNED: _____

NEW UNIT REQUEST

DEPARTMENT: _____

DEPARTMENT NO: _____

ACCOUNT NO: _____

Priority

Is the Unit being requested in conjunction with a New Employee Request? _____YES _____NO

Description of Proposed Unit	
Make/Model:	
Features:	
Proposed Cost	

Itemized List of Needed Additional Equipment for/with the Unit	Estimated Costs
Total Proposed Cost of Needed Additional Equipment	

Total Proposed Cost of New Unit

Justification:

PREPARE A SEPARATE SHEET FOR EACH PROPOSED NEW UNIT ITEM

PREPARATION DATE:_____ SIGNED:_____

RECOMMENDED BY CITY MANAGER: _____YES _____NO

APPROVED BY COUNCIL: _____YES _____NO

UNIT REPLACEMENT REQUEST

DEPARTMENT: _____

DEPARTMENT NO: _____

ACCOUNT NO: _____

Priority

Description of Unit to be Replaced				
Unit Number	Model Year	Make	Model	Items to be Saved for Replacement
Further Description/Use:				

Replacement	Estimated Costs
Make/Model: Features:	
Additional Equipment:	
Total Cost of Replacement	

Maintenance Shop Supervisor's Comments:

PREPARE A SEPARATE SHEET FOR EACH PROPOSED UNIT REPLACEMENT ITEM

PREPARATION DATE:_____ SIGNED:_____

RECOMMENDED BY CITY MANAGER: _____YES _____NO

APPROVED BY COUNCIL: _____YES _____NO