

City of Windcrest



**AGENDA
CITY COUNCIL MEETING
FEBRUARY 1, 2021**

CITY COUNCIL CHAMBERS @ 8601 MIDCROWN

CCM @ 6 P.M.

NOTICE IS HEREBY GIVEN THAT A CITY OF WINDCREST CITY COUNCIL MEETING WILL BE HELD AT WINDCREST CITY HALL LOCATED AT 8601 MIDCROWN, WINDCREST, TEXAS ON THE 1st DAY OF FEBRUARY 2021, STARTING AT 6:00 P.M.

DUE TO THE GOVERNOR'S SUSPENSION OF CERTAIN PROVISIONS OF THE TEXAS OPEN MEETINGS ACT TO HELP SLOW THE SPREAD OF COVID-19, NOTICE IS HEREBY GIVEN THAT ONE OR MORE OF THE CITY COUNCILMEMBERS MAY BE IN ATTENDANCE VIA WEBEX AND WILL ATTEND FROM A LOCATION OTHER THAN 8601 MIDCROWN.

THE CITY COUNCIL RESERVES THE OPTION TO RECESS THE MEETING DURING THE EVENING OF FEBRUARY 1, 2021, AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, FEBRUARY 2, 2021, AT 9:00 A.M. AT THE WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS.

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Windcrest Council Chambers are wheelchair accessible, and accessible parking spaces are available. In compliance with Americans with Disabilities Act, the City of Windcrest will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received 48 hours prior to the meeting. Please contact the City Secretary's Office, at 210-655-0022 ext. 2150 or Fax 210-655-8776, or 711 Texas Relay.

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE AND INVOCATION**
- IV. CITIZENS TO BE HEARD/CITIZEN PARTICIPATION**
 - a) Citizens may address the City Council on topics not on the agenda for no more than three (3) minutes.
 - b) Citizens shall also have the opportunity to address the City Council during consideration of posted agenda items for no more than six (6) minutes.
 - c) Only a maximum of six (6) members of the public will be permitted in the City Council Chambers at a time. All attendees will be required to be screened for present signs of COVID-19 prior to entering City Hall.
 - d) Four (4) hours prior to the meeting, an email to the city secretary at citysecretary@windcrest-tx.gov is required, to be added to the attendee list ensuring proper physical distance seating inside

and outside City Council Chambers.

- e) An email statement may be sent to the City Secretary @ citysecretary@windcrest-tx.gov to be read into the meeting to City Council. Statements will be provided to Council and available to the public not in attendance after the meeting.
- f) 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.

THE FOLLOWING ITEMS MAY BE CONSIDERED AT ANY TIME DURING THE REGULAR COUNCIL MEETING:

V. ORDINANCE

- a) City Council will review, discuss and take action on Ordinance 2021-003(O), an ordinance allocating approximately \$174,000 annually from the Windcrest Crime Control Police Division fund, creating three (3) new sworn officer positions to include two (2) patrol officers and one (1) corporal. [Rafael Castillo, Jr., City Manager]

VI. RESOLUTION

- a) City Council will review, discuss and take action on Resolution 2021-502(R), a resolution approving the City Attorney Office's representation of all City Defendants in the litigation styled Cause No. 2020-23833; FRANK ARCHULETA v. DAN REESE, Mayor to the City of Windcrest; RYAN S. HENRY, in his official capacity; RAFAEL CASTILLO, JR., in his official capacity; WES MANNING, individually and in his official capacity; CINDY STRZELECKI, individually and in her official capacity; GREG TURNER, individually and in his official capacity; JOAN PEDROTTI, individually and in her official capacity. [Dan Reese, Mayor]

VII. DISCUSSION AND ACTION

- a) City Council will review, discuss and may take action on the renewal of the City of Windcrest (CoW) trademarks for the CoW logo and City Seal. [Rafael Castillo, Jr., City Manager]
- b) City Council will discuss and take action on the resignation of the Public Works Director, Tom Garcia. [Dan Reese, Mayor]

VIII. CITY MANAGER'S REPORT

IX. 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.

X. ADJOURNMENT

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the City Council of the City of Windcrest is a true and correct copy of said Notice and was posted on the bulletin board at City Hall of said City in a convenient place to the

public and said Notice was posted more than seventy-two (72) hours prior to the meeting on February 1, 2021.

BY:

Rachel C. Dominguez, City Secretary

JAN 29 '21 17:44

AGENDA NOTICES:**DECORUM REQUIRED:**

Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

ACTION BY COUNCIL AUTHORIZED:

The City Council may vote and/or act upon any item within this Agenda. The Council reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code § 551.072 (Deliberations about Real Property); § 551.073 (Deliberations about Gifts & Donations); § 551.076 (Deliberations about Security Devices); § 551.087 (Economic Development); and, § 551.071 to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

EXECUTIVE SESSIONS APPROVED BY CITY ATTORNEY:

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

ATTENDANCE BY OTHER ELECTED OR APPOINTED OFFICIALS:

It is anticipated that members of the City Council, or other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

CITY COUNCIL AGENDA ITEM SUMMARY

DEPARTMENT: Police

REQUESTOR: Darrell Volz

DEPARTMENT HEAD: Darrell Volz

IMPACTED DEPARTMENT/'S: Windcrest Police Department

SUBJECT: Funding request for the addition of three new sworn officer positions

SUMMARY: The Windcrest Police Department is in need of additional sworn personnel to keep up with the demands of policing in Windcrest, Texas.

BACKGROUND INFORMATION: The Windcrest Police Department's current staffing has been at this level for nearly 10 years. While the demands of the department have increased the manpower has not. This will take our number of sworn members from 27 to 30. The Windcrest Crime Control Police District approved the proposed addition of the three (3) new sworn officers: two (2) patrol and one (1) corporal on January 14, 2021.

ISSUE: The mission of the Windcrest Police Department is to enhance the quality of life in our community and provide the community with a safe and fear free environment in which to live work and play. One of the most common concerns brought to my attention is traffic in our city. With the addition of the two (2) patrol officers, a traffic unit will be created to address these issues. The one (1) corporal will be used in our Criminal Investigations to address the investigation of crimes in our city. Current staffing is unable to keep up with cases.

ALTERNATIVES: As an alternative we can continue with the status quo and do the best we can addressing the concerns of our citizens with our current staffing.

FISCAL IMPACT: The total cost will be approximately \$174,000 annually or \$14,500 monthly for all three (3) positions, including benefits, funded by the Windcrest Crime Control District Fund. Finance has reviewed the request determining funding is available from the Windcrest Crime Control District.

RECOMMENDATION:

City leadership and the Chief of Police recommend the approval of the additional positions.

18 -WCC&PD FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
18-1102	CLAIM ON CASH	(46,723.04)	
18-1105	CASH - SAVINGS	303,359.96	
18-1210	PREPAID MAINTENANCE	0.00	
18-1315	DUE FROM GENERAL FUND	0.00	
18-1510	A/R-SALES TAX	0.00	
18-1515	A/R - MISC.	<u>0.00</u>	
			<u>256,636.92</u>
TOTAL ASSETS			256,636.92
			=====
LIABILITIES			
=====			
18-2200	WAGES PAYABLE	0.00	
18-2230	TMRS PAYABLE	0.00	
18-2250	INSURANCE A/P	0.40	
18-2315	DUE TO GENERAL FUND	0.00	
18-2400	A/P PENDING	(12,831.33)	
18-2410	A/P - SALES TAX	0.00	
18-2451	A/P SALES TAX PAYBACK	<u>0.00</u>	
	TOTAL LIABILITIES		(<u>12,830.93</u>)
EQUITY			
=====			
18-3201	FUND BALANCE	<u>326,614.00</u>	
	TOTAL BEGINNING EQUITY	326,614.00	
TOTAL REVENUE		171,283.89	
TOTAL EXPENSES		<u>228,430.04</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(57,146.15)	
TOTAL EQUITY & FUND BALANCE			<u>269,467.85</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE			256,636.92
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2021

18 -WCC&PD FUND

% OF YEAR COMPLETED: 33.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
<u>REVENUE SUMMARY</u>							
ALL REVENUES	<u>864,222</u>	<u>864,222</u>	<u>86,739.21</u>	<u>171,283.89</u>	<u>146,181.43</u>	<u>0.00</u>	<u>19.82</u>
TOTAL REVENUES	864,222	864,222	86,739.21	171,283.89	146,181.43	0.00	19.82
<u>EXPENDITURE SUMMARY</u>							
<u>00-GENERAL EXPENDITURES</u>							
SALARIES & BENEFITS	685,481	685,481	28,176.38	163,361.37	166,835.72	0.00	23.83
OTHER EXPENSES	90,500	90,500	2,641.00	2,641.00	17,481.79	0.00	2.92
CAPITAL EXPENSES	0	0	16,944.40	62,427.67	114,556.37	0.00	0.00 (
OTHER INCOME/EXPENSES	<u>53,000</u>	<u>53,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL 00-GENERAL EXPENDITURES	828,981	828,981	47,761.78	228,430.04	298,873.88	0.00	27.56
TOTAL EXPENDITURES	828,981	828,981	47,761.78	228,430.04	298,873.88	0.00	27.56
REVENUE OVER/ (UNDER) EXPENDITURES	35,241	35,241	38,977.43 (	57,146.15) (	152,692.45)	0.00	162.16-

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2021

18 -WCC&PD FUND

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
18-4101 INCOME - SALES TAX	861,222	861,222	86,739.21	171,274.40	144,201.71	0.00	19.89
18-4102 INCOME-K9 DONATIONS	0	0	0.00	0.00	0.00	0.00	0.00
18-4105 INCOME - OTHER	0	0	0.00	0.00	0.00	0.00	0.00
18-4115 INCOME - INTEREST	3,000	3,000	0.00	9.49	1,979.72	0.00	0.32
18-4120 PROCEEDS FROM GUN SALES	0	0	0.00	0.00	0.00	0.00	0.00
18-4900 PROCEEDS FROM CAPITAL LEASE	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	864,222	864,222	86,739.21	171,283.89	146,181.43	0.00	19.82

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2021

18 -WCC&PD FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
<u>00-GENERAL EXPENDITURES</u>							
=====							
<u>SALARIES & BENEFITS</u>							
18-500-009 SALARIES	469,863	469,863	14,346.80	104,665.19	108,399.54	0.00	22.28
18-500-010 ADMINISTRATIVE EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00
18-500-011 LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00
18-500-013 STIPEND	0	0	0.00	0.00	0.00	0.00	0.00
18-500-014 SPECIAL ASSIGNMENT PAY K-9	4,500	4,500	173.08	1,261.01	1,557.72	0.00	28.02
18-500-015 INCENTIVE PAY-BILING & SHIFT	1,200	1,200	74.58	545.46	480.31	0.00	45.46
18-500-017 CERTIFICATION PAY	4,500	4,500	57.70	525.89	519.30	0.00	11.69
18-500-018 EDUCATION PAY	1,200	1,200	34.62	252.23	288.50	0.00	21.02
18-500-019 TUITION REIMBURSEMENT	0	0	0.00	0.00	0.00	0.00	0.00
18-500-020 OVERTIME	22,000	22,000	2,284.63	16,338.15	10,734.63	0.00	74.26
18-500-021 7K HOURS	7,000	7,000	298.20	2,025.00	2,099.29	0.00	28.93
18-500-026 HAZARDOUS DUTY PAY	5,640	5,640	124.61	883.51	480.04	0.00	15.67
18-500-030 SOCIAL SECURITY	38,931	38,931	1,300.03	9,453.85	9,959.12	0.00	24.28
18-500-040 HEALTH INSURANCE	81,576	81,576	6,914.44	14,604.14	17,522.72	0.00	17.90
18-500-050 RETIREMENT	39,959	39,959	1,250.64	9,411.50	9,984.97	0.00	23.55
18-500-060 WORKERS COMPENSATION	7,654	7,654	1,038.74	3,117.13	4,774.88	0.00	40.73
18-500-070 UNEMPLOYMENT COMPENSATION	<u>1,458</u>	<u>1,458</u>	<u>278.31</u>	<u>278.31</u>	<u>34.70</u>	<u>0.00</u>	<u>19.09</u>
TOTAL SALARIES & BENEFITS	685,481	685,481	28,176.38	163,361.37	166,835.72	0.00	23.83
<u>OTHER EXPENSES</u>							
18-500-120 DUES & SUBSCRIPTIONS	0	0	0.00	0.00	536.80	0.00	0.00
18-500-130 BONDS & TRAINING	0	0	0.00	0.00	3,134.30	0.00	0.00
18-500-250 LEGAL EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00
18-500-290 AUDIT	20,000	20,000	0.00	0.00	0.00	0.00	0.00
18-500-325 SALES TAX COLLECTION SERVICE	10,000	10,000	2,641.00	2,641.00	4,046.00	0.00	26.41
18-500-420 OFFICE SUPPLIES/FURNITURE	0	0	0.00	0.00	195.89	0.00	0.00
18-500-430 JUVENILE PROG.FEES & SUPPLIE	0	0	0.00	0.00	0.00	0.00	0.00
18-500-431 MISCELLANEOUS SUPPLIES	0	0	0.00	0.00	1,151.72	0.00	0.00
18-500-433 IT SOFTWARE HARDWARE&SUPPLIES	0	0	0.00	0.00	0.00	0.00	0.00
18-500-435 K-9 PROGRAM EXPENSES	0	0	0.00	0.00	1,366.67	0.00	0.00
18-500-440 ELECTION EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00
18-500-450 SYSTEM ACCESS FEE	0	0	0.00	0.00	0.00	0.00	0.00
18-500-480 UNIFORMS	0	0	0.00	0.00	595.92	0.00	0.00
18-500-485 WEAPONS & AMMUNITION	0	0	0.00	0.00	806.75	0.00	0.00
18-500-486 PERSONAL PROTECTIVE EQUIPMEN	0	0	0.00	0.00	0.00	0.00	0.00
18-500-487 VEHICLE EQUIPMENT	0	0	0.00	0.00	6.24	0.00	0.00
18-500-488 EMERGENCY SERVICES	0	0	0.00	0.00	0.00	0.00	0.00
18-500-489 COMMUNITY SERVICES	0	0	0.00	0.00	5,186.12	0.00	0.00
18-500-490 MEMORIAL SERVICES	0	0	0.00	0.00	0.00	0.00	0.00
18-500-500 MISC. CRIME PREVENTION	0	0	0.00	0.00	450.00	0.00	0.00
18-500-515 DEBT SERVICE - PRINCIPAL	0	0	0.00	0.00	0.00	0.00	0.00
18-500-516 DEBT SERVICE - PRINCIPAL	0	0	0.00	0.00	0.00	0.00	0.00
18-500-517 MAINTENANCE ON EQUIPMENT	60,500	60,500	0.00	0.00	5.38	0.00	0.00
18-500-518 DEBT SERVICE - INTEREST	0	0	0.00	0.00	0.00	0.00	0.00
18-500-520 BICYCLE PARTS & MAINTENANCE	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER EXPENSES	90,500	90,500	2,641.00	2,641.00	17,481.79	0.00	2.92

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2021

18 -WCC&PD FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
<u>CAPITAL EXPENSES</u>							
18-500-800 CAPITAL EXPENDITURES	0	0	16,944.40	62,427.67	114,556.37	0.00	0.00 (
TOTAL CAPITAL EXPENSES	0	0	16,944.40	62,427.67	114,556.37	0.00	0.00 (
<u>OTHER INCOME/EXPENSES</u>							
18-500-900 PRIOR PERIOD ADJUSTMENTS	0	0	0.00	0.00	0.00	0.00	0.00
18-500-901 TRANSFER TO GEN FUND	53,000	53,000	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	53,000	53,000	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	828,981	828,981	47,761.78	228,430.04	298,873.88	0.00	27.56
TOTAL EXPENDITURES	828,981	828,981	47,761.78	228,430.04	298,873.88	0.00	27.56
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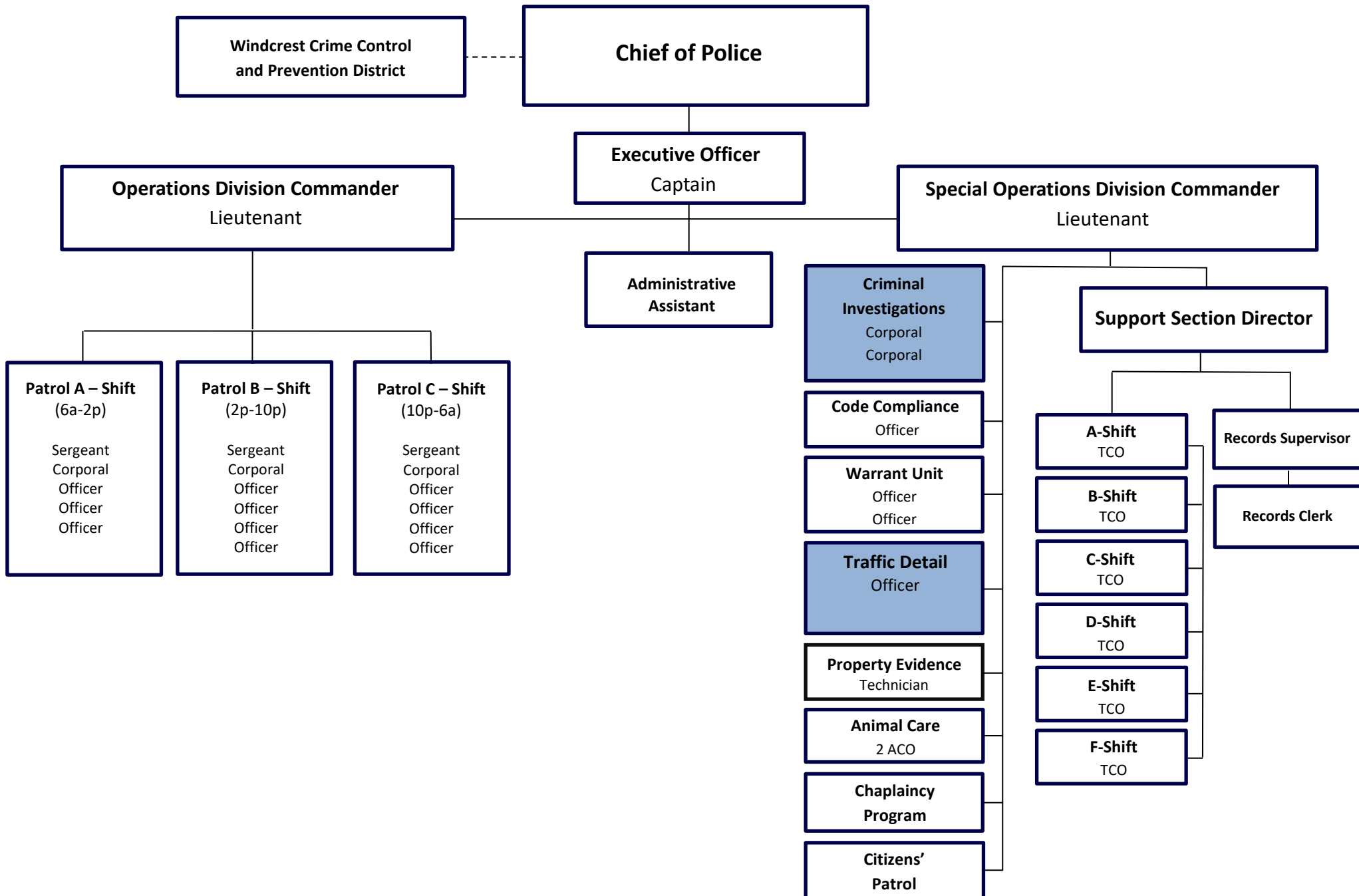
WCCPD Sales Tax Analysis

Year	Activity/ YTD	Original Budget	Projected	% Change (+/-)
1998-1999	0.00	0.00	0.00	
1999-2000	0.00	0.00	0.00	
2004-2005	172,728.42	0.00	187,500.00	
2005-2006	243,490.85	250,000.00	243490.85	40.97
2006-2007	235,093.01	250,000.00	235093.01	-3.45
2007-2008	298,048.42	250,000.00	298048.42	26.78
2008-2009	307,136.10	325,000.00	307136.1	3.05
2009-2010	369,184.82	300,000.00	369184.82	20.20
2010-2011	404,788.76	300,000.00	404788.76	9.64
2011-2012	490,866.56	378,250.00	490866.56	21.26
2012-2013	624,377.72	393,380.00	624377.72	27.20
2013-2014	628,508.89	623,548.00	628508.89	0.66
2014-2015	669,290.51	623,548.00	669290.51	6.49
2015-2016	773,139.63	642,255.00	773139.63	15.52
2016-2017	732,141.72	691,922.00	732141.72	-5.30
2017-2018	763,428.42	691,922.00	763428.42	4.27
2018-2019	861,221.68	691,922.00	861221.68	12.81
2019-2020	925,773.49	691,922.00	925773.49	7.50
2020-2021	171,274.40	861,222.00	953546.69	3.00

**WINDCREST POLICE DEPARTMENT
CURRENT POSITIONS**

Windcrest Crime Control Fund	Service Pay Grade
1 Lieutenant 1	43
2 Lieutenant 2	43
3 Police Communication Supervisor	31
4 Corporal CID	29
5 Patrol Officer / K-9 Handler 16	26
6 Communications officer 1/Dispatcher 5	17
7 Records Lead	17
8 Communications Officer 2/Dispatcher 6	17
9 Communications Officer 2/Dispatcher 7	17
Municipal Court Fund (508)	Service Pay Grade
10 Patrol Office/Warrant Officer	26
11 Patrol Office/Warrant Officer	26
General Fund (502)	Service Pay Grade
12 Police Chief	63
13 Captain	53
14 Sergeant 1	36
15 Sergeant 2	36
16 Sergeant 3	36
17 Corporal 3	31
18 Corporal 5	31
19 Corporal 2	31
20 Patrol Officer 7	26
21 Patrol officer 5	26
22 Patrol Officer 1	26
23 Patrol Officer 2	26
24 Patrol Officer 3	26
25 Patrol Officer 4	26
26 Patrol Officer 6	26
27 Patrol Officer 8	26
28 Patrol Officer 9	26
29 Patrol Officer 10	26
30 Patrol Officer 11	26
31 Patrol Officer 12	26
32 Property Room Tech	22
33 Dispatcher 1	17
34 Dispatcher 2	17
35 Dispatcher 3	17
36 Administrative Assistant	14
37 Records Clerk	13
General Fund (517)	Service Grade
38 Animal Control Officer	11
39 Animal Control Officer	11

**WINDCREST POLICE DEPARTMENT
FY 20/21 ADOPTED ORGANIZATIONAL CHART**



**WINDCREST POLICE DEPARTMENT
PROPOSED AMENDED FY20/21 ORGANIZATIONAL CHART**

