

City of Windcrest



AGENDA CITY COUNCIL MEETING 6:00 PM MAY 5, 2025

CITY COUNCIL CHAMBERS - 8601 MIDCROWN

CCM @ 6 PM

NOTICE IS HEREBY GIVEN THAT THE CITY OF WINDCREST CITY COUNCIL WILL HOLD A REGULAR CITY COUNCIL MEETING AT WINDCREST CITY HALL LOCATED AT 8601 MIDCROWN, WINDCREST, TEXAS ON MONDAY, MAY 5, 2025, STARTING AT 6:00 PM.

THE CITY COUNCIL RESERVES THE OPTION TO RECESS THE MEETING DURING THE EVENING OF MONDAY, MAY 5, 2025, AND TO RECONVENE THE MEETING ON THE FOLLOWING BUSINESS DAY, TUESDAY, MAY 6, 2025, 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

- Citizens may address the Windcrest City Council on topics not on the agenda for no more than three (3) minutes.
- Citizens shall also have the opportunity to address the Windcrest 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.

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

V. CEREMONIAL

- a) Proclamation designating May 4 - May 10, 2025, as Professional Municipal Clerks Week for the City of Windcrest.
- b) Proclamation designating May 6 – May 12, 2025, as National Nurses Week for the City of Windcrest.
- c) Proclamation designating May 18 - May 24, 2025, as National Public Works Week for the City of Windcrest.

VI. PRESENTATION

- a) Presentation from Rachel Sarlla, Texas Parks and Wildlife Department Urban Ecologist, on the benefits of conducting a tree survey and canopy maintenance.
- b) Presentation on the Fiscal Year 2024/2025 Budget and projected Fiscal Year 2025/2026 Budget deficit. [Natalia Witmer, Interim City Manager/MFO]

VII. CONSENT AGENDA

- a) City Council will review, discuss, and may act on an ordinance granting a special use permit for Take 5 Oil Change allowing an oil change facility at 5331 Walzem Rd., Windcrest, Texas - BCAD Property ID# 343993. **2nd Reading** [Natalia Witmer, Interim City Manager/MFO]
- b) City Council will review, discuss, and may act on an ordinance amending Chapter 12 of the City of Windcrest Code of Ordinances, Section 12-21-Fire Marshal, by adding a designee. **2nd Reading** [Natalia Witmer, Interim City Manager/MFO]
- c) City Council will review, discuss, and may act on an ordinance amending Chapter 1 of the City of Windcrest Code of Ordinances by adopting section 1-12 regarding third party review fees. **2nd Reading** [Natalia Witmer, Interim City Manager/MFO]
- d) City Council will review, discuss, and may act on a resolution approving the transfer of 10.9 acre feet of irrigation water to the Bexar County Water Control Improvement District #10 for the uses necessary for the city's retention ponds. [Natalia Witmer, Interim City Manager/MFO]
- e) City Council will review, discuss, and may act on a resolution on the realignment of the vehicle storage and Public Works Maintenance yard property. [Natalia Witmer, Interim City Manager/MFO]
- f) City Council will review, discuss, and may act on a resolution authorizing and approving the sale of Engine 187 Bravo previously utilized by the Windcrest Fire Department. [Natalia Witmer, Interim City Manager/MFO]

VIII. ORDINANCE

- a) City Council will review, discuss, and may act on an Ordinance amending Section 20-2 of the Windcrest Code of Ordinances. **1st Reading** [Natalia Witmer, Interim City Manager/MFO]

- b) City Council will review, discuss, and may act on an ordinance creating a standing Scoring and Evaluation Committee. **1st reading** [Natalia Witmer, Interim City Manager/MFO]

IX. DISCUSSION AND ACTION

- a) City Council will review, discuss, and may act on the fiscal year 2024/2025 budget and the projected fiscal year 2025/2026 budget. [Natalia Witmer, Interim City Manager/MFO]
- b) City Council will review, discuss, and may act on non-conforming land use in the City of Windcrest. [Natalia Witmer, Interim City Manager/MFO]
- c) City Council will review, discuss, and may act on approving an extension for the City Hall cleaning services contract. [Natalia Witmer, Interim City Manager/MFO]
- d) City Council will review, discuss, and may act on the janitorial services for the Civic Center. [Natalia Witmer, Interim City Manager/MFO]
- e) City Council will review, discuss, and may act on services for the agent of record contract. [Natalia Witmer, Interim City Manager/MFO]
- f) City Council will review, discuss, and may act on the mowing and maintenance services contract for city green spaces. [Natalia Witmer, Interim City Manager/MFO]
- g) City Council will discuss, review, and may act on an update from the Mayoral Tree Preservation Committee. [Cindy Strzelecki, Council Member Place 2/Mayor Pro Tem]

X. EXECUTIVE SESSION

The Windcrest City Council of the City of Windcrest reserves the right to adjourn into executive session at any time during course of the meeting to discuss any matter listed below:

- a) Pursuant to Govt. Code §551.071 (consultation with attorney) deliberation regarding existing litigation *Cause No. 2025-CI-02429 In the District Court of Bexar County, Texas 57th District Jimmie Cole vs. City of Windcrest and City of Windcrest.*
- b) Pursuant to Govt. Code § 551.072 (real property) and § 551.071 (consultation with attorney) regarding Palladium Rough Proportionality valuation/project.
- c) Pursuant to Govt. Code §551.071 (consultation with attorney) deliberation regarding existing litigation *styled Chad Mowell v. City of Windcrest Board of Adjustment and City of Windcrest, Cause No. 2024CI19418, 408th District Court, Bexar County, Texas.*
- d) Pursuant to Govt. Code §551.074 (personnel matters) deliberation on the duties, responsibilities, appointment and/or direction on the Chief of Police.

XI. CITY MANAGER'S REPORT

Any oral report provided by the city manager will be informational only and not for council action. The city manager may provide updates on community and upcoming city events, the status of the operation of individual departments, any unusual activity from any specific department which has occurred since the posting of the agenda, or to provide potential topics of discussion which may appear on a future agenda.

XII. 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.

XIII. ADJOURNMENT

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); §551.074 (Personnel Matters) 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 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.

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 May 5, 2025.

BY:

A handwritten signature in black ink, reading "Rachel C. Dominguez". The signature is written in a cursive, flowing style with a large loop at the end of the last name.

Rachel C. Dominguez, TRMC
City Secretary



56th Annual Professional Municipal Clerks Week Proclamation

May 4 - May 10, 2025

WHEREAS, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

WHEREAS, The Office of the Professional Municipal Clerk, also called by other names such as City Clerk, City Secretary, and City Administrator, along with their deputies and assistants, is the oldest profession among public servants, and

WHEREAS, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

WHEREAS, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

WHEREAS, Professional Municipal Clerks serves as the information center on functions of local government and community.

WHEREAS, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

WHEREAS, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Dan Reese, Mayor of The City of Windcrest, along with the Alamo Chapter of the Texas Municipal Clerks Association, recognize and proclaim the week of May 4 through May 10, 2025, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerks, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 5th day of May, 2025.



Proclamation for the Designation of Professional Nurses Week

May 6 - May 12, 2025

WHEREAS, Nurses are a vital part of the American health industry and their role continues to expand, and

WHEREAS, the high quality of our nursing profession is making it possible for more Americans to enjoy better health services, and

WHEREAS, the District 8 Texas Association is the voice for the registered nurses in this area. The association is working to chart a new course for a healthy nation that relies on increasing delivery of primary and preventative health care; and

WHEREAS, a renewed emphasis on primary and preventative health care will require better utilization of our entire nation's registered nursing resources. Professional nursing has been demonstrated to be an indispensable component of the safety and quality of care of all patients; and

WHEREAS, nurses connect individual, team and organizational safety goals in all healthcare settings. The demand for registered nursing services will be greater than ever because of the aging of the American population, the continuing expansion of life-sustaining technologies, and the explosive growth of home health care services.

NOW, THEREFORE, I, Dan Reese, Mayor of the City of Windcrest, do recognize the week of May 6 through May 12, 2025, as Professional Nurses Week, and further extend appreciation to all Professional Nurses in our community and throughout the nation.

Dated this 5th day of May, 2025.

Dan Reese, Mayor



National Public Works Week Proclamation

May 18-24, 2025

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of The City of Windcrest and,

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in The City of Windcrest to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association be it now,

Now, Therefore, I, Mayor Dan Reese, do hereby designate the week of May 18–24, 2025, as National Public Works Week. I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and advancing quality of life for all.

Dated this 5th day of May, 2025.

Dan Reese, *Mayor*



City of Windcrest Fiscal Year 24-25 Budget Review and Fiscal Year 25-26 Budget Deficit

Presenter

Natalia Witmer

Municipal Finance Officer/Interim City Manager

May 5, 2025

Finance Department



General Fund Overview: FY 2024-25

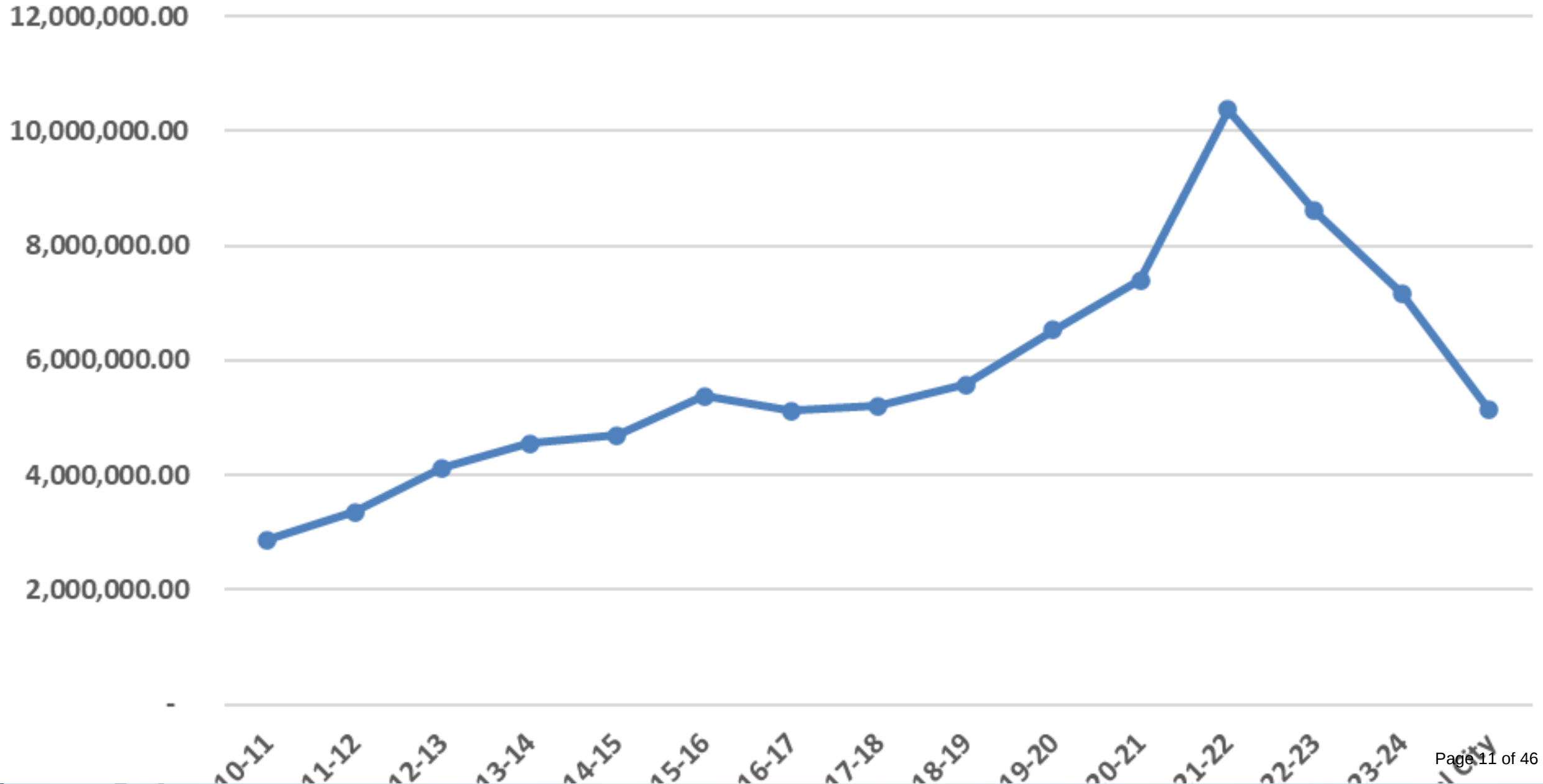
The current fiscal landscape of the City poses considerable challenges, notably characterized by:

- Sustained declines in key revenue categories– Sales Tax, etc.
- Significant projected overspending on Legal and Animal Control Services

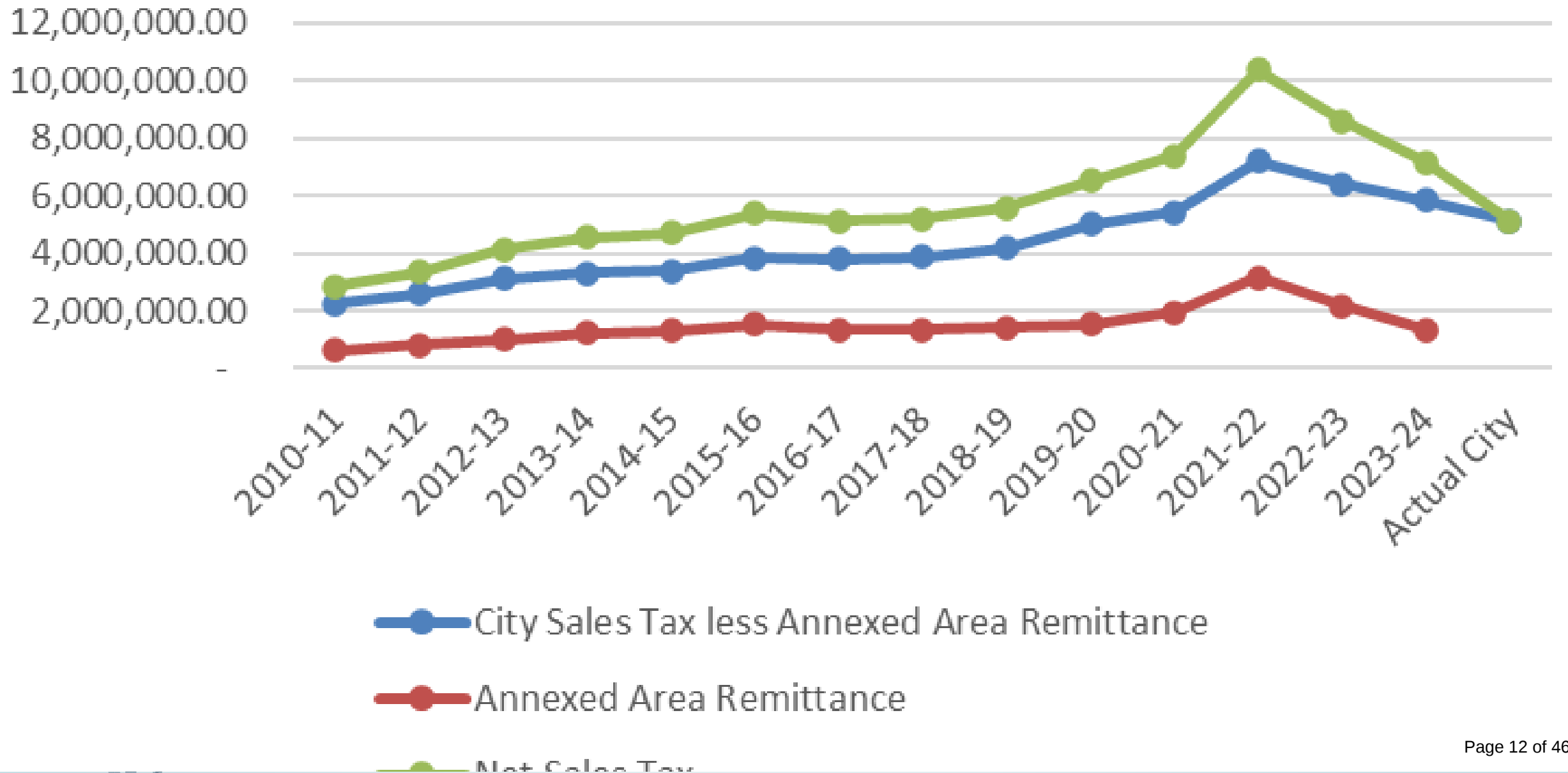
Other Contributing Factors:

- Inflation continues to persist in the national and local economies which is driving the cost.
- Demand and Supply issue continues to persist in the national and local economies which is driving the cost.
- Projected \$614,729 use of fund balance in FY24-25 is assumed in the budget however this amount is not anticipated to be available at year-end.

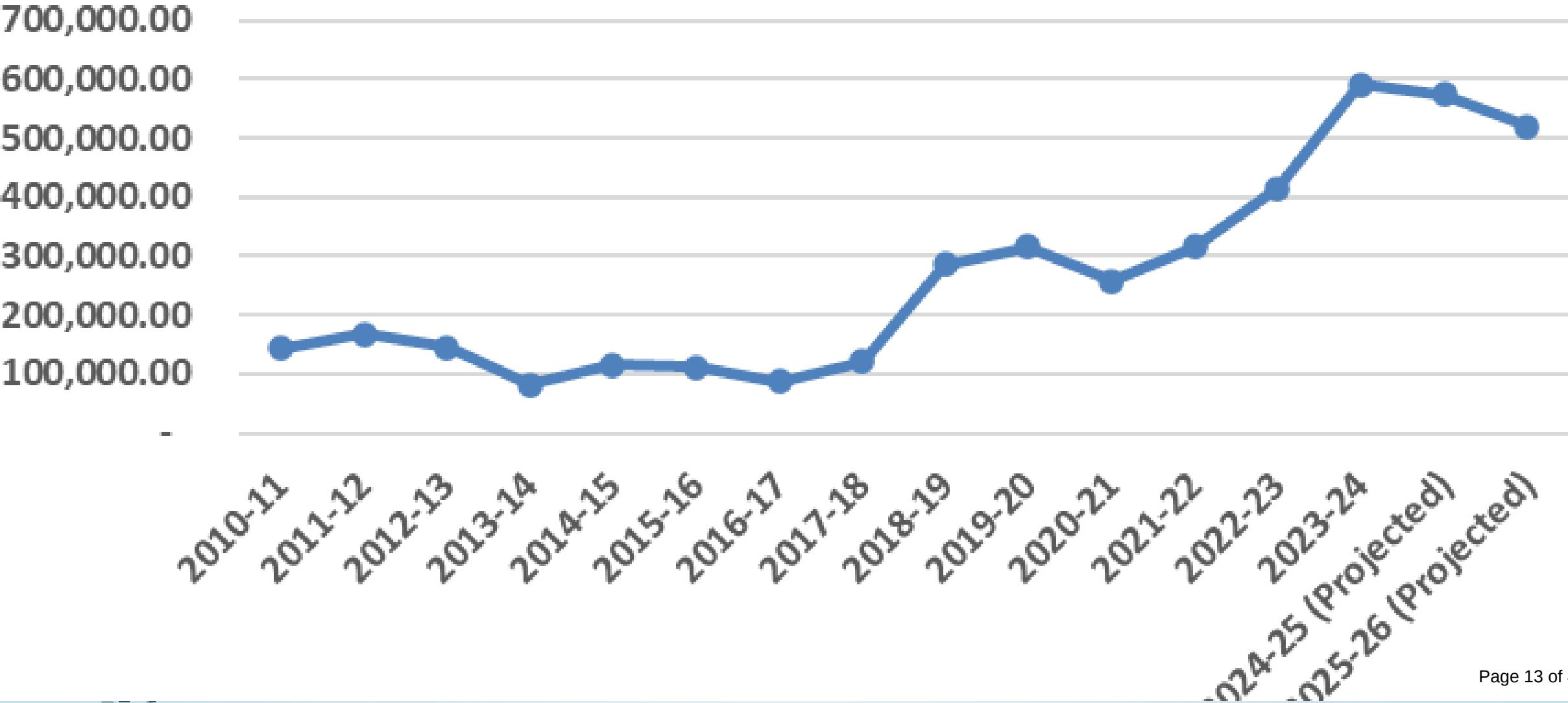
Sales Tax Net Payment Trend



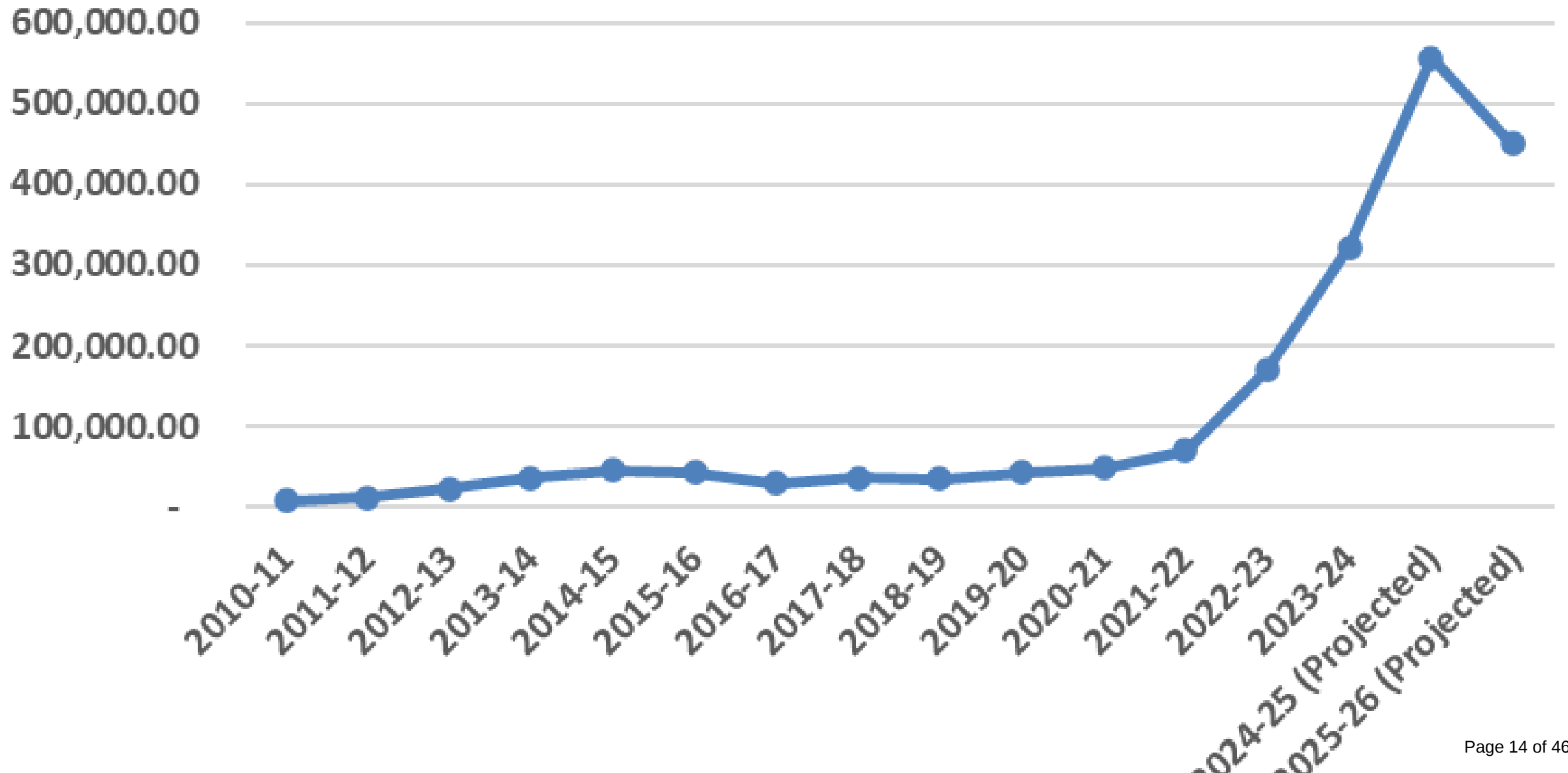
Sales Tax Payment Trend



Legal & City Attorney and Special Legal Fees Expenditure Trend



Vet, Inpounding and Shelter Expenditure Trend





FY 2025-26 General Fund Deficit

The General Fund Operating Deficit of \$1.4 million is projected in FY 2025-26.

- Revenues are projected to end the year \$10,543,889
- Expenditures are projected to end the year \$11,917,066

	FY2024-2025 Budget	FY2024-2025 Projected YE	FY2025-26 Requested
Column1			
Revenues	10,610,297.00	10,410,304.00	10,543,889.00
Expenditures	11,044,107.00	11,025,033.00	11,917,066.00
Operating (Shortfall)/Surplus	(433,810.00)	(614,729.00)	(1,373,177.00)

Note: By Law, the City Manager must file a Balanced Budget with the City Council.



City of Windcrest
General Fund Summary by Department
Fiscal Year 2024-2025, 2025-2026

		A	B		C	D	E	F
		FY 2024-25 Approved Budget	FY2024-25 1st Qtr. Amended Budget		FY 2024-25 Projected Year End	FY 2025-26 Requested Budget	\$ Change	% Change
General Fund								
	Total Fund Balance	4,982,035.00	4,982,035.00	(1A)	4,982,035.00	4,367,306.00		
	Restricted Fund Balance	535,000.00	535,000.00		535,000.00	535,000.00		
	Unrestricted Fund Balance	4,447,035.00	4,447,035.00		4,447,035.00	3,832,306.00		
	Revenues	10,649,905.00	10,610,297.20		10,410,304.00	10,543,889.00	(66,408.20)	-0.6%
	Admin	432,963.00	432,963.00		417,594.00	446,564.00	13,601.00	3.1%
	Police	3,086,553.00	3,086,553.00		2,727,718.00	3,401,717.00	315,164.00	10.2%
	Fire	1,646,697.00	1,646,697.00		1,646,637.00	1,776,079.00	129,382.00	7.9%
	Special Services	262,142.00	262,142.00		261,083.00	284,088.00	21,946.00	8.4%
	Parks	244,514.00	244,514.00		244,050.00	280,500.00	35,986.00	14.7%
	Fleet Mechanic	242,675.00	242,675.00		240,238.00	248,442.00	5,767.00	2.4%
	Court	558,301.00	558,301.00		564,504.00	616,900.00	58,599.00	10.5%
	Facility Division	183,000.00	183,000.00		183,000.00	183,000.00	-	0.0%
	Civic Center	343,565.00	343,565.00		347,968.00	346,610.00	3,045.00	0.9%
	Contract Services	1,004,972.00	1,085,552.11		1,270,200.00	1,211,632.00	126,079.89	11.6%
	Tech Support	414,326.00	414,326.00		412,900.00	444,119.00	29,793.00	7.2%
	Public Works	884,257.00	884,257.00		884,816.00	933,129.00	48,872.00	5.5%
	Animal Control	290,727.00	440,727.00		682,714.00	597,430.00	156,703.00	35.6%
	Code Enforcement	78,281.00	78,281.00		70,916.00	79,681.00	1,400.00	1.8%
	Finance	425,964.00	425,964.00		422,397.00	447,874.00	21,910.00	5.1%
	City Manager	233,346.00	233,346.00		207,215.00	210,268.00	(23,078.00)	-9.9%
	Pool	17,500.00	17,500.00		14,000.00	3,500.00	(14,000.00)	-80.0%
	Post Office	95,272.00	95,272.00		87,063.00	92,259.00	(3,013.00)	-3.2%
	Human Resources	142,700.00	142,700.00		152,000.00	152,500.00	9,800.00	6.9%
	Capital	225,772.00	225,772.00		188,020.00	160,772.00	(65,000.00)	-28.8%
	Total Expenditures	10,813,527.00	11,044,107.11		11,025,033.00	11,917,064.00		
	Ending Fund Balance	4,818,413.00	4,548,225.09		4,367,306.00	2,994,131.00		
	Total Expenditures* Less Capital	10,587,755.00	10,818,335.11		10,837,013.00	11,756,292.00		
	Ending Fund Balance* Less Capital	5,044,185.00	4,773,997.09		4,555,326.00	3,154,903.00		
	Revenue over/(under) expenditures	-\$163,622.00	-\$433,809.91		-\$614,729.00	-\$1,373,175.00		



Fund Balance Summary

			B		C	D
			FY2024-25 1st Qtr. Amended Budget		FY 2024-25 Projected Year End	FY 2025-26 Requested Budget
Projected Fund Balance year end FY 24-25* , 25-26			4,548,225.09		4,367,306.00	2,994,131.00
Restricted Fund Balance (25 %, based on operating expenditures , APPROVED ON 9/20/16)			2,704,583.78		2,709,253.25	2,939,073.00
Unrestricted Fund Balance (FY Ending Fund Balance -(minus) 25% Restricted Fund Balance)			1,843,641.31		1,658,052.75	55,058.00
Total Fund Balance Year End			4,548,225.09		4,367,306.00	2,994,131.00
					FY 24-25 % of Operating Expenditures less Capital	FY 25-26 % of Operating Expenditures less Capital
Projected Fund Balance year end FY 24-25* , 25-26					40.30	25.47
Restricted Fund Balance (25 %, based on operating expenditures , APPROVED ON 9/20/16)					25.00	25.00
Unrestricted Fund Balance (FY Ending Fund Balance -(minus) 25% Restricted Fund Balance)					15.30	0.47
					FY 24-25 months of Operating Expenditures less Capital	FY 25-26 months of Operating Expenditures less Capital
Projected Fund Balance year end FY 24-25* , 25-26					4.84	3.06
Restricted Fund Balance (25 %, based on operating expenditures , APPROVED ON 9/20/16)					3	3.00
Unrestricted Fund Balance (FY Ending Fund Balance -(minus) 25% Restricted Fund Balance)					1.84	0.06

Notes Property Tax and Sales Tax revenues are projected at 3% growth.

Personnel Cost was budgeted without any additional funds.

10% projected insurance increase was incorporated. Expecting approximately another 10% increase in August 2025.



FY 2024-25 & FY2025-26 Optional Steps

Current FY 2024-25 Optional Steps:

1. Monitoring Revenues
2. Hiring Freeze
3. Slowing/Reducing Expenditures

FY 2025-26 Optional Steps

1. Reduce Requested budgets by 10%
2. Adopt Ad Valorem De Minimis Rate
3. Or Adopt Ad Valorem Unused Increment Rate
4. Hiring Freeze
5. Raise Funds by selling property at 461 Golfcrest
6. Amend Animal Boarding Contract
7. Reduce number of mows
8. Use of Unrestricted Fund Balance
9. Unrestrict the Restricted Fund Balance for the Pool Project
10. Transfer additional fund from the Garbage Fund to offset revenue deficit
11. TMRS Roll back
12. Employee Insurance Cost Contributions
13. Terminate HRA Program
14. Pay Scale Freeze



FY 2024-25 and FY2025-26 Optional Steps

1. **Reduce Requested budgets by 10%** - Meetings will be scheduled with all departments to discuss proposed budget cuts by each Department Head. Projected Savings - \$200,000
2. **Adopt Ad Valorem De Minimis Rate** - the rate that when applied to a taxing current total value, will impose an amount of taxes equal to \$500,000. Last Year, 2024 De Minimis Rate - \$0.427968/\$100.

Example: \$0.393917 ➡ \$0.427968 Approx. Difference \$0.034051

Example:	Tax Rate		
	0.393917	0.427968	
Home Value	Yearly Taxes	Yearly Taxes	Yearly Difference
200,000.00	787.83	855.94	68.10
250,000.00	984.79	1,069.92	85.13
300,000.00	1,181.75	1,283.90	102.15
350,000.00	1,358.60	1,497.89	139.29
400,000.00	1,575.67	1,711.87	136.20
450,000.00	1,772.63	1,925.86	153.23
500,000.00	1,969.59	2,139.84	170.26

Note: Actual De Minimis Rate will be available after July 25, 2025, BCAD delivers certified Tax Roll.



FY 2024-25 and FY2025-26 Optional Steps

3. Adopt Ad Valorem Unused Increment Rate - A taxing unit that did not use all of its revenue growth may bank that unused growth as long as the taxing unit averaged below 3.5 percent of the voter-approval rate over three years. Projected Revenues -\$125,000.

4. Hiring Freeze – 6FTEs. Currently all vacancies are in the Police Department. Projected Savings -\$480,000.

5. Raise Funds by selling property at 461 Golfcrest - 2024 appraised value \$319,800.00. Projected Revenues - \$320,000.

6. Amend Animal Boarding Contract – Projected Savings - \$100,000

7. Reduce number of contracted mows – Amend mowing schedule by spacing actual mows. Projected Savings - \$20,000.

8. Use of Unrestricted Fund Balance – The use of unrestricted fund balance is not a long-term planning item. Funds can be depleted in a short period of time. Projected Unrestricted Fund Balance - \$1,200,000.

9. Unrestrict the Restricted Fund Balance allocated for the Pool Project - The use of restricted fund balance is not a long-term planning item. Funds can be depleted in a short period of time. Projected Restricted Fund Balance - \$535,000.



FY 2024-25 and FY2025-26 Optional Steps

10. Transfer additional fund from the Garbage Fund to offset revenue deficit – Currently, in FY 24-25 and FY25-26 budgeted transfers from the Garbage Fund are 450K. Not a long-term planning item. Funds could be depleted in a short period of time. Projected Revenues - \$200,000.

11. TMRS Roll Back – Change employer matching contribution from 2:1 to 1.5:1 (Effective January 1, 2026). Projected Savings - \$200,000.

12. Employee Insurance Cost Contributions – Make employees partially contribute to the portion of their insurance cost. Projected Savings - \$180,000.

13. Terminate HRA Program – Projected Savings - \$50,000.

14. Pay Scale Freeze – To freeze 2% merit increase in FY 25-26. Projected Savings -\$140,000 (GF), \$2,000 (Garbage Fund), \$12,000 (WCCPD)



Next Steps

- **To Receive directions from City Council** – City Council will choose from presented options to maximize usage FY24-25 Unrestricted Fund Balance and to balance FY 25-26 Requested Budget.
- **To Present a Balanced Proposed Budget** – Municipal Finance Officer/Interim City Manager will be filing Balanced FY25-26 Proposed Budget before the budget workshops in July 2025.

Budget Workshops are scheduled for the following dates:

- ☐ July 16, 2025 6:00 PM
- ☐ July 17, 2025 6:00 PM
- ☐ July 18, 2025 8:00 AM

QUESTIONS?

Projected FY25-26 Budget Deficit 1,400,000

Options (Rank from 1-10, 1 being the highest priority)	Projected Value (\$)	Council Person S. Hamilton	Mayor Pro Tem C. Strzelecki	Council Person G. Turner	Council Person M. Yax	Council Person A. Aistleford	Tie Braker Mayor D. Reese
1 FY 25-26 10% budget reduction	200,000.00						
De minimis rate - the rate that when applied to a taxing current total value, will impose an amount of taxes equal to \$500,000,							
2 and	500,000.00						
Ad Valorem Unused increment rate. A taxing unit that did not use all of its revenue growth may bank that unused growth as long as the taxing unit averaged below 3.5 percent of the voter-							
3 approval rate over three years.	125,000.00						
Hiring Freeze (FY24-25 and FY25-26) Approx. 6 FTEs (All							
4 PD personnel)	480,000.00						
461 Golfcrest - sell this property. 2024 appraised value							
5 \$319,800.00	320,000.00						
6 Animal control contract amendment. Need to discuss details.	100,000.00						
7 Mowing contract - reduce the number of mows.	20,000.00						
Use of Unrestricted Fund Balance (not for a long-term							
8 planning. Funds could be depleted in a short period of time)	1,200,000.00						
Unrestrict the restricted fund balance allocated for the Pool							
9 project.	535,000.00						
Transfer from Garbage fund additional funds (Currently already transferring 450K) (not for a long-term planning.							
10 Funds could be depleted in a short period of time)	200,000.00						
TMRS roll back 2:1 contribution to 1.5:1 Effective January 1,							
11 2026.	200,000.00						
12 Employee Insurance cost contributions (\$200 a month)	180,000.00						
13 Terminate HRA Program	50,000.00						
Pay Scale Freeze (GF-140k, Garbage Fund- 2k, WCCPD -							
14 12k)	140,000.00						
Total:	4,250,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

AN ORDINANCE OF THE CITY OF WINDCREST, TEXAS, GRANTING A SPECIAL USE PERMIT TO ALLOW AN OIL CHANGE FACILITY LOCATED AT 5331 WALZEM RD., WINDCREST, TEXAS, A USE NOT SPECIFICALLY LISTED IN THE USE REGULATIONS OF ARTICLE III- DISTRICTS, GENERAL ZONING, DIVISION 5, SECTION 113-190 USE REGULATIONS OF THE CITY OF WINDCREST CODE OF ORDINANCES; ESTABLISHING CONDITIONS FOR SAID PERMIT; AND PROVIDING FOR FINDINGS OF FACT, A CUMULATIVE CLAUSE, SEVERABILITY, AND EFFECTIVE DATE.

WHEREAS, the City of Windcrest is a Texas home rule municipality that has codified its regulations and enforcement, including adoption of zoning ordinances and zoning maps; and

WHEREAS, the property located at 5331 Walzem Rd., Windcrest Tx 78218, consisting of Lot 1 block 98 Windcrest unit 24 subdivision recorded in volume 7000 page 170 deed and plat records Bexar County, Texas . It is currently zoned B-1; and

WHEREAS, the City has received an application, the relevant portions of which are attached as Exhibit A (the “*Application*”), for a specific use permit for an Oil Change Facility Services use, specifically, a Take 5 Oil Change (the “*Proposed Use*”), to be located on the Property, all as more particularly shown in Exhibit A; and

WHEREAS, Section 113-321 of the City of Windcrest city ordinances provides that uses designated as requiring a Specific Use Permit (“*SUP*”) are so classified because the City Council has found that these uses may, because of their nature or intensity, be incompatible with other permitted uses in the same or adjacent district or may be compatible only with mitigation imposed through additional standards and conditions attached to the use; and

WHEREAS, the City Council determines that the SUP application for the Proposed Use is in conformance with the City of Windcrest Code of Ordinances; and

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

WHEREAS, the City Council has determined that certain businesses are beneficial to the commerce and overall betterment of the City;

WHEREAS, the City Council finds that granting a special use permit for an oil change facility does not cause any detriment to the City’s appearance and the safety of citizens, including both real and personal property; and

WHEREAS, the City Council has received the report and recommendation to approve the SUP application from the City of Windcrest Planning and Zoning Commission regarding the Application; and

WHEREAS, the City Council requires the following conditions and safeguards for the purpose of protecting other properties within the same or abutting zoning district (the “**Conditions**”):

- (A) All permit applications submitted for the Property are subject to the requirements of the Code of Ordinances of the City of Windcrest, Texas (the “**Code**”).
- (B) Approval of this SUP does not constitute approval of any building permit, or any other required permit or authorization associated with the Property.
- (C) The Proposed Use may not have a negative effect on the health, safety, or welfare of the public or surrounding properties.
- (D) Approval of this SUP does not authorize any use other than the Proposed Use as applied for and the SUP may not be enlarged, extended, or relocated unless City Council approves a new specific use permit.
- (E) The Property may only be developed substantially in conformance with the plans and specifications contained in the Application.
- (F) The Property may only be used for the Proposed Use in accordance with the following:
 - (1) Use of the Property may only be conducted as a “Take 5 Oil Change” Oil Change Facility consistent with the branding, signage, and other operational protocols and policies of Take 5 Oil Change.
 - (2) The Property must be subdivided as a lot separate from the remainder of the B-1 zoning district, whether by replat, amending plat, or other process permitted under the code of ordinances, substantially in the configuration shown in the Site Plan.
 - (3) The Property must be developed and configured substantially as shown in Exhibit A – SUP application with attachments.
- (G) This Specific Use Permit may be revoked pursuant to Section 113-326 of the City of Windcrest ordinances; and

WHEREAS, the Planning and Zoning Commission of the City of Windcrest, Texas, and the City Council of the City of Windcrest, Texas, in compliance with the Charter, State law, the City of Windcrest Code of Ordinances, have given the requisite notices by mailing, publication and otherwise, and after holding a due hearing and affording a full and fair hearing to all persons interested, the City Council, having received the final report of the Planning and Zoning Commission and having determined that the proposed zoning change will be harmonious with

existing buildings, structures, and uses on abutting and nearby properties in the vicinity of the Property in accordance with the Code of Ordinances of the City, is of the opinion that the Property should be zoned as set forth herein; and

WHEREAS, the City Council finds and determines that adoption of this Ordinance promotes the health, safety, and welfare of the public; and

WHEREAS, the City Council of the City of Windcrest finds and determines that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDREST, TEXAS that

I. ENACTMENT

- A. All of the above recitals are incorporated herein for all purposes.
- B. The SUP requested in the Application is granted, and they possess a special use permit to allow the Proposed Use, subject to the Conditions set for in this ordinance; and
- C. That this ordinance grants special use permit to Take 5 Oil Change, for construction and operation of an oil change facility in a B-1 zoning district, Neighborhoof Business District, at 5331 Walzem Rd., Windcrest Texas as an authorized use.
- D. All other requirements applicable to a B-1 Zoning district apply.

II. CUMULATIVE CLAUSE

That this Ordinance shall be cumulative of all provisions of the City of Windcrest, except where the provisions of this Ordinance are in direct conflict with the provisions of such other ordinance, in which event the conflicting provisions of such other ordinance are hereby repealed, while leaving the remainder of such other ordinance intact. To the extent of any conflict, this Ordinance is controlling.

III. SEVERABILITY

That is hereby declared to be the intention of the City Council of the City 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 or invalid by final judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity 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 or invalid phrases, sentences, paragraphs, or sections.

**IV.
PROPER NOTICE AND MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was 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 Texas Open Meetings Act, Chapter 551, Texas Government Code.

DULY PASSED ON FIRST READING, on the 21st day of April, 2024 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Texas Open Meetings Act, Chapter 551, Texas Government Code, at which meeting a quorum was present and voting.

DULY PASSED AND APPROVED, on the _____ day of _____, 2024 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Texas Open Meetings Act, Chapter 551, Texas Government Code, at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS:

Dan Reese, *Mayor*

ATTEST:

Rachel C. Dominguez, *City Secretary*

APPROVED:

Ryan S. Henry, *City Attorney*

**AN ORDINANCE OF THE CITY OF WINDCREST, TEXAS
AMENDING CHAPTER 12 – FIRE PREVENTION AND
PROTECTION, ARTICLE II – FIRE MARSHAL, OF THE
CITY OF WINDCREST CODE OF ORDINANCES, TO
AMEND SECTION 12-21 BY ADDING A DESIGNEE, AND
PROVIDING FOR FINDINGS OF FACT, A CUMULATIVE
CLAUSE, SEVERABILITY, AND EFFECTIVE DATE.**

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 of the City of Windcrest desires to amend Chapter 12 Fire prevention and protection, article II – Fire Marshal, General Code of Ordinances of the City of Windcrest to Amend 12-21 Office created; responsibilities; and

WHEREAS, the City believes it should adjust the definition of Fire Marshal to allow for the designation of a qualified officer to assume the duties of Fire Marshal if necessary; and

WHEREAS, the City Council of the City of Windcrest finds and determines that the adoption of this Ordinance promotes the health, safety, and welfare of the public; and

WHEREAS, the City believes that allowing the Fire Marshal to appoint a designee will allow for a more efficient process, keep the City and citizens safe; and

WHEREAS, the City wants to ensure that the duties of the Fire Marshal can still be carried out if the current Fire Marshal was unable to do their work for a short period of time, without the City Council having to appoint a new Fire Marshal; and

WHEREAS, the City Council of the City of Windcrest finds and determines that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code;

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

**I.
ENACTMENT**

Chapter 18 licenses, permits and business regulations, article II Business Regulations, Code of Ordinances, City of Windcrest, Texas is amended as set forth below, with insertions indicated by underlines (e.g. underlines) and deletions indicated by strikethroughs (e.g. ~~strikethroughs~~):

Section 12-21:

The office of fire marshal is hereby created. The fire marshal or their qualified designee shall administer enforce, and carry out the applicable provisions of this article relating to the duties and responsibilities of the city fire marshal. Such office shall be independent of other city departments except that the fire marshal shall work closely with the fire chief, but has no authority, responsibility, or leadership role over the fire department or its personnel. The fire marshal shall report directly to the mayor and the city council.

**II.
FINDINGS OF FACT**

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

**III.
CUMULATIVE CLAUSE**

This Ordinance is cumulative of all provisions of the Code of Ordinances of the City of Windcrest, except to the extent the provisions of this Ordinance are in direct conflict with the provisions of any other ordinance, in which event the conflicting provisions of such other ordinance are hereby repealed, while leaving the remainder of such other ordinance intact. To the extent of any conflict, this Ordinance is controlling.

**III.
SEVERABILITY**

The City Council of the City of Windcrest intends 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 or invalid by final judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of the Ordinance, since

the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional or invalid phrases, sentences, paragraphs, or sections.

**IV.
EFFECTIVE DATE**

This Ordinance is effective as of the date of adoption on second reading.

DULY PASSED ON FIRST READING, on the 21st day of April, 2025, at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Texas Open Meetings Act, Chapter 551, Texas Government Code, at which meeting a quorum was present and voting.

DULY PASSED AND APPROVED, on the _____ day of _____, 2025 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Texas Open Meetings Act, Chapter 551, Texas Government Code, at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS:

Dan Reese, Mayor

ATTEST:

Rachel C. Dominguez, TRMC
City Secretary

APPROVED:

Ryan S. Henry, City Attorney

**AN ORDINANCE OF THE CITY OF WINDCREST, TEXAS
AMENDING CHAPTER 1 OF THE CODE OF
ORDINANCES TO ADOPT SECTION 1-12 ADDING A 3RD
PARTY REVIEW FEES PROVISION; AND PROVIDING
FOR FINDINGS OF FACT, A CUMULATIVE CLAUSE,
SEVERABILITY, AND EFFECTIVE DATE.**

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 state statutes; and

WHEREAS, the City may assess fees for services rendered provided such fees are not inconsistent with the Texas Constitution, state law, or the City's Charter; and

WHEREAS, the City assesses third-party review fees for legal, engineering, inspection and other services performed in connection with applications; and

WHEREAS, the City Council of the City of Windcrest desires to amend Chapter 1, Code of Ordinances of the City of Windcrest to recover fees related to third-party review by third-party providers for applications as set forth in this Ordinance; and

WHEREAS, the City finds that it is in the best interests of the public to not upcharge for fees associated with third-party reviews; and

WHEREAS, the City Council of the City of Windcrest finds and determines that the adoption of this Ordinance promotes the health, safety, and welfare of the public; and

WHEREAS, the City Council of the City of Windcrest finds and determines that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code;

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

**I.
ENACTMENT**

The Code of Ordinances of the City of Windcrest, Texas is amended to add Section 1-12, reading as follows:

Sec. 1-12. – Third party review fees; deposit required; outside review fees.

- (a) For any ordinance establishing a third-party review of applications, applicants will be charged for all third-party review fees incurred by the city at the cost incurred by the city.
- (b) A deposit of fifty (50) percent of the estimated initial review cost will be required prior to the start of any work performed by the city. Should the amount of the third-party review fees exceed the amount of the deposit, the applicant will be required to deposit additional funds based on an estimate provided by the city, and the city will not be obligated to perform any further work until such additional funds are deposited.
- (c) Failure to deposit additional funds for third-party review fees as required by the city within ten (10) business days of notice of the required additional deposit will result in expiration of the original application.
- (d) Should an applicant seek third-party review of an application outside of the city under Section 247.002 of the Texas Local Government Code, said applicant will be responsible for the fees associated with said third-party review.

II. FINDINGS OF FACT

The recitals above are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

III. CUMULATIVE CLAUSE

This Ordinance is cumulative of all provisions of the City of Windcrest, except to the extent the provisions of this Ordinance are in direct conflict with the provisions of any other ordinance, in which event the conflicting provisions of such other ordinance are hereby repealed, while leaving the remainder of such other ordinance intact. To the extent of any conflict, this Ordinance is controlling.

III. SEVERABILITY

The City Council of the City of Windcrest intends 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 or invalid by final judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity 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 or invalid phrases, sentences, paragraphs, or sections.

**IV.
EFFECTIVE DATE**

This Ordinance is effective as of the date of adoption on second reading.

DULY PASSED ON FIRST READING, on the 21 day of April, 2025, at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Texas Open Meetings Act, Chapter 551, Texas Government Code, at which meeting a quorum was present and voting.

DULY PASSED AND APPROVED, on the _____ day of _____, 2025, at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Texas Open Meetings Act, Chapter 551, Texas Government Code, at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Dan Reese, Mayor

ATTEST:

Rachel C. Dominguez, TRMC
City Secretary

APPROVED:

Ryan S. Henry, City Attorney

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE DOCUMENTS ALLOWING THE TRANSFER OF 10.9 AC. FT. OF “IRRIGATION WATER” TO THE BEXAR COUNTY WATER IMPROVEMENT DISTRICT #10 FOR THE USES NECESSARY TO KEEP THE CITY’S WATER RETENTION PONDS FILLED

WHEREAS, the City Council desires to transfer 10.9 ac.ft of our “irrigation water” for the remainder of this calendar year up to and including December 31, 2025, for the need and use of the City of Windcrest to maintain necessary and desired water levels in the City’s water retention ponds; and

WHEREAS the City Council finds the transfer is in the best interest of the City, its citizens and the public at large. It is also in furtherance of good governance and City operations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that the City Council

1. The City Council of Windcrest hereby authorizes the transfer of 10.9 ac.ft of its “irrigation water” for the remainder of this calendar year up to and including December 31,2025, for the need and use of the City of Windcrest to maintain necessary and desired water levels in the City’s water retention ponds.
2. The City Council authorizes the city manager to execute any documents necessary to fulfill the intent and purpose of this resolution.

DULY PASSED AND APPROVED, on the ____ day of ____, 2025 at a regular 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.

CITY OF WINDCREST, TEXAS

Dan Reese, Mayor

ATTEST:

Rachel C. Dominguez, TRMC
City Secretary

APPROVED AS TO FORM:

Ryan S. Henry, City Attorney

**A RESOLUTION OF THE CITY OF WINDCREST, TEXAS,
CITY COUNCIL TO AUTHORIZE THE CITY TO REALIGN
THE VEHICLE STORAGE AND PUBLIC WORKS
MAINTENANCE YARD PROPERTY**

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

WHEREAS, the City of Windcrest currently owns an RV park and another City building and lot known as the “Public Works” area which is adjacent to the RV Park and which is separated by a fence-line owned by the City; and

WHEREAS, the City of Windcrest has been utilizing a portion of the RV park lots for the past few years to store vehicles and other City owned property; and

WHEREAS, the City of Windcrest needs to erect shade barriers for several lots in order to protect City vehicles from damage from the harsh Texas sun; and

WHEREAS, the City of Windcrest authorizes the Public Works Director to reconfigure the fence-line to place the RV Park lots inside the Public Works area so that he may direct the placement of appropriate shade structures over the vehicle storage areas; and

WHEREAS, the City wants to protect the City property stored in that location by erecting sunshades above it to reduce damage done to City property.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that:

1. The Public Works Director, under the guidance of the City Manager, is authorized to reconfigure the fence-line between the RV Park and Public Works area to place the RV Park lots currently used to store City vehicles inside the Public Works area so that the Public Works Director may direct the placement of appropriate shade structures over the vehicle storage areas.
2. The City Manager is authorized to expend funds up to her authority to accomplish the purpose and intent of this Resolution.

DULY PASSED AND APPROVED, on the 5th day of May 2025 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:

Rachel Dominguez, TRMC
City Secretary

APPROVED:

Ryan S. Henry, *City Attorney*

Pending CC Approval

**A RESOLUTION OF THE CITY OF WINDCREST, TEXAS,
CITY COUNCIL AUTHORIZING AND APPROVING THE
SALE OF ENGINE 187 BRAVO PREVIOUSLY UTILIZED
BY THE WINDCREST FIRE DEPARTMENT**

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

WHEREAS, the City of Windcrest is vested with the authority to approve or deny the sale of city owned property; and

WHEREAS, the Windcrest Fire Department has established a Fleet Replacement Plan for FY23 through FY28; and

WHEREAS, the City of Windcrest has approved the purchase of a Mini Pumper Fire Vehicle on April 15, 2024, in replacement of the Engine 187 Bravo (ending in VIN: *****C057555); and

WHEREAS, the City of Windcrest finds that Engine 187 Bravo is no longer needed or essential to services and should be sold; and

WHEREAS, the City of Windcrest believes that there is no need to keep the Engine 187 Bravo, as the new Mini Pumper Fire Vehicle replaces the need; and

WHEREAS, the Windcrest City Council finds that such sale of this vehicle is in the best interest of the Windcrest Fire Department, the City, and its residents; and

WHEREAS, The City of Windcrest has found that La Salle Fire Department is in need of a new firetruck vehicle; and

WHEREAS, the City Council of the City of Windcrest finds and determines that the meeting at which this resolution was passed was open to the public and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that the City Council

1. The Windcrest City Council has authorized the sale of the Engine 187 Bravo, a 2008 Spartan Fire Truck, VIN: *****C057555.

2. The Windcrest City Council has authorized the City Manager or his agent to proceed with the sale of one 2008 Spartan Fire Truck, VIN: *****C057555, for \$47,500.00 to La Salle Fire Department.

DULY PASSED AND APPROVED, on the _____ day of _____, 2025 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:

Rachel Dominguez, TRMC
City Secretary

APPROVED:

Ryan S. Henry, *City Attorney*

**AN ORDINANCE OF THE CITY OF WINDCREST, TEXAS
AMENDING SECTION 20-2, OF THE CITY OF
WINDCREST CODE OF ORDINANCES, TO INCLUDE
SUBCHAPTER B, CHAPTER 54, LOCAL GOVERNMENT
CODE, AND TRANSPORTATION CODE CHAPTER 683,
SUBCHAPTER E, AND PROVIDING FOR FINDINGS OF
FACT, A CUMULATIVE CLAUSE, SEVERABILITY, AND
EFFECTIVE DATE.**

WHEREAS, the City of Windcrest, the (“City”) 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”) of the City of Windcrest desires to amend (“Section 20-2”) of the Code of Ordinances of the City of Windcrest to clarify its jurisdictional authority; and

WHEREAS, Section 20-2 has not been amended since 2002; and

WHEREAS, the City Council of the City of Windcrest finds and determines that the amendment of this Ordinance promotes the health, safety, and welfare of the public by allowing for the full application of the chapter to be utilized during the City’s civil abatement processes;

WHEREAS, the City Council of the City of Windcrest finds and determines that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that:

**I.
ENACTMENT**

SECTION 20-2, Code of Ordinances, City of Windcrest, Texas is amended as set forth below, with insertions indicated by underlines (e.g. underlines) and deletions indicated by strikethroughs (e.g. ~~strikethroughs~~):

Sec. 20-2. – Jurisdiction

In addition to the jurisdiction provided by V.T.C.A., Government Code § 30.00005, the municipal court of record shall have concurrent jurisdiction with any justice of the peace in any precinct in which the city is situated in all criminal cases arising under the criminal laws of this state, in which punishment is by fine only and shall also have concurrent jurisdiction with a district court or a

county court at law under V.T.C.A., Government Code Ch. 24, Subch. A (V.T.C.A., Government Code § 24.001 et seq.), within the territorial limits of the city and property owned by the city located in the city's extraterritorial jurisdiction for the purpose of enforcing health and safety and nuisance abatement ordinances, including but not limited to civil jurisdiction under Subchapter B of Chapter 54 of the Texas Local Government Code, and shall also have civil jurisdiction for the purpose of enforcing city ordinances enacted under V.T.C.A., Local Government Code Ch. 214, Subch. A (V.T.C.A., Local Government Code § 214.001) or V.T.C.A., Transportation Code Ch. 683, Subch. E (V.T.C.A., Transportation Code § 683.071 et seq.). The court shall furthermore have authority to issue search warrants for the purpose of investigating a health and safety or nuisance abatement ordinance violation and to issue seizure and abatement warrants ~~for the purpose of securing, removing, or demolishing the offending property and removing debris from the premises pursuant to its jurisdiction.~~

II. FINDINGS OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

III. CUMULATIVE CLAUSE

This Ordinance is cumulative of all provisions of the Code of Ordinances of the City of Windcrest, except to the extent the provisions of this Ordinance are in direct conflict with the provisions of any other ordinance, in which event the conflicting provisions of such other ordinance are hereby repealed, while leaving the remainder of such other ordinance intact. To the extent of any conflict, this Ordinance is controlling.

III. SEVERABILITY

The City Council of the City of Windcrest intends 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 or invalid by final judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of the Ordinance, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional or invalid phrases, sentences, paragraphs, or sections.

IV. EFFECTIVE DATE

This Ordinance is effective as of the date of adoption on second reading.

DULY PASSED ON FIRST READING, on the _____ day of _____, 2025, at a regular meeting of the City Council of the City of Windcrest,

Texas, which was held in compliance with the Texas Open Meetings Act, Chapter 551, Texas Government Code, at which meeting a quorum was present and voting.

DULY PASSED AND APPROVED, on the _____ day of _____, 2025 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Texas Open Meetings Act, Chapter 551, Texas Government Code, at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS:

Dan Reese, Mayor

ATTEST:

Rachel C. Dominguez, TRMC
City Secretary

APPROVED:

Ryan S. Henry, City Attorney

ORDINANCE

AN ORDINANCE OF THE CITY OF WINDCREST, TEXAS AMENDING CHAPTER 2, ARTICLE 1, CITY OF WINDCREST CODE OF ORDINANCES, TO CREATE SECTION 2-7, ESTABLISHING A REQUEST FOR PROPOSAL/QUALIFICATIONS SCORING AND EVALUATION COMMITTEE; AND PROVIDING FOR FINDINGS OF FACT, A CUMULATIVE CLAUSE, SEVERABILITY, AND EFFECTIVE DATE.

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 of the City of Windcrest desires to amend Chapter 2, Article 1 of the Code of Ordinances of the City of Windcrest to create Section 2-7 to establish a Request for Proposal/Qualifications Scoring and Evaluation Committee; and

WHEREAS, the City is concerned for consistency in the process of scoring and evaluating Requests for Proposals (“RFPs”) and Requests for Qualifications (“RFQs”); and

WHEREAS, the City Council wishes to establish a standing committee for the purpose of scoring and evaluating RFPs and RFQs for the sake of consistency; and

WHEREAS, the City Council of the City of Windcrest finds and determines that the adoption of this Ordinance promotes the health, safety, and welfare of the public;

WHEREAS, the City Council of the City of Windcrest finds and determines that the meeting at which this Ordinance was passed was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Texas Open Meetings Act, Chapter 551, Texas Government Code;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that:

I. ENACTMENT

Chapter 2, Article 1, Code of Ordinances, City of Windcrest, Texas is amended as set forth below, with insertions indicated by underlines (e.g. underlines) and deletions indicated by

strikethroughs (e.g. ~~strikethroughs~~) and shall read as follows:

Sec. 2-7. – Scoring and Evaluation Committee.

- (a) A standing committee shall be established for the purpose of scoring and evaluating requests for qualifications (“RFQs”) or requests for proposals (“RFPs”).
- (b) The committee shall consist of:
 - (1) the City Manager;
 - (2) the Municipal Finance Officer;
 - (3) a Department Head selected by the City Manager;
 - (4) a non-department head employee from a department different than the appointed department head to the committee, selected by the City Manager; and
 - (5) a qualified citizen of Windcrest with municipal procurement law experience, selected by the City Manager.
- (c) The committee members, except for the City Manager, and Municipal Finance Officer, shall be appointed for a term of two years.
- (c) The City Manager shall act as chair for the committee and shall be responsible for the orderly conduct of the meetings.
- (d) The City Manager shall appoint a non-committee employee as the secretary for the committee. Said secretary shall be responsible for the keeping of the minutes of the meetings and for preserving any documentation that results from the meetings, the operation, or business of the committee. All documents must be stored and maintained by the City for the period identified by the Texas State Library Archives Commission..
- (e) The committee shall not be required to follow the Texas Open Meetings Act for its meetings as it is advisory only; however, the committee shall hold its meetings at City Hall unless otherwise required by the City Manager.
- (f) The committee shall have the authority and responsibility to review and score all submitted responses by bidders to any RFP or RFQ submitted to the city. In reviewing and scoring all RFQ and RFP responses, the committee shall:

1. Utilize the scoring rubric or matrix required by the posted RFQ or RFP as adopted by the City Council;
2. Meet at City Hall to perform the scoring;
3. Keep all score sheets filled out by individual committee members;
4. Review and evaluate any RFQ or RFP which does not have a scoring rubric or matrix incorporated into the posted RFQ or RFP;
5. Have the power to bring in subject matter experts for RFQ/RFP being considered in order to facilitate a better understanding of the submission being considered. Such authority is subject to the spending authority of the City Manager
- ¹6. Consider reports from any affected departments of the City in scoring and evaluating such RFQs/RFPs; and
7. Provide the scoring results and any recommendations to the City Council for consideration.

II. FINDINGS OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

III. CUMULATIVE CLAUSE

This Ordinance is cumulative of all provisions of the Code of Ordinances of the City of Windcrest, except to the extent the provisions of this Ordinance are in direct conflict with the provisions of any other ordinance, in which event the conflicting provisions of such other ordinance are hereby repealed, while leaving the remainder of such other ordinance intact. To the extent of any conflict, this Ordinance is controlling.

III. SEVERABILITY

The City Council of the City of Windcrest intends 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 or invalid by final

¹ Official Comment: The committee may bring in subject matter experts to explain certain aspects of the RFQ or RFP in discussion. For example, if the City were to put out an RFQ for engineering services on a certain development project, the committee could bring in the City Engineer to explain the finer aspects of the RFQ.

judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of the Ordinance, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional or invalid phrases, sentences, paragraphs, or sections.

**IV.
EFFECTIVE DATE**

This Ordinance is effective as of the date of adoption on second reading.

DULY PASSED ON FIRST READING, on the ____ day of ____, 2025, at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Texas Open Meetings Act, Chapter 551, Texas Government Code, at which meeting a quorum was present and voting.

DULY PASSED AND APPROVED, on the ____ day of ____, 2025 at a regular meeting of the City Council of the City of Windcrest, Texas, which was held in compliance with the Texas Open Meetings Act, Chapter 551, Texas Government Code, at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS:

Dan Reese, *Mayor*

ATTEST:

Rachel Dominguez, TRMC
City Secretary

APPROVED:

Ryan Henry, *City Attorney*

RESOLUTION 2024-515(R)

A RESOLUTION OF THE CITY OF WINDCREST RATIFYING THE AUTHORIZATION OF THE APPOINTMENT OF BROWN AND BROWN INSURANCE GROUP AS THE CITY'S HEALTH INSURANCE AGENT OF RECORD AND EXTENDING THE BUSINESS ASSOCIATE AGREEMENT WITH BROWN AND BROWN INSURANCE GROUP

WHEREAS, the City of Windcrest City Council appointed Brown and Brown Insurance Group as its health insurance agent of record commencing July 1, 2020, for a term of two years ending June 30, 2022; and,

WHEREAS, the City of Windcrest City Council extended the appointment for one year on May 16, 2022, for a term beginning on July 1, 2022 through June 30, 2023; and,

WHEREAS, the City of Windcrest City Council extended the appointment for one year on March 20, 2023, for a term beginning on July 1, 2023 through June 30, 2024; and,

WHEREAS, the City of Windcrest City Council and Brown and Brown Insurance Group desire to extend the appointment for another one year term commencing on July 1, 2024 through June 30, 2024; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY WINDCREST, that

- (1) the appointment of Brown and Brown Insurance Group as the City's health insurance agent of record is extended from July 1, 2024 through June 30, 2025, and
- (2) the Business Associate Agreement between the City and Brown and Brown Insurance Group is extended from July 1, 2024 through June 30, 2025, and
- (3) the City Manager is authorized to execute said extension and to execute any documents necessary to accomplish the intent of this resolution on behalf of the City.

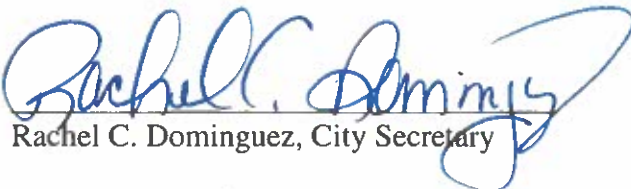
DULY PASSED AND APPROVED, on the 18th day of March, 2024 at a meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code, §551.001, et. seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS



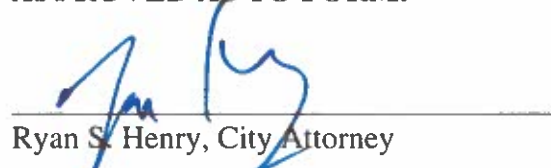
Dan Reese, Mayor

ATTEST:



Rachel C. Dominguez, City Secretary

APPROVED AS TO FORM:



Ryan S. Henry, City Attorney

