City of Windcrest

AGENDA
CITY COUNCIL MEETING
6:00 PM
AUGUST 4, 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, AUGUST 4, 2025, STARTING AT 6:00 PM.

THE CITY COUNCIL RESERVES THE OPTION TO RECESS THE MEETING DURING THE EVENING OF MONDAY, AUGUST 4, 2025, AND TO RECONVENE THE MEETING ON THE FOLLOWING BUSINESS DAY, TUESDAY, AUGUST 5, 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

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

IV. CITIZENS TO BE HEARD/CITIZEN PARTICIPATION

- Citizens may address the City Council on topics not on the agenda for no more than three (3) minutes.
- 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.

V. PUBLIC HEARING

OPENING OF PUBLIC HEARING

a) City Council will receive comments from the public on the Proposed Windcrest Crime Control and Prevention District Fiscal Year 2025/2026 Budget.

CLOSING OF PUBLIC HEARING

OPENING OF PUBLIC HEARING

b) City Council will hold a public hearing to receive comments from the public to consider a recommendation from the Windcrest Planning and Zoning Commission regarding a request from Tageb LLC., to change from "R-2" Duplex, Apartment, and Single-Family Dwelling District to "O-1" Professional Office District for the following property: 5609 Walzem Rd., Windcrest, Texas - BCAD Property ID#342990.

CLOSING OF PUBLIC HEARING

VI. CONSENT AGENDA

a) City Council will review, discuss, and may act on an ordinance adding Chapter 2, Article 4, Section 2-71 - Recording Devices in Executive Session Prohibited, of the Windcrest Code of Ordinances. **2nd Reading** [Cindy Strzelecki, Council Member Place 2/Mayor Pro Tem]

VII. ORDINANCE

a) City Council will review, discuss, and may act on an ordinance amending Chapter 103 - Building Code, of the Windcrest Code of Ordinances, regarding structure requirements for accessory buildings. **1st Reading** [Natalia Witmer, Interim City Manager/Municipal Finance Officer]

b) City Council will review, discuss, and may act on an ordinance amending Chapter 2, Article 4, Section 2-66 of the Windcrest Code of Ordinances. **1st Reading** [Natalia Witmer, Interim City Manager/Municipal Finance Officer]

c) City Council will review, discuss, and take action on an ordinance calling a general election on November 4, 2025, to be held in the City of Windcrest, Texas, for the purpose of electing two (2) Council Members to City Council Places four (4) and five (5), and Mayor; making provision for the conduct of a joint election; and resolving other matters related to such election. [Dan Reese, Mayor]

d) City Council will review, discuss and take action on an ordinance calling a special election on November 4, 2025, to be held in the City of Windcrest, Texas, to reauthorize the election of the 1/4% sales tax for the Street Maintenance and place on the November 4, 2025 general election ballot as prescribed by Section 327.007, Tax Code; making provision for the conduct of a joint election; and resolving other matters related to such election. [Dan Reese, Mayor]

e) City Council will review, discuss, and may act on an ordinance approving and adopting the City of Windcrest Legislative Calendar for FY25/26. **1st Reading** [Natalia Witmer, Interim

City Manager/Municipal Finance Officer]

VIII. Resolution

a) The City Council will review, discuss, and may act on a resolution authorizing the Interim City Manager to enter into an agreement with Kenjoh Outdoor, LLC. [Natalia Witmer, Interim City Manager/Municipal Finance Officer]

b) The City Council will review, discuss and may act on a resolution addressing and adjusting the health reimbursement account for the 2025-2026 fiscal year. [Natalia Witmer, Interim City Manager/Municipal Finance Officer]

c) City Council will review, discuss, and may take action on a resolution scheduling two public hearings before considering the adoption of the Proposed Tax Rate for the City of Windcrest Fiscal Year 2025/2026. [Natalia Witmer, Interim City Manager/Municipal Finance Officer]

d) City Council will review, discuss, and may take action on a resolution scheduling two public hearings before considering the adoption of the City of Windcrest Proposed Budget for Fiscal Year 2025/2026. [Natalia Witmer, Interim City Manager/Municipal Finance Officer]

IX. Discussion and Action

a) City Council will review, discuss, and may take action on a recommendation from the Windcrest Planning and Zoning Commission regarding a request from Tageb LLC., to change from "R-2" Duplex, Apartment, and Single-Family Dwelling District to "O-1" Professional Office District, for the following property: 5609 Walzem Rd., Windcrest, Texas – BCAD Property ID#342990 [Natalia Witmer, Interim City Manager/Municipal Finance Officer]

b) City Council will review, discuss, and may act on a request from the Director of Public Works regarding the sale of decommissioned fleet vehicles. [Natalia Witmer, Interim City Manager/Municipal Finance Officer]

c) City Council will review, discuss, and may act on allocating funding and approving plumbing and foundation proposals for Takas Park Civic Center capital improvement projects. [Natalia Witmer, Interimn City Manager/Municipal Finance Officer]

d) City Council will review, discuss, and may act on approving and adopting an Internal Controls and Cash Handling Policy for fiscal year 2025/2026. [Natalia Witmer, Interim City Manager/Municipal Finance Officer]

e) City Council will review, discuss, and may act on approving and adopting the City of Windcrest Travel and Training Policy for fiscal year 2025/2026.
[Natalia Witmer, Interim City Manager/Municipal Finance Officer]

f) City Council will review, discuss, and may act on approving and adopting the City of Windcrest Purchasing Policy for fiscal year 2025/2026. [Natalia Witmer, Interim City Manager/Municipal Finance Officer]

g) City Council will review, discuss, and may act on approving and adopting the City of Windcrest Investment Policy for fiscal year 2025/2026. [Natalia Witmer, Interim City Manager/Municipal Finance Officer]

h) City Council will review, discuss, and may act on the City of Windcrest Proposed Fiscal Year

2025/2026 Budget to include but not limited to the following items:

i. Proposed FY 25/26 Employee Health and Supplemental Insurance
ii. Proposed FY 25/26 City of Windcrest Master Fee Schedule
iii. Proposed FY 25/26 City of Windcrest Organizational Chart
iv. Proposed FY 25/26 Items to Consider

[Natalia Witmer, Interim City Manager/Municipal Finance Officer]

i) City Council will review, discuss and may act on an animal boarding services contract with Karma's Kozy Kennel and Spaw. [Natalia Witmer, Interim City Manager/Municipal Finance Officer]

X. EXECUTIVE SESSION

The 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 litigation against the City of Windcrest, including but not limited to *Chad Mowell v. City of Windcrest Board of Adjustments and City of Windcrest,* and potential litigation with the City of San Antonio regarding Rackspace payments.

b) Pursuant to Govt. Code §551.071 (consultation with attorney) deliberation on the shared services agreement between the City of Windcrest and the Windcrest Economic Development Corporation.

c) Pursuant to Govt. Code §551.071 (consultation with attorney) deliberation on the city newsletter and related services agreement between the City of Windcrest and the Windcrest Economic Development Corporation.

d) Pursuant to Govt. Code §551.074 (personnel matters) deliberation on the compensation to be advertised for the city manager position.

e) Pursuant to Govt Code §551.087 (economic development) on Industrial Commerical Properties and Windcrest International Buisness Park status and update.

f) Pursuant to Govt Code §551.074 (personnel matters) deliberation on awarding a contract for legal and litigation services, serving as the City Attorney for the City of Windcrest (RFQ 2024-2025-006).

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, § 551.071to 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 August 4, 2025.

BY:

Rachel C. Dominguez, TRMC
City Secretary

Windcrest Crime Control Prevention District - 2025-2026

Fiscal Year 2025- 2026

Proposed Version - 3/27/2025

Last updated 03/21/25

TABLE OF CONTENTS

Introduction **3**
Transmittal Letter 4
WCCPD Budget Calendar 5
Organization Chart 6
Budget Overview **7**
Executive Overview 8
Goals and Objectives 9
Performance Measures 10
Personnel Changes 11
Fund Summaries **12**
WCCPD FY 25-26 Proposed Budget 13
Capital Improvements **22**
CAPITAL 23

INTRODUCTION

City Manager Transmittal Letter

March 27, 2025

To Members of the Windcrest Crime Control & Prevention District Board:

Board President Dr. William R. Mueller
Board Vice President Margaret Weidenbach
Board member Wesley V Manning
Board member William Lambrides
Board member Tim Dehn
Board member Mike Arnold
Board member James Senseney III

Attached is the Windcrest Crime Control and Prevention District (CCPD) Fiscal Year 2025-2026 Proposed Budget. This budget supplements funding provided in the City's public safety budget to enhance the level of resources available for police services provided to the citizens of Windcrest.

The CCPD budget is funded by a quarter cent (1/4¢) sales tax as permitted by Local Government Code 363 and approved by citizens on September 11, 2004, and continued by voters on May 9, 2009 for another twenty years.

Sales tax collections make up almost 100% of the district's revenues. We expect Fiscal Year 2024-2025 sales tax collections to come in approximately 25.95% lower than originally expected and for Fiscal Year 2024-2025 sales tax collections to come in about 5% higher than current year expectations, less a significant one-time allocation. Total revenues are expected to be $964,928 which includes sales tax receipts and interest earnings.

Sales tax revenue depends on the level of wholesale and retail sales within the District. The sales tax rate in the City of Windcrest is 8.25% for goods or services sold or delivered within the boundaries of the city. The tax is collected by businesses making the sale and is remitted to the State Comptroller of Public Accounts on a monthly, quarterly, or annual basis. Of the 8.25% tax, the State retains 6.25% and distributes 2% to the City.

Of the total 2% local share, 0.25% is allocated to the Windcrest Economic Development Corporation 0.25% is allocated to the Street Fund (CIP), 0.25% allocated to the Windcrest Crime Control and Prevention District the remaining 1.25% is deposited in the General Fund. 1.25% of the Sales Tax within the General Fund is allocated 0.25% to offset Ad Valorem FY24-25. Sales tax revenue estimates are prepared using a combination of forecasting methodologies.

The Fiscal Year 2025-2026 operating expenses are projected to be $960,023. This represents a decrease of 25.61% from the Fiscal Year 2024-2025 budget. Primarily the decrease is related to the personnel cost. Due to the revenue deficit, 3 full-time employees (FTE) were transferred to the General fund. This transfer will provide a relief to the WCCPD fund in FY2025-2026.

All capital items are presented in the 5-year capital plan for the WCCPD board review and consideration.

The projected ending fund balance for Fiscal Year 2024-2025 of $209,408 is lower than the adopted ending fund balance by approximately 3.92%.

We respectfully submit the Fiscal Year 2025-2026 budget for your consideration. Please feel free to call if you have any questions or concerns.

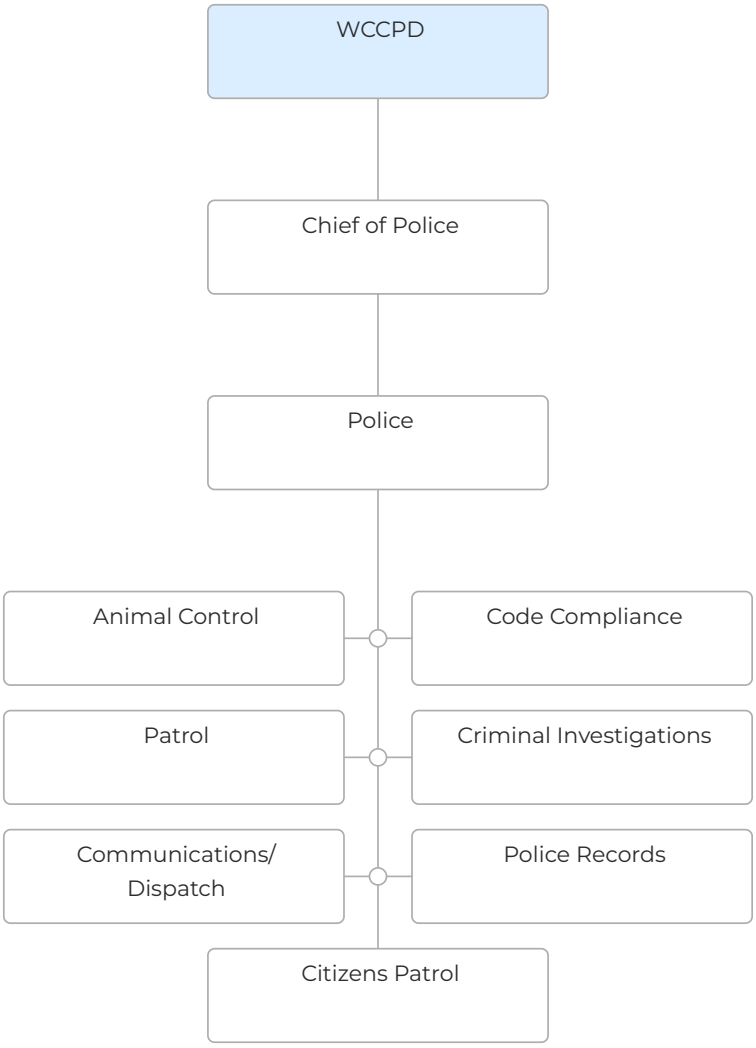
Sincerely,

Natalia Witmer, CGFO
Interim City Manager

WCCPD DRAFT Budget Calander

WCCPD DRAFT Budget Calander FY 2025 - 2026		
Date	**Event**	**Requirement/Action**
January 21, 2025	Budget Instructions Distributed to Departments	○ Budget printouts & request forms distributed to departments.
January 22-February 20, 2025	Department Budget Requests Due	○ Departments enter detailed line-item requests into budget worksheets & submit forms electronically to Finance Department.
February 27, 2025 2:00 PM	WCCPD Budget workshop	○ Budget workshop with WCCPD board and city staff
March 10, 2025 6:00 PM	Goal Setting Retreat City Council	○ Goal Setting Retreat/Workshop w/City Council for FY 25-26
March 13, 2025 San Antonio Express News	Newspaper Public Hearing Publication	○ WCCPD must advertise in the newspaper its public hearing will be conducted and publication must occur at least 10 days prior to the hearing.
March 27, 2025 2:00 PM Before June 20, 2025	WCCPD Budget Public Hearing	○ WCCPD must hold a public hearing on its yearly budget at least 100 days prior to the start of its fiscal year.
March 27, 2025 2:00 PM	WCCPD Budget Adoption Meeting	○ WCCPD must adopt its budget no later than 80 days prior to the beginning of its fiscal year.
April 6, 2025	WCCPD Budget Filled with the City Secretary	○ No later than 10 days after the WCCPD adopts its proposed budget, the budget must be filed with the City Secretary's Office for consideration by the City Council.
June 26, 2025	Newspaper Public Hearing Publication on WCCPD budget	○ The City's public hearing on WCCPD budget must be published in the newspaper at least 10 days prior to the public hearing. The approximate publication date 6/26/2025 San Antonio Express News.
July 07, 2025 6:00 PM	Regular Council Meeting WCCPD Budget Public Hearing	○ After the WCCPD adopts its budget and files with the City, the City, no later than 45 days before the WCCPD fiscal year begins, shall hold its own public hearing on the WCCPD budget. TEX.LOC.GOV'T CODE ANN. s363.205
July 21, 2025 6:00 PM	Regular Council Meeting	○ The City must adopt the WCCPD budget not later than 30 days before the start of its fiscal year.

Windcrest Crime Control and Prevention District



BUDGET OVERVIEW

WCCPD Fund

Department Summary

The Police Department is established and maintained by the Chief of Police in accordance with Section 5.04 of the Windcrest Code of Ordinances. The Police Chief organizes and manages the Police Department through the issuance of General Orders. General Orders establish the Rules, Regulations and Procedures which assigns work and guide the behavior of individual members of the department.

Our Mission

Our Mission... to protect and serve the citizens and community of Windcrest, the City of Lights.

Nulli Secundus.

Our Vision

Our Vision... to enhance our community's quality of life by reducing crime and the fear of crime.

Our Core Values

Integrity– Integrity allows us to carry out ethical principles which guide our behavior.
Respect – for ourselves and the community we serve.
Courage – Personal courage will provide us with the drive to follow these values in the worst of times and against the greatest adversity.
Duty – We will make the most out of every opportunity to protect and serve with endless motivation to consistently accomplish our mission.

Goals and Objectives

CONTINUAL GOALS

- Protection and service to the citizens and community utilizing a community policing philosophy.
- The recruitment and continued employment of high-quality officers/personnel to serve the citizens of the City of Windcrest and to retain those employees.

Short Range Goals (<1 years)

- Create competitive salaries and benefit packages to attract and maintain the best quality of officers and staff.
- Improve the vehicle fleet by replacement of the aging and unserviceable police vehicles.
- Create a recognizable and uniformed patrol vehicle fleet.
- Replace the aging and end of life laptops and computers with individual assignments to extend life expectancy and enhance efficiency.
- Update and maintain current technology, including replacement of desk top computers with robust memory.
- Expand the Bike Patrol Program by repairing and replacing the aging bike fleet with modernized bike equipment.
- Regular, consistent active-shooter training to bolster the Windcrest Police Dept. active shooter response.
- Coordinate with Windcrest Fire Dept. and engage in RTF (Rescue Task Force) training.
- Create annual officer in-service training to develop highly knowledgeable officers and staff.
- Encourage officers to stay healthy and in a physical condition which allows readiness for the vigorous activities associated with policing.

Mid Range Goals (1 -3 yeaars)

- Achieve accreditation with the Texas Police Chiefs Association.
- Continue to maintain the vehicle fleet with vehicle replacement and expansion.

Long Term Goals (>3 years)

- Address operational and functional deficiencies of the current police area at City Hall by building a new police facility.
- Increase police staff utilizing long-term planning strategies which consider future needs of the community.

GOALS AND OBJECTIVES

CONTINUAL GOALS

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LONG RANGE GOALS (> 3 years)

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PERFORMANCE MEASURES

Police Department & WCCPD	FY 20/21 Actual	FY21/22 Actual	FY22/23 Actual	*FY 23/24 Actual	FY24/25 Actual YTD	FY 25/26 Projected
Emergency Response Time	4:29	3:03	3:18	3:00	3:01	≤FY24/25
Non-Emergency Response Time	9:50	11:12	6:00	4:42	6:11	≤FY24/25
Traffic Contacts	5,230	12,313	11,359	3,726	2859	≤FY24/25
Property Crime	436	552	646	376	210	≤FY24/25
Property Crime Arrests	110	148	166	165	77	≤FY24/25
Crimes Against Persons	62	80	81	85	54	≤FY24/25
Crimes Against Persons Arrests	42	71	78	71	21	≤FY24/25
Officer Fitness Pass Rate	New Measure		40%	No Tests	-	≤FY24/25
Hours of Annual Training Completed	2,158	2,761	2,810	1,631	500	≤FY24/25
Turnover Rate	20%	14%	12%	9.8%	2.4%	≤FY24/25
Staffing Level Percentage	New Measure	86%	86%	91.4%	87.8%	≤FY24/25
Community Outreach	6	14	8	22	17	≤FY24/25

WCCPD Personnel Summary

Dept. #	Positions (WCCPD Fund)	Service Grade	FY21-22 FTE	FY22-23 FTE	FY23-24 FTE	FY24 - 25 FTE	FY 25-26 FTE
18-500	Operations Support Division Director	31	1	1	1	1	0
18-500	Patrol Officer	26	4	4	4	4	4
18-500	Coporal	31	2	2	2	2	0
18-500	Communcation	26	3	3	3	3	3
	Total WCCPD:		10	10	10	10	7

FUND SUMMARIES

The WCCPD was established to help fund police public safety operations and equipmnet within the City. The CCPD helps to fund many needed projects too. These projects help reduce the crime rate and provide for staff, training, and tools, all of which are needed in the City of Windcrest, Texas.

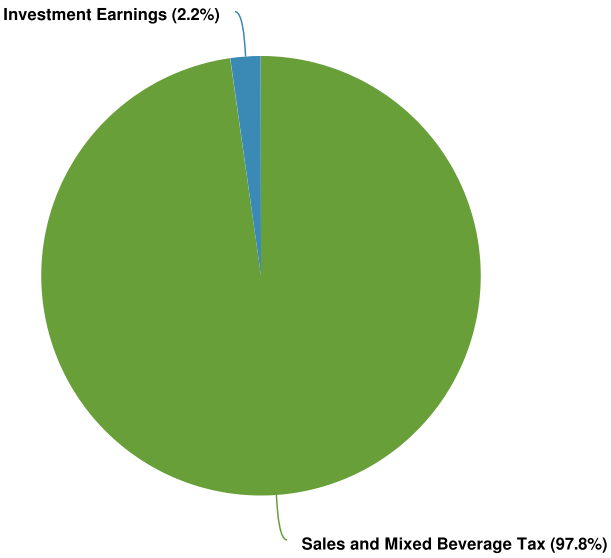
WCCPD FY 25-26 Proposed Budget

The WCCPD helps fund the costs for personnel, administration, expansion/enhancement of services, and capital improvement expenditures. Occasionally, specialized programs or functions are also funded by the CCPD. These programs may include community-related crime prevention strategies such as block or neighborhood watch, school police, home security inspection/alert, juvenile awareness, law enforcement training, and many other programs. (Section 363.151)

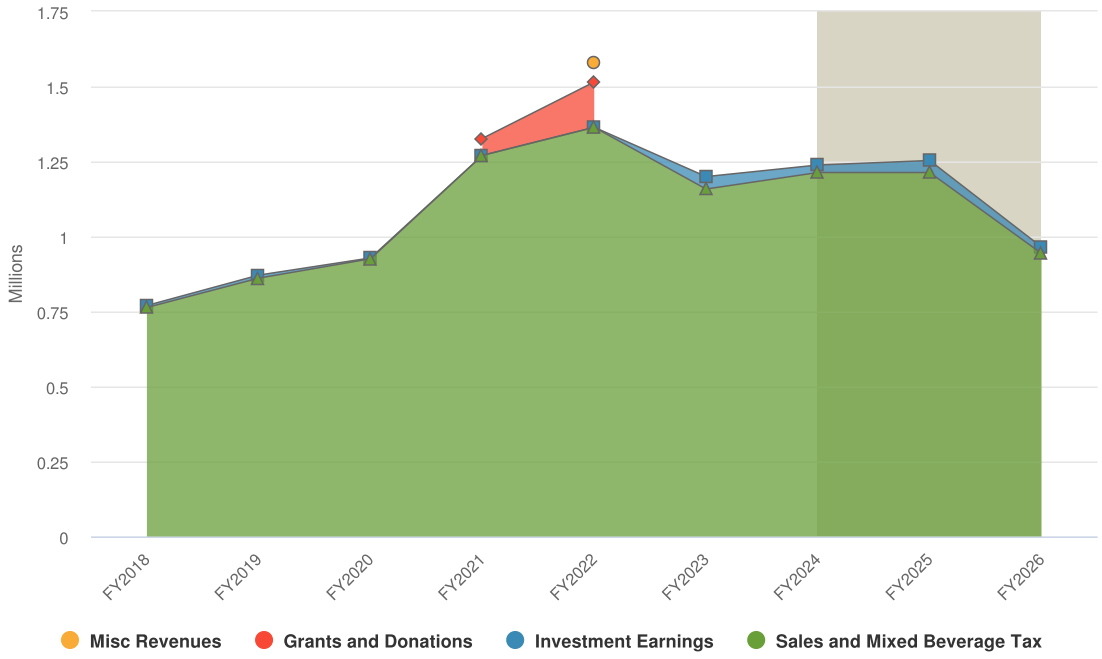
The law that authorizes the WCCPD can be found under the Local Government Code Chapter 363, Crime Control and Prevention Districts. The CCPD fiscal year is between October 1 and September 30th of each year.

Revenues by Source

Projected 2026 Revenues by Source



Budgeted and Historical 2026 Revenues by Source



Grey background indicates budgeted figures.

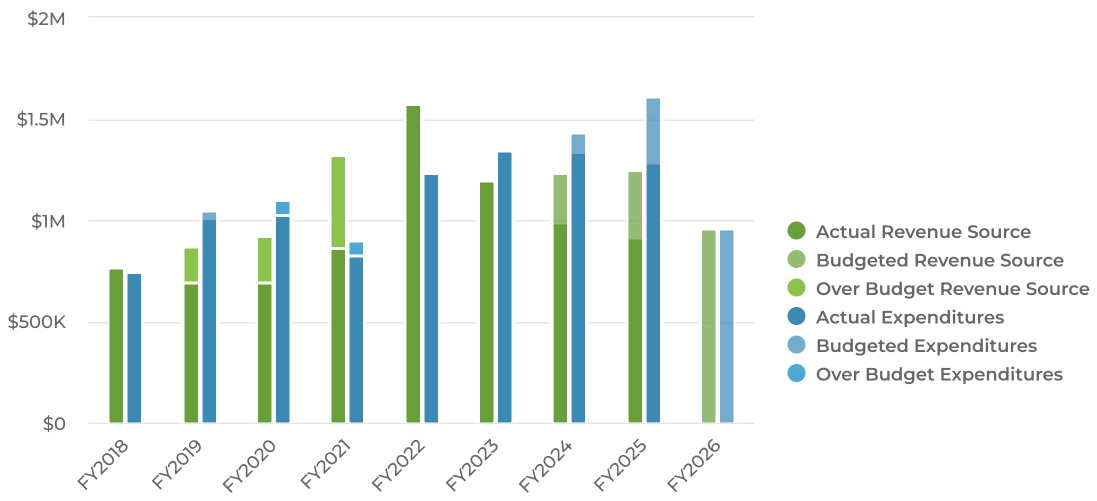
Name	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Actual	FY 2024-2025 Original	FY 2024-2025 Projected	FY 2025-2026 Requested	FY 2024-2025 Original vs. FY 2025-2026 Requested (% Change)
Revenue Source							
Sales and Mixed Beverage Tax							
INCOME - SALES TAX	$1,363,963.00	$1,158,233.00	$956,458.00	$1,213,313.00	$898,508.00	$943,433.00	-22.2%
Total Sales and Mixed Beverage Tax:	**$1,363,963.00**	**$1,158,233.00**	**$956,458.00**	**$1,213,313.00**	**$898,508.00**	**$943,433.00**	**-22.2%**
Investment Earnings							
INCOME - INTEREST	$74.00	$41,514.00	$38,613.00	$40,000.00	$21,495.00	$21,495.00	-46.3%
Total Investment Earnings:	**$74.00**	**$41,514.00**	**$38,613.00**	**$40,000.00**	**$21,495.00**	**$21,495.00**	**-46.3%**
Misc Revenues							
INCOME - OTHER	$64,321.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
Total Misc Revenues:	**$64,321.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**0%**
Grants and Donations							
Grants and Donations							
ARPA FUNDS	$151,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	0%
Total Grants and Donations:	**$151,109.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**0%**
Total Grants and Donations:	**$151,109.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**0%**
Total Revenue Source:	**$1,579,467.00**	**$1,199,747.00**	**$995,071.00**	**$1,253,313.00**	**$920,003.00**	**$964,928.00**	**-23%**

WCCPD FY 25-26 Proposed Budget Comprehensive Summary

Name	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Actual	FY 2024-2025 Original	FY 2024-2025 Actual	FY 2024-2025 Projected	FY 2025-2026 Requested
Beginning Fund Balance:	**$734,302.00**	**$1,074,946.00**	**$926,130.00**	**$579,905.00**	**$579,905.00**	**$579,905.00**	**$209,408.00**
Revenues							
Sales and Mixed Beverage Tax	$1,363,963.00	$1,158,233.00	$956,458.00	$1,213,313.00	$224,627.00	$898,508.00	$943,433.00
Investment Earnings	$74.00	$41,514.00	$38,613.00	$40,000.00	$7,165.00	$21,495.00	$21,495.00
Grants and Donations	$151,109.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Total Revenues:	**$1,579,467.00**	**$1,199,747.00**	**$995,071.00**	**$1,253,313.00**	**$231,792.00**	**$920,003.00**	**$964,928.00**
Expenditures							
Salaries & Benefits	$788,485.00	$659,969.00	$706,904.00	$932,798.00	$293,525.00	$896,620.00	$629,144.00
Other Expenses	$116,114.00	$250,336.00	$188,587.00	$252,880.00	$99,287.00	$252,880.00	$252,880.00
Capital Expenses	$281,225.00	$360,259.00	$367,807.00	$351,594.00	$62,794.00	$63,000.00	$0.00
Other Income/Expenses	$53,000.00	$78,000.00	$78,000.00	$78,000.00	$0.00	$78,000.00	$78,000.00
Total Expenditures:	**$1,238,824.00**	**$1,348,564.00**	**$1,341,298.00**	**$1,615,272.00**	**$455,606.00**	**$1,290,500.00**	**$960,024.00**
Total Revenues Less Expenditures:	**$340,643.00**	**-$148,817.00**	**-$346,227.00**	**-$361,959.00**	**-$223,814.00**	**-$370,497.00**	**$4,904.00**
Ending Fund Balance:	**$1,074,945.00**	**$926,129.00**	**$579,903.00**	**$217,946.00**	**$356,091.00**	**$209,408.00**	**$214,312.00**

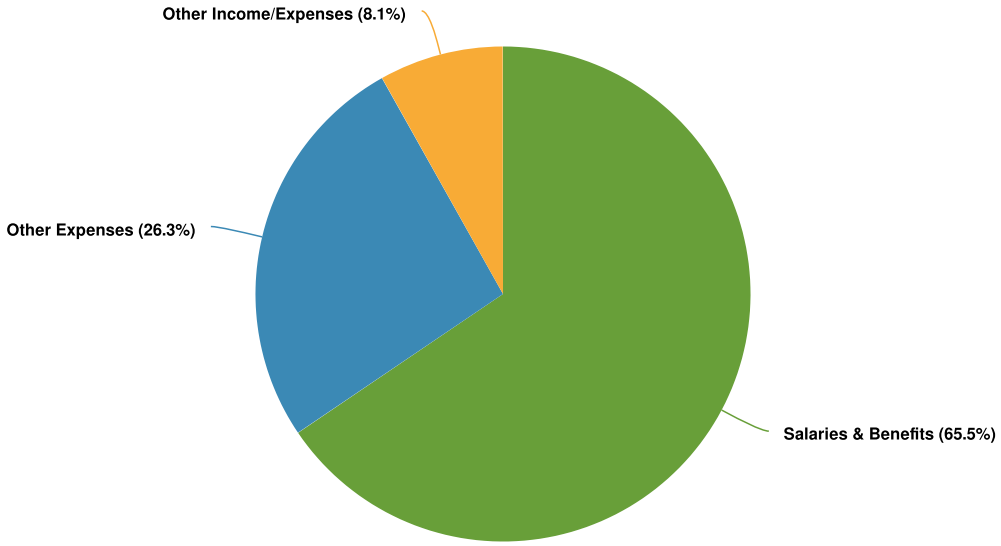
Summary

Windcrest Crime Control Prevention District - 2025-2026 is projecting $964.93K of revenue in FY2026, which represents a 23.0% decrease over the prior year. Budgeted expenditures are projected to decrease by 40.6% or $655.25K to $960.02K in FY2026.

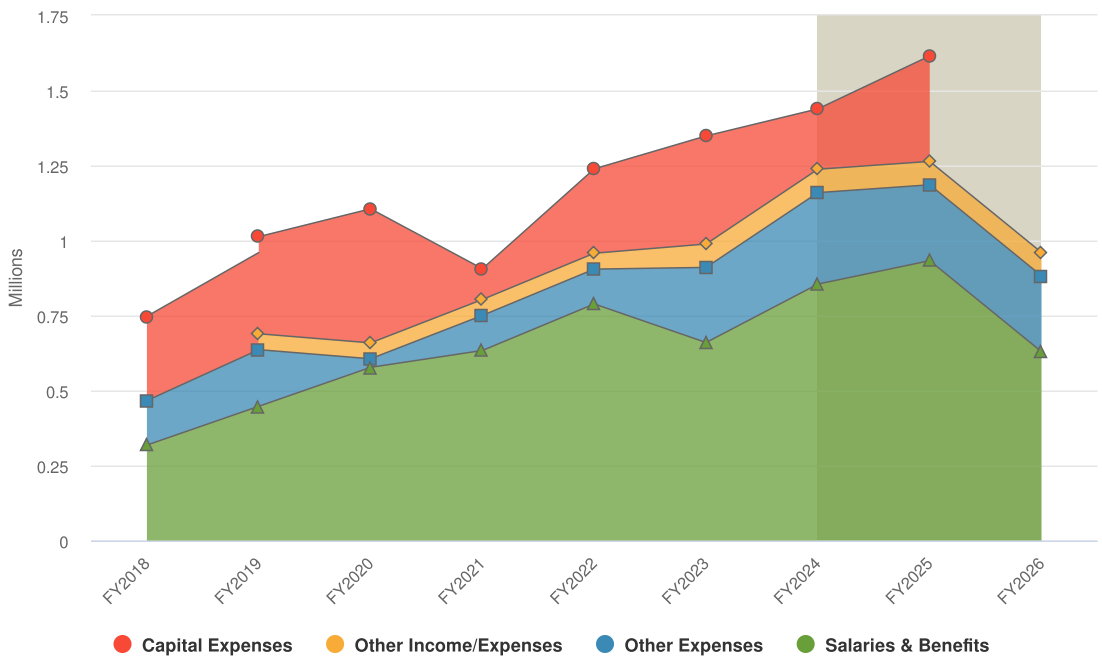


Expenditures by Expense Type

Budgeted Expenditures by Expense Type



Budgeted and Historical Expenditures by Expense Type

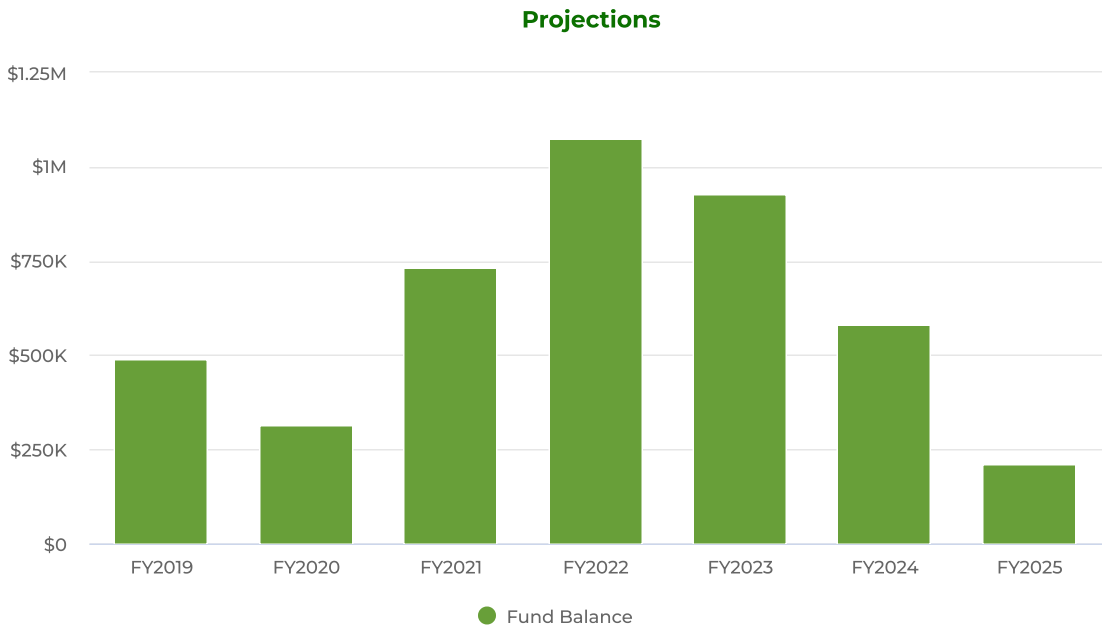


Grey background indicates budgeted figures.

Name	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Actual	FY 2024-2025 Original	FY 2024-2025 Projected	FY 2025-2026 Requested	FY 2024-2025 Original vs. FY 2025-2026 Requested (% Change)
Expense Objects							
Salaries & Benefits							
General Expenditures							
SALARIES	$526,641.00	$411,735.00	$427,772.00	$550,346.00	$520,714.00	$353,766.00	-35.7%
SPECIAL ASSIGNMENT PAY K-9	$0.00	$0.00	$0.00	$600.00	$600.00	$0.00	-100%
INCENTIVE PAY-BILING & SHIFT	$1,212.00	$846.00	$1,242.00	$0.00	$1,200.00	$0.00	0%
CERTIFICATION PAY	$3,564.00	$3,104.00	$3,289.00	$1,500.00	$3,600.00	$1,600.00	6.7%
EDUCATION PAY	$2,000.00	$1,500.00	$1,016.00	$1,500.00	$1,560.00	$900.00	-40%
OVERTIME	$50,184.00	$37,221.00	$42,820.00	$60,000.00	$60,000.00	$45,000.00	-25%
7K HOURS	$10,610.00	$10,522.00	$13,802.00	$24,924.00	$24,000.00	$15,796.00	-36.6%
HAZARDOUS DUTY PAY	$3,434.00	$845.00	$517.00	$2,160.00	$2,160.00	$600.00	-72.2%
SOCIAL SECURITY	$44,462.00	$38,777.00	$37,673.00	$49,307.00	$45,814.00	$32,349.00	-34.4%

Name	FY 2021-2022 Actual	FY 2022-2023 Actual	FY 2023-2024 Actual	FY 2024-2025 Original	FY 2024-2025 Projected	FY 2025-2026 Requested	FY 2024-2025 Original vs. FY 2025-2026 Requested (% Change)
HEALTH INSURANCE	$77,778.00	$76,087.00	$80,904.00	$123,987.00	$119,000.00	$92,288.00	-25.6%
RETIREMENT	$43,045.00	$53,856.00	$71,940.00	$91,249.00	$91,249.00	$67,658.00	-25.9%
WORKERS COMPENSATION	$25,271.00	$25,412.00	$24,576.00	$27,000.00	$25,223.00	$19,029.00	-29.5%
UNEMPLOYMENT COMPENSATION	$284.00	$64.00	$1,353.00	$225.00	$1,500.00	$158.00	-29.8%
Total General Expenditures:	**$788,485.00**	**$659,969.00**	**$706,904.00**	**$932,798.00**	**$896,620.00**	**$629,144.00**	**-32.6%**
Total Salaries & Benefits:	**$788,485.00**	**$659,969.00**	**$706,904.00**	**$932,798.00**	**$896,620.00**	**$629,144.00**	**-32.6%**
Other Expenses							
General Expenditures							
AUDIT	$8,200.00	$6,940.00	$3,930.00	$4,000.00	$4,000.00	$4,000.00	0%
SALES TAX COLLECTION SERVICES	$77,920.00	$23,729.00	$12,001.00	$20,000.00	$20,000.00	$20,000.00	0%
UNIFORMS	$0.00	$1,200.00	$0.00	$0.00	$0.00	$0.00	0%
MAINTENANCE ON EQUIPMENT	$29,994.00	$218,467.00	$172,656.00	$228,880.00	$228,880.00	$228,880.00	0%
Total General Expenditures:	**$116,114.00**	**$250,336.00**	**$188,587.00**	**$252,880.00**	**$252,880.00**	**$252,880.00**	**0%**
Total Other Expenses:	**$116,114.00**	**$250,336.00**	**$188,587.00**	**$252,880.00**	**$252,880.00**	**$252,880.00**	**0%**
Capital Expenses							
General Expenditures							
CAPITAL EXPENDITURES	$281,225.00	$360,259.00	$367,807.00	$351,594.00	$63,000.00	$0.00	-100%
Total General Expenditures:	**$281,225.00**	**$360,259.00**	**$367,807.00**	**$351,594.00**	**$63,000.00**	**$0.00**	**-100%**
Total Capital Expenses:	**$281,225.00**	**$360,259.00**	**$367,807.00**	**$351,594.00**	**$63,000.00**	**$0.00**	**-100%**
Other Income/Expenses							
General Expenditures							
TRANSFER TO GEN FUND	$53,000.00	$78,000.00	$78,000.00	$78,000.00	$78,000.00	$78,000.00	0%
Total General Expenditures:	**$53,000.00**	**$78,000.00**	**$78,000.00**	**$78,000.00**	**$78,000.00**	**$78,000.00**	**0%**
Total Other Income/Expenses:	**$53,000.00**	**$78,000.00**	**$78,000.00**	**$78,000.00**	**$78,000.00**	**$78,000.00**	**0%**
Total Expense Objects:	**$1,238,824.00**	**$1,348,564.00**	**$1,341,298.00**	**$1,615,272.00**	**$1,290,500.00**	**$960,024.00**	**-40.6%**

Fund Balance



CAPITAL IMPROVEMENTS

WCCPD Capital Improvement Five (5) Year Plan FY23-24 to FY28-29

CAPITAL EXPENDITURE - ITEM	FY23-24	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	TOTAL COST
Operations Division Fleet ($20,000/yr per Unit *LEASE BASIS*)	$200,000		$40,000 (2 Leased Vehicles Total)	$80,000 (4 Leased Vehicles Total)	$120,000 (6 Leased Vehicles Total)	$160,000 (8 Leased Vehicles Total)	$600,000
Operations Fleet Uplifting ($25,000 per Unit)	$100,000		$50,000	$50,000	$50,000	$50,000	$300,000
Operations Fleet Graphics ($2,000 per Unit)	$18,000		$4,000	$4,000	$4,000	$4,000	$34,000
Special Operations Fleet - Investigations ($50,000 per Unit)							
Special Operations Fleet - Police-Code Enforcement ($50,000 per Unit)						$50,000	$50,000
Special Operations Fleet Upfitting ($1,800.00 per unit)						$1,000	$1,000
Special Operations Fleet - Citizens' Patrol ($30,000.00 per unit)							
Lidar Portable Radar ($2,500 Per Unit)		$5,000					$5,000
Mobile Police Radio's (In-Car) P25 Compliant							
Portable Police Radio's P25 Compliant							
In-Car Radio Upgrades							
Communications Console Upgrades							
Installed In-Car Radios ($3,900 per unit)	$15,600		$7,800	$7,800	$7,800	$7,800	$46,800
Vehicle Mobile Data Terminals ($2,000 per Unit)	$20,000	$20,000			$10,000	$10,000	$60,000
Charging Docks ($1,000 per Unit)	$8,400				$5,000	$5,000	$18,400
Public Safety License Plate Reader (LPR) Cameras		$42,350	$42,000	$42,000	$42,000	$42,000	$259,350
Speed Trailers ($11,442.03 per unit)							
Citizens' Patrol Vehicle Graphics ($2,000 per unit)							
Extended K-9 Program ($15,000 per Unit)	$15,000						$15,000
GRAND TOTALS	$377,000	$67,350.00	$143,800	$279,400	$238,800	$329,800	$1,389,550.00

ORDINANCE NO. 2025-___(O)

AN ORDINANCE OF THE CITY OF WINDCREST, TEXAS, AMENDING TO THE CITY OF WINDCREST CODE OF ORDINANCES, CHAPTER 2, ARTICLE IV – PARLIAMENTARY PROCEDURES FOR PUBLIC MEETINGS TO CREATE SECTION 2-71 – RECORDING DEVICES IN EXECUTIVE SESSION PROHIBITED; AND PROVIDING FOR LEGISLATIVE FINDINGS, A PENALTY, 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 Council has determined necessity exists to update and clarify the ordinance setting the rules applicable to public City meetings; and

WHEREAS, the City Council has determined the necessity exists to update and clarify the ordinance setting the rules applicable to public City meetings and specifically to those attending any executive session conducted by the City Council, or a City board or commission; and

WHEREAS, the City Council finds that to allow the free flow and thought processes of executive session, participants should not be concerned about recording devices or being recorded; and

WHEREAS, the City Council finds that the recording of executive session discussions as well as the release of any such recording can have a detrimental impact on the City in a variety of ways and is prohibited; and

WHEREAS, the City Council of the City of Windcrest believes it is appropriate to amend Chapter 2, Article IV – Parliamentary Procedures for Public Meetings to amend Sec. 2-66 and create Sec. 2-71; and

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

Pending City Council Approval

Chapter 2 Administration, Article IV, Parliamentary Procedures for Public Meetings, 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~~):

Article IV – Parliamentary Procedures for Public Meetings

Sec. 2-71 – Recording Devices in Executive Session Prohibited

(a) No electronic device capable of recording conversations may be taken into any executive session, regardless of whether the device is recording. A device may only be taken into executive session if the device is powered completely off and the presence of the device is disclosed to participants in the executive session.

(b) No electronic device may be used by anyone in attendance in an executive session to record or attempt to record any portion of an executive session.

(c) A violation of this provision by anyone in attendance in executive session is:

1) a violation of the City's Ethics Code and subject to discipline by the City's Ethics Commission and, 2) is also a violation of the City's parliamentary rules which can be enforced by the City Council. A person found in violation by the City Council shall be punishable by Council resolution imposing a fine of up to $500, a letter of admonition or reprimand, a command to attend specific training on this code, or any combination in addition to any other punishment allowed by law.

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

Pending City Council Approval

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 July, 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 8th day of August, 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 Henry, City Attorney

Pending City Council Approval

ORDINANCE NO. 2025-_____(O)

AN ORDINANCE OF THE CITY OF WINDCREST, TEXAS AMENDING SECTION 103-58, CITY OF WINDCREST CODE OF ORDINANCES, RELATED TO THE SIZE AND TYPE OF MATERIALS FOR ACCESSORY BUILDINGS; AND PROVIDING FOR FINDINGS OF FACT, A CUMULATIVE CLAUSE, SEVERABILITY, AND AN 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 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 103-58, Code of Ordinances of the City of Windcrest (the "***Code***"), to establish size limits for accessory buildings based on percentage of lot size; and

WHEREAS, for the avoidance of doubt, and for that purpose only, the City Council desires to provide clarification of regulations regarding accessory buildings to which Chapter 103 of the Code applies; 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

A. Accessory Buildings. Section 103-58, 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~~):

Pending City Council Approval

Sec. 103-58. Permits.

(a) No structure, building or parking lot (area), shall be erected, sited, constructed, altered, reconstructed, enlarged, finished out, or demolished in any zoning district of the City, without a permit therefor having first been issued by the director of building services, and no such permit shall be issued unless the tract or lot upon which such structure, building or parking lot (area) is now or is to be located shall have been formally platted as required by chapter 111, and said plat filed for record in the manner provided by law.

(b) The following types of construction work are specifically identified as requiring permits to be issued by the City in the manner prescribed in this division:

(1) New residential building, including mechanical, electrical, and plumbing work.

(2) Remodeling and additions, including mechanical, electrical, and plumbing work.

(3) All types of roofing, to include replacement of shingles.

(4) Fence weather is new or replacement of an existing fence. No permit shall be needed when repairing less than twenty-five (25) percent of a fence one time per year.

(5) Furnace, or central air conditioning, entire new unit or replacement of an existing unit or component.

(6) Flatwork:

a. Driveways, new or a replacement, including curb cut.

b. Sidewalks.

c. Slabs in front or side yards exceeding 16 square feet.

(7) New irrigation or lawn sprinkler systems or the replacement of backflow prevention.

Pending City Council Approval

(8) New swimming pools, either above or in the ground.

(9) New spas or hot tubs.

(10) Masonry mailboxes on public sidewalks.

(11) New or replacement water heaters or water softeners.

(12) Accessory buildings located in an R-1 zoned district and used as a tool shed, greenhouse, playhouse, garage, storage shed or similar use must be erected, sited, constructed, reconstructed, or enlarged in compliance with the following requirements:

a. No sewer connections shall be installed. Electrical, water or gas connections may be made with appropriate permits.

b. The area of all accessory buildings plus the area of any other impervious cover may not exceed forty-five percent (45%) of the total area of the rear yard.

c. Accessory buildings shall not be sited or constructed forward of the rear-most portion of the main building or any projection of the main building other than steps or unenclosed porches and may not be located in the side yard of the lot.

d. All accessory buildings shall be set-back not less than ten feet from the main building or any projection of the main building other than steps or unenclosed porches and not less than three feet from all lot lines and shall not occupy any portion of easements

e. Accessory buildings may not exceed sixteen (16) ~~twelve (12)~~ feet in height when measured from the ground, defined as thirty-six (36) inches from the edge of the foundation, to where the roof meets the edge of the highest sidewall of the structure.

f. Accessory buildings will be of a color which matches or is in harmony with the existing main structure.

Pending City Council Approval

(13) Accessory buildings or portable containers used as a storage shed or similar use located in a B-1 or B-2 zoned district are not permissible without the specific approval of the city council. The procedures outlined in section 103-59 will be followed to obtain a building permit for the addition or placement of an accessory building.

(14) No temporary or permanent building or structure shall be constructed, erected, sited, altered, enlarged or finished out on any lot forward of the rear most portion of the main structure unless it is attached to the main structure. Attached buildings or structures without walls shall be constructed of cedar, cypress or redwood lumber which is painted or stained to correspond in style and architecture to the main structure to which it is appurtenant. Attached buildings or structures with roofs shall have the same material, color and design as the structure to which it is appurtenant. Any attached building or structure shall not encroach past a building setback line in the applicable plat or city code.

(15) All temporary or permanent buildings and structures, whether attached or freestanding, shall meet the design loads and anchorage criteria of the International Building Code. An applicant for a building permit shall furnish verification of compliance with such design loads and anchorage criteria.

II.
FINDINGS OF FACT

The recitals in the preamble 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.

IV.
SEVERABILITY

Pending City Council Approval

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.

V.
EFFECTIVE DATE

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

DULY PASSED ON FIRST READING, on the 4th day of August, 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, City Secretary

APPROVED:

_____
Ryan Henry, City Attorney

Pending City Council Approval

ORDINANCE NO. 2025-___(O)

AN ORDINANCE OF THE CITY OF WINDCREST, TEXAS AMENDING CITY OF WINDCREST CODE OF ORDINANCES, CHAPTER 2, ARTICLE IV. – PARLIAMENTARY PROCEDURES FOR PUBLIC MEETINGS TO ADDRESS POSTPONED AND TABLED ITEMS AND UPDATING AGENDA ITEM AND AGENDA DEADLINES AND PROVIDING FOR LEGISLATIVE FINDINGS, 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 Council has determined necessity exists to update and clarify the ordinance setting the rules applicable to public City meetings regarding postponed and tabled items; and

WHEREAS, the City Council finds that, to better promote efficiency and management of agenda items, the City Council, along with the boards, commissions, and committees of the City, need rules clarifying the difference between postponed and tabled items and the timeframe to bring said items back for consideration; and

WHEREAS, the City Council of the City of Windcrest believes it is appropriate to amend Chapter 2, Article IV – Parliamentary Procedures for Public Meetings to amend Sec. 2-66; and

WHEREAS, the City Council finds this ordinance is necessary for the good and efficient management of the City; 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 2 Administration, Article IV, Parliamentary Procedures for Public Meetings, 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~~):

Article IV – Parliamentary Procedures for Public Meetings

Pending City Council Approval

Sec. 2-66. 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. Consent agenda item shall mean a collection of routine items, including financial reports, minutes, common or reoccurring resolutions, appointments, etc. which are presented to the city council as one agenda item. The consent agenda can be approved in one action, rather than filing motions on each item separately. Either the presiding officer or any member of the city council may require, at a public meeting, that an item on the consent agenda be pulled from the consent agenda prior to a motion being made on the consent agenda. Such requirement does not require a motion or second. Once the presiding officer or a member of the council pulls an item from the consent agenda, such item is automatically placed as an item for discussion and action. The remainder of items on the consent agenda may proceed as a full consent agenda as if the pulled item or items were not originally placed on the consent agenda. The presiding officer or any member of the city council may ask city staff a clarification question which staff may respond to with a short statement of fact or law without pulling a consent agenda item, but the members of the city council cannot deliberate on a single consent agenda item without removing it from the consent agenda.

d. 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.

e. 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 item once it returns to open session.

f. Postponed items shall mean those items the city council or the board, commission, or committee wishes to address at a later date. Postponed items shall be brought back at a date certain as determined by the city council or the board, commission, or committee which postponed said item.

g. *Municipal official.* Any member of the city council and any appointed member of a board, commission, or committee of the city set up by ordinance, charter, state law or otherwise, on a temporary or permanent basis.

Pending City Council Approval

h. Tabled items shall mean those items city council or the board, commission, or committee wishes to address later in the same meeting or next meeting after evaluation and discussion. Tabled items shall be brought back in the same meeting they were tabled or next meeting after the meeting they were tabled at.

(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. The city manager has sole authority to determine what agenda items stand alone and what items are placed under a consent agenda prior to posting of the 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 using the Request for City Council Action memo, 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 and mayor. After internal review by the mayor, city manager, and city secretary, the request will be forwarded to the 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 ~~160~~ one hundred and eighty-four (184) business hours equal to ~~20~~ 23 business days prior to the meeting.

d. *Postponed and Tabled Items*. Postponed items must be requested to be placed on an agenda on the date the item is postponed. When an item is postponed, a reason for postponement must be given at the meeting the item is postponed. Tabled items shall be brought back in the same meeting they were meeting, or next meeting after the meeting they were tabled at or the item(s) will be considered dropped.

e. ~~d.~~ *Discussion items.* Discussion items must be requested to be placed on any agenda by the city council members at least ~~120~~ one hundred and forty-four (144) business hours equal to ~~15~~ eighteen (18) business days prior to the meeting

f. ~~e.~~ *City department head.* City department head 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 and follow the deadlines identified in 2c and 2e.

g. ~~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. Written notification shall be sent to the city manager and city secretary to amend or remove from the draft agenda.

Pending City Council Approval

h. ~~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 and follow up with a Request for City Council Action memo.

i. ~~h.~~ *Draft agenda distribution.* City council members may be given, absent a good cause, a draft agenda at least ~~64~~ eighty-five (85) business hours, equal to ~~eight~~ eleven (11) business days before a meeting, with or without attachments. The city council members may suggest corrections to the draft agenda or removal of items until ~~48~~ sixty-nine (69) business hours equal to ~~six~~ nine (9) business days before the final agenda distribution to city council members. Written notification shall be sent to the City Manager and City Secretary to amend or remove from the draft agenda.

j. ~~i.~~ *Final agenda distribution.* City council members shall be given the final agenda and supporting documents at least 24 business hours equal to three business days with attachments, prior to the regular or special city council meeting is scheduled to occur.

k. ~~j.~~ *Special meetings.* If two city council members exercise their rights under the city charter to request a special meeting, the meeting agenda shall include any agenda items submitted with a Request for City Council Action memo, by the two council members who requested the special meeting.

(3) Municipal Officials and *Staff conduct.* It shall be deemed misconduct if any employee of the city 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 request items to be place agenda items on the agenda during the drafting process. However, placement of such

Pending City Council Approval

items is at the sole discretion of the city manager and body chair and follow the deadlines identified in 2c and 2e.

(4) *Final agenda.* The final agenda, with attachments, shall be given to body members no later than ~~72 hours~~ twenty-four (24) business hours equal to three (3) days prior to the meeting is scheduled to occur.

…

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 4th day of August, 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.

Pending City Council Approval

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 Henry, City Attorney

Pending City Council Approval

ORDINANCE NO. 2025-___(O)

AN ORDINANCE CALLING A GENERAL ELECTION ON NOVEMBER 4, 2025 FOR THE PURPOSE OF ELECTING A MAYOR AND TWO (2) COUNCIL MEMBERS TO CITY COUNCIL PLACES FOUR (4) AND FIVE (5) FOR THE CITY OF WINDCREST; MAKING PROVISIONS FOR THE CONDUCT OF SUCH ELECTION AND RESOLVING OTHER MATTERS RELATED TO THE CONDUCT OF SUCH ELECTION.

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

1) That a General Election is hereby ordered to be held on November 4, 2024 in the City of Windcrest, Texas for the purpose of electing a Mayor and Council Members to City Council Place Four (4) and City Council Place Five (5). Each Council Member elected shall serve a term of two (2) years, with their terms terminating in November 2027, or when their successors are duly elected and qualified.

2) That at said election each of the foregoing named City Council positions shall be voted upon separately and that the candidate receiving the highest number of votes for each said City Council position shall be elected to such office.

3) That qualified persons desiring to be candidates in the aforementioned City Council Places shall file for election as such candidates with the City Secretary beginning at 8:00 a.m. on the 21st day of July, 2025 and not later than 5:00 p.m. on the 18th day of August, 2025.

4) Voting on Election Day and during early voting shall be done on Election Systems & Software, Inc. (ES&S) Express Vote® Universal Voting System with DS200® with voting tabulation performed by Bexar County Elections Administrator or a similar system designated by the Bexar County Elections Administrator. Voting by Mail ballot and Provisional Voting shall be done on paper ballot.

5) The polling place designated for Windcrest voting precincts 4050, 4051, 4107, 4192, and 4195 for voting in the November 4, 2025, general election shall be at Windcrest Civic Center, 9310 Jim Seal Drive, Windcrest, Texas. Such polling place shall be open on Election Day from 7:00 a.m. to 7:00 p.m. Such locations and times may be subject to change once Bexar County Elections Administrator confirms information from appropriate agencies.

6) The polling places for Windcrest voting precincts 4050, 4051, 4107, 4192, and 4195 for early voting for the November 4, 2025 general election shall be determined by the Bexar County Elections Administrator and held beginning Monday, October 20, 2025 through Friday, October 31, 2025. Times and locations are yet to be determined and will be posted once they are released.

7) Applications for ballots by mail shall be mailed to Michele Carew, Bexar County Elections Administrator, at 1103 S. Frio, Ste. 100 San Antonio, TX 78207. Applications for ballots by mail must be received by the Early Voting Clerk no later than the close of business on the date required by the Texas Election Code.

8) Michele Carew, Bexar Elections Administrator, is designated as the election officer to conduct the General Election of November 4, 2025 and Early Voting for the General Election. She shall appoint a sufficient number of clerks to assist in the proper conduct of the election and other persons to serve with her as an Early Voting Ballot Board.

9) Notice of the November 4, 2025 General Election of the City of Windcrest shall be

Pending City Council Approval

posted and published in accordance with the Election Code of the State of Texas.

10) The City Manager is authorized to enter into a contract with Bexar County Elections Administrator to conduct the election ordered herein and committing to pay the fee charged by the Bexar County Elections Administrator for such services. The City Manager is furthermore authorized to enter into a contract for the conduct of a joint election with other governmental entities in Bexar County, Texas.

PASSED AND APPROVED this 4th day of August, 2025.

CITY OF WINDCREST, TEXAS

_____
Dan Reese, Mayor

ATTEST:

_____
Rachel C. Dominguez, TRMC
City Secretary

APPROVED AS TO FORM:

_____
Ryan S. Henry, City Attorney

Pending City Council Approval

ORDINANCE NO. 2025-___(O)

AN ORDINANCE CALLING A SPECIAL ELECTION TO BE HELD IN THE CITY OF WINDCREST, TEXAS ON NOVEMBER 4, 2025 TO SUBMIT A PROPOSITION ON THE QUESTION OF THE REAUTHORIZATION OF A SALES AND USE TAX UNDER THE PROVISIONS OF THE TEXAS TAX CODE TO CONTINUE PROVIDING REVENUE TO MAINTAIN AND REPAIR MUNICIPAL STREETS; MAKING PROVISIONS FOR THE CONDUCT OF SUCH ELECTION AND RESOLVING OTHER MATTERS RELATED TO THE CONDUCT OF SUCH ELECTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council (the "City Council") of the City of Windcrest, Texas (the "City") hereby finds and determines that an election should be held to determine whether the City Council shall be reauthorized to levy and collect a sales and use tax within the City under the provisions of Chapter 327, as amended, Texas Tax Code (the "Act") to continue providing revenue for the maintenance and repair of municipal streets; and

WHEREAS, in accordance with the requirements of the Act, the combined rate of all local sales and use taxes imposed by the City and other political subdivisions having territory in the City will not exceed two (2) percent; and

WHEREAS, the City Council hereby finds and determines that the holding of this election on the date set forth below, a uniform election date, is in the public interest;

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

SECTION 1. An election shall be held on the 4th day of November, 2025, a uniform election date, in the CITY OF WINDCREST, TEXAS, which date is not less than seventy-eight (78) days from the date of the adoption of this ordinance (the "Ordinance"), for the purpose of submitting a proposition to the qualified voters of the City regarding continuation of the sales and use tax of one- quarter (l/4) of one percent (1%) to maintain and repair municipal streets.

SECTION 2. Voting on Election Day and during early voting shall be done on Election Systems & Software, Inc. (ES&S) Express Vote® Universal Voting System with DS200® with voting tabulation performed by Bexar County Elections Administrator or a similar system designated by the Bexar County Elections Administrator. Voting by Mail ballot and Provisional Voting shall be done on paper ballot.

SECTION 3. The polling place designated for Windcrest voting precincts 4050, 4051, 4107, 4192, and 4195 for voting in the November 4, 2025, general election shall be at Windcrest Civic Center, 9310 Jim Seal Drive, Windcrest, Texas. Such polling place shall be open on Election Day from 7:00 a.m. to 7:00 p.m. Such locations and times may be subject to change once Bexar County Elections Administrator confirms information from appropriate agencies.

SECTION 4. The polling places for WINDCREST voting precincts 4050, 4051, 4107, 4192, and 4195 for early voting for the November 2, 2025 general election shall be determined by the Bexar County Elections Administrator and held beginning Monday, October 20, 2025 through Friday, October 31, 2025. Times and locations are yet to be determined and will be posted once they are released.

Pending City Council Approval

SECTION 5. Applications for ballots by mail shall be mailed to Michele Carew, Bexar County Elections Administrator, at 1103 S. Frio, Ste. 100, San Antonio, TX 78207. Applications for ballots by mail must be received by the Early Voting Clerk no later than the close of business on the date required by the Texas Election Code.

SECTION 6. Michele Carew, Bexar Elections Administrator, is designated as the election officer to conduct the General Election of November 4, 2025 and Early Voting for the General Election. She shall appoint a sufficient number of clerks to assist in the proper conduct of the election and other persons to serve with her as an Early Voting Ballot Board.

SECTION 7. The official ballots shall be prepared in accordance with the Texas Election Code, as amended, so as to permit electors to vote "FOR" or "AGAINST" the proposition which shall appear on the ballot substantially as follows:

MEASURE A

"SHALL THE CITY REAUTHORIZE THE LOCAL SALES AND USE TAX IN THE CITY OF WINDCREST, TEXAS AT THE RATE OF ONE-FOURTH OF ONE PERCENT TO CONTINUE PROVIDING REVENUE FOR MAINTENANCE AND REPAIR OF MUNICIPAL STREETS. THIS TAX EXPIRES ON THE FOURTH ANNIVERSARY DATE OF THIS ELECTION UNLESS THE IMPOSITION OF THE TAX IS REAUTHORIZED?.

FOR:_____ AGAINST:_____

SECTION 8. All resident qualified electors of the City shall be permitted to vote at the election and on the day of the election, such electors shall vote at the designated polling place. The election shall be held and conducted in accordance with the provisions of the Texas Election Code, as amended, and Chapter 327, as amended, Texas Tax code, and as may be required by any other law. All election materials and proceedings shall be printed in both English and Spanish. The reauthorized sales and use tax shall expire, unless reauthorized, as provided by the provisions of Section 327.007, as amended, Texas Tax Code.

SECTION 9. A substantial copy of this Ordinance shall serve as proper notice of the election. Such notice, including a Spanish translation thereof, shall be posted not later than the 21ST day before the election on the bulletin board used for posting notices of meetings of the City Council and shall also be published at least once not earlier than the 30th day nor later than the 10TH day before the election in a newspaper of general circulation in the City.

SECTION 10. The City Manager of the City of Windcrest is authorized to enter into a contract with Bexar County Elections Administrator to conduct the election ordered herein and committing to pay the fee charged by the Bexar County Elections Administrator for such services. The City Manager is furthermore authorized to enter into a contract for the conduct of a joint election with other governmental entities in Bexar County, Texas.

Pending City Council Approval

PASSED AND APPROVED this 4th day of August, 2025.

City of Windcrest, Texas

_____
Dan Reese, Mayor

ATTEST:

_____
Rachel C. Dominguez, TRMC
City Secretary

APPROVED AS TO FORM:

_____
Ryan S. Henry, City Attorney

Pending City Council Approval

ORDINANCE NO. 2025-___(O)

AN ORDINANCE OF THE CITY OF WINDCREST AMENDING THE LEGISLATIVE CALENDAR FOR FISCAL YEAR 2025/2026.

WHEREAS, the City of Windcrest City Council regularly meets on the 1st and 3rd Monday of every month at 6:00pm per the City Charter; and

WHEREAS, the City Council recognizes three (3) regular City Council meetings fall on Federal and City observed holidays; and

WHEREAS, the City Council recognizes the need for City staff to prepare for Fiscal Year 2026/2027 budget presentations and Council budget retreat/workshop in March 2026; and

WHEREAS, the City Council finds it is in the best interest of the citizens and good governance to set and adopt this legislative calendar for the upcoming 2025/2026 fiscal year to give notice to the citizens and the community.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that the City of Windcrest City Council legislative calendar for Fiscal Year 2023/2024, be amended as outlined in "Exhibit A."

This Ordinance shall become effective immediately upon its passage.

DULY PASSED ON FIRST READING, on the 4th day of August, 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.

DULY PASSED ON SECOND READING, 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 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 C. Dominguez City Secretary

APPROVED:

_____
Ryan S. Henry, City Attorney

Pending City Council Approval

City Council Legislative Calendar October 1, 2025 – September 30, 2026	
Monday, October 6, 2025 @ 6PM	
Monday, October 20, 2025 @ 6PM	Department Heads Reports @ 5 PM
Monday, November 3, 2025 @ 6PM	
Monday, November 17, 2025 @ 6PM	Department Heads Reports @ 5 PM Canvass of November 4, 2025 General Election
Monday, December 1, 2025 @ 6PM	
Monday, December 15, 2025 @ 6PM	Department Heads Reports @ 5 PM
Monday, January 5, 2026 @ 6PM	
Monday, January 26, 2026 @ 6PM	Department Heads Reports @ 5 PM
Monday, February 2, 2026 @ 6PM	
Wednesday, February 18, 2026 @6PM	Department Heads Reports @ 5 PM
Monday, March 2, 2026 @ 6PM	
Monday, March 16, 2026 @ 6PM	Department Heads Reports @ 5 PM
Monday, April 6, 2026 @ 6PM	
Monday, April 20, 2026 @ 6PM	Department Heads Reports @ 5 PM
Monday, May 4, 2026 @ 6PM	
Monday, May 18, 2026 @ 6PM	Department Heads Reports @ 5 PM
Monday, July 6, 2026 @ 6PM	
Monday, July 20, 2026 @ 6PM	Department Heads Reports @ 5 PM
Monday, August 3, 2026 @ 6PM	
Monday, August 17, 2026 @ 6PM	Department Heads Reports @ 5 PM
Monday, September 14, 2026 @ 6PM	Adoption of FY 26/27 Budget & Tax Rate

TARGET FY 25/26 BUDGET CALENDAR

- **MARCH: PRIORITIES GOAL SETTING RETREAT W/ CITY COUNCIL FOR FY 26/27**
  Monday, March 9, 2026 Day Time Retreat
  - Council to identify budget priorities for City Staff bring back with proposed funding for FY26/27 budget.
  - Council to identify initiatives priorities to fund for FY26/27
- **JUNE:** City Manager & Department Head FY26/27 Budget Development for July Budget Workshops – No CC Meetings
- **JULY 15,16, AND 17 (IF NEEDED): BUDGET WORK SESSIONS W/ CITY COUNCIL & DEPARTMENT HEADS FOR FY26/27**

CANCELED CITY COUNCIL MEETINGS - CITY OBSERVED HOLIDAYS

- Monday, January 19, 2026, City observed holiday: Martin Luther King Jr. Day
- Monday, February 16, 2026, City observed holiday: Presidents' Day
- Monday, September 7, 2026, City observed holiday: Labor Day

Pending City Council Approval

RESOLUTION NO. 2025-___(R)

A RESOLUTION ADDRESSING AND ADJUSTING THE HEALTH REIMBURSEMENT ACCOUNT FOR THE 2025-2026 FISCAL YEAR

WHEREAS, the City provides a health reimbursement program to its employees and officials; and

WHEREAS, the Health Reimbursement Account ("HRA") will continue to be monitored and administered by the Municipal Finance Officer; and

WHEREAS, for Fiscal Year 2025/2026 the program shall be adjusted as listed herein.

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

1. That a Health Reimbursement Account ("HRA") shall be adjusted and divided as follows:

Tier 1. Prescriptions, Specialists and Primary Care Physicians (PCP) $500 (EMPLOYEE ONLY):
1st $250.00 will be reimbursed to the Employee from the City of Windcrest
2nd $250.00 will be paid by the Employee
3rd $250.00 will be reimbursed to the Employee from the City of Windcrest
4th $250.00 will be paid by the Employee

Tier 2. Any deductible related expenses $2,000 (EMPLOYEE ONLY):
1st $1,500.00 will be paid by the City of Windcrest
2nd $250.00 will be paid by the Employee
3rd $500.00 will be paid by the City of Windcrest
4th $250.00 will be paid by the Employee

Tier 3. Dental, Vision, Medical Supplies and ER or Emergency Room Clinics $1,500.00 may be used on any covered dependents:
½ of each bill will be reimbursed to the Employee by the City of Windcrest. The maximum amount to be reimbursed is $1,500.00. This funding may be used towards Tier 1 and Tier 2 expenses if requested by the employee.

An employee may request to move Tier 3 funds by submitting a written request to the Municipal Finance Officer.

Pending City Council Approval

DULY PASSED AND APPROVED, on the 4th day of August, 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

Pending City Council Approval

RESOLUTION NO. 2025-___(R)

A RESOLUTION TO SCHEDULE TWO PUBLIC HEARINGS BEFORE CONSIDERING THE TAX RATE FOR THE CITY OF WINDCREST FISCAL YEAR 2025-2026.

WHEREAS, the City of Windcrest wishes to set a public hearing and receive comments from the public regarding a proposed tax rate; and

WHEREAS, the City has not timely received all information from the appraisal district to enable full calculations, but wishes to schedule public comments in anticipation of receiving all information; and

WHEREAS, the City does not know if the tax rate will increase, decrease, or if revenue will increase or decrease, but wishes to schedule public comments in anticipation of receiving all information, even if public comments are not required under the law; and

WHEREAS, the expiration of the tax rate for the 2024-2025 fiscal year is September 30, 2025; and

WHEREAS, the City Council believes it is for the betterment of the community and the health, safety, and welfare of the citizens to set the tax rate and receive comments from the public; and

WHEREAS, prior to an increase the state law requires the City to hold one public hearing on said tax increase.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS a public hearing is hereby set for Monday, August 18, 2025, and Monday, September 1, 2025, to consider setting the tax rate for fiscal year 2025-2026. The City Secretary shall post notice of the time for the public hearing pursuant to state law.

DULY PASSED AND APPROVED, on the 4th day of August, 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 C. Dominguez, TRMC
City Secretary

APPROVED:

_____
Ryan S. Henry, City Attorney

Pending City Council Approval

RESOLUTION NO. 2025-___(R)

A RESOLUTION TO SCHEDULE TWO PUBLIC HEARINGS BEFORE CONSIDERING THE ADOPTION OF THE CITY OF WINDCREST PROPOSED BUDGET FOR FISCAL YEAR 2025-2026.

WHEREAS, the City of Windcrest wishes to set a public hearing and receive comments from the public regarding a proposed budget for fiscal year 2025-2026; and

WHEREAS, the City has not timely received all information from the appraisal district to enable full calculations for the tax rate, but wishes to schedule public comments in anticipation of receiving all information; and

WHEREAS, the City will utilize existing data for budget discussions but will provide updates to the public as soon as it receives all data from the appraisal districts; and

WHEREAS, the expiration of the Budget for the 2024-2025 fiscal year is September 30, 2025; and

WHEREAS, the City Council believes it is for the betterment of the community and the health, safety and welfare of the citizens to adopt the proposed budget for fiscal year 2025-2026.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS a public hearing is hereby set for Monday, August 18, 2025, and Monday, September 1, 2025, at City Hall located at 8601 Midcrown Windcrest, Texas 78239 to consider adoption of the proposed budget for fiscal year 2025-2026 The City Secretary shall post the notice of the time for the public hearing pursuant to state law.

DULY PASSED AND APPROVED, on this the 4th day of August, 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:

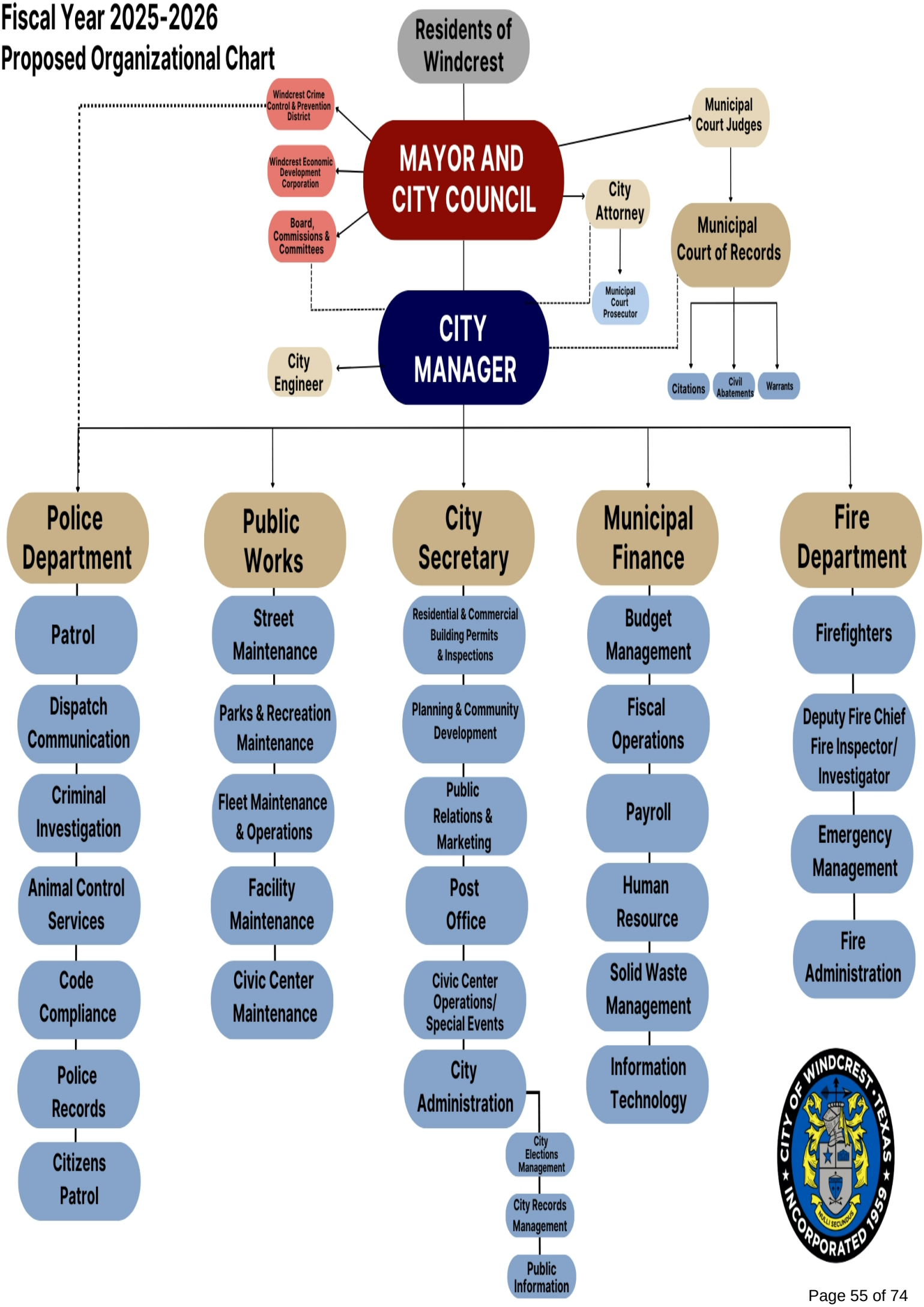
_____
Rachel C. Dominguez, TRMC
City Secretary

APPROVED:

_____
Ryan S. Henry, City Attorney

Pending City Council Approval

Fiscal Year 2025-2026
Proposed Organizational Chart



City of Windcrest
FY 2025/2026 Proposed Master Fee Schedule

ANIMAL CONTROL

Deposits	
Rabies Vaccination	$50.00
Sterilization:	
Male Cat	$75.00
Female Cat	$90.00
Male Dog	$75.00
Female Dog	$90.00
Pet Tags	
Sterilized and Microchipped	Free
Sterilized Only	$ 5.00
Not Sterilized	$25.00
Duplicate Pet Tag	$ 2.00
Reclamation	
1st time dog is reclaimed instance per resident, one dog	$0.00
2nd time dog is reclaimed instance per resident, per dog	$0.00
3rd time dog is reclaimed instance per resident, per dog	$75.00
4th time & subsequent times dog is reclaimed instance per resident, per dog	$200.00
Fines	
Each instance per residence per cat outside not sterilized	$50.00
Rabies immunization for reclaimed animals without current proof of vaccination	$10.00
Fine for animals in violation of Windcrest Code of Ordinances, Sec. 6-59(b), requiring identification tags or microchip	$25.00
Violation of Windcrest Code of Ordinances, Sec. 6-62, requiring leashing or containment of dogs when under owner's control but outside of owner's fenced premises (The owner will also pay all boarding fees)	$100.00
Dogs captured who have not been registered with the City, an additional (No proof of vaccination cost will be paid by owner)	$100.00

BUILDING AND BUILDING CODE**

A. RESIDENTIAL PERMIT FEES

NEW CONSTRUCTION	
Single-Family Residential (includes permitting for framing, foundation, curb cuts and driveways only)	$950.00 plus $0.52 per square foot of living space
Certificate of Occupancy or Replacement Fee (nonrefundable)	$~~100.00~~ 120.00 ~~***REPLACE FEE~~
Variance Request (Zoning/BOA)	$150.00
Moving Permit – Required for large moving trucks	$100.00
Demolition Permit	$ ~~$~~120.00
Dumpster Permit (valid for 30 days)	$100.00
Initial Plan ~~&~~or Revised Plan Review Fee – City Engineer (Civil Plan Review)	$475.00
Pre-submittal Review Meeting	$400.00
Expedited Plan Review Fee – Building Inspector	$175.00
~~Plan or~~ Revised Plan Review Fee ~~(~~-Building Inspector~~)~~	$60.00
Non-Compliance Fee **(Work started/ performed without a permit)**	$100.00 plus twice (2x) the original permit cost. Payment of ~~the double fee~~non-compliance fee shall not relieve any person from fully complying with the requirements of the Code in the execution of the work, nor from any other penalties prescribed herein.
Building Inspector Consultation, Site Visit Fee or Inspection Fee~~/Fee's~~ (~~each~~ per request)	$60.00
Re-Inspection Fee (~~for each~~per failed inspection)	$60.00 per failed inspection/no entry access
Failure to Correct Fee	Code Violation
Fence – New Fence New fence construction or complete fence replacement requires a submittal for plan review by Building Inspector (fence replacement includes replacement~~complete demo~~ of old fence and/or post and construction of new fence)	~~$120.00~~$180.00 Includes one (1) plan review, one (1) pre-footing inspection, and one (1) final inspection
Accessory Structure - (Structures used as a tool shed, greenhouse, playhouse, storage shed, car port or other similar use, located in an R-1/R-2 zoned district) Includes plan review fee and two building inspections by Building Inspector only	Tier 1: ≤144 sq. ft – 200 sq. ft.: $~~160.00~~$180.00 Tier 2: 201 sq. ft. – 250 sq. ft.: $~~200.00~~250.00 Tier 3: > 250 sq. ft.: $~~250.00~~300.00
RESIDENTIAL REMODELS/MAINTENANCE	

Issue Permit Fee (Base Fee) – for general remodeling not listed as foundation, driveways, sidewalks, or re-roofs	$120.00~~60.00~~ plus ~~+~~ additional Inspection Fee/Fee's based on work performed
Foundation	$~~60.00 + Inspection Fee/Fee's~~ $180.00
Driveways	$~~60.00~~120.00 plus~~+~~ additional Inspection Fee/Fee's
Sidewalks	$~~60.00~~120.00 + Additional Inspection Fee/Fee's
Roof Replacement (complete existing roof replacement)~~Re-roofs~~	$~~60.00~~120.00 + Additional Inspection Fee/Fee's
~~*~~Fence: replacement of existing fence panels only, using existing fence post)	$10.00
Fence Replacement with fence post removal of existing fence/panels - complete demo of old fence and construction of new fence panels and.or posts)	$~~120.00~~180.00
~~-~~Window: one or more Installation/Replacement (Replacement of window framing/sills require submittals for plan review by Building Inspector)	$60.00 - $120.00
Accessory Buildings - (Buildings used as a tool shed, greenhouse, playhouse, storage shed, or other similar use, located in an R-1/R-2 zoned district) **Includes one (1) plan review fee for Building Inspector only additional inspection will must be paid at time of scheduling inspection.**	Tier 1: ≤144 sq. ft – 200 sq. ft.: $~~120.00~~180.00 Tier 2: 201 sq. ft. – 250 sq. ft.: $~~150.00~~210.00 Tier 3: > 250 sq. ft.: $~~200.00~~270.00
Variance Request – Board of Adjustment	$35.00 per variance
Demolition Permit (Demo plan submittal required)	$120.00
Dumpster Permit (valid 30 days)	$10.00
Plan or Revised Plan Review Fee by ~~(~~Building Inspector~~)~~	$60.00
~~Non-Compliance Fee (work started or performed without a permit)~~	~~$50.00 plus twice the permit cost.~~ ~~Payment of the double fee shall not relieve any person from fully complying with the requirements of the Code in the execution of the work, nor from any other penalties prescribed herein.~~
Building Inspector Consultation, Phone Conference, Site Visit Fee or Inspection Fee/Fee's (per scheduled request)	$60.00
Re-Inspection Fee (for all failed inspections to include no entry inspections)	$60.00 per failed inspection/no entry access
Expedited Plan Review Fee – Building Inspector	$175.00
Failure to Correct Fee	Code Violation
RESIDENTIAL TRADE PERMITS	
Plumbing Permits	
New Construction	$250.00
Remodel – includes one (1) plan review and two (2) inspections only	$~~120.00~~180.00
Issue Permit (Base Fee) – Includes one (1) site	$~~60.00~~120.00 ~~+~~plus

inspection only; additional inspection may be required based on work performed.	
Water Softener	$5.00
Sewer	$5.00
Water Heater	$5.00
Water Piping	$5.00
Water Line	$5.00
Gas Test	$5.00
Bath/Shower	$5.00
Lavatory/Sink	$5.00
Lawn Irrigation/Sprinklers includes one (1) plan review and one (1) site inspection (additional inspection may be required based on work performed)	$120.00
HVAC/Mechanical Permits	
New Construction	$200.00
Remodel Permit – Includes one (1) plan review and one (1) inspection	$120.00
Issue Permit (Base Fee) – Includes one (1) site inspection only	$60.00
Replace Unit – Includes one (1) site inspection only	$60.00
A/C Air Duct Replacement	$120.00
Electrical Permits	
New Construction	$200.00
Issue Permit (Base Fee) – Includes one (1) site inspection only	$60.00
Remodels- Includes one (1) plan review and two (2) inspections	$~~120.00~~180.00
Temporary Meter Loop (TML)	$120.00
Temporary on Permanent Set (TOPS)	$120.00
Solar Panels – ~~Includes one (1) site inspection only and one (1) plan review fee~~	$~~120.00~~180.00
RESIDENTIAL FIRE RELATED PERMIT FEES	
Fire Sprinkler System	
Installation	$240.00
Repair	$180.00
Plan Review	$100.00
Revised Plan Review Fee	$60.00
Fire Alarm System	
Installation	$240.00
Repair	$180.00
Plan Review	$100.00
Revised Plan Review Fee	$75.00
False Alarm Fees	
4 or 5 False Alarms within preceding 12 months	Citation
6 or 7 False Alarms within preceding 12 months	Citation
8 or more False Alarms within preceding 12 months	Citation
MISCELLANEOUS RESIDENTIAL PERMITS AND FEES	
Oak Tree Trimming and Removal Permit	$ ~~5.00~~25.00

Oak Tree Trimming/Removal Emergency Permit: permit approved out of season	$~~100.00~~200.00
Swimming Pool/Hot Tub/Spa Permit: includes one (1) plan review, and two (2) inspections	$180.00, includes 3 feet wide deck. Electrical/Plumbing permit required and pulled separately by contractor.
Decks, Gazebos, Pergolas, Pool Decks	$120.00 plus required inspection fees based on work performed
Drain Pool (without sewer connection)	$~~5.00~~10.00
Temporary Storage Container (valid for 30 Days)	Tier 1: Under 8 ft.: $25 Tier 2: 8-12 ft.: $30 Tier 3: 12 – 16 ft.: $35
Permit Cancelation Fee (cancelation of all accepted applications by the city)	~~25%~~50% of original permit cost or all fees paid whichever is higher~~.~~ ***less CC fee
Non-Compliance Fee (work started or performed without a permit)	$50.00 plus twice (2x) the permit cost. Payment of non-compliance shall not relieve any person from fully complying with the requirements of the Code in the execution of the work, nor from any other penalties prescribed herein.

B. COMMERCIAL PERMIT FEE SCHEDULE

PERMIT FEES RELATED TO CONSTRUCTION, REMODEL, INSTALLATION, REPLACEMENT, AND DEMO	
$500 or less of total value	$~~120.00~~180.00
$501 to $2,000 of total value	$~~180.00~~250 + $3.05 for each hundred or fraction thereof over $500.00
$2,001 to $25,000 of total value	$300.00~~240.00~~ + $14.00 for each thousand or fraction thereof over $2,000.00
$25,001 to $50,000 of total value	$391.75 + $10.10 for each thousand or fraction thereof over $25,000.00
$50,001 to $100,000 of total value	$643.75 + $7.00 for each thousand or fraction thereof over $50,000.00
$100,001 to $500,000 of total value	$993.75 + $5.60 for each thousand or fraction thereof over $100,000.00
$500,001 to $1,000,000 of total value	$3,233.75 + $4.75 for each thousand or fraction thereof over $500,000.00
$1,000,000 and higher of total value	$5,608.75 + $3.65 for each thousand or fraction thereof over $1,000,000.00

Permanent Sign (Electrical Permit pulled separately)		
Tier 1	≤144 SQFT	$180.00
Tier 2	144-400 SQFT	$250.00

Tier 3	>400 SQFT	$500.00
Temporary Sign*	Height not to exceed 8ft	$120.00 per sign
Temporary sign means any sign, banner, pennant, valance or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard or other light materials, with or without frames intended to be displayed fora maximum of 30 days		

Fence Permit (Required for each construction site)	$60.00
Dumpster Permit ~~(one dumpster per permit)~~	$25.00 per dumpster
Plan & Revised Plan Review Fee – City Engineer (Civil Plan Review)	$475.00
Pre-submittal Review Meeting	$500.00 per meeting
Variance Request - Zoning	$150.00 per variance
Expedited Plan Review Fee – Building Inspector	$175.00
Revised Plan Review Fee – Building Inspector	$175.00
Variance Request – Board of Adjustment	$150.00 per variance
Non-Compliance Fee **(Work started or performed without a permit)**	$100.00 plus twice (2x) the permit cost. Payment of ~~the double fee~~non-compliance fee shall not relieve any person from fully complying with the requirements of the Code in the execution of the work, nor from any other penalties prescribed herein.
Re-Inspection Fee (for all failed inspections/no entry access)	$60.00 per failed inspection/no entry access
Failure to Correct Fee	Code Violation
COMMERCIAL TRADE PERMIT FEES	
Plumbing Permit	
New Construction	$500.00
Repair/Replacement/Remodel	$60.00 + Inspection Fee/Fee's
Gas Test	$60.00 + Inspection Fee
HVAC/Mechanical Permit	
New Construction	$500.00
Repair/Replacement/Remodel	$60.00 + Inspection Fee/Fee's
Electrical Permit	
New Construction	$400.00
Repair/Replacement/Remodel	$60.00 + Inspection Fee/Fee's
Temporary Meter Loop (TML)	$60.00 + Inspection Fee/Fee's
Temporary On Permanent Set (TOPS)	$60.00 + Inspection Fee/Fee's

COMMERCIAL FIRE SYSTEM PERMIT FEES	
Fire Related Permits	Refer to Commercial Fire Fee Schedule
Fire Alarm System	Refer to Commercial Fire Fee Schedule
False Alarm Fees	
4 or 5 False Alarms within preceding 12 months	Citation

6 or 7 False Alarms within preceding 12 months	Citation
8 or more False Alarms within preceding12 months	Citation
MISCELLANEOUS COMMERCIAL PERMITS AND FEES	
Oak Tree Trimming and Removal Permit Fee	$~~5.00~~15.00
Contractor Registration Fee (annual)	$25.00~~20.00~~
Business Registration Fee (annual)	$10.00 + One (1) Tier Semi-Annual Inspection Fee (Fee Based on Fire Fee schedule tier)
Certificate of Occupation (CoO) & Replacement Fee (Building Inspector & Fire Marshall Inspection)	$120.00 ~~per inspection~~ ~~In mgo as $110.00 in BRs~~ ~~**REPLACE FEE~~
Health Inspector Certification of Occupancy (CoO) & Replacement Fee	$95.00 per inspection
CoO Reinspection Fee (Building Inspector & Fire Marshal inspections)	$120.00 per inspection
Health Inspector CoO Reinspection Fee	$95.00 per inspection
Building Inspector Consultation/Site Visit/Additional Inspection Fee/Conference Call	$60.00 per scheduled occurrence
Health Inspector Consultation/Site Visit/ Additional Inspection Fee/Phone Call	$95.00 per scheduled occurrence
Fire Marshall Consultation/Site Visit/Additional Inspection Fee	$60.00 per scheduled occurrence
Temporary Storage Container (30 Day expiration)	Tier 1: Up to 10ft.: $~~50~~100.00 Tier 2: 10-25 ft.: $~~100~~150.00 Tier 3: 25-40 ft.: $~~150~~200.00
Permit Cancelation Fee (all accepted applications by the city)	~~25~~50% of original permit cost or all fees paid whichever is higher ***less CC fee

****Note: All permits include one (1) inspection. Refer to Chapter 103 in the Windcrest Code of Ordinances for list of required permits and inspections to be pulled by the homeowner and/or contractor.**

PLAT FEES*

Filing Fee with City – 0-5 Acres	
Final Plats (including Minor Plats)	$650.00
Replat*	$650.00
Amending Plats	$650.00
Vacating Plat	$650.00
Filing Fee with City – 5+ Acres	
Final Plats (including Minor Plats)	$650.00 plus $50.00 per acre
Replat*	$650.00 plus $5.00 per lot
Amending Plats	$650.00

Vacating Plat	$650.00
Miscellaneous	
Filing Fee (fee to file and record plat with Bexar County Clerk)	Actual + ~~20~~25%
Initial Engineer Review Fee & Revised Review Fee	$475.00 + **(Based on Billable Hours to City)**

*****A newspaper publication fee will be assessed to all replats without vacating the preceding plat that require a variance or exception. Fee will be "Actual" + 20%.**

CHARGES FOR PUBLIC INFORMATION REQUESTS***

MATERIALS ONTO WHICH INFORMATION IS COPIED	
Standard paper copy	$0.10
Nonstandard copy	Listed Below
Diskette	$1.00
Magnetic tape	Actual cost
Data cartridge	Actual cost
Tape cartridge	Actual cost
Rewritable CD (CD-RW)	$1.00
Non-rewritable CD (CD-R)	$1.00
Digital Video Disc (DVD)	$3.00
JAZ drive	Actual cost
Other electronic media	Actual cost
VHS video cassette	$2.50
Audio cassette	$1.00
Oversize paper copy (e.g., 11x17, greenbar, etc .)	$0.50
Specialty paper (e.g.: Mylar, blueprint, blueline, map, photographic, etc)	Actual Cost

*****Please refer to Texas Administrative Code Title 1, Part 3, Chapter 70, Rule §70.3 for additional charges applied.**

CIVIC CENTER FEES refer to Civic Center supplemental rate page

RESIDENT & NON-PROFIT ORGANIZATIONS	
~~Deposit~~	~~$300 (refundable)~~
~~Rental~~	~~$100 per hour (minimum of 4 hours)~~
~~Cleaning Fee~~	~~$150.00~~
~~Sound/AV system~~	~~$100.00~~
~~*Security~~	~~$75.00 per hour~~
~~Set-up fee by City Staff/Civic Center Technician~~	~~$25.00 per hour~~
~~Linen Rental Fee~~	~~$20.00 per table~~
NON-RESIDENT	
~~Deposit~~	~~$300.00 (refundable)~~
~~Facility Rental Fee to include use of kitchen, audio system, and clean-up – 4 hours minimum.~~	~~$1,500.00~~
~~Additional Hour Rental Fee~~	~~$250.00 per hour~~

~~*Security~~	~~$75.00 per hour~~
~~Set-up fee by City Staff/Civic Center Technician~~	~~$25.00 per hour~~
~~Linen Rental Fee~~	~~$20.00 per table~~
REGISTERED WINDCREST CIVIC ORGANIZATION	
Rental Fee for each meeting	$25.00 for each meeting
Rental Fee per banquet/fundraising event	$50.00 for each banquet/fundraiser event
Cleaning Fee	WAIVED IF REGISTERED with the City
*Security	$~~75~~85.00 per hour **Officer must be paid to be on site from beginning of event until one hour after the event.**
Schools and Churches within the City Jurisdiction	Refer to Resident rates
Set-up fee by City Staff/Civic Center Technician	$25.00 per hour (for linen set up)
Linen Rental Fee	$~~20.00~~40.00 per table – includes tables and 8 chair linens.

***Security fee must be paid and added to the contract when scheduled event will be serving and/or providing alcohol.**

GARAGE AND ESTATE SALES

Garage Sale Permit	$10.00
Estate Sale Permit	$25.00

NOTARY FEES – WINDCREST RESIDENTS ONLY (proof of Windcrest residency required)

ACKNOWLEDGEMENTS	
Taking the acknowledgement or proof of any deed or other instrument in writing, for registration, including certificate and seal:	$0.00
(1) for the first signature	$0.00
(2) for each additional signature	$0.00
Administering an oath or affirmation with certificate and seal	$0.00
All certificates under seal not otherwise provided for	$0.00
Copies of all records and papers in the Notary Public's Office, per page	$0.00
Taking the depositions of witnesses, per each 100 words	$0.00
Swearing a witness to a deposition, certificate, seal, and other business connected with taking the deposition	$0.00
PROTESTS	
Protesting a bill or for non-acceptance or non-payment, register & seal	$0.00
Each notice of protest	$0.00
Certificate and seal to a protest	$0.00
Protesting in all other cases	$0.00
MISCELLANEOUS	

All other notarial acts not provided for	$0.00

VEHICLE STORAGE FEES

Deposit	$50.00
Small (size 8’x15’)	$240.00
Medium (size 10’x20’)	$360.00
Large (size 12’x33’)	$480.00
Large (size 12’x33’) with electricity	$600.00
X-Large (size 12’x40’)	$624.00
X-Large (size 12’x40’) with electricity	$744.00

MISCELLANEOUS PERMITS FEES AND GENERAL FEES

Hayrides and Horse-drawn Carriage Permits – (Ordinance 2019-716(O))	
Application Fee	$50.00
Permit Fee for each carriage	$50.00
General Permit Fee Only (MISC)	$60.00 + Inspection Fee/Fee’s
Expedited Plan Review Fee – Building Inspector	$175.00
Gathering Permit – Does not include cost of security	$120.00 per event
Postage Fees for Permits/Business Registrations/Certificate of Occupancies mailed from Administrative Offices	Cost of Postage charged to customer
Bank NSF Fee	Actual Cost
Charge Back Fee	$25.00
Credit Card Payment Convenience Fee (Non-Refundable)	3% per transaction
Vehicle Storage Lost/Replacement Key Fee	$25.00 per key

COMMERICAL FIRE FEE SCHEDULE

SEMI-ANNUAL INSPECTIONS		
Tier 1 Semi-Annual:	0 - 9,999 sq. ft.	$75.00
Tier 2 Semi-Annual:	10,000 - 49,999 sq. ft.	$200.00
Tier 3 Semi-Annual:	50,000+ sq. ft.	$300.00
Reinspection Fee:		$90.00
FIRE ALARM SYSTEMS NEW INSTALLATION TESTS		
Fire Alarm Systems Tier 1:	1 – 20 devicessprinkler heads	$180.00
Fire Alarm Systems Tier 2:	21 – 200 devicessprinkler heads	$240.00
Fire Alarm Systems Tier 3:	201+ devicessprinkler heads	$360.00
FIRE ALARM REMODEL TESTS		
Fire Alarm Remodel Tier 1:	Less than 10 devicessprinkler heads	$60.00
Fire Alarm Remodel Tier 2:	11 – 20 devicessprinkler heads	$90.00
Fire Alarm Remodel Tier 3:	26 – 100 sprinkler headsdevices	$180.00
Fire Alarm Remodel Tier 4:	101 – 200 devicessprinkler heads	$240.00
Fire Alarm Remodel Tier 5:	201+ devicessprinkler heads	$480.00
FIRE ALARM PANEL REPLACEMENT		
Fire Alarm Panel Replacement	Per fire alarm panelpanel up to 9	$120.00
SPRINKLER SYSTEM INSPECTIONS		
Sprinkler System Modification Tier 1:	Less than 10 sprinkler heads0 heads	$60.00
Sprinkler System Modification Tier 2:	11-20 sprinkler heads1 - 10 heads	$90.00
Sprinkler System Modification Tier 3:	21-100 sprinkler heads11 - 200 heads	$180.001 20.00
Sprinkler System Modification Tier 4:	101-200 sprinkler heads201+ heads	$240.001 50.00
Sprinkler System Modification Tier 5:	201+ sprinkler heads	$480.00
Sprinkler System Hydro Test:		$240.00
Fire Alarm System/Fire Protection System Re-Inspection Fee:		$90.00
Sprinkler System New Installation Inspections		
Sprinkler System Tier 1:	1-20 sprinkler heads	$180.00
Sprinkler System Tier 2:	21-200 sprinkler heads	$240.00

Sprinkler System Tier 3:	201+ sprinkler heads	$360.00
FIRE PROTECTION PLAN REVIEW		
Fire Protection Plan Review		$100.00
UNDERGROUND FIRE LINE		
Underground Fire Line		$240.00
FIXED PIPE SYSTEMS		
Fixed Pipe Systems		$180.00
Fixed Pipe for UL 300 Compliance	No Major Pipework	$90.00
GASEOUS SUPPRESSION SYSTEMS		
Gaseous Suppression Systems		$300.00
STANDPIPES		
Standpipe Tier I	1-2 Standpipes	$240.00
Standpipe Tier 2	3+ Standpipes	$400.00
ABOVE GROUND STORAGE TANK		
Above Ground Storage Tank	Commercial	$180.00
Above Ground Storage Tank	Residential	$90.00
UNDERGROUND STORAGE TANK		
Underground Storage Tank	Commercial	$270.00
Underground Storage Tank	Residential	$90.00
SPRAY PAINT BOOTHS		
Spray Paint Booths		$300.00
ACCESS CONTROL SYSTEMS		
Access Control Systems		$60.00
LIMITED ACCESS SECURITY GATES AND PERIMETER FENCING		
Limited Access Security Gates and Perimeter Fencing	Per system	$120.00
ANNUAL STATE REQUIRES INSPECTION OF DAYCARE		
Annual State Requires Inspection of Daycare	Includes Foster Care and Group Care	$-
PERMIT FOR WORK GOVERNMENT BY NFPA 58		
Permit for Work Government by NFPA 58		$75.00
FIRE WATCH		
Fire Watch	Per person, minimum 2 hours	$75.00
TENTS AND MEMBRANES		
Tents and Membranes		$75.00

HYDRANT FLOW TEST	
Hydrant Flow Test	$125.00

Windcrest Civic Center Rate Increase Proposal

- Increase non-resident and resident rate.
- Added resident and non-resident rental packages and Weekday rate (M-R) and Weekend rate (F, S, S) at discounted rates.
- Increase deposit to $500.00 refundable.
- Include $150.00 non-refundable administrative fee.

Events need to end by 11 pm, renters and guests need to vacate by midnight.

Non-Resident weekday package – $2,000.00 ($250 discounted rate for package)
Includes 8 hours (set up, tear down, and event time) tables, chairs, set up, sound, cleaning.
Security is required if alcohol is served. Additional fees: Linens and event backdrops/uplighting.

Non-Resident weekend package – $2,520.00 ($315 discounted rate for package)
Includes 8 hours (set up, tear down, and event time) tables, chairs, set up, sound, cleaning.
Security is required if alcohol is served. Additional fees: Linens and event backdrops/uplighting.

Resident weekday package – $1,000.00 ($125 discounted rate for package)
Includes 8 hours (set up, tear down, and event time) tables, chairs, set up, sound, cleaning.
Security is required if alcohol is served. Additional fees: Linens and event backdrops/uplighting.

Resident weekend package – $1,400.00 ($175 discounted rate for package)
Includes 8 hours (set up, tear down, and event time) tables, chairs, set up, sound, cleaning.
Security is required if alcohol is served. Additional fees: Linens and event backdrops/uplighting.

Civic Group weekday package –12 hour access: rates defined in proposed MFS
Each Civic Group has two access cards that are programed for each of their events for entry.

Civic Group weekend package – 12 hour access: rates outlined in proposed MFS
Each Civic Group has two access cards that are programed for each of their events for entry.

***(2024/2025) Based on CC direction Civic Groups do not pay the following fees:**

- **cleaning fee per event ($150)**
- **Staff set up fee by staff per event ($25)**
- **linen rental fee per event ($20 per table)**
- **Sound/AV ($100 per event)**

Womens Club/Garden Club/Lions Club occupy all storage cabinets in the Civic Center for their supply and materials. No storage cabinets are available for Civic Center goods/items for rental.

Windcrest Civic Center Rate Increase Proposal

Staff proposes for Civic Groups to pay for linen cost of offset replacement fees and cleaning fees @ discounted fee of $20 per table (includes table and 8 chair linens). Average time for linen set up for 15 tables: 3 hours for staff set up.

School or Church weekday package – Windcrest resident rate (must be w/in city jurisdiction

School or Church weekend package – Windcrest resident rate (must be w/in city jurisdiction

A la Cart:

Additional Hours (if not getting a rental package, events require a 4-hour minimum)

Nonresident - $275.00/hour Weekday (M-R)
$340.00/hour Weekend (F/Sat/Sunday

Resident - $150.00/hour Weekday (M-R)
$200.00/hour Weekend (F/Sat

Linens - $40.00 per table and 8 chair covers per table
$1.50 per additional chair cover > 8

Security (alcohol on site) - $85.00/hour: **officer must be paid to be on site from beginning of event until one hour after the event.**

Staff table and chair set up: $30 per hour

Sound/AV system use: $50 per event

General Fund Items to Consider

General Fund
Items to Consider FY 25 - 26

Items	Requested Items FY 25-26	25% Restricted Reserve (City Charter)	Total Expenses	Approved Items FY 25 - 26
Personnel Expenditures				
-Insurance increase by 10%	$100,000.00	$25,000.00	$125,000.00	-
Total Personnel Cost	-	-	-	-
Operating Expenditures	**$-**	**$-**	**$-**	-
Total Operating Expenditures				
Capital Expenditures*				
Admin / Court Capital				
City Hall Parking Lot Cameras (Court Security Fund)	$5,750.00	$ -	$5,750.00	-
City Hall perimeter Lighting	$13,000.00	$ -	$13,000.00	-
City Hall Trees Lighting	$40,000.00	$ -	$40,000.00	-
AV/Audio Digital Upgrade	$35,000.00		$35,000.00	-
PreFab Dias/Attorney/AV/CS Desk (Kevlar)	$80,000.00		$80,000.00	-
Renovations/Demo/Painting - Chamber ADA Compliance	$30,000.00		$30,000.00	-
Dias Chairs	$7,500.00		$7,500.00	-
Chamber Chairs (100 chairs)	$13,000.00		$13,000.00	-
City Seal behind Dias	$3,500.00		$3,500.00	-
Administration Traveling Vehicle	$45,000.00		$45,000.00	-
Total Admin	**$272,750.00**	**$ -**	**$272,750.00**	-
Police Capital	$-	$-	$-	
Total Police Capital	**$-**	**$-**	**$-**	
FD Capital				
-Replace Bunker Gear and ensure each Firefighter has two sets of gear(8 sets)	$25,000.00	$-	$25,000.00	-
Total FD	**$25,000.00**	**$-**	**$25,000.00**	-
Civic Center Capital				
Foundation Repair	$47,047.50	$-	$47,047.50	-
Plumbing Remodel/Repair	$35,229.00	$-	$35,299.00	-
Flooring demo and remodel (rough estimate)	$25,000.00	$-	$25,000.00	-
Total Civic Center	**$107,276.50**	**$-**	**$107,276.50**	-
PW Capital				
Upgrade restrooms and building improvements	$120,000.00	$-	$120,000.00	-
PW concrete Pad N.side Maint. Build.	$25,000.00	$-	$25,000.00	-
Water Tower Lights	$69,000.00	$-	$69,000.00	-
Mower 72" deck	$25,000.00	$-	$25,000.00	-
Street Sweeper's current model, Yr.is a 2017.	$90,000.00	$-	$90,000.00	-
Case SV340B Skid Steer Loader	$95,000.00	$-	$95,000.00	-

Pool Demo	$120,000.00	$-	$120,000.00	-
Splash Pad	$700,000.00	$-	$700,000.00	-
F250 3/4 4 door 4X4	$50,000.00	$-	$50,000.00	-
Ford F150	$37,000.00		$37,000.00	-
Total PW	**$1,331,000.00**	$-	**$1,331,000.00**	-
P&R Capital				
Windbrook Estates Park and Playground	$50,000.00	$-	$50,000.00	-
Takas Park Playground	$300,000.00	$-	$300,000.00	-
'National Fitness Campaign (BCBS Texas) Grant funds available 30k-50k	$150,000.00	$-	$150,000.00	-
Windy Hollow/Takas Park aerator	$10,000.00	$-	$10,000.00	-
Brook Falls aerator	$10,000.00	$-	$10,000.00	-
Autumn Sunset aerator	$20,000.00	$-	$20,000.00	-
Lights for ponds Investment	$30,000.00	$-	$30,000.00	-
Water rights	$100,000.00	$-	$100,000.00	-
Windrock/ Mongomery	$20,000.00	$-	$20,000.00	-
Crestway/Willmon Way	$20,000.00	$-	$20,000.00	-
Midcrown/Walzem	$20,000.00	$-	$20,000.00	-
Windcrest/Windcrest Dr.	$20,000.00	$-	$20,000.00	-
Crestway/Randolf Blvd.	$20,000.00	$-	$20,000.00	-
Walzem/I35	$20,000.00	$-	$20,000.00	-
Creastway from Kitty Hawk	$20,000.00	$-	$20,000.00	-
Eagle Crest from Weidner Rd.	$20,000.00	$-	$20,000.00	-
WLL Bleacher shade covers	$40,000.00	$-	$40,000.00	-
Parks cameras and Safety Video Products, Flock Safety (10pc, 30k annual subscription) Location: Takas Park Baseball fields.	$67,500.00	$-	$67,500.00	-
Total P&R Capital	**$937,500.00**	$-	**$937,500.00**	-
Animal Control				
-New Animal Control Van	$90,364.00	$-	$90,364.00	-
Total Animal Control	**$90,364.00**	$-	**$90,364.00**	-
Finance Capital				
City Computer Replacements	$11,200.000	$-	$11,200.000	-
Police Department Computer replacements	$31,500.00		$31,500.00	-
Total Finance	**$65,000.00**	**$-**	**$65,000.00**	**-**
Total	**$2,895,390.50**	**$25,000.00**	**$2,920,390.50**	**-**
Available Unrestricted Fund Balance (FY Ending Fund Balance -(minus) 25% Restricted Fund Balance)	**$1,494,936.00**		**$1,494,936.00**	**$1,494,936.00**

* Capital Expenditures does not require a 25% fund balance reserve.

General Fund

Items to consider FY 25-26

Item(s)	Requested Items FY 25-26	25% Restricted Reserve (City Charter)	Total Expense	Approved Items FY 25-26
Personnel Expenditures				
-Insurance increase 15%	150,000.00	$ 37,500.00	$ 187,500.00	
-3 Fire Lieutenants grade change from Grade 6 to Grade 17	$ 67,178.86	$ 16,794.72	$ 83,973.58	
Total Personnel Cost	**$ 217,178.86**	**$ 54,294.72**	**$ 271,473.58**	**$ -**
Operating Expenditures				
		$ -	$ -	
		$ -	$ -	
Total Operating Expenditures	**$ -**	**$ -**	$ -	**$ -**
Capital Expenditures*				
Admin/Court Capital				
City Hall Parking Lot Cameras (Court Security Fund)	$ 5,750.00		$ 5,750.00	
City Hall perimeter Lighting	$ 13,000.00		$ 13,000.00	
City Hall Trees Lighting	$ 40,000.00		$ 40,000.00	
AV/Audio Digital Upgrade	$ 35,000.00		$ 35,000.00	
PreFab Dias/Attorney/AV/CS Desk (Kevlar)	$ 80,000.00		$ 80,000.00	
Renovations/Demo/Painting - Chamber ADA Compliace	$ 30,000.00		$ 30,000.00	
Dias Chairs	$ 7,500.00		$ 7,500.00	
Chamber Chairs (100 chairs)	$ 13,000.00		$ 13,000.00	
City Seal behind Dias	$ 3,500.00		$ 3,500.00	
Administration Traveling Vehicle	$ 45,000.00		$ 45,000.00	
Total Admin	**$ 272,750.00**	**$ -**	**$ 272,750.00**	**$ -**
FD Capital				
Replace Bunker Gear and ensure each Firefighter had two sets of gear(8 sets)	$ 25,000.00		$ 25,000.00	
Total FD	**$ 25,000.00**	**$ -**	**$ 25,000.00**	**$ -**
Civic Center Capital				
Foundation Repair	$ 47,047.50		$ 47,047.50	
Plumbing Remodel/Repair	$ 35,229.00		$ 35,229.00	
Flooring demo and remodel (rough estimate)	$ 25,000.00		$ 25,000.00	
Total Civic Center	**$ 107,276.50**	**$ -**	**$ 107,276.50**	**$ -**
PW Capital				
Upgrade restrooms and building improvements	$ 120,000.00		$ 120,000.00	
PW concrete Pad N.side Maint. Build.	$ 25,000.00		$ 25,000.00	
Watertower Lights	$ 69,000.00	$ -	$ 69,000.00	
Mower 72" deck	$ 25,000.00		$ 25,000.00	
Street Sweeper current model Yr.is a 2017	$ 90,000.00		$ 90,000.00	
Case SV340B Skid Steer Loader	$ 95,000.00		$ 95,000.00	
Pool Demo	$ 120,000.00		$ 120,000.00	
Splash Pad	$ 700,000.00		$ 700,000.00	
Fleet Replacement 3/4 4 door 4X4	$ 50,000.00		$ 50,000.00	
Fleet Replacement	$ 37,000.00		$ 37,000.00	
		$ -	$ -	
Total PW	**$ 1,331,000.00**	**$ -**	**$ 1,331,000.00**	**$ -**
P&R Capital				
Windbrook Estates Park and Playground	$ 50,000.00		$ 50,000.00	
Takas Park Playground	$ 300,000.00		$ 300,000.00	
National Fitness Campaign (BCBS Texas) Grant funds available 30k-50k	$ 150,000.00		$ 150,000.00	
Windy Hollow/Takas Park aerator	$ 10,000		$ 10,000.00	
Brook Falls aerator	$ 10,000		$ 10,000.00	
Autumn Sunset aerator	$ 20,000		$ 20,000.00	
Lights for ponds Investment	$ 30,000		$ 30,000.00	
Water rights	$ 100,000		$ 100,000.00	
Windrock/ Mongomery	$ 20,000		$ 20,000.00	
Crestway/Willmon Way	$ 20,000		$ 20,000.00	
Midcrown/Walzem	$ 20,000		$ 20,000.00	
Windcrest/Windcrest Dr.	$ 20,000		$ 20,000.00	

General Fund

Items to consider FY 25-26

Item(s)	Requested Items FY 25-26	25% Restricted Reserve (City Charter)	Total Expense	Approved Items FY 25-26
Crestway/Randolf Blvd.	$ 20,000		$ 20,000.00	
Walzem/I35	$ 20,000		$ 20,000.00	
Creastway from Kitty Hawk	$ 20,000		$ 20,000.00	
Eagle Crest from Weidner Rd.	$ 20,000		$ 20,000.00	
WLL Bleacher shade covers	$ 40,000.00		$ 40,000.00	
Parks cameras and Safety Video Products, Flock Safety (10pc, 30k annual subscription) Location: Takas Park Baseball fields.	$ 67,500.00		$ 67,500.00	
Total P&R Capital	**$ 937,500.00**	**$ -**	**$ 937,500.00**	**$ -**
Animal Control				
-New Animal Control Van	$ 90,364.00		$ 90,364.00	
Total Animal Control	**$ 90,364.00**	**$ -**	**$ 90,364.00**	**$ -**
Finance Capital				
City Computer Replacements	$ 11,200.00		$ 11,200.00	
Police Department Computer replacements	$ 31,500.00		$ 31,500.00	
Total Finance	**$ 31,500.00**	**$ -**	**$ 31,500.00**	**$ -**
			$ -	
Total	**$ 3,012,569.36**	**$ 54,294.72**	**$ 3,066,864.08**	**$ -**
Available Unrestricted Fund Balance (FY Ending Fund Balance -(minus) 25% Restricted Fund Balance)	**1,494,936.00**		**1,494,936.00**	**1,494,936.00**

* Capital Expenditures does not require a 25% fund balance reserve.