

**AGENDA
CITY OF WINDCREST, TEXAS
SPECIAL CITY COUNCIL MEETING**

November 7, 2011

**7:00 P.M.
Special City Council Meeting**

NOTICE IS HEREBY GIVEN THAT A SPECIAL WINDCREST CITY COUNCIL MEETING WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 7th DAY OF NOVEMBER, 2011 STARTING AT 7:00 P.M. DURING THE MEETING THE FOLLOWING SUBJECTS WILL BE CONSIDERED AND THE COUNCIL MAY TAKE ACTION ON ANY OF THE LISTED SUBJECTS.

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

Ordinance No. 648-09/2010, Repealing Ordinance No. 593

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

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

Meeting Chair: please remind each participant in your meeting that they must speak into a microphone; the recording is the Official Minutes of your meeting and all who speak must be recorded. All guest speakers and citizens to be heard must speak from podium. Please interrupt speakers during meeting if you recognize that they are not speaking into microphone and have them do so.

I. Call to Order, Pledge of Allegiance & Invocation

II. Citizens to be Heard on Subsequent and Non-Subsequent Agenda Items

1. A member of the public will have three (3) minutes to discuss non-subsequent agenda items.
2. A member of the public will have six (6) minutes to discuss subsequent agenda items.
3. City Council may discuss and respond to current and past agendas on subsequent and non-subsequent agenda items by citizens to be heard.

III. Presentation

1. Mayor Baxter will present Kelly Rodriguez, Court Clerk/Assistant City Secretary the Mayor's Proclamation recognizing Municipal Court Week, for the week of November 7-11, 2011. *(Kelly Rodriguez, Court Clerk/Asst. City Secretary Request) Att.1*
2. Kelly Rodriguez, Court Clerk/Assistant City Secretary will present City Council the winner of the "Seat Belt Saves Lives" contest. *(Kelly Rodriguez, Court Clerk/Asst. City Secretary Request)*
3. Joe O'Brien, Interim Police Chief will introduce new police officer, Tyler Lindsey to the City Council. *(Joe O'Brien, Interim Police Chief Request)*
4. City Council will receive a presentation from Gilberto Lopez, AVID/ACHIEVE Teacher from Roosevelt High School requesting to paint a mural on the wall of the old Target Store that faces Roosevelt High School. *(Rafael Castillo, Jr., City Manager Request)*

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

None

V. Resolutions

1. City Council will review, discuss and may take action on Resolution No. 2011-354 (R), a resolution for the council action to authorize the purchase of the police vehicle to be purchased with funds from the General Fund/Police Department Fund. *(Sarah Mangham, Municipal Finance Officer and Joe O'Brien, Interim Police Chief Request) Att.2*

2. City Council will review, discuss and may take action on Resolution No. 2011-355 (R), a resolution for the council action to authorize the purchase of the police vehicle to be purchased with funds from the General Fund/Police Department. *(Sarah Mangham, Municipal Finance Officer and Joe O'Brien, Interim Police Chief Request) Att.3*

VI. Discuss and Act

1. City Council will discuss and may take action on a recommendation from Rafael Castillo, Jr., City Manager to appoint an Interim Director of Public Works. *(Mayor Alan Baxter and Rafael Castillo, Jr., City Manager Request)*
2. City Council will review, discuss and may take action on a Memorandum of Understanding with the San Antonio River Authority. *(Rafael Castillo, Jr., City Manager Request)*
3. City Council will discuss and may take action on a Memorandum of Understanding for a part-time Fire Inspector. *(Rafael Castillo, Jr., City Manager, Dan Reese, Fire Chief and Heather Weidenbach, City Secretary Request) Att.4*
4. City Council will discuss and may take action on a request from Lone Star Carriage Company to provide exclusive Christmas tours throughout the Windcrest neighborhood. *(Mayor Alan Baxter and Rafael Castillo, Jr., City Manager Request) Att.5*
5. City Council will discuss and may take action on instructing city staff to move forward with the process of going out to bid for the Green Space areas. *(Rafael Castillo, Jr., City Manager, Sarah Mangham, Municipal Finance Officer and Chris Gamboa, Public Works Supervisor Request)*
6. City Council will discuss and may take action regarding the 78239 zip code applicable to the City and related issues. *(Gerd Jacobi, Council Person and Rafael Castillo, Jr. Request) Att.6*
7. City Council will discuss and may take action to appoint additional members to the Police Chief Search Committee. *(Mayor Alan Baxter Request)*
8. City Council will discuss and may take action on purchasing new uniforms to include, but not limited to t-shirts, polo shirts and turtle necks for Public Works staff. *(Mayor Alan Baxter Request)*
9. City Council will discuss and may take action on an emergency/panic button for the administration office. *(Mayor Alan Baxter and Heather Weidenbach, City Secretary Request)*
10. City Council will discuss and may take action on a more secure front window for the administration office. *(Mayor Alan Baxter and Heather Weidenbach, City Secretary Request)*

VII. General Announcement and Future Agenda Items

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.

VIII. Adjournment

Agenda Notice

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the City Council of the City of Windcrest is a true and correct copy of said Notice and was posted on the bulletin board at City Hall of said City in a convenient place to the public and said Notice was posted more than seventy-two hours prior to the meeting on November 7, 2011.

By: Heather Weidenbach City Secretary

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

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

Title: _____

Mayor's Proclamation

Municipal Court Week November 7 - November 11, 2011

Whereas, the Municipal Court of Windcrest, a time honored and vital part of local government, has existed since 1959,

Whereas more people, citizens and non-citizens alike, come in personal contact with municipal courts than all other Texas courts combined, and

Whereas public impression of the entire Texas judicial system is largely dependent upon the public's experience in municipal court,

Whereas, Municipal Judges and court support personnel have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all, and conform to the standards set by the Canons of Judicial Conduct,

Whereas, the Municipal Courts play a significant role in preserving the quality of life in Texas communities through the adjudication of traffic offenses, ensuring a high level of traffic safety for our citizens,

Whereas, the Municipal Courts serve as the local justice center for the enforcement of local ordinances and fine-only state offenses that protect the peace and dignity of our community,

Whereas, the Municipal Judges and Clerks continually strive to improve the administration of justice through participation in judicial education programs, seminars, workshops and the annual meetings of their state and local professional organizations.

Therefore, it is most appropriate that we recognize the accomplishments of the 916 Texas Municipal Courts, and salute their critical role in preserving public safety, protecting the quality of life in Texas communities, and deterring future criminal behavior,

Now, I Alan E. Baxter, Mayor of the City of Windcrest, do recognize the week of November 7 - November 11, 2010, as *Municipal Court Week*, and further extend appreciation to all Windcrest Municipal Judges and court support personnel for the vital services they perform and their exemplary dedication to our community. I call upon all residents of Windcrest to join with the City Council in recognizing the vital service they perform and their exemplary dedication to the communities they represent.

Dated this 7th day of November, 2011.

_____, Attest

_____, Mayor

RESOLUTION NUMBER 2011-354 (R)

**A RESOLUTION FOR THE COUNCIL ACTION TO AURTHORIZE THE
PURCHASE OF THE POLICE VEHICLE TO BE PURCHASED WITH
FUNDS FROM THE GENERAL FUND/POLICE DEPARTMENT FUND.**

WHEREAS, the City of Windcrest authorizes the purchase of a police vehicle to be purchased from Caldwell Chevrolet and the funding will be used from the General Fund/Police Department; and

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

1. The purchase of the police vehicle that has been budgeted from the General Fund/Police Department Fund has been authorized to be purchased from Caldwell Chevrolet; and is within the budgeted amount of \$32,250.

DULY PASSED AND APPROVED, on the 7th day of November, 2011 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

Alan Baxter, Mayor

ATTEST:

Heather Weidenbach, City Secretary

RESOLUTION NUMBER 2011-355 (R)

**A RESOLUTION FOR THE COUNCIL ACTION TO AURTHORIZE THE
PURCHASE OF THE POLICE VEHICLE TO BE PURCHASED WITH
FUNDS FROM THE GENERAL FUND/POLICE DEPARTMENT.**

WHEREAS, the City of Windcrest authorizes the purchase of a police vehicle to be purchased from Caldwell Chevrolet and the funding will be used from the WCCPD; and

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

1. The purchase of the police vehicle that has been budgeted from the WCCPD has be authorized to be purchased from Caldwell Chevrolet; and is within the budgeted amount of \$34,250.

DULY PASSED AND APPROVED, on the 7th day of November, 2011 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

Alan Baxter, Mayor

ATTEST:

Heather Weidenbach, City Secretary

Luis M. Chavira
Fire Inspector
306 Windcrest Dr.
Windcrest, Texas 78239
210-649-5582

Chief Dan Reese
Fire Chief
City of Windcrest

Chief Reese;

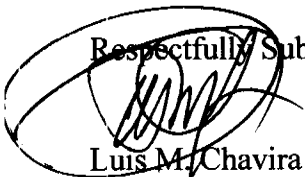
Thank you for your interest my services as a Part-time Fire Inspector for the City of Windcrest. As per our conversation with City Manager Castillo, this is my letter to you, of understanding in the commitment of my services to the City of Windcrest. My services will commence on November 2, 2011 and terminate 30 days upon receipt of such request by either party.

The current certificates that I hold are TCFP Fire Inspector, TCFP Fire Investigator, ICC Plans Examiner, ICC Commercial Building Inspector, and I am also in Phase III of the San Antonio College Police Academy.

My service charges will be a flat \$50.00 per hour for inspections or plan reviews as agreed. All Fire Inspection/Plan reviews request will go through The City of Windcrest Building Department and notify me by either telephone or email. All requests will be scheduled within a 48 hour basis.

Any questions or further information request, please don't hesitate to call.

Respectfully Submitted,



Luis M. Chavira
210-649-5582



Service Available For All Occasions
8519 Lone Shadow. Converse, TX 78109. (210) 656-7527
www.lonestarcarrriage.com

Dear honorable Alan Baxter:

As you are aware, the White family has operated the Lone Star Carriage Company (LSCC) for over 30 years providing the highest level of horse drawn carriage service to residents and visitors of the City of San Antonio. LSCC takes pride in having the highest regard for customer service and providing wonderful scenic experiences and tours for their customers.

Having participated with the Windcrest Christmas tours for the past 8 years, we are honored that you will consider us providing the exclusive Christmas tours throughout the Windcrest neighborhood. These tours show off the beautifully decorated homes that this area is recognized by all residents in the greater San Antonio area. By having one tour operator for the area, we feel that the tourist will receive a better value and tour experience.

If necessary, we have numerous letters representing a few downtown hotels boasting about the outstanding service that LSCC has provided to many guests in the downtown area. We will continue to offer the high level of service to the tourist of Windcrest.

We welcome the opportunity to meet with you to further discuss these matters to gain a better understanding and insight of any concerns. If you have any questions or concerns, or need additional documentation, please do not hesitate to contact our office. As always, I remain,

Sincerely,

Ron White

Weidenbach, Heather

From: Castillo, Rafael Jr
Sent: Tuesday, November 01, 2011 3:28 PM
To: jlarry.lindsey@usps.gov
Cc: Gerd Jacobi; gjacobi@sbcglobal.net; Weidenbach, Heather; Rodriguez, Kelly; Jim Bray (jbray@dmcengineers.net)
Subject: FW: Information on ZIP Codes and the geography to which they apply
Attachments: Granite Shoals Preferred Last Line request.pdf
Importance: High

Good afternoon Mr. Lindsey,

Once again we thank very much for the information you have provided to us.

I would like to extend an invitation to be "our back-up" at our next City Council meeting scheduled for November 7, 2011 at 7:00 pm.

We will be asking the Mayor and City Council for their consent and approval for us to proceed with this project.

Your presence will be greatly appreciated.

Respectfully,

WINDCREST
TEXAS

Rafael Castillo, Jr.
City Manager
p: 210.655.0022 ext. 2120
f: 210.655.8776
rcastillo@windcrest-tx.gov
8601 Midcrown
Windcrest, TX 78239
www.windcrest-tx.gov

From: Lindsey, J Larry - San Antonio, TX [mailto:jlarry.lindsey@usps.gov]
Sent: Thursday, October 13, 2011 7:31 AM
To: Castillo, Rafael Jr
Subject: Information on ZIP Codes and the geography to which they apply

Mr. Castillo,

With reference to our conversation yesterday regarding ZIP Codes and the geography they identify, here is a brief overview of the ZIP Code system and how it works in relation to geography.

The basic ZIP Codes used for Post Office distribution is the 5 digit ZIP Code. Those ZIP Codes, 78239 for example, indicate a broad geographic area and may include portions of a municipality or may even include multiple municipalities. Use of these ZIP Codes for purposes other than mail delivery such as compilation of crime, income, age statistics, insurance information or other demographic data can cause such data to be misleading since the geographic area covered may be large and encompass various municipal areas.

Beyond the 5 digit ZIP Code is the ZIP+4 or 9 digit ZIP Code. The ZIP+4 code applies to a particular block range within the 5 digit ZIP Code. For example, the 8601-8699 block of Midcrown in ZIP Code 78239 has a ZIP+4 code of 78239-2516. A ZIP+4 code can also be assigned to a particular building, floor of a building, grouping of apartments or even to a particular firm within the 5 digit ZIP Code. Use of the ZIP+4 code to compile demographic data would be much more specific to a local area and could be confined to a particular municipality as all the streets within the municipality would have unique ZIP+4 codes.

The use of a "Preferred Last Line" allows mailers to identify a particular last line (city name) with specific ZIP+4 codes and apply that last line to addresses within those ZIP+4 codes. By assigning a preferred last line to specific streets and block ranges, mailers identify those streets / blocks with that particular city name and mail for those streets will contain that city name. This can provide municipal identity for areas that share 5 digit ZIP Codes with other municipalities.

If you need more information on ZIP Codes or Preferred Last Lines, please do not hesitate to contact me at 210 368-5587.

Jamás L(Larry) Lindsey
Manager, Address Management Systems
jlarry.lindsey@usps.gov
Office (210) 368-5587 Fax (210) 368-1702

A self-supporting government enterprise, the U.S. Postal Service is the only delivery service that reaches every address in the nation, 150 million residences, businesses and Post Office Boxes. The Postal Service receives no tax dollars for operating expenses, and relies on the sale of postage, products and services to fund its operations. With 32,000 retail locations and the most frequently visited website in the federal government, *usps.com*, the Postal Service has annual revenue of more than \$67 billion and delivers nearly 40 percent of the world's mail. If it were a private sector company, the U.S. Postal Service would rank 29th in the 2010 Fortune 500. *Black Enterprise* and *Hispanic Business* magazines ranked the Postal Service as a leader in workforce diversity. The Postal Service has been named the Most Trusted

Government Agency six consecutive years and the sixth Most Trusted Business in the nation by the Ponemon Institute.

--- On Wed, 9/21/11, Lindsey, J Larry - San Antonio, TX <jlarry.lindsey@usps.gov> wrote:

From: Lindsey, J Larry - San Antonio, TX <jlarry.lindsey@usps.gov>
Subject: Requirements for a Preferred Last Line designation in the USPS AMS database
To: 'gjacobi@sbcglobal.net' <[gjacob@sbcglobal.net](mailto:gjacobi@sbcglobal.net)>
Date: Wednesday, September 21, 2011, 1:46 PM

Mr. Jacobi,

Below are the requirements for designating Windcrest TX as the Preferred Last Line for streets within the municipal boundaries of the City of Windcrest.

On City of Windcrest letterhead, state the following :

"The City of Windcrest requests that WINDCREST TX be designated as the preferred last line mailing address for all addresses / streets within the municipal boundaries of the city. A list of those streets / block ranges is attached."

The letter should include a list of all streets (preferably alphabetical) wholly or partially contained within the municipal limits of the City of Windcrest. If the street is entirely within the municipal limits only the street name need be listed. If a street is partially contained within the municipal limits, the beginning and ending block ranges of the portion within the municipal limits need to be annotated.

I have attached a letter received last year from the City of Granite Shoals requesting a preferred last line designation as a sample along with one page of their street listing.

As stated above, if a street is wholly contained within the municipal limits, only the street name needs to be listed.

The effect of a "preferred last line" designation will be that mailer software and the U.S. Postal Service ZIP Code lookup website will return WINDCREST TX 78239 as the city / state / ZIP Code line for addresses contained in the list referenced above. When looking up addresses on the USPS.com website, even if a city name of San Antonio is entered for an address, the look up result returned will change San Antonio to Windcrest.

The changes will take effect one to two months following the input, dependent on when the input is completed.

You may mail the letter of request and street listing to me at the following address:

ATTN: JAMES L(LARRY) LINDSEY
MGR, ADDRESS MANAGEMENT SYSTEMS
1 POST OFFICE DR
SAN ANTONIO TX 78284-9321

Should you have any questions, please do not hesitate to contact me at (210) 368-5587.

James L(Larry) Lindsey
Manager, Address Management Systems
jlarry.lindsey@usps.gov
Office (210) 368-5587 Fax (210) 368-1702

A self-supporting government enterprise, the U.S. Postal Service is the only delivery service that reaches every address in the nation, 150 million residences, businesses and Post Office Boxes. The Postal Service receives no tax dollars for operating expenses, and relies on the sale of postage, products and services to fund its operations. With 32,000 retail locations and the most frequently visited website in the federal government, *usps.com*, the Postal Service has annual revenue of more than \$67 billion and delivers nearly 40 percent of the world's mail. If it were a private sector company, the U.S. Postal Service would rank 29th in the 2010 Fortune 500. *Black Enterprise* and *Hispanic Business* magazines ranked the Postal Service as a leader in workforce diversity. The Postal Service has been named the Most Trusted Government Agency six consecutive years and the sixth Most Trusted Business in the nation by the Ponemon Institute.