AGENDA
CITY OF WINDCREST, TEXAS
SPECIAL CITY COUNCIL MEETING

October 3, 2011

7:00 P.M.

NOTICE IS HEREBY GIVEN THAT A SPECIAL WINDCREST CITY COUNCIL MEETING WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 3rd DAY OF OCTOBER 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.

THE CITY COUNCIL RESERVES THE OPTION TO RECESS THE MEETING DURING THE EVENING OF OCTOBER 3, 2011 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, OCTOBER 4, 2011 AT 9:00 A.M. AT THE WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS.

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

Ordinance No. 618 (09/20/10), 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 of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting. Any question posed by a Citizen, Council Member, Board Member or Commission Member for which an answer is not available at a meeting shall be answered by a member of the staff or Presiding Officer at the next regular meeting of the Body, if an answer is reasonably available and prudent. If the information is sensitive, staff will seek advice from the City Attorney.

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

A member of the public will have three (3) minutes to discuss non-subsequent agenda items.

A member of the public will have six (6) minutes to discuss subsequent agenda items.

III. Presentation

1. City Council will receive a presentation from Cynthia Hamilton requesting for a Special Use Permit for Carnival to be held in the Rackspace Parking lot located at 5000 Walzem Rd. on April 20th and 21st of 2012 from 10:00 a.m. to 10 p.m. (Att. 1)

2. City Council will receive a presentation from Matthew Beebe regarding the computer system upgrades in City Hall.

3. City Council will receive a presentation from Kathie Maloney regarding the CERT Program. (Att. 2)

4. City Council will receive a presentation and demonstration from Joel of Texas Outdoor Lighting. *(Heather Weidenbach, City Secretary Request)*

IV. Resolutions

1. City Council will review, discuss and may take action on Resolution No. 2011-350 (R), a resolution appointing an auditor the Fiscal Year 2010-11 audit authorizing the City Manager to execute an Engagement Letter on behalf of the city. *(Sarah Mangham, Municipal Finance Officer Request)* (Att. 3)

2. City Council will review, discuss and may take action on Resolution No 2011-351 (R). a resolution of the City Council of the City of Windcrest, Texas adopting a Fund Balance Policy approving the commitment of Fund Balances in accordance with Governmental Accounting Standards Board Statement No. 54. *(Sarah Mangham, Municipal Finance Officer Request)* (Att. 4)

V. 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

VI. Discuss and Act

1. City Council will discuss and may take action on a request for a Special Use Permit for a carnival to be held on April 20th and 21st of 2012 in the Rackspace Parking lot located at 5000 Walzem Rd.

2. City Council will discuss and may take action on moving forward for a Fiesta Parade to take place in April 2012.

3. City Council will discuss and may take action on the presentation from Joel Mayor of Texas Outdoor Lighting.

4. The City Manager will outline plans for a Chief of Police search. The City Council may discuss and act upon the City Manager's recommended process as appropriate.

5. The City Manager may recommend the appointment by the City Council of an interim/acting Police Chief to serve until the appointment of a permanent Chief of Police. The City Council may discuss and act upon the City Manager's recommendation.

VII. 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.

VIII. Adjournment

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the City Council of the City of Windcrest is a true and correct copy of said Notice and was posted on the bulletin board at City Hall of said City in a convenient place to the public and said Notice was posted more than seventy-two hours prior to the meeting on October 3, 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 ____ October, 2011.

________________________________ Title: ___________________________

Fie ta Espec al 2012

April 20th and 21st
10:00 a.m. to 10:00 p.m.
Rackspace Parking Lot
5000 Walzem Rd., San Antonio, Texas

Background

Fiesta Especial is an official Fiesta San Antonio event created for children and adults with physical, cognitive and developmental differences and the family and friends who love them. Students at River City Christian School (RCCS) began Fiesta Especial in 2003 and turned it into an official Fiesta event in 2006. Until 2009, Fiesta Especial was held at the RCCS campus on Blanco Road. Due to the growth of Fiesta Especial (7,000 attendees in 2008) and the amount of time and resources needed to organize and fund the event, RCCS did not hold Fiesta Especial in 2010. With the addition of two nonprofit partners to help with planning and fundraising, Fiesta Especial, the event made a comeback in 2011 on the grounds of Morgan's Wonderland.

Fiesta Especial 2012 is being organized and hosted by four nonprofit organizations that provide services and information for children and adults with special needs: River City Christian School, Reaching Maximum Independence (RMI), disABILITYsa.org and u|ability, a special needs ministry of University UMC. This year we are also partnering with Rackspace to hold Fiesta Especial on their parking lot at Walzem and I-35.

Event Details

Join the San Antonio special-needs community for a family-friendly Fiesta experience for people of all ages and abilities. Enjoy carnival rides, music, dancing, food, games, crafts and much, much more at this alcohol-free, tobacco-free event. Local businesses and organizations that serve children and adults with special needs will have booths with information and answer questions about their programs and products.

Celebration Outreach takes place on Friday, April 20th. Local schools, group homes, children's homes and senior living centers are invited to come out from 10:00 a.m. to 2:00 p.m. and receive $5.00 in free game tickets with the purchase of admission.

Admission is $5.00 per person. Food, game and carnival ride tickets sold separately. For more information, call 384-0297.

Fiesta Especial Royal Court

For 2012, Fiesta Especial is adding a Royal Court consisting of a King and Queen, two Dukes and Duchesses, a Prince and Princess and four Pages. The members of the Royal Court will be selected through a fundraising process that gives nonprofits serving people with disabilities a chance to raise money and awareness for their mission. The coronation for the Fiesta Especial Royal Court will be held at the Hand in Hand Runway Benefit on February 18th at Morgan's Wonderland.

Fiesta Especial Parade

With the move to Rackspace, Fiesta Especial would like to add an official parade within the City of Windcrest that will feature our mascot (Pedro the Pinata), the Fiesta Especial Royal Court, representatives from other official events and royalty from nonprofits that serve people with disabilities. We ask the City of Windcrest to join us as a planning partner to help us determine the best time and location for the parade within our 2-day time frame. We would also be honored to have representatives from the City join us in the procession.

Agenda Item
Oct, ___, 2011

September 5, 2011

Hello All Individuals in San Antonio Interested the CERT Program:

Please see the attached announcement concerning a special Community Emergency Response Team (CERT) organizational meeting, scheduled for Wednesday, September 14, beginning at 7:00 PM. This meeting will be held at the City of San Antonio Fire Training Academy.

After reading the announcement, please email or call me if you have any questions.

Thank you,

Lee Wingert, SPHR
City of San Antonio CERT Program Coordinator
Community Emergency Response Team - Alamo Area Citizen Corps
(210) 275-1615 - Cell

Community Emergency Response Team (CERT)

Announcement – San Antonio Organizational Meeting

On ***Wednesday, September 14, 2011*** - starting at ***7:00 PM*** - there will be a special organizational meeting for all San Antonio trained **CERT** members, and for those individuals that are interested in taking the 20-hour training course to become a **CERT team member**.

At this meeting we will discuss the local **CERT** history, organizational challenges and opportunities, upcoming class training dates, and – for those already trained – structure one of more teams by having persons self-identify areas within the city where they live and then select **CERT** functions / roles of interest (ICS, Operations, Medical, Fire Suppression and Search and Rescue, Communications, etc.) for which they would like to perform or specialize in as a member of their team. Our goal is to have at least four (4) active and trained **CERT** teams - one in the East, South, West and North sections of the city.

The meeting will take place at the ***City of San Antonio Fire Training Academy***, classroom #146. This ultra-modern academy is located as follows:

- San Antonio Fire Department Training Academy
- 300 S. Callaghan Rd.
- San Antonio, Texas 78227
- (210) 207-5970

There are a few rules to follow at the Academy, some of which are:

- No food or dinks in any of the rooms (except for bottled water with a cap for closure)
- There is no smoking in the building, however there is a smoking area outside the north glass doors

I'm looking forward to seeing everyone at this special ***CERT*** meeting.

Thank you,
Lee Wingert, SPHR
City of San Antonio **CERT** Program Coordinator
Community Emergency Response Team – Alamo Area Citizen Corps

COMMUNITY EMERGENCY RESPONSE TEAM

Basic Training Instructor Guide

Developed For:

National CERT Program
Federal Emergency Management Agency
Department of Homeland Security
Washington, D.C.

Developed By:
PerformTech Inc.
Alexandria, Virginia

January 2011

COMMUNITY PREPAREDNESS

Following the events of September 11, 2001, Citizen Corps was launched as a grassroots strategy to strengthen community safety and preparedness through increased civic participation. Since then, the importance of preparedness education, training, and involving the whole community has become increasingly recognized as critical to successful community preparedness and resilience.

Citizen Corps is administered by the Federal Emergency Management Agency, within the Department of Homeland Security, but is implemented locally. Communities across the country have created Citizen Corps Councils as effective partnerships between government and community leaders to focus on the following objectives: engaging the whole community in collaborative community planning and capacity building; integration of community resources; outreach and localized preparedness education and training; emergency communications to all population segments; drills and exercises; and, volunteer programs.

CERT is a critical program in the effort to engage everyone in America in making their communities safer, more prepared, and more resilient when incidents occur.

Community-based preparedness planning allows us all to prepare for and respond to anticipated disruptions and potential hazards following a disaster. As individuals, we can prepare our homes and families to cope during that critical period. Through pre-event planning, neighborhoods and worksites can also work together to help reduce injuries, loss of lives, and property damage. Neighborhood preparedness will enhance the ability of individuals and neighborhoods to reduce their emergency needs and to manage their existing resources until professional assistance becomes available.

Studies of behavior following disasters have shown that groups working together in the disaster period perform more effectively if there has been prior planning and training for disaster response. These studies also show that organized grassroots efforts may be more successful if they are woven into the social and political fabric of the community — neighborhood associations, schools, workplaces, places of worship, and other existing organizations.

Effective response therefore requires comprehensive planning and coordination of all who will be involved — government, volunteer groups, private businesses, schools, and community organizations. With training and information, individuals and community groups can be prepared to serve as a crucial resource capable of performing many of the emergency functions needed in the immediate post-disaster period. The CERT Program is designed to train individuals to be assets to help communities prepare for effective disaster response.

WHEN DISASTER STRIKES

The damage caused by natural disasters, such as earthquakes, hurricanes, tornadoes, and flooding, or from manmade/technological events such as explosions or hazardous materials accidents can affect all aspects of a community, from government services to private enterprise to civic activities. These events:

- Severely restrict or overwhelm our response resources, communications, transportation, and utilities
- Leave many individuals and neighborhoods cut off from outside support

Damaged roads and disrupted communications systems may restrict the access of emergency response agencies into critically affected areas. Thus, for the initial period immediately following a disaster — often up to 3 days or longer — individuals, households, and neighborhoods may need to rely on their own resources for:

- Food
- Water
- First aid
- Shelter

Individual preparedness, planning, survival skills, and mutual aid within neighborhoods and worksites during this initial period are essential measures in coping with the aftermath of a disaster. What you do today will have a critical impact on the quality of your survival and your ability to help others safely and effectively. By learning about the likely hazards in your community and your community's plans and protocols, understanding hazard-specific protective actions and response skills, assembling important emergency supplies, and mitigating potential hazards in your home, you will be more resilient to any disruptive event. You will be an important asset to your family, neighbors, and other members of your community.

ABOUT *COMMUNITY EMERGENCY RESPONSE TEAM (CERT) BASIC TRAINING*

If available, emergency services personnel are the best trained and equipped to handle emergencies. Following a catastrophic disaster, however, you and the community may be on your own for a period of time because of the size of the area affected, lost communications, and unpassable roads.

CERT Basic Training is designed to prepare you to help yourself and to help others in the event of a catastrophic disaster. Because emergency services personnel will not be able to help everyone immediately, you can make a difference by using your CERT training to save lives and protect property.

ABOUT *COMMUNITY EMERGENCY RESPONSE TEAM (CERT) BASIC TRAINING* (CONTINUED)

This training covers basic skills that are important to know in a disaster when emergency services are not available. With training and practice, and by working as a team, you will be able to protect yourself and do the greatest good for the greatest number after a disaster.

HOW CERTS OPERATE

As each CERT is organized and trained in accordance with standard operating procedures developed by the sponsoring agency, its members select an Incident Commander/Team Leader (IC/TL) and an alternate and identify a meeting location, or *staging area*, to be used in the event of a disaster.

The staging area is where the fire department and other services will interact with CERTs. Having a centralized contact point makes it possible to communicate damage assessments and allocate volunteer resources more effectively. This is true for all CERTs, whether active in a neighborhood, workplace, school, college/university campus, or other venue.

Damage from disasters may vary considerably from one location to another. In an actual disaster, CERTs are deployed progressively and as needs dictate. Members are taught to assess their own needs and the needs of those in their immediate environment first.

CERT members who encounter no need in their immediate area then report to their staging area, where they take on assigned roles based on overall area needs. Members who find themselves in a heavily affected location send runners to staging areas to get help from available resources. Ham and other radio links also may be used to increase communication capabilities and coordination.

The CERT Program can provide an effective first-response capability. Acting as individuals first, then later as members of teams, trained CERT volunteers can fan out within their assigned areas, extinguishing small fires, turning off natural gas at damaged homes, performing light search and rescue, and rendering basic medical treatment. CERTs also act as effective "eyes and ears" for uniformed emergency responders. Trained volunteers also offer an important potential workforce to service organizations in non-hazardous functions such as shelter support, crowd control, and evacuation.

COURSE OVERVIEW AND OBJECTIVES

The purpose of the *Community Emergency Response Team (CERT) Basic Training* is to provide the individuals who complete this course with the basic skills that they will need to respond to their community's immediate needs in the aftermath of a disaster, when emergency services are not immediately available. By working together, CERT members can assist in saving lives and protecting property using the basic techniques in this course. The target audience for this course is individuals who desire the skills and knowledge required to prepare for and respond to a disaster.

Overall Course Objectives

Upon completing this course, the participants should be able to:

1. Describe the types of hazards that are most likely to affect their homes, workplaces, and neighborhoods.
2. Take steps to prepare themselves and their families for a disaster.
3. Describe the functions of CERTs and their role in immediate response.
4. Identify and reduce potential fire hazards in their homes, workplaces, and neighborhoods.
5. Work as a team to apply basic fire suppression strategies, resources, and safety measures to extinguish a pan fire.
6. Apply techniques for opening airways, controlling excessive bleeding, and treating for shock.
7. Conduct triage under simulated disaster conditions.
8. Perform head-to-toe patient assessments.
9. Select and set up a treatment area.
10. Employ basic treatments for various injuries and apply splints to suspected fractures and sprains.
11. Identify planning and sizeup requirements for potential search and rescue situations.
12. Describe the most common techniques for searching a structure.
13. Work as a team to apply safe techniques for debris removal and victim extrication.
14. Describe ways to protect rescuers during search and rescue operations.
15. Describe the post-disaster emotional environment and the steps that rescuers can take to relieve their own stressors and those of disaster survivors.
16. Describe CERT organization and documentation requirements.

In addition to the overall course objectives listed above, each unit has specific objectives.

Unit	Topics
	▪ Documentation ▪ Activity: ICS Functions ▪ Activity: Tabletop Exercise ▪ Unit Summary
7	**Disaster Psychology** ▪ Introduction and Unit Overview ▪ Disaster Trauma ▪ Team Well-Being ▪ Working with Survivors' Trauma ▪ Unit Summary
8	**Terrorism and CERT** ▪ Introduction and Unit Overview ▪ What Is Terrorism? ▪ Terrorist Targets ▪ Terrorist Weapons ▪ CBRNE Indicators ▪ Preparing at Home, Work, and in Your Neighborhood ▪ CERTs and Terrorist Incidents ▪ Activity: Applying CERT Principles to a Suspected Terrorist Incident ▪ Unit Summary
9	**Course Review, Final Exam, and Disaster Simulation** ▪ Introduction and Unit Overview ▪ Course Review ▪ Final Exam ▪ Disaster Simulation ▪ Exercise Critique and Summary

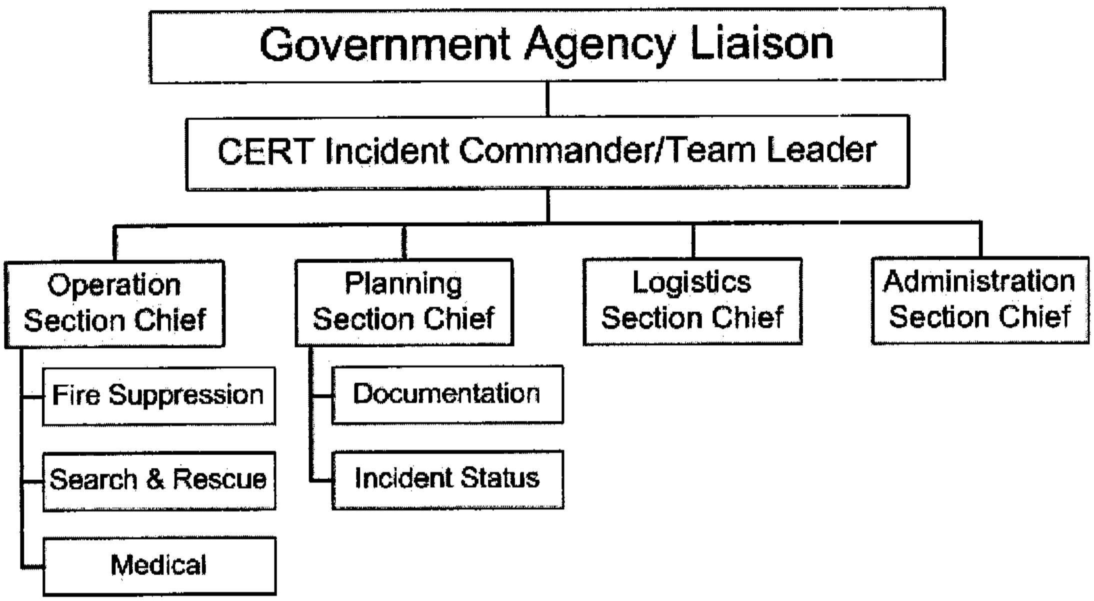
AFTER *CERT BASIC TRAINING*

Upon completion of the *CERT Basic Training* course, participants will receive a certificate. Your community may also provide additional documents that will identify each participant as an emergency response team member during disaster response.

CERT members should maintain their own CERT safety equipment, such as goggles, gloves, and basic first aid supplies, and have them available for use during a disaster. Training in disaster response should not be a one-time event. Awareness, commitment, and skills must be reinforced through followup training and repeated practice to maintain the edge necessary for effective response in the face of a disaster.

To maintain their skill level and continually improve performance, CERT members should participate in continuing supplemental training when offered in your area. Working through practice disaster scenarios with other teams will provide opportunities not only for extended practice but also for valuable networking with teams in the local area.

PM, P. 1-34	CERT Organization



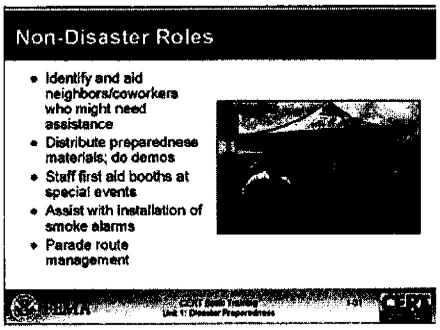
CERT organization showing the government agency liaison at the top.

Underneath is the CERT Incident Commander/Team Leader who directs the activities of four sections: Operations, Planning, Logistics, and Administration.

Underneath the Operations section are three response teams: Fire Suppression, Search and Rescue, and Medical.

Underneath the Planning section are two sections: Documentation and Incident Status.

INSTRUCTOR GUIDANCE	CONTENT



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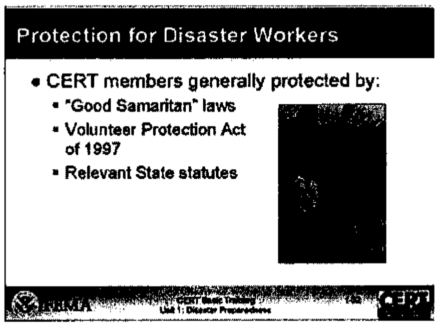
Describe non-emergency volunteer opportunities for CERTs in your community.

CERTs in Non-Disaster Roles

Explain that CERT members also are a potential volunteer pool for the community. They can help with projects such as:

- Identifying and aiding neighbors and coworkers who might need assistance during an emergency or disaster
- Distributing preparedness materials and doing preparedness demonstrations
- Staffing parades, health fairs, county fairs, and other special events
- Assisting with the installation of smoke alarms for seniors and special-needs households
- Parade route traffic management

INSTRUCTOR GUIDANCE	CONTENT



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Please remember to cover all State laws that apply to both rescuers and victims. If pertinent information has been entered on the page, tell participants to turn to p. 1-37 in their Participant Manuals for applicable laws. Direct participants to the following Web site for additional information: http://nonprofitrisk.org/library/state-liability.shtml

Protection for Disaster Workers

Explain that, as volunteers engaging in CERT, members are generally protected by "Good Samaritan" laws that protect people who provide care in a prudent and reasonable manner.

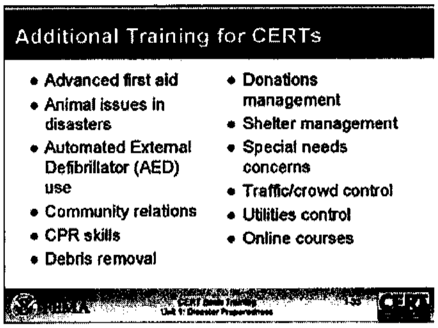
Point out that, in a disaster, CERT members are also protected by the Volunteer Protection Act of 1997, a Federal law that protects volunteers from liability as long as they are acting in accordance with the training that they have received.

CERT members may also have protection under relevant State statutes where they live. Remind participants that these laws vary from State to State, and emphasize the laws that apply in their area.

PM, P. 1-37	Applicable Laws and Key Points

Applicable Laws	Key Points

INSTRUCTOR GUIDANCE	CONTENT



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Indicate that these are some examples and specify any additional training that your program offers to CERT members.

Recommend the CERT Web site for online training for a range of topics: www.citizencorps.gov/cert/

Additional Training for CERTs

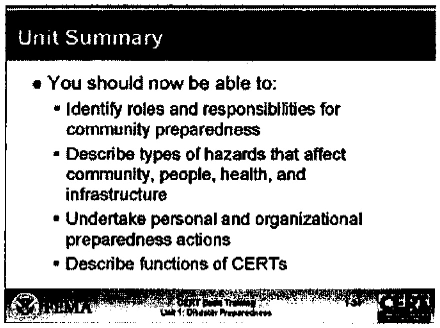
After completing initial CERT training, many CERT members seek to expand and improve their skills — through continuing CERT modules offered locally, courses offered through the American Red Cross, or programs from other sources. Some CERT members have sought additional training opportunities in:

- Advanced first aid
- Animal issues in disasters
- Automated External Defibrillator (AED) use
- Community relations
- CPR skills
- Debris removal
- Donations management
- Shelter management
- Special needs concerns
- Traffic and crowd control
- Utilities control

INSTRUCTOR GUIDANCE	CONTENT
	There are also Independent Study (IS) courses available online from the Federal Emergency Management Agency (FEMA) that will of interest to CERT members. Some of these include: IS-100.a Introduction to Incident Command System IS-200.a ICS for Single Resources and Initial Action Incidents IS-700.a National Incident Management System (NIMS), An Introduction IS-800.b National Response Framework, An Introduction For a complete listing and access to FEMA Independent Study courses, visit www.training.fema.gov/IS/. Click on the "ISP Course List" link.

INSTRUCTOR GUIDANCE	CONTENT

Unit Summary



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Summarize the unit by making the following points:

- Everyone in the community has the ability and the responsibility to prepare for disasters.
- Citizen Corps is the grassroots movement to strengthen community safety and preparedness through increased civic participation. CERTs are a key partner with Citizen Corps.
- Government leaders have the responsibility to engage the whole community in the process of community planning and in testing and evaluating those plans.
- Community leaders have the responsibility to ensure their employees and constituent groups are prepared and to participate on coordinating planning councils.
- The public has the responsibility to learn about community hazards and plans, and to prepare, train, practice, and volunteer.
- There are three kinds of disasters: natural, technological, and intentional. Most hazards occur with little or no notice, may cause emergency personnel to be overwhelmed, and are a danger to lives, health, and the environment.

INSTRUCTOR GUIDANCE	CONTENT

- Personal preparedness should be tailored to the hazards in your community, but should include:
  - Learning about community alerts, warnings, and plans
  - Learning about appropriate protective actions
  - Developing household plans and conducting drills to practice
  - Assembling disaster supplies in multiple locations
  - Reducing hazards in the home
  - Encouraging others to prepare and volunteering to help your community
- CERTs are among a variety of agencies and personnel who cooperate to provide assistance in the aftermath of a disaster. The keys to CERT effectiveness are in:
  - Familiarity with the types of events that are high risk for the area and the types of damage that can occur as a result
  - Adequate preparation for each event and its aftermath
  - Training in the functional areas to which CERTs are assigned
  - Practice through refreshers and simulations
- CERTs have proven themselves invaluable in the areas in which they were tested. They can be invaluable in this community as well.

Do you have any questions about anything covered in this unit?

COMMUNITY EMERGENCY RESPONSE TEAM CHECKLIST (CONTINUED)

Team Organization	*Check if Completed*	*Date Checked*
▪ Resources		
• Personnel	☐	
• Equipment	☐	
• Supplies	☐	
• Personal CERT kit	☐	
▪ Area Surveys and Locations		
• Evacuation plans	☐	
• Staging area/command post	☐	
• Medical treatment area	☐	
• Specific hazard areas	☐	
• Area maps	☐	
▪ Response Plan		
• Response criteria	☐	
• Communications and notifications	☐	
• Staging area/command post	☐	
▪ Teamwork		
• Meetings	☐	
• Drills and exercises	☐	
• Training		
First aid	☐	
CPR	☐	
Other: __________	☐	

RESOLUTION NUMBER 2011-350 (R)

A RESOLUTION FOR THE COUNCIL ACTION TO ACCEPT THE ENGAGEMENT LETTER FOR THE FISCAL YEAR 2010-11 AUDIT.

WHEREAS, the City of Windcrest accepted the engagement letter associated with the annual of the Fiscal Year 2010-11 Audit; and

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

1. The Fiscal Year Audit 2010-11 will be performed by Garza/Gonzalez & Associates, with a not to exceed cost of $26,500.

DULY PASSED AND APPROVED, on the 3rd day of October, 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

Garza/Gonzalez & Associates

CERTIFIED PUBLIC ACCOUNTANTS

September 27, 2011

Mr. Rafael Castillo
City Manager
City of Windcrest
8601 Midcrown
Windcrest, Texas 78239

Dear Mr. Castillo:

We are pleased to confirm our understanding of the services we are to provide City of Windcrest for the year ending September 30, 2011. We will audit the basic financial statements of City of Windcrest and the Windcrest Economic Development Corporation, a discretely presented component unit as of and for the year ending September 30, 2011. We will assist the City in the preparation of the Annual Financial Report. Based on the audit request for proposal, we plan to present the final Annual Financial Report to the Mayor and City Council members at the March 5, 2012 meeting. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany City of Windcrest's basic financial statements. As part of our engagement, we will apply certain limited procedures to City of Windcrest's RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management Discussion and Analysis.
2. Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual.
3. Schedule of Funding Progress Texas Municipal Retirement System.

Supplemental Information other than RSI also accompanies the City of Windcrest's Financial Statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and will provide an opinion on it in relation to the basic financial statements:

1. Non-Major Governmental Fund Statements.
2. Fund Statements.
3. Budget Schedules.

207 Arden Grove
San Antonio, TX 78215
[illegible]
[illegible]

The Statistical Section will accompany the basic financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements. Our auditor's report will disclaim an opinion.

Audit Objectives

The objective of our audit is the expression of an opinion as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principle and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole.

Our audit will be conducted in accordance with generally accepted auditing standards in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinion on the financial statements is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement. We will bill you for services we have performed through the date that we determine that we are unable to complete the audit.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Windcrest and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Windcrest's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Audit Administration, Fees, and Other

We understand that your employees will assist us during the audit too include locating any invoices selected by us for testing.

The workpapers for this engagement are the property of Garza/Gonzalez & Associates and constitute confidential information. However, we may be requested to make certain workpapers available to another government agency pursuant to authority given to it by law or regulation. If requested, access to such workpapers will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected workpapers to the government agency. The government agency may intend, or decide, to distribute the photocopies or information contained therein to others, including other governmental agencies.

The workpapers for this engagement will be retained for a minimum of five years after the date the auditors' report is issued.

We expect to begin our audit during December 2011 and we expect to issue a draft report to management by the end of January 2012. The audit report will be presented to City Council on or about March 2012. Eli Mendoza, CPA is the engagement partner and is responsible for supervising the engagement and signing the report.

Our fee for these services will not exceed $21,800 for investing 248 hours for the City audit and no more than $4,700 for investing no more than 52 hour for the Windcrest Economic Development Corporation. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Additional services the City may require such as: single audit, and/or other services will be billed as follows:

Position	Hourly Rate
Partner	$120
Manager	95
Senior	90
Junior	85

Our fee for the services described in this letter will be rendered for payment on a monthly basis, so that you may readily relate our charges to the actual work performed.

A copy of our most recent quality control review report was included in our proposal.

We appreciate the opportunity to be of service to City of Windcrest, and its Economic Development Corporation and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

René E. Gonzalez

René E. Gonzalez, CPA
Senior Partner

REG:myh

RESPONSE:

This letter correctly sets forth the understanding of City of Windcrest.

By: ______________________________

Title: ______________________________

Date: ______________________________

cc: Ms. Sarah Mangham
Municipal Finance Officer

Mr. Alan Baxter
Mayor

BUMGARDNER, MORRISON & COMPANY, L.L.P.
BMC
CERTIFIED PUBLIC ACCOUNTANTS

JOSEPH B. BUMGARDNER, CPA
(1911-2002)
JACK R. MORRISON, SR., CPA
(1922-1997)

MEMBERS:
AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
TEXAS SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS
AICPA PRIVATE COMPANIES PRACTICE SECTION
AICPA TAX DIVISION

JACK R. MORRISON, JR., CPA
CHRISTOPHER E. KREJCI, CPA
JEROME G. KOTZUR, CPA
G. DENNIS SHAY, CPA, CFP®
PAULA G. LESKE, CPA
MICHAEL E. WENSKE, CPA

JACK C. FITZGERALD, CPA

September 30, 2009

System Review Report

To the Partners of Garza/Gonzalez & Associates
and the Peer Review Committee of the
Texas Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Garza/Gonzalez & Associates (the firm) in effect for the year ended May 31, 2009. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards;* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Garza/Gonzalez & Associates in effect for the year ended May 31, 2009, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. Garza/Gonzalez & Associates has received a peer review rating of *pass*.

Bumgardner, Morrison + Company, LLP

1501 E. MOCKINGBIRD, SUITE 300 P.O. BOX 3750 VICTORIA, TEXAS 77903-3750 (361) 575-0271 FAX (361) 578-0880

RESOLUTION NO. 2011-351 (R)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS ADOPTING A FUND BALANCE POLICY APPROVING THE COMMITMENT OF FUND BALANCES IN ACCORDANCE WITH GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENT NO. 54

WHEREAS, the Governmental Accounting Standards Board (GASB) has issued Statement No. 54 – Fund Balance Reporting and Governmental Fund Type Definitions, which changes the terminology used for fund balance reporting on balance sheets of Governmental Funds, effective in fiscal year 2010 – 2011 and;

WHEREAS, the City of Windcrest wishes to comply with GASB 54 as required beginning with the current fiscal year October 1, 2010 through September 30, 2011;

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

That Exhibit A entitled "Fund Balance Reporting Policy" attached hereto is hereby adopted as its policy statement for fund balance classification, fund balance spending order, and designating the Municipal Finance Officer as the authorized official to determine and define the amounts of those components of fund balance that are classified as "Assigned Fund Balance".

PASSED AND APPROVED this 26th day of September, 2011.

Alan Baxter, Mayor

ATTEST:

Heather Weidenbach, City Secretary

Fund Balance Reporting Policy

Effective Date: September , 2011

Purpose

The purpose of this policy is to establish a key element of the financial stability of the City by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the City's general operations.

Background Information

The Governmental Accounting Standards Board (GASB) released Statement 54 – "Fund Balance Reporting and Governmental Fund Type Definitions" on March 11, 2009 which is effective beginning with fiscal year end September 30, 2011. This new Statement is intended to improve the usefulness of the amount reported in fund balance by providing more structured classification. This Statement applies to fund balance reported in the General Fund, Special Revenue Fund, Debt Service Fund, Capital Projects Fund and Permanent Fund. This Statement does not apply to Enterprise Funds or Internal Service Funds.

Currently fund balance is classified as "reserved" or "unreserved". Unreserved fund balance may be further allocated into designated and undesignated. GASB 54 will change how fund balance is reported. The hierarchy of five possible GASB 54 classifications follows.

Definitions

Fund Equity – A fund's equity is generally the difference between its assets and its liabilities.

Fund Balance – An accounting distinction is made between the portions of fund equity that are spendable and nonspendable. These are broken up into five categories:

1) **Nonspendable fund balance –** includes amounts that are not in a spendable form or are required to be maintained intact. Examples are inventory or permanent funds.

2) **Restricted fund balance** – includes amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants, creditors and child safety, court technology and court security fees.

3) **Committed fund balance** – includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.

4) **Assigned fund balance** – comprises amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.

5) **Unassigned fund balance –** is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

Policy

Committed Fund Balance

- The City Council is the City's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Council at the City's Council meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.
- Currently the Committed funds in the General Fund are for EDC Projects, Streets Capital Improvements, and General Capital Improvements Projects. It is the direction of Council that all once the Unassigned Fund Balance is funded at 30% of the current year's expenditures; all other funds going to fund balance shall be committed to General Capital Improvement Projects.

Assigned Fund Balance

- The City Council has authorized the City's Municipal Finance Officer and/or the City Manager (or official) as the official(s) authorized to assign fund balance to a specific purpose as approved by this fund balance policy. Assignments may occur after fiscal year end.

Minimum Unassigned Fund Balance

It is the goal of the City to achieve and maintain an unassigned fund balance in the general fund equal to 30% of expenditures. The City considers a balance of less than 20% to be cause for concern, barring unusual or deliberate circumstances.

If unassigned fund balance falls below the goal or has a deficiency, the City will implement the following budget strategies until fund balance has been replenished to an acceptable level:

- Reduction of expenditures to minimum levels including, but not limited to:
    - reduction in discretionary spending such as travel and training,
    - implementation of a hiring freeze for non-essential positions.
    - Review planned capital expenditures and delay equipment replacement purchases
- Increase revenues or pursue other funding sources
- Or some combination of the two.

Should unassigned fund balance of the General Fund exceed 35 percent, the City will consider such fund balance surpluses for one-time expenditures that are nonrecurring in nature and which will not require additional future expense outlays for maintenance, additional staffing or other recurring expenditures.

Order of Expenditure of Funds

When multiple categories of fund balance are available for expenditure (for example, an expenditure is being funded partly by a grant, funds set aside by the City Council, and unassigned fund balance), the City will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

This directive supersedes all previous correspondence on this subject.

Rafael Castillo, JR
City Manager

CITY OF WINDCREST TEXAS
FUND SUMMARY
FISCAL YEAR 2011-12 PROPOSED BUDGET
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	Beginning Fund Balance	Proposed Revenues	Expenditures	To CIP Reserve	Ending Fund Balance			
					Unreserved, Undesignated	Reserved, Designated	Capital Improvement Reserve	Total
General Fund	1,951,596.00	4,821,749.00	4,525,331.00	254,236	1,343,777	475,000	429,236	2,248,013
Garbage Fund	108,944.94	882,815.33	982,815.00	-	8,945.27	-	-	8,945
Debt Service Fund	(4,564.97)	481,156.97	476,592.00	-	-	-	-	-
Asset Seizure Fund (Federal)	346.89	0.05	-	-	-	346.94	-	347
Asset Seizure Fund (State)	20,425.84	0.14	-	-	-	20,425.98	-	20,426
County Fire Contribution Fund	14,715.45	21,078.51	22,556.00	-	-	13,237.96	-	13,238
School Crossing Guard Fund	38,717.38	5,383.53	15,000.00	-	-	29,100.91	-	29,101
Police Donations Fund	322.13	0.75	-	-	-	322.88	-	323
Police Education Training Fund	4,419.62	1,500.45	1,500.00	-	-	4,420.07	-	4,420
Roosevelt Scholarship Fund	10,456.34	1,753.48	4,000.00	-	-	8,209.82	-	8,210
Court Technology Fund	4,091.68	0.75	3,500.00	-	-	592.43	-	592
Court Building Security Fund	244.39	6,011.20	6,255.59	-	-	-	-	-
Hotel Occupancy Tax Fund	129,126.57	162,009.00	215,970.00	-	-	75,165.57	-	75,166
Friends to Animal Control Fund	-	4,000.25	4,000.00	-	-	0.25		-
EDC***	1,781,310.00	368,357.00	1,806,789.00	-	342,878.00	-	-	342,878
WCCPD	176,094.00	378,265.00	426,518.00	-	-	127,841.00	-	127,841
Street Fund (CIP)	563,632.25	367,589.00	360,000.00	-	-	571,221.25	-	571,221
Total:	4,799,878.51	7,501,670.41	8,850,826.59	254,235.97	1,695,600.30	1,325,885.06	429,235.97	3,450,721.08

Required Reserves to Rainy Day Fund (Months)		Excess Fund Balance	Excess Fund Balance
3.2	1,468,838.93	226,761.37	1,981,882.15
3.5	1,606,542.58	89,057.72	1,844,178.50
4	1,836,048.67	(140,448.37)	1,614,672.41
5	2,295,060.83	(599,460.53)	1,155,660.25

CITY OF WINDCREST, TEXAS
GENERAL FUND REVENUES
FISCAL YEAR 2011-12 PROPOSED BUDGET
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Description	Actual FY 2008-09	Actual FY 2009-10	Budget FY 2010-11	Projected FY 2010-11	Proposed FY 2011-12
BEGINNING FUND BALANCE:					
Unreserved, Undesignated	$ -	$ -	$ -	$ 810,963	$ 1,301,596
Capital Improvement Reserve	-	-	-	-	175,000
Unreserved, Designated	-	-	-	685,000	475,000
TOTAL BEGINNING FUND BALANCE	$ -	$ -	$ -	$ 1,495,963	$ 1,951,596
REVENUES:					
Taxes	$ 3,668,243	$ 3,774,003	$ 3,712,278	$ 3,753,064	$ 4,051,349
Miscellaneous	1,179,572	1,265,493	922,652	944,455	770,400
TOTAL REVENUES	$ 4,847,815	$ 5,039,496	$ 4,634,930	$ 4,697,519	$ 4,821,749
EXPENDITURES:					
Administration	$ 125,767	$ 127,381	$ 140,865	$ 133,122	$ 149,497
Police	$ 1,379,369	$ 1,252,383	$ 1,315,252	$ 1,308,800	$ 1,445,827
Fire	$ 396,580	$ 238,969	$ 152,822	$ 138,706	$ 198,370
Special Services	$ 225,111	$ 45,241	$ 81,387	$ 56,770	$ 174,606
Fleet Mechanic	$ 315,901	$ 281,470	$ 320,410	$ 304,447	$ 136,954
Courts / Warrant Service	$ 215,033	$ 212,961	$ 204,605	$ 199,401	$ 219,473
Parks & Recreation	$ 167,910	$ 143,179	$ 224,503	$ 220,172	$ 80,140
Facility Division	$ 80,532	$ 75,905	$ 92,500	$ 92,500	$ 74,000
Takas Park Civic Center	$ 111,105	$ 120,198	$ 74,377	$ 75,948	$ 206,797
Contract Services	$ 836,620	$ 466,712	$ 506,503	$ 442,414	$ 360,140
~~Emergency Mgmt/~~ Tech Support	$ 271,064	$ 271,051	$ 260,410	$ 291,002	$ 240,609
Public Works	$ 484,336	$ 548,758	$ 630,641	$ 534,485	$ 543,422
Animal Control	$ 48,646	$ 48,449	$ 47,673	$ 51,422	$ 75,003
Inspections & Code Compliance	$ 76,268	$ 121,523	$ 123,892	$ 116,139	$ 84,683
Finance	$ 187,165	$ 195,150	$ 140,554	$ 117,721	$ 195,692
City Management	$ -	$ 242,922	$ 213,407	$ 111,537	$ 130,946
Post Office	$ 52,764	$ 49,635	$ 52,046	$ 47,300	$ 23,958
Pool	$ -	$ -	$ -	$ -	$ 129,514
Human Resources	$ -	$ -	$ -	$ -	$ 55,700
TOTAL EXPENDITURES	$ 4,974,191	$ 4,441,887	$ 4,581,847	$ 4,241,886	$ 4,525,331
ENDING FUND BALANCE:					
Unreserved, Undesignated	$ -	$ -	$ -	$ 1,091,596	$ 1,343,777
Reserve for Capital Improvements				175,000	429,236
Reserve for Street CIP					300,000
Reserve for EDC				685,000	175,000
TOTAL ENDING FUND BALANCE	$	$	$	$ 1,951,596	$ 2,248,013

ORDINANCE NO. 2011-649 (O)

AN ORDINANCE APPROVING AND ADOPTING A BUDGET FOR OPERATING THE MUNICIPAL GOVERNMENT OF THE CITY OF WINDCREST FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2011 AND ENDING ON SEPTEMBER 30, 2012; APPROPRIATING MONEY FOR THE VARIOUS FUNDS AND PURPOSES OF SUCH BUDGET INCLUDING APPROPRIATIONS OF MONEY TO PAY INTEREST AND PRINCIPAL SINKING FUND REQUIREMENTS ON ALL INDEBTEDNESS; PROVIDING A SAVINGS AND SEVERABILITY CLAUSE; REPEALING ALL ORDINANCES AND APPROPRIATIONS IN CONFLICT WITH THE PROVISIONS OF THIS ORDINANCE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, a budget for operating the municipal government of City of Windcrest for the fiscal year October 1, 2011, to September 30, 2012, has been prepared in accordance with Chapter 102 of the Texas Local Government Code for the City of Windcrest, Texas; and

WHEREAS, said budget has been submitted to the City Council in accordance with the Local Government Code; and

WHEREAS, public notice of a public hearing upon this budget has been duly and legally made as required by the Local Government Code; and

WHEREAS, said public hearing on the Proposed Budget has been held; and

WHEREAS, the City's Proposed Budget has been amended in accordance with the Local Government Code; and

WHEREAS, a public hearing has been had upon said amendments to the Proposed Budget and, after full and final consideration of proposed expenditures, revenues, financial condition, and comparative expenditures as presented, it is the consensus of opinion that the budget as considered and amended at said hearings should be approved and adopted.

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

SECTION 1.

That the City Council of the City of Windcrest ratifies, approves and adopts the budget as finally considered for the fiscal year of October 1, 2011, to September 30, 2012, a copy of which shall be filed with the office of the City Secretary and with the Bexar County Clerk and which shall also be posted on the City's Internet Website, and which is incorporated herein for all intents and purposes.

SECTION 2.

That the appropriations for the 2011-2012 fiscal year for the different administrative units and purposes of the City of Windcrest, Texas be fixed and determined for said fiscal year in accordance with the expenditures shown in said budget, and that the distribution and division of said appropriations be made in accordance with said budget including such amounts shown for providing for sinking funds for payment of the principal and interest and the retirement of the bonded debt of the City of Windcrest.

SECTION 3.

That should any part, portion, or section of this ordinance be declared invalid or inoperative or void for any reason by a court of competent jurisdiction, such decision, opinion or judgment shall in no way affect the remaining portions, parts, or sections or parts of section of this ordinance, which provisions shall be, remain and continue to be in full force and effect.

SECTION 4.

That all ordinances and appropriations for which provision has heretofore been made are hereby expressly repealed if in conflict with the provisions of this ordinance.

SECTION 5.

That this ordinance shall take effect and be in full force and effect from and after its passage and approval according to law.

PASSED, APPROVED AND ADOPTED this 19th day of September, 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.

____

Alan Baxter, Mayor

ATTEST:

____

Heather Weidenbach, City Secretary