



**AGENDA
CITY OF WINDCREST, TEXAS**

SPECIAL CITY COUNCIL MEETING

September 8, 2014

6:00 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 8TH DAY OF SEPTEMBER 2014 STARTING AT 6:00 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 SEPTEMBER 08, 2014 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, SEPTMEBER 09, 2014 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 and Announcement

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. Presentations

1. City Council will receive a presentation from Jessica Alderson, Urban Biologist with Texas Parks and Wildlife regarding Urban Rookeries.

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".**

1. City Council will review, discuss and may take action on Ordinance No. 2014-716(O), an ordinance adopting the tax rate and levying a tax upon all property subject to taxation within the City of Windcrest, Texas, for the 2014 tax year for the use and support of the municipal government of the City of Windcrest for the fiscal year beginning October 1, 2014 and ending on September 30, 2015; apportioning said levy among the various funds and items for which revenue must be raised including providing a sinking fund for the retirement of the bonded debt of the city; and establishing an effective date. *(First Reading)* (Att. 1)

2. City Council will review, discuss and may take action on Ordinance No. 2014-717(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, 2014 and ending on September 30, 2015; 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. *(First Reading)* (Att. 2)
3. City Council will review, discuss and may take action on Ordinance No. 2014-718(O), an ordinance setting fees for various city services and consolidating those fees for convenience; amending various city ordinances; and containing a severability clause and an effective date. *(First Reading)* (Att. 3)
4. City Council will review, discuss and may take action on Ordinance No. 2014-719(O), an ordinance adopting an organizational chart and departmental classifications. *(First Reading)* (Att. 4)

V. Resolutions

1. City Council will review, discuss and may take action on Resolution No. 2014-510(R), a resolution authorizing the second renewal for the civic center janitorial services and authorizing the City Manager to negotiate and execute a contract for such services. (Att. 5)
2. City Council will review, discuss and may take action on Resolution No. 2014-511(R), a resolution acquiring janitorial services for city hall and authorizing the City Manager to negotiate and execute a contract for such services. (Att. 6)
3. City Council will review, discuss and may take action on Resolution No. 2014-512(R), a resolution authorizing the annual renewal of the Acadian Ambulance services agreement upon the same terms and conditions provided in the original agreement and authorizing the City Manager to execute an annual renewal of the agreement. (Att. 7)
4. City Council will review, discuss and may take action on Resolution No. 2014-513(R), a resolution authorizing the renewal of Maldonado Nursery and Landscaping for the performance of routine green space maintenance and authorizing the City Manager to negotiate and execute a contract for such services. (Att. 8)

5. City Council will review, discuss and may take action on Resolution No. 2014-514(R), a resolution addressing the Health Reimbursement Account for the 2014-2015 fiscal year and allocating a total of \$4,000 per employee. (Att. 9)
6. City Council will review, discuss and may take action on Resolution No. 2014-515(R), a resolution ratifying the recently adopted FY 2014-2015 budget. (Att. 10)

VI. Discuss and Act

NONE

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

The City Council reserves the right to retire into executive session whenever it is considered necessary and legally justified under the Texas Government Code, Subchapter D, Sections 551.071 et. seq. including, but not limited to, consultation with attorney, real property, prospective gifts, personnel matters, exclusion of witness, security devices, and economic development matters.

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 September 8, 2014.

By:  , 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 Kelly Rodriguez, 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 ____ September, 2014.

____ Title: _____

ATTACHMENT

1



ORDINANCE NO. 2014-716(O)

AN ORDINANCE ADOPTING THE TAX RATE AND LEVYING A TAX UPON ALL PROPERTY SUBJECT TO TAXATION WITHIN THE CITY OF WINDCREST, TEXAS, FOR THE 2014 TAX YEAR FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF WINDCREST FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2014 AND ENDING ON SEPTEMBER 30, 2015; APPORTIONING SAID LEVY AMONG THE VARIOUS FUNDS AND ITEMS FOR WHICH REVENUE MUST BE RAISED INCLUDING PROVIDING A SINKING FUND FOR THE RETIREMENT OF THE BONDED DEBT OF THE CITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Chief Appraiser of the Bexar County Tax Appraisal District has prepared and certified the appraisal roll of the City of Windcrest, Texas, said roll being that portion of the approved appraisal roll of the Bexar County Tax Appraisal District which lists property taxable by the City of Windcrest, Texas; and

WHEREAS, the Tax Assessor and Collector of Bexar County has performed the statutory calculations required by Section 26.04 of the Texas Tax Code, and has published the effective tax rate, the rollback tax rate, an explanation of how they were calculated, and has fulfilled all other requirements for publication as contained in Section 26.04(e) of the Texas Tax Code, in a manner designed to come to the attention of all residents of said City and has submitted said rates to the City Council of said City prior to the regular City Council meeting of September 1st 2014; and

WHEREAS, the City Council has complied with all applicable requirements of the Texas Tax Code prior to the setting of the tax rate for said City for 2013.

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

SECTION 1.

That the tax rate of the City of Windcrest, Texas for the tax year 2013 be, and is hereby, set at \$0.340900 on each one hundred dollars (\$100) of the taxable value of real and personal property not exempt from taxation by the constitution and laws of this state situated within the corporate limits of said City.

SECTION 2.

That there is hereby levied for the tax year 2014 upon all real and personal property not exempt from taxation by the constitution and laws of this state situated within the corporate limits of said City, and there shall be collected for the use and support of the municipal government of the City of Windcrest, Texas, to provide a sinking fund for the retirement of the bonded debt of said City and to provide for permanent improvements in said City, and said tax, so levied and collected, shall be apportioned to the specific purposes hereinafter set forth; to-wit:

- For the payment of current expenses and to be deposited in the general fund (for the purposes of maintenance and operations) \$0.340900 cents on each one hundred dollars (\$100) of the taxable value of such property; and,

SECTION 3.

That the Bexar County Tax Assessor and Collector is hereby authorized to assess and collect the taxes of said City employing the above tax rate.

SECTION 4.

That the Municipal finance Officer of said City shall keep accurate and complete records of all monies collected under this Ordinance and the purposes for which same are expended.

SECTION 5.

That monies collected pursuant to this Ordinance shall be expended as set forth in the City of Windcrest's FY 2014-2015 Annual Budget.

SECTION 6.

That all monies collected which are not specifically appropriated shall be deposited in the general fund.

SECTION 7.

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 _____ day of _____, 2014, 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:

Kelly Rodriguez, City Secretary

APPROVED:

Michael S. Brennan

ATTACHMENT

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City Council Agenda Item Report

September 8, 2014

Contact –Sarah Mangham

smangham@windcrest-tx.gov

SUBJECT:
**DELIBERATION AND POSSIBLE ACTION ON ADOPTING TAX
RATE, FEES, BUDGET, AND OTHER RELATED ANNUAL BUDGET
DOCUMENTS.**

1. BACKGROUND/HISTORY

The City of Windcrest has been meeting, and reviewing the proposed budget over the last several months. Staff had previously submitted a balance budget with a list of additional items to be considered. Council and staff met on June 11th, June 18th, and on August 25th. We also held the tax rate budget public hearings on August 25th also.

2. FINDINGS/CURRENT ACTIVITY

The budget before you is a balance budget with revenues over expenditures in the amount of \$16,746.00 This budget includes funding for Fire Department Capital Items, Park related items, as well as additional funds from the General Fund to continue with the street capital improvement program.

3. FINANCIAL IMPACT -
Positive

4. ACTION OPTIONS/RECOMMENDATION

Staff seeks approval of all budget related items.

CITY OF WINDCREST, TEXAS
FUND SUMMARY
FISCAL YEAR 2014-15 BUDGET
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	Beginning Fund Balance	Proposed Revenues	Expenditures / Transfer Outs	Ending Fund Balance
General Fund	2,222,671.00	6,243,631.00	6,226,885.00	** 2,239,417
Garbage Fund	156,049.00	750,745.00	896,307.00	10,487
Debt Service Fund	-	-	-	-
Asset Seizure Fund (Federal)	347.00	-	-	347
Asset Seizure Fund (State)	766.00	-	-	766
County Fire Contribution Fund	25,626.00	21,079.00	32,216.00	14,489
School Crossing Guard Fund	25,970.00	5,384.00	26,000.00	5,354
Police Donations Fund	3,744.00	1.00	2,000.00	1,745
Police Education Training Fund	5,723.00	2,601.00	4,000.00	4,324
Roosevelt Scholarship Fund	4,093.00	-	3,500.00	593
Health Reimbursement Account	60,200.00	70,000.00	130,200.00	-
Court Technology Fund	51,703.00	14,386.00	-	66,089
Court Building Security Fund	1,204.00	17,827.00	-	19,031
Hotel Occupancy Tax Fund	95,650.00	153,997.00	186,847.00	62,800
Windcrest Animal Control Task Force	4,060.00	10,000.00	4,000.00	10,060
EDC	111,375.00	487,868.00	464,070.00	135,173
WCCPD	272,432.00	623,562.00	646,112.00	249,882
Street Fund (CIP)	1,322.00	551,739.00	550,000.00	** 3,061
Total:	3,042,935.00	8,952,820.00	9,172,137.00	2,823,618.00

****Transfer \$110,000 from General Fund Balance to Streets CIP Fund to cover construction costs in FY 2014-15.**

CITY OF WINDCREST, TEXAS
FUND SUMMARY
FISCAL YEAR 2013-14 BUDGET
SUMMARY OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

	Beginning Fund Balance	Proposed Revenues	Expenditures	Ending Fund Balance
General Fund	3,110,307.00	5,765,407.00	6,653,043.00	2,222,671
Garbage Fund	179,773.00	872,583.00	896,307.00	156,049
Debt Service Fund	5,171.00	471,414.00	476,585.00	-
Asset Seizure Fund (Federal)	347.00	-	-	347
Asset Seizure Fund (State)	5,413.00	-	4,647.00	766
County Fire Contribution Fund	21,163.00	21,079.00	16,616.00	25,626
School Crossing Guard Fund	30,586.00	5,384.00	10,000.00	25,970
Police Donations Fund	5,644.00	100.00	2,000.00	3,744
Police Education Training Fund	7,122.00	2,601.00	4,000.00	5,723
Roosevelt Scholarship Fund	4,093.00	-	-	4,093
Health Reimbursement Account	-	130,200.00	70,000.00	60,200
Court Technology Fund	40,917.00	14,386.00	3,600.00	51,703
Court Building Security Fund	30,562.00	10,808.00	40,166.00	1,204
Hotel Occupancy Tax Fund	127,550.00	153,947.00	185,847.00	95,650
Windcrest Animal Control Task Force	(1,940.00)	10,000.00	4,000.00	4,060
EDC	385,967.00	487,868.00	762,460.00	111,375
WCCPD	214,627.00	623,562.00	565,757.00	272,432
Street Fund (CIP)	(3,500.00)	1,166,814.00	1,161,992.00	1,322
Total:	4,163,802.00	9,736,153.00	10,857,020.00	3,042,935.00



ORDINANCE NO. 2014-717(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, 2014 AND ENDING ON SEPTEMBER 30, 2015; 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, 2014, to September 30, 2015, 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, 2014, to September 30, 2015, 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 2014-2015 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 _____ day of _____, 2014, 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:

Kelly Rodriguez, City Secretary

APPROVED:

Michael S. Brennan, City Attorney

ATTACHMENT

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City of Windcrest
Fee Schedule
Fiscal Year 2014-15

Building and Building Code

Residential Remodels

Foundation	\$5.00
Driveways	\$5.00
Sidewalks	\$5.00
Re-roofs	\$5.00
Fences	\$5.00
Assessory Buildings	\$5.00
Other remodel not listed below	\$5.00

Building Permit Fees

\$500 or less of total value of construction	\$24
\$501 to \$2,000 of total value of construction	\$23.50 + \$3.05 for each hundred or fraction thereof over \$500.00
\$2,001 to \$25,000 of total value of construction	\$69.25 + \$14.00 for each thousand or fraction thereof over \$2,000.00
\$25,001 to \$50,000 of total value of construction	\$391.75 + \$10.10 for each thousand or fraction thereof over \$25,000.00
\$50,001 to \$100,000 of total value of construction	\$643.75 + \$7.00 for each thousand or fraction thereof over \$50,000.00
\$100,001 to \$500,000 of total value of construction	\$993.75 + \$5.60 for each thousand or fraction thereof over \$100,000.00
\$500,001 to \$1,000,000 of total value of construction	\$3,233.75 + \$4.75 for each thousand or fraction thereof over \$500,000.00
\$1,000,000 and higher of total value of construction	\$5,608.75 + \$3.65 for each thousand or fraction thereof over \$1,000,000.00
Re-Roof	\$50
Curb cuts	\$50
Certificate of Occupancy (Non-Refundable)	\$100
Variance Request	\$150
Moving Permit	\$100

Demolition Permit	\$50.00 for the first 1,000 square fee + \$0.50 per square foot over 1,000 square feet Fee shall be equal to 1/2 of the building permit fee. Such plan checking fee is in addition to the permit fee.
Plan Checking Fee	Where work for which a permit is required started or proceeds prior to obtaining said permit, the fees herein specified shall be doubled, but the payment of such 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. A fee of \$100.00 shall be assessed for any proceeding with any work without having an approved inspection at the required stage of construction.

Non-Compliance Fee	\$75.00 per failed inspection
Re-Inspection Fee (for failed inspections)	\$75.00 per failed inspection
Failure to correct Code Violations	\$100.00

Plumbing Permits

Plumbing Permits Base Fee	\$30.00 Plus
Water Softener	\$5.00
House Sewer	\$5.00
Water Heater	\$15.00
Gas Test	\$5.00 for one to four outlets + \$1.00 for each additional outlet.
Fuel tanks	\$25.00 for -0- to 1,000 gallons and \$35.00 for 1,001 and over gallons
Fixture or Trap Repair	\$5.00
New fixtures	\$10.00 each fixture
Water line	\$5.00
Grease Trap	\$30
Shower Pan	\$30
Vacuum Breakers	\$5.00 for up to five, \$2.00 each additional breaker over five
Irrigation/Sprinklers/Fire System	\$1.00 per head \$5.00 for one to four outlets, inclusive, and \$1.00 for each additional unit.
Water Piping	\$5.00
Fire Sprinkler System	\$1.50 per head

HVAC / Mechanical Permit Fee

\$30.00 + \$10.00 for the first \$1,000 or fraction thereof, of valuation of the installation plus \$10.00 for each additional \$1,000 or fraction thereof.

Electrical Permit Fee - Base Fee

Swimming Pool	\$45
Temporary Meter Loop	\$30
First 20 fixtures	25.00 + \$.06 for each additional (includes receptacle, switch and outlets)
Signs	\$30

Alarm Permits

3 or less False Alarms within perceeding 12 Months	\$0
4 or 5 False Alarms within perceeding 12 Months	\$50
6 or 7 False Alarms within perceeding 12 Months	\$75
8 or more False Alarms within perceeding 12 Months	\$100

City of Windcrest
Fee Schedule
Fiscal Year 2014-15

Garage Sale

Garage Sale Permit	\$10
Estate Sale Permit	\$25

Animal Control

Pet Tag -- Sterilized and Microchipped	Free
Pet Tag -- Sterilized	\$5
Pet Tag -- Not Sterilized	\$10
Duplicate Pet Tag	\$2
1st Time Dog is reclaimed	\$0 Warning and free ride home, 1 dog per address
2nd Time Dog is reclaimed	\$35
3rd Time Dog is reclaimed	\$75
4th Time Dog is reclaimed & subsequent times	\$200
The owner will also pay all boarding fees	
Dog(s) captured not having registered with the City an additional	\$10
No proof of vaccination cost will be paid by owner	

Other Fees & Citations:

Inadequate care and shelter	Citation
Improper animal transport	Citation
Animal cruelty	Citation
Dog off lease	Citation

Deposits

Rabies Vaccination:	\$50
Sterilization:	
Male Cat	\$75
Female Cat	\$90
Male Dog	\$75
Female Dog	\$90

Notary Fees

Protesting a bill or not for non-acceptance or non-payment, register & seal	\$0.00
Each notice of protest	\$0.00
Protesting in all other cases	\$0.00
Certificate and seal to a protest	\$0.00
Taking the acknowledgment or proof of any deed or other instrument in writing, for registration, including certificate and seal:	
(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, for each page	\$0.00
Taking the depositions of witnesses, for each 100 words	\$0.00
Swearing a witness to a deposition, certificate, seal, and other business connected with taking the deposition	\$0.00
All notarial acts not provide for	\$0.00

Charges for Public Information Request

Standard Paper Copy	\$0.10
Nonstandard Copy	
Diskette	\$1.00
Magnetic Tape	actual cost
Data Cartridge	actual cost
Tape Cartridge	actual cost
Rewritable CD	\$1.00
Non-Rewritable CD	\$1.00
Digital Video Disc	\$1.00
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, ect...)	\$0.50

City of Windcrest
Fee Schedule
Fiscal Year 2014-15

Swimming Pool Fees

Daily Fee	\$3.00
Resident:	
Single	\$60.00
Couple	\$90.00
Family	\$120.00
Swim Lessons 2week 1hour daily session	\$40.00
Non-Resident:	
Single	\$125.00
Couple	\$145.00
Family	\$170.00
Swim Lessons 2week 1hour daily session	\$50.00
Swim Team	
1 Participant in Family	\$86.00
Each additional member of the Family	\$76.00
Pool Parties	
3 hours	
10-25 guests	\$100.00
Additional hours -(per Hour)	\$30.00
26-50 guests	\$125.00
Additional hours -(per Hour)	\$30.00
51-75 guests	\$197.50
Additional hours -(per Hour)	\$37.50
76-100 guests	\$245.00
Additional hours -(per Hour)	\$45.00
Camps, daycares, other type organizations	
Per Person	\$2.00

Civic Center Fees

Windcrest Resident:	
Deposit	\$100 –Refundable after event
Rental	\$50 per hour minimum 4 hour rental
Cleaning	\$100.00
Sound System Deposit	\$100-Refundable after event
*Security	\$35 per hour
Optional Set Up Fee by Civic Center Tech	\$25 per hour (this can be deducted from deposit)
Non-Resident:	
Deposit	\$300-Refundable after event
4 hours facility use, kitchen use, audio system use, and cleaning	\$1,200.00
*Security	\$35 per hour

Schools and Churches receive the Windcrest Resident Rate

Civic Clubs

Usage Fee	\$25 per meeting
Usage Fee	\$50 for banquet/fundraiser event
No Cleaning Fee	No Cleaning Fee
*Security	\$25 per hour

*Security Fee is only paid when an event will be serving alcohol.

Vehicle Storage Fees

Small (size 8'x15')	\$120
Medium (size 10'x20')	\$180
Large (size 12'x33')	\$240
Large (size 12'x33') with Electricity	\$300
X-Large (size 12'x40')	\$312
X-Large (size 12'x40') with Electricity	\$372
Deposit	\$50

FY 2013-14 Sanitation Rates

Type		2009/10	2010/11	2011/12	2012/13	2013/14	2014-15	Council Reduction to Residential Rate	Revised 2013-14
Residential 6 Month Rate					109.92	112.32	112.32	25%	84.24
Size	Freq								
2yd	1	59.77	59.77	59.77	59.77	61.06383	63.00		
	2	109.44	109.44	109.44	109.44	111.81048	115.36		
	3	159.07	159.07	159.07	159.07	162.53475	167.68		
	4	208.71	208.71	208.71	208.71	213.23664	220.00		
	5	258.37	258.37	258.37	258.37	263.9721	272.34		
	6	308.02	308.02	308.02	308.02	314.69637	324.67		
3yd	1	65.58	65.58	65.58	65.58	66.99453	69.12		
	2	120.07	120.07	120.07	120.07	122.67597	126.57		
	3	174.53	174.53	174.53	174.53	178.32384	183.97		
	4	228.99	228.99	228.99	228.99	233.96052	241.38		
	5	283.46	283.46	283.46	283.46	289.58601	298.76		
	6	337.89	337.89	337.89	337.89	345.22269	356.16		
4yd	1	71.44	71.44	71.44	71.44	72.99237	75.31		
	2	130.71	130.71	130.71	130.71	133.55265	137.78		
	3	189.96	189.96	189.96	189.96	194.09055	200.25		
	4	249.26	249.26	249.26	249.26	254.67321	262.74		
	5	308.51	308.51	308.51	308.51	315.19992	325.19		
	6	367.79	367.79	367.79	367.79	375.77139	387.69		
6yd	1	98.66	98.66	98.66	98.66	100.9338	104.13		
	2	174.48	174.48	174.48	174.48	178.27908	183.93		
	3	250.5	250.5	250.5	250.5	255.92649	264.04		
	4	310	310	310	310	316.73295	326.77		
	5	363.05	363.05	363.05	363.05	370.93731	382.70		
	6	447.78	447.78	447.78	447.78	457.48077	471.98		
8yd	1	117.01	117.01	117.01	117.01	119.54277	123.34		
	2	198.77	198.77	198.77	198.77	203.07612	209.51		
	3	278.07	278.07	278.07	278.07	284.1141	293.12		
	4	344.5	344.5	344.5	344.5	351.97026	363.13		
	5	440.23	440.23	440.23	440.23	449.78205	464.04		
	6	528.88	528.88	528.88	528.88	540.3651	557.50		
10yd	1	153	153	153	153	156.73833	161.71		
	2	244.32	244.32	244.32	244.32	249.61533	257.53		
	3	337.8	337.8	337.8	337.8	345.13317	356.08		
	4	429.19	429.19	429.19	429.19	438.49134	452.39		
	5	522.67	522.67	522.67	522.67	534.02037	550.95		
	6	614.04	614.04	614.04	614.04	627.35616	647.24		
30yd	container								
	container &								
	compactor								
	per pick up								
40yd	container								
	container &								
	compactor								
	per pick up								
hand									
pick up	1	21.3	21.3	21.3	21.3	21.76455	22.46		
	2	36.13	36.13	36.13	36.13	36.90462	38.08		
	on call	32.35	32.35	32.35	32.35	33.06645	34.12		

Call for Pricing

what the City Charges

what allied waste is charging



ORDINANCE NO. 2014-718(O)

AN ORDINANCE SETTING FEES FOR VARIOUS CITY SERVICES AND CONSOLIDATING THOSE FEES FOR CONVENIENCE; AMENDING VARIOUS CITY ORDINANCES; AND CONTAINING A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE.

WHEREAS, the City of Windcrest has adopted numerous ordinances that provide for various fees and charges that are subject to change from time to time; and

WHEREAS, the City has determined that it would be convenient to consolidate those fees in one ordinance that can be reviewed and amended as needed from time to time; and

WHEREAS, the City has adopted a budget for the upcoming fiscal year that incorporates the fees and charges specified herein; and

WHEREAS, the City has determined that the fees and charges specified herein are reasonable, necessary, fair and designed to fund the various activities to which they pertain; and

WHEREAS, the City has conducted a public hearing at which the fees imposed herein were made known to the public and the governing body; and

WHEREAS, the City has determined that the fees set forth herein will promote the health, safety, and welfare of the citizens of Windcrest; and

WHEREAS, this ordinance was adopted at a meeting of the Windcrest City Council held in strict compliance with the Texas Open Meetings Act at which a quorum of the City Council was present and voting;

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

SECTION 1. Rates Imposed.

The City hereby adopts the Fee Schedule attached as Exhibit "A" hereto and imposes the fees set forth therein upon the services, activities, events, materials, and supplies that are described therein. These rates shall be collected by the City in accordance with the various City ordinances that more particularly describe each of the fees.

SECTION 2. Ordinances Amended.

Each City ordinance that originally provided a fee, charge, or fine that is mentioned on Exhibit "A" is hereby amended as shown on Exhibit "A."

SECTION 3. Severability.

Should any portion or part of this ordinance be held for any reason invalid or unenforceable by a court of competent jurisdiction, the same shall not be construed to affect any other valid portion hereof, but all valid portions hereof shall remain in full force and effect.

SECTION 4. Effective Date.

This Ordinance shall be effective upon its passage.

PASSED AND APPROVED THE ____ day of _____, 2014.

CITY OF WINDCREST, TEXAS

By: _____
Alan Baxter, Mayor

ATTEST:

Kelly Rodriguez, City Secretary

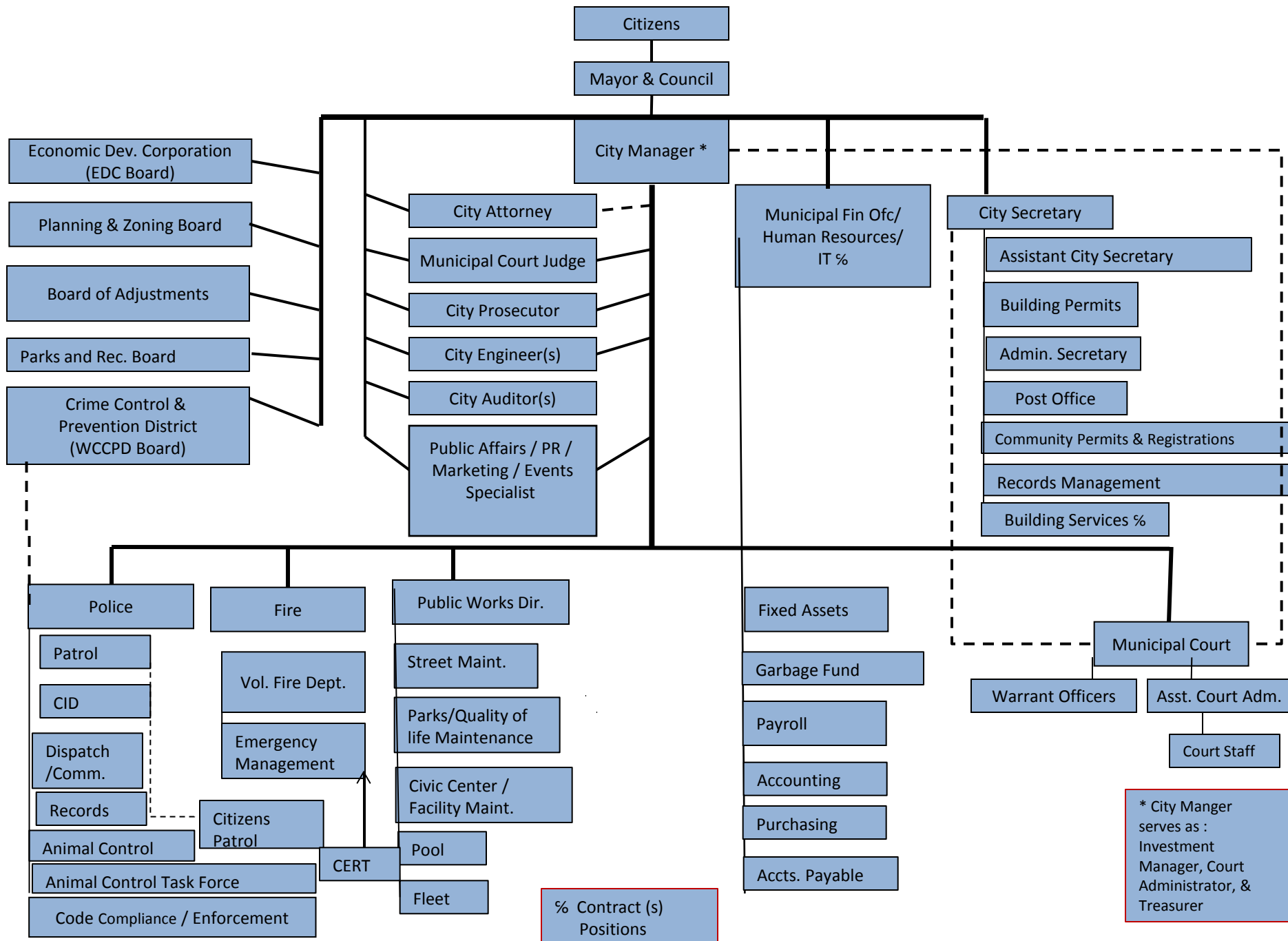
APPROVED:

Michael S. Brennan

ATTACHMENT

4

City of Windcrest Organizational / Functional Chart FY 2014-2015





ORDINANCE NO. 2014-719(O)

**AN ORDINANCE ADOPTING AN ORGANIZATIONAL
CHART AND DEPARTMENTAL CLASSIFICATIONS**

WHEREAS, the City Charter requires the City Council to establish the city's organizational chart and departmental classifications in Section 3.03 (3) and Section 5.01.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST THAT the attached organizational chart with departmental classifications is hereby approved and adopted as required by the City Charter and that the previous organizational charts are repealed.

This ordinance shall take effect upon its final passage, and it is so ordained.

PASSED and ADOPTED this the ____ day of _____, 2014.

Alan Baxter, Mayor

ATTEST:

Kelly Rodriguez, City Secretary

APPROVED AS TO FORM:

Michael S. Brenan, City Attorney

ATTACHMENT

5



City Council Agenda Item Report

September 8, 2014

Contact – Sarah Mangham
smangham@windcrest-tx.gov

Resolution #: 2014-510(R)

SUBJECT: The deliberation and possible action on a resolution authorizing the second renewal for the Civic Center Janitorial Services to the Northwest Cleaning Services.

1. BACKGROUND/HISTORY

On January 29, 2013 the City of Windcrest released a request for bids for the performance of Janitorial Services, and advertised notices for such bids on January 29, 2013 and February 5, 2013 in the City of Windcrest's Newspaper of record. On February 19, 2013 in the City Council Chambers eight sealed bids from prospective contracts were opened, publicly read aloud and reviewed, Northwest Cleaning Services provided the best-value for Civic Center Janitorial Services at Three Thousand Four Hundred and Forty Five Dollars and Zero Cents. (3,445.00) for the duration of FY 2013, Sixty dollars per clean for periodic Civic Center Cleans with an option to renew Six Thousand, Four Hundred and Eight Dollars and Zero Cents (6,408.00) for FY 2014, and second renewal for the FY 2015. On April 1, 2013 the City Council of the City of Windcrest accepted the bid of Northwest Cleaning Services in the amount of Three Thousand Four Hundred and Forty Five Dollars and Zero Cents (3,445.00) for the FY 2013. Sixty Dollars (60.00) per clean for periodic Civic Center cleans, Six Hundred and Sixty Seven Dollars and Fifty Cents (667.50) for Civic Center initial cleans with an option to renew for Six Thousand Four Hundred and Eight Dollars and Zero Cents (6,408.00) for FY 2014 and second renewal for the FY 2015 for the performance of Civic Center Janitorial Services.

2. FINDINGS/CURRENT ACTIVITY

The City of Windcrest is entering into the second renewal for the fiscal year 14-15, starting October 1, 2014 and ending September 30, 2015.

3. FINANCIAL IMPACT -

Sixty Dollars (60.00) per clean for periodic Civic Center cleans, Six Hundred and Sixty Seven Dollars and Fifty Cents (667.50) for Civic Center initial cleans with renew for Six Thousand Four Hundred and Eight Dollars and Zero Cents (6,408.00) for FY 2014-2015 for the performance of Civic Center Janitorial Services.

4. ACTION OPTIONS/RECOMMENDATION

Staff recommends that the City of Windcrest enter into the second renewal with Northwest Janitorial Cleaning Services for the Civic Center cleanings for the FY 14-15 in the amount of Six Thousand Four Hundred and Eight Dollars and Zero Cents (6,408.00) for the performance of the Civic Center Janitorial Services.



RESOLUTION NUMBER 2014-510(R)

A RESOLUTION AUTHORIZING THE SECOND RENEWAL FOR THE CIVIC CENTER JANITORIAL SERVICES AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT FOR SUCH SERVICES

WHEREAS, the City of Windcrest needs janitorial services for its Civic Center to be funded from the Facility Department/General Fund.

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

1. That Northwest Cleaning Services is hereby engaged to provide janitorial services for the Civic Center for the fiscal year starting October 1, 2014 and ending September 30, 2015. To be funded from the Facility Department/General Fund.
2. The City Manager is authorized to negotiate and execute a contract with Northwest Cleaning Services in the approximate amount of \$6,408.00 for such services.

DULY PASSED AND APPROVED, on the _____ day of _____, 2014 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:

Kelly Rodriguez, City Secretary

APPROVED:

Michael S. Brennan, City Attorney

ATTACHMENT

6



City Council Agenda Item Report

September 8, 2014

Contact – Sarah Mangham
smangham@windcrest-tx.gov

Resolution #: 2014-511(R)

SUBJECT: Deliberation and possible action on resolutions to award contracts for the performance of Janitorial Services at the City of Windcrest City Hall to Penntex Commercial Services.

1. BACKGROUND/HISTORY

On June 26, 2014 the City of Windcrest released an Invitation for Bids for the performance of Janitorial Services at the City of Windcrest City Hall (RFB-1314-06.1). The contract was advertised for bids on June 26, 2014 and July 3, 2014 in the San Antonio Express. A Pre-Bid Conference was held on July 3, 2014 at the City of Windcrest City Council Chambers, at which time 5 firms were in attendance. On July 10, 2014 five sealed-bids were opened and publicly read aloud in the Council Chambers. The bid documentation allowed for bidding on City Hall Janitorial Services for FY 2015.

2. FINDINGS/CURRENT ACTIVITY

Penntex Commercial Services came in with the lowest bid for the total amount of 14,895.00 for the FY 2015. Penntex Commercial Services was the lowest bidder for the performance of City Hall Janitorial Services for the FY 2015 at \$14,895.00. Public entity references were checked for Penntex Commercial Services and each respondent provided a positive feedback.

3. FINANCIAL IMPACT -

The base bids amount to a total expenditure of \$14,895.00. The highest bid total for the performance of equivalent services was \$23,594.64, representing a savings of \$8,699.64. City Hall janitorial services will be funded from the Facility Division janitorial services line item (01-510-170). The current budgeted amount for City Hall Janitorial Services is \$20,000.00. If accepted,

the Penntex Commercial Services bid of \$14,895.00 will represent an estimated \$5,105.00 in savings from the current fiscal year.

4. ACTION OPTIONS/RECOMMENDATION

Staff recommends the award of the City Hall Janitorial Services (RFP-1314-06.1,) to Penntex Commercial Services in the amount of \$14,895.00 for FY 2015.



Bid Tab Summary

Department Name/Number: Facility Division
Description of Item: City Hall Janitorial Services
Budgeted in Acct #: 01-510-170

Vendor Name/Address	Amount of Quote	Terms/Remarks
Penntex	14,895.00	City Hall Janitorial Services FY 14-15
C&S Janitorial Services	15,000.00	City Hall Janitorial Services FY 14-15
C&B Services	23,594.64	City Hall Janitorial Services FY 14-15
American Facility Services	22,800.00	City Hall Janitorial Services FY 14-15
Coverall Cleaning/4xWeek	20,748.00	City Hall Janitorial Services FY 14-15

COMMENTS: _____

RECOMMENDED VENDOR: _____
REASON: _____

IF LESS THAN THREE QUOTES ARE OBTAINED, CHECK THE FOLLOWING REASON:
☐ Sole Source ☐ State Contract ☐ Other: _____

Signature of Person Receiving Quotes Date

Approval by Department Head: _____
Signature Date
-----To be Completed by Finance / City Manager's Office (if required)-----

Approval by Municipal Finance Officer : _____
Signature Date

Approval by City Manager: _____
Signature Date

Council approval (if required):
Council Approval



RESOLUTION NUMBER 2014-511(R)

A RESOLUTION ACQUIRING JANITORIAL SERVICES FOR CITY HALL AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT FOR SUCH SERVICES

WHEREAS, the City of Windcrest needs janitorial services for its City Hall to be funded from the Facility Department/General Fund.

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

1. That Penntex is hereby engaged to provide janitorial services for the City Hall to be funded from the Facility Department/General Fund for the fiscal year starting October 1, 2014 and ending September 30, 2015.

2. The City Manager is authorized to negotiate and execute a contract with Penntex in the approximate amount of \$14,895.00 for such services.

DULY PASSED AND APPROVED, on the ____ day of _____, 2014 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:

Kelly Rodriguez, City Secretary

APPROVED:

Michael S. Brennan, City Attorney

ATTACHMENT

7



City Council Agenda Item Report

August 25, 2014

Contact – Sarah Mangham
smangham@windcrest-tx.gov

Resolution # 2014-512(R)

SUBJECT: Deliberation and possible action on a resolution authorizing the approval to enter into a contract with Acadian Ambulance Services Agreement upon the same terms and conditions provided in the original agreement and authorizing the City Manager to execute an annual renewal of the agreement

1. BACKGROUND/HISTORY

The City of Windcrest entered into a three year ambulance services agreement with Acadian Ambulance Service for Ambulance and Emergency Medical Services on October 1, 2009 which expired on September 30, 2012. The contract was renewed for a period of one year on August 27, 2012 per Resolution 2012-392(R), ending on September 30, 2013. The contract was renewed for a period of one year on September 9, 2013 per Resolution 2013-457(R), ending on September 30, 2014. On June 26, 2014 City submitted RFP-1314-07 for Ambulance Services and received only one bid/proposal from the Acadian Ambulance Services.

2. FINDINGS/CURRENT ACTIVITY

Per the original contract, the Ambulance Services contract renews on an annual basis after the first three year period (2009-2012) provided both parties are in agreement. On July 10, 2014, Acadian Ambulance Services provided the attached letter requesting an annual renewal of the contract without an increase in cost (attached). The duration of the contract renewal would be from October 1, 2014 to September, 30 2015. To date, the City has contracted with Acadian for Ambulance Services for 5 years. Section 2C of

the contract provides for the termination of the contract, with or without cause, upon 60 days prior written notice by either party.

3. FINANCIAL IMPACT -

\$70,000.00 would be provided from the Contract Services EMS line item (01-514-300). Currently, Acadian staff are provided with a storage room in the Fire Dorm.

4. ACTION OPTIONS/RECOMMENDATION

Staff recommends the renewal of the contract.



PURCHASE ORDER FOR GOODS OR SERVICES

Purchase Order No: FN-1314-12	Vendor Contact: TROY MAYER	Materials Received:
Purchase Order Date: 8/25/2014	Phone #: 512-433-9545 Fax #:	Date: :
Vendor Name: ACADIAN AMBULANCE SERVICES CDW	Requested Award Date: 10/01/2014	By:
Address: PO BOX 92970, 130 EKALISTE SALOOM ROAD, LAFAYETTE, LA 70509	Delivery Date: 10/01/2014	Items Received:
Pay from PO Pay from Monthly Statement	Total Requested Amount: \$69,999.97	Total Received Amount:

PLEASE FURNISH THE FOLLOWING SUPPLIES, MATERIALS OR SERVICES WHICH ARE NECESSARY IN THE PROPER AND LEGAL CONDUCT OF MY DEPARTMENT. THIS PURCHASE IS PROPERLY AUTHORIZED BY THE BUDGET AND SUFFICIENT FUNDS ARE AVAILABLE TO PAY FOR THE EXPENDITURES AS PROVIDED FOR UNDER THE STATUTORY PROVISIONS OF THE LOCAL GOVERNMENT CODE OF TEXAS, CONCERNING THE LEGAL EXPENDITURES OF CITY FUNDS, AND IS TO BE CHARGED TO:

Fund	Dept	GL Code	INVOICE	DESCRIPTION / DETAILED STATEMENT OF WORK	QUANTITY	UNIT COST	FREIGHT	TOTAL COST
01	514	300		MONTHLY AMBULANCE SERVICES	12	5,833.33		69,999.96

Dept Name: Finance	Dept #:	Prepared By: NATALIA WITMER	DIRECTOR APPROVAL (Up to \$999.99)
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Special Instructions: software for purchasing computer



RESOLUTION NO 2014-512(R)

A RESOLUTION AUTHORIZING THE ANNUAL RENEWAL OF THE ACADIAN AMBULANCE SERVICES AGREEMENT UPON THE SAME TERMS AND CONDITIONS PROVIDED IN THE ORIGINAL AGREEMENT AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN ANNUAL RENEWAL OF THE AGREEMENT

WHEREAS, the City of Windcrest entered into a three year ambulance services agreement with Acadian Ambulance Service for Ambulance and Emergency Medical Services on October 1, 2009 which expired on September 30, 2012; and

WHEREAS, on August 27, 2012 at a regular city council meeting, the City Council of Windcrest passed Resolution 2012-392(R) authorizing the annual renewal of the Acadian Ambulance Service Agreement through September 30, 2013 upon the same terms and conditions provided in the original agreement and authorizing the City Manager to execute a renewal of the agreement; and

WHEREAS, on September 9, 2013 at a regular city council meeting, the City Council of Windcrest passed Resolution 2013-457(R) authorizing the annual renewal of the Acadian Ambulance Service Agreement through September 30, 2014 upon the same terms and conditions provided in the original agreement and authorizing the City Manager to execute a renewal of the agreement; and

WHEREAS, the agreement renewal will expire on September 30, 2014; and

WHEREAS, the City Council has determined that Acadian Ambulance Service has satisfactorily performed its obligations under the agreement and that it would promote the public health and welfare to continue the agreement.

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

1. That annual renewal of the Acadian Ambulance Services Agreement upon the same terms and conditions provided in the original agreement is approved through

September 30, 2015, and the City Manager is authorized to execute documents evidencing such renewal.

DULY PASSED AND APPROVED, on the _____ day of _____, 2014 at a special 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:

Kelly Rodriguez, City Secretary

APPROVED:

Michael S. Brenan, City Attorney

ATTACHMENT

8



City Council Agenda Item Report

September 8, 2014

Contact – Sarah Mangham
smangham@windcrest-tx.gov

Resolution #: 2014-513(R)

SUBJECT: Deliberation and possible action on a resolution to award a contract for the performance of Greenspace Maintenance to Maldonado Nursery and Landscaping.

1. BACKGROUND/HISTORY

On January 28th, 2013 the City of Windcrest accepted the bid of Maldonado Nursery and Landscaping in the amount of Forty-Three Thousand, Three Hundred and Five Dollars and Forty-Six Cents (\$43,305.46) for the duration of FY 2013 and an option to renew for Fifty-Five Thousand, Two Hundred and Seventy-Two Dollars and Thirty Cents (55,272.30) for the Fiscal Year 2014 for the performance of routine greenspace maintenance; and

2. FINDINGS/CURRENT ACTIVITY

Maldonado Nursery and Landscaping have performed the Greenspace Maintenance for the past 3 years, with one complaint from a citizen. Mowing Cycles for Parks (Area A) will be once every 10 weekdays from March through September and once every 15 weekdays from October through February. Mowing Cycles for Drainage Areas (Area B) will be once every 15 weekdays from March through September and once every 30 weekdays for September through October.

3. FINANCIAL IMPACT -

Funding provided in FY 14-15 Budget.

4. ACTION OPTIONS/RECOMMENDATION

Staff recommends to renew the Greenspace Maintenance contract to Maldonado Nursery & Landscaping for the Fiscal Year 2014-2015.



RESOLUTION NUMBER 2014-513(R)

A RESOLUTION AUTHORIZING THE RENEWAL OF MALDONADO NURSERY AND LANDSCAPING FOR THE PERFORMANCE OF ROUTINE GREENSPACE MAINTENANCE AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT FOR SUCH SERVICES

WHEREAS, on January 28th, 2013 the City of Windcrest accepted the bid of Maldonado Nursery and Landscaping in the amount of Forty-Three Thousand, Three Hundred and Five Dollars and Forty-Six Cents (\$43,305.46) for the duration of FY 2013 and an option to renew for Fifty-Five Thousand, Two Hundred and Seventy-Two Dollars and Thirty Cents (55,272.30) for the Fiscal Year 2014 for the performance of routine greenspace maintenance; and

WHEREAS, the City Council has determined that it would be in the best interest of the City to exercise its option to renew the Maldonado contract.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that the City of Windcrest hereby exercises renewal for Fifty-Five Thousand, Two Hundred and Seventy-Two Dollars and Thirty Cents (55,272.30) of a contract with Maldonado Nursery and Landscaping for the Fiscal Year starting October 1, 2014 and ending September 30, 2015 for the performance of routine greenspace maintenance. The City Manager is authorized to negotiate and execute a contract for such services.

DULY PASSED AND APPROVED, on the ____ day of _____, 2014 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:

Kelly Rodriguez, City Secretary

APPROVED:

Michael S. Brennan, City Attorney

ATTACHMENT

9



RESOLUTION NUMBER 2014-514R)

A RESOLUTION ADDRESSING THE HEALTH REIMBURSEMENT ACCOUNT FOR THE 2014-2015 FISCAL YEAR AND ALLOCATING A TOTAL OF \$4,000 PER EMPLOYEE.

WHEREAS, the City Council adopted Resolution No. 2014-514 (R) on or about March 17, 2014 which updated the Health Reimbursement Account (“HRA”) for employees of the city; and

WHEREAS, the City Council desires to make available an additional \$500.00 per employee for the 2014-2015 fiscal year to be used as an employee chooses for an authorized medical purpose; and

WHEREAS, the HRA will continue to be monitored and administered by the Municipal Finance Officer. The Colonial Bride Plan will be offered on a voluntary basis. Colonial will be the city’s cafeteria administrator for the 2014-2015 Fiscal Year at no charge to the city.

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 split up as follows:

Prescriptions (Tiers 1 – 3) and Primary Care Physicians (PCP) \$500:

- 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

Any deductible related expenses \$2,000:

- 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 4 Prescriptions, Dental, Vision, Specialists, and ER Costs \$1,000, may be used on any covered dependents:

½ of each bill will be reimbursed to the Employee by the City of Windcrest
Maximum amount to be reimbursed is \$1,000.00. This funding may be used towards deductible expenses if requested by the employee.

An employee may move funding provided the employee submits a written request for such purpose to the Municipal Finance Officer. In addition, \$500.00 per employee shall be added to the HRA which may be used as an employee chooses for an authorized medical purpose.

Options to move to Medical costs is as follows:

- 1st Up to \$650.00 will be reimbursed to the Employee from the City of Windcrest
- 2nd \$250.00 will be paid by the Employee
- 3rd Up to \$450.00 will be reimbursed to the Employee from the City of Windcrest
- 4th \$250.00 will be paid by the Employee

Any deductible related expenses \$2,000:

- 1st \$1,500.00 will be paid by the City of Windcrest
- 2nd \$250.00 will be paid by the Employee
- 3rd Up to \$1,500.00 will be paid by the City of Windcrest
- 4th \$250.00 will be paid by the Employee

The HRA will be monitored and administered by the Municipal Finance Officer. The Colonial Bride Plan will be offered on a voluntary basis. Colonial will be the city's cafeteria administrator for the 2014-2015 Fiscal Year at no charge to the city.

DULY PASSED AND APPROVED, on the 8th day of September, 2014 at a special 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:

Kelly Rodriguez, City Secretary

APPROVED AS TO FORM:

Michael S. Brenan, City Attorney

ATTACHMENT

10



RESOLUTION NUMBER 2014-515(R)

A RESOLUTION RATIFYING THE RECENTLY ADOPTED BUDGET.

WHEREAS, the City of Windcrest adopted its Budget for fiscal year 2014-2015;
and

WHEREAS, Local Government Code Section 102.007 (c) requires the City to
ratify the Budget by a separate vote;

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

1. The recently adopted Budget for fiscal year 2014-2015 containing a
property tax increase that raises more revenue from property taxes than was raised from
property taxes in the previous year is hereby ratified.

DULY PASSED AND APPROVED, on the _____ day of _____, 2014
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:

Kelly Rodriguez, City Secretary

APPROVED AS TO FORM:

Michael S. Brennan, City Attorney