

AGENDA (AMENDED)
CITY OF WINDCREST, TEXAS
SPECIAL CITY COUNCIL MEETING
JULY 27, 2010
10:00 A.M.

NOTICE IS HEREBY GIVEN THAT A SPECIAL CITY COUNCIL MEETING OF THE CITY OF WINDCREST WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 27TH DAY OF JULY, 2010 AT 10:00 A.M. DURING THE MEETING THE FOLLOWING SUBJECTS WILL BE CONSIDERED AND THE COUNCIL MAY TAKE ACTION ON ANY OF THE LISTED SUBJECTS.

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

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

II. New Business

1. The City Council will review, discuss and may take appropriate action as needed on the 2009/2010 fiscal year budget.
2. The City Council will review, discuss and may take appropriate action as needed on the proposed 2010/2011 fiscal year budget.
3. The City Council will review, discuss and may take action to amend the 2003 Budget Policy and Procedures. (Att.1)
4. The City Council will review, discuss and may take action to amend the City Personnel Manual Holiday Schedule (Att. 2)
5. The Council will review, discuss and may take action to rescind Resolution No. 275, dated January 22, 2007. (Att.3)

III. 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 July 27, 2010.

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 ____ of July, 2010.

Title: _____

This Agenda has been reviewed and approved by City Council's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Local Government Code §551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

ORDINANCE 429

STATE OF TEXAS §
COUNTY OF BEXAR §
CITY OF WINDCREST §

AN ORDINANCE ESTABLISHING A MUNICIPAL BUDGET POLICY AND PROCEDURE FOR THE CITY OF WINDCREST, TEXAS

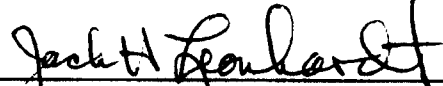
WHEREAS, it has been recommended by the City Auditor that a written budget policy and procedure be adopted and implemented in the City, and

WHEREAS, the City Council has reviewed the recommendations of the City Auditor and finds that such a policy would be in the best interest of the City and its citizens.

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

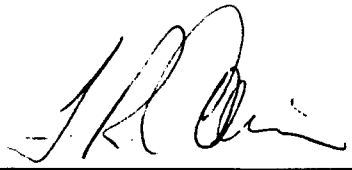
1. The Municipal Budget Policy and Procedure attached hereto and marked as "Exhibit A" be, and is hereby adopted.
2. Said Policy be made effective immediately and apply to the current fiscal year in so far as is practical and to all subsequent years.

PASSED AND APPROVED THIS the 22nd day of September 2003.



JACK H. LEONHARDT, Mayor
City of Windcrest

ATTEST:



RONNIE CAIN, City Secretary
City of Windcrest

Address

Home and cell telephone number(s)

of eligible dependents

W-4 deductions

Person to contact in case of emergency (*Revised 06-09*)

This data will be maintained in a secure data base on the City's computer system and in the employee's personnel file. It is the responsibility of each employee to keep the Human Resources Director informed and to be sure that his personnel file is current. Any changes that need to be made shall be submitted in writing to the Human Resources Director within five (5) business days. Each employee at the time of hire will have the opportunity to complete a Public Access Information form which exempts the disclosure of their personal information. (*Revised 06-09*)

STAFF SUPPORT FOR EDC / CCPD

City personnel will provide support to the Economic Development Corporation and Crime Control and Prevention District with the approval of the City Manager. When such support is approved, the employee will complete the assignment within the scope of their normal work hours. If an employee is required to work overtime to complete their normal duties because of an EDC assignment, they must first get approval from their immediate Supervisor to work the overtime. All personnel performing EDC and/or CCPD duties will submit a record of the hours worked and the scope of the duties to the Municipal Finance Officer. The EDC or CCPD will reimburse the City for all regular and overtime hours worked by City personnel in support of the EDC or CCPD. (*Revised 08-07*)

TIME OFF

Holidays

The City will grant paid holiday time off to all full-time employees on the holidays listed below:

- New Year's Eve
- New Year's Day
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- September 11 (*Added 06/09 per H.B. 2113*)
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Floating Holiday (*Revised 08-07*)

If a City holiday is on a Saturday, the holiday will be observed on the immediately preceding Friday.
If a City holiday is on a Sunday, the holiday will be observed on the immediately following Monday.

Holiday Pay

Full-time employees authorized to work on a scheduled City holiday will be paid at the rate of two times their hourly rate for the number of hours worked. Non-exempt employees may elect to request time off at a later date in lieu of receiving holiday pay. In order to request time off, the employee must submit their request in writing and attach it to the affected time sheet. Employees may only defer twenty – four (24) hours of holiday hours per year and all deferred holiday time must be taken in the same calendar year. Exempt employees are not paid for having to work on holidays.

Administration of Vacation and Sick Leave

The City Personnel Policy provides for earning or using of vacation and sick leave by full-time employees. Request for Leave is done via Executime. *(Revised 06-09)*

Vacation and sick leave are earned as indicated in this Manual. All requests for leave must be approved by the employee's Department Supervisor.

1. All personnel employed on a full-time basis, are eligible to earn leave.
(Revised 08-07)
2. Accounting for vacation and sick leave used will be by a request for leave via Executime.
3. Vacation leave and sick leave, when authorized, will only be charged for absence during work days. Saturdays, Sundays or official City holidays are considered non work days for all employees, except those assigned to shifts.

Vacation and sick leave may be used to facilitate short periods of absence, i.e., personal business, physician's appointments, etc. However, individuals who utilize all of their sick and vacation leave will not be advanced leave, but will be required to take leave without pay. *(Revised 06-09)*

Accrual / Vacation Leave

Non- exempt

1. Vacation leave of ten (10) days per calendar year will be granted to non-exempt employees, after one (1) year of continuous satisfactory employment.
2. Vacation leave for non-exempt employees may be accumulated not to exceed 160 hours, or a total of 20 days. Reimbursement will be made for accrued unused vacation leave upon termination after twelve (12) months of satisfactory employment.
3. Vacation leave with pay may not be granted until the employee has been on full employment for 12 months. If the employee would have qualified for FMLA leave had that employee been employed for at least 12 months and had worked 1,250 hours

RESOLUTION NO. 275

A RESOLUTION RATIFYING ALL ACTIONS HERETOFORE TAKEN BY THE WINDCREST ECONOMIC DEVELOPMENT CORPORATION AND THE OFFICIALS OF THE ECONOMIC DEVELOPMENT CORPORATION AND THE CITY IN SUPPORT OF THE WALZEM ROAD REVITALIZATION/PROJECT CASTLE AUTHORIZING THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE DOCUMENTS ON BEHALF OF THE CITY IN CONNECTION WITH SAID PROJECT.

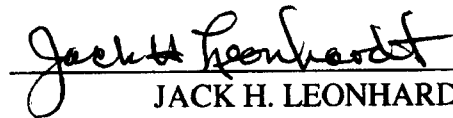
WHEREAS, the City Council, the Economic Development Corporation and officials of said entities have taken various actions in support of the Walzem Road Revitalization/Project Castle; and

WHEREAS, it is the desire of the City Council to ratify and confirm such actions; and

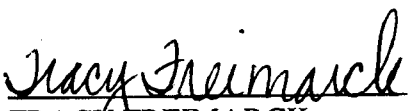
WHEREAS, the City Council desires to authorize the Mayor and City Administrator to execute all documents necessary and appropriate to fulfill the purposes of the Walzem Road Revitalization/Project Castle.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that the various actions taken by the City Council, the Economic Development Corporation and officials of said entities in support of the Walzem Road Revitalization/Project Castle are hereby ratified and confirmed and the Mayor and the City Administrator are hereby authorized to execute all documents necessary and appropriate to fulfill the purposes of the Walzem Road Revitalization/Project Castle, including, without limitation, contracts, purchase agreements, sale agreements, deeds, easements and closing statements, promissory notes, loan agreements, deeds of trust and deeds in lieu of foreclosure.

PASSED AND APPROVED this the 22nd day of January, 2007.


JACK H. LEONHARDT
MAYOR

ATTEST:


TRACY FREIMARCK
CITY SECRETARY