



AGENDA
CITY OF WINDCREST, TEXAS

**SPECIAL CITY COUNCIL MEETING
ACTION TAKEN**

June 1, 2016

Executive Session
6:30 P.M.

UNOFFICIAL MINUTES

**For official City of Windcrest minutes as set forth by Resolution 292, please refer to the video at http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1710 **

I. Open Session

1. City Council will convene into an open session to discuss and possibly take action on the employment status of the Government Relations Officer.

**TERMINATION OF GOVERNMENT RELATIONS POSITION
3 FOR / 2 AGAINST**

2. City Council will convene into an open session to discuss and take possible action on the appointment of a Municipal Finance Officer.

**DON HACALA
3 FOR / 2 AGAINST**

II. Resolutions

City Council will review, discuss and may take action on Resolution No. 2016-584(R), a resolution authorizing an extension of the insurance agent of record contract with alamo insurance group. *Mayor Alan Baxter and Rafael Castillo, Jr. requested (Att. 1)*

**PASSED
5 FOR / 0 AGAINST**



**AGENDA
CITY OF WINDCREST, TEXAS**

SPECIAL CITY COUNCIL MEETING

June 1, 2016

**Executive Session
6:30 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 1ST DAY OF JUNE 2016 STARTING AT 6:30 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 JUNE 1, 2016 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, JUNE 2, 2016 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.

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

Ordinance No. 2016-618B(O) establishes certain protocols for City Council meetings.

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", citizens may address the City Council on topics not on the agenda for no more than three (3) minutes. In addition to the foregoing, citizens shall also have the opportunity to address the City Council during consideration of posted agenda items for no more than six (6)

minutes. Each citizen shall therefore have the opportunity to address the City Council for a total of nine (9) minutes. 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, a city official may make a statement of specific factual information in response to an inquiry made by a member of the public or a recitation of existing city policy. Any deliberation or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting. Any question posed by a Citizen, Council Member, Board Member or Commission Member for which an answer is not available at a meeting shall be answered by a member of the staff or Presiding Officer at the next regular meeting of the Body, if an answer is reasonably available and prudent. If the information is sensitive, staff will seek advice from the City Attorney.

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

1. Citizens may address the City Council on topics not on the agenda for no more than three (3) minutes.
2. In addition to the foregoing, citizens shall also have the opportunity to address the City Council during consideration of posted agenda items for no more than six (6) minutes.
3. A City Official may make a statement of specific factual information in response to an inquiry made by a member of the public, or a recitation of existing policy in response to an inquiry made by a member of the public.

III. Executive Session

1. City Council will convene into closed session as authorized by Govt. Code Section 551.074 to deliberate the appointment, employment and duties of the Government Relations Officer.
2. City Council will convene into a closed session as authorized by Section 551.074 of the Government Code to deliberate the appointment, employment and duties of the position of the Municipal Finance Officer and to interview a prospective Municipal Finance Officer.

IV. Open Session

1. City Council will convene into an open session to discuss and possibly take action on the employment status of the Government Relations Officer.
2. City Council will convene into an open session to discuss and take possible action on the appointment of a Municipal Finance Officer.

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. Resolutions

City Council will review, discuss and may tak action on Resolution No. 2016-584(R), a resolution authorizing an extension of the insurance agent of record contract with alamo insurance group. *Mayor Alan Baxter and Rafael Castillo, Jr. requested (Att. 1)*

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 June 1, 2016.

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 ____ June, 2016.

_____ Title: _____



City Council Agenda Item Report

Contact – Rafael Castillo Jr.
rcastillo@windcrest-tx.gov

Resolution #: 2016-584(R)

SUBJECT: Deliberation and possible action on a resolution to authorize an extension of the insurance agent of record contract with Alamo Insurance Group.

1. **BACKGROUND/HISTORY**
City Council adopted Resolution No. 2014-502(R) approving a contract appointing Alamo Insurance Group to be its insurance agent of records from July 2, 2014 to July 2, 2016
2. **FINDINGS/CURRENT ACTIVITY**
On 5/18/2016 the insurance committee met to discuss the satisfaction with the Agent of Record (Alamo Insurance).
3. **FINANCIAL IMPACT**
n/a
4. **ACTION OPTIONS/RECOMMENDATION**
Committee recommends and requests an extension for Alamo Insurance as the Agent of Record.

Insurance Committee Meeting

Date: May 18, 2016

Time: 10:00 am

Re: Alamo Insurance

This meeting is to discuss the satisfaction of the health Insurance agent of record (Alamo Insurance) for the City of Windcrest for FY 2015/16 and requesting an extension of services for FY 2016/2017.

Blue cross Blue shield

Metlife- Dental

Metlife-Life Ins.

Assurant-Gap

Gaurdian-Voluntary

Davis Vision

Nationwide-additional retirement

Attendees:

Print Kelly Rodriguez Sign Kelly Rodriguez

Print Adam Lee Sign ~~Adam Lee~~

Print Marlene Guel Sign Marlene Guel

Print Robin Sanford Sign Robin Sanford

Print Bruce King Sign Bruce King

Print Christopher Gambino Sign Chris

Print _____ Sign _____



RESOLUTION NO. 2016-584(R)

**A RESOLUTION AUTHORIZING AN EXTENSION OF THE
INSURANCE AGENT OF RECORD CONTRACT WITH ALAMO
INSURANCE GROUP**

WHEREAS, the City Council adopted Resolution No. 2014-502(R) approving a contract appointing Alamo Insurance Group to be its insurance agent of record from July 2, 2014 to July 2, 2016; and

WHEREAS, the Business Associate Agreement entered into between Alamo Insurance Group and the city on July 2, 2014 authorized a term commencing on July 1, 2014 and ending when either party furnished thirty (30) days written notice to the other of termination of the agreement; and

WHEREAS, the City Council has determined that it would be in the best interest of the city to extend the Business Associate Agreement with Alamo Insurance Group for one (1) year, with authority for the City Manager to extend the agreement for an additional one (1) year period from July 1, 2017 through June 30, 2018.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that the Business Associate Agreement with Alamo Insurance Group is extended from July 1, 2016 for one (1) year until June 30, 2017. The City Manager is authorized to negotiate and execute all documents necessary to implement this resolution, including the authority to extend the agreement from July 1, 2017 through June 30, 2018.

PASSED AND APPROVED this the ____ day of _____, 2016.

MAYOR

ATTEST:

CITY SECRETARY

APPROVED AS TO FORM:

CITY ATTORNEY

2016-584(R)