



**AGENDA
CITY OF WINDCREST, TEXAS**

REGULAR CITY COUNCIL MEETING

February 26, 2018

**Department Head Reports
5:00 P.M.**

**Regular City Council Meeting
6:00 P.M.**

NOTICE IS HEREBY GIVEN THAT A REGULAR WINDCREST CITY COUNCIL MEETING WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 26th DAY OF FEBRUARY 2018 STARTING AT 5:00 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 FEBRUARY 26, 2018 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, FEBRUARY 27, 2018 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. Monthly Department Reports Month Ending January 2018 For FY 2017 / 2018 (5:00 P.M.)

1. Fire Department – Jonathan Weidemann, Fire Chief will present the monthly Fire Department report for the month of January. The discussion will include Summary of Calls for the Month of January 2018 (FY 2017 / 2018) including the response times for the City, County and Annexed area. (Att. 1)
2. Police Department – Police Chief Al Ballew, will present the monthly Police Department including Code Enforcement and Animal Control reports for the month of January 2018 as well as the Racial Profiling Report for 2017. (FY 2017 / 2018). (Att. 2)
3. Public Works/Landscaping – Tom Garcia, Director of Public Works will present the monthly Public Works and Landscaping reports for the month of January 2018. (FY 2017 / 2018). (Att. 3)
4. City Secretary / Civic Center – Kelly Rodriguez, City Secretary / Asst. Court Administrator, will present the City Secretary and Civic Center report for the month of January 2018. (FY 2017 / 2018). (Att. 4)
5. Court – Rafael Castillo, Jr., City Manager / Court Administrator and Kelly Rodriguez, City Secretary / Asst. Court Administrator, will present the Municipal Court report for the month of January 2018 (FY 2017/2018). (Att. 5)

6. Post Office – Rafael Castillo, Jr., City Manager / Kelly Rodriguez, City Secretary and David Rodulfo, Records Clerk / Post Office Supervisor will present the Post Office report for the month of January 2018 (FY 2017/2018). (Att. 6)
7. WEDC – Jessica Butler, WEDC Coordinator will update the City Council on WEDC projects. (No report submitted)
8. Public Affairs / PR / Marketing / Event Specialist – Kelly Hamilton will present an update on past and upcoming City projects and events. (Att. 7)

III. Citizens to be Heard (6:00 P.M.)

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.

IV. Unaudited Financials

**City Council may take action if deemed necessary*

City Council will be presented the unaudited Balance Sheet year to date comparisons for month ending January 31, 2018 (FY 2016-2017). The City Council will consider approval of the unaudited balance sheet year to date. (Att. 8)

V. Proclamation

Mayor Dan Reese will read a proclamation for Fiesta Especial®.

VI. Presentation

1. Toni Garcia, Fiesta Especial® Parade Coordinator will make a presentation regarding the upcoming Fiesta Especial ® Parade.
2. Presentation by Martin, Cukjati & Tom Law Firm on the chronological event that occurred between the Windcrest Volunteer Fire Department, Windcrest Volunteer Fire Association and Windcrest Volunteer Fire Department Bugle Crew. *Jacobi/McFall requested*

VII. 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". **

City Council will review, discuss and may take action on Ordinance No. 2018-764(O) an ordinance approving the addition of three positions to the police department to be funded by the Windcrest Crime Control and Prevention District. (Att. 9) *Rafael Castillo, Jr, City Manager and Al Ballew, Police Chief requested*

VIII. Resolutions

City Council will review, discuss and may take action on Resolution No. 2018-660(R) resolution approving a memorandum of understanding with Greater Randolph Area Services Program, Inc. for transportation and other related social services. *Rafael Castillo, Jr., City Manager requested (Att. 10)*

IX. Discuss & Act

1. City Council will discuss and waive attorney client privilege to discuss all items related to but not limited to mentioned agreement/contract between the Windcrest Volunteer Fire Department and the City of Windcrest. *CCM Gerd Jacobi and CCM James McFall requested*
2. City Council will discuss and may take action on the on the Standard Operating Procedure for notification of members of a petitioners committee regarding certification of a petition filed pursuant to the Windcrest City Charter and Section 277.002 of the Texas Election Code. *CCM Joan Pedrotti requested*
3. City Council will discuss and may take action on the City of Windcrest's compliance with Texas Government Code Section 551.128 (b-4) (1). *CCM Joan Pedrotti requested*
4. City Manager will update the Council on the Windcrest Ethics Policy on Division 8. Ethics Review Board, Section 2-80, as updated on March 1, 2014. *CCM Frank Archuleta requested (Att. 11)*
5. City Council will review, discuss and may take action on the development of an Ethics Review Board and requests for applications from interested parties. *CCM Joan Pedrotti requested*
6. City Council will review, discuss, and may act on appointment of a new Mayor Pro Tempore. *CCM Frank Archuleta requested (Att. 12)*

7. City council will review, discuss and may act on failure to attend a council meeting scheduled on 12 February 2018 by CCM Jim Shelton and CCM Gerd Jacobi per the Windcrest Charter, Section 3.10 Meeting/Quorum. *CCM Frank Archuleta requested*
8. City Council will review, discuss and may take action on dates for the Spring City Wide Garage Sale. (Att. 13) *Rafael Castillo, Jr., City Manager and Kelly Rodriguez, City Secretary requested*

X. Executive Session

1. City Council will convene into a closed session as authorized in Section 551.071 of the Texas Government Code to discuss pending litigation with the City Attorney regarding a Writ of Mandamus in the 4th Court of Appeals regarding recall petitions for City Council Member McFall, City Council Member Jacobi and City Council Member Shelton.
2. City Council will convene into a closed session as authorized in Section 551.074 of the Texas Government Code to deliberate the evaluation and duties of the City Manager and City Secretary during the recall petition process which occurred in 2016 and 2018. *CCM Frank Archuleta and CCM Joan Pedrotti requested*
3. City Council will convene into a closed session as authorized in Section 551.074 of the Texas Government Code to deliberate the dismissal of volunteer firemen. *CCM Frank Archuleta requested*

XI. Open Session

Council will convene into an open session to discuss and take possible action on any matter discussed in the preceding executive session.

XII. 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.

XIII. 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 February 26, 2018.

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 ____ February, 2018.

_____ Title: _____

**CITY OF WINDCREST
FIRE DEPARTMENT REPORT**

February 21, 2018

The following is what has transpired during the month of January.

RUN REPORT FOR JANUARY:

90 TOTAL CALLS:

2 STRUCTURE FIRES

Windy Cove (Approximately \$5000.00 Damage)

Cypress Creek (No Damage – Light Ballast)

2 GRASS/BRUSH FIRES

1 VEHICLE FIRES

1 PUBLIC ASSIST

6 MOTOR VEHICLE COLLISIONS

1 HAZARDOUS MATERIAL – FUEL SPILL

1 WELFARE CHECK

5 ALARM ACTIVATIONS – FIRE

3 ALARM ACTIVATIONS – SMOKE

2 ALARM ACTIVATIONS – CARBON MONOXIDE

3 LIFT ASSIST

55 MEDICAL

MUTUAL AID – 1 STRUCTURE FIRE – KIRBY

MUTUAL AID – 1 STRUCTURE FIRE – GARDENDALE

MUTUAL AID – 1 STRUCTURE FIRE - CONVERSE

MUTUAL AID – 5 ALARM ACTIVATIONS – GARDENDALE

AVERAGE RESPONSE TIME (Per Bexar County Fire Alarm): 6.38 Minutes (Daytime)

7.25 Minutes (Night-time)

The average response times are for the “City of Windcrest” and do not include Mutual Aid responses to Converse, Kirby, or Bexar County ESD #10 (Gardendale) areas.

PERSONNEL:

32 MEMBERS ON THE ROSTER

8 Texas Commission on Fire Protection Certified

1 Department of Defense Certified

2 State Firefighter & Fire Marshals’ Association Certified

1 Department of State Health Licensed Paramedic

**CITY OF WINDCREST
FIRE DEPARTMENT REPORT**

4 Department of State Health Certified Paramedics

1 Department of State Health Certified – EMT – Advanced

15 Department of State Health Certified – EMT – Basics

TRAINING:

Training within the organization is ongoing. Training records are currently being assessed to bring all Volunteer members to Firefighter I status. Classes will be brought in to bring all personnel to this higher status to insure that all have the education/knowledge to provide a higher level of protection for the Citizens of Windcrest, and to protect the department and City of Windcrest from liability issues that could arise.

APPARATUS UPDATE:

All apparatus in fleet are currently in service as of the date this report was written.

Current Apparatus Fleet:

ENGINE 145 BRAVO – MINOR REPAIRS/MAINTENANCE SCHEDULED

ENGINE 145 – MINOR REPAIRS/MAINTENANCE SCHEDULED

SQUAD 145

BRUSH 145

RESCUE 145

AIR COMPRESSOR/CASCADE SYSTEM:

The Air Compressor/Cascade System which is utilized to fill the departments Self Contained Breathing Apparatus (SCBA) Cylinders will be undergoing repairs in March. We are currently assessing the cost of parts to upgrade the system to allow the department members to fill SCBA Cylinders to capacity. The department is currently utilizing two different types of SCBA of which the newer cylinders have never been filled to capacity. Because of this the time that firefighters can operate within a structure fire can be affected as well as in the event of emergency where firefighters become trapped their survivability can be affected.

In addition all five DOT cylinders that hold the breathing air within the station cascade system are required to be hydrostatically tested every five years. This testing is coming due in March 2018.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

We are currently assessing the cost to have Advanced Inspections and Cleaning done on all PPE to be in compliance with NFPA standards that have been adopted by the State of Texas. PPE consists of Firefighters Coat, Pants, Boots, Gloves, Protective Hood and Helmet. In years past

CITY OF WINDCREST FIRE DEPARTMENT REPORT

only the Fire Chiefs PPE had the Advanced Inspection done as he was the only one required to have it performed on. Volunteers gear was only sent off for repairs and cleaning. This creates a huge liability issue if personnel's gear is not inspected/cleaned and the Volunteer Firefighter gets injured or is killed in the line of duty.

FIRE SERVICE CONSULTANT:

A Fire Service Consultant has been requested to assist in evaluating the Windcrest Volunteer Fire Department in preparation for Insurance Services Office (ISO) inspection. These inspections generally occur every four to five years and the rating that is attained will affect citizen's home and business insurance rates. Currently the City of Windcrest enjoys an ISO rating of 2. On a scale of 1 – 10, 1 is the best, 10 is the worst.

The consultant Don Smith with FTC Services is a respected Fire Service Professional with over fifty years of firefighting, command and planning experience. He is a retired Chief Officer from the Austin Fire Department, Fire Chief of Travis County Emergency Services District #4 and has been working with LaSalle County in providing better service to their citizens.

Mr. Smith has been to the City of Windcrest to begin the process. He is looking at Apparatus/Equipment, Training Records, Response Times, Staffing, Mutual Aid, Automatic Aid, types of buildings within the City of Windcrest, Inspection Program, Communications and Emergency Planning. Mr. Smith has requested more information which has already been forwarded to him and as of the last meeting stated that his final report and recommendation should be ready about the second week in March.

SUPPLEMENTAL INSURANCE:

We have reinstated a Supplemental Insurance Policy through Volunteer Firefighters Insurance (VFIS) that was cancelled three years ago. (A copy of an email from VFIS is attached showing who terminated this policy.) This program provides additional medical coverage and AD&D for all volunteer personnel above the Workman's Compensation plan the City of Windcrest currently has. **Total cost of the supplemental insurance is \$5,485.00.** However, due to State Grant Program that is administered by the Texas A&M Forest Service the cost of the supplemental insurance will be reimbursed to the City of Windcrest. Attached is a copy of the additional coverage.

STATE FIREFIGHTERS & FIRE MARSHALS' ASSOCIATION MEMBERSHIP:

The Annual Dues with the SFFMA has been paid for. These dues had not been paid for more than two years. Membership in the SFFMA provides benefits to all active volunteer members including additional AD&D benefits, access to grants and training resources, certification for qualifying volunteer members and additional benefits that each individual can use in and out of the State of Texas. In addition to renewing the departments and individual memberships a new

CITY OF WINDCREST FIRE DEPARTMENT REPORT

Training Coordinator (Volunteer Assistant Chief – Operations) has been appointed to assist with maintaining training records which are required by SFFMA. Total cost to bring department current with SFFMA was \$1,540.00.

TEXAS EMERGENCY SERVICES RETIREMENT SYSTEM (TESRS):

Before the end of December it was discovered that the Local TESRS Board was out of compliance missing members. It was further discovered that eleven Volunteers who had been serving the Citizens of Windcrest had never been added to the system. The Executive Director of TESRA came to the City of Windcrest to assist and provide guidance to correct the issues. A new board was put into place and all paperwork submitted to TESRA to correct deficiencies. The new TESRA Local Board now consists of Volunteer Lilia Ayala, Volunteer Justin Hardin, Volunteer Nate Adams, Government Representative/Fire Chief Jonathan Weidemann, Civilian Representative Sue Alexander, Civilian Representative Henry Berman. As a result of the eleven members not being in the system, the City of Windcrest is having to pay TESRA for the back pay for each individual to their start date as well as interest that would have been accrued. This is at a cost of approximately \$16,000.00 to \$18,000.00.

MEDICAL COMPLIANCE:

Upon investigation of our medical program it was discovered that our First Responder Organization (FRO) License is current, but our Standards Operating Procedure's required by the Texas Department of State Health Service (DSHS) are out of date. The organizations EMS Coordinator is diligently working on getting all accreditations up to date to meet DSHS compliance.

REPAIRS/REPLACEMENT OF MEDICAL EQUIPMENT:

The department is currently assessing the cost for repair and replacement of key medical equipment. The Phillips Monitor has been recalled due to Phillips going out of business.

1 – Repair/Calibration of Zoll Monitor

2 - Zoll AED's - \$2,000 each

Currently the department does not have any AED, but feels that a second monitor is not required or cost effect to run Basic Life Support protocols.

COMPUTER AIDED DISPATCH (CAD)

Computer Aided Dispatch (CAD) are computers that provide data to emergency personnel in fire apparatus. Personnel don't have to even use a radio while responding to alarms. Currently three CAD's (E-145, E-145-B and Rescue) don't have working systems and will need to be replaced.

**CITY OF WINDCREST
FIRE DEPARTMENT REPORT**

The average replacement cost for each of these devices is approximately \$5,000.00 to \$7,000.00 each.

ADDITIONAL PROJECTS:

1. Annual Flow Test of Engine 145 Bravo and Engine 145.
2. Annual Ladder Testing/Maintenance
3. Annual Hose Testing
4. Hydrant Flow Testing/Maintenance

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'J. Weidemann', with a long horizontal stroke extending to the right.

Jonathan Weidemann
City of Windcrest - Fire Chief

Tom VanWyngarden

From: Cherry Guidry
Sent: Wednesday, January 07, 2015 1:22 PM
To: 'hweidenbach@windcrest-tx.gov'
Subject: Windcrest VFD - Cancellation form
Attachments: 20150107130312012.pdf

Importance: High

Good Afternoon Heather,

As you advised, I did get a call from Ron with your department today. He said he did not want to pay for this policy, and wanted to cancel it.

I told Ron I would try to cancel flat this policy back to the renewal date, but unsure if the carrier will allow that or require the cancellation date to be today and pro-rate the policy to today.

Please sign and return the attached cancellation form, dated 11-1-14, so I can submit to the carrier for consideration.

Let me know if you have any questions.

Sincerely,

Cherry Guidry, ACSR
Claim Specialist/Account Manager
VFIS of Texas / Regnier & Associates
3420 Executive Center Dr, Suite 301
Austin, TX 78731-1626
(512) 628-5184 Direct Line
(800) 252-9435, ext 5184 Toll Free
(512) 448-9929 Fax
Email: cguidry@vfistx.com
Website: www.vfistx.com

How am I doing? Let my supervisor know at nspear@vfistx.com Follow us:

Tom VanWyngarden

From: Heather Weidenbach <hweidenbach@windcrest-tx.gov>
Sent: Thursday, January 08, 2015 9:09 AM
To: Cherry Guidry
Subject: RE: Windcrest VFD - Cancellation form
Attachments: VFIS Cancellation.pdf

Good morning Cherry,

Attached is the signed cancellation form. If there is anything else you need, please let me know.

Heather Weidenbach
Asst. City Secretary/Permits Clerk
Admin Asst. to Fire Chief
p: 210.655.0022 f: 210.655.8776
hweidenbach@windcrest-tx.gov
8601 Midcrown
Windcrest, TX 78239
<http://www.windcrest-tx.gov>

-----Original Message-----

From: Cherry Guidry [mailto:cguidry@vfistx.com]
Sent: Wednesday, January 07, 2015 1:22 PM
To: Heather Weidenbach
Subject: Windcrest VFD - Cancellation form
Importance: High

Good Afternoon Heather,

As you advised, I did get a call from Ron with your department today. He said he did not want to pay for this policy, and wanted to cancel it.

I told Ron I would try to cancel flat this policy back to the renewal date, but unsure if the carrier will allow that or require the cancellation date to be today and pro-rate the policy to today.

Please sign and return the attached cancellation form, dated 11-1-14, so I can submit to the carrier for consideration.

Let me know if you have any questions.

Sincerely,

Cherry Guidry, ACSR
Claim Specialist/Account Manager
VFIS of Texas / Regnier & Associates
3420 Executive Center Dr, Suite 301
Austin, TX 78731-1626

ACORD CANCELLATION REQUEST / POLICY RELEASEDATE (MM/DD/YY)
01/07/15

PRODUCER VFIS of Texas 3420 Executive Center Dr #301 Austin, TX 78731 Gerrie Smith		PHONE (A/C No. Ext.) 800-252-9435		COMPANY NAME AND ADDRESS National Union Fire Ins Co 70 Pine Street New York, NY 10270		NAIC CODE:	
CODE:		SUB CODE:		POLICY TYPE Accident & Sickness			
AGENCY/CUSTOMER ID: WINDC-1				CANCELLED POLICY INFORMATION			
INSURED NAME AND ADDRESS Windcrest Vol Fire Dept 8601 Midcrown Windcrest, TX 78239				POLICY NUMBER VFP-4344-8868D-1			
EFFECTIVE DATE AND HOUR OF CANCELLATION				CANCELLATION DATE 11/01/14		Time 12:01 ☒ AM ☐ PM	
POLICY TERM				EFFECTIVE DATE 11/01/14		EXPIRATION DATE 11/01/15	
CANCELLATION REQUEST (Policy attached)				POLICY RELEASE (Complete Statement Section Below)			

POLICY RELEASE STATEMENT

The undersigned agree that:

The above referenced policy is lost, destroyed or being retained.

No claims of any type will be made against the Insurance Company, its agents or its representatives, under this policy for losses which occur after the date of cancellation shown above.

Any premium adjustment will be made in accordance with the terms and conditions of the policy.

<i>Heather Weidenbach</i> WITNESS		1.7.15 Date	 SIGNATURE OF NAMED INSURED		1/7/15 1/11/14 Date
WITNESS		Date	SIGNATURE OF NAMED INSURED		Date
☐ LIEN HOLDER	☐ MORTGAGEE	☐ LOSS PAYEE	AUTHORIZED SIGNATURE		TITLE
☐ LIEN HOLDER	☐ MORTGAGEE	☐ LOSS PAYEE	AUTHORIZED SIGNATURE		TITLE

FOR AGENCY/COMPANY USE

REASON FOR CANCELLATION		METHOD OF CANCELLATION	
☐ NOT TAKEN	☐ OTHER (Identify)	☒ FLAT	FULL TERM PREMIUM \$ 2,985.00
☒ REQUESTED BY INSURED	Insured said they don't need	☐ SHORT RATE	UNEARNED FACTOR
☐ REWRITTEN (Complete below)		☐ PRO RATA	RETURN PREMIUM \$
COMPANY Windcrest Vol Fire Dept		POLICY NUMBER VFP-4344-6968D-1	
EFFECTIVE DATE 11/1/14		REMARKS	

New York Only: If you do not keep your auto insurance in force during the entire registration period, your motor vehicle registration will be suspended. If your vehicle is still uninsured after 90 days, your driver's license will be suspended. To avoid these penalties, you must surrender your registration certificate and plates before your insurance expires. By law, we must report the termination of auto insurance coverage to the Department of Motor Vehicles.

NAME AND ADDRESS Windcrest Vol Fire Dept 8601 Midcrown Windcrest, TX 78239		REQUEST/RELEASE DISTRIBUTION	
☒ INSURED	☐ LOSS PAYEE	☐ LIEN HOLDER	
☐ MORTGAGEE	☐ FINANCE COMPANY	☐ COMPANY	
PRODUCER'S SIGNATURE Andrew R. Morgan		Date	

VFIS ACCIDENT & SICKNESS PROPOSAL- VOLUNTEERS
WINDCREST VOLUNTEER FIRE DEPARTMENT
\$ 100,000 Death Benefit - \$ 50,000 Off Duty Coverage
Excess Workers Compensation – \$ 40,000 Medical Expense

Covered Activity (On Duty)

\$ 100,000	Accidental Death Benefit Amount
\$ 25,000	Additional Seat Belt Benefit
\$ 25,000	Safety Vest Benefit Amount
\$ 15,000	Military Death Benefit Amount
\$ 100,000	Accidental Dismemberment & Paralysis Benefit Amount
\$ 100,000	Vision Impairment Benefit
\$ 100,000	Illness Loss of Life Benefit Amount
\$ 100,000	HIV Positive Lump Sum Living Benefit
\$ 100,000	Cosmetic Disfigurement from Burns
\$ 100,000	Injury Permanent Physical Impairment
\$ 100,000	Heart Permanent Physical Impairment
\$ 100,000	Illness Permanent Physical Impairment
\$ 40,000	Accident/Illness Medical Expense Benefit
\$ 25,000	Cosmetic/Plastic Surgery Maximum Amount
\$ 25,000	Post Traumatic Stress Disorder Maximum Amount
\$ 25,000	Critical Incident Stress Management Maximum Amount
\$ 50,000	Felonious Assault Benefit Amount or 50% of Death Benefit
\$ 20,000	Occupational Retraining Benefit
\$ 50,000	Home Alteration & Vehicle Modification
\$ 30,000	Dependent Child & Education Benefit Amount - Per Dependent Child
\$ 5,000	Dependent Elder Benefit Amount – Per Dependent Elder
\$ 15,000	Spousal Support & Education Benefit Amount
\$ 5,000	Memorial Benefit Amount
\$ 2,500	Repatriation Benefit Amount
\$ 1,000	Family Bereavement & Trauma Counseling Benefit – Per Person
\$ 12,000	Extra Expense - \$ 500 Per Month after 26 Weeks of Total Disability
\$ 300	Weekly Disability – First 28 Days
\$ 500	Weekly Disability – After 28 Days – Up to 520 Weeks – (10 Years)
\$ 500	Weekly Permanent Physical Impairment – % for Life
\$ 100	Family Expense Benefit Amount – Per Day - Up to 26 Weeks

Non Covered Activity (Off Duty) (Fire Fighters Only)

\$ 50,000	Accidental Death
\$ 50,000	Accidental Dismemberment, Vision Impairment & Paralysis

Annual Premium - \$ 4,126

See the VFIS Proposal and Policy for full details and complete definitions and information for the information indicated above which is not intended as policy coverages or definitions of policy coverages.

Windcrest Police Department Monthly Report

January 2018

**A. O. “Al” Ballew
Chief of Police**

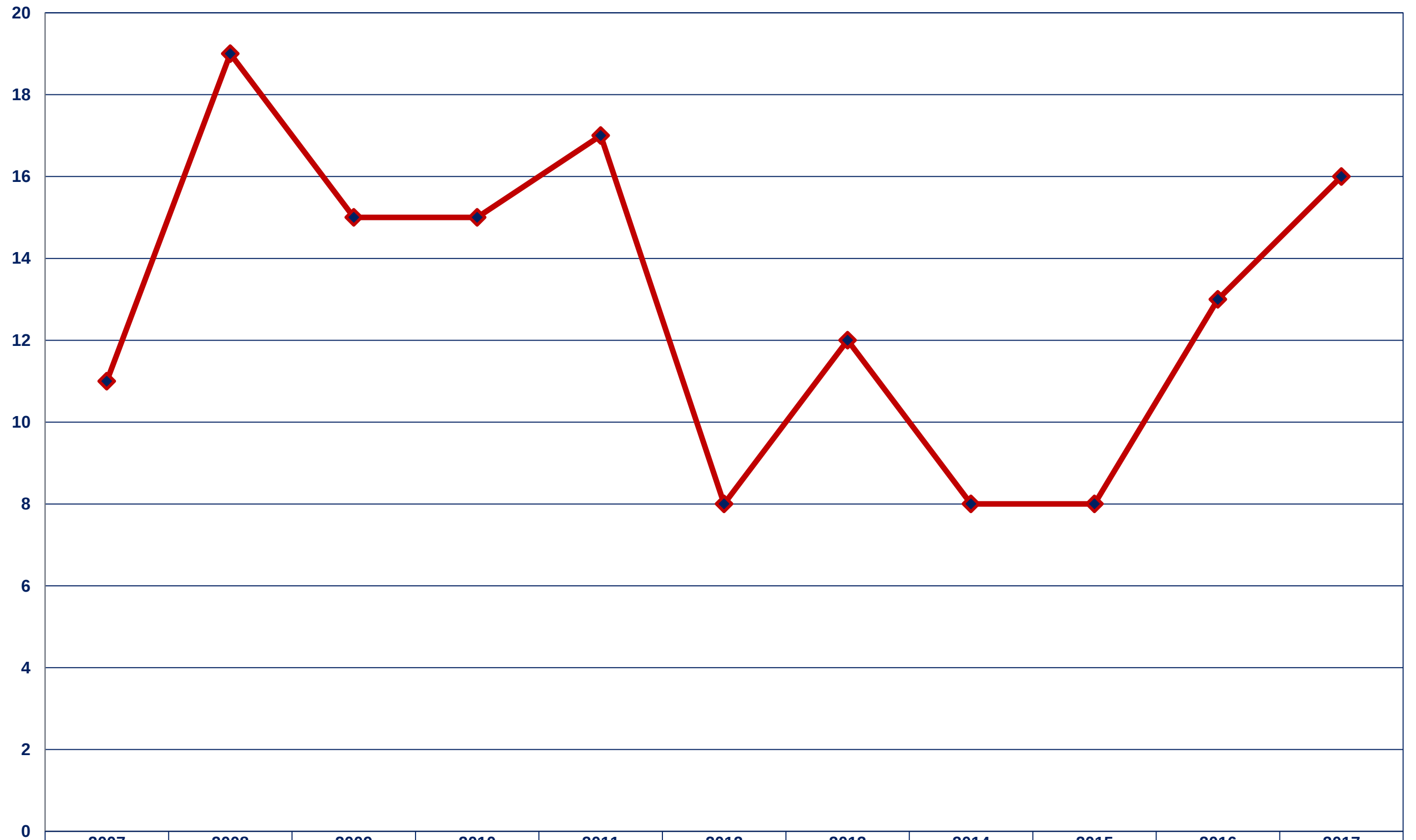


BCSO AREA DISTRICTS CRIME COMPARISONS SURROUNDING THE CITY OF WINDCREST - SUMMARY

BCSO	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Arson	0												0
Assault	14												14
Aggravated Assault	4												4
Assault Family Violence	8												8
Burg Building	4												4
Burg Habitation	4												4
Burg Vehicle	4												4
Deadly Conduct	4												4
Homicide	0												0
Indecency W/Child	2												2
Injury to Child	0												0
Robbery Business	0												0
Robbery Individual	0												0
Sexual Assault	2												2
Theft	20												20
Theft Motor Vehicle	6												6
WINDCREST	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Arson	0												0
Assault	5												5
Aggravated Assault	0												0
Assault Family Violence	0												0
Burg Building	0												0
Burg Habitation	0												0
Burg Vehicle	7												7
Deadly Conduct	0												0
Homicide	0												0
Indecency W/Child	0												0
Injury to Child	0												0
Robbery Business	1												1
Robbery Individual	0												0
Sexual Assault	0												0
Theft	5												5
Theft Motor Vehicle	2												2

WINDCREST POLICE DEPARTMENT UCR VIOLENT CRIMES 2007 – 2017 (HOMICIDE-RAPE-ROBBERY-AGGRAVATED ASSAULT)

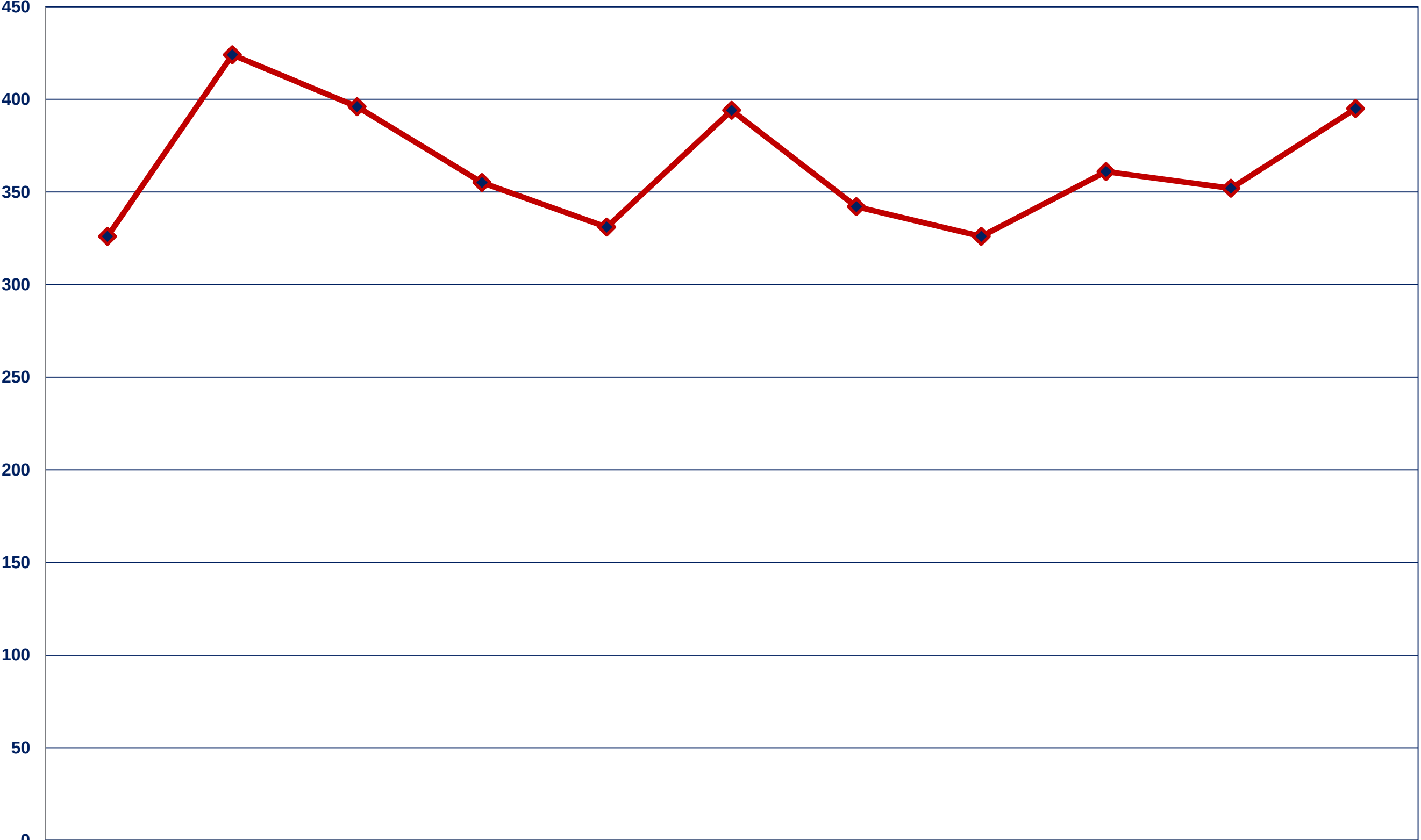
NUMBER OF UCR VIOLENT CRIMES



◆ UCR VIOLENT CRIMES

WINDCREST POLICE DEPARTMENT
UCR PROPERTY CRIMES 2007 - 2017 (BURGLARY-THEFT-MV THEFT-ARSON)

NUMBER OF UCR PROPERTY CRIMES



UCR PROPERTY CRIMES

2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
326	424	396	355	331	394	342	326	361	352	395

Operations Division



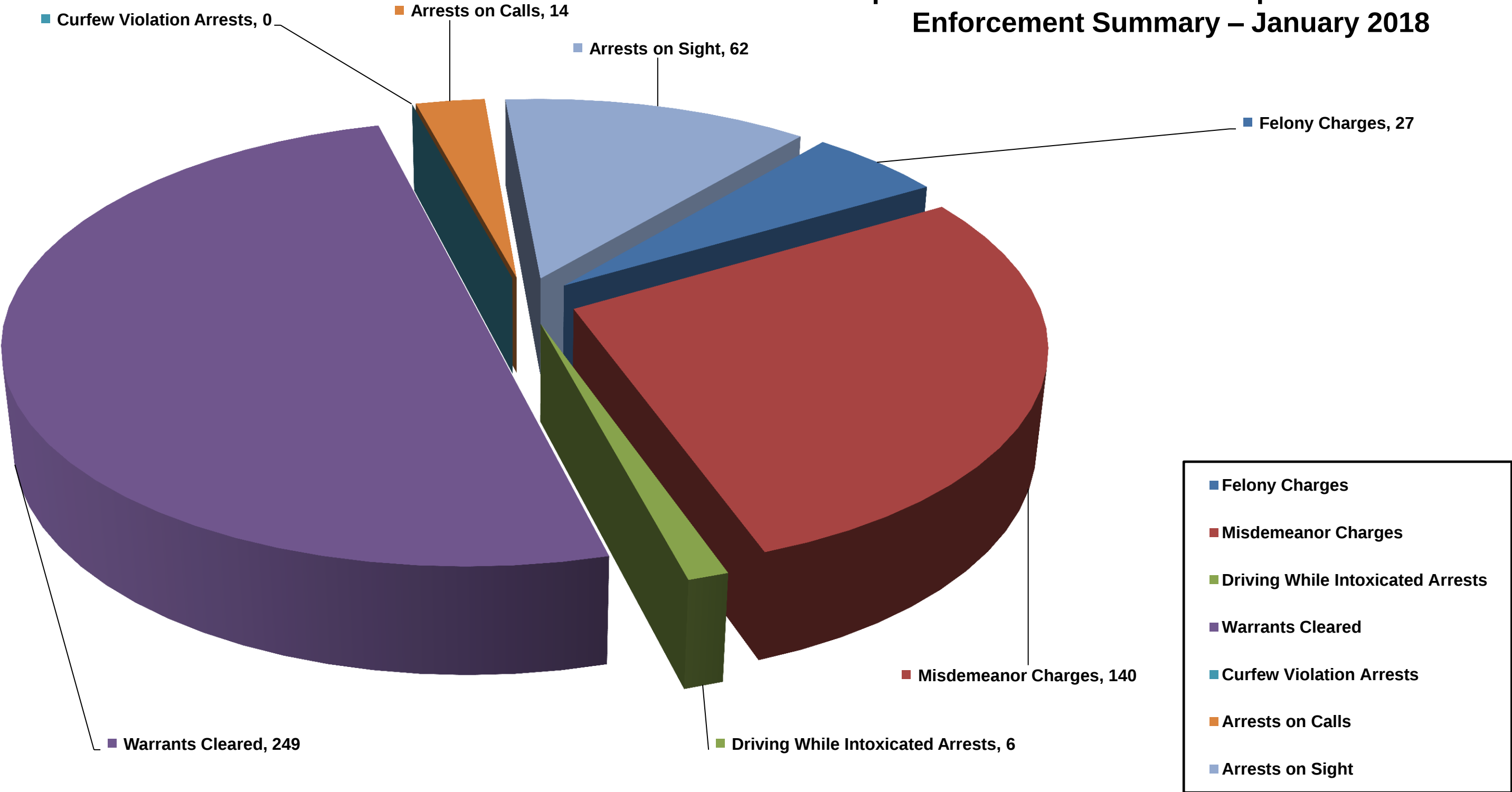
**OPERATIONS DIVISION
PATROL OPERATIONS SECTION
MONTHLY – SUMMARY**



PROACTIVE POLICE ACTIVITIES	9,111	YEAR TO DATE TOTAL	9,111
CALLS FOR SERVICE	1,194	YEAR TO DATE TOTAL	1,194
COVER CALLS (CALLS REQUIRING 2 OR MORE OFFICERS)	182	YEAR TO DATE TOTAL	182
FELONY CHARGES	27	YEAR TO DATE TOTAL	27
MISDEMEANOR CHARGES	140	YEAR TO DATE TOTAL	140
DWI ARRESTS	6	YEAR TO DATE TOTAL	6
WARRANTS CLEARED	249	YEAR TO DATE TOTAL	249
MUNICIPAL COURT CITATIONS	526	YEAR TO DATE TOTAL	526
WARNING CITATIONS	425	YEAR TO DATE TOTAL	425
ROLL CALL BRIEFINGS, ESCORTS & DEPARTMENT TOURS	62	YEAR TO DATE TOTAL	62

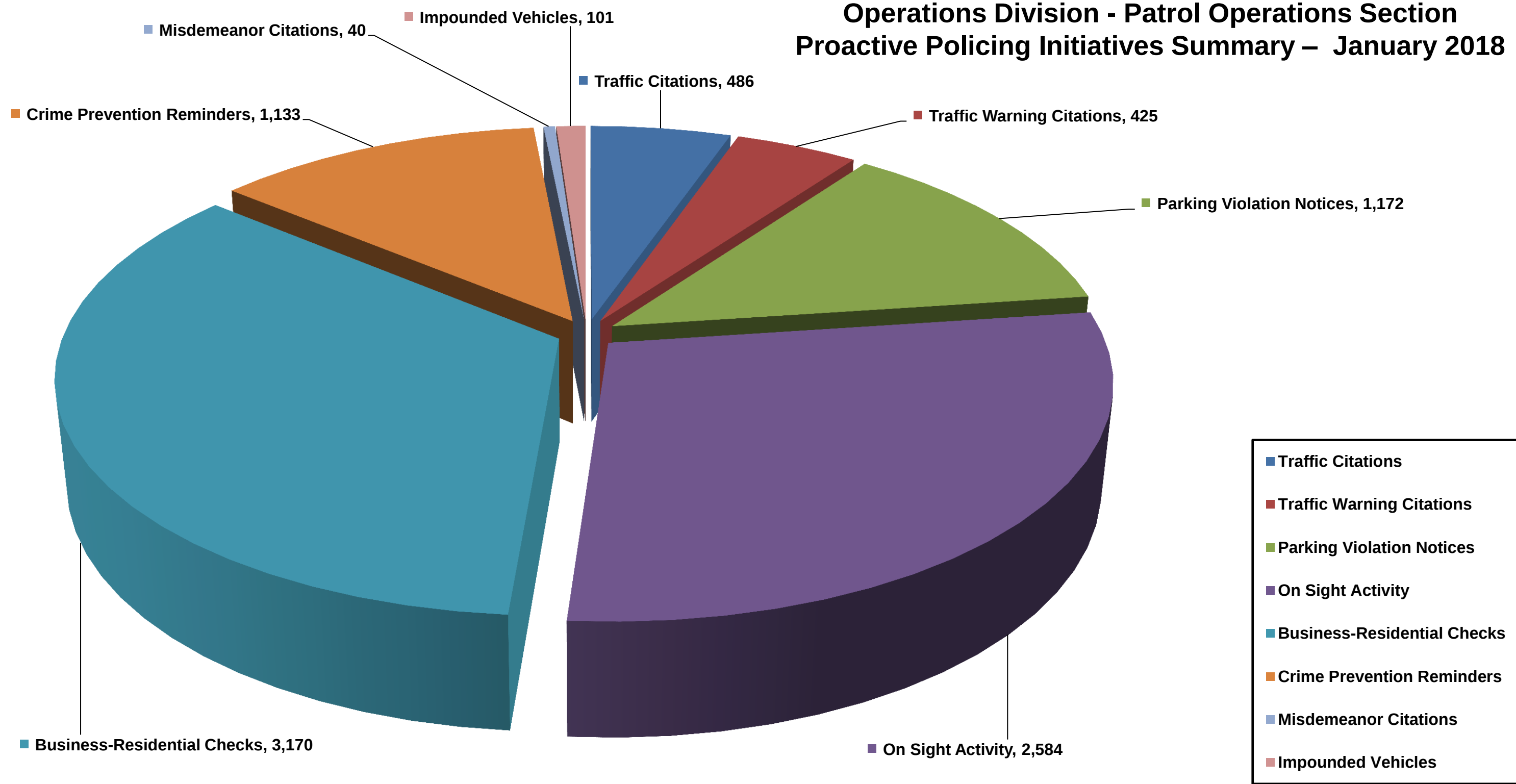
**OPERATIONS DIVISION
PATROL OPERATIONS SECTION
ENFORCEMENT - SUMMARY**

**Operations Division – Patrol Operations Section
Enforcement Summary – January 2018**



**OPERATIONS DIVISION
PATROL OPERATIONS SECTION
PROACTIVE POLICING INITIATIVES - SUMMARY**

**Operations Division - Patrol Operations Section
Proactive Policing Initiatives Summary – January 2018**



**OPERATIONS DIVISION
PATROL OPERATIONS SECTION
K-9 UNIT MONTHLY – SUMMARY**

OFFICER T. LINDSEY & FRISCO

CATEGORY	MONTHLY	TOTAL YTD
TRAINING HOURS	16	16
WINDCREST POLICE DEPARTMENT CALLOUTS	0	0
OUTSIDE AGENCY CALLOUTS	0	0
VEHICLES-BUILDINGS SEARCHED-TRACKING	11	11
ARRESTS	8	8
CITATIONS	103	103
PRESENTATIONS – DEMONSTRATIONS	0	0



**OPERATIONS DIVISION
PATROL OPERATIONS SECTION
K-9 UNIT MONTHLY – SUMMARY**

OFFICER ESPINOZA & MARSHALL

CATEGORY	MONTHLY	TOTAL YTD
TRAINING HOURS	16	16
WINDCREST POLICE DEPARTMENT CALLOUTS	0	0
OUTSIDE AGENCY CALLOUTS	0	0
VEHICLES-BUILDINGS SEARCHED-TRACKING	11	11
ARRESTS	9	9
CITATIONS	90	30
PRESENTATIONS – DEMONSTRATIONS	0	0



**OPERATIONS DIVISION
PATROL OPERATIONS SECTION
ALAMO AREA METRO SWAT
MONTHLY – SUMMARY**



CATEGORY	MONTHLY TOTAL	TOTAL HOURS	YTD HOURS
TRAINING		10	10
ALERTS AND CALL OUTS	1	6	6
MEETINGS-PRESENTATIONS-DEMONSTRATIONS	0	0	0

OPERATIONS DIVISION
PATROL OPERATIONS SECTION
ALAMO AREA METRO CRISIS NEGOTIATORS
MONTHLY – SUMMARY



CATEGORY	MONTHLY TOTAL	TOTAL HOURS	YTD HOURS
TRAINING		10	10
ALERTS AND CALL OUTS	1	6	6
MEETINGS-PRESENTATIONS-DEMONSTRATIONS	0	0	0

**OPERATIONS DIVISION
PATROL OPERATIONS SECTION
WARRANT UNIT MONTHLY – SUMMARY**



WARRANTS CLEARED	145	YEAR TO DATE TOTAL	145
PERSONS ARRESTED	13	YEAR TO DATE TOTAL	13
PERSONS CONTACTED AND CLEARED	63	YEAR TO DATE TOTAL	63
OFFICER CONTACTS	118	YEAR TO DATE TOTAL	118
PERSONS JAILED	0	YEAR TO DATE TOTAL	0
DAYS JAILED – GUADALUPE COUNTY	0	YEAR TO DATE TOTAL	0
WARRANTS CLEARED – DEPARTMENTAL TOTAL	249	YEAR TO DATE TOTAL	249

**OPERATIONS DIVISION
PATROL OPERATIONS SECTION
SCHOOL SAFETY AND RESOURCE MONTHLY – SUMMARY**



CATEGORY	MONTHLY TOTAL	HOURS	HOURS YTD
SCHOOL SAFETY PATROL		40	40
ORGANIZATION AND PREP		0	0
EVENTS	0	0	0
PRESENTATIONS	0	0	0

**TO PROTECT
& EDUCATE:**
The School Resource Officer and the
Prevention of Violence in Schools



OPERATIONS DIVISION
PATROL OPERATIONS SECTION
CITIZENS' PATROL MONTHLY - SUMMARY



CATEGORY	MONTHLY TOTAL AMOUNT	TOTAL HOURS	YTD HOURS
PATROL		80	80
ORGANIZATION AND PREP		2	2
EVENTS	0	0	0
TRAINING AND MEETINGS	2	4	4

**DEPARTMENTAL TRAINING
SUMMARY**



CATEGORY	MONTHLY TOTAL	TOTAL HOURS	YTD HOURS
TRAINING HOURS		155	155
PERSONNEL TRAINED	12		

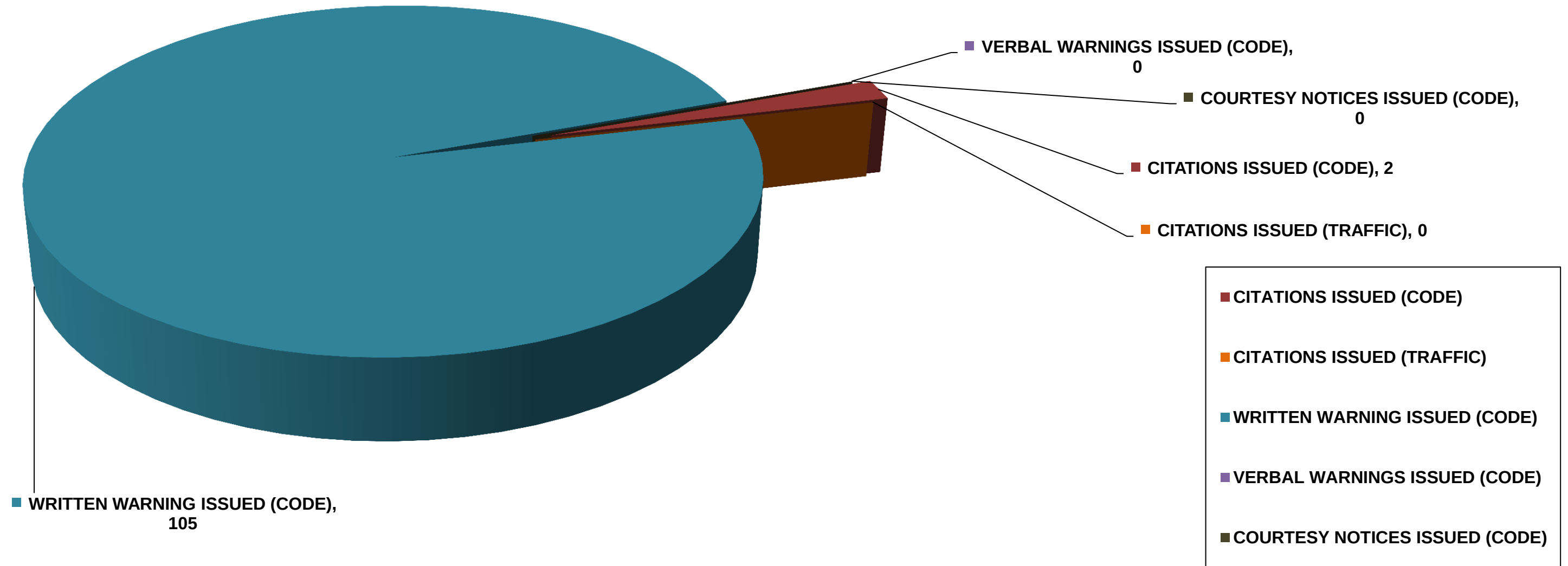
- TRAINING TOPICS:**
- IDENTITY THEFT CRIMES
 - MISSING & EXPLOITED CHILDREN
 - USE OF FORCE
 - TACTICAL K9 CASUALTY CARE
 - STATE AND FEDERAL LAW UPDATES
 - DE-ESCALATION OF FORCE
 - GANGS
 - TRAFFIC STOPS – LAW AND COURT
 - SUPERVISORY
 - NEW SUPERVISOR COURSE



OPERATIONS DIVISION
PATROL OPERATIONS SECTION
CODE COMPLIANCE AND ENFORCEMENT UNIT
ENFORCEMENT - SUMMARY



Special Operations Division - Investigations Section
Code Compliance & Enforcement Unit
Enforcement Snapshot – January 2018



ITEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
ANIMAL ORDINANCE	0												0
PARKING	5												5
JUNK VEHICLE	32												32
STREET USED FOR STORAGE (VEHICLE)	2												2
RV-BOAT-TRAILER ON DRIVEWAY/STREET	16												16
VEHICLES ON GRASS	2												2
OVERGROWN GRASS-WEEDS-VEGETATION (FRONT)	0												0
OVERGROWN GRASS-WEEDS-VEGETATION (ALLEY)	2												2
VACATED PROPERTY	1												1
LITTERING	0												0
HEALTH AND SANITATION	1												1
OVERHANGING TREE LIMBS (STREET-ALLEY)	19												19
NO ALARM PERMIT (RESIDENTIAL/COMMERCIAL)	4												4
NO BUILDING PERMIT (RESIDENTIAL/COMMERCIAL)	0												0
SWIMMING POOLS (STAGNANT)	2												2
SWIMMING POOLS (UNSECURED)	0												0
SOLID WASTE-REFUSE COLLECTION (REFUSE TO PAY)	0												0
UNSIGHTLY-UNSANITARY CONDITION	17												17
OBSTRUCTIONS INTERSECTION (VISION CLEARANCE)	0												0
GARAGE-ESTATE SALES (NO PERMIT)	0												0
GRAFFITI AND TOOLS	0												0
NOISE NUISANCE	0												0
DRAINAGE-CULVERTS (USE VIOLATION)	0												0
SIGN ORDINANCE (VIOLATION)	2												2
BUSINESS SIGN MAINTENANCE	0												0
PROPERTY MAINTENANCE CODE (VIOLATIONS)	2												2
REFUSE STORAGE AREAS (SCREENING VIOLATIONS)	0												0
BUSINESS CHECKS	20												20
CITY PARK (VIOLATIONS)	0												0
CURFEW-YOUTH (VIOLATIONS)	0												0
SOLICITORS (VIOLATIONS)	4												4
SIGNS (BANDIT)	55												55
													0
TOTAL ISSUES ADDRESSED	107												107
CITATIONS ISSUED (CODE)	2												2
CITATIONS ISSUED (TRAFFIC)	0												0
WRITTEN NOTICES ISSUED (CODE)	105												105
VERBAL NOTICES ISSUED (CODE)	0												0
COURTESY NOTICES ISSUED (CODE)	0												0
TOTAL ENFORCED	107												107

OPERATIONS DIVISION VEHICLE FLEET - SUMMARY

2018																			MONTHLY TOTAL
	175	222	223	301	302	303	304	305	401	403	503	501	502	504	173	174	CP 801	CP 802	
BEGINNING MILEAGE	570	84491	79516	79766	81202	61583	52257	44247	60125	50600	9680	32407	34007	27516	8563	6039	86928	102366	
JANUARY	518	500	3,894	1,372	1,650	815	SHOP	1,013	2,777	492	756	958	899	1,870	277	613	200	277	18,881
FEBRUARY																			
MARCH																			
APRIL																			
MAY																			
JUNE																			
JULY																			
AUGUST																			
SEPTEMBER																			
OCTOBER																			
NOVEMBER																			
DECEMBER																			
TOTAL MILES YEAR TO DATE	518	500	3,894	1,372	1,650	815	0	1,013	2,777	492	756	958	899	1,870	277	613	200	277	18,881
TOTAL MILEAGE	1,088	84,991	83,410	81,138	82,852	62,398	52,257	45,260	62,902	51,092	10,436	33,365	34,906	29,386	8,840	6,652	87,128	102,643	
YEAR	2017	2012	2012	2013	2013	2013	2013	2013	2014	2014	2015	2015	2015	2015	2017	2017	2008	2008	
MAKE	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	FORD	FORD	
MODEL	CAPRICE	TAHOE	TAHOE	TAHOE	TAHOE	TAHOE	TAHOE	TAHOE	TAHOE	TAHOE	SILVERADO	TAHOE	TAHOE	TAHOE	TAHOE	TAHOE	CROWN VICTORIA	CROWN VICTORIA	
FLEET ASSIGNMENT	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	WARRANTS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	OPERATIONS COMMAND	OPERATIONS COMMAND	CITIZENS PATROL	CITIZENS PATROL	

Special Operations Division

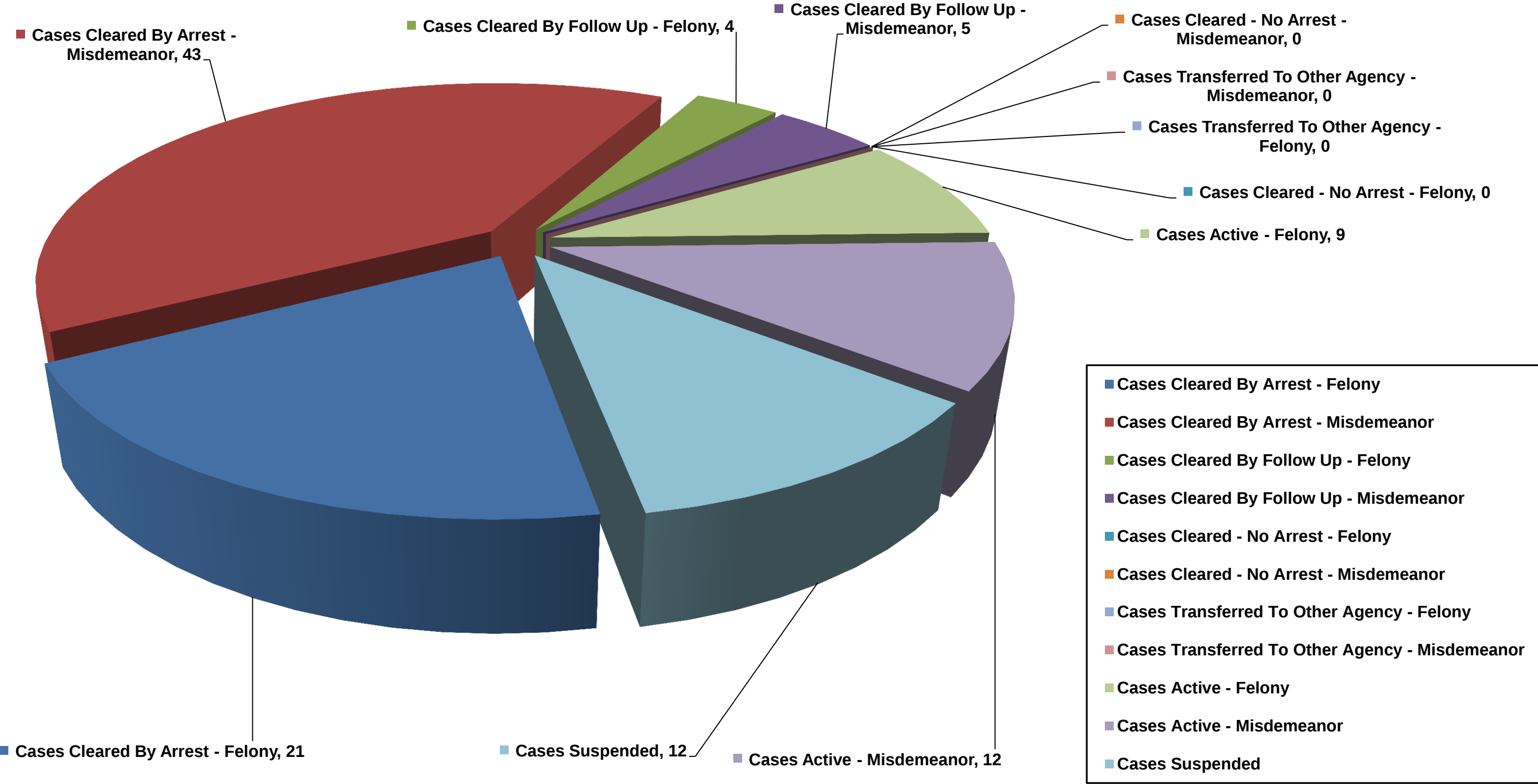


**SPECIAL OPERATIONS DIVISION
INVESTIGATIONS SECTION
CASE DISPOSITION – SUMMARY**



CATEGORY	MONTHLY	YEAR TO DATE
CLEARED BY ARREST (FELONY)	21	21
CLEARED BY ARREST (MISDEMEANOR)	43	43
SUSPENDED	12	12
CLEARED BY FOLLOW UP INVESTIGATION (FELONY)	4	4
CLEARED BY FOLLOW UP INVESTIGATION (MISDEMEANOR)	5	5
CLEARED NO ARREST (FELONY)	0	0
CLEARED NO ARREST (MISDEMEANOR)	0	0
TRANSFERRED TO OTHER AGENCY (FELONY)	0	0
TRANSFERRED TO OTHER AGENCY (MISDEMEANOR)	0	0
ACTIVE (FELONY)	9	9
ACTIVE (MISDEMEANOR)	12	12
TOTAL CASES INVESTIGATED	97	97
INVESTIGATORS ASSIGNED	3	

Special Operations Division - Investigations Section
Case Disposition Summary – January 2018



SPECIAL OPERATIONS DIVISION
INVESTIGATIONS SECTION
CRIMINAL INVESTIGATIONS UNIT
CASE FILING AND EVIDENCE PROCESSING – SUMMARY

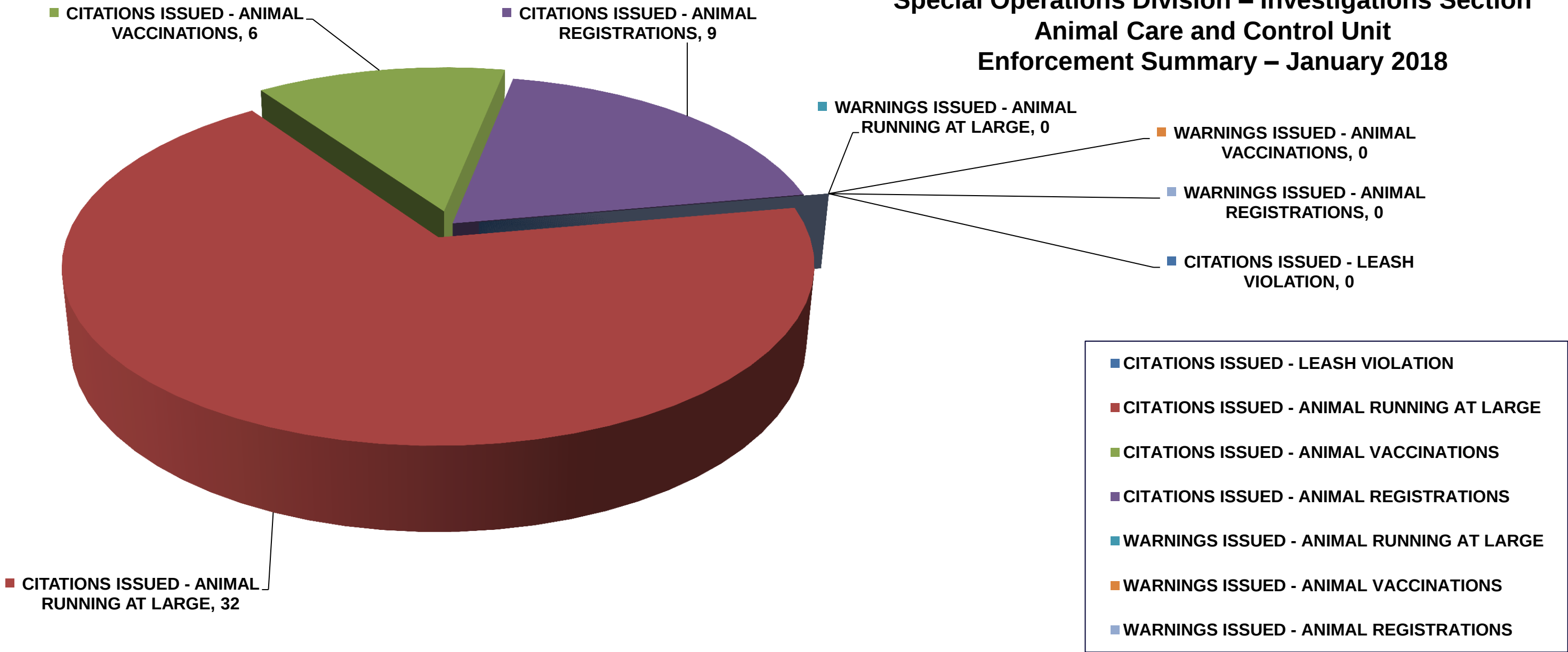


CATEGORY	MONTHLY	YEAR TO DATE
CASES FILED – DISTRICT ATTORNEY (FELONY)	21	21
CASES FILED – DISTRICT ATTORNEY (MISDEMEANOR)	43	43
EVIDENCE SUBMITTED TO BEXAR COUNTY MEDICAL EXAMINER	12	12
DWI EVIDENCE SUBMITTED TO DPS (AUSTIN)	0	0
TOTAL CASES INVESTIGATED	97	97
INVESTIGATORS ASSIGNED	3	

SPECIAL OPERATIONS DIVISION
INVESTIGATIONS SECTION
ANIMAL CARE & CONTROL UNIT
ENFORCEMENT - SUMMARY



Special Operations Division – Investigations Section
Animal Care and Control Unit
Enforcement Summary – January 2018



CATEGORY	ITEM	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
CALLS	CALLS FOR SERVICE (DISPATCHED)	45												45
	CALLS FOR SERVICE (AFTER HOURS)	4												4
	CALLS FOR SERVICE (DIRECT)	41												41
	ON SIGHT ACTIVITY	0												0
	TOTAL CALLS	45												45
DOGS - CATS PROCESSED	DOGS RECOVERED	9												9
	DOGS REGISTERED	61												61
	DOGS QUARANTINED	0												0
	DOGS IMPOUNDED	7												7
	DOGS ADOPTED	8												8
	DOGS FOSTERED	2												2
	DOGS EUTHANIZED (INJURY AND/OR ILLNESS)	1												1
	DOGS REMAINING AT IMPOUND FACILITY	3												3
	DOGS RETURNED TO OWNER (DIRECT)	16												16
	DOGS RETURNED TO OWNER (IMPOUND FACILITY)	2												2
	DOGS RUNNING AT LARGE (NO CATCH)	13												13
	DOGS RECOVERED (WITH TAGS)	9												9
	DOGS RECOVERED (WITH MICROCHIP)	6												6
	CATS REGISTERED (DOMESTIC)	7												7
	CATS STERILIZED (FERAL)	0												0
DECEASED ANIMALS DISPOSED	CATS (ILLNESS OR UNKNOWN)	1												1
	DOGS (ILLNESS OR UNKNOWN)	2												2
	DOGS (CRUELTY)	0												0
	CATS (CRUELTY)	0												0
	WILD ANIMALS (CRUELTY)	0												0
	WILD ANIMALS - FOWL (UNKNOWN)	0												0
	WILD ANIMALS - OTHER (UNKNOWN)	6												6
ENFORCEMENT	CITATIONS ISSUED - LEASH VIOLATION	0												0
	CITATIONS ISSUED - ANIMAL RUNNING AT LARGE	32												32
	CITATIONS ISSUED - ANIMAL VACCINATIONS	6												6
	CITATIONS ISSUED - ANIMAL REGISTRATIONS	9												9
	WARNINGS ISSUED - ANIMAL RUNNING AT LARGE	0												0
	WARNINGS ISSUED - ANIMAL VACCINATIONS	0												0
	WARNINGS ISSUED - ANIMAL REGISTRATIONS	0												0
BUDGETARY	COSTS - IMPOUND/SHELTER	\$ 2,115.00												\$ 2,115.00
	COSTS - VETERINARY/CARE	\$ 1,786.50												\$ 1,786.50
	TOTAL COSTS	\$ 3,901.50												\$ 3,901.50

SPECIAL OPERATIONS DIVISION VEHICLE FLEET - SUMMARY

2018	601	404	171	172	P25	MONTHLY TOTAL
JANUARY	1,070	2,988	1,826	800	569	7,253
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
TOTAL MILES YEAR TO DATE	1,070	2,988	1,826	800	569	7,253
TOTAL MILEAGE	80,035	42,232	17,852	6,531	91,627	
YEAR	2006	2015	2017	2017	2007	
MAKE	FORD	CHEVROLET	CHEVROLET	CHEVROLET	FORD	
MODEL	TAURUS	TAHOE	TAHOE	CAPRICE	F150	
FLEET ASSIGNMENT	SUPPORT SERVICES	SPECIAL OPERATIONS	INVESTIGATIONS	INVESTIGATIONS	ANIMAL CONTROL	

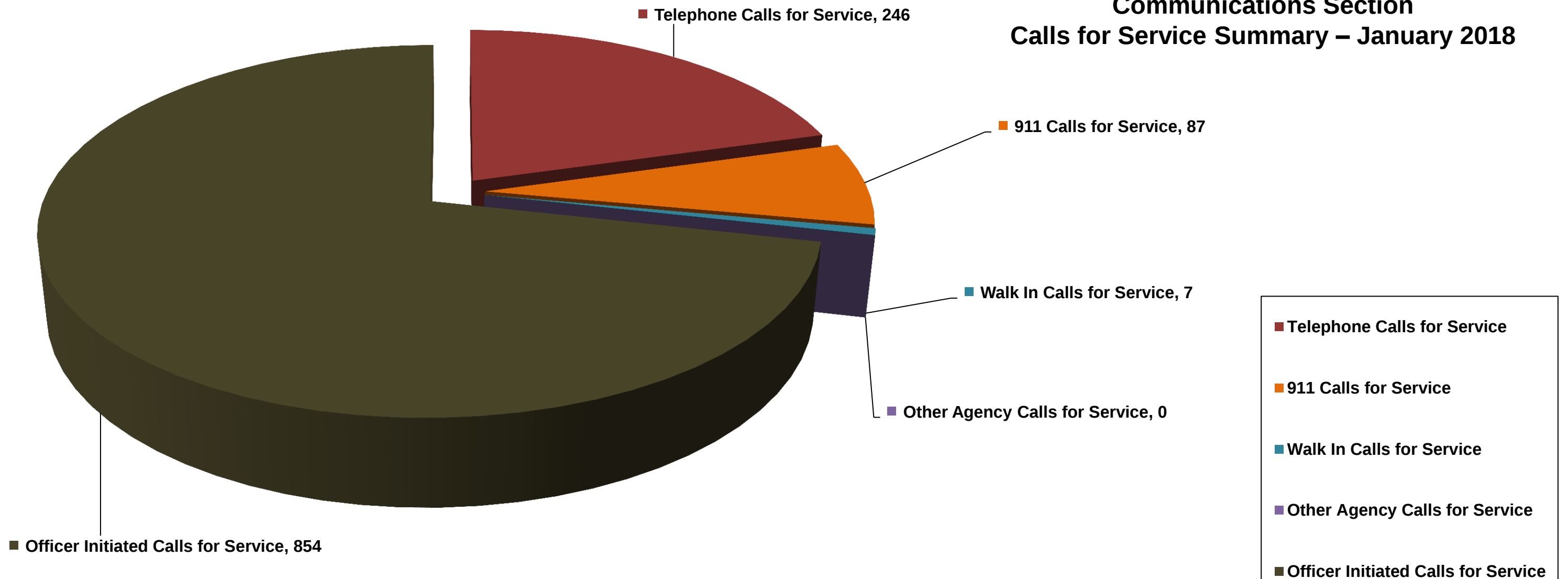
Support Services Division



SUPPORT SERVICES DIVISION COMMUNICATIONS SECTION CALLS FOR SERVICE – SUMMARY



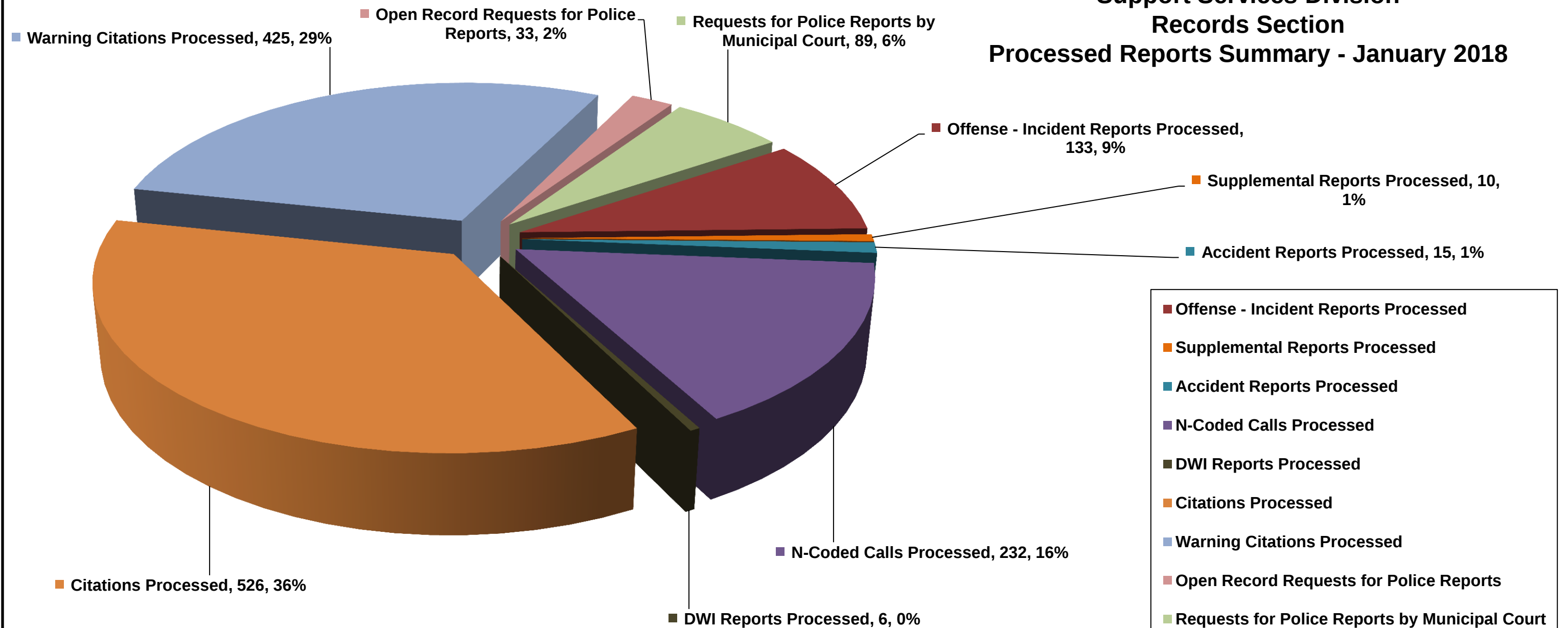
Support Services Division
Communications Section
Calls for Service Summary – January 2018



SUPPORT SERVICES DIVISION RECORDS SECTION PROCESSED REPORTS - SUMMARY



Support Services Division Records Section Processed Reports Summary - January 2018



Office of Emergency Management



WINDCREST RESIDENTS ENCOURAGED TO REGISTER FOR THE REGIONAL EMERGENCY ALERT NETWORK (REAN) SYSTEM

In an effort to improve communication during emergency situations, the City of Windcrest Office of Emergency Management is encouraging residents to register for the Regional Emergency Alert Network (REAN) system. REAN is a mass emergency notification service which allows Windcrest public safety personnel to contact you in the event of an emergency. REAN is analogous to SA Alert in San Antonio and Bexar County and by subscribing to the REAN system; you are placing your contact information into a Regional Emergency Notification system that encompasses the Bexar County area. The REAN system is a supplemental system and not a replacement for existing public safety warning and information systems such as television and radio. No one can fully guarantee that you will receive a notification every time due to the unforeseen circumstances of large-scale emergencies that are either natural or unnaturally occurring within this community. Please keep yourself informed during emergencies by monitoring local radio and television stations.

Traditional systems similar to this were previously limited strictly to land-line phones. Bexar County has improved the system and now registers multiple means of communication so that mobile contact information is included in the 911 database. Windcrest citizens must be registered in the REAN system to receive emergency notifications. During the registration process users are able to register to receive emergency notifications via phone call, text messaging, and/or email, based on addresses that they specify (home, work, school, parent's house, etc.). Emergency alerts will be disseminated during the duration of an emergency and will cease to broadcast when public safety officials deem the imminent threat has passed or activation settings expire. The City of Windcrest Office of Emergency Management encourages residents to also stay informed during emergencies by monitoring local radio and television stations. Other means of communication that Windcrest public safety officials may use during an emergency also include:

- Notifications made door-to-door or by public broadcast equipment with information or instruction.
- The City's website provides information to the media and the public during emergency situations. This information can be accessed from a computer or electronic devices. The City of Windcrest also encourages residents to stay up to date by following the City of Windcrest Facebook page.

REGISTRATION FOR REAN IS AVAILABLE AT: <https://member.everbridge.net/index/892807736723690#/login>

Phone calls from the Regional Emergency Alert Network may display "210-408-8302" and "EMERGENCY" on landline devices equipped with Caller ID. Cell phones, by default, will not display "EMERGENCY" with the incoming telephone number. Please save 210-408-8302 in your cell phone contacts as "EMERGENCY" to assist in quickly identifying the incoming call as a Regional Emergency Alert Network (REAN) message. Additionally, SMS (text messages) are sent via the identifying codes 89361 and 87844. By adding each code into contacts as "Emergency", texts are easily identified and associated with an emergency activation. Use of this system allows Windcrest public safety officials the ability to send mass notifications to registered users through both land-lines and a variety of electronic devices during a natural or other emergency in the area. The information you provide during the REAN registration process is protected and for emergency notification purposes only and will not be shared with any other entity. Once registered, a confirmation will be sent to registrants and they must respond using the link to activate the service. If you need assistance with the registration process, please call the Windcrest Police Department Emergency Communications Center at 210.655.2666.



FROM THE CHIEF

I am very excited about our Safe Kids-Strong Kids initiative, promoting child safety, child wellness and most importantly child abuse prevention.

We have zero tolerance for child predators, trafficking and abuse. We aggressively pursue offenders and work diligently to protect our children.

A report of child abuse is made every 10 seconds in the United States! This is unacceptable and the Windcrest Police Departments commitment to child safety is paramount to protecting our children. In Bexar County, one in four girls and one in six boys will be sexually abused before their 18th birthday; almost one-third are not old enough to attend kindergarten and last year, Bexar County, had the 4th highest rate of reported child abuse cases in Texas.

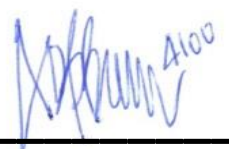
Our “Windcrest Police Department We Care Bear” helps to remind children that the police care about them and are here to help them. Through education and proactive prevention initiatives, we want to insure that the City of Windcrest remains a community where children thrive...children stay safe and most importantly, children can be children in a fear-free environment.

WPD’s Safe Kids-Strong Kids initiative utilizing educational materials such as backpacks, literature, posters and our “We Care Bear”, greatly helps to spread this safety message to our schools and throughout our community, teaching our children how to stay safe and strong.

The Windcrest Police Department has also partnered with ChildSafe of Bexar County to help abused and neglected children. We will not waver in our commitment to our children. We are here to protect, and prevent abuse and neglect. Make no mistake, we will protect our children!



RESPECTFULLY SUBMITTED TO THE CITY COUNCIL THROUGH THE CITY MANAGER



A.O. "Al" Ballew
Chief of Police
Emergency Management Coordinator

February 26, 2018

Date

*Please contact me with any questions concerning this report.
This reporting is required by the City of Windcrest Charter § 5.02.3(h).*





**Annual Contact Report
2017**
The Windcrest Police Department

(I) Introduction

Opening Statement

February 2, 2018

Windcrest City Council
8601 Midcrown Drive
Windcrest, Texas 78239

Dear Distinguished Members of the City Council,

The Texas Legislature, with the intent of addressing the issue of racial profiling in policing, enacted in 2001 the Texas Racial Profiling Law. The current report serves as evidence that the Windcrest Police Department, in accordance with the law, has collected and reported traffic and motor vehicle-related contact data for the purpose of identifying and addressing (if necessary) areas of concern regarding racial profiling practices. In the 2009 Texas legislative session, the Racial Profiling Law was modified and additional requirements were implemented. Moreover, in 2017, the Sandra Bland Act was passed and signed into law (along with HB 3051 which introduced new racial and ethnic designations). The Sandra Bland Law requires for all law enforcement agencies in the state to collect additional data and provide a more detailed analysis.

This particular report contains three sections with information on traffic and motor vehicle-related contact data. In addition, when appropriate, documentation is also a component of this report, aiming at demonstrating the manner in which the Windcrest Police Department has complied with the Texas Racial Profiling Law. In section 1, you will find the table of contents in addition to the Texas Senate Bill (SB1074); which later became the Texas Racial Profiling Law. In addition, you will find the Texas HB 3389, which, in 2009, introduced new requirements relevant to racial profiling as well as the Sandra Bland Act. Also, in this section, a list of requirements relevant to the Racial Profiling Law as established by TCOLE (Texas Commission on Law Enforcement) is included. In addition, you will find, in sections 2 and 3 documentation which demonstrates compliance by the Windcrest Police Department relevant to the requirements as established in the Texas Racial Profiling Law. That is, you will find documents relevant to the implementation of an institutional policy banning racial profiling, the incorporation of a racial profiling complaint process and the training administered to all law enforcement personnel.

The last section of this report provides statistical data relevant to contacts, made during the course of motor vehicle stops, between 1/1/17 and 12/31/17. In addition, this section contains the TCOLE Tier 1 form, which is required to be submitted to this particular organization by March 1st of each year. The data in this report has been analyzed and compared to data derived from the U.S. Census Bureau's Fair Roads Standard. The final analysis and recommendations are also included in this report. The findings in this report serve as evidence of the Windcrest Police Department's commitment to comply with the Texas Racial Profiling Law.

Sincerely,

Alex del Carmen, Ph.D.
Del Carmen Consulting, LLC

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- a) Opening Statement
- b) Table of Contents
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- d) The Texas Law on Racial Profiling (S.B. 1074)
- e) Modifications to the Original Law (H.B. 3389)
- f) Designations for Racial and Ethnic Categories (H.B. 3051)
- g) The Sandra Bland Act (S.B. 1849)

(II) Responding to the Texas Racial Profiling Law

- a) Institutional Policy on Racial Profiling
- b) Educational Campaign Relevant to the Complaint Process—
Addressing Allegations of Racial Profiling Practices
- c) Racial Profiling Training of Law Enforcement Personnel
- d) Report on Complaints Filed Against Officers for Violating the Racial Profiling
Law (includes outcome of investigation)
- e) Police Contact Information Table (2017)/Known Ethnicity and Race of Detained
and TCOLE Tier 1 Form
- f) Table Depicting Baseline Comparison (2017)
- g) Analysis and Interpretation of Data (2017)

(III) Summary

- a) Checklist
- b) Contact Information

TCOLE GUIDELINES

Guidelines for Compiling and Reporting Data under Senate Bill 1074

Background

Senate Bill 1074 of the 77th Legislature established requirements in the Texas Code of Criminal Procedure (TCCP) for law enforcement agencies. The Commission developed this document to assist agencies in complying with the statutory requirements.

The guidelines are written in the form of standards using a style developed from accreditation organizations including the Commission on Accreditation for Law Enforcement Agencies (CALEA). The standards provide a description of *what* must be accomplished by an agency but allows wide latitude in determining *how* the agency will achieve compliance with each applicable standard.

Each standard is composed of two parts: the standard statement and the commentary. The *standard statement* is a declarative sentence that places a clear-cut requirement, or multiple requirements, on an agency. The commentary supports the standard statement but is not binding. The commentary can serve as a prompt, as guidance to clarify the intent of the standard, or as an example of one possible way to comply with the standard.

Standard 1

Each law enforcement agency has a detailed written directive that:

- clearly defines acts that constitute racial profiling;
- strictly prohibits peace officers employed by the agency from engaging in racial profiling;
- implements a process by which an individual may file a complaint with the agency if the individual believes a peace officer employed by the agency has engaged in racial profiling with respect to the individual filing the complaint;
- provides for public education relating to the complaint process;
- requires appropriate corrective action to be taken against a peace officer employed by the agency who, after investigation, is shown to have engaged in racial profiling in violation of the agency's written racial profiling policy; and
- requires the collection of certain types of data for subsequent reporting.

Commentary

Article 2.131 of the TCCP prohibits officers from engaging in racial profiling, and article 2.132 of the TCCP now requires a written policy that contains the elements listed in this standard. The article also specifically defines a law enforcement agency as it applies to this statute as an "agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make traffic stops in the routine performance of the officers' official duties."

The article further defines race or ethnicity as being of "a particular descent, including Caucasian, African, Hispanic, Asian, or Native American." The statute does not limit the required policies to just these ethnic groups.

This written policy is to be adopted and implemented no later than January 1, 2002.

Standard 2

Each peace officer who stops a motor vehicle for an alleged violation of a law or ordinance regulating traffic, or who stops a pedestrian for any suspected offense reports to the employing law enforcement agency information relating to the stop, to include:

- a physical description of each person detained, including gender and the person's race or ethnicity, as stated by the person, or, if the person does not state a race or ethnicity, as determined by the officer's best judgment;
- the traffic law or ordinance alleged to have been violated or the suspected offense;
- whether the officer conducted a search as a result of the stop and, if so, whether the person stopped consented to the search;
- whether any contraband was discovered in the course of the search, and the type of contraband discovered;
- whether probable cause to search existed, and the facts supporting the existence of that probable cause;
- whether the officer made an arrest as a result of the stop or the search, including a statement of the offense charged;
- the street address or approximate location of the stop; and
- whether the officer issued a warning or citation as a result of the stop, including a description of the warning or a statement of the violation charged.

Commentary

The information required by 2.133 TCCP is used to complete the agency reporting requirements found in Article 2.134. A peace officer and an agency may be exempted from this requirement under Article 2.135 TCCP Exemption for Agencies Using Video and Audio Equipment. An agency may be exempt from this reporting requirement by applying for the funds from the Department of Public Safety for video and audio equipment and the State does not supply those funds. Section 2.135 (a)(2) states, "the governing body of the county or municipality served by the law enforcement agency, in conjunction with the law enforcement agency, certifies to the Department of Public Safety, not later than the date specified by rule by the department, that the law enforcement agency needs funds or video and audio equipment for the purpose of installing video and audio equipment as described by Subsection (a) (1) (A) and the agency does not receive from the state funds for video and audio equipment sufficient, as determined by the department, for the agency to accomplish that purpose."

Standard 3

The agency compiles the information collected under 2.132 and 2.133 and analyzes the information identified in 2.133.

Commentary

Senate Bill 1074 from the 77th Session of the Texas Legislature created requirements for law enforcement agencies to gather specific information and to report it to each county or municipality served. New sections of law were added to the Code of Criminal Procedure regarding the reporting of traffic and pedestrian stops. Detained is defined as when a person stopped is not free to leave.

Article 2.134 TCCP requires the agency to compile and provide and analysis of the information collected by peace officer employed by the agency. The report is provided to the governing body of the municipality or county no later than March 1 of each year and covers the previous calendar year.

There is data collection and reporting required based on Article 2.132 CCP (tier one) and Article 2.133 CCP (tier two).

The minimum requirements for “tier one” data for traffic stops in which a citation results are:

- 1) the race or ethnicity of individual detained (race and ethnicity as defined by the bill means of “a particular descent, including Caucasian, African, Hispanic, Asian, or Native American”);
- 2) whether a search was conducted, and if there was a search, whether it was a consent search or a probable cause search; and
- 3) whether there was a custody arrest.

The minimum requirements for reporting on “tier two” reports include traffic and pedestrian stops. Tier two data include:

- 1) the detained person’s gender and race or ethnicity;
- 2) the type of law violation suspected, e.g., hazardous traffic, non-hazardous traffic, or other criminal investigation (the Texas Department of Public Safety publishes a categorization of traffic offenses into hazardous or non-hazardous);
- 3) whether a search was conducted, and if so whether it was based on consent or probable cause;
- 4) facts supporting probable cause;
- 5) the type, if any, of contraband that was collected;
- 6) disposition of the stop, e.g., arrest, ticket, warning, or release;
- 7) location of stop; and
- 8) statement of the charge, e.g., felony, misdemeanor, or traffic.

Tier one reports are made to the governing body of each county or municipality served by the agency an annual report of information if the agency is an agency of a county, municipality, or other political subdivision of the state. Tier one and two reports are reported to the county or municipality not later than March 1 for the previous calendar year beginning March 1, 2003. Tier two reports include a comparative analysis between the race and ethnicity of persons detained to see if a differential pattern of treatment can be discerned based on the disposition of stops including searches resulting from the stops. The reports also include information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling. An agency may be exempt from the tier two reporting requirement by applying for the funds from the Department of Public Safety for video and audio equipment and the State does not supply those funds [See 2.135 (a)(2) TCCP].

Reports should include both raw numbers and percentages for each group. Caution should be exercised in interpreting the data involving percentages because of statistical distortions caused by very small numbers in any particular category, for example, if only one American Indian is stopped and searched, that stop would not provide an accurate comparison with 200 stops among Caucasians with 100 searches. In the first case, a 100% search rate would be skewed data when compared to a 50% rate for Caucasians.

Standard 4

If a law enforcement agency has video and audio capabilities in motor vehicles regularly used for traffic stops, or audio capabilities on motorcycles regularly used to make traffic stops, the agency:

- adopts standards for reviewing and retaining audio and video documentation; and
- promptly provides a copy of the recording to a peace officer who is the subject of a complaint on written request by the officer.

Commentary

The agency should have a specific review and retention policy. Article 2.132 TCCP specifically requires that the peace officer be promptly provided with a copy of the audio or video recordings if the officer is the subject of a complaint and the officer makes a written request.

Standard 5

Agencies that do not currently have video or audio equipment must examine the feasibility of installing such equipment.

Commentary

None

Standard 6

Agencies that have video and audio recording capabilities are exempt from the reporting requirements of Article 2.134 TCCP and officers are exempt from the reporting requirements of Article 2.133 TCCP provided that:

- the equipment was in place and used during the proceeding calendar year; and
- video and audio documentation is retained for at least 90 days.

Commentary

The audio and video equipment and policy must have been in place during the previous calendar year. Audio and video documentation must be kept for at least 90 days or longer if a complaint has been filed. The documentation must be retained until the complaint is resolved. Peace officers are not exempt from the requirements under Article 2.132 TCCP.

Standard 7

Agencies have citation forms or other electronic media that comply with Section 543.202 of the Transportation Code.

Commentary

Senate Bill 1074 changed Section 543.202 of the Transportation Code requiring citations to include:

- race or ethnicity, and
- whether a search of the vehicle was conducted and whether consent for the search was obtained.

The Texas Law on Racial Profiling

AN ACT

relating to the prevention of racial profiling by certain peace officers.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Chapter 2, Code of Criminal Procedure, is amended by adding Articles 2.131 through 2.138 to read as follows:

Art. 2.131. RACIAL PROFILING PROHIBITED. A peace officer may not engage in racial profiling.

Art. 2.132. LAW ENFORCEMENT POLICY ON RACIAL PROFILING. (a) In this article:

(1) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make traffic stops in the routine performance of the officers' official duties.

(2) "Race or ethnicity" means of a particular descent, including Caucasian, African, Hispanic, Asian, or Native American descent.

(b) Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:

(1) clearly define acts constituting racial profiling;

(2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;

(3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;

(4) provide public education relating to the agency's complaint process;

(5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;

(6) require collection of information relating to traffic stops in which a citation is issued and to arrests resulting from those traffic stops, including information relating to:

(A) the race or ethnicity of the individual detained;

and

(B) whether a search was conducted and, if so, whether the person detained consented to the search; and

(7) require the agency to submit to the governing body of each county or municipality served by the agency an annual report of the information collected under Subdivision (6) if the agency is an agency of a county, municipality, or other political subdivision of the state.

(c) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

(d) On adoption of a policy under Subsection (b), a law enforcement agency shall examine the feasibility of installing video camera and transmitter-activated equipment in each agency law enforcement motor vehicle regularly used to make traffic stops and transmitter-activated equipment in each agency law enforcement motorcycle regularly used to make traffic stops. If a law enforcement agency installs video or audio equipment as provided by this subsection, the policy adopted by the agency under Subsection (b) must include standards for reviewing video and audio documentation.

(e) A report required under Subsection (b)(7) may not include identifying information about a peace officer who makes a traffic stop or about an individual

who is stopped or arrested by a peace officer. This subsection does not affect the collection of information as required by a policy under Subsection (b)(6).

(f) On the commencement of an investigation by a law enforcement agency of a complaint described by Subsection (b)(3) in which a video or audio recording of the occurrence on which the complaint is based was made, the agency shall promptly provide a copy of the recording to the peace officer who is the subject of the complaint on written request by the officer.

Art. 2.133. REPORTS REQUIRED FOR TRAFFIC AND PEDESTRIAN STOPS. (a) In this article:

(1) "Race or ethnicity" has the meaning assigned by Article 2.132(a).

(2) "Pedestrian stop" means an interaction between a peace officer and an individual who is being detained for the purpose of a criminal investigation in which the individual is not under arrest.

(b) A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance regulating traffic or who stops a pedestrian for any suspected offense shall report to the law enforcement agency that employs the officer information relating to the stop, including:

(1) a physical description of each person detained as a result of the stop, including:

(A) the person's gender; and

(B) the person's race or ethnicity, as stated by the person or, if the person does not state the person's race or ethnicity, as determined by the officer to the best of the officer's ability;

(2) the traffic law or ordinance alleged to have been violated or the suspected offense;

(3) whether the officer conducted a search as a result of the stop and, if so, whether the person detained consented to the search;

(4) whether any contraband was discovered in the course of the search and the type of contraband discovered;

(5) whether probable cause to search existed and the facts supporting the existence of that probable cause;

(6) whether the officer made an arrest as a result of the stop or the search, including a statement of the offense charged;

(7) the street address or approximate location of the stop;
and

(8) whether the officer issued a warning or a citation as a result of the stop, including a description of the warning or a statement of the violation charged.

Art. 2.134. COMPILATION AND ANALYSIS OF INFORMATION COLLECTED. (a) In this article, "pedestrian stop" means an interaction between a peace officer and an individual who is being detained for the purpose of a criminal investigation in which the individual is not under arrest.

(b) A law enforcement agency shall compile and analyze the information contained in each report received by the agency under Article 2.133. Not later than March 1 of each year, each local law enforcement agency shall submit a report containing the information compiled during the previous calendar year to the governing body of each county or municipality served by the agency in a manner approved by the agency.

(c) A report required under Subsection (b) must include:

(1) a comparative analysis of the information compiled under Article 2.133 to:

(A) determine the prevalence of racial profiling by peace officers employed by the agency; and

(B) examine the disposition of traffic and pedestrian stops made by officers employed by the agency, including searches resulting from the stops; and

(2) information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

(d) A report required under Subsection (b) may not include identifying information about a peace officer who makes a traffic or pedestrian stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the reporting of information required under Article 2.133(b)(1).

(e) The Commission on Law Enforcement Officer Standards and Education shall develop guidelines for compiling and reporting information as required by this article.

(f) The data collected as a result of the reporting requirements of this article shall not constitute prima facie evidence of racial profiling.

Art. 2.135. EXEMPTION FOR AGENCIES USING VIDEO AND AUDIO EQUIPMENT. (a) A peace officer is exempt from the reporting requirement under Article 2.133 and a law enforcement agency is exempt from the compilation, analysis, and reporting requirements under Article 2.134 if:

(1) during the calendar year preceding the date that a report under Article 2.134 is required to be submitted:

(A) each law enforcement motor vehicle regularly used by an officer employed by the agency to make traffic and pedestrian stops is equipped with video camera and transmitter-activated equipment and each law enforcement motorcycle regularly used to make traffic and pedestrian stops is equipped with transmitter-activated equipment; and

(B) each traffic and pedestrian stop made by an officer employed by the agency that is capable of being recorded by video and audio or audio equipment, as appropriate, is recorded by using the equipment; or

(2) the governing body of the county or municipality served by the law enforcement agency, in conjunction with the law enforcement agency, certifies to the Department of Public Safety, not later than the date specified by rule by the department, that the law enforcement agency needs funds or video and audio equipment for the purpose of installing video and audio equipment as described by Subsection (a)(1)(A) and the agency does not receive from the state funds or video and audio equipment sufficient, as determined by the department, for the agency to accomplish that purpose.

(b) Except as otherwise provided by this subsection, a law enforcement agency that is exempt from the requirements under Article 2.134 shall retain the video and audio or audio documentation of each traffic and pedestrian stop for at least 90 days after the date of the stop. If a complaint is filed with the law enforcement agency alleging that a peace officer employed by the agency has engaged in racial profiling with respect to a traffic or pedestrian stop, the agency shall retain the video and audio or audio record of the stop until final disposition of the complaint.

(c) This article does not affect the collection or reporting requirements under Article 2.132.

Art. 2.136. LIABILITY. A peace officer is not liable for damages arising from an act relating to the collection or reporting of information as required by Article 2.133 or under a policy adopted under Article 2.132.

Art. 2.137. PROVISION OF FUNDING OR EQUIPMENT. (a) The Department of Public Safety shall adopt rules for providing funds or video and audio equipment to law enforcement agencies for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A), including specifying criteria to prioritize funding or equipment provided to law enforcement agencies. The criteria may include consideration of tax

effort, financial hardship, available revenue, and budget surpluses. The criteria must give priority to:

(1) law enforcement agencies that employ peace officers whose primary duty is traffic enforcement;

(2) smaller jurisdictions; and

(3) municipal and county law enforcement agencies.

(b) The Department of Public Safety shall collaborate with an institution of higher education to identify law enforcement agencies that need funds or video and audio equipment for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A). The collaboration may include the use of a survey to assist in developing criteria to prioritize funding or equipment provided to law enforcement agencies.

(c) To receive funds or video and audio equipment from the state for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A), the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency needs funds or video and audio equipment for that purpose.

(d) On receipt of funds or video and audio equipment from the state for the purpose of installing video and audio equipment as described by Article 2.135(a)(1)(A), the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency has installed video and audio equipment as described by Article 2.135(a)(1)(A) and is using the equipment as required by Article 2.135(a)(1).

Art. 2.138. RULES. The Department of Public Safety may adopt rules to implement Articles 2.131-2.137.

SECTION 2. Chapter 3, Code of Criminal Procedure, is amended by adding Article 3.05 to read as follows:

Art. 3.05. RACIAL PROFILING. In this code, "racial profiling" means a law enforcement-initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.

SECTION 3. Section 96.641, Education Code, is amended by adding Subsection (j) to read as follows:

(j) As part of the initial training and continuing education for police chiefs required under this section, the institute shall establish a program on racial profiling. The program must include an examination of the best practices for:

(1) monitoring peace officers' compliance with laws and internal agency policies relating to racial profiling;

(2) implementing laws and internal agency policies relating to preventing racial profiling; and

(3) analyzing and reporting collected information.

SECTION 4. Section 1701.253, Occupations Code, is amended by adding Subsection (e) to read as follows:

(e) As part of the minimum curriculum requirements, the commission shall establish a statewide comprehensive education and training program on racial profiling for officers licensed under this chapter. An officer shall complete a program established under this subsection not later than the second anniversary of the date the officer is licensed under this chapter or the date the officer applies for an intermediate proficiency certificate, whichever date is earlier.

SECTION 5. Section 1701.402, Occupations Code, is amended by adding Subsection (d) to read as follows:

(d) As a requirement for an intermediate proficiency certificate, an officer must complete an education and training program on racial profiling established by the commission under Section 1701.253(e).

SECTION 6. Section 543.202, Transportation Code, is amended to read as follows:

Sec. 543.202. FORM OF RECORD. (a) In this section, "race or ethnicity" means of a particular descent, including Caucasian, African, Hispanic, Asian, or Native American descent.

(b) The record must be made on a form or by a data processing method acceptable to the department and must include:

(1) the name, address, physical description, including race or ethnicity, date of birth, and driver's license number of the person charged;

(2) the registration number of the vehicle involved;

(3) whether the vehicle was a commercial motor vehicle as defined by Chapter 522 or was involved in transporting hazardous materials;

(4) the person's social security number, if the person was operating a commercial motor vehicle or was the holder of a commercial driver's license or commercial driver learner's permit;

(5) the date and nature of the offense, including whether the offense was a serious traffic violation as defined by Chapter 522;

(6) whether a search of the vehicle was conducted and whether consent for the search was obtained;

(7) the plea, the judgment, and whether bail was forfeited;

(8) ~~[(7)]~~ the date of conviction; and

(9) ~~[(8)]~~ the amount of the fine or forfeiture.

SECTION 7. Not later than January 1, 2002, a law enforcement agency shall adopt and implement a policy and begin collecting information under the policy as required by Article 2.132, Code of Criminal Procedure, as added by this Act. A local law enforcement agency shall first submit information to the governing body of each county or municipality served by the agency as required by Article 2.132, Code of Criminal Procedure, as

added by this Act, on March 1, 2003. The first submission of information shall consist of information compiled by the agency during the period beginning January 1, 2002, and ending December 31, 2002.

SECTION 8. A local law enforcement agency shall first submit information to the governing body of each county or municipality served by the agency as required by Article 2.134, Code of Criminal Procedure, as added by this Act, on March 1, 2004. The first submission of information shall consist of information compiled by the agency during the period beginning January 1, 2003, and ending December 31, 2003.

SECTION 9. Not later than January 1, 2002:

(1) the Commission on Law Enforcement Officer Standards and Education shall establish an education and training program on racial profiling as required by Subsection (e), Section 1701.253, Occupations Code, as added by this Act; and

(2) the Bill Blackwood Law Enforcement Management Institute of Texas shall establish a program on racial profiling as required by Subsection (j), Section 96.641, Education Code, as added by this Act.

SECTION 10. A person who on the effective date of this Act holds an intermediate proficiency certificate issued by the Commission on Law Enforcement Officer Standards and Education or has held a peace officer license issued by the Commission on Law Enforcement Officer Standards and Education for at least two years shall complete an education and training program on racial profiling established under Subsection (e), Section 1701.253, Occupations Code, as added by this Act, not later than September 1, 2003.

SECTION 11. An individual appointed or elected as a police chief before the effective date of this Act shall complete a program on racial profiling established under Subsection (j), Section 96.641, Education Code, as added by this Act, not later than September 1, 2003.

SECTION 12. This Act takes effect September 1, 200

President of the Senate

Speaker of the House

I hereby certify that S.B. No. 1074 passed the Senate on April 4, 2001, by the following vote: Yeas 28, Nays 2; May 21, 2001, Senate refused to concur in House amendments and requested appointment of Conference Committee; May 22, 2001, House granted request of the Senate; May 24, 2001, Senate adopted Conference Committee Report by a viva-voce vote.

Secretary of the Senate

I hereby certify that S.B. No. 1074 passed the House, with amendments, on May 15, 2001, by a non-record vote; May 22, 2001, House granted request of the Senate for appointment of Conference Committee; May 24, 2001, House adopted Conference Committee Report by a non-record vote.

Chief Clerk of the House

Approved:

Date

Governor

Modifications to the Original Law (H.B. 3389)

Amend CSHB 3389 (Senate committee report) as follows:

(1) Strike the following SECTIONS of the bill:

(A) SECTION 8, adding Section 1701.164, Occupations Code (page 4, lines 61-66);

(B) SECTION 24, amending Article 2.132(b), Code of Criminal Procedure (page 8, lines 19-53);

(C) SECTION 25, amending Article 2.134(b), Code of Criminal Procedure (page 8, lines 54-64);

(D) SECTION 28, providing transition language for the amendments to Articles 2.132(b) and 2.134(b), Code of Criminal Procedure (page 9, lines 40-47).

(2) Add the following appropriately numbered SECTIONS to the bill and renumber subsequent SECTIONS of the bill accordingly:

SECTION _____. Article 2.132, Code of Criminal Procedure, is amended by amending Subsections (a), (b), (d), and (e) and adding Subsection (g) to read as follows:

(a) In this article:

(1) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make motor vehicle [~~traffie~~] stops in the routine performance of the officers' official duties.

(2) "Motor vehicle stop" means an occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.

(3) "Race or ethnicity" means of a particular descent, including Caucasian, African, Hispanic, Asian, [~~or~~] Native American, or Middle Eastern descent.

(b) Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:

(1) clearly define acts constituting racial profiling;

(2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;

(3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;

(4) provide public education relating to the agency's complaint process;

(5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;

(6) require collection of information relating to motor vehicle [~~traffie~~] stops in which a citation is issued and to arrests made as a result of [~~resulting from~~] those [~~traffie~~] stops, including information relating to:

(A) the race or ethnicity of the individual detained; and

(B) whether a search was conducted and, if so, whether the individual [~~person~~] detained consented to the search; and

(C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and

(7) require the chief administrator of the agency,

regardless of whether the administrator is elected, employed, or appointed, to submit [to the governing body of each county or municipality served by the agency] an annual report of the information collected under Subdivision (6) to:

(A) the Commission on Law Enforcement Officer Standards and Education; and

(B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

(d) On adoption of a policy under Subsection (b), a law enforcement agency shall examine the feasibility of installing video camera and transmitter-activated equipment in each agency law enforcement motor vehicle regularly used to make motor vehicle [traffic] stops and transmitter-activated equipment in each agency law enforcement motorcycle regularly used to make motor vehicle [traffic] stops. If a law enforcement agency installs video or audio equipment as provided by this subsection, the policy adopted by the agency under Subsection (b) must include standards for reviewing video and audio documentation.

(e) A report required under Subsection (b)(7) may not include identifying information about a peace officer who makes a motor vehicle [traffic] stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the collection of information as required by a policy under Subsection (b)(6).

(g) On a finding by the Commission on Law Enforcement Officer Standards and Education that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b)(7), the commission shall begin disciplinary procedures against the chief administrator.

SECTION ____ . Article 2.133, Code of Criminal Procedure, is amended to read as follows:

Art. 2.133. REPORTS REQUIRED FOR MOTOR VEHICLE [TRAFFIC AND PEDESTRIAN] STOPS. (a) In this article, "race" [→

~~[-(1) "Race]~~ or ethnicity" has the meaning assigned by Article 2.132(a).

~~[-(2) "Pedestrian stop" means an interaction between a peace officer and an individual who is being detained for the purpose of a criminal investigation in which the individual is not under arrest.]~~

(b) A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance ~~[regulating traffic or who stops a pedestrian for any suspected offense]~~ shall report to the law enforcement agency that employs the officer information relating to the stop, including:

(1) a physical description of any [each] person operating the motor vehicle who is detained as a result of the stop, including:

(A) the person's gender; and

(B) the person's race or ethnicity, as stated by the person or, if the person does not state the person's race or ethnicity, as determined by the officer to the best of the officer's ability;

(2) the initial reason for the stop ~~[traffic law or ordinance alleged to have been violated or the suspected offense];~~

(3) whether the officer conducted a search as a result of the stop and, if so, whether the person detained consented to the

search;

(4) whether any contraband or other evidence was discovered in the course of the search and a description ~~[the type]~~ of the contraband or evidence ~~[discovered]~~;

(5) the reason for the search, including whether:

(A) any contraband or other evidence was in plain view;

(B) any probable cause or reasonable suspicion existed to perform the search; or

(C) the search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle ~~[existed and the facts supporting the existence of that probable cause]~~;

(6) whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest was based on a violation of the Penal Code, a violation of a traffic law or ordinance, or an outstanding warrant and a statement of the offense charged;

(7) the street address or approximate location of the stop; and

(8) whether the officer issued a written warning or a citation as a result of the stop ~~[including a description of the warning or a statement of the violation charged]~~.

SECTION _____. Article 2.134, Code of Criminal Procedure, is amended by amending Subsections (a) through (e) and adding Subsection (g) to read as follows:

(a) In this article:

(1) "Motor vehicle[, "pedestrian] stop" has the meaning assigned by Article 2.132(a) ~~[means an interaction between a peace officer and an individual who is being detained for the purpose of a criminal investigation in which the individual is not under arrest]~~.

(2) "Race or ethnicity" has the meaning assigned by Article 2.132(a).

(b) A law enforcement agency shall compile and analyze the information contained in each report received by the agency under Article 2.133. Not later than March 1 of each year, each ~~[local]~~ law enforcement agency shall submit a report containing the incident-based data ~~[information]~~ compiled during the previous calendar year to the Commission on Law Enforcement Officer Standards and Education and, if the law enforcement agency is a local law enforcement agency, to the governing body of each county or municipality served by the agency ~~[in a manner approved by the agency]~~.

(c) A report required under Subsection (b) must be submitted by the chief administrator of the law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, and must include:

(1) a comparative analysis of the information compiled under Article 2.133 to:

(A) evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities ~~[determine the prevalence of racial profiling by peace officers employed by the agency]~~; and

(B) examine the disposition of motor vehicle

~~[traffic and pedestrian]~~ stops made by officers employed by the agency, categorized according to the race or ethnicity of the affected persons, as appropriate, including any searches resulting from [the] stops within the applicable jurisdiction; and

(2) information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

(d) A report required under Subsection (b) may not include identifying information about a peace officer who makes a motor vehicle ~~[traffic or pedestrian]~~ stop or about an individual who is stopped or arrested by a peace officer. This subsection does not affect the reporting of information required under Article 2.133(b)(1).

(e) The Commission on Law Enforcement Officer Standards and Education, in accordance with Section 1701.162, Occupations Code, shall develop guidelines for compiling and reporting information as required by this article.

(g) On a finding by the Commission on Law Enforcement Officer Standards and Education that the chief administrator of a law enforcement agency intentionally failed to submit a report required under Subsection (b), the commission shall begin disciplinary procedures against the chief administrator.

SECTION _____. Article 2.135, Code of Criminal Procedure, is amended to read as follows:

Art. 2.135. PARTIAL EXEMPTION FOR AGENCIES USING VIDEO AND AUDIO EQUIPMENT. (a) A peace officer is exempt from the reporting requirement under Article 2.133 and the chief administrator of a law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, is exempt from the compilation, analysis, and reporting requirements under Article 2.134 if:

(1) during the calendar year preceding the date that a report under Article 2.134 is required to be submitted:

(A) each law enforcement motor vehicle regularly used by an officer employed by the agency to make motor vehicle ~~[traffic and pedestrian]~~ stops is equipped with video camera and transmitter-activated equipment and each law enforcement motorcycle regularly used to make motor vehicle ~~[traffic and pedestrian]~~ stops is equipped with transmitter-activated equipment; and

(B) each motor vehicle ~~[traffic and pedestrian]~~ stop made by an officer employed by the agency that is capable of being recorded by video and audio or audio equipment, as appropriate, is recorded by using the equipment; or

(2) the governing body of the county or municipality served by the law enforcement agency, in conjunction with the law enforcement agency, certifies to the Department of Public Safety, not later than the date specified by rule by the department, that the law enforcement agency needs funds or video and audio equipment for the purpose of installing video and audio equipment as described by Subsection (a)(1)(A) and the agency does not receive from the state funds or video and audio equipment sufficient, as determined by the department, for the agency to accomplish that purpose.

(b) Except as otherwise provided by this subsection, a law enforcement agency that is exempt from the requirements under Article 2.134 shall retain the video and audio or audio documentation of each motor vehicle ~~[traffic and pedestrian]~~ stop

for at least 90 days after the date of the stop. If a complaint is filed with the law enforcement agency alleging that a peace officer employed by the agency has engaged in racial profiling with respect to a motor vehicle [~~traffic or pedestrian~~] stop, the agency shall retain the video and audio or audio record of the stop until final disposition of the complaint.

(c) This article does not affect the collection or reporting requirements under Article 2.132.

(d) In this article, "motor vehicle stop" has the meaning assigned by Article 2.132(a).

SECTION _____. Chapter 2, Code of Criminal Procedure, is amended by adding Article 2.1385 to read as follows:

Art. 2.1385. CIVIL PENALTY. (a) If the chief administrator of a local law enforcement agency intentionally fails to submit the incident-based data as required by Article 2.134, the agency is liable to the state for a civil penalty in the amount of \$1,000 for each violation. The attorney general may sue to collect a civil penalty under this subsection.

(b) From money appropriated to the agency for the administration of the agency, the executive director of a state law enforcement agency that intentionally fails to submit the incident-based data as required by Article 2.134 shall remit to the comptroller the amount of \$1,000 for each violation.

(c) Money collected under this article shall be deposited in the state treasury to the credit of the general revenue fund.

SECTION _____. Subchapter A, Chapter 102, Code of Criminal Procedure, is amended by adding Article 102.022 to read as follows:

Art. 102.022. COSTS ON CONVICTION TO FUND STATEWIDE REPOSITORY FOR DATA RELATED TO CIVIL JUSTICE. (a) In this article, "moving violation" means an offense that:

(1) involves the operation of a motor vehicle; and
(2) is classified as a moving violation by the Department of Public Safety under Section 708.052, Transportation Code.

(b) A defendant convicted of a moving violation in a justice court, county court, county court at law, or municipal court shall pay a fee of 10 cents as a cost of court.

(c) In this article, a person is considered convicted if:

(1) a sentence is imposed on the person;
(2) the person receives community supervision, including deferred adjudication; or
(3) the court defers final disposition of the person's case.

(d) The clerks of the respective courts shall collect the costs described by this article. The clerk shall keep separate records of the funds collected as costs under this article and shall deposit the funds in the county or municipal treasury, as appropriate.

(e) The custodian of a county or municipal treasury shall:
(1) keep records of the amount of funds on deposit collected under this article; and

(2) send to the comptroller before the last day of the first month following each calendar quarter the funds collected under this article during the preceding quarter.

(f) A county or municipality may retain 10 percent of the funds collected under this article by an officer of the county or municipality as a collection fee if the custodian of the county or

municipal treasury complies with Subsection (e).

(g) If no funds due as costs under this article are deposited in a county or municipal treasury in a calendar quarter, the custodian of the treasury shall file the report required for the quarter in the regular manner and must state that no funds were collected.

(h) The comptroller shall deposit the funds received under this article to the credit of the Civil Justice Data Repository fund in the general revenue fund, to be used only by the Commission on Law Enforcement Officer Standards and Education to implement duties under Section 1701.162, Occupations Code.

(i) Funds collected under this article are subject to audit by the comptroller.

SECTION _____. (a) Section 102.061, Government Code, as reenacted and amended by Chapter 921 (H.B. 3167), Acts of the 80th Legislature, Regular Session, 2007, is amended to conform to the amendments made to Section 102.061, Government Code, by Chapter 1053 (H.B. 2151), Acts of the 80th Legislature, Regular Session, 2007, and is further amended to read as follows:

Sec. 102.061. ADDITIONAL COURT COSTS ON CONVICTION IN STATUTORY COUNTY COURT: CODE OF CRIMINAL PROCEDURE. The clerk of a statutory county court shall collect fees and costs under the Code of Criminal Procedure on conviction of a defendant as follows:

(1) a jury fee (Art. 102.004, Code of Criminal Procedure) . . . \$20;

(2) a fee for services of the clerk of the court (Art. 102.005, Code of Criminal Procedure) . . . \$40;

(3) a records management and preservation services fee (Art. 102.005, Code of Criminal Procedure) . . . \$25;

(4) a security fee on a misdemeanor offense (Art. 102.017, Code of Criminal Procedure) . . . \$3;

(5) a juvenile delinquency prevention and graffiti eradication fee (Art. 102.0171, Code of Criminal Procedure) . . . \$50 [~~\$5~~]; [~~and~~]

(6) a juvenile case manager fee (Art. 102.0174, Code of Criminal Procedure) . . . not to exceed \$5; and

(7) a civil justice fee (Art. 102.022, Code of Criminal Procedure) . . . \$0.10.

(b) Section 102.061, Government Code, as amended by Chapter 1053 (H.B. 2151), Acts of the 80th Legislature, Regular Session, 2007, is repealed. Section 102.061, Government Code, as reenacted and amended by Chapter 921 (H.B. 3167), Acts of the 80th Legislature, Regular Session, 2007, to reorganize and renumber that section, continues in effect as further amended by this section.

SECTION _____. (a) Section 102.081, Government Code, as amended by Chapter 921 (H.B. 3167), Acts of the 80th Legislature, Regular Session, 2007, is amended to conform to the amendments made to Section 102.081, Government Code, by Chapter 1053 (H.B. 2151), Acts of the 80th Legislature, Regular Session, 2007, and is further amended to read as follows:

Sec. 102.081. ADDITIONAL COURT COSTS ON CONVICTION IN COUNTY COURT: CODE OF CRIMINAL PROCEDURE. The clerk of a county court shall collect fees and costs under the Code of Criminal Procedure on conviction of a defendant as follows:

(1) a jury fee (Art. 102.004, Code of Criminal Procedure) . . . \$20;

(2) a fee for clerk of the court services (Art. 102.005, Code of Criminal Procedure) . . . \$40;

(3) a records management and preservation services fee (Art. 102.005, Code of Criminal Procedure) . . . \$25;

(4) a security fee on a misdemeanor offense (Art. 102.017, Code of Criminal Procedure) . . . \$3;

(5) a juvenile delinquency prevention and graffiti eradication fee (Art. 102.0171, Code of Criminal Procedure) . . . \$50 [~~\$5~~]; [~~and~~]

(6) a juvenile case manager fee (Art. 102.0174, Code of Criminal Procedure) . . . not to exceed \$5; and

(7) a civil justice fee (Art. 102.022, Code of Criminal Procedure) . . . \$0.10.

(b) Section 102.081, Government Code, as amended by Chapter 1053 (H.B. 2151), Acts of the 80th Legislature, Regular Session, 2007, is repealed. Section 102.081, Government Code, as amended by Chapter 921 (H.B. 3167), Acts of the 80th Legislature, Regular Session, 2007, to reorganize and renumber that section, continues in effect as further amended by this section.

SECTION _____. Section 102.101, Government Code, is amended to read as follows:

Sec. 102.101. ADDITIONAL COURT COSTS ON CONVICTION IN JUSTICE COURT: CODE OF CRIMINAL PROCEDURE. A clerk of a justice court shall collect fees and costs under the Code of Criminal Procedure on conviction of a defendant as follows:

(1) a jury fee (Art. 102.004, Code of Criminal Procedure) . . . \$3;

(2) a fee for withdrawing request for jury less than 24 hours before time of trial (Art. 102.004, Code of Criminal Procedure) . . . \$3;

(3) a jury fee for two or more defendants tried jointly (Art. 102.004, Code of Criminal Procedure) . . . one jury fee of \$3;

(4) a security fee on a misdemeanor offense (Art. 102.017, Code of Criminal Procedure) . . . \$4;

(5) a fee for technology fund on a misdemeanor offense (Art. 102.0173, Code of Criminal Procedure) . . . \$4;

(6) a juvenile case manager fee (Art. 102.0174, Code of Criminal Procedure) . . . not to exceed \$5;

(7) a fee on conviction of certain offenses involving issuing or passing a subsequently dishonored check (Art. 102.0071, Code of Criminal Procedure) . . . not to exceed \$30; [~~and~~]

(8) a court cost on conviction of a Class C misdemeanor in a county with a population of 3.3 million or more, if authorized by the county commissioners court (Art. 102.009, Code of Criminal Procedure) . . . not to exceed \$7; and

(9) a civil justice fee (Art. 102.022, Code of Criminal Procedure) . . . \$0.10.

SECTION _____. Section 102.121, Government Code, is amended to read as follows:

Sec. 102.121. ADDITIONAL COURT COSTS ON CONVICTION IN MUNICIPAL COURT: CODE OF CRIMINAL PROCEDURE. The clerk of a municipal court shall collect fees and costs on conviction of a defendant as follows:

(1) a jury fee (Art. 102.004, Code of Criminal Procedure) . . . \$3;

(2) a fee for withdrawing request for jury less than 24 hours before time of trial (Art. 102.004, Code of Criminal

Procedure) . . . \$3;

(3) a jury fee for two or more defendants tried jointly (Art. 102.004, Code of Criminal Procedure) . . . one jury fee of \$3;

(4) a security fee on a misdemeanor offense (Art. 102.017, Code of Criminal Procedure) . . . \$3;

(5) a fee for technology fund on a misdemeanor offense (Art. 102.0172, Code of Criminal Procedure) . . . not to exceed \$4; [and]

(6) a juvenile case manager fee (Art. 102.0174, Code of Criminal Procedure) . . . not to exceed \$5; and

(7) a civil justice fee (Art. 102.022, Code of Criminal Procedure) . . . \$0.10.

SECTION _____. Subchapter D, Chapter 1701, Occupations Code, is amended by adding Section 1701.164 to read as follows:

Sec. 1701.164. COLLECTION OF CERTAIN INCIDENT-BASED DATA SUBMITTED BY LAW ENFORCEMENT AGENCIES. The commission shall collect and maintain incident-based data submitted to the commission under Article 2.134, Code of Criminal Procedure, including incident-based data compiled by a law enforcement agency from reports received by the law enforcement agency under Article 2.133 of that code. The commission in consultation with the Department of Public Safety, the Bill Blackwood Law Enforcement Management Institute of Texas, the W. W. Caruth, Jr., Police Institute at Dallas, and the Texas Police Chiefs Association shall develop guidelines for submitting in a standard format the report containing incident-based data as required by Article 2.134, Code of Criminal Procedure.

SECTION _____. Subsection (a), Section 1701.501, Occupations Code, is amended to read as follows:

(a) Except as provided by Subsection (d), the commission shall revoke or suspend a license, place on probation a person whose license has been suspended, or reprimand a license holder for a violation of:

(1) this chapter;

(2) the reporting requirements provided by Articles 2.132 and 2.134, Code of Criminal Procedure; or

(3) a commission rule.

SECTION _____. (a) The requirements of Articles 2.132, 2.133, and 2.134, Code of Criminal Procedure, as amended by this Act, relating to the compilation, analysis, and submission of incident-based data apply only to information based on a motor vehicle stop occurring on or after January 1, 2010.

(b) The imposition of a cost of court under Article 102.022, Code of Criminal Procedure, as added by this Act, applies only to an offense committed on or after the effective date of this Act. An offense committed before the effective date of this Act is covered by the law in effect when the offense was committed, and the former law is continued in effect for that purpose. For purposes of this section, an offense was committed before the effective date of this Act if any element of the offense occurred before that date.

Racial and Ethnic Designations (H.B. 3051)

H.B. No. 3051

AN ACT

relating to the categories used to record the race or ethnicity of persons stopped for or convicted of traffic offenses.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Article 2.132(a)(3), Code of Criminal Procedure, is amended to read as follows:

(3) "Race or ethnicity" means the following categories:

(A) Alaska native or American Indian;

(B) [~~of a particular descent, including Caucasian, African, Hispanic,~~

Asian or Pacific Islander;

(C) black;

(D) white; and

(E) Hispanic or Latino [~~, Native American, or Middle Eastern descent~~].

SECTION 2. Section 543.202(a), Transportation Code, is amended to read as follows:

(a) In this section, "race or ethnicity" means the following categories:

(1) Alaska native or American Indian;

(2) [of a particular descent, including Caucasian, African, Hispanic,] Asian or Pacific Islander;

(3) black;

(4) white; and

(5) Hispanic or Latino [,-or Native American descent].

SECTION 3. This Act takes effect September 1, 2017.

President of the Senate

Speaker of the House

I certify that H.B. No. 3051 was passed by the House on May 4, 2017, by the following vote: Yeas 143, Nays 2, 2 present, not voting.

Chief Clerk of the House

I certify that H.B. No. 3051 was passed by the Senate on May 19, 2017, by the following vote: Yeas 31, Nays 0.

Secretary of the Senate

APPROVED: _____

Date

Governor

The Sandra Bland Act

(S.B. 1849)

S.B. No. 1849

AN ACT

relating to interactions between law enforcement and individuals detained or arrested on suspicion of the commission of criminal offenses, to the confinement, conviction, or release of those individuals, and to grants supporting populations that are more likely to interact frequently with law enforcement.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

ARTICLE 1. SHORT TITLE

SECTION 1.01. SHORT TITLE. This Act shall be known as the

Sandra Bland Act, in memory of Sandra Bland.

ARTICLE 2. IDENTIFICATION AND DIVERSION OF AND SERVICES FOR
PERSONS SUSPECTED OF HAVING A MENTAL ILLNESS, AN INTELLECTUAL
DISABILITY, OR A SUBSTANCE ABUSE ISSUE

SECTION 2.01. Article 16.22, Code of Criminal Procedure, is
amended to read as follows:

Art. 16.22. EARLY IDENTIFICATION OF DEFENDANT SUSPECTED OF
HAVING MENTAL ILLNESS OR INTELLECTUAL DISABILITY [MENTAL

RETARDATION]. (a)(1) Not later than 12 [72] hours after receiving
credible information that may establish reasonable cause to believe
that a defendant committed to the sheriff's custody has a mental
illness or is a person with an intellectual disability [mental
retardation], including observation of the defendant's behavior
immediately before, during, and after the defendant's arrest and
the results of any previous assessment of the defendant, the
sheriff shall provide written or electronic notice of the
information to the magistrate. On a determination that there is
reasonable cause to believe that the defendant has a mental illness
or is a person with an intellectual disability [mental
retardation], the magistrate, except as provided by Subdivision
(2), shall order the local mental health or intellectual and
developmental disability [mental retardation] authority or another
qualified mental health or intellectual disability [mental

retardation] expert to:

(A) collect information regarding whether the defendant has a mental illness as defined by Section 571.003, Health and Safety Code, or is a person with an intellectual disability [mental retardation] as defined by Section 591.003, Health and Safety Code, including information obtained from any previous assessment of the defendant; and

(B) provide to the magistrate a written assessment of the information collected under Paragraph (A).

(2) The magistrate is not required to order the collection of information under Subdivision (1) if the defendant in the year preceding the defendant's applicable date of arrest has been determined to have a mental illness or to be a person with an intellectual disability [mental retardation] by the local mental health or intellectual and developmental disability [mental retardation] authority or another mental health or intellectual disability [mental retardation] expert described by Subdivision (1). A court that elects to use the results of that previous determination may proceed under Subsection (c).

(3) If the defendant fails or refuses to submit to the collection of information regarding the defendant as required under Subdivision (1), the magistrate may order the defendant to submit to an examination in a mental health facility determined to be appropriate by the local mental health or intellectual and developmental disability [mental retardation] authority for a reasonable period not to exceed 21 days. The magistrate may order a defendant to a facility operated by the Department of State Health Services or the Health and Human Services Commission [Department of Aging and Disability Services] for examination only on request of the local mental health or intellectual and developmental disability [mental retardation] authority and with the consent of the head of the facility. If a defendant who has been ordered to a

facility operated by the Department of State Health Services or the Health and Human Services Commission [Department of Aging and Disability Services] for examination remains in the facility for a period exceeding 21 days, the head of that facility shall cause the defendant to be immediately transported to the committing court and placed in the custody of the sheriff of the county in which the committing court is located. That county shall reimburse the facility for the mileage and per diem expenses of the personnel required to transport the defendant calculated in accordance with the state travel regulations in effect at the time.

(b) A written assessment of the information collected under Subsection (a)(1)(A) shall be provided to the magistrate not later than the 30th day after the date of any order issued under Subsection (a) in a felony case and not later than the 10th day after the date of any order issued under that subsection in a misdemeanor case, and the magistrate shall provide copies of the written assessment to the defense counsel, the prosecuting attorney, and the trial court. The written assessment must include a description of the procedures used in the collection of information under Subsection (a)(1)(A) and the applicable expert's observations and findings pertaining to:

(1) whether the defendant is a person who has a mental illness or is a person with an intellectual disability [mental retardation];

(2) whether there is clinical evidence to support a belief that the defendant may be incompetent to stand trial and should undergo a complete competency examination under Subchapter B, Chapter 46B; and

(3) recommended treatment.

(c) After the trial court receives the applicable expert's written assessment relating to the defendant under Subsection (b) or elects to use the results of a previous determination as

described by Subsection (a)(2), the trial court may, as applicable:

(1) resume criminal proceedings against the defendant, including any appropriate proceedings related to the defendant's release on personal bond under Article 17.032;

(2) resume or initiate competency proceedings, if required, as provided by Chapter 46B or other proceedings affecting the defendant's receipt of appropriate court-ordered mental health or intellectual disability [mentally ill] services, including proceedings related to the defendant's receipt of outpatient mental health services under Section 574.034, Health and Safety Code; or

(3) consider the written assessment during the punishment phase after a conviction of the offense for which the defendant was arrested, as part of a presentence investigation report, or in connection with the impositions of conditions following placement on community supervision, including deferred adjudication community supervision.

(d) This article does not prevent the applicable court from, before, during, or after the collection of information regarding the defendant as described by this article:

(1) releasing a defendant who has a mental illness [mentally ill] or is a person with an intellectual disability [mentally retarded defendant] from custody on personal or surety bond; or

(2) ordering an examination regarding the defendant's competency to stand trial.

SECTION 2.02. Chapter 16, Code of Criminal Procedure, is amended by adding Article 16.23 to read as follows:

Art. 16.23. DIVERSION OF PERSONS SUFFERING MENTAL HEALTH CRISIS OR SUBSTANCE ABUSE ISSUE. (a) Each law enforcement agency shall make a good faith effort to divert a person suffering a mental

health crisis or suffering from the effects of substance abuse to a proper treatment center in the agency's jurisdiction if:

(1) there is an available and appropriate treatment center in the agency's jurisdiction to which the agency may divert the person;

(2) it is reasonable to divert the person;

(3) the offense that the person is accused of is a misdemeanor, other than a misdemeanor involving violence; and

(4) the mental health crisis or substance abuse issue is suspected to be the reason the person committed the alleged offense.

(b) Subsection (a) does not apply to a person who is accused of an offense under Section 49.04, 49.045, 49.05, 49.06, 49.065, 49.07, or 49.08, Penal Code.

SECTION 2.03. Section 539.002, Government Code, is amended to read as follows:

Sec. 539.002. GRANTS FOR ESTABLISHMENT AND EXPANSION OF COMMUNITY COLLABORATIVES. (a) To the extent funds are appropriated to the department for that purpose, the department shall make grants to entities, including local governmental entities, nonprofit community organizations, and faith-based community organizations, to establish or expand community collaboratives that bring the public and private sectors together to provide services to persons experiencing homelessness, substance abuse issues, or [and] mental illness. [The department may make a maximum of five grants, which must be made in the most populous municipalities in this state that are located in counties with a population of more than one million.] In awarding grants, the department shall give special consideration to entities:

(1) establishing [a] new collaboratives; or

(2) establishing or expanding collaboratives that serve two or more counties, each with a population of less than

100,000 [collaborative].

(b) The department shall require each entity awarded a grant under this section to:

(1) leverage additional funding from private sources in an amount that is at least equal to the amount of the grant awarded under this section; [and]

(2) provide evidence of significant coordination and collaboration between the entity, local mental health authorities, municipalities, local law enforcement agencies, and other community stakeholders in establishing or expanding a community collaborative funded by a grant awarded under this section; and

(3) provide evidence of a local law enforcement policy to divert appropriate persons from jails or other detention facilities to an entity affiliated with a community collaborative for the purpose of providing services to those persons.

SECTION 2.04. Chapter 539, Government Code, is amended by adding Section 539.0051 to read as follows:

Sec. 539.0051. PLAN REQUIRED FOR CERTAIN COMMUNITY COLLABORATIVES. (a) The governing body of a county shall develop and make public a plan detailing:

(1) how local mental health authorities, municipalities, local law enforcement agencies, and other community stakeholders in the county could coordinate to establish or expand a community collaborative to accomplish the goals of Section 539.002;

(2) how entities in the county may leverage funding from private sources to accomplish the goals of Section 539.002 through the formation or expansion of a community collaborative; and

(3) how the formation or expansion of a community collaborative could establish or support resources or services to help local law enforcement agencies to divert persons who have been

arrested to appropriate mental health care or substance abuse treatment.

(b) The governing body of a county in which an entity that received a grant under Section 539.002 before September 1, 2017, is located is not required to develop a plan under Subsection (a).

(c) Two or more counties, each with a population of less than 100,000, may form a joint plan under Subsection (a).

ARTICLE 3. BAIL, PRETRIAL RELEASE, AND COUNTY JAIL STANDARDS

SECTION 3.01. The heading to Article 17.032, Code of Criminal Procedure, is amended to read as follows:

Art. 17.032. RELEASE ON PERSONAL BOND OF CERTAIN [MENTALLY ILL] DEFENDANTS WITH MENTAL ILLNESS OR INTELLECTUAL DISABILITY.

SECTION 3.02. Articles 17.032(b) and (c), Code of Criminal Procedure, are amended to read as follows:

(b) A magistrate shall release a defendant on personal bond unless good cause is shown otherwise if the:

(1) defendant is not charged with and has not been previously convicted of a violent offense;

(2) defendant is examined by the local mental health or intellectual and developmental disability [mental retardation] authority or another mental health expert under Article 16.22 [of this code];

(3) applicable expert, in a written assessment submitted to the magistrate under Article 16.22:

(A) concludes that the defendant has a mental illness or is a person with an intellectual disability [mental retardation] and is nonetheless competent to stand trial; and

(B) recommends mental health treatment or intellectual disability treatment for the defendant, as applicable; and

(4) magistrate determines, in consultation with the local mental health or intellectual and developmental disability

[mental retardation] authority, that appropriate community-based mental health or intellectual disability [mental retardation] services for the defendant are available through the [Texas] Department of State [Mental] Health Services [and Mental Retardation] under Section 534.053, Health and Safety Code, or through another mental health or intellectual disability [mental retardation] services provider.

(c) The magistrate, unless good cause is shown for not requiring treatment, shall require as a condition of release on personal bond under this article that the defendant submit to outpatient or inpatient mental health or intellectual disability [mental retardation] treatment as recommended by the local mental health or intellectual and developmental disability [mental retardation] authority if the defendant's:

- (1) mental illness or intellectual disability [mental retardation] is chronic in nature; or
- (2) ability to function independently will continue to deteriorate if the defendant is not treated.

SECTION 3.03. Article 25.03, Code of Criminal Procedure, is amended to read as follows:

Art. 25.03. IF ON BAIL IN FELONY. When the accused, in case of felony, is on bail at the time the indictment is presented, [it is not necessary to serve him with a copy, but] the clerk shall [on request] deliver a copy of the indictment [same] to the accused or the accused's [his] counsel[,] at the earliest possible time.

SECTION 3.04. Article 25.04, Code of Criminal Procedure, is amended to read as follows:

Art. 25.04. IN MISDEMEANOR. In misdemeanors, the clerk shall deliver a copy of the indictment or information to the accused or the accused's counsel at the earliest possible time before trial [it shall not be necessary before trial to furnish the accused with a copy of the indictment or information; but he or his counsel may

demand a copy, which shall be given as early as possible

SECTION 3.05. Section 511.009(a), Government Code, as amended by Chapters 281 (H.B. 875), 648 (H.B. 549), and 688 (H.B. 634), Acts of the 84th Legislature, Regular Session, 2015, is reenacted and amended to read as follows:

(a) The commission shall:

- (1) adopt reasonable rules and procedures establishing minimum standards for the construction, equipment, maintenance, and operation of county jails;
- (2) adopt reasonable rules and procedures establishing minimum standards for the custody, care, and treatment of prisoners;
- (3) adopt reasonable rules establishing minimum standards for the number of jail supervisory personnel and for programs and services to meet the needs of prisoners;
- (4) adopt reasonable rules and procedures establishing minimum requirements for programs of rehabilitation, education, and recreation in county jails;
- (5) revise, amend, or change rules and procedures if necessary;
- (6) provide to local government officials consultation on and technical assistance for county jails;
- (7) review and comment on plans for the construction and major modification or renovation of county jails;
- (8) require that the sheriff and commissioners of each county submit to the commission, on a form prescribed by the commission, an annual report on the conditions in each county jail within their jurisdiction, including all information necessary to determine compliance with state law, commission orders, and the rules adopted under this chapter;
- (9) review the reports submitted under Subdivision (8)

and require commission employees to inspect county jails regularly to ensure compliance with state law, commission orders, and rules and procedures adopted under this chapter;

(10) adopt a classification system to assist sheriffs and judges in determining which defendants are low-risk and consequently suitable participants in a county jail work release program under Article 42.034, Code of Criminal Procedure;

(11) adopt rules relating to requirements for segregation of classes of inmates and to capacities for county jails;

(12) require that the chief jailer of each municipal lockup submit to the commission, on a form prescribed by the commission, an annual report of persons under 17 years of age securely detained in the lockup, including all information necessary to determine compliance with state law concerning secure confinement of children in municipal lockups;

(13) at least annually determine whether each county jail is in compliance with the rules and procedures adopted under this chapter;

(14) require that the sheriff and commissioners court of each county submit to the commission, on a form prescribed by the commission, an annual report of persons under 17 years of age securely detained in the county jail, including all information necessary to determine compliance with state law concerning secure confinement of children in county jails;

(15) schedule announced and unannounced inspections of jails under the commission's jurisdiction using the risk assessment plan established under Section 511.0085 to guide the inspections process;

(16) adopt a policy for gathering and distributing to jails under the commission's jurisdiction information regarding:

(A) common issues concerning jail

administration;

(B) examples of successful strategies for maintaining compliance with state law and the rules, standards, and procedures of the commission; and

(C) solutions to operational challenges for jails;

(17) report to the Texas Correctional Office on Offenders with Medical or Mental Impairments on a jail's compliance with Article 16.22, Code of Criminal Procedure;

(18) adopt reasonable rules and procedures establishing minimum requirements for jails to:

(A) determine if a prisoner is pregnant; and

(B) ensure that the jail's health services plan addresses medical and mental health care, including nutritional requirements, and any special housing or work assignment needs for persons who are confined in the jail and are known or determined to be pregnant;

(19) provide guidelines to sheriffs regarding contracts between a sheriff and another entity for the provision of food services to or the operation of a commissary in a jail under the commission's jurisdiction, including specific provisions regarding conflicts of interest and avoiding the appearance of impropriety; [and]

(20) adopt reasonable rules and procedures establishing minimum standards for prisoner visitation that provide each prisoner at a county jail with a minimum of two in-person, noncontact visitation periods per week of at least 20 minutes duration each;

(21) [(20)] require the sheriff of each county to:

(A) investigate and verify the veteran status of each prisoner by using data made available from the Veterans

Reentry Search Service (VRSS) operated by the United States

Department of Veterans Affairs or a similar service; and

(B) use the data described by Paragraph (A) to

assist prisoners who are veterans in applying for federal benefits

or compensation for which the prisoners may be eligible under a

program administered by the United States Department of Veterans

Affairs;

(22) [(20)] adopt reasonable rules and procedures

regarding visitation of a prisoner at a county jail by a guardian,

as defined by Section 1002.012, Estates Code, that:

(A) allow visitation by a guardian to the same

extent as the prisoner's next of kin, including placing the

guardian on the prisoner's approved visitors list on the guardian's

request and providing the guardian access to the prisoner during a

facility's standard visitation hours if the prisoner is otherwise

eligible to receive visitors; and

(B) require the guardian to provide the sheriff

with letters of guardianship issued as provided by Section

1106.001, Estates Code, before being allowed to visit the prisoner;

and

(23) adopt reasonable rules and procedures to ensure

the safety of prisoners, including rules and procedures that

require a county jail to:

(A) give prisoners the ability to access a mental

health professional at the jail through a telemental health service

24 hours a day;

(B) give prisoners the ability to access a health

professional at the jail or through a telehealth service 24 hours a

day or, if a health professional is unavailable at the jail or

through a telehealth service, provide for a prisoner to be

transported to access a health professional; and

(C) if funding is available under Section

511.019, install automated electronic sensors or cameras to ensure accurate and timely in-person checks of cells or groups of cells confining at-risk individuals.

SECTION 3.06. Section 511.009, Government Code, is amended by adding Subsection (d) to read as follows:

(d) The commission shall adopt reasonable rules and procedures establishing minimum standards regarding the continuity of prescription medications for the care and treatment of prisoners. The rules and procedures shall require that a qualified medical professional shall review as soon as possible any prescription medication a prisoner is taking when the prisoner is taken into custody.

SECTION 3.07. Chapter 511, Government Code, is amended by adding Sections 511.019, 511.020, and 511.021 to read as follows:

Sec. 511.019. PRISONER SAFETY FUND. (a) The prisoner safety fund is a dedicated account in the general revenue fund.

(b) The prisoner safety fund consists of:

(1) appropriations of money to the fund by the legislature; and

(2) gifts, grants, including grants from the federal government, and other donations received for the fund.

(c) Money in the fund may be appropriated only to the commission to pay for capital improvements that are required under Section 511.009(a)(23).

(d) The commission by rule may establish a grant program to provide grants to counties to fund capital improvements described by Subsection (c). The commission may only provide a grant to a county for capital improvements to a county jail with a capacity of not more than 96 prisoners.

Sec. 511.020. SERIOUS INCIDENTS REPORT. (a) On or before the fifth day of each month, the sheriff of each county shall report to the commission regarding the occurrence during the preceding

month of any of the following incidents involving a prisoner in the county jail:

- (1) a suicide;
- (2) an attempted suicide;
- (3) a death,
- (4) a serious bodily injury, as that term is defined by

Section 1.07, Penal Code;

- (5) an assault;
- (6) an escape;
- (7) a sexual assault; and
- (8) any use of force resulting in bodily injury, as

that term is defined by Section 1.07, Penal Code

(b) The commission shall prescribe a form for the report required by Subsection (a).

(c) The information required to be reported under Subsection (a)(8) may not include the name or other identifying information of a county jailer or jail employee.

(d) The information reported under Subsection (a) is public information subject to an open records request under Chapter 552.

Sec. 511.021. INDEPENDENT INVESTIGATION OF DEATH OCCURRING IN COUNTY JAIL. (a) On the death of a prisoner in a county jail, the commission shall appoint a law enforcement agency, other than the local law enforcement agency that operates the county jail, to investigate the death as soon as possible.

(b) The commission shall adopt any rules necessary relating to the appointment of a law enforcement agency under Subsection (a), including rules relating to cooperation between law enforcement agencies and to procedures for handling evidence.

SECTION 3.08. The changes in law made by this article to Article 17.032, Code of Criminal Procedure, apply only to a personal bond that is executed on or after the effective date of this Act. A personal bond executed before the effective date of

executed, and the former law is continued in effect for that purpose.

SECTION 3.09. Not later than January 1, 2018, the Commission on Jail Standards shall:

(1) adopt the rules and procedures required by Section 511.009(d), Government Code, as added by this article, and the rules required by Section 511.021(b), Government Code, as added by this article; and

(2) prescribe the form required by Section 511.020(b), Government Code, as added by this article.

SECTION 3.10. Not later than September 1, 2018, the Commission on Jail Standards shall adopt the rules and procedures required by Section 511.009(a)(23), Government Code, as added by this article. On and after September 1, 2020, a county jail shall comply with any rule or procedure adopted by the Commission on Jail Standards under that subdivision.

SECTION 3.11. To the extent of any conflict, this Act prevails over another Act of the 85th Legislature, Regular Session, 2017, relating to nonsubstantive additions to and corrections in enacted codes.

ARTICLE 4. PEACE OFFICER AND COUNTY JAILER TRAINING

SECTION 4.01. Chapter 511, Government Code, is amended by adding Section 511.00905 to read as follows:

Sec. 511.00905. JAIL ADMINISTRATOR POSITION; EXAMINATION REQUIRED. (a) The Texas Commission on Law Enforcement shall develop and the commission shall approve an examination for a person assigned to the jail administrator position overseeing a county jail.

(b) The commission shall adopt rules requiring a person, other than a sheriff, assigned to the jail administrator position overseeing a county jail to pass the examination not later than the 180th day after the date the person is assigned to that position.

The rules must provide that a person who fails the examination may be immediately removed from the position and may not be reinstated until the person passes the examination.

(c) The sheriff of a county shall perform the duties of the jail administrator position at any time there is not a person available who satisfies the examination requirements of this section.

(d) A person other than a sheriff may not serve in the jail administrator position of a county jail unless the person satisfies the examination requirement of this section.

SECTION 4.02. Section 1701.253, Occupations Code, is amended by amending Subsection (j) and adding Subsection (n) to read as follows:

commission shall require an officer to complete a 40-hour statewide education and training program on de-escalation and crisis intervention techniques to facilitate interaction with persons with mental impairments. An officer shall complete the program not later than the second anniversary of the date the officer is licensed under this chapter or the date the officer applies for an intermediate proficiency certificate, whichever date is earlier. An officer may not satisfy the requirements of this subsection [section] or Section 1701.402(g) by taking an online course on de-escalation and crisis intervention techniques to facilitate interaction with persons with mental impairments.

(n) As part of the minimum curriculum requirements, the commission shall require an officer to complete a statewide education and training program on de-escalation techniques to facilitate interaction with members of the public, including techniques for limiting the use of force resulting in bodily injury.

SECTION 4.03. Section 1701.310(a), Occupations Code, is amended to read as follows:

(a) Except as provided by Subsection (e), a person may not be appointed as a county jailer, except on a temporary basis, unless the person has satisfactorily completed a preparatory training program, as required by the commission, in the operation of a county jail at a school operated or licensed by the commission. The training program must consist of at least eight hours of mental health training approved by the commission and the Commission on Jail Standards.

SECTION 4.04. Section 1701.352(b), Occupations Code, is amended to read as follows:

(b) The commission shall require a state, county, special district, or municipal agency that appoints or employs peace officers to provide each peace officer with a training program at least once every 48 months that is approved by the commission and consists of:

(1) topics selected by the agency; and

(2) for an officer holding only a basic proficiency certificate, not more than 20 hours of education and training that contain curricula incorporating the learning objectives developed by the commission regarding:

(A) civil rights, racial sensitivity, and cultural diversity;

(B) de-escalation and crisis intervention techniques to facilitate interaction with persons with mental impairments; [and]

(C) de-escalation techniques to facilitate interaction with members of the public, including techniques for limiting the use of force resulting in bodily injury; and

(D) unless determined by the agency head to be inconsistent with the officer's assigned duties:

(i) the recognition and documentation of cases that involve child abuse or neglect, family violence, and

sexual assault; and

(ii) issues concerning sex offender

characteristics.

SECTION 4.05. Section 1701.402, Occupations Code, is amended by adding Subsection (n) to read as follows:

(n) As a requirement for an intermediate proficiency certificate or an advanced proficiency certificate, an officer must complete the education and training program regarding de-escalation techniques to facilitate interaction with members of the public established by the commission under Section 1701.253(n).

SECTION 4.06. Not later than March 1, 2018, the Texas Commission on Law Enforcement shall develop and the Commission on Jail Standards shall approve the examination required by Section 511.00905, Government Code, as added by this article.

SECTION 4.07. (a) Not later than March 1, 2018, the Texas Commission on Law Enforcement shall establish or modify training programs as necessary to comply with Section 1701.253, Occupations Code, as amended by this article.

(b) The minimum curriculum requirements under Section 1701.253(j), Occupations Code, as amended by this article, apply only to a peace officer who first begins to satisfy those requirements on or after April 1, 2018.

SECTION 4.08. (a) Section 1701.310, Occupations Code, as amended by this article, takes effect January 1, 2018.

(b) A person in the position of county jailer on September 1, 2017, must comply with Section 1701.310(a), Occupations Code, as amended by this article, not later than August 31, 2021.

ARTICLE 5. MOTOR VEHICLE STOPS, RACIAL PROFILING, AND ISSUANCE OF CITATIONS

SECTION 5.01. Article 2.132, Code of Criminal Procedure, is amended by amending Subsections (b) and (d) and adding Subsection (h) to read as follows:

(b) Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:

(1) clearly define acts constituting racial profiling;

(2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;

(3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;

(4) provide public education relating to the agency's compliment and complaint process, including providing the telephone number, mailing address, and e-mail address to make a compliment or complaint with respect to each ticket, citation, or warning issued by a peace officer;

(5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;

(6) require collection of information relating to motor vehicle stops in which a ticket, citation, or warning is issued and to arrests made as a result of those stops, including information relating to:

(A) the race or ethnicity of the individual detained;

(B) whether a search was conducted and, if so, whether the individual detained consented to the search; [and]

(C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;

(D) whether the peace officer used physical force that resulted in bodily injury, as that term is defined by Section 1.07, Penal Code, during the stop;

(E) the location of the stop; and

(F) the reason for the stop; and

(7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:

(A) the Texas Commission on Law Enforcement; and

(B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

(d) On adoption of a policy under Subsection (b), a law enforcement agency shall examine the feasibility of installing video camera and transmitter-activated equipment in each agency law enforcement motor vehicle regularly used to make motor vehicle stops and transmitter-activated equipment in each agency law enforcement motorcycle regularly used to make motor vehicle stops. The agency also shall examine the feasibility of equipping each peace officer who regularly detains or stops motor vehicles with a body worn camera, as that term is defined by Section 1701.651, Occupations Code. If a law enforcement agency installs video or audio equipment or equips peace officers with body worn cameras as provided by this subsection, the policy adopted by the agency under Subsection (b) must include standards for reviewing video and audio documentation.

(h) A law enforcement agency shall review the data collected under Subsection (b)(6) to identify any improvements the agency could make in its practices and policies regarding motor vehicle stops.

SECTION 5.02. Article 2.133, Code of Criminal Procedure, is

amended by amending Subsection (b) and adding Subsection (c) to read as follows:

(b) A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance shall report to the law enforcement agency that employs the officer information relating to the stop, including:

(1) a physical description of any person operating the motor vehicle who is detained as a result of the stop, including:

(A) the person's gender; and

(B) the person's race or ethnicity, as stated by the person or, if the person does not state the person's race or ethnicity, as determined by the officer to the best of the officer's ability;

(2) the initial reason for the stop;

(3) whether the officer conducted a search as a result of the stop and, if so, whether the person detained consented to the search;

(4) whether any contraband or other evidence was discovered in the course of the search and a description of the contraband or evidence;

(5) the reason for the search, including whether:

(A) any contraband or other evidence was in plain view;

(B) any probable cause or reasonable suspicion existed to perform the search; or

(C) the search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle;

(6) whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest was based on a violation of the Penal Code, a violation of a traffic

law or ordinance, or an outstanding warrant and a statement of the offense charged;

(7) the street address or approximate location of the stop; [and]

(8) whether the officer issued a verbal or written warning or a ticket or citation as a result of the stop; and

(9) whether the officer used physical force that resulted in bodily injury, as that term is defined by Section 1.07, Penal Code, during the stop.

(c) The chief administrator of a law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, is responsible for auditing reports under Subsection (b) to ensure that the race or ethnicity of the person operating the motor vehicle is being reported.

SECTION 5.03. Article 2.134(c), Code of Criminal Procedure, is amended to read as follows:

(c) A report required under Subsection (b) must be submitted by the chief administrator of the law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, and must include:

(1) a comparative analysis of the information compiled under Article 2.133 to:

(A) evaluate and compare the number of motor vehicle stops, within the applicable jurisdiction, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities; [and]

(B) examine the disposition of motor vehicle stops made by officers employed by the agency, categorized according to the race or ethnicity of the affected persons, as appropriate, including any searches resulting from stops within the applicable jurisdiction; and

(C) evaluate and compare the number of searches resulting from motor vehicle stops within the applicable jurisdiction and whether contraband or other evidence was discovered in the course of those searches, and

(2) information relating to each complaint filed with the agency alleging that a peace officer employed by the agency has engaged in racial profiling.

SECTION 5.04. Article 2.137, Code of Criminal Procedure, is amended to read as follows:

Art. 2.137. PROVISION OF FUNDING OR EQUIPMENT. (a) The Department of Public Safety shall adopt rules for providing funds or video and audio equipment to law enforcement agencies for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras [as described by Article 2.135(a)(1)(A)], including specifying criteria to prioritize funding or equipment provided to law enforcement agencies. The criteria may include consideration of tax effort, financial hardship, available revenue, and budget surpluses. The criteria must give priority to:

(1) law enforcement agencies that employ peace officers whose primary duty is traffic enforcement;

(2) smaller jurisdictions; and

(3) municipal and county law enforcement agencies.

(b) The Department of Public Safety shall collaborate with an institution of higher education to identify law enforcement agencies that need funds or video and audio equipment for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras [as described by Article 2.135(a)(1)(A)]. The collaboration may include the use of a survey to assist in developing criteria to prioritize funding or equipment provided to law enforcement agencies.

(c) To receive funds or video and audio equipment from the state for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras [as described by Article 2.135(a)(1)(A)], the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency needs funds or video and audio equipment for that purpose.

(d) On receipt of funds or video and audio equipment from the state for the purpose of installing video and audio equipment in law enforcement motor vehicles and motorcycles or equipping peace officers with body worn cameras [as described by Article 2.135(a)(1)(A)], the governing body of a county or municipality, in conjunction with the law enforcement agency serving the county or municipality, shall certify to the Department of Public Safety that the law enforcement agency has taken the necessary actions to use and is using [installed] video and audio equipment and body worn cameras for those purposes [as described by Article 2.135(a)(1)(A) and is using the equipment as required by Article 2.135(a)(1)].

SECTION 5.05. Article 2.1385(a), Code of Criminal Procedure, is amended to read as follows:

(a) If the chief administrator of a local law enforcement agency intentionally fails to submit the incident-based data as required by Article 2.134, the agency is liable to the state for a civil penalty in an [the] amount not to exceed \$5,000 [of \$1,000] for each violation. The attorney general may sue to collect a civil penalty under this subsection.

SECTION 5.06. Article 2.135, Code of Criminal Procedure, is repealed.

SECTION 5.07. Articles 2.132 and 2.134, Code of Criminal Procedure, as amended by this article, apply only to a report

covering a calendar year beginning on or after January 1, 2018.

SECTION 5.08. Not later than September 1, 2018, the Texas Commission on Law Enforcement shall:

(1) evaluate and change the guidelines for compiling and reporting information required under Article 2.134, Code of Criminal Procedure, as amended by this article, to enable the guidelines to better withstand academic scrutiny; and

(2) make accessible online:

(A) a downloadable format of any information submitted under Article 2.134(b), Code of Criminal Procedure, that is not exempt from public disclosure under Chapter 552, Government Code; and

(B) a glossary of terms relating to the information to make the information readily understandable to the public.

this Act takes effect September 1, 2017.

President of the Senate Speaker of the House

I hereby certify that S.B. No. 1849 passed the Senate on May 11, 2017, by the following vote: Yeas 31, Nays 0.

Secretary of the Senate

I hereby certify that S.B. No. 1849 passed the House on May 20, 2017, by the following vote: Yeas 137, Nays 0, one present not voting.

ARTICLE 6. EFFECTIVE DATE

SECTION 6.01. Except as otherwise provided by this Act,

Approved: _____

Date

Governor

Chief Clerk of the House

(II) Responding to the Law

Institutional Policy on Racial Profiling



WINDCREST POLICE DEPARTMENT GENERAL MANUAL

Procedure 616 – Racial-Bias Profiling

Effective Date: 02/15/2018

Replaces: 616
09/01/2017

Primary
Responsibility:

OPERATIONS

Pages: 8

.01 INTRODUCTION

This procedure clearly reaffirms the Windcrest Police Department's commitment to unbiased policing in all its encounters between officers and any persons and to establish procedures to ensure transparency, public confidence and mutual trust through the provision of services in a fair and equitable fashion. This procedure also ensures protection for our officers from unwarranted accusations of misconduct when they act within the dictates of Department policy and the law. The Windcrest Police Department utilizes mobile video units in all vehicles normally used for traffic enforcement. In addition, the Windcrest Police Department equips uniformed officers with body worn video units to include but not limited to officers assigned to patrol and traffic enforcement.

.02 POLICY

The Windcrest Police Department provides equal protection to all citizens. Windcrest Police Officers employed by the Windcrest Police Department are strictly prohibited from engaging in racial/bias profiling in any aspect of law enforcement-initiated actions. Windcrest Police Officers shall not use race, national origin, citizenship, religion, ethnicity, age, gender, sexual orientation, or physical or mental disability for a law enforcement-initiated action, except to determine whether a person matches a specific description of a particular suspect.

.03. DEFINITIONS

- A. Bias: Prejudice or partiality which may be based on preconceived ideas, a person's upbringing, culture, experience, or education.
- B. Biased Policing: Stopping, detaining, searching, or attempting to search, or using force against a person based upon his or her race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.
- C. Ethnicity: A cluster of characteristics which may include race but also cultural characteristics or traits which are shared by a group with a common experience or history.
- D. Gender: Unlike sex, a psychological classification based on cultural characteristics or traits.
- E. Motor Vehicle Contact: An occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.
- F. Probable Cause: Facts or apparent facts and circumstances within an officer's knowledge and of which the officer had reasonable, trustworthy information to lead a reasonable person to believe that an offense has been or is being committed, and that the suspect has committed it.
- G. Race: A category of people of a particular decent, including White, Black, Hispanic or Latino, Asian or Pacific Islander, Alaska Native or American Indian, Middle Eastern, or Other descent. As distinct from ethnicity, race only refers to physical characteristics sufficiently distinctive to group people under a classification.
- H. Racial Profiling: A law-enforcement initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.

- I. Reasonable Suspicion: Articulate, objective facts which lead an experienced officer to suspect that a person has committed, is committing, or may be about to commit a crime. A well-founded suspicion is based on the totality of the circumstances and does not exist unless it can be articulated. Reasonable suspicion supports a stop of a person. Courts require that stops based on reasonable suspicion be "objectively reasonable."
- J. Sex: A biological classification, male or female, based on physical and genetic characteristics.
- K. Stop: The detention of a subject for a brief period of time, based on reasonable suspicion. A stop is investigative detention.

.04 OFFICER RESPONSIBILITIES

- A. Each officer has a responsibility for preventing racial/bias profiling. Officers must remain customer-oriented, while also considering their safety and the safety of others. Officers should:
 - 1. Extend a customary greeting to each person they stop or detain;
 - 2. Identify yourself by name;
 - 3. Explain the reason for the stop or detention;
 - 4. Afford the person the opportunity to provide their explanation of their behavior;
 - 5. Politely ask for the person's identification; and
 - 6. Remains courteous and projects a professional demeanor during the interview or questioning.
- B. Officers shall refrain from participating in or encouraging any actions or statements which could be perceived as racial/bias profiling. They must document the law enforcement-initiated action and report any acts or perceived acts of racial/bias profiling in accordance with this procedure.
- C. Officers shall utilize both mobile and body worn video equipment as required by GM Procedure 405 Mobile Video Operations and GM Procedure 406 Body Worn Video Operations,
- D. Each officer is responsible for assisting in the prevention of racial/bias profiling by the following actions:
 - 1. Officers making custodial/non-custodial arrests shall base the arrests on probable cause supporting the elements of the offense and not on racial/bias profiling.
 - 2. Officers conducting a lawful detention, including stop and frisks, shall base the lawful detention on reasonable suspicion at the time of the stop and not on racial/bias profiling.
 - 3. Officers conducting field contacts (interviews) shall do so in accordance with GM Procedure 508, Field Contacts.
 - 4. Officers shall refrain from participating in or encouraging any actions or statements which could be reasonably perceived as racial/bias profiling.
 - 5. Officers shall report any acts of racial/bias profiling in writing to their immediate supervisor.

.05 SUPERVISOR RESPONSIBILITIES

- A. Supervisory officers shall monitor the actions of the officers under their supervision and command to ensure racial/bias profiling does not occur and is never condoned. Supervisory officers shall:
- B. Take immediate and appropriate remedial action whenever they observe, or are made aware of, any racial/bias profiling.
- C. Immediately document any complaint or observed incident of any acts or perceived acts of racial/bias profiling.

- D. Immediately submit all reports of racial/bias profiling through their chain of command to their Division Commander.
- E. Supervisors are responsible for randomly reviewing video recordings to ensure compliance with this policy. When reviewing video recordings, supervisors shall document the review in the designated book. Documentation shall include the following:
 - a. Name and badge number of supervisor reviewing the video;
 - b. Name and badge number of the officer whose video was reviewed;
 - c. Date and time of the review;
 - d. Date and time of the stop;
 - e. Location of the stop; and
 - f. Type of stop (i.e., traffic, arrest, etc.).
- F. Supervisors shall review the administrative overview report completed by the Operations Division Commander and the annual report which is submitted to TCOLE and the governing body, by the Chief of Police and discuss the results with those they are assigned to supervise.

.06 COMMAND RESPONSIBILITIES

- A. The Operations Division Commander shall review the efforts of the Department to prevent racial or bias based profiling and submit an administrative overview report, including public concerns and complaints, to the Chief of Police.
- B. The administrative overview report should not contain any identifying information regarding any specific complaint, citizen or officers. This report is due no later than thirty (30) days after the end of the calendar year.
- C. The administrative report should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

.07 COMPLAINT-COMPLIMENT PROCESS

- A. The Windcrest Police Department will accept and investigate all complaints from any person who believes he/she has been stopped or searched based on racial/bias profiling. No person shall be intimidated, coerced, or discouraged in any manner from filing a complaint, nor discriminated against because he/she filed such a complaint.
- B. Any Officer who receives an allegation of racial/bias profiling, including the officer who initiated the stop, shall immediately report the allegation of racial/bias profiling to his/her immediate supervisor.
 - 1. The Officer shall also document the allegation in writing on WPD Incident Report Form.
 - 2. The incident report shall include the nature of the complaint or allegation along with the name, address and telephone number of each complainant and witness.
 - 3. After the incident, the report shall be immediately completed and given to the Officer's supervisor.
 - 4. The Officer shall also explain to the complainant the Department's process for filing a complaint with the Professional Standards Unit and provide the following contact information:
 - a. Windcrest Police Department telephone number - 210.655.2666
 - b. Windcrest Police Department mailing address – 8601 Midcrown Dr., Windcrest, Texas 78239

c. Windcrest Police Department email address – Chief of Police

5. If the complainant request to speak with a supervisor, the Officer shall immediately notify a supervisor of the request.

C. Supervisory officers addressing racial/biased profiling complaints shall:

1. Immediately notify the Division Commander of any cases where an officer is involved in allegations of serious misconduct or suspected criminal activity;
2. Immediately contact and interview the complainants;
3. Refer the complainants to the Professional Standards Unit to initiate formal complaints;
4. Interview and obtain written reports from the subject officers of the complaints. Officers who are the subject of the complaint shall submit their written reports on WPD Form, Officer's Response to a Complaint;
5. Obtain necessary information, which assists in the evaluation of the complaints;
6. Prepare preliminary complaint investigation packets including the information provided by the complainants, witnesses, the officers' reports, and the supervisors' reports;
7. Supervisors will not enumerate or make recommendations as to the specific rule, regulation, policy, or procedure violated, nor will they make a recommendation as to punishment. Supervisors will only recommend either no disciplinary action is necessary or the complaint should be forwarded to the Professional Standards Unit for further investigation;
8. Route the preliminary complaint investigation packets through the chain of command to their Division Commander.
9. The Division Commander shall route the completed complaint investigation packet to the Professional Standards Unit.

D. The Professional Standards Unit investigates all complaints of racial/bias profiling against officers. The Professional Standards Unit presents the findings of all formal complaint investigations of racial/bias profiling to the Chief's Advisory Action Board. The complainant will receive written notification advising them of the final disposition of their complaint.

E. The Windcrest Police Department also accepts compliments from any person regarding the positive actions of a member of the department. Compliments can be made in accordance with this procedure section .05.

.08 TRAINING

The Department shall be responsible for providing training to all officers in racial/bias profiling to emphasize the need to respect the rights of all citizens to be free from unreasonable government intrusion or law enforcement-initiated action. This training shall include:

- A. Initial Field Training;
- B. Annual Training;
- C. Input from those classes of persons identified in this policy in development of curriculum;
- D. Incorporation of the TCOLE curriculum; and
- E. Specific lesson plans for officers, supervisors, FTOs, etc.

.09 DISCIPLINARY ACTIONS

- A. The Windcrest Police Department considers racial/bias profiling to be a serious form of officer misconduct. The Department will take direct and immediate action to prevent such behavior, and to remedy all reported instances of racial/bias profiling.
- B. Officers who are found to have engaged in racial/bias profiling will be subject to appropriate corrective action including, but not limited to, referral to additional training and/or discipline such as but not limited to, suspension, termination, discharge, or criminal actions.

.10 DATA COLLECTION

- A. The Windcrest Police Department collects data in compliance with Texas State Law established by, SB 1074, HB 3389 and SB 1849. Racial Profile data must be collected on the operator of any motor vehicle stopped for an alleged violation of a law or ordinance. Officers who initiate a motor vehicle stop, which does not result in the production of an Incident or Offense report, shall document such occurrence by submitting one the following forms:
 - 1. Traffic Citation;
 - 2. Traffic Warning Citation;
 - 3. Misdemeanor Citation;
 - 4. Field Contact-Incident; or
 - 5. D.W.I. Report.
- B. The above forms are designed for the primary purpose of law enforcement; however, they have been modified to comply with governmental mandates on racial/bias profiling. As such, they must be filled-out correctly, completely, and on a timely basis.
- C. Profile Data shall be filled out only once for each individual (operator of motor vehicle only). If a traffic citation or warning citation is the only documentation of the motor vehicle stop, the information shall be included on the citation. If an Incident Report, Offense Report, Misdemeanor Citation, Field Contact-Incident or D.W.I. Report is written, the profile data should go on the report or form and not on the citation.
- D. Officers making motor vehicle stops requiring racial profile data collection on the citation must complete all required information on the citation for the operator of the motor vehicle:
 - 1. Gender
 - 2. Race/Ethnicity of individual detained:
 - a. White
 - b. Black
 - c. Hispanic or Latino
 - d. Asian or Pacific Islander
 - e. Alaska Native or American Indian
 - 3. Race/Ethnicity known prior to detention;
 - 4. Search conducted:
 - a. Consent

- b. Non-Consent
- 5. Contraband or evidence:
 - a. Illegal drugs/drug paraphernalia
 - b. Currency
 - c. Weapons
 - d. Alcohol
 - e. Stolen Property
 - f. Other
- 6. Reason for the search
 - a. Consent
 - b. Contraband/Evidence in Plain Sight
 - c. Probable Cause or Reasonable Suspicion
 - d. Inventory Search Performed as a Result of Impoundment
 - e. Incident to Arrest/Warrant
- 7. Information on custodial arrest
 - a. Arrest made as a result of stop or search
 - b. Reasons for Arrest:
 - i. Violation of Penal Code
 - ii. Violation of a Traffic Code
 - iii. Violation of a City Ordinance
 - iv. Outstanding Warrant
- 8. Location of the stop
 - a. City Street
 - b. US Highway
 - c. County Road
 - d. Private Property or Other
- 9. Verbal, Written Warning, Ticket or Citation as a result of the stop
- 10. Physical force used that resulted in bodily injury, as defined by Section 1.07 of the Texas Penal Code,
- E. Officers making motor vehicle stops requiring racial profile data collection on a form other than a traffic or warning citation shall fill out the report completely, listing the following information for the operator of the motor vehicle:
 - 1. Gender

2. Race/Ethnicity of individual detained:
 - a. White
 - b. Black
 - c. Hispanic or Latino
 - d. Asian or Pacific Islander
 - e. Alaska Native or American Indian
3. Race/Ethnicity known prior to detention
4. Search conducted:
 - a. Consent
 - b. Non-Consent
5. Contraband or evidence:
 - a. Currency
 - b. Weapons
 - c. Alcohol
 - d. Stolen Property
 - e. Other
6. Reason for the search
 - a. Consent
 - b. Contraband/Evidence in Plain Sight
 - c. Probable Cause or Reasonable Suspicion
 - d. Inventory Search Performed as a Result of Impoundment
 - e. Incident to Arrest/Warrant
7. Information on custodial arrest
 - a. Arrest made as a result of stop or search
 - b. Reasons for Arrest:
 - i. Violation of Penal Code
 - ii. Violation of a Traffic Code
 - iii. Violation of a City Ordinance
 - iv. Outstanding Warrant
8. Location of the stop

- a. City Street
 - b. US Highway
 - c. County Road
 - d. Private Property or Other
9. Verbal, Written Warning, Ticket or Citation as a result of the stop
10. Physical force used that resulted in bodily injury, as defined by Section 1.07 of the Texas Penal Code,
- F. Officers should not rely upon the data listed in a driver license return and/or other state issued identification regarding the documentation of race or ethnicity. In addition, officers should not make a determination regarding race or ethnicity based solely on a last name.

.11 PUBLIC INFORMATION

- A. The Windcrest Police Department shall be responsible for providing public information relating to the agency's efforts to comply with government mandates on racial/bias profiling. This will include public education relating to the agency's complaint process. Avenues for this information may include but are not limited to the distribution of the Windcrest Police Department Professional Standards Unit pamphlets.
- B. The Windcrest Police Department routinely and consistently reviews news articles, educational stories, and videos relating to racial/bias profiling to ensure and further strengthen the Windcrest Police Department's commitment to educating the public.

.12 ANNUAL ANALYSES AND REPORTING

- A. All racial/bias information required to be collected in accordance with Article 2.133 of the Code of Criminal Procedure must be compiled and analyzed annually. The Chief of Police is responsible for auditing reports to insure that the race and ethnicity of the person operating the motor vehicle is being reported.
- B. In accordance with Article 2.134 of the Code of Criminal Procedure, the previous year's information collected on racial/bias profiling must be submitted by the Chief of Police annually to the governing body of the City of Windcrest and the Texas Commission on Law Enforcement (TCOLE); and must include a comparative analysis of the information compiled:
 - 1. Evaluation and comparison of the number of motor vehicle stops, within the City of Windcrest, of persons who are recognized as racial or ethnic minorities and persons who are not recognized as racial or ethnic minorities;
 - 2. Examination of the disposition of motor vehicle stops made by officers employed by the Windcrest Police Department, categorized according to the race or ethnicity of the affected persons, as appropriate, including any searches resulting from stops within the City of Windcrest; and
 - 3. Evaluation and comparison of the number of searches resulting from motor vehicle stops within the City of Windcrest and whether contraband or other evidence was discovered in the course of those searches, (Search Analysis).
 - 4. Information related to each complaint filed with the Windcrest Police Department alleging that a police officer employed by the Windcrest Police Department has engaged in racial profiling.

Complaint Process: Informing the Public and Addressing Allegations of Racial Profiling Practices

Informing the Public on the Process of Filing a Racial Profiling Complaint with the Windcrest Police Department

The Texas Racial Profiling Law requires that police agencies provide information to the public regarding the manner in which to file a racial profiling complaint. In an effort to comply with this particular component, the Windcrest Police Department launched an educational campaign aimed at informing the public on issues relevant to the racial profiling complaint process.

The police department made available, in the lobby area and on its web site, information relevant to filing a complaint on a racial profiling violation by a Windcrest Police officer. It is believed that through these efforts, the community has been properly informed of the new policies and the complaint processes relevant to racial profiling.

Racial Profiling Training

Racial Profiling Training

Since 2002, all Windcrest Police officers have been instructed, as specified in the Texas Racial Profiling Law, to adhere to all Texas Commission on Law Enforcement (TCOLE) training and the Law Enforcement Management Institute of Texas (LEMIT) requirements. To date, all sworn officers of the Windcrest Police Department have completed the TCOLE basic training on racial profiling. The main outline used to train the officers of Windcrest has been included in this report.

It is important to recognize that the Chief of the Windcrest Police Department has also met the training requirements, as specified by the Texas Racial Profiling Law, in the completion of the LEMIT program on racial profiling. The satisfactory completion of the racial profiling training by the sworn personnel of the Windcrest Police Department fulfills the training requirement as specified in the Education Code (96.641) of the Texas Racial Profiling Law.

**Racial Profiling
Course Number 3256
Texas Commission on Law Enforcement
September 2001**

Racial Profiling 3256

Instructor's Note:

You may wish to teach this course in conjunction with Asset Forfeiture 3255 because of the related subject matter and applicability of the courses. If this course is taught in conjunction with Asset Forfeiture, you may report it under Combined Profiling and Forfeiture 3257 to reduce data entry.

Abstract

This instructor guide is designed to meet the educational requirement for racial profiling established by legislative mandate: 77R-SB1074.

Target Population: Licensed law enforcement personnel in Texas

Prerequisites: Experience as a law enforcement officer

Length of Course: A suggested instructional time of 4 hours

Material Requirements: Overhead projector, chalkboard and/or flip charts, video tape player, handouts, practical exercises, and demonstrations

Instructor Qualifications: Instructors should be very knowledgeable about traffic stop procedures and law enforcement issues

Evaluation Process and Procedures

An examination should be given. The instructor may decide upon the nature and content of the examination. It must, however, sufficiently demonstrate the mastery of the subject content by the student.

Reference Materials

Reference materials are located at the end of the course. An electronic copy of this instructor guide may be downloaded from our web site at <http://www.tcleose.state.tx.us>.

Racial Profiling 3256

1.0 RACIAL PROFILING AND THE LAW

1.1 UNIT GOAL: The student will be able to identify the legal aspects of racial profiling.

1.1.1 LEARNING OBJECTIVE: The student will be able to identify the legislative requirements placed upon peace officers and law enforcement agencies regarding racial profiling.

Racial Profiling Requirements:

Racial profiling CCP 3.05

Racial profiling prohibited CCP 2.131

Law enforcement policy on racial profiling CCP 2.132

Reports required for traffic and pedestrian stops CCP 2.133

Liability CCP 2.136

Racial profiling education for police chiefs Education Code 96.641

Training program Occupations Code 1701.253

Training required for intermediate certificate Occupations Code 1701.402

Definition of "race or ethnicity" for form Transportation Code 543.202

A. Written departmental policies

1. Definition of what constitutes racial profiling
2. Prohibition of racial profiling
3. Complaint process
4. Public education
5. Corrective action
6. Collection of traffic-stop statistics
7. Annual reports

B. Not prima facie evidence

C. Feasibility of use of video equipment

D. Data does not identify officer

E. Copy of complaint-related video evidence to officer in question

F. Vehicle stop report

1. Physical description of detainees: gender, race or ethnicity
2. Alleged violation
3. Consent to search

- 4. Contraband
- 5. Facts supporting probable cause
- 6. Arrest
- 7. Warning or citation issued

G. Compilation and analysis of data

H. Exemption from reporting – audio/video equipment

I. Officer non-liability

J. Funding

K. Required training in racial profiling

- 1. Police chiefs
- 2. All holders of intermediate certificates and/or two-year-old licenses as of 09/01/2001 (training to be completed no later than 09/01/2003) – see legislation 77R-SB1074

1.1.2 LEARNING OBJECTIVE: The student will become familiar with Supreme Court decisions and other court decisions involving appropriate actions in traffic stops.

A. Whren v. United States, 517 U.S. 806, 116 S.Ct. 1769 (1996)

- 1. Motor vehicle search exemption
- 2. Traffic violation acceptable as pretext for further investigation
- 3. Selective enforcement can be challenged

B. Terry v. Ohio, 392 U.S. 1, 88 S.Ct. 1868 (1968)

- 1. Stop & Frisk doctrine
- 2. Stopping and briefly detaining a person
- 3. Frisk and pat down

C. Other cases

- 1. Pennsylvania v. Mimms, 434 U.S. 106, 98 S.Ct. 330 (1977)
- 2. Maryland v. Wilson, 117 S.Ct. 882 (1997)
- 3. Graham v. State, 119 MdApp 444, 705 A.2d 82 (1998)
- 4. Pryor v. State, 122 Md.App. 671 (1997) cert. denied 352 Md. 312, 721 A.2d 990 (1998)
- 5. Ferris v. State, 355 Md. 356, 735 A.2d 491 (1999)
- 6. New York v. Belton, 453 U.S. 454 (1981)

2.0 RACIAL PROFILING AND THE COMMUNITY

2.1 UNIT GOAL: The student will be able to identify logical and social arguments against racial profiling.

2.1.1 LEARNING OBJECTIVE: The student will be able to identify logical and social arguments against racial profiling.

A. There are appropriate reasons for unusual traffic stops (suspicious behavior, the officer's intuition, MOs, etc.), but police work must stop short of cultural stereotyping and racism

B. Racial profiling would result in criminal arrests, but only because it would target all members of a race randomly – the minor benefits would be far outweighed by the distrust and anger towards law enforcement by minorities and the public as a whole

C. Racial profiling is self-fulfilling bad logic: if you believed that minorities committed more crimes, then you might look for more minority criminals, and find them in disproportionate numbers

D. Inappropriate traffic stops generate suspicion and antagonism towards officers and make future stops more volatile – a racially-based stop today can throw suspicion on tomorrow's legitimate stop

E. By focusing on race, you would not only be harassing innocent citizens, but overlooking criminals of all races and backgrounds – it is a waste of law enforcement resources

3.0 RACIAL PROFILING VERSUS REASONABLE SUSPICION

3.1 UNIT GOAL: The student will be able to identify the elements of both inappropriate and appropriate traffic stops.

3.1.1 LEARNING OBJECTIVE: The student will be able to identify elements of a racially motivated traffic stop.

A. Most race-based complaints come from vehicle stops, often since race is used as an inappropriate substitute for drug courier profile elements

B. "DWB" – "Driving While Black" – a nickname for the public perception that a Black person may be stopped solely because of their race (especially with the suspicion that they are a drug courier), often extended to other minority groups or activities as well ("Driving While Brown," "Flying While Black," etc.)

C. A typical traffic stop resulting from racial profiling

1. The vehicle is stopped on the basis of a minor or contrived traffic violation which is used as a pretext for closer inspection of the vehicle, driver, and passengers

2. The driver and passengers are questioned about things that do not relate to the traffic violation

3. The driver and passengers are ordered out of the vehicle

4. The officers visually check all observable parts of the vehicle

5. The officers proceed on the assumption that drug courier work is involved by detaining the driver and passengers by the roadside

6. The driver is asked to consent to a vehicle search – if the driver refuses, the officers use other procedures (waiting on a canine unit, criminal record checks, license-plate checks, etc.), and intimidate the driver (with the threat of detaining him/her, obtaining a warrant, etc.)

3.1.2 LEARNING OBJECTIVE: The student will be able to identify elements of a traffic stop which would constitute reasonable suspicion of drug courier activity.

A. Drug courier profile (adapted from a profile developed by the DEA)

1. Driver is nervous or anxious beyond the ordinary anxiety and cultural communication styles

2. Signs of long-term driving (driver is unshaven, has empty food containers, etc.)

3. Vehicle is rented

4. Driver is a young male, 20-35

5. No visible luggage, even though driver is traveling

6. Driver was over-reckless or over-cautious in driving and responding to signals

7. Use of air fresheners

B. Drug courier activity indicators by themselves are usually not sufficient to justify a stop

3.1.3 LEARNING OBJECTIVE: The student will be able to identify elements of a traffic stop which could constitute reasonable suspicion of criminal activity.

A. Thinking about the totality of circumstances in a vehicle stop

B. Vehicle exterior

1. Non-standard repainting (esp. on a new vehicle)

2. Signs of hidden cargo (heavy weight in trunk, windows do not roll down, etc.)

3. Unusual license plate suggesting a switch (dirty plate, bugs on back plate, etc.)

4. Unusual circumstances (pulling a camper at night, kids' bikes with no kids, etc.)

C. Pre-stop indicators

1. Not consistent with traffic flow

2. Driver is overly cautious, or driver/passengers repeatedly look at police car

3. Driver begins using a car- or cell-phone when signaled to stop

4. Unusual pull-over behavior (ignores signals, hesitates, pulls onto new street, moves objects in car, etc.)

D. Vehicle interior

1. Rear seat or interior panels have been opened, there are tools or spare tire, etc.
2. Inconsistent items (anti-theft club with a rental, unexpected luggage, etc.)

Resources

Proactive Field Stops Training Unit – Instructor's Guide, Maryland Police and Correctional Training Commissions, 2001. (See Appendix A.)

Web address for legislation 77R-SB1074:

<http://tlo2.tlc.state.tx.us/tlo/77r/billtext/SB01074F.htm>

Report on Complaints

Report on Complaints

The following table contains data regarding officers that have been the subject of a complaint, during the time period of 1/1/17---12/31/17, based on allegations outlining possible violations related to the Texas Racial Profiling Law. The final disposition of the case is also included.

X

A check above indicates that the Windcrest Police Department has not received any complaints, on any members of its police force, for having violated the Texas Racial Profiling Law during the time period of 1/1/17 --- 12/31/17.

Complaints Filed for Possible Violations of The Texas Racial Profiling Law

Complaint No.	Alleged Violation			Disposition of the Case

Additional Comments:

Tables Illustrating Traffic and Motor Vehicle-Related Contacts

Tier 1 Data

(I) Tier 1 Data

Motor Vehicle-Related Contact Information (1/1/17—12/31/17)

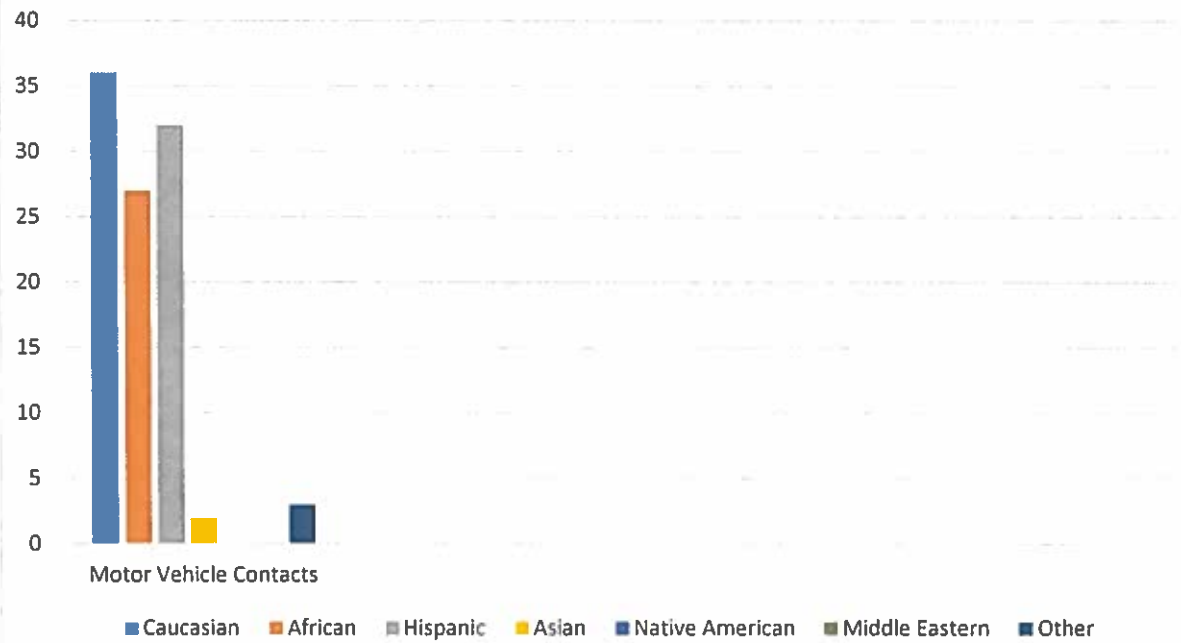
Race/Ethnicity*	Contacts		Searches		Consensual Searches		PC Searches		Custody Arrests	
	N	%	N	%	N	%	N	%	N	%
Caucasian	2,863	36	151	30	17	45	134	28	139	30
African	2,104	27	159	31	7	18	152	32	149	33
Hispanic	2,484	32	176	35	13	34	163	35	166	36
Asian	154	2	2	.4	0	0	2	.4	2	.4
Native American	3	.04	0	0	0	0	0	0	0	0
Middle Eastern	7	.1	0	0	0	0	0	0	0	0
Other	244	3	21	4	1	3	20	4	0	0
Total	7,859	100	509	100	38	100	471	100	456	100

"N" represents "number" of traffic-related contacts

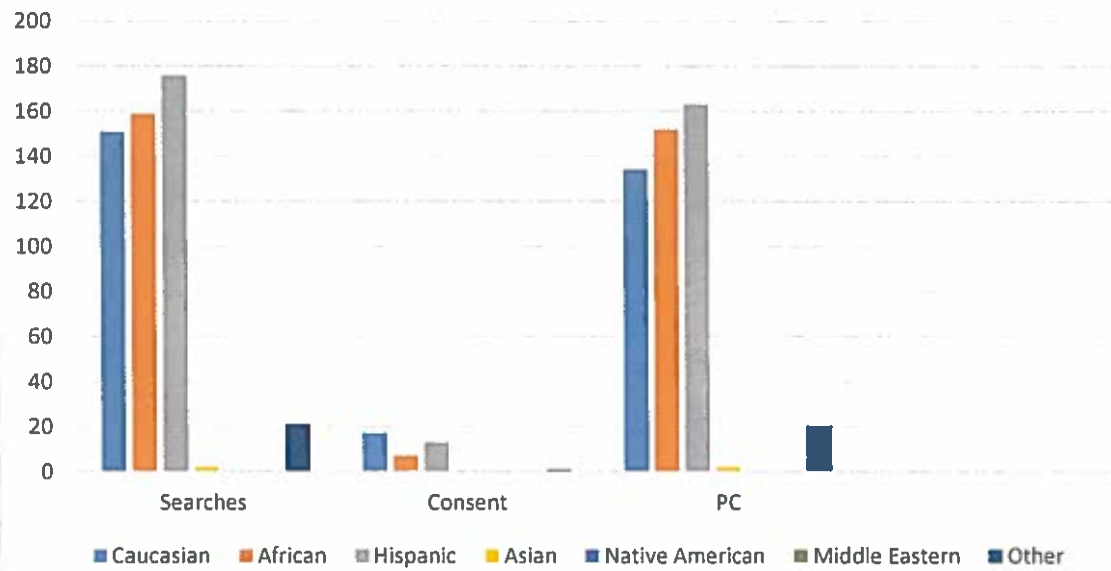
* Race/Ethnicity is defined by Senate Bill 1074 as being of a "particular descent, including Caucasian, African, Hispanic, Asian, Native American or Middle Eastern".

**Figure has been rounded

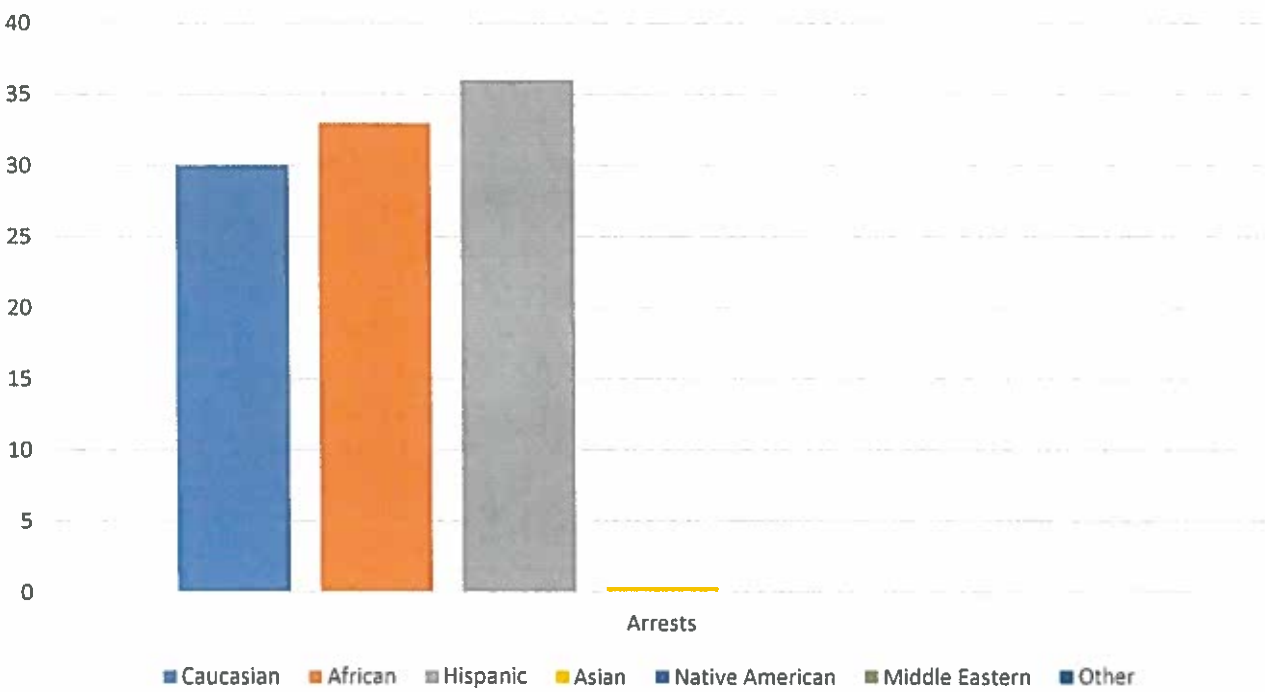
Tier 1 Data (Motor Vehicle Contacts in Percentages)



Tier 1 Data (Frequency of Searches)

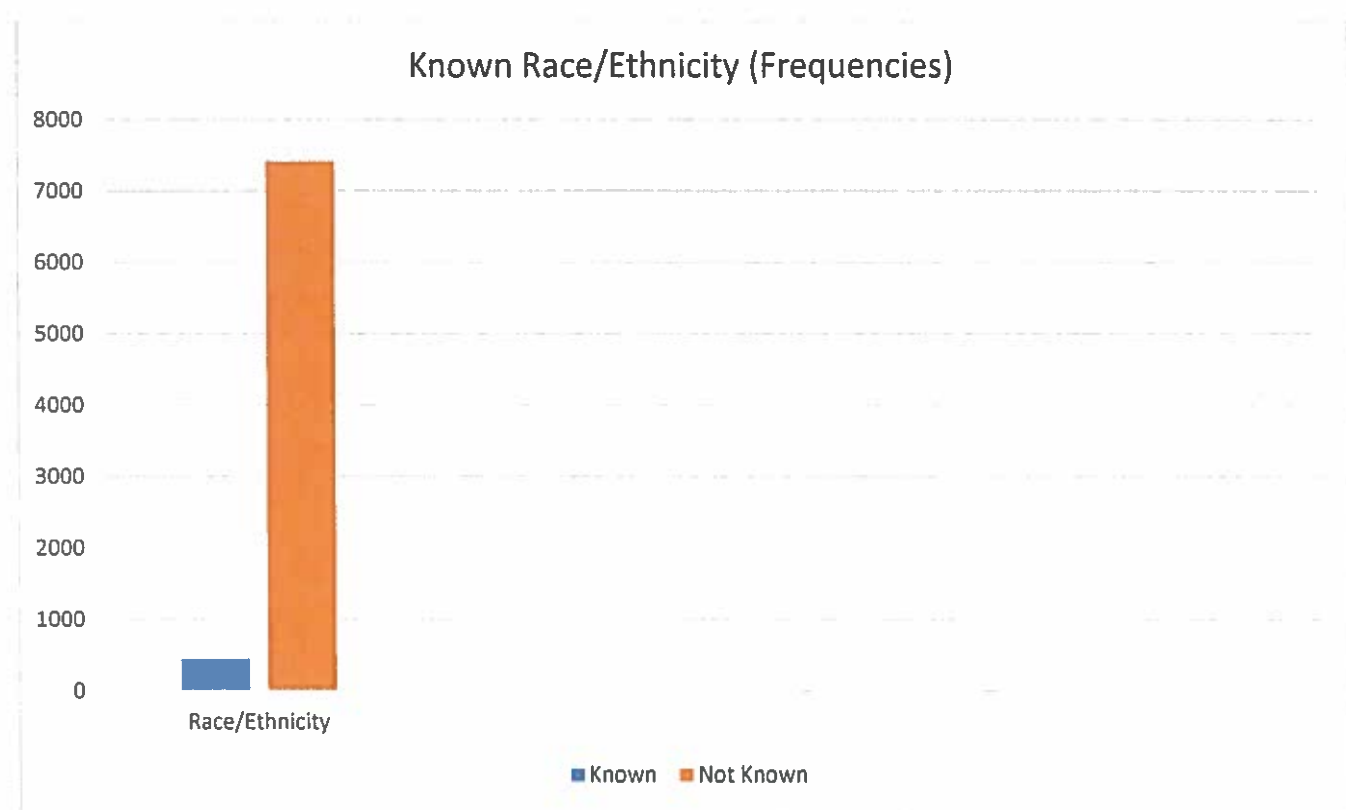


Tier 1 Data (Arrests in Percentages)



Total Number of Instances where Officers Knew/did not Know Race/Ethnicity of Individuals Before Being Detained (1/1/17--12/31/17)

Total Number of Instances where Officers <u>Knew</u> Race and Ethnicity of Individuals Before Being Detained	Total Number of Instances where Officers <u>Did Not Know</u> the Race and Ethnicity of Individuals Before Being Detained
441	7,418



Tier 1 (Partial Exemption TCLEOSE Form)

Partial Exemption Racial Profiling Reporting (Tier 1)

Department Name WINDCREST POLICE DEPARTMENT

Agency Number 29223

Chief Administrator Name ALAN O. BALLEW

Reporting Name ALAN O. BALLEW

Contact Number 210.655.0022 EXT. 2610

E-mail Address ABALLEW@WINDCREST-TX.GOV

Certification to Report 2.132 (Tier 1) – Partial Exemption

Policy Requirements (2.132(b) CCP): Each law enforcement agency in this state shall adopt a detailed written policy on racial profiling. The policy must:

- (1) clearly define acts constituting racial profiling;
- (2) strictly prohibit peace officers employed by the agency from engaging in racial profiling;
- (3) implement a process by which an individual may file a complaint with the agency if the individual believes that a peace officer employed by the agency has engaged in racial profiling with respect to the individual;
- (4) provide public education relating to the agency's complaint process;
- (5) require appropriate corrective action to be taken against a peace officer employed by the agency who, after an investigation, is shown to have engaged in racial profiling in violation of the agency's policy adopted under this article;
- (6) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:

- (A) the race or ethnicity of the individual detained;
 - (B) whether a search was conducted and, if so, whether the individual detained consented to the search; and
 - (C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
- (7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
- (A) the Commission on Law Enforcement Officer Standards and Education; and
 - (B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

These policies are in effect

ALAN O. BALLEW 02/20/2018
Chief Administrator Date

Partial Exemption Racial Profiling Reporting

(Tier 1)

Video and Audio Equipment Exemption

Partial Exemption Claimed by (2.135(a) CCP):

☒ All cars regularly used for motor vehicle stops are equipped with video camera and transmitter-activated equipment and each motor stop is recorded and the recording of the stop is retained for at least 90 days after the stop.

OR

☐ In accordance with 2.135(a)(2) the agency has requested and not received funds to install the recording equipment

I claim this exemption

ALAN O. BALLEW 02/20/2018
Chief Administrator Date

Partial Exemption Racial Profiling Reporting (Tier 1)

(This is the TCOLE recommended form. The form is not mandatory. The information contained in this form, however, is mandatory. You may use your form, but all information must be provided.)

If you claim a partial exemption you must submit a report that contains the following data or use this format to report the data.

Instructions: Please fill out all boxes. If zero, use 0.

1. Total on lines 4, 11, 14, and 17 Must be equal

2. Total on line 20 Must equal line 15

Number of Motor Vehicle Stops:

1. _____ citation only

2. _____ arrest only

3. _____ both

4. _____ Total

Race or Ethnicity:

5. _____ African

6. _____ Asian

7. _____ Caucasian

8. _____ Hispanic

9. _____ Middle Eastern

10. _____ Native American

11. _____ Total

Race or Ethnicity Known Prior to Stop?

12. _____ Yes

13. _____ No

14. _____ Total

Search Conducted:

15. _____ Yes

16. _____ No

17. _____ Total

Was Search Consented?

18. _____ Yes

19. _____ No

20. _____ Total Must Equal # 15

Option to submit required data by utilizing agency report

You must submit your report in PDF format

Electronic Submission of data required by 2.132(b)(6) CCP

(6) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:

(A) the race or ethnicity of the individual detained;

(B) whether a search was conducted and, if so, whether the individual detained consented to the search; and

(C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and

This report meets the above requirements

<u>ALAN O. BALLEW</u>	<u>02/20/2018</u>
Chief Administrator	Date

Send entire documents electronically to this website

www.tcleose.state.tx.us



**RACIAL PROFILE REPORT (Tier 1)
WINDCREST POLICE DEPARTMENT
01/01/2017 TO 12/31/2017**

Number of motor vehicle stops:

1. 7,159 Citations

2. 456 Custody Arrests

3. 0 Both

4. 7,615 Total

Race or Ethnicity:

5. 2,104 African

6. 154 Asian

7. 2,863 Caucasian

8. 2,484 Hispanic

9. 7 Middle Eastern

10. 3 Native American

11. 7,615 Total

Race or Ethnicity known prior to stop?

12. 441 Yes

13. 7,174 No

14. 7,615 Total

Search conducted?

15. 488 Yes

16. 7,127 No

17. 7,615 Total

Was search consented?

18. 37 Yes

19. 451 No

20. 488 Total must equal #15

Tier 1 Baseline Comparison (Fair Roads Standard)

(II) Motor Vehicle-Contacts and Fair Roads Standard Comparison

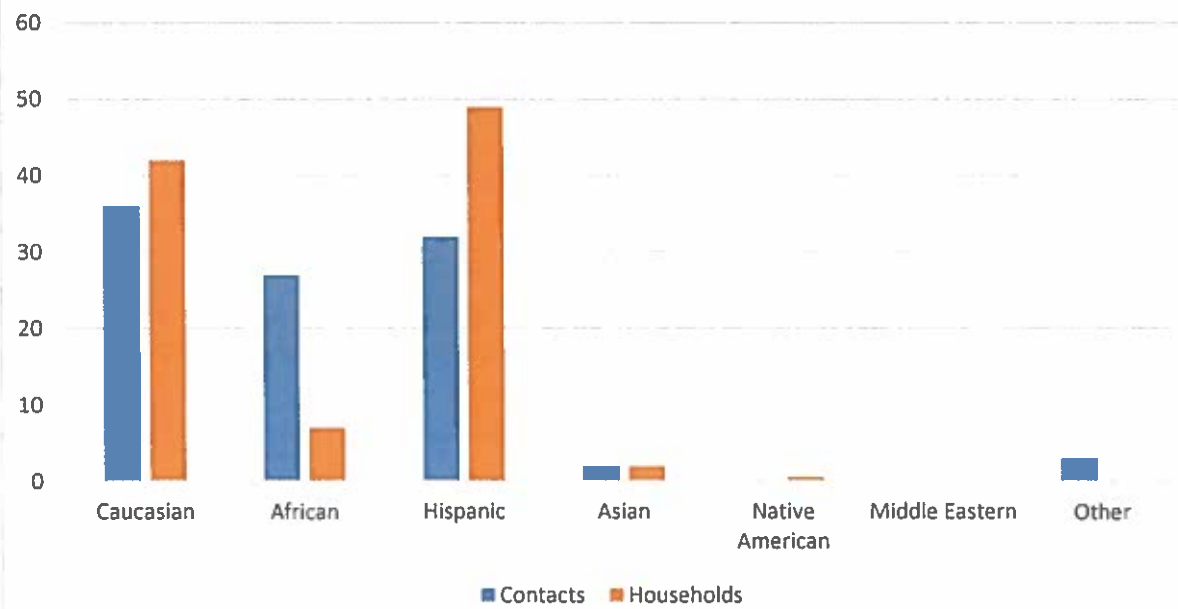
Comparison of motor vehicle-related contacts with households in San Antonio CSA that have vehicle access (in percentages). (1/1/17—12/31/17)

Race/Ethnicity*	Contacts (in percentages)	Households with vehicle access (in percentages)
Caucasian	36	42
African	27	7
Hispanic	32	49
Asian	2	2
Native American	.04	.6
Middle Eastern	.1	N/A
Other	3	N/A
Total	100	100**

* Race/Ethnicity are defined by Senate Bill 1074 as being of a "particular descent, including Caucasian, African, Hispanic, Asian, Native American and Middle Eastern".

**Represents rounded figure

Motor Vehicle Contacts and Households
(Percentages) 2017



Analysis and Interpretation of Data

Analysis

In 2001, the Texas legislature passed Senate Bill 1074 which became the Texas Racial Profiling Law. That is, the law came into effect on January 1, 2002 and required all police departments in Texas, to collect traffic-related data and report this information to their local governing authority by March 1st of each year. In 2009, the racial profiling law was modified to include the collection and reporting of all motor vehicle related contacts where a citation was issued or arrest made. In addition, the modification to the law further requires that all police officers indicate whether or not they knew the race or ethnicity of the individual before detaining them. Further, it is required that agencies report motor vehicle related data to their local governing authority and to the Texas Commission on Law Enforcement (TCOLE) by March 1st of each year. The purpose in collecting and presenting this information is to determine if police officers in a particular municipality are engaging in the practice of racially profiling minority motorists.

The Texas Racial Profiling Law also requires police departments to interpret motor vehicle-related data. Even though most researchers would probably agree with the fact that it is within the confines of good practice for police departments to be accountable to the citizenry while carrying a transparent image before the community, it is very difficult to determine if individual police officers are engaging in racial profiling, from a review and analysis of aggregate/institutional data. In other words, it is challenging for a reputable researcher to identify specific "individual" racist behavior from aggregate-level "institutional" data on traffic or motor vehicle-related contacts.

As stated previously, in 2009, the Texas Legislature passed House Bill 3389, which modified the existing Racial Profiling Law by adding new requirements; this took effect on January 1st, 2010. These most recent changes include, but are not exclusive of, the re-definition of a contact to include motor vehicles where a citation was issued or an arrest made. In addition, it requires police officers to indicate if they knew the race or ethnicity of the individual before detaining them. Also, the 2009 law requires adding "middle eastern" to the racial and ethnic category and submitting the annual data report to TCOLE before March 1st of each year. I am pleased to inform you that these additional requirements have been addressed, since 2009, by the Windcrest Police Department as it is demonstrated throughout this report.

In 2017, the Texas Legislators passed H.B. 3051 which removed the Middle Eastern data requirement but standardized the racial and ethnic categories relevant to the individuals that came in contact with the police. In addition, the Sandra Bland Act (S.B. 1849) was passed and became law. That is, the most significant legislative act in Texas history regarding future data requirements on law enforcement contacts, became law and effective January 1, 2018. All future reports will contain more extensive data entries and analysis as well as records regarding audits and the analysis of searches, as required by law.

In an effort to comply with The Texas Racial Profiling Law, the Windcrest Police Department commissioned the analysis of its 2017 motor vehicle contact data. Thus, two different types of data analyses were performed. The first of these involved a careful evaluation of the 2017 motor vehicle-related data. This particular analysis measured, as required by the law, the number and percentage of Caucasians, African Americans, Hispanics, Asians, Native Americans, Middle Easterners and individuals belonging to the “other” category, that came in contact with the police in the course of a motor vehicle related contact, and were either issued a citation or arrested. Further, the analysis included information relevant to the number and percentage of searches (table 1) while indicating the type of search performed (i.e., consensual or probable cause). Also, the data analysis included the number and percentage of individuals who, after they came in contact with the police for a motor vehicle-related reason, were arrested.

The additional data analysis performed was based on a comparison of the 2017 motor vehicle contact data with a specific baseline. When reviewing this particular analysis, it should be noted that there is disagreement, in the literature, regarding the appropriate baseline to be used when analyzing motor vehicle-related contact information. Of the baseline measures available, the Windcrest Police Department opted to adopt, as a baseline measure, the Fair Roads Standard. This particular baseline is based on data obtained through the U.S. Census Bureau (2010) relevant to the number of households that have access to vehicles while controlling for the race and ethnicity of the heads of households.

It is clear that census data presents challenges to any effort made at establishing a fair and accurate racial profiling analysis. That is, census data contains information on all residents of a particular community, regardless of the fact they may or may not be among the driving population. Further, census data, when used as a baseline of comparison, presents the challenge that it captures information related to city residents only. Thus, excluding individuals who may have come in contact with the Windcrest Police Department in 2017 but live outside city limits. In some cases, the percentage of the population that comes in contact with the police but lives outside city limits represents a substantial volume of all motor vehicle-related contacts made in a given year.

Since 2002, several civil rights groups in Texas expressed their desire and made recommendations to the effect that all police departments should rely, in their data analysis, on the Fair Roads Standard. This source contains census data specific to the number of “households” that have access to vehicles. Thus, proposing to compare “households” (which may have multiple residents and only a few vehicles) with “contacts” (an individual-based count). This, in essence, constitutes a comparison that may result in ecological fallacy. Despite this, the Windcrest Police Department made a decision that it would use this form of comparison (i.e., census data relevant to households with vehicles) in an attempt to demonstrate its “good will” and “transparency” before the community. Thus, the Fair Roads Standard data obtained and used in this study is specifically relevant to the San Antonio CSA.

Tier 1 (2017) Motor Vehicle-Related Contact Analysis

When analyzing the Tier 1 data collected in 2017, it was evident that most motor vehicle-related contacts were made with Caucasian drivers. This was followed by Hispanic and African American drivers. With respect to searches, most of them were performed on Hispanic drivers. This was followed by African Americans and Caucasians. It is important to note that the arrest data revealed that Hispanic drivers were arrested the most in motor vehicle-related contacts.

Fair Roads Standard Analysis

The data analysis of motor vehicle contacts to the census data relevant to the number of “households” in the San Antonio CSA who indicated, in the 2010 census, that they had access to vehicles, produced interesting findings. Specifically, the percentage of individuals of African American descent that came in contact with the police was higher than the percentage of African American households in the San Antonio CSA that claimed, in the 2010 census, to have access to vehicles. With respect to Caucasians, Hispanics, Asians and Native Americans, the same or a lower percentage of contacts were detected. That is, the percentage of Caucasian, Hispanic, Asian and Native American drivers that came in contact with the police in 2017 was the same or lower than the percentage of Caucasian, Hispanic, Asian and Native American households in the San Antonio CSA with access to vehicles.

Summary of Findings

The comparison of motor vehicle contacts showed that the Windcrest Police Department came in contact (in motor vehicle-related incidents) with the same or a smaller percentage of Caucasian, Hispanic, Asian and Native American drivers than the percentage that resided in the San Antonio CSA and had access to vehicles. Further, the data suggested that the percentage of African American drivers that came in contact with the police in 2017 was higher than the percentage of African American households in the San Antonio CSA with access to vehicles. In addition, the data showed that in a large number of instances, officers did not know the race or ethnicity of individuals before detaining them, when compared to instances where officers knew the race/ethnicity of individuals before they were detained.

While considering the findings made in this analysis, it is recommended that the Windcrest Police Department should continue to collect and evaluate additional information on motor vehicle contact data (i.e., reason for probable cause searches, contraband detected) which may prove to be useful when determining the nature of the contacts police officers are making with all individuals; particularly with African American. Although this additional data may not be required by state law, it is likely to provide insights regarding the nature and outcome of all motor vehicle contacts made with the public.

As part of this effort, the Windcrest Police Department is now required by law to:

- 1) Perform an independent search analysis on the search data collected throughout 2018.
- 2) Commission data audits in 2017 in order to assess data integrity; that is, to ensure that the data collected is consistent with the data being reported.

The Windcrest Police Department has complied with the Texas Racial Profiling Law.

(III) Summary

Checklist

Checklist

The following requirements were met by the Windcrest Police Department in accordance with The Texas Racial Profiling Law:

- ☒ Clearly defined act or actions that constitute racial profiling
- ☒ Statement indicating prohibition of any peace officer employed by the Windcrest Police Department from engaging in racial profiling
- ☒ Implement a process by which an individual may file a complaint regarding racial profiling violations
- ☒ Provide public education related to the complaint process
- ☒ Implement disciplinary guidelines for officer found in violation of the Texas Racial Profiling Law
- ☒ Collect data (Tier 1) that includes information on
 - a) Race and ethnicity of individual detained
 - b) Whether a search was conducted
 - c) If there was a search, whether it was a consent search or a probable cause search
 - d) Whether a custody arrest took place
- ☒ Indicate total number of officers who knew and did not know, the race/ethnicity of individuals before being detained.
- ☒ Produce an annual report on police contacts (Tier 1) and present this to local governing body and TCOLE by March 1, 2018.
- ☒ Adopt a policy, if video/audio equipment is installed, on standards for reviewing video and audio documentation

Contact Information

Contact Information

For additional questions regarding the information presented in this report, please contact:

Del Carmen Consulting, LLC

817.681.7840

www.texasracialprofiling.com

www.delcarmenconsulting.com

Disclaimer: The author of this report, Alejandro del Carmen/del Carmen Consulting, LLC, is not liable for any omissions or errors committed in the acquisition, analysis, or creation of this report. Further, Dr. del Carmen/del Carmen Consulting is not responsible for the inappropriate use and distribution of information contained in this report. Further, no liability shall be incurred as a result of any harm that may be caused to individuals and/or organizations as a result of the information contained in this report.

WINDCREST PUBLIC WORKS

HIGHLIGHT: January 2018

1. *Take down all Christmas decorations and lights.*
2. *Prep city for Ice storm. (Chris Gamboa, Bruce King and Tom Garcia on duty 1-15-2018.)*
3. *Replaced silt fencing at bottom of hill next to P.W. yard.*
4. *Fixed water leak in city hall. Leak was located in wall across hall from men's bathroom.*
5. *Repaired alleys.*
 - a. *Alley located behind Crosswind St.*
 - b. *Alley at City Hall.*
6. *Repainted and glass beaded yellow lines at Fire bay for parking safety.*
7. *Replaced damaged over hang behind Fire bay.*
8. *Removed dead trees from island at Brook Falls Pond.*
9. *Removed damaged Blue dots and replaced with new blue street reflectors. (Blue reflectors help fireman identify location of fire hydrants).*

Windcrest Public Works

Monthly Report

	2018	Fiscal YTD
	January	2017-2018
Duties: January 2018	Hours	Hours
1. Pool Maintenance	20	130
2. Facility Repair / Maintenance	116	454
3. Landscaping	320	1,096
4. Job Education	0	50
5. Restrooms/ Park Trash	40	217
6. Pot Holes/ Alley Repair	48	100
7. Weed Spraying/ Ant treatment	12	56
8. Mowing/ Edging	44	944
9. Street Sweep	128	416
10. Watering City	10	56

	Hours	Hours
11. Tree Trimming and Chipping	24	62
12. Car Wash	8	47
13. Yard Clean up	8	44
14. Signage Replacement & Repair	12	36
15. Clean and repair Equipment	20	50
16. Mechanic	136	574
17. Miscellaneous	16	323
18. Painting Curbs / City	16	16
19. Overtime	0	260
20. Doggy Pod install	N/A	N/A
21. Button install	16	40
22. Replace basketball goals	N/A	N/A
23. Drain Windy Hollow Pond	N/A	N/A
24. B.B.Q. repair	N/A	N/A
25. Drainage Repair/ clean up	0	56
26. Christmas Tear-down	254	254
27. Christmas Set-up/decorations	0	568
28. Pond Maintenance	80	88
29. Pick Trash/ City Wide	120	264
TOTAL HOURS WORKED	1,464	6,345



WINDCREST TEXAS

City Secretary / Asst. Court Administrator Report for the month of January 2018

Highlights

- Prepared/posted agenda for RCCM 01.22.18, and attended

Ordinance Passed

None

Resolutions Passed

2018-654(R)

2018-655(R)

2018-656(R)

- Posted agenda and attended WEDC 01.14.17 meeting.
- Mailed out variance request notices to applicable residents
- Prepared and published BOA notice in NE Herald
- Certification of Recall Petition
- Attended TMCEC seminar in Frisco, TX
- Open Records filled
 - 32 Police/Accident/Fire/Court Reports/Permits
 - 1 Other
- Civic Center Rentals
 - a. 6 Resident Events
 - b. 10 Civic
- Attended and assisted with court on 01.9, & 23.18.
- Prepared City Secretary and Court articles for City newsletter.

Goals

1. Continue training/education as City Secretary
2. Continue training/education as Asst. Court Administrator / Court Clerk.
3. Keep up with organization of City Records.
4. Continue working with Admin/Court/Permits and Post Office staff to ensure customer service and professionalism.
5. Improve and expand the warrant program.

Respectfully submitted to City Council, through the City Manager.

February 2, 2018

SIGNATURE

DATE

Kelly Rodriguez, City Secretary

Please contact me with any questions concerning this report 655-0022 ext. 2150

This reporting is required by the City of Windcrest Charter § 5.02.3(h)

OPEN RECORDS REPORT JANUARY 2018

1 DENISE MCGEE	ACCIDENT REPORT	COMP
2 RAINBEAU PRESTI	PERMITS	COMP
3 RICHARD WALLACE	ACCIDENT REPORT	COMP
4 JOEY RODRIGUEZ	ACCIDENT REPORT	COMP
5 LEXIS NEXIS	ACCIDENT REPORT	COMP
6 LEXIS NEXIS	ACCIDENT REPORT	COMP
7 LEXIS NEXIS	ACCIDENT REPORT	COMP
8 TREQUILLE FLOWERS	COURT	COMP
9 VERA L. MCDADE	POLICE REPORT	COMP
10 WAYNE WRIGHT	POLICE REPORT	COMP
11 RICHARD RODRIGUEZ	COURT	COMP
12 WANDA FONTENOT	POLICE REPORT	COMP
13 THOMAS J HENRY	POLICE REPORT	COMP
14 CHRISTINE BROWN	OTHER-TRASH CONTRACT	COMP
15 METROPOLITAN REP BUREAU	POLICE REPORT	COMP
16 LEXIS NEXIS	POLICE REPORT	COMP
17 LEXIS NEXIS	ACCIDENT REPORT	COMP
18 LEXIS NEXIS	ACCIDENT REPORT	COMP
19 LEXIS NEXIS	POLICE REPORT	COMP
20 ELVIRA WILLIAMS	COURT	COMP
21 SA RISK MANAGEMENT	POLICE REPORT	COMP
22 THOMAS J HENRY	ACCIDENT REPORT	COMP
23 WILLIE BELL	COURT	COMP
24 TITAN LEGAL SERVICES	POLICE REPORT	COMP
25 DENISE MCGEE	POLICE REPORT	COMP
26 DUANE ETAPA	POLICE REPORT	COMP
27 GARY LAUGHLIN	POLICE REPORT	COMP
28 LISA JORGENSEN	POLICE REPORT	COMP
29 TEXAS FARM BUREAU	POLICE REPORT	COMP
30 TEXAS FARM BUREAU	POLICE REPORT	COMP
31 LEXIS NEXIS	POLICE REPORT	COMP
32 LEXIS NEXIS	POLICE REPORT	COMP
33 KARINA J. SANTOS	COURT	COMP

POLICE REPORTS	17
ACCIDENT REPORTS	8
PERMITS	1
COURT	6
OTHER	1
TOTAL	33

JANUARY 2018 CIVIC CENTER STATS

DATE	NAME	RESIDENT OR NON	TYPE OF FUNCTION	HOURS	SOUND SYSTEM	SECURITY
01.03.18	ARTS AND CRAFTS	CIVIC	MTG	9A-1P	N	N
01.04.18	WOMEN'S CLUB	CIVIC	LIGHT UP AWARDS	7P-9P	N	N
01.05.18	T. GARCIA	EMPLOYEE	PARTY	8P-12A	N	Y
01.06.18	H. GARCIA	RESIDENT	PARTY	6P-12A	N	N
01.07.18	R. CABALLERO	RESIDENT	PARTY	1P-5P	N	N
01.08.18	GARDEN CLUB	CIVIC	MTG	9A-1P	N	N
01.09.18	OPTIMIST CLUB	CIVIC	MTG	7A-9A	N	N
01.09.18	LIONS CLUB	CIVIC	MTG	6P-9P	N	N
01.13.18	H. GARCIA	RESIDENT	PARTY	6P-10P	N	N
01.17.18	ARTS AND CRAFTS	CIVIC	MTG	9A-1P	N	N
01.19.18	WINDCREST LITTLE LEAGUE	CIVIC	MTG	8A-8P	N	N
01.20.18	WINDCREST LITTLE LEAGUE	CIVIC	MTG	8A-9P	N	N
01.23.18	LIONS CLUB	CIVIC	MTG	6P-8P	N	N
01.24.18	WOMEN'S CLUB	CIVIC	MTG	9A-2P	N	N
01.27.18	L. GUERRERO	REDIDENT	PARTY	6P-10P	N	N
01.28.18	L. HICKS/J. VACEK	RESIDENT	PARTY	3P-7P	N	N

CITY OF WINDCREST MUNICIPAL COURT - OFFICIAL MONTHLY ACTIVITY REPORT

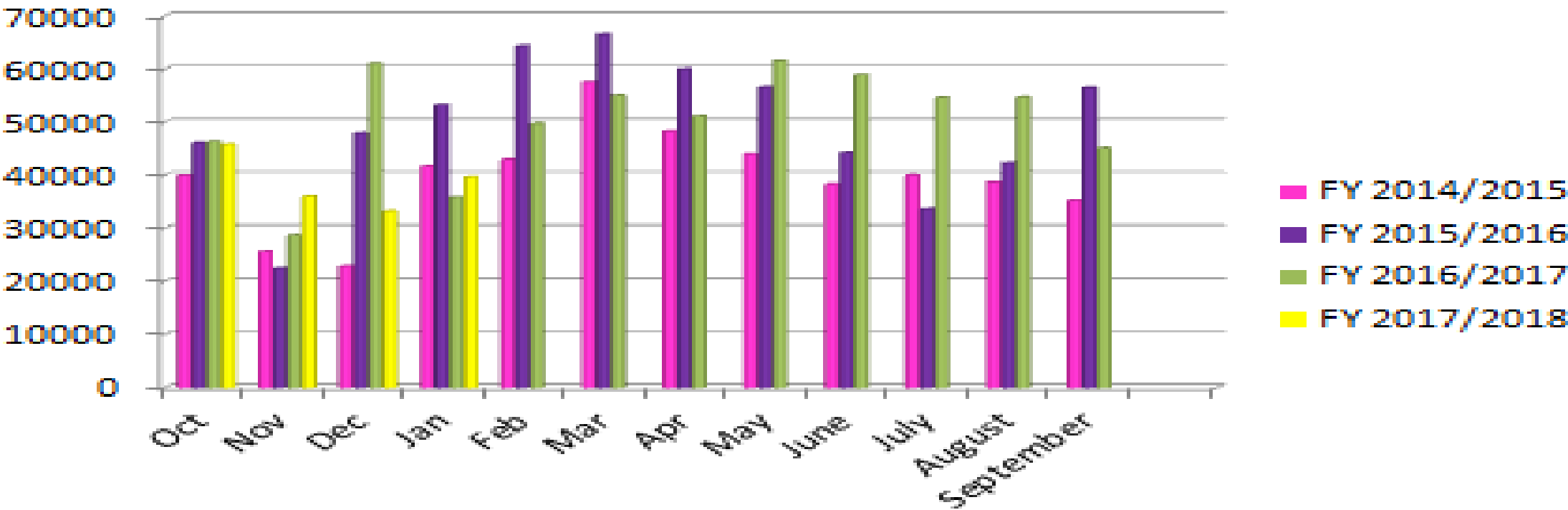
	Oct. 17	Nov. 17	Dec. 17	Jan. 18	Feb. 18	Mar. 18	Apr. 18	May. 18	Jun. 18	Jul. 18	Aug. 18	Sept. 18	TOTAL	Medium Average
Cases Filed	754	835	532	821									2,942	
Fines Paid	13	14	11	14									52	
Bond Forfeiture	0	0	0	0									0	
Not Guilty	21	25	22	8									76	
Guilty	209	179	140	153									681	
Dismissed	128	90	121	104									443	
Compliance Dismissals	35	17	27	35									114	
Defensive Driving	52	28	22	29									131	
Deferred Disposition	113	60	58	93									324	
Insurance	3	3	5	1									12	
Orders for Community Svc.	0	0	0	0									0	
Appeals	0	0	0	0									0	
TOTAL CASES HEARD	574	416	405	437									1,832	
Failure to Appear/Warrants	431	526	233	458									1,648	
Warrant Officer Fine/Fee Collected	\$24,370.16	\$16,040.70	\$14,076.77	\$20,418.70									\$74,906.33	
Warrant Officer Activity	197	119	114	145									575	
Court Fines	\$43,511.21	\$ 34,224.00	\$31,620.41	\$38,112.41									\$147,468.03	
State Fees	\$22,597.41	\$ 18,192.34	\$ 15,743.45	\$15,347.48									\$71,880.68	
City Share of State Fees (10%)	\$2,259.74	\$ 1,819.23	\$ 1,574.34	\$1,534.74									\$ 7,188.05	
Court Technology Fund	\$ 32,019.26	\$ 33,084.45	\$ 34,029.45	\$34,029.45									\$ 133,162.61	
Court Building Security Fund	\$ 40,438.89	\$ 41,237.69	\$ 41,946.38	\$41,946.38									\$ 165,569.34	
Fee to Omni/State	\$2,134.98	\$ 3,914.29	\$ 4,008.18	\$3,473.98									\$ 13,531.43	
Collection Agency Fees														
TOTAL CITY REVENUE	\$45,770.95	\$ 36,040.23	\$33,194.75	\$39,647.15									\$ 154,653.08	
PRIOR Years Total Collections	\$ 44,968.79	\$ 28,651.04	\$61,013.89	\$35,863.68									\$ 170,497.40	

Persons Arrested (Held in WCPD)	22	16	12	13									63
Persons Incarcerated (HELD IN GC)	1	3	4	0									8
Cost of Incarceration	\$600.00	\$ 1,450.00	\$1,000.00	\$0.00									\$ 3,050.00

2016/2017 Court Activity														
Cases Filed	765	859	507	865									2996	
Court Fines	\$ 43,912.09	\$26,815.19	\$ 35,116.68	\$35,116.68									\$ 140,960.64	
Persons Arrested	14	13	22	26									75	
Persons Incarcerated	0	2	1	1									4	
Cost of Incarceration	\$0	\$ 350.00	\$ 950.00	\$ 900.00									\$ 2,200.00	
Warrant Officer Fine/Fee Collected	\$25,884.60	\$19,994.60	\$ 13,576.00	\$23,009.78									\$82,464.98	
Warrant Officer Activity	115	120	105	163									503	

TOTAL CITY REVENUE FROM COURT

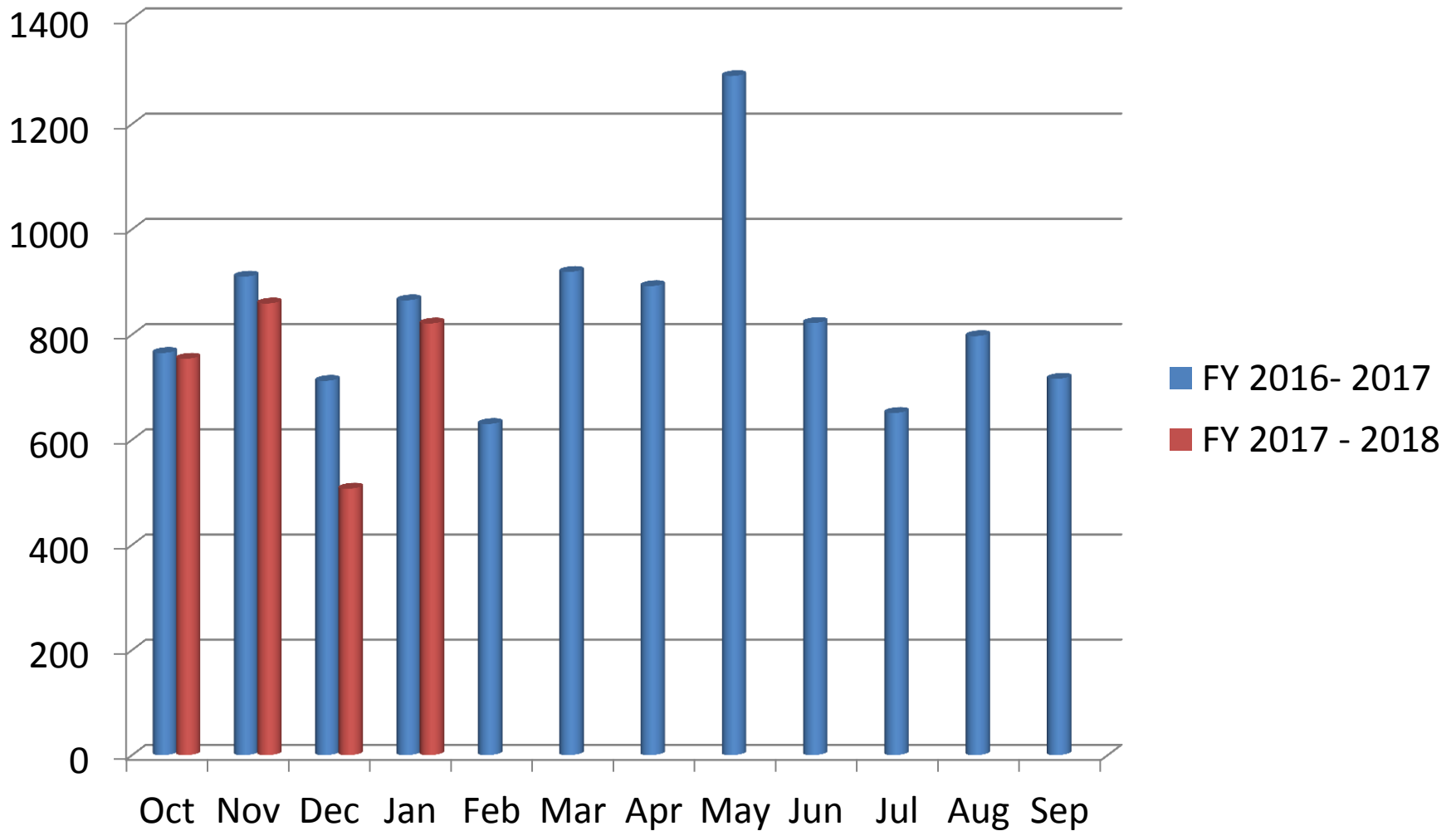
(4 year comparison)



CASES FILED

FY 2016/2017 vs. FY 2017/2018

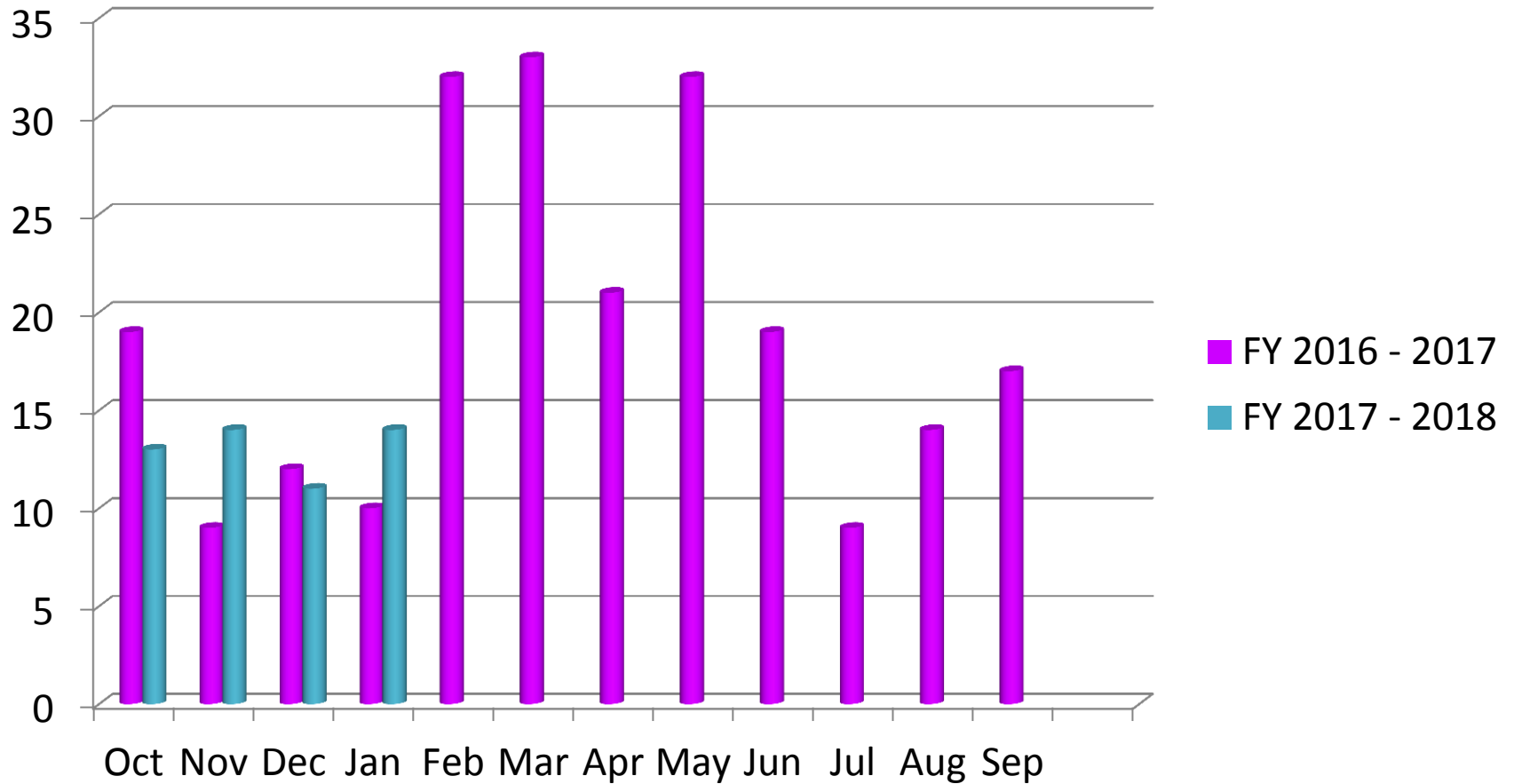
(Citations from Police Department, Code Enforcement, Animal Control)



FINES PAID

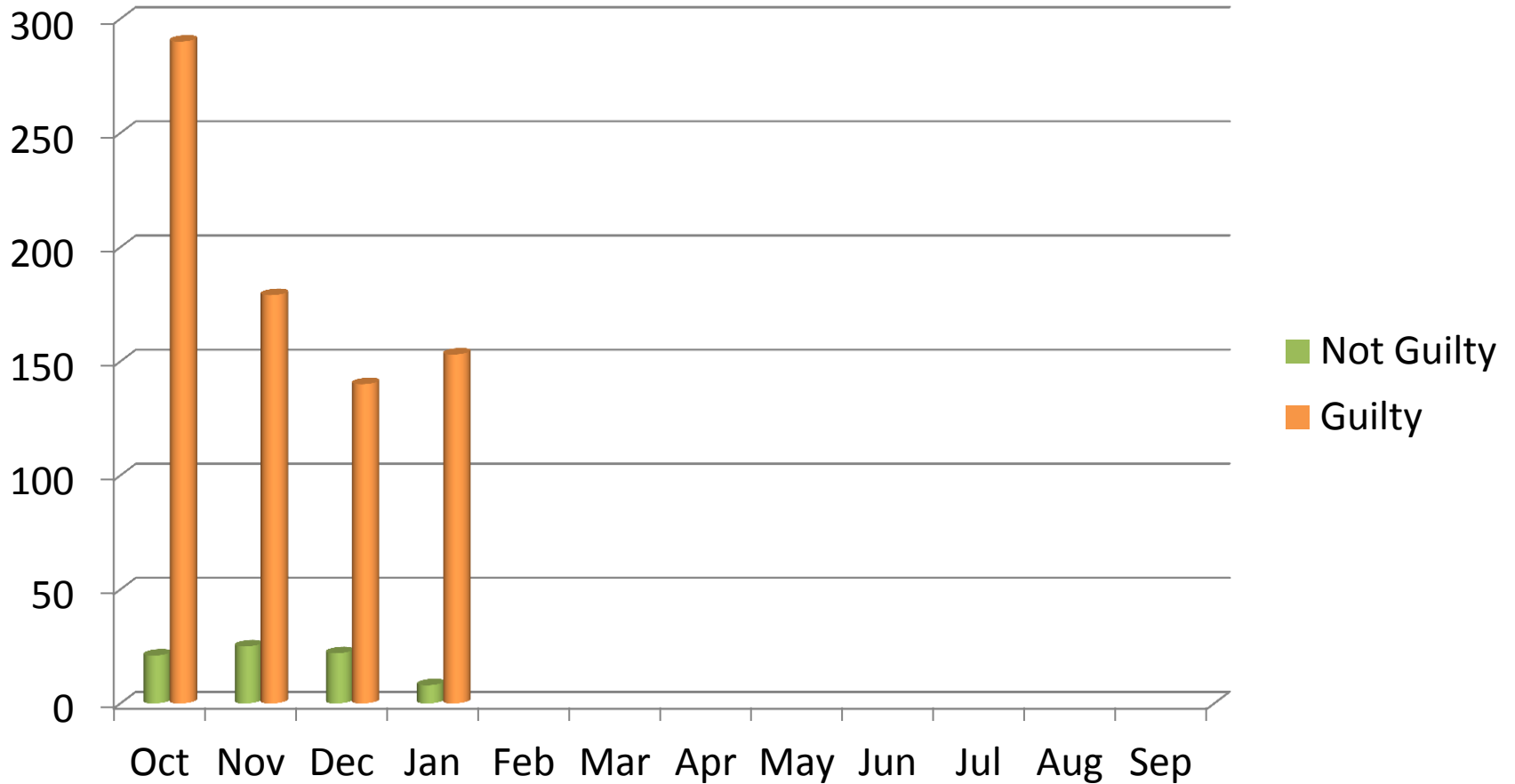
FY 2016/2017 vs. FY 2017/2018

(Number of cases in which defendants came in and paid in full and case was closed. Does not include defendants who were granted Deferred Disposition or Defensive Driving)



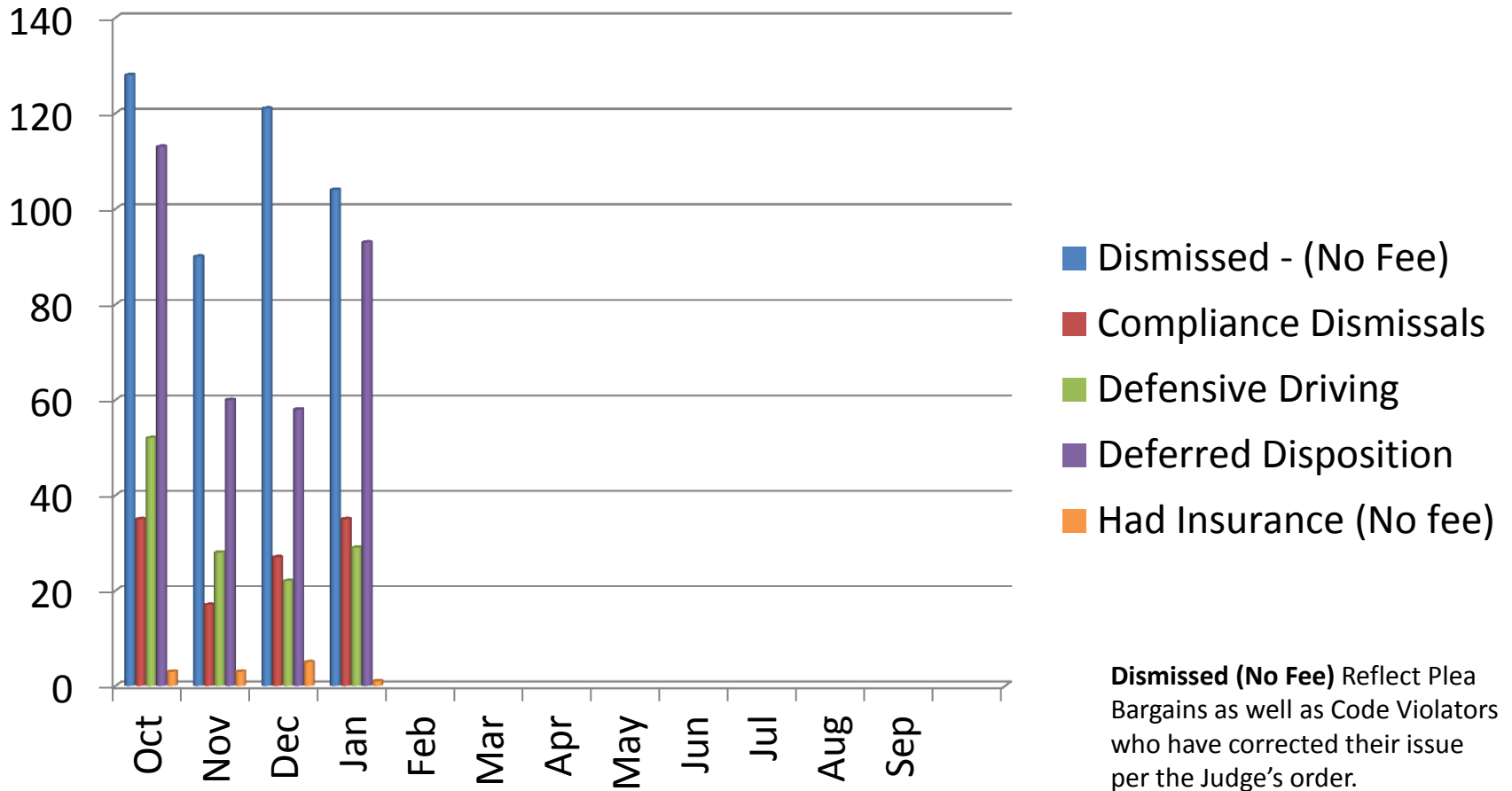
NOT GUILTY / GUILTY

(Numbers only, not \$ amounts. Guilty column correlates with defendants who paid fines in FY 2017 – 2018 from above slide)

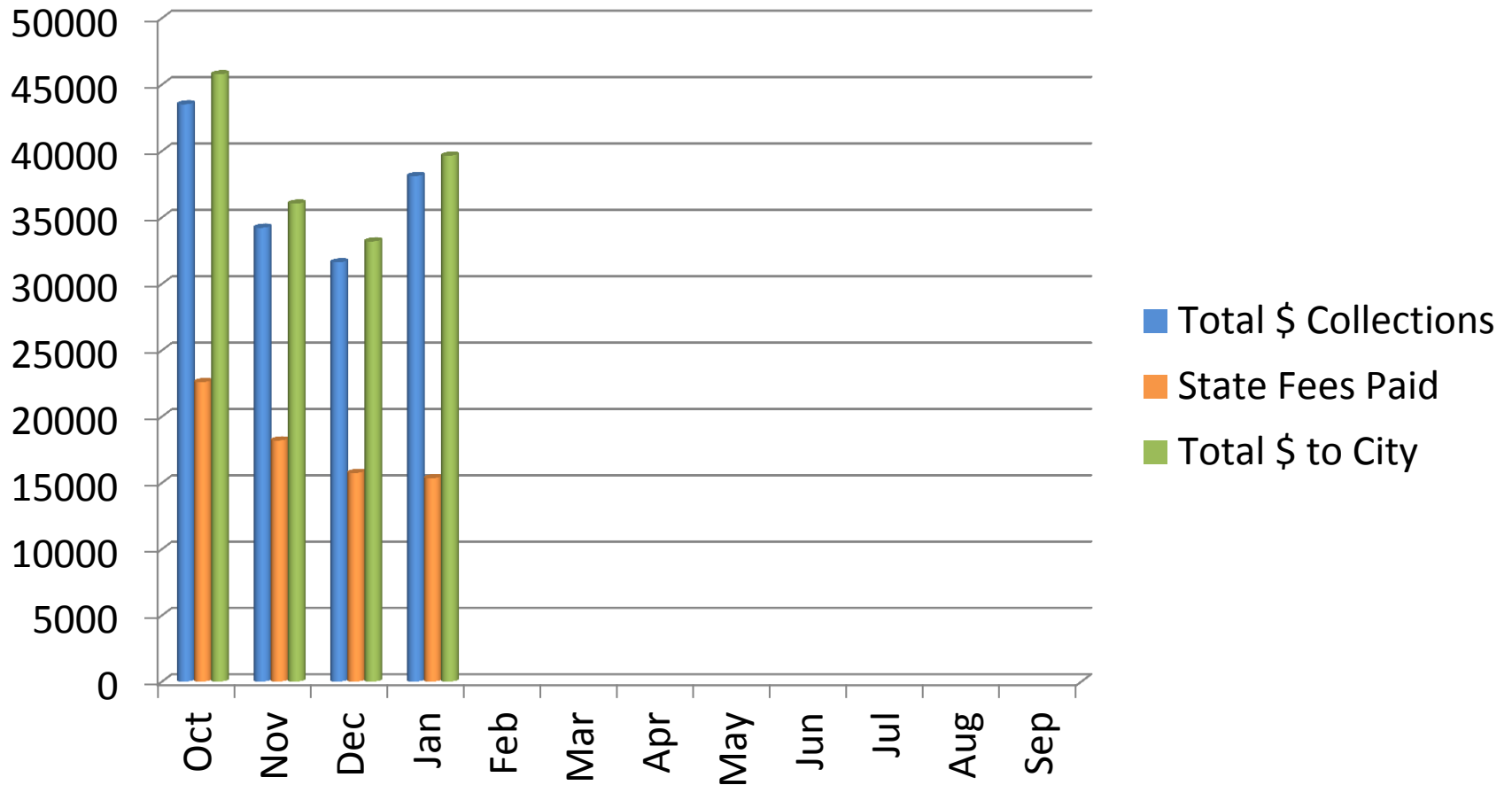


DISMISSALS

(Numbers only, not \$ amounts)

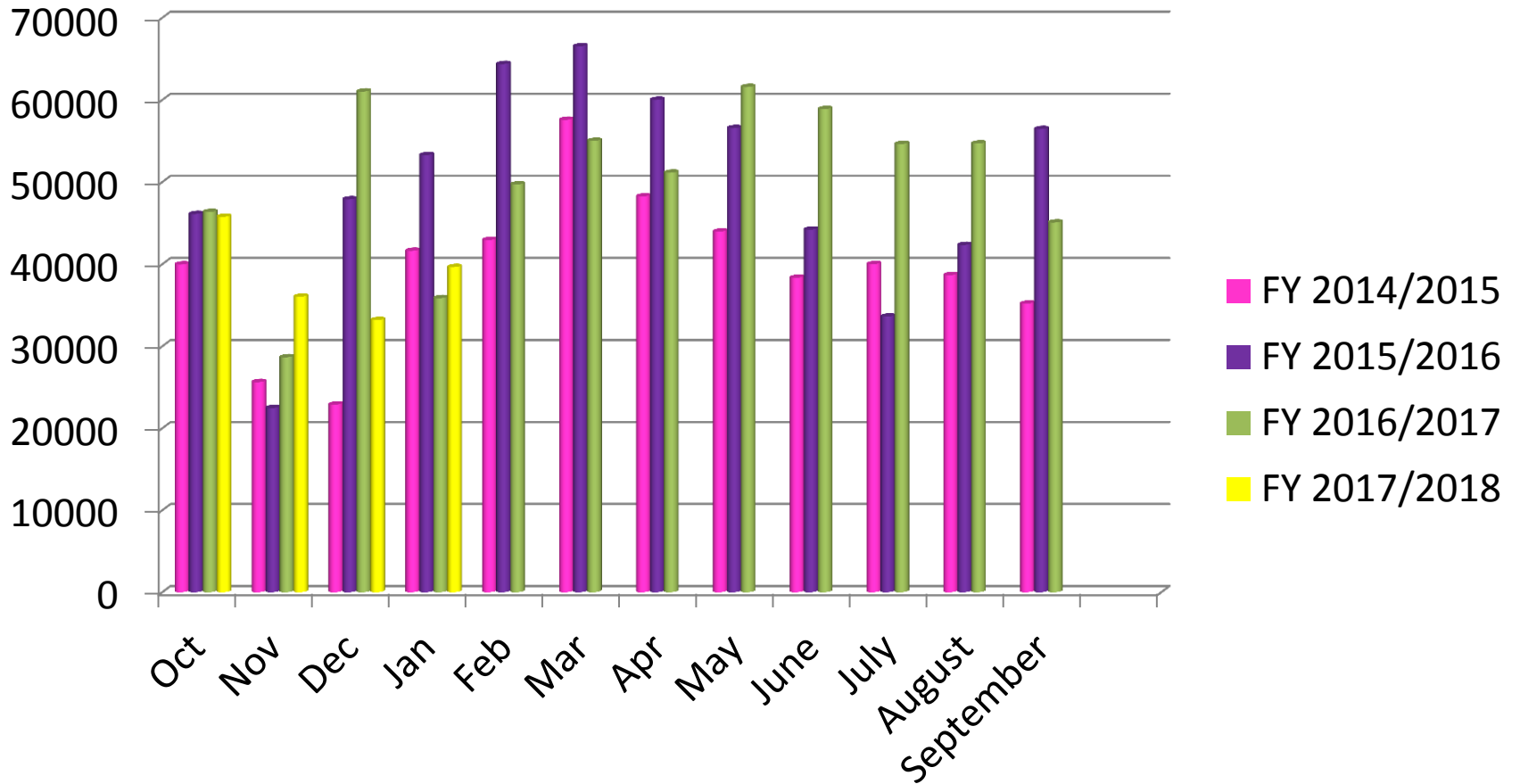


DISTRIBUTION OF TOTAL COURT COLLECTIONS



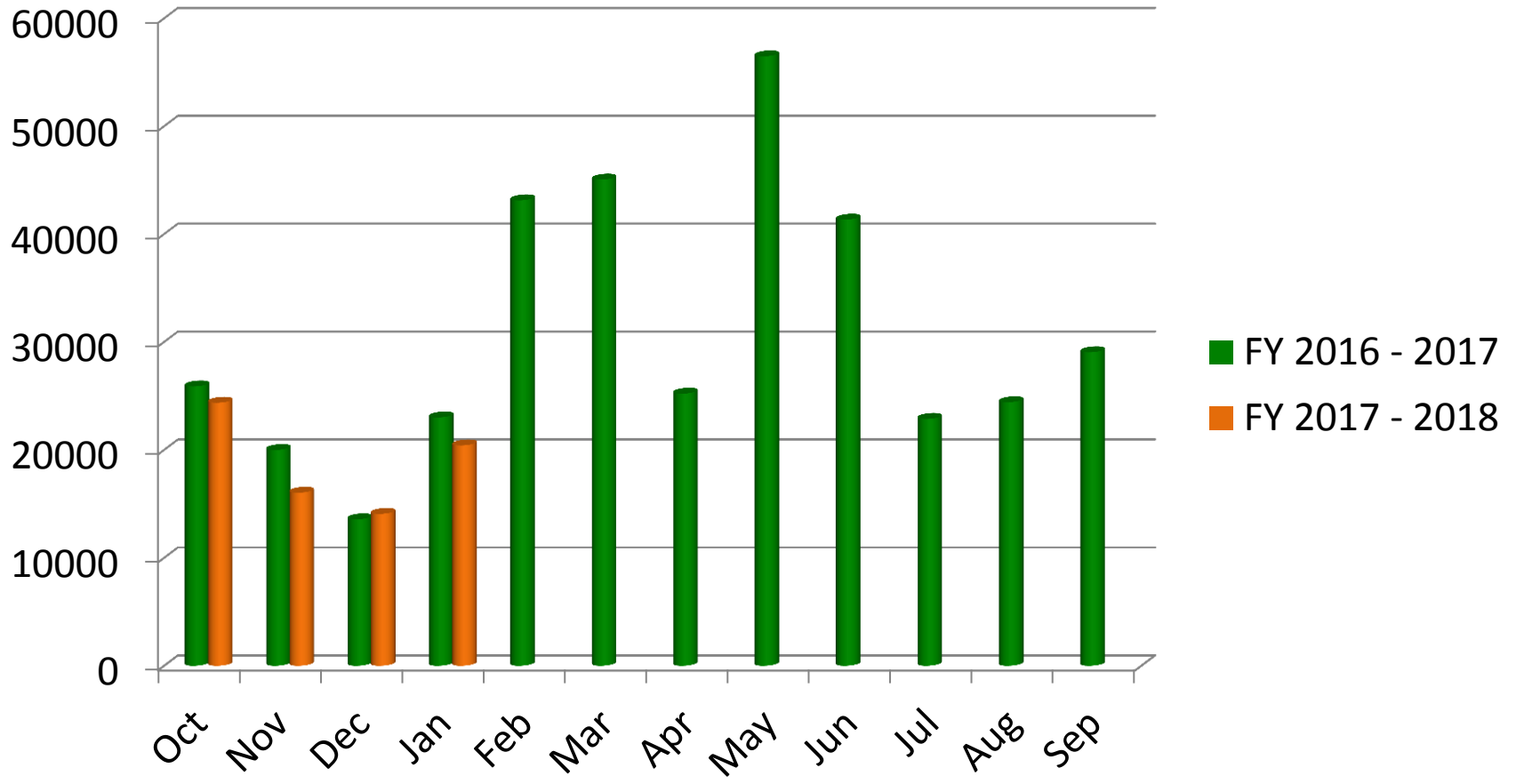
TOTAL CITY REVENUE FROM COURT

(4 year comparison)



WARRANT COMPARISON OF FINES AND FEES COLLECTED

(FY 2016 – 2017 vs FY 2017 – 2018)



			March - 2017						
#	CITATION	DEFENDANT	WARRANT OFFICER COMMENT	ACTION	\$\$\$	WARR	ARR	JLD	DAYS JAILED
1	89840 - 1	MARTIN KING	Def. Paid On-Line	FINE	\$149.00	1			
2	81585	PETERSON, DOMINIC	Def. Held @ WPD	PR	\$0.00	5	1		
3	76909	HERNANDEZ, RICHARD	Def. Held @ WPD	PR	\$0.00	4			
4	63431	LAWRENCE CHRISTOPHER COLLINS	Def. Held @ WPD	BOND	\$500.00	6	1		
5	89933 - 1	AZENET DELACRUZ	Def. Paid On-Line	FINE	\$108.00	1			
6	E 36537 - 2	QUENETTE JOHNSON	Def. Paid On-Line	FINE	\$291.00	1			
7	85623	NATASHA LEIGHANN HARRIS	Def. Held @ WPD	BOND	\$200.00	2	1		
8	85902	ISAAC ISRAEL BENITEZ	Def. Came In Paid	FINE	\$600.00	6			
9	90317 - 1	JONATHAN MARTINEZ	Def. Paid On-Line	FINE	\$230.00	1			
10	89066 - 1	ALFREDO ESTRADA	Def. Paid On-Line	FINE	\$245.00	1			
11	83639 - 1	VALERIE BERRY	Def. Paid On-Line	FINE	\$220.00	1			
12	82428 - 2	GREGORY TATUM	Def. Paid On-Line	FINE	\$466.00	1			
13	90904 - 1	DESMOND RATTLER	Def. Paid On-Line	FINE	\$165.00	1			
14	89428 - 1	BRITTANY EDWARDS	Def. Paid On-Line	FINE	\$108.00	1			
15	90919 - 1	MICHELLE BROOKS	Def. Paid On-Line	FINE	\$175.00	1			
16	76805	RITTER, TAMI LYNN	Def. Came In Paid	FINE	\$516.00	2			
17	89068 - 1	ABRAHAM VILLAL PANDO	Def. Paid On-Line	FINE	\$170.00	1			
18	90287 - 1	REBEKAH RAMIREZ	Def. Paid On-Line	FINE	\$149.00	1			
19	84230 - 1	ADRIENE VASQUEZ	Def. Paid On-Line	FIN E	\$521.00	2			
20	76271	ARELLANO, TERESA	Def. Came In Paid	FINE	\$50.00	1			
21	86058	RAMON, ANNABELLE	Def. Came In Paid	FINE	\$130.90	1			
22	E 27556 - 1	KATHIE ARENAS	Def. Paid On-Line	FINE	\$1,111.00	3			
23	85140F - 1	ALBERTO ESCAMILLA	Def. Paid On-Line	FINE	\$266.00	1			
24	#88376	RANDY JUSTIN CARDENAS	Def. Held @ WPD	BOND	\$300.00	9	1		
25	#89340	JASMINE HALLIE VEGA	Def. Held @ WPD	BOND	\$200.00	4	1		
26	#89823	CHRISTOPHER A RODRIGUEZ	Def. Came In Paid	FINE	\$140.00	2			
27	79330 - 1	JACLYN MATA	Def. Paid On-Line	FINE	\$519.00	3			
28	#89872	ZACHARY RYAN HESTER	Def. Came In Paid	FINE	\$516.00	2			
29	87964	LUIS MIGUEL TREVINO	Def. Held @ WPD	BOND	\$300.00	3	1		
30	EF28025 - 1	WILLIAM MANNING	Def. Paid On-Line	FINE	\$989.30	2			
31	89934 - 1	GAGE HOPKINS	Def. Paid On-Line	FINE	\$150.00	1			
32	90045 - 1	ADRIAN VALDES	Def. Paid On-Line	FINE	\$180.00	1			
33	89932 - 1	KIMBERLY HUTCHISON	Def. Paid On-Line	FINE	\$175.00	1			
34	90293 - 1	MAURICIO VALLADOLID	Def. Paid On-Line	FINE	\$170.00	1			
35	88723 - 1	ELEONEL MORALES	Def. Paid On-Line	FINE	\$180.00	2			
36	90276 - 1	RAMON FRANCO	Def. Paid On-Line	FINE	\$160.00	1			
37	88721 - 1	DANIEL ELLIOTT	Def. Paid On-Line	FINE	\$155.00	1			
38	49528	EDGAR ERVIN CLARK	Def. Held @ WPD	BOND	\$180.00	4	1		
39	#83140	PENA, GONZALO	Def. Came In Paid	FINE	\$700.00	5			
40	89158 - 2	JAY HALL	Def. Paid On-Line	FINE	\$566.00	1			
41	86687 - 1	FIDENCIO FRAIRE	Def. Paid On-Line	FINE	\$336.00	2			
42	89337	GREEN, SHARHONDA	Def. Held @ WPD	PR	\$0.00	3	1		
43	90731 - 1	ADEL MUNNINGS	Def. Paid On-Line	FINE	\$170.00	1			
44	46498 - 1	REBECCA WIATREK	Def. Paid On-Line	FINE	\$484.60	4			
45	89791 - 1	TIFFANY REDDING	Def. Paid On-Line	FINE	\$326.00	2			

46	90941 - 1	DEBRA SALINAS	Def. Paid On-Line	FINE	\$150.00	1	
47	#77574	MARCEL RIOS CONTRERAS	Def. Held @ WPD	BOND	\$345.10	1	1
48	90210 - 1	ANTONIO ROMO	Def. Paid On-Line	FINE	\$115.00	1	
49	88728 - 1	JOSE MURILLO SALAZAR	Def. Paid On-Line	FINE	\$341.00	2	
50	#87991	JESSE JAMESASHER	Def. Held @ WPD	BOND	\$100.00	4	1
51	E 20666 - 1	DEVIN MARSDEN	Def. Paid On-Line	FINE	\$1,697.80	6	
52	#83811	ANASTASIA MARIE SMITH	Def. Held @ WPD	BOND	\$200.00	3	1
53	E 11405	DUSTON JEFFERY MCKLINLEY	Def. Came In Paid	FINE	\$474.00	2	
54	#89440	CHRISTIAN M RAMIREZ MARTINEZ	Def. Came In Paid	FINE	\$100.00	2	
55	81813 - 1	MICHAEL RODRIGUEZ	Def. Paid On-Line	FINE	\$912.00	2	
56	90208 - 1	BENJAMIN ESQUEDA-MENDOZA	Def. Paid On-Line	FINE	\$32.00	2	
57	89061	MURPHY, ROBERT	Def. Came In Paid	FINE	\$200.00	4	
58	#75693	JEREMY ANDREW MARINO	Def. Held @ WPD	BOND	\$90.00	2	1
59	E 36043	RASHAAD JEROME WINSTON	Def. Held @ WPD	BOND`	\$300.00	3	1
60	#89576	CHIDINMA AGWU	Def. Came In Paid	BOND	\$300.00	4	
61	00454	TRACY ANN KALKA E	Def. Came In Paid	FINE	\$507.00	2	
62	83013 - 2	JUSTIN KUHN	Def. Paid On-Line	FINE	\$646.00	1	
63	66437A - 1	RYAN WALKER	Def. Paid On-Line	FINE	\$641.00	3	

Total: 63

\$20,418.70	145	13	0	0
TOTAL	WARRANTS	ARRESTED	JAILED	DAYS JAILED

WARRANT ROUNDUP

Jan-18

CONTACTS=118

WARRANTS=145

ARREST=13

JAILED =

TOTAL=\$20,418.70



WINDCREST TEXAS

Post Office Report for the Month of January 2018

Highlights

1. Total sales for January 2018 were \$45,708.80. That includes all postage stamps/meter postage and money order fees.
2. Our Post Office has had visits from the main Post Office supervisors with nothing but favorable comments about our continued improvement.
3. In a continuing effort to train, I spent an afternoon with the main Post Office supervisor learning new rules and security regulations.

Goals

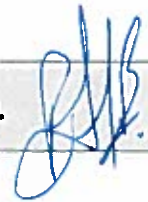
1. In February we will continue to reorganize our Post office after such a busy holiday
2. As always, our ultimate goal is to provide the citizens of Windcrest with a Post Office that is clean and efficiently run.

Respectfully submitted to City Council, through the City Manager.



SIGNATURE

David Rodolfo Jr. Post Office Supervisor



February 05, 2018

DATE

Please contact me with any questions concerning this report 655-0022 ext. 2430
This reporting is required by the City of Windcrest Charter § 5.02.3

Jan 2018... \$45,708.80

Feb 2018...

Mar 2018...

Apr 2018...

May 2018...

Jun 2018...

Jul 2018...

Aug 2018...

Sep 2018...

Oct 2018...

Nov 2018...

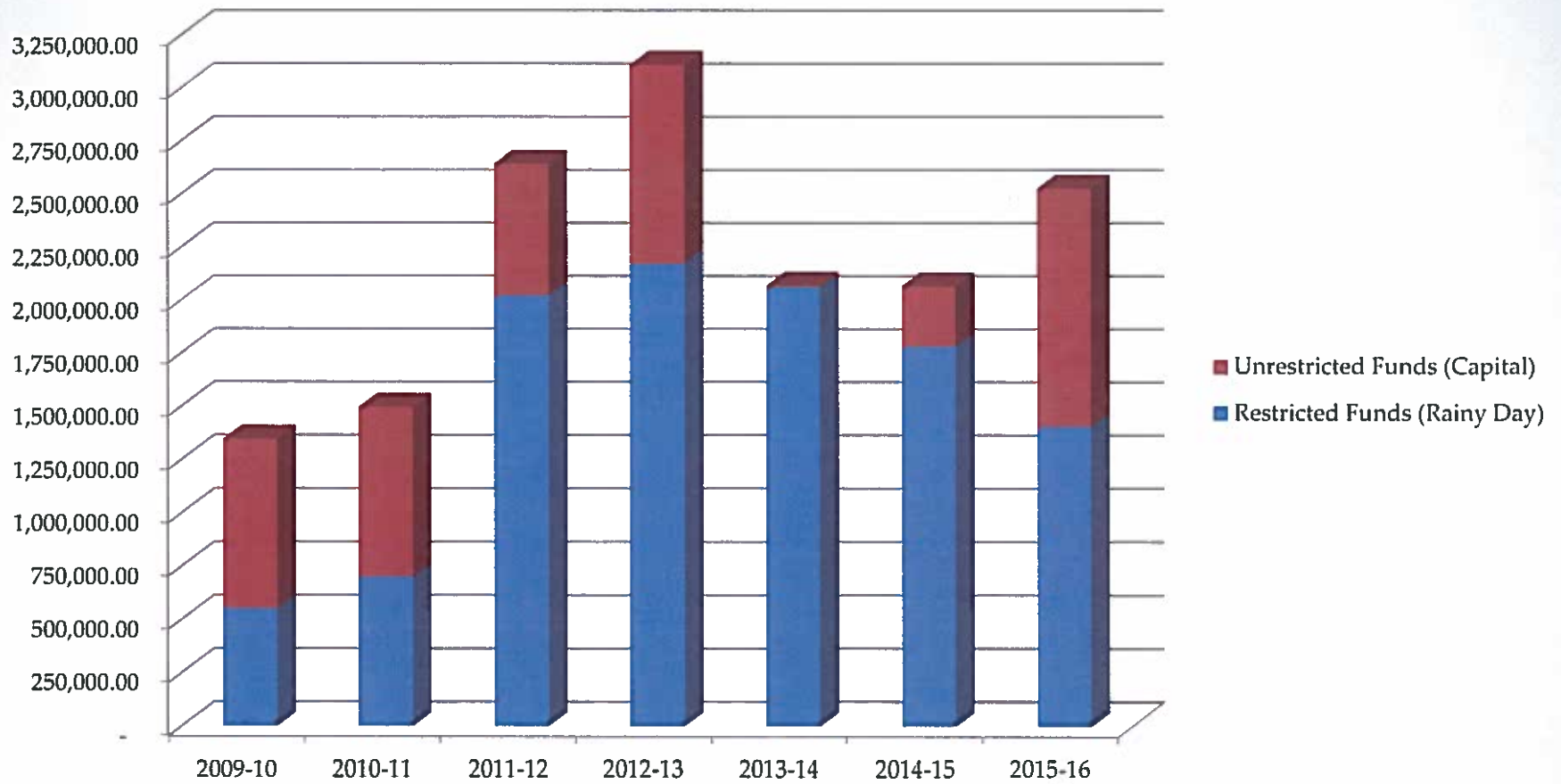
Dec 2018...

Kelly Hamilton – PR/Events
Report for January 2018

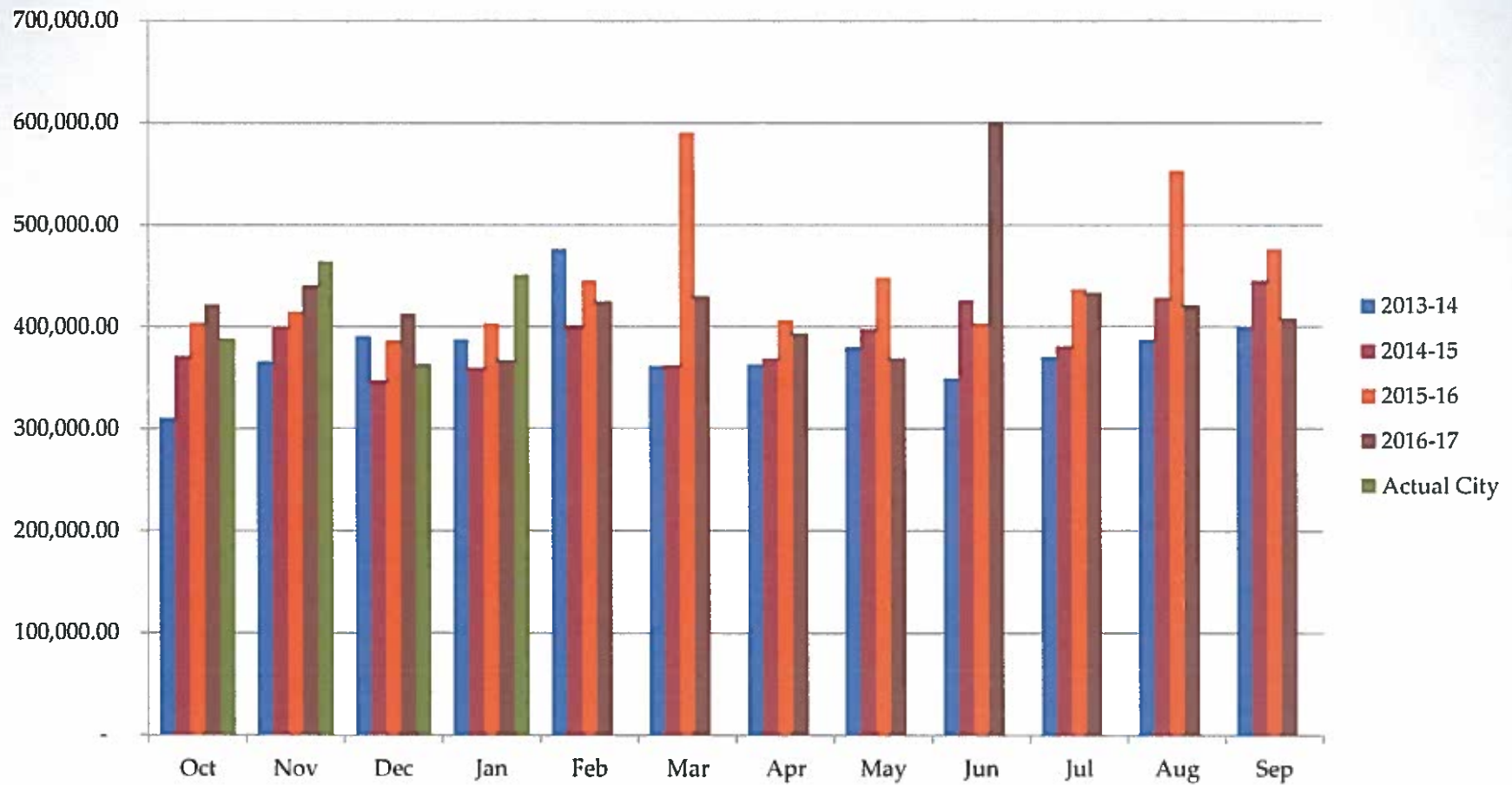
1. Continued emphasis on website development and social media encouraging residents to refer to the website for events. We are in the initial stages of redoing the website completely. If anyone has any historical photos they would like to share we are interested in seeing them.
2. Completion of Newsletter. Anyone not receiving a newsletter should contact khamilton@windcrest-tx.gov
3. Meetings with Newsletter volunteers re Annual Kid's Valentine's Day party on 2/11/18 at the YMCA. Close to 50 children attended the event.
4. Working with Lion's Club re 2/27/18 Reception honoring Pete Rosie's National Purple Heart Award recognition. 6pm start time.
5. Initial coordination/planning for Fiesta Especial Event on Saturday, 4/21/18. 8am 5k run/walk and 10am parade. Public is invited and encouraged to come out and support. FMI <http://www.fiestaespecial.com/run-walk-registration.html>
6. Thank you to everyone who participated in the 59th Annual Light Up Contest and Celebration. We are already planning the 60th Light Up for December 2018. Dates and theme to be released soon.
7. Spring brush dates are 5/21-6/8. Garage Sale dates will be released soon.



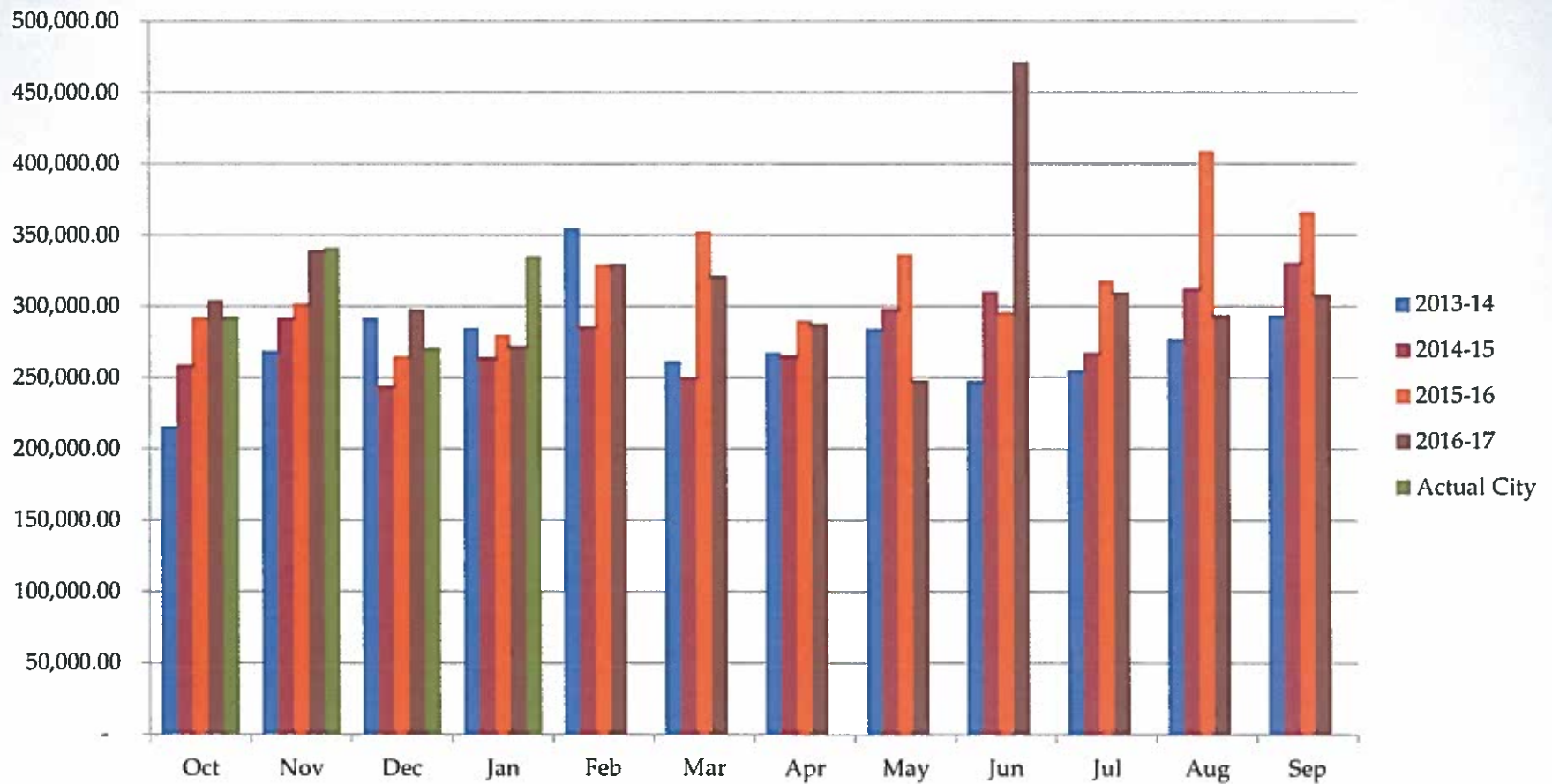
Monthly Finance Report
January 2018



Monthly Finance Report February 2017

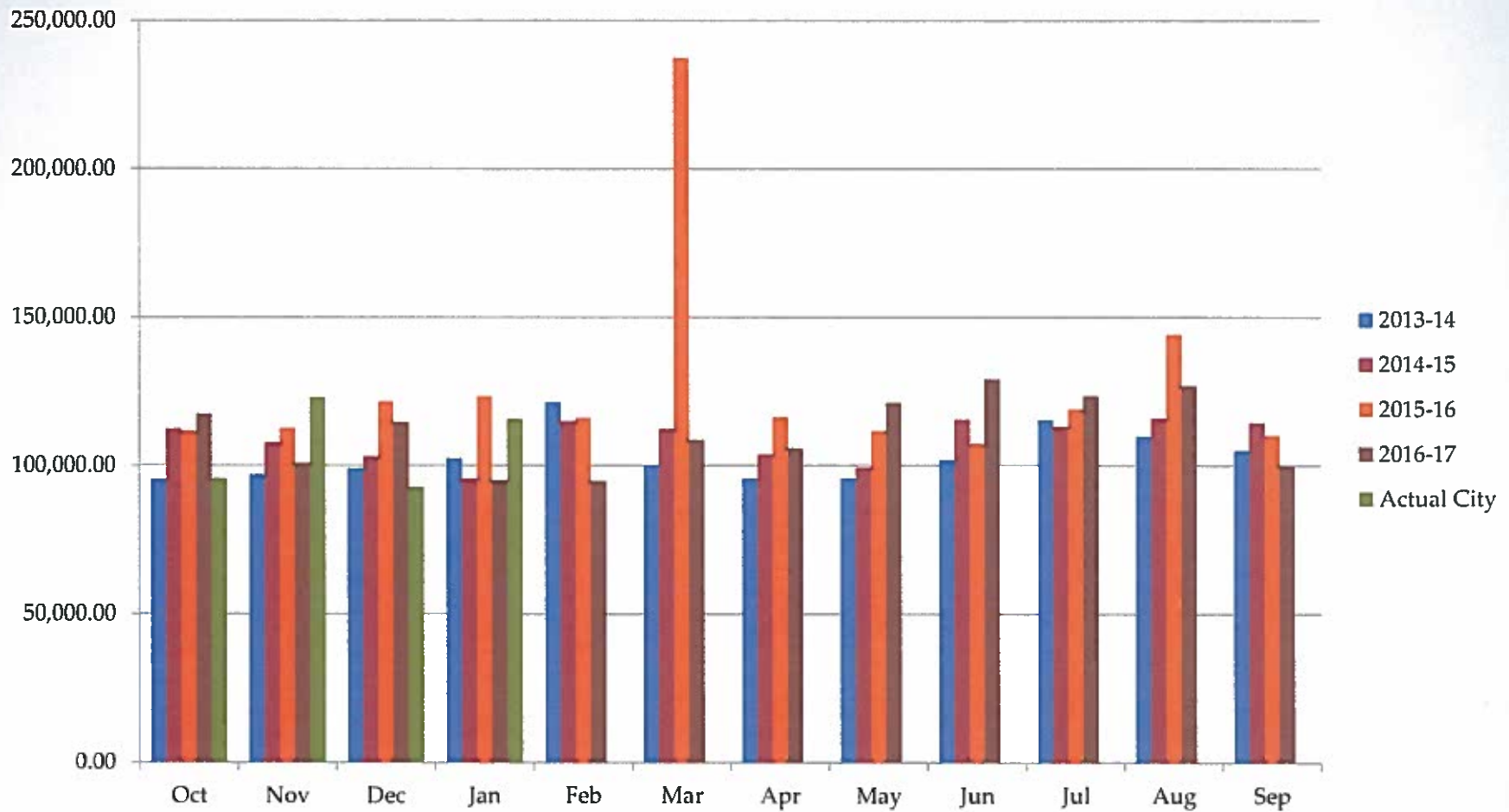


City of Windcrest Total Sales Tax



City of Windcrest

Sales Tax less SA Annexation



City of Windcrest

Windcrest's Portion of SA Annexation

<u>Fund</u>	<u>YTD Revenues</u>	<u>YTD Expenditures</u>	<u>Current Cash Balance</u>
General	\$2,353,257.74	\$2,530,319.51	\$887,900.82
Garbage	\$355,062.80	\$232,620.43	\$26,558.59
Asset Seizure - Federal	\$0.86	\$20.00	\$348.74
County Fire Contribution	\$0.00	\$0.00	\$3,946.07
School Crossing Guard	\$1,550.84	\$4,243.31	\$14,146.00
Police Donations	\$226.95	\$2,139.06	\$3,388.95
Asset Seizure - State	\$0.96	\$2,923.15	\$385.84
Police Education Training	\$2.65	\$0.00	\$1,065.12
Roosevelt Scholarship	\$10.24	\$0.00	\$4,116.30
Economic Development Corp	\$103,539.87	\$51,604.51	\$160,437.06
Court Technology	\$4,401.86	\$0.00	\$42,688.00
Court Building Security	\$3,223.23	\$0.00	\$710.96
Hotel / Motel Tax	\$36,271.17	\$0.00	\$61,339.83
Debt Service	\$0.00	\$0.00	\$0.03
WCCPD	\$53,295.52	\$194,050.99	\$493,742.20
Capital Projects – Streets	\$167,341.86	\$266,552.98	\$42,853.07
Pooled Cash			<u>\$1,444,178.85</u>
<u>Total Cash</u>			<u>\$3,187,813.43</u>

**Monthly Financial Report (MFR) as of
January 31, 2018**

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Treasurer's Report

Bank Account Summary

Sales Tax Graphs

 Total City of Windcrest Sales Tax

 City of Windcrest Sales Tax - SA Annexation

 Sales tax associated with the SA Annexation

General Fund:

 Balance Sheet, Financial Statement Summary and Financial Statement Summary

Garbage Fund:

 Balance Sheet, Financial Statement Summary and Financial Statement Summary

Economic Development Corporation:

 Balance Sheet, Financial Statement Summary and Financial Statement Summary

Hotel Motel Fund:

 Balance Sheet, Financial Statement Summary and Financial Statement Summary

Debt Service Fund:

 Balance Sheet, Financial Statement Summary and Financial Statement Summary

Windcrest Crime Control & Prevention District Fund:

 Balance Sheet, Financial Statement Summary and Financial Statement Summary

Capital Projects Street Fund:

 Balance Sheet, Financial Statement Summary and Financial Statement Summary

Summary of Total Assets in Non-Major Funds:

Asset Seizure Fund - Federal	\$	349
County Fire Contribution	\$	-
School Crossing Guard	\$	14,156
DARE	\$	-
Police Donations	\$	3,389
Asset Seizure Fund - State	\$	386
Police Education Training Fund	\$	1,065
Roosevelt Scholarship Funds	\$	4,116
Court Technology Fund	\$	42,688
Court Building Security Fund	\$	711

January 31, 2018

1/31/2018

Treasurer's Report to Council Members:

The following summary and attached report is the monthly financial report for January 2018
This report covers **33.33%** of the current fiscal year. If you would like additional detail to support the report, it is available at the City Manager's office.

	Current Month	Prior Year	Current Y.T.D.	Prior Y.T.D.	Y.T.D. % to Budget
General Fund:					
Income (1)	\$ 833,939	\$ 973,614	\$ 2,353,258	\$ 2,347,622	34.98%
Expenditures (2)	\$ 580,356	\$ 525,448	\$ 2,530,320	\$ 1,963,642	36.36%
Net	\$ 253,584	\$ 448,166	\$ (177,062)	\$ 383,980	
Garbage Fund:					
Income	\$ 281	\$ 74,453	\$ 355,063	\$ 394,130	36.29%
Expenditures	\$ 75,961	\$ 69,448	\$ 232,620	\$ 152,746	24.00%
	\$ (75,680)	\$ 5,005	\$ 122,442	\$ 241,384	
Debt Service Fund:					
Income	\$ -	\$ -	\$ -	\$ -	
Transfers In	\$ -	\$ -	\$ -	\$ -	
Expenditures	\$ -	\$ -	\$ -	\$ -	
Net	\$ -	\$ -	\$ -	\$ -	
Capital Projects Fund:					
Income	\$ 115,327	\$ 36,112	\$ 167,342	\$ 95,089	
Expenditures	\$ 63,813	\$ -	\$ 266,553	\$ -	
Transfers Out	\$ -	\$ -	\$ -	\$ -	
Net	\$ 51,514	\$ 36,112	\$ (99,211)	\$ 95,089	
Total Funds:					
Income	\$ 949,547	\$ 1,084,179	\$ 2,875,662	\$ 2,836,841	
Expenditures	\$ 720,130	\$ 594,895	\$ 3,029,493	\$ 2,116,388	
Transfers In / (Out)	\$ -	\$ -	\$ -	\$ -	
Net All Funds	\$ 229,418	\$ 489,284	\$ (153,831)	\$ 720,453	
Sales Tax Collections (Actual Received):					
Crime Control District	\$ 64,117	\$ 53,198	\$ 237,705	\$ 235,340	
EDC	\$ 64,438	\$ 52,485	\$ 238,154	\$ 234,558	
General Fund	\$ 257,750	\$ 235,856	\$ 952,617	\$ 964,148	
Ad Valorem Tax Offset	\$ 64,438	\$ 52,485	\$ 238,154	\$ 234,558	
For Street Maintenance	\$ 64,438	\$ 52,485	\$ 238,154	\$ 234,558	
Net Sales Tax	\$ 515,179	\$ 446,510	\$ 1,904,785	\$ 1,903,162	
Annexed Area to S.A.	\$ (115,717)	\$ (94,944)	\$ (427,197)	\$ (427,839)	

We recommend that this Treasurer's Report be approved.

Respectfully Submitted,

Donald Hakala/Rafael Castillo Jr.
Finance Director City Manager

CITY OF WINDCREST FINANCE SUMMARY**For the Period Ending January 2018**

	Account	Interest Rate
Frost Bank Accounts:		
Pooled Checking	\$ 1,444,179	0.01%
General Fund Money Market	\$ 534,345	0.01%
General Fund Development Escrow	\$ -	0.01%
General Fund Certificate of Deposit	\$ 25,000	0.23%
Garbage Fund Checking	\$ 25,664	0.01%
Garbage Fund Money Market	\$ 463	0.01%
Debt Service Fund	\$ 0	0.01%
Capital Projects Street Fund	\$ 24,149	0.01%
Hotel/Motel Occupancy Tax Fund	\$ 61,340	0.01%
Windcrest Crime Control & Prevention Dist. Fund	\$ 493,742	0.01%
Economic Development Corporation	\$ 160,437	0.01%
Asset Forfeiture/Seizure Savings (Federal)	\$ 349	0.01%
County Fire Contribution Savings	\$ -	0.01%
School Crossing Guard Savings	\$ 14,156	0.01%
Dare Program Fund Savings	\$ -	0.01%
Police Donation Savings	\$ 3,389	0.01%
Asset Forfeiture/Seizure Savings (State)	\$ 386	0.01%
Police Education/Training Savings	\$ 1,065	0.01%
Roosevelt Scholarship Fund	\$ 4,116	0.01%
Municipal Court Technology Fund	\$ 42,688	0.01%
Municipal Court Building Security Fund	\$ 711	0.01%
Total - Frost National Bank	\$ 2,836,179	
INVESTMENTS:		
IBC Bank Escrow CD Account	\$ 207,089	0.60%
Texpool (breakout by fund on following page)	\$ 134,157	0.1590%
Texpool for Streets	\$ 10,392	0.1590%
Total TexPool	\$ 144,549	
TOTAL ALL FUNDS	\$ 3,187,816	

Texpool Breakout by Fund

Balance		
Fund #	Fund Name	1/31/2018
1	General Fund	121,466.90
2	Garbage	432.15
17	Debt Service	-
19	Capital Project Street	8,312.08
13	Economic Dev. Fund	-
5	County Fire Contribution	3,946.07
9	Asset Seizure Fund - State	-
	Total	134,157.20

01 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
01-1100	CASH - FROST OPERATING	0.00
01-1102	CLAIM ON CASH	854,895.42
01-1105	SAVINGS	534,345.30
01-1110	PETTY CASH	1,500.00
01-1111	STORE PETTY CASH	100.00
01-1112	VISA CARDS-PETTY CASH	0.00
01-1116	INVESTMENT/CERT DEPOSIT	0.00
01-1120	CERT. OF DEPOSIT-RESTRICTED	25,000.00
01-1125	INVESTMENT/TEXPOOL	121,466.90
01-1126	FROST ESCROW	0.00
01-1127	IBC BANK ESCROW	207,088.62
01-1128	EXPENSE CARD	7,529.84
01-1201	PREPAID INSURANCE	0.00
01-1204	PREPAID SALES TAX	0.00
01-1205	PREPAID EMS SERVICE	0.00
01-1210	PREPAID VOLUNTEER PENSION	0.00
01-1215	PREPAID MAINTENANCE CONTRACTS	0.00
01-1310	DUE FROM GARBAGE FUND	130,265.00
01-1320	DUE FROM ASSET FORF/SEIZ	0.00
01-1325	DUE FROM S C G FUND	0.00
01-1330	DUE FROM COUNTY FIRE CONT	22,000.00
01-1335	DUE FROM DARE PROGRAM FN	0.00
01-1340	DUE FROM POLICE DONATION ACCT	1,200.00
01-1345	DUE FROM ASSET SEIZ/STATE	0.00
01-1350	DUE FROM POLICE TRAINING FUND	1,150.00
01-1351	DUE FROM ROOSEVELT SCHOLARSHIP	0.00
01-1353	DUE FROM COURT TECH. FUND	0.00
01-1354	DUE FROM COURT BLDG. SEC. FUND	0.00
01-1355	DUE FROM EDC	145,000.00
01-1356	DUE FROM HOTEL/MOTEL TAX FUND	39,225.00
01-1357	DUE FROM TX TAX NOTES 2002 FUN	0.00
01-1380	DUE FROM WCCPD	37,000.00
01-1381	DUE FROM TX TAX NOTES 2005	338,000.00
01-1383	DUE FROM HRA	0.00
01-1501	A/R-ADVALOREM TAXES	41,562.77
01-1504	ALLOWANCE FOR DOUBT -WARRANTS	(436,582.95)
01-1505	ALLOW FOR DOUBTFUL ACCTS	(5,415.35)
01-1510	A/R-SALES TAX	(0.96)
01-1515	A/R-LIQUOR TAX	0.00
01-1562	A/R - GRANT FUNDS	0.00
01-1601	A/R-MISC FEES	8,429.49
01-1602	A/R WARRANTS - CITY PORTION	582,110.95
01-1605	A/R-FRANCHISE	97,902.07
01-1608	A/R - UNAPPLIED CREDITS	0.00
01-1620	A/R-WATER DISTRICT #10	0.00
01-1635	A/R-MISC. II	(345.10)
01-1636	A/R POST OFFICE PETTY CASH	200.00
		<u>2,753,627.00</u>

TOTAL ASSETS

2,753,627.00

=====

01 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
LIABILITIES		
=====		
01-2200	WAGES PAYABLE	0.00
01-2205	FED WITHHOLDING	0.00
01-2210	FICA PAYABLE - EMPLOYER	(427.27)
01-2215	FICA PAYABLE - EMPLOYEE	0.00
01-2220	MEDICARE PAYABLE EMPLOYER	22.56
01-2225	MEDICARE PAYABLE EMPLOYEE	0.00
01-2230	TMRS PAYABLE	36,944.99
01-2235	TWC TAXES PAYABLE	0.00
01-2240	TRUSTEE PAYABLE	2,087.62
01-2242	SEC 457B DEF.COMP. PAYABLE	509.71
01-2245	LIFE INSURANCE PAYABLE	(3,390.64)
01-2248	LEGALSHIELD VOL DED	0.00
01-2250	SUPPLEMENTAL INSURANCE	(667.38)
01-2251	DEPENDENT DENTAL INSURANCE	(5,888.17)
01-2252	DEPENDENT VISION INSURANCE	(2,258.14)
01-2255	DEP HLTH/OPT LIFE PAYABLE	(1,588.30)
01-2256	A/P FSA Med Ded	1,153.55
01-2257	A/P FSA DEP DED	0.00
01-2258	DUE TO EWALD TRACTOR	0.00
01-2259	A/P MISC DED	0.00
01-2310	DUE TO GARBAGE FUND	0.00
01-2320	DUE TO ASSET FORF/SEIZ FN	0.00
01-2325	DUE TO S.C.G. FUND	124.70
01-2330	DUE TO COUNTY FIRE CONTRI	0.00
01-2335	DUE TO DARE PROGRAM FUND	0.00
01-2340	DUE TO POLICE DONATION FUND	0.00
01-2345	DUE TO ASSET SEIZURE/STAT	0.00
01-2350	DUE TO POLICE TRAINING FUND	0.00
01-2351	DUE TO ROOSEVELT SCHOLARSHIP	0.00
01-2353	DUE TO COURT TECHNOLOGY FUND	0.00
01-2354	DUE TO COURT BLDG SECURITY FUN	0.00
01-2355	DUE TO EDC FUND	0.00
01-2356	DUE TO HOTEL/MOTEL TAX FUND	0.00
01-2357	DUE TO TEXAS TAX NOTE FUND	0.00
01-2358	DUE TO WCC&PD FUND	0.00
01-2400	A/P PENDING	10,898.93
01-2401	A/P-GENERAL FUND	0.00
01-2402	A/P-COMP TO VICTIMS(CVC)	121.59
01-2403	A/P-REHABILITATION(CR)	0.00
01-2404	A/P-CRIMINAL JUSTICE(CJP)	0.00
01-2405	A/P-PERSONNEL TRAIN(JCPT)	16.21
01-2406	A/P-MANAGEMENT(LEMI)	0.00
01-2407	A/P-OFFICIERS ADM(LEOA)	0.00
01-2408	A/P-GENERAL REVENUE (GR)	0.00
01-2409	A/P-LIAB INS (OCL)	0.00
01-2410	A/P-SALES TAX	97,900.11
01-2411	BOND ESCROW	14,768.10
01-2412	A/P-CONTINUING ED(LEOCE)	0.00

01 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
01-2413	A/P TIME PAYMENT	200.69
01-2414	A/P MUN. BLDG. SECURITY (MCBS)	0.00
01-2415	A/P FUGITIVE APPREHENSION (FA)	15.53
01-2416	A/P CONSOLIDATED CRT COST(CCC)	10,375.29
01-2417	A/P JUVENILE CRIME(JCD)	1.56
01-2418	A/P FTA FEE (FTA)	534.20
01-2420	DEPOSITS-CONTRACTORS	0.00
01-2421	A/P-RESTITUTION	0.00
01-2422	DEPOSITS-VEHICLE STORAGE	5,754.38
01-2423	AP-CHILD SAFETY SEAT & BELT	96.80
01-2424	A/P CORRECTIONAL MGMT (CMI)	1.56
01-2425	DEPOSITS-CIVIC CENTER	(2,450.00)
01-2426	A/P INDIGENT DEFENSE FEE	516.66
01-2427	DEPOSITS - TACO CABANA	0.00
01-2428	A/P - MUNI SVC BUREAU	0.00
01-2429	A/P - STATE TRAFFIC FEES	4,371.22
01-2430	BOND REFUNDS	1,822.00
01-2431	A/P - STATE JURY FEE (SJRF)	1,037.31
01-2432	A/P - EXPUNCTION FEE (EXPUNG)	0.00
01-2433	A/P-RESTITUT FEE-STATE (RSTS)	0.00
01-2434	A/P-JUDICIAL FEE-STATE (JFCT)	1,394.99
01-2436	A/P-LINEBARGER COURT COLLECTIO	809.88
01-2437	A/P-CIVIL JUSTICE FINE (CJFS)	231.23
01-2438	BONDS APPLIED	0.00
01-2440	FROST BANK ESCROW FUNDS	0.00
01-2470	ACCRUED COMPENSATED ABSENCES	0.00
01-2471	PENDING PRIOR PERIOD AJE	(0.07)
01-2475	ENCUMBRANCES	0.00
01-2476	RESERVE FOR ENCUMBRANCES	0.00
01-2477	PRIOR YEAR ENCUMBRANCES	0.00
01-2478	RESERVE PRIOR YEAR ENCUMBRANCE	0.00
01-2501	DEFERRED REVENUE-TAXES	35,431.42
01-2502	DEFERRED REVENUE - OTHER	(2,085.00)
01-2503	DEFERRED REVENUE - WARRANTS	145,528.00
TOTAL LIABILITIES		353,915.82
EQUITY		
=====		
01-3201	FUND BALANCE	2,576,772.95
01-3202	FUND BALANCE-RESTRICTED	0.00
01-3205	FOR ECONOMIC IMPACT	0.00
01-3207	FOR CASHFLOW	0.00
01-3209	FOR EMERGENCY CONTINGENCY	0.00
01-3213	FOR STREET MAINTENANCE	0.00
01-3214	FOR STREET SWEEPER	0.00
TOTAL BEGINNING EQUITY		2,576,772.95
TOTAL REVENUE		2,353,257.74
TOTAL EXPENSES		2,530,319.51
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(177,061.77)
TOTAL EQUITY & FUND BALANCE		2,399,711.18
TOTAL LIABILITIES, EQUITY & FUND BALANCE		2,753,627.00

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

01 -GENERAL FUND

% OF YEAR COMPLETED: 33.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	6,727,017	6,727,017	833,939.30	2,353,257.74	2,347,696.62	0.00	34.98	4,373,758.97
TOTAL REVENUES	6,727,017	6,727,017	833,939.30	2,353,257.74	2,347,696.62	0.00	34.98	4,373,758.97
<u>EXPENDITURE SUMMARY</u>								
<u>01-ADMINISTRATION</u>								
SALARIES & BENEFITS	162,505	162,505	13,882.59	58,840.14	58,410.34	0.00	36.21	103,664.82
OTHER EXPENSES	89,000	89,000	14,535.49	31,333.02	23,180.63	100.00	35.32	57,566.98
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 01-ADMINISTRATION	251,505	251,505	28,418.08	90,173.16	81,590.97	100.00	35.89	161,231.80
<u>02-POLICE DEPARTMENT</u>								
SALARIES & BENEFITS	2,084,901	2,084,901	179,555.06	850,064.09	626,680.93	0.00	40.77	1,234,836.67
OTHER EXPENSES	120,500	120,500	11,662.27	40,409.33	33,455.09	1,208.14	34.54	78,882.53
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 02-POLICE DEPARTMENT	2,205,401	2,205,401	191,217.33	890,473.42	660,136.02	1,208.14	40.43	1,313,719.20
<u>03-FIRE DEPARTMENT</u>								
SALARIES & BENEFITS	208,567	208,567	15,484.35	73,546.35	44,887.75	0.00	35.26	135,020.76
OTHER EXPENSES	191,100	191,100	9,506.27	83,588.57	28,578.72	24,387.02	56.50	83,124.41
CAPITAL EXPENSES	0	0	245.00	4,002.10	8,460.09	9,545.00	0.00	13,547.10
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 03-FIRE DEPARTMENT	399,667	399,667	25,235.62	161,137.02	81,926.56	33,932.02	48.81	204,598.07
<u>04-SPECIAL SERVICES</u>								
SALARIES & BENEFITS	90,694	90,694	3,273.37	18,967.02	20,259.76	0.00	20.91	71,727.42
OTHER EXPENSES	147,785	147,785	13,706.44	75,239.42	63,049.51	0.00	50.91	72,545.58
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 04-SPECIAL SERVICES	238,479	238,479	16,979.81	94,206.44	83,309.27	0.00	39.50	144,273.00
SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>06-PARKS & RECREATION</u>								
SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES	176,500	176,500	13,592.16	38,011.33	51,637.93	125.00	21.61	138,363.67
CAPITAL EXPENSES	0	0	0.00	19,178.00	31,318.76	5,100.00	0.00	24,278.00

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

01 -GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 06-PARKS & RECREATION	176,500	176,500	13,592.16	57,189.33	82,956.69	5,225.00	35.36	114,085.67
07-FLEET MECHANIC								
SALARIES & BENEFITS	65,121	65,121	5,297.72	26,187.33	18,903.37	0.00	40.21	38,933.23
OTHER EXPENSES	123,950	123,950	9,101.93	29,377.52	43,205.89	201.19	23.86	94,371.29
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 07-FLEET MECHANIC	189,071	189,071	14,399.65	55,564.85	62,109.26	201.19	29.49	133,304.52
08-COURT								
SALARIES & BENEFITS	387,145	387,145	26,006.08	116,161.89	94,895.10	0.00	30.00	270,982.86
OTHER EXPENSES	35,000	35,000	2,949.35	10,733.95	9,066.54	546.83	32.23	23,719.22
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 08-COURT	422,145	422,145	28,955.43	126,895.84	103,961.64	546.83	30.19	294,702.08
DEPT 09								
OTHER EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DEPT 09	0	0	0.00	0.00	0.00	0.00	0.00	0.00
10-FACILITY DIVISION								
OTHER EXPENSES	213,000	213,000	5,126.13	50,993.61	11,838.05	0.00	23.94	162,006.39
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 10-FACILITY DIVISION	213,000	213,000	5,126.13	50,993.61	11,838.05	0.00	23.94	162,006.39
11-CIVIC CENTER								
SALARIES & BENEFITS	75,516	75,516	5,290.61	27,286.07	21,447.27	0.00	36.13	48,229.71
OTHER EXPENSES	46,000	46,000	2,008.32	20,104.93	9,123.32	129.38	43.99	25,765.69
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 11-CIVIC CENTER	121,516	121,516	7,298.93	47,391.00	30,570.59	129.38	39.11	73,995.40
14-CONTRACT SERVICES								
OTHER EXPENSES	446,046	446,046	47,711.59	184,626.36	159,492.03	28,577.37	47.80	232,842.17
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 14-CONTRACT SERVICES	446,046	446,046	47,711.59	184,626.36	159,492.03	28,577.37	47.80	232,842.17
15-TECH SUPPORT								
SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES	277,000	277,000	59,507.49	114,766.02	77,218.59	0.00	41.43	162,233.98
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 15-TECH SUPPORT	277,000	277,000	59,507.49	114,766.02	77,218.59	0.00	41.43	162,233.98

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01 -GENERAL FUND
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	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
16-PUBLIC WORKS								
SALARIES & BENEFITS	617,698	617,698	51,428.21	245,199.61	184,631.78	0.00	39.70	372,498.78
OTHER EXPENSES	92,000	92,000	6,490.36	19,494.44	60,641.05	858.75	22.12	71,646.81
CAPITAL EXPENSES	0	0	1,035.56	2,909.13	10,825.64	0.00	0.00	(2,909.13)
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 16-PUBLIC WORKS	709,698	709,698	58,954.13	267,603.18	256,098.47	858.75	37.83	441,236.46
17-ANIMAL CONTROL								
SALARIES & BENEFITS	113,509	113,509	9,770.54	43,756.29	35,791.42	0.00	38.55	69,752.58
OTHER EXPENSES	57,800	57,800	195.00	14,360.69	15,772.96	0.00	24.85	43,439.31
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 17-ANIMAL CONTROL	171,309	171,309	9,965.54	58,116.98	51,564.38	0.00	33.93	113,191.89
18-WCCPD								
SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 18-WCCPD	0	0	0.00	0.00	0.00	0.00	0.00	0.00
19-CODE ENFORCEMENT								
SALARIES & BENEFITS	66,425	66,425	5,881.85	28,930.83	17,240.93	0.00	43.55	37,494.66
OTHER EXPENSES	2,385	2,385	31.10	1,439.09	0.00	163.93	67.21	781.98
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 19-CODE ENFORCEMENT	68,810	68,810	5,912.95	30,369.92	17,240.93	163.93	44.37	38,276.64
20-FINANCE								
SALARIES & BENEFITS	300,690	300,690	26,104.81	108,553.03	83,120.45	0.00	36.10	192,136.88
OTHER EXPENSES	39,000	39,000	3,157.59	10,756.28	7,605.34	0.00	27.58	28,243.72
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 20-FINANCE	339,690	339,690	29,262.40	119,309.31	90,725.79	0.00	35.12	220,380.60
21-ECONOMIC DEVELOPMENT(E								
SALARIES & BENEFITS	0	0	1,312.86	3,282.15	0.00	0.00	0.00	(3,282.15)
OTHER EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 21-ECONOMIC DEVELOPMENT(E	0	0	1,312.86	3,282.15	0.00	0.00	0.00	(3,282.15)
23-DEPT								
OTHER EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 23-DEPT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
25-CITY MANAGEMENT								
SALARIES & BENEFITS	177,211	177,211	13,766.41	63,987.53	51,037.92	0.00	36.11	113,223.56
OTHER EXPENSES	10,800	10,800	426.23	8,005.48	5,773.00	0.00	74.12	2,794.52
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 25-CITY MANAGEMENT	188,011	188,011	14,192.64	71,993.01	56,810.92	0.00	38.29	116,018.08

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<u>26-POOL</u>								
SALARIES & BENEFITS	65,975	65,975	0.00	3,500.00	3,000.00	0.00	5.31	62,475.00
OTHER EXPENSES	37,350	37,350	300.69	4,426.21	1,076.01	212.99	12.42	32,710.80
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 26-POOL	103,325	103,325	300.69	7,926.21	4,076.01	212.99	7.88	95,185.80
<u>27-POST OFFICE</u>								
SALARIES & BENEFITS	47,345	47,345	4,039.89	23,569.09	15,840.10	0.00	49.78	23,776.09
OTHER EXPENSES	21,800	21,800	1,937.61	5,344.32	5,361.97	0.00	24.52	16,455.68
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 27-POST OFFICE	69,145	69,145	5,977.50	28,913.41	21,202.07	0.00	41.82	40,231.77
<u>28-HUMAN RESOUCES</u>								
OTHER EXPENSES	160,500	160,500	7,636.70	35,729.52	21,689.91	0.00	22.26	124,770.48
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 28-HUMAN RESOUCES	160,500	160,500	7,636.70	35,729.52	21,689.91	0.00	22.26	124,770.48
<u>29-MERIT INCREASES</u>								
SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 29-MERIT INCREASES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>30-CAPITAL</u>								
OTHER EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSES	406,712	406,712	8,397.95	33,658.77	0.00	28,730.00	15.34	344,323.32
OTHER INCOME/EXPENSES	76,581	76,581	0.00	0.00	0.00	0.00	0.00	76,581.00
TOTAL 30-CAPITAL	483,293	483,293	8,397.95	33,658.77	0.00	28,730.00	12.91	420,904.32
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	7,234,111	7,234,111	580,355.58	2,530,319.51	1,954,518.15	99,885.60	36.36	4,603,906.17
REVENUE OVER/(UNDER) EXPENDITURES	(507,095)	(507,095)	253,583.72	(177,061.77)	393,178.47	(99,885.60)	54.61	(230,147.20)

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01-4101 ADVALOREM TAX CURRENT	1,885,721	1,885,721	500,841.43	1,475,858.79	1,369,656.13	0.00	78.26	409,862.21
01-4105 ADVALOREM TAX DELINQUENT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-4110 ADVALOREM TAX PEN & INT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-4115 SALES TAX	2,310,469	2,310,469	204,723.09	412,487.94	380,274.62	0.00	17.85	1,897,981.48
01-4116 SALES TX-AD VALOREM TX OFFSET	562,272	562,272	51,180.77	103,121.97	95,068.65	0.00	18.34	459,149.97
01-4117 SALES TAX FOR STREET MAINT.	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-4118 HOTEL OCC. TAX FUND TRANSFER	140,000	140,000	0.00	0.00	0.00	0.00	0.00	140,000.00
01-4119 HOTEL OCC. TAX F. TRANSFER CAPITAL	45,000	45,000	0.00	0.00	0.00	0.00	0.00	45,000.00
01-4120 MIXED BEVERAGE GROSS RECEIPTS	26,000	26,000	7,309.36	14,162.32	14,553.38	0.00	54.47	11,837.68
01-4201 CPS ENERGY FRANCHISE FEES	496,095	496,095	0.00	48,951.04	151,214.97	0.00	9.87	447,143.79
01-4205 AT&T TELECOM FRANCHISE FEES	61,215	61,215	0.00	11,430.15	20,859.06	0.00	18.67	49,784.40
01-4210 TIME WARNER CABLE & TEL FEES	69,918	69,918	33.60	632.10	700.01	0.00	0.90	69,285.66
01-4211 TWC - PEG Fee 1%	12,120	12,120	0.00	21,306.72	20,757.85	0.00	175.80 (	9,186.72)
01-4215 OTHER TELECOM FEES	2,000	2,000	0.00	82.60	173.54	0.00	4.13	1,917.40
01-4230 FRANCHISE FEES -WATER	2,600	2,600	0.00	0.00	0.00	0.00	0.00	2,600.00
01-4301 INTEREST	675	675	1,696.93	4,938.37	3,484.40	0.00	731.61 (	4,263.37)
01-4302 FRANCHISE FEE- SANITATION	1,125	1,125	175.78	344.84	321.59	0.00	30.65	780.16
01-4310 COURT FINES	563,896	563,896	38,112.41	148,368.79	165,029.40	0.00	26.31	415,527.37
01-4320 WINDCREST GIFT SHOP	500	500	0.00	0.00	73.46	0.00	0.00	500.00
01-4352 WINDFEST	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-4354 FOREST OF ANGELS MEMORIAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-4355 LITTLE LEAGUE FEES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-4357 CRAPE MYRTLE DONATIONS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-4401 SWIMMING POOL FEES	30,298	30,298	0.00 (	80.00)	0.00	0.00	0.26-	30,378.08
01-4402 SWIMMING POOL CONCESSIONS	4,700	4,700	0.00	0.00	0.00	0.00	0.00	4,700.00
01-4403 SWIMMING POOL B-PARTIES	4,200	4,200	0.00	0.00	0.00	0.00	0.00	4,200.00
01-4408 CONTRACTOR ANNUAL REGISTRATION	5,520	5,520	200.00	1,200.00	2,100.00	0.00	21.74	4,320.00
01-4409 BUILDING PERMIT FEES	210,000	210,000	4,537.50	41,468.29	59,225.20	0.00	19.75	168,531.71
01-4410 FOOD PERMIT FEES	26,463	26,463	11,725.00	15,925.00	14,730.00	0.00	60.18	10,537.65
01-4420 LIQUOR LICENSE FEES	2,100	2,100	837.50	1,587.50	0.00	0.00	75.60	512.50
01-4425 VEHICLE STORAGE FEES	14,000	14,000	0.00 (	23.79)	50.00	0.00	0.17-	14,023.79
01-4430 CIVIC CENTER FEES	21,880	21,880	1,525.00	7,681.00	5,990.00	0.00	35.10	14,199.32
01-4435 DOG TAG & IMPOUNDMENT FEES	450	450	45.00	175.00	110.00	0.00	38.89	275.00
01-4440 MISCELLANEOUS FEES	2,000	2,000	129.50	728.10	1,043.60	0.00	36.41	1,271.90
01-4441 ALARM & PERMIT FEES	4,500	4,500	950.00	1,600.00	1,325.00	0.00	35.56	2,900.00
01-4442 PLATTING/ZONING/VAR FEES	300	300	0.00	0.00	500.00	0.00	0.00	300.00
01-4444 FOOD HANDLER TRAINING FEES	1,000	1,000	0.00	0.00	270.00	0.00	0.00	1,000.00
01-4450 POST OFFICE SUBSIDY	25,000	25,000	0.00	6,249.99	8,333.32	0.00	25.00	18,750.01
01-4451 EDC REIMBURSEMENT	30,000	30,000	0.00	0.00	0.00	0.00	0.00	30,000.00
01-4455 WCCPD REIMBURSEMENT	30,000	30,000	0.00	0.00	0.00	0.00	0.00	30,000.00
01-4460 MISCELLANEOUS INCOME	25,000	25,000	5,749.76	17,796.34	15,619.76	0.00	71.19	7,203.66
01-4461 WORKER'S COMP	0	0	0.00	548.00 (	434.00)	0.00	0.00 (	548.00)
01-4462 DONATIONS FD	0	0	0.00	50.00	0.00	0.00	0.00 (	50.00)
01-4470 LEASE OF LAND	50,000	50,000	4,166.67	16,666.68	16,666.68	0.00	33.33	33,333.32
01-4471 LEASE OF BUILDING SPACE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-4475 INCOME - BAD DEBT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-4500 COURT TECHNOLOGY TRANS IN	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-4501 GARBAGE FUND ADMIN TRANSFER	60,000	60,000	0.00	0.00	0.00	0.00	0.00	60,000.00
01-4502 FIRE TRUCK REIMBURSEMENT	0	0	0.00	0.00	0.00	0.00	0.00	0.00

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REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
01-4503 LASERFICHE RECORD SYS TRANSFER	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-4504 COURT SECURITY FUND TRANSFER	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-4505 GARBAGE FUND TRANSFER	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-4507 GRANT PROCEEDS CJD	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-4508 GRANT PROCEEDS - AACOG	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-4509 GRANT PROCEEDS-TP&W	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-4510 GRANT PROCEEDS-TCFP	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-4511 GRANT PROCEEDS-DOJ	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-4512 GRANT PROCEEDS - TXDOT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-4900 PROCEEDS FROM CAPITAL LEASE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	6,727,017	6,727,017	833,939.30	2,353,257.74	2,347,696.62	0.00	34.98	4,373,758.97

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DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
01-ADMINISTRATION								
SALARIES & BENEFITS								
01-501-010 ADMIN. SALARIES	109,762	109,762	8,453.80	38,023.43	39,521.18	0.00	34.64	71,738.61
01-501-011 ADMIN.LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-501-014 STIPEND	3,898	3,898	0.00	3,898.20	3,898.20	0.00	100.00 (	0.01)
01-501-015 ADMIN INCENTIVE PAY-BILINGUA	600	600	46.16	207.72	173.10	0.00	34.62	392.28
01-501-018 ADMIN.EDUCATION PAY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-501-020 ADMIN. OVERTIME	2,700	2,700	19.20	111.88	572.91	0.00	4.14	2,588.12
01-501-030 SOCIAL SECURITY	9,330	9,330	642.20	3,188.61	3,961.06	0.00	34.18	6,141.16
01-501-040 HEALTH INSURANCE	25,336	25,336	4,021.83	10,333.94	6,458.54	0.00	40.79	15,002.44
01-501-045 INSURANCE - BCWID	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-501-050 RETIREMENT	9,879	9,879	690.89	3,067.85	3,625.35	0.00	31.06	6,810.73
01-501-060 WORKERS' COMPENSATION	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-501-070 UNEMPLOYMENT COMPENSATION	1,000	1,000	8.51	8.51	200.00	0.00	0.85	991.49
01-501-095 TERMINATION PAY-OUT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	162,505	162,505	13,882.59	58,840.14	58,410.34	0.00	36.21	103,664.82
OTHER EXPENSES								
01-501-130 BONDS & TRAINING	4,500	4,500	545.10	1,534.39	189.82	0.00	34.10	2,965.61
01-501-151 Contract Svc - Inspections	60,000	60,000	12,860.00	27,100.00	10,900.00	0.00	45.17	32,900.00
01-501-420 OFFICE SUPPLIES	6,000	6,000	245.61	1,998.16	2,540.76	100.00	34.97	3,901.84
01-501-431 EMPLOYEE APPRECIATION LUNCHE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-501-440 ELECTION SUPPLIES	13,000	13,000	0.00	0.00	9,355.05	0.00	0.00	13,000.00
01-501-500 GENERAL/GIFT SHOP	5,000	5,000	0.00	0.00	0.00	0.00	0.00	5,000.00
01-501-590 POSTAGE	500	500	0.00	0.00	0.00	0.00	0.00	500.00
01-501-600 OFFICE EQUIPMENT & MAINT	0	0	884.78	884.78	195.00	0.00	0.00 (	884.78)
01-501-650 VEHICLE EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-501-700 CONTINGENCIES	0	0	0.00	184.31	0.00	0.00	0.00	184.31
TOTAL OTHER EXPENSES	89,000	89,000	14,535.49	31,333.02	23,180.63	100.00	35.32	57,566.98
CAPITAL EXPENSES								
01-501-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES								
01-501-900 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 01-ADMINISTRATION	251,505	251,505	28,418.08	90,173.16	81,590.97	100.00	35.89	161,231.80

CITY OF WINCREST
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01 -GENERAL FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
02-POLICE DEPARTMENT								
=====								
SALARIES & BENEFITS								
01-502-010 POLICE SALARIES	1,153,079	1,153,079	91,907.06	415,514.52	320,737.93	0.00	36.04	737,564.21
01-502-011 POLICE LONGEVITY	0	0	0.00	0.00	4.06	0.00	0.00	0.00
01-502-012 CIVILIAN SALARIES	205,222	205,222	18,970.57	77,394.48	53,024.16	0.00	37.71	127,827.89
01-502-013 CIVILIAN LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-502-014 POLICE SPECIAL ASSIGNMENT SA	10,200	10,200	438.48	1,973.16	357.74	0.00	19.34	8,226.84
01-502-015 POL INCENTIVE PAY-BILING & S	12,300	12,300	578.71	2,645.63	2,446.45	0.00	21.51	9,654.37
01-502-016 CIV.INCENTIVE PAY-BILING & S	2,400	2,400	118.66	533.15	422.79	0.00	22.21	1,866.85
01-502-017 POLICE SALARIES-CERTIFICATIO	16,541	16,541	784.72	3,738.96	4,044.78	0.00	22.60	12,802.04
01-502-018 POLICE EDUCATION PAY	5,000	5,000	92.32	415.44	173.10	0.00	8.31	4,584.56
01-502-019 POLICE TUITION REIMBURSEMENT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-502-020 POLICE OVERTIME	65,000	65,000	6,711.31	45,725.79	39,404.26	0.00	70.35	19,274.21
01-502-021 7K HOURS	26,000	26,000	4,026.14	19,457.11	5,850.59	0.00	74.84	6,542.89
01-502-022 CIVILIAN OVERTIME	20,000	20,000	2,641.21	11,429.08	9,931.88	0.00	57.15	8,570.92
01-502-023 POL INCENTIVE PAY - SDP	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-502-025 STIPEND (CIVILIAN & POLICE)	36,383	36,383	0.00	35,083.80	35,083.80	0.00	96.43	1,299.29
01-502-026 HAZARDOUS DUTY PAY	19,600	19,600	858.56	3,778.06	3,435.66	0.00	19.28	15,821.94
01-502-030 SOCIAL SECURITY	98,012	98,012	7,834.77	38,940.88	41,780.05	0.00	39.73	59,070.81
01-502-030CSOCIAL SECURITY CIVILIAN	17,444	17,444	1,652.93	7,290.28	0.00	0.00	41.79	10,153.62
01-502-040 HEALTH INSURANCE	236,473	236,473	32,528.76	85,575.65	45,363.16	0.00	36.19	150,897.23
01-502-050 RETIREMENT	103,777	103,777	8,521.73	39,330.36	39,839.52	0.00	37.90	64,446.73
01-502-050CRETIREMENT CIVILIAN	18,470	18,470	1,762.33	7,152.14	0.00	0.00	38.72	11,317.87
01-502-060 WORKERS' COMPENSATION	35,000	35,000	0.00	53,943.02	24,781.00	0.00	154.12 (	18,943.02)
01-502-070 UNEMPLOYMENT COMPENSATION	4,000	4,000	126.80	142.58	0.00	0.00	3.56	3,857.42
01-502-095 TERMINATION PAY-OUT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-502-096 EXEMPT VACATION PAY-OUT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	2,084,901	2,084,901	179,555.06	850,064.09	626,680.93	0.00	40.77	1,234,836.67
OTHER EXPENSES								
01-502-120 DUES & SUBSCRIPTIONS	500	500	0.00	350.00	350.00	0.00	70.00	150.00
01-502-130 BONDS & TRAINING	7,500	7,500	601.86	1,650.06	3,678.62	0.00	22.00	5,849.94
01-502-140 EMPLOYMENT SCREENING	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-502-400 CITIZEN'S PATROL	2,500	2,500	0.00	100.14	1,420.81	0.00	4.01	2,399.86
01-502-420 OFFICE SUPPLIES	5,000	5,000	240.00	1,540.53	1,401.52	608.14	42.97	2,851.33
01-502-430 MISCELLANEOUS SUPPLIES	15,000	15,000	70.23	3,515.16	6,679.22	0.00	23.43	11,484.84
01-502-431 EMPLOYEE APPRECIATION LUNCHE	1,500	1,500	0.00	120.25	0.00	0.00	8.02	1,379.75
01-502-432 MOBILE DATA/PHONE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-502-433 PD IT SOFTWARE HARDWARE & SU	14,000	14,000	0.00	0.00	996.24	0.00	0.00	14,000.00
01-502-450 LAB FEES/CRIME SCENE SUPP	13,500	13,500	0.00	5,474.78	2,039.75	0.00	40.55	8,025.22
01-502-480 UNIFORM ALLOWANCE	8,500	8,500	0.00	1,993.17	3,899.87	600.00	30.51	5,906.83
01-502-520 BICYCLE PARTS & MAINTENANCE	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-502-540 VEHICLE FUEL	50,000	50,000	10,750.18	25,641.23	11,621.83	0.00	51.28	24,358.77
01-502-550 PRISONER EXPENSE	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-502-590 POSTAGE	500	500	0.00	24.01	48.24	0.00	4.80	475.99
01-502-700 CONTINGENCIES	0	0	0.00	0.00	1,318.99	0.00	0.00	0.00
TOTAL OTHER EXPENSES	120,500	120,500	11,662.27	40,409.33	33,455.09	1,208.14	34.54	78,882.53

CITY OF WINCREST
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DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL EXPENSES</u>								
01-502-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>OTHER INCOME/EXPENSES</u>								
01-502-900 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
 TOTAL 02-POLICE DEPARTMENT	 2,205,401	 2,205,401	 191,217.33	 890,473.42	 660,136.02	 1,208.14	 40.43	 1,313,719.20

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03-FIRE DEPARTMENT								
SALARIES & BENEFITS								
01-503-010 FIRE DEPT. SALARIES	129,049	129,049	10,629.10	44,928.29	28,775.54	0.00	34.81	84,120.68
01-503-011 FIRE DEPT. LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-503-012 STIPEND	3,898	3,898	0.00	3,898.20	3,248.50	0.00	100.00 (	0.01)
01-503-015 FIRE INCENTIVE PAY-BILINGUAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-503-020 FIRE OVERTIME	3,000	3,000	411.10	4,257.48	93.54	0.00	141.92 (	1,257.48)
01-503-030 SOCIAL SECURITY	10,969	10,969	844.57	4,060.92	2,858.80	0.00	37.02	6,908.24
01-503-040 HEALTH INSURANCE	25,336	25,336	2,693.17	6,893.19	3,227.26	0.00	27.21	18,443.19
01-503-050 RETIREMENT	11,614	11,614	895.37	3,935.56 (	101.31)	0.00	33.89	7,678.85
01-503-060 WORKERS' COMPENSATION	2,500	2,500	0.00	3,500.00	1,937.00	0.00	140.00 (	1,000.00)
01-503-070 UNEMPLOYMENT COMPENSATION	1,000	1,000	11.04	20.71	200.00	0.00	2.07	979.29
01-503-080 VOLUNTEER PENSION FUND	21,200	21,200	0.00	2,052.00	4,648.42	0.00	9.68	19,148.00
01-503-095 TERMINATION PAY-OUT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	208,567	208,567	15,484.35	73,546.35	44,887.75	0.00	35.26	135,020.76
OTHER EXPENSES								
01-503-130 TRAINING	16,000	16,000	314.20	4,630.05	1,380.02	0.00	28.94	11,369.95
01-503-140 EMPLOYMENT SCREENING	0	0	0.00	27.00	0.00	0.00	0.00 (	27.00)
01-503-150 HAZMAT PROGRAM	2,000	2,000	0.00	267.32	0.00	0.00	13.37	1,732.68
01-503-215 MOBILE PHONES CONTRACT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-503-220 MOBILE PHONES MAINTENANCE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-503-221 MOBILE DATA TERMINAL SERVICE	3,000	3,000	0.00	100.00	0.00	0.00	3.33	2,900.00
01-503-223 PAGER CONTRACT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-503-224 PAGER MAINTENANCE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-503-226 PAGER MAINTENANCE - FIRE	3,000	3,000	562.92	562.92	1,874.50	0.00	18.76	2,437.08
01-503-227 RADIO CONTRACT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-503-229 RADIO MAINTENANCE	10,000	10,000	0.00	0.00	0.00	0.00	0.00	10,000.00
01-503-396 EOC EQUIPMENT & SUPPLIES	2,000	2,000	0.00	3,274.98 (	600.00)	345.10	181.00 (	1,620.08)
01-503-420 OFFICE SUPPLIES	3,500	3,500	2,428.11	2,587.11	1,356.08	0.00	73.92	912.89
01-503-430 SUPPLIES & EQUIPMENT	10,000	10,000	2,147.58	42,291.02	548.05	15,575.21	578.66 (	47,866.23)
01-503-431 EMPLOYEE APPRECIATION LUNCHE	500	500	0.00	620.63	160.81	0.00	124.13 (	120.63)
01-503-450 MEDICAL SUPPLIES	8,000	8,000	0.00	623.66	0.00	0.00	7.80	7,376.34
01-503-460 MEDICAL TRAINING	10,000	10,000	0.00	0.00	8,370.00	1,152.95	11.53	8,847.05
01-503-480 UNIFORM ALLOWANCE	1,500	1,500	0.00	2,972.84	380.08	383.94	223.79 (	1,856.78)
01-503-503 VEHICLE PARTS - FIRE	6,000	6,000	0.00	0.00	317.65	0.00	0.00	6,000.00
01-503-540 VEHICLE FUEL	20,000	20,000	1,461.32	3,106.78	994.66	0.00	15.53	16,893.22
01-503-590 POSTAGE	100	100	50.95	159.19	0.00	0.00	159.19 (	59.19)
01-503-603 VEHICLE OUTSIDE MAINT. FIRE	40,000	40,000	1,509.37	8,015.04	6,191.42	0.00	20.04	31,984.96
01-503-610 DORM - TELEPHONE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-503-620 DORM - UTILITIES & CABLE	12,000	12,000	0.00	2,781.96	982.49	0.00	23.18	9,218.04
01-503-630 DORM - REPAIRS & MAINT	8,000	8,000	1,031.82	10,237.39	4,883.76	799.82	137.97 (	3,037.21)
01-503-700 CONTINGENCIES	2,500	2,500	0.00	0.00	0.00	0.00	0.00	2,500.00
01-503-703 LEASE PURCHASE - FIRE DEPT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-503-704 LEASE PURCHASE - INTEREST	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-503-710 TRAVEL	5,500	5,500	0.00	556.18	0.00	0.00	10.11	4,943.82
01-503-730 ANNUAL PUMP TESTS	5,500	5,500	0.00	0.00	0.00	0.00	0.00	5,500.00
01-503-740 MAINTENANCE CONTRACTS	8,000	8,000	0.00	0.00	1,739.20	6,130.00	76.63	1,870.00

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01-503-750 SCBA TESTS	10,000	10,000	0.00	774.50	0.00	0.00	7.75	9,225.50
01-503-760 LADDER TESTS	4,000	4,000	0.00	0.00	0.00	0.00	0.00	4,000.00
TOTAL OTHER EXPENSES	191,100	191,100	9,506.27	83,588.57	28,578.72	24,387.02	56.50	83,124.41
CAPITAL EXPENSES								
01-503-800 CAPITAL EXPENDITURES	0	0	245.00	2,276.39	0.00	0.00	0.00 (	2,276.39)
01-503-801 CAPITAL EQUIPMENT	0	0	0.00	0.00	8,316.09	7,400.00	0.00 (	7,400.00)
01-503-802 CAPITAL FACILITIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-503-803 CAPITAL FLEET	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-503-804 CAPITAL PPE(PERS. PROTECT.EQ	0	0	0.00	1,725.71	144.00	2,145.00	0.00 (	3,870.71)
TOTAL CAPITAL EXPENSES	0	0	245.00	4,002.10	8,460.09	9,545.00	0.00 (	13,547.10)
OTHER INCOME/EXPENSES								
01-503-900 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 03-FIRE DEPARTMENT	399,667	399,667	25,235.62	161,137.02	81,926.56	33,932.02	48.81	204,598.07

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04-SPECIAL SERVICES								
=====								
SALARIES & BENEFITS								
01-504-009 SALARIES	50,770	50,770	1,952.80	10,359.85	11,261.76	0.00	20.41	40,410.04
01-504-010 SALARIES - MAYOR & COUNCIL	11,520	11,520	960.00	2,567.54	3,840.00	0.00	22.29	8,952.46
01-504-011 SALARIES - PLANNING & ZONING	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-504-012 SALARIES-CITY MANAGER	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-504-013 LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-504-014 STIPEND	650	650	0.00	649.70	649.70	0.00	100.00	0.00
01-504-030 SOCIAL SECURITY	5,295	5,295	222.84	1,016.67	922.86	0.00	19.20	4,277.97
01-504-040 HEALTH INSURANCE	16,891	16,891	23.57	2,040.00	3,231.44	0.00	12.08	14,850.92
01-504-050 RETIREMENT	4,569	4,569	158.38	828.42	0.00	0.00	18.13	3,740.87
01-504-060 WORKERS COMPENSATION	500	500	0.00	1,500.00	354.00	0.00	300.00	1,000.00
01-504-070 UNEMPLOYMENT COMP	500	500	2.92	4.84	0.00	0.00	0.97	495.16
TOTAL SALARIES & BENEFITS	90,694	90,694	3,273.37	18,967.02	20,259.76	0.00	20.91	71,727.42
OTHER EXPENSES								
01-504-110 BANK ACTIVITY CHARGES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-504-120 DUES & SUBSCRIPTIONS	4,085	4,085	438.00	583.00	2,866.91	0.00	14.27	3,502.00
01-504-135 EMPLOYEE RECOGNITION PROG	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-504-140 EMPLOYEE APPRECIATION FUND	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-504-145 EMPLOYEE WELLNESS PROGRAM	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-504-400 CITIZEN'S PATROL	500	500	0.00	0.00	24.87	0.00	0.00	500.00
01-504-420 OFFICE SUPPLIES	1,000	1,000	0.00	77.38	738.29	0.00	7.74	922.62
01-504-440 ELECTION SUPPLIES/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-504-460 SPECIAL EVENTS	30,000	30,000	876.15	12,782.84	11,951.28	0.00	42.61	17,217.16
01-504-465 JULY 4TH EVENT	10,000	10,000	0.00	0.00	0.00	0.00	0.00	10,000.00
01-504-470 LIGHT UP	30,000	30,000	9,050.39	48,445.76	34,183.87	0.00	161.49	18,445.76
01-504-475 50th ANNIVERSARY EVENTS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-504-480 WINDCREST PROUD	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-504-485 WINDFEST	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-504-486 FIREMAN'S PICNIC & WINDFEST	7,000	7,000	0.00	0.00	0.00	0.00	0.00	7,000.00
01-504-490 WINDCREST YOUTH ACTIVITIES	1,200	1,200	0.00	0.00	0.00	0.00	0.00	1,200.00
01-504-590 POSTAGE	18,000	18,000	0.00	3,106.59	2,019.47	0.00	17.26	14,893.41
01-504-609 TRANSFER TO TXWEACT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-504-610 NEWSLETTER	15,000	15,000	1,573.68	5,995.65	6,310.91	0.00	39.97	9,004.35
01-504-630 LEGAL ADVERTISING	13,000	13,000	0.00	364.13	476.74	0.00	2.80	12,635.87
01-504-635 ADVERTISING	9,000	9,000	781.53	781.53	543.00	0.00	8.68	8,218.47
01-504-645 MAYOR - COUNCIL EXPENSES	6,000	6,000	480.00	1,713.41	3,160.17	0.00	28.56	4,286.59
01-504-650 MILEAGE & ENTERTAINMENT EXPE	3,000	3,000	506.69	1,389.13	774.00	0.00	46.30	1,610.87
TOTAL OTHER EXPENSES	147,785	147,785	13,706.44	75,239.42	63,049.51	0.00	50.91	72,545.58
CAPITAL EXPENSES								
01-504-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES								
01-504-900 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
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01 -GENERAL FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
TOTAL 04-SPECIAL SERVICES	238,479	238,479	16,979.81	94,206.44	83,309.27	0.00	39.50	144,273.00

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>SALARIES & BENEFITS</u>								
01-505-010 SALARIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-011 LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-020 OVERTIME	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-030 SOCIAL SECURITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-040 HEALTH INSURANCE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-050 RETIREMENT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-060 WORKERS' COMPENSATION	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-070 UNEMPLOYMENT COMPENSATION	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>OTHER EXPENSES</u>								
01-505-100 UTILITIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-130 TRAINING	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-225 RADIO MAINTNANCE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-240 CONTRACT MAINTENANCE OUTS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-430 SUPPLIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-480 UNIFORM ALLOWANCE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-500 VEHICLE PARTS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-510 VEHICLE OUTSIDE MAINTENAN	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-520 EQUIPMENT REPAIR	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-525 EQUIPMENT RENTAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-530 STREET SIGNS & MARKERS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-700 CONTINGENCIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-710 STREET CRACK FILLING MATERIA	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-720 ALLEY CURB/SIDEWALK REPAIR	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-750 1998 FLOOD DAMAGE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL EXPENSES</u>								
01-505-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-505-810 STREET CAPITAL REPAIRS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>OTHER INCOME/EXPENSES</u>								
01-505-900 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

01 -GENERAL FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
06-PARKS & RECREATION								
=====								
SALARIES & BENEFITS								
01-506-010 POOL SALARIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-506-011 LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-506-020 OVERTIME	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-506-030 SOCIAL SECURITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-506-040 HEALTH INSURANCE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-506-050 RETIREMENT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-506-060 WORKERS' COMPENSATION	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-506-070 UNEMPLOYMENT COMP-POOL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES								
01-506-100 UTILITIES	30,000	30,000	168.15	398.73	9,573.72	0.00	1.33	29,601.27
01-506-130 TRAINING	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
01-506-240 CONTRACT MAINTENANCE OUTS	3,500	3,500	259.68	1,269.36	1,529.20	0.00	36.27	2,230.64
01-506-250 CONTRACT MAINT.-GREEN BEL	60,000	60,000	9,791.69	26,606.45	23,606.54	0.00	44.34	33,393.55
01-506-255 CONTRACT SERVICES - POOL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-506-260 GREEN BELT CLEANING	3,000	3,000	99.90	615.03	121.52	0.00	20.50	2,384.97
01-506-430 SUPPLIES	8,500	8,500	638.68	778.00	1,756.08	0.00	9.15	7,722.00
01-506-431 EMPLOYEE APPRECIATION LUNCHE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-506-520 EQUIPMENT REPAIR	9,500	9,500	375.72	998.96	2,482.92	0.00	10.52	8,501.04
01-506-630 FACILITY MAINTENANCE	35,000	35,000	1,821.25	6,438.14	10,375.00	125.00	18.75	28,436.86
01-506-631 POND MAINTENANCE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-506-635 TREES / SHRUBS/LANDSCAPING	25,000	25,000	437.09	906.66	2,192.95	0.00	3.63	24,093.34
01-506-640 LITTLE LEAGUE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-506-700 CONTINGENCIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	176,500	176,500	13,592.16	38,011.33	51,637.93	125.00	21.61	138,363.67
CAPITAL EXPENSES								
01-506-800 CAPITAL EXPENDITURE	0	0	0.00	19,178.00	971.00	5,100.00	0.00 (	24,278.00)
01-506-810 CAPITAL IMPROVEMENTS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-506-820 PARKS LIGHTS PROJECT	0	0	0.00	0.00	30,347.76	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	19,178.00	31,318.76	5,100.00	0.00 (	24,278.00)
OTHER INCOME/EXPENSES								
01-506-900 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 06-PARKS & RECREATION	176,500	176,500	13,592.16	57,189.33	82,956.69	5,225.00	35.36	114,085.67

01 -GENERAL FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
07-FLEET MECHANIC								
=====								
SALARIES & BENEFITS								
01-507-010 MECHANIC SALARIES	44,490	44,490	3,422.40	15,384.00	12,311.84	0.00	34.58	29,105.95
01-507-011 MECHANIC LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-012 STIPEND	1,299	1,299	0.00	1,299.40	1,299.40	0.00	100.00	0.00
01-507-015 MECHANIC INCENTIVE PAY-BILIN	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-020 OVERTIME	1,000	1,000	0.00	858.28	254.35	0.00	85.83	141.72
01-507-030 SOCIAL SECURITY	3,782	3,782	212.42	1,119.67	1,075.31	0.00	29.61	2,661.98
01-507-040 HEALTH INSURANCE	8,445	8,445	1,381.92	3,623.27	1,615.70	0.00	42.90	4,822.19
01-507-050 RETIREMENT	4,004	4,004	277.56	1,299.29	1,146.77	0.00	32.45	2,704.81
01-507-060 WORKERS' COMPENSATION	1,600	1,600	0.00	2,600.00	1,200.00	0.00	162.50	(1,000.00)
01-507-070 UNEMPLOYMENT COMPENSATION	500	500	3.42	3.42	0.00	0.00	0.68	496.58
01-507-090 TERMINATION PAY-OUT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	65,121	65,121	5,297.72	26,187.33	18,903.37	0.00	40.21	38,933.23
OTHER EXPENSES								
01-507-120 DUES & SUBSCRIPTIONS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-130 TRAINING	500	500	0.00	0.00	0.00	0.00	0.00	500.00
01-507-315 VEHICLE DEDUCTIBLE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-420 OFFICE SUPPLIES	250	250	0.00	0.00	0.00	0.00	0.00	250.00
01-507-430 FLEET TOOLS & SUPPLIES	5,000	5,000	436.12	2,951.37	1,366.81	201.19	63.05	1,847.44
01-507-431 EMPLOYEE APPRECIATION LUNCHE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-450 ENVIRONMENTAL FEES	700	700	158.43	158.43	0.00	0.00	22.63	541.57
01-507-480 UNIFORM ALLOWANCE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-501 VEHICLE PARTS-ADMIN	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-502 VEHICLE PARTS-POLICE	20,000	20,000	2,308.03	6,231.30	9,477.88	0.00	31.16	13,768.70
01-507-503 VEHICLE PARTS-FIRE	3,500	3,500	0.00	91.52	11.48	0.00	2.61	3,408.48
01-507-506 VEHICLE PARTS-PARKS & REC	1,000	1,000	0.00	88.67	569.23	0.00	8.87	911.33
01-507-508 VEHICLE PARTS-WARRANT OFFICE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-515 VEHICLE PARTS-EMC/TECH	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-516 VEHICLE PARTS-PUBLIC WORKS	12,000	12,000	1,165.24	2,910.15	968.40	0.00	24.25	9,089.85
01-507-518 DEBT SERVICE - INTEREST	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-519 VEHICLE PARTS-INSPECTION	500	500	0.00	53.60	49.51	0.00	10.72	446.40
01-507-520 EQUIPMENT REPAIR	20,000	20,000	1,107.90	1,482.30	9,719.36	0.00	7.41	18,517.70
01-507-540 VEHICLE FUEL	30,000	30,000	2,824.81	6,116.89	3,111.85	0.00	20.39	23,883.11
01-507-602 VEHICLE OUTSIDE MAINT-POLICE	20,000	20,000	876.40	5,335.53	4,252.10	0.00	26.68	14,664.47
01-507-603 VEHICLE OUTSIDE MAINT-FIRE	5,000	5,000	0.00	1,851.36	1,346.00	0.00	37.03	3,148.64
01-507-606 VEHICLE OUTSIDE MAINT-PARKS&	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-507-608 VEHICLE OUTSIDE MAINT-WRNT O	0	0	0.00	155.00	0.00	0.00	0.00	(155.00)
01-507-615 VEHICLE OUTSIDE MAINT-EMC/TE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-616 VEHICLE OUTSIDE MAINT-PW	3,500	3,500	225.00	513.22	682.71	0.00	14.66	2,986.78
01-507-619 VEHICLE OUTSIDE MAINT-INSP	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-700 CONTINGENCIES	0	0	0.00	0.00	349.27	0.00	0.00	0.00
01-507-701 TML STORM DAMAGE	0	0	0.00	1,438.18	11,301.29	0.00	0.00	(1,438.18)
01-507-702 LEASE PURCHASE-POLICE PRINCI	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-703 LEASE PURCHASE-FIRE PRINCIPA	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-704 DEBT SERVICE -INTEREST	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-706 LEASE PURCHASE-PARKS	0	0	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

01 -GENERAL FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
01-507-716 DEBT SERVICE - PRINCIPAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-717 DEBT SERVICE - INTEREST	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-719 LEASE PURCHASE-INSPECTION	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-721 LEASE PURCHASE-EDC	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-725 LEASE PURCHASE - CITY MGMT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-507-730 VEHICLE/EQUIPMENT TESTING	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
TOTAL OTHER EXPENSES	123,950	123,950	9,101.93	29,377.52	43,205.89	201.19	23.86	94,371.29
<u>CAPITAL EXPENSES</u>								
01-507-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>OTHER INCOME/EXPENSES</u>								
01-507-900 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
 TOTAL 07-FLEET MECHANIC	 189,071	 189,071	 14,399.65	 55,564.85	 62,109.26	 201.19	 29.49	 133,304.52

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
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01 -GENERAL FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
08-COURT								
SALARIES & BENEFITS								
01-508-010 COURT SALARIES	268,977	268,977	17,635.28	79,036.89	65,322.67	0.00	29.38	189,940.35
01-508-011 COURT LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-508-012 STIPEND	7,796	7,796	0.00	6,497.00	6,497.00	0.00	83.33	1,299.38
01-508-015 COURT INCENTIVE PAY-BILINGUA	1,800	1,800	46.45	208.72	0.00	0.00	11.60	1,591.28
01-508-017 CERTIFICATION PAY - COURT	900	900	46.16	207.72	0.00	0.00	23.08	692.28
01-508-018 COURT EDUCATION PAY	300	300	0.00	0.00	0.00	0.00	0.00	300.00
01-508-020 COURT OVERTIME	20,000	20,000	293.81	2,253.64	2,434.77	0.00	11.27	17,746.36
01-508-030 SOCIAL SECURITY	22,863	22,863	1,359.72	6,709.80	6,479.30	0.00	29.35	16,153.27
01-508-040 HEALTH INSURANCE	42,227	42,227	5,422.65	13,884.15	8,431.44	0.00	32.88	28,343.15
01-508-050 RETIREMENT	20,281	20,281	1,183.62	5,344.16	4,929.92	0.00	26.35	14,936.60
01-508-060 WORKER'S COMPENSATION	1,000	1,000	0.00	2,000.00	500.00	0.00	200.00 (	1,000.00)
01-508-070 UNEMPLOYMENT COMPENSATION	1,000	1,000	18.39	19.81	300.00	0.00	1.98	980.19
01-508-095 TERMINATION PAY-OUT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	387,145	387,145	26,006.08	116,161.89	94,895.10	0.00	30.00	270,982.86
OTHER EXPENSES								
01-508-120 DUES & SUBSCRIPTIONS	500	500	0.00	80.00	131.59	0.00	16.00	420.00
01-508-130 BONDS & TRAINING	7,000	7,000	550.91	2,254.63	2,615.81	0.00	32.21	4,745.37
01-508-150 JUDGE	5,000	5,000	346.16	1,557.72	1,298.10	0.00	31.15	3,442.28
01-508-160 PROSECUTOR	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-508-165 WARRANT JAIL COSTS	10,000	10,000	1,000.00	3,650.00	2,079.29	0.00	36.50	6,350.00
01-508-170 JURY SERVICE FEES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-508-180 COURT OF RECORD/STENOGRAPHER	500	500	0.00	0.00	0.00	0.00	0.00	500.00
01-508-420 OFFICE SUPPLIES	8,500	8,500	887.50	2,495.44	2,330.67	546.83	35.79	5,457.73
01-508-431 EMPLOYEE APPRECIATION LUNCHE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-508-480 UNIFORM ALLOWANCE	2,000	2,000	0.00	6.50	35.95	0.00	0.33	1,993.50
01-508-481 CONTINGENCIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-508-540 FUEL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-508-590 POSTAGE	1,500	1,500	164.78	689.66	575.13	0.00	45.98	810.34
TOTAL OTHER EXPENSES	35,000	35,000	2,949.35	10,733.95	9,066.54	546.83	32.23	23,719.22
CAPITAL EXPENSES								
01-508-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-508-810 TRANSFER TO COURT SEC. FUND	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES								
01-508-900 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 08-COURT	422,145	422,145	28,955.43	126,895.84	103,961.64	546.83	30.19	294,702.08

CITY OF WINCREST
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01 -GENERAL FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
10-FACILITY DIVISION								
=====								
OTHER EXPENSES								
01-510-100 UTILITIES	140,000	140,000	11.75	29,437.51 (	9,178.23)	0.00	21.03	110,562.49
01-510-115 MOBILE TELEPHONES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-510-170 JANITORIAL SERVICES	20,000	20,000	2,195.00	9,517.50	0.00	0.00	47.59	10,482.50
01-510-240 CONTRACT MAINTENANCE	0	0	0.00	0.00	993.75	0.00	0.00	0.00
01-510-430 SUPPLIES	10,000	10,000	652.81	2,035.31	3,254.71	0.00	20.35	7,964.69
01-510-630 FACILITY MAINTENANCE	40,000	40,000	2,266.57	10,003.29	13,784.32	0.00	25.01	29,996.71
01-510-650 FIRE ALARM & EXT. INSPECTION	3,000	3,000	0.00	0.00	2,983.50	0.00	0.00	3,000.00
01-510-700 CONTINGENCIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	213,000	213,000	5,126.13	50,993.61	11,838.05	0.00	23.94	162,006.39
CAPITAL EXPENSES								
01-510-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES								
01-510-900 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 10-FACILITY DIVISION	213,000	213,000	5,126.13	50,993.61	11,838.05	0.00	23.94	162,006.39

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<u>11-CIVIC CENTER</u>								
=====								
<u>SALARIES & BENEFITS</u>								
01-511-010 CIVIC CENTER SALARIES	42,103	42,103	3,409.30	14,672.35	9,053.91	0.00	34.85	27,430.56
01-511-011 CIVIC CENTER LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-511-012 STIPEND	1,299	1,299	0.00	1,299.40	1,299.40	0.00	100.00	0.00
01-511-020 OVERTIME - CIVIC CENTER	10,300	10,300	0.00	430.92	3,422.64	0.00	4.18	9,869.08
01-511-030 SOCIAL SECURITY	3,579	3,579	260.81	1,254.81	1,242.05	0.00	35.06	2,323.94
01-511-040 HEALTH INSURANCE	8,445	8,445	1,340.61	3,416.72	1,576.90	0.00	40.46	5,028.74
01-511-050 RETIREMENT	3,789	3,789	276.49	1,208.47	1,131.95	0.00	31.89	2,580.79
01-511-060 WORKERS' COMPENSATION	5,000	5,000	0.00	5,000.00	3,589.00	0.00	100.00	0.00
01-511-070 UNEMPLOYMENT COMPENSATION	1,000	1,000	3.40	3.40	131.42	0.00	0.34	996.60
01-511-095 TERMINATION PAY-OUT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	75,516	75,516	5,290.61	27,286.07	21,447.27	0.00	36.13	48,229.71
<u>OTHER EXPENSES</u>								
01-511-100 UTILITIES	27,000	27,000	231.61	16,551.92	5,596.40	0.00	61.30	10,448.08
01-511-430 SUPPLIES	4,000	4,000	832.77	1,838.06	1,077.04	0.00	45.95	2,161.94
01-511-431 EMPLOYEE APPRECIATION LUNCHE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-511-512 STIPEND	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-511-630 FACILITY MAINTENANCE	15,000	15,000	943.94	1,714.95	2,449.88	129.38	12.30	13,155.67
01-511-700 CONTINGENCIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	46,000	46,000	2,008.32	20,104.93	9,123.32	129.38	43.99	25,765.69
<u>CAPITAL EXPENSES</u>								
01-511-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>OTHER INCOME/EXPENSES</u>								
01-511-900 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 11-CIVIC CENTER	121,516	121,516	7,298.93	47,391.00	30,570.59	129.38	39.11	73,995.40

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DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
14-CONTRACT SERVICES								
=====								
OTHER EXPENSES								
01-514-220 FOOD HEALTH OFFICER FEES	22,000	22,000	1,800.00	7,200.00	5,400.00	0.00	32.73	14,800.00
01-514-250 LEGAL & CITY ATTORNEY	34,646	34,646	2,625.00	10,500.00	11,100.00	0.00	30.31	24,145.90
01-514-255 SPECIAL LEGAL FEES	85,000	85,000	15,179.59	38,421.36	8,351.50	0.00	45.20	46,578.64
01-514-258 FINANCIAL SERVICES	10,000	10,000	0.00	0.00	2,478.14	0.00	0.00	10,000.00
01-514-260 DUES & FEES-BCAD	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-514-270 DUES & FEES - BEXAR CO ELECT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-514-280 FEES-DELINQUENT COLLECTOR	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-514-285 Contract Services - MFO	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-514-290 AUDIT	40,000	40,000	0.00	0.00	10,000.00	0.00	0.00	40,000.00
01-514-300 EMS	70,000	70,000	25,000.00	25,000.00	23,333.32	0.00	35.71	45,000.00
01-514-310 MUNICIPAL INSURANCE	90,000	90,000	0.00	86,466.38	83,829.09	0.00	96.07	3,533.62
01-514-320 ENGINEER / ARCHITECT	50,000	50,000	0.00	0.00	3,618.60	28,577.37	57.15	21,422.63
01-514-321 CONTRACT PLANNING SERVICES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-514-325 SALES TAX COLLECTION SERVICE	6,000	6,000	2,339.00	11,391.80	0.00	0.00	189.86	5,391.80
01-514-328 CABLE TV FRANC FEE COMPLIANC	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-514-360 MOBILITY IMPAIRED TRANSPORT	12,000	12,000	0.00	0.00	0.00	0.00	0.00	12,000.00
01-514-367 WATER RESOURCES STUDY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-514-368 WASTE MANAGEMENT ADD ON	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-514-385 SALARY SURVEY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-514-400 CREDIT CARD TERMINAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-514-403 RECORDS MANAGEMENT	17,000	17,000	0.00	2,586.82	8,513.38	0.00	15.22	14,413.18
01-514-405 RECORDS STORAGE RENTAL	8,200	8,200	768.00	3,060.00	2,868.00	0.00	37.32	5,140.00
01-514-410 RECORDS DESTRUCTION	1,200	1,200	0.00	0.00	0.00	0.00	0.00	1,200.00
01-514-430 SUPPLIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-514-500 PURCHASE OF LAND	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	446,046	446,046	47,711.59	184,626.36	159,492.03	28,577.37	47.80	232,842.17
CAPITAL EXPENSES								
01-514-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES								
01-514-900 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 14-CONTRACT SERVICES	446,046	446,046	47,711.59	184,626.36	159,492.03	28,577.37	47.80	232,842.17

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<u>15-TECH SUPPORT</u>								
=====								
<u>SALARIES & BENEFITS</u>								
01-515-010 EMC/TECH SUPPORT SALARIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-011 EMC/TECH LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-020 EMT/TECH SUPPORT OVERTIME	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-030 EMC/TECH SOCIAL SECURITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-040 EMC/TECH HEALTH INSURANCE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-050 EMC/TECH RETIREMENT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-060 WORKER'S COMPENSATION	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-070 UNEMPLOYMENT COMPENSATION	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-090 EMC/TECH TERM.PAY-OUT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>OTHER EXPENSES</u>								
01-515-120 DUES & SUBSCRIPTIONS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-130 EMC/TECH TRAINING	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-200 COMPUTER CONTRACTS	67,000	67,000	686.49	6,557.35	6,474.41	0.00	9.79	60,442.65
01-515-201 COMPUTER MAINTENANCE	5,000	5,000	2,179.12	2,486.40	4,082.85	0.00	49.73	2,513.60
01-515-205 TELECOMMUNICATIONS CONTRACT	59,500	59,500	6,708.75	38,341.60	23,801.72	0.00	64.44	21,158.40
01-515-210 TELEPHONE MAINT.CONTRACT	7,000	7,000	0.00	0.00	70.00	0.00	0.00	7,000.00
01-515-215 MOBILE PHONES CONTRACT	15,000	15,000	4,250.96	5,815.51	0.00	0.00	38.77	9,184.49
01-515-220 MOBILE PHONES MAINTENANCE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-221 MOBILE DATA TERMINAL SERVICE	8,000	8,000	0.00	214.95	0.00	0.00	2.69	7,785.05
01-515-223 PAGER CONTRACT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-225 PAGER MAINTENANCE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-226 PAGER MAINTENANCE-FIRE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-227 RADIO CONTRACT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-229 RADIO MAINTENANCE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-286 CONTRACTSERVICES - IT	94,000	94,000	36,182.17	44,962.23	36,743.13	0.00	47.83	49,037.77
01-515-330 WEBSITE SUPPORT CONTRACT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-332 WEBSITE MAINTENANCE	6,500	6,500	9,500.00	13,927.98	4,299.01	0.00	214.28 (	7,427.98)
01-515-333 CLOUD HOSTING FEES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-395 EMERGENCY MGMT SUPPORT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-396 EOC EQUIPMENT & SUPPLIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-430 TECH SUPPLIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-460 COPIER CONTRACT & SUPPLIES	15,000	15,000	0.00	2,460.00	1,747.47	0.00	16.40	12,540.00
01-515-480 UNIFORM ALLOWANCE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-520 EQUIPMENT REPAIR	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-522 AUDIO VISUAL MAINTENANCE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-525 LEASE PURCHASE-RECORDS MGMT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-515-700 CONTINGENCIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	277,000	277,000	59,507.49	114,766.02	77,218.59	0.00	41.43	162,233.98
<u>CAPITAL EXPENSES</u>								
01-515-800 CAPITAL EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00

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OTHER INCOME/EXPENSES								
01-515-900 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 15-TECH SUPPORT	277,000	277,000	59,507.49	114,766.02	77,218.59	0.00	41.43	162,233.98

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16-PUBLIC WORKS =====								
SALARIES & BENEFITS								
01-516-010 PUBLIC WORKS SALARIES	406,472	406,472	31,243.11	140,011.79	111,840.94	0.00	34.45	266,460.52
01-516-011 PUBLIC WORKS LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-516-012 STIPEND	14,293	14,293	0.00	14,293.40	14,194.00	0.00	100.00 (	0.04)
01-516-015 P.W .INCENTIVE PAY-BILINGUAL	600	600	46.16	207.72	173.10	0.00	34.62	392.28
01-516-018 P.W. EDUCATION PAY	300	300	23.08	103.86	86.55	0.00	34.62	196.14
01-516-020 PUBLIC WORKS OVERTIME	3,000	3,000	206.55	5,393.04	2,125.28	0.00	179.77 (	2,393.04)
01-516-030 SOCIAL SECURITY	34,550	34,550	2,405.66	12,215.84	11,464.32	0.00	35.36	22,334.31
01-516-040 HEALTH INSURANCE	92,900	92,900	14,915.92	38,284.77	17,348.96	0.00	41.21	54,615.29
01-516-050 RETIREMENT	36,583	36,583	2,556.21	11,657.67	10,331.63	0.00	31.87	24,924.84
01-516-060 WORKERS' COMPENSATION	22,000	22,000	0.00	23,000.00	16,567.00	0.00	104.55 (	1,000.00)
01-516-070 UNEMPLOYMENT COMPENSATION	2,000	2,000	31.52	31.52	500.00	0.00	1.58	1,968.48
01-516-080 CONTRACT LABOR	5,000	5,000	0.00	0.00	0.00	0.00	0.00	5,000.00
01-516-095 TERMINATION PAY-OUT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	617,698	617,698	51,428.21	245,199.61	184,631.78	0.00	39.70	372,498.78
OTHER EXPENSES								
01-516-100 UTILITIES	27,000	27,000	0.00	1,649.02	44,202.03	0.00	6.11	25,350.98
01-516-130 TRAINING	1,500	1,500	0.00	0.00 (	325.46)	0.00	0.00	1,500.00
01-516-140 EMPLOYMENT SCREENING	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-516-240 CONTRACT OUT MAINTENANCE	5,000	5,000	0.00	0.00	613.00	0.00	0.00	5,000.00
01-516-430 SUPPLIES	13,000	13,000	1,953.04	5,130.39	3,224.03	0.00	39.46	7,869.61
01-516-431 EMPLOYEE APPRECIATION LUNCHE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-516-480 UNIFORM ALLOWANCE	17,000	17,000	1,533.42	6,863.87	6,347.05	0.00	40.38	10,136.13
01-516-510 VEHICLE OUTSIDE MAINTENAN	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-516-525 EQUIPMENT RENTAL	3,500	3,500	0.00	0.00	0.00	0.00	0.00	3,500.00
01-516-530 STREET SIGNS & MARKERS	10,000	10,000	7.40	259.40	3,402.60	858.75	11.18	8,881.85
01-516-590 POSTAGE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-516-630 FACILITIES MAINTENANCE	15,000	15,000	0.00	2,595.26	1,985.30	0.00	17.30	12,404.74
01-516-700 CONTINGENCIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-516-710 STREET CRACK FILLING MATERIA	0	0	0.00	0.00	1,192.50	0.00	0.00	0.00
01-516-720 ALLEY/CURB/SIDEWALK REPAIR	0	0	2,996.50	2,996.50	0.00	0.00	0.00 (	2,996.50)
TOTAL OTHER EXPENSES	92,000	92,000	6,490.36	19,494.44	60,641.05	858.75	22.12	71,646.81
CAPITAL EXPENSES								
01-516-800 CAPITAL EXPENDITURES	0	0	1,035.56	1,829.13	9,989.00	0.00	0.00 (	1,829.13)
01-516-810 STREET CAPITAL REPAIRS	0	0	0.00	1,080.00	836.64	0.00	0.00 (	1,080.00)
01-516-890 STREET SWEEPER PRINCIPAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-516-892 STREET SWEEPER INTEREST	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	1,035.56	2,909.13	10,825.64	0.00	0.00 (	2,909.13)
OTHER INCOME/EXPENSES								
01-516-900 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 16-PUBLIC WORKS	709,698	709,698	58,954.13	267,603.18	256,098.47	858.75	37.83	441,236.46

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01 -GENERAL FUND

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DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
17-ANIMAL CONTROL								
=====								
<u>SALARIES & BENEFITS</u>								
01-517-010 SALARIES-ANIMAL CONTROL	68,782	68,782	5,478.57	24,372.56	19,416.60	0.00	35.43	44,409.71
01-517-011 LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-517-012 STIPEND	2,599	2,599	0.00	2,598.80	2,598.80	0.00	100.00 (	0.01)
01-517-013 Salaries - Animal on call	3,000	3,000	276.92	1,246.14	1,038.45	0.00	41.54	1,753.86
01-517-020 OVERTIME-ANIMAL CONTROL	7,000	7,000	333.09	960.54	2,338.17	0.00	13.72	6,039.46
01-517-030 SOCIAL SECURITY	5,846	5,846	469.32	2,248.03	2,315.18	0.00	38.45	3,598.46
01-517-040 HEALTH INSURANCE	16,891	16,891	2,708.97	6,980.56	4,362.14	0.00	41.33	9,910.36
01-517-050 RETIREMENT	6,190	6,190	497.53	2,143.52	2,089.08	0.00	34.63	4,046.88
01-517-060 WORKER'S COMPENSATION	2,200	2,200	0.00	3,200.00	1,633.00	0.00	145.45 (	1,000.00)
01-517-070 UNEMPLOYMENT COMPENSATION	1,000	1,000	6.14	6.14	0.00	0.00	0.61	993.86
TOTAL SALARIES & BENEFITS	113,509	113,509	9,770.54	43,756.29	35,791.42	0.00	38.55	69,752.58
<u>OTHER EXPENSES</u>								
01-517-230 VET/INPOUNDING/SHELTER	28,900	28,900	0.00	5,835.69	8,797.60	0.00	20.19	23,064.31
01-517-231 INPOUNDING/SHELTER	24,400	24,400	0.00	8,310.00	6,960.00	0.00	34.06	16,090.00
01-517-240 TRAINING & CERTIFICATION	1,500	1,500	0.00	0.00	0.00	0.00	0.00	1,500.00
01-517-420 EQUIPMENT	2,100	2,100	0.00	20.00	0.00	0.00	0.95	2,080.00
01-517-430 SUPPLIES	900	900	195.00	195.00	15.36	0.00	21.67	705.00
TOTAL OTHER EXPENSES	57,800	57,800	195.00	14,360.69	15,772.96	0.00	24.85	43,439.31
<u>CAPITAL EXPENSES</u>								
01-517-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>OTHER INCOME/EXPENSES</u>								
01-517-900 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 17-ANIMAL CONTROL	171,309	171,309	9,965.54	58,116.98	51,564.38	0.00	33.93	113,191.89

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<u>19-CODE ENFORCEMENT</u>								
<u>SALARIES & BENEFITS</u>								
01-519-010 INSPECTION SALARIES	44,511	44,511	3,390.40	16,100.01	11,812.30	0.00	36.17	28,411.16
01-519-011 INSPECTIONS LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-519-012 STIPEND	1,299	1,299	0.00	1,299.40	1,299.40	0.00	100.00	0.00
01-519-015 INSP.INCENTIVE PAY-BILINGUAL	600	600	1.74	55.44	0.00	0.00	9.24	544.56
01-519-018 INSPECTION EDUCATION PAY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-519-020 OVERTIME	1,800	1,800	445.00	2,606.39	0.00	0.00	144.80 (	806.39)
01-519-026 HAZARDOUS DUTY PAY	480	480	0.00	36.92	0.00	0.00	7.69	443.08
01-519-030 SOCIAL SECURITY	3,783	3,783	312.99	1,552.10	956.84	0.00	41.02	2,231.35
01-519-040 HEALTH INSURANCE	8,445	8,445	1,395.82	3,692.77	1,615.72	0.00	43.72	4,752.69
01-519-050 RETIREMENT	4,006	4,006	331.81	1,583.71	1,056.67	0.00	39.53	2,422.30
01-519-060 WORKER'S COMPENSATION	1,000	1,000	0.00	2,000.00	500.00	0.00	200.00 (	1,000.00)
01-519-070 UNEMPLOYMENT COMPENSATION	500	500	4.09	4.09	0.00	0.00	0.82	495.91
TOTAL SALARIES & BENEFITS	66,425	66,425	5,881.85	28,930.83	17,240.93	0.00	43.55	37,494.66
<u>OTHER EXPENSES</u>								
01-519-120 DUES & SUBSCRIPTIONS	135	135	0.00	0.00	0.00	0.00	0.00	135.00
01-519-125 CONTRACT INSPECTION SVCS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-519-130 BONDS & TRAINING	500	500	0.00	1,184.11	0.00	0.00	236.82 (	684.11)
01-519-140 EMPLOYMENT SCREENING	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-519-150 CONTRACT SERVICES - INSPECTI	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-519-420 OFFICE SUPPLIES	750	750	0.00	0.00	0.00	0.00	0.00	750.00
01-519-430 SUPPLIES & EQUIPMENT	500	500	31.10	31.10	0.00	0.00	6.22	468.90
01-519-480 UNIFORMS	500	500	0.00	223.88	0.00	163.93	77.56	112.19
01-519-490 VEHICLE PARTS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-519-540 VEHICLE FUEL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-519-700 CONTINGENCIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	2,385	2,385	31.10	1,439.09	0.00	163.93	67.21	781.98
<u>CAPITAL EXPENSES</u>								
01-519-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>OTHER INCOME/EXPENSES</u>								
01-519-900 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 19-CODE ENFORCEMENT	68,810	68,810	5,912.95	30,369.92	17,240.93	163.93	44.37	38,276.64

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20-FINANCE								
SALARIES & BENEFITS								
01-520-010 FINANCE SALARIES	218,775	218,775	16,787.23	75,281.23	58,725.21	0.00	34.41	143,493.65
01-520-011 FINANCE LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-520-012 STIPEND	5,198	5,198	0.00	5,197.60	5,197.60	0.00	100.00 (	0.02)
01-520-015 FINANCE BILINGUAL PAY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-520-018 FINANCE EDUCATION PAY	650	650	46.16	207.72	173.10	0.00	31.96	442.28
01-520-020 FINANCE OVERTIME	3,000	3,000	0.00	61.51	1,496.96	0.00	2.05	2,938.49
01-520-030 FINANCE SOCIAL SECURITY	18,596	18,596	1,214.08	5,845.69	5,566.60	0.00	31.44	12,750.18
01-520-040 FINANCE HEALTH INSURANCE	33,782	33,782	6,675.30	14,397.47	6,496.32	0.00	42.62	19,384.37
01-520-050 FINANCE RETIREMENT	19,690	19,690	1,365.20	6,044.97	5,464.66	0.00	30.70	13,644.77
01-520-060 WORKER'S COMPENSATION	500	500	0.00	1,500.00	0.00	0.00	300.00 (	1,000.00)
01-520-070 UNEMPLOYMENT COMPENSATION	500	500	16.84	16.84	0.00	0.00	3.37	483.16
01-520-095 TERMINATION PAY-OUT - FINANC	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	300,690	300,690	26,104.81	108,553.03	83,120.45	0.00	36.10	192,136.88
OTHER EXPENSES								
01-520-120 DUES & SUBSCRIPTIONS	1,000	1,000	0.00	250.10	45.89	0.00	25.01	749.90
01-520-130 BONDS & TRAINING	6,000	6,000	0.00	144.95	0.00	0.00	2.42	5,855.05
01-520-140 EMPLOYMENT SCREENING	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-520-260 DUES & FEES- BCAD	13,000	13,000	1,500.00	3,878.00	3,056.00	0.00	29.83	9,122.00
01-520-280 FEES-DELINQUENT COLLECTOR	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-520-285 CONTRACT SERVICES - MFO	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-520-289 CONTRACT SUPPORT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-520-400 BANK/CREDIT CARD TERMINAL CH	8,000	8,000	12.23	3,031.97	1,660.67	0.00	37.90	4,968.03
01-520-420 OFFICE SUPPLIES	8,000	8,000	1,645.36	3,059.26	2,685.92	0.00	38.24	4,940.74
01-520-431 EMPLOYEE APPRECIATION LUNCHE	0	0	0.00	0.00	67.80	0.00	0.00	0.00
01-520-433 IT SOFTWARE HARDWARE &SUPPLI	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-520-590 POSTAGE	1,000	1,000	0.00	392.00	89.06	0.00	39.20	608.00
01-520-600 OFFICE EQUIP. & MAINT	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
01-520-700 CONTINGENCIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	39,000	39,000	3,157.59	10,756.28	7,605.34	0.00	27.58	28,243.72
CAPITAL EXPENSES								
01-520-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES								
01-520-900 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 20-FINANCE	339,690	339,690	29,262.40	119,309.31	90,725.79	0.00	35.12	220,380.60

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<u>21-ECONOMIC DEVELOPMENT(E</u>								
<u>=====</u>								
<u>SALARIES & BENEFITS</u>								
01-521-010 EDC SALARIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-521-011 EDC LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-521-018 EDC EDUCATION PAY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-521-020 EDC OVERTIME	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-521-030 SOCIAL SECURITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-521-040 HEALTH INSURANCE	0	0	1,312.86	3,282.15	0.00	0.00	0.00	0.00
01-521-050 RETIREMENT	0	0	0.00	0.00	0.00	0.00	0.00	3,282.15)
01-521-060 WORKERS COMPENSATION	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-521-070 UNEMPLOYMENT COMPENSATION	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-521-095 TERMINATION PAY-OUT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0	1,312.86	3,282.15	0.00	0.00	0.00	3,282.15)
<u>OTHER EXPENSES</u>								
01-521-430 SUPPLIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-521-510 VEHICLE ALLOWANCE-DIRECTOR	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-521-515 HEALTH INS. ALLOWANCE-DIRECT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-521-590 POSTAGE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>OTHER INCOME/EXPENSES</u>								
01-521-900 TRANSFER TO EDC FUND	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-521-901 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 21-ECONOMIC DEVELOPMENT(E	0	0	1,312.86	3,282.15	0.00	0.00	0.00	3,282.15)

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25-CITY MANAGEMENT								
SALARIES & BENEFITS								
01-525-010 CITY MANAGEMENT SALARIES	138,695	138,695	10,779.60	48,508.20	40,938.40	0.00	34.97	90,186.46
01-525-011 LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-525-012 STIPEND	1,299	1,299	0.00	1,299.40	0.00	0.00	100.00	0.00
01-525-017 CERTIFICATION PAY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-525-018 EDUCATION PAY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-525-019 TUITION REIMBURSEMENT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-525-020 CITY MANAGEMENT OVERTIME	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-525-030 SOCIAL SECURITY	11,789	11,789	762.98	2,873.00	2,888.80	0.00	24.37	8,916.05
01-525-040 HEALTH INSURANCE	8,445	8,445	1,340.61	3,416.72	1,615.72	0.00	40.46	5,028.74
01-525-050 RETIREMENT	12,483	12,483	874.22	3,881.21	3,595.00	0.00	31.09	8,601.31
01-525-060 WORKER'S COMPENSATION	3,000	3,000	0.00	4,000.00	2,000.00	0.00	133.33 (	1,000.00)
01-525-070 UNEMPLOYMENT COMPENSATION	500	500	9.00	9.00	0.00	0.00	1.80	491.00
01-525-080 CONTRACT LABOR - HR	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-525-095 TERMINATION PAYOUT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	177,211	177,211	13,766.41	63,987.53	51,037.92	0.00	36.11	113,223.56
OTHER EXPENSES								
01-525-120 DUES & SUBSCRIPTIONS	1,000	1,000	28.00	56.00	0.00	0.00	5.60	944.00
01-525-121 ADP Contract	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-525-130 BONDS & TRAINING	1,000	1,000	80.00	94.00	0.00	0.00	9.40	906.00
01-525-140 EMPLOY. SCREENING & RECRUITM	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-525-150 MOVING EXPENSE - CITY MGR	0	0	167.95	167.95	0.00	0.00	0.00 (	167.95)
01-525-420 OFFICE SUPPLIES	1,000	1,000	0.00	107.55	663.00	0.00	10.76	892.45
01-525-430 HR SUPPLIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-525-640 EMPLOYEE RECOGNITION	6,800	6,800	150.28	7,546.48	4,494.58	0.00	110.98 (	746.48)
01-525-645 MEALS & ENTERTAINMENT	1,000	1,000	0.00	33.50	615.42	0.00	3.35	966.50
01-525-650 VEHICLE EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-525-655 Cell Phone Allowance	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	10,800	10,800	426.23	8,005.48	5,773.00	0.00	74.12	2,794.52
OTHER INCOME/EXPENSES								
01-525-900 TRANSFER TO EDC	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-525-901 TRANSFER TO STREETS FUND	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-525-902 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 25-CITY MANAGEMENT	188,011	188,011	14,192.64	71,993.01	56,810.92	0.00	38.29	116,018.08

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<u>26-POOL</u>								
<u>SALARIES & BENEFITS</u>								
01-526-010 SALARIES	55,000	55,000	0.00	0.00	0.00	0.00	0.00	55,000.00
01-526-020 OVERTIME	2,800	2,800	0.00	0.00	0.00	0.00	0.00	2,800.00
01-526-030 SOCIAL SECURITY	4,675	4,675	0.00	0.00	0.00	0.00	0.00	4,675.00
01-526-040 HEALTH INSURANCE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-526-050 RETIREMENT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-526-060 WORKER'S COMPENSATION	3,500	3,500	0.00	3,500.00	2,500.00	0.00	100.00	0.00
01-526-070 UNEMPLOYMENT COMPENSATION	0	0	0.00	0.00	500.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	65,975	65,975	0.00	3,500.00	3,000.00	0.00	5.31	62,475.00
<u>OTHER EXPENSES</u>								
01-526-100 UTILITIES	8,000	8,000	300.69	326.31	168.23	0.00	4.08	7,673.69
01-526-130 BONDS & TRAINING	0	0	0.00	0.00	453.22	0.00	0.00	0.00
01-526-140 EMPLOYMENT SCREENING	1,500	1,500	0.00	0.00	0.00	0.00	0.00	1,500.00
01-526-210 EQUIPMENT LEASE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-526-255 CONTRACT SERVICES - POOL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-526-420 OFFICE SUPPLIES	750	750	0.00	0.00	497.55	0.00	0.00	750.00
01-526-430 MISCELLANEOUS SUPPLIES	2,500	2,500	0.00	61.32	856.59	0.00	2.45	2,438.68
01-526-431 POOL CHEMICALS	11,000	11,000	0.00	1,201.98	0.00	0.00	10.93	9,798.02
01-526-480 UNIFORM ALLOWANCE	1,600	1,600	0.00	0.00	0.00	0.00	0.00	1,600.00
01-526-500 VEHICLE PARTS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-526-510 VEHICLE OUTSIDE MAINTENANCE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-526-520 EQUIPMENT REPAIR	6,000	6,000	0.00	0.00	0.00	0.00	0.00	6,000.00
01-526-630 FACILITY MAINTENANCE	5,000	5,000	0.00	2,836.60	534.11	212.99	60.99	1,950.41
01-526-700 CONTINGENCIES	1,000	1,000	0.00	0.00	527.25	0.00	0.00	1,000.00
TOTAL OTHER EXPENSES	37,350	37,350	300.69	4,426.21	1,076.01	212.99	12.42	32,710.80
<u>CAPITAL EXPENSES</u>								
01-526-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>OTHER INCOME/EXPENSES</u>								
01-526-900 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 26-POOL	103,325	103,325	300.69	7,926.21	4,076.01	212.99	7.88	95,185.80

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

01 -GENERAL FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
27-POST OFFICE								
SALARIES & BENEFITS								
01-527-010 POST OFFICE SALARIES	29,702	29,702	2,294.80	14,617.13	10,948.22	0.00	49.21	15,085.27
01-527-011 LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-527-012 STIPEND	1,299	1,299	0.00	1,299.40	1,299.40	0.00	100.00	0.00
01-527-015 P. O. INCENTIVE PAY-BILINGUA	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-527-020 OVERTIME - POST OFFICE	1,200	1,200	19.70	309.36	170.11	0.00	25.78	890.64
01-527-030 SOCIAL SECURITY	2,525	2,525	171.18	1,214.80	1,079.05	0.00	48.12	1,309.90
01-527-040 HEALTH INSURANCE	8,445	8,445	1,364.18	3,534.57	1,065.60	0.00	41.85	4,910.89
01-527-050 RETIREMENT	2,673	2,673	187.71	837.05	777.72	0.00	31.31	1,836.17
01-527-060 WORKER'S COMPENSATION	750	750	0.00	1,750.00	500.00	0.00	233.33 (	1,000.00)
01-527-070 UNEMPLOYMENT COMPENSATION	750	750	2.32	6.78	0.00	0.00	0.90	743.22
01-527-095 TERMINATION PAY-OUT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	47,345	47,345	4,039.89	23,569.09	15,840.10	0.00	49.78	23,776.09
OTHER EXPENSES								
01-527-120 DUES & SUBSCRIPTIONS	0	0	0.00	14.00	0.00	0.00	0.00 (	14.00)
01-527-130 BONDS & TRAINING	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-527-420 OFFICE SUPPLIES - POST OFFIC	6,000	6,000	1,937.61	2,335.64	3,319.86	0.00	38.93	3,664.36
01-527-421 CONTRACT / SEASONAL HELP	3,200	3,200	0.00 (	250.00)	0.00	0.00	7.81-	3,450.00
01-527-590 POSTAGE - POST OFFICE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-527-600 OFFICE EQUIPMENT & MAINTENAN	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-527-610 OFFICE EQUIPMENT LEASE	12,200	12,200	0.00	3,244.68	1,937.61	0.00	26.60	8,955.32
01-527-700 CONTINGENCIES	0	0	0.00	0.00	104.50	0.00	0.00	0.00
01-527-710 INVENTORY ADJUSTMENTS	400	400	0.00	0.00	0.00	0.00	0.00	400.00
TOTAL OTHER EXPENSES	21,800	21,800	1,937.61	5,344.32	5,361.97	0.00	24.52	16,455.68
CAPITAL EXPENSES								
01-527-800 CAPITAL EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER INCOME/EXPENSES								
01-527-900 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 27-POST OFFICE	69,145	69,145	5,977.50	28,913.41	21,202.07	0.00	41.82	40,231.77

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

01 -GENERAL FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
28-HUMAN RESOURCES								
=====								
OTHER EXPENSES								
01-528-121 ADP Contract	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-528-130 INSURANCE ADMIN. FEES	4,000	4,000	290.00	1,460.00	290.00	0.00	36.50	2,540.00
01-528-140 EMPLOYMENT SCREENING/RECRUIT	14,000	14,000	284.37	808.87	3,489.16	0.00	5.78	13,191.13
01-528-141 ADP SERVICES	60,000	60,000	4,123.45	17,538.85	3,837.50	0.00	29.23	42,461.15
01-528-142 RECOGNITION PROGRAM	2,000	2,000	0.00	0.00	425.00	0.00	0.00	2,000.00
01-528-143 EMPLOYEE WELLNESS PROGRAM	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-528-150 EMP MED COST ASSIST	80,500	80,500	2,938.88	15,921.80	13,648.25	0.00	19.78	64,578.20
01-528-160 EMP RECONGITION PROGRAM	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-528-162 INSURANCE INCREASE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-528-170 EMP WELLNESS PROGRAM	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-528-175 TRANSFER TO HRA FUND 12	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-528-180 COLA 2%	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	160,500	160,500	7,636.70	35,729.52	21,689.91	0.00	22.26	124,770.48
OTHER INCOME/EXPENSES								
01-528-900 UNALLOCATED FUNDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 28-HUMAN RESOURCES	160,500	160,500	7,636.70	35,729.52	21,689.91	0.00	22.26	124,770.48

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

01 -GENERAL FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>30-CAPITAL</u>								
=====								
<u>OTHER EXPENSES</u>								
01-530-506 PARKS CAPITAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-530-507 FLEET CAPITAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-530-508 COURT CAPITAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-530-525 CITY MANAGER CAPITAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-530-526 POOL CAPITAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-530-527 POST OFFICE CAPITAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-530-528 HUMAN RESOURCES CAPITAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL EXPENSES</u>								
01-530-801 ADMIN CAPITAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-530-802 POLICE CAPITAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-530-803 FIRE CAPITAL	79,500	79,500	811.01	811.01	0.00	0.00	1.02	78,688.99
01-530-804 SPECIAL SERVICES CAPITAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-530-806 PARKS CAPITAL	241,043	241,043	7,586.94	32,847.76	0.00	0.00	13.63	208,195.52
01-530-810 FACILITY CAPITAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-530-811 CIVIC CENTER CAPITAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-530-814 CONTRACT SERVICES CAPITAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-530-815 TECH SUPPORT CAPITAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-530-816 PUBLIC WORKS CAPITAL	86,169	86,169	0.00	0.00	0.00	28,730.00	33.34	57,438.81
01-530-817 ANIMAL CONTROL CAPITAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-530-819 CODE ENFORCEMENT CAPITAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-530-820 FINANCE CAPITAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	406,712	406,712	8,397.95	33,658.77	0.00	28,730.00	15.34	344,323.32
<u>OTHER INCOME/EXPENSES</u>								
01-530-925 TRANSFER OUT TO STREETS	76,581	76,581	0.00	0.00	0.00	0.00	0.00	76,581.00
TOTAL OTHER INCOME/EXPENSES	76,581	76,581	0.00	0.00	0.00	0.00	0.00	76,581.00
TOTAL 30-CAPITAL	483,293	483,293	8,397.95	33,658.77	0.00	28,730.00	12.91	420,904.32

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

01 -GENERAL FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES								
=====								
SALARIES & BENEFITS								
01-500-030 SOCIAL SECURITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
01-500-050 RETIREMENT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	7,234,111	7,234,111	580,355.58	2,530,319.51	1,954,518.15	99,885.60	36.36	4,603,906.17
REVENUE OVER/(UNDER) EXPENDITURES	(507,095)	(507,095)	253,583.72	(177,061.77)	393,178.47	(99,885.60)	54.61	(230,147.20)

CITY OF WINCREST
BALANCE SHEET
AS OF: JANUARY 31ST, 2018

02 -GARBAGE FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
02-1100	CASH	25,663.90	
02-1102	CLAIM ON CASH	(18,801.98)	
02-1105	SAVINGS	462.54	
02-1115	INVESTMENT - TEXPOOL	432.15	
02-1315	DUE FROM GENERAL FUND	0.00	
02-1601	A/R-COMMERCIAL GARBAGE	67,360.50	
02-1605	A/R-RESIDENTIAL GARBAGE	178,319.52	
02-1606	ALLOW FOR DOUBTFUL ACCTS	(52,666.12)	
02-1607	A/R-RECYCLING INCOME	0.00	
02-1608	A/R - UNAPPLIED CREDITS	(22,958.81)	
02-1610	A/R-ACCRUED INTEREST	0.00	
		<u>177,811.70</u>	
	TOTAL ASSETS		177,811.70
			=====
LIABILITIES			
=====			
02-2315	DUE TO GENERAL FUND	130,265.00	
02-2400	A/P PENDING	268.00	
02-2410	A/P-SALES TAX	25,263.91	
02-2415	A/P-GARBAGE CONTRACTOR	0.00	
02-2420	DEFERRED REVENUE-RESIDENT	0.00	
	TOTAL LIABILITIES	<u>155,796.91</u>	
EQUITY			
=====			
02-3201	FUND BALANCE	(100,427.58)	
	TOTAL BEGINNING EQUITY	(100,427.58)	
	TOTAL REVENUE	355,062.80	
	TOTAL EXPENSES	<u>232,620.43</u>	
	TOTAL INCREASE/(DECREASE) IN FUND BAL.	122,442.37	
	TOTAL EQUITY & FUND BALANCE	<u>22,014.79</u>	
	TOTAL LIABILITIES, EQUITY & FUND BALANCE		177,811.70
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

02 -GARBAGE FUND

% OF YEAR COMPLETED: 33.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	<u>978,434</u>	<u>978,434</u>	<u>280.67</u>	<u>355,062.80</u>	<u>394,129.68</u>	<u>0.00</u>	<u>36.29</u>	<u>623,370.85</u>
TOTAL REVENUES	978,434	978,434	280.67	355,062.80	394,129.68	0.00	36.29	623,370.85
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	881,846	881,846	75,417.51	229,130.99	143,439.68	0.00	25.98	652,714.67
OTHER EXPENSES	28,500	28,500	543.44	3,489.44	9,306.44	272.94	13.20	24,737.62
OTHER INCOME/EXPENSES	<u>60,000</u>	<u>60,000</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>60,000.00</u>
TOTAL 00-GENERAL EXPENDITURES	<u>970,346</u>	<u>970,346</u>	<u>75,960.95</u>	<u>232,620.43</u>	<u>152,746.12</u>	<u>272.94</u>	<u>24.00</u>	<u>737,452.29</u>
TOTAL EXPENDITURES	970,346	970,346	75,960.95	232,620.43	152,746.12	272.94	24.00	737,452.29
REVENUE OVER/(UNDER) EXPENDITURES	8,088	8,088 (	75,680.28)	122,442.37	241,383.56 (	272.94)	1,510.50 (	114,081.44)

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

02 -GARBAGE FUND

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
02-4101 INCOME-COMMERCIAL	483,203	483,203	0.00	125,199.93	147,263.00	0.00	25.91	358,002.72
02-4105 INCOME-RESIDENTIAL	466,203	466,203	260.98	229,827.08	233,991.89	0.00	49.30	236,375.92
02-4107 INCOME-RECYCLING	0	0	0.00	0.00	0.00	0.00	0.00	0.00
02-4110 INCOME-LATE CHARGE	29,000	29,000	0.00 (	29.27)	12,869.13	0.00	0.10-	29,029.27
02-4115 INCOME-INTEREST	28	28	19.69	65.06	5.66	0.00	232.36 (	37.06)
02-4130 INCOME - MISCELLANEOUS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	978,434	978,434	280.67	355,062.80	394,129.68	0.00	36.29	623,370.85

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

02 -GARBAGE FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>00-GENERAL EXPENDITURES</u>								
<u>SALARIES & BENEFITS</u>								
02-500-010 EXPENSES-COMMERCIAL	401,427	401,427	34,140.11	105,298.79	60,805.36	0.00	26.23	296,127.87
02-500-020 EXPENSES-RESIDENTIAL	480,419	480,419	41,277.40	123,832.20	82,634.32	0.00	25.78	356,586.80
02-500-030 EXPENSES-ADMINISTRATIVE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
02-500-040 EXPENSES-BAD DEBT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
02-500-050 EXPENSES-MED.WASTE & CLEAN U	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	881,846	881,846	75,417.51	229,130.99	143,439.68	0.00	25.98	652,714.67
<u>OTHER EXPENSES</u>								
02-500-590 POSTAGE	3,500	3,500	0.00	735.00	2,311.00	0.00	21.00	2,765.00
02-500-591 EXPENSE - ALLY REPAIR	20,000	20,000	543.44	2,754.44	6,995.44	272.94	15.14	16,972.62
02-500-592 EXPENSES - ADDITIONAL CITY S	5,000	5,000	0.00	0.00	0.00	0.00	0.00	5,000.00
TOTAL OTHER EXPENSES	28,500	28,500	543.44	3,489.44	9,306.44	272.94	13.20	24,737.62
<u>OTHER INCOME/EXPENSES</u>								
02-500-900 EXPENSES-TRANSFER GENERAL FU	60,000	60,000	0.00	0.00	0.00	0.00	0.00	60,000.00
TOTAL OTHER INCOME/EXPENSES	60,000	60,000	0.00	0.00	0.00	0.00	0.00	60,000.00
 TOTAL 00-GENERAL EXPENDITURES	 970,346	 970,346	 75,960.95	 232,620.43	 152,746.12	 272.94	 24.00	 737,452.29
 TOTAL EXPENDITURES	 970,346	 970,346	 75,960.95	 232,620.43	 152,746.12	 272.94	 24.00	 737,452.29
REVENUE OVER/(UNDER) EXPENDITURES	8,088	8,088 (	75,680.28)	122,442.37	241,383.56 (	272.94)	1,510.50 (	114,081.44)

CITY OF WINCREST
BALANCE SHEET
AS OF: JANUARY 31ST, 2018

04 -ASSET SEIZ FUND- FEDERAL

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
04-1102	CLAIM ON CASH	136.56	
04-1105	SAVINGS	348.74	
04-1115	INVESTMENTS	0.00	
04-1315	DUE FROM GENERAL FUND	0.00	
04-1515	A/R-ACCRUED INTEREST	0.00	
04-1550	A/R-MISCELLANEOUS	0.00	
		<u>485.30</u>	
TOTAL ASSETS			485.30
			=====
LIABILITIES			
=====			
04-2315	DUE TO GENERAL FUND	0.00	
04-2400	A/P PENDING	0.00	
	TOTAL LIABILITIES	<u>0.00</u>	
EQUITY			
=====			
04-3201	FUND BALANCE-RESTRICTED	504.44	
	TOTAL BEGINNING EQUITY	<u>504.44</u>	
TOTAL REVENUE		0.86	
TOTAL EXPENSES		20.00	
TOTAL INCREASE/(DECREASE) IN FUND BAL. (		<u>19.14)</u>	
TOTAL EQUITY & FUND BALANCE		<u>485.30</u>	
TOTAL LIABILITIES, EQUITY & FUND BALANCE			485.30
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

04 -ASSET SEIZ FUND- FEDERAL

% OF YEAR COMPLETED: 33.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	0	0	0.26	0.86	0.07	0.00	0.00 (	0.86)
TOTAL REVENUES	0	0	0.26	0.86	0.07	0.00	0.00 (	0.86)
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSES	0	0	0.00	20.00	0.00	0.00	0.00 (	20.00)
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	20.00	0.00	0.00	0.00 (	20.00)
TOTAL EXPENDITURES	0	0	0.00	20.00	0.00	0.00	0.00 (	20.00)
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0.26 (	19.14)	0.07	0.00	0.00	19.14

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

04 -ASSET SEIZ FUND- FEDERAL

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
04-4101 INCOME-COURT FORFEITED PR	0	0	0.00	0.00	0.00	0.00	0.00	0.00
04-4105 INCOME-ABAND/SEIZED PROP	0	0	0.00	0.00	0.00	0.00	0.00	0.00
04-4115 INCOME-INTEREST	0	0	0.26	0.86	0.07	0.00	0.00 (	0.86)
TOTAL REVENUES	0	0	0.26	0.86	0.07	0.00	0.00 (	0.86)

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

04 -ASSET SEIZ FUND- FEDERAL

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES								
=====								
SALARIES & BENEFITS								
04-500-050 MISCELLANEOUS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSES								
04-500-800 CAPITAL EXPENDITURES	0	0	0.00	20.00	0.00	0.00	0.00	(20.00)
TOTAL CAPITAL EXPENSES	0	0	0.00	20.00	0.00	0.00	0.00	(20.00)
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	20.00	0.00	0.00	0.00	(20.00)
TOTAL EXPENDITURES	0	0	0.00	20.00	0.00	0.00	0.00	(20.00)
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0.26 (	19.14)	0.07	0.00	0.00	19.14

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CITY OF WINCREST
BALANCE SHEET
AS OF: JANUARY 31ST, 2018

PAGE: 1

05 -COUNTY FIRE CONTRIBUTION

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
05-1102	CLAIM ON CASH	18,972.75	
05-1105	SAVINGS	0.00	
05-1115	INVESTMENTS	3,946.07	
05-1315	DUE FROM GENERAL FUND	0.00	
05-1515	A/R-ACCRUED INTEREST	0.00	
05-1550	A/R-MISCELLANEOUS	0.00	
		<u>22,918.82</u>	
TOTAL ASSETS			22,918.82
			=====
LIABILITIES			
=====			
05-2315	DUE TO GENERAL FUND	22,000.00	
05-2400	A/P PENDING	0.00	
	TOTAL LIABILITIES	<u>22,000.00</u>	
EQUITY			
=====			
05-3201	FUND BALANCE-RESTRICTED	918.82	
	TOTAL BEGINNING EQUITY	<u>918.82</u>	
TOTAL REVENUE		0.00	
TOTAL EXPENSES		0.00	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		0.00	
TOTAL EQUITY & FUND BALANCE		<u>918.82</u>	
TOTAL LIABILITIES, EQUITY & FUND BALANCE			22,918.82
			=====

05 -COUNTY FIRE CONTRIBUTION

% OF YEAR COMPLETED: 33.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00

OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
05-4101 INCOME-BEXAR COUNTY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
05-4105 INCOME - OTHER	0	0	0.00	0.00	0.00	0.00	0.00	0.00
05-4115 INCOME-INTEREST	0	0	0.00	0.00	0.00	0.00	0.00	0.00
05-4120 GRANT PROCEEDS - FIRE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0	0.00	0.00	0.00	0.00	0.00	0.00

05 -COUNTY FIRE CONTRIBUTION

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES								
=====								
SALARIES & BENEFITS								
05-500-010 FIRE SUPPLIES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
05-500-050 MISCELLANEOUS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES								
05-500-431 EMPLOYEE APPRECIATION LUNCHE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSES								
05-500-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF WINCREST
BALANCE SHEET
AS OF: JANUARY 31ST, 2018

06 -SCHOOL CROSSING GUARD

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
06-1102	CLAIM ON CASH	29,783.41	
06-1105	SAVINGS	14,156.00	
06-1115	INVESTMENTS	0.00	
06-1315	DUE FROM GENERAL FUND	0.00	
06-1515	A/R-ACCRUED INTEREST	0.00	
06-1550	A/R-MISCELLANEOUS	0.00	
		<u>43,939.41</u>	
			43,939.41
			=====
LIABILITIES			
=====			
06-2315	DUE TO GENERAL FUND	0.00	
06-2400	A/P PENDING	0.00	
	TOTAL LIABILITIES	<u>0.00</u>	
EQUITY			
=====			
06-3201	FUND BALANCE-RESTRICTED	46,631.88	
	TOTAL BEGINNING EQUITY	<u>46,631.88</u>	
	TOTAL REVENUE	1,550.84	
	TOTAL EXPENSES	<u>4,243.31</u>	
	TOTAL INCREASE/(DECREASE) IN FUND BAL.	(2,692.47)	
	TOTAL EQUITY & FUND BALANCE	<u>43,939.41</u>	
			43,939.41
			=====
	TOTAL LIABILITIES, EQUITY & FUND BALANCE		

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

06 -SCHOOL CROSSING GUARD

% OF YEAR COMPLETED: 33.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	6,252	6,252	10.67	1,550.84	2,015.24	0.00	24.81	4,701.22
TOTAL REVENUES	6,252	6,252	10.67	1,550.84	2,015.24	0.00	24.81	4,701.22
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	4,000	4,000	0.00	760.31	758.28	0.00	19.01	3,239.69
CAPITAL EXPENSES	22,000	22,000	0.00	3,483.00	0.00	0.00	15.83	18,517.00
TOTAL 00-GENERAL EXPENDITURES	26,000	26,000	0.00	4,243.31	758.28	0.00	16.32	21,756.69
TOTAL EXPENDITURES	26,000	26,000	0.00	4,243.31	758.28	0.00	16.32	21,756.69
REVENUE OVER/(UNDER) EXPENDITURES	(19,748)	(19,748)	10.67	(2,692.47)	1,256.96	0.00	13.63	(17,055.47)

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

06 -SCHOOL CROSSING GUARD

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
06-4101 INCOME-BEXAR COUNTY	6,237	6,237	0.00	1,515.59	2,012.18	0.00	24.30	4,721.47
06-4115 INCOME-INTEREST	15	15	10.67	35.25	3.06	0.00	235.00 (	20.25)
06-4310 SCHOOL ZONE FINES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	6,252	6,252	10.67	1,550.84	2,015.24	0.00	24.81	4,701.22

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

06 -SCHOOL CROSSING GUARD

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES								
=====								
SALARIES & BENEFITS								
06-500-010 DARE PROGRAM	0	0	0.00	0.00	0.00	0.00	0.00	0.00
06-500-020 SAFETY EQUIPMENT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
06-500-030 STREET MAINTENANCE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
06-500-050 MISCELLANEOUS	4,000	4,000	0.00	760.31	758.28	0.00	19.01	3,239.69
TOTAL SALARIES & BENEFITS	4,000	4,000	0.00	760.31	758.28	0.00	19.01	3,239.69
CAPITAL EXPENSES								
06-500-800 CAPITAL EXPENDITURES	22,000	22,000	0.00	3,483.00	0.00	0.00	15.83	18,517.00
TOTAL CAPITAL EXPENSES	22,000	22,000	0.00	3,483.00	0.00	0.00	15.83	18,517.00
TOTAL 00-GENERAL EXPENDITURES	26,000	26,000	0.00	4,243.31	758.28	0.00	16.32	21,756.69
TOTAL EXPENDITURES	26,000	26,000	0.00	4,243.31	758.28	0.00	16.32	21,756.69
REVENUE OVER/(UNDER) EXPENDITURES	(19,748)	(19,748)	10.67	(2,692.47)	1,256.96	0.00	13.63	(17,055.47)

CITY OF WINCREST
BALANCE SHEET
AS OF: JANUARY 31ST, 2018

07 -DARE PROGRAM FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
07-1102	CLAIM ON CASH	0.00	
07-1105	SAVINGS	0.00	
07-1115	INVESTMENTS	0.00	
07-1315	DUE FROM GENERAL FUND	0.00	
07-1515	A/R-ACCRUED INTEREST	0.00	
07-1550	A/R-MISCELLANEOUS	0.00	
		<u>0.00</u>	
			0.00
TOTAL ASSETS			=====
LIABILITIES			
=====			
07-2315	DUE TO GENERAL FUND	0.00	
07-2400	A/P PENDING	0.00	
	TOTAL LIABILITIES	<u>0.00</u>	
EQUITY			
=====			
07-3201	FUND BALANCE-RESTRICTED	0.00	
	TOTAL BEGINNING EQUITY	<u>0.00</u>	
	TOTAL REVENUE	0.00	
	TOTAL EXPENSES	0.00	
	TOTAL INCREASE/(DECREASE) IN FUND BAL.	<u>0.00</u>	
	TOTAL EQUITY & FUND BALANCE	<u>0.00</u>	
			0.00
TOTAL LIABILITIES, EQUITY & FUND BALANCE			=====

% OF YEAR COMPLETED: 33.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

07 -DARE PROGRAM FUND

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
07-4101 INCOME-DONATIONS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
07-4115 INCOME-INTEREST	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF WINCREST
BALANCE SHEET
AS OF: JANUARY 31ST, 2018

08 -POLICE DONATIONS ACCOUNT

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
08-1102	CLAIM ON CASH	1,484.77	
08-1105	SAVINGS	3,388.95	
08-1315	DUE FROM GENERAL FUND	<u>0.00</u>	
			<u>4,873.72</u>
TOTAL ASSETS			4,873.72
			=====
LIABILITIES			
=====			
08-2315	DUE TO GENERAL FUND	1,200.00	
08-2400	A/P PENDING	<u>0.00</u>	
	TOTAL LIABILITIES		<u>1,200.00</u>
EQUITY			
=====			
08-3201	FUND BALANCE	<u>5,585.83</u>	
	TOTAL BEGINNING EQUITY	5,585.83	
TOTAL REVENUE		226.95	
TOTAL EXPENSES		<u>2,139.06</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL. (		1,912.11)	
TOTAL EQUITY & FUND BALANCE		<u>3,673.72</u>	
TOTAL LIABILITIES, EQUITY & FUND BALANCE			4,873.72
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

08 -POLICE DONATIONS ACCOUNT

% OF YEAR COMPLETED: 33.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	0	0	2.55	226.95	3,025.74	0.00	0.00 (	226.95)
TOTAL REVENUES	0	0	2.55	226.95	3,025.74	0.00	0.00 (	226.95)
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	1,500	1,500	0.00	1,830.00	1,132.52	0.00	122.00 (	330.00)
OTHER EXPENSES	0	0	35.90	309.06	0.00	0.00	0.00 (	309.06)
CAPITAL EXPENSES	0	0	0.00	0.00	(615.00)	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	1,500	1,500	35.90	2,139.06	517.52	0.00	142.60 (	639.06)
TOTAL EXPENDITURES	1,500	1,500	35.90	2,139.06	517.52	0.00	142.60 (	639.06)
REVENUE OVER/(UNDER) EXPENDITURES	(1,500)	(1,500)	33.35)	(1,912.11)	2,508.22	0.00	127.47	412.11

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

08 -POLICE DONATIONS ACCOUNT

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
08-4101 INCOME-POLICE DONATIONS	0	0	0.00	218.51	3,025.00	0.00	0.00 (	218.51)
08-4102 INCOME-WINDCREST PROUD	0	0	0.00	0.00	0.00	0.00	0.00	0.00
08-4106 INCOME-SWIM TEAM DONATIONS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
08-4115 INCOME-INTEREST	0	0	2.55	8.44	0.74	0.00	0.00 (	8.44)
TOTAL REVENUES	0	0	2.55	226.95	3,025.74	0.00	0.00 (	226.95)

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

08 -POLICE DONATIONS ACCOUNT

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES								
=====								
SALARIES & BENEFITS								
08-500-010 MISCELLANEOUS EXPENSES	1,500	1,500	0.00	1,830.00	1,132.52	0.00	122.00 (	330.00)
TOTAL SALARIES & BENEFITS	1,500	1,500	0.00	1,830.00	1,132.52	0.00	122.00 (	330.00)
OTHER EXPENSES								
08-500-431 EMPLOYEE APPRECIATION LUNCHE	0	0	35.90	309.06	0.00	0.00	0.00 (	309.06)
TOTAL OTHER EXPENSES	0	0	35.90	309.06	0.00	0.00	0.00 (	309.06)
CAPITAL EXPENSES								
08-500-800 CAPITAL EXPENDITURES	0	0	0.00	0.00 (	615.00)	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00 (	615.00)	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	1,500	1,500	35.90	2,139.06	517.52	0.00	142.60 (	639.06)
TOTAL EXPENDITURES	1,500	1,500	35.90	2,139.06	517.52	0.00	142.60 (	639.06)
REVENUE OVER/(UNDER) EXPENDITURES	(1,500) (	1,500) (	33.35) (	1,912.11)	2,508.22	0.00	127.47	412.11

CITY OF WINCREST
BALANCE SHEET
AS OF: JANUARY 31ST, 2018

09 -ASSET SEIZURE FUND- STATE

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
09-1102	CLAIM ON CASH	2,502.56	
09-1105	SAVINGS	385.84	
09-1115	INVESTMENTS	0.00	
09-1315	DUE FROM GENERAL FUND	0.00	
09-1515	A/R-ACCRUED INTEREST	0.00	
09-1550	A/R-MISCELLANEOUS	0.00	
		<u>2,888.40</u>	
TOTAL ASSETS			2,888.40
			=====
LIABILITIES			
=====			
09-2315	DUE TO GENERAL FUND	0.00	
09-2400	A/P PENDING	0.00	
	TOTAL LIABILITIES	<u>0.00</u>	
EQUITY			
=====			
09-3201	FUND BALANCE	5,810.59	
	TOTAL BEGINNING EQUITY	<u>5,810.59</u>	
TOTAL REVENUE		0.96	
TOTAL EXPENSES		<u>2,923.15</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL. (		<u>2,922.19)</u>	
TOTAL EQUITY & FUND BALANCE		<u>2,888.40</u>	
TOTAL LIABILITIES, EQUITY & FUND BALANCE			2,888.40
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

09 -ASSET SEIZURE FUND- STATE

% OF YEAR COMPLETED: 33.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	0	0	0.29	0.96	0.08	0.00	0.00 (	0.96)
TOTAL REVENUES	0	0	0.29	0.96	0.08	0.00	0.00 (	0.96)
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	0	0	0.00	2,386.00	0.00	0.00	0.00 (	2,386.00)
CAPITAL EXPENSES	0	0	0.00	537.15	0.00	0.00	0.00 (	537.15)
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	2,923.15	0.00	0.00	0.00 (	2,923.15)
TOTAL EXPENDITURES	0	0	0.00	2,923.15	0.00	0.00	0.00 (	2,923.15)
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0.29 (	2,922.19)	0.08	0.00	0.00	2,922.19

CITY OF WINCREST
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2018

09 -ASSET SEIZURE FUND- STATE

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
09-4101 INCOME-COURT FORFEITED PR	0	0	0.00	0.00	0.00	0.00	0.00	0.00
09-4105 INCOME-ABAND/SEIZED PROP	0	0	0.00	0.00	0.00	0.00	0.00	0.00
09-4115 INCOME-INTEREST	0	0	0.29	0.96	0.08	0.00	0.00 (	0.96)
TOTAL REVENUES	0	0	0.29	0.96	0.08	0.00	0.00 (	0.96)

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

09 -ASSET SEIZURE FUND- STATE

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES								
=====								
SALARIES & BENEFITS								
09-500-050 MISCELLANEOUS	0	0	0.00	2,386.00	0.00	0.00	0.00	(2,386.00)
TOTAL SALARIES & BENEFITS	0	0	0.00	2,386.00	0.00	0.00	0.00	(2,386.00)
CAPITAL EXPENSES								
09-500-800 CAPITAL EXPENDITURES	0	0	0.00	537.15	0.00	0.00	0.00	(537.15)
TOTAL CAPITAL EXPENSES	0	0	0.00	537.15	0.00	0.00	0.00	(537.15)
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	2,923.15	0.00	0.00	0.00	(2,923.15)
TOTAL EXPENDITURES	0	0	0.00	2,923.15	0.00	0.00	0.00	(2,923.15)
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0.29	(2,922.19)	0.08	0.00	0.00	2,922.19

CITY OF WINCREST
BALANCE SHEET
AS OF: JANUARY 31ST, 2018

10 -POLICE EDUCATION TRAINING

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
10-1102	CLAIM ON CASH	2,458.33	
10-1105	SAVINGS	1,065.12	
10-1115	INVESTMENTS	0.00	
10-1315	DUE FROM GENERAL FUND	0.00	
10-1515	A/R ACCRUED INTEREST	0.00	
10-1550	A/R-MISCELLANEOUS	0.00	
10-1601	A/R-MISCELLANEOUS INCOME	0.00	
		<u>3,523.45</u>	
			<u>3,523.45</u>
			=====
LIABILITIES			
=====			
10-2315	DUE TO GENERAL FUND	1,150.00	
10-2400	A/P PENDING	0.00	
	TOTAL LIABILITIES	<u>1,150.00</u>	
EQUITY			
=====			
10-3201	FUND BALANCE	2,370.80	
	TOTAL BEGINNING EQUITY	<u>2,370.80</u>	
	TOTAL REVENUE	2.65	
	TOTAL EXPENSES	0.00	
	TOTAL INCREASE/(DECREASE) IN FUND BAL.	<u>2.65</u>	
	TOTAL EQUITY & FUND BALANCE	<u>2,373.45</u>	
	TOTAL LIABILITIES, EQUITY & FUND BALANCE		<u>3,523.45</u>
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

10 -POLICE EDUCATION TRAINING

% OF YEAR COMPLETED: 33.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	0	0	0.80	2.65	0.23	0.00	0.00	(2.65)
TOTAL REVENUES	0	0	0.80	2.65	0.23	0.00	0.00	(2.65)
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
TOTAL EXPENDITURES	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
REVENUE OVER/(UNDER) EXPENDITURES	(1,000)	(1,000)	0.80	2.65	0.23	0.00	0.27-	(1,002.65)

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

10 -POLICE EDUCATION TRAINING

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
10-4101 INCOME-LEOSE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
10-4105 INCOME- OTHER	0	0	0.00	0.00	0.00	0.00	0.00	0.00
10-4115 INCOME-INTEREST	0	0	0.80	2.65	0.23	0.00	0.00 (	2.65)
TOTAL REVENUES	0	0	0.80	2.65	0.23	0.00	0.00 (	2.65)

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

10 -POLICE EDUCATION TRAINING

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES								
=====								
SALARIES & BENEFITS								
10-500-050 EDUCATION/TRAINING	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
TOTAL SALARIES & BENEFITS	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
CAPITAL EXPENSES								
10-500-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
TOTAL EXPENDITURES	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
REVENUE OVER/(UNDER) EXPENDITURES	(1,000)	(1,000)	0.80	2.65	0.23	0.00	0.27-	(1,002.65)

CITY OF WINCREST
BALANCE SHEET
AS OF: JANUARY 31ST, 2018

11 -ROOSEVELT SCHOLARSHIP FND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
11-1102	CLAIM ON CASH	0.00	
11-1105	SAVINGS	4,116.30	
11-1115	INVESTMENTS	0.00	
11-1315	DUE FROM GENERAL FUND	0.00	
11-1515	A/R-ACCRUED INTEREST	0.00	
11-1550	A/R-MISCELLANEOUS	0.00	
		<u>4,116.30</u>	
TOTAL ASSETS			4,116.30
			=====
LIABILITIES			
=====			
11-2315	DUE TO GENERAL FUND	0.00	
11-2400	A/P PENDING	0.00	
	TOTAL LIABILITIES	<u>0.00</u>	
EQUITY			
=====			
11-3201	FUND BALANCE	4,106.06	
	TOTAL BEGINNING EQUITY	<u>4,106.06</u>	
TOTAL REVENUE		10.24	
TOTAL EXPENSES		<u>0.00</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		10.24	
TOTAL EQUITY & FUND BALANCE		<u>4,116.30</u>	
TOTAL LIABILITIES, EQUITY & FUND BALANCE			4,116.30
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

11 -ROOSEVELT SCHOLARSHIP FND

% OF YEAR COMPLETED: 33.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	0	0	3.10	10.24	0.89	0.00	0.00 (	10.24)
TOTAL REVENUES	0	0	3.10	10.24	0.89	0.00	0.00 (	10.24)
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	0	0	3.10	10.24	0.89	0.00	0.00 (	10.24)

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

11 -ROOSEVELT SCHOLARSHIP FND

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
11-4101 INCOME	0	0	0.00	0.00	0.00	0.00	0.00	0.00
11-4115 INCOME-INTEREST	0	0	3.10	10.24	0.89	0.00	0.00 (	10.24)
TOTAL REVENUES	0	0	3.10	10.24	0.89	0.00	0.00 (	10.24)

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

11 -ROOSEVELT SCHOLARSHIP FND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES								
=====								
SALARIES & BENEFITS								
11-500-050 EXPENDITURES-MISCELLANEOUS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
11-500-060 MISC-SETUP 501.c3	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSES								
11-500-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0	3.10	10.24	0.89	0.00	0.00 (	10.24)

CITY OF WINCREST
BALANCE SHEET
AS OF: JANUARY 31ST, 2018

13 -ECONOMIC DEVELOPMENT CORP

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
13-1102	CLAIM ON CASH	283,669.10	
13-1105	CASH - CHECKING	51,396.84	
13-1106	Savings - TLF Proceeds	0.00	
13-1115	INVESTMENTS-TEXPOOL#15900001	0.00	
13-1116	INVESTMENTS-TEXPOOL#15900003	0.00	
13-1117	EXPENSE CARD	0.00	
13-1118	EDC - Investment First Public	109,040.22	
13-1204	PREPAID SALES TAX	0.26	
13-1315	DUE FROM GENERAL FUND	0.00	
13-1375	DUE FROM HOT FUND	0.00	
13-1510	A/R SALES TAX	(0.02)	
			<u>444,106.40</u>
TOTAL ASSETS			444,106.40
			=====
LIABILITIES			
=====			
13-2315	DUE TO GENERAL FUND	145,000.00	
13-2320	DUE TO TAXING ENTITIES	0.00	
13-2400	A/P PENDING	0.00	
13-2401	ACCOUNTS PAYABLE	0.00	
13-2402	ALAMO TITLE ESCROW FUNDS	0.00	
13-2410	A/P - SALES TAX	0.00	
	TOTAL LIABILITIES		<u>145,000.00</u>
EQUITY			
=====			
13-3201	FUND BALANCE	247,171.04	
	TOTAL BEGINNING EQUITY	247,171.04	
TOTAL REVENUE		103,539.87	
TOTAL EXPENSES		<u>51,604.51</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		51,935.36	
TOTAL EQUITY & FUND BALANCE			<u>299,106.40</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE			444,106.40
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 33.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	510,250	510,250	51,202.25	103,539.87	95,345.43	0.00	20.29	406,710.13
TOTAL REVENUES	510,250	510,250	51,202.25	103,539.87	95,345.43	0.00	20.29	406,710.13
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	142,101	142,101	8,933.03	30,672.90	18,294.66	0.00	21.59	111,427.82
OTHER EXPENSES	104,950	104,950	4,144.90	11,331.61	25,491.54	0.00	10.80	93,618.39
CAPITAL EXPENSES	98,000	98,000	8,400.00	9,600.00	45,988.44	0.00	9.80	88,400.00
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	345,051	345,051	21,477.93	51,604.51	89,774.64	0.00	14.96	293,446.21
TOTAL EXPENDITURES	345,051	345,051	21,477.93	51,604.51	89,774.64	0.00	14.96	293,446.21
REVENUE OVER/(UNDER) EXPENDITURES	165,199	165,199	29,724.32	51,935.36	5,570.79	0.00	31.44	113,263.92

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
13-4105 INCOME - OTHER	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4110 INCOME - OTHER (HOT)	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4111 INCOME - OTHER (GEN.FUND)	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4112 INCOME-WALZEM RD GRANT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4113 INCOME-CORPORATE DONATIONS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4115 SALES TAX (.25)	510,000	510,000	51,180.77	103,121.97	95,068.65	0.00	20.22	406,878.03
13-4301 INTEREST	250	250	21.48	417.90	276.78	0.00	167.16 (	167.90)
13-4900 PROCEEDS FROM CAPITAL LEASE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	510,250	510,250	51,202.25	103,539.87	95,345.43	0.00	20.29	406,710.13

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>00-GENERAL EXPENDITURES</u>								
=====								
<u>SALARIES & BENEFITS</u>								
13-500-009 SALARIES - EDC	48,075	48,075	3,180.80	12,717.20	16,731.24	0.00	26.45	35,358.26
13-500-010 ADMINISTRATIVE EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-011 EDC LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-013 STIPEND	1,299	1,299	0.00	1,299.40	649.70	0.00	100.00	0.00
13-500-018 EDC EDUCATION PAY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-020 EDC OVERTIME	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
13-500-030 SOCIAL SECURITY-EDC	4,086	4,086	243.34	1,072.28	913.72	0.00	26.24	3,014.13
13-500-040 HEALTH INSURANCE-EDC	8,445	8,445	27.75	134.57	0.00	0.00	1.59	8,310.89
13-500-050 RETIREMENT-EDC	4,327	4,327	257.96	1,018.01	0.00	0.00	23.53	3,308.78
13-500-060 WORKERS COMPENSATION-EDC	500	500	0.00	500.00	0.00	0.00	100.00	0.00
13-500-070 UNEMPLOYMENT COMPENSATION	500	500	3.18	11.44	0.00	0.00	2.29	488.56
13-500-080 CONTRACT LABOR	72,867	72,867	5,220.00	13,920.00	0.00	0.00	19.10	58,947.20
13-500-095 TERMINATION PAYOUT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	142,101	142,101	8,933.03	30,672.90	18,294.66	0.00	21.59	111,427.82
<u>OTHER EXPENSES</u>								
13-500-100 PUBLIC RELATION FEES-GENERAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-115 MOBILE TELEPHONE	1,200	1,200	0.00	0.00	30.52	0.00	0.00	1,200.00
13-500-120 DUES & SUBSCRIPTIONS	3,000	3,000	0.00	201.50	378.75	0.00	6.72	2,798.50
13-500-130 TRAINING	7,000	7,000	0.00	275.00	1,270.00	0.00	3.93	6,725.00
13-500-132 TRAVEL	18,000	18,000	0.00	0.00	0.00	0.00	0.00	18,000.00
13-500-135 MEALS & ENTERTAINMENT	7,000	7,000	0.00	220.97	86.06	0.00	3.16	7,220.97
13-500-200 COMPUTER MAINTENANCE	3,500	3,500	0.00	0.00	0.00	0.00	0.57	3,480.00
13-500-201 WEBSITE MAINTENANCE	1,000	1,000	420.00	420.00	171.88	0.00	42.00	580.00
13-500-205 REPAIRS & MAINT OF BUILDING	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
13-500-250 LEGAL EXPENSES	50,000	50,000	2,505.92	7,242.49	19,141.09	0.00	14.48	42,757.51
13-500-290 AUDIT	7,000	7,000	0.00	0.00	2,000.00	0.00	0.00	7,000.00
13-500-325 SALES TAX COLLECTION SERVICE	0	0	0.00	1,526.40	0.00	0.00	0.00	1,526.40
13-500-430 SUPPLIES	3,000	3,000	1,218.98	1,440.49	1,591.20	0.00	48.02	1,559.51
13-500-440 ELECTION EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-510 VEHICLE EXPENSE-EDC	0	0	0.00	262.53	9.00	0.00	0.00	262.53
13-500-515 HEALTH EXPENSE ALLOW-DIRECTO	0	0	0.00	0.00	584.76	0.00	0.00	0.00
13-500-520 MOVING EXPENSE-DIRECTOR	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-540 VEHICLE FUEL	500	500	0.00	114.53	88.00	0.00	22.91	385.47
13-500-590 POSTAGE	250	250	0.00	49.64	0.00	0.00	19.86	200.36
13-500-630 LEGAL ADVERTISING	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-640 COPIER USAGE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-650 WALZEM RD GRANT EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-700 CONTINGENCIES	2,500	2,500	0.00	0.00	1,309.80	0.00	0.00	2,500.00
TOTAL OTHER EXPENSES	104,950	104,950	4,144.90	11,331.61	25,491.54	0.00	10.80	93,618.39
<u>CAPITAL EXPENSES</u>								
13-500-800 EDC PROJECTS	53,000	53,000	0.00	0.00	0.00	0.00	0.00	53,000.00
13-500-801 PROMOTING WINDCREST	45,000	45,000	8,400.00	9,600.00	75.00	0.00	21.33	35,400.00
13-500-810 CAPITAL EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-890 TLF LOAN PAYMENTS	0	0	0.00	0.00	41,648.69	0.00	0.00	0.00

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
13-500-891 RACKER ROAD PROJECT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-892 TLF INTEREST	0	0	0.00	0.00	4,414.75	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	98,000	98,000	8,400.00	9,600.00	45,988.44	0.00	9.80	88,400.00
<u>OTHER INCOME/EXPENSES</u>								
13-500-900 PRIOR PERIOD ADJUSTMENT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
 TOTAL 00-GENERAL EXPENDITURES	 345,051	 345,051	 21,477.93	 51,604.51	 89,774.64	 0.00	 14.96	 293,446.21
 TOTAL EXPENDITURES	 345,051	 345,051	 21,477.93	 51,604.51	 89,774.64	 0.00	 14.96	 293,446.21
REVENUE OVER/(UNDER) EXPENDITURES	165,199	165,199	29,724.32	51,935.36	5,570.79	0.00	31.44	113,263.92

CITY OF WINCREST
BALANCE SHEET
AS OF: JANUARY 31ST, 2018

14 -COURT TECHNOLOGY FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
14-1102	CLAIM ON CASH	35,067.28	
14-1105	CASH - SAVINGS	42,688.00	
14-1315	DUE FROM GENERAL FUND	<u>0.00</u>	
			<u>77,755.28</u>
TOTAL ASSETS			77,755.28
			=====
LIABILITIES			
=====			
14-2315	DUE TO GENERAL FUND	0.00	
14-2400	A/P PENDING	<u>0.00</u>	
	TOTAL LIABILITIES		<u>0.00</u>
EQUITY			
=====			
14-3201	FUND BALANCE	<u>73,353.42</u>	
	TOTAL BEGINNING EQUITY	73,353.42	
TOTAL REVENUE		4,401.86	
TOTAL EXPENSES		<u>0.00</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		4,401.86	
TOTAL EQUITY & FUND BALANCE			<u>77,755.28</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE			77,755.28
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

14 -COURT TECHNOLOGY FUND

% OF YEAR COMPLETED: 33.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	15,449	15,449	1,069.99	4,401.86	4,542.52	0.00	28.49	11,046.73
TOTAL REVENUES	15,449	15,449	1,069.99	4,401.86	4,542.52	0.00	28.49	11,046.73
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	65,000.00	0.00	(65,000.00)
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	0.00	0.00	65,000.00	0.00	(65,000.00)
TOTAL EXPENDITURES	0	0	0.00	0.00	0.00	65,000.00	0.00	(65,000.00)
REVENUE OVER/(UNDER) EXPENDITURES	15,449	15,449	1,069.99	4,401.86	4,542.52	(65,000.00)	392.26-	76,046.73

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

14 -COURT TECHNOLOGY FUND

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
14-4101 INCOME-COURT TECHNOLOGY FEES	15,403	15,403	1,037.83	4,295.57	4,533.28	0.00	27.89	11,107.02
14-4115 INCOME - INTEREST	46	46	32.16	106.29	9.24	0.00	231.07 (	60.29)
TOTAL REVENUES	15,449	15,449	1,069.99	4,401.86	4,542.52	0.00	28.49	11,046.73

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

14 -COURT TECHNOLOGY FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES								
=====								
SALARIES & BENEFITS								
14-500-050 MISCELLANEOUS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSES								
14-500-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	65,000.00	0.00	(65,000.00)
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	65,000.00	0.00	(65,000.00)
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	0.00	0.00	65,000.00	0.00	(65,000.00)
TOTAL EXPENDITURES	0	0	0.00	0.00	0.00	65,000.00	0.00	(65,000.00)
REVENUE OVER/(UNDER) EXPENDITURES	15,449	15,449	1,069.99	4,401.86	4,542.52	(65,000.00)	392.26-	76,046.73

CITY OF WINCREST
BALANCE SHEET
AS OF: JANUARY 31ST, 2018

15 -COURT BLDG. SECURITY FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
15-1102	CLAIM ON CASH	42,724.77	
15-1105	CASH - SAVINGS	710.96	
15-1315	DUE FROM GENERAL FUND	<u>0.00</u>	
			<u>43,435.73</u>
TOTAL ASSETS			43,435.73
			=====
LIABILITIES			
=====			
15-2315	DUE TO GENERAL FUND	0.00	
15-2400	A/P PENDING	<u>0.00</u>	
	TOTAL LIABILITIES		<u>0.00</u>
EQUITY			
=====			
15-3201	FUND BALANCE	<u>40,212.50</u>	
	TOTAL BEGINNING EQUITY	40,212.50	
TOTAL REVENUE		3,223.23	
TOTAL EXPENSES		<u>0.00</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		3,223.23	
TOTAL EQUITY & FUND BALANCE			<u>43,435.73</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE			43,435.73
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

15 -COURT BLDG. SECURITY FUND

% OF YEAR COMPLETED: 33.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	11,557	11,557	778.93	3,223.23	3,400.04	0.00	27.89	8,333.41
TOTAL REVENUES	11,557	11,557	778.93	3,223.23	3,400.04	0.00	27.89	8,333.41
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	11,557	11,557	778.93	3,223.23	3,400.04	0.00	27.89	8,333.41

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

15 -COURT BLDG. SECURITY FUND

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
15-4101 INCOME-COURT BLDG SECURITY FEE	11,556	11,556	778.39	3,221.46	3,399.88	0.00	27.88	8,334.18
15-4115 INCOME - INTEREST	1	1	0.54	1.77	0.16	0.00	177.00 (	0.77)
15-4120 TRANSFER FROM GENERAL FUND	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	11,557	11,557	778.93	3,223.23	3,400.04	0.00	27.89	8,333.41

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

15 -COURT BLDG. SECURITY FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES								
=====								
SALARIES & BENEFITS								
15-500-050 MISCELLANEOUS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSES								
15-500-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	11,557	11,557	778.93	3,223.23	3,400.04	0.00	27.89	8,333.41

CITY OF WINCREST
BALANCE SHEET
AS OF: JANUARY 31ST, 2018

16 -HOTEL/MOTEL TAX FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
16-1102	CLAIM ON CASH	305.62	
16-1105	SAVINGS	61,339.83	
16-1115	INVESTMENTS	0.00	
16-1315	DUE FROM GENERAL FUND	0.00	
16-1357	DUE FROM TEXAS TAX NOTE FUND	0.00	
16-1515	A/R - ACCRUED INTEREST	0.00	
16-1550	A/R - MISCELLANEOUS	0.00	
		<u>61,645.45</u>	
TOTAL ASSETS			61,645.45
			=====
LIABILITIES			
=====			
16-2315	DUE TO GENERAL FUND	39,225.00	
16-2357	DUE TO TEXAS TAX NOTES FUND	0.00	
16-2375	DUE TO EDC FUND	0.00	
16-2400	A/P PENDING	0.00	
	TOTAL LIABILITIES	<u>39,225.00</u>	
EQUITY			
=====			
16-3201	FUND BALANCE	(13,850.72)	
	TOTAL BEGINNING EQUITY	(13,850.72)	
TOTAL REVENUE		36,271.17	
TOTAL EXPENSES		<u>0.00</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		36,271.17	
TOTAL EQUITY & FUND BALANCE		<u>22,420.45</u>	
TOTAL LIABILITIES, EQUITY & FUND BALANCE			61,645.45
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

16 -HOTEL/MOTEL TAX FUND

% OF YEAR COMPLETED: 33.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	199,001	199,001	8,508.03	36,271.17	40,465.36	0.00	18.23	162,729.83
TOTAL REVENUES	199,001	199,001	8,508.03	36,271.17	40,465.36	0.00	18.23	162,729.83
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	199,001	199,001	8,508.03	36,271.17	40,465.36	0.00	18.23	162,729.83

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

16 -HOTEL/MOTEL TAX FUND

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
16-4101 INCOME-HOT	198,989	198,989	8,455.74	36,137.25	40,447.48	0.00	18.16	162,851.75
16-4105 INCOME-OTHER	0	0	0.00	0.00	0.00	0.00	0.00	0.00
16-4115 INCOME-INTEREST	12	12	52.29	133.92	17.88	0.00	1,116.00 (	121.92)
TOTAL REVENUES	199,001	199,001	8,508.03	36,271.17	40,465.36	0.00	18.23	162,729.83

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

16 -HOTEL/MOTEL TAX FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES								
=====								
SALARIES & BENEFITS								
16-500-040 ADVERTISING & PROMOTION	0	0	0.00	0.00	0.00	0.00	0.00	0.00
16-500-050 MISCELLANEOUS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSES								
16-500-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	199,001	199,001	8,508.03	36,271.17	40,465.36	0.00	18.23	162,729.83

CITY OF WINCREST
BALANCE SHEET
AS OF: JANUARY 31ST, 2018

17 -DEBT SERVICE

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
17-1102	CLAIM ON CASH	439.09	
17-1105	SAVINGS	0.00	
17-1115	INVESTMENTS	0.00	
17-1315	DUE FROM GENERAL FUND	0.00	
17-1356	DUE FROM HOTEL/MOTEL TAX FND	0.00	
17-1501	A/R - ADVALOREM TAXES	5,463.77	
17-1505	ALLOW FOR DOUBTFUL ACCTS	(619.91)	
17-1515	A/R - ACCRUED INTEREST	0.00	
17-1550	A/R - MISCELLANEOUS	0.00	
		<u>5,282.95</u>	
	TOTAL ASSETS		5,282.95
			=====
LIABILITIES			
=====			
17-2315	DUE TO GENERAL FUND	0.00	
17-2356	DUE TO HOTEL/MOTEL TAX FUND	0.00	
17-2400	A/P PENDING	0.00	
17-2501	DEFERRED REVENUE - TAXES	4,842.50	
	TOTAL LIABILITIES	<u>4,842.50</u>	
EQUITY			
=====			
17-3201	FUND BALANCE	440.45	
	TOTAL BEGINNING EQUITY	<u>440.45</u>	
	TOTAL REVENUE	0.00	
	TOTAL EXPENSES	<u>0.00</u>	
	TOTAL INCREASE/(DECREASE) IN FUND BAL.	0.00	
	TOTAL EQUITY & FUND BALANCE	<u>440.45</u>	
	TOTAL LIABILITIES, EQUITY & FUND BALANCE		5,282.95
			=====

% OF YEAR COMPLETED: 33.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
OTHER EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00

17 -DEBT SERVICE

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
17-4101 INCOME - TAX NOTES PROCEEDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
17-4105 INCOME - OTHER	0	0	0.00	0.00	0.00	0.00	0.00	0.00
17-4115 INCOME - INTEREST	0	0	0.00	0.00	0.00	0.00	0.00	0.00
17-4116 INCOME - SALES TAX (.25)	0	0	0.00	0.00	0.00	0.00	0.00	0.00
17-4117 AD VALOREM TAX (I&S .073841)	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0	0.00	0.00	0.00	0.00	0.00	0.00

17 -DEBT SERVICE

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES								
=====								
OTHER EXPENSES								
17-500-200 TAX NOTE PRINCIPAL EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
17-500-210 TAX NOTE INTEREST EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
17-500-350 NOTE ISSUANCE COSTS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
17-500-400 PAY AGENT/REGISTRAR FEES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF WINCREST
BALANCE SHEET
AS OF: JANUARY 31ST, 2018

18 -WCC&PD FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
18-1102	CLAIM ON CASH	44,299.81	
18-1105	CASH - SAVINGS	493,742.20	
18-1210	PREPAID MAINTENANCE	0.00	
18-1315	DUE FROM GENERAL FUND	0.00	
18-1510	A/R-SALES TAX	0.00	
18-1515	A/R - MISC.	0.00	
		<u>538,042.01</u>	
TOTAL ASSETS			538,042.01
			=====
LIABILITIES			
=====			
18-2230	TMRS PAYABLE	0.00	
18-2250	INSURANCE A/P	0.40	
18-2315	DUE TO GENERAL FUND	37,000.00	
18-2400	A/P PENDING	644.97	
18-2410	A/P - SALES TAX	0.00	
	TOTAL LIABILITIES	<u>37,645.37</u>	
EQUITY			
=====			
18-3201	FUND BALANCE	641,152.11	
	TOTAL BEGINNING EQUITY	<u>641,152.11</u>	
TOTAL REVENUE		53,295.52	
TOTAL EXPENSES		<u>194,050.99</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL. (		140,755.47)	
TOTAL EQUITY & FUND BALANCE		<u>500,396.64</u>	
TOTAL LIABILITIES, EQUITY & FUND BALANCE			538,042.01
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

18 -WCC&PD FUND

% OF YEAR COMPLETED: 33.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	691,952	691,952	435.07	53,295.52	112,676.87	0.00	7.70	638,656.48
TOTAL REVENUES	691,952	691,952	435.07	53,295.52	112,676.87	0.00	7.70	638,656.48
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	316,063	316,063	26,634.68	118,408.13	50,176.86	0.00	37.46	197,654.38
OTHER EXPENSES	121,035	121,035	4,270.63	26,568.59	4,222.43	925.00	22.72	93,541.41
CAPITAL EXPENSES	447,540	447,540	4,049.52	49,074.27	208,317.77	165,226.54	47.88	233,239.19
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	884,638	884,638	34,954.83	194,050.99	262,717.06	166,151.54	40.72	524,434.98
TOTAL EXPENDITURES	884,638	884,638	34,954.83	194,050.99	262,717.06	166,151.54	40.72	524,434.98
REVENUE OVER/(UNDER) EXPENDITURES	(192,686)	(192,686)	(34,519.76)	(140,755.47)	(150,040.19)	(166,151.54)	159.28	114,221.50

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

18 -WCC&PD FUND

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
18-4101 INCOME - SALES TAX	691,922	691,922	0.00	51,886.85	112,528.43	0.00	7.50	640,035.15
18-4102 INCOME-K9 DONATIONS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
18-4105 INCOME - OTHER	0	0	0.00	0.00	0.00	0.00	0.00	0.00
18-4115 INCOME - INTEREST	30	30	435.07	1,408.67	148.44	0.00	4,695.57 (	1,378.67)
18-4120 PROCEEDS FROM GUN SALES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
18-4900 PROCEEDS FROM CAPITAL LEASE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	691,952	691,952	435.07	53,295.52	112,676.87	0.00	7.70	638,656.48

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

18 -WCC&PD FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>00-GENERAL EXPENDITURES</u>								
=====								
<u>SALARIES & BENEFITS</u>								
18-500-009 SALARIES	194,535	194,535	15,645.21	70,507.26	30,643.54	0.00	36.24	124,027.28
18-500-010 ADMINISTRATIVE EXPENSE	1,500	1,500	0.00	0.00	0.00	0.00	0.00	1,500.00
18-500-011 LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
18-500-013 STIPEND	5,198	5,198	0.00	5,197.60	2,598.80	0.00	100.00 (	0.02)
18-500-014 SPECIAL ASSIGNMENT PAY K-9	13,500	13,500	346.16	1,557.72	3,028.90	0.00	11.54	11,942.28
18-500-015 INCENTIVE PAY-BILING & SHIFT	2,400	2,400	34.94	212.99	24.94	0.00	8.87	2,187.01
18-500-017 CERTIFICATION PAY	500	500	69.24	311.58	0.00	0.00	62.32	188.42
18-500-018 EDUCATION PAY	300	300	23.08	103.86	34.62	0.00	34.62	196.14
18-500-019 TUITION REIMBURSEMENT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
18-500-020 OVERTIME	22,200	22,200	1,709.27	7,658.34	2,418.56	0.00	34.50	14,541.66
18-500-021 7K HOURS	3,500	3,500	508.58	2,044.71	61.69	0.00	58.42	1,455.29
18-500-026 HAZARDOUS DUTY PAY	1,000	1,000	46.16	207.72	80.80	0.00	20.77	792.28
18-500-030 SOCIAL SECURITY	16,535	16,535	1,359.39	6,575.79	3,602.10	0.00	39.77	9,959.65
18-500-040 HEALTH INSURANCE	33,782	33,782	5,383.44	13,771.88	4,283.48	0.00	40.77	20,009.96
18-500-050 RETIREMENT	17,508	17,508	1,490.83	6,609.30	3,399.43	0.00	37.75	10,898.81
18-500-060 WORKERS COMPENSATION	3,065	3,065	0.00	3,631.00	0.00	0.00	118.47 (	566.00)
18-500-070 UNEMPLOYMENT COMPENSATION	540	540	18.38	18.38	0.00	0.00	3.40	521.62
TOTAL SALARIES & BENEFITS	316,063	316,063	26,634.68	118,408.13	50,176.86	0.00	37.46	197,654.38
<u>OTHER EXPENSES</u>								
18-500-130 BONDS & TRAINING	8,500	8,500	0.00	351.50	479.50	0.00	4.14	8,148.50
18-500-250 LEGAL EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
18-500-290 AUDIT	10,000	10,000	0.00	9,890.00	0.00	0.00	98.90	110.00
18-500-325 SALES TAX COLLECTION SERVICE	0	0	1,191.00	4,420.40	0.00	0.00	0.00 (	4,420.40)
18-500-420 OFFICE SUPPLIES	1,000	1,000	0.00	0.00	253.96	0.00	0.00	1,000.00
18-500-430 JUVENILE PROG.FEES & SUPPLIE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
18-500-433 IT SOFTWARE HARDWARE&SUPPLIES	0	0	0.00	1,700.00	0.00	0.00	0.00 (	1,700.00)
18-500-435 K-9 PROGRAM EXPENSES	12,000	12,000	743.39	1,020.19	1,664.13	0.00	8.50	10,979.81
18-500-440 ELECTION EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
18-500-450 SYSTEM ACCESS FEE	14,035	14,035	0.00	0.00	0.00	0.00	0.00	14,035.00
18-500-480 UNIFORMS	3,000	3,000	0.00	168.05	0.00	0.00	5.60	2,831.95
18-500-500 MISC. CRIME PREVENTION	12,000	12,000	2,336.24	8,933.45	1,824.84	925.00	82.15	2,141.55
18-500-515 DEBT SERVICE - PRINCIPAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
18-500-516 DEBT SERVICE - PRINCIPAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
18-500-517 MAINTENANCE ON EQUIPMENT	60,500	60,500	0.00	85.00	0.00	0.00	0.14	60,415.00
18-500-518 DEBT SERVICE - INTEREST	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	121,035	121,035	4,270.63	26,568.59	4,222.43	925.00	22.72	93,541.41
<u>CAPITAL EXPENSES</u>								
18-500-800 CAPITAL EXPENDITURES	447,540	447,540	4,049.52	49,074.27	208,317.77	165,226.54	47.88	233,239.19
TOTAL CAPITAL EXPENSES	447,540	447,540	4,049.52	49,074.27	208,317.77	165,226.54	47.88	233,239.19
<u>OTHER INCOME/EXPENSES</u>								
18-500-900 PRIOR PERIOD ADJUSTMENTS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	884,638	884,638	34,954.83	194,050.99	262,717.06	166,151.54	40.72	524,434.98

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

18 -WCC&PD FUND

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
TOTAL EXPENDITURES	884,638	884,638	34,954.83	194,050.99	262,717.06	166,151.54	40.72	524,434.98
REVENUE OVER/(UNDER) EXPENDITURES	(192,686)	(192,686)	(34,519.76)	(140,755.47)	(150,040.19)	(166,151.54)	159.28	114,221.50

CITY OF WINCREST
BALANCE SHEET
AS OF: JANUARY 31ST, 2018

19 -CAPITAL PROJECTS STREETS

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
19-1102	CLAIM ON CASH	146,191.36	
19-1105	CASH - SAVINGS	24,149.49	
19-1115	INVESTMENTS-TEXPOOL #159000002	10,391.50	
19-1116	INVESTMENTS-TEXPOOL#159000001	8,312.08	
19-1204	PREPAID SALES TAX	0.26	
19-1315	DUE FROM GENERAL FUND	0.00	
19-1510	A/R-SALES TAX	(90.03)	
		<u>188,954.66</u>	
TOTAL ASSETS			188,954.66
			=====
LIABILITIES			
=====			
19-2315	DUE TO GENERAL FUND	338,000.00	
19-2400	A/P PENDING	0.00	
19-2410	A/P - SALES TAX	0.00	
19-2441	Construction Retainage	2,495.47	
	TOTAL LIABILITIES	<u>340,495.47</u>	
EQUITY			
=====			
19-3201	FUND BALANCE	(52,329.69)	
	TOTAL BEGINNING EQUITY	(52,329.69)	
TOTAL REVENUE		167,341.86	
TOTAL EXPENSES		266,552.98	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(99,211.12)	
TOTAL EQUITY & FUND BALANCE		(151,540.81)	
TOTAL LIABILITIES, EQUITY & FUND BALANCE			188,954.66
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

19 -CAPITAL PROJECTS STREETS

% OF YEAR COMPLETED: 33.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	586,645	586,645	115,327.08	167,341.86	95,089.30	0.00	28.53	419,302.88
TOTAL REVENUES	586,645	586,645	115,327.08	167,341.86	95,089.30	0.00	28.53	419,302.88
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES	0	0	0.00	12,981.40	0.00	0.00	0.00	(12,981.40)
CAPITAL EXPENSES	0	0	63,812.98	253,571.58	0.00	0.00	0.00	(253,571.58)
TOTAL 00-GENERAL EXPENDITURES	0	0	63,812.98	266,552.98	0.00	0.00	0.00	(266,552.98)
TOTAL EXPENDITURES	0	0	63,812.98	266,552.98	0.00	0.00	0.00	(266,552.98)
REVENUE OVER/ (UNDER) EXPENDITURES	586,645	586,645	51,514.10	(99,211.12)	95,089.30	0.00	16.91-	685,855.86

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

19 -CAPITAL PROJECTS STREETS

% OF YEAR COMPLETED: 33.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
19-4101 INCOME - TAX NOTES PROCEEDS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
19-4105 TRANSFER FROM GENERAL FUND	76,581	76,581	0.00	0.00	0.00	0.00	0.00	76,580.74
19-4115 INCOME - INTEREST	64	64	29.63	103.21	20.65	0.00	161.27 (	39.21)
19-4116 INCOME-SALES TAX (.25)	510,000	510,000	115,297.45	167,238.65	95,068.65	0.00	32.79	342,761.35
TOTAL REVENUES	586,645	586,645	115,327.08	167,341.86	95,089.30	0.00	28.53	419,302.88

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2018

19 -CAPITAL PROJECTS STREETS

% OF YEAR COMPLETED: 33.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>00-GENERAL EXPENDITURES</u>								
<u>=====</u>								
<u>SALARIES & BENEFITS</u>								
19-500-050 MISCELLANEOUS EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
<u>OTHER EXPENSES</u>								
19-500-320 ENGINEER/ARCHITECT	0	0	0.00	11,455.00	0.00	0.00	0.00	(11,455.00)
19-500-325 SALES TAX COLLECTION SERVICE	0	0	0.00	1,526.40	0.00	0.00	0.00	(1,526.40)
TOTAL OTHER EXPENSES	0	0	0.00	12,981.40	0.00	0.00	0.00	(12,981.40)
<u>CAPITAL EXPENSES</u>								
19-500-800 CAPITAL EXPENDITURES	0	0	63,812.98	253,571.58	0.00	0.00	0.00	(253,571.58)
19-500-810 STREET MAINTENANCE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	63,812.98	253,571.58	0.00	0.00	0.00	(253,571.58)
TOTAL 00-GENERAL EXPENDITURES	0	0	63,812.98	266,552.98	0.00	0.00	0.00	(266,552.98)
TOTAL EXPENDITURES	0	0	63,812.98	266,552.98	0.00	0.00	0.00	(266,552.98)
REVENUE OVER/(UNDER) EXPENDITURES	586,645	586,645	51,514.10	(99,211.12)	95,089.30	0.00	16.91-	685,855.86



ORDINANCE NO. 2018-764(O)

**A ORDINANCE APPROVING THE ADDITION OF THREE POSITIONS TO
THE POLICE DEPARTMENT TO BE FUNDED BY THE WINDCREST
CRIME CONTROL AND PREVENTION DISTRICT**

WHEREAS, it would promote the safety and welfare of the citizens of the City of Windcrest to add two communication officers and one records clerk positions to the Windcrest Police Department.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that positions for two additional communication officers and one records clerk for the Windcrest Police Department are hereby approved to be funded for the 2017/2018 fiscal year by a transfer of \$77,951.00 from the WCCPD budget.

DULY PASSED AND APPROVED, on the 26th day of February, 2018 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

Dan Reese, Mayor

ATTEST:

Kelly Rodriguez, City Secretary

APPROVED:

Michael S. Brenan, City Attorney

2018-764(O)



RESOLUTION NO 2018-660(R)

**RESOLUTION APPROVING A MEMORANDUM OF
UNDERSTANDING WITH GREATER RANDOLPH AREA
SERVICES PROGRAM, INC. FOR TRANSPORTATION AND
OTHER RELATED SOCIAL SERVICES**

WHEREAS, the City of Windcrest has contracted with Greater Randolph Area Services Program, Inc. (GRASP) for several years for transportation and other related social services; and

WHEREAS, the City of Windcrest and GRASP desire to extend their relationship for transportation and other social services through December 31, 2018.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDCREST that a Memorandum of Understanding for the provision of transportation and other social services with GRASP is hereby approved and the City Manager is authorized to execute said agreement on behalf of the city.

Passed and approved this _____ day of _____, 2018.

Dan Reese, Mayor

Attest:

Kelly Rodriguez, City Secretary

Michael S. Brennan, City Attorney

GREATER RANDOLPH AREA SERVICES PROGRAM, INC.

Memorandum of Understanding

The following is a **Memorandum of Understanding** made on the ____ day of _____, 2018 and agreed to by and between **Greater Randolph Area Services Program, Inc. (GRASP)**, 250 Donalan Street, Converse, Texas 78109, and, the **City of Windcrest**, Windcrest, Texas 8601 Midcrown, Windcrest, Texas 78239.

The **Greater Randolph Area Services Program Inc. (GRASP)**, a Texas nonprofit 501(c)(3) human service agency provides financial assistance, transportation, food, clothing, information, education and referral and other related social services for those in need regardless of their race, religion, income or ethnicity, or gender, and, the **City of Windcrest**, a municipality incorporated in the State of Texas.

The parties mutually agree and by their signatures enter into this Memorandum of Understanding in support of the **Greater Randolph Area Services Program Inc.**, and both parties agree to the following responsibilities:

- Greater Randolph Area Services Program will offer a demand/response transportation service to seniors over age 55 and disabled persons for medical and legal appointments, shopping and other trips based on availability and priority of request during established business hours of the agency in accordance with Section 16 of the Federal Transit Act (FTA) and Section 5310 of the Federal Transit Act.
- Greater Randolph Area Services Program, Inc. will provide transportation with a walk-in 10- passenger van or wheelchair accessible van to transport clients where urban mass transportation services are unavailable, insufficient or inappropriate.
- Greater Randolph Area Services Program, Inc. will manage staff, operations, maintenance, and dispatch for all vehicles. One FTE staff position will be funded to staff the Windcrest Transportation Program for the project year beginning January 1, 2018 to December 31, 2018. Costs of gasoline, insurance, wages, benefits, and vehicle replacement will be the responsibility of the agency.
- Greater Randolph Areas Services Program, Inc. will provide liability insurance \$1,000,000 or more for the program and adhere to policies and practices in accordance with the Texas Department of Transportation and the Alamo Area Agency on Aging for similar community transportation programs. The City will be named as an additional insured party to its liability policy and GRASP will furnish a copy of such insurance to the City each year upon renewal.
- Disabled Veterans, who are approved prior to trip, shall be provided Medical trips at no charge to the San Antonio Military Medical Center, or other medical facility within 5 miles of their residence.
- Greater Randolph Area Services Program, Inc. reserves the right to refuse transportation to those who require admittance or discharge from a hospital or outpatient surgical procedures.
- Greater Randolph Area Services Program, Inc. will provide services in accordance with its fee schedule in effect at the time of the execution of this agreement.
- Greater Randolph Area Services Program, Inc. employees will comply with all regulations regarding the use of and testing for Drug/Alcohol by operators of motor vehicles engaged in transporting passengers for hire as promulgated by the FTA and or TxDOT.
- Greater Randolph Area Services Program, Inc. (GRASP) will refer individuals and families that are in need of other services to other agencies or service providers in accordance with their initial intake, assessment and procedures.

- Greater Randolph Area Services Program, Inc. will properly maintain its fiscal records and requirements. Supporting documents, statistical records and other reports will comply with governing law, and will be maintained for a 5-year period at the agency.
- Greater Randolph Area Services Program, Inc. will ensure that all vehicles assigned to the program are in compliance with state/federal insurance requirements and safety procedures.
- Greater Randolph Area Services Program, Inc. will comply with Title VI of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973, The Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.
- All participants/clients have the right to submit grievances regarding specific actions or activities affecting participation in the program. Grievances may be made in writing or orally and shall be satisfied at the lowest level possible.
- All parties agree that the program will serve residents who reside only in the incorporated city limits of the City of Windcrest and who are eligible for assistance.
- The City of Windcrest will fund \$12,000 to the program the fiscal year of the program for 2017.
- The City of Windcrest will assist in the promotion and support of the program with its citizens.

Purpose of Memorandum of Understanding

Individuals who are disabled and/or over age 55 who express a need for transportation will have access to medical services, shopping and other programs that promote independence and self-sufficiency.

Term of Memorandum of Understanding

This agreement shall become effective upon the execution of this agreement and shall continue until the Memorandum of Understanding is terminated. Either party, with thirty (30) days written notice, may terminate this agreement by sending a certified letter to either party's address of record. If the program is terminated before December 31, 2018, the City will receive a pro rata refund of its \$12,000 funding.

Communication between Parties

During the term of this agreement, the parties shall communicate as necessary to review any issues related to this agreement and its operation.

Failure to Perform

Each of the parties to this agreement agrees to use their best efforts to fulfill their respective responsibilities in support of this agreement. Each agree if, in the reasonable and good faith determination of one of the parties hereto the other party (ies) is/ are not adequately fulfilling such responsibilities, such complaining party must give notice to the other party (ies), describing in detail what responsibility is not being fulfilled, and allow such other party (ies) a reasonable period of time to correct or remedy the situation, the other party (ies) has/have still failed to fulfill adequately the responsibilities under the project, the complaining party(ies) shall have the right to terminate this agreement.

Governing Law

This agreement shall be governed under the laws of the State of Texas and venue for all proceedings shall be in Bexar County Texas.

Notice

Any notices or other communication required or permitted by this Memorandum of Understanding or by Law to be delivered to, served or given to all parties shall be in writing and shall be deemed properly

delivered, served or given when personally delivered to the party to whom it is directed or in lieu of such personal service, when deposited in the United States mail, first class postage, prepaid, addressed to the party(ies) set forth on page one of this Memorandum of Understanding.

Amendment or Modification

This Memorandum of Understanding may be amended or modified by mutual agreement of both parties, in writing and signed by all parties. Any such writing amending or modifying this Memorandum of Understanding shall be attached to and kept with this agreement.

Cooperation

Each of the parties pledge to use their bet efforts to cooperate and exchange information in support of this Memorandum of Understanding and the Program described herein. Further, each of the parties shall comply with all reasonable requests of the other party with respect to information concerning the Program.

Indemnity

Each party to this Memorandum of Understanding hereby agrees to indemnify, defend and hold harmless the other party(ies) – including the respective officers, directors and employees of the identified party – and their property from and against all claims, demands, losses, liabilities, actions, liens, lawsuits and other proceedings, judgments and awards from costs and expenses including reasonable attorney’s fees arising directly, in whole or in part, out of negligence, willful misconduct or performance of services beyond the scope of this Agreement of the indemnifying party or any of its officers, directors, agents and employees. The indemnity provisions detailed above shall survive termination of this Agreement.

Acknowledged and Agreed to by:

_____	_____, 2018
Jay Higginson	Date
President/CEO	
Greater Randolph Area Services Program, Inc.	

_____	_____, 2018
City Manager	Date
City of Windcrest	

_____	_____, 2018
City Secretary	Date
City of Windcrest	

Approved as to Form:

_____	_____, 2017
Michael S. Brenan, City Attorney	Date

Code of Ethics**DIVISION 1. - DECLARATION OF POLICY**

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DIVISION 1. DECLARATION OF POLICY

Sec. 2-41. Statement of purpose.

It is essential in a democratic system that the public has confidence in the integrity, independence, and impartiality of those who act on their behalf in government. Such confidence depends not only on the conduct of those who exercise official power, but on the availability of aid or redress to all persons on equal terms and on the accessibility and dissemination of information relating to the conduct of public affairs.

For the purpose of promoting confidence in the government of the City and thereby enhancing the City's ability to function effectively, this Code of Ethics is adopted. The code establishes standards of conduct, disclosure requirements, and enforcement mechanisms relating to City officials and employees and others whose actions affect public faith in City government, such as former City officials and employees, candidates for public office, persons doing business with the City, and lobbyists. By prohibiting conduct incompatible with the City's best interests and minimizing the risk of any appearance of impropriety, this Code of Ethics furthers the legitimate interests of democracy.

Public service is a public trust. All City officials and employees are stewards of the public trust. They have a responsibility to the citizens of the City to enforce the City Charter and the associated ordinances and codes. To ensure and enhance public confidence in City government, each City official and employee must not only adhere to the principles of ethical conduct set forth in this code and technical compliance therewith, but they must scrupulously avoid the appearance of impropriety at all times.

Sec. 2-42. Definitions.

As used in this Code of Ethics, the following words and phrases have the meaning ascribed to them in this section, unless the context requires otherwise or more specific definitions set forth elsewhere in this code apply:

- (a) Acceptance. A written or verbal indication that someone agrees; "Acceptance" of an offer of subsequent employment or business opportunities includes legally binding contracts and all informal understandings that the parties expect to be carried out. An agreement, either by express act or by implication from conduct, to the terms of an offer so that a binding contract is formed.
- (b) Affiliated. Entities are "affiliated" if one is the parent or subsidiary of the other or if they are subsidiaries of the same parent entities.
- (c) Affinity. Relationship by "affinity" (by marriage) is defined in V.T.C.A., Government Code §§ 573.024 and 573.025.
- (d) Before the City. Representation or appearance "before the City" means before the City Council; before a board, commission, or other City entity; or before a City official or

employee. Representation "before the City" does not include representation before a board where members of said board are not wholly appointed by the City Council.

(e) Benefit. "Benefit" means anything reasonably regarded as pecuniary gain or pecuniary advantage, including a benefit to any other person in whose welfare the beneficiary has a direct and substantial interest.

(f) Business days. "Business days" means the days of the week, Monday through Friday, in which the administrative offices of the City are open for business.

(g) Candidate. "Candidate" means a person who knowingly and willingly takes affirmative action for the purpose of gaining nomination or election to public office or for the purpose of satisfying financial obligations incurred by the person in connection with the campaign for nomination or election. Examples of affirmative action include:

(1) The filing of a campaign treasurer appointment, except that the filing does not constitute candidacy or an announcement of candidacy for purposes of automatic resignation provisions of Article XVI, Section 65, or Article XI, Section 11, of the Texas Constitution;

(2) The filing of an application for a place on a ballot;

(3) The making of a public announcement of a definite intent to run for public office in a particular election, regardless of whether the specific office is mentioned in the announcement;

(4) Before a public announcement of intent, the making of a statement of definite intent to run for public office and the soliciting of support by letter or other mode of communication; and

(5) The soliciting or accepting of a campaign contribution or the making of a campaign expenditure.

(h) City. "City" means the City of San Antonio.

(i) Code of Ethics. "Code of Ethics," "Ethics Code," or "this code" means Divisions 1 through 9 of this Article, its amendment(s) and/or enhanced definitions.

(j) Complainant. "Complainant" means an individual who has filed a sworn complaint with the City Clerk as provided in Section 2-83 (Complaints).

(k) Confidential government information. "Confidential government information" includes all information held by the City that is not available to the public under the Texas Public Information Act and any information from a meeting closed to the public pursuant to the Texas Open Meetings Act, unless disclosure is permitted under the Open Meetings Act.

(l) Consanguinity. Relationship by "consanguinity" (by blood) is defined in V.T.C.A., Government Code §§ 573.022 and 573.023.

(m) Discretionary contract. "Discretionary contract" means any contract other than those which by law must be awarded on a low or high qualified bid basis. Discretionary contracts do not include those contracts subject to V.T.C.A., Local Government Code § 252.022(a)(7) or those contracts not involving an exercise of judgment or choice.

(n) Economic interest. "Economic interest" includes, but is not limited to, legal or equitable property interests in land, chattels, and intangibles, and contractual rights having more than de minimis value. Service by a City official or employee as an officer, director, advisor, or otherwise active participant in an educational, religious, charitable, fraternal, or civic organization does not create for that City official or employee an economic interest in the property of the organization.

Ownership of an interest in a mutual or common investment fund that holds securities or other assets is not an economic interest in such securities or other assets unless the person in question participates in the management of the fund.

Ownership of stock in a publicly traded corporation does not constitute ownership for purposes of this code if the employee or official owns less than ten (10) percent of the voting stock or shares of the entity and the value of the stock is less than fifteen thousand dollars (\$15,000.00).

(o) Employee. Except as provided in Section 2-52 (Prohibited interests in contracts), Subsection 2-58(c) (Discretionary contracts), and Division 7 (Financial disclosure), the term "employee" or "City employee" is any person listed on the City payroll as an employee, whether part-time or full-time.

(p) Entity. "Entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, joint-venture, or any other entity recognized by law, including non-profit entities.

(q) Former City official or employee. A "former City official" or "former City employee" is a person whose City duties terminate on or after the effective date of this code.

(r) Gift. "Gift" means a voluntary transfer of property (including the payment of money) or the conferral of a benefit having pecuniary value (such as the rendition of services or the forbearance of collection on a debt), unless consideration of equal or greater value is received by the donor.

(s) Indirect ownership. A person "indirectly owns" an equity interest in an entity where the interest is held through a series of entities, some of which own interests in others.

(t) Intentionally. A person acts intentionally, or with intent, with respect to the nature of his conduct or to a result of his conduct when it is his conscious objective or desire to engage in the conduct or cause the result.

(u) Knowingly. A person acts knowingly, or with knowledge, with respect to the nature of his or her conduct or to circumstances surrounding his or her conduct when he or she is aware of the nature of his or her conduct or that the circumstances exist. A person acts knowingly, or with knowledge, with respect to a result of his or her conduct when he or she is aware that his or her conduct is reasonably certain to cause the result.

(v) Official. Except in Division 5 (Lobbyists), the term "official" or "City official" includes the following persons:

- The Mayor;
- Members of the City Council;
- Municipal Court Judges and Magistrates;

The City Manager;
Deputy City Manager;
Assistant City Managers;
Assistants to the City Manager;
City Clerk;
Deputy City Clerk;
Assistant to the City Clerk;
Senior Deputy Court Clerk;
Deputy Court Clerk;
All department heads and assistant department heads;
Internal Auditor and all Assistant Internal Auditors;
Compliance Auditor;
Assistant to City Council;
Assistant to Mayor;
Executive secretaries;
Public Utilities Supervisor; and Members of all boards, commissions (except the Youth Commission whose members are minors), committees, and other bodies created by the City Council pursuant to federal or state law or City ordinance, including entities that may be advisory only in nature, who are appointed by the Mayor, the City Council, or who are designated in the by-laws or organization papers of the entity to serve on behalf of the City; and board members of any entity who are appointed by the Mayor or City Council to such board membership.

This list is updated annually by the Human Resources Department. All updates are incorporated into this Code without further action by the City Council. The Human Resources staff shall provide the list annually to the City Council and City Clerk. The City Clerk shall promptly post it on the City's ethics webpage.

The term "official" has a different meaning in Division 5 (Lobbyists), which is defined in Subsection 2-62(a) of that division. The term "officer" is defined in Subsection 2-52(e)(2) (Prohibited interests in contracts) and Subsection 2-58(c)(2) (Discretionary contracts) and is not synonymous with any use of the term "official" in this code.

(w) Official action. "Official action" includes:

- (1) Any affirmative act (including the making of a recommendation) within the scope of, or in violation of, an official or employee's duties, and
- (2) Any failure to act, if the official or employee is under a duty to act and knows that inaction is likely to affect substantially an economic interest of the official or employee or any person or entity listed in Subsections 2-43(a)(2)—(9) (Conflicts of interest).

(x) Official Information. "Official information" includes information gathered pursuant to the power or authority of City government.

(y) Ownership. Ownership of an interest in a mutual or common investment fund that holds securities or other assets does not constitute direct or indirect ownership of such securities or other assets unless the person in question participates in the management of the fund. Ownership of stock in a publicly traded corporation does not constitute ownership for purposes of this code if the employee or official owns less than ten (10) percent of the voting stock or shares of the entity and the value of the stock is less than fifteen thousand dollars (\$15,000.00).

(z) Partner. Someone who engages in an activity or undertaking with another; "partner" includes partners in general partnerships, limited partnerships, and joint ventures. One who shares or takes part with another especially in a venture with shared benefits and shared risks.

(aa) Personally and substantially participated. "Personally and substantially participated" means to have taken action as an official or employee through decision, approval, disapproval, recommendation, giving advice, investigation or similar action. The fact that the person had responsibility for a matter does not by itself establish that the person "personally and substantially participated" in the matter.

(bb) Recklessly. A person acts recklessly, or is reckless, with respect to circumstances surrounding his conduct or the result of his conduct when he is aware of but consciously disregards a substantial and unjustifiable risk that the circumstances exist or the result will occur. The risk must be of such a nature and degree that its disregard constitutes a gross deviation from the standard of care that an ordinary person would exercise under all the circumstances as viewed from the actor's standpoint.

(cc) Representation. "Representation" is a presentation of fact—either by words or by conduct—made to induce someone to act. "Representation" does not include appearance as a witness in litigation or other official proceedings.

(dd) Respondent means an individual identified in a sworn complaint to have allegedly violated the Ethics Code or the Municipal Campaign Finance Code of the City.

(ee) Solicitation. "Solicitation" of subsequent employment or business opportunities includes all forms of proposals and negotiations relating thereto.

DIVISION 2. PRESENT CITY OFFICIALS AND EMPLOYEES**Sec. 2-43. Conflicts of interest.**

(a) General rule. To avoid the appearance and risk of impropriety, a City official or employee shall not take any official action that

he or she knows is likely to affect the economic interests of:

(1) The official or employee;

(2) His or her parent, child, spouse, or other family member within the second degree of consanguinity or affinity;

(3) His or her outside client;

(4) A member of his or her household;

(5) The outside employer of the official or employee or of his or her parent, child (unless the child is a minor), spouse, or

member of the household (unless member of household is a minor);

(6) An entity in which the official or employee knows that any of the persons listed in Subsections (a)(1) or (a)(2) holds an

economic interest as that term is defined in Section 2-42

(7) An entity which the official or employee knows is an affiliated or partner of an entity in which any of the persons listed in

Subsections (a)(1) or (a)(2) holds an economic interest as defined in Section 2-42

(8) a. An entity for which the City official or employee serves as an officer or director or in any other policy making position; or

b. A non-profit board to which the official or employee is appointed by the City Council or City management to

represent the best interests of the City, if the action by the City official or employee as a member of the board is

related to an item pertaining to the City, and the City official or employee would be involved in the negotiation,

development or implementation of that item on behalf of the City; or

(9) A person or entity with whom, within the past twelve (12) months:

a. The official or employee, or his or her spouse, directly or indirectly has:

1. Solicited an offer of employment for which the application is still pending;

2. Received an offer of employment which has not been rejected; or

3. Accepted an offer of employment; or

b. The official or employee, or his or her spouse, directly or indirectly engaged in negotiations pertaining to business

opportunities, where such negotiations are pending or not terminated.

(b) Recusal and disclosure. A City official or employee whose conduct would otherwise violate Subsection (a) must recuse himself

or herself. From the time that the conflict is, or should have been recognized, he or she shall:

- (1) Immediately refrain from further participation in the matter, including discussions with any persons likely to consider the matter; and
- (2) Promptly file with the City Clerk the appropriate form for disclosing the nature and extent of the prohibited conduct.

In addition:

- (3) A supervised employee shall promptly bring the conflict to the attention of his or her supervisor who will then, if necessary, reassign responsibility for handling the matter to another person; and
- (4) A member of a board shall promptly disclose the conflict to other members of the board and shall not be present during the board's discussion of, or voting on, the matter.

(c) Definitions. For purposes of this rule:

- (1) An action is likely to affect an economic interest if it is likely to have an effect on that interest that is distinguishable from its effect on members of the public in general or a substantial segment thereof; and
- (2) The term client includes business relationships of a highly personalized nature, but not ordinary business-customer relationships.

Sec. 2-44. Unfair advancement of private interests.

(a) General rule. A City official or employee may not use his or her official position to unfairly advance or impede private interests, or to grant or secure, or attempt to grant or secure, for any person (including himself or herself) any form of special consideration, treatment, exemption, or advantage beyond that which is lawfully available to other persons. A City official who represents to a person that he or she may provide an advantage to that person based on the official's position on a board or commission violates this rule.

(b) Special rules. The following special rules apply in addition to the general rule:

- (1) Acquisition of interest in impending matters. A City official or employee shall not acquire an interest in, or be affected by, any contract, transaction, zoning decision, or other matter, if the official or employee knows, or has reason to know, that the interest will be directly or indirectly affected by impending official action by the City.
- (2) Reciprocal favors. A City official or employee may not enter into an agreement or understanding with any other person that official action by the official or employee will be rewarded or reciprocated by the other person, directly or indirectly.
- (3) Appointment of relatives. A City official or employee shall not appoint or employ or vote to appoint or employ any relative

within the third degree of consanguinity or affinity or any member of his or her household to any office or position of employment within the City.

(4) Supervision of relatives. No official or employee shall be permitted to be in the line of supervision of a relative within the third degree of consanguinity or third degree of affinity or any member of his or her household. Department heads are

responsible for enforcing this policy. If an employee, by reason of marriage, promotion, reorganization, or otherwise, is placed into the line of supervision of a relative, one of the employees will be reassigned or other appropriate arrangements will be made for supervision.

(c) Recusal and disclosure. A City official or employee whose conduct would otherwise violate this section shall adhere to the recusal and disclosure provisions provided in Subsection 2-43(b) (Conflicts of interest). Sec. 2-45. Gifts.

(a) General rule.

(1) A City official or employee shall not solicit, accept, or agree to accept any gift or benefit for himself or herself or his or her business:

- a. That reasonably tends to influence or reward official conduct; or
- b. That the official or employee knows or should know is being offered with the intent to influence or reward official conduct.

A City official or employee may accept a public award or reward for meritorious service of professional achievement, provided that the award or reward is reasonable in light of the occasion and it is not prohibited under V.T.C.A., Penal Code § 36.08.

(2) A City official or employee shall not solicit, accept, or agree to accept any gift or benefit, from:

- a. Any individual or entity doing or seeking to do business with the City; or
 - b. Any registered lobbyist or public relations firm; or
 - c. Any person or entity seeking action or advocating on zoning or platting matters before a City body,
- save and except for:

- 1. Items received that are of nominal value; or
- 2. Meals in an individual expense of fifty dollars (\$50.00) or less at any occurrence, and no more than a cumulative value of five hundred dollars (\$500.00) in a single calendar year from a single source.

Doing business with the City includes, but is not limited to, individuals and entities that are parties to a discretionary contract, individuals and entities that are subcontractors to a discretionary contract, and partners and/or parents and/or subsidiary business entities of any individuals and entities that are parties to a discretionary contract and individuals or entities that seek or have low-bid contracts with the City.

(b) Special applications. Subsection (a)(2) does not include:

- (1) A gift to a City official or employee relating to a special occasion, such as a wedding, anniversary, graduation, birth, illness, death, or holiday, provided that the value of the gift is fairly commensurate with the occasion and the relationship between the donor and recipient;
- (2) Advancement for or reimbursement of reasonable expenses for travel in connection with official duties authorized in accordance with City policies; such payments must be disclosed in a travel report as required in Section 2-76; payment for or reimbursement of expenses for travel in excess of authorized rates under City policy will be treated as a personal gift to the official or employee for any applicable reporting requirements under Sections 2-73, 2-74 or 2-78
- (3) A public award or reward for meritorious service or professional achievement, provided that the award or reward is reasonable in light of the occasion and it is not prohibited under V.T.C.A., Penal Code § 36.08;
- (4) A loan from a lending institution made in its regular course of business on the same terms generally available to the public;
- (5) A scholarship or fellowship awarded on the same terms and based on the same criteria that are applied to other applicants;
- (6) Any solicitation for civic or charitable causes;
- (7) Admission to an event in which the City official or employee is participating in connection with his or her spouse's position;
- (8) Ceremonial and protocol gifts presented to City officials from a foreign government or international or multinational organization and accepted for the City;
- (9) Admission to a widely attended event, such as a convention, conference, symposium, forum, panel discussion, dinner, viewing, reception or similar event, offered by the sponsor of the event, and unsolicited by the City official or employee, if attending or participating in an official capacity, including:

- a. The official or employee participates in the event as a speaker or panel participant by presenting information related to matters before the City;
 - b. The official or employee performs a ceremonial function appropriate to that individual's position with the City; or
 - c. Attendance at the event is appropriate to the performance of the official duties or representative function of the official or employee;
- (10) Admission to a charity event provided by the sponsor of the event, where the offer is unsolicited by the City official or employee;
- (11) Admission to training or education program or other program, including meals and refreshments furnished to all attendees, if such training is related to the official or employee's official duties and the training is in the interest of the City.
- (c) Campaign contribution exception. The general rule stated in Subsection (a) does not apply to a campaign contribution made pursuant to the Texas Election Code.
- (d) Gifts to closely related persons. A City official or employee shall take reasonable steps to persuade:
- (1) A parent, spouse, child, or other relative within the second degree of consanguinity or affinity, or
 - (2) An outside business associate
- not to solicit, accept, or agree to accept any gift or benefit:
- (3) That reasonably tends to influence or reward the City official's or employee's official conduct, or
 - (4) That the official or employee knows or should know is being offered with the intent to influence or reward the City official's or employee's discharge of official duties.
- If a City official or employee required to file a financial disclosure report under Division 7 (Financial disclosure) knows that a gift or benefit meeting the requirements of Subsections (d)(3) or (d)(4) of this rule has been accepted and retained by a person identified in Subsections (d)(1) or (d)(2) of this rule, the official or employee shall promptly file a report with the City Clerk disclosing the donor, the value of the gift or benefit, the recipient, and the recipient's relationship to the official or employee filing the report.
- (e) Definitions.
- (1) For purposes of this rule, a person is an "outside business associate" if both that person and the City official or employee own, with respect to the same entity:

a. Ten (10) percent or more of the voting stock or shares of the entity, or

b. Ten (10) percent or more of the fair market value of the entity.

(2) For purposes of this rule, a "sponsor" of an event is the person or persons primarily responsible for organizing the event or sponsoring a table or tables. A person who simply contributes money or buys tickets to an event is not considered a sponsor.

(3) A "source" is the individual or entity that funds an expenditure or series of expenditures. Expenditures made by multiple agents of the same source are deemed to be expenditures from a single source.

(4) An item of "nominal value" is an item with a fair market value of fifty dollars (\$50.00) or less.

Sec. 2-46. Confidential information.

(a) Improper access. A City official or employee shall not use his or her position to obtain official information about any person or entity for any purpose other than the performance of official duties.

(b) Improper disclosure or use. A City official or employee shall not intentionally, knowingly, or recklessly disclose any confidential information gained by reason of said official's or employee's position concerning the property, operations, policies or affairs of the City. This rule does not prohibit:

(1) Any disclosure that is no longer confidential by law; or

(2) The confidential reporting of illegal or unethical conduct to authorities designated by law.

Sec. 2-47. Representation of private interests.

(a) Representation of private interests before the City by a member of the board. A City official or employee who is a member of a board or other City body shall not represent any person, group, or entity:

(1) Before that board or body;

(2) Before City staff having responsibility for making recommendations to, or taking any action on behalf of, that board or body, unless the board or body is only advisory in nature; or

(3) Before a board or other City body which has appellate jurisdiction over the board or body of which the City official or employee is a member, if any issue relates to the official's or employee's official duties.

(b) Representation of private interests before the City by City officials and employees.

(1) General rule. A City official or employee shall not represent for compensation any person, group, or entity, other than himself or herself, or his or her spouse or minor children, before the City. For purposes of this subsection, the term

compensation means money or any other thing of value that is received, or is to be received, in return for or in connection

with such representation.

(2) Exception for board members. The rule stated in Subsection (b)(1) does not apply to a person who is classified as a City official only because he or she is an appointed member of a board or other City body.

(c) Prestige of office and improper influence. In connection with the representation of private interests before the City, a City official or employee shall not:

(1) Assert the prestige of the official's or employee's City position for the purpose of advancing private interests; or

(2) State or imply that he or she is able to influence City action on any basis other than the merits.

(d) Representation in litigation adverse to the City.

(1) Officials and employees (other than board members). A City official or employee, other than a person who is classified as an official only because he or she is an appointed member of a board or other City body, shall not represent any person, group, or entity, other than himself or herself, or his or her spouse or minor children, in any litigation to which the City is a party, if the interests of that person, group, or entity are adverse to the interests of the City.

(2) Board members. A person who is classified as a City official only because he or she is an appointed member of a board or other City body shall not represent any person, group, or entity, other than himself or herself, or his or her spouse or minor children, in any litigation to which the City is a party, if the interests of that person, group, or entity are adverse to interests of the City and the matter is substantially related to the official's duties to the City.

Sec. 2-48. Conflicting outside employment.

(a) General rule. A City official or employee shall not solicit, accept, or engage in concurrent outside employment which could reasonably be expected to impair independence of judgment in, or faithful performance of, official duties.

(b) Special application. The following special rule applies in addition to the general rule: A City official or employee shall not provide services to an outside employer related to the official's or employee's City duties.

(c) Other rules. The general rule stated above applies in addition to all other rules relating to outside employment of City officials and employees, including requirements for obtaining prior approval of outside employment as applicable.

Sec. 2-49. Public property and resources.

A City official or employee shall not use, request, or permit the use of City facilities, personnel, equipment, or supplies or time while

on City duty for private purposes (including political purposes), except:

- (1) Pursuant to duly adopted City policies, or
- (2) To the extent and according to the terms that those resources are lawfully available to the public.

Sec. 2-50. Political activity.

Limitations on the political activities of City officials and employees are imposed by state law, the City Charter, and City personnel rules and are incorporated into this provision by reference. In addition, the following ethical restrictions apply:

- (1) Influencing subordinates. A City official or employee shall not, directly or indirectly, induce or attempt to induce any City subordinate of the official or employee:

- a. To participate in an election campaign, contribute to a candidate or political committee, or engage in any other

- political activity relating to a particular party, candidate, or issue, or

- b. To refrain from engaging in any lawful political activity.

A general statement merely encouraging another person to vote does not violate this rule.

- (2) Paid campaigning. A City official or employee shall not accept any thing of value, directly or indirectly, for political

activity relating to an item pending on the ballot, if he or she participated in, or provided advice relating to, the exercise of

discretionary authority by a City body that contributed to the development of the ballot item. Any thing of value does not

include a meal or other item of nominal value the City official or employee receives in return for providing information on

an item pending on the ballot.

- (3) Official vehicles. A City official or employee shall not display or fail to remove campaign materials on any City vehicle under his or her control.

Limitations on the use of public property and resources for political purposes are imposed by Section 2-49 (Public property and resources).

Sec. 2-51. Actions of others.

- (a) Violations by other persons. A City official or employee shall not intentionally or knowingly assist or induce, or attempt to assist

or induce, any person to violate any provision in this Code of Ethics.

- (b) Using others to engage in forbidden conduct. A City official or employee shall not violate the provisions of this Code of Ethics through the acts of another.

Sec. 2-52. Prohibited interests in contracts.

- (a) Charter provision. The City Charter in Section 141 states, "No officer or employee of the City shall have a financial interest, direct or indirect, in any contract with the City, or shall be financially interested, directly or indirectly, in the sale to the City of any land, materials, supplies, or service, except on behalf of the City as an officer or employee. Any willful violation of this Section shall constitute malfeasance in office, and any officer or employee guilty thereof shall thereby forfeit his office or position. Any violation of this Section, with the knowledge, expressed or implied, of the person or corporation contracting with the Council shall render the contract involved voidable by the City Manager or the Council."
- (b) Financial interest. An officer or employee is presumed to have a prohibited "financial interest" in a contract with the City, or in the sale to the City of land, materials, supplies, or service, if any of the following individuals or entities is a party to the contract or sale:
- (1) The officer or employee;
 - (2) His or her spouse, sibling, parent, child or other family member within the first degree of consanguinity or affinity;
 - (3) An entity in which the officer or employee, or his or her parent, child or spouse, directly or indirectly owns:
 - a. Ten (10) percent or more of the voting stock or shares of the entity, or
 - b. Ten (10) percent or more of the fair market value of the entity; or
 - (4) An entity of which any individual or entity listed in Subsection (1), (2) or (3) is:
 - a. A subcontractor on a City contract;
 - b. A partner; or
 - c. A parent or subsidiary entity.
- (c) The Mayor and members of the City Council may not have a "financial interest" in a contract with, or in the sale of any land, materials, supplies, or service to any entity to which they, either as individual City officers or as the City Council, selects or nominates members of its governing body. This prohibition applies only to the individual member of the City Council responsible for making the selection or nomination, if the selection or nomination does not require approval of the City Council; or to each member of the City Council, if the selection or nomination is made by an action of the City Council.
- (d) If an officer or employee has or may potentially have a presumed prohibited financial interest in a contract with the City, or in the sale to the City of land, materials, supplies or service under Subsection (b), the officer or employee may apply to the Ethics

Review Board for a determination and decision on whether the officer or employee has an actual direct or indirect financial interest in that contract or transaction.

The Ethics Review Board will make this assessment using a standard of "clear and convincing" evidence at a hearing. A request for such a determination cannot be made confidentially. The hearing must be posted ten (10) business days in advance, clearly stating the officer or employee with the presumed prohibited financial interest, the contract or transaction at issue, and the individual or entity that is the party to the contract or transaction at issue.

(e) Any contract or transaction already in place at the time the individual becomes an officer or employee subject to the prohibitions in Section 141 of the City Charter may remain in place until the contract expires or the transaction is completed without creating a prohibited financial interest for the officer or employee.

(f) Definitions. For purposes of enforcing Section 141 of the City Charter under the provisions of this section:

(1) A City "employee" is any employee of the City who is required to file a financial disclosure statement pursuant to

Subsection 2-73(a) (Financial disclosure report).

(2) A City "officer" is:

a. The Mayor or any Council member;

b. A Municipal Court Judge or Magistrate; or

c. A member of any board or commission which is more than advisory in nature. The term does not include members of the board of another governmental entity even if some or all of these members are appointed by the City.

Sec. 2-53. City Council contract personnel.

(a) A member of the City Council who, in the course of official duties, has direct supervisory authority over contract personnel shall make reasonable efforts to ensure that the conduct of contract personnel is compatible with the obligations imposed on City officials and employees by this Code of Ethics.

(b) Contract personnel employed by a member of the City Council shall comply with all obligations imposed by this Code of Ethics on City employees, except for restrictions on political activity imposed on City employees by the City Charter or the City's Personnel Rules under Section 2-50 of this code. Contract personnel, though, may not engage in political activity using City resources or during duty hours.

(c) All contracts for administrative services between a member of the City Council and independent contractors shall contain a provision requiring the independent contractor to comply with all requirements imposed by this code on City employees.

Sec. 2-54. Persons required to report; time to report; place to report.

(a) A City official or employee who has knowledge of a violation of any of the provisions of this Ethics Code shall report this violation as provided below within a reasonable time after the person has knowledge of a violation. A City official or employee shall not delegate to, or rely on, another person to make the report. Any City official or employee who has knowledge that a violation of the Ethics Code has been committed and intentionally fails to report such violation is subject to the penalties herein.

(b) Reserved.

(c) A report made under this section shall be made to:

- (1) The Compliance Auditor or his or her designee;
- (2) The Ethics Review Board; or
- (3) The City Attorney's Office.

(d) A report shall state:

- (1) The name of the City official or employee who believes that a violation of a provision of the Ethics Code has been or may have been committed;
- (2) The identity of the person or persons who allegedly committed the violation;
- (3) A statement of the facts on which the belief is made; and
- (4) Any other pertinent information concerning the alleged violation.

(e) Notice of all reports shall be provided to the Compliance Auditor, Ethics Review Board, and City Attorney's Office within two

(2) business days of receipt.

DIVISION 3. FORMER CITY OFFICIALS AND EMPLOYEES

Sec. 2-55. Continuing confidentiality.

A former City official or employee shall not use or disclose confidential government information acquired during service as a City official or employee. This rule does not prohibit:

- (a) Any disclosure that is no longer confidential by law; or
- (b) The confidential reporting of illegal or unethical conduct to authorities designated by law.

Sec. 2-56. Subsequent representation of private interests.

(a) Representation of private interests before the City by a former board member. A person who was a member of a board or other City body shall not represent any person, group, or entity for a period of two (2) years after the termination of his or her official duties:

- (1) Before that board or body;
(2) Before City staff having responsibility for making recommendations to, or taking any action on behalf of, that board or body, unless the board or body is only advisory in nature; or
(3) Before a board or other City body which has appellate jurisdiction over the board or body of which the former City official or employee was a member, if any issue relates to his or her former duties.
- (b) Representation of private interests before the City by former City officials and employees. A former City official or employee shall not represent for compensation any person, private group, or private entity, other than himself or herself, or his or her spouse or minor children, before the City for a period of two (2) years after termination of his or her official duties. This subsection does not apply to a person who was classified as a City official only because he or she was an appointed member of a board or other City body. For purposes of this subsection, the term compensation means money or any other thing of value that is received, or is to be received, in return for or in connection with such representation.
- (c) Improper representation of influence. In connection with the representation of private interests before the City, a former City official or employee shall not state or imply that he or she is able to influence City action on any basis other than the merits.
- (d) Representation in litigation adverse to the City. A former City official or employee shall not, absent consent from the City, represent any person, group, or entity, other than himself or herself, or his or her spouse or minor children, in any litigation to which the City is a party, if the interests of that person, group, or entity are adverse to the interests of the City and the matter is one in which the former City official or employee personally and substantially participated prior to termination of his or her official duties.
- Sec. 2-57. Prior participation in the negotiation, award or administration of contracts. A former City official or employee shall not, within two (2) years of the termination of official duties for the City, perform work on a compensated basis relating to a discretionary City contract, if he or she personally and substantially participated in the negotiation, award or administration of the contract. A former City official or employee, within two (2) years of termination of official duties, must disclose to the City Clerk immediately upon knowing that he or she will perform work on a compensated basis relating to a discretionary City contract for which he or she

did not personally and substantially participate in its negotiation, award or administration. This subsection does not apply to a person who was classified as a City official only because he or she was an appointed member of a board or other City body.

Sec. 2-58. Prohibited interest in discretionary contracts.

(a) Impermissible interest in discretionary contract or sale. This subsection applies only to contracts or sales made on a discretionary basis, and does not apply to contracts or sales made on a competitive bid basis. Within one (1) year of the termination of official duties, a former City officer or employee shall neither have a financial interest, direct or indirect, in any discretionary contract with the City, nor have a financial interest, direct or indirect, in the sale to the City of any land, materials, supplies, or service. Any violation of this section, with the knowledge, expressed or implied, of the individual or entity contracting with the Council shall render the contract involved voidable by the City Manager or the Council. A former City officer or employee has a prohibited "financial interest" in a discretionary contract with the City, or in the sale to the City of land, materials, supplies, or service, if any of the following individuals or entities is a party to the contract or sale:

- (1) The former officer or employee;
 - (2) His or her parent, child, or spouse;
 - (3) An entity in which the former officer or employee, or his or her parent, child or spouse, directly or indirectly owns:
 - a. Ten (10) percent or more of the voting stock or shares of the entity, or
 - b. Ten (10) percent or more of the fair market value of the entity; or
 - (4) An entity of which any individual or entity listed in Subsection (1), (2) or (3) is:
 - a. A subcontractor on a City contract;
 - b. A partner; or
 - c. A parent or subsidiary entity.
- (b) Exception: Prior employment or status. Notwithstanding Subsection (a) and Section 2-57 (Prior participation in negotiation, award or administration of contracts), a former City official or employee may upon leaving official duties return to employment or other status enjoyed immediately prior to commencing official City duties.

(c) Definitions. For purposes of this section:

- (1) A "former City employee" is any person who, prior to termination of employee status, was required to file a financial disclosure statement pursuant to Subsection 2-73(a) (Financial disclosure report).

(2) A "former City officer" is any person who, immediately prior to termination of official duties, was:

- a. The Mayor or a member of City Council;
- b. A Municipal Court Judge or Magistrate; or
- c. A member of any board or commission which is more than advisory in nature. The term does not include members of the board of another governmental entity even if some or all of these members are appointed by the City.

(3) The term "contract" means any discretionary contract other than a contract for the personal services of the former City official or employee.

(4) The term "service" means any services other than the personal services of the former official or employee.

DIVISION 4. PERSONS DOING BUSINESS WITH THE CITY

Sec. 2-59. Persons seeking discretionary contracts, housing and retail development incentives and the purchase, sale or lease of real estate.

(a) Disclosure of parties, owners, and closely related persons. For the purpose of assisting the City in the enforcement of provisions contained in the City Charter and this Code of Ethics, an individual or entity seeking a discretionary contract, a housing or retail development incentive, or seeking to purchase, sell or lease real estate to or from the City is required to disclose in connection with a proposal for a discretionary contract, and prior to City Council action regarding housing or retail development incentives and the purchase, sale or lease of real estate, on a form provided by the City:

(1) The identity of any individual who would be a party to the transaction;

(2) The identity of any entity that would be a party to the transaction and the name of:

- a. Any individual or entity that would be a subcontractor to the transaction;
 - b. Any individual or entity that is known to be a partner or a parent entity of any individual or entity who would be a party to the transaction, or any subsidiary entity that is anticipated to be involved in the execution of the transaction;
- and

c. The board members, executive committee members, and officers of entities listed above; and

(3) The identity of any lobbyist, attorney or consultant employed for purposes relating to the transaction being sought by any individual or entity who would be a party to the transaction.

An individual or entity seeking a discretionary contract, a housing or retail development incentive, or seeking to purchase, sell or lease

real estate to or from the City is required to supplement this filing on a form provided by the City in the event there is any change in the information required of the individual or entity under this subsection. The individual or entity seeking such a transaction must supplement this filing before the transaction is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed.

(b) Political contributions. Any individual or entity seeking a discretionary contract, a housing or retail development incentive, or seeking to purchase, sell or lease real estate to or from the City must disclose in connection with a proposal for a discretionary contract, or prior to City Council action regarding the housing or retail development incentive or real estate matter, on a form provided by the City, all political contributions totaling one hundred dollars (\$100.00) or more within the past twenty-four (24) months made directly or indirectly to any current or former member of City Council, any candidate for City Council, or to any political action committee that contributes to City Council elections, by any individual or entity whose identity must be disclosed under subsection (a).

Indirect contributions by an individual include, but are not limited to, contributions made by an individual's spouse, whether statutory or common-law. Indirect contributions by an entity include, but are not limited to, contributions made by the officers, owners of the entity seeking the contract, and attorneys, consultants or registered lobbyists of the entity hired or retained to assist an individual or entity in seeking a contract.

Indirect contributions do not include contributions by owners of an entity who hold less than five (5) percent of the fair market value or voting stock of the entity.

Political contributions made in the preceding twenty-four (24) months to any individual who is a former Councilmember must be disclosed, unless:

(1) The contributions were made in connection with a campaign or officeholder account not associated with a City office;

(2) The former officeholder has terminated the campaign treasurer appointment and filed the final campaign finance report

with the City Clerk at the time the contract was in the solicitation process or under consideration for approval by the City;
and

(3) The former member is not or was not serving in a City office at the time the contract was in the solicitation process or under consideration for approval by the City.

(c) Briefing papers and open records. Briefing papers prepared for the City Council concerning any proposed discretionary contract, housing or retail development incentive, or seeking to purchase, sell or lease real estate to or from the City to be considered for ordinance action shall reveal the information disclosed in compliance with Subsections (a) and (b), and that information shall constitute an open record available to the public.

Sec. 2-60. Disclosure of association with City official or employee.

(a) Disclosures during appearances. A person appearing before a City board or other City body shall disclose to it any known facts

which, reasonably understood, raise a question as to whether any member of the board or body would violate Section 2-43

(Conflicts of interest) by participating in official action relating to a matter pending before the board or body.

(b) Disclosures in proposals. Any individual or entity seeking a discretionary contract with the City shall disclose, on a form

provided by the City, any known facts which, reasonably understood, raise a question as to whether any City official would

violate Section 2-43 (Conflicts of interest) by participating in official action relating to the discretionary contract.

(c) Disclosure of benefit. If a person who requests official action on a matter knows that the requested action will confer an economic benefit on any City official or employee that is distinguishable from the effect that the action will have on members of

the public in general or a substantial segment thereof, he or she shall disclose that fact in a signed writing to the City official,

employee, or body that has been requested to act in the matter, unless the interest of the City official or employee in the matter is

apparent. The disclosure shall also be made in a signed writing filed with the City Clerk.

(d) Definition. For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official

action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether

or not recusal is required.

Sec. 2-61. Prohibited contacts during contract solicitation period.

A person or entity who seeks or applies for a City contract or any other person acting on behalf of such person or entity, is prohibited

from contacting City officials and employees as defined in Section 2-62 regarding such a contract after a request for proposal (RFP), request for qualification (RFQ) or other solicitation has been released. This no-contact provision shall conclude when the contract is posted as a City Council agenda item. If contact is required with City officials and employees, such contact will be done in accordance with procedures incorporated into the solicitation document. Violation of this provision by respondents or their agents may lead to disqualification of their offer from consideration.

DIVISION 5. LOBBYISTS

Sec. 2-62. Definitions.

As used in Division 5 (Lobbyists), the following words and phrases have the meaning ascribed to them in this section, unless the context requires otherwise:

- (a) City official means the Mayor; members of the City Council; Municipal Court Judges and Magistrates; the City Manager; Deputy City Manager; City Clerk; Deputy City Clerk; Assistant City Clerk; Assistant City Managers; Assistants to the City Manager; all department heads; assistant department heads; Internal Auditor and Assistant Internal Auditors; Compliance Auditor; Assistant to City Council; Assistants to City Council, including contract personnel; Assistant to Mayor; Assistants to the Mayor, including contract personnel; Executive Secretaries; Public Utilities Supervisor; members of bid committees; members of the Historic and Design Review Commission; Zoning Commission; and members of any board or commission that is more than advisory in nature.
- (b) Client means any person on whose behalf lobbying is conducted. If a person engages in lobbying on that person's own behalf, whether directly or through the acts of others, the person is both a client and a lobbyist (as defined in Subsection (h)). In the case of a coalition or association that employs or retains other persons to conduct lobbying activities, the client is the coalition or association and not its individual members.
- (c) Compensation means money or any other thing of value that is received, or is to be received, in return for or in connection with lobbying services rendered, or to be rendered, including reimbursement of expenses incurred in lobbying.
- "Compensation" for professional services that do not primarily require contact or advocacy with public officials does not

constitute "compensation in connection with lobbying services" for purposes of this section, if contact with public officials

is incidental to the primary purpose of the employment.

Compensation does not include a payment made to any individual regularly employed by a person if:

(1) The payment ordinarily would be made regardless of whether the individual engaged in lobbying activities; and

(2) Lobbying activities are not part of the individual's regular responsibilities to the person making the payment.

Compensation does not include the financial gain that a person may realize as a result of the determination of a municipal

question, unless that gain is in the form of a contingent fee.

If a lobbyist engages in both lobbying activities and other activities on behalf of a person, compensation for lobbying

includes all amounts received from that person, if, for the purpose of evading the obligations imposed under Division 5

(Lobbyists), the lobbyist has structured the receipt of compensation in a way that unreasonably minimizes the value of the

lobbying activities.

Compensation which has not yet been received is considered to be received on the date that it is earned, if that date is ascertainable;

otherwise, it is received on the date on which the contract or agreement for compensation is made, or on the date lobbying

commences, whichever is first. Compensation does not include any amounts previously reported under Section 2-66 (Quarterly activity reports).

(d) Expenditure means a payment, distribution, loan, advance, reimbursement, deposit, or gift of money or anything of value,

including a contract, promise, or agreement to make an expenditure, regardless of whether such contract, promise, or

agreement is legally enforceable.

Expenditure does not include an amount paid to any individual regularly employed by a person if:

(1) The amounts paid to the individual are ordinarily paid regardless of whether the individual engages in lobbying

activities; and

(2) Lobbying activities are not part of the individual's regular responsibilities to the person making the payment.

The date on which an expenditure is incurred is determined according to generally accepted accounting principles. The term

"expenditure" does not include the cost of photocopying City documents, if those costs are the only expenditures made by the person in question on lobbying activities. The term "expenditure" also does not include the cost of photocopying documents, or creating other informational material by individuals who communicate with public officials to express personal opinions on behalf of themselves, their family or members of their household.

(e) Gift has the same meaning as in Section 2-42 (Definitions).

(f) Immediate family means a spouse and dependent children.

(g) Knowingly has the same meaning as in Section 2-42 (Definitions).

(h) Lobbyist means a person who engages in lobbying, whether directly or through the acts of another. If an agent or employee engages in lobbying for a principal or employer, both the agent and the principal, or the employee and the employer, are lobbyists.

(i) Lobby or lobbying, except as provided below, means any oral or written communication (including an electronic communication) to a City official, made directly or indirectly by any person in an effort to influence or persuade an official to favor or oppose, recommend or not recommend, vote for or against, or take or refrain from taking action on any municipal question. The term lobby or lobbying does not include a communication:

- (1) Merely requesting information or inquiring about the facts or status of any municipal question, matter, or procedure, and not attempting to influence a City official;
- (2) Made by a public official or employee (including, but not limited to, an official or employee of the City) acting in his or her official capacity;
- (3) Made by a representative of a media organization if the purpose of the communication is gathering and disseminating news and information to the public;
- (4) Made in a speech, article, publication, or other material that is distributed and made available to the public, or through radio, television, cable television, or any other medium of mass communication;
- (5) Made at a meeting open to the public under the Open Meetings Act;
- (6) Made in the form of a written comment filed in the course of a public proceeding or any other communication that is made on the record in a public proceeding;
- (7) Made in writing as a petition for official action and required to be a public record pursuant to established City procedures;

(8) Made in writing to provide information in response to an oral or written request by a City official for specific information;

(9) The content of which is compelled by law;

(10) Made in response to a public notice soliciting communications from the public and directed to the official specifically designated in the notice to receive such communications;

(11) Made on behalf of an individual with regard to that individual's employment or benefits;

(12) Made by a fact witness or expert witness at an official proceeding; or

(13) Made by a person solely on behalf of that individual, his or her spouse, or his or her minor children.

(j) Lobbying firm means:

(1) A self-employed lobbyist, or

(2) A person that has one or more employees who are lobbyists on behalf of a client or clients other than that person.

(k) Municipal question means a public policy issue of a discretionary nature pending or impending before City Council or any

board or commission, including, but not limited to, proposed action, or proposals for action, in the form of ordinances,

resolutions, motions, recommendations, reports, regulations, policies, nominations, appointments, sanctions, and bids,

including the adoption of specifications, awards, grants, or contracts.

The term "municipal question" does not include the day-to-day application, administration, or execution of existing City

programs, policies, ordinances, resolutions, or practices, including matters that may be approved administratively without

consideration by a board, a commission, or the City Council. The term "municipal question" does include all discretionary

matters before the Board of Adjustment, the Planning Commission and all advisory committees and subcommittees thereof.

(l) Person means an individual, corporation, association, firm, partnership, committee, club, organization, or a group of persons voluntarily acting in concert.

(m) Registrant means a person required to register under Section 2-63 (Persons required to register as lobbyists).

Sec. 2-63. Persons required to register as lobbyists.

Except as provided by Section 2-64 (Exceptions), a person or entity who engages in lobbying must register with the City Clerk if:

(1) With respect to any client, the person or entity engages in lobbying activities for compensation; or

(2) The person or entity expends monies for lobbying activities.

The terms "compensation" and "expenditure" are defined in Dection 2-62 (Definitions).
Sec. 2-64. Exceptions.

The following persons and entities are not required to register under Section 2-63 and 2-65 (Persons required to register as lobbyists and registration) or file an activity report under Section 2-66 (Quarterly activity reports):

(1) Media outlets. A person who owns, publishes or is employed by:

- a. A newspaper;
- b. Any other regularly published periodical;
- c. A radio station;
- d. A television station;
- e. A wire service; or
- f. Any other bona fide news medium that in the ordinary course of business disseminates news, opinions, or paid advertisements that directly or indirectly oppose or promote municipal questions or seek to influence official action relating thereto, if the person does not engage in other activities that require registration under Division 5 (Lobbyists).

This subsection does not exempt the news media or a person whose relation to the news media is only incidental to a

lobbying effort or if a position taken or advocated by a media outlet directly impacts, affects, or seeks to influence a municipal question in which the media outlet has a direct or indirect economic interest.

(2) Mobilizing entity constituents and not-for-profit organizations. A person whose only lobbying activity is to encourage or

solicit the members, employees, or owners (including shareholders) of an entity by whom the person is compensated to

communicate directly with one or more City officials to influence municipal questions. This exception is intended to apply

to neighborhood associations and not-for-profit organizations.

(3) Governmental entities. Governmental entities and their officials and employees, provided the communications relate solely

to subjects of governmental interest concerning the respective governmental bodies and the City.

(4) Unknown municipal questions. A person who neither knows nor has reason to know that a municipal question is pending at

the time of contact with a City official. This subsection does not apply if the existence of a municipal question is discovered

during on-going contacts with a City official and the person then engages in additional lobbying of the same official or

other City officials with respect to that municipal question.

(5) Dispute resolution. An attorney or other person whose contact with a City official is made solely as part of resolving a

dispute with the City, provided that the contact is solely with City officials who do not vote on or have final authority over any municipal question involved and so long as such an attorney complies with Rule 4.02 of the Texas Disciplinary Rules of Professional Conduct, as amended.

(6) Compensation of registrant. A client who would only be required to register under Section 2-63 because of any expenditure to compensate a registrant, other than an employee, to lobby on a municipal question of interest to the client, provided that the compensated registrant files a registration statement or activity report for the period in question.

(7) Agent or employee. An agent or employee of a lobbying firm or other registrant that files a registration statement or activity report for the period in question fully disclosing all relevant information known to the agent or employee.

(8) Individual. An individual who engages in lobbying but who neither receives compensation nor expends monies for lobbying with respect to any client. The term "expends" does not include the cost of photocopying documents, or creating other informational material by individuals who communicate with public officials to express personal opinions on behalf of themselves, their family or members of their household.

(9) Attorneys. A licensed attorney who is performing an act that may be performed only by a licensed attorney.

Sec. 2-65. Registration.

(a) Separate registrations. A person or entity required to register as a lobbyist under Section 2-63 (Persons required to register as lobbyists) must file a separate registration form for each client. A registrant who makes more than one lobbying contact for the same client shall file a single registration form covering all lobbying contacts for that client. Each registration form must be signed under oath. If the registrant is not an individual, an authorized officer or agent of the registrant shall sign the form.

(b) Initial registration. An initial registration form relating to a client must be filed by a person required to register under Section 2-63 (Persons required to register as lobbyists) within ninety (90) days after the start of lobbying activity for that client. However, in no event shall a registrant knowingly fail to register, or knowingly fail to disclose such registration to relevant City officials, prior to official City action relating to the subject matter of the lobbying activity.

(c) Subsequent annual registration. Except as provided in Subsection (f) (Termination of registration) subsequent registration forms must be filed annually each January for each client for whom a registrant previously filed, or was required to file, an initial registration form.

(d) Consolidated registration for firms/organizations. An individual, firm or organization that registers as a lobbyist and that employs agents or employees who engage in lobbying activity on behalf of the registrant's clients may include the agents or employees within the registrant's initial and annual registration, by identifying the agents or employees and disclosing lobbying activity as required under Subsection (e) by each agent or employee.

(e) Required disclosures. Initial or subsequent registration shall be on a form prescribed by the City Clerk and shall include, to the extent applicable:

(1) The full name, telephone number, permanent address, and nature of the business of:

a. The registrant;

b. The client;

c. Any person, other than the client, on whose behalf the registrant has been engaged by the client to lobby;

d. Any person, other than the client, who is known by the registrant to contribute financially to the compensation of the registrant, or which, in whole or in major part, plans, supervises, or controls the registrant's lobbying activities on behalf of the client;

e. Any lobbying firm for which the registrant is an agent or employee with respect to the client; and

f. Each employee or agent of the registrant who has acted or whom the registrant expects to act as a lobbyist on behalf of the client;

(2) A statement of all municipal questions on which the registrant or its agents or employees have lobbied for the client in the year preceding the filing of the registration or foreseeably will lobby;

(3) A list of any positions held by the registrant or its agents or employees as an official or employee of the City, as those terms are defined in Section 2-42 (Definitions) during the past two (2) years.

(4) If the registrant or an agent or employee is a former City official or employee, a statement that the registrant's lobbying activities have not violated and will not foreseeably violate Subsections 2-56(a) or (b) or Section 2-57 (Former City officials and employees) of this Ethics Code.

(f) Termination of registration. A registrant shall file a notice of termination of registration with the City Clerk if the registrant is no longer required to register by Section 2-63 (Persons required to register as lobbyists). A filing under this subsection does not relieve the registrant of reporting requirements imposed by Section 2-66 (Quarterly activity reports) for the reporting period in question.

(g) Fee. At the time of initial or subsequent annual registration with respect to a client, a registrant shall pay to the City, and the City Clerk shall collect, a fee of five hundred dollars (\$500.00) for the registrant and five hundred dollars (\$500.00) for each agent or employee of the registrant that engages in lobbying activity on behalf of the registrant's clients. All lobbyist registration fees shall be deposited into a separate account within the general fund, which account shall be used to offset the costs of administering the City's lobbying ordinance and the costs of handling disclosure filings.

(h) Ethics Code briefing. During the registration process, the Compliance Auditor shall offer a briefing to each new registrant on Division 5 (Lobbyists) of the Ethics Code and each shall be provided with information regarding the lobbyist provisions of the Ethics Code.

Sec. 2-66. Quarterly activity reports.

(a) Required disclosures. Except as provided in Section 2-64 (Exceptions), each registrant shall file with the City Clerk a separate report signed under oath concerning the registrant's lobbying activities for each client from whom, or with respect to whom, the registrant received compensation of, or expended, monies for lobbying during the prior calendar quarter.

A firm, entity, or individual that employs agents or employees who lobby on behalf of that organization's or employer's clients may file quarterly reports regarding lobbying activities on behalf of all the organization's or employer's clients, so long as all activities by agents and employees that must be disclosed pursuant to Division 5 are reported on the consolidated quarterly report. When a registrant files a quarterly report disclosing the lobbying activities of its agents or employees, the registrant's agents and employees are not required to file separate quarterly reports.

The report for the preceding calendar quarter shall be filed between the first and fifteenth day of April, July, October, or January, or on the date registration on behalf of the client is required, whichever comes later. If the registrant is not an individual, an authorized

officer or agent of the registrant shall sign the form. The report shall be on the form prescribed by the City Clerk and shall include,

with respect to the previous calendar quarter, to the extent applicable:

- (1) The name of the registrant, the name of the client, and any changes or updates in the information provided in the most recent registration statement filed pursuant to Section 2-65 (Registration);
- (2) A list of the specific issues upon which the registrant or its agents or employees engaged in lobbying activities, including, to the maximum extent practicable, a list of specific legislative proposals and other proposed, pending, or completed official actions;
- (3) A list of the City officials contacted by the registrant or its agents or employees on behalf of the client with regard to a municipal question;
- (4) A list of the employees or agents of the registrant who acted as lobbyists on behalf of the client;
- (5) In the case of a registrant engaged in lobbying activities on its own behalf, a good faith estimate of the total expenditures as defined in Section 2-62 (Definitions) that the registrant and its agents or employees incurred in connection with lobbying activities;
- (6) Each gift, benefit, or expenditure greater than fifty dollars (\$50.00) made to, conferred upon, or incurred on behalf of a City official or his or her immediate family by the registrant, or by anyone acting on behalf of the registrant, shall be itemized by date, City official, actual cost, and circumstances of the transaction;
- (7) Each exchange of money, goods, services, or anything of value by the registrant, or by anyone acting on behalf of the registrant, with any entity in which the registrant knows or should know that a City official has an economic interest, or for which the City official serves as a director or officer, or in any other policy making position, if:
 - a. The total of such exchanges is one thousand dollars (\$1,000.00) or more in a calendar quarter; and
 - b. The City official:
 1. Has been lobbied by the registrant or its agents or employees during the calendar quarter; or
 2. Serves on a board or other City body that has appellate jurisdiction over the subject matter of the lobbying.

Each exchange shall be itemized by date, entity and address, City official, amount, and nature of transaction. For purposes of this subsection, the term "exchange" does not include a routine purchase from a commercial establishment, if the City

official in question is neither aware, nor likely to become aware, of the transaction; and

(8) The name and position of each City official or member of a City official's immediate family who is employed by the registrant.

(b) Preservation of records. Each registrant shall obtain and preserve all accounts, bills, receipts, books, papers and documents

necessary to substantiate the activity reports required to be made pursuant to this section for five (5) years from the date of filing

of the report containing such items. These records must be provided to the Ethics Review Board upon request by the Board.

(c) No activity or changes. No quarterly activity report is required if there is no activity during the preceding quarter calendar year

and there are no other changes to items required to be reported.

(d) Estimates of income or expenses. For purposes of Subsections (a)(5), (a)(6), and (a)(7), required estimates of compensation or

expenses shall be made to the nearest one hundred dollars (\$100.00), for amounts totaling less than five thousand dollars

(\$5,000.00), and to the nearest one thousand dollars (\$1,000.00), for amounts totaling more than five thousand dollars

(\$5,000.00).

(e) Contingent fees. A person shall disclose employment to lobby on a contingent fee basis as well as any arrangement to engage in

lobbying activities on a contingent fee arrangement.

Sec. 2-67. Restricted activities.

(a) False statements. A person who lobbies or engages another person to lobby, or any other person acting on behalf of such

persons, shall not intentionally or knowingly make any false or misleading statement of fact to any City official, or, knowing a

document to contain a false statement, cause a copy of such document to be received by a City official without notifying such

official in writing of the truth.

(b) Failure to correct erroneous statement. A registrant who learns that a statement contained in a registration form or activity report

filed by the registrant during the past three (3) years is false shall not fail to correct that statement by written notification to the

City Clerk within thirty (30) days of learning of the falsehood.

(c) Personal obligation of City officials. A person who lobbies or engages another person to lobby, or any other person acting on

behalf of such person, shall not do any act, or refrain from doing any act, with the express purpose and intent of placing any City

official under personal obligation to such lobbyist or person.

(d) Improper influence. A registrant shall not cause or influence the introduction of any ordinance, resolution, appeal, application, petition, nomination, or amendment thereto for the purpose of thereafter being employed as a lobbyist to secure its granting, denial, confirmation, rejection, passage, or defeat.

(e) Use of false identification. A person who lobbies or engages another person to lobby, or any other person acting on behalf of such person, shall not cause any communication to be sent to a City official in the name of any fictitious person or in the name of any real person, except with the consent of such real person.

(f) Prohibited representations. A person who lobbies or engages another person to lobby, or any other person acting on behalf of such person, shall not represent, either directly or indirectly, orally or in writing, that that person can control or obtain the vote or action of any City official.

(g) Legislator's exclusion. At any time within sixty (60) days of a date when the Texas Legislature is to be in session, or at any time the Texas Legislature is in session, or when the Texas Legislature sits as a Constitutional Convention, members of the Texas Legislature and their agents and employees are prohibited from lobbying as that term is defined in Subsection 2-62(h) (Lobbyists).

At any other time, the City strongly discourages members of the Texas Legislature and their spouses, agents and employees from lobbying before the City.

If a legislator, his or her spouse, agent, or employee does engage in lobbying activity during a time outside a regular session and outside the sixty (60) days before and after a regular session, and the Governor calls a special session for which the legislator had no notice at the time of the lobbying activity, this section is not violated.

(h) Lobbying by Councilmembers. At any time within sixty (60) days of a date when the Texas Legislature is to be in session, or at any time the Texas Legislature is in session, or when the Texas Legislature sits as a Constitutional Convention, members of the City Council of the City are prohibited from lobbying members of the Texas Legislature on behalf of the Councilmember's private client(s) or employer. Councilmembers are not prohibited from meeting with members of the Texas Legislature on behalf of the City concerning legislation, administrative action, or any other action in their official City capacity. For the purposes of

this subsection, lobbying means any oral or written communication (including an electronic communication) to a member of the legislative branch, made directly or indirectly, by a City Councilmember in an effort to influence or persuade a member of the legislative branch to favor or oppose, recommend or not recommend, vote for or against, or take or refrain from taking action on any legislation or administrative action on behalf of the Councilmember's private client(s) or employer.

At any other time, the City strongly discourages members of the City Council and their spouses, agents and employees from lobbying before the Texas Legislature. This does not apply to lobbying on behalf of the City concerning legislation, administrative action, or any other action in their official City capacity.

If a Councilmember, his or her spouse, agent, or employee does engage in lobbying activity during a time outside a regular legislative session and outside the sixty (60) days before and after a regular session, and the Governor calls a special session of which the

Councilmember had no notice at the time of the lobbying activity, this section is not violated.

(i) Limitations on gifts. A person who lobbies or engages another person to lobby, or any other person acting on behalf of such persons, shall not give gifts to a City official or a City employee or his or her immediate family, save and except for:

(1) Items received that are of nominal value;

(2) Meals in an individual expense of fifty dollars (\$50.00) or less at any occurrence, and no more than a cumulative value of five hundred dollars (\$500.00) in a single calendar year, from a single source, as permitted in Section 2-45; or

(3) Other gifts permitted under Section 2-45

(j) Prohibited lobbying. A person who lobbies or engages another person to lobby, or any other person acting on behalf of such

person, is prohibited from lobbying activities with City officials and employees regarding such contract after a request for proposal (RFP), a request for qualifications (RFQ) or other solicitation has been released. This no-contact provision shall

conclude when the contract is posted as a City Council agenda item. If contact is required with City officials and employees,

such contact will be done in accordance with procedures incorporated into the solicitation document. Violation of this provision

by respondents or their agent(s) may lead to disqualification of their offer from consideration. Sec. 2-68. Identification of clients.

- (a) Appearances. Each person who lobbies or engages another person to lobby appearing before the City Council or an official body identified in the definition of "City official" in Section 2-62 (Definitions) shall orally identify himself or herself and the client(s) he or she represents upon beginning an address. Each person who lobbies or engages another person to lobby shall also disclose on appropriate sign-in sheets his or her identity, the identity of the client he or she represents, and whether he or she is registered as a lobbyist as required by Section 2-63 (Persons required to register as lobbyists).
- (b) Oral lobbying contacts. Any person who makes an oral lobbying contact with an official shall, identify the client or clients on whose behalf the lobbying contact is made and identify himself or herself as a registered lobbyist.
- (c) Written lobbying contacts. Any registrant who makes a written lobbying contact (including an electronic communication) with a City official shall identify the client(s) on whose behalf the lobbying contact is made and identify himself or herself as a registered lobbyist.

Sec. 2-69. Timeliness of filing registrations and reports.

A registration or report filed by first-class United States mail or by common or contract carrier is timely if:

- (1) It is properly addressed with postage and handling charges prepaid; and
- (2) It bears a post office cancellation mark or a receipt mark from a common or contract carrier indicating a time within the applicable filing period or before the applicable filing deadline, or if the person required to file furnishes satisfactory proof that it was deposited in the mail or with a common or contract carrier within that period or before that deadline.

Sec. 2-70. Administration.

The City Clerk shall:

- (1) Provide guidance and assistance on the registration and reporting requirements for lobbyists and develop common standards, rules, and procedures for compliance with Division 5 (Lobbyists);
- (2) Review for completeness and timeliness registrations and reports;
- (3) Maintain filing, coding, and cross-indexing systems to carry out the purposes of Division 5 (Lobbyists), including:
 - a. A publicly available list of all registered lobbyists, lobbying firms, and their clients; and
 - b. Computerized systems designed to minimize the burden of filing and maximize public access to materials filed under Division 5 (Lobbyists);
- (4) Make available for public inspection and copying at reasonable times the registrations and reports filed under Division 5

(Lobbyists); and

(5) Retain registrations and reports in accordance with the Local Government Records Act.

Sec. 2-71. Constitutional rights.

Nothing in Division 5 (Lobbyists) shall be construed to prohibit or interfere with any person's rights guaranteed by the United States and Texas Constitutions.

DIVISION 6. MEMBERS OF THE PUBLIC AND OTHERS

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Sec. 2-72. Forms of responsibility.

No person shall intentionally or knowingly induce, attempt to induce, conspire with, aid or assist, or attempt to aid or assist another person to engage in conduct violative of the obligations imposed by Divisions 2 (Present City officials and employees), 3 (Former City officials and employees), 4 (Persons doing business with the City), and 5 (Lobbyists) of this Ethics Code.

FOOTNOTE(S):

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Note— Division 6 applies to current and former City officials and employees, persons doing business with the City, and lobbyists, as well as to members of the public and any other person (including entities).

DIVISION 7. FINANCIAL DISCLOSURE

Sec. 2-73. Financial disclosure report.

(a) Persons required to file disclosure form.

(1) City officials and designated City employees. No later than thirty (30) days after accepting appointment or assuming the duties of office, and annually thereafter, the City officials defined in Section 2-42 (Definitions), Police Department Captains, Assistant Chiefs, and Deputy Chiefs, all appointed Deputy Fire Chiefs and Appointed Assistant Fire Chiefs, and any Assistant Fire Chief who either works in the Fire Administration Building or any other division and is involved in having input to any contract, vehicle specification, or who is otherwise involved with the purchasing of any product, service, or land for the Fire Department, any Fire Inspector, Plan Reviewer or Uniformed Administrator of the Fire Prevention Division, any uniformed employee involved in maintaining departmental personnel records located at the Fire Administration Building, any uniformed personnel utilized in evaluating or purchasing equipment, vehicles or any other purchases who also have contact with contractor(s) who provide such equipment or vehicles, and any uniformed personnel utilized in providing input to any contract or composing specifications of equipment and vehicles, who also have contact with contractor(s) who provide such services, equipment or vehicles are required to file with the City Clerk a complete sworn financial disclosure report.

(2) Exception. Candidates for City Council and City officials required to file financial disclosure statements pursuant to

V.T.C.A., Local Government Code Ch. 145 shall file financial disclosure statements in compliance with the Local

Government Code in place of filing statements required by this Code of Ethics. Such officials shall also complete an

addendum to the statement disclosing information required by this Code of Ethics, but not required under the Local

Government Code. The addendum shall be developed jointly by the Compliance Auditor and the City Clerk. Deadlines for

filing the financial disclosure documents shall be governed by V.T.C.A., Local Government Code Ch. 145

(b) Open records. Financial disclosure reports are open records subject to the Texas Open Records Act, and shall be maintained in accordance with the Local Government Records Act.

(c) Annual filing date. Annual financial disclosure reports filed by City officials who are City employees and by City employees who are required to report must be received by the City Clerk by midnight on the 31st day of January. Annual financial disclosure reports filed by City officials who are not City employees and who are required to report must be received by the City Clerk by midnight on the 31st day of March. When the deadline falls on a Saturday or Sunday, or on an official City holiday as established by the City Council, the deadline for receipt by the City Clerk is extended to midnight of the next day which is not a Saturday or Sunday or official City holiday. The City Clerk shall grant an extension of time in which to file a report upon written request submitted in advance of the deadline. The extension shall not exceed ten (10) business days.

Unforeseen circumstances. In the event of an unforeseen circumstance, including, but not limited to, military service or acute illness or leave without pay under the Family Medical Leave Act, the deadline for receipt by the City Clerk is extended until such time as the City official or employee resumes his City duties.

(d) Reporting periods. Each initial or annual financial disclosure report filed by an individual designated in Subsection 2-73(a)(1) and 2-73(a)(2) shall disclose information relating to the prior calendar year, as well as any material changes in that information which occurred between the end of the prior calendar year and the date of filing.

(e) City Clerk. The City Clerk shall:

- (1) Prior to January 15 of each year, notify City officials who are City employees and employees specified in Subsection (a)(1) of their obligation to file financial disclosure reports and provide forms to be completed; prior to February 15 of each year, notify City officials who are not City employees of their obligation to file financial disclosure reports and provide the forms to be completed; and shall notify City officials as defined by V.T.C.A., Local Government Code Ch. 145 of their obligation to file financial disclosure reports and provide the forms to be completed in accordance with that chapter;
- (2) Provide forms to all new City Council appointees and those filing for elective office, and advise them of reporting requirements and deadlines in accordance with V.T.C.A., Local Government Code Ch. 145
- (3) Provide guidance and assistance on the reporting requirements for persons required to file financial disclosure reports and

develop common standards, rules, and procedures for compliance with Division 7 (Financial disclosure);

(4) Review reports for completeness and timeliness;

(5) Maintain filing, coding, and cross-indexing systems to carry out the purpose of Division 7 (Financial disclosure), including:

a. A publicly available list of all persons required to file; and

b. Computerized systems designed to minimize the burden of filing and maximize public access to materials filed under

Division 7 (Financial disclosure);

(6) Make available for public inspection and copying at reasonable times the reports filed under Division 7 (Financial disclosure);

(7) Upon determining that such appointee who is required to file a financial disclosure report has failed to do so or has filed

incomplete or unresponsive information, notify the individual by certified mail that failure to file or correct the filing within

ten (10) business days after the original deadline constitutes an automatic resignation. At the same time, the City Clerk shall

provide to the City Council a list of the names of those who have not filed and to whom this notification is being sent. If

such an appointee fails to file a completed report within ten (10) business days from the original deadline, the position shall

be considered vacant, and a new appointment shall be made by the City Council; and

(8) Upon determining that the Mayor, a member of City Council, a candidate for City Council, the City Manager, or a

Municipal Court Judge or Magistrate has failed to timely file a financial disclosure report, or has filed incomplete or

unresponsive information, notify the individual by certified mail that failure to file or correct the filing within ten (10)

business days after the original deadline will result in the matter being forwarded to the Ethics Review Board. If the person

in question fails to file a completed report within ten (10) business days of the original deadline, a report of non-compliance

shall be forwarded to the Ethics Review Board for appropriate action.

(9) Upon determining that a person other than as provided in Subsections (7) or (8) above, has failed to timely file a financial

disclosure report, or has filed incomplete or unresponsive information, notify the individual by certified mail that failure to

file or correct the filing within ten (10) business days after the original deadline will result in the matter being forwarded to

the City Manager. If the person in question fails to file a completed report within ten (10) business days of the original deadline, a report of non-compliance shall be forwarded to the City Manager for appropriate action.

The failure of the City Clerk to provide any notification required by this section does not bar appropriate remedial action, but may be considered on the issue of culpability.

(f) Exception. A City official who is a member of a board or commission created pursuant to federal or state law may only be

removed for failing to file a financial disclosure form if allowed under federal or state law.

Sec. 2-74. Contents of financial disclosure reports.

Each initial or annual financial disclosure report shall disclose, on a form provided by the City, the following information:

(a) The reporting party's name;

(b) The reporting party's employer;

(c) The name of any entity (including self employment in the form of a sole proprietorship under a personal or assumed name)

in which the reporting party or his or her spouse holds an economic interest;

(d) The name of any which the reporting party knows is a partner, or a parent or subsidiary entity, of an entity owned by,

operated by, or managed by the reporting party or his or her spouse;

(e) The name of any person or entity from whom the reporting party or his or her spouse, directly or indirectly:

(1) Has received and not rejected an unsolicited offer of subsequent employment; or

(2) Has accepted an offer of subsequent employment which is binding or expected by the parties to be carried out;

(f) The name of each nonprofit entity or other entity in which the reporting party serves as an officer or director, or in any

other policy making position;

(g) The name of each entity which has sought City business, has a current City contract or anticipates seeking City business in

which the reporting party, the reporting party's parent, child or spouse is known to directly or indirectly own:

(1) Ten (10) percent or more of the voting stock or shares of the entity, or

(2) Ten (10) percent or more of the fair market value of the entity;

(h) The name of any entity of which the reporting party, or the reporting party's parent, child or spouse, or entity disclosed is

known to be:

(1) A subcontractor on a City contract;

(2) A partner; or

(3) A parent or subsidiary entity.

(i) The name of each source of income, other than dividends or interest, amounting to more than five thousand dollars

(\$5,000.00) received during the reporting period by the reporting party or his or her spouse, unless that source has been

disclosed under Subsections (b) through (h);

(j) The identification by street address, or legal or lot-and-block description, of all real property located in the State of Texas in

which the reporting party or his or her spouse has a leasehold interest, a contractual right to purchase, or an interest as: fee

simple owner; beneficial owner; partnership owner; joint owner with an individual or corporation; or owner of more than

twenty-five (25) percent of a corporation that has title to real property. There is no requirement to list any property:

(1) Used as a personal residence of a peace officer;

(2) Over which the reporting party has no decision power concerning acquisitions or sale; or

(3) Held through a real estate investment trust, mutual fund, or similar entity, unless the reporting party or his or her spouse

participates in the management thereof;

(k) The name of persons or entities to whom the reporting party or spouse owes an unsecured debt of more than five thousand

dollars (\$5,000.00), except debts for:

(1) Money borrowed from a family member from his or her own resources; and

(2) Revolving charge accounts.

(l) The name of each person, business entity, or other organization from whom the reporting party, or his or her spouse,

received a gift with an estimated fair market value in excess of one hundred dollars (\$100.00) during the reporting period

and the estimated fair market value of each gift. Excluded from this requirement are:

(1) Lawful campaign contributions which are reported as required by state statute or local ordinance;

(2) Gifts received from family members within the second degree of affinity or consanguinity;

(3) Gifts from an individual based on personal friendship who during the preceding three (3) calendar years: a) has not

done or sought to do business with the City; b) has not sought City action on any issue before the City Council or any

City board or commission; c) is not associated with any business or entity that has done or sought to do business with

the City; and d) is not associated with any business or entity that has sought City action on any issue before the City

Council or a City board or commission.

(4) Gifts received among and between fellow City employees and City officials;

- (5) Admission to events in which the reporting party participated in connection with official duties;
- (6) Payment of or reimbursement of travel and accommodations expenses accepted in connection with official duties which have been reported under Section 2-76 (Travel reporting requirements); payment for or reimbursement of expenses for travel in excess of authorized rates under City policy are gifts subject to the reporting requirements under this section.
- (m) The name of any person related as parent, child, or spouse to the reporting party and his or her employer; and
- (n) The name of any member of the reporting party's household not disclosed in Subsection (m) above.

Sec. 2-75. Short form annual report.

A person who is required to file an annual financial disclosure report may fulfill his or her filing obligations by submitting a short sworn statement on a form provided by the City, if there have been few or no changes in the information disclosed by that person in a complete financial disclosure report filed within the past five (5) years. The short statement shall indicate the date of the person's most recently filed complete financial disclosure report and shall state that there have been no material changes in that information or shall list any material changes that have occurred.

Sec. 2-76. Travel reporting requirements.

(a) City-related travel. Any City official or employee who, in connection with his or her official duties, accepts a trip or excursion involving the gratuitous provision of transportation, accommodations, entertainment, meals, or refreshments paid for by a person or entity other than a public agency must file with the City Clerk, within ten (10) business days of return from the travel, a disclosure statement identifying:

- (1) The name of the sponsor;
- (2) The places visited;
- (3) The purpose and dates of the travel; and
- (4) The amount of the expenses incurred.

(b) Acceptance of a trip or excursion by Municipal Court Judges and Magistrates, City Manager, Deputy City Manager, City Clerk, Assistant City Clerk, Assistant City Managers, Assistants to the City Manager, and all department heads, assistant department heads, and employees in positions listed on the executive pay plan (job class 1000 through 1999) must receive prior written

approval of the City Manager. Other personnel must receive written approval by their department director. Boards and

commissions members must receive approval by a vote of their board or commission.

(c) Non-City travel. Any City official or employee required to file a financial disclosure report (Section 2-73), who accepts a trip or excursion involving the gratuitous provision of transportation, accommodations, entertainment, meals, or refreshments paid for by a person or entity other than a public agency must file with the City Clerk, within ten (10) business days of return from the travel, a disclosure statement identifying:

- (1) The name of the sponsor;
- (2) The places visited;
- (3) The purpose and dates of the travel; and
- (4) The amount of the expenses incurred.

(d) The exceptions contained in Subsection 2-74(l) apply to the reporting requirements of Subsection (c), above.

Sec. 2-77. Items received on behalf of the City.

A City official or employee who accepts any item by way of gift valued over one hundred dollars (\$100.00) or loan on behalf of the City must promptly report that fact to the City Manager, who shall have the item appropriately inventoried as City property.

Sec. 2-78. Other persons required to report gifts.

In addition to the gift reporting requirements imposed by the financial disclosure rules stated in Subsection 2-74(l) (Contents of financial disclosure reports), other City employees specified on a list compiled annually by the Human Resources Department (or its successor department) and submitted to the City Clerk, and contract administrative assistants to members of City Council are also required to file an annual report on or before the 31st day of January of each year showing the source of a gift received during the previous year with a value of over one hundred dollars (\$100.00). Excluded from this requirement are:

- (1) Lawful campaign contributions which are reported as required by state statute;
- (2) Gifts received from family members within the second degree of affinity or consanguinity;
- (3) Gifts from an individual based on personal friendship who during the preceding three (3) calendar years:
 - a. Has not done or sought to do business with the City;
 - b. Has not sought City action on any issue before the City Council or any City board or commission;
 - c. Is not associated with any business or entity that has done or sought to do business with the City; and

d. Is not associated with any business or entity that has sought City action on any issue before the City Council or a City board or commission.

(4) Gifts received among and between fellow City employees and City officials;

(5) Admission to events in which the reporting party participated in connection with official duties;

(6) Payment of or reimbursement of travel and accommodations expenses accepted in connection with official duties which

have been reported under Section 2-76 (Travel reporting requirements); payment for or reimbursement of expenses for

travel in excess of authorized rates under City policy are gifts subject to the reporting requirements under this section.

Sec. 2-79. Violation of reporting requirements.

Failure to timely file a report required by this Ethics Code is a violation hereof, as is the knowingly filing of a report with incorrect,

misleading, or incomplete information. If an individual inadvertently files an incorrect, misleading, or incomplete report, it is his or

her responsibility to file an amended report as soon as possible, though no later than ten (10) business days after notification or

learning of the error.

To file a late or amended report, the person shall use the required report form provided by the City Clerk and mark in the appropriate

box whether the report is late-filed or an amended report.

DIVISION 8. ETHICS REVIEW BOARD**Sec. 2-80. Definitions.**

As used in Division 8 (Ethics Review Board), the term "ethics laws" includes this Code of Ethics, codified as Chapter 2, Article III,

Divisions 1—7 of the City Code, Section 141 of the City Charter, and V.T.C.A., Local Government Code Ch. 171. The term "ethical violation" includes violations of any of those enactments. Other terms used in Division 8 (Ethics Review Board) are defined in Section 2-42 (Definitions).

The term "Municipal Campaign Finance Code" refers to the Code of Municipal Campaign Finance Regulations, codified as Chapter 2, Article VII of the City Code.

Sec. 2-81. Structure of the Ethics Review Board.

(a) In accordance with Article XIII of the City Charter, the independent Ethics Review Board has the powers and duties specified in

Article XIII of the City Charter, Chapter 2, Article III (Ethics Code), and Chapter 2, Article VII (Municipal Campaign Finance Code), and other powers and duties prescribed by ordinance.

(b) Composition. The Ethics Review Board shall consist of eleven (11) members. The Mayor and each member of the City Council shall nominate one (1) member of the Board. Each nominee must be confirmed by a majority of City Council members.

Nomination and confirmation of Board members shall be conducted at separate open meetings of the City Council.

(c) Terms of office. Initial Board appointments shall be made so that terms are staggered, with six (6) members to serve an initial term of two (2) years and five (5) members to serve an initial term of three (3) years, determined after appointment by lottery.

Subsequent appointments shall be for a term of two (2) years beginning on the day after the expiration of the preceding full term.

No member of the Board shall serve for more than three (3) full terms.

(d) Qualifications. Members of the Board shall have good moral character and shall be residents of the City. No member of the Board shall be:

- (1) A salaried City official or employee;
- (2) An elected public official;
- (3) A candidate for elected public office;
- (4) An officer of a political party;
- (5) A campaign treasurer, campaign manager, officer or other policy or decision-maker for the campaign of any candidate for elected public office;

(6) A campaign treasurer, campaign manager, officer or other policy or decision-maker for any political action committee as defined in the Texas Election Code;

(7) A member of any City board or commission other than the Ethics Review Board;

(8) A member of any City board or commission for which the position is appointed by City Council; or

(9) A lobbyist required to register under Division 5 (Lobbyists).

Further, no member of the Ethics Review Board shall have any convictions for a felony or a crime of moral turpitude, or shall have been found in violation of any provision of the Ethics Code. The San Antonio Police Department will conduct a criminal background check through the NCIC system for each applicant to the Board.

The City Council shall support the inclusion of at least one (1) attorney and one (1) individual with expertise in finance or accounting within the membership of the Ethics Review Board.

(e) Removal. Members of the Ethics Review Board may be removed from office for cause by a majority of the City Council only after a public hearing at which the member was provided with the opportunity to be heard.

Grounds for removal include: failure to satisfy, or to continue to satisfy, the qualifications set forth in Subsection (d); substantial neglect of duty; gross misconduct in office; inability to discharge the powers or duties of office; or violation of any provision in this Code of Ethics or a conviction of a felony or crime of moral turpitude.

(f) Vacancies. The City Council shall fill any vacancy on the Board by a person who will serve the remainder of the unexpired term.

The nomination to fill a vacancy shall be made by the member of City Council (or his or her successor) who had nominated the person whose successor is to be selected to fill the vacancy.

(g) Recusal. A member of the Ethics Review Board shall recuse himself or herself from any case in which, because of familial relationship, employment, investments, or otherwise, his or her impartiality might reasonably be questioned. A Board member may not participate in official action on any complaint:

(1) That the member initiated;

(2) That involves the member of City Council who nominated him or her for a seat on the Ethics Review Board; or

(3) During the pendency of an indictment or information charging the member with any felony or misdemeanor offense, or after a finding of guilt of such an offense.

If the number of Board members who are recused from a case is so large that an Ethics Review Board cannot be convened to consider the complaint, the Mayor shall nominate a sufficient number of ad hoc members so that the case can be heard. Ad hoc members of the Ethics Review Board must be confirmed by a majority vote of the City Council and serve only for the case in question.

(h) Chair and vice-chair. Each year, the Board shall meet and elect a chair and a vice-chair from among its members, who will serve one-year terms and may be re-elected. The chair or a majority of the Board may call a meeting of the Board. The chair shall preside at meetings of the Ethics Review Board and perform other administrative duties. The vice-chair shall assume the duties of the chair in the event of a vacancy in that position.

(i) Panels. Each year, at the time of the election of a chair and vice-chair, the chair will also make panel assignments. In the event of vacancies or absences, the chair may make reassignments as needed so that each panel has no fewer than three (3) members of the Board.

(j) Reimbursement. The members of the Ethics Review Board shall not be compensated but shall be reimbursed for reasonable expenses incurred in the performance of their official duties.

Sec. 2-82. Jurisdiction and powers.

(a) Jurisdiction. The Ethics Review Board has jurisdiction to investigate and make findings and conclusions concerning:

- (1) An alleged violation of the Ethics Code enacted from time to time by ordinance;
- (2) An alleged violation of regulations governing lobbying enacted from time to time by ordinance;
- (3) An alleged violation of local campaign finance regulations enacted from time to time by ordinance; and
- (4) An alleged violation of Section 141 of the City Charter, provided, however, that the Ethics Review Board has no

jurisdiction to find or conclude that a City officer or employee has forfeited his or her office or position.

(b) The Ethics Review Board shall not consider any alleged violation:

- (1) That occurred more than two (2) years prior to the date of the filing of the complaint; or
- (2) Of Sections 2-306 and 2-307 of the Municipal Campaign Finance Code if the required statement or report was filed or amended within the ten (10) business-day period provided.

(c) The Ethics Review Board has the discretion to accept or decline consideration of an alleged violation that has been resolved by the City Manager, or by a governmental agency or board with jurisdiction over the matter.

(d) Termination of City official's or employee's duties. The termination of a City official's or employee's duties does not affect the jurisdiction of the Ethics Review Board with respect to alleged violations occurring prior to the termination of official duties.

(e) Powers. The Ethics Review Board has the power:

(1) To establish, amend, and rescind rules and procedures governing its own internal organization and operations, consistent with ordinances pertaining to the Ethics Code, including lobbying regulations, and the Municipal Campaign Finance Code;

(2) To meet as often as necessary to fulfill its responsibilities;

(3) To designate panels with the power to render decisions on complaints or issue advisory opinions on behalf of the Board;

(4) To request from the City Manager the assignment of staff necessary to carry out its duties;

(5) To review, index, maintain on file, and dispose of sworn complaints;

(6) To make notifications, extend deadlines, and conduct investigations, both on referral or complaint;

(7) To compel the production of sworn testimony, witnesses and evidence;

(8) To recommend cases for prosecution by appropriate authorities and agencies;

(9) To enforce its decisions by assessing civil fines and other sanctions authorized by ordinance;

(10) To request the City Attorney to provide an independent counsel to advise and represent the Board, when appropriate or necessary to avoid a conflict of interest;

(11) To provide assistance in the training and education of City officials and employees with respect to their ethical responsibilities;

(12) To prepare an annual report and to recommend to the City Council needed or desirable changes in ordinances under its jurisdiction;

(13) To exercise such other powers and duties as may be established by ordinance.

Sec. 2-83. Complaints.

(a) Filing. Any person (including a member of the Ethics Review Board or its staff, acting personally or on behalf of the Board) who believes that there has been a violation of the ethics laws or the Municipal Campaign Finance Code may file a sworn complaint with the City Clerk to allege such violations.

A complaint filed in good faith is qualifiedly privileged. A person who knowingly makes a false statement in a complaint, or in proceedings before the Ethics Review Board, is subject to criminal prosecution for perjury (see Subsection 2-87(g) (Criminal prosecution)) or civil liability for the tort of abuse of process.

(b) Assistance. The City Clerk shall provide information to persons who inquire about the process for filing a complaint.

(c) Form. A complaint filed under this section must be in writing and under oath and must set forth in simple, concise, and direct statements:

(1) The name of the complainant;

(2) The street or mailing address and the telephone number of the complainant;

(3) The name of each person complained about;

(4) The position or title of each person complained about;

(5) The nature of the alleged violation, including, if possible, the specific provision of the Ethics Code or Municipal Campaign

Finance Code alleged to have been violated;

(6) A statement of the facts constituting the alleged violation and the dates on which or period of time in which the alleged violation occurred; and

(7) All documents or other material available to the complainant that are relevant to the allegation; a list of all documents or

other material relevant to the allegation and available to the complainant but that are not in the possession of the

complainant, including the location of the documents, if known; and a list of all documents or other material relevant to the

allegation but unavailable to the complainant, including the location of the documents, if known.

The complaint must be accompanied by an affidavit stating that the information contained in the complaint is either true and correct or

that the complainant has good reason to believe and does believe that the facts alleged constitute a violation of the Ethics Code or the

Municipal Campaign Finance Code. If the complaint is based on information and belief, the complaint shall state the source and basis

of the information and belief. The complainant shall swear to the facts by oath before a notary public or other person authorized by

law to administer oaths under penalty of perjury. A complaint that is not sworn as required shall not be forwarded by the City Clerk to

the Compliance Auditor as provided in Subsection (d), but shall be returned to the complainant.

The complaint must state on its face an allegation that, if true, constitutes a violation of a law administered and enforced by the Board.

(d) Review by the Compliance Auditor and notification to the Ethics Review Board and respondents.

(1) A copy of a complaint shall be promptly forwarded by the City Clerk to the Compliance Auditor and City Attorney's

Office. The Compliance Auditor shall review the complaint for compliance with the filing requirements of Subsection (c)

within five (5) business days of receipt from the City Clerk.

(2) If the complaint alleges a violation of Section 2-306 or Section 2-307 of the Municipal Campaign Finance Code, the complaint shall be forwarded by the City Clerk to the respondent within five (5) business days of receipt by the Compliance

Auditor. As set out in Subsection 2-82(b)(2), the timely filing of the campaign bank account statement or the amended

report, as verified by the City Clerk, shall not be considered a violation. The City Clerk shall notify the complainant of the

filing of the statement or the amended report by first class mail.

(3) If the complaint alleges a violation of the Ethics Code, and substantially complies with the filing requirements, the

complaint shall be forwarded by the City Clerk to the members of the Ethics Review Board and the respondents within ten

(10) business days after receipt of the complaint from City Clerk. If the complaint does not substantially comply with the

filing requirements, the Compliance Auditor shall return the complaint to the complainant with a letter explaining the

defects in the complaint.

(e) The respondent(s) shall also be provided with a copy of the Ethics Code and shall be informed:

(1) That, within ten (10) business days of receipt of the complaint, he or she may file a sworn response with the City Clerk;

(2) That failure to file a response does not preclude the Ethics Review Board from adjudicating the complaint;

(3) That a copy of any response filed by the respondent(s) will be provided by the City Clerk to the complainant, who may,

within five (5) business days of receipt, respond by sworn writing filed with the City Clerk, a copy of which shall be

provided by the City Clerk to the respondent(s);

(4) That the complainant(s) or respondent(s) may request a hearing; and;

(5) That City officials and employees have a duty to cooperate with the Ethics Review Board.

Upon receipt, the City Clerk shall forward the response to the Compliance Auditor, City

Attorney's Office, and the Ethics Review

Board.

(f) Frivolous complaint.

(1) For purposes of this section, a "frivolous complaint" is a sworn complaint that is groundless and brought in bad faith or

groundless and brought for the purpose of harassment.

(2) By a vote of at least two-thirds (2/3) of those present, the Board may order a complainant to show cause why the Board

should not determine that the complaint filed by the complainant against a respondent is a frivolous complaint.

(3) In deciding if a complaint is frivolous, the Board will be guided by the Texas Rules of Civil Procedure, Rule 13, and

interpretations of that rule, and may also consider:

a. The timing of the sworn complaint with respect to when the facts supporting the alleged violation became known or

should have become known to the complainant, and with respect to the date of any pending election in which the

respondent is a candidate or is involved with a candidacy, if any;

b. The nature and type of any publicity surrounding the filing of the sworn complaint, and the degree of participation by

the complainant in publicizing the fact that a sworn complaint was filed with the Board;

c. The existence and nature of any relationship between the respondent and the complainant before the complaint was filed;

d. If respondent is a candidate for election to office, the existence and nature of any relationship between the

complainant and any candidate or group opposing the respondent;

e. Any evidence that the complainant knew or reasonably should have known that the allegations in the complaint were groundless; and

f. Any evidence of the complainant's motives in filing the complaint.

(4) Notice of an order to show cause shall be given to the complainant, with a copy to the respondent, and shall include:

a. An explanation of why the complaint against a respondent appears to be frivolous; and

b. The date, time, and place of the hearing to be held under this section.

(5) Before making a determination that a sworn complaint against a respondent is a frivolous complaint, the Board shall hold a

hearing at which the complainant may be heard; the complainant may be accompanied by counsel retained by the

complainant.

(6) By a record vote of at least two-thirds (2/3) of those present after the hearing under

Subsection (5) of this section, the Board

may determine that a complainant filed a frivolous complaint against a respondent and may recommend sanctions against

that complainant.

(g) Sanctions for filing frivolous complaints.

(1) Before imposing a sanction for filing a frivolous complaint, the Board shall consider the following factors:

a. The seriousness of the violation, including the nature, circumstances, consequences, extent, and gravity of the violation;

b. The sanction necessary to deter future violations; and

c. Any other matters that justice may require.

(2) The Board may impose the following sanctions:

a. A civil penalty of not more than five hundred dollars (\$500.00).

b. Imposition of attorneys' fees incurred by the respondent of the frivolous complaint;

c. Any other sanction permitted by law.

(3) The Board may notify the appropriate regulatory or supervisory agency for their appropriate action. This may include a

referral to a criminal investigation agency or prosecution entity for investigation of perjury.

(h) Confidentiality. Ex parte communications by members of the Ethics Review Board are prohibited by Subsection 2-85(e) (Ex parte communications).

(1) The Board and its staff shall not communicate any information about a pending sworn complaint, including whether or not

a complaint has been filed, to any person other than the respondent, the complainant, and a witness or potential witness

identified by the respondent, the complainant, or another witness or potential witness.

(2) Information otherwise confidential under this section may be disclosed by entering it into the record of a formal hearing or

Ethics Review Board proceeding.

(3) Requests for records pertaining to complaints shall be responded to in compliance with the Texas Public Information Act

and the Texas Open Meetings Act.

Sec. 2-84. Compliance Auditor and City Attorney's Office.

(a) Compliance Auditor. The Compliance Auditor shall be selected by the Ethics Review Board and appointed by the City Internal

Auditor. The Compliance Auditor may be removed from office for cause by the City Internal Auditor only after consultation

with the Ethics Review Board.

(b) The Compliance Auditor shall perform the following duties:

(1) Receive and promptly transmit to the Ethics Review Board complaints and responses filed with the City Clerk as set forth

in Section 2-83.

(2) Investigate, marshal, and present to the Ethics Review Board the evidence bearing upon a complaint;

(3) In consultation with City Council, the City Manager, the Ethics Review Board, Human Resources Department, and the City

Attorney's Office, develop and implement a comprehensive training program for the officials and employees of the City on

the provisions of this Code of Ethics, Section 141 of the City Charter, and V.T.C.A., Local Government Code Ch. 171;

(4) Review complaints for sufficiency;

(5) Recommend acceptance or rejection of complaint made to the Ethics Review Board; and

(6) Request additional information from complainant as needed.

(c) City Attorney's Office. The City Attorney's Office shall perform the following duties:

(1) Act as legal counsel to the Compliance Auditor and the Ethics Review Board;

(2) Upon request by the Compliance Auditor, review complaints for legal sufficiency; and

(3) Issue advisory opinions to City officials and employees about the requirements imposed by the ethics laws.

(d) Independent Compliance Auditor and Independent Counsel.

(1) An independent attorney, who does not otherwise represent the City, shall be appointed to serve as the independent

Compliance Auditor and Counsel when a complaint is filed relating to an alleged violation of the ethics laws by the Mayor

or a member of the City Council.

(2) When a complaint is filed relating to an alleged violation of the ethics laws by a City employee who is a department head or

of higher rank, the Compliance Auditor may recommend the appointment of an independent compliance auditor to serve as

Compliance Auditor for that matter. The City Attorney may also recommend the appointment of an independent Counsel

for that matter.

(3) The City Attorney or Ethics Review Board may request the appointment of an independent counsel for a particular case.

(e) Exculpatory evidence. The Compliance Auditor shall disclose to the Ethics Review Board and provide to the person charged

with violating the ethics or municipal campaign finance laws evidence known to the Compliance Auditor tending to negate guilt

or mitigate the seriousness of the offense.

Sec. 2-85. Ethics panels and the Ethics Review Board.

(a) Assignment to an Ethics Panel. The chairperson of the Ethics Review Board may appoint a panel to conduct a preliminary

review of an ethics complaint or request for advisory opinion. The panel may present its recommendations for consideration by

the Board in its entirety. The chair may also designate a panel with the power to render decisions on complaints or issue advisory

opinions on behalf of the Board. Panels appointed to dispose of complaints or issue advisory opinions must act in accordance

with the Open Meetings Act.

(b) Review by Ethics Review Board. The Ethics Review Board will meet to review the complaint, responses, replies to responses and any other information it has requested be provided to assist in consideration of the complaint.

The Board shall consider

whether the facts of the case establish a violation of any provision in the ethics laws, regardless of which provisions, if any, were

identified in the complaint as having been allegedly violated. If the Board finds that the complaint fails to allege a violation of

the Ethics Code when assuming all facts set forth in the complaint to be true, the Board may dismiss the complaint without further proceedings.

(c) Before the Board may find that a violation of a particular rule, the respondent must be on notice that compliance with that rule is

in issue and must have an opportunity to respond. Notice is conclusively established: if the complaint alleged that the rule was

violated; or if the Board or the City Clerk provides the respondent with written notice of the alleged violation and a ten (10)

business-day period within which to respond in writing to the charge.

(d) Scheduling of a hearing. Regardless of whether the complainant or the respondent requests a hearing, the Ethics Review Board

has discretion to decide whether to hold a hearing.

(e) Ex parte communications. It is a violation of this code:

(1) For the complainant, the respondent, or any person acting on their behalf to engage or attempt to engage, directly or

indirectly, in ex parte communication about the subject matter of a complaint with a member of the Ethics Review Board,

or any known witness to the complaint; or

(2) For a member of the Ethics Review Board to:

a. Knowingly entertain an ex parte communication prohibited by Subsection (1) of this rule; or

b. Communicate directly or indirectly with any person, other than a member of the Ethics Review Board, its staff, City

Attorney's Office, or the Compliance Auditor, about any issue of fact or law relating to the complaint.

(f) Duty to cooperate. All City officials and employees shall cooperate with the Ethics Review Board and shall supply requested

testimony or evidence to assist it in carrying out its charge. Failure to abide by the obligations imposed by this subsection is a

violation of this Code of Ethics.

(g) Extension of deadlines.

(1) A complainant or respondent who fails to meet a deadline to submit a filing with the Ethics Review Board may file a request to accept late filing. The complainant or respondent must include within the request a statement of good cause for the Board to grant the request. The Board may grant a request to accept a late filing for good cause. Any extension given to a respondent pursuant to his or her request shall extend the deadline for the Board to issue a decision under Section 2-87 by the amount of time granted.

(2) The Board, under its own initiative or at the request of a respondent, may defer consideration of a complaint if the respondent is under investigation by any agency for the activity comprising the subject matter of the complaint, until such time as the investigation has concluded.

(h) Timeliness of notices or submissions. When the Ethics Code or Municipal Campaign Finance Code requires a notice or other document to be submitted or otherwise given to a person or to the Ethics Review Board, the requirement is met in a timely fashion if the document is sent to the person or the Board by first-class mail or certified mail addressed with postage or handling charges prepaid and it bears a post office cancellation mark indicating a date within the time required to provide notice or to submit a document, unless another method of submission is expressly required.

Sec. 2-86. Hearings.

At any hearing held by the Ethics Review Board during the investigation or disposition of a complaint, the following rules apply:

(1) General rules. All witnesses must be sworn and all questioning of witnesses shall be conducted by the members of the Ethics Review Board, City Attorney's Office, or the Compliance Auditor. The Ethics Review Board may establish time limits and other rules relating to the participation of any person in the hearing. No person may be held to have violated the ethics laws or the Municipal Campaign Finance Code unless a majority of the Ethics Review Board so finds by a preponderance of the evidence.

(2) Evidence. The Ethics Review Board shall rely on evidence of which a reasonably prudent person commonly relies in the conduct of the person's affairs. The Board shall further abide by the following:

- a. The Board shall hear evidence relevant to the allegations; and
- b. The Board shall not consider hearsay unless it finds the nature of the information is reliable and useful.

(3) The person charged (respondent). The person charged in the complaint has the right to attend the hearing, the right to make a statement, the right to present witnesses, and the right to be accompanied by legal counsel or another advisor. Only legal counsel to the person charged in the complaint may advise that person during the course of the hearing, but may not speak on his or her behalf, except with the permission of the Board. The time permitted for presentation will be at the discretion of the Board.

(4) The complainant. The complainant has the right to attend the hearing, the right to make a statement, and the right to be accompanied by legal counsel or another advisor. Only legal counsel to the complainant may advise the complainant during the course of the hearing, but may not speak on behalf of the complainant, except with the permission of the Board.

Witnesses may not be presented by the complainant, except with the permission of the Board. The time permitted for presentation will be at the discretion of the Board.

Sec. 2-87. Disposition.

(a) Written opinion. The Board shall issue a decision within ninety (90) calendar days after the filing of a complaint. This deadline shall be extended by any amount of time granted to a respondent pursuant to a respondent's request for additional time to respond or to attend proceedings. The Board shall state in a written opinion its findings of fact and conclusions of law. The written opinion shall either:

(1) Dismiss the complaint; or

(2) Upon finding that there has been a violation of the ethics laws or the Municipal Campaign Finance Code:

a. Impose sanctions in accordance with these regulations; or

b. Recommend criminal prosecution and/or civil remedies, in accordance with this rule; or

c. State why no remedial action is imposed or recommended.

If the Board determines that a violation has occurred, the opinion shall identify in writing the particular rule or rules violated. If the complaint is dismissed, the grounds for the dismissal shall be set forth in the opinion. The failure of the Board to comply within the above time limits may result in the charge being dismissed for want of prosecution. Prior to such dismissal, the complainant will be given notice and an opportunity to request continuance of the action.

(b) Notification. Copies of the opinion shall be forwarded to the complainant, the person charged in the complaint, the City

Attorney's Office, Compliance Auditor, and any member of the Ethics Review Board who did not participate in the disposition of the case. A copy of the opinion shall also be forwarded to the City Clerk, who shall make it available as authorized by law.

(c) Recommendations. A recommendation for criminal prosecution shall be forwarded to the appropriate law enforcement agency.

(d) Similar charges barred. If the complaint is dismissed because the evidence failed to establish a violation of the ethics laws or the

Municipal Campaign Finance Code, the Ethics Review Board shall not entertain any other similar complaint based on substantially the same evidence.

(e) Factors relevant to sanctions.

(1) General violations (non-reporting violations). In deciding whether to recommend or impose, in the case of a violation of

the ethics laws, criminal prosecution and/or civil remedies, the Ethics Review Board shall take into account relevant

considerations, including, but not limited to, the following:

- a. The culpability of the person charged in the complaint;
- b. The harm to public or private interests resulting from the violation;
- c. The necessity of preserving public confidence in the conduct of local government;
- d. Whether there is evidence of a pattern of disregard for ethical obligations; and
- e. Whether remedial action has been taken that will mitigate the adverse effect of the violation.

To impose or recommend sanctions for a first violation of the Ethics Code or the Municipal Campaign Finance Code, other

than a letter of notification, a letter of admonition or a referral to training, the Board must find by a preponderance of the

evidence that the person acted knowingly, unless otherwise provided by this code.

(2) Reporting requirement violations. To impose sanctions, other than a letter of notification, a letter of admonition or a referral

to training, for untimely or incomplete submission of reports required by the Ethics Code or the Municipal Campaign

Finance Code, the Board must determine by a preponderance of the evidence that the person knowingly:

- a. Failed to file the report on time; or
- b. Failed to include in the report information that is required to be included; or
- c. Submitted inaccurate or false information.

Failure to submit a required report or an amended report after receipt of notice of non-compliance by the City Clerk, the

Compliance Auditor, or the Ethics Review Board may be considered evidence of a knowing failure to comply with

reporting requirements.

Upon finding a second or subsequent untimely, incomplete or inaccurate submission of reports within a two-year period of time, the Board may issue a letter of reprimand regardless of whether the second or subsequent violation was made knowingly by the filer.

(f) Civil sanctions for Ethics Code violations. The following civil remedies may be recommended or imposed by the Ethics Review Board which finds that the ethics laws have been violated:

(1) Disciplinary action. Civil service employees who violate this Code of Ethics may be disciplined in accordance with City personnel rules and procedures. Other City officials and employees who engage in conduct that violates this code may be notified, warned, reprimanded, suspended, or removed from office or employment by the appointing authority, or by a person or body authorized by law to impose such remedies. Disciplinary action under this section may be imposed in addition to any other penalty or remedy contained in this Code of Ethics or any other law. The Ethics Review Board may refer a violation to the City Manager or his or her designee for disciplinary action in accordance with any applicable municipal civil service rules;

(2) Suit for damages or injunctive relief. This Code of Ethics has been enacted not only to further the policy stated in Section 2-41 (Statement of purpose), but to protect the City and any other person from any losses or increased costs incurred by the City or other person as a result of the violation of these provisions. It is the intent of the City that this Ethics Code can and should be recognized by a court as a proper basis for a civil cause of action for damages or injunctive relief based upon a violation of its provisions, and that such forms of redress should be available in addition to any other penalty or remedy contained in this Ethics Code or the Municipal Campaign Finance Code or any other law. The Ethics Review Board may refer a violation of the Ethics Code or the Municipal Campaign Finance Code to the City Attorney's Office for consideration of a suit by the City for damages or injunctive relief.

(3) Disqualification from contracting or lobbying.

a. If the Ethics Review Board finds that any person (including business entities and non-profit entities) has intentionally or knowingly violated any provision of the Ethics Code, or has intentionally or knowingly assisted another person in

violating any provision of the Ethics Code, or has violated a provision or assisted another in a violation that the person should have known was a violation of the Ethics Code, the Ethics Review Board may recommend to the City Council that the person be prohibited from entering into any contract with the City or prohibited from lobbying on behalf of clients before the City for a period not to exceed three (3) years.

An entity may also be disqualified from contracting based on the conduct of an employee or agent in violation of this code.

b. It is a violation of this Code of Ethics:

1. For a person debarred from entering into a contract with the City to enter, or attempt to enter, into a contract with

the City during the period of disqualification from contracting; or

2. For a City official or employee to knowingly assist a violation of Subsection b.1. of this rule.

c. Nothing in this section shall be construed to prohibit any person from receiving a service or benefit, or from using a

facility, which is generally available to the public, according to the same terms.

(4) Recommendation to void or ratify contract. If the Ethics Review Board finds that there has been an intentional or knowing

violation of any provision of the Ethics Code, or that a person has committed a violation that he or she should have known

was a violation of the code that is related to the awarding of a contract, the Ethics Review Board must vote on whether to

recommend to the City Council that the contract be ratified or voided. Such action shall not affect the imposition of any

penalty or remedy contained in this Code of Ethics or any other law.

(5) Civil fine. The Ethics Review Board may impose upon any person, whether or not an official or employee of the City, who

violates any provision of this Code of Ethics a fine not exceeding five hundred dollars (\$500.00). Each day after any filing

deadline imposed by Division 5 (Lobbyists) and division 7 (Financial disclosure) or the Municipal Campaign Finance Code

for which any required statement has not been filed, or for which a statement on file is incorrect, misleading, or incomplete,

constitutes a separate offense.

(6) Letter of notification. The Ethics Review Board may issue a letter of notification to any person, whether or not an official or

employee of the City, when the Board finds that a violation of the Code of Ethics was clearly unintentional or inadvertent.

The letter must advise the person to whom it is directed of any steps to be taken to avoid future violations.

(7) Letter of admonition. The Ethics Review Board may issue to any person, whether or not an official or employee of the City, a letter of admonition when the Board finds that the violation of the Code of Ethics was minor and/or may have been unintentional or inadvertent.

(8) Letter of reprimand. The Ethics Review Board may issue to any person, whether or not an official or employee of the City, a letter of reprimand when the Board finds that the person has intentionally or knowingly violated the Code of Ethics.

(9) Referral to ethics training. Upon finding of violation of the Ethics Code, the Ethics Review Board may require a City official or employee to attend Ethics Code training.

(g) Criminal prosecution. The Ethics Review Board may recommend to the appropriate law enforcement agency criminal prosecution under this section or V.T.C.A., Local Government Code Ch. 171. Prosecution of any person by the City Attorney for a violation of this Ethics Code shall not be undertaken until a complaint is disposed of in accordance with Section 2-87.

However, the absence of a recommendation to prosecute from an Ethics Review Board to the City Attorney shall not preclude the City Attorney from exercising his or her prosecutorial discretion to prosecute a violation of this Ethics Code. Any person who files a false sworn statement under Division 5 (Lobbyists), Division 7 (Financial disclosure), or Division 8 (Ethics Review Board) or the Municipal Campaign Finance Code is subject to criminal prosecution for perjury under the laws of the state.

(h) Reconsideration. Within five (5) business days of receiving the final opinion of the Ethics Review Board, the complainant or respondent may request the Ethics Review Board to reconsider its decision. The request must be filed with the City Clerk. Within ten (10) business days after filing with the City Clerk, the originally assigned preliminary reviewing panel shall review the request for reconsideration. If the panel concludes reconsideration is warranted, it shall bring the request within another ten (10) business days to the full Board for decision on whether to grant reconsideration. If the full Board grants reconsideration, the Board may then order further proceedings in accordance with the provisions of this code. If no panel was assigned to conduct a

preliminary review, the chair shall review the request and may in his or her discretion decline the reconsideration or refer the

matter to the full Board for reconsideration within ten (10) business days of receiving the request.

(i) Council action. City Council shall dispose of a recommendation from the Ethics Review

Board within ninety (90) calendar days

of receiving such recommendation. The recommendation(s) of the Ethics Review Board may be

accepted, rejected, modified, or

recommitted to said Board for further action or clarification. Failure to take action within

specified time limits may result in the

charge being dismissed for want of prosecution. Prior to such dismissal, the complainant will be

given notice and an opportunity

to request continuance of the action.

(j) Appeals. A decision of the Ethics Review Board is final unless the person aggrieved by the

decision appeals to the State District

Court in Bexar County no later than twenty (20) business days after the date the Board renders

the decision.

If the decision of the Ethics Review Board is not supported by substantial evidence, the District

Court may reverse or affirm the

Board's decision in whole or in part, or may modify the Board's decision if substantial rights of

the aggrieved person have been

prejudiced. Costs of an appeal may not be assessed against the Board, individual Board members,

or the City.

Sec. 2-88. Petition for declaratory ruling.

Any City official or employee against whom public allegations of ethics or campaign finance

violations have been made in the

media or elsewhere shall have the right to file a sworn statement with the City Clerk affirming

his or her innocence, and to request the

Ethics Review Board to investigate and make known its findings, and make any relevant

recommendations concerning the issue. The

Ethics Review Board is authorized to impose the sanctions contained within this code when

making their ruling.

Sec. 2-89. Advisory opinions.

(a) Advisory opinions issued by the Ethics Review Board.

(1) Ethics Code inquiries by persons other than City officials and employees.

a. By writing filed with the City Clerk, any person other than a City official or employee may

request an advisory

opinion with respect to the interpretation of the ethics laws, but only with respect to whether

proposed action by that

person would violate the ethics laws. The City Clerk shall promptly transmit all requests for

advisory opinions to the

Compliance Officer and the chair of the Ethics Review Board. City officials and employees may request advisory

opinions from the City Attorney pursuant to Subsection (b).

b. Within thirty (30) days of receipt by the chair of the Ethics Review Board of a request for an advisory opinion, the

Board, acting en banc or through a designated Ethics Panel, shall issue a written advisory opinion. During the

preparation of the opinion, the Board may consult with the Compliance Auditor, the City Attorney's Office, and other

appropriate persons. An advisory opinion shall not reveal the name of the person who made the request, if that person

requested anonymity, in which case the opinion shall be written in the form of a response to an anonymous,

hypothetical fact situation. A copy of the opinion shall be indexed and kept by the Ethics Review Board as part of its

records for a period of not less than five (5) years. In addition, copies of the opinion shall be forwarded by the chair of

the Ethics Review Board, or the Compliance Auditor, to the person who requested the opinion, the members of the

Ethics Review Board, the City Attorney's Office, and to the City Clerk. The City Clerk shall make the opinion

available as a public record in accordance with the Local Government Records Act, and promptly post the opinion for

a period of no less than five (5) years on the Internet via the City of San Antonio homepage.

(2) Opinions initiated by the Board. On its own initiative, the Ethics Review Board, acting as the full Board or through a

designated Ethics Panel, may issue a written advisory opinion with respect to the interpretation of the ethics laws or the

Municipal Campaign Finance Code as they apply to persons other than City officials and employees if a majority of the

Board determines that an opinion would be in the public interest or in the interest of such person or persons subject to the

provisions of the ethics laws. Such an opinion may not include the name of any individual who may be affected by the

opinion. A copy of any such opinion shall be indexed and kept by the Ethics Review Board as part of its records for a

period of not less than five (5) years. In addition, copies of the opinion shall be forwarded by the chair of the Ethics Review

Board, or his or her designate, to the Compliance Auditor, the City Attorney's Office, and the City Clerk. The City Clerk

shall make the opinion available as a public record in accordance with the Local Government Records Act, and promptly

post the opinion for a period of no less than five (5) years on the Internet via the City of San Antonio homepage.

(3) Reliance. A person who reasonably and in good faith acts in accordance with an advisory opinion issued by the Ethics

Review Board may not be found to have violated the ethics laws by engaging in conduct approved in the advisory opinion,

provided that:

a. He or she requested the issuance of the opinion;

b. The request for an opinion fairly and accurately disclosed all relevant facts; and

c. Less than five (5) years elapsed between the date the opinion was issued and the date of the conduct in question.

(b) Ethics advisory opinions issued by the City Attorney's Office.

(1) Ethics inquiries by City officials and employees.

a. By writing filed with the Office of the City Attorney, any City official or employee may request an advisory opinion

with respect to whether proposed action by that person would violate the ethics laws.

b. Within twenty (20) business days of receipt of the request, the Office of the City Attorney shall issue a written

advisory opinion. Opinions that address new issues and that are instructive on the application of the ethics laws shall

be posted on the ethics webpage in a manner that does not reveal the identity of the individual requesting the opinion.

(2) Reliance. A person who reasonably and in good faith acts in accordance with a written advisory opinion issued by the City

Attorney's Office may not be found to have violated the ethics laws by engaging in conduct approved in the advisory

opinion, provided that:

a. He or she requested the issuance of the opinion;

b. The request for an opinion fairly and accurately disclosed all relevant facts; and

c. Less than five (5) years elapsed between the date the opinion was issued and the date of the conduct in question.

Sec. 2-90. Annual report.

The Ethics Review Board shall prepare and submit an annual report to the Mayor and City Council detailing the activities of the Board

during the prior year. The format for the report shall be designed to maximize public and private understanding of the Board's

operations, and shall include a summary of the content of ethics opinions issued by the Board and a listing of current City lobbyists

based on information gathered by the Board from records on file with the City Clerk. The City Clerk shall post the report on the City's ethics webpage.

Sec. 2-91. Public records and open meetings.

Meetings and other proceedings of the Ethics Review Board will be conducted in compliance with the Texas Open Meetings Act.

Requests for records will be handled in compliance with the Texas Public Information Act.

DIVISION 9. ADMINISTRATIVE PROVISIONS

Sec. 2-92. Other obligations.

This Ethics Code and the Municipal Campaign Finance Code are cumulative of and supplemental to applicable state and federal laws and regulations. Compliance with the provisions of this code shall not excuse or relieve any person from any obligation imposed by state or federal law regarding ethics, financial reporting, lobbying activities, or any other issue addressed herein.

Even if a City official or employee is not prohibited from taking official action by this Ethics Code, action may be prohibited by duly promulgated personnel rules, which may be more stringent.

Sec. 2-93. Compliance Auditor review.

The Compliance Auditor shall conduct a compliance review of political contributions and financial disclosure documents filed under the provisions of this Ethics Code and the Municipal Campaign Finance Code, including identifying conflicts of interests, in connection with the City's solicitations for all high profile discretionary contracts, and shall conduct a random sampling for all other contracts. The Compliance Auditor shall report all findings to the City Manager, City Internal Auditor, City Council Audit Committee, the City Attorney, and the Ethics Review Board, for appropriate action.

Sec. 2-94. Distribution and training.

(a) Within thirty (30) days after entering upon the duties of his or her position, every new official or employee shall be furnished with information about this Code of Ethics. The failure of any person to receive a copy of this code shall have no effect on that person's duty to comply with this code or on the enforcement of its provisions. Upon appointment to a board or commission, such official shall be provided with a copy of the Ethics Code. The Code of Ethics shall be posted on the City's webpage.

(b) The Compliance Auditor, in consultation with City Council, the City Manager, the Ethics Review Board, Human Resources Department and City Attorney's Office, shall develop and implement a comprehensive training program for the officials and

employees of the City on the provisions of this Code of Ethics, Section 141 of the City Charter, and V.T.C.A., Local

Government Code Ch. 171. Such materials and programs shall be designed to maximize understanding of the obligations

imposed by these ethics laws, as well as to prepare City officials and employees to ensure the good judgment necessary to

accomplish the statement of purpose in Section 2-41 above.

(c) The Office of the City Manager and Department of Human Resources shall enact an administrative directive requiring that all

departments provide their employees with training on the Ethics Code at least once every other calendar year. Training shall be

provided to all City departments by video or live presentation and will include educational materials. Additional presentations

shall be offered to any department where necessary to accommodate large numbers of employees.

(d) The Office of the City Attorney shall notify the Compliance Auditor and department directors regarding any significant

amendments to the Ethics Code within twenty (20) business days of adoption. Department directors shall disseminate the

information to department employees.

(e) Information shall be provided to employees terminating City service regarding the restrictions on former City employees in

Division 3 of this code.

Sec. 2-95. Severability.

If any provision of this code is found by a court of competent jurisdiction to be invalid or unconstitutional, or if the application of this

code to any person or circumstances is found to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the

other provisions or applications of this code which can be given effect without the invalid or unconstitutional provision or application.

Secs. 2-96—2-105. Reserved.

I have read and been informed about the content, requirements, and expectations of the Code of Ethics policy for employees at the City of Windcrest. I may request a copy of the policy from Human Resources and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at the City of Windcrest.

I understand that if I have questions, at any time, regarding the Code of Ethics policy, I will consult with my immediate supervisor or Human Resource.

Employee Signature: _____

Employee Name: _____

Date: _____



WINDCREST TEXAS

RESOLUTION NO. 2016-606(R)

A RESOLUTION ELECTING A MAYOR PRO TEMPORE

WHEREAS, Section 3.11 of the City Charter requires the election of a Mayor Pro Tempore;
and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that James Shelton is hereby elected as Mayor Pro Tempore until a successor is elected and qualified for office.

PASSED and APPROVED this 21st day of November, 2016.

for James Shelton
ALAN BAXTER, MAYOR

ATTEST:

Kelly Rodriguez
KELLY RODRIGUEZ, CITY SECRETARY

APPROVED AS TO FORM:

Michael S. Brennan
MICHAEL S. BRENNAN, CITY ATTORNEY



APRIL 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Easter Sunday	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13 Mother's Day	14	15	16	17	18	19
20	21 Bulk Item Pick Up	22 Bulk Item Pick Up	23 Bulk Item Pick Up	24 Bulk Item Pick Up	25 Bulk Item Pick Up	26 Bulk Item Pick Up
27 Bulk Item Pick Up	28 Memorial Day Bulk Item Pick Up	29 Bulk Item Pick Up	30 Bulk Item Pick Up	31 Bulk Item Pick Up		

JUNE 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Bulk Item Pick Up	2 Bulk Item Pick Up
3 Bulk Item Pick Up	4 Bulk Item Pick Up	5 Bulk Item Pick Up	6 Bulk Item Pick Up	7 Bulk Item Pick Up	8 Bulk Item Pick Up	9
10	11	12	13	14	15	16
17 Father's Day	18	19	20	21	22	23
24	25	26	27	28	29	30