

**CITY OF WINDCREST ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS
REGULAR MEETING
AGENDA
January 11, 2010
6:00 p.m.
Windcrest City Hall**

NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WINDCREST ECONOMIC DEVELOPMENT CORPORATION (WEDC) WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 11TH DAY OF January 2010 AT 6:00P.M. DURING THE MEETING, THE FOLLOWING SUBJECTS WILL BE CONSIDERED AND THE BOARD MAY TAKE ACTION ON ANY OF THE LISTED SUBJECTS.

IT IS ANTICIPATED THAT MEMBERS OF WINDCREST CITY BOARDS, COMMISSIONS AND COMMITTEES MAY ATTEND THE MEETING IN NUMBERS THAT MAY CONSTITUTE A QUORUM OF SUCH CITY BOARDS, COMMISSIONS AND COMMITTEES, SO THAT NOTICE IS HEREBY GIVEN THAT THE MEETING IS ALSO A MEETING OF THE WINDCREST CITY COUNCIL, OR OTHER BOARDS, COMMISSIONS AND COMMITTEES OF THE CITY WHOSE MEMBERS ARE IN ATTENDANCE. THE MEMBERS OF THE WINDCREST CITY COUNCIL, BOARDS, COMMISSIONS AND COMMITTEES MAY PARTICIPATE IN DISCUSSIONS WHICH OCCUR AT THE MEETING, BUT NO ACTION WILL BE TAKEN BY THE COUNCIL OR BOARDS, COMMISSIONS AND COMMITTEES WHOSE MEMBERS ARE IN ATTENDANCE. (ORDINANCE No. 443).

AT ANY TIME DURING THE HEARING, THE WEDC BOARD MAY MEET IN EXECUTIVE SESSION FOR CONSULTATION CONCERNING ATTORNEY-CLIENT MATTERS (REAL ESTATE, LITIGATION, CONTRACTS, PERSONNEL AND SECURITY) UNDER CHAPTER 551 OF THE TEXAS GOVERNMENT CODE.

DURING THE MEETING, THE FOLLOWING SUBJECTS WILL BE CONSIDERED AND THE BOARD MAY TAKE ACTION ON ANY OF THE LISTED SUBJECTS.

Request all pagers and cell phones be turned off, except emergency on-call personnel. Citizens are asked to refrain from talking during proceedings.

CITIZEN COMMUNICATION: AS A COURTESY TO CITIZENS IN ATTENDANCE, AND AT THE DISCRETION OF THE PRESIDING OFFICER OF THE MEETING, CITIZENS WILL BE GIVEN A REASONABLE OPPORTUNITY TO STATE THEIR COMMENTS OR ASK QUESTIONS REGARDING ANY ITEM ON THE AGENDA, AND PRIOR TO THE BOARD TAKING ACTION ON ANY ACTION ITEMS LISTED. THE BOARD REQUESTS COMMENTS BE BRIEF, TO THE POINT, AND NO LONGER THAN 5 MINUTES. TIME CANNOT BE YIELDED TO ANOTHER SPEAKER.

In accordance with Resolution No. 292, all City Council, Board and Commission meetings are audio video recorded and preserved electronically.

- I. Call to Order**
 - a. Determination of a Quorum
 - b. Pledge of Allegiance
 - c. Prayer
- II. Reports**
 - a. Mr. George Hyde will report on the organizational framework applicable to the Windcrest Economic Development Corporation Type 4B Corporation and its relationship to the City of Windcrest for the benefit of new directors
 - b. Ray Watson will report on the status and progress of Project Phoenix
 - c. Albert Garza/Clair Geiger/Marji Gentet will give a report on committee findings concerning the evaluation process of the Executive Director's position
- III. Action Items**
 - a. The WEDC Board of Directors will review, discuss and may take action on approval of an evaluation process for the Executive Director and in conjunction therewith, consider holding a workshop to determine goals of the Board of the WEDC and the appointment of a compensation committee in accordance with this evaluation process.
- IV. Financial Reports**
 - a. The WEDC Board of Directors will receive and may take action on approval of the Financial Reports for November 2009.
- V. New Business**
 - a. Individual Board members may bring up topics that through consensus of the Board may be placed on the agenda for the following month.
- VI. Executive Session**
 - a. The Board will recess its regular meeting and reconvene in executive session to discuss economic development negotiations and seek advice from its legal counsel regarding Project Phoenix, pursuant to Texas Government Code 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property) & 551.087 (Deliberation Regarding Economic Development Negotiations)
- VII. Adjournment**

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Board of Directors of the WEDC is a true and correct copy of said Notice and I posted a true and correct copy of said Notice on the bulletin board at the Windcrest City Hall in a convenient place to the public. Said Notice was posted 72 hours prior to the 11th of January 2010.

By: Kelly Rodriguez

I certify that the attached notice and agenda of items considered by the WEDC Meeting was removed by me from the City Hall bulletin board on the ____ of January 2010.

Kelly Rodriguez
Administrative Assistant Windcrest Economic Development Corporation

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

BALANCE SHEET

AS OF: NOVEMBER 30TH, 2009

13 -ECONOMIC DEVELOPMENT CORP

ACCOUNT# TITLE

ASSETS

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1105 CASH - CHECKING	16,452.91	
1115 INVESTMENTS-TEXPOOL#15900001	25,240.42	
1116 INVESTMENTS-TEXPOOL#15900003	0.00	
1315 DUE FROM GENERAL FUND	0.00	
1375 DUE FROM HOT FUND	0.00	
1510 A/R SALES TAX	<u>52,838.26</u>	
		<u>94,531.59</u>

TOTAL ASSETS

94,531.59

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LIABILITIES

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2315 DUE TO GENERAL FUND	2,394.50	
2320 DUE TO TAXING ENTITIES	0.00	
2401 ACCOUNTS PAYABLE	0.00	
2402 ALAMO TITLE ESCROW FUNDS	0.00	
2410 A/P - SALES TAX	<u>0.00</u>	
TOTAL LIABILITIES		<u>2,394.50</u>

EQUITY

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3201 FUND BALANCE	<u>93,954.13</u>	
TOTAL BEGINNING EQUITY	93,954.13	

TOTAL REVENUE	52,903.36	
TOTAL EXPENSES	<u>54,720.40</u>	
TOTAL SURPLUS/(DEFICIT)	(1,817.04)	

TOTAL EQUITY & SURPLUS/(DEFICIT)	<u>92,137.09</u>	
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TOTAL LIABILITIES, EQUITY & SURPLUS/DEFICIT

94,531.59

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FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2009

13 -ECONOMIC DEVELOPMENT CORP
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
13	-ECONOMIC DEVELOPMENT	355,000.00	27,861.46	52,903.36	14.90	0.00	(302,096.64)
***	TOTAL REVENUES ***	355,000.00	27,861.46	52,903.36	14.90	0.00	(302,096.64)
<u>EXPENDITURE SUMMARY</u>							
00	-GENERAL EXPENDITURES	652,720.00	19,535.98	54,720.40	8.38	0.00	(597,999.60)
***	TOTAL EXPENDITURES ***	652,720.00	19,535.98	54,720.40	8.38	0.00	(597,999.60)
**	EXCESS REVENUES/EXPENDITURES **	(297,720.00)	8,325.48	(1,817.04)	0.61	0.00	295,902.96
	OTHER SOURCES/(USES)	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)							
		(297,720.00)	8,325.48	(1,817.04)	0.61	0.00	295,902.96

CITY OF WINDCREST

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FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2009

13 -ECONOMIC DEVELOPMENT CORP
REVENUES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
4105	INCOME - OTHER	500.00	0.00	0.00	0.00	0.00	(500.00)
4110	INCOME - OTHER (HOT)	30,000.00	0.00	0.00	0.00	0.00	(30,000.00)
4111	INCOME - OTHER (GEN.FUND)	20,000.00	0.00	0.00	0.00	0.00	(20,000.00)
4112	INCOME-WALZEM RD GRANT	0.00	0.00	0.00	0.00	0.00	0.00
4113	INCOME-CORPORATE DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
4115	SALES TAX (.25)	300,000.00	27,833.33	52,838.26	17.61	0.00	(247,161.74)
4301	INTEREST	4,500.00	28.13	65.10	1.45	0.00	(4,434.90)
4900	PROCEEDS FROM CAPITAL LEASE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
***	TOTAL REVENUES ***	355,000.00	27,861.46	52,903.36	14.90	0.00	(302,096.64)

FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2009

13 -ECONOMIC DEVELOPMENT CORP

00-GENERAL EXPENDITURES

DEPARTMENT EXPENDITURES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>SALARIES & BENEFITS</u>							
500-009	SALARIES - EDC	160,680.00	10,386.46	25,966.15	16.16	0.00	(134,713.85)
500-010	ADMINISTRATIVE EXPENSES	10,000.00	183.60	438.08	4.38	0.00	(9,561.92)
500-011	EDC LONGEVITY	930.00	55.40	138.50	14.89	0.00	(791.50)
500-018	EDC EDUCATION PAY	1,800.00	69.24	173.10	9.62	0.00	(1,626.90)
500-020	EDC OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
500-030	SOCIAL SECURITY-EDC	14,163.00	839.32	2,096.72	14.80	0.00	(12,066.28)
500-040	HEALTH INSURANCE-EDC	13,308.00	751.78	1,495.44	11.24	0.00	(11,812.56)
500-050	RETIREMENT-EDC	14,348.00	768.01	1,918.57	13.37	0.00	(12,429.43)
500-060	WORKERS COMPENSATION-EDC	636.00	50.75	101.50	15.96	0.00	(534.50)
500-070	UNEMPLOYMENT COMP.-EDC	555.00	0.00	0.00	0.00	0.00	(555.00)
500-080	CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00	0.00
500-095	TERMINATION PAYOUT	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL SALARIES & BENEFITS	216,420.00	13,104.56	32,328.06	14.94	0.00	(184,091.94)

OTHER EXPENSES

500-100	PUBLIC RELATION FEES-GENERAL	0.00	0.00	0.00	0.00	0.00	0.00
500-115	MOBILE TELEPHONE	1,800.00	653.12	653.12	36.28	0.00	(1,146.88)
500-120	DUES & SUBSCRIPTIONS	1,500.00	0.00	332.83	22.19	0.00	(1,167.17)
500-130	TRAINING	4,000.00	700.00	1,631.14	40.78	0.00	(2,368.86)
500-132	TRAVEL	3,000.00	4.93	4.93	0.16	0.00	(2,995.07)
500-135	MEALS & ENTERTAINMENT	4,000.00	329.84	568.27	14.21	0.00	(3,431.73)
500-200	COMPUTER MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
500-201	WEBSITE MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
500-250	LEGAL EXPENSES	24,000.00	0.00	0.00	0.00	0.00	(24,000.00)
500-290	AUDIT	3,500.00	0.00	0.00	0.00	0.00	(3,500.00)
500-430	SUPPLIES	5,800.00	164.53	628.73	10.84	0.00	(5,171.27)
500-440	ELECTION EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
500-510	VEHICLE EXPENSE-EDC	7,200.00	0.00	0.00	0.00	0.00	(7,200.00)
500-515	HEALTH EXPENSE ALLOW-DIRECTOR	3,600.00	276.92	692.30	19.23	0.00	(2,907.70)
500-520	MOVING EXPENSE-DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00
500-540	VEHICLE FUEL	2,500.00	38.00	85.37	3.41	0.00	(2,414.63)
500-590	POSTAGE	1,000.00	17.60	17.60	1.76	0.00	(982.40)
500-630	LEGAL ADVERTISING	350.00	0.00	0.00	0.00	0.00	(350.00)
500-640	COPIER USAGE	1,000.00	83.33	166.66	16.67	0.00	(833.34)
500-650	WALZEM RD GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
500-700	CONTINGENCIES	5,000.00	403.15	954.87	19.10	0.00	(4,045.13)
	TOTAL OTHER EXPENSES	68,250.00	2,671.42	5,735.82	8.40	0.00	(62,514.18)

CAPITAL EXPENSES

500-800	EDC PROJECTS	368,050.00	3,760.00	16,656.52	4.53	0.00	(351,393.48)
500-810	CAPITAL EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL CAPITAL EXPENSES	368,050.00	3,760.00	16,656.52	4.53	0.00	(351,393.48)

OTHER INCOME/EXPENSES

FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2009

13 -ECONOMIC DEVELOPMENT CORP

00-GENERAL EXPENDITURES

DEPARTMENT EXPENDITURES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
500-900	PRIOR PERIOD ADJUSTMENT	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER INCOME/EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES		652,720.00	19,535.98	54,720.40	8.38	0.00	(597,999.60)
*** TOTAL EXPENDITURES ***		652,720.00	19,535.98	54,720.40	8.38	0.00	(597,999.60)
		=====	=====	=====	=====	=====	=====
** EXCESS REVENUES/EXPENDITURES **	(297,720.00)	8,325.48	(1,817.04)	0.61	0.00	295,902.96	
		=====	=====	=====	=====	=====	=====
OTHER SOURCES/(USES)							
900-500	TRANSFER TO GEN. FUND	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER SOURCES/(USES)	0.00	0.00	0.00	0.00	0.00	0.00
REVENUE & OTHER SOURCES OVER/							
(UNDER) EXPENDITURES & OTHER (USES)	(297,720.00)	8,325.48	(1,817.04)	0.61	0.00	295,902.96	

*** END OF REPORT ***

ECONOMIC DEVELOPMENT CORPORATION

2009/2010 PROJECTS

as of 11/30/09

Budget Item	Date Acquired	Budget Amount	Actual Amount	Remaining Balance
Entrances & Landscaping		100.00		100.00
Windcrest Light Up Funding		8,500.00		8,500.00
Buy Windcrest Bucks		2,500.00		2,500.00
Business Directory & Map Guide		2,100.00		2,100.00
Banners in Business District		2,100.00		2,100.00
Commercial Leaseholder Development		10,000.00		10,000.00
UTSA Architectural/Planning Support Project		10,750.00		10,750.00
Windfall Days		2,000.00		2,000.00
Public Relations		25,000.00		
				13,230.00
Project Castle		305,000.00		
				300,113.48
Total EDC Projects		368,050.00	16,656.52	351,393.48