

**AGENDA
CITY OF WINDCREST, TEXAS**

SPECIAL CITY COUNCIL MEETING

January 7, 2013

5:45 P.M.

NOTICE IS HEREBY GIVEN THAT A SPECIAL WINDCREST CITY COUNCIL MEETING WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 07th DAY OF JANUARY 2013 STARTING AT 6:00 P.M. DURING THE MEETING THE FOLLOWING SUBJECTS WILL BE CONSIDERED AND THE COUNCIL MAY TAKE ACTION ON ANY OF THE LISTED SUBJECTS.

THE CITY COUNCIL RESERVES THE OPTION TO RECESS THE MEETING DURING THE EVENING OF JANUARY 07, 2013 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, JANUARY 08, 2013 AT 9:00 A.M. AT THE WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS.

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

Ordinance No. 618 (09/20/10), Repealing Ordinance No. 593

At all City Council, City Commission or City Board meetings, the agenda shall include a "citizens to be heard" item. It is suggested that Citizens wishing to speak during this item sign in on the sign up roster prior to the meeting. During "citizens to be heard" comments, each individual may speak on an agenda item or any other matter affecting the city. In addition to the "citizens to be heard" portion of meetings, a person may make comments on agenda items prior to the vote on the agenda item. A member of the public will have a total of six (6) minutes to be heard during a City Council, City Commission or City Board Meeting. This does not include any responses from the body. The six (6) minutes time limit authorized herein may not be transferred to another speaker in whole or in part. The presiding Officer or his/her designee will assign a Time Keeper to each meeting. The Time Keeper will maintain strict compliance of the six (6) minute rule, stopping speakers who exceed the allotted time. As authorized by Section 551.042 of the Texas Government Code, the Presiding Officer may direct a City Official to make: a statement of specific factual information in response to an inquiry made by a member of the public or of the City Council, or; a recitation of existing policy in response to an inquiry made by a member of the public or the City Council. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting. Any question posed by a Citizen, Council Member, Board Member or Commission Member for which an answer is not available at a meeting shall be answered by a member of the staff or Presiding Officer at the next regular meeting of the Body, if an answer is reasonably available and prudent. If the information is sensitive, staff will seek advice from the City Attorney.

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

Meeting Chair: please remind each participant in your meeting that they must speak into a microphone; the recording is the Official Minutes of your meeting and all who speak must be recorded. All guest speakers and citizens to be heard must speak from podium. Please interrupt speakers during meeting if you recognize that they are not speaking into microphone and have them do so.

I. Call to Order, Pledge of Allegiance, Invocation and Announcements

II. Citizens to be Heard on Subsequent and Non-Subsequent Agenda Items

1. A member of the public will have three (3) minutes to discuss non-subsequent agenda items.
2. A member of the public will have six (6) minutes to discuss subsequent agenda items.
3. City Council may discuss and respond to current and past agendas on subsequent and non-subsequent agenda items by citizens to be heard.

III. Unaudited Financials

City Council may take action if deemed necessary.

1. Sarah Mangham, Municipal Finance Officer, will present City Council the unaudited Balance Sheet year to date comparisons for month ending November 30, 2012. (FY 2012 / 2013) (Att. 1)

IV. Presentations

NONE

V. Ordinances **"In conjunction with the first reading of an ordinance, a motion should be made to either "reject the proposed ordinance" or "to forward the proposed ordinance to a subsequent City Council meeting for final adoption at its second reading".**

1. City Council will review, discuss and may take action on Ordinance No. 2013-686 (O), an ordinance amending Chapter 18, miscellaneous offenses, by restoring certain provisions relating to graffiti removal inadvertently repealed in Ordinance No. 603 adopted on October 19, 2009. **First Reading** (Chief of Police, Al Ballew requested) (Att. 2)

VI. Resolutions

1. City Council will review, discuss and may take action on Resolution No. 2012-417 (R), a resolution approving a contract and the fee of IDS Engineering Group for Engineering services for the city's roadway capital improvement program and authorizing the City Manager to issue a request for proposals or bids for the construction of such roadway capital improvements throughout the City of Windcrest. (Rafael Castillo, Jr., City Manager requested) (Att. 3)

2. City Council will review, discuss and may take action on Resolution No. 2013-418 (R), a resolution approving a contract with Municipal Code Corporation for codification of the City's Code of Ordinances and for supplemental services and authorizing the City Manager to execute said contract. *(Kelly Rodriguez, City Secretary requested)* (Att. 4)
3. The City Council will discuss and may take action to adopt Resolution No. 2013-419 (R), a resolution approving a Memorandum of Understanding with Greater Randolph Area Services Program, Inc. (GRASP) for transportation and other related social services. *(Kelly Rodriguez, City Secretary requested)* (Att. 5)

VII. Discuss & Act

1. City Council will discuss and may take action on the status of the process for the Ethics Code policy and setting a date and time for a future workshop. *(Mayor Baxter and Councilperson Rita Davis requested)*
2. City Council will discuss and may take action on the allocation of \$650 to the Newsletter Committee, Ruth Fritz, to assist with the 2nd annual Valentine's Day Kids Party to be held at the Walzem YMCA on Sunday, February 10, 2013. *(Mayor Baxter requested)*
3. City Council will discuss and may take action on placing speed humps on Spanish Moss. *(Gerd Jacobi, Councilperson requested)*
4. City Council will review, discuss and may take action on a solution to the abundance of vultures/buzzards at Brook Falls pond. *(Mayor Baxter requested)* (Att. 6)
5. City Council will review, discuss and may take action on changing the date of the regular city council meeting in January due to it falling on a City Holiday. *(Kelly Rodriguez, City Secretary requested)*

VIII. 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.

IX. Adjournment

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the City Council of the City of Windcrest is a true and correct copy of said Notice and was posted on the bulletin board at City Hall of said City in a convenient place to the public and said Notice was posted more than seventy-two hours prior to the meeting on January 07, 2013.

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 ____ January, 2013.

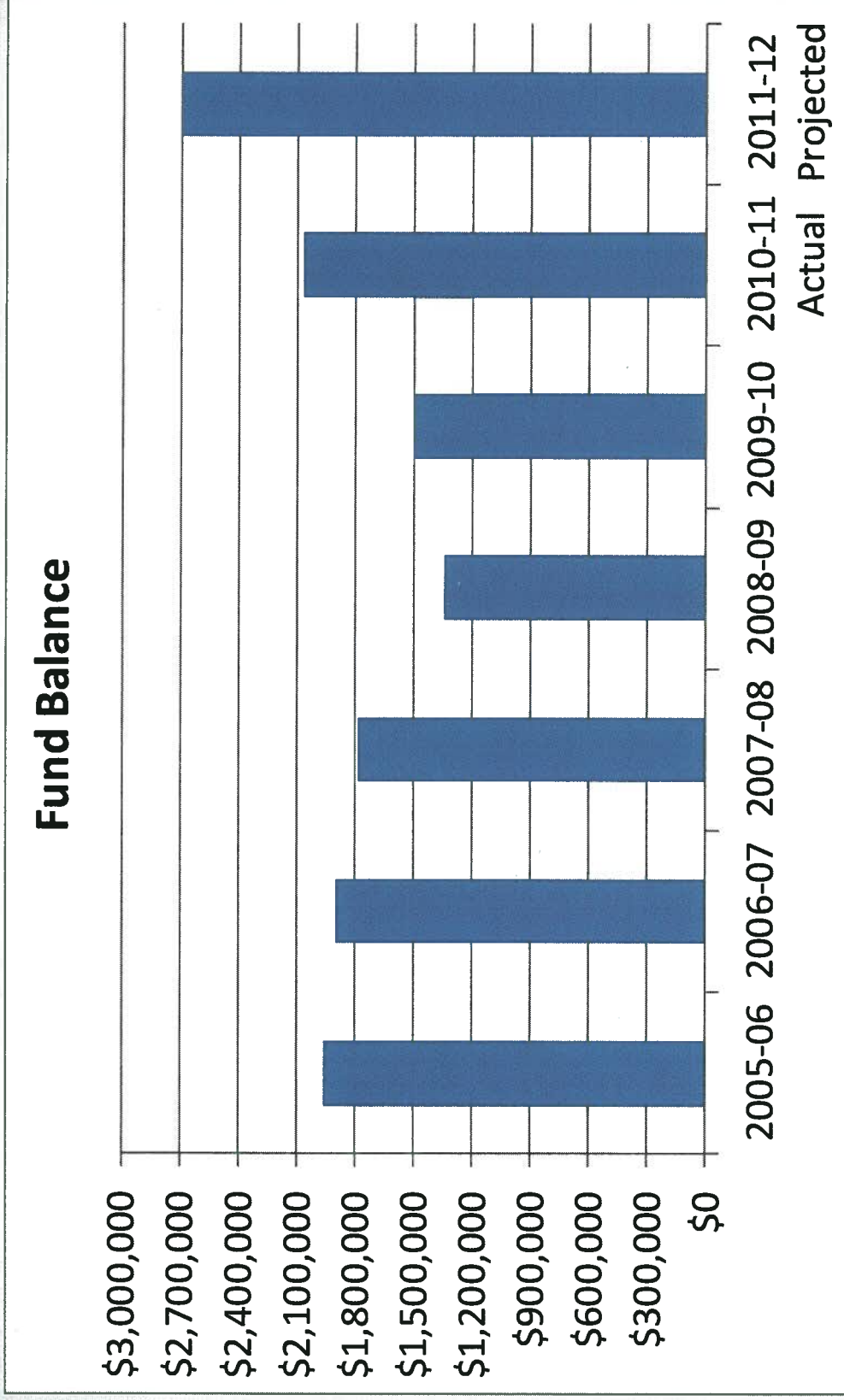
_____ Title: _____



Monthly Finance Report

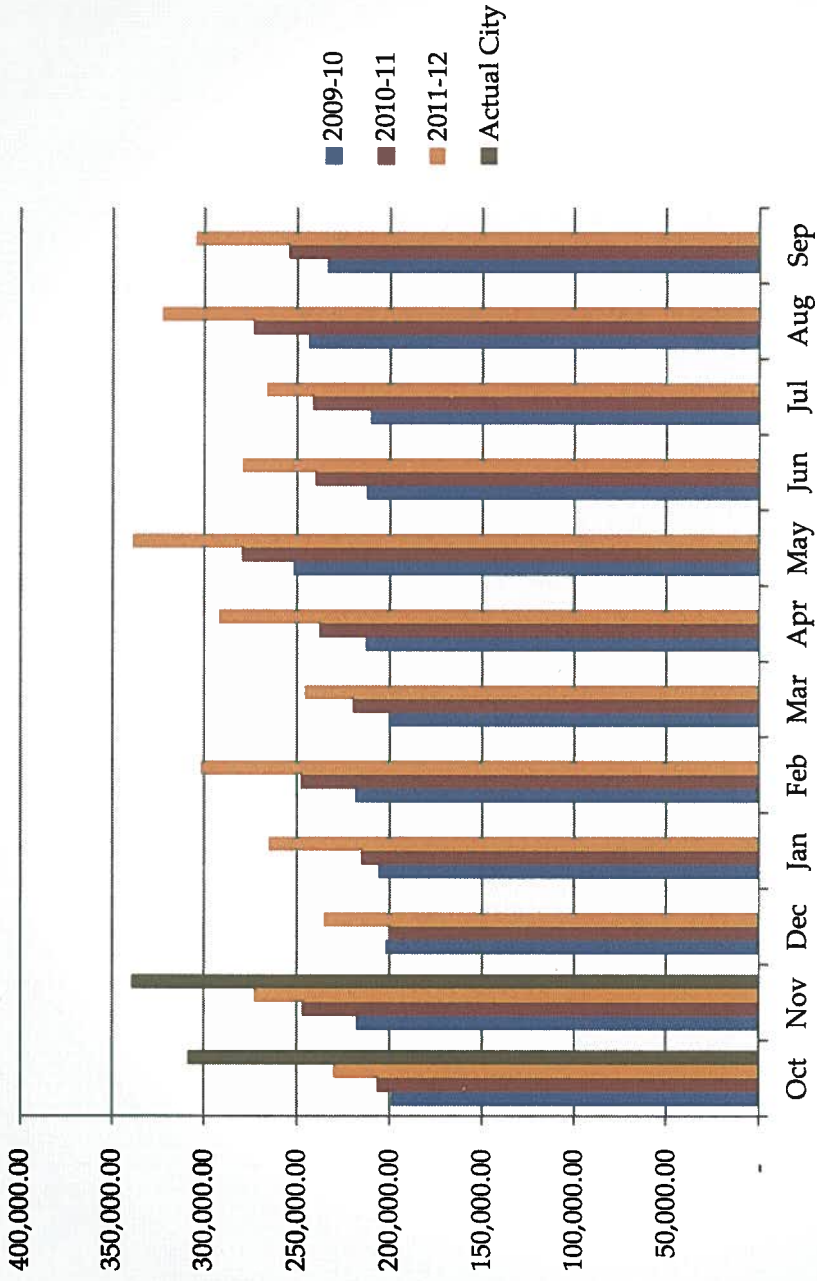
November 2012

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Monthly Finance Report

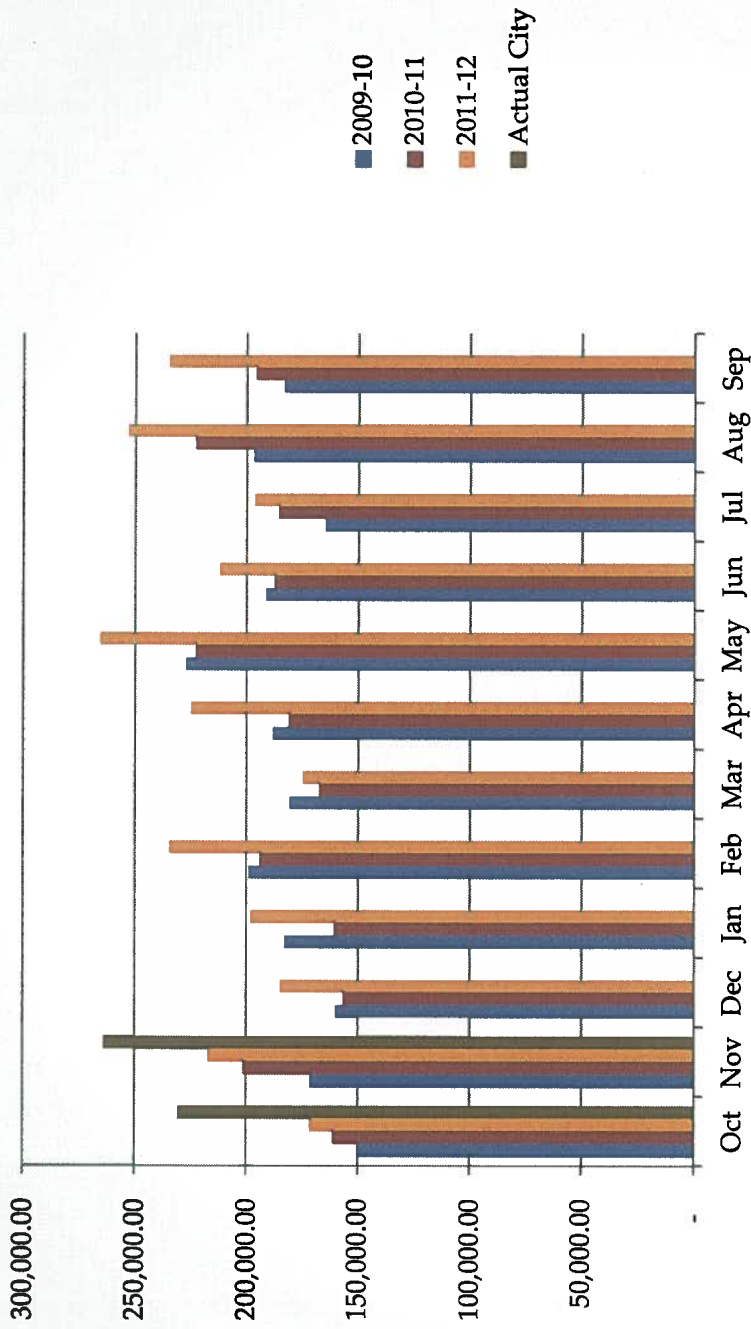
October 2011



City of Windcrest

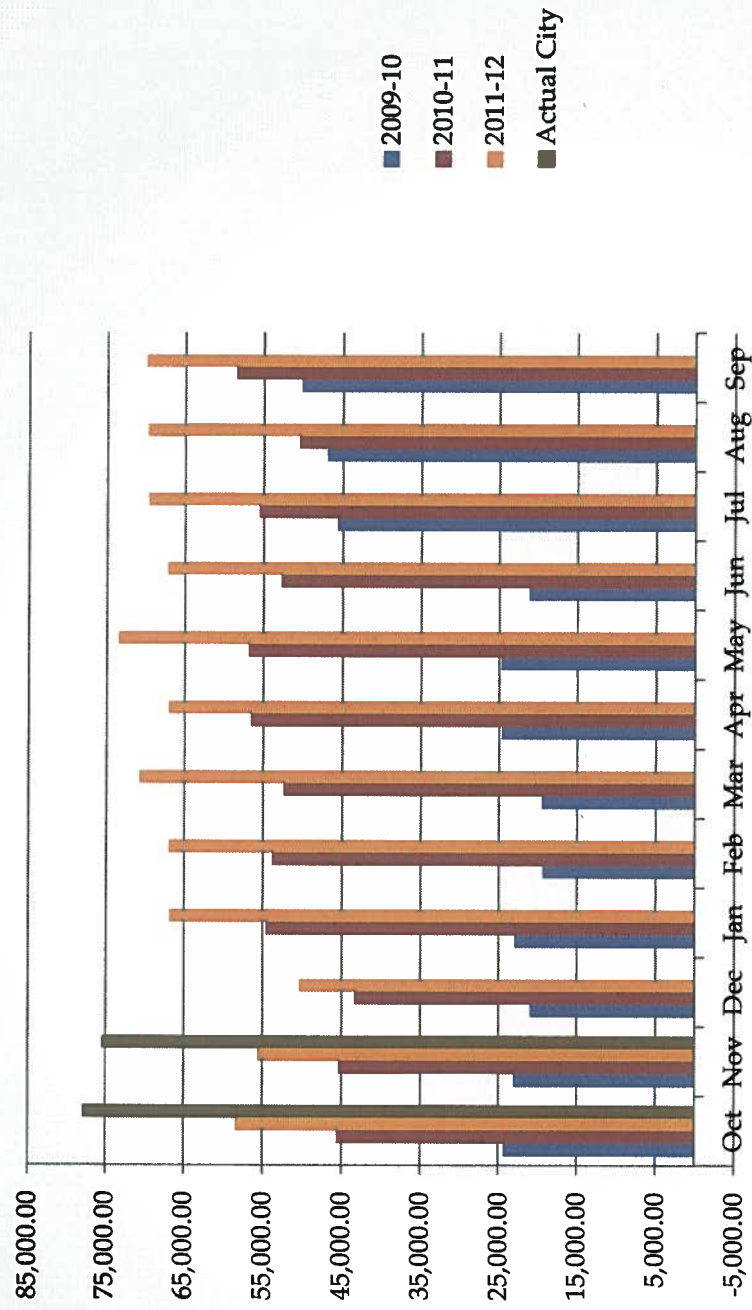
Total Sales Tax

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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	\$598,727.00	\$846,969.00	1,721,298
Garbage	308,253.00	122,302.00	197,382
Friends to Animal Control	194.00	220.00	1,299
Asset Seizure - Federal	0.00	0.00	347
County Fire Contribution	0.00	0.00	12,906
School Crossing Guard	491.50	10.59	40,177
Dare Program	0.00	0.00	0.00
Police Donations	0.10	0.00	6,468
Asset Seizure - State	.14	2,000.00	9,333
Police Education Training	0.16	0.00	10,458
Roosevelt Scholarship	.06	0.00	4,092
Economic Development Corp	30.65	163,271.14	1,962,293.
Court Technology	2,351.70	0.00	27,260
Court Building Security	1763.64	0.00	17,855
Hotel / Motel Tax	25513.22	0.00	108,005
Debt Service	7,195.48	15,792.25	30,789
WCCPD	9,746.37	88,439.78	261,982
Capital Projects - Streets Pooled Cash	9.78	37,912.50	621,584 953,418
<u>Total Cash</u>			<u>5,986,946</u>

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**Monthly Financial Report (MFR) as of
November 30, 2012**

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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	\$	347
County Fire Contribution	\$	1,960
School Crossing Guard	\$	40,177
DARE	\$	-
Police Donations	\$	6,468
Asset Seizure Fund - State	\$	9,333
Police Education Training Fund	\$	10,458
Roosevelt Scholarship Funds	\$	4,092
Court Technology Fund	\$	27,260
Court Building Security Fund	\$	17,855

December 21, 2012

Treasurer's Report to Council Members:

The following summary and attached report is the monthly financial report for **November 2012**. This report covers **16.67%** 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	\$459,829	\$635,790	\$598,727	\$881,859	11.83%
Expenditures	\$589,696	259,175	\$846,969	601,832	16.75%
Net	(\$129,868)	\$376,614	(\$248,242)	\$280,026	
Garbage Fund:					
Income	\$28,201	\$28,604	\$308,253	\$303,519	35.32%
Expenditures	\$0	-	\$122,302	61,708	12.66%
Net	\$28,201	\$28,604	\$185,951	\$241,811	
Debt Service Fund:					
Income	\$ 0.23	\$ -	\$ 7,195	\$ 0	
Transfers In		-	-	-	2.02%
Expenditures		23,296	-	23,296	0.00%
Net	\$ 0	\$ (23,296)	\$ 7,195	\$ (23,296)	
Capital Projects Fund:					
Income	\$5	\$31,065	\$10	\$31,066	0.00%
Expenditures	32,913	-	32,913	-	2.99%
Transfers Out		-		12,458	
Net	(\$32,908)	\$31,065	(\$32,903)	\$18,609	
Total Funds:					
Income	\$488,035	\$695,459	\$914,186	\$1,216,444	
Expenditures	\$622,609	\$282,471	\$1,002,184	\$686,836	
Transfers In / (Out)		\$ -		(\$12,458)	
Net All Funds	(\$134,574)	\$412,988	(\$87,998)	\$517,150	
Sales Tax Collections:					
Crime Control District	\$ 45,178	\$ 35,869	\$ 45,178	\$ 35,869	
EDC	\$ 44,646	\$ 31,065	\$ 44,646	\$ 31,065	
General Fund	\$ 178,586	\$ 124,262	\$ 178,586	\$ 124,262	
Ad Valorem Tax Offset	\$ 44,646	\$ 31,065	\$ 44,646	\$ 31,065	
For Street Maintenance	\$ 44,646	\$ 31,065	\$ 44,646	\$ 31,065	
Net Sales Tax	\$ 357,703	\$ 253,325	\$ 357,703	\$ 253,326	
Annexed Area to S.A.	\$ (77,922)	\$ (55,659)	\$ (77,922)	\$ (114,151)	

We recommend that this Treasurer's Report be approved.

Respectfully Submitted,

Sarah Mangham
Municipal Finance Officer

CITY OF WINDCREST FINANCE SUMMARY
For the Period Ending November 30, 2012

	Account	Interest Rate
Frost Bank Accounts:		
Pooled Checking	\$ 953,418	0.01%
General Fund Money Market	\$ 498,823	0.01%
General Fund Development Escrow	\$ -	0.01%
General Fund Certificate of Deposit	\$ 25,000	0.23%
Garbage Fund Checking	\$ 54,477	0.01%
Garbage Fund Money Market	\$ 102,473	0.01%
Friends to Animal Control	\$ 1,299	0.01%
Debt Service Fund	\$ 30,789	0.01%
Capital Projects Street Fund	\$ 463,283	0.01%
Hotel/Motel Occupancy Tax Fund	\$ 108,005	0.01%
Windcrest Crime Control & Prevention Dist. Fund	\$ 261,982	0.01%
Economic Development Corporation	\$ 328,644	0.01%
Economic Development Corporation Escrow	\$ 1,633,649	0.01%
Asset Forfeiture/Seizure Savings (Federal)	\$ 347	0.01%
County Fire Contribution Savings	\$ 1,960	0.01%
School Crossing Guard Savings	\$ 40,177	0.01%
Dare Program Fund Savings	\$ -	0.01%
Police Donation Savings	\$ 6,468	0.01%
Asset Forfeiture/Seizure Savings (State)	\$ 9,333	0.01%
Police Education/Training Savings	\$ 10,458	0.01%
Roosevelt Scholarship Fund	\$ 4,092	0.01%
Municipal Court Technology Fund	\$ 27,260	0.01%
Municipal Court Building Security Fund	\$ 17,855	0.01%
Total - Frost National Bank	\$ 4,579,792	
INVESTMENTS:		
IBC Bank Escrow CD Account	\$ 203,873	0.60%
Texpool (breakout by fund on following page)	\$ 1,193,047	0.1590%
Texpool for Streets	\$ 10,234	0.1590%
Total TexPool	\$ 1,203,282	

TOTAL ALL FUNDS

\$ 5,986,946

Texpool Breakout by Fund

Balance		
Fund #	Fund Name	11/30/2012
1	General Fund	993,602.02
2	Garbage	40,432.15
17	Debt Service	-
19	Capital Project Street	148,067.21
13	Economic Dev. Fund	-
5	County Fire Contribution	10,946.07
9	Asset Seizure Fund - State	-
	Total	1,193,047.45

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CITY OF WINCREST

BALANCE SHEET

AS OF: NOVEMBER 30TH, 2012

01 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
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ASSETS

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01-1100	CASH - FROST OPERATING	0.00
01-1102	CLAIM ON CASH	791,944.42
01-1105	SAVINGS	498,822.77
01-1110	PETTY CASH	1,200.00
01-1112	VISA CARDS-PETTY CASH	4,817.86
01-1116	INVESTMENT/CERT DEPOSIT	0.00
01-1120	CERT. OF DEPOSIT-RESTRICTED	25,000.00
01-1125	INVESTMENT/TEXPOOL	993,602.02
01-1126	FROST ESCROW	0.00
01-1127	IBC BANK ESCROW	203,872.73
01-1201	PREPAID INSURANCE	0.00
01-1205	PREPAID EMS SERVICE	0.00
01-1210	PREPAID VOLUNTEER PENSION	3,552.00
01-1215	PREPAID MAINTENANCE CONTRACTS	0.00
01-1310	DUE FROM GARBAGE FUND	0.00
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	0.00
01-1335	DUE FROM DARE PROGRAM FN	0.00
01-1340	DUE FROM POLICE DONATION ACCT	0.00
01-1345	DUE FROM ASSET SEIZ/STATE	0.00
01-1350	DUE FROM POLICE TRAINING FUND	0.00
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	0.00
01-1356	DUE FROM HOTEL/MOTEL TAX FUND	0.00
01-1357	DUE FROM TX TAX NOTES 2002 FUN	0.00
01-1380	DUE FROM WCCPD	0.00
01-1381	DUE FROM TX TAX NOTES 2005	0.00
01-1501	A/R-ADVALOREM TAXES	28,655.01
01-1504	ALLOWANCE FOR DOUBT -WARRANTS	(1,083,598.00)
01-1505	ALLOW FOR DOUBTFUL ACCTS	(4,765.18)
01-1510	A/R-SALES TAX	150,633.10
01-1515	A/R-LIQUOR TAX	171.31
01-1562	A/R - GRANT FUNDS	4,358.01
01-1601	A/R-MISC FEES	2,560.43
01-1602	A/R WARRANTS - CITY PORTION	1,203,997.00
01-1605	A/R-FRANCHISE	11,936.69
01-1608	A/R - UNAPPLIED CREDITS	0.00
01-1620	A/R-WATER DISTRICT #10	0.00
01-1635	A/R-MISC. II	0.00

2,836,760.17

TOTAL ASSETS

2,836,760.17

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CITY OF WINCREST

BALANCE SHEET

AS OF: NOVEMBER 30TH, 2012

01 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
LIABILITIES		
=====		
01-2200	WAGES PAYABLE	(14,892.00)
01-2205	FED WITHHOLDING	480.07
01-2210	FICA PAYABLE - EMPLOYER	482.23
01-2215	FICA PAYABLE - EMPLOYEE	0.00
01-2220	MEDICARE PAYABLE EMPLOYER	111.58
01-2225	MEDICARE PAYABLE EMPLOYEE	0.00
01-2230	TMRS PAYABLE	210.61
01-2235	TWC TAXES PAYABLE	0.00
01-2240	TRUSTEE PAYABLE	2,087.62
01-2242	SEC 457B DEF.COMP. PAYABLE	4,225.71
01-2245	LIFE INSURANCE PAYABLE	(1,192.90)
01-2250	SUPPLEMENTAL INSURANCE	(36,507.23)
01-2251	DEPENDENT DENTAL INSURANCE	(2,976.12)
01-2252	DEPENDENT VISION INSURANCE	166.01
01-2255	DEP HLTH/OPT LIFE PAYABLE	419.47
01-2256	A/P FSA Med Ded	5,815.08
01-2257	A/P FSA DEP DED	0.00
01-2258	DUE TO EWALD TRACTOR	0.00
01-2259	A/P MISC DED	(64,929.06)
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	25.00
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	120,990.65
01-2401	A/P-GENERAL FUND	114,800.17
01-2402	A/P-COMP TO VICTIMS (CVC)	90.00
01-2403	A/P-REHABILITATION (CR)	0.00
01-2404	A/P-CRIMINAL JUSTICE (CJP)	(43,225.63)
01-2405	A/P-PERSONNEL TRAIN (JCPT)	12.00
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	88,352.84
01-2411	BOND ESCROW	12,338.00
01-2412	A/P-CONTINUING ED (LEOCE)	0.00
01-2413	A/P TIME PAYMENT	520.44

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CITY OF WINCREST

BALANCE SHEET

AS OF: NOVEMBER 30TH, 2012

01 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
01-2414	A/P MUN. BLDG. SECURITY (MCBS)	0.00	
01-2415	A/P FUGITIVE APPREHENSION (FA)	30.00	
01-2416	A/P CONSOLIDATED CRT COST (CCC)	23,512.89	
01-2417	A/P JUVENILE CRIME (JCD)	3.00	
01-2418	A/P FTA FEE (FTA)	2,325.95	
01-2420	DEPOSITS-CONTRACTORS	0.00	
01-2421	A/P-RESTITUTION	0.00	
01-2422	DEPOSITS-VEHICLE STORAGE	5,104.38	
01-2423	AP-CHILD SAFETY SEAT & BELT	616.86	
01-2424	A/P CORRECTIONAL MGMT (CMI)	3.00	
01-2425	DEPOSITS-CIVIC CENTER	(5,955.00)	
01-2426	A/P INDIGENT DEFENSE FEE	1,132.37	
01-2427	DEPOSITS - TACO CABANA	0.00	
01-2428	A/P - MUNI SVC BUREAU	42.93	
01-2429	A/P - STATE TRAFFIC FEES	11,430.71	
01-2430	BOND REFUNDS	(327.00)	
01-2431	A/P - STATE JURY FEE (SJRF)	2,311.19	
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)	3,097.05	
01-2436	A/P-LINEBARGER COURT COLLECTIO	6,060.20	
01-2437	A/P-CIVIL JUSTICE FINE (CJFS)	89.73	
01-2440	FROST BANK ESCROW FUNDS	0.00	
01-2470	ACCRUED COMPENSATED ABSENCES	0.00	
01-2475	ENCUMBRANCES	700.66	
01-2476	RESERVE FOR ENCUMBRANCES	(700.66)	
01-2477	PRIOR YEAR ENCUMBRANCES	3.00	
01-2478	RESERVE PRIOR YEAR ENCUMBRANCE	(3.00)	
01-2501	DEFERRED REVENUE-TAXES	25,533.11	
01-2502	DEFERRED REVENUE - OTHER	0.00	
01-2503	DEFERRED REVENUE - WARRANTS	120,399.00	
TOTAL LIABILITIES			382,814.91
EQUITY			
=====			
01-3201	FUND BALANCE	1,905,660.77	
01-3202	FUND BALANCE-RESTRICTED	0.00	
01-3205	FOR ECONOMIC IMPACT	175,000.00	
01-3207	FOR CASHFLOW	175,000.00	
01-3209	FOR EMERGENCY CONTINGENCY	35,000.00	
01-3213	FOR STREET MAINTENANCE	300,000.00	
01-3214	FOR STREET SWEEPER	111,559.00	
TOTAL BEGINNING EQUITY		2,702,219.77	
TOTAL REVENUE		598,727.28	
TOTAL EXPENSES		847,001.79	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(248,274.51)	
TOTAL EQUITY & FUND BALANCE			2,453,945.26
TOTAL LIABILITIES, EQUITY & FUND BALANCE			2,836,760.17
=====			

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

01 -GENERAL FUND

% OF YEAR COMPLETED: 16.67

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
REVENUE SUMMARY							
ALL REVENUES	5,060,445	5,060,445	459,828.69	598,727.28	820,816.30	0.00	11.83
TOTAL REVENUES	5,060,445	5,060,445	459,828.69	598,727.28	820,816.30	0.00	11.83
EXPENDITURE SUMMARY							
01-ADMINISTRATION							
SALARIES & BENEFITS	130,554	130,554	18,531.72	23,659.18	19,092.76	0.00	18.12
OTHER EXPENSES	62,410	62,410	1,209.16	1,217.86	1,720.97	0.00	1.95
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL 01-ADMINISTRATION	192,964	192,964	19,740.88	24,877.04	20,813.73	0.00	12.89
02-POLICE DEPARTMENT							
SALARIES & BENEFITS	1,504,358	1,504,358	170,818.73	228,563.24	174,704.99	0.00	15.19
OTHER EXPENSES	108,748	108,748	7,158.25	13,636.77	9,449.70	0.00	12.54
CAPITAL EXPENSES	0	0	0.00	0.00	3,068.50	0.00	0.00
TOTAL 02-POLICE DEPARTMENT	1,613,106	1,613,106	177,976.98	242,200.01	187,223.19	0.00	15.01
03-FIRE DEPARTMENT							
SALARIES & BENEFITS	121,849	121,849	11,976.75	20,868.69	20,776.64	0.00	17.13
OTHER EXPENSES	104,218	104,218	4,422.46	8,115.18	10,024.47	0.00	7.79
CAPITAL EXPENSES	27,000	27,000	0.00	0.00	17,589.00	0.00	0.00
TOTAL 03-FIRE DEPARTMENT	253,067	253,067	16,399.21	28,983.87	48,390.11	0.00	11.45
04-SPECIAL SERVICES							
SALARIES & BENEFITS	57,114	57,114	6,848.20	9,661.34	784.72	0.00	16.92
OTHER EXPENSES	103,135	103,135	11,559.79	21,827.85	22,147.56	0.00	21.16
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL 04-SPECIAL SERVICES	160,249	160,249	18,407.99	31,489.19	22,932.28	0.00	19.65
SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES	0	0	0.00	0.00	9.48	0.00	0.00
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0	0.00	0.00	9.48	0.00	0.00
06-PARKS & RECREATION							
SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES	151,575	151,575	2,718.77	13,111.48	10,437.49	0.00	8.65
CAPITAL EXPENSES	150,000	150,000	9,014.00	9,014.00	799.98	0.00	6.01
TOTAL 06-PARKS & RECREATION	301,575	301,575	11,732.77	22,125.48	11,237.47	0.00	7.34

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

01 -GENERAL FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
07-FLEET MECHANIC							
SALARIES & BENEFITS	53,896	53,896	5,879.92	8,395.49	4,706.36	0.00	15.58
OTHER EXPENSES	112,752	112,752	20,891.33	31,062.72	28,922.62	0.00	27.55
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL 07-FLEET MECHANIC	166,648	166,648	26,771.25	39,458.21	33,628.98	0.00	23.68
08-COURT							
SALARIES & BENEFITS	227,380	227,380	26,392.36	34,991.11	29,351.60	0.00	15.39
OTHER EXPENSES	29,300	29,300	546.36	5,809.15	2,685.47	0.00	19.83
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL 08-COURT	256,680	256,680	26,938.72	40,800.26	32,037.07	0.00	15.90
10-FACILITY DIVISION							
OTHER EXPENSES	114,000	114,000	4,280.28	11,999.66	12,886.25	0.00	10.53
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL 10-FACILITY DIVISION	114,000	114,000	4,280.28	11,999.66	12,886.25	0.00	10.53
11-CIVIC CENTER							
SALARIES & BENEFITS	86,653	86,653	12,345.78	17,712.39	17,729.45	0.00	20.44
OTHER EXPENSES	48,400	48,400	320.32	7,402.48	2,205.53	0.00	15.29
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL 11-CIVIC CENTER	135,053	135,053	12,666.10	25,114.87	19,934.98	0.00	18.60
14-CONTRACT SERVICES							
OTHER EXPENSES	349,400	349,400	124,795.32	147,903.65	188,872.82	0.00	42.33
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL 14-CONTRACT SERVICES	349,400	349,400	124,795.32	147,903.65	188,872.82	0.00	42.33
15-TECH SUPPORT							
SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES	213,074	213,074	23,476.59	45,447.85	28,895.36	0.00	21.33
CAPITAL EXPENSES	0	0	0.00	13,500.00	38,099.00	0.00	0.00
TOTAL 15-TECH SUPPORT	213,074	213,074	23,476.59	58,947.85	66,994.36	0.00	27.67
16-PUBLIC WORKS							
SALARIES & BENEFITS	436,320	436,320	65,465.75	87,710.86	76,609.30	0.00	20.10
OTHER EXPENSES	89,875	89,875	1,761.82	4,305.57	16,068.52	0.00	4.79
CAPITAL EXPENSES	2,500	2,500	0.00	0.00	0.00	0.00	0.00
TOTAL 16-PUBLIC WORKS	528,695	528,695	67,227.57	92,016.43	92,677.82	0.00	17.40
17-ANIMAL CONTROL							
SALARIES & BENEFITS	65,365	65,365	7,863.91	10,575.91	10,114.95	0.00	16.18
OTHER EXPENSES	18,250	18,250	180.00	1,210.59	2,208.90	0.00	6.63
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL 17-ANIMAL CONTROL	83,615	83,615	8,043.91	11,786.50	12,323.85	0.00	14.10

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

01 -GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
18-WCCPD							
SALARIES & BENEFITS	0	0	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
19-INSPECTIONS							
SALARIES & BENEFITS	53,241	53,241	451.77	451.77	5,966.41	0.00	0.85
OTHER EXPENSES	6,950	6,950	10,694.15	12,074.15	8,369.59	0.00	173.73
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL 19-INSPECTIONS	60,191	60,191	11,145.92	12,525.92	14,336.00	0.00	20.81
20-FINANCE							
SALARIES & BENEFITS	126,537	126,537	13,899.12	18,187.67	14,119.30	0.00	14.37
OTHER EXPENSES	93,962	93,962	7,247.19	9,178.57	12,694.05	0.00	9.77
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL 20-FINANCE	220,499	220,499	21,146.31	27,366.24	26,813.35	0.00	12.41
21-ECONOMIC DEVELOPMENT(E							
SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES	0	0	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
TOTAL 21-ECONOMIC DEVELOPMENT(E	0	0	0.00	0.00	0.00	0.00	0.00
25-CITY MANAGEMENT							
SALARIES & BENEFITS	117,683	117,683	10,870.61	15,869.69	16,032.70	0.00	13.49
OTHER EXPENSES	7,640	7,640	1,456.58	2,623.21	11,340.53	0.00	34.34
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL 25-CITY MANAGEMENT	125,323	125,323	12,327.19	18,492.90	27,373.23	0.00	14.76
26-POOL							
SALARIES & BENEFITS	62,696	62,696	0.00	0.00	2,135.04	0.00	0.00
OTHER EXPENSES	35,000	35,000	250.62	250.62	894.17	0.00	0.72
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL 26-POOL	97,696	97,696	250.62	250.62	3,029.21	0.00	0.26
27-POST OFFICE							
SALARIES & BENEFITS	26,598	26,598	4,556.77	5,391.71	1,901.38	0.00	20.27
OTHER EXPENSES	9,200	9,200	730.87	1,256.87	1,046.84	0.00	13.66
CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL 27-POST OFFICE	35,798	35,798	5,287.64	6,648.58	2,948.22	0.00	18.57
28-HUMAN RESOUCES							
OTHER EXPENSES	147,900	147,900	1,081.05	3,982.21	9,542.45	0.00	2.69
TOTAL 28-HUMAN RESOUCES	147,900	147,900	1,081.05	3,982.21	9,542.45	0.00	2.69
29-MERIT INCREASES							
SALARIES & BENEFITS	0	0	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

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

01 -GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 16.67

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
00-GENERAL EXPENDITURES							
SALARIES & BENEFITS	0	0	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
TOTAL EXPENDITURES	5,055,533	5,055,533	589,696.30	846,969.49	834,004.85	0.00	16.75
REVENUE OVER/(UNDER) EXPENDITURES	4,912	4,912 (	129,867.61) (	248,242.21) (	13,188.55)	0.00	5,053.79-

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

01 -GENERAL FUND

% OF YEAR COMPLETED: 16.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
01-4101 ADVALOREM TAX CURRENT	1,550,638	1,550,638	299,671.27	380,276.26	277,709.38	0.00	24.52
01-4105 ADVALOREM TAX DELINQUENT	0	0	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
01-4115 SALES TAX	1,544,999	1,544,999	0.00	0.00	124,260.80	0.00	0.00
01-4116 SALES TX-AD VALOREM TX OFFSET	382,571	382,571	0.00	0.00	31,065.21	0.00	0.00
01-4117 SALES TAX FOR STREET MAINT.	0	0	0.00	0.00	0.00	0.00	0.00
01-4118 HOTEL OCC. TAX FUND TRANSFER	106,847	106,847	0.00	0.00	0.00	0.00	0.00
01-4120 MIXED BEVERAGE GROSS RECEIPTS	18,730	18,730	0.00	4,232.06	4,070.14	0.00	22.60
01-4201 CPS ENERGY FRANCHISE FEES	280,759	280,759	79,313.46	79,313.46	80,121.88	0.00	28.25
01-4205 AT&T TELECOM FRANCHISE FEES	52,646	52,646	194.30	194.30	11,217.03	0.00	0.37
01-4210 TIME WARNER CABLE & TEL FEES	99,155	99,155	27,912.03	32,078.70	27,702.20	0.00	32.35
01-4215 OTHER TELECOM FEES	29,745	29,745	7,118.18	7,210.64	2,951.82	0.00	24.24
01-4230 FRANCHISE FEES -WATER	13,109	13,109	5,633.37	6,228.75	551.51	0.00	47.52
01-4301 INTEREST	3,300	3,300	171.55	355.78	225.22	0.00	10.78
01-4310 COURT FINES	427,000	427,000	31,021.15	63,441.49	44,940.81	0.00	14.86
01-4352 WINDFEST	0	0	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
01-4355 LITTLE LEAGUE FEES	0	0	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
01-4401 SWIMMING POOL FEES	29,500	29,500	0.00	0.00	0.00	0.00	0.00
01-4408 CONTRACTOR ANNUAL REGISTRATION	3,850	3,850	280.00	580.00	520.00	0.00	15.06
01-4409 BUILDING PERMIT FEES	122,857	122,857	2,371.20	6,921.10	5,992.85	0.00	5.63
01-4410 FOOD PERMIT FEES	18,540	18,540	500.00	804.00	300.00	0.00	4.34
01-4420 LIQUOR LICENSE FEES	1,200	1,200	587.50	587.50	0.00	0.00	48.96
01-4425 VEHICLE STORAGE FEES	21,184	21,184	0.00	388.00	272.24	0.00	1.83
01-4430 CIVIC CENTER FEES	25,615	25,615	2,450.00	5,330.00	2,755.00	0.00	20.81
01-4435 DOG TAG & IMPOUNDMENT FEES	1,200	1,200	75.00	135.00	110.00	0.00	11.25
01-4440 MISCELLANEOUS FEES	7,500	7,500	296.35	595.25	818.20	0.00	7.94
01-4441 ALARM & PERMIT FEES	6,500	6,500	50.00	150.00	0.00	0.00	2.31
01-4442 PLATTING/ZONING/VAR FEES	6,000	6,000	0.00	0.00	0.00	0.00	0.00
01-4444 FOOD HANDLER TRAINING FEES	5,000	5,000	513.00	765.00	1,099.00	0.00	15.30
01-4450 POST OFFICE SUBSIDY	25,000	25,000	2,083.33	4,166.66	4,166.66	0.00	16.67
01-4451 EDC REIMBURSEMENT	0	0	0.00	0.00	0.00	0.00	0.00
01-4455 WCCPD REIMBURSEMENT	0	0	0.00	0.00	0.00	0.00	0.00
01-4460 MISCELLANEOUS INCOME	150,000	150,000	613.00	4,973.33	200,510.83	0.00	3.32
01-4470 LEASE OF LAND	0	0	0.00	0.00	0.00	0.00	0.00
01-4471 LEASE OF BUILDING SPACE	0	0	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
01-4500 COURT TECHNOLOGY TRANS IN	0	0	0.00	0.00	0.00	0.00	0.00
01-4501 GARBAGE FUND ADMIN TRANSFER	95,000	95,000	0.00	0.00	0.00	0.00	0.00
01-4502 FIRE TRUCK REIMBURSEMENT	0	0	0.00	0.00	0.00	0.00	0.00
01-4503 LASERFICHE RECORD SYS TRANSFER	0	0	0.00	0.00	0.00	0.00	0.00
01-4504 COURT SECURITY FUND TRANSFER	10,000	10,000	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
01-4508 GRANT PROCEEDS - AACOG	0	0	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
01-4510 GRANT PROCEEDS-TCFP	0	0	0.00	0.00	0.00	0.00	0.00
01-4511 GRANT PROCEEDS-DOJ	22,000	22,000	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

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

01 -GENERAL FUND

% OF YEAR COMPLETED: 16.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
01-4900 PROCEEDS FROM CAPITAL LEASE	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	5,060,445	5,060,445	459,828.69	598,727.28	820,816.30	0.00	11.83

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

01 -GENERAL FUND

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
01-ADMINISTRATION =====							
SALARIES & BENEFITS							
01-501-010 ADMIN. SALARIES	92,958	92,958	6,625.33	10,733.43	8,725.02	0.00	11.55
01-501-011 ADMIN.LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00
01-501-014 STIPEND	3,876	3,876	3,712.30	3,712.30	1,346.62	0.00	95.78
01-501-015 ADMIN INCENTIVE PAY-BILINGUA	0	0	0.00	0.00	0.00	0.00	0.00
01-501-018 ADMIN.EDUCATION PAY	600	600	0.00	0.00	0.00	0.00	0.00
01-501-020 ADMIN. OVERTIME	600	600	126.21	536.28	32.68	0.00	89.38
01-501-030 SOCIAL SECURITY	8,061	8,061	797.09	1,458.08	965.24	0.00	18.09
01-501-040 HEALTH INSURANCE	14,809	14,809	1,603.17	2,048.74	3,066.49	0.00	13.83
01-501-045 INSURANCE - BCWID	0	0	4,690.12	3,630.46	2,714.50	0.00	0.00
01-501-050 RETIREMENT	8,638	8,638	437.50	999.89	1,787.86	0.00	11.58
01-501-060 WORKERS' COMPENSATION	472	472	540.00	540.00	454.35	0.00	114.41
01-501-070 UNEMPLOYMENT COMPENSATION	540	540	0.00	0.00	0.00	0.00	0.00
01-501-095 TERMINATION PAY-OUT	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	130,554	130,554	18,531.72	23,659.18	19,092.76	0.00	18.12
OTHER EXPENSES							
01-501-130 BONDS & TRAINING	2,700	2,700	179.64	179.64	0.00	0.00	6.65
01-501-151 Contract Svc - Inspections	32,000	32,000	0.00	0.00	0.00	0.00	0.00
01-501-420 OFFICE SUPPLIES	3,000	3,000	181.25	189.95	638.07	0.00	6.33
01-501-431 EMPLOYEE APPRECIATION LUNCHE	0	0	0.00	0.00	0.00	0.00	0.00
01-501-440 ELECTION SUPPLIES	20,000	20,000	0.00	0.00	0.00	0.00	0.00
01-501-600 OFFICE EQUIPMENT & MAINT	800	800	521.90	521.90	0.00	0.00	65.24
01-501-650 VEHICLE EXPENSE	750	750	0.00	0.00	0.00	0.00	0.00
01-501-700 CONTINGENCIES	3,160	3,160	326.37	326.37	1,082.90	0.00	10.33
TOTAL OTHER EXPENSES	62,410	62,410	1,209.16	1,217.86	1,720.97	0.00	1.95
CAPITAL EXPENSES							
01-501-800 CAPITAL EXPENDITURES	0	0	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
TOTAL 01-ADMINISTRATION	192,964	192,964	19,740.88	24,877.04	20,813.73	0.00	12.89

02-POLICE DEPARTMENT

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SALARIES & BENEFITS

01-502-010 POLICE SALARIES	879,381	879,381	65,487.45	98,402.58	65,685.80	0.00	11.19
01-502-011 POLICE LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00
01-502-012 CIVILIAN SALARIES	163,820	163,820	11,260.10	16,444.73	19,887.29	0.00	10.04
01-502-013 CIVILIAN LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00
01-502-014 POLICE SPECIAL ASSIGNMENT SA	0	0	484.64	726.96	70.97	0.00	0.00
01-502-015 POL INCENTIVE PAY-BILING & S	12,300	12,300	347.62	534.77	369.28	0.00	4.35
01-502-016 CIV.INCENTIVE PAY-BILING & S	2,401	2,401	59.16	86.42	378.70	0.00	3.60

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

01 -GENERAL FUND

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
01-502-017 POLICE SALARIES-CERTIFICATIO	0	0	877.04	1,315.56	623.53	0.00	0.00
01-502-018 POLICE EDUCATION PAY	0	0	46.16	69.24	207.72	0.00	0.00
01-502-019 POLICE TUITION REIMBURSEMENT	0	0	0.00	0.00	0.00	0.00	0.00
01-502-020 POLICE OVERTIME	27,000	27,000	1,626.29	1,979.68	3,163.24	0.00	7.33
01-502-021 7K HOURS	26,000	26,000	1,916.70	3,033.32	2,645.59	0.00	11.67
01-502-022 CIVILIAN OVERTIME	5,300	5,300	1,446.64	1,719.54	787.24	0.00	32.44
01-502-023 POL INCENTIVE PAY - SDP	0	0	0.00	0.00	0.00	0.00	0.00
01-502-025 STIPEND (CIVILIAN & POLICE)	32,295	32,295	30,426.29	30,426.29	10,091.70	0.00	94.21
01-502-026 HAZARDOUS DUTY PAY	19,600	19,600	895.50	1,455.15	0.00	0.00	7.42
01-502-030 SOCIAL SECURITY	72,255	72,255	8,571.36	14,434.88	8,430.32	0.00	19.98
01-502-030CSOCIAL SECURITY CIVILIAN	13,580	13,580	0.00	0.00	1,774.79	0.00	0.00
01-502-040 HEALTH INSURANCE	125,764	125,764	15,669.73	21,094.02	11,730.63	0.00	16.77
01-502-050 RETIREMENT	75,975	75,975	5,466.69	10,602.74	17,366.43	0.00	13.96
01-502-050CRETIREMENT CIVILIAN	14,185	14,185	0.00	0.00	1,848.00	0.00	0.00
01-502-060 WORKERS' COMPENSATION	30,227	30,227	0.00	0.00	28,127.22	0.00	0.00
01-502-070 UNEMPLOYMENT COMPENSATION	4,275	4,275	26,237.36	26,237.36	0.00	0.00	613.74
01-502-095 TERMINATION PAY-OUT	0	0	0.00	0.00	0.00	0.00	0.00
01-502-096 EXEMPT VACATION PAY-OUT	0	0	0.00	0.00	1,516.54	0.00	0.00
TOTAL SALARIES & BENEFITS	1,504,358	1,504,358	170,818.73	228,563.24	174,704.99	0.00	15.19
OTHER EXPENSES							
01-502-120 DUES & SUBSCRIPTIONS	500	500	0.00	0.00	0.00	0.00	0.00
01-502-130 BONDS & TRAINING	4,000	4,000	304.70	304.70	538.60	0.00	7.62
01-502-140 EMPLOYMENT SCREENING	0	0	0.00	0.00	1,118.00	0.00	0.00
01-502-400 CITIZEN'S PATROL	2,500	2,500	1,217.92	1,417.92	0.00	0.00	56.72
01-502-420 OFFICE SUPPLIES	4,500	4,500	0.00	1.90	507.09	0.00	0.04
01-502-430 MISCELLANEOUS SUPPLIES	6,000	6,000	203.38	3,365.26	373.76	0.00	56.09
01-502-431 EMPLOYEE APPRECIATION LUNCHE	0	0	0.00	0.00	0.00	0.00	0.00
01-502-450 LAB FEES/CRIME SCENE SUPP	8,500	8,500	264.31	321.31	1,492.00	0.00	3.78
01-502-480 UNIFORM ALLOWANCE	12,960	12,960	13.95	38.90	2,204.48	0.00	0.30
01-502-520 BICYCLE PARTS & MAINTENANCE	1,000	1,000	0.00	0.00	0.00	0.00	0.00
01-502-540 VEHICLE FUEL	64,588	64,588	5,078.33	8,106.02	3,215.77	0.00	12.55
01-502-550 PRISONER EXPENSE	3,000	3,000	0.00	5.10	0.00	0.00	0.17
01-502-700 CONTINGENCIES	1,200	1,200	75.66	75.66	0.00	0.00	6.31
TOTAL OTHER EXPENSES	108,748	108,748	7,158.25	13,636.77	9,449.70	0.00	12.54
CAPITAL EXPENSES							
01-502-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	3,068.50	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	3,068.50	0.00	0.00

TOTAL 02-POLICE DEPARTMENT	1,613,106	1,613,106	177,976.98	242,200.01	187,223.19	0.00	15.01
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03-FIRE DEPARTMENT

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SALARIES & BENEFITS

01-503-010 FIRE DEPT. SALARIES	59,967	59,967	4,740.70	7,046.77	6,879.21	0.00	11.75
01-503-011 FIRE DEPT. LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00
01-503-012 STIPEND	3,230	3,230	3,179.65	3,179.65	1,309.82	0.00	98.44

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01-503-015 FIRE INCENTIVE PAY-BILINGUAL	0	0	0.00	0.00	0.00	0.00	0.00
01-503-020 FIRE OVERTIME	900	900	2.58	15.48	0.00	0.00	1.72
01-503-030 SOCIAL SECURITY	4,587	4,587	596.45	931.27	764.99	0.00	20.30
01-503-040 HEALTH INSURANCE	26,284	26,284	2,903.37	4,889.24	5,683.76	0.00	18.60
01-503-050 RETIREMENT	2,539	2,539	149.00	297.28	745.96	0.00	11.71
01-503-060 WORKERS' COMPENSATION	1,937	1,937	405.00	405.00	1,936.90	0.00	20.91
01-503-070 UNEMPLOYMENT COMPENSATION	405	405	0.00	0.00	0.00	0.00	0.00
01-503-080 VOLUNTEER PENSION FUND	22,000	22,000	0.00	4,104.00	3,456.00	0.00	18.65
01-503-095 TERMINATION PAY-OUT	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	121,849	121,849	11,976.75	20,868.69	20,776.64	0.00	17.13
OTHER EXPENSES							
01-503-130 TRAINING	5,000	5,000	0.00	0.00	0.00	0.00	0.00
01-503-140 EMPLOYMENT SCREENING	0	0	0.00	0.00	595.50	0.00	0.00
01-503-150 HAZMAT PROGRAM	1,000	1,000	0.00	0.00	0.00	0.00	0.00
01-503-215 MOBILE PHONES CONTRACT	0	0	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
01-503-221 MOBILE DATA TERMINAL SERVICE	5,500	5,500	0.00	0.00	760.18	0.00	0.00
01-503-223 PAGER CONTRACT	0	0	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
01-503-226 PAGER MAINTENANCE - FIRE	2,000	2,000	0.00	0.00	0.00	0.00	0.00
01-503-227 RADIO CONTRACT	7,500	7,500	0.00	0.00	0.00	0.00	0.00
01-503-229 RADIO MAINTENANCE	0	0	0.00	0.00	0.00	0.00	0.00
01-503-396 EOC EQUIPMENT & SUPPLIES	1,000	1,000	0.00	0.00	0.00	0.00	0.00
01-503-420 OFFICE SUPPLIES	1,600	1,600	574.00	574.00	674.27	0.00	35.88
01-503-430 SUPPLIES & EQUIPMENT	5,500	5,500	192.32	706.75	307.76	0.00	12.85
01-503-431 EMPLOYEE APPRECIATION LUNCHE	0	0	0.00	0.00	0.00	0.00	0.00
01-503-450 MEDICAL SUPPLIES	1,500	1,500	0.00	0.00	377.92	0.00	0.00
01-503-460 MEDICAL TRAINING	2,700	2,700	280.00	280.00	50.00	0.00	10.37
01-503-480 UNIFORM ALLOWANCE	1,800	1,800	0.00	0.00	342.63	0.00	0.00
01-503-503 VEHICLE PARTS - FIRE	4,500	4,500	0.00	332.77	0.00	0.00	7.39
01-503-540 VEHICLE FUEL	22,218	22,218	3,245.70	4,684.09	1,517.89	0.00	21.08
01-503-603 VEHICLE OUTSIDE MAINT. FIRE	6,000	6,000	0.00	320.99	1,001.03	0.00	5.35
01-503-610 DORM - TELEPHONE	0	0	0.00	0.00	0.00	0.00	0.00
01-503-620 DORM - UTILITIES & CABLE	14,000	14,000	130.44	779.09	1,855.98	0.00	5.56
01-503-630 DORM - REPAIRS & MAINT	7,000	7,000	0.00	437.49	1,548.34	0.00	6.25
01-503-700 CONTINGENCIES	1,000	1,000	0.00	0.00	332.31	0.00	0.00
01-503-703 LEASE PURCHASE - FIRE DEPT	0	0	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
01-503-710 TRAVEL	0	0	0.00	0.00	0.00	0.00	0.00
01-503-730 ANNUAL PUMP TESTS	3,900	3,900	0.00	0.00	0.00	0.00	0.00
01-503-740 MAINTENANCE CONTRACTS	10,500	10,500	0.00	0.00	660.66	0.00	0.00
01-503-750 SCBA TESTS	0	0	0.00	0.00	0.00	0.00	0.00
01-503-760 LADDER TESTS	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	104,218	104,218	4,422.46	8,115.18	10,024.47	0.00	7.79
CAPITAL EXPENSES							
01-503-800 CAPITAL EXPENDITURES	27,000	27,000	0.00	0.00	17,589.00	0.00	0.00
TOTAL CAPITAL EXPENSES	27,000	27,000	0.00	0.00	17,589.00	0.00	0.00
TOTAL 03-FIRE DEPARTMENT	253,067	253,067	16,399.21	28,983.87	48,390.11	0.00	11.45

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CITY OF WINCREST
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04-SPECIAL SERVICES							
SALARIES & BENEFITS							
01-504-009 SALARIES	0	0	3,346.16	5,019.24	0.00	0.00	0.00
01-504-010 SALARIES - MAYOR & COUNCIL	0	0	0.00	0.00	0.00	0.00	0.00
01-504-011 SALARIES - PLANNING & ZONING	43,500	43,500	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
01-504-013 LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00
01-504-014 STIPEND	1,292	1,292	1,271.86	1,271.86	0.00	0.00	98.44
01-504-030 SOCIAL SECURITY	3,328	3,328	351.58	605.08	0.00	0.00	18.18
01-504-040 HEALTH INSURANCE	5,125	5,125	1,489.31	2,159.03	784.72	0.00	42.13
01-504-050 RETIREMENT	3,597	3,597	216.84	433.68	0.00	0.00	12.06
01-504-060 WORKERS COMPENSATION	137	137	172.45	172.45	0.00	0.00	125.88
01-504-070 UNEMPLOYMENT COMP	135	135	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	57,114	57,114	6,848.20	9,661.34	784.72	0.00	16.92
OTHER EXPENSES							
01-504-110 BANK ACTIVITY CHARGES	0	0	0.00	0.00	0.00	0.00	0.00
01-504-120 DUES & SUBSCRIPTIONS	4,085	4,085	100.00	100.00	0.00	0.00	2.45
01-504-135 EMPLOYEE RECOGNITION PROG	0	0	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
01-504-145 EMPLOYEE WELLNESS PROGRAM	0	0	0.00	0.00	0.00	0.00	0.00
01-504-400 CITIZEN'S PATROL	0	0	17.30	62.75	975.52	0.00	0.00
01-504-420 COPIER PAPER	350	350	0.00	0.00	0.00	0.00	0.00
01-504-440 ELECTION SUPPLIES/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
01-504-460 SPECIAL EVENTS	10,000	10,000	827.88	5,891.99	7,003.74	0.00	58.92
01-504-470 LIGHT UP	30,000	30,000	6,869.52	9,738.14	2,636.35	0.00	32.46
01-504-475 50th ANNIVERSARY EVENTS	0	0	0.00	0.00	0.00	0.00	0.00
01-504-480 WINDCREST PROUD	0	0	0.00	0.00	4,114.16	0.00	0.00
01-504-485 WINDFEST	0	0	0.00	0.00	0.00	0.00	0.00
01-504-486 FIREMAN'S PICNIC & WINDFEST	5,000	5,000	0.00	0.00	5,000.00	0.00	0.00
01-504-490 WINDCREST YOUTH ACTIVITIES	4,500	4,500	63.48	63.48	0.00	0.00	1.41
01-504-590 POSTAGE	28,000	28,000	2,104.71	3,107.84	2,324.03	0.00	11.10
01-504-609 TRANSFER TO FRIENDS OF ANIMA	2,000	2,000	0.00	0.00	0.00	0.00	0.00
01-504-610 NEWSLETTER	0	0	0.00	0.00	0.00	0.00	0.00
01-504-630 LEGAL ADVERTISING	3,800	3,800	0.00	18.75	93.76	0.00	0.49
01-504-635 ADVERTISING	0	0	345.00	1,013.00	0.00	0.00	0.00
01-504-645 MAYOR - COUNCIL EXPENSES	14,400	14,400	1,115.90	1,715.90	0.00	0.00	11.92
01-504-650 MILEAGE & ENTERTAINMENT EXPE	1,000	1,000	116.00	116.00	0.00	0.00	11.60
TOTAL OTHER EXPENSES	103,135	103,135	11,559.79	21,827.85	22,147.56	0.00	21.16
CAPITAL EXPENSES							
01-504-800 CAPITAL EXPENDITURES	0	0	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
TOTAL 04-SPECIAL SERVICES	160,249	160,249	18,407.99	31,489.19	22,932.28	0.00	19.65

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SALARIES & BENEFITS							
01-505-010 SALARIES	0	0	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
01-505-020 OVERTIME	0	0	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
01-505-040 HEALTH INSURANCE	0	0	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
01-505-060 WORKERS' COMPENSATION	0	0	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
TOTAL SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00
OTHER EXPENSES							
01-505-100 UTILITIES	0	0	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
01-505-225 RADIO MAINTNANCE	0	0	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
01-505-430 SUPPLIES	0	0	0.00	0.00	9.48	0.00	0.00
01-505-480 UNIFORM ALLOWANCE	0	0	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
01-505-510 VEHICLE OUTSIDE MAINTENAN	0	0	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
01-505-525 EQUIPMENT RENTAL	0	0	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
01-505-700 CONTINGENCIES	0	0	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
01-505-720 ALLEY CURB/SIDEWALK REPAIR	0	0	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
TOTAL OTHER EXPENSES	0	0	0.00	0.00	9.48	0.00	0.00
CAPITAL EXPENSES							
01-505-800 CAPITAL EXPENDITURES	0	0	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
TOTAL CAPITAL EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL	0	0	0.00	0.00	9.48	0.00	0.00

06-PARKS & RECREATION

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SALARIES & BENEFITS

01-506-010 POOL SALARIES	0	0	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
01-506-020 OVERTIME	0	0	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
01-506-040 HEALTH INSURANCE	0	0	0.00	0.00	0.00	0.00	0.00

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01-506-050 RETIREMENT	0	0	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
01-506-070 UNEMPLOYMENT COMP-POOL	0	0	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
OTHER EXPENSES							
01-506-100 UTILITIES	0	0	0.00	3,302.18	2,572.34	0.00	0.00
01-506-130 TRAINING	2,000	2,000	0.00	0.00	0.00	0.00	0.00
01-506-240 CONTRACT MAINTENANCE OUTS	3,500	3,500	0.00	190.00	190.00	0.00	5.43
01-506-250 CONTRACT MAINT.-GREEN BEL	85,000	85,000	1,950.00	5,027.08	2,800.00	0.00	5.91
01-506-255 CONTRACT SERVICES - POOL	0	0	0.00	0.00	0.00	0.00	0.00
01-506-260 GREEN BELT CLEANING	2,500	2,500	613.70	2,358.70	0.00	0.00	94.35
01-506-430 SUPPLIES	12,000	12,000	74.04	830.67	558.17	0.00	6.92
01-506-431 EMPLOYEE APPRECIATION LUNCHE	75	75	0.00	0.00	0.00	0.00	0.00
01-506-520 EQUIPMENT REPAIR	4,000	4,000	0.00	136.36	873.97	0.00	3.41
01-506-630 FACILITY MAINTENANCE	17,000	17,000	0.00	141.00	376.20	0.00	0.83
01-506-631 POND MAINTENANCE	0	0	0.00	0.00	0.00	0.00	0.00
01-506-635 TREES / SHRUBS/LANDSCAPING	25,000	25,000	81.03	1,125.49	3,066.81	0.00	4.50
01-506-700 CONTINGENCIES	500	500	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	151,575	151,575	2,718.77	13,111.48	10,437.49	0.00	8.65
CAPITAL EXPENSES							
01-506-800 CAPITAL EXPENDITURE	0	0	0.00	0.00	799.98	0.00	0.00
01-506-810 CAPITAL IMPROVEMENTS	150,000	150,000	9,014.00	9,014.00	0.00	0.00	6.01
TOTAL CAPITAL EXPENSES	150,000	150,000	9,014.00	9,014.00	799.98	0.00	6.01
TOTAL 06-PARKS & RECREATION	301,575	301,575	11,732.77	22,125.48	11,237.47	0.00	7.34
07-FLEET MECHANIC							
=====							
SALARIES & BENEFITS							
01-507-010 MECHANIC SALARIES	38,000	38,000	2,923.04	4,384.56	2,092.80	0.00	11.54
01-507-011 MECHANIC LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00
01-507-012 STIPEND	1,292	1,292	1,271.86	1,271.86	594.25	0.00	98.44
01-507-015 MECHANIC INCENTIVE PAY-BILIN	0	0	0.00	0.00	0.00	0.00	0.00
01-507-020 OVERTIME	600	600	283.09	540.69	218.76	0.00	90.12
01-507-030 SOCIAL SECURITY	2,712	2,712	322.64	563.25	222.29	0.00	20.77
01-507-040 HEALTH INSURANCE	4,298	4,298	736.53	1,071.39	0.00	0.00	24.93
01-507-050 RETIREMENT	3,193	3,193	207.76	428.74	202.26	0.00	13.43
01-507-060 WORKERS' COMPENSATION	3,666	3,666	135.00	135.00	1,376.00	0.00	3.68
01-507-070 UNEMPLOYMENT COMPENSATION	135	135	0.00	0.00	0.00	0.00	0.00
01-507-090 TERMINATION PAY-OUT	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	53,896	53,896	5,879.92	8,395.49	4,706.36	0.00	15.58
OTHER EXPENSES							
01-507-120 DUES & SUBSCRIPTIONS	100	100	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
01-507-315 VEHICLE DEDUCTIBLE	0	0	0.00	0.00	0.00	0.00	0.00

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

01 -GENERAL FUND

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
01-507-420 OFFICE SUPPLIES	250	250	0.00	0.00	0.00	0.00	0.00
01-507-430 FLEET TOOLS & SUPPLIES	6,500	6,500	510.37	1,124.88	601.18	0.00	17.31
01-507-431 EMPLOYEE APPRECIATION LUNCHE	75	75	0.00	0.00	0.00	0.00	0.00
01-507-450 ENVIRONMENTAL FEES	700	700	0.00	0.00	0.00	0.00	0.00
01-507-480 UNIFORM ALLOWANCE	0	0	0.00	0.00	0.00	0.00	0.00
01-507-501 VEHICLE PARTS-ADMIN	500	500	0.00	0.00	0.00	0.00	0.00
01-507-502 VEHICLE PARTS-POLICE	10,000	10,000	437.91	2,466.83	2,471.61	0.00	24.67
01-507-503 VEHICLE PARTS-FIRE	3,500	3,500	176.02	183.47	336.22	0.00	5.24
01-507-506 VEHICLE PARTS-PARKS & REC	1,750	1,750	0.00	76.45	3.50	0.00	4.37
01-507-508 VEHICLE PARTS-WARRANT OFFICE	500	500	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
01-507-516 VEHICLE PARTS-PUBLIC WORKS	5,300	5,300	528.06	1,456.13	504.06	0.00	27.47
01-507-518 DEBT SERVICE - INTEREST	0	0	0.00	0.00	0.00	0.00	0.00
01-507-519 VEHICLE PARTS-INSPECTION	0	0	0.00	0.00	0.00	0.00	0.00
01-507-520 EQUIPMENT REPAIR	12,000	12,000	1,749.01	3,301.80	620.70	0.00	27.52
01-507-540 VEHICLE FUEL	32,000	32,000	3,243.84	5,729.33	8,967.59	0.00	17.90
01-507-602 VEHICLE OUTSIDE MAINT-POLICE	13,500	13,500	1,274.35	1,560.03	0.00	0.00	11.56
01-507-603 VEHICLE OUTSIDE MAINT-FIRE	7,000	7,000	0.00	747.81	2,540.99	0.00	10.68
01-507-606 VEHICLE OUTSIDE MAINT-PARKS&	1,000	1,000	0.00	0.00	0.00	0.00	0.00
01-507-608 VEHICLE OUTSIDE MAINT-WRNT O	500	500	0.00	0.00	0.00	0.00	0.00
01-507-615 VEHICLE OUTSIDE MAINT-EMC/TE	0	0	0.00	0.00	0.00	0.00	0.00
01-507-616 VEHICLE OUTSIDE MAINT-PW	2,000	2,000	95.00	1,539.22	0.00	0.00	76.96
01-507-619 VEHICLE OUTSIDE MAINT-INSP	0	0	0.00	0.00	0.00	0.00	0.00
01-507-700 CONTINGENCIES	1,200	1,200	0.00	0.00	0.00	0.00	0.00
01-507-702 LEASE PURCHASE-POLICE PRINCI	0	0	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
01-507-704 DEBT SERVICE - INTEREST	0	0	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
01-507-716 DEBT SERVICE - PRINCIPAL	12,877	12,877	11,375.06	11,375.06	12,876.77	0.00	88.34
01-507-717 DEBT SERVICE - INTEREST	0	0	1,501.71	1,501.71	0.00	0.00	0.00
01-507-719 LEASE PURCHASE-INSPECTION	0	0	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
01-507-725 LEASE PURCHASE - CITY MGMT	0	0	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
TOTAL OTHER EXPENSES	112,752	112,752	20,891.33	31,062.72	28,922.62	0.00	27.55
CAPITAL EXPENSES							
01-507-800 CAPITAL EXPENDITURES	0	0	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

TOTAL 07-FLEET MECHANIC	166,648	166,648	26,771.25	39,458.21	33,628.98	0.00	23.68
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08-COURT

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SALARIES & BENEFITS

01-508-010 COURT SALARIES	172,351	172,351	13,670.10	19,150.62	19,779.56	0.00	11.11
01-508-011 COURT LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00
01-508-012 STIPEND	6,782	6,782	6,359.30	6,359.30	2,449.07	0.00	93.77

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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
01-508-015 COURT INCENTIVE PAY-BILINGUA	0	0	0.00	0.00	0.00	0.00	0.00
01-508-017 CERTIFICATION PAY - COURT	900	900	0.00	0.00	103.86	0.00	0.00
01-508-018 COURT EDUCATION PAY	300	300	0.00	0.00	34.62	0.00	0.00
01-508-020 COURT OVERTIME	5,000	5,000	1,192.73	1,679.56	149.51	0.00	33.59
01-508-030 SOCIAL SECURITY	9,736	9,736	1,639.65	2,817.65	2,184.25	0.00	28.94
01-508-040 HEALTH INSURANCE	19,645	19,645	2,258.58	2,933.86	749.94	0.00	14.93
01-508-050 RETIREMENT	11,491	11,491	772.00	1,550.12	3,297.63	0.00	13.49
01-508-060 WORKER'S COMPENSATION	500	500	500.00	500.00	500.27	0.00	100.00
01-508-070 UNEMPLOYMENT COMPENSATION	675	675	0.00	0.00	0.00	0.00	0.00
01-508-095 TERMINATION PAY-OUT	0	0	0.00	0.00	102.89	0.00	0.00
TOTAL SALARIES & BENEFITS	227,380	227,380	26,392.36	34,991.11	29,351.60	0.00	15.39
OTHER EXPENSES							
01-508-120 DUES & SUBSCRIPTIONS	250	250	0.00	0.00	94.06	0.00	0.00
01-508-130 BONDS & TRAINING	1,800	1,800 (	25.53)	1,398.67	328.82	0.00	77.70
01-508-150 JUDGE	4,500	4,500	346.16	1,315.39	0.00	0.00	29.23
01-508-160 PROSECUTOR	0	0	0.00	680.65	0.00	0.00	0.00
01-508-165 WARRANT JAIL COSTS	8,500	8,500	0.00	1,900.00	1,900.00	0.00	22.35
01-508-170 JURY SERVICE FEES	250	250	0.00	0.00	0.00	0.00	0.00
01-508-180 COURT OF RECORD/STENOGRAPHER	1,000	1,000	0.00	0.00	0.00	0.00	0.00
01-508-420 OFFICE SUPPLIES	3,000	3,000	221.85	510.56	362.59	0.00	17.02
01-508-431 EMPLOYEE APPRECIATION LUNCHE	0	0	0.00	0.00	0.00	0.00	0.00
01-508-480 UNIFORM ALLOWANCE	0	0	0.00	0.00	0.00	0.00	0.00
01-508-481 CONTINGENCIES	5,000	5,000	3.88	3.88	0.00	0.00	0.08
01-508-540 FUEL	5,000	5,000	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	29,300	29,300	546.36	5,809.15	2,685.47	0.00	19.83
CAPITAL EXPENSES							
01-508-800 CAPITAL EXPENDITURES	0	0	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
TOTAL 08-COURT	256,680	256,680	26,938.72	40,800.26	32,037.07	0.00	15.90

10-FACILITY DIVISION

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OTHER EXPENSES

01-510-100 UTILITIES	36,700	36,700	0.00	4,912.92	4,858.09	0.00	13.39
01-510-115 MOBILE TELEPHONES	0	0	0.00	0.00	0.00	0.00	0.00
01-510-170 JANITORIAL SERVICES	20,000	20,000	3,305.28	4,228.65	2,597.66	0.00	21.14
01-510-240 CONTRACT MAINTENANCE	3,000	3,000	0.00	1,605.28	0.00	0.00	53.51
01-510-430 SUPPLIES	5,500	5,500	975.00	1,117.81	959.92	0.00	20.32
01-510-630 FACILITY MAINTENANCE	45,000	45,000	0.00	135.00	1,811.08	0.00	0.30
01-510-650 FIRE ALARM & EXT. INSPECTION	2,000	2,000	0.00	0.00	2,106.50	0.00	0.00
01-510-700 CONTINGENCIES	1,800	1,800	0.00	0.00	553.00	0.00	0.00
TOTAL OTHER EXPENSES	114,000	114,000	4,280.28	11,999.66	12,886.25	0.00	10.53

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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
CAPITAL EXPENSES							
01-510-800 CAPITAL EXPENDITURES	0	0	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
TOTAL 10-FACILITY DIVISION	114,000	114,000	4,280.28	11,999.66	12,886.25	0.00	10.53
 11-CIVIC CENTER =====							
SALARIES & BENEFITS							
01-511-010 CIVIC CENTER SALARIES	56,514	56,514	4,310.95	6,485.99	7,797.07	0.00	11.48
01-511-011 CIVIC CENTER LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00
01-511-012 STIPEND	2,584	2,584	2,543.72	2,543.72	1,745.27	0.00	98.44
01-511-020 OVERTIME - CIVIC CENTER	4,800	4,800	2,592.92	3,893.37	1,664.17	0.00	81.11
01-511-030 SOCIAL SECURITY	5,167	5,167	685.75	1,151.24	907.45	0.00	22.28
01-511-040 HEALTH INSURANCE	8,658	8,658	1,494.98	2,499.56	1,670.05	0.00	28.87
01-511-050 RETIREMENT	5,071	5,071	447.46	868.51	1,696.23	0.00	17.13
01-511-060 WORKERS' COMPENSATION	3,589	3,589	270.00	270.00	2,249.21	0.00	7.52
01-511-070 UNEMPLOYMENT COMPENSATION	270	270	0.00	0.00	0.00	0.00	0.00
01-511-095 TERMINATION PAY-OUT	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	86,653	86,653	12,345.78	17,712.39	17,729.45	0.00	20.44
 OTHER EXPENSES							
01-511-100 UTILITIES	17,000	17,000	0.00	3,409.32	1,073.75	0.00	20.05
01-511-430 SUPPLIES	5,500	5,500	320.32	834.24	290.55	0.00	15.17
01-511-431 EMPLOYEE APPRECIATION LUNCHE	150	150	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
01-511-630 FACILITY MAINTENANCE	25,000	25,000	0.00	3,158.92	841.23	0.00	12.64
01-511-700 CONTINGENCIES	750	750	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	48,400	48,400	320.32	7,402.48	2,205.53	0.00	15.29
 CAPITAL EXPENSES							
01-511-800 CAPITAL EXPENDITURES	0	0	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
TOTAL 11-CIVIC CENTER	135,053	135,053	12,666.10	25,114.87	19,934.98	0.00	18.60
 14-CONTRACT SERVICES =====							
OTHER EXPENSES							
01-514-220 FOOD HEALTH OFFICER FEES	12,000	12,000	1,800.00	1,800.00	2,400.00	0.00	15.00
01-514-250 LEGAL & CITY ATTORNEY	30,000	30,000	6,650.00	9,150.00	5,000.00	0.00	30.50
01-514-255 SPECIAL LEGAL FEES	110,000	110,000	16,950.70	25,835.70	111,624.00	0.00	23.49
01-514-260 DUES & FEES-BCAD	0	0	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
01-514-280 FEES-DELINQUENT COLLECTOR	0	0	0.00	0.00	0.00	0.00	0.00

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01-514-285 Contract Services - MFO	0	0	0.00	0.00	0.00	0.00	0.00
01-514-290 AUDIT	24,000	24,000	0.00	9,270.00	0.00	0.00	38.63
01-514-300 EMS	70,000	70,000	5,833.33	11,666.66	11,666.66	0.00	16.67
01-514-310 MUNICIPAL INSURANCE	60,000	60,000	57,582.56	57,707.56	56,232.93	0.00	96.18
01-514-320 ENGINEER / ARCHITECT	20,000	20,000	35,978.73	24,278.73	0.00	0.00	121.39
01-514-325 SALES TAX COLLECTION SERVICE	6,000	6,000	0.00	6,000.00	0.00	0.00	100.00
01-514-328 CABLE TV FRANC FEE COMPLIANC	0	0	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
01-514-367 WATER RESOURCES STUDY	0	0	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
01-514-400 CREDIT CARD TERMINAL	0	0	0.00	0.00	479.23	0.00	0.00
01-514-405 RECORDS STORAGE RENTAL	4,200	4,200	0.00	1,500.00	1,470.00	0.00	35.71
01-514-410 RECORDS DESTRUCTION	1,200	1,200	0.00	695.00	0.00	0.00	57.92
01-514-430 SUPPLIES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	349,400	349,400	124,795.32	147,903.65	188,872.82	0.00	42.33
CAPITAL EXPENSES							
01-514-800 CAPITAL EXPENDITURES	0	0	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
TOTAL 14-CONTRACT SERVICES	349,400	349,400	124,795.32	147,903.65	188,872.82	0.00	42.33
15-TECH SUPPORT							
=====							
SALARIES & BENEFITS							
01-515-010 EMC/TECH SUPPORT SALARIES	0	0	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
01-515-020 EMT/TECH SUPPORT OVERTIME	0	0	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
01-515-040 EMC/TECH HEALTH INSURANCE	0	0	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
01-515-060 WORKER'S COMPENSATION	0	0	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
01-515-090 EMC/TECH TERM.PAY-OUT	0	0	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
OTHER EXPENSES							
01-515-120 DUES & SUBSCRIPTIONS	0	0	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
01-515-200 COMPUTER CONTRACTS	67,130	67,130	2,270.54	13,686.63	8,035.13	0.00	20.39
01-515-201 COMPUTER MAINTENANCE	0	0	0.00	0.00	558.84	0.00	0.00
01-515-205 TELECOMMUNICATIONS CONTRACT	24,750	24,750	5,814.90	8,521.31	2,758.15	0.00	34.43
01-515-210 TELEPHONE MAINT.CONTRACT	16,000	16,000	0.00	0.00	2,888.32	0.00	0.00
01-515-215 MOBILE PHONES CONTRACT	6,535	6,535	23.08	34.62	1,217.73	0.00	0.53-
01-515-220 MOBILE PHONES MAINTENANCE	0	0	0.00	0.00	0.00	0.00	0.00
01-515-221 MOBILE DATA TERMINAL SERVICE	5,409	5,409	488.29	488.29	488.89	0.00	9.03
01-515-223 PAGER CONTRACT	0	0	0.00	0.00	209.90	0.00	0.00
01-515-225 PAGER MAINTENANCE	0	0	0.00	0.00	0.00	0.00	0.00

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01-515-226 PAGER MAINTENANCE-FIRE	0	0	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
01-515-229 RADIO MAINTENANCE	0	0	0.00	0.00	175.00	0.00	0.00
01-515-286 CONTRACTSERVICES - IT	59,000	59,000	13,802.72	20,460.07	5,903.75	0.00	34.68
01-515-330 WEBSITE SUPPORT CONTRACT	6,000	6,000	0.00	0.00	4,608.00	0.00	0.00
01-515-332 WEBSITE MAINTENANCE	0	0	0.00	0.00	0.00	0.00	0.00
01-515-333 CLOUD HOSTING FEES	12,000	12,000	0.00	0.00	165.00	0.00	0.00
01-515-395 EMERGENCY MGMT SUPPORT	0	0	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
01-515-430 TECH SUPPLIES	0	0	0.00	0.00	0.00	0.00	0.00
01-515-460 COPIER CONTRACT & SUPPLIES	15,500	15,500	1,123.22	2,326.17	1,886.65	0.00	15.01
01-515-480 UNIFORM ALLOWANCE	0	0	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
01-515-522 AUDIO VISUAL MAINTENANCE	0	0	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
01-515-700 CONTINGENCIES	750	750	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	213,074	213,074	23,476.59	45,447.85	28,895.36	0.00	21.33
CAPITAL EXPENSES							
01-515-800 CAPITAL EXPENSE	0	0	0.00	13,500.00	38,099.00	0.00	0.00
TOTAL CAPITAL EXPENSES	0	0	0.00	13,500.00	38,099.00	0.00	0.00
TOTAL 15-TECH SUPPORT							
	213,074	213,074	23,476.59	58,947.85	66,994.36	0.00	27.67
16-PUBLIC WORKS							
=====							
SALARIES & BENEFITS							
01-516-010 PUBLIC WORKS SALARIES	302,806	302,806	23,756.12	35,356.77	29,437.82	0.00	11.68
01-516-011 PUBLIC WORKS LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00
01-516-012 STIPEND	12,918	12,918	14,384.67	14,384.67	3,784.84	0.00	111.35
01-516-015 P.W .INCENTIVE PAY-BILINGUAL	1,200	1,200	92.32	138.48	138.48	0.00	11.54
01-516-018 P.W. EDUCATION PAY	300	300	23.08	34.62	34.62	0.00	11.54
01-516-020 PUBLIC WORKS OVERTIME	2,800	2,800	1,373.95	2,075.36	2,150.07	0.00	74.12
01-516-030 SOCIAL SECURITY	24,381	24,381	2,963.97	4,885.57	4,145.10	0.00	20.04
01-516-040 HEALTH INSURANCE	45,126	45,126	6,701.46	10,018.55	6,206.07	0.00	22.20
01-516-050 RETIREMENT	25,398	25,398	1,575.81	3,183.47	8,042.37	0.00	12.53
01-516-060 WORKERS' COMPENSATION	15,608	15,608	11,618.37	11,618.37	15,608.46	0.00	74.44
01-516-070 UNEMPLOYMENT COMPENSATION	1,283	1,283	0.00	0.00	0.00	0.00	0.00
01-516-080 CONTRACT LABOR	4,500	4,500	2,976.00	6,015.00	0.00	0.00	133.67
01-516-095 TERMINATION PAY-OUT	0	0	0.00	0.00	7,061.47	0.00	0.00
TOTAL SALARIES & BENEFITS	436,320	436,320	65,465.75	87,710.86	76,609.30	0.00	20.10
OTHER EXPENSES							
01-516-100 UTILITIES	41,800	41,800	0.00	75.93	7,045.18	0.00	0.18
01-516-130 TRAINING	1,000	1,000	659.00	659.00	0.00	0.00	65.90
01-516-140 EMPLOYMENT SCREENING	0	0	0.00	0.00	158.00	0.00	0.00
01-516-240 CONTRACT OUT MAINTENANCE	10,000	10,000	0.00	251.00	261.00	0.00	2.51
01-516-430 SUPPLIES	12,000	12,000	967.94	1,178.29	258.10	0.00	9.82

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CITY OF WINCREST
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AS OF: NOVEMBER 30TH, 2012

01 -GENERAL FUND

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01-516-431 EMPLOYEE APPRECIATION LUNCHE	575	575	0.00	0.00	0.00	0.00	0.00
01-516-480 UNIFORM ALLOWANCE	11,000	11,000	0.00	1,059.70	1,340.84	0.00	9.63
01-516-510 VEHICLE OUTSIDE MAINTENAN	0	0	0.00	0.00	0.00	0.00	0.00
01-516-525 EQUIPMENT RENTAL	3,500	3,500	0.00	0.00	350.00	0.00	0.00
01-516-530 STREET SIGNS & MARKERS	5,000	5,000	134.88	134.88	87.43	0.00	2.70
01-516-630 FACILITIES MAINTENANCE	5,000	5,000	0.00	22.61	5,813.30	0.00	0.45
01-516-700 CONTINGENCIES	0	0	0.00	0.00	0.00	0.00	0.00
01-516-710 STREET CRACK FILLING MATERIA	0	0	0.00	0.00	30.00	0.00	0.00
01-516-720 ALLEY/CURB/SIDEWALK REPAIR	0	0	0.00	924.16	724.67	0.00	0.00
TOTAL OTHER EXPENSES	89,875	89,875	1,761.82	4,305.57	16,068.52	0.00	4.79
CAPITAL EXPENSES							
01-516-800 CAPITAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00
01-516-810 STREET CAPITAL REPAIRS	2,500	2,500	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	2,500	2,500	0.00	0.00	0.00	0.00	0.00
TOTAL 16-PUBLIC WORKS							
	528,695	528,695	67,227.57	92,016.43	92,677.82	0.00	17.40
17-ANIMAL CONTROL							
=====							
SALARIES & BENEFITS							
01-517-010 SALARIES-ANIMAL CONTROL	41,652	41,652	3,250.71	4,881.88	4,869.79	0.00	11.72
01-517-011 LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00
01-517-012 STIPEND	1,938	1,938	1,271.86	1,271.86	877.93	0.00	65.63
01-517-013 Salaries - Animal on call	2,600	2,600	200.00	300.00	300.00	0.00	11.54
01-517-020 OVERTIME-ANIMAL CONTROL	3,600	3,600	166.78	291.19	273.93	0.00	8.09
01-517-030 SOCIAL SECURITY	3,610	3,610	372.43	657.89	562.06	0.00	18.22
01-517-040 HEALTH INSURANCE	6,455	6,455	734.73	1,062.98	718.72	0.00	16.47
01-517-050 RETIREMENT	3,742	3,742	234.40	477.11	879.53	0.00	12.75
01-517-060 WORKER'S COMPENSATION	1,633	1,633	1,633.00	1,633.00	1,632.99	0.00	100.00
01-517-070 UNEMPLOYMENT COMPENSATION	135	135	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	65,365	65,365	7,863.91	10,575.91	10,114.95	0.00	16.18
OTHER EXPENSES							
01-517-230 VET/INPOUNDING/SHELTER	9,000	9,000	180.00	1,191.30	2,208.90	0.00	13.24
01-517-231 INPOUNDING/SHELTER	6,000	6,000	0.00	0.00	0.00	0.00	0.00
01-517-240 TRAINING & CERTIFICATION	1,500	1,500	0.00	0.00	0.00	0.00	0.00
01-517-420 EQUIPMENT	1,000	1,000	0.00	0.00	0.00	0.00	0.00
01-517-430 SUPPLIES	750	750	0.00	19.29	0.00	0.00	2.57
TOTAL OTHER EXPENSES	18,250	18,250	180.00	1,210.59	2,208.90	0.00	6.63
CAPITAL EXPENSES							
01-517-800 CAPITAL EXPENDITURES	0	0	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
TOTAL 17-ANIMAL CONTROL							
	83,615	83,615	8,043.91	11,786.50	12,323.85	0.00	14.10

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18-WCCPD							
=====							
SALARIES & BENEFITS							
01-518-010 WCCPD SALARIES	0	0	0.00	0.00	0.00	0.00	0.00
01-518-011 WCCPD LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00
01-518-014 WCCPD SPECIAL ASSIGN PAY-K-9	0	0	0.00	0.00	0.00	0.00	0.00
01-518-015 WCCPD INCEN PAY-BILING & SHI	0	0	0.00	0.00	0.00	0.00	0.00
01-518-017 WCCPD CERTIFICATION PAY	0	0	0.00	0.00	0.00	0.00	0.00
01-518-020 WCCPD OVERTIME	0	0	0.00	0.00	0.00	0.00	0.00
01-518-021 WCCPD-7K HOURS	0	0	0.00	0.00	0.00	0.00	0.00
01-518-030 WCCPD SOCIAL SECURITY	0	0	0.00	0.00	0.00	0.00	0.00
01-518-040 WCCPD HEALTH INSURANCE	0	0	0.00	0.00	0.00	0.00	0.00
01-518-050 WCCPD RETIREMENT	0	0	0.00	0.00	0.00	0.00	0.00
01-518-060 WCCPD WORKERS COMP	0	0	0.00	0.00	0.00	0.00	0.00
01-518-070 UNEMPLOYMENT COMPENSATION	0	0	0.00	0.00	0.00	0.00	0.00
01-518-095 WCCPD TERM.PAYOUT	0	0	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
TOTAL 18-WCCPD	0	0	0.00	0.00	0.00	0.00	0.00
19-INSPECTIONS							
=====							
SALARIES & BENEFITS							
01-519-010 INSPECTION SALARIES	38,001	38,001	0.00	0.00	3,572.97	0.00	0.00
01-519-011 INSPECTIONS LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00
01-519-012 STIPEND	1,292	1,292	0.00	0.00	594.26	0.00	0.00
01-519-015 INSP.INCENTIVE PAY-BILINGUAL	600	600	0.00	0.00	0.00	0.00	0.00
01-519-018 INSPECTION EDUCATION PAY	0	0	0.00	0.00	0.00	0.00	0.00
01-519-020 OVERTIME	1,800	1,800	0.00	0.00	51.69	0.00	0.00
01-519-030 SOCIAL SECURITY	3,190	3,190	0.00	0.00	419.46	0.00	0.00
01-519-040 HEALTH INSURANCE	4,403	4,403	107.77	107.77	238.75	0.00	2.45
01-519-050 RETIREMENT	3,341	3,341	0.00	0.00	744.95	0.00	0.00
01-519-060 WORKER'S COMPENSATION	344	344	344.00	344.00	344.33	0.00	100.00
01-519-070 UNEMPLOYMENT COMPENSATION	270	270	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	53,241	53,241	451.77	451.77	5,966.41	0.00	0.85
OTHER EXPENSES							
01-519-120 DUES & SUBSCRIPTIONS	500	500	0.00	0.00	0.00	0.00	0.00
01-519-125 CONTRACT INSPECTION SVCS	0	0	6,250.00	6,250.00	6,900.00	0.00	0.00
01-519-130 BONDS & TRAINING	1,500	1,500	669.15	1,024.15	50.00	0.00	68.28
01-519-140 EMPLOYMENT SCREENING	0	0	0.00	0.00	0.00	0.00	0.00
01-519-150 CONTRACT SERVICES - INSPECTI	0	0	3,775.00	4,800.00	1,150.00	0.00	0.00
01-519-420 OFFICE SUPPLIES	750	750	0.00	0.00	0.00	0.00	0.00
01-519-430 SUPPLIES & EQUIPMENT	500	500	0.00	0.00	0.00	0.00	0.00
01-519-480 UNIFORMS	500	500	0.00	0.00	99.99	0.00	0.00
01-519-490 VEHICLE PARTS	3,200	3,200	0.00	0.00	0.00	0.00	0.00

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01-519-540 VEHICLE FUEL	0	0	0.00	0.00	169.60	0.00	0.00
01-519-700 CONTINGENCIES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	6,950	6,950	10,694.15	12,074.15	8,369.59	0.00	173.73
CAPITAL EXPENSES							
01-519-800 CAPITAL EXPENDITURES	0	0	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
TOTAL 19-INSPECTIONS	60,191	60,191	11,145.92	12,525.92	14,336.00	0.00	20.81
20-FINANCE							
=====							
SALARIES & BENEFITS							
01-520-010 FINANCE SALARIES	95,544	95,544	6,312.52	9,094.74	9,471.59	0.00	9.52
01-520-011 FINANCE LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00
01-520-012 STIPEND	3,876	3,876	3,764.28	3,764.28	1,131.08	0.00	97.12
01-520-015 FINANCE BILINGUAL PAY	600	600	0.00	23.08	69.24	0.00	3.85
01-520-018 FINANCE EDUCATION PAY	0	0	0.00	0.00	0.00	0.00	0.00
01-520-020 FINANCE OVERTIME	0	0	174.18	239.47	143.52	0.00	0.00
01-520-030 FINANCE SOCIAL SECURITY	6,391	6,391	731.75	1,184.85	1,041.41	0.00	18.54
01-520-040 FINANCE HEALTH INSURANCE	13,413	13,413	2,185.10	2,841.60	722.72	0.00	21.19
01-520-050 FINANCE RETIREMENT	6,062	6,062	372.29	680.65	1,180.63	0.00	11.23
01-520-060 WORKER'S COMPENSATION	381	381	359.00	359.00	359.11	0.00	94.23
01-520-070 UNEMPLOYMENT COMPENSATION	270	270	0.00	0.00	0.00	0.00	0.00
01-520-095 TERMINATION PAY-OUT - FINANC	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	126,537	126,537	13,899.12	18,187.67	14,119.30	0.00	14.37
OTHER EXPENSES							
01-520-120 DUES & SUBSCRIPTIONS	600	600	0.00	0.00	0.00	0.00	0.00
01-520-130 BONDS & TRAINING	4,800	4,800	185.54	610.54	0.00	0.00	12.72
01-520-140 EMPLOYMENT SCREENING	0	0	0.00	0.00	0.00	0.00	0.00
01-520-260 DUES & FEES- BCAD	11,356	11,356	0.00	0.00	0.00	0.00	0.00
01-520-280 FEES-DELINQUENT COLLECTOR	139	139	0.00	0.00	0.00	0.00	0.00
01-520-285 CONTRACT SERVICES - MFO	67,200	67,200	6,965.00	6,965.00	11,200.00	0.00	10.36
01-520-289 CONTRACT SUPPORT	0	0	0.00	1,015.75	0.00	0.00	0.00
01-520-400 BANK/CREDIT CARD TERMINAL CH	4,242	4,242	49.00	465.73	0.00	0.00	10.98
01-520-420 OFFICE SUPPLIES	3,975	3,975	11.70	30.60	1,494.05	0.00	0.77
01-520-431 EMPLOYEE APPRECIATION LUNCHE	1,000	1,000	0.00	0.00	0.00	0.00	0.00
01-520-600 OFFICE EQUIP. & MAINT	500	500	0.00	0.00	0.00	0.00	0.00
01-520-700 CONTINGENCIES	150	150	35.95	90.95	0.00	0.00	60.63
TOTAL OTHER EXPENSES	93,962	93,962	7,247.19	9,178.57	12,694.05	0.00	9.77
CAPITAL EXPENSES							
01-520-800 CAPITAL EXPENDITURES	0	0	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
TOTAL 20-FINANCE	220,499	220,499	21,146.31	27,366.24	26,813.35	0.00	12.41

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21-ECONOMIC DEVELOPMENT(E)							
=====							
 SALARIES & BENEFITS							
01-521-010 EDC SALARIES	0	0	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
01-521-018 EDC EDUCATION PAY	0	0	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
01-521-030 SOCIAL SECURITY	0	0	0.00	0.00	0.00	0.00	0.00
01-521-040 HEALTH INSURANCE	0	0	0.00	0.00	0.00	0.00	0.00
01-521-050 RETIREMENT	0	0	0.00	0.00	0.00	0.00	0.00
01-521-060 WORKERS COMPENSATION	0	0	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
01-521-095 TERMINATION PAY-OUT	0	0	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
 OTHER EXPENSES							
01-521-430 SUPPLIES	0	0	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
01-521-515 HEALTH INS. ALLOWANCE-DIRECT	0	0	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
TOTAL OTHER EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
 OTHER INCOME/EXPENSES							
01-521-900 TRANSFER TO EDC FUND	0	0	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
TOTAL 21-ECONOMIC DEVELOPMENT(E)	0	0	0.00	0.00	0.00	0.00	0.00

25-CITY MANAGEMENT

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 SALARIES & BENEFITS							
01-525-010 CITY MANAGEMENT SALARIES	95,000	95,000	7,307.70	10,961.55	10,961.55	0.00	11.54
01-525-011 LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00
01-525-012 STIPEND	1,292	1,292	1,271.86	1,271.86	529.93	0.00	98.44
01-525-017 CERTIFICATION PAY	0	0	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
01-525-019 TUITION REIMBURSEMENT	0	0	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
01-525-030 SOCIAL SECURITY	7,417	7,417	625.56	1,154.81	1,100.06	0.00	15.57
01-525-040 HEALTH INSURANCE	4,445	4,445	766.37	1,101.23	751.26	0.00	24.77
01-525-050 RETIREMENT	7,976	7,976	481.12	962.24	2,271.90	0.00	12.06
01-525-060 WORKER'S COMPENSATION	418	418	418.00	418.00	418.00	0.00	100.00
01-525-070 UNEMPLOYMENT COMPENSATION	135	135	0.00	0.00	0.00	0.00	0.00
01-525-080 CONTRACT LABOR - HR	1,000	1,000	0.00	0.00	0.00	0.00	0.00
01-525-095 TERMINATION PAYOUT	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	117,683	117,683	10,870.61	15,869.69	16,032.70	0.00	13.49

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OTHER EXPENSES							
01-525-120 DUES & SUBSCRIPTIONS	0	0	0.00	0.00	0.00	0.00	0.00
01-525-121 ADP Contract	0	0	0.00	0.00	0.00	0.00	0.00
01-525-130 BONDS & TRAINING	0	0	175.00	600.00	0.00	0.00	0.00
01-525-140 EMPLOY. SCREENING & RECRUITM	0	0	0.00	630.00	0.00	0.00	0.00
01-525-150 MOVING EXPENSE - CITY MGR	0	0	0.00	0.00	10,000.00	0.00	0.00
01-525-420 OFFICE SUPPLIES	1,200	1,200	808.99	808.99	24.36	0.00	67.42
01-525-430 HR SUPPLIES	0	0	0.00	0.00	0.00	0.00	0.00
01-525-640 EMPLOYEE RECOGNITION	4,500	4,500	0.00	0.00	900.00	0.00	0.00
01-525-645 MEALS & ENTERTAINMENT	500	500	361.81	418.05	250.00	0.00	83.61
01-525-650 VEHICLE EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00
01-525-655 Cell Phone Allowance	1,440	1,440	110.78	166.17	166.17	0.00	11.54
TOTAL OTHER EXPENSES	7,640	7,640	1,456.58	2,623.21	11,340.53	0.00	34.34
OTHER INCOME/EXPENSES							
01-525-900 TRANSFER TO EDC	0	0	0.00	0.00	0.00	0.00	0.00
01-525-901 TRANSFER TO DEBT SERVICE FUN	0	0	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
TOTAL 25-CITY MANAGEMENT	125,323	125,323	12,327.19	18,492.90	27,373.23	0.00	14.76
26-POOL							
=====							
SALARIES & BENEFITS							
01-526-010 SALARIES	51,200	51,200	0.00	0.00	0.00	0.00	0.00
01-526-020 OVERTIME	2,800	2,800	0.00	0.00	0.00	0.00	0.00
01-526-030 SOCIAL SECURITY	4,131	4,131	0.00	0.00	0.00	0.00	0.00
01-526-040 HEALTH INSURANCE	0	0	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
01-526-060 WORKER'S COMPENSATION	2,135	2,135	0.00	0.00	2,135.04	0.00	0.00
01-526-070 UNEMPLOYMENT COMPENSATION	2,430	2,430	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	62,696	62,696	0.00	0.00	2,135.04	0.00	0.00
OTHER EXPENSES							
01-526-100 UTILITIES	12,500	12,500	0.00	0.00	0.00	0.00	0.00
01-526-130 BONDS & TRAINING	1,500	1,500	0.00	0.00	0.00	0.00	0.00
01-526-140 EMPLOYMENT SCREENING	0	0	0.00	0.00	0.00	0.00	0.00
01-526-210 EQUIPMENT LEASE	0	0	0.00	0.00	0.00	0.00	0.00
01-526-255 CONTRACT SERVICES - POOL	5,000	5,000	0.00	0.00	0.00	0.00	0.00
01-526-420 OFFICE SUPPLIES	0	0	0.00	0.00	0.00	0.00	0.00
01-526-430 MISCELLANEOUS SUPPLIES	10,000	10,000	250.62	250.62	894.17	0.00	2.51
01-526-480 UNIFORM ALLOWANCE	0	0	0.00	0.00	0.00	0.00	0.00
01-526-500 VEHICLE PARTS	0	0	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
01-526-520 EQUIPMENT REPAIR	3,500	3,500	0.00	0.00	0.00	0.00	0.00
01-526-630 FACILITY MAINTENANCE	2,000	2,000	0.00	0.00	0.00	0.00	0.00
01-526-700 CONTINGENCIES	500	500	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	35,000	35,000	250.62	250.62	894.17	0.00	0.72

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

01 -GENERAL FUND

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
CAPITAL EXPENSES							
01-526-800 CAPITAL EXPENDITURES	0	0	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
TOTAL 26-POOL	97,696	97,696	250.62	250.62	3,029.21	0.00	0.26
 27-POST OFFICE =====							
SALARIES & BENEFITS							
01-527-010 POST OFFICE SALARIES	17,160	17,160	1,835.86	2,496.66	1,176.29	0.00	14.55
01-527-011 LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00
01-527-012 STIPEND	1,292	1,292	1,589.84	1,589.84	536.84	0.00	123.05
01-527-015 P. O. INCENTIVE PAY-BILINGUA	0	0	0.00	0.00	0.00	0.00	0.00
01-527-020 OVERTIME - POST OFFICE	600	600	69.76	98.50	0.00	0.00	16.42
01-527-030 SOCIAL SECURITY	1,313	1,313	267.41	346.13	142.95	0.00	26.36
01-527-040 HEALTH INSURANCE	4,584	4,584	704.02	704.02	0.00	0.00	15.36
01-527-050 RETIREMENT	1,469	1,469	89.88	156.56	0.00	0.00	10.66
01-527-060 WORKER'S COMPENSATION	45	45	0.00	0.00	45.30	0.00	0.00
01-527-070 UNEMPLOYMENT COMPENSATION	135	135	0.00	0.00	0.00	0.00	0.00
01-527-095 TERMINATION PAY-OUT	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	26,598	26,598	4,556.77	5,391.71	1,901.38	0.00	20.27
 OTHER EXPENSES							
01-527-120 DUES & SUBSCRIPTIONS	0	0	0.00	0.00	0.00	0.00	0.00
01-527-130 BONDS & TRAINING	300	300	0.00	0.00	0.00	0.00	0.00
01-527-420 OFFICE SUPPLIES - POST OFFIC	2,500	2,500	467.87	467.87	379.00	0.00	18.71
01-527-421 CONTRACT / SEASONAL HELP	2,500	2,500	0.00	0.00	141.84	0.00	0.00
01-527-590 POSTAGE - POST OFFICE	0	0	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
01-527-610 OFFICE EQUIPMENT LEASE	3,200	3,200	263.00	789.00	526.00	0.00	24.66
01-527-700 CONTINGENCIES	300	300	0.00	0.00	0.00	0.00	0.00
01-527-710 INVENTORY ADJUSTMENTS	400	400	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	9,200	9,200	730.87	1,256.87	1,046.84	0.00	13.66
 CAPITAL EXPENSES							
01-527-800 CAPITAL EXPENSE	0	0	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
TOTAL 27-POST OFFICE	35,798	35,798	5,287.64	6,648.58	2,948.22	0.00	18.57
 28-HUMAN RESOUCES =====							
OTHER EXPENSES							
01-528-121 ADP Contract	0	0	0.00	0.00	3,640.43	0.00	0.00
01-528-140 EMPLOYMENT SCREENING/RECRUIT	13,500	13,500	243.50	787.00	1,968.40	0.00	5.83

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

01 -GENERAL FUND

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
01-528-141 ADP SERVICES	0	0	0.00	0.00	3,933.62	0.00	0.00
01-528-142 RECOGNITION PROGRAM	2,200	2,200	0.00	0.00	0.00	0.00	0.00
01-528-143 EMPLOYEE WELLNESS PROGRAM	2,000	2,000	0.00	0.00	0.00	0.00	0.00
01-528-150 EMP MED COST ASSIST	130,200	130,200	837.55	3,195.21	0.00	0.00	2.45
01-528-160 EMP RECONGITION PROGRAM	0	0	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
TOTAL OTHER EXPENSES	147,900	147,900	1,081.05	3,982.21	9,542.45	0.00	2.69
 TOTAL 28-HUMAN RESOUCES	 147,900	 147,900	 1,081.05	 3,982.21	 9,542.45	 0.00	 2.69
 29-MERIT INCREASES =====							
 SALARIES & BENEFITS							
01-529-010 MERIT INCREASE SALARIES	0	0	0.00	0.00	0.00	0.00	0.00
01-529-030 SOCIAL SECURITY	0	0	0.00	0.00	0.00	0.00	0.00
01-529-050 RETIREMENT	0	0	0.00	0.00	0.00	0.00	0.00
01-529-060 WORKERS COMP	0	0	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
 TOTAL 29-MERIT INCREASES	 0	 0	 0.00	 0.00	 0.00	 0.00	 0.00
 00-GENERAL EXPENDITURES =====							
 SALARIES & BENEFITS							
01-500-030 SOCIAL SECURITY	0	0	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
TOTAL SALARIES & BENEFITS	0	0	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
 TOTAL EXPENDITURES	 5,055,533	 5,055,533	 589,696.30	 846,969.49	 834,004.85	 0.00	 16.75
REVENUE OVER/(UNDER) EXPENDITURES	4,912	4,912 (	129,867.61) (	248,242.21) (	13,188.55)	0.00	5,053.79-

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CITY OF WINCREST

BALANCE SHEET

AS OF: NOVEMBER 30TH, 2012

02 -GARBAGE FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
02-1100	CASH	54,476.98
02-1102	CLAIM ON CASH	145,403.78
02-1105	SAVINGS	102,472.59
02-1115	INVESTMENT - TEXPOOL	40,432.15
02-1315	DUE FROM GENERAL FUND	0.00
02-1601	A/R-COMMERCIAL GARBAGE	55,306.72
02-1605	A/R-RESIDENTIAL GARBAGE	72,104.38
02-1606	ALLOW FOR DOUBTFUL ACCTS	(11,222.56)
02-1607	A/R-RECYCLING INCOME	0.00
02-1608	A/R - UNAPPLIED CREDITS	(5,180.49)
02-1610	A/R-ACCRUED INTEREST	0.00
		453,793.55
TOTAL ASSETS		453,793.55
		=====
LIABILITIES		
=====		
02-2315	DUE TO GENERAL FUND	(27,545.00)
02-2400	A/P PENDING	0.00
02-2410	A/P-SALES TAX	61,159.49
02-2415	A/P-GARBAGE CONTRACTOR	0.00
02-2420	DEFERRED REVENUE-RESIDENT	(20,312.46)
TOTAL LIABILITIES		13,302.03
EQUITY		
=====		
02-3201	FUND BALANCE	254,540.53
TOTAL BEGINNING EQUITY		254,540.53
TOTAL REVENUE		308,253.18
TOTAL EXPENSES		122,302.19
TOTAL INCREASE/(DECREASE) IN FUND BAL.		185,950.99
TOTAL EQUITY & FUND BALANCE		440,491.52
TOTAL LIABILITIES, EQUITY & FUND BALANCE		453,793.55
		=====

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

02 -GARBAGE FUND

% OF YEAR COMPLETED: 16.67

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
REVENUE SUMMARY							
ALL REVENUES	872,673	872,673	28,201.29	308,253.18	304,304.04	0.00	35.32
TOTAL REVENUES	872,673	872,673	28,201.29	308,253.18	304,304.04	0.00	35.32
EXPENDITURE SUMMARY							
00-GENERAL EXPENDITURES							
SALARIES & BENEFITS	881,307	881,307	0.00	116,122.43	120,271.35	0.00	13.18
OTHER EXPENSES	85,000	85,000	0.00	6,179.76	0.00	0.00	7.27
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	966,307	966,307	0.00	122,302.19	120,271.35	0.00	12.66
TOTAL EXPENDITURES	966,307	966,307	0.00	122,302.19	120,271.35	0.00	12.66
REVENUE OVER/(UNDER) EXPENDITURES	(93,634)	(93,634)	28,201.29	185,950.99	184,032.69	0.00	198.59-

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

02 -GARBAGE FUND

% OF YEAR COMPLETED: 16.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
02-4101 INCOME-COMMERCIAL	373,476	373,476	26,285.16	53,025.99	57,419.87	0.00	14.20
02-4105 INCOME-RESIDENTIAL	487,710	487,710 (	0.02)	253,309.98	241,543.29	0.00	51.94
02-4107 INCOME-RECYCLING	347	347	0.00	0.00	23.95	0.00	0.00
02-4110 INCOME-LATE CHARGE	11,124	11,124	1,914.99	1,914.99	5,315.09	0.00	17.21
02-4115 INCOME-INTEREST	16	16	1.16	2.22	1.84	0.00	13.88
02-4130 INCOME - MISCELLANEOUS	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	872,673	872,673	28,201.29	308,253.18	304,304.04	0.00	35.32

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

02 -GARBAGE FUND

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
00-GENERAL EXPENDITURES							
=====							
SALARIES & BENEFITS							
02-500-010 EXPENSES-COMMERCIAL	365,651	365,651	0.00	44,636.43	50,566.27	0.00	12.21
02-500-020 EXPENSES-RESIDENTIAL	420,656	420,656	0.00	71,486.00	69,705.08	0.00	16.99
02-500-030 EXPENSES-ADMINISTRATIVE	95,000	95,000	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
02-500-050 EXPENSES-MED.WASTE & CLEAN U	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	881,307	881,307	0.00	116,122.43	120,271.35	0.00	13.18
OTHER EXPENSES							
02-500-591 EXPENSE - ALLY REPAIR	75,000	75,000	0.00	6,179.76	0.00	0.00	8.24
02-500-592 EXPENSES - ADDITIONAL CITY S	10,000	10,000	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	85,000	85,000	0.00	6,179.76	0.00	0.00	7.27
OTHER INCOME/EXPENSES							
02-500-900 EXPENSES-TRANSFER GENERAL FU	0	0	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
TOTAL 00-GENERAL EXPENDITURES	966,307	966,307	0.00	122,302.19	120,271.35	0.00	12.66
TOTAL EXPENDITURES	966,307	966,307	0.00	122,302.19	120,271.35	0.00	12.66
REVENUE OVER/(UNDER) EXPENDITURES	(93,634) (	93,634)	28,201.29	185,950.99	184,032.69	0.00	198.59-

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CITY OF WINCREST

BALANCE SHEET

AS OF: NOVEMBER 30TH, 2012

13 -ECONOMIC DEVELOPMENT CORP

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
13-1102	CLAIM ON CASH	66,859.71
13-1105	CASH - CHECKING	328,644.13
13-1106	Savings - TLF Proceeds	1,633,649.24
13-1115	INVESTMENTS-TEXPOOL#15900001	0.00
13-1116	INVESTMENTS-TEXPOOL#15900003	0.00
13-1315	DUE FROM GENERAL FUND	0.00
13-1375	DUE FROM HOT FUND	0.00
13-1510	A/R SALES TAX	28,878.90
		2,058,031.98
TOTAL ASSETS		2,058,031.98
		=====
LIABILITIES		
=====		
13-2315	DUE TO GENERAL FUND	43,870.00
13-2320	DUE TO TAXING ENTITIES	0.00
13-2400	A/P PENDING	10,785.55
13-2401	ACCOUNTS PAYABLE	0.00
13-2402	ALAMO TITLE ESCROW FUNDS	0.00
13-2410	A/P - SALES TAX	17,329.56
	TOTAL LIABILITIES	71,985.11
EQUITY		
=====		
13-3201	FUND BALANCE	2,149,287.36
	TOTAL BEGINNING EQUITY	2,149,287.36
TOTAL REVENUE		30.65
TOTAL EXPENSES		163,271.14
TOTAL INCREASE/(DECREASE) IN FUND BAL. (		163,240.49)
TOTAL EQUITY & FUND BALANCE		1,986,046.87
TOTAL LIABILITIES, EQUITY & FUND BALANCE		2,058,031.98
		=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 16.67

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
REVENUE SUMMARY							
ALL REVENUES	382,821	382,821	14.70	30.65	31,076.63	0.00	0.01
TOTAL REVENUES	382,821	382,821	14.70	30.65	31,076.63	0.00	0.01
 EXPENDITURE SUMMARY							
00-GENERAL EXPENDITURES							
SALARIES & BENEFITS	148,899	150,837	13,526.49	22,400.16	0.00	0.00	14.85
OTHER EXPENSES	102,154	100,216	2,406.54	8,363.93	5,956.83	0.00	8.35
CAPITAL EXPENSES	1,813,541	1,813,541	29,334.66	132,507.05	22,993.40	0.00	7.31
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	2,064,594	2,064,594	45,267.69	163,271.14	28,950.23	0.00	7.91
TOTAL EXPENDITURES	2,064,594	2,064,594	45,267.69	163,271.14	28,950.23	0.00	7.91
REVENUE OVER/(UNDER) EXPENDITURES	(1,681,773)	(1,681,773)	(45,252.99)	(163,240.49)	2,126.40	0.00	9.71

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 16.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
13-4105 INCOME - OTHER	0	0	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
13-4111 INCOME - OTHER (GEN.FUND)	0	0	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
13-4113 INCOME-CORPORATE DONATIONS	0	0	0.00	0.00	0.00	0.00	0.00
13-4115 SALES TAX (.25)	382,571	382,571	0.00	0.00	31,065.21	0.00	0.00
13-4301 INTEREST	250	250	14.70	30.65	11.42	0.00	12.26
13-4900 PROCEEDS FROM CAPITAL LEASE	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	382,821	382,821	14.70	30.65	31,076.63	0.00	0.01

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
00-GENERAL EXPENDITURES							
=====							
SALARIES & BENEFITS							
13-500-009 SALARIES - EDC	70,000	70,000	5,384.62	8,076.93	0.00	0.00	11.54
13-500-010 ADMINISTRATIVE EXPENSES	0	0	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
13-500-013 STIPEND	0	1,938	1,871.86	1,871.86	0.00	0.00	96.60
13-500-018 EDC EDUCATION PAY	0	0	0.00	0.00	0.00	0.00	0.00
13-500-020 EDC OVERTIME	0	0	0.00	0.00	0.00	0.00	0.00
13-500-030 SOCIAL SECURITY-EDC	5,465	5,465	516.90	936.50	0.00	0.00	17.14
13-500-040 HEALTH INSURANCE-EDC	876	876	61.91	67.47	0.00	0.00	7.70
13-500-050 RETIREMENT-EDC	7,140	7,140	356.20	712.40	0.00	0.00	9.98
13-500-060 WORKERS COMPENSATION-EDC	283	283	0.00	0.00	0.00	0.00	0.00
13-500-070 UNEMPLOYMENT COMPENSATION	135	135	135.00	135.00	0.00	0.00	100.00
13-500-080 CONTRACT LABOR	65,000	65,000	5,200.00	10,600.00	0.00	0.00	16.31
13-500-095 TERMINATION PAYOUT	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	148,899	150,837	13,526.49	22,400.16	0.00	0.00	14.85
OTHER EXPENSES							
13-500-100 PUBLIC RELATION FEES-GENERAL	0	0	0.00	0.00	0.00	0.00	0.00
13-500-115 MOBILE TELEPHONE	1,450	1,450	110.78	166.17	0.00	0.00	11.46
13-500-120 DUES & SUBSCRIPTIONS	1,400	1,400	0.00	652.00	0.00	0.00	46.57
13-500-130 TRAINING	5,000	5,000	0.00	0.00	0.00	0.00	0.00
13-500-132 TRAVEL	15,000	13,062	277.26	277.26	0.00	0.00	2.12
13-500-135 MEALS & ENTERTAINMENT	5,000	5,000	1,870.50	1,870.50	0.00	0.00	37.41
13-500-200 COMPUTER MAINTENANCE	200	200	0.00	0.00	0.00	0.00	0.00
13-500-201 WEBSITE MAINTENANCE	720	720	124.00	124.00	0.00	0.00	17.22
13-500-205 REPAIRS & MAINT OF BUILDING	0	0	0.00	0.00	0.00	0.00	0.00
13-500-250 LEGAL EXPENSES	60,000	60,000	0.00	2,500.00	5,000.00	0.00	4.17
13-500-290 AUDIT	5,500	5,500	0.00	2,750.00	0.00	0.00	50.00
13-500-430 SUPPLIES	1,200	1,200	0.00	0.00	0.00	0.00	0.00
13-500-440 ELECTION EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
13-500-510 VEHICLE EXPENSE-EDC	0	0	0.00	0.00	0.00	0.00	0.00
13-500-515 HEALTH EXPENSE ALLOW-DIRECTO	0	0	0.00	0.00	0.00	0.00	0.00
13-500-520 MOVING EXPENSE-DIRECTOR	0	0	0.00	0.00	0.00	0.00	0.00
13-500-540 VEHICLE FUEL	0	0	0.00	0.00	0.00	0.00	0.00
13-500-590 POSTAGE	145	145	0.00	0.00	0.00	0.00	0.00
13-500-630 LEGAL ADVERTISING	476	476	0.00	0.00	0.00	0.00	0.00
13-500-640 COPIER USAGE	1,443	1,443	0.00	0.00	956.83	0.00	0.00
13-500-650 WALZEM RD GRANT EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
13-500-700 CONTINGENCIES	4,620	4,620	24.00	24.00	0.00	0.00	0.52
TOTAL OTHER EXPENSES	102,154	100,216	2,406.54	8,363.93	5,956.83	0.00	8.35
CAPITAL EXPENSES							
13-500-800 EDC PROJECTS	200,000	200,000	0.00	4,937.50	0.00	0.00	2.47
13-500-801 PROMOTING WINDCREST	38,282	38,282	462.96	614.96	0.00	0.00	1.61
13-500-810 CAPITAL EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
13-500-890 TLF LOAN PAYMENTS	659,960	659,960	11,246.70	18,991.56	22,493.40	0.00	2.88
13-500-891 RACKER ROAD PROJECT	915,299	915,299	17,625.00	104,461.19	500.00	0.00	11.41
13-500-892 TLF INTEREST	0	0	0.00	3,501.84	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	1,813,541	1,813,541	29,334.66	132,507.05	22,993.40	0.00	7.31
OTHER INCOME/EXPENSES							
13-500-900 PRIOR PERIOD ADJUSTMENT	0	0	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
TOTAL 00-GENERAL EXPENDITURES	2,064,594	2,064,594	45,267.69	163,271.14	28,950.23	0.00	7.91
TOTAL EXPENDITURES	2,064,594	2,064,594	45,267.69	163,271.14	28,950.23	0.00	7.91
REVENUE OVER/(UNDER) EXPENDITURES	(1,681,773)	(1,681,773)	(45,252.99)	(163,240.49)	2,126.40	0.00	9.71

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CITY OF WINCREST

BALANCE SHEET

AS OF: NOVEMBER 30TH, 2012

16 -HOTEL/MOTEL TAX FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
16-1102	CLAIM ON CASH	43,383.38	
16-1105	SAVINGS	108,004.74	
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	
		151,388.12	
TOTAL ASSETS			151,388.12
			=====
LIABILITIES			
=====			
16-2315	DUE TO GENERAL FUND	0.00	
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			0.00
EQUITY			
=====			
16-3201	FUND BALANCE	125,874.90	
TOTAL BEGINNING EQUITY		125,874.90	
TOTAL REVENUE		25,513.22	
TOTAL EXPENSES		0.00	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		25,513.22	
TOTAL EQUITY & FUND BALANCE		151,388.12	
TOTAL LIABILITIES, EQUITY & FUND BALANCE			151,388.12
			=====

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

16 -HOTEL/MOTEL TAX FUND

% OF YEAR COMPLETED: 16.67

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
REVENUE SUMMARY							
ALL REVENUES	153,997	153,997	25,512.31	25,513.22	23,826.15	0.00	16.57
TOTAL REVENUES	153,997	153,997	25,512.31	25,513.22	23,826.15	0.00	16.57
EXPENDITURE SUMMARY							
00-GENERAL EXPENDITURES							
SALARIES & BENEFITS	0	0	0.00	0.00	0.00	0.00	0.00
CAPITAL EXPENSES	0	0	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
TOTAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	153,997	153,997	25,512.31	25,513.22	23,826.15	0.00	16.57

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

16 -HOTEL/MOTEL TAX FUND

% OF YEAR COMPLETED: 16.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
16-4101 INCOME-HOT	153,989	153,989	25,511.42	25,511.42	23,824.24	0.00	16.57
16-4105 INCOME-OTHER	0	0	0.00	0.00	0.00	0.00	0.00
16-4115 INCOME-INTEREST	8	8	0.89	1.80	1.91	0.00	22.36
TOTAL REVENUES	153,997	153,997	25,512.31	25,513.22	23,826.15	0.00	16.57

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

16 -HOTEL/MOTEL TAX FUND

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
00-GENERAL EXPENDITURES							
=====							
SALARIES & BENEFITS							
16-500-040 ADVERTISING & PROMOTION	0	0	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
TOTAL SALARIES & BENEFITS	0	0	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
TOTAL CAPITAL EXPENSES	0	0	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
TOTAL EXPENDITURES	0	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	153,997	153,997	25,512.31	25,513.22	23,826.15	0.00	16.57

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CITY OF WINCREST

BALANCE SHEET

AS OF: NOVEMBER 30TH, 2012

17 -DEBT SERVICE

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
17-1102	CLAIM ON CASH	(62,847.09)
17-1105	SAVINGS	30,789.34
17-1115	INVESTMENTS	0.00
17-1315	DUE FROM GENERAL FUND	0.00
17-1356	DUE FROM HOTEL/MOTEL TAX FND	0.00
17-1515	A/R - ACCRUED INTEREST	0.00
17-1550	A/R - MISCELLANEOUS	0.00
		(32,057.75)
TOTAL ASSETS		(32,057.75)
		=====
LIABILITIES		
=====		
17-2315	DUE TO GENERAL FUND	0.00
17-2356	DUE TO HOTEL/MOTEL TAX FUND	(24,595.00)
17-2400	A/P PENDING	0.00
	TOTAL LIABILITIES	(24,595.00)
EQUITY		
=====		
17-3201	FUND BALANCE	1,134.02
	TOTAL BEGINNING EQUITY	1,134.02
TOTAL REVENUE		7,195.48
TOTAL EXPENSES		15,792.25
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(8,596.77)
TOTAL EQUITY & FUND BALANCE		(7,462.75)
TOTAL LIABILITIES, EQUITY & FUND BALANCE		(32,057.75)
		=====

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

17 -DEBT SERVICE

% OF YEAR COMPLETED: 16.67

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
REVENUE SUMMARY							
ALL REVENUES	356,585	356,585	0.23	7,195.48	72,334.22	0.00	2.02
TOTAL REVENUES	356,585	356,585	0.23	7,195.48	72,334.22	0.00	2.02
EXPENDITURE SUMMARY							
00-GENERAL EXPENDITURES							
OTHER EXPENSES	0	0	0.00	15,792.25	23,295.75	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	15,792.25	23,295.75	0.00	0.00
TOTAL EXPENDITURES	0	0	0.00	15,792.25	23,295.75	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	356,585	356,585	0.23 (	8,596.77)	49,038.47	0.00	2.41-

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

17 -DEBT SERVICE

% OF YEAR COMPLETED: 16.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
17-4101 INCOME - TAX NOTES PROCEEDS	0	0	0.00	0.00	48,922.88	0.00	0.00
17-4105 INCOME - OTHER	0	0	0.00	0.00	0.00	0.00	0.00
17-4115 INCOME - INTEREST	1	1	0.23	0.46	0.47	0.00	38.33
17-4116 INCOME - SALES TAX (.25)	0	0	0.00	0.00	0.00	0.00	0.00
17-4117 AD VALOREM TAX (I&S .073841)	356,584	356,584	0.00	7,195.02	23,410.87	0.00	2.02
TOTAL REVENUES	356,585	356,585	0.23	7,195.48	72,334.22	0.00	2.02

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

17 -DEBT SERVICE

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
00-GENERAL EXPENDITURES							
=====							
OTHER EXPENSES							
17-500-200 TAX NOTE PRINCIPAL EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00
17-500-210 TAX NOTE INTEREST EXPENSE	0	0	0.00	15,792.25	23,295.75	0.00	0.00
17-500-350 NOTE ISSUANCE COSTS	0	0	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
TOTAL OTHER EXPENSES	0	0	0.00	15,792.25	23,295.75	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	0	0	0.00	15,792.25	23,295.75	0.00	0.00
TOTAL EXPENDITURES	0	0	0.00	15,792.25	23,295.75	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	356,585	356,585	0.23 (	8,596.77)	49,038.47	0.00	2.41-

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CITY OF WINCREST

BALANCE SHEET

AS OF: NOVEMBER 30TH, 2012

18 -WCC&PD FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
18-1102	CLAIM ON CASH	(85,136.32)
18-1105	CASH - SAVINGS	261,981.89
18-1210	PREPAID MAINTENANCE	0.00
18-1315	DUE FROM GENERAL FUND	0.00
18-1510	A/R-SALES TAX	(151.64)
18-1515	A/R - MISC.	0.00
		176,693.93
TOTAL ASSETS		176,693.93
		=====
LIABILITIES		
=====		
18-2315	DUE TO GENERAL FUND	(27,100.00)
18-2400	A/P PENDING	600.00
18-2410	A/P - SALES TAX	0.00
	TOTAL LIABILITIES	(26,500.00)
EQUITY		
=====		
18-3201	FUND BALANCE	281,890.34
	TOTAL BEGINNING EQUITY	281,890.34
TOTAL REVENUE		9,743.37
TOTAL EXPENSES		88,439.78
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(78,696.41)
TOTAL EQUITY & FUND BALANCE		203,193.93
TOTAL LIABILITIES, EQUITY & FUND BALANCE		176,693.93
		=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

18 -WCC&PD FUND

% OF YEAR COMPLETED: 16.67

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
REVENUE SUMMARY							
ALL REVENUES	393,394	393,394	9,741.84	9,743.37	35,872.46	0.00	2.48
TOTAL REVENUES	393,394	393,394	9,741.84	9,743.37	35,872.46	0.00	2.48
EXPENDITURE SUMMARY							
00-GENERAL EXPENDITURES							
SALARIES & BENEFITS	222,701	222,701	26,342.66	36,152.64	31,518.16	0.00	16.23
OTHER EXPENSES	72,884	72,884	2,681.70	3,416.70	63,641.01	0.00	4.69
CAPITAL EXPENSES	153,000	153,000	0.00	48,870.44	182.50	0.00	31.94
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	448,585	448,585	29,024.36	88,439.78	95,341.67	0.00	19.72
TOTAL EXPENDITURES	448,585	448,585	29,024.36	88,439.78	95,341.67	0.00	19.72
REVENUE OVER/(UNDER) EXPENDITURES	(55,191) (	55,191) (	19,282.52) (	78,696.41) (	59,469.21)	0.00	142.59

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

18 -WCC&PD FUND

% OF YEAR COMPLETED: 16.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
18-4101 INCOME - SALES TAX	393,380	393,380	9,740.00	9,740.00	35,868.82	0.00	2.48
18-4102 INCOME-K9 DONATIONS	0	0	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
18-4115 INCOME - INTEREST	14	14	1.84	3.37	3.64	0.00	24.07
18-4120 PROCEEDS FROM GUN SALES	0	0	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
TOTAL REVENUES	393,394	393,394	9,741.84	9,743.37	35,872.46	0.00	2.48

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

18 -WCC&PD FUND

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
00-GENERAL EXPENDITURES							
=====							
SALARIES & BENEFITS							
18-500-009 SALARIES	140,172	140,172	11,552.16	17,165.61	16,918.07	0.00	12.25
18-500-010 ADMINISTRATIVE EXPENSE	2,000	2,000	0.00	0.00	0.00	0.00	0.00
18-500-011 LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00
18-500-013 STIPEND	5,167	5,167	5,087.44	5,087.44	2,332.22	0.00	98.46
18-500-014 SPECIAL ASSIGNMENT PAY K-9	4,500	4,500	0.00	0.00	346.17	0.00	0.00
18-500-015 INCENTIVE PAY-BILING & SHIFT	2,400	2,400	26.10	36.54	138.48	0.00	1.52
18-500-017 CERTIFICATION PAY	0	0	46.16	69.24	126.94	0.00	0.00
18-500-018 EDUCATION PAY	300	300	0.00	0.00	0.00	0.00	0.00
18-500-019 TUITION REIMBURSEMENT	0	0	0.00	0.00	0.00	0.00	0.00
18-500-020 OVERTIME	17,200	17,200	802.37	1,637.09	2,027.51	0.00	9.52
18-500-021 7K HOURS	2,100	2,100	315.13	498.36	412.67	0.00	23.73
18-500-026 HAZARDOUS DUTY PAY	0	0	0.00	13.85	0.00	0.00	0.00
18-500-030 SOCIAL SECURITY	12,962	12,962	1,335.76	2,313.04	2,212.65	0.00	17.84
18-500-040 HEALTH INSURANCE	18,710	18,710	2,933.20	4,246.20	2,907.51	0.00	22.69
18-500-050 RETIREMENT	13,585	13,585	824.00	1,664.93	4,095.94	0.00	12.26
18-500-060 WORKERS COMPENSATION	3,065	3,065	3,420.34	3,420.34	0.00	0.00	111.59
18-500-070 UNEMPLOYMENT COMPENSATION	540	540	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	222,701	222,701	26,342.66	36,152.64	31,518.16	0.00	16.23
OTHER EXPENSES							
18-500-130 BONDS & TRAINING	5,000	5,000	100.00	100.00	0.00	0.00	2.00
18-500-250 LEGAL EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00
18-500-290 AUDIT	0	0	0.00	0.00	0.00	0.00	0.00
18-500-420 OFFICE SUPPLIES	500	500	0.00	0.00	0.00	0.00	0.00
18-500-430 JUVENILE PROG.FEES & SUPPLIE	5,000	5,000	0.00	0.00	0.00	0.00	0.00
18-500-435 K-9 PROGRAM EXPENSES	0	0	0.00	0.00	482.96	0.00	0.00
18-500-440 ELECTION EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00
18-500-450 SYSTEM ACCESS FEE	10,100	10,100	0.00	0.00	0.00	0.00	0.00
18-500-480 UNIFORMS	2,000	2,000	1,077.40	1,077.40	434.43	0.00	53.87
18-500-500 MISC. CRIME PREVENTION	5,000	5,000	884.00	944.00	0.00	0.00	18.88
18-500-515 DEBT SERVICE - PRINCIPAL	0	0	0.00	0.00	0.00	0.00	0.00
18-500-516 DEBT SERVICE - PRINCIPAL	0	0	0.00	0.00	62,623.74	0.00	0.00
18-500-517 MAINTENANCE ON EQUIPMENT	45,284	45,284	620.30	1,295.30	99.88	0.00	2.86
18-500-518 DEBT SERVICE - INTEREST	0	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER EXPENSES	72,884	72,884	2,681.70	3,416.70	63,641.01	0.00	4.69
CAPITAL EXPENSES							
18-500-800 CAPITAL EXPENDITURES	153,000	153,000	0.00	48,870.44	182.50	0.00	31.94
TOTAL CAPITAL EXPENSES	153,000	153,000	0.00	48,870.44	182.50	0.00	31.94
OTHER INCOME/EXPENSES							
18-500-900 PRIOR PERIOD ADJUSTMENTS	0	0	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
TOTAL 00-GENERAL EXPENDITURES	448,585	448,585	29,024.36	88,439.78	95,341.67	0.00	19.72

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

18 -WCC&PD FUND

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
TOTAL EXPENDITURES	448,585	448,585	29,024.36	88,439.78	95,341.67	0.00	19.72
REVENUE OVER/(UNDER) EXPENDITURES	(55,191) (	55,191) (	19,282.52) (	78,696.41) (	59,469.21)	0.00	142.59

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CITY OF WINCREST

BALANCE SHEET

AS OF: NOVEMBER 30TH, 2012

19 -CAPITAL PROJECTS STREETS

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
19-1102	CLAIM ON CASH	104,345.25	
19-1105	CASH - SAVINGS	463,283.02	
19-1115	INVESTMENTS-TEXPOOL #159000002	10,234.34	
19-1116	INVESTMENTS-TEXPOOL#159000001	148,067.21	
19-1315	DUE FROM GENERAL FUND	0.00	
19-1510	A/R-SALES TAX	28,878.90	
			754,808.72
TOTAL ASSETS			754,808.72
			=====
LIABILITIES			
=====			
19-2315	DUE TO GENERAL FUND	88,700.00	
19-2400	A/P PENDING	35,785.55	
19-2410	A/P - SALES TAX	17,329.56	
19-2441	Construction Retainage	2,495.01	
	TOTAL LIABILITIES		144,310.12
EQUITY			
=====			
19-3201	FUND BALANCE	643,401.32	
	TOTAL BEGINNING EQUITY	643,401.32	
TOTAL REVENUE		9.78	
TOTAL EXPENSES		32,912.50	
TOTAL INCREASE/(DECREASE) IN FUND BAL. (		32,902.72)	
TOTAL EQUITY & FUND BALANCE			610,498.60
TOTAL LIABILITIES, EQUITY & FUND BALANCE			754,808.72
			=====

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

19 -CAPITAL PROJECTS STREETS

% OF YEAR COMPLETED: 16.67

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
REVENUE SUMMARY							
ALL REVENUES	382,588	382,588	4.78	9.78	31,067.71	0.00	0.00
TOTAL REVENUES	382,588	382,588	4.78	9.78	31,067.71	0.00	0.00
EXPENDITURE SUMMARY							
00-GENERAL EXPENDITURES							
SALARIES & BENEFITS	0	0	0.00	0.00	12,457.57	0.00	0.00
CAPITAL EXPENSES	1,100,000	1,100,000	32,912.50	32,912.50	0.00	0.00	2.99
TOTAL 00-GENERAL EXPENDITURES	1,100,000	1,100,000	32,912.50	32,912.50	12,457.57	0.00	2.99
TOTAL EXPENDITURES	1,100,000	1,100,000	32,912.50	32,912.50	12,457.57	0.00	2.99
REVENUE OVER/(UNDER) EXPENDITURES	(717,412)	(717,412)	(32,907.72)	(32,902.72)	18,610.14	0.00	4.59

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

19 -CAPITAL PROJECTS STREETS

% OF YEAR COMPLETED: 16.67

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
19-4101 INCOME - TAX NOTES PROCEEDS	0	0	0.00	0.00	0.00	0.00	0.00
19-4105 INCOME - OTHER	0	0	0.00	0.00	0.00	0.00	0.00
19-4115 INCOME - INTEREST	17	17	4.78	9.78	2.50	0.00	56.70
19-4116 INCOME-SALES TAX (.25)	382,571	382,571	0.00	0.00	31,065.21	0.00	0.00
TOTAL REVENUES	382,588	382,588	4.78	9.78	31,067.71	0.00	0.00

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CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2012

19 -CAPITAL PROJECTS STREETS

% OF YEAR COMPLETED: 16.67

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET
00-GENERAL EXPENDITURES							
=====							
SALARIES & BENEFITS							
19-500-050 MISCELLANEOUS EXPENSE	0	0	0.00	0.00	12,457.57	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0	0.00	0.00	12,457.57	0.00	0.00
CAPITAL EXPENSES							
19-500-800 CAPITAL EXPENDITURES	1,100,000	1,100,000	0.00	0.00	0.00	0.00	0.00
19-500-810 STREET MAINTENANCE	0	0	32,912.50	32,912.50	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	1,100,000	1,100,000	32,912.50	32,912.50	0.00	0.00	2.99
TOTAL 00-GENERAL EXPENDITURES	1,100,000	1,100,000	32,912.50	32,912.50	12,457.57	0.00	2.99
TOTAL EXPENDITURES	1,100,000	1,100,000	32,912.50	32,912.50	12,457.57	0.00	2.99
REVENUE OVER/(UNDER) EXPENDITURES	(717,412)	(717,412)	(32,907.72)	(32,902.72)	18,610.14	0.00	4.59

ORDINANCE NO. 2013 – 686 (O)

AN ORDINANCE AMENDING CHAPTER 18, MISCELLANEOUS OFFENSES, BY RESTORING CERTAIN PROVISIONS RELATING TO GRAFFITI REMOVAL INADVERTENTLY REPEALED IN ORDINANCE NO. 603 ADOPTED ON OCTOBER 19, 2009.

WHEREAS, Ordinance No. 603 adopted on October 19, 2009 inadvertently repealed then existing subsection 18.402 (e) of the Code of Ordinances and adopted a new subsection 18.402 (e); and

WHEREAS, the City Council has determined that the repealed subsection should be restored as a part of the graffiti removal regulations of the city.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that Chapter 18, Miscellaneous Offenses, Subchapter 18 .400 of the Code of Ordinances of the City of Windcrest, Texas, is amended by renumbering current subsection 18.402 (e) as new subsection 18.402 (f) and by adopting the following provision as new subsection 18.402 (e):

“(e) It shall be unlawful for any property owner and any occupant of property in the City to permit graffiti markings to exist on the walls or structures on real property owned or occupied by such person after delivery of written notice from the City Administrator or his designee to remove or abate such graffiti. A property owner or occupant of real property shall have ten (10) days from the date of delivery of the notice to remove or abate the graffiti. Delivery of the notice shall mean (1) personal delivery or (2) mailing of the notice by deposit in the United States mail with postage prepaid to the address of the property with graffiti markings. If the property owner or occupant of the property fails to remove or abate the graffiti within ten (10) days of delivery of the notice, such owner or occupant shall be prosecuted as provided in Section 18.403 of this subchapter.”

This ordinance shall become effective five days after its publication.

PASSED and APPROVED this ____ day of _____, 20____.

Alan Baxter, Mayor

ATTEST:

Kelly Rodriguez, City Secretary

APPROVED AS TO FORM:

Michael S. Brenan, City Attorney

RESOLUTION NUMBER 2012-417 (R)

A RESOLUTION APPROVING A CONTRACT AND THE FEE OF IDS ENGINEERING GROUP FOR ENGINEERING SERVICES FOR THE CITY'S ROADWAY CAPITAL IMPROVEMENT PROGRAM AND AUTHORIZING THE CITY MANAGER TO ISSUE A REQUEST FOR PROPOSALS OR BIDS FOR THE CONSTRUCTION OF SUCH ROADWAY CAPITAL IMPROVEMENTS THROUGHOUT THE CITY OF WINDCREST.

WHEREAS, on December 13, 2012 the City of Windcrest City Council adopted Resolution 416(R) selecting IDS Engineering Group to provide engineering services for the city's roadway capital improvement program subject to the negotiation by the city manager of a contract for such services; and

WHEREAS, it is the desire of the City Council for IDS Engineering Group, upon execution of a contract for engineering services, to proceed with the development and issuance of a Request for Proposals or Bids for the city's roadway capital improvement program.

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

1. The IDS Engineering Group's fee for engineering services relating to the roadway capital improvements (CIP-001) shall not exceed the fee provided in Exhibit A.
2. The City Manager is hereby authorized to execute a contract with IDS Engineering as provided in Exhibit A for the performance of engineering services relating to the roadway capital improvements (CIP-001).
3. The City Manager is hereby authorized to develop and release a Request for Proposals or Bids for the performance of roadway capital improvements (CIP-001) throughout the City of Windcrest.

DULY PASSED AND APPROVED, on the 7th day of January, 2013, at a regularly scheduled meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code §551.001, et. seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Alan E. Baxter, Mayor

ATTEST

Kelly Rodriguez, City Secretary

APPROVED AS TO FORM

Michael Brennan, City Attorney

CITY OF WINDCREST, TEXAS
ARCHITECTS & ENGINEERING PROFESSIONAL SERVICES CONTRACT

This Contract is between the **City of Windcrest**, a Texas home-rule municipal corporation, (the “City”) and IDS Engineering Group, a Texas corporation (the “Contractor”), whereby the Contractor agrees to provide the City with certain professional services as described herein and the City agrees to pay the Contractor for those services.

ARTICLE I
Scope of Services

- 1.01 In consideration of the compensation stated in paragraph 2.01 herein below, the Contractor agrees to provide the City with the professional services as described in **Exhibit “A”**, the Scope of Services, which is incorporated herein by reference for all purposes, and which services may be more generally described as follows: Roadway CIP 2013 (the “Project”).

ARTICLE II
Payment

- 2.01 In consideration of the Contractor’s provision of the professional services in compliance with all terms and conditions of this Contract, the City shall pay the Contractor according to the terms set forth in **Exhibit “B”**. Except in the event of a duly authorized change order, approved by the City as provided in this Contract, the total cost of all professional services provided under this Contract may not exceed One Hundred and Twenty Five Thousand and zero/100 Dollars (\$125,000).

ARTICLE III
Time of Performance and Construction Cost

- 3.01 The Contractor shall complete the professional services within the times set forth below. The Contractor shall exercise a degree of care and diligence in the performance of all services under this Contractor in accordance with the professional standards prevailing among Contractors in the location in which Contractor practices, Windcrest, Texas, or San Antonio, Texas, whichever is the higher standard, skilled in design for projects of similar scope, and all of the Contractor services shall be performed as expeditiously as is consistent with said standards and the orderly progress of the Work. All time frames shown exclude review time by the City and other applicable entities.

[Conceptual Design: 56 **calendar days** after the authorization to commence planning]
[Preliminary Project Design: 28 **calendar days** after authorization to commence PPD]
[Final Design: 28 **calendar days** after authorization to commence final design]

- 3.02 All design work and other professional services provided under this Contract must be

completed by the following date: End of construction contractor's warranty period.

- 3.03 **Time is of the essence of this Contract.** The Contractor shall be prepared to provide the professional services in the most expedient and efficient manner possible in order to complete the work by the times specified. Promptly after the execution of this Contract, the Contractor shall prepare and submit for the City to approve in writing, a detailed schedule for the performance of the Contractor's services to meet the City's project milestone dates which are included in this Contract. The Contractor's schedule shall include allowances for periods of time required for the City's review and for approval of submissions by authorities having jurisdiction over the Project. The time limits established by this schedule over which Contractor has control shall not be exceeded without written approval from the City.
- 3.04 The Contractor's services consist of all of the services required to be performed by Contractor, Contractor's employees and Contractor's consultants under the terms of this Contract. Such services include normal civil, structural, mechanical and electrical engineering services, plumbing, food service, acoustical and landscape services, and any other design services that are normally or customarily furnished and reasonably necessary for the Project. The Contractor shall contract and employ at his expense consultants necessary for the design of the Project, and such consultants shall be licensed as required by the State of Texas and approved in writing by the City.
- 3.05 The Contractor shall designate a principal of the firm reasonably satisfactory to the City who shall, so long as employed by Contractor and acceptable to the City, remain in charge of professional services through completion and be available for general consultation throughout the Project. Any replacement of that principal shall be approved in writing (which shall not be unreasonably withheld) by the City, prior to replacement.
- 3.06 Contractor shall be responsible for the coordination of all drawings and design documents relating to Contractor's design and used on the Project, regardless of whether such drawings and documents are prepared by Contractor. Contractor shall be responsible for the completeness and accuracy of all drawings and specifications submitted by or through Contractor and for their compliance with all currently applicable codes, ordinances, regulations, laws and statutes.
- 3.07 Contractor's evaluations of the City's project budget and the preliminary estimates of construction cost and detailed estimates of construction cost, represent the Contractor's best judgment as a design professional familiar with the construction industry.
- 3.08 The construction budget for this Project, which is established as a condition of this Contract is \$1,500,000. This construction budget shall not be exceeded unless the amount is changed in writing by the City.

ARTICLE IV

Conceptual Design

- 4.01 Upon the Contractor's receipt from the City of a letter of authorization to commence planning, the Contractor shall meet with the City for the purpose of determining the nature of the Project. The Contractor shall inquire in writing as to the information he believes the City may have in its possession that is necessary for the Contractor's performance. The City shall provide the information within its possession that it can make available to the Contractor. The City shall designate a representative to act as the contact person on behalf of the City.
- 4.02 The Contractor shall determine the City's needs with regard to the Project, including, but not limited to, tests, analyses, reports, site evaluations, needs surveys, comparisons with other municipal Projects, review of budgetary constraints and other preliminary investigations necessary for the Project. Contractor shall verify the observable existing conditions of the Project and verify any existing as-built drawings. Contractor shall confirm that the Project can be designed and constructed within the time limits outlined in this Contract. Contractor shall prepare a detailed design phase schedule which includes all review and approval periods during the schematic design, design development and construction document phases. Contractor shall confirm that the Project can be designed and constructed for the dollar amount of the project budget, if applicable.
- 4.03 The Contractor shall prepare a conceptual design that shall include schematic layouts, surveys, sketches and exhibits demonstrating the considerations involved in the Project. The conceptual design shall contemplate compliance with all currently applicable laws, statutes, ordinances, codes and regulations. Upon the City's request, the Contractor shall meet with City staff and the City Council to make a presentation of his report.

ARTICLE V Preliminary Design

- 5.01 The City shall direct the Contractor to commence work on the Project design by sending to the Contractor a "letter of authorization" to begin work on the preliminary Project design pursuant to this Contract. Upon receipt of the Letter of Authorization to commence preliminary Project design, the Contractor shall meet with the City for the purpose of determining the extent of any revisions to the Conceptual Design.
- 5.02 The Contractor shall prepare the preliminary design of the Project, including, but not limited to, the preliminary drawings and specifications and other documents to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate. The Contractor shall submit to the City a detailed estimate of the construction costs of the Project, based on current area, volume, or other unit costs. This estimate shall also indicate both the cost of each category of work involved in constructing the Project and the time required for construction of the Project from commencement to final completion.
- 5.03 Upon completion of the preliminary design of the Project, the Contractor shall so notify

the City. Upon request the Contractor shall meet with the City staff and City Council to make a presentation of his preliminary design of the Project. The Contractor shall provide an explanation of the preliminary design and cost estimate and shall verify that, to the best of Contractor's belief, the Project requirements and construction can be completed within the project budget and schedule.

ARTICLE VI

Final Design

- 6.01 The City shall direct the Contractor to commence work on the final design of the Project by sending to the Contractor a "letter of authorization" to begin work on the final design phase of the Project. Upon receipt of the Letter of Authorization to proceed with final design of the Project, the Contractor shall immediately prepare the final design, including, but not limited to, the bid documents, contract, drawings, and specifications, to fix and describe the size and character of the Project as to structural, mechanical, and electrical systems, materials, and such other elements as may be appropriate. The final design of the Project shall comply with all currently applicable laws, statutes, ordinances, codes and regulations.
- 6.02 Notwithstanding the City's approval of the final design, the Contractor shall ensure that the final design will be sufficient and adequate to fulfill the purposes of the Project.
- 6.03 **The Contractor shall prepare and separately seal the special provisions, the technical specifications, and bid proposal form(s) in conformance with the City's current pre-approved, "Standard Form of Construction Agreement" for the construction contract between the City and the contractor. The Contractor hereby agrees that no changes, modifications, supplementations, alterations, or deletions will be made to the City's standard form without the prior written approval of the City.**
- 6.04 The Contractor shall provide the City with complete contract documents sufficient to be advertised for bids by the City. The contract documents shall include the design and specifications and other changes that are required to fulfill the purpose of the Project. Upon completion of the final design of the Project, with the submission of the complete contract documents, and upon request of the City, the Contractor shall meet with City Staff and the City Council to present the final design of the Project. The Contractor shall provide an explanation of the final design and cost estimate.

ARTICLE VII

Bid Preparations & Evaluation

- 7.01 The Contractor shall assist the City in advertising for and obtaining bids or negotiating proposals for the construction of the Project. Upon request, the Contractor shall meet with City Staff and the City Council to present, and make recommendations on, the bids submitted for the construction of the Project.

- 7.02 The Contractor shall review the construction contractors' bids, including subcontractors, suppliers, and other persons required for completion of the Project. The Contractor shall evaluate each bid and provide these evaluations to the City along with a recommendation on each bid. If the lowest bid for the construction of the Project exceeds the final cost estimate set forth in the final design of the Project, then the Contractor, at his sole cost and expense, shall revise the construction documents so that the total construction costs of the Project will not exceed the final cost estimate contained in the final design of the Project.
- 7.03 Where substitutions are requested by a construction contractor, the Contractor shall review the substitution requested and approve or disapprove such substitutions.

ARTICLE VIII

Construction

- 8.01 The Contractor shall be a representative of, and shall advise and consult with, the City (1) during construction, and (2) at the City's direction from time to time during the correction, or warranty, period described in the construction contract. The Contractor shall have authority to act on behalf of the City only to the extent provided in this Agreement unless modified by written instrument.
- 8.02 The Contractor shall make visits to the site, with a frequency appropriate to the scope of the Project, to inspect the progress and quality of the executed work of the construction contractor and his subcontractors and to determine if such work is proceeding in accordance with the contract documents. Contractor shall periodically review the as-built drawings for accuracy and completeness, and shall report his findings to the City.
- 8.03 The Contractor shall keep the City informed of the progress and quality of the work. The Contractor shall promptly report to the City any defects or deficiencies in such work and shall disapprove or reject any work failing to conform to the contract documents.
- 8.04 The Contractor shall review and approve shop drawings and samples, the results of tests and inspections, and other data that each construction contractor or subcontractor is required to provide. The Contractor's review and approval shall include a determination of whether the work complies with all currently applicable laws, statutes, ordinances and codes and a determination of whether the work, when completed, will be in compliance with the requirements of the contract documents.
- 8.05 The Contractor shall determine the acceptability of substitute materials and equipment that may be proposed by construction contractors or subcontractors. The Contractor shall also receive and review maintenance and operating instruction manuals, schedules, guarantees, and certificates of inspection, which are to be assembled by the construction contractor in accordance with the contract documents.
- 8.06 The Contractor shall issue all instructions of the City to the construction contractor as

well as interpretations and clarifications of the contract documents pertaining to the performance of the work. Contractor shall interpret the contract documents and judge the performance thereunder by the contractor constructing the Project, and Contractor shall, within a reasonable time, render such interpretations and clarifications as it may deem necessary for the proper execution and progress of the Work. Contractor shall receive no additional compensation for providing clarification of the Drawings and Specifications.

- 8.07 The Contractor shall review the amounts owing to the construction contractor and recommend to the City, in writing, payments to the construction contractor of such amounts. The Contractor's recommendation of payment, being based upon the Contractor's on-site inspections and his experience and qualifications as a design professional, shall constitute a recommendation by the Contractor to the City that the quality of such work is in accordance with the contract documents and that the work has progressed to the point reflected in Contractor's recommendation for payment.
- 8.08 Upon notification from the construction contractor that the Project is substantially complete, the Contractor shall conduct an inspection of the site to determine if the Project is substantially complete. The Contractor shall prepare a checklist of items that shall be completed prior to final acceptance. Upon notification by the construction contractor that the checklist items designated by the Contractor for completion have been completed, the Contractor shall inspect the Project to verify final completion.
- 8.09 The Contractor shall not be responsible for the work of the construction contractor or any of his subcontractors, except that the Contractor shall be responsible for the construction contractor's schedules or failure to carry out the work in accordance with the contract documents if such failures result from the Contractor's negligent acts or omissions. This provision shall not alter the Contractor's duties to the City arising from the performance of the Contractor's obligations under this Contract.
- 8.10 The Contractor shall conduct at least one on-site inspection during the warranty period and shall report to the City as to the continued acceptability of the work.
- 8.11 The Contractor shall not execute change orders on behalf of the City or otherwise alter the financial scope of the Project without an advance, written authorization from the City.
- 8.12 The Contractor shall perform all of its duties under this Article VIII so as to not cause any delay in the progress of construction of the Project.
- 8.13 The Contractor shall assist the construction contractor and City in obtaining an Occupancy Permit by accompanying governing officials during inspections of the Project if requested to do so by the City.

ARTICLE IX
Change Orders & Documents & Materials

- 9.01 No changes shall be made, nor will invoices for changes, alterations, modifications, deviations, or extra work or services be recognized or paid except upon the prior written order from authorized personnel of the City. The Contractor shall not execute change orders on behalf of the City or otherwise alter the financial scope of the Project.
- 9.02 a. When the original contract amount plus all change orders is less than \$50,000, the City Manager or his delegate may approve the written change order provided the change order does not increase the total amount set forth in the contract to more than \$50,000. For such contracts, when a change order results in a total contract amount that exceeds \$50,000, the City Council must approve such change order prior to commencement of the services or work; and
- b. When the original contract amount plus all change orders is equal to or greater than \$50,000, the City Manager or his delegate may approve the written change order provided the change order does not exceed \$10,000, and provided the sum of all change orders does not exceed 25% of the original contract amount. For such contracts, when a change order exceeds \$10,000 or when the sum of all change orders exceeds 25% of the original contract, the City Council must approve such change order prior to commencement of the services or work.
- c. **Any request by the Contractor for an increase in the Scope of Services and an increase in the amount listed in paragraph two of this Contract shall be made and approved by the City prior to the Contractor providing such services or the right to payment for such additional services shall be waived.** If there is a dispute between the Contractor and the City respecting any service provided or to be provided hereunder by the Contractor, including a dispute as to whether such service is additional to the Scope of Services included in this Contract, the Contractor agrees to continue providing on a timely basis all services to be provided by the Contractor hereunder, including any service as to which there is a dispute.
- 9.03 The Contractor shall furnish the City (1) sets of plans and specifications. It is hereby agreed that additional copies shall be provided to the City at the City's expense. The Contractor shall provide the City (1) sets of reproducible, mylar-record drawings that clearly show all the changes made during the construction process, based upon the marked-up prints, drawings, and other data furnished by the construction contractor to the Contractor. The Contractor shall provide copies of documents, computer files if available, surveys, notes, and tracings used or prepared by the Contractor. The foregoing documentation, the Contractor's work product, and other information in the Contractor's possession concerning the Project shall be the property of the City from the time of preparation. The Contractor shall also furnish one set of digital files representing the final as-built mylars.

ARTICLE X
Warranty, Indemnification & Release

- 10.01 As an experienced and qualified design professional, the Contractor shall ensure that the information provided by the Contractor reflects high professional and industry standards, procedures, and performances. The Contractor shall ensure the design preparation of drawings, the designation or selection of materials and equipment, the selection and supervision of personnel, and the performance of other services under this Contract, pursuant to a high standard of performance in the profession. The Contractor will exercise diligence and due care and perform in a good and workmanlike manner all of the services pursuant to this Contract. Approval of the City shall not constitute, or be deemed, a release of the responsibility and liability of the Contractor, its employees, agents, or associates for the exercise of skill and diligence to promote the accuracy and competency of their designs, information, plans, specifications or any other document, nor shall the City's approval be deemed to be the assumption of responsibility by the City for any defect or error in the aforesaid documents prepared by the Contractor, its employees, associates, agents, or subcontractors.
- 10.02 The Contractor shall promptly correct any defective designs or specifications furnished by the Contractor at no cost to the City. The City's approval, acceptance, use of, or payment for, all or any part of the Contractor's services hereunder or of the Project itself shall in no way alter the Contractor's obligations or the City's rights hereunder.
- 10.03 In all activities or services performed hereunder, the Contractor is an independent contractor and not an agent or employee of the City. The Contractor and its employees are not the agents, servants, or employees of the City. As an independent contractor, the Contractor shall be responsible for the professional services and the final work product contemplated under this Contract. Except for materials furnished by the City, the Contractor shall supply all materials, equipment, and labor required for the professional services to be provided under this Contract. The Contractor shall have ultimate control over the execution of the professional services. The Contractor shall have the sole obligation to employ, direct, control, supervise, manage, discharge, and compensate all of its employees or subcontractors, and the City shall have no control of or supervision over the employees of the Contractor or any of the Contractor's subcontractors.
- 10.04 The Contractor must at all times exercise reasonable precautions on behalf of, and be solely responsible for, the safety of its officers, employees, agents, subcontractors, licensees, and other persons, as well as their personal property, while in the vicinity of the Project or any of the work being done on or for the Project. It is expressly understood and agreed that the City shall not be liable or responsible for the negligence of the Contractor, its officers, employees, agents, subcontractors, invitees, licensees, and other persons.
- 10.05 Indemnity. The Contractor agrees to indemnify, defend, and hold harmless the City, its officers, employees, and agents (separately and collectively referred to in this paragraph as "Indemnitee"), from and against any and all claims, losses, damages, causes of action, suits, judgments, settlements made by Indemnitee, and**

liability of every kind, including all expenses of litigation, court costs, attorney's fees, and other reasonable costs for damage to or loss of use of any property, for injuries to, or sickness or death of any person, including but not limited to Contractor, any of its subcontractors of any tier, or of any employee or invitee of Contractor or of any such subcontractors, that is caused by, arises out of, related to, or in connection with, the negligence of and/or negligent performance of this Contract by Contractor or by any such subcontractors of any tier, under this Contract.

10.06 It is agreed with respect to any legal limitations now or hereafter in effect and affecting the validity or enforceability of the indemnification obligation under Paragraph 10.05, such legal limitations are made a part of the indemnification obligation and shall operate to amend the indemnification obligation to the minimum extent necessary to bring the provision into conformity with the requirements of such limitations, and as so modified, the indemnification obligation shall continue in full force and effect.

10.07 Release. The Contractor releases, relinquishes, and discharges the City, its officers, agents, and employees from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to, sickness or death of the Contractor or its employees and any loss of or damage to any property of the Contractor or its employees that is caused by or alleged to be caused by, arises out of, or is in connection with the Contractor's work to be performed hereunder. Both the City and the Contractor expressly intend that this release shall apply regardless of whether said claims, demands, and causes of action are covered, in whole or in part, by insurance and in the event of injury, sickness, death, loss, or damage suffered by the Contractor or its employees. This release shall not if such loss, damage, injury, or death was caused in whole or in part by the City.

ARTICLE XI

Insurance

11.01 The Contractor shall procure and maintain at its sole cost and expense for the duration of this Agreement insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, volunteers, employees or subcontractors. The policies, limits and endorsements required are as set forth on Exhibit C.

ARTICLE XII

Use of Drawings, Specifications and Other Documents

12.01 The Drawings, Specifications and other documents prepared by the Contractor and Contractor's consultants for this Project shall become the property of the City whether the Project is completed or not. The City shall be furnished and permitted to retain

reproducible copies and electronic versions of Contractor's Drawings, Specifications and other documents.

- 12.02 The documents prepared by Contractor may be used as a prototype for other facilities by the City. The City may elect to use the Contractor to perform the site adaptation and other architectural services involved in reuse of the prototype. If so, the Contractor is obligated to perform the work for an additional compensation that will fairly compensate the Contractor and its consultants only for the additional work involved. It is reasonable to expect that the fair additional compensation will be significantly less than the fee provided for under this Contract. If the City elects to employ a different architect to perform the site adaptation and other architectural services involved in reuse of the prototype, that architect will be entitled to use Contractor's consultants on the same basis that Contractor would have been entitled to use them for the work on the reuse of the prototype, and such architect will be entitled, to the extent allowed by law, to duplicate the design and review and refer to the construction documents, approved shop drawings and calculations, and change order drawings in performing its work. The Contractor will not be responsible for errors and omissions of a subsequent architect. The Contractor shall commit its consultants to the terms of this subparagraph.
- 12.03 In the event of termination of this Agreement for any reason, the City shall receive all original documents prepared to the date of termination and shall have the right to use those documents and any reproductions in any way necessary to complete the Project.
- 12.04 Only the details of the drawings relating to this Project may be used by the Contractor on other projects, but they shall not be used as a whole without written authorization by the City. The City furnished forms, conditions, and other written documents shall not be used on other projects by the Contractor.

ARTICLE XIII

Termination

- 13.01 The City may terminate this Contract at any time upon **thirty (30)** calendar days written notice. Upon the Contractor's receipt of such notice, the Contractor shall cease work immediately. The Contractor shall be compensated for the services satisfactorily performed prior to the termination date.
- 13.02 If, through any cause, the Contractor fails to fulfill its obligations under this Contract, or if the Contractor violates any of the agreements of this Contract, the City has the right to terminate this Contract by giving the Contractor **five (5)** calendar days written notice to the Contractor. The Contractor will be compensated for the services satisfactorily performed before the termination date.
- 13.03 No term or provision of this Contract shall be construed to relieve the Contractor of liability to the City for damages sustained by the City because of any breach of contract and/or negligence by the Contractor. The City may withhold payments to the Contractor for the purpose of setoff until the exact amount of damages due the City from the

Contractor is determined and paid.

ARTICLE XIV Miscellaneous Terms

14.01 This Contract has been made under and shall be governed by the laws of the State of Texas. The parties agree that performance and all matters related thereto shall be in Bexar County, Texas.

14.02 Notices shall be mailed to the addresses designated herein or as may be designated in writing by the parties from time to time and shall be deemed received when sent postage prepaid U.S. Mail to the following addresses:

City of Windcrest
Attn: Rafael Castillo, City Manager
8601 Midcrown Drive
Windcrest, Texas 78239

Contractor:
IDS Engineering Group
Attn: Jeffrey McKinnie, PE
613 NW Loop 410, Suite 550
San Antonio, Texas 78216

14.03 No waiver by either party hereto of any term or condition of this Contract shall be deemed or construed to be a waiver of any other term or condition or subsequent waiver of the same term or condition.

14.04 This Contract represents the entire and integrated agreement between the City and the Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may only be amended by written instrument approved and executed by the parties.

14.05 This Contract and all rights and obligations contained herein may not be assigned by the Contractor without the prior written approval of the City.

14.06 If any provision of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court of competent jurisdiction finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it may become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

14.07 The Contractor, its agents, employees, and subcontractors must comply with all currently applicable federal and state laws, the charter and ordinances of the City of Windcrest, and with all applicable rules and regulations promulgated by local, state, and national boards, bureaus, and agencies. The Contractor must obtain all necessary permits and licenses required in completing the work and providing the services required by this Contract.

- 14.08 The parties acknowledge that they have read, understood, and intend to be bound by the terms and conditions of this Contract.
- 14.09 This Contract will be effective when signed by the last party whose signing makes the Contract fully executed.
- 14.10 **Notice of Indemnification. City and Contractor hereby acknowledge and agree that this Contract contains certain indemnification obligations and covenants.**

IDS ENGINEERING GROUP

By: _____



Printed Name: Timothy E. Buscha, P.E.

Title: Senior Vice President

Date: January 4, 2013

CITY OF WINDCREST

By: _____

City Manager

Date: _____

APPROVED:

City Attorney

Date: _____

Director of Finance

Date: _____

Exhibit A

Scope of Services

Project Limits

- Blue Grass from Fenwick Drive to north of Balfour – 350 lf
- Hickory Hollow from Windrock Drive to Spanish Moss and the full length of Pintail Point and Cattail – total of 1460 feet
- Moorside Drive from Fenway Lane to Fawndale Lane – 600 feet
- North Gap Drive at North Bend Drive – 250 feet
- Parkcrest Drive at Walzem Road – 100 feet

Topographic and Elevation Survey

IDS will prepare a topographic and elevation survey of the Project. Existing utilities will be located by use of publicly available maps, one call service, and surface features.

Right-of-way Resolution and Project Control

The existing right-of-way limits will be determined through abstracting, research, and existing boundary monuments. Horizontal and vertical control points will be provided along the Project at intervals not to exceed 1,000 feet.

Geotechnical Engineering

IDS will obtain a Subsurface Exploration and Pavement Analysis.

Plans, Specification, and Estimates (PS&E)

PS&Es will be prepared and submitted per Articles IV (Conceptual), V (Preliminary), and VI (Final).

Participate in public stakeholder meeting(s) at completion of the Conceptual Design Phase.

The design standards to be used on the Project shall include, but not limited to City of San Antonio Design Standards, the TxDOT Roadway Design Manual and Bridge Design Guideline, the American Association of State Highway and Transportation Officials (AASHTO) A Policy on Geometric Design of Highways and Streets (Green Book), Texas Manual on Uniform Traffic Control Devices (TMUTCD), and the Texas Pollutant Discharge Elimination System (TPDES) Guidelines as appropriate for the most cost effective design.

IDS will coordinate with the Texas Department of Transportation (TxDOT) regarding the intersection of Parkcrest and Walzem Rd (FM 1976). IDS will submit for a driveway permit on behalf of the City to TxDOT.

Bid Phase

IDS will provide Bid Phase services per Article VII.

Construction Phase

IDS will provide Construction Phase services per Article VIII.

Construction Surveying Services

Prior to construction, stake project base line including beginning and ending points, PC's, PT's, PI's, and 1,000 foot intervals. Establish temporary benchmarks within 500 feet of the beginning and ending points of the baseline and at 1,000 foot intervals throughout the project outside of the

proposed construction area. Prepare survey control drawing showing the baseline points established in the field and locations by station and offset to the temporary benchmarks.

Exhibit B

Payment Terms

SELECT ONE:

Compensation is based on **actual** hours of work/time devoted to providing the described professional services. The Contractor will be paid at the rates per service or employee shown below. The City will reimburse the Contractor for **actual**, non-salary expenses at the rate of ten percent (**10%**) above the Contractor's actual costs, or at the rates set forth below. Unless amended by a duly authorized written change order, the total payment for all invoices on this job, including both salary and non-salary expenses, shall not exceed the amount set forth in paragraph 2.01 of this Contract \$125,000).

The Contractor must submit **monthly** invoices to the City, accompanied by an explanation of charges, professional fees, services, and expenses. The City will pay such invoices according to its normal payment procedures.

IDS Engineering Group Billing Rates

Senior Manager	\$204/hr
Senior Engineer/Project Manager	\$153/hr
Project Engineer/EIT	\$119/hr
Senior Production.....	\$136/hr
Production	\$102/hr
Construction Manager.....	\$119/hr
Construction Observer	\$102/hr
Administrative.....	\$85/hr
Survey Manager/RPLS	\$110/hr
Survey Coordinator	\$85/hr
Survey Crew.....	\$150/hr

Exhibit C

Insurance Requirements

During the term of this Agreement all Contractor's insurance policies shall meet the following requirements:

- I. Standard Insurance Policies Required:
 - A. Commercial General Liability
 - B. Business Automobile Liability
 - C. Workers' Compensation
 - D. Professional Liability
- II. For each of these policies, the Contractor's insurance coverage shall be primary insurance with respect to the City, its officials, employees and volunteers. Any self-insurance or insurance policies maintained by the City, its officials, employees or volunteers, shall be considered in excess of the Contractor's insurance and shall not contribute to it. No term or provision of the indemnification provided by the Contractor to the City pursuant to this Contract shall be construed or interpreted as limiting or otherwise affecting the terms of the insurance coverage. All Certificates of Insurance and endorsements shall be furnished to the City's Representative at the time of execution of this Agreement, attached hereto as Exhibit D, and approved by the City before any letter of authorization to commence planning will issue or any work on the Project commences.
- III. The Contractor shall include all subcontractors as additional insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.
- IV. General Requirements Applicable to All Policies
 - A. Only insurance carriers licensed and admitted to do business in the State of Texas will be accepted.
 - B. Deductibles shall be listed on the Certificate of Insurance and are acceptable only on a "per occurrence" basis for property damage only.
 - C. "Claims made" policies will not be accepted, except for Professional Liability insurance.
 - D. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) calendar days prior written notice has been given to the City of Windcrest by certified mail, return receipt requested.
 - E. Upon request, certified copies of all insurance policies shall be furnished to the City.
 - F. The Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent. Each certificate shall contain the following provisions and warranties:
 1. that the insurance company is licensed and admitted to do business in the State of Texas

2. that the insurance policy is underwritten on forms provided by the Texas State Board of Insurance or ISO
3. all endorsements and coverages according to the requirements of this Contract
4. the form of notice of cancellation, termination, or change in coverage provisions
5. original endorsements affecting coverage required by this Contract.
6. The City of Windcrest, its officials, employees, and volunteers are named as Additional Insureds on the Commercial General Liability and Business Automobile Liability Policies. The coverage shall contain no special limitations on the scope of protection afforded the City, its officials, employees, and volunteers.

V. Commercial (General) Liability requirements:

- A. Coverage shall be written by a carrier with an "A:VIII" or better rating in accordance with the current Best Key Rating Guide.
- B. Minimum Limit of \$1,000,000 per occurrence for bodily injury and property damage with a \$2,000,000 annual aggregate.
- C. Coverage shall be at least as broad as Insurance Service's Office Number CG 00 01.
- D. No coverage shall be excluded from the standard policy without notification of individual exclusions being attached for review and acceptance.
- E. The coverage shall include but not be limited to: premises/operations; independent contracts, products/completed operations, contractual liability (insuring the indemnity provided herein), and where exposures exist, Explosion Collapse and Underground coverage.
- F. The City shall be named as an additional insured and the policy shall be endorsed to waive subrogation and to be primary and non-contributory.

VI. Business Automobile Liability requirements:

- A. Coverage shall be written by a carrier with an "A:VIII" or better rating in accordance with the current Best Key Rating Guide.
- B. Minimum Combined Single Limit of \$1,000,000 per occurrence for bodily injury and property damage.
- C. The Business Auto Policy must show Symbol 1 in the Covered Autos portion of the liability section in Item 2 of the declarations page.
- D. The coverage shall include owned autos, leased or rented autos, non-owned autos, any autos and hired autos.

VII. Workers Compensation Insurance requirements:

- A. Pursuant to the requirements set forth in Title 28, Section 110.110 of the Texas Administrative Code, all employees of the Contractor, the Contractor, all employees of any and all subcontractors, and all other persons providing services on the Project must be covered by a workers' compensation insurance policy: either directly through their employer's policy (the Contractor's, or

subcontractor's policy) or through an executed coverage agreement on an approved Texas Department of Insurance Division of Workers Compensation (DWC) form. Accordingly, if a subcontractor does not have his or her own policy and a coverage agreement is used, Contractors and subcontractors must use that portion of the form whereby the hiring contractor agrees to provide coverage to the employees of the subcontractor. The portion of the form that would otherwise allow them not to provide coverage for the employees of an independent contractor may not be used.

B. The worker's compensation insurance shall include the following terms:

1. Employer's Liability limits of \$1,000,000 for each accident is required.
2. "Texas Waiver of Our Right to Recover From Others Endorsement, WC 42 03 04" shall be included in this policy.
3. Texas must appear in Item 3A of the Worker's Compensation coverage or Item 3C must contain the following: All States except those listed in Item 3A and the States of NV, ND, OH, WA, WV, and WY.

C. Pursuant to the explicit terms of Title 28, Section 110.110(c)(7) of the Texas Administrative Code, this Agreement, the bid specifications, this Agreement, and all subcontracts on this Project must include the terms and conditions set forth below, without any additional words or changes, except those required to accommodate the specific document in which they are contained or to impose stricter standards of documentation:

"A. *Definitions:*

Certificate of coverage ("certificate") - A copy of a certificate of insurance, a certificate of authority to self-insure issued by the Division of Workers Compensation, or a coverage agreement (DWC-81, DWC-83, or DWC-84), showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project - includes the time from the beginning of the work on the project until the Contractor's/person's work on the project has been completed and accepted by the governmental entity.

Persons providing services on the project ("subcontractors" in § 406.096 [of the Texas Labor Code]) - includes all persons or entities performing all or part of the services the Contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the Contractor and regardless of whether that person has employees. This includes, without limitation, independent Contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not

include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

- B. The Contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, that meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the Contractor providing services on the project, for the duration of the project.*
- C. The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.*
- D. If the coverage period shown on the Contractor's current certificate of coverage ends during the duration of the project, the Contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.*
- E. The Contractor shall obtain from each person providing services on a project, and provide to the governmental entity:*
 - (1) a certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and*
 - (2) no later than seven calendar days after receipt by the Contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.*
- F. The Contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.*
- G. The Contractor shall notify the governmental entity in writing by certified mail or personal delivery, within 10 calendar days after the Contractor knew or should have known, or any change that materially affects the provision of coverage of any person providing services on the project.*
- H. The Contractor shall post on each project site a notice, in the text, form and manner prescribed by the Division of Workers Compensation, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.*
- I. The Contractor shall contractually require each person with whom it contracts to provide services on a project, to:*

- (1) *provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, that meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all of its employees providing services on the project, for the duration of the project;*
- (2) *provide to the Contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project;*
- (3) *provide the Contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;*
- (4) *obtain from each other person with whom it contracts, and provide to the Contractor:*
 - (a) *a certificate of coverage, prior to the other person beginning work on the project; and*
 - (b) *a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;*
- (5) *retain all required certificates of coverage on file for the duration of the project and for one year thereafter;*
- (6) *notify the governmental entity in writing by certified mail or personal delivery, within 10 calendar days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and*
- (7) *contractually require each person with whom it contracts, to perform as required by paragraphs (a) - (g), with the certificates of coverage to be provided to the person for whom they are providing services.*

J. *By signing this contract, or providing, or causing to be provided a certificate of coverage, the Contractor is representing to the governmental entity that all employees of the Contractor who will provide services on the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier*

or, in the case of a self-insured, with the Commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the Contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

- K. The Contractor's failure to comply with any of these provisions is a breach of contract by the Contractor that entitles the governmental entity to declare the contract void if the Contractor does not remedy the breach within ten calendar days after receipt of notice of breach from the governmental entity.”*

VIII. Professional Liability Requirements:

- A. Coverage shall be written by a carrier with a “A:VIII” or better rating in accordance with the current Best Key Rating Guide.
- B. Minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate, with a maximum deductible of \$200,000.00. Financial statements shall be furnished to the City of Windcrest when requested.
- C. For “claims made” policies, a two-year extended reporting period shall be required.

Exhibit “D”

Certificate(s) of Insurance



City Council Agenda Item Report

January 7, 2013

Contact – Kelly Rodriguez
krodriguez@windcrest-tx.gov

Resolution #: 2013-418 (R)

SUBJECT: Deliberation and take possible action a resolution approving a contract with Municipal Code Corporation for codification of the City's Code of Ordinances and for supplemental services and authorizing the City Manager to execute said contract.

1. BACKGROUND/HISTORY

City of Windcrest keeps it's Code of Ordinances on file at City Hall and posted on the City's website.

2. FINDINGS/CURRENT ACTIVITY

The Code of Ordinances were being updated by building services staff and has not been done since their departure in 2010 and discrepancies have been found. MUNICODE's attorney will review the existing Code and ordinances to look for conflicts with state law, case law relating the the City's ordinances, the Charter and constitutional principles. Upon completion MUNICODE will prepare an index. Copies are then printed and posted online.

3. FINANCIAL IMPACT -

\$11,950.00 will be the base cost for a 3 year contract with additional costs of \$18 per page as ordinances are updated and \$700 annually after this first year. Based on prior years and the number of ordinances passed by City Council, the City would spend approximately \$1700 per year. Monies to come from the General Fund, Fund Balance.

4. ACTION OPTIONS/RECOMMENDATION

Staff recommends to take action on Resolution so that staff and residents can view the updated Code of Ordinances on the web.

RESOLUTION NO. 2013-418 (R)

**A RESOLUTION APPROVING A CONTRACT WITH
MUNICIPAL CODE CORPORATION FOR
CODIFICATION OF THE CITY'S CODE OF
ORDINANCES AND FOR SUPPLEMENTAL SERVICES
AND AUTHORIZING THE CITY MANAGER TO
EXECUTE SAID CONTRACT**

WHEREAS, the City Council has determined that it would be beneficial for the city to engage Municipal Code Corporation to codify the city's Code of Ordinances and to obtain certain supplemental services; and

WHEREAS, Municipal Code Corporation has submitted a proposal for such services which the City Council desires to accept.

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

1. That a contract with Municipal Code Corporation for codification of the city's Code of Ordinances is hereby approved to include the following services:

a)	Base cost	\$11,950.00
b)	Teleconference for review of work	No charge
c)	Rebate pages, double column	\$18.00 per page
d)	Additional pages, double column	\$22.00 per page
e)	All supplementary services except OrdLink/OrdBank and MuniPRO subscription	
2. The City Manager is authorized to execute such contract on behalf of the city.

DULY PASSED AND APPROVED, on the 7th day of January, 2013 at a regular meeting of the City Council of the City of Windcrest, Texas, which meeting was held in compliance with the Open Meetings Act, Tex. Gov't. Code, §551.001, et. seq. at which meeting a quorum was present and voting.

CITY OF WINDCREST, TEXAS

Alan Baxter, Mayor

ATTEST:

Kelly Rodriguez, Assistant City Secretary

APPROVED:

Michael S. Brennan, City Attorney



municode

Municipal Code Corporation • P.O. Box 2235 Tallahassee, FL 32316
info@municode.com • 800.262.2633
fax 850.575.8852 • www.municode.com

December 7, 2012

Ms. Kelly Rodriguez
Municipal Court Clerk
8601 Midcrown
Windcrest, TX 78239

Dear Ms. Rodriguez:

Thank you for your interest in Municode and the services we provide to local governments. We understand your community has unique needs and we offer a variety of services to meet those needs.

ABOUT THE MUNICODE CODIFICATION PROCESS. Municode's approach to codification sets the standard in the industry. The project starts with a conference call during which you can outline specific issues or concerns. Our attorney will review the existing Code and ordinances giving emphasis to your expressed concerns and look for conflicts with state law, case law relating to the City's ordinances, the Charter (if applicable and included in project) and constitutional principles. The issues we uncover, and possible resolutions, are documented in a legal manuscript and discussed at a conference between you and our attorney. Following implementation of the agreed upon solutions, proofs of the new Code are sent to you. Upon your return of the proofs, an index is prepared, copies are printed and the new Code is posted on-line. Other aspects of the project, such as the editorial process and satisfying the demand of subscribers are described in greater detail in the proposal.

WHY USE MUNICODE? Municode is the most trusted and experienced codifier of local government Codes. In addition, we are family owned and operated which translates into an unmatched commitment to customer service. Our clients tell us the following distinguishes Municode as the best:

-  **STAFF ATTORNEY AND CONFERENCE** – One staff attorney is the primary point of contact throughout every step of the process. They actually perform the legal research, as opposed to reviewing a paralegal's work, and are available to consult with you anytime during the project and will conduct the editorial conference. This dialogue ensures that the Code accurately reflects the intent of the ordinances enacted by the elected officials.
-  **LEGAL MANUSCRIPT** – Municode provides the entire Code, including legal recommendations, as one electronic document. Items in need of discussion appear as Comments or Footnotes in the manuscript. This approach facilitates collaboration and dissemination among Departments.
-  **SAMPLE LEGISLATION WEBSITE** – During the project, and afterwards, you can search our website of more than 2,700 Codes for almost any legal topic.
-  **TECHNOLOGY** – Municode continually invests in technology to benefit our customers. You can be assured of access to the best search engines, the fastest Internet connections, advanced communication channels and sophisticated publishing tools over the life of the project and throughout Supplementation.

If you have any questions or desire additional information, please call and speak with Steffanie Rasmussen or me. We will also be happy to schedule a conference call or webinar with all interested parties, or meet with you personally.

Sincerely,

A. Lawton Langford
Chairman/CEO

ALL/II
Enc.

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EXECUTIVE SUMMARY

Municode was founded in 1951 and offers services to local governments nationwide. We have published more than 3,500 Codes. With more than 60 years of experience, Municode has fine-tuned its operations to offer the most efficient and affordable codification and publishing services available. From creating or updating a Code to shipping a Supplement to posting the content on-line, Municode assures the fastest, most accurate delivery of codification services. We work hard to maintain the high level of service our Clients have come to expect.

Understanding Your Needs

Our service depends on fully understanding your unique needs, and begins with our first contact. While the Sales staff works with more than 3,500 accounts, we do so one person at a time. Municode is a family-owned, medium sized business, which means our clients receive a level of personal service unparalleled in the industry. At the same time, we also have the resources to handle complex custom issues. Our size also allows us to provide extra editorial and technological resources a smaller firm can't offer. Our most valuable assets are our clients and our reputation. We earn our reputation by offering helpful suggestions and solutions for your unique situation.

Applying our Experience

The average tenure of Municode's attorneys is 20 years. Each attorney is responsible for only one project per month, so you will have their undivided attention. They have access to the Westlaw database for researching state law, and are familiar with the issues unique to municipal law. We receive approximately 4,000 ordinances each month; this scale allows us to leverage the experience of other local governments for your benefit. In many states, we provide State Law Pamphlets to notify our Clients of changes in State Laws affecting local governments. Lastly, we moderate a Listserv for the exclusive benefit of Municipal Attorneys. The Listserv includes more than 600 municipal attorneys, and your attorney can join for free.

Using Technology for Your Benefit

Municode focuses on technology that benefits our customers. We have created products that are affordable and meet the ever-changing needs of our clients. Municode handles all electronic services in-house. We offer all format/database options (HTML, RTF, PDF, XML), and all choices of media (CD, download, e-mail.). We consider technology a "core competency" and are committed to staying abreast of technology for your benefit. Municode provides electronic products that provide a variety of ways citizens and staff can access the Code. Web access is supported for industry standard browsers on PC and Mac platforms. Additionally, the website recognizes when a visitor is interfacing from a mobile device and automatically changes the view to a "mobile-friendly mode." Future developments will make the experience of visitors even more efficient and productive, though these tools may be sold as a Premium service. Municode.com meets all Priority 1 checkpoints under the W3C's Web Content Accessibility Guidelines 1.0 Specification (WCAG).

Association Support

Municode supports many Clerk, Attorney, Municipal and City Associations, additionally we partner with the International Institute of Municipal Clerks and International Municipal Lawyers Association to provide services to their members. Our Vice President of Sales, Dale Barstow, is the President of the Municipal Clerks Education Foundation. All of this support is motivated by our desire to "give back" to the people who have made us successful, as well as our goal to stay close to our Clients. Municode is keenly interested in assisting you with your needs and we feel our focus, company and personnel perfectly match your goals. We appreciate your interest and look forward to your review of the rest of our information.

SCOPE OF WORK

MUNICODE, a corporation duly organized and existing under the laws of the State of Florida, hereinafter referred to as Municode, hereby offers to perform codification services for the **CITY OF WINDCREST, TEXAS** hereinafter referred to as Client.

Municode will research, edit, index and publish (both in print and electronically) the finally enacted legislation Client specifies for inclusion in the Code.

1. **Material.** The following sections describe the nature of material included or excluded in the project, returning an archival copy to the Client and adding material to the on-line collection.

- a. **Included Ordinances.** All legislation of a general and permanent nature, passed in final form by the Client, as of the cut off date established by the Municode attorney (usually following delivery of the Legal Manuscript) will be included in the new Code. Municode prefers the material in an editable electronic form, and will rely upon the electronic media during the codification process when furnished electronically. However, materials are not required to be furnished in electronic form and can be provided as a printed copy. All material received by Municode will be acknowledged via e-mail to establish a record of included ordinances. Research of minutes can be provided as agreed upon by the Client and Municode.
- b. **Omitted Ordinances.** Legislation not of a general and permanent nature will be omitted from the Code unless otherwise instructed by Municode or the Client. Examples of such legislation include: Appropriations; Franchises; Bonds; Vacating Streets and Other Public Properties; Sales of Surplus Assets and Properties; Tax Levies; Special Elections; Contracts and Agreements; Rezoning; Personnel Regulations; Annexations and Disannexations; Tax Anticipated Notes and Issuances of Similar Debt Instruments; Appointments of Named Individuals to Positions within a Governmental Body; Comprehensive Master Plans, Traffic Schedules, and Fee Schedules (however, Fee Schedules can be provided for an additional fee – quotation upon request).
- c. **Archived Material.** All Ordinances submitted to Municode can be scanned and integrated with a run-time version of the document management software, Laserfiche, and returned to the Client on a CD.
- d. **Additional Content.** Additional material can be posted on-line along with the new Code. Such material will be excluded from the research, editing and print publication process, but fully searchable on-line. Examples of additional content include: Administrative Rules & Regulations; Policy and Procedure Manuals; and Forms required for applications or to apply for permits or licenses.

2. **Supplementing Existing Code during Codification.** Municode can provide Supplementation Services, electronic options and web hosting for the existing Code while the codification project is underway. Electronic options include providing Electronic Updates in lieu of Printed Supplements. All service options are described in greater detail in the Supplement Service portion of the proposal.

3. **Legal and Editorial Work.** Municode will assign a team, consisting of a lead attorney, editor, proofreader and indexer, to the project. All recommendations by this legal team are intended for use by the Client's attorney and should not be considered legal advice. This legal team is responsible for the following:

- a. **Research and Review.** Municode will research all legislation submitted by the Client against the State Constitution, State Law, the Charter (if the Client has adopted one); additionally, the ordinances are compared to other ordinances to determine if there are any inconsistencies or conflicts within the legislation itself. Zoning and Land Use provisions will be reviewed only if included in the Code. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be added at the additional page rate.
- b. **Structure.** Municode will suggest a structure and organization for the Code and provide a Table of Contents indicating said structure. Municode will assume the existing Code organization is to remain intact unless discussed with our attorney and approved by the Client.

- c. **Legal Manuscript.** Municode will submit a legal manuscript for the Client's review. This manuscript will reflect the Municode attorney's legal review and will embed the attorney's comments and questions within text of the Code as "Comments" or "Footnotes." The legal manuscript will be provided in electronic form, though a printed copy will be provided upon request.
- d. **Conference.** Municode will conduct a conference, either in person, via telephone or webinar, to review the legal manuscript. All interested personnel may be included; but the Client's attorney and Clerk are essential. Issues discovered during the legal research will be discussed at the conference, with agreed upon solutions noted in the legal manuscript. The Client's attorney has the final decision making authority for resolution of issues brought up at the Conference or "footnoted" in the Legal Manuscript.
- e. **References.** Municode will provide State Law references within the Code. Additional references, such as editor's notes, reserved sections, and referenced materials, will be provided as appropriate. Cross references within the Code will be hyperlinked in the on-line version.
- f. **Editing.** Municode will edit the text of the Code to reflect proper grammar and stylistic consistency. Municode will not reword any provision that changes the substantive intent of the Code, unless the Client approves the revision. However, non-substantive revisions to improve readability are a part of the codification process.
- g. **Proofreading.** Municode will proofread the Code prior to submitting proofs. The text will be reviewed for sense, structure and to ensure the implementation of the decisions by the Client and Municode's attorney are correct.
- h. **Page Format Options.** Municode will review page composition format options, such as font type (e.g. Times, Helvetica, New Century Schoolbook, Avant-Garde Demi, Courier, Palatino, Helvetica Narrow, Century Gothic and Arial-MT) font size (10, 11, 12 point) page layout (single or double column), graphics appearance and placement, with the Client. We will help you choose a format that result in a professional document that is easily researched. Sample page formats will be provided for review and selection.
- i. **Index and Tables.** Municode will create a hierarchical, subject matter index and all tables (Contents, State Law Reference, Prior Code Comparison, Ordinance Disposition, Supplement History) for the Code as necessitated by the materials. Additional tables required by the Client, such as a schedule of fees, can be created or manipulated for an additional hourly fee.
- j. **Graphics.** Municode will add the graphics provided by the Client in a usable (preferably their native) format and insert them into the printed and electronic versions of the Code. Manipulation, enhancement, reformatting of any graphic supplied by the Client will be performed based upon an additional hourly fee.
- k. **Adopting Ordinance.** Municode will provide an Adopting Ordinance upon completion of the project.

4. **Proofs.** After editing and proofreading, proofs incorporating solutions captured in the legal manuscript will be delivered to the Client. The proofs are an updated legal manuscript indicating agreed upon changes as decided by the Client. The proofs will have been edited and proofread, though they will not contain all of the tables and the subject matter index and will not be in final form for printing. A sample of the finished Code format will also be provided.

Municode guarantees typographical correctness. Any errors attributable to Municode will be corrected at no charge during the term of this Agreement. Municode's liability for all services shall extend only to correcting the errors in the Code and subsequent updates, not to any acts or occurrences as a result of such errors, and only as long as the contract is in effect.

5. **Delivery of Code.** A summary of features available on municode.com follow. For a more detailed explanation see the page titled "Website Services" at the end of this proposal.

- a. **Electronic Format and Delivery Options.** The new Code can be delivered in a variety of electronic formats and mediums. Supported formats include HTML, PDF, RTF, XML and integrated with the dtSearch Engine. Electronic delivery mediums include posting on-line, CD and download (FTP).

- b. **Electronic Features and Tools.** The Code integrated with dtSearch (either posted on municode.com or delivered on CD or download as MuniCode Desktop) will have the following tools available to the user, search (simple and Boolean), ranked hit list, search history, print / save selected sections, e-mail selected sections (on-line only), expandable Table of Contents, automatic conversion to “mobile-friendly mode” when viewed from a hand held device, ability to link to individual sections from external content and customization of banner to match Client’s website design.
- c. **Printing and Binding.** The number of copies needed by the Client will be printed on acid-free paper in the chosen format. Color printing is available at an additional charge. Standard binding for the Code is three-post, expandable, black, leatherette binders with gold, silver or white stamping. Alternate binders, such as D-ring or polyvinyl, are available. The following binder colors are available: Brittany blue, deep green, maroon and semi-bright black. A Seal or logo can be added in addition to the text on the front and spine of the binder, if desired. Divider tabs for each major section of the Code and Index are also provided.

Our paper vendor is chain-of-custody certified with the Forest Stewardship Council (FSC), Sustainable Forest Initiative (SFI) and Programme for Endorsement of Forest Certification schemes (PEFC).

6. **Client Responsibility.** The Client agrees to:

- a. **Amendatory Legislation.** The Client shall immediately forward all adopted legislation (including amendments, the Charter, Special Acts and other pertinent rules and regulations having the effect of law) to be codified on a continual basis. Submission should be timely and can be sent in electronic or printed form.
- b. **Review Legal Manuscript.** The Client shall review the Legal Manuscript and modify and/or approve the proposed Table of Contents and organization of the Code, page format, font type and size, approve number of copies to be printed, binder colors and choice of electronic format and medium.
- c. **Participation of Attorney.** Ensure the Client’s Attorney and other interested personnel attend and participate in the project, including on-site or teleconference and review of the proofs.
- d. **Submission of data.** The Client shall provide data, graphics and tables of the highest reproducible quality, preferably in their original, electronic format. Provide a black and white line art seal or logo for the binders, if desired.
- e. **Proofs.** The Client will review and return the proofs within 45 days of receipt. Changes to the text should be marked directly on the proofs. Please note delaying the return of proofs can delay the project. Changes not discussed at conference, and deletions / additions constituting more than 5% of the total to the proofs may result in a proof update fee. Should the Client fail to return proofs within five (5) months, the balance of the contract shall become due and payable. Additional copies of proofs can be provided upon request.

RECODIFICATION QUOTATION SHEET FOR CITY OF WINDCREST, TEXAS

Base Cost, includes

\$11,950

- Receipt, review and organization of materials
- Legal Work
- Preparation of Legal Manuscript
- Implementation of approved legal findings
- Updating State Law References
- Editing
- Page formatting (make selections below)
- Proofreading
- Indexing
- Creation of Tables¹
- 10 Copies, to include Binders and tabs (select binder color below)
- Adopting Ordinance
- Code on Internet, first year²
- Base number of pages

<i>Estimated pages based on page format and font size</i>			
Page Format	Font Size		
	10pt	11pt	12pt
Single Column	700	791	875
Double Column	500	609	657

Elections to be made applying to the above project:

- Font - New Century Schoolbook will be used as the font unless otherwise indicated. Other choices include Helvetica, Times New Roman, Avant-Garde Demi, Courier, Palatino, Helvetica Narrow, Century Gothic and Arial-MT
- Font Size - 11 point is recommended; 10 and 12 point are available.
- Binder Color – Please circle one (Brittany Blue, Deep Green, Semi-Bright Black, Maroon)
- Stamping Color for Binder – Please circle one (Gold, Silver, White)
- Please check conference choice

☐ On-site Conference, each

\$1,000

☐ Teleconference or Web based conference, 3 hour session

No Charge³

Items not included in Base cost:

- Rebate pages under the base number of pages upon completion of Codification project
 - 8 ½ x 11 inches, single column, per page \$14
 - 8 ½ x 11 inches, double column, per page \$18
- Additional pages over the base or material amended or added after conference
 - 8 ½ x 11 inches, single column, per page \$18
 - 8 ½ x 11 inches, double column, per page \$22
- Graphics⁴ & Tabular⁵ matter \$10
- Additional Copies/Binders/Tabs Quotation upon request
- Freight Actual freight
- State Sales Tax If applicable

¹ The following Tables will be created and are included in the Base Cost: Supplement History Table, Code Comparative Table, State Law Reference Table and Ordinance History Table. An additional hourly charge applies for creation, modification, addition or updating of any table other than those enumerated in this footnote.

² After the first free year, the annual Code on Internet fee will be \$700 to include our CodeBank Service; however, the Client can choose to have the Code on Internet only at \$550 per annum or both the Code on Internet and CodeBank Service for \$700 per annum.

³ For the initial 3-hour session. \$50 per hour thereafter.

⁴ Includes printing all copies. Additional fee if graphic includes color.

⁵ Tabular matter is defined as Algebra formulae, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

Payments – base cost split into four payments – can be budgeted over two fiscal years

• Execution of Agreement	\$3,585
• Submission of the Legal Manuscript	\$2,990
• Submission of Proofs	\$2,990
• Delivery	Balance

SUPPLEMENT SERVICE

After publication of the new Code, Municode will update the Code as legislation is enacted.

1. **Material.** The Client shall forward a copy of legislation upon enactment. Material is preferred in an electronically editable format and should be sent to ords@municode.com. Every ordinance sent to Municode will be acknowledged via e-mail. A complete list of legislation recorded in an update will be provided. Municode will hold legislation pending a schedule or begin the job as established with the Client.
2. **Additional Provisions.** Municode can add provisions (e.g. charter, zoning, land development regulations) not included in the original project through the Supplement service. They will be included in a Supplement or as a separate project and appropriate updates will be made to the Code and tables. Additional divider tabs or binders will be provided as necessary. Municode will advise of all options and applicable costs.
3. **Editorial Work.** The Supplement editorial team, who is supervised by a licensed attorney and consists of a legal editor, proofreader and indexer, will review the legislation to determine proper placement within the Code. Municode will adhere to the structure and style contained in the ordinance unless changes are required to ensure consistency with other text in the Code. The team will also update the Table of Contents, catch lines, reference tables and index. Editorial notes will be appended to sections that require additional explanation. A Supplement History Table is provided to note all ordinances included. Municode has Supplement teams trained in the use of InDesign, and will editorially preserve the integrity of form of such files whether displayed on-line or in print.
4. **Deliverables.** Updates can be delivered electronically or as printed copies, and on a schedule designed to meet the Client's needs.
 - a. **Electronic Updates.** Amendments to the electronic version of the Code (CD, Internet, PDF, etc.) are incorporated into the Code and a fully searchable, complete Code will be delivered. Electronic Updates are included in the base page rate and clients who receive both Electronic Updates and Printed Supplements receive the Printed Supplements at no charge. Electronic Updates can be provided on their own schedule, or accompany Printed Supplements.
 - b. **Printed Supplements.** Amendments to the printed Code occur in the form of Printed Supplement pages that are issued as replacement pages. Printed Supplements include updated Table of Contents, Code Comparative Table, index and text pages. The base page rate includes a copy of each Supplement for every printed Code. Printed Supplements will be delivered in bulk to the Client, unless Client chooses to utilize Municode's Distribution Services
 - c. **Schedule.** Amendments are provided on a schedule designed to meet the needs of the Client. The schedule can be weekly, biweekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur on a more frequent schedule than Printed Supplements.
5. **Posted Ordinances.** Municode can post newly enacted ordinances on the web between Supplements. They are posted in their original form as a PDF and must be sent in an editable format via email. Although these ordinances will be a part of your Code database, they are not incorporated (codified) into the Code until a Supplement or Electronic Update is prepared. Once the posted ordinances, except for ordinances in the OrdBank, are included in a Supplement or Electronic Update, they are removed from the website.
 - a. **NOW Ordinances (New Ordinances on the Web).** NOW ordinances are presented on the initial page of the on-line Code in a table that includes ordinance title, adoption date and description. This table also contains a link directly to the ordinance for viewing.
 - b. **OrdLink.** Ordlink expands the NOW service by highlighting the affected section in the Table of Contents; Linking the amended section in the Code text to the ordinance(s) in the NOW table; and Linking the ordinance in the NOW table to the amended text sections of the Code.
 - c. **OrdBank.** Is a permanent collection of all ordinances sent to Municode, listed chronologically and organized by Supplement number, presented on-line with number, date and a brief description. Each ordinance in the list is linked to the actual ordinance as enacted, and from the History Note of the section derived from the ordinance.

ADDITIONAL SERVICES

1. **Distribution.** Fulfillment services are available to distribute individual printed copies of Codes and Supplements to departments or subscribers at no additional fee to the Client. Municode can sell the Codes, Supplements, chapter reprints, binders and tabs at a pre-determined price. Municode assumes all risk and expense for providing these items. Orders can be placed through our online ordering, via fax, mail or telephone. More detailed information about distribution services will be provided after the return of the proofs.

2. **Future Legal Review.** At any point during the term of this Agreement, or extensions thereof, Municode can provide additional legal review to identify inconsistencies, obsolete provisions or compare the Code to current State Law. State Law references can be updated in conjunction with this legal review or as a separate engagement.

3. **MuniPRO Advanced Research Tools.** While access to the Code and ordinances is free to everyone, Municode has developed a suite of premium tools for professionals who need advanced research abilities. MuniPRO provides subscribers with the following tools:

- 🔍 **MuniPRO Search.** Search all codes within one state, multiple codes within one state, or search all codes in the entire US! Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- 🔍 **MuniPRO Favorites.** Create a “favorites” list of frequently visited Codes or sections. This will save time by making navigation a one-click process from the Dashboard.
- 🔍 **MuniPRO Notes.** Create a note and attach it to any document in any publication. Note icons will show in both the Table of Contents and search results page, alerting the user to a previously written note. Notes can be shown or hidden when browsing and searching a publication, and a global listing of notes can be accessed with a single click from the Dashboard.
- 🔍 **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons will appear in the Table of Contents and search results, and can also be accessed from a single click.

4. **Electronic Records Management Software and Services (Laserfiche).** MCCi is the largest Laserfiche Var in the United States and focuses on Local Government. With over 400 clients, MCCi can provide your organization with the most experienced professionals to implement and support your Laserfiche solution. Laserfiche software is used for Electronic Records Management and here are just some of the features: scan, index, search, archive, automate approval processes, make records available via the web, manage records retention, and integrate with your other software systems.

- Archived Ordinances; integration with Laserfiche
 - [] Up to 3,000 images, excess images \$0.50/image \$1,500
 - Future Updates at \$1.00 per image
 - [] Online Document Hosting – First Year \$1,000
 - Annual hosting renewal at \$500 and \$.035 per image hosted

5. **Utility Billing Services (MuniBills).** MCCAdvantage offers billing, statement and remittance processing services as an additional benefit under this agreement. MCCAdvantage, a subsidiary of Municode, can provide the client with design, printing and mailing services for customer billing/statements of all types. These services also include remittance payment options, software and other billing solutions. Pricing information for this service can be supplied upon request.

Billing services, to include custom formatting, data cleansing, printing and mailing of your statements, are included with this contract. An initial setup fee and \$.15 per bill (10,000 bills per month) includes formatting, printing, mailing, and materials. Tiered pricing for volumes above 10,000 statements. (Minimal charge of \$250 per month for volumes less than 2,000.) PDF copies of all statements are provided in advance of mailing. Additional features available upon request.

SUPPLEMENT SERVICE QUOTATION SHEET FOR CITY OF WINDCREST, TEXAS

Supplement Service Base Page Rate⁶

Page Format	Base Page Rate
Single Column	\$18 per page
Double Column	\$22 per page

Base page rate above includes:

- Acknowledgement of Material
- Data conversion, as necessary
- Editorial Work
- Proofreading
- Indexing
- Creation of Tables⁷
- Schedule as selected by Client⁸
- Updating Electronic versions⁹, (e.g. CDs and Internet)
- Printing 10 supplement copies

Additional Services that apply to Supplement Service:

- | | |
|---|----------------|
| • Code on Internet, annually ¹⁰ | \$550 |
| • Graphics ¹¹ & Tabular ¹² matter, per graphic or table | \$10 |
| • Electronic delivery handling fee, per delivery ¹³ | \$75 |
| • New Ordinances on the Web (NOW)/Ordbank, per ordinance | \$35 |
| • OrdLink/Ordbank ¹⁴ , per ordinance | \$60 |
| • Freight, prebilled | Actual freight |
| • State Sales Tax | If applicable |

Payment for Supplement and Additional Services

- Invoices will be submitted upon shipment of project(s).

Other Additional Services:

MuniPRO , per annum subscription	\$495 ¹⁵
Electronic Records Management Software and Services (Laserfiche)	Quotation upon request
Document Scanning Services (MuniScan)	Quotation upon request
Utility Billing Services (MuniBills)	Quotation upon request

⁶ All prices quoted in this section may be increased annually in accordance with the Producer Price Index – Internet Publishing and web search portals (NAICS 519130) as reported by US Department of Labor – Bureau of Labor Statistics.

⁷ The following Tables will be updated and are included in the Base Page Rate: Supplement History Table, Code Comparative Table, State Law Reference Table and Ordinance History Table. An additional hourly charge applies for creation, modification, addition or updating of any table other than those enumerated in this footnote.

⁸ Schedule for Supplements can be weekly, biweekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic Updates can occur more frequently than printed Supplements.

⁹ We do not charge a per page rate for updating CDs or the Internet – this is included in the Supplement per page rate.

¹⁰ After the first free year, the annual Code on Internet fee will be \$700 to include our CodeBank Service; however, the Client can choose to have the Code on Internet only at \$550 per year.

¹¹ Includes printing all copies. Additional fee if graphic includes color.

¹² Tabular matter is defined as Algebra formulae, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

¹³ “delivery” is defined as delivering electronic data to the Client on CD-ROM or via FTP. Fee applies whenever content is delivered as HTML, PDF, RTF, XML or integrated with a search engine, via one of the afore-mentioned mediums.

¹⁴ If OrdLink is selected the NOW service is not necessary.

¹⁵ These subscriptions are based on concurrent users, if you have five employees, but only three users will be logged in at any given time, you need to purchase only three subscriptions.



municode

Municipal Code Corporation • P.O. Box 2235 Tallahassee, FL 32316
info@municode.com • 800.262.2633
fax 850.575.8852 • www.municode.com

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the Client.

Term of Agreement. This Agreement shall begin upon execution of this Agreement and end three years after the publication date of the new Code. Thereafter, the Supplement Service shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: _____

Title: _____

Witness: _____

Date: _____

Accepted by:

CITY OF WINDCREST, TEXAS

By: _____

Title: _____

Witness: _____

Date: _____



municode

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fax 850.575.8852 • www.municode.com

QUALIFICATIONS

For more than 60 years, Municode has engaged predominantly in editing and publishing Codes for municipalities and counties of all sizes throughout the United States. Municode has published and supplemented more Codes that are in current use than any other codifier in the Country. This experience enables us to offer you the finest services available. We also have started two other divisions focused on government clients: MCCi (Municipal Code Corporation Innovations) and MCCa (Municode Code Corporation Advantage).

Business main location:	1700 Capital Circle, SW Tallahassee, FL 32310 800-262-2633 or 850-576-3171
Incorporation Date:	March 1951
Current Code Accounts Serviced:	over 3,000
Divisions:	MCCi - Document Management and Agenda Automation MCCa - Utility Billing and Statement Processing

Personnel/Offices

The entire corporate staff consists of approximately 150 employees, including 9 attorneys, 35 editors, and 46,000 square feet of floor space. We have regional offices in Apple Valley, Minnesota; Fort Worth and Edinburg, Texas; Charlottesville, Virginia; Seattle, Washington and our main office in Tallahassee, Florida.

Key Personnel Assigned to Project

Legal:

H. E. "Rick" Grant, Executive Vice President and COO. B.S., U. S. Naval Academy; J.D., Florida State University. Rick is a former naval aviator and Navy attorney (JAG Corps) who retired as The Judge Advocate General, the Navy's senior attorney. He has twelve years of experience as COO of Municode and will have overall supervision of the project. He will assign the Municode attorney, who will conduct a thorough legal review to identify any inconsistencies or conflicts between ordinances and any conflicts with state law, send the municipality a legal manuscript that identifies these inconsistencies and conflicts, and make recommendations on how to proceed. The attorney will then contact the municipality to set up a conference to discuss these issues

Project Coordinators:

Dale Barstow, Vice President of Sales, Pilot of Municode's Corporate Airplane. Graduate from Embry-Riddle Aeronautical University; Honorary City Clerk in 5 States; Municipal Clerks Education Foundation President; Continuing Education – Dale Carnegie Sales Training; Speaker for over 39 conferences. Dale has over 40 years' experience in client sales. Dale meets with our customers to ensure face to face communication and coordination.

Steffanie W. Rasmussen, Assistant Vice President of Sales. M.S., Industrial & Organizational Psychology, Kansas State University; B.S., Business Psychology, Florida State University; Certificate in Performance Management, Florida State University. Worked with Bagel Bagel Café and Bagel Bagel Franchise Systems, Inc. from Restaurant Management to Developing and Implementing the Franchise Product. Communication, Efficiency and Customer Service driven.

Supplementation:

Dennis J. Sinnett, Vice President of Supplements. Received a B.S. from the United States Naval Academy, a M.A.S from Embry-Riddle Aeronautical University. A former Naval aviator with over 30 years of leadership experience, he is the Supervisor of the Supplement Department. In order to ensure that you receive the best service possible, Municode has deployed a team concept. This team organizational structure allows for efficient communication, reduces the turn-around time for the publication of your supplements and helps to ensure you the highest degree of accuracy possible. In addition, because each team is comprised of three editors and one proofreader, it allows for what we call “bench depth” – there is always a backup person who is familiar with the municipality’s Code of Ordinances. As the Supplement Department Supervisor, he will work with the lead editor to review the amending ordinances and establish a schedule for the completion of each job. Additionally, he will oversee your code as it progresses through our supplementation process.

Leslie Mayne, Production Support Account Representative. B.A., English and Anthropology, Florida State University. Ms. Mayne has over eleven years of customer service experience. She is the Production Support Representative for the Supplement Department, serving as a direct point of contact for our customers. She is responsible for ensuring that the company’s customers receive a superior level of service and assistance with their questions and or concerns. Leslie’s goal is simple: Provide timely, superior customer service each and every day.

Indexing:

Joy Luczynski, Indexing Supervisor. A.A., Calhoun Community College; Paralegal Technology; Member of American Society of Indexers. Joy has over 10 years of experience in indexing Codes. Joy will provide oversight and technical assistance for initial editorial preparation of the Index and updating the Index through the Supplement Service.

Information Technology:

Phillip Claiborne, Chief Information Officer. B.S., Management Information Systems, Florida State University; MBA, University of Florida; CompTIA Certified A+, Net+, Security+, Microsoft Certified Systems Administrator. 10 years of extensive experience supporting, designing and administering corporate network environments.

Matt Farley, Systems Administrator. AA, Tallahassee Community College, Currently obtaining BA in IT at FSU. Matt has over 3 years of systems/network management experience.

Elliot Haworth, Web Developer. B.A., Computer Science, Mercer University. Elliot has over 5 years of experience with desktop application programming and developing web based applications.

Stacy Corry – Art & Media Specialist. B.A. Psychology, Commercial Art degree – Stacy has over 10 years’ experience with Municode as art and technical advisor, over 15 years’ experience in graphic design, 20 years’ experience as a technical writer and software trainer.

Law Editorial Staff

Alyce A. Whitson, B.A., University of South Florida; J.D., University of Florida; more than 37 years of experience in local government law; Member of Florida Bar. Alyce has completed over 600 codes and various other legal projects throughout the United States, including Alaska, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Indiana, Kansas, Kentucky, Louisiana, Maine, Massachusetts, Minnesota, Missouri, New Hampshire, New York, North Carolina, North Dakota, Oklahoma, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Vermont, Virginia, Washington, Wisconsin, and Wyoming.

William J. Carroll Jr., B.S., Penn State University; J.D., Florida State University; more than 35 years of experience in local government law; Member of Florida Bar. Bill has completed hundreds of codes and legal projects throughout the United States including codes in Arkansas, Colorado, Florida, Indiana, Illinois, Kansas, Kentucky, Louisiana, Maine, Michigan, Missouri, Montana, Nevada, New Jersey, New Mexico, Pennsylvania, South Dakota, Tennessee, Texas, Virginia, and Wyoming.

Roger D. Merriam, B.A., Mercer University; J.D., Emory University; more than 35 years of experience in local government law; Member of Florida Bar. Roger has completed Codes in multiple states including Alabama, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Massachusetts, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Rhode Island, South Dakota, South Carolina, Tennessee, Texas, Virginia, West Virginia, and Wisconsin.

Daniel F. Walker, B.S., Florida Southern College; J.D., Georgia State University College of Law; 8 years of private practice; 10 years of experience in local government law; member of Florida and South Carolina Bars. Also admitted to practice before the U.S. Court of International Trade and the U.S. Court of Appeals for the Armed Forces. He has completed codes in Illinois, Louisiana, Mississippi, New Mexico, North Carolina, South Carolina, Texas, Virginia, and West Virginia.

Jim Jenkins, B.A., Eckerd College; J.D., University of Maryland School of Law; Former Appellate Attorney and Trial Prosecutor for the Kings City District Attorney's Office, Brooklyn, NY; 12 years of experience in complex legal research and litigation; 5 years of experience in local government law. Jim has completed Codes in Alabama, California, Georgia, Louisiana, South Carolina, Texas, and Wisconsin.

Sandra S. Fox, B.A., Florida State University; J.D., Florida State University; 13 years of experience in legal research and writing. Sandra has completed Codes in Alaska, Alabama, Georgia, Illinois, Kansas, Maine, Michigan, Minnesota, Missouri, Montana, Oklahoma, Rhode Island, South Dakota, Tennessee, Texas, and Wisconsin.

Municipal Code Corporation Executives

A. Lawton Langford, Chairman and CEO. Received his Bachelor of Arts from Vanderbilt University, with a double major in Economics and Business Administration, a Juris Doctor from the Florida State University College of Law, and a Masters of Business Administration from the Florida State University College of Business. Thirty years' experience with Municode. Mr. Langford is responsible for the strategic direction of the company. He has a wide set of experiences including: serving as Chairman of a local bank; a medical technology company; and a document management Value Added Reseller. In addition to strategic issues, Mr. Langford focuses on assembling the best leaders available so that the Municode organization functions as a high-performing company.

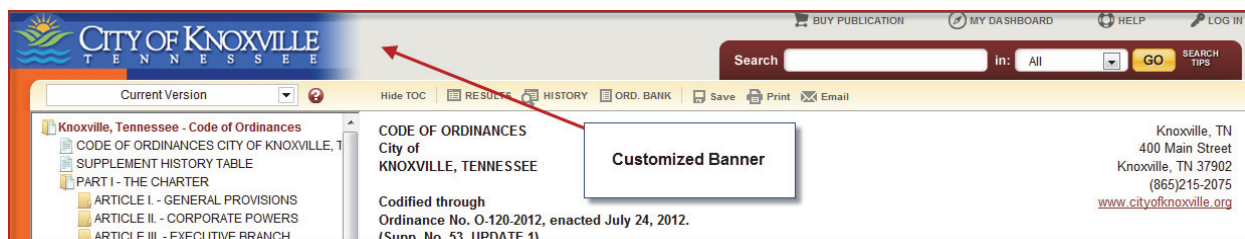
Eric Grant, President. Eric joined the Municode team in 2007 after graduating from the University of Virginia School of Law. Prior to receiving his Juris Doctorate from the University of Virginia, and becoming a member of the Florida Bar, Eric served as a Tank Platoon Commander in the United States Marine Corps. As a Marine, Eric served both stateside and abroad. Eric and his unit were deployed during Operation Enduring Freedom shortly after September 11, 2001. By way of preparation for his career as a United States Marine, Eric attended both the United States Naval Academy and GeorgeCity University's School of Foreign Service. While at the Naval Academy, Eric served as the Brigade Commander, responsible for the development, training and welfare of over 4,000 of America's finest young men and women. While serving as a United States Marine, Eric served in Virginia, Kentucky, California and abroad as a member of the 15th Marine Expeditionary Unit. Eric is happily married to Sara Grant and has four children.

H. E. "Rick" Grant, Executive Vice President and C.O.O. Received his Bachelor of Science degree from the U. S. Naval Academy and his Juris Doctor from Florida State University. A former naval aviator and Navy attorney (JAG Corps) who retired as The Judge Advocate General, the Navy's senior attorney. Twelve years of experience as Executive Vice President and C.O.O. of Municipal Code Corporation.

Michelle S. Eagen, Chief Financial Officer and Vice President of Finance. Michelle has received Bachelor of Science in Accounting from the University of Florida and Master of Accounting degree from Nova Southeastern University. She is a licensed and active Florida CPA. Michelle has been with Municode since 2003 and has worked as an accounting professional in the publishing industry since 1993. She and her accounting staff at Municode are committed to providing each customer with accurate, timely invoices and assisting with all client billing inquiries. In her spare time, she volunteers her accounting services as Treasurer for the football booster board at her children's school and also serves as an official scorekeeper for many of her children's sports teams. Michelle has been happily married since 1991 and is the proud mother of a son and a daughter.

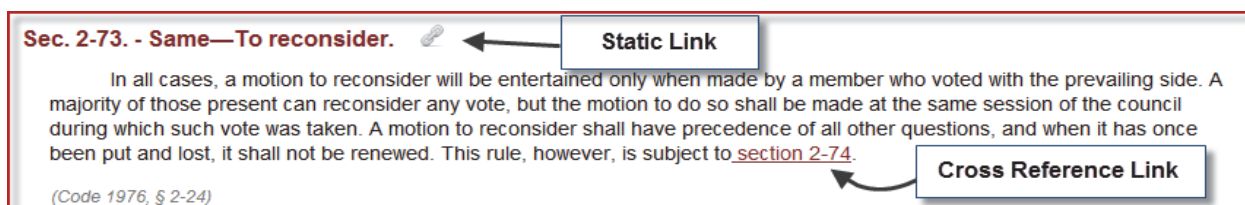
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Site Customization – Municode can customize the look and feel of your Code on municode.com to more closely match your web site. This is accomplished by posting a banner image (provided by the client) over the top portion of our site. Initial set up fee of \$250 with no annual charge, unless the client changes their banner.

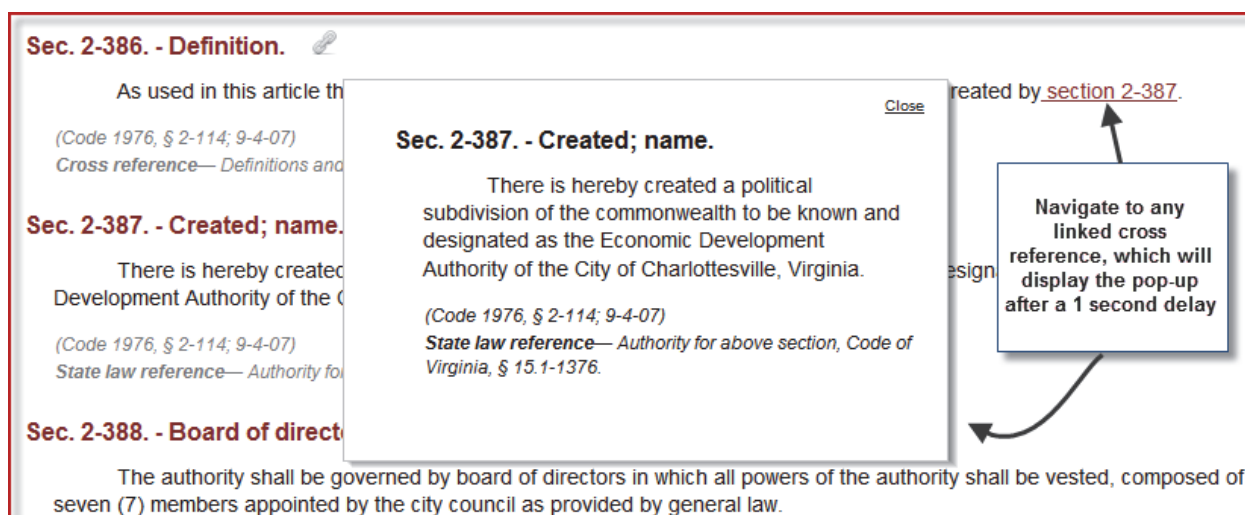


Cross Reference Hyperlinking – Cross references within the Code will be linked to their respective destination Article, Chapter, or Section. *This feature is offered to you as part of your annual Internet fee.*

Static Hyperlinking to your Code – Each level of the code has a static link that will enable your users to easily create "Hot Links" to any section of the code. Simply click the permalink icon to the right of each heading level and paste the URL into the destination of your choice. *This feature is offered to you as part of your annual Internet fee.*



Mouseover (cluetips) - Navigate to a code and any linked cross reference will display the pop-up after a 1 second delay. You'll need to clear your browser cache to enable them (Tools -> Internet Options -> Delete -> Temporary Internet Files). *This feature is offered to you as part of your annual Internet fee.*



New Ordinances on the Web (NOW). Municode can post newly enacted ordinances on the web between supplements so that anyone viewing your Code will find the most current legislation. The NOW ordinances are not be edited into the Code; they are posted as a PDF in their original form. A list of NOW ordinances is presented in the opening page of the Code in a table to include ordinance title, adoption date and description. This table also contains a link directly to the ordinance for viewing. Once NOW ordinances are included in a supplement or electronic update to the Code, they will be removed from the web. No setup fee is required and the cost for this service is \$25 per ordinance.

CODE
City of
HAMPTON, VIRGINIA

Codified through
Ordinance No. 12-0021, adopted March 14, 2012.
(Supp. No. 8)

The listing below includes all legislation received by Municipal Code since the last update (printed or electronic) to the Code of Ordinances. This legislation has been enacted, but has not yet been codified.

Show entries

Hampton, VA
22 Lincoln Street
Hampton, VA 23669
(757)727-6127
www.hampton.gov

NOW Ordinance Table

Legislation	Date	Description
Ordinance No. 12-0022	5/9/2012	AN ORDINANCE AMENDING CHAPTER 37, TAXATION, ARTICLE X, CIGARETTE TAX, SECTION 37-302, LEVIED; AMOUNT
Ordinance No. 12-0023	5/9/2012	AN ORDINANCE AMENDING CHAPTER 37, TAXATION, ARTICLE VII, TAX ON FOOD AND BEVERAGES SOLD BY FOOD ESTABLISHMENTS
Ordinance No. 12-0024	5/9/2012	AN ORDINANCE AMENDING CHAPTER 14, ARTICLE II, FIRE PREVENTION AND PROTECTION, ADDING A NEW SECTION 14-29, FEES FOR COMMERCIAL FIRE CODE INSPECTIONS AND FIRE CODE OPERATIONAL PERMITS
Ordinance No. 12-0025	5/9/2012	AN ORDINANCE AMENDING CHAPTER 33.1, STORMWATER MANAGEMENT, ARTICLE II SERVICE CHARGES AND REVENUES

Search:

OrdLink. OrdLink links a NOW ordinance to the section being amended. Linked Sections will be highlighted in the Table of Contents and a link is created from the amended section to the new ordinance. Once the linked NOW ordinances are incorporated into the Code they are removed from the website. For the linked NOW ordinance to be searchable, they must be sent in an editable format. Scanned documents can be included in the list and are viewable, but not searchable. No setup fee is required and the cost for this service is \$50 per ordinance.

ARTICLE VIII - GENERAL PROVISIONS

CHARTER COMPARATIVE TABLE ACTS

CHARTER COMPARATIVE TABLE ORDINANCES

PART II - CODE OF ORDINANCES

Chapter 1 - GENERAL PROVISIONS

Chapter 2 - ADMINISTRATION

Chapters 3—5 - RESERVED

Chapter 6 - ADVERTISING

Chapters 7—9 - RESERVED

Chapter 10 - AMUSEMENTS AND ENTERTAINMENT

Chapters 11—13 - RESERVED

Chapter 14 - ANIMALS

Chapters 15—17 - RESERVED

Chapter 18 - BUILDINGS AND BUILDING REGULATIONS

Chapters 19—21 - RESERVED

Chapter 22 - BUSINESSES

Chapters 23—25 - RESERVED

Chapter 26 - CIVIL EMERGENCIES

Chapters 27—29 - RESERVED

Chapter 30 - ELECTIONS

Chapters 31—33 - RESERVED

Chapter 34 - ENVIRONMENT

Chapters 35—37 - RESERVED

Chapter 38 - FIRE PREVENTION AND PROTECTION

Chapters 39—41 - RESERVED

Chapter 42 - FLOODS

Chapters 43—45 - RESERVED

Chapter 46 - HEALTH AND SANITATION

Chapters 47—49 - RESERVED

Poquoson, Virginia, Code of Ordinances >> PART II - CODE OF ORDINANCES >> Chapter 30 - ELECTIONS >>

Chapter 30 - ELECTIONS

[Sec. 30-1. - Precincts.](#)

[Sec. 30-2. - Polling places.](#)

Amended by Ordinance No. 1243

Amended by Ordinance No. 1386

Sec. 30-1. - Precincts.

Pursuant to article III, section 2 of the charter, the city shall be divided into three precincts, to be known as the Western Precinct, the Central Precinct and the Eastern Precinct. The boundaries of such precincts shall be as shown and designated on maps attached to Ordinance Nos. 254 and 257, which maps are hereby made a part of this chapter to the same extent as if set out at length in this section, and as described by Ordinance No. 469.

(Code 1982, § 8-1)

Sec. 30-2. - Polling places.

Amended by Ordinance No. 1243

Amended by Ordinance No. 1386

The following sites are established as polling places in the precincts provided for in [section 30-1](#):

- (1) Western Precinct: Christian Outreach Center at 814 Yorktown Road.
- (2) Central Precinct: Municipal Park Community Center at 830 Poquoson Avenue.
- (3) Eastern Precinct: Poquoson Middle School at 985 Poquoson Avenue.

OrdLink - Note highlighted Table of Contents & Section Being Amended

OrdBank. Is a permanent collection of all ordinances sent to Municode, listed chronologically and organized by Supplement number, presented on-line with number, date with a brief description. Each ordinance in the list is linked to the actual ordinance as enacted, and from the History Note of the section derived from the ordinance. The cost of this service is \$10 per ordinance and requires participation in the NOW or OrdLink Service.

Ord Bank

OrdBank is a permanent repository of ordinances submitted by this municipality (this may include all ordinances or simply those designated by the municipality). OrdBank has two key components – the table you see below, and a link from the history note within the code to the referenced ordinance. Both references will display the PDF of the original ordinance as it was adopted. Additionally, you may use the search box below to locate ordinances by supplement, number, adopted date, description.

OrdBank is a feature provided by the municipality to all users of the online code. If you do not see any ordinances listed below, your municipality may contact our Sales Department at info@municode.com for more information about this valuable service.

Show entries Search:

Supplement	Legislation	Date	Description
Supplement 23	Ordinance No. C-7-2011	8/8/2011	FREEWAY REDEVELOPMENT OVERLAY DISTRICT 2
Supplement 23	Ordinance No. C-8-2011	8/8/2011	FREEWAY REDEVELOPMENT OVERLAY DISTRICT 3
Supplement 23	Ordinance No. C-5-2011	6/13/2011	HISTORIC DISTRICTS AND HISTORIC DISTRICT COMMISSION ORDINANCE
Supplement 23	Ordinance No. C-6-2011	6/13/2011	CITY PLANNING COMMISSION ORDINANCE
Supplement 23	Ordinance No. C-4-2011	4/11/2011	FREEWAY REDEVELOPMENT OVERLAY DISTRICT ORDINANCE

CodeBank. Is a code management tool available on municode.com that allows anyone to easily recreate a Code as it existed after a previous update or Supplement. Previous versions are accessible from a drop down box that appears with the on-line Code and when a previous version is selected, users are alerted that they are looking at an older version of the Code. The historic version of the Code is fully searchable and printable, making the task of researching past versions of your Code more efficient. Each archived copy will contain the entire Code as up-to-date through that supplement, and will be fully searchable. If CodeBank is enabled, any user of the Code will be able to browse past versions, with a clear indication when they are not in the most up-to-date version of the Code. No set up fee is required and the cost for this service is \$150 per annum.

Supplement 27

Current Version
Supplement 28 (01/05/2012)

Supplement 27

CODE OF ORDINANCES OF THE CITY OF FORT LAUDERDALE, FLORIDA

SUPPLEMENT HISTORY TABLE

CHARTER OF THE CITY OF FORT LAUDERDALE, FLORIDA

ARTICLE I. - CREATION AND PURPOSE

ARTICLE II. - CORPORATE LIMITS

ARTICLE III. - GOVERNMENT OF CITY AND FINANCE

ARTICLE IV. - EXECUTIVE OFFICERS

ARTICLE V. - ADMINISTRATIVE ORGANIZATION

ARTICLE VI. - CIVIL SERVICE SYSTEM

ARTICLE VII. - ELECTIONS

ARTICLE VIII. - PUBLIC PROPERTY

ARTICLE IX. - ANNUAL BUDGET AND LEVY

ARTICLE X. - MISCELLANEOUS PROVISIONS

ARTICLE XI. - TRANSITION SCHEDULE

APPENDIX A. - FORMER CHARTER PROVISIONS

APPENDIX B. - OTHER SPECIAL ACTS

CHARTER COMPARATIVE TABLE - LAWS OF FLORIDA

CHARTER COMPARATIVE TABLE - ORDINANCES

CODE OF ORDINANCES

Chapter 1 - GENERAL PROVISIONS

Chapter 2 - ADMINISTRATION

Chapter 3 - ADVERTISING

Chapter 4 - ALARM SYSTEMS

Chapter 5 - ALCOHOLIC BEVERAGES

Chapter 6 - ANIMALS

Chapter 7 - AVIATION

Chapter 8 - BOATS, DOCKS, BEACHES AND CONSTRUCTION

Chapter 9 - BUILDINGS AND CONSTRUCTION

Chapter 10 - CEMETERIES

Chapter 11 - CODE ENFORCEMENT

Chapter 12 - ELECTIONS

Chapter 13 - FIRE PREVENTION AND PROTECTION

Chapter 14 - FLOOD DAMAGE PREVENTION

Past Versions Drop Down List

Note to User that they are looking at a historic version of Code

YOU ARE VIEWING AN OLDER VERSION OF THE CODE.

Code of Ordinances

City of FORT LAUDERDALE, FLORIDA

Codified through Ordinance No. C-11-25, enacted September 20, 2011. (Supp. No. 27)
(Includes UNIFIED LAND DEVELOPMENT REGULATIONS)

Codified through Ordinance No. C-11-24, enacted September 20, 2011. (Supp. No. 21))

[CODE OF ORDINANCES - OF THE - CITY OF - FORT LAUDERDALE, FLORIDA](#)

[SUPPLEMENT HISTORY TABLE](#)

[CHARTER OF THE CITY OF FORT LAUDERDALE, FLORIDA](#)

[CODE OF ORDINANCES](#)

[UNIFIED LAND DEVELOPMENT REGULATIONS](#)

[UNIFIED LAND DEVELOPMENT REGULATIONS - COMPARATIVE TABLE - ORDINANCES](#)

[UNIFIED LAND DEVELOPMENT REGULATIONS - STATE LAW REFERENCE TABLE](#)

[CODE COMPARATIVE TABLE - 1953 CODE](#)

[CODE COMPARATIVE TABLE 1953 CODE](#)

[CODE COMPARATIVE TABLE - LAWS OF FLORIDA](#)

[CODE COMPARATIVE TABLE LAWS OF FLORIDA](#)

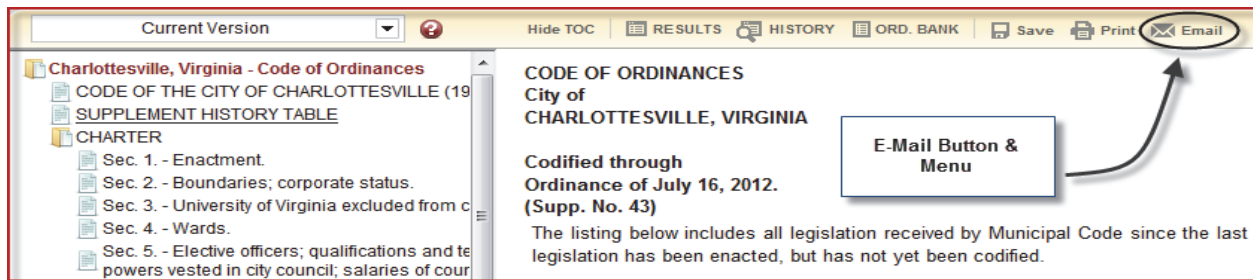
[CODE COMPARATIVE TABLE - RESOLUTIONS](#)

[CODE COMPARATIVE TABLE - ORDINANCES](#)

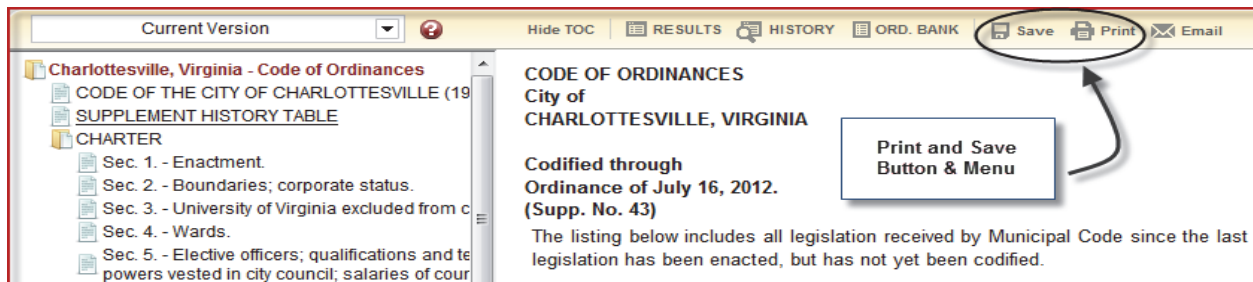
[CODE COMPARATIVE TABLE RESOLUTIONS](#)

[STATE LAW REFERENCE TABLE](#)

Email (from the Web) – Chapters, Articles or individual Sections may be selected for emailing. The functionality is very intuitive and easy to use and *is included in your annual Internet fee.*



Print or Save – Similar to Emailing, Chapters, Articles or individual Sections may be selected for Printing or Saving. Save (as compared to “blocking & copying”) preserves the formatting when the document is edited using your word processing software. *These features are offered to you as part of your annual Internet fee.*



Collapsible TOC– The Table of Contents collapses and is re-sizeable providing additional real estate with which you may view your code. Easily view your maps, graphs and charts by simply enlarging the item.

Pinpoint Searching – Easily search any individual Code with our advanced search options: revisit previously conducted searches using the “Search History” button; or narrow the scope of your search to find more specific legislation. *Once again these features are offered to you as part of your annual Internet fee.*

MuniPro Searching – MuniPro Searching allows you to search all of the Codes we host (the entire country, a single state, a specified population range, or individually selected Codes of your choosing). MuniPro Searches are ideal for researching local regulations of special interest, or to find out how other communities are dealing with similar issues. There is an annual subscription for this service; User Name and Password required. MuniPRO provides subscribers with the following tools:

- 🔍 **MuniPRO Search.** Search all codes within one state, multiple codes within one state, or search all codes in the entire US! Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- 🔍 **MuniPRO Favorites.** Create a “favorites” list of frequently visited Codes or sections. This will save time by making navigation a one-click process from the Dashboard.
- 🔍 **MuniPRO Notes.** Create a note and attach it to any document in any publication. Note icons will show in both the Table of Contents and search results page, alerting the user to a previously written note. Notes can be shown or hidden when browsing and searching a publication, and a global listing of notes can be accessed with a single click from the Dashboard.
- 🔍 **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons will appear in the Table of Contents and search results, and can also be accessed from a single click.

MuniPro Dashboard

Select a Single State
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OR

[Select Multiple States](#)

or click on your state below.

VIEW QUICK TUTORIAL

RECENT NOTES

[Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed...](#)

[Consectetur adipiscing elit...](#)

VIEW ALL NOTES

RECENT DRAFTS

[Tallahassee, Florida, Code of Ordinances > Part II - Code of Gen...](#)

[Saco, Maine, Code of Ordinances > Land Development Code > Chapter...](#)

VIEW ALL DRAFTS

RECENT FAVORITES

[Sec. 6-64 - Standards for areas of shallow flooding \(AH and AO zones\)](#)

[Sec. 4-141 - Dangerous dog classification](#)

VIEW ALL FAVORITES

RECENT SEARCHES

[flood damage protection](#)

[traffic and parking violations](#)

RECENT CODES

[Tallahassee Code of Ordinances](#)

[Lauderdale-By-The-Sea Code of Ordinances](#)

In-line Images & PDFs – Municode takes great care to ensure that your images match online and in print, and are captured at the highest quality possible. Our online graphics can be enlarged with a frameless view to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements. These PDFs are fully searchable within our search engine, and are typically utilized with form-based Land Development Codes. *This service is included in your annual Code on the Internet fee.*

San Buenaventura, California - Code of Ordinances

- SAN BUENAVENTURA CITY CHARTER and MUNIC
- SUPPLEMENT HISTORY TABLE
- CHARTER
- DIVISION 1 - GENERAL PROVISIONS
- DIVISION 2 - ADMINISTRATION
- DIVISION 2R - RESOLUTIONS RELATING TO CITY
- DIVISION 4 - REVENUE AND FINANCE
- DIVISION 6 - BUSINESS REGULATIONS
- DIVISION 8 - PUBLIC HEALTH AND SAFETY REGUL
- DIVISION 10 - PUBLIC PEACE AND MORALS REGUL
- DIVISION 11 - SATISFACTORY COMMUNITY F
- DIVISION 12 - BUILDING
- DIVISION 14 - FIRE
- DIVISION 16 - VEHICULAR
- DIVISION 18 - STREET
- DIVISION 20 - PUBLIC
- DIVISION 22 - PUBLIC
- DIVISION 24 - ZONING
- DIVISION 24P - PARKLANDS SPECIFIC PLAN
- DIVISION 24R - ZONING ORDINANCE-RELATED A
- DIVISION 24S - SATELITE AND WELLS DEVELOPEME
- DIVISION 24SD - COMMUNITY MEMORIAL HOSPITA
- DIVISION 26 - SUBDIVISION REGULATIONS
- CODE COMPARATIVE TABLE - 1971 CODE
- CODE COMPARATIVE TABLE

24V.100.030 - Transect Zone Descriptions

TABLE A: Transect Zone Discriptions. This table provides a generalized transect for Ventura. A detailed description of the transect refinements used in this Development Code is in Section 24V.100.030, subsections A. through D.

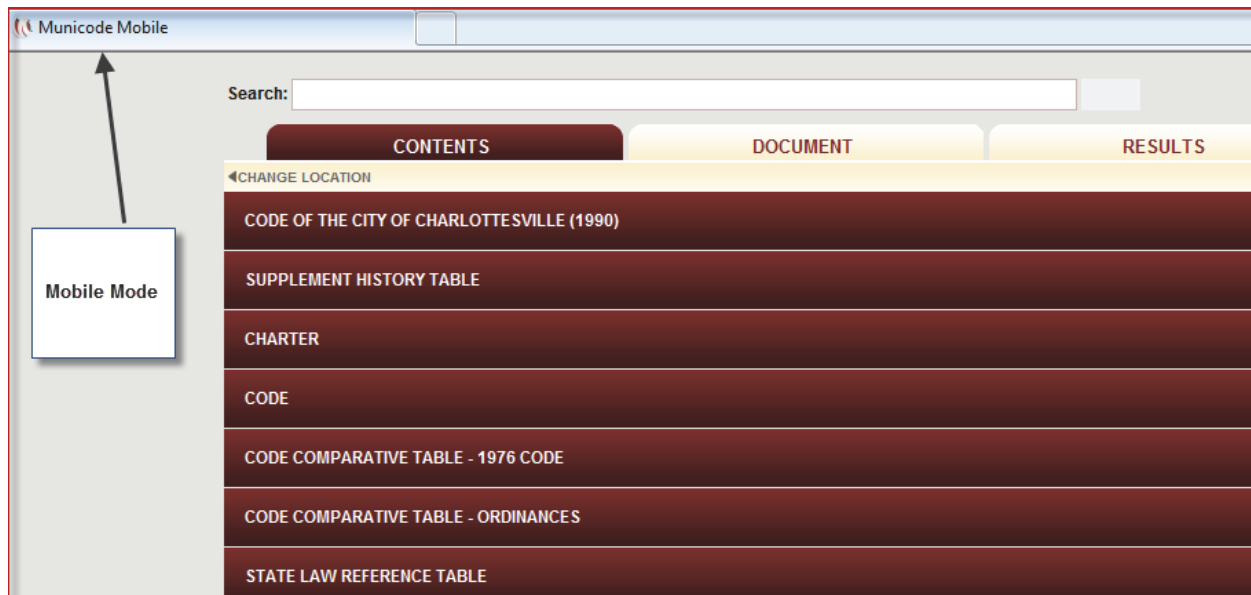
T1 THE NATURAL ZONE consists of the natural and permanent open space areas within Ventura that are intended for preservation. These include the sand beach along the ocean, the Ventura River corridor, the Santa Clara River corridor, the hillsides to the north, and the Ventura/Oxnard Greenbelt to the south, and certain barrancas within the City fabric. The T1 zone may also include lands unsuitable for settlement due to topography, hydrology or vegetation.

T2 THE RURAL ZONE consists of areas of Ventura that are reserved for agricultural use (SOAR), and have an open "country road" character and are sparsely settled. Significant T2 areas are present between the 101 Freeway and the Santa Clara River in the Olivas, Northbank, Montalvo and Serra Communities; in the "internal greenbelt" running north to Foothill Road through the Serra, and Poinsettia Communities; south of Foothill Road in the Juanamaria and Wells Communities, and in small patches of the North Avenue Community.

T3 THE SUB-URBAN ZONE consists of low-density suburban residential areas within the College, Thille Montalvo, Poinsettia, Juanamaria, Serra, Saticoy and Wells Communities. Planting is naturalistic with relatively deep setbacks. Blocks may be large and the roads irregular to accommodate natural conditions.

In-Line Tables, Graphics & Photos

Mobile Friendly Site – The Municode.com Online Library offers a mobile friendly version of your Code. This is a frameless version that is accessible from your mobile device and is formatted for a better viewing experience on today's modern Smartphone's. The website knows when a visitor is viewing the content on a mobile device, and automatically changes the view to maximize the capabilities of the hand-held device.





Municipal Code Corporation
PO Box 2235 Tallahassee, FL 32316
800-262-2633 • Fax: 850-575-8852 • info@municode.com
Municode.com

What are people saying about MCC Supplement Service?

"I am always and continually impressed with the level of service from you. Thanks again."

April Beachum - Town Clerk, Fort Mill, SC

"Amazed at the quality of the search engine with the Code Online and love the ability of NOW for quick public notice and access of new ordinances. Making the effortless switch to Municipal Code has provided us with a valuable tool for managing our city ordinances."

Barbara Van Clarke, CMC, WCMC - Deputy Clerk/Treasurer, Omro, WI

"I think the customer service is excellent. Whenever I communicated an issue it was addressed the same day whenever possible."

Sharon Tudor - Deputy County Clerk, Franklin County, VA

"I think that MCC does a wonderful job ... you've always helped me out with getting everything that I need..."

Anita Byrd - Legal Administrative Assistant, Pasco County Attorney's Office, FL

"Everyone at MCC is very helpful. I couldn't do without all of you! Over the ten years we've been associated, we've enjoyed a great relationship with MCC. You have always been right on the spot."

Cheryl A. Chorney, CMC - Town Clerk, Exeter, RI

"Publishing Codes is a tedious and extreme responsibility that the governing bodies, the public, businesses, and institutions depend on whether in bound versions or via the web. I have nothing but great things to say about Municipal Code Corporation. Keep up the good work."

Lynne A. Kyle - NCCP Business Process Manager, Charlotte, NC

"MCC's Code on the Internet is very convenient and nice, easy access for the Board members and citizens."

Pam Donohoe - Clerk, Village of Somerset, WI

"The City of Knox was very satisfied with the services that we received from Municipal Code Corporation. They got the job done in a reasonable time and were accurate. We were especially happy with the format they used to post our code on the web. We would recommend them to anyone."

Jeffery J. Houston - Clerk-Treasurer, Knox, IN

"Municipal Code has proven to be a huge time saver. Previously, the township kept ordinance books on hand for purchase and provided the service of mailing updates for a nominal fee. Now we simply refer individuals to Municipal Code to purchase our ordinances and it's hassle free."

Linda Kerr - Charter Township Clerk, Charter Township of Texas, MI

"Our office enjoys working with Municipal Code; the company is always friendly and easy to work with."

Anita Gomez - Administrative Secretary, Irving, TX

"I've always found everyone at MCC to be extremely helpful, friendly, and very patient. Time is always taken to assist me. It's been a pleasure working with Municipal Code."

Cathy Eckles - Paralegal, Stafford County Attorney's Office, VA



City Council Agenda Item Report

January 7, 2013

Contact – Kelly Rodriguez
krodriguez@windcrest-tx.gov

Resolution #: 2013-419 (R)

SUBJECT: DELIBERATION AND POSSIBLE ACTION ON A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH GREATER RANDOLPH AREA SERVICES PROGRAM, INC. (GRASP) FOR TRANSPORTATION AND OTHER RELATED SOCIAL SERVICES.

- 1. BACKGROUND/HISTORY**
City of Windcrest does not participate with the City of San Antonio's public transportation system, VIA.
- 2. FINDINGS/CURRENT ACTIVITY**
Citizens over the age of 55 having no transportation find it difficult to access medical services, shopping and other programs. Currently the City of Windcrest participates in this Memorandum of Understanding with GRASP Transit, providing those citizens with transportation to the afore mentioned services therefore promoting independence and self-sufficiency.
- 3. FINANCIAL IMPACT -**
\$12,000.00 for the year. If the City were to participate in the VIA transportation system it would cost the city around \$500k.
- 4. ACTION OPTIONS/RECOMMENDATION**
Staff recommends to take action on Resolution as it will provide qualified Windcrest residents with certain transportation needs as well as save the City money to provide such services.

RESOLUTION NO 2013-419 (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, 2013.

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 7th day of January, 2013.

Alan E. Baxter, Mayor

Attest:

Heather Weidenbach, 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 January, 2013 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 14- 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, 2013 to December 31, 2013. 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.
- 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 2013.
- 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, 2013, 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.

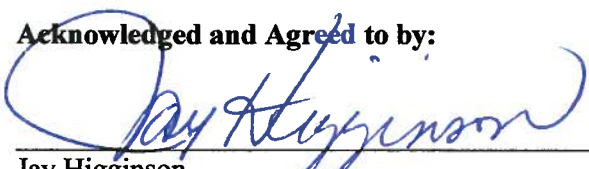
Cooperation

Each of the parties pledge to use their best 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:



Jay Higginson
President/CEO
Greater Randolph Area Services Program, Inc.

_____, 2013
Date

City Manager
City of Windcrest

_____, 2013
Date

City Secretary
City of Windcrest

_____, 2013
Date

Approved as to Form:

Michael S. Brennan, City Attorney

_____, 2013
Date

