



**AGENDA
CITY OF WINDCREST, TEXAS**

SPECIAL CITY COUNCIL MEETING

January 06, 2014

**Special City Council Meeting
5:15 P.M.**

**Public Hearing
6:00 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 6TH DAY OF JANUARY 2014 STARTING AT 5:15 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 6, 2014 AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, JANUARY 7, 2014 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 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 Announcement

II. Monthly Department Reports Month Ending November 30, 2013 and December 31, 2013 For FY 2013 / 2014 (5:15 p.m.)

1. Fire Department – Eric Vargas, Acting Fire Chief will present the monthly Fire Department report for the month of November & December. The discussion will include Summary of Calls for the Month of November & December 2013 (FY 2013 / 2014) including the response times for the City, County and Annexed area. (Att. 1)
2. Police Department – Police Chief Al Ballew, will present the monthly Police Department including Code Enforcement and Animal Control reports for the month of November & December 2013. (FY 2013 / 2014). (Att. 2)
3. Public Works/Landscaping – Tom Garcia, Director of Public Works will present the monthly Public Works and Landscaping reports for the month of November & December 2013. (FY 2013 / 2014). (Att. 3)
4. City Secretary / Civic Center – Kelly Rodriguez, City Secretary / Asst. Court Administrator, will present the City Secretary and Civic Center report for the month of November & December 2013. (FY 2013 / 2014). (Att. 4)
5. Court – Rafael Castillo, Jr., City Manager / Court Administrator and Kelly Rodriguez, City Secretary / Asst. Court Administrator, will present the Municipal Court report for the month of November & December 2013 (FY 2013/2014). (Att. 5)

6. Building Service/Health/Post Office – Rafael Castillo, Jr., City manager / Kelly Rodriguez, City Secretary and Heather Weidenbach, Asst. City Secretary / Permits Clerk / Post Office Supervisor will present the Building Services, Health and Post Office report for the month of November & December 2013. (FY 2013 / 2014). (Att. 6)
7. EDC – Robert Colunga, Interim Windcrest Economic Development Director will present the EDC report for the month of November & December 2013. (FY 2013 / 2014). (Att. 7)
8. Public Affairs / PR / Marketing / Event Specialist – Katye Brought will present an update on past and upcoming City projects and events. (Att. 8)

III. 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.

IV. Public Hearing

1. The City Council of the City of Windcrest will hold a public hearing to consider an amendment to Chapter 23 of the Code of Ordinances to create a new "B-3" Business District.

V. Unaudited Financials

1. Sarah Mangham, Municipal Finance Officer, will present City Council the unaudited Balance Sheet year to date comparisons for month ending October 31, 2013 (FY 2013-2014). (Att. 9)
2. Sarah Mangham, Municipal Finance Officer, will present City Council the 4th Quarter Public Funds Investment Report review of Fiscal Year 2012-2013. (Att. 10)

VI. 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. 2014-706(O), an ordinance amending Chapter 23 of the Code of

Ordinances of the City of Windcrest, Texas to create a new “B-3” business district. (Att. 11)

2. City Council will review, discuss and may take action on Ordinance No. 2014-707(O), an ordinance authorizing commencement of the Windcrest Master Plan Development process and appointment of a Master Plan Review Committee. (Ref: 09.05.13 P&Z http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1117 00:19:08 / 11.18.13 RCCM http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1145 01:13:39) (Att. 12)
3. City Council will review, discuss and may take action on Ordinance No. 2014-708(O), an ordinance granting an electric and gas franchise to City Public Service. (Att. 13)

VII. Resolutions

1. City Council will review, discuss and may take action on Resolution No. 2014-472(R), a resolution approving the 2013 Tax Roll as submitted by the Bexar County Tax Assessor-Collector. (Att. 14)
2. City Council will review, discuss and may take action on Resolution No. 2014-473(R), a resolution awarding a contract to D. Plata Construction Co., LLC for the Windcrest Roadway CIP Package #2. (Att. 15)
3. City Council will review, discuss and may take action on Resolution No. 2014-474(R), a resolution authorizing the purchase of ten police portable radios from Dailey-Wells communications for a price of \$37,044.00 and authorizing the City Manager to negotiate and execute a contract for such purchase. (Att. 16)
4. City Council will review, discuss and may take action on Resolution No. 2014-475(R), a resolution appointing members to the City of Windcrest Parks and Recreation Commission. (Att. 17)
5. City Council will review, discuss and may take action on Resolution No. 2014-476(R), a resolution approving an agreement with Bexar County for the loan of a trailer purchased with Homeland Security funds for use by the Windcrest Community Emergency Response Team (CERT) and authorizing the City Manager to execute said agreement on behalf of the City of Windcrest (Att. 18)
6. City Council will review, discuss and may take action on Resolution No. 2014-477(R), a resolution adopting the City of Windcrest fixed asset policy as Attachment “A” to the Windcrest Purchasing Policy. (Att. 19)

VIII. Discuss and Act

1. City Council will review, discuss and may take action on the formation of a Citizen Ordinance Committee. (11.18.13 RCCM http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1145 01:50:49 / 12.02.13 SCCM http://windcresttx.granicus.com/MediaPlayer.php?view_id=8&clip_id=1149 00:19:05)

IX. 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.

X. Adjournment

The City Council reserves the right to retire into executive session whenever it is considered necessary and legally justified under the Texas Government Code, Subchapter D, Sections 551.071 et. seq. including, but not limited to, consultation with attorney, real property, prospective gifts, personnel matters, exclusion of witness, security devices, and economic development matters.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the City Council of the City of Windcrest is a true and correct copy of said Notice and was posted on the bulletin board at City Hall of said City in a convenient place to the public and said Notice was posted more than seventy-two hours prior to the meeting on January 6, 2014.

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, 2014.

____ Title: _____



WINDCREST TEXAS

Fire Department Report for the Week of November 24-30, 2013

Summary

Week Totals:

Week of Nov 24-30, 2013	Fire	EMS	Other	Totals
City (includes Annex)	0	13	4	17
County Calls	1	8	2	11
Other Mutual Aid	1	0	0	1
Totals	2	21	6	

Grand total number of calls for this week: 29

Apparatus Report:

Quint: Out of Service (OOS)

Engine 1: OOS

Engine 2: In Working Order

Brush Truck: OOS

Utility: OOS

Command Vehicle: In Working Order

Rescue 1 Vehicle: In Working Order

Rescue 2 Vehicle: In Working Order

Any questions or concerns can be direct to our office at 210-599-6007 or aoscar@windcrest-tx.gov. Thank you.

Fire Department Report for the month of October 2013



SIGNATURE

December 2, 2013

DATE



SIGNATURE

December 2, 2013

DATE

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

Windcrest Response Area

Live Oak FD

Quadrant 6

1 FIRE CALL

Converse FD

Quadrant 5

Crestway Road

Quadrant 1

13 EMS CALLS
4 "OTHER" CALLS

I 35 North

Middleway Drive

Eaglecrest

Quadrant 3

Crestway Rd

New World Dr

Camelot VFD

Quadrant 4

1 FIRE CALL
8 EMS CALLS
2 "OTHER" CALLS

Montgomery Dr

New World Dr

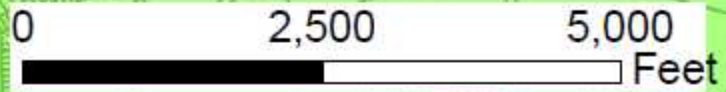
Walzem Road

Walzem Rd

Walzem Rd

2

Quadrant 2



Kirby-Quadrant 7





WINDCREST TEXAS

Fire Department Report for the month of December 2013

Highlights

- Windcrest Light Up in the Fire Bay's "Winter Wonderland" was a success, with donations and pictures with Santa moving smoothly and confidently
- Windcrest Light Up kicked off our annual "Fill the Boot" Campaign, which this year was an astounding success with a total of \$25,681.72! The WVFD had a share of \$23,560.57, with the remaining \$3,181.72 split between the Windcrest Animal Control Task Force and the Windcrest Little League.

Goals

- Planning for upcoming events such as the 3rd Annual Firefighter's Gala and the 44th Annual Firefighter's Picnic.

Summary

Apparatus Report:

Engine 1: Out of Service (OOS) – currently at a Mechanic

Engine 2: In Working Order

Rescue 1 Vehicle: In Working Order

Quint (Tower): Out of Service (OOS) Command Vehicle: In Working Order

Rescue 2 Vehicle: In Working Order

Brush: Out of Service (OOS); Due to a grant set back in Aug. 2013, we are currently awaiting for a grant from Forest Service to replace this vehicle.

Utility: In working order, but not for use in Emergency Response.

During the month of December 2013, the Fire Department responded to 165 calls. 106 EMS, 6 fire and 53 other, which included assists to the public, false alarms, hazardous and good intent calls.

Fire Department Report for the month of December 2013

Year to Date Totals (October 2013 to December 2013)

	Fire	EMS	Other	Total
City (includes Annex)	3	111	57	171
County Calls	4	91	32	127
Other Mutual Aid	5	4	7	16
Sub-total	12	206	96	314
December 2013	Fire	EMS	Other	
City (includes Annex)	1	54	24	79
County Calls	5	52	24	81
Other Mutual Aid	0	0	5	5
December Sub-total	6	106	53	165
Grand Total	18	312	149	479

The Windcrest Volunteers provided:

- 1687 hours of scheduled volunteer time for the month of December.
- Actual staffing on calls for the month of December
 - 1.89 persons for all calls – EMS and Fire
 - 4.00 persons for Fire only calls

Average response time:

City	59 Calls	4 min 03 seconds
County	65 Calls	4 min 91 seconds
Annex	3 Calls	3 min 33 seconds

Rainfall:

December Total: 1.20 inches

Year to date total: 26.51



January 2, 2014

SIGNATURE

DATE



January 2, 2014

SIGNATURE

DATE

**Windcrest
Police Department
Monthly Report
November 2013**



HIGHLIGHTED CALLS FOR SERVICE

1. ADULT MALE PASSED CHECKS STOLEN FROM HIS EMPLOYER AT A LOCAL CREDIT UNION DRIVE THROUGH TELLER. WHEN OFFICERS ARRIVED SUSPECT ATTEMPTED TO FLEE IN HIS VEHICLE BUT WAS BLOCKED BY RESPONDING POLICE UNITS. SUSPECT BEGAN RUNNING ON FOOT ATTEMPTING TO CONTINUE HIS EVADING BUT RAN INTO THE ARMS OF A WAITING OFFICER WHO HE DID NOT SEE. SUSPECT WAS ARRESTED AND BOOKED FOR FORGERY AND EVADING ARREST.
2. AN OFFICER WORKING "OPERATION GRINCH" OBSERVED AN ADULT MALE REMOVING A SPARE TIRE FROM A TRUCK IN THE PARKING LOT OF A LOCAL BUSINESS. OFFICER ATTEMPTED TO ARREST THE SUSPECT, HOWEVER, THE SUSPECT JUMPED INTO A WAITING VEHICLE AND FLED GOING THE WRONG WAY ON THE IH 35 ACCESS ROAD. SUSPECT WAS IDENTIFIED AND IS A KNOWN CRIMINAL FROM THIS AND OTHER JURISDICTIONS. SUSPECT WILL BE FILED ON AND A WARRANT ISSUED.

GOALS

1. COMPLETE INSTALLATION OF RADAR SPEED SIGNAGE FOR TRAFFIC CALMING PROGRAM.
2. COMPLETE UPDATE AND REVISION OF WPD GENERAL MANUAL.
3. UPDATE ALL UNIFORMS AND VEHICLE MARKINGS WITH NEW WPD PATCH.
4. CONTINUE APPLICANT PROCESSING TO FILL 3 POSITIONS CAUSED BY ATTRITION.

SUMMARY – PATROL OPERATIONS

PROACTIVE POLICE ACTIVITIES	2,236	YEAR TO DATE TOTAL	28,151
CITIZEN CALLS FOR SERVICE	523	YEAR TO DATE TOTAL	6,185
FELONY ARRESTS	4	YEAR TO DATE TOTAL	49
MISDEMEANOR ARRESTS	51	YEAR TO DATE TOTAL	390
WARRANT ARRESTS	28	YEAR TO DATE TOTAL	472
MUNICIPAL COURT SUMMONS	289	YEAR TO DATE TOTAL	6,531
WARNING CITATIONS	135	YEAR TO DATE TOTAL	2,441
BRIEFINGS, ESCORTS & DEPARTMENT TOURS	0	YEAR TO DATE TOTAL	8

SUMMARY - SPECIAL OPERATIONS DIVISION

CATEGORY	NOVEMBER 2013	YEAR TO DATE
CLEARED BY ARREST (FELONY)	3	39
CLEARED BY ARREST (MISDEMEANOR)	28	257
SUSPENDED (FELONY)	2	55
SUSPENDED MISDEMEANOR	19	292
CLEARED BY EXCEPTIONAL MEANS (FELONY)	0	0
CLEARED BY EXCEPTIONAL MEANS (MISDEMEANOR)	0	1
CLEARED NO ARREST (FELONY)	0	9
CLEARED NO ARREST (MISDEMEANOR)	1	5
TRANSFERRED TO OTHER AGENCY (FELONY)	0	0
TRANSFERRED TO OTHER AGENCY (MISDEMEANOR)	0	0
UNFOUNDED (FELONY)	0	3
UNFOUNDED (MISDEMEANOR)	1	6
ACTIVE (FELONY)	8	37
ACTIVE (MISDEMEANOR)	4	56
TOTAL CASES INVESTIGATED	66	759
INVESTIGATORS ASSIGNED	3	N/A
CASES PER INVESTIGATOR	22	N/A

SUMMARY – TRAINING

COURSE	PERSONNEL	TRAINING HOURS
ADVANCED HUMAN TRAFFICKING	CORP. SHEPHERD	8
ADVANCED ANIMAL CONTROL	ACO FUENTES	12
TLETS MOBILE CERTIFICATION	CORP. M. HERNANDEZ	N/A
TLETS CERTIFICATION	CORP. M. HERNANDEZ	N/A
TCIC LESS THAN FULL ACCESS	CORP. M. HERNANDEZ	N/A
FIELD TRAINING OFFICER	PTL. DUMAS	24
TOTAL TRAINING HOURS		44

SUMMARY – K-9 TRAINING

[illegible]

SUMMARY – NEWSWORTHY EVENTS

NOVEMBER 14, 2013, THURSDAY
1613 HOURS

5800 BLK WALZEM RD

AGGRAVATED ROBBERY WITH A DEADLY WEAPON

ADULT MALE ENTERED A LOCAL RESTAURANT, DEMANDED MONEY FROM THE CASHIER. SUSPECT WAS ARMED WITH A HANDGUN. SUSPECT FLED THE LOCATION ON FOOT.

THIS CASE UNDER INVESTIGATION.

SUMMARY – STAFF INCIDENTS

NONE

SUMMARY – VEHICLE FLEET

2013	WINDCREST POLICE DEPARTMENT FLEET MONTHLY REPORT																					MONTHLY TOTAL	
	513	660	601	604	711	712	816	850	851	813	814	221	222	223	301	302	303	304	305	P25	PW1		CP
JANUARY	1,928	754	234	632	1,107	909	1,218	831	755	822	365	840	904	2,587	1,270	282				78	267	300	14,235
FEBRUARY	1,240	760	298	650	SHOP	860	1,790	831	755	822	765	706	1,354	SHOP	TRAINING	653				80	270	342	10,936
MARCH	1,690	1,673	201	690	1,025	1,075	2,004	2,545	2,726	291	572	943	2,481	716	1,037	375				95	151	1,739	20,339
APRIL	1,780	1,963	361	828	2,276	894	1,758	1,338	1,350	627	832	700	1,060	447	1,275	533				227	294	1,278	18,041
MAY	100	671	313	153	1,276	1,953	1,076	1,401	1,734	95	922	1,630	1,067	1,012	1,270	712				122	1,003	190	16,600
JUNE	58	700	329	31	1,354	1,609	1,618	1,818	1,374	550	702	1,472	1,652	1,985	1,244	1,288	271	233	227	832	588	529	20,406
JULY	154	648	175	637	75	1,279	1,143	561	474	663	629	1,418	896	1,966	1,920	1,464	153	79	86	840	231	582	15,919
AUGUST	310	461	226	1,383	SHOP	1,267	385	1,926	1,015	622	811	1,369	1,380	1,517	1,293	1,109	675	SHOP	249	1,451	299	561	17,999
SEPTEMBER	339	482	242	748	SHOP	1,681	758	1,019	883	693	967	1,424	1,263	1,463	1,436	1,282	427	120	329	1,538	275	573	17,603
OCTOBER	391	562	330	642	SHOP	1,164	1,086	1,027	1,136	1,216	808	1,022	992	2,522	2,650	1,637	273	612	249	1,380	307	SHOP	19,615
NOVEMBER	180	SHOP	275	561	SHOP	854	631	SHOP	1,197	1,018	551	414	995	1,623	1,725	1,110	860	480	542		395	582	13,813
DECEMBER																							
TOTAL MILES YEAR TO DATE	8,170	8,674	2,984	6,955	7,113	13,625	13,467	13,297	13,399	7,419	7,924	11,938	14,044	15,838	15,120	10,445	2,659	1,524	1,682	6,643	4,080	6,676	185,506
TOTAL MILEAGE	100,132	99,777	52,537	50,238	93,445	93,836	84,832	64,457	49,379	52,537	54,196	30,914	26,810	18,207	15,120	10,445	2,659	1,524	1,682	44,539	85,317	67,242	
YEAR	2005	2006	2006	2006	2007	2007	2008	2008	2008	2008	2008	2012	2012	2012	2013	2013	2013	2013	2013	2007	2001	2005	
MAKE	FORD	FORD	FORD	FORD	FORD	FORD	FORD	FORD	FORD	FORD	FORD	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	FORD	FORD	FORD	
MODEL	CROWN VICTORIA	CROWN VICTORIA	TAURUS	TAURUS	CROWN VICTORIA	CROWN VICTORIA	CROWN VICTORIA	CROWN VICTORIA	CROWN VICTORIA	EXPLORER	EXPLORER	TAHOE	TAHOE	TAHOE	TAHOE	TAHOE	TAHOE	TAHOE	TAHOE	F150	F150	TAURUS	
FLEET ASSIGNMENT	OPERATIONS	OPERATIONS	OPERATIONS	SPECIAL OPERATIONS	PATROL OPERATIONS	WARRANTS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	SPECIAL OPERATIONS	SPECIAL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	ANIMAL CONTROL	CODE ENFORCEMENT	CITIZENS' PATROL	

SUMMARY – ANIMAL CARE & CONTROL

CITY OF WINDCREST ANIMAL CONTROL STATISTICS

	Nov-13	Oct-13	TOTAL
Calls for service	17	41	534
Business Hours	16	39	275
Non Business Hours	1	2	41
Dispatched Calls	11	34	299
Calls from Citizens	1	2	65
Self Initiated	5	5	59
Number of dogs retrieved	11	20	190
Number of dogs returned to owner by Animal Control	5	13	86
Number of dogs taken to Canyon Lake Animal Shelter Society			
Number of dogs taken to Animal Defense League			
Number of dogs taken to Humane Society of San Antonio			
Number of dogs adopted out	1	1	33
Number of dogs fostered			
Number of dogs euthanized			
Number of dogs which died from disease or unknown illness			
Number of dogs taken to Alamo Heights Kennel Club	6		
Number of dogs still at Alamo Heights Kennel Club	3	5	3
Number of dogs returned to owner by Alamo Heights Kennel Club	1		
Number of dogs transferred over to Alamo Heights Kennel Club		1	25

Breed of dogs retrieved:

Number of calls for dogs running at large but were neither found or caught:	1	2	75
Number of dogs which had tags	3	6	13
Number of dogs with microchip	2	7	19
Number of cats sterilized	0	5	22
Number of animals euthanized due to injury, illness, or were at high risk for the Rabies Virus:			
Raccoon (sick)			
Cat (sick)			
Skunk (high risk)			
Fox (sick and high risk)			

Number of deceased animals disposed:

Cats	0	2	26
Possum	1	0	16
Raccoon	1	0	1
Skunks	1	0	1
Squirrels	0	3	8
Deer			
Dog		2	6
Duck		2	2
Owl			
Snake			
Dove			
Turtle			
Number of citations Written for Animal Running At Large	5	3	25
Number of Citations for not having	5	3	26
Number of citations for not having animal registered			
Number of Written Warnings issued for Animal Running At Large	3		20
Number of Written Warnings issued for failure to Register Animal	2		12
Number of Written Warnings issued for not having Animal Vaccinated			6
Total cost for animal care for the month	1704.91	3424.50	22,965.25



SUMMARY – CODE COMPLIANCE AND ENFORCEMENT

	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
City Code Violations:													
Parking Violation	2	0	0	1	3	3	1	1	0	3	1		15
Dog's running at large	0	1	0	1	1	1	0	0	0	0	0		4
Animal Registration	0	0	0	0	0	0	0	0	0	0	0		0
Animal Waste disposal	0	0	0	0	0	0	0	0	0	0	0		0
Animal Control Ordinance / Other	1	0	0	0	0	0	0	0	0	1	0		2
Overgrown Weeds, Grass, Vegetation Front	1	5	4	10	48	16	1	7	6	8	6		112
Overgrown Weeds, Grass, Vegetation Alleyway	1	5	4	10	48	16	1	7	6	8	6		112
Vacated Property	0	0	0	1	1	0	0	0	0	0	0		2
Littering Street	0	0	0	0	0	1	0	0	0	0	0		1
Littering Alley	0	1	1	0	1	1	0	0	0	2	0		6
Barking Dog	0	0	0	0	0	0	0	0	0	0	0		0
No Alarm Permit	1	1	0	1	0	1	0	0	0	0	0		4
No Building Permit	5	6	1	10	3	3	5	1	1	0	1		36
Street for storage parking "Veh. On street"	0	3	2	4	10	7	3	1	0	3	3		36
Junk Vehicle	7	13	5	8	10	5	1	2	0	1	6		58
Vehicles on grass	0	1	0	0	0	3	1	1	0	1	3		10
R.V. / Boat / Trailer on Driveway/Street	5	12	4	3	1	5	4	4	2	3	10		53
Health and Sanitation	1	3	0	5	6	4	1	1	1	2	3		27
Overhanging tree limbs "Street" / "Alley"	5	0	4	4	5	5	0	9	4	2	0		38
Bandit Signs	19	24	31	26	37	31	21	27	48	55	47		366
Stagnant Pool Water	0	1	0	2	2	3	1	1	0	1	1		12
Solicitors	0	2	2	1	2	1	2	2	0	1	3		16
Refusal to pay Solid Waste	0	0	0	0	0	0	0	0	0	0	0		0
Vision Clearance/Obstruction of Intersection	0	0	0	0	1	0	0	0	0	1	0		2
Obstruction of Streets and Roadways	4	0	0	0	5	23	2	9	4	2	0		49
Unsanitary / Unsanitary Conditions	2	7	16	2	11	1	0	4	0	2	3		48
No Garage / Estate Permit	0	0	0	0	1	0	0	0	0	0	0		1
Teen Curfew	0	0	1	0	0	0	0	0	0	6	0		7
Regulation of Use of Drainage Ditches	0	1	3	0	0	0	0	0	0	0	0		4
Graffiti and Tools	0	5	0	1	3	3	0	0	0	0	2		14
Noise Nuisance	0	0	0	0	0	0	0	0	0	0	0		0
Swimming Pools to be Enclosed by Fence	1	1	0	0	1	1	0	1	0	1	1		7
Business Sign Maintenance	0	3	1	1	8	0	0	0	2	1	0		16
Screening of Refuse Storage Areas	1	0	2	1	1	0	0	0	1	0	0		6
Sign Ordinance Violation	9	1	1	5	7	1	2	1	6	2	3		38
Business Checks	10	8	10	5	6	4	5	6	5	3	4		66
Total Issues Addressed	75	104	92	102	222	139	51	85	86	109	103		1168
Written Notice by Code Enforcement	44	102	78	102	223	139	51	85	86	109	103		1122
Courtesy Notices by Code Enforcement								33	8	3	4		33
Verbal Warnings by Code Enforcement	12	14	18	37	23	26	14	36	45	65	56		346
MCRT Citation Issued by Code Enforcement	6	4	0	0	3	2	1	1	3	2	2		24
MCRT Traffic Violations Issued by Code Enforcement	9	13	6	10	6	1	1	3	0	3	1		53
Total Enforced	56	116	86	139	246	165	65	154	139	179	165		1510

SUMMARY – SAPD AREA DISTRICTS CRIME COMPARISONS SURROUNDING THE CITY OF WINDCREST

Windcrest Police Department

City of San Antonio
Monthly Area Crime Statistics

2013

**San Antonio	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
Arson	0	0	0	0	0	0	0	0	0	0	0		0
Assault	0	0	0	0	0	0	0	0	0	0	0		0
Aggravated Assault	6	1	7	3	3	5	5	6	6	2	7		51
Assault Family Vio	0	0	0	0	0	0	0	0	0	0	0		0
Burg Building	7	10	8	4	11	6	8	8	9	16	9		96
Burg Business	8	4	6	2	12	8	7	17	13	5	11		93
Burg Habitation	44	21	27	38	39	34	49	45	44	40	39		420
Burg Vehicle	81	56	48	48	54	63	68	51	59	43	58		629
Deadly Conduct	9	3	6	4	2	2	2	5	6	2	1		42
Homicide	0	0	0	0	0	2	1	0	0	0	0		3
Indecency W/Child	0	1	1	1	1	0	0	1	3	3	1		12
Injury to Child	0	0	0	0	0	0	0	0	0	0	0		0
Robbery Business	4	1	3	3	4	1	4	8	1	1	2		32
Robbery Individual	3	10	3	4	4	11	4	8	3	4	4		58
Sexual Assault	2	3	1	4	5	4	4	4	2	5	10		44
Theft	5	3	6	5	4	5	8	7	4	9	3		59
Theft Motor Vehicle	25	15	21	22	25	24	26	20	17	34	18		247
Windcrest	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
Arson	0	0	0	0	1	0	0	0	0	0	0		1
Assault	4	1	1	0	0	1	0	2	3	3	2		17
Aggravated Assault	0	0	0	0	2	0	0	4	1	1	0		8
Assault Family Vio	0	2	1	1	2	4	0	4	3	3	1		21
Burg Building	1	3	2	0	0	0	0	1	0	0	1		8
Burg Business	0	2	0	0	0	1	0	1	1	0	0		5
Burg Habitation	2	0	0	1	0	3	3	2	0	0	1		12
Burg Vehicle	15	11	11	12	8	7	21	10	8	3	2		108
Deadly Conduct	1	0	0	1	0	0	0	0	1	0	0		3
Homicide	0	0	0	0	0	0	0	0	0	0	0		0
Indecency W/Child	0	0	0	0	0	0	0	0	0	0	0		0
Injury to Child	1	0	1	0	1	0	0	0	0	0	0		3
Robbery Business	0	0	0	0	0	0	0	0	1	0	1		2
Robbery Individual	0	0	0	1	0	0	0	1	0	0	0		2
Sexual Assault	0	0	0	0	0	0	0	0	0	0	0		0
Theft	12	16	12	13	21	12	19	18	17	13	19		172
Theft Motor Vehicle	2	2	1	1	2	1	0	2	1	2	0		14

**The San Antonio crime stats pertain to the following districts: 3250, 3260, 3330, 3340, 3350, and 3360
SAPD does not track Family Violence Assaults, Misd. Assaults or Misd. Thefts. Windcrest tracks all Assaults and Thefts.



WINDCREST POLICE DEPARTMENT

OPERATION GRINCH™

Don't Let Criminals Steal Your Holiday Joy!

The Windcrest Police Department prides itself on a low crime rate and quick response times. We are a proactive department committed to preventing crime versus responding to it! Holiday crime can be prevented! As in past holiday seasons, the Windcrest Police initiated "Operation Grinch" beginning Thanksgiving Day 2013 and will continue throughout the Holiday Season patrolling in marked vehicles, on bikes and undercover. Report all suspicious persons and suspicious activity. You are never wasting our time and your call can make a difference! (Windcrest Police Department - 210.655.2666)

We operate on a "Zero Tolerance" philosophy and we want to send a very strong and clear message to the criminal element... You are not Welcome in the City of Windcrest!

Choose Not To Be A Victim!

- One thing is certain.... "Grinch's" normally choose the easiest targets, so stay alert!
- Lock your vehicle & take your keys.
- Never leave anything inside of your vehicle.
- Park in well-lit areas.
- Scan the parking lot before you exit your vehicle and when you return, have your keys ready.
- Don't carry cash; use your debit card instead.
- Don't leave any property in your vehicle.
- Never go out to your vehicle and leave packages and then return to the store.
- Be aware of strangers approaching you for anything.
- "Grinch's" love the holidays and they can't wait to take what you have!





Don't Let Criminals Steal Your Holiday Joy!

Celebrate Crime Free Holiday's with Your Windcrest Police Department!

The Windcrest Police Department prides itself on a low crime rate and quick response times. We are a proactive department committed to preventing crime versus responding to it! This philosophy is strengthened by our community involvement and zero tolerance for criminal activity. We provide exceptional police protection and professional response to the citizens, visitors and businesses of Windcrest, Texas. Holiday crime can be prevented! Here are a few tips that will help keep you and your family crime free throughout this joyous holiday season! If you have questions or need assistance, call us at (210)655-2666. For emergencies, call 911, if you are using a cell phone and you are in Windcrest, be sure to advise the 911 operator that you are in the City of Windcrest to avoid delays with emergency response.

While out Shopping!

One thing is certain.... criminals normally choose the easiest targets, so stay alert!



Lock your vehicle & take your keys. Never leave anything inside of your vehicle. Park in well-lit areas. Scan the parking lot before you exit your vehicle and when you return, have your keys ready. Don't carry cash; use your debit card instead. Don't leave any property in your vehicle. Never go out to your vehicle and leave packages and then return to the store. Be aware of strangers approaching you for anything. Criminals love the holidays and they can't wait to take what you have!

While at Home!

Never leave curtains open; don't leave garage doors open or vehicles unlocked in the driveway. Always keep your doors locked. Keep gifts put away...do not leave them wrapped under the tree until you are ready to celebrate with your family. Do not allow strangers into your home. Be very cautious when allowing anyone into your home...even businesses you hire for a job, such as carpet cleaning, chimney sweeping or furnace repair. Use reputable firms that are bonded and those that do background checks on their employees.

Make sure you keep your mail and papers picked up. If you are going out of town, have a friend or neighbor watch over your home. Contact the Windcrest Police Department to complete a request for house checks.



While Out and About!

Keep your vehicle doors locked and your windows up. Do not respond to pedestrians approaching your vehicle at intersections or stop signs. Criminals are everywhere and will use any means necessary to take advantage of you. Drive defensively and avoid all confrontations with aggressive drivers. Keep yourself and your family safe this holiday season!

Report all suspicious persons and suspicious activity. You are never wasting our time and your call may make a difference!

Choose not to be a victim!
Be Aware...Be Smart and help us, help you!










RESPECTFULLY SUBMITTED TO THE CITY COUNCIL THROUGH THE CITY MANAGER



A.O. "Al" Ballew
Chief of Police

December 17, 2013

Date

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



**Windcrest
Police Department
Monthly Report**

December 2013



HIGHLIGHTED CALLS FOR SERVICE

1. During traffic stop adult male arrested on traffic warrants. Adult male passenger arrested and booked for felony possession of drugs.
2. Suspect entered local business with mask displaying a handgun and stole money from the register. Suspect fled in a waiting vehicle. Aggravated Robbery under investigation.
3. Adult male entered a restaurant and walked to the unmanned cash register, opened it and removed cash and walked out. Crime was witnessed by an employee who chased the suspect. The suspect saw the witness chasing him, turned and pulled out a knife. Suspect then fled the area on foot. Aggravated Robbery under investigation.
4. Boyfriend followed Girlfriend to her family home and confronted her in the front yard and began arguing over an alleged stolen phone. An adult male family member was present during the argument, went inside the home retrieved a shotgun, went back outside, fired the weapon in the air and then pointed it at the boyfriend's face. Subject arrested and booked for Deadly Conduct.

GOALS

1. COMPLETE UPDATE AND REVISION OF WPD GENERAL MANUAL.
2. UPDATE ALL UNIFORMS AND VEHICLE MARKINGS WITH NEW WPD PATCH.
3. CONTINUE APPLICANT PROCESSING TO FILL 2 POSITIONS CAUSED BY ATTRITION.

SUMMARY – PATROL OPERATIONS

PROACTIVE POLICE ACTIVITIES	2,299	YEAR TO DATE TOTAL	30,450
CITIZEN CALLS FOR SERVICE	577	YEAR TO DATE TOTAL	6,762
FELONY ARRESTS	4	YEAR TO DATE TOTAL	53
MISDEMEANOR ARRESTS	33	YEAR TO DATE TOTAL	423
WARRANT ARRESTS	20	YEAR TO DATE TOTAL	492
MUNICIPAL COURT SUMMONS	349	YEAR TO DATE TOTAL	6,880
WARNING CITATIONS	124	YEAR TO DATE TOTAL	2,565
BRIEFINGS, ESCORTS & DEPARTMENT TOURS	1	YEAR TO DATE TOTAL	9

SUMMARY - SPECIAL OPERATIONS DIVISION

CATEGORY	DECEMBER 2013	YEAR TO DATE
CLEARED BY ARREST (FELONY)	5	44
CLEARED BY ARREST (MISDEMEANOR)	18	275
SUSPENDED (FELONY)	6	61
SUSPENDED MISDEMEANOR	29	321
CLEARED BY EXCEPTIONAL MEANS (FELONY)	1	1
CLEARED BY EXCEPTIONAL MEANS (MISDEMEANOR)	2	3
CLEARED NO ARREST (FELONY)	0	9
CLEARED NO ARREST (MISDEMEANOR)	1	6
TRANSFERRED TO OTHER AGENCY (FELONY)	0	0
TRANSFERRED TO OTHER AGENCY (MISDEMEANOR)	0	0
UNFOUNDED (FELONY)	0	3
UNFOUNDED (MISDEMEANOR)	1	7
ACTIVE (FELONY)	6	43
ACTIVE (MISDEMEANOR)	8	64
TOTAL CASES INVESTIGATED	76	835
INVESTIGATORS ASSIGNED	3	N/A
CASES PER INVESTIGATOR	26	N/A

SUMMARY – TRAINING

COURSE	PERSONNEL	TRAINING HOURS
THE TACTICAL LEADER	CPL. M. HERNANDEZ	8
CODE ENFORCEMENT OFFICER STATE EXAM	PTL. ROSALES	2
TOTAL TRAINING HOURS		10

SUMMARY – K-9 TRAINING

[illegible]

SUMMARY – NEWSWORTHY EVENTS

DECEMBER 9, 2013, MONDAY

6:07 A.M. - 5200 BLK WALZEM RD

AGGRAVATED ROBBERY WITH A DEADLY WEAPON

SUSPECT ENTERED LOCAL BUSINESS WITH MASK DISPLAYING A HANDGUN AND STOLE MONEY FROM THE REGISTER. SUSPECT FLED IN A WAITING VEHICLE.

DECEMBER 22, 2013, SUNDAY

10:00 P.M. - 4800 BLK WALZEM

AGGRAVATED ROBBERY WITH A DEADLY WEAPON

ADULT MALE ENTERED A RESTAURANT AND WALKED TO THE UNMANNED CASH REGISTER, OPENED IT AND REMOVED CASH AND WALKED OUT. CRIME WAS WITNESSED BY AN EMPLOYEE WHO CHASED THE SUSPECT. THE SUSPECT SAW THE WITNESS CHASING HIM, TURNED AND PULLED OUT A KNIFE. SUSPECT THEN FLED THE AREA ON FOOT.

DECEMBER 28, 2013, SATURDAY

1:23 A.M. - 400 BLK CLOUDMONT

DEADLY CONDUCT

BOYFRIEND FOLLOWED GIRLFRIEND TO HER FAMILY HOME AND CONFRONTED HER IN THE FRONT YARD AND BEGAN ARGUING OVER AN ALLEGED STOLEN PHONE. AN ADULT MALE FAMILY MEMBER WAS PRESENT DURING THE ARGUMENT, WENT INSIDE THE HOME AND RETRIEVED A SHOTGUN, WENT BACK OUTSIDE, FIRED THE WEAPON IN THE AIR AND THEN POINTED IT AT THE BOYFRIEND'S FACE.

SUMMARY – STAFF INCIDENTS

NONE

SUMMARY – VEHICLE FLEET

2013	WINDCREST POLICE DEPARTMENT FLEET MONTHLY REPORT - DECEMBER 2013																					MONTHLY TOTAL	
	513	660	601	604	711	712	816	850	851	813	814	221	222	223	301	302	303	304	305	P25	PW1		CP
JANUARY	1,928	754	234	632	1,107	989	1,218	831	755	822	365	840	904	2,587	1,270	282				78	267	300	14,235
FEBRUARY	1,240	760	298	650	SHOP	860	1,790	831	755	822	765	706	1,354	SHOP	TRAINING	653				80	270	342	10,936
MARCH	1,690	1,673	201	690	1,025	1,075	2,004	2,545	2,726	291	572	943	2,481	716	1,037	375				95	151	1,739	20,339
APRIL	1,780	1,963	361	828	2,276	894	1,758	1,338	1,350	627	832	700	1,060	447	1,275	533				227	294	1,278	18,041
MAY	100	671	313	153	1,276	1,953	1,076	1,401	1,734	95	922	1,630	1,067	1,012	1,270	712				122	1,003	190	16,600
JUNE	58	700	329	31	1,354	1,609	1,618	1,818	1,374	550	702	1,472	1,652	1,985	1,244	1,288	271	233	227	832	588	529	20,406
JULY	154	648	175	637	75	1,279	1,143	561	474	663	629	1,418	896	1,966	1,920	1,464	153	79	86	840	231	582	15,919
AUGUST	310	461	226	1,383	SHOP	1,267	385	1,926	1,015	622	811	1,369	1,380	1,517	1,293	1,109	675	SHOP	249	1,451	299	561	17,999
SEPTEMBER	339	482	242	748	SHOP	1,681	758	1,019	883	693	967	1,424	1,263	1,463	1,436	1,282	427	120	329	1,538	275	573	17,603
OCTOBER	391	562	330	642	SHOP	1,164	1,086	1,027	1,136	1,216	808	1,022	992	2,522	2,650	1,637	273	612	249	1,380	307	SHOP	19,615
NOVEMBER	180	SHOP	275	561	SHOP	854	631	SHOP	1,197	1,018	551	414	995	1,623	1,725	1,110	860	480	542	1,046	395	582	14,859
DECEMBER	418	1,131	263	475	SHOP	830	SHOP	1,104	686	816	564	1,180	1,156	1,427	1,463	2,149	853	33	241	1,173	151	672	16,367
TOTAL MILES YEAR TO DATE	8,588	9,805	3,247	7,430	7,113	14,455	13,467	14,401	14,085	8,235	8,488	13,118	15,200	17,265	16,583	12,594	3,512	1,557	1,441	8,862	4,231	7,348	202,919
TOTAL MILEAGE	100,550	100,908	55,174	50,713	93,445	94,666	84,832	65,561	50,065	53,353	54,760	32,094	27,966	19,634	16,583	12,594	3,512	1,524	1,441	46,539	85,468	67,914	
YEAR	2005	2006	2006	2006	2007	2007	2008	2008	2008	2008	2008	2012	2012	2012	2013	2013	2013	2013	2013	2007	2001	2005	
MAKE	FORD	FORD	FORD	FORD	FORD	FORD	FORD	FORD	FORD	FORD	FORD	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	CHEVROLET	FORD	FORD	FORD	
MODEL	CROWN VICTORIA	CROWN VICTORIA	TAURUS	TAURUS	CROWN VICTORIA	CROWN VICTORIA	CROWN VICTORIA	CROWN VICTORIA	CROWN VICTORIA	EXPLORER	EXPLORER	TAHOE	TAHOE	TAHOE	TAHOE	TAHOE	TAHOE	TAHOE	TAHOE	F150	F150	TAURUS	
FLEET ASSIGNMENT	OPERATIONS	OPERATIONS	OPERATIONS	SPECIAL OPERATIONS	PATROL OPERATIONS	WARRANTS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	SPECIAL OPERATIONS	SPECIAL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	PATROL OPERATIONS	ANIMAL CONTROL	CODE ENFORCEMENT	CITIZENS' PATROL	

SUMMARY – ANIMAL CARE & CONTROL

CITY OF WINDCREST ANIMAL CONTROL STATISTICS

	Dec-13	Nov-13	Total
Calls for service	17	17	611
Business Hours	15	16	290
Non Business Hours	2	1	43
Dispatched Calls	12	11	311
Calls from Citizens	2	1	67
Self Initiated	3	5	62
Number of dogs retrieved	11	11	201
Number of dogs returned to owner by Animal Control	7	5	93
Number of dogs taken to Canyon Lake Animal Shelter Society			
Number of dogs taken to Animal Defense League			
Number of dogs taken to Humane Society of San Antonio			
Number of dogs adopted out	3	1	36
Number of dogs fostered			
Number of dogs euthanized	2		2
Number of dogs which died from disease or unknown illness			
Number of dogs taken to Alamo Heights Kennel Club	7	6	7
Number of dogs still at Alamo Heights Kennel Club		3	3
Number of dogs returned to owner by Alamo Heights Kennel Club		1	1
Number of dogs transferred over to Alamo Heights Kennel Club	3		28

Breed of dogs retrieved:

Number of calls for dogs running at large but were neither Found or caught:	3	1	78
Number of dogs which had tags	2	3	15
Number of dogs with microchip		2	19
Number of cats sterilized	5		27
Number of animals euthanized due to injury, illness, or were at high risk for the Rabies Virus:			
Raccoon (sick)			
Cat (sick)			
Skunk (high risk)			
Fox (sick and high risk)			

Number of deceased animals disposed:

Cats	1		27
Possum		1	16
Raccoon		1	1
Skunks		1	1
Squirrels			8
Deer			
Dog			6
Duck	1		3
Owl			
Snake			
Dove			
Turtle			
Number of citations Written for Animal Running At Large		5	25
Number of Citations for not having	5	5	31
Number of citations for not having animal registered	5		
Number of Written Warnings issued for Animal Running At Large		3	20
Number of Written Warnings issued for failure to Register Animal		2	12
Number of Written Warnings issued for not having Animal Vaccinated			6
Total cost for animal care for the month	0	1704.91	22,965.25



SUMMARY – CODE COMPLIANCE AND ENFORCEMENT

	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
City Code Violations:													
Parking Violation	2	0	0	1	3	3	1	1	0	3	1	2	17
Dog's running at large	0	1	0	1	1	1	0	0	0	0	0	0	4
Animal Registration	0	0	0	0	0	0	0	0	0	0	0	0	0
Animal Waste disposal	0	0	0	0	0	0	0	0	0	0	0	0	0
Animal Control Ordinance / Other	1	0	0	0	0	0	0	0	0	1	0	0	2
Overgrown Weeds, Grass, Vegetation Front	1	5	4	10	48	16	1	7	6	8	6	0	112
Overgrown Weeds, Grass, Vegetation Alleyway	1	5	4	10	48	16	1	7	6	8	6	0	112
Vacated Property	0	0	0	1	1	0	0	0	0	0	0	0	2
Littering Street	0	0	0	0	0	1	0	0	0	0	0	0	1
Littering Alley	0	1	1	0	1	1	0	0	0	2	0	1	7
Barking Dog	0	0	0	0	0	0	0	0	0	0	0	0	0
No Alarm Permit	1	1	0	1	0	1	0	0	0	0	0	0	4
No Building Permit	5	6	1	10	3	3	5	1	1	0	1	0	36
Street for storage parking "Veh. On street"	0	3	2	4	10	7	3	1	0	3	3	0	36
Junk Vehicle	7	13	5	8	10	5	1	2	0	1	6	1	59
Vehicles on grass	0	1	0	0	0	3	1	1	0	1	3	0	10
R.V. / Boat / Trailer on Driveway/Street	5	12	4	3	1	5	4	4	2	3	10	5	58
Health and Sanitation	1	3	0	5	6	4	1	1	1	2	3	2	29
Overhanging tree limbs "Street" / "Alley"	5	0	4	4	5	5	0	9	4	2	0	0	38
Bandit Signs	19	24	31	26	37	31	21	27	48	55	47	34	400
Stagnant Pool Water	0	1	0	2	2	3	1	1	0	1	1	0	12
Solicitors	0	2	2	1	2	1	2	2	0	1	3	6	22
Refusal to pay Solid Waste	0	0	0	0	0	0	0	0	0	0	0	0	0
Vision Clearance/Obstruction of Intersection	0	0	0	0	1	0	0	0	0	1	0	0	2
Obstruction of Streets and Roadways	4	0	0	0	5	23	2	9	4	2	0	0	49
Unsanitary / Unsanitary Conditions	2	7	16	2	11	1	0	4	0	2	3	2	50
No Garage / Estate Permit	0	0	0	0	1	0	0	0	0	0	0	0	1
Teen Curfew	0	0	1	0	0	0	0	0	0	6	0	0	7
Regulation of Use of Drainage Ditches	0	1	3	0	0	0	0	0	0	0	0	0	4
Graffiti and Tools	0	5	0	1	3	3	0	0	0	0	2	0	14
Noise Nuisance	0	0	0	0	0	0	0	0	0	0	0	0	0
Swimming Pools to be Enclosed by Fence	1	1	0	0	1	1	0	1	0	1	1	0	7
Business Sign Maintenance	0	3	1	1	8	0	0	0	2	1	0	0	16
Screening of Refuse Storage Areas	1	0	2	1	1	0	0	0	1	0	0	0	6
Sign Ordinance Violation	9	1	1	5	7	1	2	1	6	2	3	5	43
Business Checks	10	8	10	5	6	4	5	6	5	3	4	5	71
Total Issues Addressed	75	104	92	102	222	139	51	85	86	109	103	63	1231
Written Notice by Code Enforcement	44	102	78	102	223	139	51	85	86	109	103	63	1185
Courtesy Notices by Code Enforcement								33	8	3	4	5	33
Verbal Warnings by Code Enforcement	12	14	18	37	23	26	14	36	45	65	56	27	373
MCRT Citation Issued by Code Enforcement	6	4	0	0	3	2	1	1	3	2	2	4	28
MCRT Traffic Violations Issued by Code Enforcement	9	13	6	10	6	1	1	3	0	3	1	0	53
Total Enforced	56	116	86	139	246	165	65	154	139	179	165	99	1609

SUMMARY – SAPD AREA DISTRICTS CRIME COMPARISONS SURROUNDING THE CITY OF WINDCREST

(NOT AVAILABLE FOR THIS MONTHLY REPORT)

FROM THE CHIEF

I cannot stress enough, how important it is to report suspicious activity to your Windcrest Police Department! Recently, a Windcrest Citizen, observed a vehicle in the neighborhood that just did not look right. She reported the license plate number to us and as a result of an on-going investigation; the suspicious vehicle was identified as being involved in several burglaries throughout San Antonio, Bexar County and other surrounding cities. The suspect was arrested and charged with multiple counts of Burglary.

The City of Windcrest experiences high amount traffic daily from sources all around us. As a result, the criminal element is visiting our City as well. Be nosey, day and night...we are here to protect you and insure that you live in a fear free environment. You know your neighborhood better than anyone, if you see anything that does not appear to be right...call us. Reporting all suspicious activity is foremost in the fight to prevent criminal activity!

It can be difficult for residents to call police based on their feelings, instincts or intuition. The inability to clearly describe what is suspicious is the reason many people will not call the police. It is rare for a resident to see an entire crime committed from start to finish. Instead, look for clues that would be consistent with criminal activity, such as, body language or mannerisms combined with the environment which can communicate suspicious or criminal activity. Please don't hesitate in reporting suspicious activity simply because you feel you cannot articulate or describe an actual crime to the police.

Sincerely,

A.O. Ballew
Chief of Police



RESPECTFULLY SUBMITTED TO THE CITY COUNCIL THROUGH THE CITY MANAGER



A.O. "Al" Ballew
Chief of Police

January 6, 2014

Date

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



WINDCREST PUBLIC WORKS HIGHLIGHTS Dec. 2013

1. Entire Crew worked the Windcrest 5K and the Light up Event(Dec. 14th 2013.)
2. Prepped CPS property and the soccer field area for event parking.
3. Prepped Material and vehicles for Freeze conditions if needed.
4. Lots of tree trimming and mulching.



Handwritten signature and initials, possibly reading "V. F. B." and "over we".

Windcrest Public Works

Monthly Report

Dec. 2013

Fiscal YTD

2013-2014

Duties: Dec. 2013

Hours

Hours

1. Pool Maintenance	12	26
2. Facility Repair / Maintenance	148	248
3. Landscaping	184	392
4. Job Education	0	0
5. Restrooms/ Park Trash	44	82
6. Pot Holes/ Alley Repair	32	52
7. Weed Spraying	8	8
8. Mowing/ Edging	60	60
9. Street Sweep	152	296
10. Watering City	72	152

	Hours	Hours
11. Tree Trimming and Chipping	64	84
12. Car Wash	0	0
13. Yard Clean up	40	50
14. Signage Replacement & Repair	12	20
15. Clean and repair Equipment	24	32
16. Mechanic	176	248
17. Miscellaneous	40	55
18. Painting Curbs / City	16	16
19. Overtime	72	72
20. Doggy Pod install	N/A	N/A
21. Button install	0	0
22. Replace basketball goals	N/A	N/A
23. Drain Windy Hollow Pond	N/A	N/A
24. B.B.Q. repair	N/A	N/A
25. Gazebo Tear-down	N/A	N/A
26. New Barrels	N/A	N/A
27. Christmas Set-up	32	563
28. Building of Storage	0	0
29. Pick Trash/ City Wide	70	110
TOTAL HOURS WORKED	1,258	2,666



WINDCREST TEXAS

City Secretary / Asst. Court Administrator Report for the month of NOVEMBER 2013

Highlights

1. Prepared/posted agenda and attended Special & Regular City Council meetings 11.04.13 & 11.18.13.
2. Prepared/Posted agenda and attended Parks & Recreation meeting 11.13.13.
3. Posted agenda for Windcrest Economic Development Corporation meeting 11.14.13.
4. Posted notice for the City Wide Garage Sale.
5. Met with City Attorney Mike Brennan, Lt. Scott Purcell and Code Compliance Officer Jose Rosales to discuss the recommendations of the Municode Attorney in codifying our City Codes.
6. Prepared City Secretary and Court articles for City newsletter.
7. Attended and assisted with court on 11.5,12 & 19.13.
8. Open Records filled....
 - a. 15 Police/Accident/Fire/Court Reports
 - b. 2 requests-other. (See Attached)

Goals

1. Continue training/education as City Secretary.
2. Continue training/education as Asst. Court Administrator.
3. Keep up with organization of City Records.
4. Keep City website updated.
5. Continue working with Admin/Court staff to ensure customer service and professionalism.

Respectfully submitted to City Council, through the City Manager.

Kelly Rodriguez

November 30, 2013

SIGNATURE

DATE

Kelly Rodriguez, City Secretary

Please contact me with any questions concerning this report 655-0022 ext. 2150
This reporting is required by the City of Windcrest Charter § 5.02.3(h)

OPEN RECORDS REQUEST NOVEMBER 2013

	Name	Description
1	ZAKIA L. WILSON	POLICE REPORT
2	LINDSEY JENKINS	POLICE REPORT
3	DONNA RIDNOUR	FINANCIAL REPORTS
4	LINDA HULL	POLICE REPORT
5	LINDA HULL	POLICE REPORT
6	JASON RUIZ	ACCIDENT REPORT
7	THAT'S THE TICKET	DSC
8	COMEDY DRIVING	DSC
9	KEVIN SULLIAN	POLICE REPORT
10	MICHAEL JONES	ACCIDENT REPORT
11	JESUSITA MESA	POLICE REPORT
12	LEXIS NEXIS	ACCIDENT REPORT
13	ENSEARCH EXPRESS	POLICE REPORT
14	GARY KING	CC MTG DVD 111813
15	RUSSELL WILLIAMS	POLICE REPORT
16	GLEN GUAN	POLICE REPORT
17	GARY KING	VIEW 2013/2014 CITY BUDGET
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CIVIC CENTER EVENT INFO 2013**NOVEMBER**

DATE	NAME	RESIDENT OR NON	TYPE OF FUNCTION	HOURS	SOUND SYSTEM	SECURITY
11/1/2013	BEXAR COUNTY ELECTIONS		EARLY VOTING	8AM-8PM	NO	NO
11/2/2013	LIONS CLUB	CIVIC	CHILI DINNER	9AM-8PM	NO	NO
11/5/2013	BEXAR COUNTY ELECTIONS		ELECTION DAY VOTING	7AM-7PM	NO	NO
11/6/2013	ARTS & CRAFTS	CIVIC	MEETING	930-1130AM	NO	NO
11/7/2013	EDC	CITY	MTG	2P-5P	NO	NO
11/11/2013	AMERICAN LEGION	CIVIC	MTG	ALL DAY	NO	NO
11/12/2013	OPTIMIST CLUB	CIVIC	MTG	7AM-12P	NO	NO
11/13/2013	MR DAVIS	CIVIC	FOOD HANDLER CLASS	4P-7P	NO	NO
11/16/2013	NICOLE SAVADIAN	RESIDENT	BDAY PARTY	6 - 10PM	NO	NO
11/20/2013	WOMENS CLUB	CIVIC	MTG	10A-12P	NO	NO
1/21/2013	GOURMET CLUB	CIVIC	MTG	830A-1P	NO	NO
11/23/2013	MELISSA MEYERS	RESIDENT	FAMILY GATHERING	6P-10P	NO	NO
11/28/2013	PAMELA THOMPSON	RESIDENT	EARLY VOTING	8AM-6PM	NO	NO



WINDCREST

TEXAS

City Secretary / Asst. Court Administrator Report for the month of DECEMBER 2013

Highlights

1. Prepared/posted agenda and attended Special City Council meetings 12.02.13.
2. Prepared/Posted agenda and attended Parks & Recreation meeting 12.11.13.
3. Posted agenda for Windcrest Economic Development Corporation meeting 12.12.13.
4. Prepared City Secretary and Court articles for City newsletter.
5. Attended and assisted with court on 12.3,10 & 17.13.
6. Open Records filled....
 - a. 20 Police/Accident/Fire/Court Reports

Goals

1. Continue training/education as City Secretary.
2. Continue training/education as Asst. Court Administrator.
3. Keep up with organization of City Records.
4. Keep City website updated.
5. Continue working with Admin/Court staff to ensure customer service and professionalism.

Respectfully submitted to City Council, through the City Manager.

Kelly Rodriguez

December 31, 2013

SIGNATURE

DATE

Kelly Rodriguez, City Secretary

Please contact me with any questions concerning this report 655-0022 ext. 2150
This reporting is required by the City of Windcrest Charter § 5.02.3(h)

OPEN RECORDS REQUEST DECEMBER 2013

	Name	Description
1	ALICIA RAMIREZ	POLICE REPORT
2	JESUS HERNANDEZ	ACCIDENT REPORT
3	ROBERTO MALDONADO	TRAFFIC TICKET
4	SHANNON LOEFFLER	POLICE REPORT
5	ENSEARCH EXPRESS	POLICE REPORT
6	LEXIS NEXIS	POLICE REPORT
7	LEXIS NEXIS	POLICE REPORT
8	ENSEARCH EXPRESS	POLICE REPORT
9	PROGRESSIVE INS	POLICE REPORT
10	THAT'S THE TICKET	DSC
11	FUNNYBONE SCHOOLS	DSC
12	COMEDY DRIVING SCHOOLS	DSC
13	ESTELA HERNANDEZ	ACCIDENT REPORT
14	GILBERT NORIEGA	ACCIDENT REPORT
15	LEXIS NEXIS	ACCIDENT REPORT
16	CATHY OXENDALE	COURT RECORDS
17	MATILDA SANCHEZ	ACCIDENT REPORT
18	SHAWANNA DOTSON	FIRE REPORT
19	LEXIS NEXIS	ACCIDENT REPORT
20	KEITH HEAD	ACCIDENT REPORT
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CIVIC CENTER EVENT INFO 2013**DECEMBER**

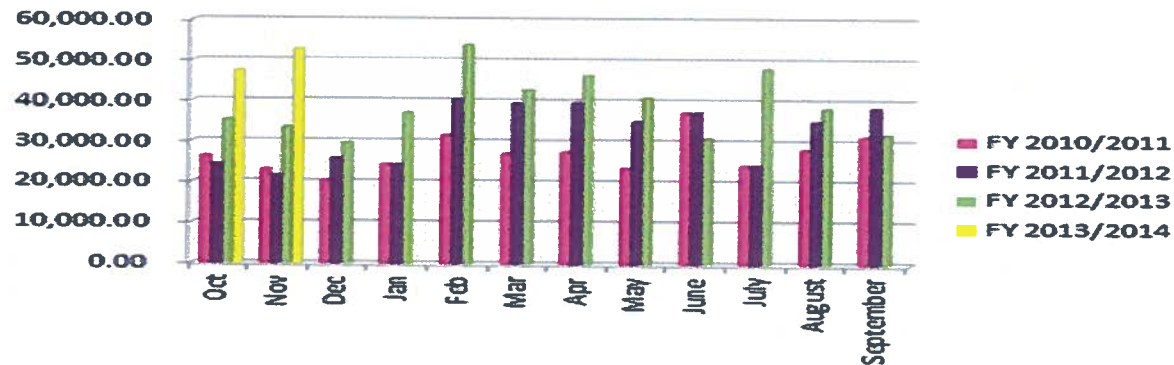
DATE	NAME	RESIDENT OR NON	TYPE OF FUNCTION	HOURS	SOUND SYSTEM	SECURITY
12/2/2013	GARDEN CLUB	CIVIC	MTG	8AM-8PM	NO	NO
12/4/2013	ARTS AND CRAFTS	CIVIC	MTG	9AM-1PM	NO	NO
12/5/2013	WOMENS CLUB	CIVIC	CHRISTMAS CELEBRATION	5P-10P	NO	NO
12/6/2013	CHERYL HARDEN	CIVIC	CHRISTMAS PARTY	630P-1030P	NO	YES
12/10/2013	OPTIMIST CLUB	CIVIC	MTG	7A-1P	NO	NO
11/13/2013	ANGELA GONZALES	RACKSPACE	WORK MTG	11A-4A	NO	NO
11/14/2013	ROBERT LOPEZ	RESIDENT	HOLIDAY PARTY	7P-12A	NO	NO
11/17/2013	LADELL ORGILL	RESIDENT	CHRISTMAS PARTY	6P-10P	NO	NO
11/18/2013	ARTS AND CRAFTS	CIVIC	MTG	930A-1130A	NO	NO
11/19/2013	GOURMET CLUB	CIVIC	MTG	10A-12P	NO	NO
11/20/2013	CATHERINE SANTIAGO	RESIDENT	SWEET 16	6P-10P	NO	NO
11/21/2013	BRITTANY WILKERSON	RESIDENT	WEDDING	11A-7P	NO	NO
11/27/2013	SARAH BSTILLOS	RESIDENT	GOING AWAY PARTY	5P-11P	NO	NO
11/28/2013	ROSA BRIGGS	RESIDENT	BIRTHDAY PARY	4P-8P	NO	NO

CITY OF WINDCREST MUNICIPAL COURT - OFFICIAL MONTHLY ACTIVITY REPORT

	Oct. 13	Nov. 13	Dec. 13	Jan. 14	Feb. 14	Mar. 14	Apr. 14	May. 14	Jun. 14	Jul. 14	Aug. 14	Sept. 14	TOTAL	Medium Average
Cases Filed	672	367												0
Fines Paid	23	16												0
Bond Forfeiture	0	0												0
Not Guilty	50	47												0
Guilty	196	167												0
Dismissed	89	120												0
Compliance Dismissals	41	43												0
Defensive Driving	34	31												0
Deferred Disposition	64	71												0
Insurance	2	4												0
Orders for Community Svc.	9	4												0
Appeals	0	0												0
TOTAL CASES HEARD	508	503												0
Failure to Appear/Warrants	455	236												0
Warrant Officer Fine/Fee Collected	\$30,632.63	\$16,260.50												0
Warrant Officer Activity	226	106												0
Court Fines	\$ 45,119.22	\$ 50,289.77											0	0
State Fees	\$ 23,675.80	\$ 24,929.85												
City Share of State Fees (10%)	\$ 2,367.58	\$ 2,492.99												
Court Technology Fund	\$ 1,382.61	\$ 1,474.74												
Court Building Security Fund	\$ 1,036.95	\$ 1,106.08												
Fee to Omni/State	\$ 2,249.32	\$ 4,447.22												
Linebarger Fees	\$ 2,469.85	\$ 1,207.72												
TOTAL CITY REVENUE	\$ 47,486.80	\$52,782.76												
PRIOR Years Total Collections	\$ 35,303.99	\$ 33,642.03	\$ 29,823.18	\$ 32,804.59	\$ 53,954.14	\$ 42,860.14	\$ 46,521.48	\$ 41,022.87	\$ 31,003.03	\$ 48,269.94	\$ 38,415.44	\$ 32,102.54	\$ 433,620.83	\$ 43,362.08
Warrant Officer Fine/Fee Collected	\$ 17,546.57	\$ 14,935.87	\$ 13,991.81	\$ 17,128.17	\$ 48,992.94	\$ 30,814.91	\$ 21,571.01	\$ 21,596.97	\$ 26,300.25	\$ 26,265.67	\$ 23,869.06	\$ 27,315.50	\$ 290,328.73	\$ 29,032.87
Warrant Officer Activity	164	108	118	115	249	199	135	154	222	216	149	128	1,957	196
Persons Arrested (Held in WCPD)	18	10												
Persons Incarcerated (HELD IN GC)	4	6												
Cost of Incarceration		1750												
(October 12 - Sept. 13)														
Persons Arrested	21	10	9	10	15	27	16	23	43	25	13	30	242	
Persons Incarcerated	7	3	2	1	4	2	3	6	5	7	4	6	50	
Cost of Incarceration	\$ 1,600.00	\$ 1,200.00	\$ 950.00	\$ 350.00	\$ 950.00	\$ 400.00	\$ 600.00	\$ 3,050.00	\$ 1,800.00	\$ 2,350.00	\$ 2,400.00	\$ 2,250.00	\$ 17,900.00	

TOTAL CITY REVENUE

(4 year comparison)

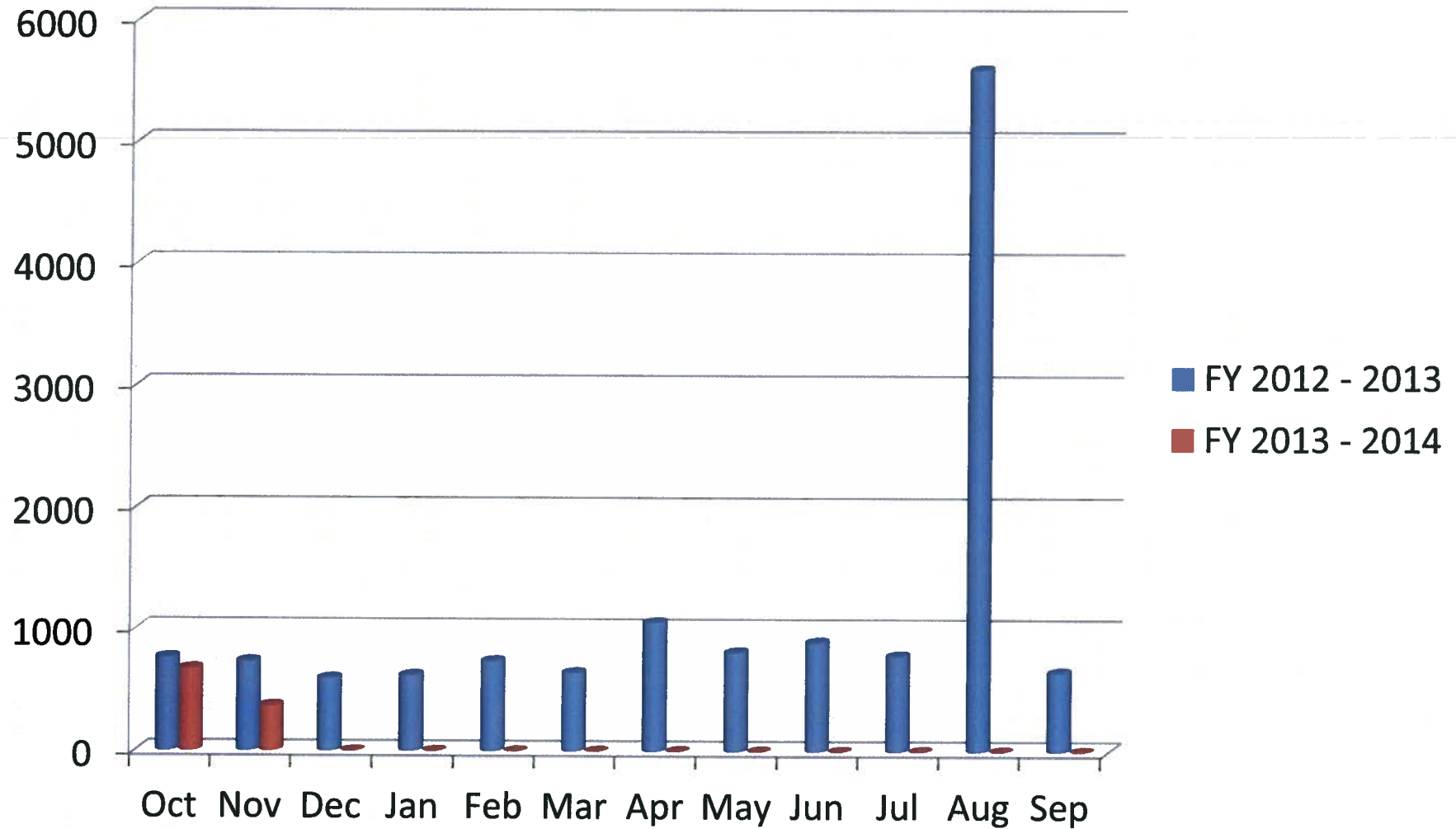


✓
12/30/2013

CASES FILED

FY 2012/2013 vs. FY 2013/2014

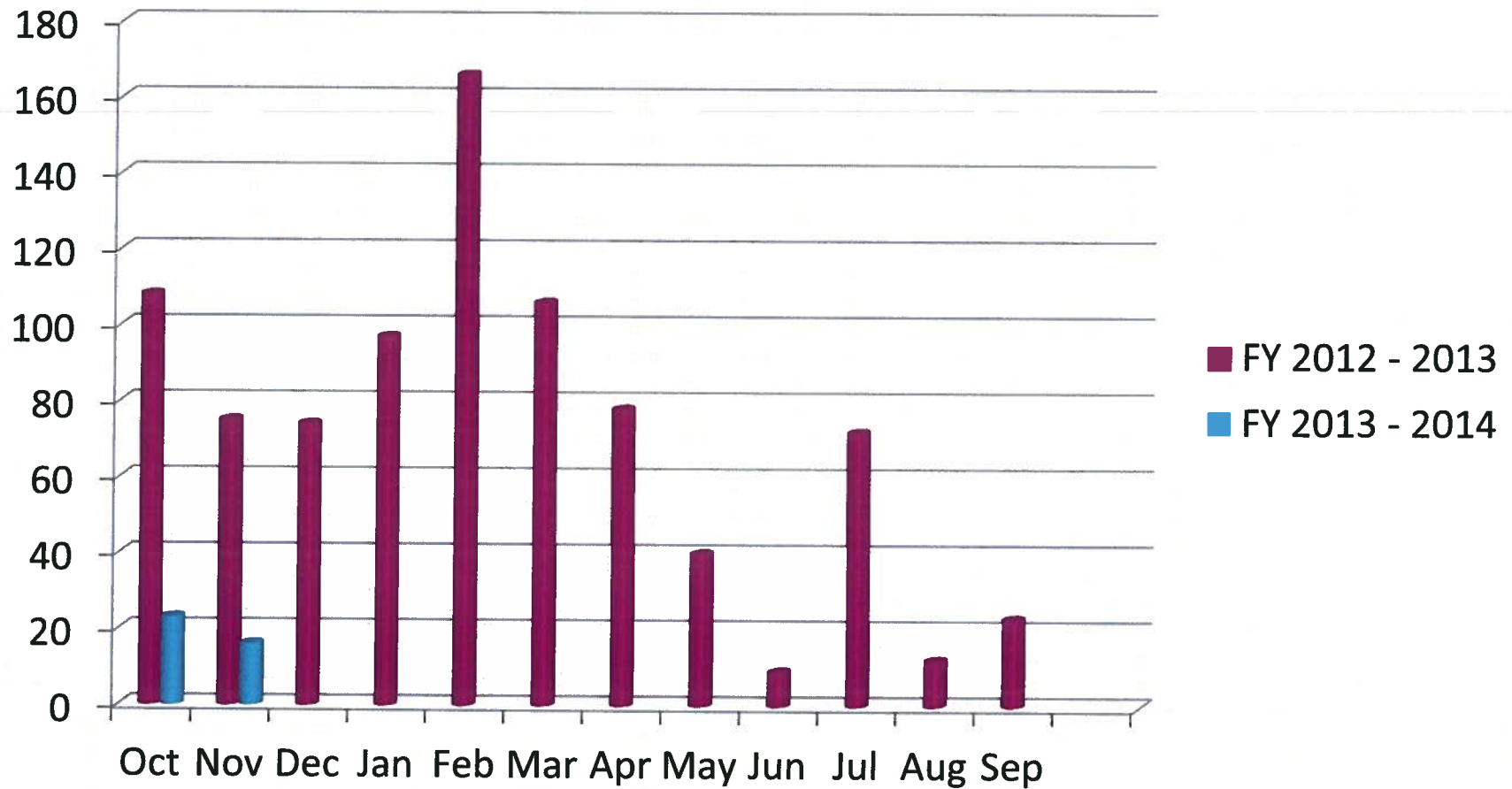
(Citations from Police Department, Code Enforcement, Animal Control)



FINES PAID

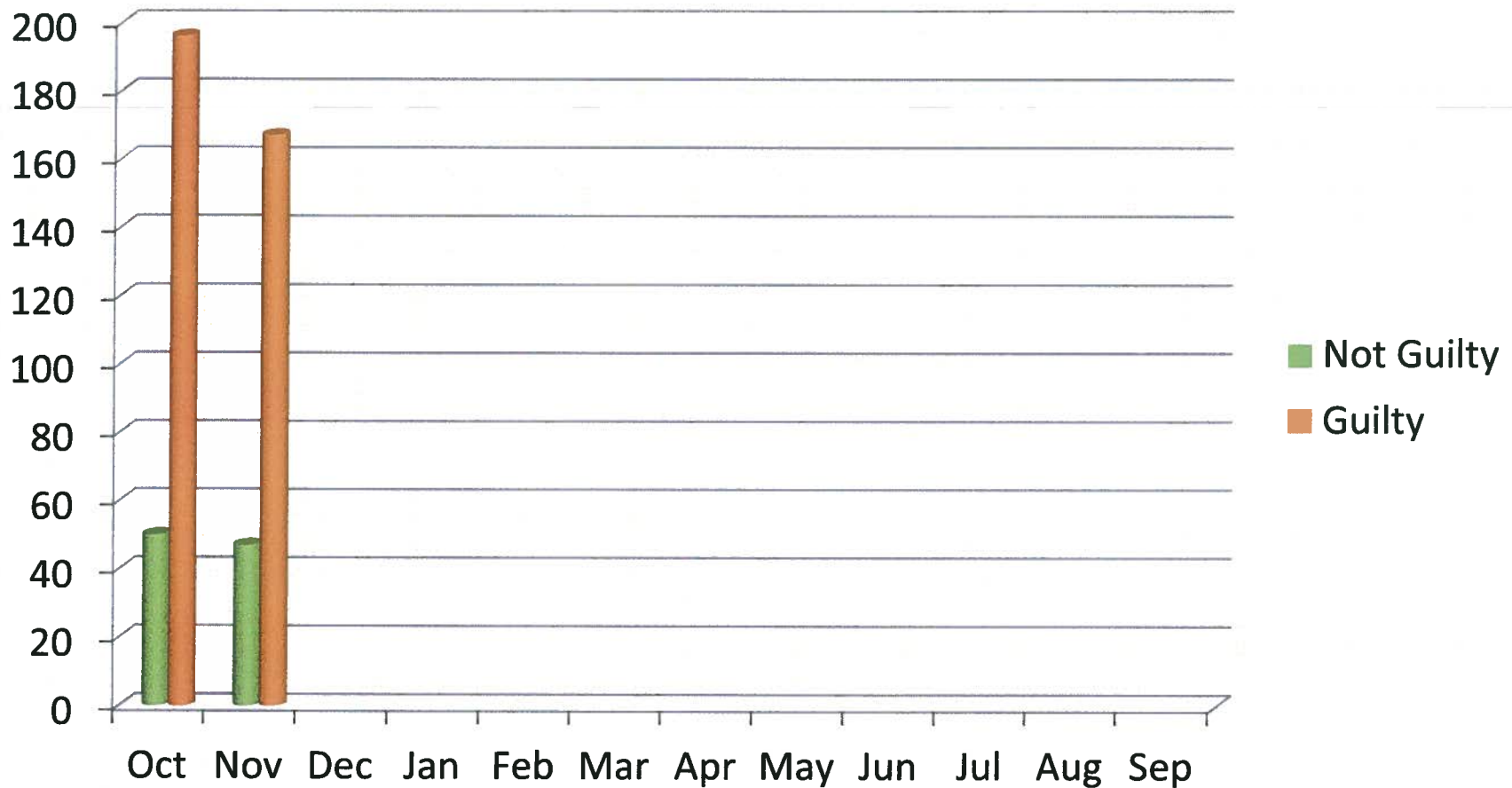
FY 2012/2013 vs. FY 2013/2014

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



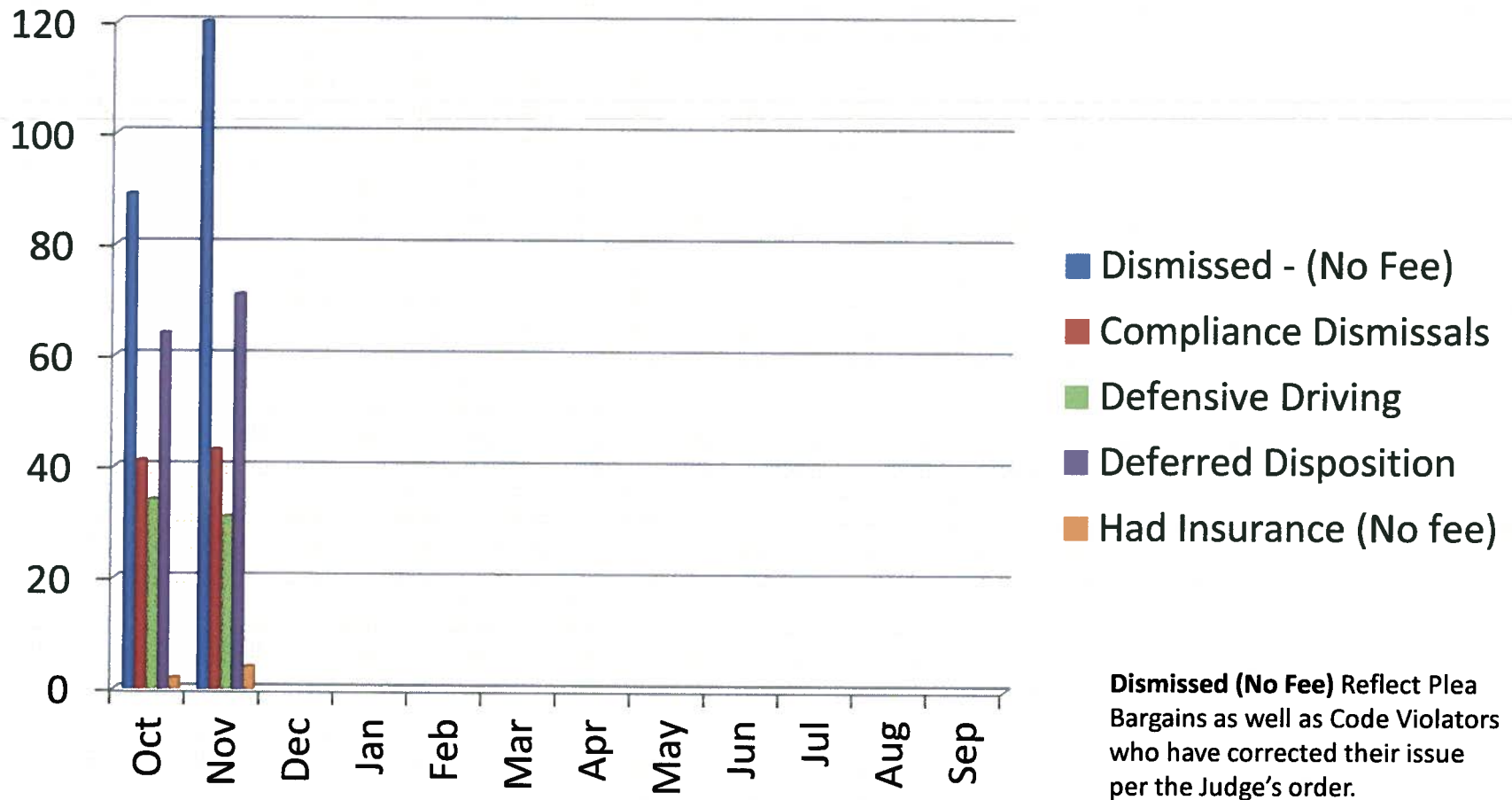
NOT GUILTY / GUILTY

(Numbers only, not \$ amounts. Guilty column correlates with defendants who paid fines in FY 2012 – 2013 from above slide)



DISMISSALS

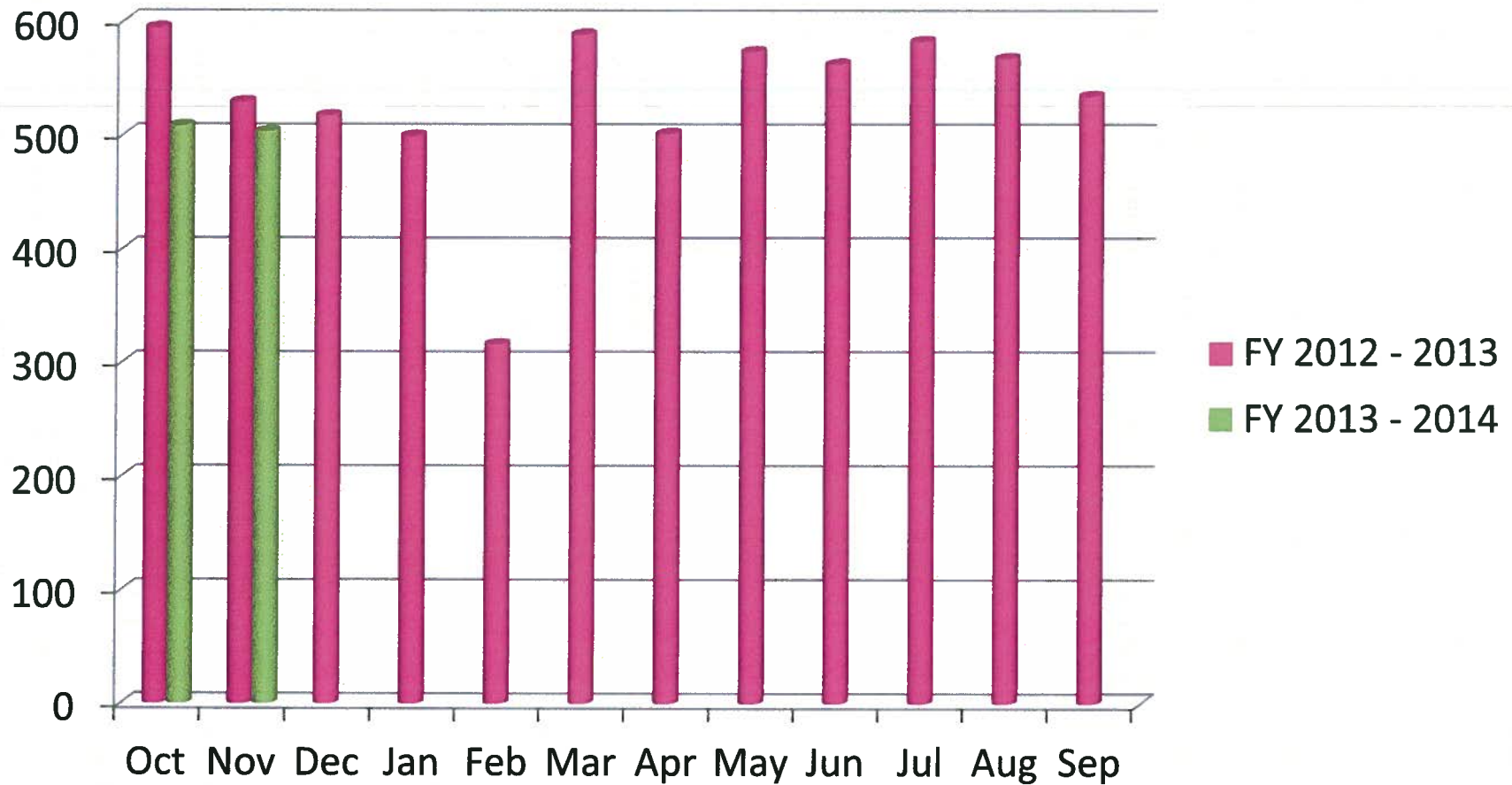
(Numbers only, not \$ amounts)



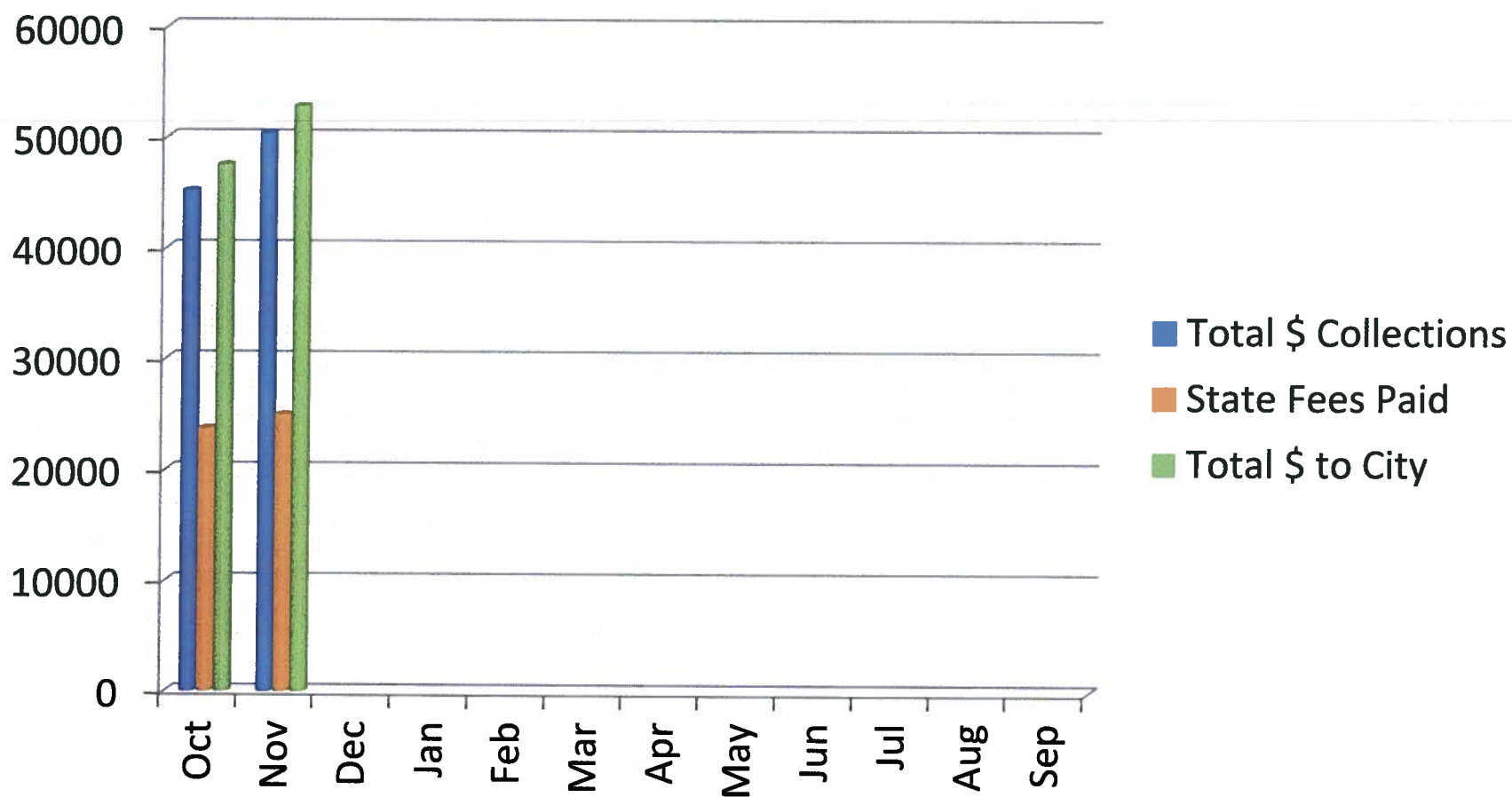
TOTAL CASES HEARD

FY 2011/2012 vs. FY 2012/2013

(Includes...Fines Paid, Not Guilty/Guilty, and Dismissals. Numbers only, not \$ amounts)

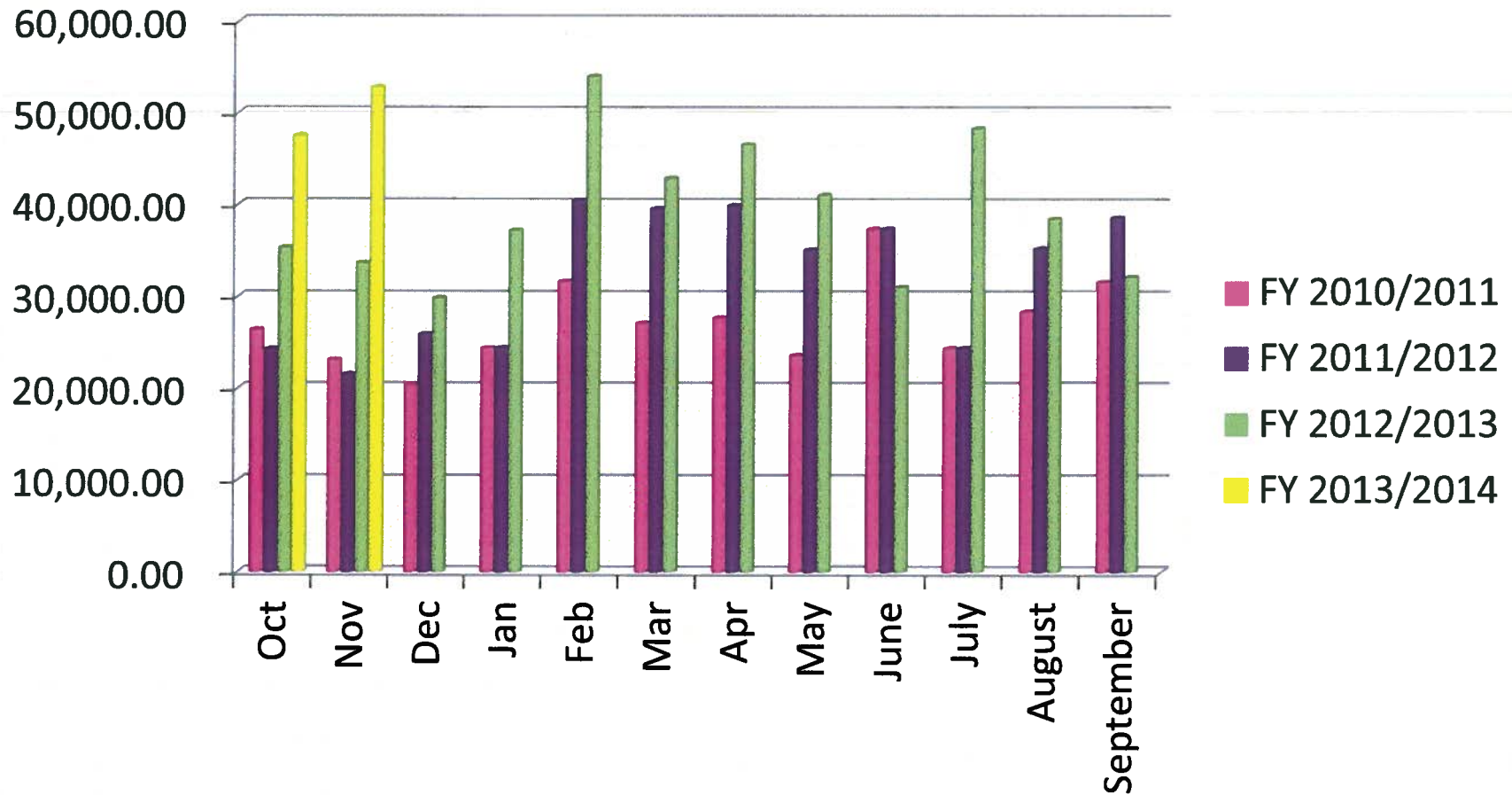


DISTRIBUTION OF TOTAL COURT COLLECTIONS



TOTAL CITY REVENUE

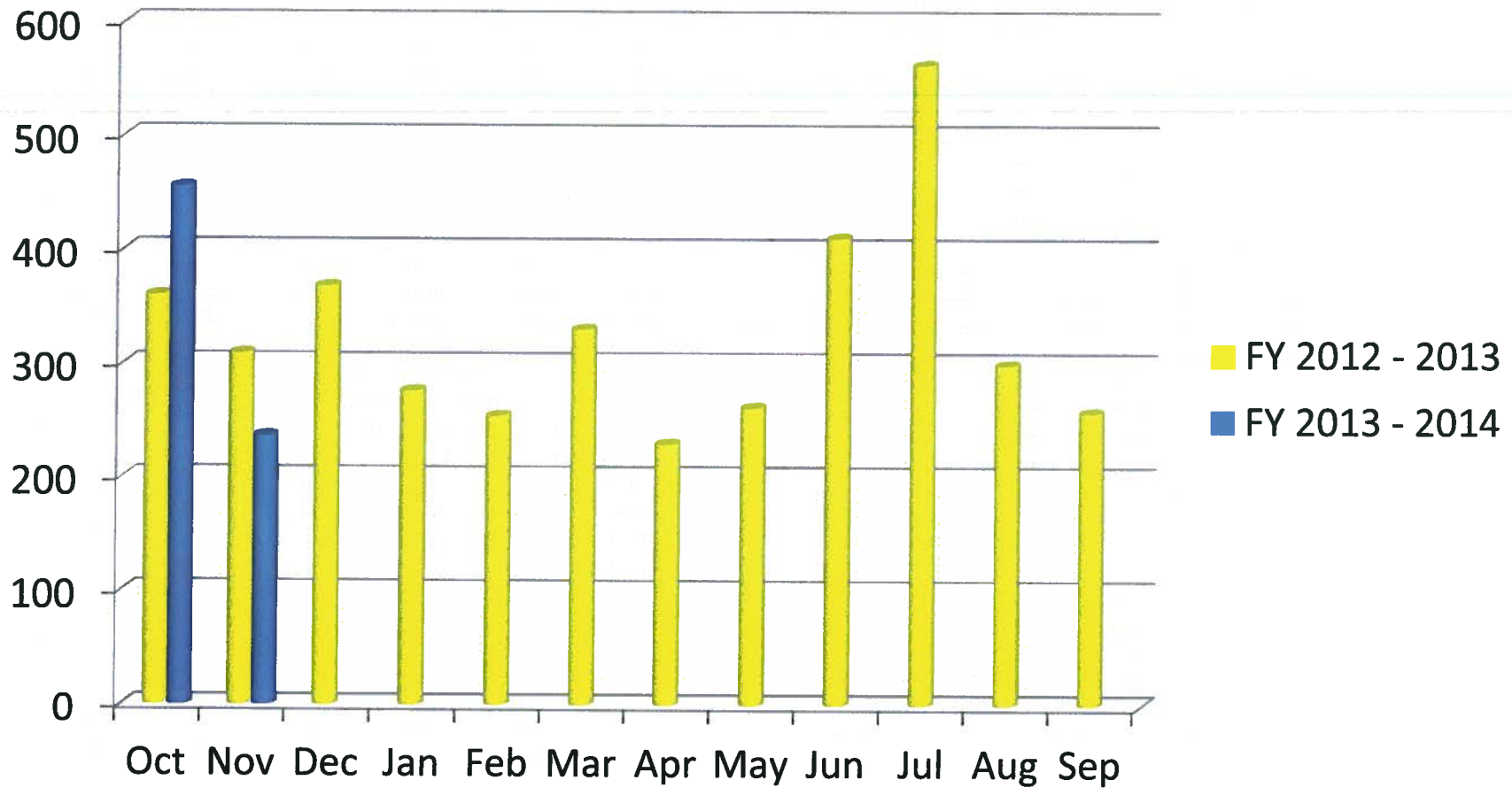
(4 year comparison)



FTA WARRANTS ISSUED

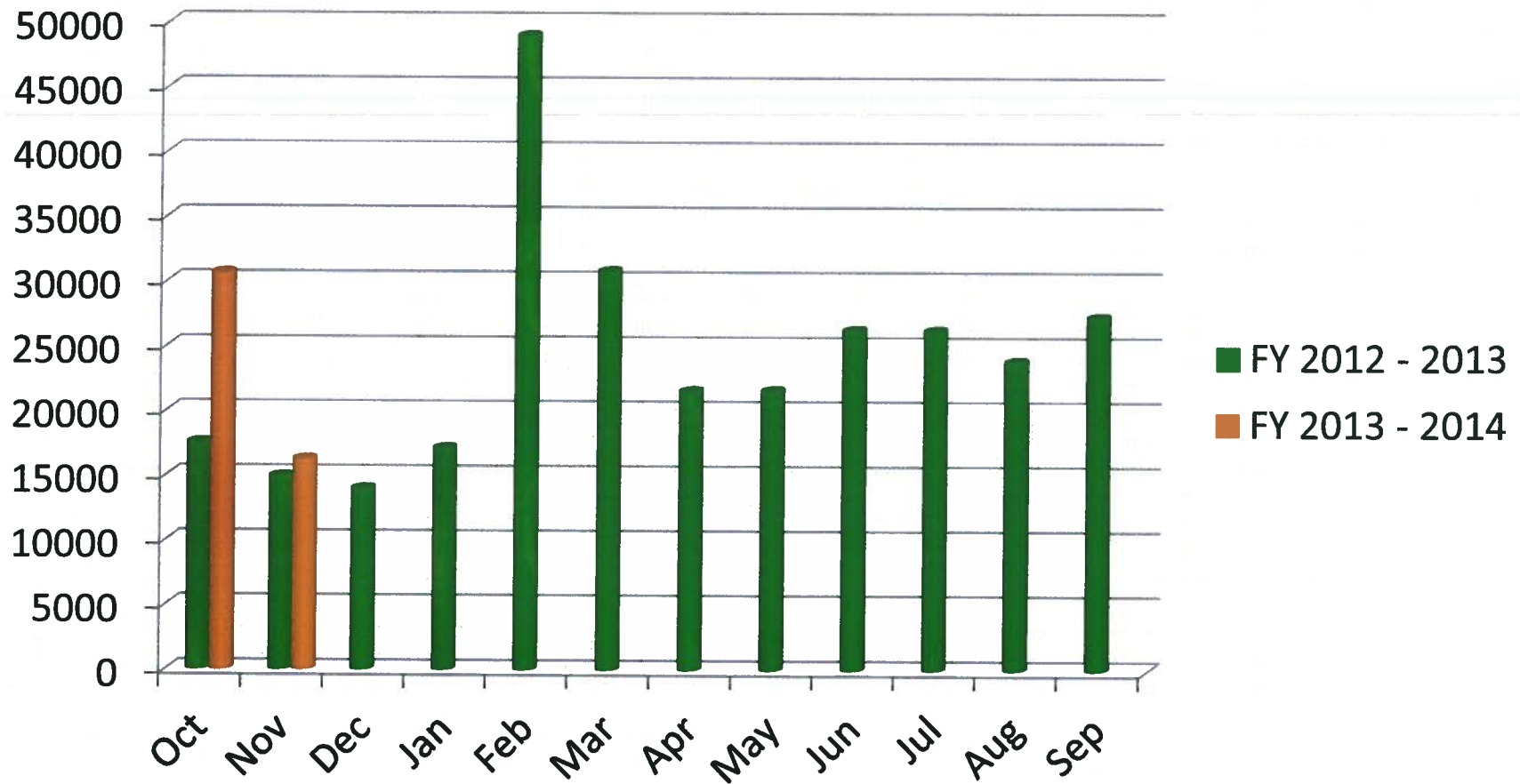
FY 2012 – 2013 vs. FY 2013 - 2014

(Numbers only, not \$ amounts)



WARRANT COMPARISON OF FINES AND FEES COLLECTED

(FY 2012 – 2013 vs FY 2013 – 2014)



NOVEMCER 2013

CITATION #	DEFENDANT	WARRANT OFFICER COMMENT	ACTION	\$\$	#	WARR.	ARREST	JAILED
72287	TOLLIVER, EDWIN	DEF CONTACTED, CAME IN	BOND	300	1	3		
E30361	VOSS, DEREK	DEF PAID ON LINE	FINE	450	2	2		
72345	SMITH, BILLIE	DEF PAID ON LINE	FINE	50.5	3	1		
65763	HOILETT, ELICHIA	DEF CONTACTED CAME IN	FINE	685.1	4	3		
E18618	THOMAS, ALICE	DEF CONTACTED,PAID	FINE	394	5	1		
E21858	TORREZ, DOLORES	DEF CAONTACTED, CAME IN	FINE	348	6	2		
E15425	*NETTLES, MICHAEL	DEF P/U BY PATROL, MAG.	JAILED	0	7		1	1
68696A	FRELICHE, CHRISTOPHER	DEF CAME IN, PAID	FINE	465.4	8	2		
62159	ORTIZ, LETICIA	DEF CAME IN, PAID	FINE	494	9	2		
E12495	BRIDGES, BRANDON	DEF CONTACTED, CAME IN	FINE	1246.7	10	4		
71345	MOSS, JOSHUA	DEF PAID @ JAIL	FINE	857	11	3		
62316	TYLER, TREVOR	DEF HELD @WPD	BOND	500	12	6	1	
E28148	GONZALES, REYNALDO	DEF CAME IN, PAID	BOND	100	13	0		
58545	AUBERT, JODY	DEF CAME IN, PAID	FINE	117	14	3		
72287	TOLLIVER, EDWIN	DEF RAN, ;EFT HANGER	BOND	300	15	3		
E32878	CHINCANCHAN	DEF RCONTACTED, PAID	BOND	300	16	3		
E20838	*THOMPSON, BRITTANY	DEF HELD @ WPD	FINE	239	17	1	1	
69943	MORALES, JOSE	DEF CONTACTED, PAID	FINE	354	18	1		
E28320	HARDMAN, NICOLE	DEF CAME IN, PAID	BOND	300	19	3		
E28368	GONZALEZ, BERTHA	DEF CAME IN, PAID	BOND	220	20			
E28828	COLE, NANCY	DEF CAME IN, PAID	FINE	1111	21	3		
E28363	GUTIERREZ, CHRISTINE	DEF CONTACTED, CAME IN	BOND	200	22	2		
E281550	SINIFF, THEODORE	DEF RAN, LEFT HANGER	FINE	517	23	2		
28062	COSSIO, CARLOS	DEF CAME IN, PAID	FINE	279	24	1		
E33698	*GOMEZ, RAMON	DEF HELD @ WPD	BOND	100	25	1	1	
21259	RAMIREZ, MARIA	DEF RAN, CAME IN	FINE	199	26	1		
E33857	JAMES, CYNTHIA	DEF RAN, CAME IN	FINE	517	27	2		
E33860	FOURMAN, MISTY	DEF RAN, CAME IN	BOND	200	28	5		
E21060	*DOLL, ROSALINDA	DEF HELD @ WPD, MAG'ED	JAILED	0	29	2	1	1
E33033	*PARKER, DOUGLAS	DEF HELD @ WPD, MAG'ED	JAILED	0	30	5	1	1
E32335	LEON, ELIZABETH	DEF CAME IN,M PAID	BOND	150	31	0		
E28136	BANKS, LATRON	DEF CONTACTED, PAID O/L	FINE	517	32	2		

E28386	LUNDGREB, ALYSSA	DEF RAN, PAID	FINE	502	34	2		
E32302	*BECKER, DENISHA	DEF HELD @ WPD	BOND	200	35	2		
73309	AGUILAR, EDWARD	DEF CONTACTED, CAEM IN	BOND	66	36	2		
72780	SAUCEDA, AMBER	DEF RAN @ WRK	FINE	173	37	1		
31877	wallace, lasha	def ran, paid	bond	200	38	2		
E20910	BURELL, FRITZ	DEF CAME IN, PAID	BOND	300	39	3		
E23258	LEON, CAMARENA	DEF CAME IN, PAID	FINE	355	40	0		
1244	DANG, HOUNG	DEF CAME IN, PAID	FINE	314	41	1		
E11222	*HARRIS, JON	DEF HELD @ WPD, MAG'ED	JAILED	0	42	2	1	1
E04539	*MOORE, DEVON	DEF HELD @ WPD	BOND	200	43	2	1	
68778A	VATANADILOK, ANUVONG	DEF CONTACTED, PAID	FINE	865.8	44	3		
E30151	garza, jonathan	def contacted, paid	bond	300	45	3		
E30491	HEAD, KEITH	DEF ATTY PAID	FINE	454	46	3		
70784	*POGUE, LEVI	DEF HELD @ WPD	BOND	300	47	4	1	
66079	WILLIAMS, DANNY	DEF CONTACTED, PAID	BOND	200	48	2		
E15480	HARDIN, LAQUISHA	DEF HELD @ WPD	BOND	300	9	3	1	
E33950	SESTER, PRESTON	DEF CONTACTED, PAID	QBOND	20	50	2		

\$ 16,260.50 106 10 4

CASES WRKDT	TOTAL ARREST	TOTAL JAILED			
106	10	4			
MONTH	OCTOBER	NOVEMBER	DECEMBER		
2012	\$ 17,546.00	\$ 14,935.00	\$ 13,991.00	\$ 46,472.00	
2013	\$ 30,632.00	\$ 16,260.50		\$ 46,892.50	

1ST QTR	\$ 46,892.50
2ND QTR	
3RD QTR	
4TH QTR	
TOTAL	\$ 46,892.50

DENOTES ARREST

DENOTES JAILED

CITY OF WINDCREST MUNICIPAL COURT - OFFICIAL MONTHLY ACTIVITY REPORT

	Oct. 13	Nov. 13	Dec. 13	Jan. 14	Feb. 14	Mar. 14	Apr. 14	May. 14	Jun. 14	Jul. 14	Aug. 14	Sept. 14	TOTAL	Medium Average
Cases Filed	672	367	511											0
Fines Paid	23	16	8											0
Bond Forfeiture	0	0	0											0
Not Guilty	50	47	25											0
Guilty	196	167	128											0
Dismissed	89	120	73											0
Compliance Dismissals	41	43	31											0
Defensive Driving	34	31	19											0
Deferred Disposition	64	71	68											0
Insurance	2	4	7											0
Orders for Community Svc.	9	4	0											0
Appeals	0	0	0											0
TOTAL CASES HEARD	508	503	359											0
Failure to Appear/Warrants	455	236	283											0
Warrant Officer Fine/Fee Collected	\$30,632.63	\$16,260.50												0
Warrant Officer Activity	226	106												0
Court Fines	\$ 45,119.22	\$ 50,289.77	\$ 23,882.90										0	0
State Fees	\$ 23,675.80	\$ 24,929.85	\$ 16,312.55											
City Share of State Fees (10%)	\$ 2,367.58	\$ 2,492.99	\$ 1,631.26											
Court Technology Fund	\$ 1,382.61	\$ 1,474.74	\$ 854.44											
Court Building Security Fund	\$ 1,036.95	\$ 1,106.08	\$ 640.82											
Fee to Omni/State	\$ 2,249.32	\$ 4,447.22	\$ 1,720.68											
Linebarger Fees	\$ 2,469.85	\$ 1,207.72	\$ 802.80											
TOTAL CITY REVENUE	\$ 47,486.80	\$52,782.76	\$25,514.16											
PRIOR Years Total Collections	\$ 35,303.99	\$ 33,642.03	\$ 29,823.18	\$ 32,804.59	\$ 53,954.14	\$ 42,860.14	\$ 46,521.48	\$ 41,022.87	\$ 31,003.03	\$ 48,269.94	\$ 38,415.44	\$ 32,102.54	\$ 433,620.83	\$ 43,362.08

Warrant Officer Fine/Fee Collected	\$ 17,546.57	\$ 14,935.87	\$ 13,991.81	\$ 17,128.17	\$ 48,992.94	\$ 30,814.91	\$ 21,571.01	\$ 21,596.97	\$ 26,300.25	\$ 26,265.67	\$ 23,869.06	\$ 27,315.50	\$ 290,328.73	\$ 29,032.87
Warrant Officer Activity	164	108	118	115	249	199	135	154	222	216	149	128	1,957	196

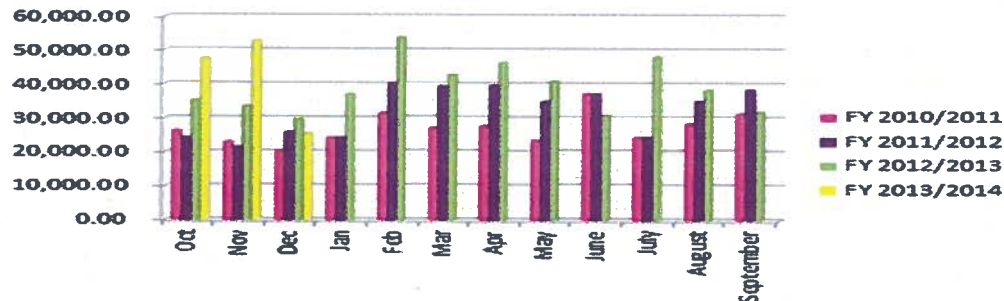
Persons Arrested (Held in WCPD)	18	10												
Persons Incarcerated (HELD IN GC)	4	6												
Cost of Incarceration		1750												

(October 12 - Sept. 13)

Persons Arrested	21	10	9	10	15	27	16	23	43	25	13	30	242
Persons Incarcerated	7	3	2	1	4	2	3	6	5	7	4	6	50
Cost of Incarceration	\$ 1,600.00	\$ 1,200.00	\$ 950.00	\$ 350.00	\$ 950.00	\$ 400.00	\$ 600.00	\$ 3,050.00	\$ 1,800.00	\$ 2,350.00	\$ 2,400.00	\$ 2,250.00	\$ 17,900.00

TOTAL CITY REVENUE

(4 year comparison)



VP/Asst. City Manager
cm wc.

Dec-13

CITATION #	DEFENDANT	WARRANT OFFICER COMMENT	ACTION	\$\$	#
E21855	*RODRIGUEZ, EVELYN	DEF HELD @ WPD	BOND	200	1
E33610	FULLER, CHARLES	DEF HELD C WPD	BOND	150	2
E58915	CARTER, PATRICIA	DEF CONTACTED, PAID	FINE	234	3
E35213	RAMIREZ, HANK	DEF HELD @ WPD	BOND	225	4
E21124	CARVAJAL, LINDA	DEF PAID O/L	FINE	135.9	5
E33152	WILLIAMS, GAIL	DEF CONTACTED	P/R	0	6
E33049	MATA, VERONICA	DEF RAN, CAME IN	BOND	200	7
E32379	CRUZ, MICHAEL P	DEF CONTACTED, CAME IN	BOND	500	8
E33728	PAQUETTE, MKATE	DEF RAN, CAME IN	BOND	200	9
56718	WIZBICKI, DARLENE	DEF HELD @ WPD	FINE	1149.2	10
E30264	PRINCE, CRYSTAL	DEF PAID O/L	FINE	890.5	11
64191	AGGURRE, RUBEN	DEF CONTACTED, PAID	FINE	302	12
E34064	JACKSON, TRENTON	DEF RAN, PAID	FINE	492	13
E33970	AZOUZ, MOHAMED	DEF CONTACTED, CAME IN	BOND	500	14
67347	MCCOY, SARAH	DEF HELD @ WPD	BOND	400	15
E33953	RIVOIRE, MICHELLE	DEF CONTACTED, CAME IN	FINE	492	16
E16384	TRIPP, TROY	DEF CONTACTED PAID O/L	FINE	930.8	17
73605	CROUCH, JAMES	DEF PAID O/L	FINE	507	18
E30441	RICE, EMALEE	DEF PAID O/L	FINE	223.9	19
E30059	CALINGO, BREJAI	DEF PAID O/L	FINE	594.1	20
E34158	FUNKE, WAYNE	DEF PAID O/L	FINE	512	21
66246	BUENESTRO, SALVADOR	DEF CONTACTED, PAID	BOND	600	22
E67099A	CRAWLEY, DEMITA	DEF HELD @ WPD	FINE	401.7	23
E34474	PHUEC LE, THOU	DEF CONTACTED, CAME IN	FINE	467	24
TOTAL				10307.1	

CASES WORKED	TOTAL ARREST		TOTAL JAILED		
60	4		0		
MONTH	OCTOBER		NOVEMBER	DECEMBER	
2012	\$	17,546.00	\$	14,935.00	\$ 13,991.81 \$ 46,472.81
2013	\$	30,632.00	\$	16,260.50	\$ 10,307.00 \$ 57,199.50

1ST QTR	\$	57,199.50
2ND QTR		
3RD QTR		
4TH QTR		
TOTAL	\$	57,199.50



WINDCREST

TEXAS

Building Services/Health/Post Office Reports for the month of November 2013

Highlights

Alarm Permits:

1. Alarm permit renewal notices will be going out to all residents and commercial businesses that have an active alarm system in early January; all alarm permits expire January 31, 2014.

Commercial Permit Highlights for the Month of November:

1. Flo Aire Serve was issued a permit for HVAC (mechanical) at 5000 Walzem Rd.
2. AAA Fence Pros issued a permit to replace a portion of the existing perimeter fence with a new 6' wrought iron fence and to straighten the pillars at Winnbrook Estates (Eaglecrest & Crestway).
3. Windcrest United Methodist Church located at 8101 Midcrown Dr. applied for and was issued a permit to install approximately 49' of 6' privacy fence and gate to secure Boy Scout Hut at the northwest corner of the property.
4. MCS Fire & Safety was issued a permit to add a fire alarm system to an existing system at Rackspace, Phase V located at 1 Fanatical Pl.
5. English Electric obtained a permit to replace light fixtures inside Subway located at 4977 Walzem Rd.
6. San Antonio Alliance Electric was issued a permit to demolish existing lights and replace with new lights fixtures for the new Burkes Outlet located 8610 Fourwinds Dr.
7. Budget Signs obtained a permit to install a 2'x6' banner over the existing wall sign at WellMed located 8101 Roughrider; the banner is consider a temporary sign and is good till December 31, 2013.
8. Aguirre Signs was issued a permit to install one set of channel letters and 2 sets of vinyl letters for La Cocina di Mi Tierra Mexican Restaurant located at 4973 Walzem Rd.
9. Texas Thrift Store located at 7500 IH 35 N applied for and was issued a permit a temporary 15'x22' inflatable Santa, 21'x4' banner and a 3'x2' sign to advertise for "Black Friday" shopping.
10. Alexander Tent Rental was issued a temporary permit to install 40'x80' pole tent at The Home Depot #580, 4909 Windsor Hill to be used for Christmas tree sales; tent to be removed after December 25, 2013
11. Firestone applied for and was issued a 30 day temporary permit for a 10'x10' tent with 3 banners to display for tire sale.
12. Metropolitan Contracting was issued a permit for 1 Racker Rd to do driveway work.

Building Services/Health/Post Office Reports for the month of November 2013

Certificate of Occupancy:

1. Certificate of Occupancy inspection conducted at La Cocina de Mi Tierra Mexican Restaurant; 4973 Walzem; they were approved by the Building, Fire and Health Inspectors and opened for business they week of November 11, 2013.
2. Certificate of Occupancy application was received from Living Word Christian Fellowship; certificate of occupancy inspection was approved by the Building & Fire Inspectors and they have since opened their doors for worship.

1. Continue issuing building permits, performing inspections and registering contractors through the Building Software system through InCode
2. Follow up and update expired Business registrations, Food Permits and Certificate of Occupancy.

Summary

A total of 36 permits were issued for the month with permit fees totaling \$4,377.40 plus \$300.00 in re-inspection fees for a total of \$4,677.40 for the month of November; BB Inspections performed 51 inspections for the month.

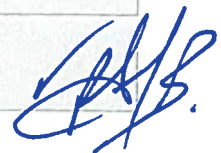
Health Report – See Attached Documents

Post Office –

We now have a temporary employee to assist with the holiday rush. The Post Office will be open on Saturday, December 7th, 14th and 21st, 2013 from 8:00 a.m. to 12:00 noon for customers to mail their holiday mail and packages.

Total sales for the month of November that includes all stamps/meter postage and money order fees was \$50,649.13

Respectfully submitted to City Council, through the City Manager.



Building Services/Health/Post Office Reports for the month of November 2013

SIGNATURE Heather Weidenbach

Date: 12/4/13

Heather Weidenbach, Asst. City Secretary/Permits

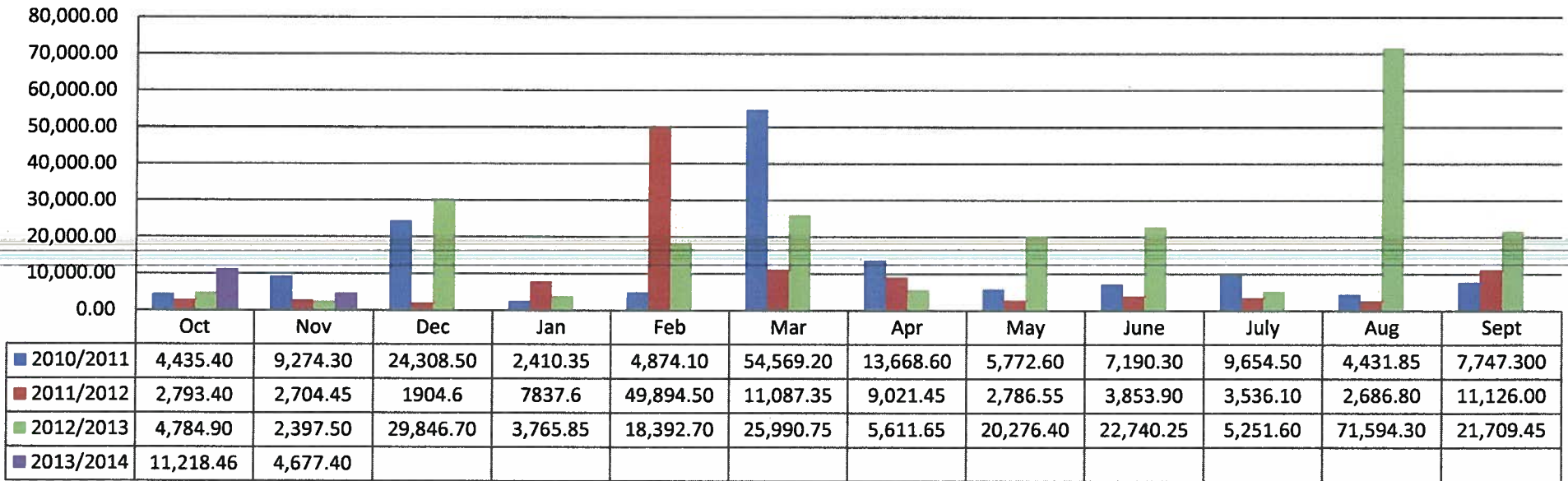
**Please contact me with any questions concerning this report 655-0022 ext. 2200
This reporting is required by the City of Windcrest Charter § 5.02.3(h).**

Permit ApplicationsDollars

[illegible]

Monthly Totals by Permit Fiscal Year 2012/2013

[illegible]

Fiscal Year 2013-2014 Year to Date = \$15,895.86

**CITY OF WINDCREST
DEPARTMENT OF HEALTH
NARRATIVE REPORT
November 2013**

1. *Dunkin Donuts*: Follow up on the 10/12/13 Food Handler Training Class. 15 employees signed up for the class and only 4 attended. The owner stated that all employees would complete the training immediately. Personnel attended the November 2013 class.

2. *Lobster To Go*: The front door was standing open during business hours. Food items are stored directly on the floor. Items are to be at least 6" off the floor. All wood surfaces must be painted. Personal items are to be kept separate from business items.

3. *Bill Miller BBQ*: Follow up on reach in cooler and FHT. No one attended the November class.

4. *Pizza Hut*: Follow up inspection. The salad bar was found at 39F. Food handler training is still not current.

5. *Benny's Tacos*: Cold line temperatures were above the maximum requirement of 41F (repeat violation). Hot line temperatures on part of the line were below the minimum of 135F. (repeat violation). Lard sitting out unprotected under a table. A personal drink cup found in the food preparation area. Foods are not properly labeled in the cooler. A complaint was received from a customer found a cockroach in their soup. No roaches were found however

A complete analysis needs to be completed by the pest control company. A report is to be submitted during the next inspection. **A citation for health violations was issued at this time.** The follow up inspection found conditions improved. A new cold line cooler has been obtained. The pest control report is inadequate. The food establishment permit is not posted. Fryer area walls need cleaning to remove grease.

6. Valero (Crestway): Food permit is still not posted properly. Hot dog "ready or not ready" signs are not being used. Both are repeat violations. Discussed the issues with the store manager.

7. Marie Callenders: All personnel preparing foods must wear hair restraints.

8. Luby's: One of the walk in coolers had numerous food items that were uncovered.

9. Thai Chalurn: The drain line for the grease from the exhaust hood is leaking.

10. Burger King: The current food permit was posted. Food handlers attended the November class.

11. La Cocina De Mi Tierra: Inspected and approved for operation.

12. Foster Homes: Two foster care homes were inspected in November.

FOOD HANDLER SANITATION TRAINING: One food handler training class was held in November



WINDCREST

TEXAS

Building Services/Health/Post Office Reports for the month of December 2013

Highlights

Alarm Permits:

1. Alarm permit renewal notices will be going out to all residents and commercial businesses that have an active alarm system in early January; all alarm permits expire January 31, 2014.

Commercial Permit Highlights for the Month of December:

1. Flo Aire Serve was issued a permit for HVAC (mechanical) at 1 Fanatical Place for Phase 5.
2. Beyer Mechanical was issued a permit to replace a roof top unit at La Cocina di Mi Tierra Mexican Restaurant located at 4973 Walzem Rd.
3. Budget Signs obtained an electrical permit to unhook a power loop from the old sign and re-install power loop to the new sign at 7900 IH 35 N #SGN.
4. Klecka Electric was issued a permit for new electrical work for the Windcrest Elementary new building addition of new classrooms and library.
5. JBS Plumbing obtained a plumbing permit to install plumbing for the men's and women's restroom and new water for the new Burke's Outlet located at 8610 Fourwinds.
6. River City School Massage located at 5313 Walzem Rd. was issued a temporary sign permit to place 2 banners on back of a pickup truck to read "Student Massages \$25.00"; permit valid 45 days (January 21, 2014).
7. Burke's Outlet located at 8610 Fourwinds was approved to install a temporary banner sign indicating "Burke's Outlet coming soon" and a 4'x8' yard sign announcing store opening.
8. John Calving Presbyterian Church located at 8102 Midcrown Dr. obtained a temporary banner sign advertising Christmas Eve services.
9. Enigma Graphics & Signs was issued a permit to install new LED channel letter sign 30" x166in at Amazing Jump located at 7702 IH 35 N.
10. SLS Johnson Company was issued a commercial remodel permit for the new Burke's Outlet located at 8610 Fourwinds.
11. P&W Fire obtained a permit to install a pyro chem fixed pipe fire suppression system at the Church of Resurrection located at 5909 Walzem Rd.
12. Mutual Sprinklers was issued a permit to install two new wet sprinkler systems and one new pre-action system at Rackspace located at 1 Fanatical Place.
13. Simplex Grinnell obtained a permit to install a fixed pipe fire system in the kitchen vent hood at the Church of the Resurrection located at 5909 Walzem Rd.
14. Joeris General Contractors was issued a new commercial construction permit for the new 42,000 square foot addition to Windcrest Elementary. The addition will include 20 new classrooms and a new library.

Building Services/Health/Post Office Reports for the month of December 2013

Certificate of Occupancy:

1. Certificate of Occupancy application was received from Keller Martin on December 26, 2013 for the new building at the Church of the Resurrection and Children's Center located at 5909 Walzem Rd. Both Fire and Building Inspectors have performed their final inspections; health inspection is the only inspection needed before the certificate of occupancy certificate can be issued; Health Inspector will inspect after new year

Goals

1. Follow up and update expired Business registrations, Food Permits and Certificate of Occupancy.

Summary

A total of 46 permits were issued for the month with permit fees totaling \$88,636.73 plus \$450.00 in re-inspection fees for a total of \$89,086.73 for the month of December;

27 total permits issued for residential homes

14 total permits issued for commercial

BB Inspections performed 69 inspections for the month.

Health Report – See Attached Documents

Food permit renewals were prepared and mailed out; all food permits expire January 2014.

Post Office –

The Post Office had an extremely busy month due to the Christmas Holiday. My staff did an amazing job during this time. The week of December 16, 2013 was the busiest week we had seen and it took three off us to keep the line going. Numerous customers were impressed by how smoothly the line was moving and the flow we had. On December 16, 2013 which was our busiest day, we had four mail pickups which was a total of 12 hampers full of boxes and mail.

We were open the first three Saturdays of December. Although these dates were not as busy as our regular hours.

Total sales for the month of December that includes all stamps/meter postage and money order fees was \$99,982.40

Respectfully submitted to City Council, through the City Manager.



Building Services/Health/Post Office Reports for the month of December 2013

SIGNATURE Heather Weidenbach

Date: 1/2/14

Heather Weidenbach, Asst. City Secretary/Permits

Please contact me with any questions concerning this report 655-0022 ext. 2200

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

Permit ApplicationsDollars

[illegible]

Monthly Totals by Permit Fiscal Year 2012/2013

[illegible]

[illegible][illegible]

**CITY OF WINDCREST
DEPARTMENT OF HEALTH
NARRATIVE REPORT
December 2013**

1. *Benny's Taco's*: Follow up on the November inspections. The front service line was again at 50F instead of the maximum of 41F. Numerous repeat item. Built up grease residue was found in the mechanical area of the line refrigerator. Trash and old food was found on the floor next to the grill. A second complaint on a cockroach in the menudo was received. Foods were found uncovered and stored on the floor of the walk in cooler (repeat item). Rags are still not kept in a bucket of sanitizer solution (repeat item). The frequent spraying of the facility is inadequate control. Food handler training has not been accomplished (repeat item). Facility was closed due to numerous repeat and critical health violations. A reinspection was conducted two days later and the facility had been completely cleaned and reorganized. The work flow was greatly improved. New equipment has been installed. Facility was allowed to reopen.

2. *Starbucks*: The food establishment permit and the grade certificate were not available for customer review. The must be posted in a conspicuous place that can easily be seen by customers.

3. *Bill Miller BBQ*: Personnel handling Ready To Eat (RTE) food items are to wear disposable gloves. Food handler training has not been completed.

4. China Rose: Monthly inspection. Raw food items are to be kept on the bottom shelves of the walk in and prepared (cooked) items are to be stored on the top shelves. Knives were not stored properly. Rags are to be kept in sanitizer buckets. Will reinspect.

5. Windcrest Golf Club: The entire bar area is in need of cleaning. A pan of flour and numerous non-food items were found in the back storage area. Condemned the flour. Foods in coolers are to be dated properly. Rags must be kept in a sanitizer solution.

6. Taco Cabana: A new seal is needed on the bottom of the back door. On Line Training Certificates are to be submitted to the City for review and the appropriate fee paid.

7. Hunger Buster Mobile Unit: Gravy on the line found at 88F instead of the required 135F. Food handler on line training certificates are to be reviewed by the City and fees paid.

8. Mobile Units: Good To Go, Sabores and Big Daddy's Mobile units have not submitted on line training certificates to the City for review and fees have not been paid.

FOOD HANDLER SANITATION TRAINING: No food handler training class was held in December.

Robert Colunga WEDC Executive Director

WEDC Report for Month of December, 2013

1. WEDC is creating a new Business Retention and Expansion Program to present the WEDC Board for Approval.
2. Develop new marketing strategy for the 2014 year and modifying our approach in Marketing Windcrest
3. Work with TXDOT on construction issues with the 35 expansion.
4. Working with Windcrest City Manager on the Windcrest Master Plan Committee to be presented to the City Council.
5. Working with developer on the demolition of the old Frost Bank building located on the access road for the end of this year and working on a re-plat of the area.
6. Working with Whitestone-Reit with the development of the Burkes Outlet store.
7. Working with Rackspace on future projects and development.
8. Working with Valcor properties on new business to be located in the Old Chuck E Cheese location.
9. Working with Park & Recreation Board on placement of one of our bike racks and the property owners of Starbucks for another location.
10. Closing of the Racker Road project and to ensure that all request of the WEDC board are being met as to the completion and working with Rackspace to ensure that all aspects of our involvement in the Rackspace Campus are completed and ready for turnover to the City of Windcrest.
11. Working with San Dollar Pools, Dunkin Donuts, Baskin Robbins and Dr. Chan neck and back pain clinic on their applications for the Storefront and Streetscape Improvement Program.
12. Working with Frost Bank on their Grand Re-Opening of their new branch offices.
13. Assisting the Fire Department so they can utilize the old Frost bank building for training purposes.
14. Working with the Weitzman Group, Whitestone-Reit, Turner Busby Development with potential businesses and development.
15. Interacting with other communities and addressing issues and concerns they may perceive with future or possible development which is occurring in Windcrest.
16. Working on closing with developer on lot located on the 111 acres area.
17. Development issues with the 111 acres to ensure we have as much commercial utilization as possible and if at all possible no multi-family and to work with local governmental agencies and state agencies to ensure success of the development.
18. Working with the City of San Antonio on sync issues with Walzem Road and Racker Road as they are contracted by TX DOT for synchronization and maintenance and working with them and the City of Windcrest to create a contract for future maintenance of the City of Windcrest Street lights.
19. Working with the City of San Antonio to clean up boundary issues which are a hindrance to future development both on the 111 acres and on lots along the IH35 access road.

20. Working with the MPO, Alamo RMA, NEP, ACCOG, CPS, SAWS, TX DOT on projects that effect our Cities development and growth and working with again with our legislators in Austin to ensure that our needs our presented and have a voice. Also work with our City Boards when needed to assist in Government Relations, i.e. Parks and Rec, Zoning, etc.
21. Working with governing bodies to ensure that the City of Windcrest has an involvement in boards or committees that have a direct effect on our City.
22. Create and Develop a strategic master plan for the City, WEDC and other governing boards that coincides with what the City Council, WEDC Board and other boards envision for the short and long term goals with Katie Brought. This would entail a schedule of events for the year with planning and committees, looking at events for educations, business development, community, governmental, etc.
23. Working with the Planning and Zoning on workshops and assisting them in their duties. Working with Ms. Cedillo in bringing up new board members up to speed with current developments.
24. Updating of Develop Windcrest website and Windcrest Windfall website and phone application and working with businesses to get new incentives for the application users.



WINDCREST

TEXAS

Public Affairs/PR/Marketing/Event Specialist Report for the month of November 2013

Highlights

- Finalize planning for the Employee Potluck Thanksgiving Lunch by coordinating food
- Order catering from Lubys for Employee Potluck Thanksgiving Lunch
- Continue Light Up planning
- Worked with Tom Lanford to get the Garage Sale up on the i-35 digital sign
- Met with Sarah and Kelly to go over holiday employee parties on Tuesday, November 5th
- Posted election results on social media streams and the City's website on November 5th, in the evening
- Update the City Website for the Garden Club
- Set up dates for Rumble Creative to take Light Up winner pictures on December 11 & 12 on November 6th
- Met with Acting Fire Chief Vargas and Amanda Oscar on Light Up maps
- Finalized editorial for Randolph Metrocom Lifestyle Magazine for Light Up
- Met with Kevin Hill and Rick Jaques of Walzem YMCA to discuss upcoming projects, Light Up Volunteers on Tuesday, November 12 at 3PM
- Begin planning Employee Holiday Party
- Set up order for Light Up Plaques for the Award Party with Windcrest Trophy
- Reserved catering/food for Award Ceremony with A Gala Catering
- Assisted Public Works with the Christmas Tree in front of City Hall on Thursday, November 14
- Met with Elisia Stevens to discuss volunteers for Light Up on Thursday, November 14 at noon
- Light Up meeting with the Mayor, Amanda Oscar, Tom Garcia and Jose on Friday, November 15 at 9am
- Proofread December Newsletter articles and worked with publisher on cover
- Called and reserved tents for the Light Up Ceremony
- Ordered snow for the Light Up Ceremony
- Attended and presented at the City Council Meeting on Monday, November 18 at 5:15pm
- Completed first round of Purchase Orders for Light Up
- Work with Rumble Creative with design for Light Up
- Employee Potluck Thanksgiving Lunch on Friday, November 22

Goals

1. Continue training/education in PR by attending PRSA seminars and webinars.
2. Keep up with organization of City Events by keeping detailed calendars.
3. Keep City website updated by working with Natalia and Marlene.
4. Maintain Go Windcrest

Respectfully submitted to City Council, through the City Manager.



Katye Brought

December 16, 2013

SIGNATURE

DATE

Katye Brought, Marketing, PR, Public Affairs and Event Coordinating Director

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



WINDCREST

TEXAS

Public Affairs/PR/Marketing/Event Specialist Report for the month of December 2013

Highlights

- Worked with publisher on cover and articles for January Newsletter
- Worked on November Dept. Head Report
- Completed and January ad for San Antonio Magazine on Monday, December 2
- Light Up 5k meeting with Brian Schmidt with Redemption Racing and the Police Department on Tuesday, December 3 at 9am
- Checked to make sure SnowMen were working properly for Light Up Ceremony
- Met with Elisia Stevens, Volunteer, on volunteers for the Light Up Ceremony on Tuesday, December 3
- Ordered new Light Up yard signs for the winners
- Met with Jeff Flinn with the Herald, Alexis Velasquez with Rumble Creative, City Manager and Mayor to discuss Light up article on Thursday, December 5 at 10AM
- Worked with Ron in the Fire Dept. to make sure the sound system was working for the Light up Ceremony on Thursday, December 5
- Attended the Frost Grand Opening on Thursday, December 5 at 4:30pm
- Attended Lt. Governor Dewhurst visit at Rackspace at 12:30pm on Friday, December 6
- Worked with Heather Weidenbach to order proper lighting equipment for Light Up Ceremony
- Ran errands for Light Up Ceremony
- Put up information on Operation Grinch on the social media and the City's website
- Completed forms for HEB donation information for Light Up Ceremony
- Meeting with A-1 Limousine company with Police to establish routes for the Light Up Ceremony on Tuesday, December 10 at 9:30am
- Stayed with Woman's Club to assist with Light Up judging on Tuesday, December 10
- Worked with Rumble Creative on light up winner map information on Tuesday, December 10
- Handled KSAT 12 media for Light Up story on Tuesday, December 10 at 7pm
- Finalized maps with Amanda Oscar on Wednesday, December 11
- Completed the majority of the Light Up and Award Ceremony Purchase Orders before the holiday break
- At City Hall all day Saturday, December 14 to set up tents, porta potties, make snow and set up for the Light Up Ceremony
- Worked with Windcrest Trophy on Award Ceremony Plaques
- Ordered Pictures for Award Ceremony Plaques
- Set up catering for Employee Holiday Party
- Got all the gifts for the Employee Holiday Party
- Attended the Employee Holiday Party on Friday, December 20 at 11am

Goals

1. Continue training/education in PR by attending PRSA seminars and webinars.
2. Keep up with organization of City Events by keeping detailed calendars.
3. Keep City website updated by working with Natalia and Marlene.
4. Maintain Go Windcrest

Respectfully submitted to City Council, through the City Manager.



Katye Brought

January 6, 2014

SIGNATURE

DATE

Katye Brought, Marketing, PR, Public Affairs and Event Coordinating Director

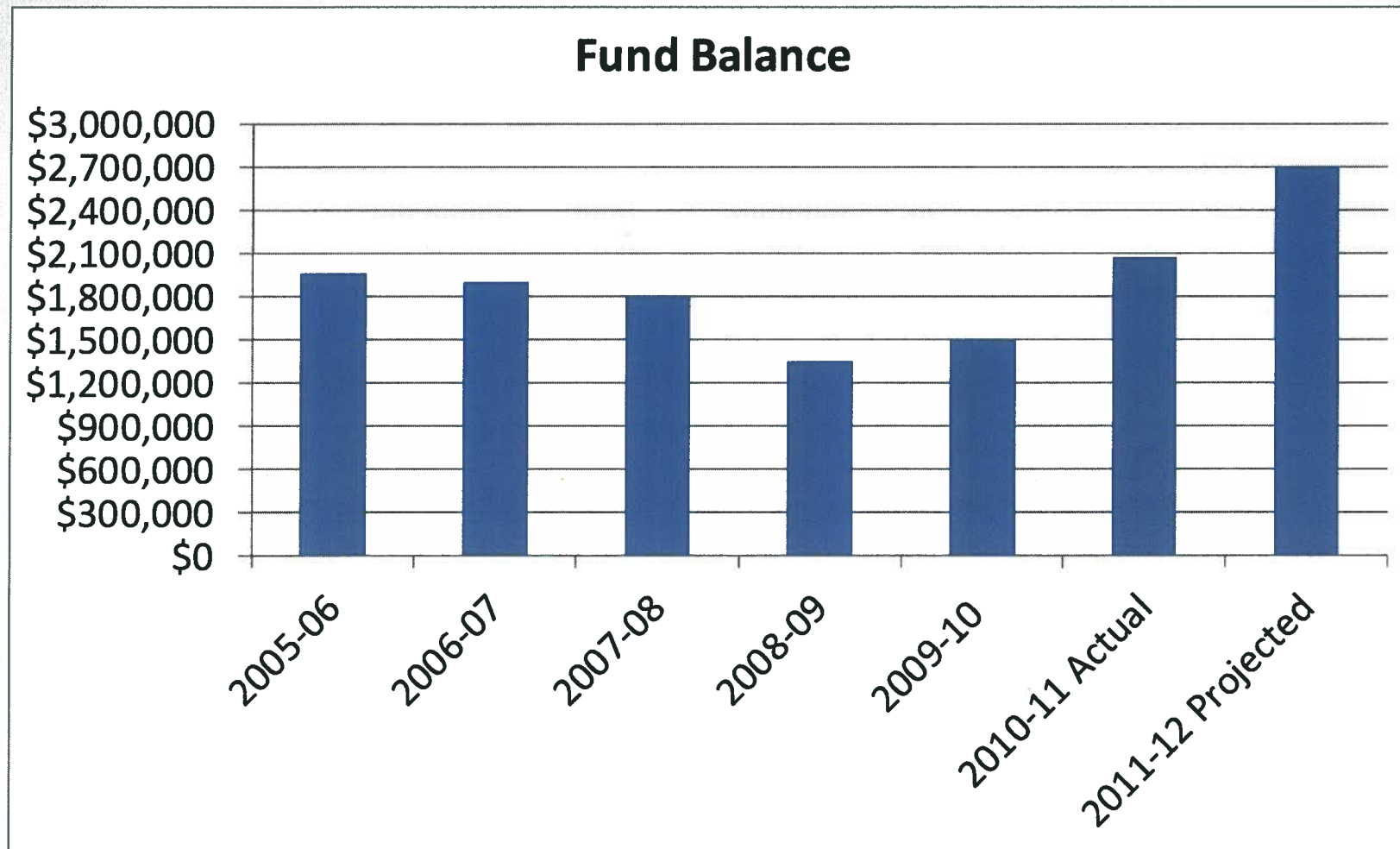
Please contact me with any questions concerning this report 655-0022

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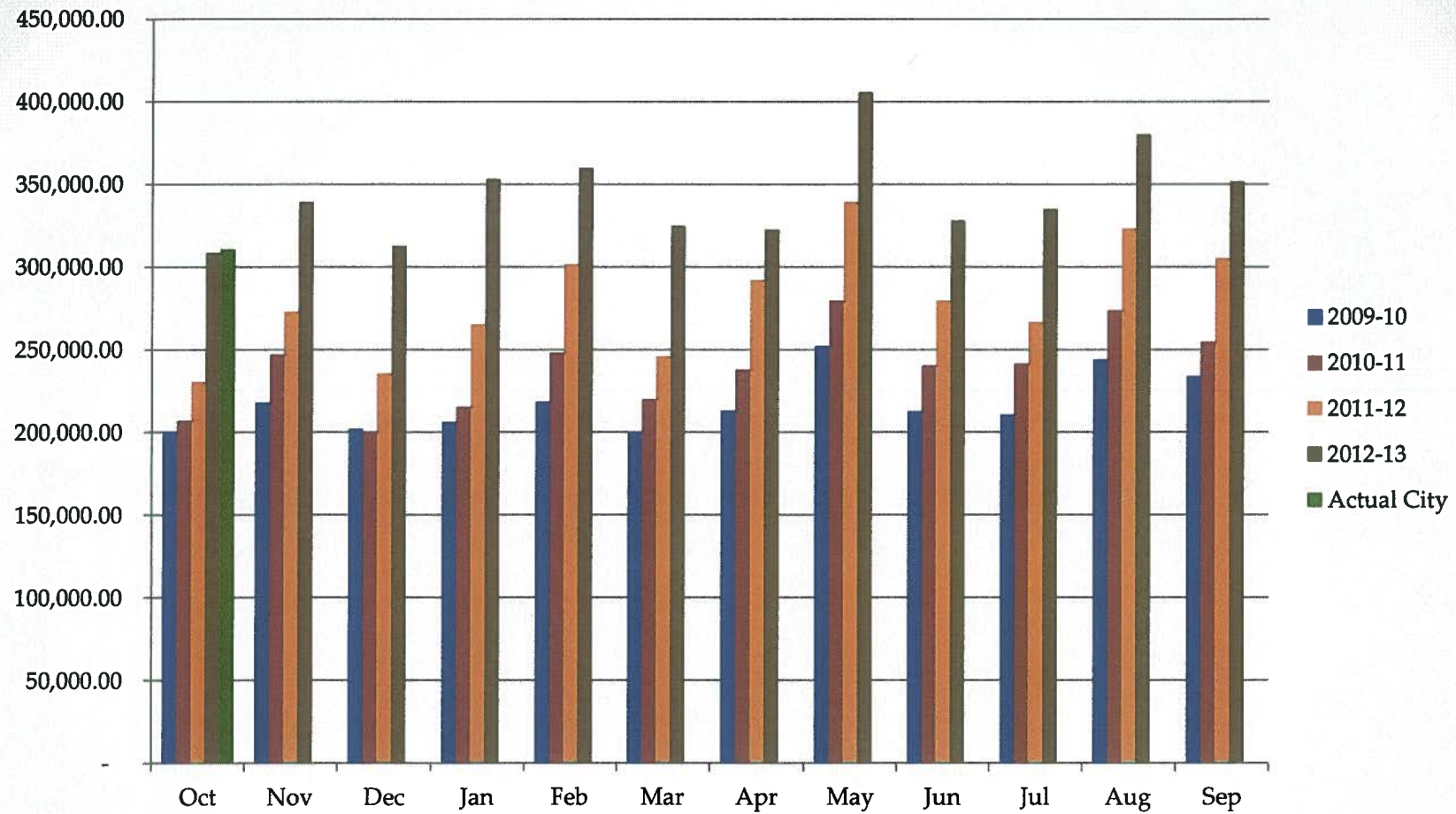


Monthly Finance Report
October 2013

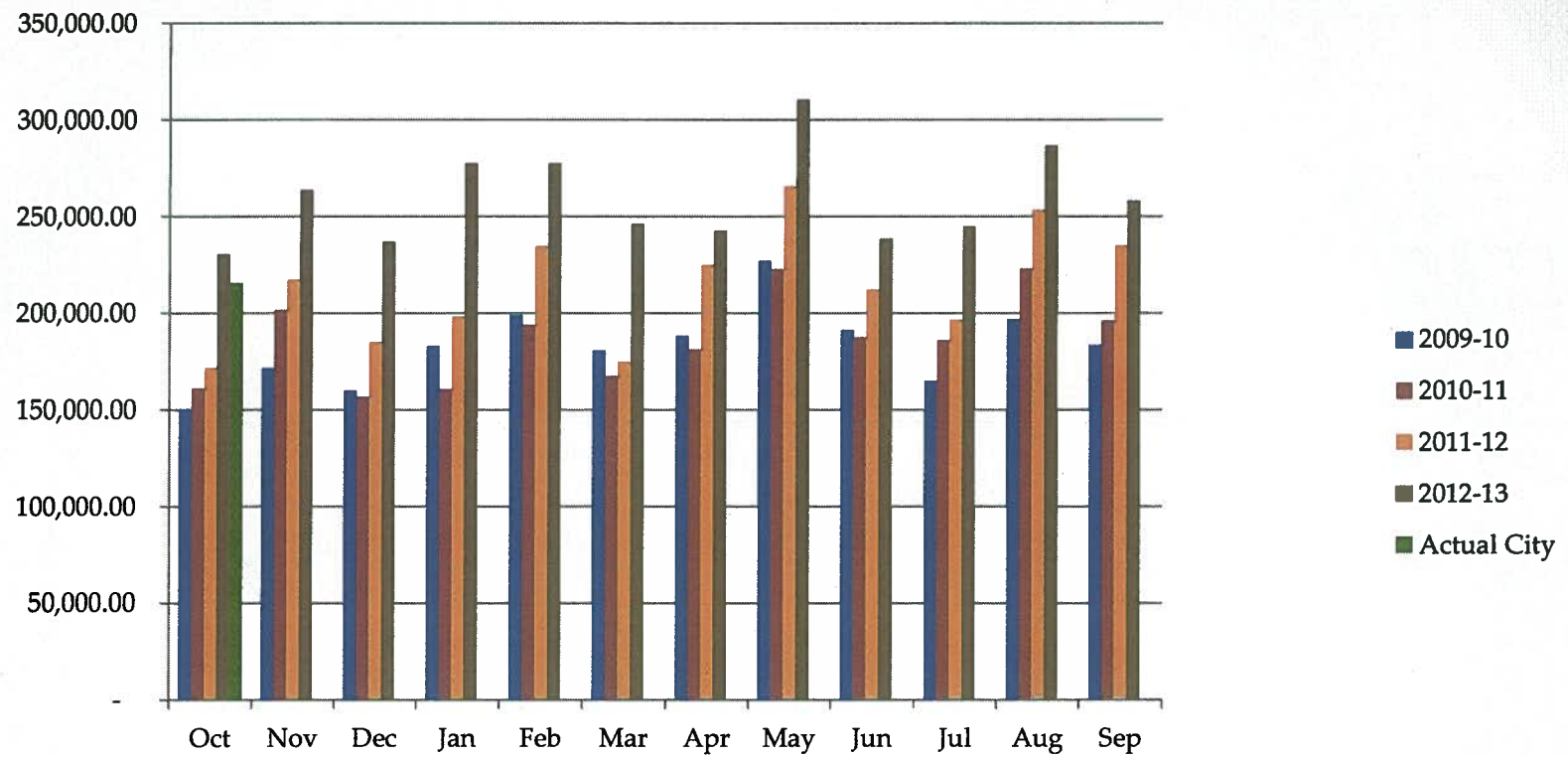
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Monthly Finance Report October 2012

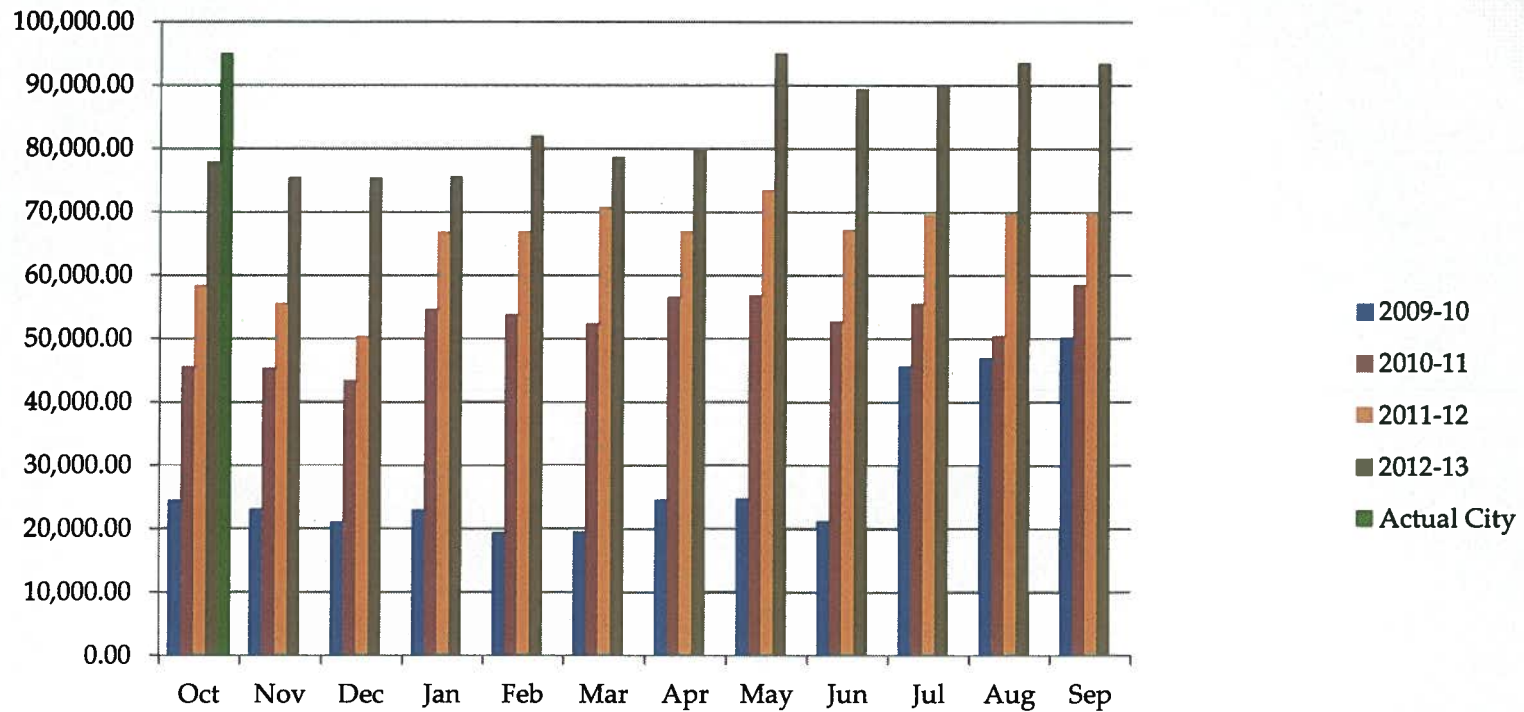


City of Windcrest Total Sales Tax



City of Windcrest

Sales Tax less SA Annexation



City of Windcrest

Windcrest's Portion of SA Annexation

<u>Fund</u>	<u>YTD Revenues</u>	<u>YTD Expenditures</u>	<u>Current Cash Balance</u>
General	\$ 179,814.01	\$ 408,309.27	\$2,523,763.90
Garbage	\$218,188.81	\$66,976.26	\$159,808.15
Friends to Animal Control	\$4,872.48	\$8,764.16	\$1,940
Asset Seizure - Federal	\$0.00	\$0.00	\$347
County Fire Contribution	\$1,756.48	\$0.00	\$12,106.07
School Crossing Guard	\$484.44	\$10.98	\$29,180
Police Donations	\$0.05	\$0.00	\$6,469
Asset Seizure - State	\$0.00	\$0.00	\$5,433
Police Education Training	\$0.07	\$0.00	\$9,058
Roosevelt Scholarship	\$0.04	\$0.00	\$4,093
Economic Development Corp	\$4.51	\$25,552.25	\$572,437
Court Technology	\$1,359.73	\$0.00	\$35,963
Court Building Security	\$1,019.77	\$0.00	\$23,857
Hotel / Motel Tax	\$14,018.78	\$1,000.00	\$136,017
Debt Service	\$0.15	\$8,027.00	\$19,867
WCCPD	\$-1,486.62	\$17,259.90	\$195,150
Capital Projects - Streets	\$0.57	\$61,777.10	\$182,520.48
Pooled Cash			<u>\$239,617</u>
Total Cash			\$4,157,626.40

**Monthly Financial Report (MFR) as of
October 31, 2013**

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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:

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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

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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	\$	1,160
School Crossing Guard	\$	29,180
DARE	\$	-
Police Donations	\$	6,469
Asset Seizure Fund - State	\$	5,433
Police Education Training Fund	\$	9,058
Roosevelt Scholarship Funds	\$	4,093
Court Technology Fund	\$	35,963
Court Building Security Fund	\$	23,857

October 31, 2013

10/31/2013

Treasurer's Report to Council Members:

The following summary and attached report is the monthly financial report for October 2013. This report covers 8.33% of the current fiscal year. If you would like additional detail to support the report, it is available at the City Manager's office.

	Current Month	Prior Year	Current Y.T.D.	Prior Y.T.D.	Y.T.D. % to Budget
General Fund:					
Income	\$ 179,814	\$138,304	\$ 179,814	\$138,304	3.19%
Expenditures	\$ 408,309	\$250,882	\$ 408,309	\$250,882	6.50%
Net	\$ (228,495)	(\$112,578)	\$ (228,495)	(\$112,578)	
Garbage Fund:					
Income	\$ 218,189	\$280,072	\$ 218,189	\$280,072	29.06%
Expenditures	\$ 66,976	\$58,479	\$ 66,976	\$58,479	7.47%
Net	\$ 151,213	\$221,593	\$ 151,213	\$221,593	
Debt Service Fund:					
Income	\$ 0.15	\$ 0.23	\$ 0.15	\$ 0	
Transfers In	\$ -	-	\$ -	-	
Expenditures	\$ 8,027	15,792	\$ 8,027	15,792	
Net	\$ (8,027)	(\$15,792)	\$ (8,027)	(\$15,792)	
Capital Projects Fund:					
Income	\$ 0.57	\$5	\$ 0.57	\$5	
Expenditures	\$ 61,777	-	\$ 61,777	-	
Transfers Out		-		-	
Net	\$ (61,777)	\$5	\$ (61,777)	\$5	
Total Funds:					
Income	\$ 398,004	\$418,382	\$ 398,004	\$418,382	
Expenditures	\$ 545,090	\$309,362	\$ 545,090	\$325,154	
Transfers In / (Out)	\$ -	\$15,792	\$ -	\$0	
Net All Funds	\$ (147,086)	\$93,228	\$ (147,086)	\$93,228	
Sales Tax Collections (Actual Received):					
Crime Control District	\$ 44,427	\$ 44,015	\$ 44,427	\$ 44,015	
EDC	\$ 44,399	\$ 44,079	\$ 44,399	\$ 44,079	
General Fund	\$ 177,594	\$ 176,316	\$ 177,594	\$ 176,316	
Ad Valorem Tax Offset	\$ 44,399	\$ 44,079	\$ 44,399	\$ 44,079	
For Street Maintenance	\$ 44,399	\$ 44,079	\$ 44,399	\$ 44,079	
Net Sales Tax	\$ 355,217	\$ 352,568	\$ 355,217	\$ 352,568	

Annexed Area to S.A. \$ (95,072) \$ (77,922) \$ (95,072) \$ (77,922)

We recommend that this Treasurer's Report be approved.

Respectfully Submitted,

Sarah Mangham
Municipal Finance Officer

CITY OF WINDCREST FINANCE SUMMARY

10/31/2013

For the Period Ending October 31, 2013

		Account	Interest Rate
	Frost Bank Accounts:		
99-1102	Pooled Checking	\$ 239,617	0.01%
01-1105	General Fund Money Market	\$ 1,300,674	0.01%
01-1126	General Fund Development Escrow	\$ -	0.01%
01-1120	General Fund Certificate of Deposit	\$ 25,000	0.23%
02-1100	Garbage Fund Checking	\$ 21,922	0.01%
02-1105	Garbage Fund Money Market	\$ 97,454	0.01%
03-3201	Friends to Animal Control	\$ 1,940	0.01%
17-1105	Debt Service Fund	\$ 19,867	0.01%
19-1105	Capital Projects Street Fund	\$ 24,010	0.01%
16-1105	Hotel/Motel Occupancy Tax Fund	\$ 136,017	0.01%
18-1105	Windcrest Crime Control & Prevention Dist. Fund	\$ 195,150	0.01%
13-1105	Economic Development Corporation	\$ 108,284	0.01%
13-1106	Economic Development Corporation Escrow	\$ 464,153	0.01%
04-1105	Asset Forfeiture/Seizure Savings (Federal)	\$ 347	0.01%
05-1105	County Fire Contribution Savings	\$ 1,160	0.01%
06-1105	School Crossing Guard Savings	\$ 29,180	0.01%
07-1105	Dare Program Fund Savings	\$ -	0.01%
08-1105	Police Donation Savings	\$ 6,469	0.01%
09-1105	Asset Forfeiture/Seizure Savings (State)	\$ 5,433	0.01%
10-1105	Police Education/Training Savings	\$ 9,058	0.01%
11-1105	Roosevelt Scholarship Fund	\$ 4,093	0.01%
14-1105	Municipal Court Technology Fund	\$ 35,963	0.01%
15-1105	Municipal Court Building Security Fund	\$ 23,857	0.01%
	Total - Frost National Bank	\$ 2,749,648	
	INVESTMENTS:		
01-1127	IBC Bank Escrow CD Account	\$ 203,873	0.60%
	Texpool (breakout by fund on following page)	\$ 1,193,864	0.1590%
19-1115	Texpool for Streets	\$ 10,242	0.1590%
	Total TexPool	\$ 1,204,105	
	TOTAL ALL FUNDS	\$ 4,157,626	

Texpool Breakout by Fund

Balance		
Fund #	Fund Name	10/31/2013
1	General Fund	994,216.91
2	Garbage	40,432.15
17	Debt Service	-
19	Capital Project Street	148,268.48
13	Economic Dev. Fund	-
5	County Fire Contribution	10,946.07
9	Asset Seizure Fund - State	-
	Total	1,193,863.61

01 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
01-1102	CLAIM ON CASH	12,345.13
01-1105	SAVINGS	1,300,673.56
01-1110	PETTY CASH	1,200.00
01-1112	VISA CARDS-PETTY CASH	4,817.86
01-1120	CERT. OF DEPOSIT-RESTRICTED	25,000.00
01-1125	INVESTMENT/TEXPOOL	994,216.91
01-1127	IBC BANK ESCROW	203,872.73
01-1210	PREPAID VOLUNTEER PENSION	3,552.00
01-1325	DUE FROM S C G FUND	1,700.00
01-1330	DUE FROM COUNTY FIRE CONT	4,000.00
01-1340	DUE FROM POLICE DONATION ACCT	1,200.00
01-1355	DUE FROM EDC	40,000.00
01-1357	DUE FROM TX TAX NOTES 2002 FUN	30,000.00
01-1381	DUE FROM TX TAX NOTES 2005	338,000.00
01-1501	A/R-ADVALOREM TAXES	28,542.31
01-1504	ALLOWANCE FOR DOUBT -WARRANTS	(1,113,472.21)
01-1505	ALLOW FOR DOUBTFUL ACCTS	(5,440.99)
01-1510	A/R-SALES TAX	370,982.00
01-1515	A/R-LIQUOR TAX	171.31
01-1562	A/R - GRANT FUNDS	44,358.01
01-1601	A/R-MISC FEES	3,333.74
01-1602	A/R WARRANTS - CITY PORTION	1,237,191.34
01-1605	A/R-FRANCHISE	11,936.69
01-1635	A/R-MISC. II	4,166.67
		<u>3,542,347.06</u>
TOTAL ASSETS		3,542,347.06
		=====
LIABILITIES		
=====		
01-2200	WAGES PAYABLE	(14,892.00)
01-2205	FED WITHHOLDING	293.56
01-2210	FICA PAYABLE - EMPLOYER	(140.70)
01-2220	MEDICARE PAYABLE EMPLOYER	97.11
01-2225	MEDICARE PAYABLE EMPLOYEE	2.00
01-2230	TMRS PAYABLE	217.20
01-2235	TWC TAXES PAYABLE	(91.30)
01-2240	TRUSTEE PAYABLE	2,087.62
01-2242	SEC 457B DEF.COMP. PAYABLE	4,225.71
01-2245	LIFE INSURANCE PAYABLE	336.81
01-2250	SUPPLEMENTAL INSURANCE	(6.61)
01-2251	DEPENDENT DENTAL INSURANCE	(5,310.69)
01-2252	DEPENDENT VISION INSURANCE	1,767.10
01-2255	DEP HLTH/OPT LIFE PAYABLE	(3,750.19)
01-2256	A/P FSA Med Ded	5,815.08
01-2259	A/P MISC DED	(137.00)
01-2325	DUE TO S.C.G. FUND	46.90
01-2400	A/P PENDING	190,165.10

01 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
01-2401	A/P-GENERAL FUND	68,860.38
01-2402	A/P-COMP TO VICTIMS(CVC)	416.48
01-2404	A/P-CRIMINAL JUSTICE(CJP)	(0.20)
01-2405	A/P-PERSONNEL TRAIN(JCPT)	55.52
01-2410	A/P-SALES TAX	111,228.49
01-2411	BOND ESCROW	36,591.80
01-2413	A/P TIME PAYMENT	241.71
01-2415	A/P FUGITIVE APPREHENSION (FA)	138.83
01-2416	A/P CONSOLIDATED CRT COST(CCC)	13,502.40
01-2417	A/P JUVENILE CRIME(JCD)	13.88
01-2418	A/P FTA FEE (FTA)	3,726.81
01-2422	DEPOSITS-VEHICLE STORAGE	5,404.38
01-2423	AP-CHILD SAFETY SEAT & BELT	933.86
01-2424	A/P CORRECTIONAL MGMT (CMI)	13.88
01-2425	DEPOSITS-CIVIC CENTER	(12,420.00)
01-2426	A/P INDIGENT DEFENSE FEE	651.21
01-2428	A/P - MUNI SVC BUREAU	42.93
01-2429	A/P - STATE TRAFFIC FEES	5,515.56
01-2430	BOND REFUNDS	(677.00)
01-2431	A/P - STATE JURY FEE (SJRF)	1,327.46
01-2434	A/P-JUDICIAL FEE-STATE (JFCT)	1,779.60
01-2436	A/P-LINEBARGER COURT COLLECTIO	8,894.23
01-2437	A/P-CIVIL JUSTICE FINE (CJFS)	274.74
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	23,101.32
01-2503	DEFERRED REVENUE - WARRANTS	123,719.13
TOTAL LIABILITIES		574,063.10
EQUITY		
=====		
01-3201	FUND BALANCE	2,575,220.22
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		3,196,779.22
TOTAL REVENUE		179,814.01
TOTAL EXPENSES		408,309.27
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(228,495.26)
TOTAL EQUITY & FUND BALANCE		2,968,283.96
TOTAL LIABILITIES, EQUITY & FUND BALANCE		3,542,347.06
=====		

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

01 -GENERAL FUND

% OF YEAR COMPLETED: 08.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	5,592,069	5,642,069	179,814.01	179,814.01	90,150.76	0.00	3.19	5,462,254.99
TOTAL REVENUES	5,592,069	5,642,069	179,814.01	179,814.01	90,150.76	0.00	3.19	5,462,254.99
<u>EXPENDITURE SUMMARY</u>								
<u>01-ADMINISTRATION</u>								
SALARIES & BENEFITS	159,862	159,862	1,594.28	1,594.28	5,127.46	0.00	1.00	158,267.65
OTHER EXPENSES	65,090	65,090	14,480.84	14,480.84	8.70	0.00	22.25	50,609.16
TOTAL 01-ADMINISTRATION	224,952	224,952	16,075.12	16,075.12	5,136.16	0.00	7.15	208,876.81
<u>02-POLICE DEPARTMENT</u>								
SALARIES & BENEFITS	1,583,524	1,583,524	77,799.26	77,799.26	57,744.51	0.00	4.91	1,505,725.10
OTHER EXPENSES	157,108	157,108	7,091.94	7,091.94	8,993.69	0.00	4.51	150,016.06
TOTAL 02-POLICE DEPARTMENT	1,740,632	1,740,632	84,891.20	84,891.20	66,738.20	0.00	4.88	1,655,741.16
<u>03-FIRE DEPARTMENT</u>								
SALARIES & BENEFITS	124,657	124,657	7,340.87	7,340.87	8,891.94	0.00	5.89	117,315.76
OTHER EXPENSES	112,218	112,218	8,317.19	8,317.19	3,692.72	0.00	7.41	103,900.81
TOTAL 03-FIRE DEPARTMENT	236,875	236,875	15,658.06	15,658.06	12,584.66	0.00	6.61	221,216.57
<u>04-SPECIAL SERVICES</u>								
SALARIES & BENEFITS	69,949	69,949	3,670.11	3,670.11	2,813.14	0.00	5.25	66,278.89
OTHER EXPENSES	125,199	125,199	3,893.22	3,893.22	10,268.06	0.00	3.11	121,305.78
TOTAL 04-SPECIAL SERVICES	195,148	195,148	7,563.33	7,563.33	13,081.20	0.00	3.88	187,584.67
<u>06-PARKS & RECREATION</u>								
OTHER EXPENSES	121,847	121,847	9,756.18	9,756.18	10,392.71	0.00	8.01	112,091.12
CAPITAL EXPENSES	150,000	200,000	55,691.10	55,691.10	0.00	0.00	27.85	144,308.90
TOTAL 06-PARKS & RECREATION	271,847	321,847	65,447.28	65,447.28	10,392.71	0.00	20.33	256,400.02
<u>07-FLEET MECHANIC</u>								
SALARIES & BENEFITS	54,010	54,010	2,510.30	2,510.30	2,515.57	0.00	4.65	51,499.70
OTHER EXPENSES	112,252	112,252	7,720.06	7,720.06	10,171.39	0.00	6.88	104,531.94
TOTAL 07-FLEET MECHANIC	166,262	166,262	10,230.36	10,230.36	12,686.96	0.00	6.15	156,031.64
<u>08-COURT</u>								
SALARIES & BENEFITS	281,658	281,658	11,593.21	11,593.21	8,598.75	0.00	4.12	270,064.79
OTHER EXPENSES	26,900	26,900	642.33	642.33	5,262.79	0.00	2.39	26,257.67
CAPITAL EXPENSES	7,000	7,000	0.00	0.00	0.00	0.00	0.00	7,000.00
TOTAL 08-COURT	315,558	315,558	12,235.54	12,235.54	13,861.54	0.00	3.88	303,322.46

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

01 -GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>10-FACILITY DIVISION</u>								
OTHER EXPENSES	114,000	114,000	14,202.43	14,202.43	7,719.38	0.00	12.46	99,797.57
TOTAL 10-FACILITY DIVISION	114,000	114,000	14,202.43	14,202.43	7,719.38	0.00	12.46	99,797.57
<u>11-CIVIC CENTER</u>								
SALARIES & BENEFITS	102,616	102,616	6,230.30	6,230.30	5,366.61	0.00	6.07	96,385.70
OTHER EXPENSES	48,400	48,400	1,732.08	1,732.08	7,395.16	0.00	3.58	46,667.92
TOTAL 11-CIVIC CENTER	151,016	151,016	7,962.38	7,962.38	12,761.77	0.00	5.27	143,053.62
<u>14-CONTRACT SERVICES</u>								
OTHER EXPENSES	383,000	383,000	87,910.27	87,910.27	23,108.33	0.00	22.95	295,089.73
TOTAL 14-CONTRACT SERVICES	383,000	383,000	87,910.27	87,910.27	23,108.33	0.00	22.95	295,089.73
<u>15-TECH SUPPORT</u>								
OTHER EXPENSES	216,074	216,074	15,025.42	15,025.42	21,971.26	0.00	6.95	201,048.58
CAPITAL EXPENSES	33,160	33,160	5,837.00	5,837.00	13,500.00	0.00	17.60	27,323.00
TOTAL 15-TECH SUPPORT	249,234	249,234	20,862.42	20,862.42	35,471.26	0.00	8.37	228,371.58
<u>16-PUBLIC WORKS</u>								
SALARIES & BENEFITS	476,595	476,595	30,074.55	30,074.55	22,245.11	0.00	6.31	446,520.45
OTHER EXPENSES	89,875	89,875	2,412.11	2,412.11	4,408.27	0.00	2.68	87,462.89
CAPITAL EXPENSES	71,500	71,500	0.00	0.00	0.00	0.00	0.00	71,500.00
TOTAL 16-PUBLIC WORKS	637,970	637,970	32,486.66	32,486.66	26,653.38	0.00	5.09	605,483.34
<u>17-ANIMAL CONTROL</u>								
SALARIES & BENEFITS	65,321	65,321	1,798.55	1,798.55	2,712.00	0.00	2.75	63,522.45
OTHER EXPENSES	18,250	18,250	428.60	428.60	1,030.59	0.00	2.35	17,821.40
CAPITAL EXPENSES	5,500	5,500	0.00	0.00	0.00	0.00	0.00	5,500.00
TOTAL 17-ANIMAL CONTROL	89,071	89,071	2,227.15	2,227.15	3,742.59	0.00	2.50	86,843.85
<u>18-WCCPD</u>								
<u>19-CODE ENFORCEMENT</u>								
SALARIES & BENEFITS	56,177	56,177	2,319.61	2,319.61	0.00	0.00	4.13	53,857.39
OTHER EXPENSES	4,750	4,750	0.00	0.00	1,380.00	0.00	0.00	4,750.00
TOTAL 19-CODE ENFORCEMENT	60,927	60,927	2,319.61	2,319.61	1,380.00	0.00	3.81	58,607.39
<u>20-FINANCE</u>								
SALARIES & BENEFITS	163,197	163,197	6,676.73	6,676.73	4,288.55	0.00	4.09	156,520.27
OTHER EXPENSES	108,354	108,354	7,629.67	7,629.67	1,931.38	0.00	7.04	100,724.33
TOTAL 20-FINANCE	271,551	271,551	14,306.40	14,306.40	6,219.93	0.00	5.27	257,244.60
<u>21-ECONOMIC DEVELOPMENT(E</u>								
<u>25-CITY MANAGEMENT</u>								
SALARIES & BENEFITS	140,222	140,222	7,030.65	7,030.65	4,999.08	0.00	5.01	133,191.35
OTHER EXPENSES	8,440	8,440	178.97	178.97	1,166.63	0.00	2.12	8,261.03
OTHER INCOME/EXPENSES	724,972	724,972	0.00	0.00	0.00	0.00	0.00	724,972.00
TOTAL 25-CITY MANAGEMENT	873,634	873,634	7,209.62	7,209.62	6,165.71	0.00	0.83	866,424.38

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

01 -GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 08.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
26-POOL								
SALARIES & BENEFITS	62,696	62,696	1,635.00	1,635.00	0.00	0.00	2.61	61,061.00
OTHER EXPENSES	35,000	35,000	1,235.75	1,235.75	0.00	0.00	3.53	33,764.25
TOTAL 26-POOL	<u>97,696</u>	<u>97,696</u>	<u>2,870.75</u>	<u>2,870.75</u>	<u>0.00</u>	<u>0.00</u>	<u>2.94</u>	<u>94,825.25</u>
27-POST OFFICE								
SALARIES & BENEFITS	33,997	33,997	1,210.71	1,210.71	834.94	0.00	3.56	32,786.29
OTHER EXPENSES	9,200	9,200	125.14	125.14	526.00	0.00	1.36	9,074.86
TOTAL 27-POST OFFICE	<u>43,197</u>	<u>43,197</u>	<u>1,335.85</u>	<u>1,335.85</u>	<u>1,360.94</u>	<u>0.00</u>	<u>3.09</u>	<u>41,861.15</u>
28-HUMAN RESOUCES								
OTHER EXPENSES	107,925	107,925	2,514.84	2,514.84	3,027.16	0.00	2.33	105,410.16
TOTAL 28-HUMAN RESOUCES	<u>107,925</u>	<u>107,925</u>	<u>2,514.84</u>	<u>2,514.84</u>	<u>3,027.16</u>	<u>0.00</u>	<u>2.33</u>	<u>105,410.16</u>
29-MERIT INCREASES								
00-GENERAL EXPENDITURES								
TOTAL EXPENDITURES	6,230,495	6,280,495	408,309.27	408,309.27	262,091.88	0.00	6.50	5,872,185.95
REVENUE OVER/(UNDER) EXPENDITURES	(638,426)	(638,426)	(228,495.26)	(228,495.26)	(171,941.12)	0.00	35.79	(409,930.96)

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

01 -GENERAL FUND

% OF YEAR COMPLETED: 08.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
01-4101 ADVALOREM TAX CURRENT	1,500,688	1,500,688	115,388.01	115,388.01	31,857.16	0.00	7.69	1,385,299.99
01-4115 SALES TAX	1,950,072	1,950,072	0.00	0.00	0.00	0.00	0.00	1,950,072.00
01-4116 SALES TX-AD VALOREM TX OFFSET	487,618	487,618	0.00	0.00	0.00	0.00	0.00	487,618.00
01-4118 HOTEL OCC. TAX FUND TRANSFER	186,847	186,847	0.00	0.00	0.00	0.00	0.00	186,847.00
01-4120 MIXED BEVERAGE GROSS RECEIPTS	18,730	18,730	5,284.79	5,284.79	4,232.06	0.00	28.22	13,445.21
01-4201 CPS ENERGY FRANCHISE FEES	282,980	282,980	0.00	0.00	0.00	0.00	0.00	282,980.00
01-4205 AT&T TELECOM FRANCHISE FEES	52,646	52,646	0.00	0.00	0.00	0.00	0.00	52,646.00
01-4210 TIME WARNER CABLE & TEL FEES	99,155	99,155	0.00	0.00	4,166.67	0.00	0.00	99,155.00
01-4215 OTHER TELECOM FEES	29,745	29,745	62.40	62.40	92.46	0.00	0.21	29,682.60
01-4230 FRANCHISE FEES -WATER	13,109	13,109	0.00	0.00	595.38	0.00	0.00	13,109.00
01-4301 INTEREST	1,600	1,600	65.04	65.04	184.23	0.00	4.07	1,534.96
01-4302 FRANCHISE FEE- SANITATION	1,200	1,200	155.49	155.49	0.00	0.00	12.96	1,044.51
01-4310 COURT FINES	448,350	448,350	43,926.56	43,926.56	32,420.34	0.00	9.80	404,423.44
01-4401 SWIMMING POOL FEES	29,500	29,500	0.00	0.00	0.00	0.00	0.00	29,500.00
01-4408 CONTRACTOR ANNUAL REGISTRATION	3,850	3,850	260.00	260.00	300.00	0.00	6.75	3,590.00
01-4409 BUILDING PERMIT FEES	159,000	159,000	11,366.00	11,366.00	4,549.90	0.00	7.15	147,634.00
01-4410 FOOD PERMIT FEES	18,540	18,540	975.00	975.00	304.00	0.00	5.26	17,565.00
01-4420 LIQUOR LICENSE FEES	2,555	2,555	30.00	30.00	0.00	0.00	1.17	2,525.00
01-4425 VEHICLE STORAGE FEES	21,184	21,184	336.98	336.98	388.00	0.00	1.59	20,847.02
01-4430 CIVIC CENTER FEES	33,500	33,500	980.00	980.00	2,880.00	0.00	2.93	32,520.00
01-4435 DOG TAG & IMPOUNDMENT FEES	1,200	1,200	30.00	30.00	60.00	0.00	2.50	1,170.00
01-4440 MISCELLANEOUS FEES	7,500	7,500	4,426.37	4,426.37	298.90	0.00	59.02	3,073.63
01-4441 ALARM & PERMIT FEES	6,500	6,500	50.00	50.00	100.00	0.00	0.77	6,450.00
01-4442 PLATTING/ZONING/VAR FEES	6,000	6,000	0.00	0.00	0.00	0.00	0.00	6,000.00
01-4444 FOOD HANDLER TRAINING FEES	5,000	5,000	945.00	945.00	1,278.00	0.00	18.90	4,055.00
01-4450 POST OFFICE SUBSIDY	25,000	25,000	2,083.33	2,083.33	2,083.33	0.00	8.33	22,916.67
01-4451 EDC REIMBURSEMENT	23,000	23,000	0.00	0.00	0.00	0.00	0.00	23,000.00
01-4460 MISCELLANEOUS INCOME	0	0	6,550.96	6,550.96	4,360.33	0.00	0.00	6,550.96
01-4470 LEASE OF LAND	50,000	100,000	0.00	0.00	0.00	0.00	0.00	100,000.00
01-4501 GARBAGE FUND ADMIN TRANSFER	95,000	95,000	0.00	0.00	0.00	0.00	0.00	95,000.00
01-4504 COURT SECURITY FUND TRANSFER	10,000	10,000	0.00	0.00	0.00	0.00	0.00	10,000.00
01-4511 GRANT PROCEEDS-DOJ	22,000	22,000	0.00	0.00	0.00	0.00	0.00	22,000.00
TOTAL REVENUES	5,592,069	5,642,069	179,814.01	179,814.01	90,150.76	0.00	3.19	5,462,254.99

CITY OF WINCREST
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01 -GENERAL FUND

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DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
01-ADMINISTRATION =====								
SALARIES & BENEFITS								
01-501-010 ADMIN. SALARIES	111,548	111,548	4,096.51	4,096.51	4,108.10	0.00	3.67	107,451.49
01-501-014 STIPEND	3,500	3,500	0.00	0.00	0.00	0.00	0.00	3,500.00
01-501-020 ADMIN. OVERTIME	689	689	658.80	658.80	410.07	0.00	95.63	30.13
01-501-030 SOCIAL SECURITY	9,140	9,140	615.34	615.34	660.99	0.00	6.73	8,524.66
01-501-040 HEALTH INSURANCE	24,574	24,574	0.00	0.00	445.57	0.00	0.00	24,574.00
01-501-045 INSURANCE - BCWID	0	0	4,875.95	4,875.95	1,059.66	0.00	0.00	4,875.95
01-501-050 RETIREMENT	9,331	9,331	574.58	574.58	562.39	0.00	6.16	8,756.42
01-501-060 WORKERS' COMPENSATION	540	540	525.00	525.00	0.00	0.00	97.22	15.00
01-501-070 UNEMPLOYMENT COMPENSATION	540	540	0.00	0.00	0.00	0.00	0.00	540.00
TOTAL SALARIES & BENEFITS	159,862	159,862	1,594.28	1,594.28	5,127.46	0.00	1.00	158,267.65
OTHER EXPENSES								
01-501-130 BONDS & TRAINING	5,380	5,380	0.00	0.00	0.00	0.00	0.00	5,380.00
01-501-151 Contract Svc - Inspections	32,000	32,000	7,475.00	7,475.00	0.00	0.00	23.36	24,525.00
01-501-420 OFFICE SUPPLIES	3,000	3,000	0.00	0.00	8.70	0.00	0.00	3,000.00
01-501-440 ELECTION SUPPLIES	20,000	20,000	5,489.66	5,489.66	0.00	0.00	27.45	14,510.34
01-501-600 OFFICE EQUIPMENT & MAINT	800	800	1,246.18	1,246.18	0.00	0.00	155.77	446.18
01-501-650 VEHICLE EXPENSE	750	750	0.00	0.00	0.00	0.00	0.00	750.00
01-501-700 CONTINGENCIES	3,160	3,160	270.00	270.00	0.00	0.00	8.54	2,890.00
TOTAL OTHER EXPENSES	65,090	65,090	14,480.84	14,480.84	8.70	0.00	22.25	50,609.16
CAPITAL EXPENSES								
TOTAL 01-ADMINISTRATION	224,952	224,952	16,075.12	16,075.12	5,136.16	0.00	7.15	208,876.81
02-POLICE DEPARTMENT =====								
SALARIES & BENEFITS								
01-502-010 POLICE SALARIES	876,762	876,762	31,167.14	31,167.14	32,915.13	0.00	3.55	845,594.86
01-502-012 CIVILIAN SALARIES	193,939	193,939	6,404.82	6,404.82	5,184.63	0.00	3.30	187,534.18
01-502-014 POLICE SPECIAL ASSIGNMENT SA	10,200	10,200	265.40	265.40	242.32	0.00	2.60	9,934.60
01-502-015 POL INCENTIVE PAY-BILING & S	12,300	12,300	196.02	196.02	187.15	0.00	1.59	12,103.98
01-502-016 CIV.INCENTIVE PAY-BILING & S	2,400	2,400	48.89	48.89	27.26	0.00	2.04	2,351.11
01-502-017 POLICE SALARIES-CERTIFICATIO	0	0	445.45	445.45	438.52	0.00	0.00	445.45
01-502-018 POLICE EDUCATION PAY	7,201	7,201	23.08	23.08	23.08	0.00	0.32	7,177.92
01-502-020 POLICE OVERTIME	27,000	27,000	713.37	713.37	353.39	0.00	2.64	26,286.63
01-502-021 7K HOURS	26,000	26,000	1,278.58	1,278.58	1,116.62	0.00	4.92	24,721.42
01-502-022 CIVILIAN OVERTIME	5,300	5,300	711.99	711.99	272.90	0.00	13.43	4,588.01
01-502-025 STIPEND (CIVILIAN & POLICE)	26,000	26,000	0.00	0.00	0.00	0.00	0.00	26,000.00
01-502-026 HAZARDOUS DUTY PAY	19,600	19,600	447.74	447.74	559.65	0.00	2.28	19,152.26
01-502-030 SOCIAL SECURITY	78,912	78,912	6,109.29	6,109.29	5,863.52	0.00	7.74	72,802.71
01-502-030CSOCIAL SECURITY CIVILIAN	15,884	15,884	0.00	0.00	0.00	0.00	0.00	15,884.00

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DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
01-502-040 HEALTH INSURANCE	157,673	157,673	493.21	493.21	5,424.29	0.00	0.31	157,179.79
01-502-050 RETIREMENT	77,166	77,166	5,802.26	5,802.26	5,136.05	0.00	7.52	71,363.74
01-502-050 RETIREMENT CIVILIAN	16,675	16,675	0.00	0.00	0.00	0.00	0.00	16,675.00
01-502-060 WORKERS' COMPENSATION	26,237	26,237	23,692.02	23,692.02	0.00	0.00	90.30	2,545.34
01-502-070 UNEMPLOYMENT COMPENSATION	4,275	4,275	0.00	0.00	0.00	0.00	0.00	4,275.00
TOTAL SALARIES & BENEFITS	1,583,524	1,583,524	77,799.26	77,799.26	57,744.51	0.00	4.91	1,505,725.10
OTHER EXPENSES								
01-502-120 DUES & SUBSCRIPTIONS	500	500	0.00	0.00	0.00	0.00	0.00	500.00
01-502-130 BONDS & TRAINING	4,860	4,860	372.99	372.99	0.00	0.00	7.67	4,487.01
01-502-400 CITIZEN'S PATROL	2,500	2,500	1,338.25	1,338.25	200.00	0.00	53.53	1,161.75
01-502-420 OFFICE SUPPLIES	4,500	4,500	0.00	0.00	1.90	0.00	0.00	4,500.00
01-502-430 MISCELLANEOUS SUPPLIES	10,000	10,000	0.00	0.00	4,579.59	0.00	0.00	10,000.00
01-502-433 PD IT SOFTWARE HARDWARE & SU	43,500	43,500	0.00	0.00	0.00	0.00	0.00	43,500.00
01-502-450 LAB FEES/CRIME SCENE SUPP	8,500	8,500	0.00	0.00	205.00	0.00	0.00	8,500.00
01-502-480 UNIFORM ALLOWANCE	12,960	12,960	127.95	127.95	974.41	0.00	0.99	12,832.05
01-502-520 BICYCLE PARTS & MAINTENANCE	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-502-540 VEHICLE FUEL	64,588	64,588	5,252.75	5,252.75	3,027.69	0.00	8.13	59,335.25
01-502-550 PRISONER EXPENSE	3,000	3,000	0.00	0.00	5.10	0.00	0.00	3,000.00
01-502-700 CONTINGENCIES	1,200	1,200	0.00	0.00	0.00	0.00	0.00	1,200.00
TOTAL OTHER EXPENSES	157,108	157,108	7,091.94	7,091.94	8,993.69	0.00	4.51	150,016.06
CAPITAL EXPENSES								

TOTAL 02-POLICE DEPARTMENT	1,740,632	1,740,632	84,891.20	84,891.20	66,738.20	0.00	4.88	1,655,741.16
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03-FIRE DEPARTMENT
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SALARIES & BENEFITS								
01-503-010 FIRE DEPT. SALARIES	61,766	61,766	2,790.33	2,790.33	2,306.07	0.00	4.52	58,975.67
01-503-012 STIPEND	2,500	2,500	0.00	0.00	0.00	0.00	0.00	2,500.00
01-503-020 FIRE OVERTIME	900	900	12.18	12.18	12.90	0.00	1.35	887.82
01-503-030 SOCIAL SECURITY	5,210	5,210	461.46	461.46	334.82	0.00	8.86	4,748.54
01-503-040 HEALTH INSURANCE	27,400	27,400	0.00	0.00	1,985.87	0.00	0.00	27,399.63
01-503-050 RETIREMENT	2,539	2,539	2,939.90	2,939.90	148.28	0.00	115.79 (	400.90)
01-503-060 WORKERS' COMPENSATION	1,937	1,937	1,137.00	1,137.00	0.00	0.00	58.70	800.00
01-503-070 UNEMPLOYMENT COMPENSATION	405	405	0.00	0.00	0.00	0.00	0.00	405.00
01-503-080 VOLUNTEER PENSION FUND	22,000	22,000	0.00	0.00	4,104.00	0.00	0.00	22,000.00
TOTAL SALARIES & BENEFITS	124,657	124,657	7,340.87	7,340.87	8,891.94	0.00	5.89	117,315.76

OTHER EXPENSES								
01-503-130 TRAINING	5,000	5,000	85.00	85.00	0.00	0.00	1.70	4,915.00
01-503-150 HAZMAT PROGRAM	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-503-221 MOBILE DATA TERMINAL SERVICE	5,500	5,500	0.00	0.00	0.00	0.00	0.00	5,500.00
01-503-226 PAGER MAINTENANCE - FIRE	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
01-503-227 RADIO CONTRACT	7,500	7,500	0.00	0.00	0.00	0.00	0.00	7,500.00
01-503-396 EOC EQUIPMENT & SUPPLIES	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-503-420 OFFICE SUPPLIES	1,600	1,600	0.00	0.00	0.00	0.00	0.00	1,600.00

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01-503-430 SUPPLIES & EQUIPMENT	5,500	5,500	39.00	39.00	514.43	0.00	0.71	5,461.00
01-503-450 MEDICAL SUPPLIES	1,500	1,500	0.00	0.00	0.00	0.00	0.00	1,500.00
01-503-460 MEDICAL TRAINING	2,700	2,700	25.00	25.00	0.00	0.00	0.93	2,675.00
01-503-480 UNIFORM ALLOWANCE	1,800	1,800	0.00	0.00	0.00	0.00	0.00	1,800.00
01-503-503 VEHICLE PARTS - FIRE	4,500	4,500	49.96	49.96	332.77	0.00	1.11	4,450.04
01-503-540 VEHICLE FUEL	22,218	22,218	2,471.66	2,471.66	1,438.39	0.00	11.12	19,746.34
01-503-603 VEHICLE OUTSIDE MAINT. FIRE	17,000	17,000	128.30	128.30	320.99	0.00	0.75	16,871.70
01-503-620 DORM - UTILITIES & CABLE	14,000	14,000	1,268.27	1,268.27	648.65	0.00	9.06	12,731.73
01-503-630 DORM - REPAIRS & MAINT	7,000	7,000	0.00	0.00	437.49	0.00	0.00	7,000.00
01-503-730 ANNUAL PUMP TESTS	3,900	3,900	0.00	0.00	0.00	0.00	0.00	3,900.00
01-503-740 MAINTENANCE CONTRACTS	8,500	8,500	4,250.00	4,250.00	0.00	0.00	50.00	4,250.00
TOTAL OTHER EXPENSES	112,218	112,218	8,317.19	8,317.19	3,692.72	0.00	7.41	103,900.81
CAPITAL EXPENSES								
TOTAL 03-FIRE DEPARTMENT	236,875	236,875	15,658.06	15,658.06	12,584.66	0.00	6.61	221,216.57
04-SPECIAL SERVICES								
SALARIES & BENEFITS								
01-504-009 SALARIES	44,805	44,805	1,712.43	1,712.43	1,673.08	0.00	3.82	43,092.57
01-504-010 SALARIES - MAYOR & COUNCIL	0	0	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00
01-504-014 STIPEND	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-504-030 SOCIAL SECURITY	3,658	3,658	284.72	284.72	253.50	0.00	7.78	3,373.28
01-504-040 HEALTH INSURANCE	16,303	16,303	82.25	82.25	669.72	0.00	0.50	16,220.75
01-504-050 RETIREMENT	3,866	3,866	240.71	240.71	216.84	0.00	6.23	3,625.29
01-504-060 WORKERS COMPENSATION	182	182	150.00	150.00	0.00	0.00	82.42	32.00
01-504-070 UNEMPLOYMENT COMP	135	135	0.00	0.00	0.00	0.00	0.00	135.00
TOTAL SALARIES & BENEFITS	69,949	69,949	3,670.11	3,670.11	2,813.14	0.00	5.25	66,278.89
OTHER EXPENSES								
01-504-120 DUES & SUBSCRIPTIONS	4,085	4,085	336.47	336.47	0.00	0.00	8.24	3,748.53
01-504-400 CITIZEN'S PATROL	0	0	0.00	0.00	45.45	0.00	0.00	0.00
01-504-420 COPIER PAPER	350	350	30.98	30.98	0.00	0.00	8.85	319.02
01-504-460 SPECIAL EVENTS	15,000	15,000	0.00	0.00	5,064.11	0.00	0.00	15,000.00
01-504-470 LIGHT UP	38,000	38,000	1,674.60	1,674.60	2,868.62	0.00	4.41	36,325.40
01-504-486 FIREMAN'S PICNIC & WINDFEST	5,000	5,000	0.00	0.00	0.00	0.00	0.00	5,000.00
01-504-490 WINDCREST YOUTH ACTIVITIES	4,500	4,500	0.00	0.00	0.00	0.00	0.00	4,500.00
01-504-590 POSTAGE	28,000	28,000	191.38	191.38	1,003.13	0.00	0.68	27,808.62
01-504-609 TRANSFER TO FRIENDS OF ANIMA	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
01-504-630 LEGAL ADVERTISING	8,900	8,900	0.00	0.00	18.75	0.00	0.00	8,900.00
01-504-635 ADVERTISING	4,000	4,000	1,659.79	1,659.79	668.00	0.00	41.49	2,340.21
01-504-645 MAYOR - COUNCIL EXPENSES	14,400	14,400	0.00	0.00	600.00	0.00	0.00	14,400.00
01-504-650 MILEAGE & ENTERTAINMENT EXPE	964	964	0.00	0.00	0.00	0.00	0.00	964.00
TOTAL OTHER EXPENSES	125,199	125,199	3,893.22	3,893.22	10,268.06	0.00	3.11	121,305.78

CITY OF WINCREST
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<u>CAPITAL EXPENSES</u>								
TOTAL 04-SPECIAL SERVICES	195,148	195,148	7,563.33	7,563.33	13,081.20	0.00	3.88	187,584.67
<u>SALARIES & BENEFITS</u>								
<u>OTHER EXPENSES</u>								
<u>CAPITAL EXPENSES</u>								
06-PARKS & RECREATION								
=====								
<u>SALARIES & BENEFITS</u>								
<u>OTHER EXPENSES</u>								
01-506-100 UTILITIES	0	0	1,517.63	1,517.63	3,302.18	0.00	0.00 (	1,517.63)
01-506-130 TRAINING	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
01-506-240 CONTRACT MAINTENANCE OUTS	3,500	3,500	319.84	319.84	190.00	0.00	9.14	3,180.16
01-506-250 CONTRACT MAINT.-GREEN BEL	55,272	55,272	2,782.20	2,782.20	3,077.08	0.00	5.03	52,490.10
01-506-260 GREEN BELT CLEANING	2,500	2,500	0.00	0.00	1,745.00	0.00	0.00	2,500.00
01-506-430 SUPPLIES	12,000	12,000	2,781.00	2,781.00	756.63	0.00	23.18	9,219.00
01-506-431 EMPLOYEE APPRECIATION LUNCHE	75	75	0.00	0.00	0.00	0.00	0.00	75.00
01-506-520 EQUIPMENT REPAIR	4,000	4,000	1,360.17	1,360.17	136.36	0.00	34.00	2,639.83
01-506-630 FACILITY MAINTENANCE	17,000	17,000	0.00	0.00	141.00	0.00	0.00	17,000.00
01-506-635 TREES / SHRUBS/LANDSCAPING	25,000	25,000	995.34	995.34	1,044.46	0.00	3.98	24,004.66
01-506-700 CONTINGENCIES	500	500	0.00	0.00	0.00	0.00	0.00	500.00
TOTAL OTHER EXPENSES	121,847	121,847	9,756.18	9,756.18	10,392.71	0.00	8.01	112,091.12
<u>CAPITAL EXPENSES</u>								
01-506-800 CAPITAL EXPENDITURE	0	0	55,691.10	55,691.10	0.00	0.00	0.00 (	55,691.10)
01-506-810 CAPITAL IMPROVEMENTS	150,000	200,000	0.00	0.00	0.00	0.00	0.00	200,000.00
TOTAL CAPITAL EXPENSES	150,000	200,000	55,691.10	55,691.10	0.00	0.00	27.85	144,308.90
TOTAL 06-PARKS & RECREATION	271,847	321,847	65,447.28	65,447.28	10,392.71	0.00	20.33	256,400.02
07-FLEET MECHANIC								
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<u>SALARIES & BENEFITS</u>								
01-507-010 MECHANIC SALARIES	39,140	39,140	1,501.05	1,501.05	1,461.52	0.00	3.84	37,638.95
01-507-012 STIPEND	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-507-020 OVERTIME	600	600	0.00	0.00	257.60	0.00	0.00	600.00

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DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
01-507-030 SOCIAL SECURITY	3,224	3,224	198.62	198.62	240.61	0.00	6.16	3,025.38
01-507-040 HEALTH INSURANCE	5,424	5,424	0.00	0.00	334.86	0.00	0.00	5,424.00
01-507-050 RETIREMENT	3,287	3,287	210.63	210.63	220.98	0.00	6.41	3,076.37
01-507-060 WORKERS' COMPENSATION	1,200	1,200	600.00	600.00	0.00	0.00	50.00	600.00
01-507-070 UNEMPLOYMENT COMPENSATION	135	135	0.00	0.00	0.00	0.00	0.00	135.00
TOTAL SALARIES & BENEFITS	54,010	54,010	2,510.30	2,510.30	2,515.57	0.00	4.65	51,499.70
OTHER EXPENSES								
01-507-120 DUES & SUBSCRIPTIONS	100	100	0.00	0.00	0.00	0.00	0.00	100.00
01-507-130 TRAINING	500	500	0.00	0.00	0.00	0.00	0.00	500.00
01-507-420 OFFICE SUPPLIES	250	250	0.00	0.00	0.00	0.00	0.00	250.00
01-507-430 FLEET TOOLS & SUPPLIES	6,000	6,000	320.61	320.61	614.51	0.00	5.34	5,679.39
01-507-431 EMPLOYEE APPRECIATION LUNCHE	75	75	0.00	0.00	0.00	0.00	0.00	75.00
01-507-450 ENVIRONMENTAL FEES	700	700	0.00	0.00	0.00	0.00	0.00	700.00
01-507-501 VEHICLE PARTS-ADMIN	500	500	484.44	484.44	0.00	0.00	96.89	15.56
01-507-502 VEHICLE PARTS-POLICE	10,000	10,000	1,021.89	1,021.89	2,028.92	0.00	10.22	8,978.11
01-507-503 VEHICLE PARTS-FIRE	3,500	3,500	0.00	0.00	7.45	0.00	0.00	3,500.00
01-507-506 VEHICLE PARTS-PARKS & REC	1,750	1,750	0.00	0.00	76.45	0.00	0.00	1,750.00
01-507-508 VEHICLE PARTS-WARRANT OFFICE	500	500	0.00	0.00	0.00	0.00	0.00	500.00
01-507-516 VEHICLE PARTS-PUBLIC WORKS	5,300	5,300	46.91	46.91	928.07	0.00	0.89	5,253.09
01-507-520 EQUIPMENT REPAIR	12,000	12,000	1,732.77	1,732.77	1,552.79	0.00	14.44	10,267.23
01-507-540 VEHICLE FUEL	32,000	32,000	3,688.38	3,688.38	2,485.49	0.00	11.53	28,311.62
01-507-602 VEHICLE OUTSIDE MAINT-POLICE	13,500	13,500	325.06	325.06	285.68	0.00	2.41	13,174.94
01-507-603 VEHICLE OUTSIDE MAINT-FIRE	7,000	7,000	0.00	0.00	747.81	0.00	0.00	7,000.00
01-507-606 VEHICLE OUTSIDE MAINT-PARKS&	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-507-608 VEHICLE OUTSIDE MAINT-WRNT O	500	500	0.00	0.00	0.00	0.00	0.00	500.00
01-507-616 VEHICLE OUTSIDE MAINT-PW	2,000	2,000	100.00	100.00	1,444.22	0.00	5.00	1,900.00
01-507-700 CONTINGENCIES	1,200	1,200	0.00	0.00	0.00	0.00	0.00	1,200.00
01-507-716 DEBT SERVICE - PRINCIPAL	11,375	11,375	0.00	0.00	0.00	0.00	0.00	11,375.06
01-507-717 DEBT SERVICE - INTEREST	1,502	1,502	0.00	0.00	0.00	0.00	0.00	1,501.94
01-507-730 VEHICLE/EQUIPMENT TESTING	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
TOTAL OTHER EXPENSES	112,252	112,252	7,720.06	7,720.06	10,171.39	0.00	6.88	104,531.94

CAPITAL EXPENSES

TOTAL 07-FLEET MECHANIC	166,262	166,262	10,230.36	10,230.36	12,686.96	0.00	6.15	156,031.64
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08-COURT

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SALARIES & BENEFITS

01-508-010 COURT SALARIES	210,249	210,249	8,187.75	8,187.75	5,480.52	0.00	3.89	202,061.25
01-508-012 STIPEND	5,500	5,500	0.00	0.00	0.00	0.00	0.00	5,500.00
01-508-017 CERTIFICATION PAY - COURT	900	900	0.00	0.00	0.00	0.00	0.00	900.00
01-508-018 COURT EDUCATION PAY	300	300	0.00	0.00	0.00	0.00	0.00	300.00
01-508-020 COURT OVERTIME	5,000	5,000	429.67	429.67	486.83	0.00	8.59	4,570.33
01-508-030 SOCIAL SECURITY	17,985	17,985	1,343.05	1,343.05	1,178.00	0.00	7.47	16,641.95
01-508-040 HEALTH INSURANCE	26,336	26,336	97.65	97.65	675.28	0.00	0.37	26,238.35
01-508-050 RETIREMENT	14,213	14,213	1,035.09	1,035.09	778.12	0.00	7.28	13,177.91

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01-508-060 WORKER'S COMPENSATION	500	500	500.00	500.00	0.00	0.00	100.00	0.00
01-508-070 UNEMPLOYMENT COMPENSATION	675	675	0.00	0.00	0.00	0.00	0.00	675.00
TOTAL SALARIES & BENEFITS	281,658	281,658	11,593.21	11,593.21	8,598.75	0.00	4.12	270,064.79
<u>OTHER EXPENSES</u>								
01-508-120 DUES & SUBSCRIPTIONS	250	250	0.00	0.00	0.00	0.00	0.00	250.00
01-508-130 BONDS & TRAINING	4,400	4,400	0.00	0.00	1,424.20	0.00	0.00	4,400.00
01-508-150 JUDGE	4,500	4,500	173.08	173.08	969.23	0.00	3.85	4,326.92
01-508-160 PROSECUTOR	0	0	0.00	0.00	680.65	0.00	0.00	0.00
01-508-165 WARRANT JAIL COSTS	8,500	8,500	0.00	0.00	1,900.00	0.00	0.00	8,500.00
01-508-170 JURY SERVICE FEES	250	250	0.00	0.00	0.00	0.00	0.00	250.00
01-508-180 COURT OF RECORD/STENOGRAPHER	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-508-420 OFFICE SUPPLIES	3,000	3,000	469.25	469.25	288.71	0.00	15.64	2,530.75
01-508-481 CONTINGENCIES	5,000	5,000	0.00	0.00	0.00	0.00	0.00	5,000.00
TOTAL OTHER EXPENSES	26,900	26,900	642.33	642.33	5,262.79	0.00	2.39	26,257.67
<u>CAPITAL EXPENSES</u>								
01-508-810 TRANSFER TO COURT SEC. FUND	7,000	7,000	0.00	0.00	0.00	0.00	0.00	7,000.00
TOTAL CAPITAL EXPENSES	7,000	7,000	0.00	0.00	0.00	0.00	0.00	7,000.00

TOTAL 08-COURT	315,558	315,558	12,235.54	12,235.54	13,861.54	0.00	3.88	303,322.46
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10-FACILITY DIVISION

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<u>OTHER EXPENSES</u>								
01-510-100 UTILITIES	36,700	36,700	10,539.56	10,539.56	4,912.92	0.00	28.72	26,160.44
01-510-170 JANITORIAL SERVICES	20,000	20,000	1,605.28	1,605.28	923.37	0.00	8.03	18,394.72
01-510-240 CONTRACT MAINTENANCE	3,000	3,000	0.00	0.00	1,605.28	0.00	0.00	3,000.00
01-510-430 SUPPLIES	5,500	5,500	0.00	0.00	142.81	0.00	0.00	5,500.00
01-510-630 FACILITY MAINTENANCE	45,000	45,000	2,057.59	2,057.59	135.00	0.00	4.57	42,942.41
01-510-650 FIRE ALARM & EXT. INSPECTION	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
01-510-700 CONTINGENCIES	1,800	1,800	0.00	0.00	0.00	0.00	0.00	1,800.00
TOTAL OTHER EXPENSES	114,000	114,000	14,202.43	14,202.43	7,719.38	0.00	12.46	99,797.57

CAPITAL EXPENSES

TOTAL 10-FACILITY DIVISION	114,000	114,000	14,202.43	14,202.43	7,719.38	0.00	12.46	99,797.57
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11-CIVIC CENTER

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<u>SALARIES & BENEFITS</u>								
01-511-010 CIVIC CENTER SALARIES	68,735	68,735	2,130.42	2,130.42	2,175.04	0.00	3.10	66,604.58
01-511-012 STIPEND	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
01-511-020 OVERTIME - CIVIC CENTER	4,800	4,800	649.24	649.24	1,300.45	0.00	13.53	4,150.76
01-511-030 SOCIAL SECURITY	6,144	6,144	365.41	365.41	465.49	0.00	5.95	5,778.59
01-511-040 HEALTH INSURANCE	10,996	10,996	122.80	122.80	1,004.58	0.00	1.12	10,873.20

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01-511-050 RETIREMENT	6,082	6,082	373.43	373.43	421.05	0.00	6.14	5,708.57
01-511-060 WORKERS' COMPENSATION	3,589	3,589	2,589.00	2,589.00	0.00	0.00	72.14	1,000.00
01-511-070 UNEMPLOYMENT COMPENSATION	270	270	0.00	0.00	0.00	0.00	0.00	270.00
TOTAL SALARIES & BENEFITS	102,616	102,616	6,230.30	6,230.30	5,366.61	0.00	6.07	96,385.70
OTHER EXPENSES								
01-511-100 UTILITIES	17,000	17,000	1,184.67	1,184.67	3,409.32	0.00	6.97	15,815.33
01-511-430 SUPPLIES	5,500	5,500	0.00	0.00	513.92	0.00	0.00	5,500.00
01-511-431 EMPLOYEE APPRECIATION LUNCHE	150	150	0.00	0.00	0.00	0.00	0.00	150.00
01-511-630 FACILITY MAINTENANCE	25,000	25,000	547.41	547.41	3,471.92	0.00	2.19	24,452.59
01-511-700 CONTINGENCIES	750	750	0.00	0.00	0.00	0.00	0.00	750.00
TOTAL OTHER EXPENSES	48,400	48,400	1,732.08	1,732.08	7,395.16	0.00	3.58	46,667.92
CAPITAL EXPENSES								
TOTAL 11-CIVIC CENTER	151,016	151,016	7,962.38	7,962.38	12,761.77	0.00	5.27	143,053.62
14-CONTRACT SERVICES								
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OTHER EXPENSES								
01-514-220 FOOD HEALTH OFFICER FEES	21,600	21,600	0.00	0.00	0.00	0.00	0.00	21,600.00
01-514-250 LEGAL & CITY ATTORNEY	30,000	30,000	2,500.00	2,500.00	2,500.00	0.00	8.33	27,500.00
01-514-255 SPECIAL LEGAL FEES	110,000	110,000	87.50	87.50	8,885.00	0.00	0.08	109,912.50
01-514-290 AUDIT	24,000	24,000	12,545.00	12,545.00	9,270.00	0.00	52.27	11,455.00
01-514-300 EMS	70,000	70,000	5,833.33	5,833.33	5,833.33	0.00	8.33	64,166.67
01-514-310 MUNICIPAL INSURANCE	60,000	60,000	57,254.54	57,254.54	125.00	0.00	95.42	2,745.46
01-514-320 ENGINEER / ARCHITECT	20,000	20,000	0.00	0.00	11,700.00	0.00	0.00	20,000.00
01-514-321 CONTRACT PLANNING SERVICES	24,000	24,000	0.00	0.00	0.00	0.00	0.00	24,000.00
01-514-325 SALES TAX COLLECTION SERVICE	6,000	6,000	6,000.00	6,000.00	6,000.00	0.00	100.00	0.00
01-514-360 MOBILITY IMPAIRED TRANSPORT	12,000	12,000	0.00	0.00	0.00	0.00	0.00	12,000.00
01-514-403 RECORDS MANAGEMENT	0	0	3,589.90	3,589.90	0.00	0.00	0.00	3,589.90
01-514-405 RECORDS STORAGE RENTAL	4,200	4,200	0.00	0.00	1,500.00	0.00	0.00	4,200.00
01-514-410 RECORDS DESTRUCTION	1,200	1,200	100.00	100.00	695.00	0.00	8.33	1,100.00
TOTAL OTHER EXPENSES	383,000	383,000	87,910.27	87,910.27	23,108.33	0.00	22.95	295,089.73
CAPITAL EXPENSES								
TOTAL 14-CONTRACT SERVICES	383,000	383,000	87,910.27	87,910.27	23,108.33	0.00	22.95	295,089.73
15-TECH SUPPORT								
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SALARIES & BENEFITS								
OTHER EXPENSES								
01-515-200 COMPUTER CONTRACTS	67,130	67,130	502.01	502.01	11,416.09	0.00	0.75	66,627.99
01-515-205 TELECOMMUNICATIONS CONTRACT	24,750	24,750	3,094.32	3,094.32	2,706.41	0.00	12.50	21,655.68

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01-515-210 TELEPHONE MAINT.CONTRACT	16,000	16,000	169.00	169.00	0.00	0.00	1.06	15,831.00
01-515-215 MOBILE PHONES CONTRACT	6,535	6,535	0.00	0.00	11.54	0.00	0.00	6,535.00
01-515-221 MOBILE DATA TERMINAL SERVICE	5,409	5,409	0.00	0.00	0.00	0.00	0.00	5,409.00
01-515-286 CONTRACTSERVICES - IT	74,000	74,000	7,325.89	7,325.89	6,657.35	0.00	9.90	66,674.11
01-515-330 WEBSITE SUPPORT CONTRACT	6,000	6,000	0.00	0.00	0.00	0.00	0.00	6,000.00
01-515-332 WEBSITE MAINTENANCE	0	0	3,934.20	3,934.20	0.00	0.00	0.00	3,934.20
01-515-460 COPIER CONTRACT & SUPPLIES	15,500	15,500	0.00	0.00	1,202.95	0.00	0.00	15,500.00
01-515-700 CONTINGENCIES	750	750	0.00	0.00	0.00	0.00	0.00	750.00
TOTAL OTHER EXPENSES	216,074	216,074	15,025.42	15,025.42	21,971.26	0.00	6.95	201,048.58
<u>CAPITAL EXPENSES</u>								
01-515-800 CAPITAL EXPENSE	33,160	33,160	5,837.00	5,837.00	13,500.00	0.00	17.60	27,323.00
TOTAL CAPITAL EXPENSES	33,160	33,160	5,837.00	5,837.00	13,500.00	0.00	17.60	27,323.00

TOTAL 15-TECH SUPPORT	249,234	249,234	20,862.42	20,862.42	35,471.26	0.00	8.37	228,371.58
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16-PUBLIC WORKS

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SALARIES & BENEFITS

01-516-010 PUBLIC WORKS SALARIES	321,310	321,310	12,397.11	12,397.11	11,600.65	0.00	3.86	308,912.89
01-516-012 STIPEND	10,000	10,000	0.00	0.00	0.00	0.00	0.00	10,000.00
01-516-015 P.W .INCENTIVE PAY-BILINGUAL	600	600	23.08	23.08	46.16	0.00	3.85	576.92
01-516-018 P.W. EDUCATION PAY	300	300	11.54	11.54	11.54	0.00	3.85	288.46
01-516-020 PUBLIC WORKS OVERTIME	2,800	2,800	112.54	112.54	701.41	0.00	4.02	2,687.46
01-516-030 SOCIAL SECURITY	28,869	28,869	1,822.69	1,822.69	1,921.60	0.00	6.31	27,046.31
01-516-040 HEALTH INSURANCE	61,130	61,130	393.20	393.20	3,317.09	0.00	0.64	60,736.80
01-516-050 RETIREMENT	26,647	26,647	1,747.39	1,747.39	1,607.66	0.00	6.56	24,899.61
01-516-060 WORKERS' COMPENSATION	16,567	16,567	13,567.00	13,567.00	0.00	0.00	81.89	3,000.00
01-516-070 UNEMPLOYMENT COMPENSATION	1,350	1,350	0.00	0.00	0.00	0.00	0.00	1,350.00
01-516-080 CONTRACT LABOR	7,022	7,022	0.00	0.00	3,039.00	0.00	0.00	7,022.00
TOTAL SALARIES & BENEFITS	476,595	476,595	30,074.55	30,074.55	22,245.11	0.00	6.31	446,520.45

OTHER EXPENSES

01-516-100 UTILITIES	41,800	41,800	89.83	89.83	75.93	0.00	0.21	41,710.17
01-516-130 TRAINING	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-516-240 CONTRACT OUT MAINTENANCE	10,000	10,000	250.00	250.00	359.00	0.00	2.50	9,750.00
01-516-430 SUPPLIES	12,000	12,000	928.08	928.08	318.42	0.00	7.73	11,071.92
01-516-431 EMPLOYEE APPRECIATION LUNCHE	575	575	0.00	0.00	0.00	0.00	0.00	575.00
01-516-480 UNIFORM ALLOWANCE	11,000	11,000	0.00	0.00	1,059.70	0.00	0.00	11,000.00
01-516-525 EQUIPMENT RENTAL	3,500	3,500	276.00	276.00	0.00	0.00	7.89	3,224.00
01-516-530 STREET SIGNS & MARKERS	5,000	5,000	400.22	400.22	800.95	0.00	8.00	4,599.78
01-516-630 FACILITIES MAINTENANCE	5,000	5,000	467.98	467.98	870.11	0.00	9.36	4,532.02
01-516-720 ALLEY/CURB/SIDEWALK REPAIR	0	0	0.00	0.00	924.16	0.00	0.00	0.00
TOTAL OTHER EXPENSES	89,875	89,875	2,412.11	2,412.11	4,408.27	0.00	2.68	87,462.89

CAPITAL EXPENSES

01-516-800 CAPITAL EXPENDITURES	69,000	69,000	0.00	0.00	0.00	0.00	0.00	69,000.00
01-516-810 STREET CAPITAL REPAIRS	2,500	2,500	0.00	0.00	0.00	0.00	0.00	2,500.00
TOTAL CAPITAL EXPENSES	71,500	71,500	0.00	0.00	0.00	0.00	0.00	71,500.00

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% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
TOTAL 16-PUBLIC WORKS	637,970	637,970	32,486.66	32,486.66	26,653.38	0.00	5.09	605,483.34
17-ANIMAL CONTROL								
=====								
SALARIES & BENEFITS								
01-517-010 SALARIES-ANIMAL CONTROL	43,095	43,095	1,147.76	1,147.76	1,631.17	0.00	2.66	41,947.24
01-517-012 STIPEND	1,500	1,500	0.00	0.00	0.00	0.00	0.00	1,500.00
01-517-013 Salaries - Animal on call	2,600	2,600	100.00	100.00	100.00	0.00	3.85	2,500.00
01-517-020 OVERTIME-ANIMAL CONTROL	3,600	3,600	160.54	160.54	124.41	0.00	4.46	3,439.46
01-517-030 SOCIAL SECURITY	3,985	3,985	201.52	201.52	285.46	0.00	5.06	3,783.48
01-517-040 HEALTH INSURANCE	6,397	6,397	0.00	0.00	328.25	0.00	0.00	6,397.00
01-517-050 RETIREMENT	2,376	2,376	188.73	188.73	242.71	0.00	7.94	2,187.27
01-517-060 WORKER'S COMPENSATION	1,633	1,633	0.00	0.00	0.00	0.00	0.00	1,633.00
01-517-070 UNEMPLOYMENT COMPENSATION	135	135	0.00	0.00	0.00	0.00	0.00	135.00
TOTAL SALARIES & BENEFITS	65,321	65,321	1,798.55	1,798.55	2,712.00	0.00	2.75	63,522.45
OTHER EXPENSES								
01-517-230 VET/INPOUNDING/SHELTER	9,000	9,000	428.60	428.60	1,011.30	0.00	4.76	8,571.40
01-517-231 INPOUNDING/SHELTER	6,000	6,000	0.00	0.00	0.00	0.00	0.00	6,000.00
01-517-240 TRAINING & CERTIFICATION	1,500	1,500	0.00	0.00	0.00	0.00	0.00	1,500.00
01-517-420 EQUIPMENT	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-517-430 SUPPLIES	750	750	0.00	0.00	19.29	0.00	0.00	750.00
TOTAL OTHER EXPENSES	18,250	18,250	428.60	428.60	1,030.59	0.00	2.35	17,821.40
CAPITAL EXPENSES								
01-517-800 CAPITAL EXPENDITURES	5,500	5,500	0.00	0.00	0.00	0.00	0.00	5,500.00
TOTAL CAPITAL EXPENSES	5,500	5,500	0.00	0.00	0.00	0.00	0.00	5,500.00
TOTAL 17-ANIMAL CONTROL	89,071	89,071	2,227.15	2,227.15	3,742.59	0.00	2.50	86,843.85
18-WCCPD								
=====								
SALARIES & BENEFITS								
19-CODE ENFORCEMENT								
=====								
SALARIES & BENEFITS								
01-519-010 INSPECTION SALARIES	39,742	39,742	1,430.04	1,430.04	0.00	0.00	3.60	38,311.96
01-519-012 STIPEND	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-519-015 INSP.INCENTIVE PAY-BILINGUAL	600	600	23.08	23.08	0.00	0.00	3.85	576.92
01-519-020 OVERTIME	1,800	1,800	0.00	0.00	0.00	0.00	0.00	1,800.00
01-519-026 HAZARDOUS DUTY PAY	0	0	9.23	9.23	0.00	0.00	0.00 (	9.23)
01-519-030 SOCIAL SECURITY	3,408	3,408	170.95	170.95	0.00	0.00	5.02	3,237.05

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

01 -GENERAL FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
01-519-040 HEALTH INSURANCE	5,577	5,577	243.83	243.83	0.00	0.00	4.37	5,333.17
01-519-050 RETIREMENT	3,436	3,436	198.48	198.48	0.00	0.00	5.78	3,237.52
01-519-060 WORKER'S COMPENSATION	344	344	244.00	244.00	0.00	0.00	70.93	100.00
01-519-070 UNEMPLOYMENT COMPENSATION	270	270	0.00	0.00	0.00	0.00	0.00	270.00
TOTAL SALARIES & BENEFITS	56,177	56,177	2,319.61	2,319.61	0.00	0.00	4.13	53,857.39
<u>OTHER EXPENSES</u>								
01-519-120 DUES & SUBSCRIPTIONS	500	500	0.00	0.00	0.00	0.00	0.00	500.00
01-519-130 BONDS & TRAINING	1,500	1,500	0.00	0.00	355.00	0.00	0.00	1,500.00
01-519-150 CONTRACT SERVICES - INSPECTI	0	0	0.00	0.00	1,025.00	0.00	0.00	0.00
01-519-420 OFFICE SUPPLIES	750	750	0.00	0.00	0.00	0.00	0.00	750.00
01-519-430 SUPPLIES & EQUIPMENT	500	500	0.00	0.00	0.00	0.00	0.00	500.00
01-519-480 UNIFORMS	500	500	0.00	0.00	0.00	0.00	0.00	500.00
01-519-490 VEHICLE PARTS	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
TOTAL OTHER EXPENSES	4,750	4,750	0.00	0.00	1,380.00	0.00	0.00	4,750.00
<u>CAPITAL EXPENSES</u>								
TOTAL 19-CODE ENFORCEMENT	60,927	60,927	2,319.61	2,319.61	1,380.00	0.00	3.81	58,607.39

20-FINANCE

=====

SALARIES & BENEFITS

01-520-010 FINANCE SALARIES	117,544	117,544	4,965.01	4,965.01	2,782.22	0.00	4.22	112,578.99
01-520-012 STIPEND	3,500	3,500	0.00	0.00	0.00	0.00	0.00	3,500.00
01-520-015 FINANCE BILINGUAL PAY	0	0	0.00	0.00	23.08	0.00	0.00	0.00
01-520-018 FINANCE EDUCATION PAY	0	0	23.08	23.08	0.00	0.00	0.00	23.08
01-520-020 FINANCE OVERTIME	576	576	77.19	77.19	65.29	0.00	13.40	498.81
01-520-030 FINANCE SOCIAL SECURITY	8,494	8,494	685.02	685.02	453.10	0.00	8.06	7,808.98
01-520-040 FINANCE HEALTH INSURANCE	22,663	22,663	0.00	0.00	656.50	0.00	0.00	22,663.00
01-520-050 FINANCE RETIREMENT	9,769	9,769	645.43	645.43	308.36	0.00	6.61	9,123.57
01-520-060 WORKER'S COMPENSATION	381	381	281.00	281.00	0.00	0.00	73.75	100.00
01-520-070 UNEMPLOYMENT COMPENSATION	270	270	0.00	0.00	0.00	0.00	0.00	270.00
TOTAL SALARIES & BENEFITS	163,197	163,197	6,676.73	6,676.73	4,288.55	0.00	4.09	156,520.27

OTHER EXPENSES

01-520-120 DUES & SUBSCRIPTIONS	600	600	0.00	0.00	0.00	0.00	0.00	600.00
01-520-130 BONDS & TRAINING	4,800	4,800	566.56	566.56	425.00	0.00	11.80	4,233.44
01-520-260 DUES & FEES- BCAD	11,290	11,290	0.00	0.00	0.00	0.00	0.00	11,290.00
01-520-280 FEES-DELINQUENT COLLECTOR	139	139	0.00	0.00	0.00	0.00	0.00	139.00
01-520-285 CONTRACT SERVICES - MFO	80,808	80,808	6,398.90	6,398.90	0.00	0.00	7.92	74,409.10
01-520-289 CONTRACT SUPPORT	0	0	0.00	0.00	1,015.75	0.00	0.00	0.00
01-520-400 BANK/CREDIT CARD TERMINAL CH	4,242	4,242	547.24	547.24	416.73	0.00	12.90	3,694.76
01-520-420 OFFICE SUPPLIES	3,975	3,975	116.97	116.97	18.90	0.00	2.94	3,858.03
01-520-431 EMPLOYEE APPRECIATION LUNCHE	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-520-600 OFFICE EQUIP. & MAINT	500	500	0.00	0.00	0.00	0.00	0.00	500.00
01-520-700 CONTINGENCIES	1,000	1,000	0.00	0.00	55.00	0.00	0.00	1,000.00
TOTAL OTHER EXPENSES	108,354	108,354	7,629.67	7,629.67	1,931.38	0.00	7.04	100,724.33

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

01 -GENERAL FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
CAPITAL EXPENSES								
TOTAL 20-FINANCE	271,551	271,551	14,306.40	14,306.40	6,219.93	0.00	5.27	257,244.60
21-ECONOMIC DEVELOPMENT(E =====								
SALARIES & BENEFITS								
OTHER EXPENSES								
OTHER INCOME/EXPENSES								
25-CITY MANAGEMENT =====								
SALARIES & BENEFITS								
01-525-010 CITY MANAGEMENT SALARIES	112,385	112,385	4,305.39	4,305.39	3,653.85	0.00	3.83	108,079.61
01-525-012 STIPEND	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-525-030 SOCIAL SECURITY	8,951	8,951	612.58	612.58	529.25	0.00	6.84	8,338.42
01-525-040 HEALTH INSURANCE	5,601	5,601	0.00	0.00	334.86	0.00	0.00	5,601.00
01-525-050 RETIREMENT	9,213	9,213	612.68	612.68	481.12	0.00	6.65	8,600.32
01-525-060 WORKER'S COMPENSATION	1,937	1,937	1,500.00	1,500.00	0.00	0.00	77.44	437.00
01-525-070 UNEMPLOYMENT COMPENSATION	135	135	0.00	0.00	0.00	0.00	0.00	135.00
01-525-080 CONTRACT LABOR - HR	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
TOTAL SALARIES & BENEFITS	140,222	140,222	7,030.65	7,030.65	4,999.08	0.00	5.01	133,191.35
OTHER EXPENSES								
01-525-130 BONDS & TRAINING	600	600	178.97	178.97	425.00	0.00	29.83	421.03
01-525-140 EMPLOY. SCREENING & RECRUITM	0	0	0.00	0.00	630.00	0.00	0.00	0.00
01-525-420 OFFICE SUPPLIES	1,200	1,200	0.00	0.00	0.00	0.00	0.00	1,200.00
01-525-640 EMPLOYEE RECOGNITION	4,200	4,200	0.00	0.00	0.00	0.00	0.00	4,200.00
01-525-645 MEALS & ENTERTAINMENT	1,000	1,000	0.00	0.00	56.24	0.00	0.00	1,000.00
01-525-655 Cell Phone Allowance	1,440	1,440	0.00	0.00	55.39	0.00	0.00	1,440.00
TOTAL OTHER EXPENSES	8,440	8,440	178.97	178.97	1,166.63	0.00	2.12	8,261.03
OTHER INCOME/EXPENSES								
01-525-901 TRANSFER TO STREETS FUND	724,972	724,972	0.00	0.00	0.00	0.00	0.00	724,972.00
TOTAL OTHER INCOME/EXPENSES	724,972	724,972	0.00	0.00	0.00	0.00	0.00	724,972.00
TOTAL 25-CITY MANAGEMENT	873,634	873,634	7,209.62	7,209.62	6,165.71	0.00	0.83	866,424.38

26-POOL
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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	BUDGET BALANCE
SALARIES & BENEFITS								
01-526-010 SALARIES	51,200	51,200	0.00	0.00	0.00	0.00	0.00	51,200.00
01-526-020 OVERTIME	2,800	2,800	0.00	0.00	0.00	0.00	0.00	2,800.00
01-526-030 SOCIAL SECURITY	4,131	4,131	0.00	0.00	0.00	0.00	0.00	4,131.00
01-526-060 WORKER'S COMPENSATION	2,135	2,135	1,635.00	1,635.00	0.00	0.00	76.58	500.00
01-526-070 UNEMPLOYMENT COMPENSATION	2,430	2,430	0.00	0.00	0.00	0.00	0.00	2,430.00
TOTAL SALARIES & BENEFITS	62,696	62,696	1,635.00	1,635.00	0.00	0.00	2.61	61,061.00
OTHER EXPENSES								
01-526-100 UTILITIES	12,500	12,500	696.25	696.25	0.00	0.00	5.57	11,803.75
01-526-130 BONDS & TRAINING	1,500	1,500	0.00	0.00	0.00	0.00	0.00	1,500.00
01-526-255 CONTRACT SERVICES - POOL	5,000	5,000	0.00	0.00	0.00	0.00	0.00	5,000.00
01-526-430 MISCELLANEOUS SUPPLIES	10,000	10,000	539.50	539.50	0.00	0.00	5.40	9,460.50
01-526-520 EQUIPMENT REPAIR	3,500	3,500	0.00	0.00	0.00	0.00	0.00	3,500.00
01-526-630 FACILITY MAINTENANCE	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
01-526-700 CONTINGENCIES	500	500	0.00	0.00	0.00	0.00	0.00	500.00
TOTAL OTHER EXPENSES	35,000	35,000	1,235.75	1,235.75	0.00	0.00	3.53	33,764.25
CAPITAL EXPENSES								
TOTAL 26-POOL	97,696	97,696	2,870.75	2,870.75	0.00	0.00	2.94	94,825.25
27-POST OFFICE								
=====								
SALARIES & BENEFITS								
01-527-010 POST OFFICE SALARIES	22,496	22,496	862.68	862.68	660.80	0.00	3.83	21,633.32
01-527-012 STIPEND	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-527-020 OVERTIME - POST OFFICE	600	600	43.53	43.53	28.74	0.00	7.26	556.47
01-527-030 SOCIAL SECURITY	1,875	1,875	133.79	133.79	78.72	0.00	7.14	1,741.21
01-527-040 HEALTH INSURANCE	5,985	5,985	0.00	0.00	0.00	0.00	0.00	5,985.00
01-527-050 RETIREMENT	1,861	1,861	125.71	125.71	66.68	0.00	6.75	1,735.29
01-527-060 WORKER'S COMPENSATION	45	45	45.00	45.00	0.00	0.00	100.00	0.00
01-527-070 UNEMPLOYMENT COMPENSATION	135	135	0.00	0.00	0.00	0.00	0.00	135.00
TOTAL SALARIES & BENEFITS	33,997	33,997	1,210.71	1,210.71	834.94	0.00	3.56	32,786.29
OTHER EXPENSES								
01-527-130 BONDS & TRAINING	300	300	0.00	0.00	0.00	0.00	0.00	300.00
01-527-420 OFFICE SUPPLIES - POST OFFIC	2,500	2,500	125.14	125.14	0.00	0.00	5.01	2,374.86
01-527-421 CONTRACT / SEASONAL HELP	2,500	2,500	0.00	0.00	0.00	0.00	0.00	2,500.00
01-527-610 OFFICE EQUIPMENT LEASE	3,200	3,200	0.00	0.00	526.00	0.00	0.00	3,200.00
01-527-700 CONTINGENCIES	300	300	0.00	0.00	0.00	0.00	0.00	300.00
01-527-710 INVENTORY ADJUSTMENTS	400	400	0.00	0.00	0.00	0.00	0.00	400.00
TOTAL OTHER EXPENSES	9,200	9,200	125.14	125.14	526.00	0.00	1.36	9,074.86
CAPITAL EXPENSES								
TOTAL 27-POST OFFICE	43,197	43,197	1,335.85	1,335.85	1,360.94	0.00	3.09	41,861.15

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

01 -GENERAL FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
28-HUMAN RESOUCES =====								
OTHER EXPENSES								
01-528-140 EMPLOYMENT SCREENING/RECRUIT	13,500	13,500	214.68	214.68	669.50	0.00	1.59	13,285.32
01-528-142 RECOGNITION PROGRAM	2,200	2,200	0.00	0.00	0.00	0.00	0.00	2,200.00
01-528-143 EMPLOYEE WELLNESS PROGRAM	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
01-528-150 EMP MED COST ASSIST	0	0	2,300.16	2,300.16	2,357.66	0.00	0.00 (	2,300.16)
01-528-175 TRANSFER TO HRA FUND 12	90,225	90,225	0.00	0.00	0.00	0.00	0.00	90,225.00
TOTAL OTHER EXPENSES	107,925	107,925	2,514.84	2,514.84	3,027.16	0.00	2.33	105,410.16

TOTAL 28-HUMAN RESOUCES	107,925	107,925	2,514.84	2,514.84	3,027.16	0.00	2.33	105,410.16
29-MERIT INCREASES =====								
SALARIES & BENEFITS								

00-GENERAL EXPENDITURES =====								
SALARIES & BENEFITS								

TOTAL EXPENDITURES	6,230,495	6,280,495	408,309.27	408,309.27	262,091.88	0.00	6.50	5,872,185.95
REVENUE OVER/(UNDER) EXPENDITURES	(638,426)	(638,426)	(228,495.26)	(228,495.26)	(171,941.12)	0.00	35.79 (	409,930.96)

02 -GARBAGE FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
02-1100	CASH	21,922.24	
02-1102	CLAIM ON CASH	108,249.68	
02-1105	SAVINGS	97,453.88	
02-1115	INVESTMENT - TEXPOOL	40,432.15	
02-1601	A/R-COMMERCIAL GARBAGE	45,080.79	
02-1605	A/R-RESIDENTIAL GARBAGE	164,670.76	
02-1606	ALLOW FOR DOUBTFUL ACCTS	(24,195.16)	
02-1608	A/R - UNAPPLIED CREDITS	(7,606.41)	
		<u>446,007.93</u>	
TOTAL ASSETS			446,007.93
LIABILITIES			
=====			
02-2400	A/P PENDING	125,142.09	
02-2410	A/P-SALES TAX	<u>41,095.58</u>	
TOTAL LIABILITIES			<u>166,237.67</u>
EQUITY			
=====			
02-3201	FUND BALANCE	<u>128,557.71</u>	
TOTAL BEGINNING EQUITY		128,557.71	
TOTAL REVENUE		218,188.81	
TOTAL EXPENSES		<u>66,976.26</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		151,212.55	
TOTAL EQUITY & FUND BALANCE		<u>279,770.26</u>	
TOTAL LIABILITIES, EQUITY & FUND BALANCE			446,007.93

CITY OF WINCREST
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02 -GARBAGE FUND

% OF YEAR COMPLETED: 08.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	750,745	750,745	218,188.81	218,188.81	279,769.24	0.00	29.06	532,556.67
TOTAL REVENUES	750,745	750,745	218,188.81	218,188.81	279,769.24	0.00	29.06	532,556.67
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	881,307	881,307	66,976.26	66,976.26	116,122.43	0.00	7.60	814,331.17
OTHER EXPENSES	15,000	15,000	0.00	0.00	6,179.76	0.00	0.00	15,000.00
TOTAL 00-GENERAL EXPENDITURES	896,307	896,307	66,976.26	66,976.26	122,302.19	0.00	7.47	829,331.17
TOTAL EXPENDITURES	896,307	896,307	66,976.26	66,976.26	122,302.19	0.00	7.47	829,331.17
REVENUE OVER/(UNDER) EXPENDITURES	(145,562)	(145,562)	151,212.55	151,212.55	157,467.05	0.00	103.88-(	296,774.50)

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02 -GARBAGE FUND

% OF YEAR COMPLETED: 08.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
02-4101 INCOME-COMMERCIAL	373,476	373,476	25,063.19	25,063.19	26,740.83	0.00	6.71	348,412.81
02-4105 INCOME-RESIDENTIAL	365,783	365,783	193,168.09	193,168.09	253,027.35	0.00	52.81	172,614.41
02-4107 INCOME-RECYCLING	347	347	0.00	0.00	0.00	0.00	0.00	347.00
02-4110 INCOME-LATE CHARGE	11,124	11,124 (	43.38) (	43.38)	0.00	0.00	0.39-	11,167.36
02-4115 INCOME-INTEREST	16	16	0.91	0.91	1.06	0.00	5.69	15.09
TOTAL REVENUES	750,745	750,745	218,188.81	218,188.81	279,769.24	0.00	29.06	532,556.67

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

02 -GARBAGE FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>00-GENERAL EXPENDITURES</u>								
<u>SALARIES & BENEFITS</u>								
02-500-010 EXPENSES-COMMERCIAL	365,651	365,651	29,434.58	29,434.58	44,636.43	0.00	8.05	336,216.85
02-500-020 EXPENSES-RESIDENTIAL	420,656	420,656	37,541.68	37,541.68	71,486.00	0.00	8.92	383,114.32
02-500-030 EXPENSES-ADMINISTRATIVE	95,000	95,000	0.00	0.00	0.00	0.00	0.00	95,000.00
TOTAL SALARIES & BENEFITS	881,307	881,307	66,976.26	66,976.26	116,122.43	0.00	7.60	814,331.17
<u>OTHER EXPENSES</u>								
02-500-591 EXPENSE - ALLY REPAIR	10,000	10,000	0.00	0.00	6,179.76	0.00	0.00	10,000.00
02-500-592 EXPENSES - ADDITIONAL CITY S	5,000	5,000	0.00	0.00	0.00	0.00	0.00	5,000.00
TOTAL OTHER EXPENSES	15,000	15,000	0.00	0.00	6,179.76	0.00	0.00	15,000.00
<u>OTHER INCOME/EXPENSES</u>								
TOTAL 00-GENERAL EXPENDITURES	896,307	896,307	66,976.26	66,976.26	122,302.19	0.00	7.47	829,331.17
TOTAL EXPENDITURES	896,307	896,307	66,976.26	66,976.26	122,302.19	0.00	7.47	829,331.17
REVENUE OVER/(UNDER) EXPENDITURES	(145,562)	(145,562)	151,212.55	151,212.55	157,467.05	0.00	103.88-	(296,774.50)

CITY OF WINCREST
BALANCE SHEET
AS OF: OCTOBER 31ST, 2013

13 -ECONOMIC DEVELOPMENT CORP

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
13-1102	CLAIM ON CASH	95,199.76	
13-1105	CASH - CHECKING	108,284.07	
13-1106	Savings - TLF Proceeds	464,153.47	
13-1115	INVESTMENTS-TEXPOOL#15900001	0.00	
13-1116	INVESTMENTS-TEXPOOL#15900003	0.00	
13-1117	EXPENSE CARD	7,243.62	
13-1315	DUE FROM GENERAL FUND	0.00	
13-1375	DUE FROM HOT FUND	0.00	
13-1510	A/R SALES TAX	<u>74,196.39</u>	
			<u>749,077.31</u>

TOTAL ASSETS			<u>749,077.31</u>
=====			
LIABILITIES			
=====			
13-2315	DUE TO GENERAL FUND	40,000.00	
13-2320	DUE TO TAXING ENTITIES	0.00	
13-2400	A/P PENDING	279,717.81	
13-2401	ACCOUNTS PAYABLE	0.00	
13-2402	ALAMO TITLE ESCROW FUNDS	0.00	
13-2410	A/P - SALES TAX	<u>21,916.97</u>	
	TOTAL LIABILITIES		<u>341,634.78</u>
EQUITY			
=====			
13-3201	FUND BALANCE	<u>432,990.27</u>	
	TOTAL BEGINNING EQUITY	<u>432,990.27</u>	
TOTAL REVENUE		4.51	
TOTAL EXPENSES		<u>25,552.25</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(25,547.74)	
TOTAL EQUITY & FUND BALANCE			<u>407,442.53</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE			<u>749,077.31</u>
=====			

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 08.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	487,868	487,868	4.51	4.51	15.95	0.00	0.00	487,863.49
TOTAL REVENUES	487,868	487,868	4.51	4.51	15.95	0.00	0.00	487,863.49
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	90,418	90,418	7,635.00	7,635.00	8,873.67	0.00	8.44	82,783.00
OTHER EXPENSES	103,271	103,271	4,350.00	4,350.00	5,957.39	0.00	4.21	98,921.30
CAPITAL EXPENSES	373,245	373,245	13,567.25	13,567.25	103,172.39	0.00	3.63	359,677.92
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	566,934	566,934	25,552.25	25,552.25	118,003.45	0.00	4.51	541,382.22
TOTAL EXPENDITURES	566,934	566,934	25,552.25	25,552.25	118,003.45	0.00	4.51	541,382.22
REVENUE OVER/(UNDER) EXPENDITURES	(79,066)	(79,066)	(25,547.74)	(25,547.74)	(117,987.50)	0.00	32.31	(53,518.73)

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 08.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
13-4105 INCOME - OTHER	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4110 INCOME - OTHER (HOT)	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4111 INCOME - OTHER (GEN.FUND)	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4112 INCOME-WALZEM RD GRANT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4113 INCOME-CORPORATE DONATIONS	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-4115 SALES TAX (.25)	487,618	487,618	0.00	0.00	0.00	0.00	0.00	487,618.00
13-4301 INTEREST	250	250	4.51	4.51	15.95	0.00	1.80	245.49
13-4900 PROCEEDS FROM CAPITAL LEASE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	487,868	487,868	4.51	4.51	15.95	0.00	0.00	487,863.49

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>00-GENERAL EXPENDITURES</u>								
<u>SALARIES & BENEFITS</u>								
13-500-009 SALARIES - EDC	0	0	0.00	0.00	2,692.31	0.00	0.00	0.00
13-500-010 ADMINISTRATIVE EXPENSES	4,000	4,000	0.00	0.00	0.00	0.00	0.00	4,000.00
13-500-011 EDC LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-013 STIPEND	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-018 EDC EDUCATION PAY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-020 EDC OVERTIME	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-030 SOCIAL SECURITY-EDC	0	0	0.00	0.00	419.60	0.00	0.00	0.00
13-500-040 HEALTH INSURANCE-EDC	0	0	0.00	0.00	5.56	0.00	0.00	0.00
13-500-050 RETIREMENT-EDC	0	0	0.00	0.00	356.20	0.00	0.00	0.00
13-500-060 WORKERS COMPENSATION-EDC	283	283	0.00	0.00	0.00	0.00	0.00	283.00
13-500-070 UNEMPLOYMENT COMPENSATION	135	135	135.00	135.00	0.00	0.00	100.00	0.00
13-500-080 CONTRACT LABOR	86,000	86,000	7,500.00	7,500.00	5,400.00	0.00	8.72	78,500.00
13-500-095 TERMINATION PAYOUT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	90,418	90,418	7,635.00	7,635.00	8,873.67	0.00	8.44	82,783.00
<u>OTHER EXPENSES</u>								
13-500-100 PUBLIC RELATION FEES-GENERAL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-115 MOBILE TELEPHONE	1,450	1,450	0.00	0.00	55.39	0.00	0.00	1,450.00
13-500-120 DUES & SUBSCRIPTIONS	2,000	2,000	0.00	0.00	652.00	0.00	0.00	2,000.00
13-500-130 TRAINING	5,000	5,000	700.00	700.00	0.00	0.00	14.00	4,300.00
13-500-132 TRAVEL	13,062	13,062	0.00	0.00	0.00	0.00	0.00	13,062.30
13-500-135 MEALS & ENTERTAINMENT	5,000	5,000	0.00	0.00	0.00	0.00	0.00	5,000.00
13-500-200 COMPUTER MAINTENANCE	200	200	0.00	0.00	0.00	0.00	0.00	200.00
13-500-201 WEBSITE MAINTENANCE	720	720	750.00	750.00	0.00	0.00	104.17 (	30.00)
13-500-205 REPAIRS & MAINT OF BUILDING	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-250 LEGAL EXPENSES	40,000	40,000	2,500.00	2,500.00	2,500.00	0.00	6.25	37,500.00
13-500-290 AUDIT	5,500	5,500	400.00	400.00	2,750.00	0.00	7.27	5,100.00
13-500-430 SUPPLIES	3,250	3,250	0.00	0.00	0.00	0.00	0.00	3,250.00
13-500-440 ELECTION EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-510 VEHICLE EXPENSE-EDC	0	0	0.00	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	0.00
13-500-520 MOVING EXPENSE-DIRECTOR	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-540 VEHICLE FUEL	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-590 POSTAGE	250	250	0.00	0.00	0.00	0.00	0.00	250.00
13-500-630 LEGAL ADVERTISING	776	776	0.00	0.00	0.00	0.00	0.00	776.00
13-500-640 COPIER USAGE	1,443	1,443	0.00	0.00	0.00	0.00	0.00	1,443.00
13-500-650 WALZEM RD GRANT EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-700 CONTINGENCIES	24,620	24,620	0.00	0.00	0.00	0.00	0.00	24,620.00
TOTAL OTHER EXPENSES	103,271	103,271	4,350.00	4,350.00	5,957.39	0.00	4.21	98,921.30
<u>CAPITAL EXPENSES</u>								
13-500-800 EDC PROJECTS	200,000	200,000	1,398.51	1,398.51	4,937.50	0.00	0.70	198,601.49
13-500-801 PROMOTING WINDCREST	38,282	38,282	0.00	0.00	152.00	0.00	0.00	38,282.00
13-500-810 CAPITAL EXPENSE	0	0	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
13-500-890 TLF LOAN PAYMENTS	97,450	97,450	8,668.64	8,668.64	7,744.86	0.00	8.90	88,781.36
13-500-891 RACKER ROAD PROJECT	0	0	922.04	922.04	86,836.19	0.00	0.00 (	922.04)
13-500-892 TLF INTEREST	37,513	37,513	2,578.06	2,578.06	3,501.84	0.00	6.87	34,935.11
TOTAL CAPITAL EXPENSES	373,245	373,245	13,567.25	13,567.25	103,172.39	0.00	3.63	359,677.92
OTHER INCOME/EXPENSES								
13-500-900 PRIOR PERIOD ADJUSTMENT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES								
	566,934	566,934	25,552.25	25,552.25	118,003.45	0.00	4.51	541,382.22
TOTAL EXPENDITURES								
	566,934	566,934	25,552.25	25,552.25	118,003.45	0.00	4.51	541,382.22
REVENUE OVER/(UNDER) EXPENDITURES	(79,066) (	79,066) (	25,547.74) (	25,547.74) (	117,987.50)	0.00	32.31 (	53,518.73)

CITY OF WINCREST
BALANCE SHEET
AS OF: OCTOBER 31ST, 2013

16 -HOTEL/MOTEL TAX FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
16-1102	CLAIM ON CASH	17,763.49	
16-1105	SAVINGS	<u>136,016.80</u>	
			<u>153,780.29</u>
	TOTAL ASSETS		<u>153,780.29</u>
=====			
LIABILITIES			
=====			
16-2400	A/P PENDING	<u>14,375.00</u>	
	TOTAL LIABILITIES		<u>14,375.00</u>
EQUITY			
=====			
16-3201	FUND BALANCE	<u>126,386.51</u>	
	TOTAL BEGINNING EQUITY	<u>126,386.51</u>	
	TOTAL REVENUE	14,018.78	
	TOTAL EXPENSES	<u>1,000.00</u>	
	TOTAL INCREASE/(DECREASE) IN FUND BAL.	<u>13,018.78</u>	
	TOTAL EQUITY & FUND BALANCE		<u>139,405.29</u>
	TOTAL LIABILITIES, EQUITY & FUND BALANCE		<u>153,780.29</u>
=====			

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

16 -HOTEL/MOTEL TAX FUND

% OF YEAR COMPLETED: 08.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	153,997	153,997	14,018.78	14,018.78	0.91	0.00	9.10	139,978.27
TOTAL REVENUES	153,997	153,997	14,018.78	14,018.78	0.91	0.00	9.10	139,978.27
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
CAPITAL EXPENSES	0	0	1,000.00	1,000.00	6,734.00	0.00	0.00 (	1,000.00)
TOTAL 00-GENERAL EXPENDITURES	0	0	1,000.00	1,000.00	6,734.00	0.00	0.00 (	1,000.00)
TOTAL EXPENDITURES	0	0	1,000.00	1,000.00	6,734.00	0.00	0.00 (	1,000.00)
REVENUE OVER/ (UNDER) EXPENDITURES	153,997	153,997	13,018.78	13,018.78 (	6,733.09)	0.00	8.45	140,978.27

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

16 -HOTEL/MOTEL TAX FUND

% OF YEAR COMPLETED: 08.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
16-4101 INCOME-HOT	153,989	153,989	14,017.62	14,017.62	0.00	0.00	9.10	139,971.38
16-4115 INCOME-INTEREST	8	8	1.16	1.16	0.91	0.00	14.41	6.89
TOTAL REVENUES	153,997	153,997	14,018.78	14,018.78	0.91	0.00	9.10	139,978.27

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

16 -HOTEL/MOTEL TAX FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES =====								
SALARIES & BENEFITS								
CAPITAL EXPENSES								
16-500-800 CAPITAL EXPENDITURES	0	0	1,000.00	1,000.00	6,734.00	0.00	0.00 (	1,000.00)
TOTAL CAPITAL EXPENSES	0	0	1,000.00	1,000.00	6,734.00	0.00	0.00 (	1,000.00)
TOTAL 00-GENERAL EXPENDITURES								
	0	0	1,000.00	1,000.00	6,734.00	0.00	0.00 (	1,000.00)
TOTAL EXPENDITURES								
	0	0	1,000.00	1,000.00	6,734.00	0.00	0.00 (	1,000.00)
REVENUE OVER/(UNDER) EXPENDITURES								
	153,997	153,997	13,018.78	13,018.78 (	6,733.09)	0.00	8.45	140,978.27

CITY OF WINCREST
BALANCE SHEET
AS OF: OCTOBER 31ST, 2013

17 -DEBT SERVICE

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
17-1102	CLAIM ON CASH	(6,888.61)	
17-1105	SAVINGS	19,866.73	
17-1501	A/R - ADVALOREM TAXES	6,478.48	
17-1505	ALLOW FOR DOUBTFUL ACCTS	(1,234.98)	
			18,221.62
TOTAL ASSETS			18,221.62
			=====
LIABILITIES			
=====			
17-2315	DUE TO GENERAL FUND	30,000.00	
17-2501	DEFERRED REVENUE - TAXES	5,243.50	
	TOTAL LIABILITIES		35,243.50
EQUITY			
=====			
17-3201	FUND BALANCE	(8,995.03)	
	TOTAL BEGINNING EQUITY	(8,995.03)	
TOTAL REVENUE		0.15	
TOTAL EXPENSES		8,027.00	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(8,026.85)	
TOTAL EQUITY & FUND BALANCE		(17,021.88)	
TOTAL LIABILITIES, EQUITY & FUND BALANCE			18,221.62
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

17 -DEBT SERVICE

% OF YEAR COMPLETED: 08.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	356,057	356,057	0.15	0.15	55,943.08	0.00	0.00	356,057.05
TOTAL REVENUES	356,057	356,057	0.15	0.15	55,943.08	0.00	0.00	356,057.05
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
OTHER EXPENSES	476,054	476,054	8,027.00	8,027.00	15,792.25	0.00	1.69	468,027.00
TOTAL 00-GENERAL EXPENDITURES	476,054	476,054	8,027.00	8,027.00	15,792.25	0.00	1.69	468,027.00
TOTAL EXPENDITURES	476,054	476,054	8,027.00	8,027.00	15,792.25	0.00	1.69	468,027.00
REVENUE OVER/ (UNDER) EXPENDITURES	(119,997)	(119,997)	(8,026.85)	(8,026.85)	40,150.83	0.00	6.69	(111,969.95)

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

17 -DEBT SERVICE

% OF YEAR COMPLETED: 08.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
17-4115 INCOME - INTEREST	1	1	0.15	0.15	0.23	0.00	12.50	1.05
17-4117 AD VALOREM TAX (I&S .073841)	356,056	356,056	0.00	0.00	55,942.85	0.00	0.00	356,056.00
TOTAL REVENUES	356,057	356,057	0.15	0.15	55,943.08	0.00	0.00	356,057.05

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

17 -DEBT SERVICE

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES								
=====								
OTHER EXPENSES								
17-500-200 TAX NOTE PRINCIPAL EXPENSE	460,000	460,000	0.00	0.00	0.00	0.00	0.00	460,000.00
17-500-210 TAX NOTE INTEREST EXPENSE	16,054	16,054	8,027.00	8,027.00	15,792.25	0.00	50.00	8,027.00
TOTAL OTHER EXPENSES	476,054	476,054	8,027.00	8,027.00	15,792.25	0.00	1.69	468,027.00
TOTAL 00-GENERAL EXPENDITURES	476,054	476,054	8,027.00	8,027.00	15,792.25	0.00	1.69	468,027.00
TOTAL EXPENDITURES	476,054	476,054	8,027.00	8,027.00	15,792.25	0.00	1.69	468,027.00
REVENUE OVER/(UNDER) EXPENDITURES	(119,997)	(119,997)	(8,026.85)	(8,026.85)	40,150.83	0.00	6.69	(111,969.95)

18 -WCC&PD FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
18-1102	CLAIM ON CASH	22,954.51
18-1105	CASH - SAVINGS	195,150.00
18-1510	A/R-SALES TAX	<u>52,523.19</u>
		270,627.70
TOTAL ASSETS		270,627.70
		=====
LIABILITIES		
=====		
18-2250	INSURANCE A/P	1,082.40
18-2400	A/P PENDING	<u>5,968.32</u>
	TOTAL LIABILITIES	7,050.72
EQUITY		
=====		
18-3201	FUND BALANCE	<u>282,323.50</u>
	TOTAL BEGINNING EQUITY	282,323.50
TOTAL REVENUE		(1,486.62)
TOTAL EXPENSES		<u>17,259.90</u>
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(18,746.52)
TOTAL EQUITY & FUND BALANCE		<u>263,576.98</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE		270,627.70
		=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

18 -WCC&PD FUND

% OF YEAR COMPLETED: 08.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	623,562	623,562 (	1,486.62) (	1,486.62)	1.53	0.00	0.24-	625,048.62
TOTAL REVENUES	623,562	623,562 (	1,486.62) (	1,486.62)	1.53	0.00	0.24-	625,048.62
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	238,650	238,650	10,666.63	10,666.63	9,809.98	0.00	4.47	227,983.37
OTHER EXPENSES	76,819	76,819	1,202.22	1,202.22	909.28	0.00	1.57	75,616.78
CAPITAL EXPENSES	247,403	247,403	5,391.05	5,391.05	144,998.44	0.00	2.18	242,011.95
TOTAL 00-GENERAL EXPENDITURES	562,872	562,872	17,259.90	17,259.90	155,717.70	0.00	3.07	545,612.10
TOTAL EXPENDITURES	562,872	562,872	17,259.90	17,259.90	155,717.70	0.00	3.07	545,612.10
REVENUE OVER/(UNDER) EXPENDITURES	60,690	60,690 (	18,746.52) (	18,746.52) (	155,716.17)	0.00	30.89-	79,436.52

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

18 -WCC&PD FUND

% OF YEAR COMPLETED: 08.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
18-4101 INCOME - SALES TAX	623,548	623,548 (	1,488.00) (	1,488.00)	0.00	0.00	0.24-	625,036.00
18-4115 INCOME - INTEREST	14	14	1.38	1.38	1.53	0.00	9.86	12.62
TOTAL REVENUES	623,562	623,562 (	1,486.62) (	1,486.62)	1.53	0.00	0.24-	625,048.62

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

18 -WCC&PD FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES =====								
SALARIES & BENEFITS								
18-500-009 SALARIES	150,116	150,116	5,771.86	5,771.86	5,613.45	0.00	3.84	144,344.14
18-500-010 ADMINISTRATIVE EXPENSE	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
18-500-013 STIPEND	4,000	4,000	0.00	0.00	0.00	0.00	0.00	4,000.00
18-500-014 SPECIAL ASSIGNMENT PAY K-9	4,500	4,500	0.00	0.00	0.00	0.00	0.00	4,500.00
18-500-015 INCENTIVE PAY-BILING & SHIFT	2,400	2,400	27.26	27.26	10.44	0.00	1.14	2,372.74
18-500-017 CERTIFICATION PAY	0	0	23.08	23.08	23.08	0.00	0.00 (	23.08)
18-500-018 EDUCATION PAY	300	300	0.00	0.00	0.00	0.00	0.00	300.00
18-500-020 OVERTIME	17,200	17,200	724.73	724.73	834.72	0.00	4.21	16,475.27
18-500-021 7K HOURS	2,100	2,100	150.31	150.31	183.23	0.00	7.16	1,949.69
18-500-026 HAZARDOUS DUTY PAY	400	400	4.62	4.62	13.85	0.00	1.16	395.38
18-500-030 SOCIAL SECURITY	13,634	13,634	958.60	958.60	977.28	0.00	7.03	12,675.40
18-500-040 HEALTH INSURANCE	23,987	23,987	19.00	19.00	1,313.00	0.00	0.08	23,968.00
18-500-050 RETIREMENT	14,408	14,408	922.17	922.17	840.93	0.00	6.40	13,485.83
18-500-060 WORKERS COMPENSATION	3,065	3,065	2,065.00	2,065.00	0.00	0.00	67.37	1,000.00
18-500-070 UNEMPLOYMENT COMPENSATION	540	540	0.00	0.00	0.00	0.00	0.00	540.00
TOTAL SALARIES & BENEFITS	238,650	238,650	10,666.63	10,666.63	9,809.98	0.00	4.47	227,983.37
OTHER EXPENSES								
18-500-130 BONDS & TRAINING	5,000	5,000	300.00	300.00	0.00	0.00	6.00	4,700.00
18-500-420 OFFICE SUPPLIES	500	500	0.00	0.00	0.00	0.00	0.00	500.00
18-500-435 K-9 PROGRAM EXPENSES	5,000	5,000	0.00	0.00	174.28	0.00	0.00	5,000.00
18-500-450 SYSTEM ACCESS FEE	14,035	14,035	0.00	0.00	0.00	0.00	0.00	14,035.00
18-500-480 UNIFORMS	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
18-500-500 MISC. CRIME PREVENTION	5,000	5,000	902.22	902.22	60.00	0.00	18.04	4,097.78
18-500-517 MAINTENANCE ON EQUIPMENT	45,284	45,284	0.00	0.00	675.00	0.00	0.00	45,284.00
TOTAL OTHER EXPENSES	76,819	76,819	1,202.22	1,202.22	909.28	0.00	1.57	75,616.78
CAPITAL EXPENSES								
18-500-800 CAPITAL EXPENDITURES	247,403	247,403	5,391.05	5,391.05	144,998.44	0.00	2.18	242,011.95
TOTAL CAPITAL EXPENSES	247,403	247,403	5,391.05	5,391.05	144,998.44	0.00	2.18	242,011.95
OTHER INCOME/EXPENSES								
TOTAL 00-GENERAL EXPENDITURES	562,872	562,872	17,259.90	17,259.90	155,717.70	0.00	3.07	545,612.10
TOTAL EXPENDITURES	562,872	562,872	17,259.90	17,259.90	155,717.70	0.00	3.07	545,612.10
REVENUE OVER/(UNDER) EXPENDITURES	60,690	60,690 (	18,746.52) (	18,746.52) (	155,716.17)	0.00	30.89-	79,436.52

19 -CAPITAL PROJECTS STREETS

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
19-1102	CLAIM ON CASH	(39,514.93)
19-1105	CASH - SAVINGS	24,010.16
19-1115	INVESTMENTS-TEXPOOL #159000002	10,241.66
19-1116	INVESTMENTS-TEXPOOL#159000001	148,268.48
19-1510	A/R-SALES TAX	<u>74,196.39</u>
		<u>217,201.76</u>
TOTAL ASSETS		<u>217,201.76</u>
=====		
LIABILITIES		
=====		
19-2315	DUE TO GENERAL FUND	338,000.00
19-2400	A/P PENDING	34,266.14
19-2410	A/P - SALES TAX	21,936.97
19-2441	Construction Retainage	<u>2,495.01</u>
	TOTAL LIABILITIES	<u>396,698.12</u>
EQUITY		
=====		
19-3201	FUND BALANCE	(117,719.83)
	TOTAL BEGINNING EQUITY	(117,719.83)
TOTAL REVENUE		0.57
TOTAL EXPENSES		<u>61,777.10</u>
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(61,776.53)
TOTAL EQUITY & FUND BALANCE		(<u>179,496.36</u>)
TOTAL LIABILITIES, EQUITY & FUND BALANCE		<u>217,201.76</u>
=====		

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

19 -CAPITAL PROJECTS STREETS

% OF YEAR COMPLETED: 08.33

	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	1,166,711	1,166,711	0.57	0.57	5.00	0.00	0.00	1,166,710.68
TOTAL REVENUES	1,166,711	1,166,711	0.57	0.57	5.00	0.00	0.00	1,166,710.68
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
CAPITAL EXPENSES	1,200,000	1,200,000	61,777.10	61,777.10	680.00	0.00	5.15	1,138,222.90
TOTAL 00-GENERAL EXPENDITURES	1,200,000	1,200,000	61,777.10	61,777.10	680.00	0.00	5.15	1,138,222.90
TOTAL EXPENDITURES	1,200,000	1,200,000	61,777.10	61,777.10	680.00	0.00	5.15	1,138,222.90
REVENUE OVER/(UNDER) EXPENDITURES	(33,289)	(33,289)	(61,776.53)	(61,776.53)	(675.00)	0.00	185.58	28,487.78

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

19 -CAPITAL PROJECTS STREETS

% OF YEAR COMPLETED: 08.33

REVENUES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
19-4105 TRANSFER FROM GENERAL FUND	724,972	724,972	0.00	0.00	0.00	0.00	0.00	724,972.00
19-4115 INCOME - INTEREST	17	17	0.57	0.57	5.00	0.00	3.30	16.68
19-4116 INCOME-SALES TAX (.25)	441,722	441,722	0.00	0.00	0.00	0.00	0.00	441,722.00
TOTAL REVENUES	1,166,711	1,166,711	0.57	0.57	5.00	0.00	0.00	1,166,710.68

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: OCTOBER 31ST, 2013

19 -CAPITAL PROJECTS STREETS

% OF YEAR COMPLETED: 08.33

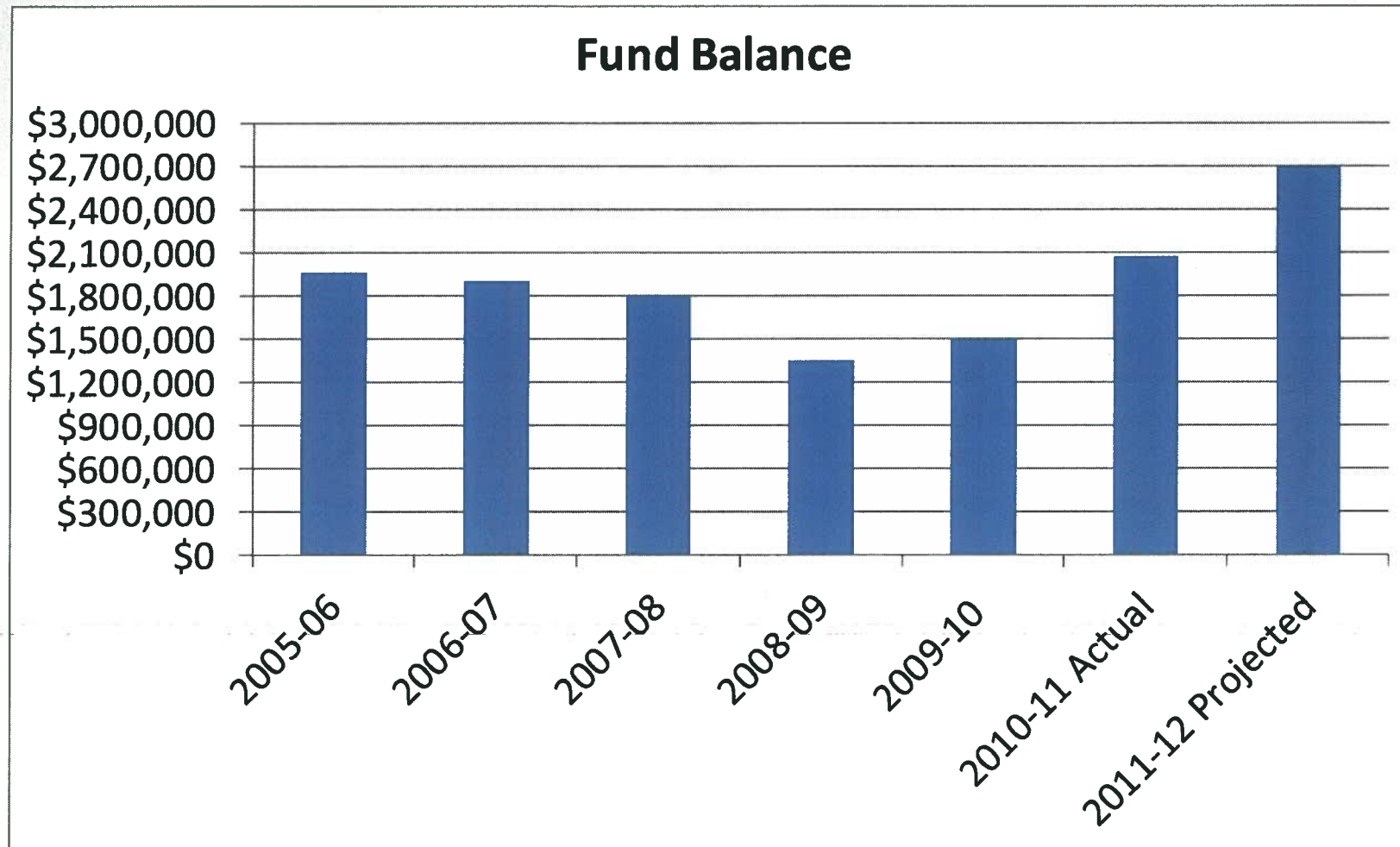
DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
00-GENERAL EXPENDITURES =====								
SALARIES & BENEFITS								
CAPITAL EXPENSES								
19-500-800 CAPITAL EXPENDITURES	1,200,000	1,200,000	61,777.10	61,777.10	680.00	0.00	5.15	1,138,222.90
TOTAL CAPITAL EXPENSES	1,200,000	1,200,000	61,777.10	61,777.10	680.00	0.00	5.15	1,138,222.90
TOTAL 00-GENERAL EXPENDITURES	1,200,000	1,200,000	61,777.10	61,777.10	680.00	0.00	5.15	1,138,222.90
TOTAL EXPENDITURES	1,200,000	1,200,000	61,777.10	61,777.10	680.00	0.00	5.15	1,138,222.90
REVENUE OVER/(UNDER) EXPENDITURES	(33,289)	(33,289)	(61,776.53)	(61,776.53)	(675.00)	0.00	185.58	28,487.78



Monthly Finance Report
November 2013

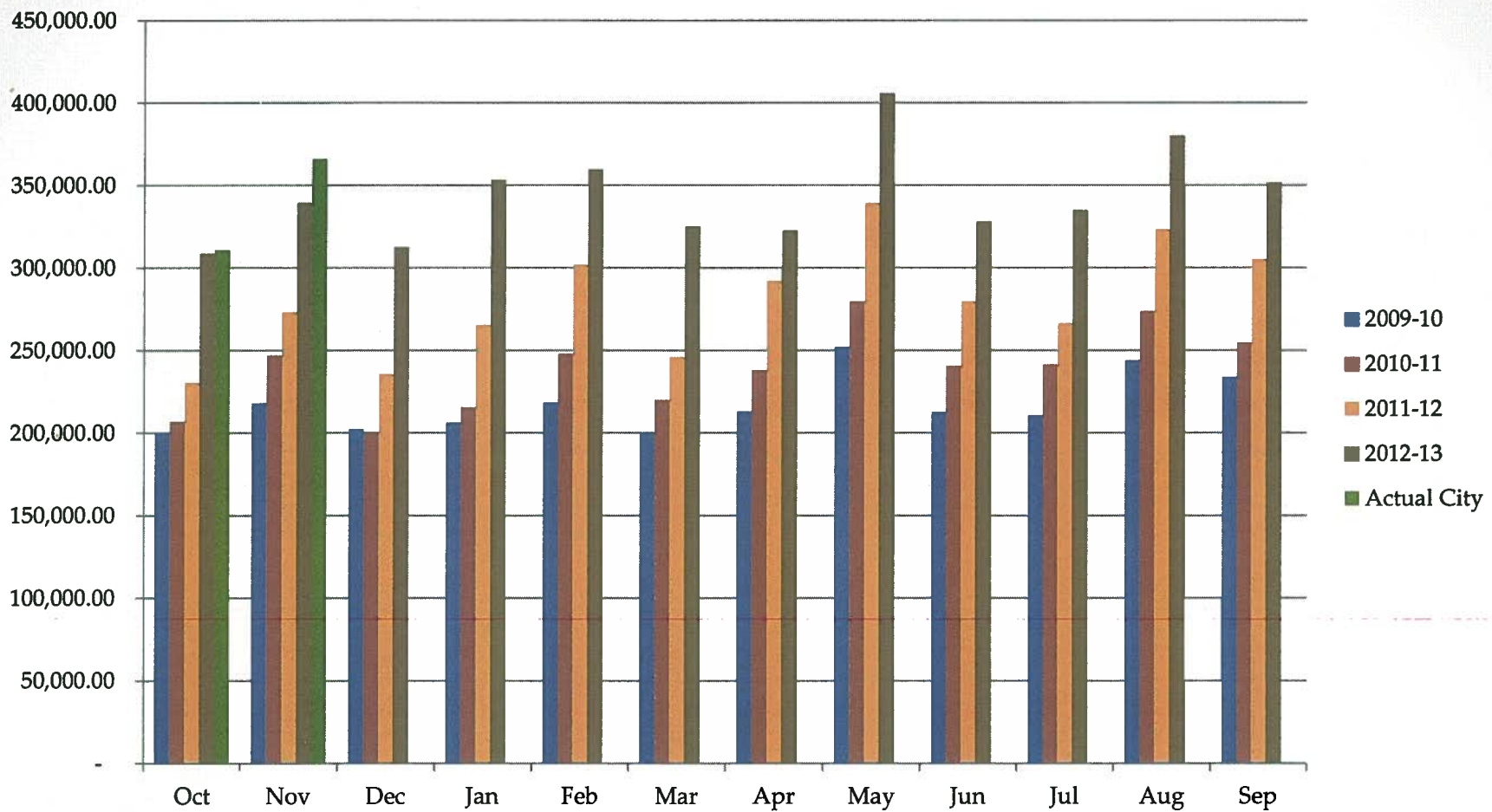
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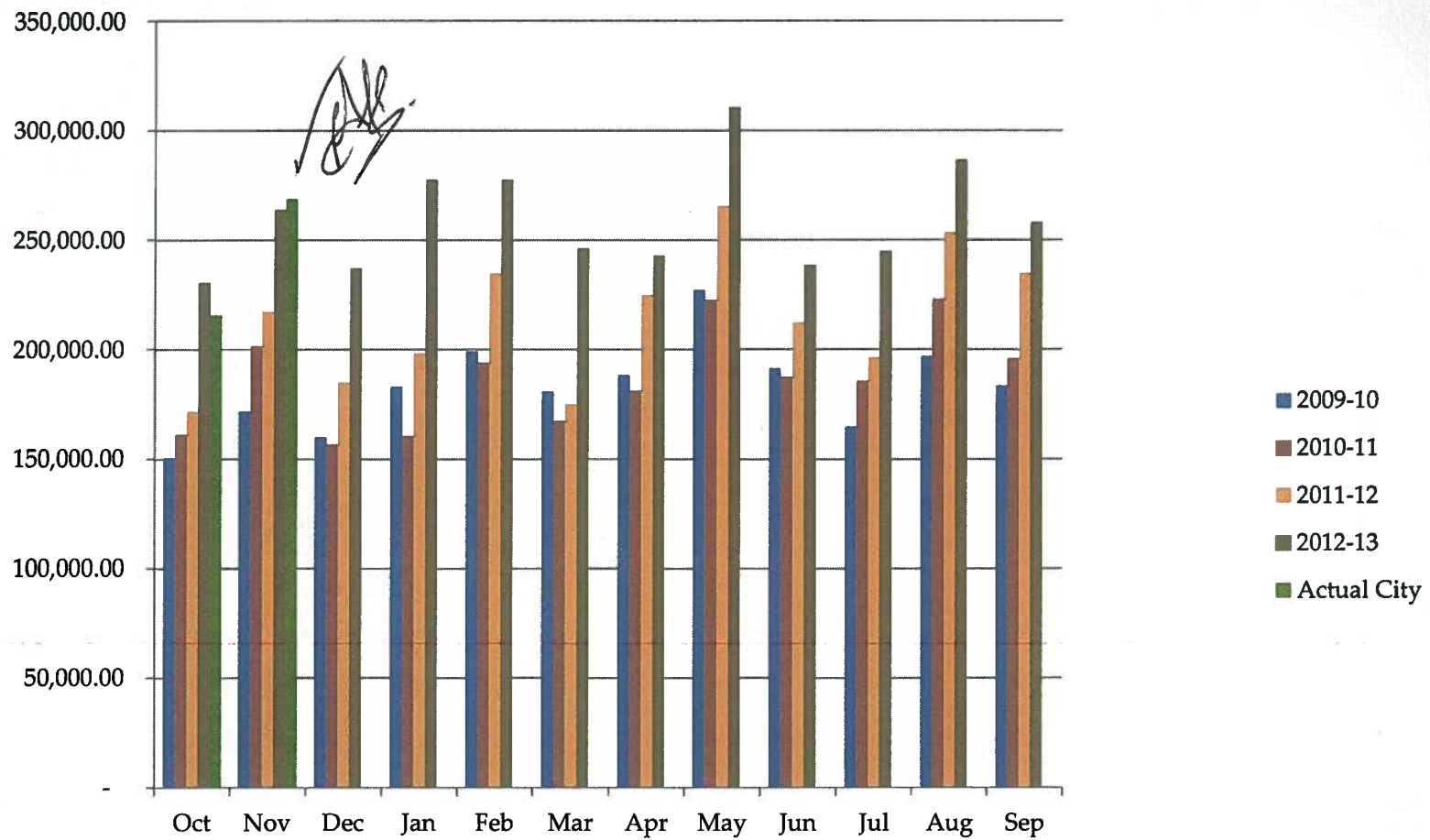


Monthly Finance Report

October 2012

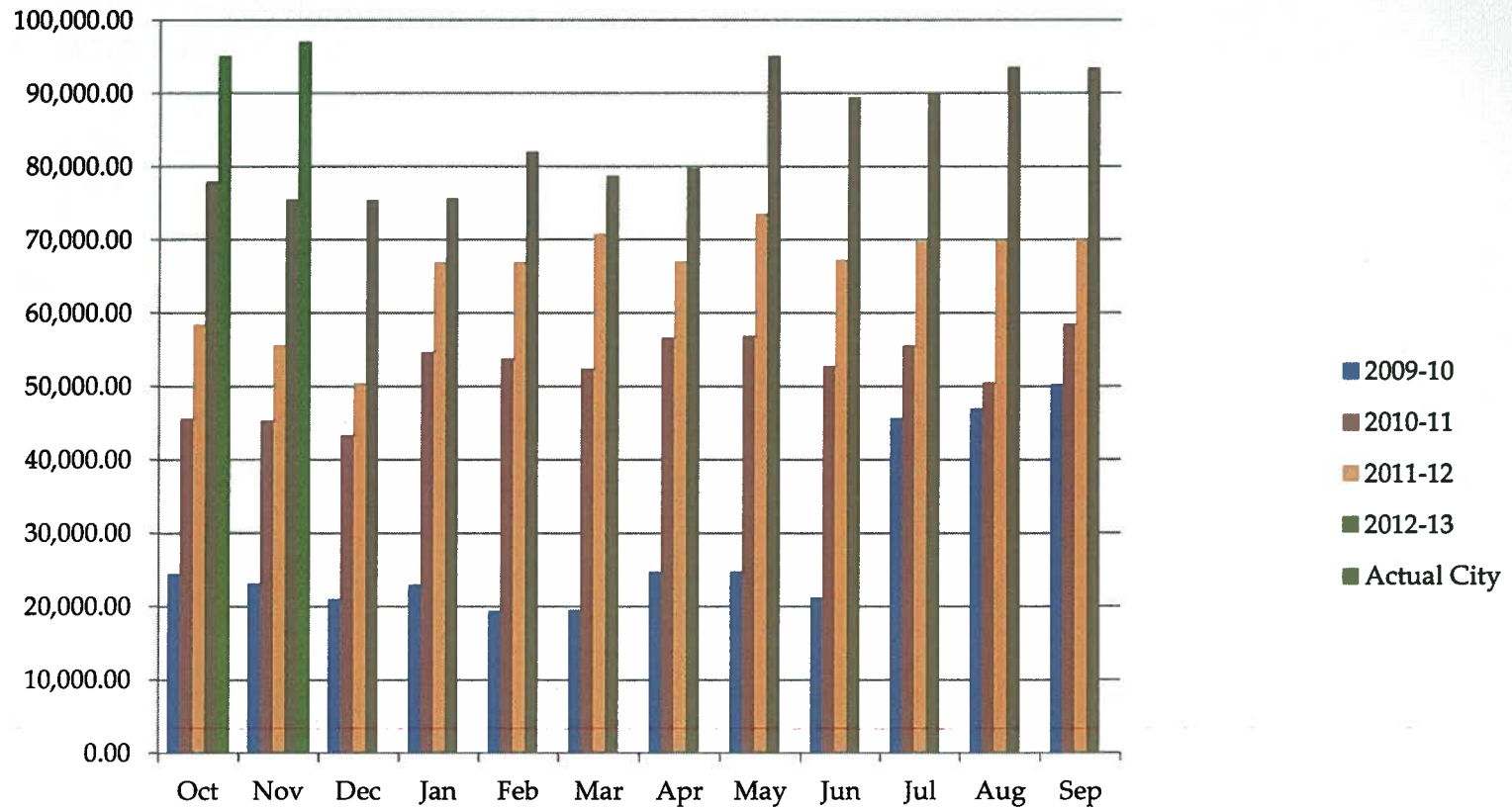


City of Windcrest Total Sales Tax



City of Windcrest

Sales Tax less SA Annexation



City of Windcrest

Windcrest's Portion of SA Annexation

<u>Fund</u>	<u>YTD Revenues</u>	<u>YTD Expenditures</u>	<u>Current Cash Balance</u>
General	\$ 459,291.29	\$ 1,585,103.81	\$1,699,251.97
Garbage	\$249,609.42	\$66,976.26	\$159,809.15
Friends to Animal Control	\$0.00	\$0.00	\$1,940.12
Asset Seizure - Federal	\$0.00	\$0.00	\$346.84
County Fire Contribution	\$1,756.39	\$0.00	\$15,159.92
School Crossing Guard	\$994.63	\$10.98	\$29,180.14
Police Donations	\$100.10	\$0.00	\$6,469.08
Asset Seizure - State	\$0.00	\$227.94	\$5,383.44
Police Education Training	\$0.13	\$1,371.00	\$7,058.50
Roosevelt Scholarship	\$0.07	\$0.00	\$4,092.62
Economic Development Corp	\$9.35	\$62,803.07	\$666,078.68
Court Technology	\$2,825.69	\$0.00	\$42,442.12
Court Building Security	\$2,119.26	\$0.00	\$31,705.75
Hotel / Motel Tax	\$26,634.59	\$1,500.00	\$136,017.92
Debt Service	\$26,205.68	\$8,027.00	\$0.03
WCCPD	\$-1,485.15	\$42,295.93	\$200,674.66
Capital Projects - Streets	\$724,973.09	\$61,777.10	\$682,520.82
Pooled Cash			<u>\$393,968.70</u>
Total Cash			<u>\$4,093,046.53</u>

**Monthly Financial Report (MFR) as of
11/31/2013**

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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	\$	15,160
School Crossing Guard	\$	29,180
DARE	\$	-
Police Donations	\$	6,469
Asset Seizure Fund - State	\$	5,383
Police Education Training Fund	\$	7,059
Roosevelt Scholarship Funds	\$	4,093
Court Technology Fund	\$	42,442
Court Building Security Fund	\$	31,706

November 30, 2013

11/30/2013

Treasurer's Report to Council Members:

The following summary and attached report is the monthly financial report for November 2013. 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.

transfer to streets CIP

	Current Month	Prior Year	Current Y.T.D.	Prior Y.T.D.	Y.T.D. % to Budget
General Fund:					
Income	\$ 305,276	\$459,829	\$ 459,291	\$598,727	8.14%
Expenditures	\$ 1,170,876	\$589,696	\$ 1,585,104	\$846,969	25.24%
Net	\$ (865,600)	(\$129,868)	\$ (1,125,813)	(\$248,242)	

Garbage Fund:					
Income	\$ 31,421	\$28,201	\$ 249,609	\$308,253	33.25%
Expenditures	\$ -	\$0	\$ 66,976	\$122,302	7.47%
Net	\$ 31,421	\$28,201	\$ 182,633	\$185,951	

Debt Service Fund:					
Income	\$ 0.03	\$ 0.23	\$ 26,205.68	\$ 7,195	
Transfers In	\$ -			-	
Expenditures	\$ -		\$ 8,027	-	
Net	\$ 0	\$ 0	\$ 18,179	\$ 7,195	

transfer from General Fund

Capital Projects Fund:					
Income	\$ 724,972.52	\$5	\$ 724,973.09	\$10	
Expenditures	\$ -	32,913	\$ 61,777	32,913	
Transfers Out					
Net	\$ 724,973	(\$32,908)	\$ 663,196	(\$32,903)	

Total Funds:					
Income	\$ 1,061,670	\$488,035	\$ 1,460,079	\$914,186	
Expenditures	\$ 1,170,876	\$622,609	\$ 1,721,884	\$1,002,184	
Transfers In / (Out)	\$ -		\$ -		
Net All Funds	\$ (109,206)	(\$134,574)	\$ (261,805)	(\$87,998)	

Sales Tax Collections (Actual Received):					
Crime Control District	\$ 52,523	\$ 45,178	\$ 52,523	\$ 45,178	
EDC	\$ 52,269	\$ 44,646	\$ 52,269	\$ 44,646	
General Fund	\$ 209,076	\$ 178,586	\$ 209,076	\$ 178,586	
Ad Valorem Tax Offset	\$ 52,269	\$ 44,646	\$ 52,269	\$ 44,646	
For Street Maintenance	\$ 52,269	\$ 44,646	\$ 52,269	\$ 44,646	
Net Sales Tax	\$ 418,407	\$ 357,703	\$ 418,407	\$ 357,703	

Annexed Area to S.A.	\$ (97,001)	\$ (77,922)	\$ (97,001)	\$ (77,922)	
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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, 2013

11/30/2013

		Account	Interest Rate
	Frost Bank Accounts:		
99-1102	Pooled Checking	\$ 393,969	0.01%
01-1105	General Fund Money Market	\$ 1,201,047	0.01%
01-1126	General Fund Development Escrow	\$ -	0.01%
01-1120	General Fund Certificate of Deposit	\$ 25,000	0.23%
02-1100	Garbage Fund Checking	\$ 21,922	0.01%
02-1105	Garbage Fund Money Market	\$ 97,455	0.01%
03-3201	Friends to Animal Control	\$ 1,940	0.01%
17-1105	Debt Service Fund	\$ 0	0.01%
19-1105	Capital Projects Street Fund	\$ 24,010	0.01%
16-1105	Hotel/Motel Occupancy Tax Fund	\$ 136,018	0.01%
18-1105	Windcrest Crime Control & Prevention Dist. Fund	\$ 200,675	0.01%
13-1105	Economic Development Corporation	\$ 200,922	0.01%
13-1106	Economic Development Corporation Escrow	\$ 465,157	0.01%
04-1105	Asset Forfeiture/Seizure Savings (Federal)	\$ 347	0.01%
05-1105	County Fire Contribution Savings	\$ 15,160	0.01%
06-1105	School Crossing Guard Savings	\$ 29,180	0.01%
07-1105	Dare Program Fund Savings	\$ -	0.01%
08-1105	Police Donation Savings	\$ 6,469	0.01%
09-1105	Asset Forfeiture/Seizure Savings (State)	\$ 5,383	0.01%
10-1105	Police Education/Training Savings	\$ 7,059	0.01%
11-1105	Roosevelt Scholarship Fund	\$ 4,093	0.01%
14-1105	Municipal Court Technology Fund	\$ 42,442	0.01%
15-1105	Municipal Court Building Security Fund	\$ 31,706	0.01%
	Total - Frost National Bank	\$ 2,909,952	
	INVESTMENTS:		
01-1127	IBC Bank Escrow CD Account	\$ 203,873	0.60%
	Texpool (breakout by fund on following page)	\$ 968,979	0.1590%
19-1115	Texpool for Streets	\$ 10,242	0.1590%
	Total TexPool	\$ 979,221	
	TOTAL ALL FUNDS	\$ 4,093,047	

Texpool Breakout by Fund

Balance		
Fund #	Fund Name	11/30/2013
1	General Fund	269,332.74
2	Garbage	40,432.15
17	Debt Service	-
19	Capital Project Street	648,268.48
13	Economic Dev. Fund	-
5	County Fire Contribution	10,946.07
9	Asset Seizure Fund - State	-
	Total	968,979.44

01 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
01-1102	CLAIM ON CASH	(4,385.42)
01-1105	SAVINGS	1,201,046.50
01-1110	PETTY CASH	1,200.00
01-1112	VISA CARDS-PETTY CASH	4,817.86
01-1120	CERT. OF DEPOSIT-RESTRICTED	25,000.00
01-1125	INVESTMENT/TEXPOOL	269,332.74
01-1127	IBC BANK ESCROW	203,872.73
01-1210	PREPAID VOLUNTEER PENSION	3,552.00
01-1325	DUE FROM S C G FUND	1,700.00
01-1330	DUE FROM COUNTY FIRE CONT	4,000.00
01-1340	DUE FROM POLICE DONATION ACCT	1,200.00
01-1355	DUE FROM EDC	40,000.00
01-1357	DUE FROM TX TAX NOTES 2002 FUN	30,000.00
01-1381	DUE FROM TX TAX NOTES 2005	338,000.00
01-1501	A/R-ADVALOREM TAXES	28,542.31
01-1504	ALLOWANCE FOR DOUBT -WARRANTS	(1,113,472.21)
01-1505	ALLOW FOR DOUBTFUL ACCTS	(5,440.99)
01-1510	A/R-SALES TAX	370,982.00
01-1515	A/R-LIQUOR TAX	171.31
01-1562	A/R - GRANT FUNDS	44,358.01
01-1601	A/R-MISC FEES	3,333.74
01-1602	A/R WARRANTS - CITY PORTION	1,237,191.34
01-1605	A/R-FRANCHISE	11,936.69
01-1635	A/R-MISC. II	4,166.67
		<u>2,701,105.28</u>
TOTAL ASSETS		2,701,105.28
=====		
LIABILITIES		
=====		
01-2200	WAGES PAYABLE	(14,892.00)
01-2205	FED WITHHOLDING	293.56
01-2210	FICA PAYABLE - EMPLOYER	(73.56)
01-2220	MEDICARE PAYABLE EMPLOYER	112.81
01-2225	MEDICARE PAYABLE EMPLOYEE	2.00
01-2230	TMRS PAYABLE	217.20
01-2235	TWC TAXES PAYABLE	(91.30)
01-2240	TRUSTEE PAYABLE	2,087.62
01-2242	SEC 457B DEF.COMP. PAYABLE	4,225.71
01-2245	LIFE INSURANCE PAYABLE	467.27
01-2250	SUPPLEMENTAL INSURANCE	2,156.21
01-2251	DEPENDENT DENTAL INSURANCE	(4,666.44)
01-2252	DEPENDENT VISION INSURANCE	1,916.76
01-2255	DEP HLTH/OPT LIFE PAYABLE	(8,368.65)
01-2256	A/P FSA Med Ded	5,815.08
01-2259	A/P MISC DED	(137.00)
01-2325	DUE TO S.C.G. FUND	52.52
01-2400	A/P PENDING	35,292.15

01 -GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
01-2402	A/P-COMP TO VICTIMS (CVC)	416.48
01-2404	A/P-CRIMINAL JUSTICE (CJP)	(0.20)
01-2405	A/P-PERSONNEL TRAIN (JCPT)	55.52
01-2410	A/P-SALES TAX	372,559.13
01-2411	BOND ESCROW	26,492.00
01-2413	A/P TIME PAYMENT	508.85
01-2415	A/P FUGITIVE APPREHENSION (FA)	138.83
01-2416	A/P CONSOLIDATED CRT COST (CCC)	28,159.40
01-2417	A/P JUVENILE CRIME (JCD)	13.88
01-2418	A/P FTA FEE (FTA)	8,174.03
01-2422	DEPOSITS-VEHICLE STORAGE	5,404.38
01-2423	AP-CHILD SAFETY SEAT & BELT	1,015.66
01-2424	A/P CORRECTIONAL MGMT (CMI)	13.88
01-2425	DEPOSITS-CIVIC CENTER	(12,720.00)
01-2426	A/P INDIGENT DEFENSE FEE	1,372.49
01-2428	A/P - MUNI SVC BUREAU	42.93
01-2429	A/P - STATE TRAFFIC FEES	11,150.47
01-2430	BOND REFUNDS	(577.00)
01-2431	A/P - STATE JURY FEE (SJRF)	2,793.12
01-2434	A/P-JUDICIAL FEE-STATE (JFCT)	3,746.73
01-2436	A/P-LINEBARGER COURT COLLECTIO	10,078.80
01-2437	A/P-CIVIL JUSTICE FINE (CJFS)	293.11
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	23,101.32
01-2503	DEFERRED REVENUE - WARRANTS	123,719.13
TOTAL LIABILITIES		630,362.88
EQUITY		
=====		
01-3201	FUND BALANCE	2,574,995.92
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		3,196,554.92
TOTAL REVENUE		459,291.29
TOTAL EXPENSES		1,585,103.81
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(1,125,812.52)
TOTAL EQUITY & FUND BALANCE		2,070,742.40
TOTAL LIABILITIES, EQUITY & FUND BALANCE		2,701,105.28
=====		

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	5,592,069	5,642,069	305,276.45	459,291.29	513,636.19	0.00	8.14	5,182,777.71
TOTAL REVENUES	5,592,069	5,642,069	305,276.45	459,291.29	513,636.19	0.00	8.14	5,182,777.71
<u>EXPENDITURE SUMMARY</u>								
<u>01-ADMINISTRATION</u>								
SALARIES & BENEFITS	159,862	159,862	16,452.57	18,046.85	23,659.18	0.00	11.29	141,815.08
OTHER EXPENSES	65,090	65,090	3,318.89	17,799.73	2,182.86	0.00	27.35	47,290.27
TOTAL 01-ADMINISTRATION	224,952	224,952	19,771.46	35,846.58	25,842.04	0.00	15.94	189,105.35
<u>02-POLICE DEPARTMENT</u>								
SALARIES & BENEFITS	1,583,524	1,583,524	134,864.07	212,663.33	228,563.24	0.00	13.43	1,370,861.03
OTHER EXPENSES	157,108	157,108	4,484.59	11,727.53	16,739.54	0.00	7.46	145,380.47
TOTAL 02-POLICE DEPARTMENT	1,740,632	1,740,632	139,348.66	224,390.86	245,302.78	0.00	12.89	1,516,241.50
<u>03-FIRE DEPARTMENT</u>								
SALARIES & BENEFITS	124,657	124,657	12,091.14	19,432.01	20,868.69	0.00	15.59	105,224.62
OTHER EXPENSES	112,218	112,218	2,141.06	10,458.25	8,261.01	0.00	9.32	101,759.75
TOTAL 03-FIRE DEPARTMENT	236,875	236,875	14,232.20	29,890.26	29,129.70	0.00	12.62	206,984.37
<u>04-SPECIAL SERVICES</u>								
SALARIES & BENEFITS	69,949	69,949	9,359.39	13,029.50	9,661.34	0.00	18.63	56,919.50
OTHER EXPENSES	125,199	125,199	7,004.35	10,897.57	31,023.91	0.00	8.70	114,301.43
TOTAL 04-SPECIAL SERVICES	195,148	195,148	16,363.74	23,927.07	40,685.25	0.00	12.26	171,220.93
<u>06-PARKS & RECREATION</u>								
OTHER EXPENSES	121,847	121,847	1,735.23	11,562.01	15,092.99	0.00	9.49	110,285.29
CAPITAL EXPENSES	150,000	200,000	0.00	55,691.10	14,263.93	0.00	27.85	144,308.90
TOTAL 06-PARKS & RECREATION	271,847	321,847	1,735.23	67,253.11	29,356.92	0.00	20.90	254,594.19
<u>07-FLEET MECHANIC</u>								
SALARIES & BENEFITS	54,010	54,010	6,628.42	9,138.72	8,395.49	0.00	16.92	44,871.28
OTHER EXPENSES	112,252	112,252	15,302.53	23,176.29	31,247.24	0.00	20.65	89,075.71
TOTAL 07-FLEET MECHANIC	166,262	166,262	21,930.95	32,315.01	39,642.73	0.00	19.44	133,946.99
<u>08-COURT</u>								
SALARIES & BENEFITS	281,658	281,658	30,224.68	41,817.89	34,991.11	0.00	14.85	239,840.11
OTHER EXPENSES	26,900	26,900	2,273.99	2,916.32	7,009.15	0.00	10.84	23,983.68
CAPITAL EXPENSES	7,000	7,000	0.00	0.00	0.00	0.00	0.00	7,000.00
TOTAL 08-COURT	315,558	315,558	32,498.67	44,734.21	42,000.26	0.00	14.18	270,823.79

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
10-FACILITY DIVISION								
OTHER EXPENSES	114,000	114,000	5,964.33	20,166.76	14,487.98	0.00	17.69	93,833.24
TOTAL 10-FACILITY DIVISION	114,000	114,000	5,964.33	20,166.76	14,487.98	0.00	17.69	93,833.24
11-CIVIC CENTER								
SALARIES & BENEFITS	102,616	102,616	10,151.51	16,381.81	17,712.39	0.00	15.96	86,234.19
OTHER EXPENSES	48,400	48,400	115.40	1,847.48	7,715.48	0.00	3.82	46,552.52
TOTAL 11-CIVIC CENTER	151,016	151,016	10,266.91	18,229.29	25,427.87	0.00	12.07	132,786.71
14-CONTRACT SERVICES								
OTHER EXPENSES	383,000	383,000	20,107.63	108,490.40	159,265.62	0.00	28.33	274,509.60
TOTAL 14-CONTRACT SERVICES	383,000	383,000	20,107.63	108,490.40	159,265.62	0.00	28.33	274,509.60
15-TECH SUPPORT								
OTHER EXPENSES	216,074	216,074	19,288.02	38,293.62	46,149.54	0.00	17.72	177,780.38
CAPITAL EXPENSES	33,160	33,160	32,819.00	38,656.00	13,500.00	0.00	116.57	(5,496.00)
TOTAL 15-TECH SUPPORT	249,234	249,234	52,107.02	76,949.62	59,649.54	0.00	30.87	172,284.38
16-PUBLIC WORKS								
SALARIES & BENEFITS	476,595	476,595	48,680.30	78,754.85	87,710.86	0.00	16.52	397,840.15
OTHER EXPENSES	89,875	89,875	1,084.70	4,587.38	5,783.14	0.00	5.10	85,287.62
CAPITAL EXPENSES	71,500	71,500	0.00	0.00	0.00	0.00	0.00	71,500.00
TOTAL 16-PUBLIC WORKS	637,970	637,970	49,765.00	83,342.23	93,494.00	0.00	13.06	554,627.77
17-ANIMAL CONTROL								
SALARIES & BENEFITS	65,321	65,321	5,188.58	6,987.13	10,575.91	0.00	10.70	58,333.87
OTHER EXPENSES	18,250	18,250	5,044.67	5,473.27	1,210.59	0.00	29.99	12,776.73
CAPITAL EXPENSES	5,500	5,500	0.00	0.00	0.00	0.00	0.00	5,500.00
TOTAL 17-ANIMAL CONTROL	89,071	89,071	10,233.25	12,460.40	11,786.50	0.00	13.99	76,610.60
18-WCCPD								
19-CODE ENFORCEMENT								
SALARIES & BENEFITS	56,177	56,177	4,939.09	7,258.70	451.77	0.00	12.92	48,918.30
OTHER EXPENSES	4,750	4,750	79.99	79.99	12,074.15	0.00	1.68	4,670.01
TOTAL 19-CODE ENFORCEMENT	60,927	60,927	5,019.08	7,338.69	12,525.92	0.00	12.05	53,588.31
20-FINANCE								
SALARIES & BENEFITS	163,197	163,197	18,131.65	24,808.38	18,187.67	0.00	15.20	138,388.62
OTHER EXPENSES	108,354	108,354	7,317.10	14,946.77	9,820.85	0.00	13.79	93,407.23
TOTAL 20-FINANCE	271,551	271,551	25,448.75	39,755.15	28,008.52	0.00	14.64	231,795.85
21-ECONOMIC DEVELOPMENT (E								
25-CITY MANAGEMENT								
SALARIES & BENEFITS	140,222	140,222	11,885.02	18,915.67	15,869.69	0.00	13.49	121,306.33
OTHER EXPENSES	8,440	8,440	401.28	580.25	2,623.21	0.00	6.88	7,859.75
OTHER INCOME/EXPENSES	724,972	724,972	724,972.00	724,972.00	0.00	0.00	100.00	0.00
TOTAL 25-CITY MANAGEMENT	873,634	873,634	737,258.30	744,467.92	18,492.90	0.00	85.22	129,166.08

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
26-POOL								
SALARIES & BENEFITS	62,696	62,696	0.00	1,635.00	0.00	0.00	2.61	61,061.00
OTHER EXPENSES	35,000	35,000	0.00	1,235.75	594.23	0.00	3.53	33,764.25
TOTAL 26-POOL	97,696	97,696	0.00	2,870.75	594.23	0.00	2.94	94,825.25
27-POST OFFICE								
SALARIES & BENEFITS	33,997	33,997	4,500.85	5,711.56	5,391.71	0.00	16.80	28,285.44
OTHER EXPENSES	9,200	9,200	127.10	252.24	1,256.87	0.00	2.74	8,947.76
TOTAL 27-POST OFFICE	43,197	43,197	4,627.95	5,963.80	6,648.58	0.00	13.81	37,233.20
28-HUMAN RESOUCES								
OTHER EXPENSES	107,925	107,925	4,196.86	6,711.70	4,108.21	0.00	6.22	101,213.30
TOTAL 28-HUMAN RESOUCES	107,925	107,925	4,196.86	6,711.70	4,108.21	0.00	6.22	101,213.30
29-MERIT INCREASES								
00-GENERAL EXPENDITURES								
TOTAL EXPENDITURES	6,230,495	6,280,495	1,170,875.99	1,585,103.81	886,449.55	0.00	25.24	4,695,391.41
REVENUE OVER/(UNDER) EXPENDITURES	(638,426)	(638,426)	(865,599.54)	(1,125,812.52)	(372,813.36)	0.00	176.34	487,386.30

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
01-4101 ADVALOREM TAX CURRENT	1,500,688	1,500,688	125,335.54	214,518.05	297,292.95	0.00	14.29	1,286,169.95
01-4115 SALES TAX	1,950,072	1,950,072	0.00	0.00	0.00	0.00	0.00	1,950,072.00
01-4116 SALES TX-AD VALOREM TX OFFSET	487,618	487,618	0.00	0.00	0.00	0.00	0.00	487,618.00
01-4118 HOTEL OCC. TAX FUND TRANSFER	186,847	186,847	0.00	0.00	0.00	0.00	0.00	186,847.00
01-4120 MIXED BEVERAGE GROSS RECEIPTS	18,730	18,730	0.00	5,284.79	4,232.06	0.00	28.22	13,445.21
01-4201 CPS ENERGY FRANCHISE FEES	282,980	282,980	85,822.28	85,822.28	79,313.46	0.00	30.33	197,157.72
01-4205 AT&T TELECOM FRANCHISE FEES	52,646	52,646	97.92	97.92	194.30	0.00	0.19	52,548.08
01-4210 TIME WARNER CABLE & TEL FEES	99,155	99,155	19,271.91	19,271.91	32,078.70	0.00	19.44	79,883.09
01-4211 TWC - PEG Fee 1%	0	0	3,410.02	3,410.02	0.00	0.00	0.00	(3,410.02)
01-4215 OTHER TELECOM FEES	29,745	29,745	6,754.13	6,816.53	7,210.64	0.00	22.92	22,928.47
01-4230 FRANCHISE FEES -WATER	13,109	13,109	0.00	0.00	6,228.75	0.00	0.00	13,109.00
01-4301 INTEREST	1,600	1,600	57.35	166.96	355.78	0.00	10.44	1,433.04
01-4302 FRANCHISE FEE- SANITATION	1,200	1,200	0.00	155.49	0.00	0.00	12.96	1,044.51
01-4310 COURT FINES	448,350	448,350	49,320.07	93,246.63	63,441.49	0.00	20.80	355,103.37
01-4401 SWIMMING POOL FEES	29,500	29,500	0.00	0.00	0.00	0.00	0.00	29,500.00
01-4408 CONTRACTOR ANNUAL REGISTRATION	3,850	3,850	180.00	440.00	580.00	0.00	11.43	3,410.00
01-4409 BUILDING PERMIT FEES	159,000	159,000	5,233.40	16,599.40	6,921.10	0.00	10.44	142,400.60
01-4410 FOOD PERMIT FEES	18,540	18,540	200.00	1,175.00	804.00	0.00	6.34	17,365.00
01-4420 LIQUOR LICENSE FEES	2,555	2,555	0.00	30.00	587.50	0.00	1.17	2,525.00
01-4425 VEHICLE STORAGE FEES	21,184	21,184	(230.37)	106.61	388.00	0.00	0.50	21,077.39
01-4430 CIVIC CENTER FEES	33,500	33,500	2,450.30	3,430.30	5,330.00	0.00	10.24	30,069.70
01-4435 DOG TAG & IMPOUNDMENT FEES	1,200	1,200	50.00	80.00	135.00	0.00	6.67	1,120.00
01-4440 MISCELLANEOUS FEES	7,500	7,500	157.90	4,584.27	595.25	0.00	61.12	2,915.73
01-4441 ALARM & PERMIT FEES	6,500	6,500	0.00	50.00	150.00	0.00	0.77	6,450.00
01-4442 PLATTING/ZONING/VAR FEES	6,000	6,000	0.00	0.00	0.00	0.00	0.00	6,000.00
01-4444 FOOD HANDLER TRAINING FEES	5,000	5,000	666.00	1,611.00	765.00	0.00	32.22	3,389.00
01-4450 POST OFFICE SUBSIDY	25,000	25,000	0.00	2,083.33	4,166.66	0.00	8.33	22,916.67
01-4451 EDC REIMBURSEMENT	23,000	23,000	0.00	0.00	0.00	0.00	0.00	23,000.00
01-4460 MISCELLANEOUS INCOME	0	0	6,500.00	310.80	2,865.55	0.00	0.00	(310.80)
01-4470 LEASE OF LAND	50,000	100,000	0.00	0.00	0.00	0.00	0.00	100,000.00
01-4501 GARBAGE FUND ADMIN TRANSFER	95,000	95,000	0.00	0.00	0.00	0.00	0.00	95,000.00
01-4504 COURT SECURITY FUND TRANSFER	10,000	10,000	0.00	0.00	0.00	0.00	0.00	10,000.00
01-4511 GRANT PROCEEDS-DOJ	22,000	22,000	0.00	0.00	0.00	0.00	0.00	22,000.00
TOTAL REVENUES	5,592,069	5,642,069	305,276.45	459,291.29	513,636.19	0.00	8.14	5,182,777.71

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
01-ADMINISTRATION								
=====								
<u>SALARIES & BENEFITS</u>								
01-501-010 ADMIN. SALARIES	111,548	111,548	8,205.07	12,301.58	10,733.43	0.00	11.03	99,246.42
01-501-014 STIPEND	3,500	3,500	3,789.94	3,789.94	3,712.30	0.00	108.28 (	289.94)
01-501-020 ADMIN. OVERTIME	689	689	450.90	1,109.70	536.28	0.00	161.08 (	420.77)
01-501-030 SOCIAL SECURITY	9,140	9,140	946.47	1,561.81	1,458.08	0.00	17.09	7,578.19
01-501-040 HEALTH INSURANCE	24,574	24,574	2,444.73	2,444.73	2,048.74	0.00	9.95	22,129.27
01-501-045 INSURANCE - BCWID	0	0	0.00 (	4,875.95)	3,630.46	0.00	0.00	4,875.95
01-501-050 RETIREMENT	9,331	9,331	615.46	1,190.04	999.89	0.00	12.75	8,140.96
01-501-060 WORKERS' COMPENSATION	540	540	0.00	525.00	540.00	0.00	97.22	15.00
01-501-070 UNEMPLOYMENT COMPENSATION	540	540	0.00	0.00	0.00	0.00	0.00	540.00
TOTAL SALARIES & BENEFITS	159,862	159,862	16,452.57	18,046.85	23,659.18	0.00	11.29	141,815.08
<u>OTHER EXPENSES</u>								
01-501-130 BONDS & TRAINING	5,380	5,380	269.00	269.00	144.64	0.00	5.00	5,111.00
01-501-151 Contract Svc - Inspections	32,000	32,000	3,000.00	10,475.00	0.00	0.00	32.73	21,525.00
01-501-420 OFFICE SUPPLIES	3,000	3,000	0.00	0.00	189.95	0.00	0.00	3,000.00
01-501-440 ELECTION SUPPLIES	20,000	20,000	0.00	5,489.66	0.00	0.00	27.45	14,510.34
01-501-600 OFFICE EQUIPMENT & MAINT	800	800	0.00	1,246.18	521.90	0.00	155.77 (	446.18)
01-501-650 VEHICLE EXPENSE	750	750	0.00	0.00	0.00	0.00	0.00	750.00
01-501-700 CONTINGENCIES	3,160	3,160	49.89	319.89	1,326.37	0.00	10.12	2,840.11
TOTAL OTHER EXPENSES	65,090	65,090	3,318.89	17,799.73	2,182.86	0.00	27.35	47,290.27
<u>CAPITAL EXPENSES</u>								
TOTAL 01-ADMINISTRATION	224,952	224,952	19,771.46	35,846.58	25,842.04	0.00	15.94	189,105.35

02-POLICE DEPARTMENT
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<u>SALARIES & BENEFITS</u>								
01-502-010 POLICE SALARIES	876,762	876,762	61,692.05	92,859.19	98,402.58	0.00	10.59	783,902.81
01-502-012 CIVILIAN SALARIES	193,939	193,939	12,761.77	19,166.59	16,444.73	0.00	9.88	174,772.41
01-502-014 POLICE SPECIAL ASSIGNMENT SA	10,200	10,200	530.80	796.20	726.96	0.00	7.81	9,403.80
01-502-015 POL INCENTIVE PAY-BILING & S	12,300	12,300	384.21	580.23	534.77	0.00	4.72	11,719.77
01-502-016 CIV.INCENTIVE PAY-BILING & S	2,400	2,400	106.48	155.37	86.42	0.00	6.47	2,244.63
01-502-017 POLICE SALARIES-CERTIFICATIO	0	0	890.90	1,336.35	1,315.56	0.00	0.00 (	1,336.35)
01-502-018 POLICE EDUCATION PAY	7,201	7,201	46.16	69.24	69.24	0.00	0.96	7,131.76
01-502-020 POLICE OVERTIME	27,000	27,000	405.68	1,119.05	1,979.68	0.00	4.14	25,880.95
01-502-021 7K HOURS	26,000	26,000	2,390.60	3,669.18	3,033.32	0.00	14.11	22,330.82
01-502-022 CIVILIAN OVERTIME	5,300	5,300	1,154.15	1,866.14	1,719.54	0.00	35.21	3,433.86
01-502-025 STIPEND (CIVILIAN & POLICE)	26,000	26,000	25,988.16	25,988.16	30,426.29	0.00	99.95	11.84
01-502-026 HAZARDOUS DUTY PAY	19,600	19,600	909.31	1,357.05	1,455.15	0.00	6.92	18,242.95
01-502-030 SOCIAL SECURITY	78,912	78,912	8,088.77	14,198.06	14,434.88	0.00	17.99	64,713.94
01-502-030CSOCIAL SECURITY CIVILIAN	15,884	15,884	0.00	0.00	0.00	0.00	0.00	15,884.00

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
01-502-040 HEALTH INSURANCE	157,673	157,673	13,730.11	14,223.32	21,094.02	0.00	9.02	143,449.68
01-502-050 RETIREMENT	77,166	77,166	5,784.92	11,587.18	10,602.74	0.00	15.02	65,578.82
01-502-050C RETIREMENT CIVILIAN	16,675	16,675	0.00	0.00	0.00	0.00	0.00	16,675.00
01-502-060 WORKERS' COMPENSATION	26,237	26,237	0.00	23,692.02	26,237.36	0.00	90.30	2,545.34
01-502-070 UNEMPLOYMENT COMPENSATION	4,275	4,275	0.00	0.00	0.00	0.00	0.00	4,275.00
TOTAL SALARIES & BENEFITS	1,583,524	1,583,524	134,864.07	212,663.33	228,563.24	0.00	13.43	1,370,861.03
OTHER EXPENSES								
01-502-120 DUES & SUBSCRIPTIONS	500	500	0.00	0.00	0.00	0.00	0.00	500.00
01-502-130 BONDS & TRAINING	4,860	4,860	0.00	372.99	304.70	0.00	7.67	4,487.01
01-502-400 CITIZEN'S PATROL	2,500	2,500	1,011.84	2,350.09	1,456.89	0.00	94.00	149.91
01-502-420 OFFICE SUPPLIES	4,500	4,500	0.00	0.00	1.90	0.00	0.00	4,500.00
01-502-430 MISCELLANEOUS SUPPLIES	10,000	10,000	0.00	0.00	5,054.63	0.00	0.00	10,000.00
01-502-433 PD IT SOFTWARE HARDWARE & SU	43,500	43,500	0.00	0.00	0.00	0.00	0.00	43,500.00
01-502-450 LAB FEES/CRIME SCENE SUPP	8,500	8,500	0.00	151.00	619.81	0.00	1.78	8,349.00
01-502-480 UNIFORM ALLOWANCE	12,960	12,960	0.00	127.95	1,114.83	0.00	0.99	12,832.05
01-502-520 BICYCLE PARTS & MAINTENANCE	1,000	1,000	258.30	258.30	0.00	0.00	25.83	741.70
01-502-540 VEHICLE FUEL	64,588	64,588	1,956.18	7,208.93	8,106.02	0.00	11.16	57,379.07
01-502-550 PRISONER EXPENSE	3,000	3,000	0.00	0.00	5.10	0.00	0.00	3,000.00
01-502-700 CONTINGENCIES	1,200	1,200	1,258.27	1,258.27	75.66	0.00	104.86 (	58.27)
TOTAL OTHER EXPENSES	157,108	157,108	4,484.59	11,727.53	16,739.54	0.00	7.46	145,380.47

CAPITAL EXPENSES

TOTAL 02-POLICE DEPARTMENT	1,740,632	1,740,632	139,348.66	224,390.86	245,302.78	0.00	12.89	1,516,241.50
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03-FIRE DEPARTMENT
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SALARIES & BENEFITS

01-503-010 FIRE DEPT. SALARIES	61,766	61,766	7,461.03	10,251.36	7,046.77	0.00	16.60	51,514.64
01-503-012 STIPEND	2,500	2,500	2,707.10	2,707.10	3,179.65	0.00	108.28 (	207.10)
01-503-020 FIRE OVERTIME	900	900	34.54	46.72	15.48	0.00	5.19	853.28
01-503-030 SOCIAL SECURITY	5,210	5,210	780.51	1,241.97	931.27	0.00	23.84	3,968.03
01-503-040 HEALTH INSURANCE	27,400	27,400	939.02	939.02	4,889.24	0.00	3.43	26,460.61
01-503-050 RETIREMENT	2,539	2,539	168.94	3,108.84	297.28	0.00	122.44 (	569.84)
01-503-060 WORKERS' COMPENSATION	1,937	1,937	0.00	1,137.00	405.00	0.00	58.70	800.00
01-503-070 UNEMPLOYMENT COMPENSATION	405	405	0.00	0.00	0.00	0.00	0.00	405.00
01-503-080 VOLUNTEER PENSION FUND	22,000	22,000	0.00	0.00	4,104.00	0.00	0.00	22,000.00
TOTAL SALARIES & BENEFITS	124,657	124,657	12,091.14	19,432.01	20,868.69	0.00	15.59	105,224.62

OTHER EXPENSES

01-503-130 TRAINING	5,000	5,000	445.00	530.00	0.00	0.00	10.60	4,470.00
01-503-150 HAZMAT PROGRAM	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-503-221 MOBILE DATA TERMINAL SERVICE	5,500	5,500	190.13	190.13	0.00	0.00	3.46	5,309.87
01-503-226 PAGER MAINTENANCE - FIRE	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
01-503-227 RADIO CONTRACT	7,500	7,500	0.00	0.00	0.00	0.00	0.00	7,500.00
01-503-396 EOC EQUIPMENT & SUPPLIES	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-503-420 OFFICE SUPPLIES	1,600	1,600	239.40	239.40	574.00	0.00	14.96	1,360.60

CITY OF WINCREST
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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	BUDGET BALANCE
01-503-430 SUPPLIES & EQUIPMENT	5,500	5,500	440.29	479.29	852.58	0.00	8.71	5,020.71
01-503-450 MEDICAL SUPPLIES	1,500	1,500	0.00	0.00	0.00	0.00	0.00	1,500.00
01-503-460 MEDICAL TRAINING	2,700	2,700	0.00	25.00	280.00	0.00	0.93	2,675.00
01-503-480 UNIFORM ALLOWANCE	1,800	1,800	0.00	0.00	0.00	0.00	0.00	1,800.00
01-503-503 VEHICLE PARTS - FIRE	4,500	4,500	0.00	49.96	332.77	0.00	1.11	4,450.04
01-503-540 VEHICLE FUEL	22,218	22,218	542.24	3,013.90	4,684.09	0.00	13.57	19,204.10
01-503-603 VEHICLE OUTSIDE MAINT. FIRE	17,000	17,000	0.00	128.30	320.99	0.00	0.75	16,871.70
01-503-610 DORM - TELEPHONE	0	0	284.00	284.00	0.00	0.00	0.00	284.00
01-503-620 DORM - UTILITIES & CABLE	14,000	14,000	0.00	1,268.27	779.09	0.00	9.06	12,731.73
01-503-630 DORM - REPAIRS & MAINT	7,000	7,000	0.00	0.00	437.49	0.00	0.00	7,000.00
01-503-730 ANNUAL PUMP TESTS	3,900	3,900	0.00	0.00	0.00	0.00	0.00	3,900.00
01-503-740 MAINTENANCE CONTRACTS	8,500	8,500	0.00	4,250.00	0.00	0.00	50.00	4,250.00
TOTAL OTHER EXPENSES	112,218	112,218	2,141.06	10,458.25	8,261.01	0.00	9.32	101,759.75
CAPITAL EXPENSES								
TOTAL 03-FIRE DEPARTMENT	236,875	236,875	14,232.20	29,890.26	29,129.70	0.00	12.62	206,984.37
04-SPECIAL SERVICES								
SALARIES & BENEFITS								
01-504-009 SALARIES	44,805	44,805	3,446.54	5,158.97	5,019.24	0.00	11.51	39,646.03
01-504-010 SALARIES - MAYOR & COUNCIL	0	0	960.00	2,160.00	0.00	0.00	0.00	2,160.00
01-504-014 STIPEND	1,000	1,000	1,582.84	1,582.84	1,271.86	0.00	158.28	582.84
01-504-030 SOCIAL SECURITY	3,658	3,658	372.12	656.84	605.08	0.00	17.96	3,001.16
01-504-040 HEALTH INSURANCE	16,303	16,303	2,752.85	2,835.10	2,159.03	0.00	17.39	13,467.90
01-504-050 RETIREMENT	3,866	3,866	245.04	485.75	433.68	0.00	12.56	3,380.25
01-504-060 WORKERS COMPENSATION	182	182	0.00	150.00	172.45	0.00	82.42	32.00
01-504-070 UNEMPLOYMENT COMP	135	135	0.00	0.00	0.00	0.00	0.00	135.00
TOTAL SALARIES & BENEFITS	69,949	69,949	9,359.39	13,029.50	9,661.34	0.00	18.63	56,919.50
OTHER EXPENSES								
01-504-120 DUES & SUBSCRIPTIONS	4,085	4,085	0.00	336.47	137.50	0.00	8.24	3,748.53
01-504-400 CITIZEN'S PATROL	0	0	0.00	0.00	62.75	0.00	0.00	0.00
01-504-420 COPIER PAPER	350	350	0.00	30.98	0.00	0.00	8.85	319.02
01-504-460 SPECIAL EVENTS	15,000	15,000	1,599.64	1,599.64	6,001.25	0.00	10.66	13,400.36
01-504-470 LIGHT UP	38,000	38,000	2,545.48	4,220.08	18,787.44	0.00	11.11	33,779.92
01-504-486 FIREMAN'S PICNIC & WINDFEST	5,000	5,000	0.00	0.00	0.00	0.00	0.00	5,000.00
01-504-490 WINDCREST YOUTH ACTIVITIES	4,500	4,500	2,280.40	2,280.40	63.48	0.00	50.68	2,219.60
01-504-590 POSTAGE	28,000	28,000	492.45	683.83	3,107.84	0.00	2.44	27,316.17
01-504-609 TRANSFER TO FRIENDS OF ANIMA	2,000	2,000	34.11	34.11	0.00	0.00	1.71	1,965.89
01-504-630 LEGAL ADVERTISING	8,900	8,900	0.00	0.00	18.75	0.00	0.00	8,900.00
01-504-635 ADVERTISING	4,000	4,000	0.00	1,659.79	1,013.00	0.00	41.49	2,340.21
01-504-645 MAYOR - COUNCIL EXPENSES	14,400	14,400	0.00	0.00	1,715.90	0.00	0.00	14,400.00
01-504-650 MILEAGE & ENTERTAINMENT EXPE	964	964	52.27	52.27	116.00	0.00	5.42	911.73
TOTAL OTHER EXPENSES	125,199	125,199	7,004.35	10,897.57	31,023.91	0.00	8.70	114,301.43

CITY OF WINCREST
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AS OF: NOVEMBER 30TH, 2013

01 -GENERAL FUND

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DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
CAPITAL EXPENSES								
TOTAL 04-SPECIAL SERVICES	195,148	195,148	16,363.74	23,927.07	40,685.25	0.00	12.26	171,220.93

SALARIES & BENEFITS

OTHER EXPENSES

CAPITAL EXPENSES

06-PARKS & RECREATION
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SALARIES & BENEFITS

OTHER EXPENSES

01-506-100 UTILITIES	0	0	0.00	1,517.63	3,302.18	0.00	0.00 (	1,517.63)
01-506-130 TRAINING	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
01-506-240 CONTRACT MAINTENANCE OUTS	3,500	3,500	0.00	319.84	190.00	0.00	9.14	3,180.16
01-506-250 CONTRACT MAINT.-GREEN BEL	55,272	55,272	0.00	2,782.20	5,027.08	0.00	5.03	52,490.10
01-506-260 GREEN BELT CLEANING	2,500	2,500	0.00	0.00	2,358.70	0.00	0.00	2,500.00
01-506-430 SUPPLIES	12,000	12,000	0.00	2,781.00	2,323.11	0.00	23.18	9,219.00
01-506-431 EMPLOYEE APPRECIATION LUNCHE	75	75	0.00	0.00	0.00	0.00	0.00	75.00
01-506-520 EQUIPMENT REPAIR	4,000	4,000	254.42	1,614.59	136.36	0.00	40.36	2,385.41
01-506-630 FACILITY MAINTENANCE	17,000	17,000	177.83	177.83	141.00	0.00	1.05	16,822.17
01-506-635 TREES / SHRUBS/LANDSCAPING	25,000	25,000	1,302.98	2,368.92	1,614.56	0.00	9.48	22,631.08
01-506-700 CONTINGENCIES	500	500	0.00	0.00	0.00	0.00	0.00	500.00
TOTAL OTHER EXPENSES	121,847	121,847	1,735.23	11,562.01	15,092.99	0.00	9.49	110,285.29
CAPITAL EXPENSES								
01-506-800 CAPITAL EXPENDITURE	0	0	0.00	55,691.10	0.00	0.00	0.00 (	55,691.10)
01-506-810 CAPITAL IMPROVEMENTS	150,000	200,000	0.00	0.00	14,263.93	0.00	0.00	200,000.00
TOTAL CAPITAL EXPENSES	150,000	200,000	0.00	55,691.10	14,263.93	0.00	27.85	144,308.90

TOTAL 06-PARKS & RECREATION	271,847	321,847	1,735.23	67,253.11	29,356.92	0.00	20.90	254,594.19
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07-FLEET MECHANIC
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SALARIES & BENEFITS

01-507-010 MECHANIC SALARIES	39,140	39,140	3,034.77	4,535.82	4,384.56	0.00	11.59	34,604.18
01-507-012 STIPEND	1,000	1,000	2,165.68	2,165.68	1,271.86	0.00	216.57 (	1,165.68)
01-507-020 OVERTIME	600	600	37.54	37.54	540.69	0.00	6.26	562.46

CITY OF WINCREST
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DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
01-507-030 SOCIAL SECURITY	3,224	3,224	281.79	480.41	563.25	0.00	14.90	2,743.59
01-507-040 HEALTH INSURANCE	5,424	5,424	890.20	890.20	1,071.39	0.00	16.41	4,533.80
01-507-050 RETIREMENT	3,287	3,287	218.44	429.07	428.74	0.00	13.05	2,857.93
01-507-060 WORKERS' COMPENSATION	1,200	1,200	0.00	600.00	135.00	0.00	50.00	600.00
01-507-070 UNEMPLOYMENT COMPENSATION	135	135	0.00	0.00	0.00	0.00	0.00	135.00
TOTAL SALARIES & BENEFITS	54,010	54,010	6,628.42	9,138.72	8,395.49	0.00	16.92	44,871.28
OTHER EXPENSES								
01-507-120 DUES & SUBSCRIPTIONS	100	100	0.00	0.00	0.00	0.00	0.00	100.00
01-507-130 TRAINING	500	500	0.00	0.00	0.00	0.00	0.00	500.00
01-507-420 OFFICE SUPPLIES	250	250	0.00	0.00	0.00	0.00	0.00	250.00
01-507-430 FLEET TOOLS & SUPPLIES	6,000	6,000	18.21	338.82	1,124.88	0.00	5.65	5,661.18
01-507-431 EMPLOYEE APPRECIATION LUNCHE	75	75	0.00	0.00	0.00	0.00	0.00	75.00
01-507-450 ENVIRONMENTAL FEES	700	700	0.00	0.00	0.00	0.00	0.00	700.00
01-507-501 VEHICLE PARTS-ADMIN	500	500	0.00	484.44	73.85	0.00	96.89	15.56
01-507-502 VEHICLE PARTS-POLICE	10,000	10,000	63.54	1,085.43	2,577.50	0.00	10.85	8,914.57
01-507-503 VEHICLE PARTS-FIRE	3,500	3,500	0.00	0.00	183.47	0.00	0.00	3,500.00
01-507-506 VEHICLE PARTS-PARKS & REC	1,750	1,750	20.20	20.20	76.45	0.00	1.15	1,729.80
01-507-508 VEHICLE PARTS-WARRANT OFFICE	500	500	0.00	0.00	0.00	0.00	0.00	500.00
01-507-516 VEHICLE PARTS-PUBLIC WORKS	5,300	5,300	146.11	54.50	1,456.13	0.00	1.03	5,245.50
01-507-520 EQUIPMENT REPAIR	12,000	12,000	15.96	1,748.73	3,301.80	0.00	14.57	10,251.27
01-507-540 VEHICLE FUEL	32,000	32,000	1,186.94	4,875.32	5,729.33	0.00	15.24	27,124.68
01-507-602 VEHICLE OUTSIDE MAINT-POLICE	13,500	13,500	438.20	763.26	1,560.03	0.00	5.65	12,736.74
01-507-603 VEHICLE OUTSIDE MAINT-FIRE	7,000	7,000	0.00	0.00	747.81	0.00	0.00	7,000.00
01-507-606 VEHICLE OUTSIDE MAINT-PARKS&	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-507-608 VEHICLE OUTSIDE MAINT-WRNT O	500	500	0.00	0.00	0.00	0.00	0.00	500.00
01-507-616 VEHICLE OUTSIDE MAINT-PW	2,000	2,000	828.82	928.82	1,539.22	0.00	46.44	1,071.18
01-507-700 CONTINGENCIES	1,200	1,200	0.00	0.00	0.00	0.00	0.00	1,200.00
01-507-716 DEBT SERVICE - PRINCIPAL	11,375	11,375	11,872.42	11,872.42	11,375.06	0.00	104.37	497.36
01-507-717 DEBT SERVICE - INTEREST	1,502	1,502	1,004.35	1,004.35	1,501.71	0.00	66.87	497.59
01-507-730 VEHICLE/EQUIPMENT TESTING	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
TOTAL OTHER EXPENSES	112,252	112,252	15,302.53	23,176.29	31,247.24	0.00	20.65	89,075.71

CAPITAL EXPENSES

TOTAL 07-FLEET MECHANIC	166,262	166,262	21,930.95	32,315.01	39,642.73	0.00	19.44	133,946.99
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08-COURT
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SALARIES & BENEFITS

01-508-010 COURT SALARIES	210,249	210,249	16,935.63	25,123.38	19,150.62	0.00	11.95	185,125.62
01-508-012 STIPEND	5,500	5,500	4,872.78	4,872.78	6,359.30	0.00	88.60	627.22
01-508-017 CERTIFICATION PAY - COURT	900	900	0.00	0.00	0.00	0.00	0.00	900.00
01-508-018 COURT EDUCATION PAY	300	300	0.00	0.00	0.00	0.00	0.00	300.00
01-508-020 COURT OVERTIME	5,000	5,000	1,045.08	1,474.75	1,679.56	0.00	29.50	3,525.25
01-508-030 SOCIAL SECURITY	17,985	17,985	1,753.53	3,096.58	2,817.65	0.00	17.22	14,888.42
01-508-040 HEALTH INSURANCE	26,336	26,336	4,548.65	4,646.30	2,933.86	0.00	17.64	21,689.70
01-508-050 RETIREMENT	14,213	14,213	1,069.01	2,104.10	1,550.12	0.00	14.80	12,108.90

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
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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	BUDGET BALANCE
01-508-060 WORKER'S COMPENSATION	500	500	0.00	500.00	500.00	0.00	100.00	0.00
01-508-070 UNEMPLOYMENT COMPENSATION	675	675	0.00	0.00	0.00	0.00	0.00	675.00
TOTAL SALARIES & BENEFITS	281,658	281,658	30,224.68	41,817.89	34,991.11	0.00	14.85	239,840.11
OTHER EXPENSES								
01-508-120 DUES & SUBSCRIPTIONS	250	250	0.00	0.00	0.00	0.00	0.00	250.00
01-508-130 BONDS & TRAINING	4,400	4,400	659.80	659.80	1,398.67	0.00	15.00	3,740.20
01-508-150 JUDGE	4,500	4,500	346.16	519.24	1,315.39	0.00	11.54	3,980.76
01-508-160 PROSECUTOR	0	0	0.00	0.00	680.65	0.00	0.00	0.00
01-508-165 WARRANT JAIL COSTS	8,500	8,500	950.00	950.00	3,100.00	0.00	11.18	7,550.00
01-508-170 JURY SERVICE FEES	250	250	0.00	0.00	0.00	0.00	0.00	250.00
01-508-180 COURT OF RECORD/STENOGRAPHER	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-508-420 OFFICE SUPPLIES	3,000	3,000	144.53	613.78	510.56	0.00	20.46	2,386.22
01-508-481 CONTINGENCIES	5,000	5,000	173.50	173.50	3.88	0.00	3.47	4,826.50
TOTAL OTHER EXPENSES	26,900	26,900	2,273.99	2,916.32	7,009.15	0.00	10.84	23,983.68
CAPITAL EXPENSES								
01-508-810 TRANSFER TO COURT SEC. FUND	7,000	7,000	0.00	0.00	0.00	0.00	0.00	7,000.00
TOTAL CAPITAL EXPENSES	7,000	7,000	0.00	0.00	0.00	0.00	0.00	7,000.00
TOTAL 08-COURT	315,558	315,558	32,498.67	44,734.21	42,000.26	0.00	14.18	270,823.79
10-FACILITY DIVISION								
=====								
OTHER EXPENSES								
01-510-100 UTILITIES	36,700	36,700	0.00	10,539.56	4,912.92	0.00	28.72	26,160.44
01-510-170 JANITORIAL SERVICES	20,000	20,000	1,605.28	3,210.56	4,228.65	0.00	16.05	16,789.44
01-510-240 CONTRACT MAINTENANCE	3,000	3,000	3,600.00	3,600.00	1,605.28	0.00	120.00 (	600.00)
01-510-430 SUPPLIES	5,500	5,500	0.00	0.00	1,600.68	0.00	0.00	5,500.00
01-510-630 FACILITY MAINTENANCE	45,000	45,000	759.05	2,816.64	2,140.45	0.00	6.26	42,183.36
01-510-650 FIRE ALARM & EXT. INSPECTION	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
01-510-700 CONTINGENCIES	1,800	1,800	0.00	0.00	0.00	0.00	0.00	1,800.00
TOTAL OTHER EXPENSES	114,000	114,000	5,964.33	20,166.76	14,487.98	0.00	17.69	93,833.24
CAPITAL EXPENSES								
TOTAL 10-FACILITY DIVISION	114,000	114,000	5,964.33	20,166.76	14,487.98	0.00	17.69	93,833.24
11-CIVIC CENTER								
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SALARIES & BENEFITS								
01-511-010 CIVIC CENTER SALARIES	68,735	68,735	4,283.04	6,413.46	6,485.99	0.00	9.33	62,321.54
01-511-012 STIPEND	2,000	2,000	2,165.68	2,165.68	2,543.72	0.00	108.28 (	165.68)
01-511-020 OVERTIME - CIVIC CENTER	4,800	4,800	903.64	1,552.88	3,893.37	0.00	32.35	3,247.12
01-511-030 SOCIAL SECURITY	6,144	6,144	527.14	892.55	1,151.24	0.00	14.53	5,251.45
01-511-040 HEALTH INSURANCE	10,996	10,996	1,903.20	2,026.00	2,499.56	0.00	18.42	8,970.00

CITY OF WINCREST
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DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
01-511-050 RETIREMENT	6,082	6,082	368.81	742.24	868.51	0.00	12.20	5,339.76
01-511-060 WORKERS' COMPENSATION	3,589	3,589	0.00	2,589.00	270.00	0.00	72.14	1,000.00
01-511-070 UNEMPLOYMENT COMPENSATION	270	270	0.00	0.00	0.00	0.00	0.00	270.00
TOTAL SALARIES & BENEFITS	102,616	102,616	10,151.51	16,381.81	17,712.39	0.00	15.96	86,234.19
OTHER EXPENSES								
01-511-100 UTILITIES	17,000	17,000	115.40	1,300.07	3,409.32	0.00	7.65	15,699.93
01-511-430 SUPPLIES	5,500	5,500	0.00	0.00	834.24	0.00	0.00	5,500.00
01-511-431 EMPLOYEE APPRECIATION LUNCHE	150	150	0.00	0.00	0.00	0.00	0.00	150.00
01-511-630 FACILITY MAINTENANCE	25,000	25,000	0.00	547.41	3,471.92	0.00	2.19	24,452.59
01-511-700 CONTINGENCIES	750	750	0.00	0.00	0.00	0.00	0.00	750.00
TOTAL OTHER EXPENSES	48,400	48,400	115.40	1,847.48	7,715.48	0.00	3.82	46,552.52
CAPITAL EXPENSES								
TOTAL 11-CIVIC CENTER	151,016	151,016	10,266.91	18,229.29	25,427.87	0.00	12.07	132,786.71

14-CONTRACT SERVICES
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OTHER EXPENSES								
01-514-220 FOOD HEALTH OFFICER FEES	21,600	21,600	1,800.00	1,800.00	1,800.00	0.00	8.33	19,800.00
01-514-250 LEGAL & CITY ATTORNEY	30,000	30,000	500.00	3,000.00	9,150.00	0.00	10.00	27,000.00
01-514-255 SPECIAL LEGAL FEES	110,000	110,000	11,328.30	11,888.30	35,785.00	0.00	10.81	98,111.70
01-514-290 AUDIT	24,000	24,000	0.00	12,545.00	9,270.00	0.00	52.27	11,455.00
01-514-300 EMS	70,000	70,000	5,833.33	11,666.66	11,666.66	0.00	16.67	58,333.34
01-514-310 MUNICIPAL INSURANCE	60,000	60,000	0.00	57,254.54	59,120.23	0.00	95.42	2,745.46
01-514-320 ENGINEER / ARCHITECT	20,000	20,000	0.00	0.00	24,278.73	0.00	0.00	20,000.00
01-514-321 CONTRACT PLANNING SERVICES	24,000	24,000	0.00	0.00	0.00	0.00	0.00	24,000.00
01-514-325 SALES TAX COLLECTION SERVICE	6,000	6,000	0.00	6,000.00	6,000.00	0.00	100.00	0.00
01-514-360 MOBILITY IMPAIRED TRANSPORT	12,000	12,000	0.00	0.00	0.00	0.00	0.00	12,000.00
01-514-403 RECORDS MANAGEMENT	0	0	0.00	3,589.90	0.00	0.00	0.00	3,589.90
01-514-405 RECORDS STORAGE RENTAL	4,200	4,200	546.00	546.00	1,500.00	0.00	13.00	3,654.00
01-514-410 RECORDS DESTRUCTION	1,200	1,200	100.00	200.00	695.00	0.00	16.67	1,000.00
TOTAL OTHER EXPENSES	383,000	383,000	20,107.63	108,490.40	159,265.62	0.00	28.33	274,509.60
CAPITAL EXPENSES								
TOTAL 14-CONTRACT SERVICES	383,000	383,000	20,107.63	108,490.40	159,265.62	0.00	28.33	274,509.60

15-TECH SUPPORT
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SALARIES & BENEFITS

OTHER EXPENSES								
01-515-200 COMPUTER CONTRACTS	67,130	67,130	1,416.71	5,898.90	13,686.63	0.00	8.79	61,231.10
01-515-201 COMPUTER MAINTENANCE	0	0	2,519.58	2,519.58	0.00	0.00	0.00	2,519.58

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01-515-205 TELECOMMUNICATIONS CONTRACT	24,750	24,750	3,389.72	6,484.04	8,521.31	0.00	26.20	18,265.96
01-515-210 TELEPHONE MAINT.CONTRACT	16,000	16,000	0.00	169.00	0.00	0.00	1.06	15,831.00
01-515-215 MOBILE PHONES CONTRACT	6,535	6,535	1,621.81	1,621.81	34.62	0.00	24.82	4,913.19
01-515-221 MOBILE DATA TERMINAL SERVICE	5,409	5,409	383.45	383.45	1,189.98	0.00	7.09	5,025.55
01-515-286 CONTRACTSERVICES - IT	74,000	74,000	9,956.75	17,282.64	20,460.07	0.00	23.35	56,717.36
01-515-330 WEBSITE SUPPORT CONTRACT	6,000	6,000	0.00	0.00	0.00	0.00	0.00	6,000.00
01-515-332 WEBSITE MAINTENANCE	0	0	0.00	3,934.20	0.00	0.00	0.00	3,934.20
01-515-460 COPIER CONTRACT & SUPPLIES	15,500	15,500	0.00	0.00	2,326.17	0.00	0.00	15,500.00
01-515-700 CONTINGENCIES	750	750	0.00	0.00	0.00	0.00	0.00	750.00
TOTAL OTHER EXPENSES	216,074	216,074	19,288.02	38,293.62	46,149.54	0.00	17.72	177,780.38
CAPITAL EXPENSES								
01-515-800 CAPITAL EXPENSE	33,160	33,160	32,819.00	38,656.00	13,500.00	0.00	116.57	5,496.00
TOTAL CAPITAL EXPENSES	33,160	33,160	32,819.00	38,656.00	13,500.00	0.00	116.57	5,496.00
TOTAL 15-TECH SUPPORT	249,234	249,234	52,107.02	76,949.62	59,649.54	0.00	30.87	172,284.38

16-PUBLIC WORKS

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SALARIES & BENEFITS

01-516-010 PUBLIC WORKS SALARIES	321,310	321,310	24,713.20	37,110.31	35,356.77	0.00	11.55	284,199.69
01-516-012 STIPEND	10,000	10,000	11,099.11	11,099.11	14,384.67	0.00	110.99	1,099.11
01-516-015 P.W. INCENTIVE PAY-BILINGUAL	600	600	46.16	69.24	138.48	0.00	11.54	530.76
01-516-018 P.W. EDUCATION PAY	300	300	23.08	34.62	34.62	0.00	11.54	265.38
01-516-020 PUBLIC WORKS OVERTIME	2,800	2,800	334.71	447.25	2,075.36	0.00	15.97	2,352.75
01-516-030 SOCIAL SECURITY	28,869	28,869	2,703.90	4,526.59	4,885.57	0.00	15.68	24,342.41
01-516-040 HEALTH INSURANCE	61,130	61,130	7,974.30	8,367.50	10,018.55	0.00	13.69	52,762.50
01-516-050 RETIREMENT	26,647	26,647	1,785.84	3,533.23	3,183.47	0.00	13.26	23,113.77
01-516-060 WORKERS' COMPENSATION	16,567	16,567	0.00	13,567.00	11,618.37	0.00	81.89	3,000.00
01-516-070 UNEMPLOYMENT COMPENSATION	1,350	1,350	0.00	0.00	0.00	0.00	0.00	1,350.00
01-516-080 CONTRACT LABOR	7,022	7,022	0.00	0.00	6,015.00	0.00	0.00	7,022.00
TOTAL SALARIES & BENEFITS	476,595	476,595	48,680.30	78,754.85	87,710.86	0.00	16.52	397,840.15

OTHER EXPENSES

01-516-100 UTILITIES	41,800	41,800	0.00	89.83	75.93	0.00	0.21	41,710.17
01-516-130 TRAINING	1,000	1,000	0.00	0.00	659.00	0.00	0.00	1,000.00
01-516-240 CONTRACT OUT MAINTENANCE	10,000	10,000	0.00	250.00	359.00	0.00	2.50	9,750.00
01-516-430 SUPPLIES	12,000	12,000	704.33	1,632.41	1,535.17	0.00	13.60	10,367.59
01-516-431 EMPLOYEE APPRECIATION LUNCHE	575	575	0.00	0.00	0.00	0.00	0.00	575.00
01-516-480 UNIFORM ALLOWANCE	11,000	11,000	0.00	1,090.57	1,059.70	0.00	9.91	9,909.43
01-516-525 EQUIPMENT RENTAL	3,500	3,500	0.00	276.00	288.40	0.00	7.89	3,224.00
01-516-530 STREET SIGNS & MARKERS	5,000	5,000	380.37	780.59	935.83	0.00	15.61	4,219.41
01-516-630 FACILITIES MAINTENANCE	5,000	5,000	0.00	467.98	870.11	0.00	9.36	4,532.02
TOTAL OTHER EXPENSES	89,875	89,875	1,084.70	4,587.38	5,783.14	0.00	5.10	85,287.62

CAPITAL EXPENSES

01-516-800 CAPITAL EXPENDITURES	69,000	69,000	0.00	0.00	0.00	0.00	0.00	69,000.00
01-516-810 STREET CAPITAL REPAIRS	2,500	2,500	0.00	0.00	0.00	0.00	0.00	2,500.00
TOTAL CAPITAL EXPENSES	71,500	71,500	0.00	0.00	0.00	0.00	0.00	71,500.00

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TOTAL 16-PUBLIC WORKS	637,970	637,970	49,765.00	83,342.23	93,494.00	0.00	13.06	554,627.77
17-ANIMAL CONTROL								
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SALARIES & BENEFITS								
01-517-010 SALARIES-ANIMAL CONTROL	43,095	43,095	2,301.92	3,449.68	4,881.88	0.00	8.00	39,645.32
01-517-012 STIPEND	1,500	1,500	1,082.84	1,082.84	1,271.86	0.00	72.19	417.16
01-517-013 Salaries - Animal on call	2,600	2,600	200.00	300.00	300.00	0.00	11.54	2,300.00
01-517-020 OVERTIME-ANIMAL CONTROL	3,600	3,600	227.87	388.41	291.19	0.00	10.79	3,211.59
01-517-030 SOCIAL SECURITY	3,985	3,985	291.67	493.19	657.89	0.00	12.38	3,491.81
01-517-040 HEALTH INSURANCE	6,397	6,397	890.20	890.20	1,062.98	0.00	13.92	5,506.80
01-517-050 RETIREMENT	2,376	2,376	194.08	382.81	477.11	0.00	16.11	1,993.19
01-517-060 WORKER'S COMPENSATION	1,633	1,633	0.00	0.00	1,633.00	0.00	0.00	1,633.00
01-517-070 UNEMPLOYMENT COMPENSATION	135	135	0.00	0.00	0.00	0.00	0.00	135.00
TOTAL SALARIES & BENEFITS	65,321	65,321	5,188.58	6,987.13	10,575.91	0.00	10.70	58,333.87
OTHER EXPENSES								
01-517-230 VET/INPOUNDING/SHELTER	9,000	9,000	3,473.68	3,902.28	1,191.30	0.00	43.36	5,097.72
01-517-231 INPOUNDING/SHELTER	6,000	6,000	1,190.00	1,190.00	0.00	0.00	19.83	4,810.00
01-517-240 TRAINING & CERTIFICATION	1,500	1,500	343.00	343.00	0.00	0.00	22.87	1,157.00
01-517-420 EQUIPMENT	1,000	1,000	37.99	37.99	0.00	0.00	3.80	962.01
01-517-430 SUPPLIES	750	750	0.00	0.00	19.29	0.00	0.00	750.00
TOTAL OTHER EXPENSES	18,250	18,250	5,044.67	5,473.27	1,210.59	0.00	29.99	12,776.73
CAPITAL EXPENSES								
01-517-800 CAPITAL EXPENDITURES	5,500	5,500	0.00	0.00	0.00	0.00	0.00	5,500.00
TOTAL CAPITAL EXPENSES	5,500	5,500	0.00	0.00	0.00	0.00	0.00	5,500.00
TOTAL 17-ANIMAL CONTROL	89,071	89,071	10,233.25	12,460.40	11,786.50	0.00	13.99	76,610.60
18-WCCPD								
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SALARIES & BENEFITS								
19-CODE ENFORCEMENT								
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SALARIES & BENEFITS								
01-519-010 INSPECTION SALARIES	39,742	39,742	3,061.75	4,491.79	0.00	0.00	11.30	35,250.21
01-519-012 STIPEND	1,000	1,000	1,082.84	1,082.84	0.00	0.00	108.28 (	82.84)
01-519-015 INSP.INCENTIVE PAY-BILINGUAL	600	600	46.16	69.24	0.00	0.00	11.54	530.76
01-519-020 OVERTIME	1,800	1,800	0.00	0.00	0.00	0.00	0.00	1,800.00
01-519-026 HAZARDOUS DUTY PAY	0	0	18.46	27.69	0.00	0.00	0.00 (	27.69)
01-519-030 SOCIAL SECURITY	3,408	3,408	263.07	434.02	0.00	0.00	12.74	2,973.98

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01-519-040 HEALTH INSURANCE	5,577	5,577	243.83	487.66	107.77	0.00	8.74	5,089.34
01-519-050 RETIREMENT	3,436	3,436	222.98	421.46	0.00	0.00	12.27	3,014.54
01-519-060 WORKER'S COMPENSATION	344	344	0.00	244.00	344.00	0.00	70.93	100.00
01-519-070 UNEMPLOYMENT COMPENSATION	270	270	0.00	0.00	0.00	0.00	0.00	270.00
TOTAL SALARIES & BENEFITS	56,177	56,177	4,939.09	7,258.70	451.77	0.00	12.92	48,918.30
OTHER EXPENSES								
01-519-120 DUES & SUBSCRIPTIONS	500	500	0.00	0.00	0.00	0.00	0.00	500.00
01-519-125 CONTRACT INSPECTION SVCS	0	0	0.00	0.00	6,250.00	0.00	0.00	0.00
01-519-130 BONDS & TRAINING	1,500	1,500	50.00	50.00	1,024.15	0.00	3.33	1,450.00
01-519-150 CONTRACT SERVICES - INSPECTI	0	0	0.00	0.00	4,800.00	0.00	0.00	0.00
01-519-420 OFFICE SUPPLIES	750	750	0.00	0.00	0.00	0.00	0.00	750.00
01-519-430 SUPPLIES & EQUIPMENT	500	500	0.00	0.00	0.00	0.00	0.00	500.00
01-519-480 UNIFORMS	500	500	29.99	29.99	0.00	0.00	6.00	470.01
01-519-490 VEHICLE PARTS	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
TOTAL OTHER EXPENSES	4,750	4,750	79.99	79.99	12,074.15	0.00	1.68	4,670.01
CAPITAL EXPENSES								

TOTAL 19-CODE ENFORCEMENT	60,927	60,927	5,019.08	7,338.69	12,525.92	0.00	12.05	53,588.31
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20-FINANCE
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SALARIES & BENEFITS								
01-520-010 FINANCE SALARIES	117,544	117,544	9,068.58	14,033.59	9,094.74	0.00	11.94	103,510.41
01-520-012 STIPEND	3,500	3,500	3,789.94	3,789.94	3,764.28	0.00	108.28 (	289.94)
01-520-015 FINANCE BILINGUAL PAY	0	0	0.00	0.00	23.08	0.00	0.00	0.00
01-520-018 FINANCE EDUCATION PAY	0	0	46.16	69.24	0.00	0.00	0.00 (	69.24)
01-520-020 FINANCE OVERTIME	576	576	40.16	117.35	239.47	0.00	20.37	458.65
01-520-030 FINANCE SOCIAL SECURITY	8,494	8,494	975.09	1,660.11	1,184.85	0.00	19.54	6,833.89
01-520-040 FINANCE HEALTH INSURANCE	22,663	22,663	3,560.80	3,560.80	2,841.60	0.00	15.71	19,102.20
01-520-050 FINANCE RETIREMENT	9,769	9,769	650.92	1,296.35	680.65	0.00	13.27	8,472.65
01-520-060 WORKER'S COMPENSATION	381	381	0.00	281.00	359.00	0.00	73.75	100.00
01-520-070 UNEMPLOYMENT COMPENSATION	270	270	0.00	0.00	0.00	0.00	0.00	270.00
TOTAL SALARIES & BENEFITS	163,197	163,197	18,131.65	24,808.38	18,187.67	0.00	15.20	138,388.62

OTHER EXPENSES								
01-520-120 DUES & SUBSCRIPTIONS	600	600	0.00	0.00	0.00	0.00	0.00	600.00
01-520-130 BONDS & TRAINING	4,800	4,800	743.75	1,310.31	610.54	0.00	27.30	3,489.69
01-520-260 DUES & FEES- BCAD	11,290	11,290	0.00	0.00	0.00	0.00	0.00	11,290.00
01-520-280 FEES-DELINQUENT COLLECTOR	139	139	0.00	0.00	0.00	0.00	0.00	139.00
01-520-285 CONTRACT SERVICES - MFO	80,808	80,808	5,600.40	11,999.30	6,965.00	0.00	14.85	68,808.70
01-520-289 CONTRACT SUPPORT	0	0	0.00	0.00	1,015.75	0.00	0.00	0.00
01-520-400 BANK/CREDIT CARD TERMINAL CH	4,242	4,242	24.00	571.24	1,108.01	0.00	13.47	3,670.76
01-520-420 OFFICE SUPPLIES	3,975	3,975	948.95	1,065.92	30.60	0.00	26.82	2,909.08
01-520-431 EMPLOYEE APPRECIATION LUNCHE	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
01-520-600 OFFICE EQUIP. & MAINT	500	500	0.00	0.00	0.00	0.00	0.00	500.00
01-520-700 CONTINGENCIES	1,000	1,000	0.00	0.00	90.95	0.00	0.00	1,000.00
TOTAL OTHER EXPENSES	108,354	108,354	7,317.10	14,946.77	9,820.85	0.00	13.79	93,407.23

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
CAPITAL EXPENSES								
TOTAL 20-FINANCE	271,551	271,551	25,448.75	39,755.15	28,008.52	0.00	14.64	231,795.85
21-ECONOMIC DEVELOPMENT (E =====								
SALARIES & BENEFITS								
OTHER EXPENSES								
OTHER INCOME/EXPENSES								
25-CITY MANAGEMENT =====								
SALARIES & BENEFITS								
01-525-010 CITY MANAGEMENT SALARIES	112,385	112,385	8,610.78	12,916.17	10,961.55	0.00	11.49	99,468.83
01-525-012 STIPEND	1,000	1,000	1,082.84	1,082.84	1,271.86	0.00	108.28 (	82.84)
01-525-030 SOCIAL SECURITY	8,951	8,951	688.52	1,301.10	1,154.81	0.00	14.54	7,649.90
01-525-040 HEALTH INSURANCE	5,601	5,601	890.20	890.20	1,101.23	0.00	15.89	4,710.80
01-525-050 RETIREMENT	9,213	9,213	612.68	1,225.36	962.24	0.00	13.30	7,987.64
01-525-060 WORKER'S COMPENSATION	1,937	1,937	0.00	1,500.00	418.00	0.00	77.44	437.00
01-525-070 UNEMPLOYMENT COMPENSATION	135	135	0.00	0.00	0.00	0.00	0.00	135.00
01-525-080 CONTRACT LABOR - HR	1,000	1,000	0.00	0.00	0.00	0.00	0.00	1,000.00
TOTAL SALARIES & BENEFITS	140,222	140,222	11,885.02	18,915.67	15,869.69	0.00	13.49	121,306.33
OTHER EXPENSES								
01-525-130 BONDS & TRAINING	600	600	288.63	467.60	600.00	0.00	77.93	132.40
01-525-140 EMPLOY. SCREENING & RECRUITM	0	0	0.00	0.00	630.00	0.00	0.00	0.00
01-525-420 OFFICE SUPPLIES	1,200	1,200	112.65	112.65	808.99	0.00	9.39	1,087.35
01-525-640 EMPLOYEE RECOGNITION	4,200	4,200	0.00	0.00	0.00	0.00	0.00	4,200.00
01-525-645 MEALS & ENTERTAINMENT	1,000	1,000	0.00	0.00	418.05	0.00	0.00	1,000.00
01-525-655 Cell Phone Allowance	1,440	1,440	0.00	0.00	166.17	0.00	0.00	1,440.00
TOTAL OTHER EXPENSES	8,440	8,440	401.28	580.25	2,623.21	0.00	6.88	7,859.75
OTHER INCOME/EXPENSES								
01-525-901 TRANSFER TO STREETS FUND	724,972	724,972	724,972.00	724,972.00	0.00	0.00	100.00	0.00
TOTAL OTHER INCOME/EXPENSES	724,972	724,972	724,972.00	724,972.00	0.00	0.00	100.00	0.00
TOTAL 25-CITY MANAGEMENT	873,634	873,634	737,258.30	744,467.92	18,492.90	0.00	85.22	129,166.08
26-POOL =====								

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
28-HUMAN RESOUCES								
=====								
OTHER EXPENSES								
01-528-140 EMPLOYMENT SCREENING/RECRUIT	13,500	13,500	880.00	1,094.68	913.00	0.00	8.11	12,405.32
01-528-142 RECOGNITION PROGRAM	2,200	2,200	0.00	0.00	0.00	0.00	0.00	2,200.00
01-528-143 EMPLOYEE WELLNESS PROGRAM	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
01-528-150 EMP MED COST ASSIST	0	0	3,316.86	5,617.02	3,195.21	0.00	0.00	(5,617.02)
01-528-175 TRANSFER TO HRA FUND 12	90,225	90,225	0.00	0.00	0.00	0.00	0.00	90,225.00
TOTAL OTHER EXPENSES	107,925	107,925	4,196.86	6,711.70	4,108.21	0.00	6.22	101,213.30
TOTAL 28-HUMAN RESOUCES	107,925	107,925	4,196.86	6,711.70	4,108.21	0.00	6.22	101,213.30
29-MERIT INCREASES								
=====								
SALARIES & BENEFITS								
30-GENERAL EXPENDITURES								
=====								
SALARIES & BENEFITS								
TOTAL EXPENDITURES	6,230,495	6,280,495	1,170,875.99	1,585,103.81	886,449.55	0.00	25.24	4,695,391.41
REVENUE OVER/(UNDER) EXPENDITURES	(638,426)	(638,426)	(865,599.54)	(1,125,812.52)	(372,813.36)	0.00	176.34	487,386.30

02 -GARBAGE FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
02-1100	CASH	21,922.40	
02-1102	CLAIM ON CASH	95,760.57	
02-1105	SAVINGS	97,454.60	
02-1115	INVESTMENT - TEXPOOL	40,432.15	
02-1601	A/R-COMMERCIAL GARBAGE	61,391.83	
02-1605	A/R-RESIDENTIAL GARBAGE	127,497.55	
02-1606	ALLOW FOR DOUBTFUL ACCTS	(24,195.16)	
02-1608	A/R - UNAPPLIED CREDITS	(7,603.85)	
		<u>412,660.09</u>	
TOTAL ASSETS			<u>412,660.09</u>
			=====
LIABILITIES			
=====			
02-2400	A/P PENDING	58,165.83	
02-2410	A/P-SALES TAX	43,303.39	
	TOTAL LIABILITIES	<u>101,469.22</u>	
EQUITY			
=====			
02-3201	FUND BALANCE	128,557.71	
	TOTAL BEGINNING EQUITY	<u>128,557.71</u>	
TOTAL REVENUE		249,609.42	
TOTAL EXPENSES		<u>66,976.26</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		182,633.16	
TOTAL EQUITY & FUND BALANCE		<u>311,190.87</u>	
TOTAL LIABILITIES, EQUITY & FUND BALANCE			<u>412,660.09</u>
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	750,745	750,745	31,420.61	249,609.42	307,970.53	0.00	33.25	501,136.06
TOTAL REVENUES	750,745	750,745	31,420.61	249,609.42	307,970.53	0.00	33.25	501,136.06
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	881,307	881,307	0.00	66,976.26	176,108.22	0.00	7.60	814,331.17
OTHER EXPENSES	15,000	15,000	0.00	0.00	7,074.16	0.00	0.00	15,000.00
TOTAL 00-GENERAL EXPENDITURES	896,307	896,307	0.00	66,976.26	183,182.38	0.00	7.47	829,331.17
TOTAL EXPENDITURES	896,307	896,307	0.00	66,976.26	183,182.38	0.00	7.47	829,331.17
REVENUE OVER/(UNDER) EXPENDITURES	(145,562)	(145,562)	31,420.61	182,633.16	124,788.15	0.00	125.47-(	328,195.11)

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
02-4101 INCOME-COMMERCIAL	373,476	373,476	29,426.25	54,489.44	53,025.99	0.00	14.59	318,986.56
02-4105 INCOME-RESIDENTIAL	365,783	365,783	114.64	193,282.73	253,027.33	0.00	52.84	172,499.77
02-4107 INCOME-RECYCLING	347	347	0.00	0.00	0.00	0.00	0.00	347.00
02-4110 INCOME-LATE CHARGE	11,124	11,124	1,878.84	1,835.46	1,914.99	0.00	16.50	9,288.52
02-4115 INCOME-INTEREST	16	16	0.88	1.79	2.22	0.00	11.19	14.21
TOTAL REVENUES	750,745	750,745	31,420.61	249,609.42	307,970.53	0.00	33.25	501,136.06

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
00-GENERAL EXPENDITURES =====								
SALARIES & BENEFITS								
02-500-010 EXPENSES-COMMERCIAL	365,651	365,651	0.00	29,434.58	68,879.22	0.00	8.05	336,216.85
02-500-020 EXPENSES-RESIDENTIAL	420,656	420,656	0.00	37,541.68	107,229.00	0.00	8.92	383,114.32
02-500-030 EXPENSES-ADMINISTRATIVE	95,000	95,000	0.00	0.00	0.00	0.00	0.00	95,000.00
TOTAL SALARIES & BENEFITS	881,307	881,307	0.00	66,976.26	176,108.22	0.00	7.60	814,331.17
OTHER EXPENSES								
02-500-591 EXPENSE - ALLY REPAIR	10,000	10,000	0.00	0.00	7,074.16	0.00	0.00	10,000.00
02-500-592 EXPENSES - ADDITIONAL CITY S	5,000	5,000	0.00	0.00	0.00	0.00	0.00	5,000.00
TOTAL OTHER EXPENSES	15,000	15,000	0.00	0.00	7,074.16	0.00	0.00	15,000.00
OTHER INCOME/EXPENSES								
TOTAL 00-GENERAL EXPENDITURES	896,307	896,307	0.00	66,976.26	183,182.38	0.00	7.47	829,331.17
TOTAL EXPENDITURES	896,307	896,307	0.00	66,976.26	183,182.38	0.00	7.47	829,331.17
REVENUE OVER/(UNDER) EXPENDITURES	(145,562)	(145,562)	31,420.61	182,633.16	124,788.15	0.00	125.47-	(328,195.11)

13 -ECONOMIC DEVELOPMENT CORP

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
13-1105	CASH - CHECKING	200,921.78	
13-1106	Savings - TLF Proceeds	465,156.90	
13-1117	EXPENSE CARD	10,243.62	
13-1510	A/R SALES TAX	<u>21,927.28</u>	
			<u>698,249.58</u>
TOTAL ASSETS			<u>698,249.58</u>
=====			
LIABILITIES			
=====			
13-2315	DUE TO GENERAL FUND	40,000.00	
13-2400	A/P PENDING	266,136.06	
13-2410	A/P - SALES TAX	<u>21,916.97</u>	
	TOTAL LIABILITIES		<u>328,053.03</u>
EQUITY			
=====			
13-3201	FUND BALANCE	<u>432,990.27</u>	
	TOTAL BEGINNING EQUITY	<u>432,990.27</u>	
TOTAL REVENUE		9.35	
TOTAL EXPENSES		<u>62,803.07</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(62,793.72)	
TOTAL EQUITY & FUND BALANCE			<u>370,196.55</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE			<u>698,249.58</u>
=====			

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	487,868	487,868	4.84	9.35	30.65	0.00	0.00	487,858.65
TOTAL REVENUES	487,868	487,868	4.84	9.35	30.65	0.00	0.00	487,858.65
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	90,418	90,418	7,500.00	15,135.00	22,400.16	0.00	16.74	75,283.00
OTHER EXPENSES	103,271	103,271	5,463.00	9,813.00	10,877.11	0.00	9.50	93,458.30
CAPITAL EXPENSES	373,245	373,245	23,467.00	37,855.07	132,507.05	0.00	10.14	335,390.10
TOTAL 00-GENERAL EXPENDITURES	566,934	566,934	36,430.00	62,803.07	165,784.32	0.00	11.08	504,131.40
TOTAL EXPENDITURES	566,934	566,934	36,430.00	62,803.07	165,784.32	0.00	11.08	504,131.40
REVENUE OVER/(UNDER) EXPENDITURES	(79,066)	(79,066)	(36,425.16)	(62,793.72)	(165,753.67)	0.00	79.42	(16,272.75)

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
13-4115 SALES TAX (.25)	487,618	487,618	0.00	0.00	0.00	0.00	0.00	487,618.00
13-4301 INTEREST	250	250	4.84	9.35	30.65	0.00	3.74	240.65
TOTAL REVENUES	487,868	487,868	4.84	9.35	30.65	0.00	0.00	487,858.65

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
00-GENERAL EXPENDITURES								
=====								
SALARIES & BENEFITS								
13-500-009 SALARIES - EDC	0	0	0.00	0.00	8,076.93	0.00	0.00	0.00
13-500-010 ADMINISTRATIVE EXPENSES	4,000	4,000	0.00	0.00	0.00	0.00	0.00	4,000.00
13-500-013 STIPEND	0	0	0.00	0.00	1,871.86	0.00	0.00	0.00
13-500-030 SOCIAL SECURITY-EDC	0	0	0.00	0.00	936.50	0.00	0.00	0.00
13-500-040 HEALTH INSURANCE-EDC	0	0	0.00	0.00	67.47	0.00	0.00	0.00
13-500-050 RETIREMENT-EDC	0	0	0.00	0.00	712.40	0.00	0.00	0.00
13-500-060 WORKERS COMPENSATION-EDC	283	283	0.00	0.00	0.00	0.00	0.00	283.00
13-500-070 UNEMPLOYMENT COMPENSATION	135	135	0.00	135.00	135.00	0.00	100.00	0.00
13-500-080 CONTRACT LABOR	86,000	86,000	7,500.00	15,000.00	10,600.00	0.00	17.44	71,000.00
TOTAL SALARIES & BENEFITS	90,418	90,418	7,500.00	15,135.00	22,400.16	0.00	16.74	75,283.00
OTHER EXPENSES								
13-500-115 MOBILE TELEPHONE	1,450	1,450	0.00	0.00	166.17	0.00	0.00	1,450.00
13-500-120 DUES & SUBSCRIPTIONS	2,000	2,000	0.00	0.00	652.00	0.00	0.00	2,000.00
13-500-130 TRAINING	5,000	5,000	213.00	913.00	0.00	0.00	18.26	4,087.00
13-500-132 TRAVEL	13,062	13,062	0.00	0.00	277.26	0.00	0.00	13,062.30
13-500-135 MEALS & ENTERTAINMENT	5,000	5,000	1,250.00	1,250.00	1,870.50	0.00	25.00	3,750.00
13-500-200 COMPUTER MAINTENANCE	200	200	0.00	0.00	0.00	0.00	0.00	200.00
13-500-201 WEBSITE MAINTENANCE	720	720	1,500.00	2,250.00	124.00	0.00	312.50 (	1,530.00)
13-500-250 LEGAL EXPENSES	40,000	40,000	2,500.00	5,000.00	5,000.00	0.00	12.50	35,000.00
13-500-290 AUDIT	5,500	5,500	0.00	400.00	2,750.00	0.00	7.27	5,100.00
13-500-430 SUPPLIES	3,250	3,250	0.00	0.00	13.18	0.00	0.00	3,250.00
13-500-590 POSTAGE	250	250	0.00	0.00	0.00	0.00	0.00	250.00
13-500-630 LEGAL ADVERTISING	776	776	0.00	0.00	0.00	0.00	0.00	776.00
13-500-640 COPIER USAGE	1,443	1,443	0.00	0.00	0.00	0.00	0.00	1,443.00
13-500-700 CONTINGENCIES	24,620	24,620	0.00	0.00	24.00	0.00	0.00	24,620.00
TOTAL OTHER EXPENSES	103,271	103,271	5,463.00	9,813.00	10,877.11	0.00	9.50	93,458.30
CAPITAL EXPENSES								
13-500-800 EDC PROJECTS	200,000	200,000	0.00	1,398.51	4,937.50	0.00	0.70	198,601.49
13-500-801 PROMOTING WINCREST	38,282	38,282	0.00	0.00	614.96	0.00	0.00	38,282.00
13-500-890 TLF LOAN PAYMENTS	97,450	97,450	17,360.76	26,029.40	18,991.56	0.00	26.71	71,420.60
13-500-891 RACKER ROAD PROJECT	0	0	973.60	2,716.46	104,461.19	0.00	0.00 (	2,716.46)
13-500-892 TLF INTEREST	37,513	37,513	5,132.64	7,710.70	3,501.84	0.00	20.55	29,802.47
TOTAL CAPITAL EXPENSES	373,245	373,245	23,467.00	37,855.07	132,507.05	0.00	10.14	335,390.10
OTHER INCOME/EXPENSES								
TOTAL 00-GENERAL EXPENDITURES	566,934	566,934	36,430.00	62,803.07	165,784.32	0.00	11.08	504,131.40
TOTAL EXPENDITURES	566,934	566,934	36,430.00	62,803.07	165,784.32	0.00	11.08	504,131.40
REVENUE OVER/(UNDER) EXPENDITURES	(79,066)	(79,066)	(36,425.16)	(62,793.72)	(165,753.67)	0.00	79.42 (	16,272.75)

CITY OF WINCREST
BALANCE SHEET
AS OF: NOVEMBER 30TH, 2013

16 -HOTEL/MOTEL TAX FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
16-1102	CLAIM ON CASH	15,503.18	
16-1105	SAVINGS	<u>136,017.92</u>	
			<u>151,521.10</u>
TOTAL ASSETS			151,521.10
			=====
LIABILITIES			
=====			
EQUITY			
=====			
16-3201	FUND BALANCE	<u>126,386.51</u>	
	TOTAL BEGINNING EQUITY	<u>126,386.51</u>	
TOTAL REVENUE		26,634.59	
TOTAL EXPENSES		<u>1,500.00</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		<u>25,134.59</u>	
TOTAL EQUITY & FUND BALANCE			<u>151,521.10</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE			151,521.10
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	153,997	153,997	12,615.81	26,634.59	25,513.22	0.00	17.30	127,362.46
TOTAL REVENUES	153,997	153,997	12,615.81	26,634.59	25,513.22	0.00	17.30	127,362.46
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
CAPITAL EXPENSES	0	0	500.00	1,500.00	6,734.00	0.00	0.00 (	1,500.00)
TOTAL 00-GENERAL EXPENDITURES	0	0	500.00	1,500.00	6,734.00	0.00	0.00 (	1,500.00)
TOTAL EXPENDITURES	0	0	500.00	1,500.00	6,734.00	0.00	0.00 (	1,500.00)
REVENUE OVER/(UNDER) EXPENDITURES	153,997	153,997	12,115.81	25,134.59	18,779.22	0.00	16.32	128,862.46

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
16-4101 INCOME-HOT	153,989	153,989	12,614.69	26,632.31	25,511.42	0.00	17.29	127,356.69
16-4115 INCOME-INTEREST	8	8	1.12	2.28	1.80	0.00	28.32	5.77
TOTAL REVENUES	153,997	153,997	12,615.81	26,634.59	25,513.22	0.00	17.30	127,362.46

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
00-GENERAL EXPENDITURES								
=====								
SALARIES & BENEFITS								
CAPITAL EXPENSES								
16-500-800 CAPITAL EXPENDITURES	0	0	500.00	1,500.00	6,734.00	0.00	0.00 (	1,500.00)
TOTAL CAPITAL EXPENSES	0	0	500.00	1,500.00	6,734.00	0.00	0.00 (	1,500.00)
TOTAL 00-GENERAL EXPENDITURES	0	0	500.00	1,500.00	6,734.00	0.00	0.00 (	1,500.00)
TOTAL EXPENDITURES	0	0	500.00	1,500.00	6,734.00	0.00	0.00 (	1,500.00)
REVENUE OVER/(UNDER) EXPENDITURES	153,997	153,997	12,115.81	25,134.59	18,779.22	0.00	16.32	128,862.46

CITY OF WINCREST
BALANCE SHEET
AS OF: NOVEMBER 30TH, 2013

17 -DEBT SERVICE

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
17-1102	CLAIM ON CASH	39,183.62	
17-1105	SAVINGS	0.03	
17-1501	A/R - ADVALOREM TAXES	6,478.48	
17-1505	ALLOW FOR DOUBTFUL ACCTS	(1,234.98)	
			44,427.15
TOTAL ASSETS			44,427.15
			=====
LIABILITIES			
=====			
17-2315	DUE TO GENERAL FUND	30,000.00	
17-2501	DEFERRED REVENUE - TAXES	5,243.50	
	TOTAL LIABILITIES		35,243.50
EQUITY			
=====			
17-3201	FUND BALANCE	(8,995.03)	
	TOTAL BEGINNING EQUITY	(8,995.03)	
TOTAL REVENUE		26,205.68	
TOTAL EXPENSES		8,027.00	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		18,178.68	
TOTAL EQUITY & FUND BALANCE			9,183.65
TOTAL LIABILITIES, EQUITY & FUND BALANCE			44,427.15
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	356,057	356,057	0.03	26,205.68	55,943.31	0.00	7.36	329,851.52
TOTAL REVENUES	356,057	356,057	0.03	26,205.68	55,943.31	0.00	7.36	329,851.52
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
OTHER EXPENSES	476,054	476,054	0.00	8,027.00	15,792.25	0.00	1.69	468,027.00
TOTAL 00-GENERAL EXPENDITURES	476,054	476,054	0.00	8,027.00	15,792.25	0.00	1.69	468,027.00
TOTAL EXPENDITURES	476,054	476,054	0.00	8,027.00	15,792.25	0.00	1.69	468,027.00
REVENUE OVER/(UNDER) EXPENDITURES	(119,997)	(119,997)	0.03	18,178.68	40,151.06	0.00	15.15-	138,175.48)

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
17-4101 INCOME - TAX NOTES PROCEEDS	0	0	0.00	26,205.50	0.00	0.00	0.00 (	26,205.50)
17-4115 INCOME - INTEREST	1	1	0.03	0.18	0.46	0.00	15.00	1.02
17-4117 AD VALOREM TAX (I&S .073841)	356,056	356,056	0.00	0.00	55,942.85	0.00	0.00	356,056.00
TOTAL REVENUES	356,057	356,057	0.03	26,205.68	55,943.31	0.00	7.36	329,851.52

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
00-GENERAL EXPENDITURES =====								
OTHER EXPENSES								
17-500-200 TAX NOTE PRINCIPAL EXPENSE	460,000	460,000	0.00	0.00	0.00	0.00	0.00	460,000.00
17-500-210 TAX NOTE INTEREST EXPENSE	16,054	16,054	0.00	8,027.00	15,792.25	0.00	50.00	8,027.00
TOTAL OTHER EXPENSES	476,054	476,054	0.00	8,027.00	15,792.25	0.00	1.69	468,027.00
TOTAL 00-GENERAL EXPENDITURES	476,054	476,054	0.00	8,027.00	15,792.25	0.00	1.69	468,027.00
TOTAL EXPENDITURES	476,054	476,054	0.00	8,027.00	15,792.25	0.00	1.69	468,027.00
REVENUE OVER/(UNDER) EXPENDITURES	(119,997)	(119,997)	0.03	18,178.68	40,151.06	0.00	15.15-	(138,175.48)

CITY OF WINCREST
BALANCE SHEET
AS OF: NOVEMBER 30TH, 2013

18 -WCC&PD FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
18-1102	CLAIM ON CASH	39,640.30	
18-1105	CASH - SAVINGS	<u>200,674.66</u>	
			<u>240,314.96</u>
TOTAL ASSETS			<u>240,314.96</u>
=====			
LIABILITIES			
=====			
18-2250	INSURANCE A/P	1,082.40	
18-2400	A/P PENDING	<u>690.14</u>	
	TOTAL LIABILITIES		<u>1,772.54</u>
EQUITY			
=====			
18-3201	FUND BALANCE	<u>282,323.50</u>	
	TOTAL BEGINNING EQUITY	<u>282,323.50</u>	
TOTAL REVENUE		(1,485.15)	
TOTAL EXPENSES		<u>42,295.93</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(43,781.08)	
TOTAL EQUITY & FUND BALANCE		<u>238,542.42</u>	
TOTAL LIABILITIES, EQUITY & FUND BALANCE			<u>240,314.96</u>
=====			

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	623,562	623,562	1.47 (	1,485.15)	9,743.37	0.00	0.24-	625,047.15
TOTAL REVENUES	623,562	623,562	1.47 (	1,485.15)	9,743.37	0.00	0.24-	625,047.15
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
SALARIES & BENEFITS	238,650	238,650	23,006.66	33,673.29	36,152.64	0.00	14.11	204,976.71
OTHER EXPENSES	76,819	76,819	1,435.37	3,231.59	3,890.98	0.00	4.21	73,587.41
CAPITAL EXPENSES	247,403	247,403	0.00	5,391.05	144,998.44	0.00	2.18	242,011.95
TOTAL 00-GENERAL EXPENDITURES	562,872	562,872	24,442.03	42,295.93	185,042.06	0.00	7.51	520,576.07
TOTAL EXPENDITURES	562,872	562,872	24,442.03	42,295.93	185,042.06	0.00	7.51	520,576.07
REVENUE OVER/(UNDER) EXPENDITURES	60,690	60,690 (	24,440.56) (	43,781.08) (	175,298.69)	0.00	72.14-	104,471.08

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
18-4101 INCOME - SALES TAX	623,548	623,548	0.00 (	1,488.00)	9,740.00	0.00	0.24-	625,036.00
18-4115 INCOME - INTEREST	14	14	1.47	2.85	3.37	0.00	20.36	11.15
TOTAL REVENUES	623,562	623,562	1.47 (	1,485.15)	9,743.37	0.00	0.24-	625,047.15

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
00-GENERAL EXPENDITURES								
=====								
SALARIES & BENEFITS								
18-500-009 SALARIES	150,116	150,116	11,608.14	17,380.00	17,165.61	0.00	11.58	132,736.00
18-500-010 ADMINISTRATIVE EXPENSE	2,000	2,000	0.00	0.00	0.00	0.00	0.00	2,000.00
18-500-013 STIPEND	4,000	4,000	3,248.52	3,248.52	5,087.44	0.00	81.21	751.48
18-500-014 SPECIAL ASSIGNMENT PAY K-9	4,500	4,500	0.00	0.00	0.00	0.00	0.00	4,500.00
18-500-015 INCENTIVE PAY-BILING & SHIFT	2,400	2,400	54.81	82.07	36.54	0.00	3.42	2,317.93
18-500-017 CERTIFICATION PAY	0	0	46.16	69.24	69.24	0.00	0.00 (	69.24)
18-500-018 EDUCATION PAY	300	300	0.00	0.00	0.00	0.00	0.00	300.00
18-500-020 OVERTIME	17,200	17,200	1,761.55	2,486.28	1,637.09	0.00	14.46	14,713.72
18-500-021 7K HOURS	2,100	2,100	432.34	582.65	498.36	0.00	27.75	1,517.35
18-500-026 HAZARDOUS DUTY PAY	400	400	9.24	13.86	13.85	0.00	3.47	386.14
18-500-030 SOCIAL SECURITY	13,634	13,634	1,275.96	2,234.56	2,313.04	0.00	16.39	11,399.44
18-500-040 HEALTH INSURANCE	23,987	23,987	3,579.80	3,598.80	4,246.20	0.00	15.00	20,388.20
18-500-050 RETIREMENT	14,408	14,408	990.14	1,912.31	1,664.93	0.00	13.27	12,495.69
18-500-060 WORKERS COMPENSATION	3,065	3,065	0.00	2,065.00	3,420.34	0.00	67.37	1,000.00
18-500-070 UNEMPLOYMENT COMPENSATION	540	540	0.00	0.00	0.00	0.00	0.00	540.00
TOTAL SALARIES & BENEFITS	238,650	238,650	23,006.66	33,673.29	36,152.64	0.00	14.11	204,976.71
OTHER EXPENSES								
18-500-130 BONDS & TRAINING	5,000	5,000	0.00	300.00	400.00	0.00	6.00	4,700.00
18-500-420 OFFICE SUPPLIES	500	500	0.00	0.00	0.00	0.00	0.00	500.00
18-500-435 K-9 PROGRAM EXPENSES	5,000	5,000	25.91	25.91	174.28	0.00	0.52	4,974.09
18-500-450 SYSTEM ACCESS FEE	14,035	14,035	0.00	594.00	0.00	0.00	4.23	13,441.00
18-500-480 UNIFORMS	2,000	2,000	368.55	368.55	1,077.40	0.00	18.43	1,631.45
18-500-500 MISC. CRIME PREVENTION	5,000	5,000	1,040.91	1,943.13	944.00	0.00	38.86	3,056.87
18-500-517 MAINTENANCE ON EQUIPMENT	45,284	45,284	0.00	0.00	1,295.30	0.00	0.00	45,284.00
TOTAL OTHER EXPENSES	76,819	76,819	1,435.37	3,231.59	3,890.98	0.00	4.21	73,587.41
CAPITAL EXPENSES								
18-500-800 CAPITAL EXPENDITURES	247,403	247,403	0.00	5,391.05	144,998.44	0.00	2.18	242,011.95
TOTAL CAPITAL EXPENSES	247,403	247,403	0.00	5,391.05	144,998.44	0.00	2.18	242,011.95
OTHER INCOME/EXPENSES								
TOTAL 00-GENERAL EXPENDITURES	562,872	562,872	24,442.03	42,295.93	185,042.06	0.00	7.51	520,576.07
TOTAL EXPENDITURES	562,872	562,872	24,442.03	42,295.93	185,042.06	0.00	7.51	520,576.07
REVENUE OVER/(UNDER) EXPENDITURES	60,690	60,690 (	24,440.56) (	43,781.08) (	175,298.69)	0.00	72.14-	104,471.08

19 -CAPITAL PROJECTS STREETS

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
19-1102	CLAIM ON CASH	203,460.04	
19-1105	CASH - SAVINGS	24,010.34	
19-1115	INVESTMENTS-TEXPOOL #159000002	10,242.00	
19-1116	INVESTMENTS-TEXPOOL#159000001	648,268.48	
19-1510	A/R-SALES TAX	21,927.28	
		<u>907,908.14</u>	
			907,908.14
			=====
TOTAL ASSETS			
			907,908.14
LIABILITIES			
=====			
19-2315	DUE TO GENERAL FUND	338,000.00	
19-2410	A/P - SALES TAX	21,936.97	
19-2441	Construction Retainage	2,495.01	
		<u>362,431.98</u>	
TOTAL LIABILITIES			
			362,431.98
EQUITY			
=====			
19-3201	FUND BALANCE	(117,719.83)	
	TOTAL BEGINNING EQUITY	(117,719.83)	
TOTAL REVENUE			
		724,973.09	
TOTAL EXPENSES			
		<u>61,777.10</u>	
	TOTAL INCREASE/(DECREASE) IN FUND BAL.	663,195.99	
TOTAL EQUITY & FUND BALANCE			
		<u>545,476.16</u>	
TOTAL LIABILITIES, EQUITY & FUND BALANCE			
			907,908.14
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
<u>REVENUE SUMMARY</u>								
ALL REVENUES	<u>1,166,711</u>	<u>1,166,711</u>	<u>724,972.52</u>	<u>724,973.09</u>	<u>9.78</u>	<u>0.00</u>	<u>62.14</u>	<u>441,738.16</u>
TOTAL REVENUES	1,166,711	1,166,711	724,972.52	724,973.09	9.78	0.00	62.14	441,738.16
<u>EXPENDITURE SUMMARY</u>								
<u>00-GENERAL EXPENDITURES</u>								
CAPITAL EXPENSES	<u>1,200,000</u>	<u>1,200,000</u>	<u>0.00</u>	<u>61,777.10</u>	<u>36,230.00</u>	<u>0.00</u>	<u>5.15</u>	<u>1,138,222.90</u>
TOTAL 00-GENERAL EXPENDITURES	<u>1,200,000</u>	<u>1,200,000</u>	<u>0.00</u>	<u>61,777.10</u>	<u>36,230.00</u>	<u>0.00</u>	<u>5.15</u>	<u>1,138,222.90</u>
TOTAL EXPENDITURES	1,200,000	1,200,000	0.00	61,777.10	36,230.00	0.00	5.15	1,138,222.90
REVENUE OVER/(UNDER) EXPENDITURES	(33,289)	(33,289)	724,972.52	663,195.99	(36,220.22)	0.00	1,992.25-	(696,484.74)

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
19-4105 TRANSFER FROM GENERAL FUND	724,972	724,972	724,972.00	724,972.00	0.00	0.00	100.00	0.00
19-4115 INCOME - INTEREST	17	17	0.52	1.09	9.78	0.00	6.32	16.16
19-4116 INCOME-SALES TAX (.25)	441,722	441,722	0.00	0.00	0.00	0.00	0.00	441,722.00
TOTAL REVENUES	1,166,711	1,166,711	724,972.52	724,973.09	9.78	0.00	62.14	441,738.16

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: NOVEMBER 30TH, 2013

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	BUDGET BALANCE
00-GENERAL EXPENDITURES =====								
SALARIES & BENEFITS								
CAPITAL EXPENSES								
19-500-800 CAPITAL EXPENDITURES	1,200,000	1,200,000	0.00	61,777.10	680.00	0.00	5.15	1,138,222.90
19-500-810 STREET MAINTENANCE	0	0	0.00	0.00	35,550.00	0.00	0.00	0.00
TOTAL CAPITAL EXPENSES	1,200,000	1,200,000	0.00	61,777.10	36,230.00	0.00	5.15	1,138,222.90
TOTAL 00-GENERAL EXPENDITURES	1,200,000	1,200,000	0.00	61,777.10	36,230.00	0.00	5.15	1,138,222.90
TOTAL EXPENDITURES	1,200,000	1,200,000	0.00	61,777.10	36,230.00	0.00	5.15	1,138,222.90
REVENUE OVER/(UNDER) EXPENDITURES	(33,289)	(33,289)	724,972.52	663,195.99	(36,220.22)	0.00	1,992.25-	(696,484.74)

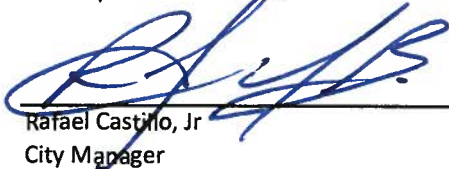
City of Windcrest
Quarterly Investment Report
July 1, 2013 to September 30, 2013
Portfolio Summary Management Report

<u>Portfolio as of June 30, 2013</u>		<u>Portfolio as of September 30, 2013</u>	
Beginning Book Value	\$ 5,496,174	Ending Book Value	\$ 4,273,537
Beginning Market Value	\$ 5,496,174	Ending Market Value	\$ 4,273,537
		Investment Income for the quarter	\$ 135
Unrealized Gain / Loss	\$ -	Unrealized Gain/Loss	\$ -
		Change in Unrealized Gain/Loss	\$ -
		*Change in Market Value:	\$ (1,222,637)
		Racker Road, TLF Paydown, Streets	

Authorized by:



Sarah Mangham, CGFO
Municipal Finance Officer



Rafael Castillo, Jr.
City Manager

This report is prepared in compliance with the City's Investment Policy and reporting requirements in the Government Code Chapter 2256.

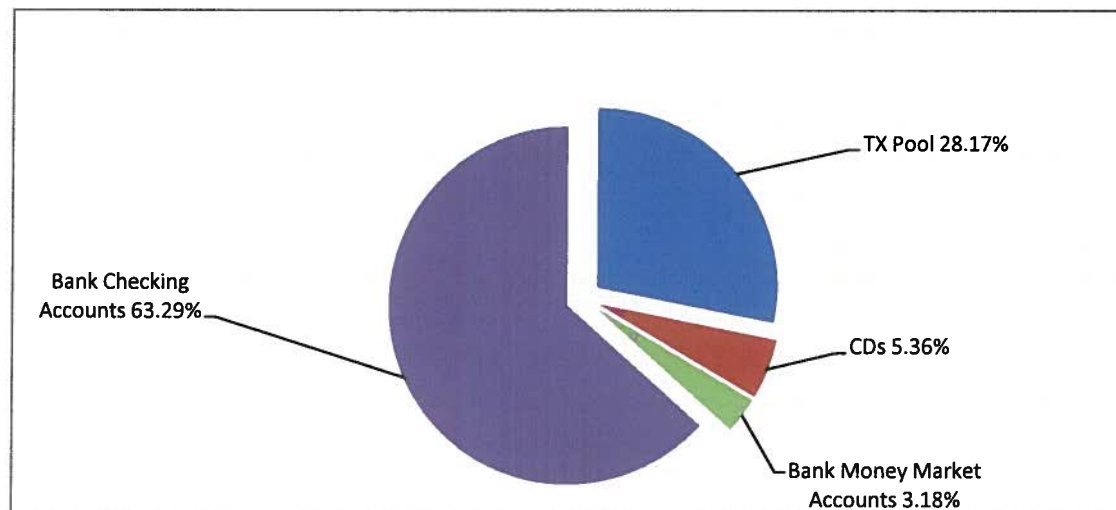
*Change in Market Value is required data, but will primarily reflect the receipt and expenditures of the City's funds from quarter to quarter.

Your Portfolio

As of September 30, 2013

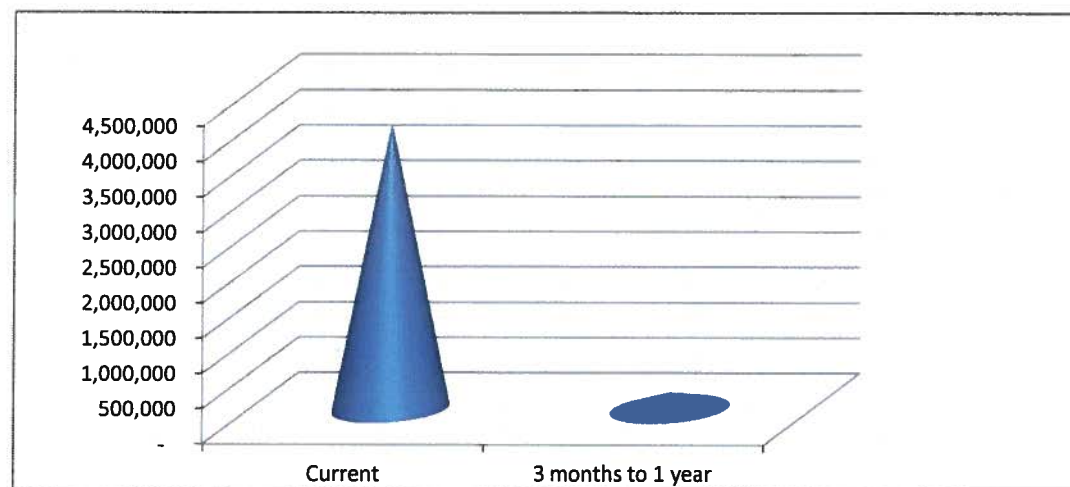
Your portfolio by diversification.

TX Pool	1,204,054
CDs	228,873
Bank Money Market Accounts	136,016
Bank Checking Accounts	2,704,594



Your portfolio by maturity.

Current	4,044,664
3 months to 1 year	228,873



Your Portfolio

As of September 30, 2013

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term (days)
Investment Pools	1,204,054	1,204,054	1,204,054	28.17%	1
Money Market Funds	136,016	136,016	136,016	3.18%	1
Bank Accounts	2,704,594	2,704,594	2,704,594	63.29%	1
CDs	228,873	228,873	228,873	5.36%	129/365
Weighted Average Maturity (TexPool)					57

CITY OF WINDCREST FINANCE SUMMARY
For the Period Ending September 30, 2013

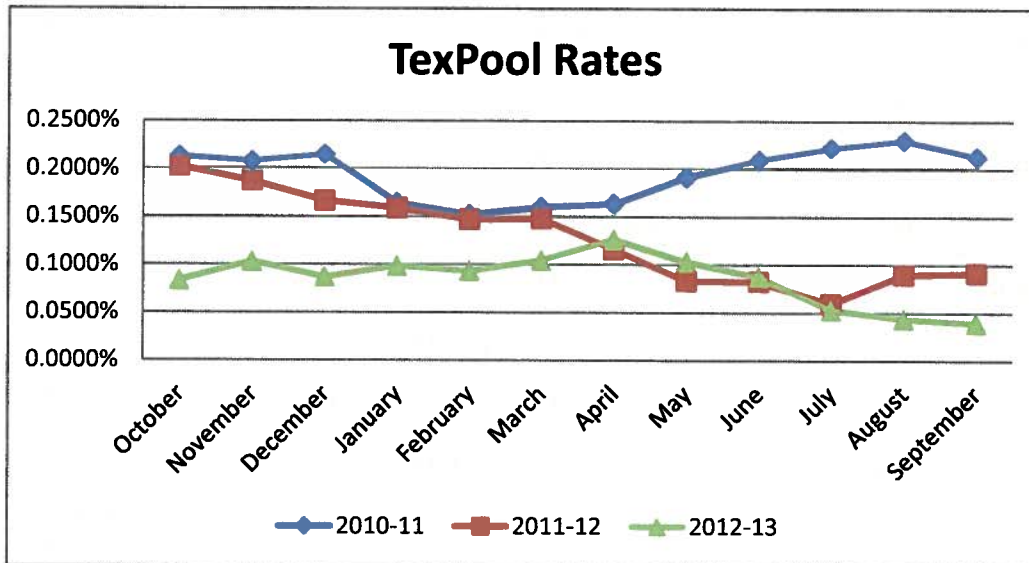
Acct Code	Frost Bank Accounts:	Account	Rate	Term (days)
99-1102	Pooled Checking	\$ 375,297	0.0010%	1
01-1105	General Fund Money Market	\$ 1,300,361	0.0010%	1
01-1126	General Fund Development Escrow	\$ -	0.0010%	1
02-1100	Garbage Fund Checking	\$ 21,922	0.0010%	1
02-1105	Garbage Fund Money Market	\$ 97,453	0.0010%	1
03-3201	Friends of Animal Control	\$ 1,952	0.0010%	1
17-1105	Debt Service Fund	\$ 19,867	0.0010%	1
19-1105	Capital Projects Street Fund	\$ 24,010	0.0010%	1
16-1105	Hotel/Motel Occupancy Tax Fund	\$ 136,016	0.0010%	1
18-1105	Windcrest Crime Control & Prevention Dist. Fund	\$ 150,722	0.0010%	1
13-1105	Economic Development Corporation	\$ 133,300	0.0010%	1
13-1106	Economic Development Corporation Escrow	\$ 464,150	0.0010%	1
04-1105	Asset Forfeiture/Seizure Savings (Federal)	\$ 347	0.0010%	1
05-1105	County Fire Contribution Savings	\$ 1,160	0.0010%	1
06-1105	School Crossing Guard Savings	\$ 29,180	0.0010%	1
07-1105	Dare Program Fund Savings	\$ -	0.0010%	1
08-1105	Police Donation Savings	\$ 6,469	0.0010%	1
09-1105	Asset Forfeiture/Seizure Savings (State)	\$ 5,433	0.0010%	1
10-1105	Police Education/Training Savings	\$ 9,058	0.0010%	1
11-1105	Roosevelt Scholarship Fund	\$ 4,093	0.0010%	1
14-1105	Municipal Court Technology Fund	\$ 35,963	0.0010%	1
15-1105	Municipal Court Building Security Fund	\$ 23,857	0.0010%	1
	Total - Frost National Bank	\$ 2,840,610	0.0010%	1
	INVESTMENTS:			
01-1127	IBC Bank Escrow CD Account	\$ 203,873	0.6000%	129
	General Fund Certificate of Deposit	\$ 25,000	0.2500%	365
19-1115	Texpool for Streets	\$ 10,241	0.0871%	1
	Texpool (breakout by fund below)	\$ 1,193,813	0.0871%	1
01-1125	General Fund	994,166.43		
02-1115	Garbage	40,432.15		
17-1115	Debt Service	-		
19-1116	Capital Project Street	148,268.48		
13-1115	Economic Dev. Fund	-		
05-1115	County Fire Contribution	10,946.07		
09-1115	Asset Seizure Fund - State	-		
	TOTAL ALL FUNDS	\$ 4,273,537		

Fund	Fund Title	Balance	Interest Earned
01	General Fund	2,523,400.43	97.25
02	Garbage Fund	159,807.15	3.73
03	Friends of Animal Control	1,952.00	-
04	Asset Seizure - Fed	347.00	-
05	County Fire Contribution	12,106.07	0.04
06	School Crossing Guard	29,180.00	0.90
07	Dare Program	-	-
08	Police Donations	6,469.00	0.15
09	Asset Seizure - State	5,433.00	0.13
10	Police Education/Training	9,058.00	0.23
11	Roosevelt Scholarship	4,093.00	0.09
13	Economic Development	597,450.00	18.92
14	Court Technology	35,963.00	0.81
15	Court Building Security	23,857.00	0.54
16	Hotel / Motel	136,016.00	3.50
17	Debt Service	19,867.00	0.62
18	WCCPD	150,722.00	4.18
19	Capital Projects Streets	182,519.48	4.10
99	Pooled cash	375,297.00	-
	Total	4,273,537.13	135.19

\$

TEXPOOL

	2010-11	2011-12	2012-13
October	0.2129%	0.2019%	0.0835%
November	0.2077%	0.1867%	0.1033%
December	0.2145%	0.1661%	0.0871%
January	0.1639%	0.1590%	0.0986%
February	0.1518%	0.1471%	0.0935%
March	0.1594%	0.1481%	0.1047%
April	0.1630%	0.1160%	0.1264%
May	0.1910%	0.0832%	0.1032%
June	0.2090%	0.0827%	0.0878%
July	0.2216%	0.0597%	0.0531%
August	0.2294%	0.0900%	0.0437%
September	0.2127%	0.0917%	0.0394%



IBC CD

	2010-11	2011-12	2012-13
November	1.1500%	0.6000%	0.6000%
March	1.1500%	0.6000%	0.6000%
July	1.1500%	0.6000%	0.6000%

No graph for this CD.

Frost CD

	2010-11	2011-12	2012-13
July	0.2300%	0.2500%	0.2500%

No graph for this CD.

FROST - ALL ACCOUNTS

	2010-11	2011-12	2012-13
October	0.5000%	0.0010%	0.0010%
November	0.5000%	0.0010%	0.0010%
December	0.5000%	0.0010%	0.0010%
January	0.5000%	0.0010%	0.0010%
February	0.5000%	0.0010%	0.0010%
March	0.5000%	0.0010%	0.0010%
April	0.0010%	0.0010%	0.0010%
May	0.0010%	0.0010%	0.0010%
June	0.0010%	0.0010%	0.0010%
July	0.0010%	0.0010%	0.0010%
August	0.0010%	0.0010%	0.0010%
September	0.0010%	0.0010%	0.0010%

No graph for Frost Accounts.



First Reading and Public Hearing Amending Chapter 23 for Proposed “B-3” Zoning Classification

January 6, 2014

SUBJECT: City Council consideration of First Reading and Public Hearing on the proposed “B-3” zoning classification.

1. BACKGROUND/HISTORY

The City of Windcrest has experienced growth in commercial activity and interest in expansion of services that can be provided to residents as well as increasing the tax base. The current zoning classifications do not allow for flexibility or potential for expanded opportunities.

The Planning and Zoning Commission have examined the need for an additional zoning classification that would allow for growth and also protect the City's best interests as commercial activity continues.

A public hearing was held to on July 11, 2013. The Planning and Zoning Commission recommend that Chapter 23 of the City Code be amended to include a B-3 classification.

2. SUMMARY

The B-3 classification allows for uses such as grocery stores, business parks and all other uses currently permitted in the existing B-2 Business District.

The area must consist of a minimum of 40 contiguous acres. All of the permitting requirements currently in place for other classifications also apply.

Height restrictions are set not to exceed 65 feet.

A provision is made to require set aside of a “reasonable percentage” of property for public use including but not limited to: community playgrounds, recreational areas, public space or buildings etc..

Finally, a “conceptual land use plan” may be submitted by the applicant to identify the location of any “CC” proposed use. A “CC” use is one that is not permitted outright in the B-3 classification and will require specific City Council approval. “CC” uses may include those in a business park such as manufacturing, assembly, testing etc.

A request for a “CC” use may not exceed 25 acres within the requested “B-3” tract. All requests for “CC” use must be considered by the City Council for review and approval.

Any amendments to the “CC” location, or change of use will require City Council approval.

3. ACTION OPTIONS/RECOMMENDATION

Staff recommends that the City Council hold a public hearing and first reading of the ordinance to amend Chapter 23.



ORDINANCE NO. 2014-706 (O)

AN ORDINANCE AMENDING CHAPTER 23 OF THE CODE OF ORDINANCES OF THE CITY OF WINDCREST, TEXAS TO CREATE A NEW “B-3” BUSINESS DISTRICT

WHEREAS, the City of Windcrest desires to create a new “B-3” Business District zoning category in accordance with Chapter 211 of the Texas Local Government Code; and

WHEREAS, these regulations are established for the purposes of promoting health and the general welfare; and

WHEREAS, the Planning and Zoning Commission, after a public meeting was held by it on July 11, 2013, recommended that Chapter 23 of the City Code of the City of Windcrest be amended by the City Council of the City of Windcrest; and,

WHEREAS, the City Council at a public meeting held by it on January 6, 2014 received said recommendation from the Planning and Zoning Commission and, after considering said recommendation and hearing the proponents and opponents to said recommendation, is of the opinion that such regulations be adopted.

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

Section 1. That, Chapter 23, Zoning, Subchapter 23.1400 Parks and Other Areas for Public Use, of the Code of Ordinances of the City of Windcrest, Texas is hereby repealed.

Section 2. That, Chapter 23, Zoning, Subchapter 23.1400, “B-3” BUSINESS DISTRICT, is hereby adopted as follows:

“The following regulations shall apply to the “B-3” Business District:

23.1401 Use Regulations

(a) A building or premises shall be used for the following purposes:

1. Any use permitted in the B-2 Business District;

2. Business Park uses not requiring specific City Council approval (wholesaling; research and development and laboratory);

3. Business Park uses which require specific City Council approval (manufacturing; processing; fabrication; assembly; testing; repair; servicing; storage; warehousing; construction equipment rental, sales, service and outdoor storage; displaying or distribution of goods, materials or products) designated as a “CC Use” or “CC Uses”; and

4. Grocery stores.

(b) Uses may be combined vertically, in the same building, or horizontally in multiple buildings, or through a combination of the two.

(c) A conceptual land use plan may be submitted with an application for rezoning to B-3. The purpose of the conceptual land use plan is to identify the location of any proposed CC Uses listed in 23.1401(a)(3). The conceptual land use plan shall identify the location and area of any proposed CC Uses, but need not identify uses permitted by right within B-3. Any CC Uses identified in the conceptual land use plan approved by City Council shall be permitted within the areas shown on the conceptual land use plan.

(d) “CC” uses located within a tract of 40 acres or larger are restricted to 0-25 acres for such activities.

(e) No CC Uses shall be permitted in any building within two hundred fifty feet (250’) of any federal highway right of way unless such building set back line is specifically identified on an approved conceptual land use plan as within two hundred fifty feet (250’) feet of a federal highway right of way.

(f) A conceptual land use plan may be amended by the original applicant or applicant’s assigns subsequent to the approval of B-3 zoning.

Amendments requiring City Council approval.

(1) A conceptual land use plan amendment may change the location and area of CC Use categories within the conceptual land use plan boundaries. Such amendment shall be reviewed and approved by the City Council.

(2) Any amendment to a conceptual land use plan that would allow for a building with CC Uses within two hundred fifty feet (250’) feet of a federal highway right of way which is not permitted by a building setback line identified on an approved conceptual land use plan shall be reviewed and approved by City Council.

(3) Any amendment that would allow for a CC Use that was not previously identified on the conceptual land use plan shall be reviewed and approved by City Council.

(g) The City Manager or his designee shall review any application for a building permit or certificate of occupancy for CC Uses listed in 23.1401(a)(3) to confirm that the proposed use or uses complies with the approved ordinance approving rezoning to B-3.

23.1402 Height Regulations

No building or structure shall exceed sixty-five (65) feet in height.

23.1403 Yard Regulations

The yard regulations for B-2 shall apply.

23.1404 Intensity of Use

Intensity of use refers to a required or stipulated tract of land in a zoning district. There are no minimum lot area or lot width requirements in B-3 business district.

23.1405 Parking Regulations

For parking regulations in the B-3 District and Business Park uses, the parking regulations and table of off street parking requirements for the B-1 District shall apply.

23.1406 Minimum Area Requirement

A B-3 Business District shall consist of a minimum of forty (40) contiguous acres, which may include multiple tracts that are either abutting or separated by a manmade or natural feature (e.g. street, railroad line, river, or right of way).

23.1407 Screening of Refuse Areas

All commercial establishments shall screen areas wherein garbage containers and other refuse are stored with a permanent type masonry or wooden enclosure on all sides exposed to public view with a concrete base and apron.

23.1408 Platted Lots

Platted lots used for commercial purposes may contain one (1) or more main buildings.

23.1409 Areas for Public Use

A reasonable percentage of any property zoned B-3 Business District shall be set aside for use as open space, public/civic space or buildings, green space, community playgrounds and/or recreational areas.

That, in the event any provision of this Ordinance is held to be invalid, it is the intention of the City Council that this Ordinance be of no force and effect whatsoever. That, this Ordinance shall become effective immediately upon its passage.

PASSED AND APPROVED, on the _____ day of _____, 2014 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.

Alan Baxter, Mayor

ATTEST:

Kelly Rodriguez, City Secretary

APPROVED:

Michael S. Brennan, City Attorney



WINDCREST TEXAS

January 6, 2014

SUBJECT: Master Plan Process

1. BACKGROUND/HISTORY

A Master Plan is the only public document that describes the community as a whole. It is a policy statement that outlines long term goals and a guide to short term decisions. It provides an assessment of the community needs and can be a blueprint for the community's physical development. The Master Plan is a public document adopted by government with full input from the community and is continually adopted as conditions change..

The City of Windcrest currently does not have an approved Master Plan. A Draft Conceptual Plan was developed in 2007 but not adopted.

The City of Windcrest is now re-examining the need to plan comprehensively for the future and has tasked the Planning and Zoning Commission with implementing this task.

2. FINDINGS/CURRENT ACTIVITY

On June 20, 2013 the Planning and Zoning Commission met to discuss the Comprehensive Planning Process and develop a work program for completion. During that Workshop, the Commissioners heard about the various types of Master Plans adopted by communities. They discussed the need for simplicity in approach and the flexibility in having the Master Plan grow with the City and its goals. They decided to use the General Plan concept as its model.

The General Plan outlines the scope of the community Vision with goals, objectives, and basic maps. Attachment 1 is provided for consideration as a first draft of the Windcrest General Plan to be used as a blueprint for preparation. The Draft presented is based on input by the Commission made in workshops over the Summer, 2013.

The contents of the General Plan are as follows:

- 1) **Vision**—how do we see Windcrest in the future?
- 2) **Guiding Principles**—our values and philosophy for insuring that the City grows in the manner agreed upon by the community through their participation.
- 3) The Draft General Plan provides for three major **Goals** agreed upon by the Commission-- Growth Management, Economic Development and Community Identity.

- 4) Each Goal in turn has a series of **Policies** that must be implemented for achieving that Goal.
- 5) Along with the Policies, a detailed **Action Plan/Task** statement for implementation must be prepared.

These will be the guiding tenets for staff as approved by the City Council and budgeted for future work programs as the General Plan is carried out over time.

3. FINAL IMPACT

The Commission has approved the Draft General Plan outline and concept and forwards it to City Council for community review and preparation.

ACTION/RECOMMENDATION

- 1) On November 18, the Draft General Plan (Attachment 1) was forwarded to City Council for preliminary review.
At that time, it was agreed that the Windcrest community go forward with the process.
- 2) The City Council shall establish a Master Plan Review Committee (MPRC) made up of Windcrest community residents and business owners to further develop the Policies and related Action Plan components.
 - a) As appointees of the City Council, the MPRC may comprise residents from several areas of the City representing a variety of neighborhoods, businesses and other stakeholders.
 - b) The MPRC may also have representatives from key boards and Commissions.
 - c) The Committee may also contain a roster of alternate members available for participation, to assure continuity during the process.
 - d) It shall be the responsibility of each Committee member to communicate with their constituencies as the Planning process goes forward.
 - e) The MPRC should be of a number that fully represents the Windcrest community.
 - f) In the initial phase, the MPRC may hold a community workshop(s) to promote full input of ideas and opportunities.
 - g) The MRPC will then hold a series of public meetings to insure that the Draft meets the intent and spirit of the Windcrest Vision.
 - h) The MPRC shall meet regularly with the Planning and Zoning Commission to report its progress.
- 3) The Committee will report its findings to the Commission. The Commission will hold public hearings on the final draft as presented by the MPRC.
- 4) At such time it will then be forwarded to City Council for adoption after community meetings and Public hearings are held to insure all opportunities for input.

The roles and responsibilities of the Committee as well as a proposed timeline are outlined in Attachment 2. It is anticipated that the process will be completed by mid-year 2014.

GENERAL PLAN

ATTACHMENT 1

WINDCREST

INTRODUCTION

Every city is different. Each a mixture of old and new homes, shopping centers, markets, shaded walkable streets, and busy commercial corridors. Whatever the combination, it is still a collection of people. People with different tastes, interests and resources who have settled in that special geographic area because they found employment, schools for their children or a place to retire.

What makes it a community and differentiates itself from other places is its economic condition, culture and its history. These factors and more affect the nature of a community. However, the one pivotal factor that makes a difference is the extent to which the community has guided the use and development of its environment through a Master Plan.

A Master Plan helps a community effect its growth and development. As a balance, it can be an important tool to prevent degradation of resources, maintain the commercial and economic base, provide good public facilities or improve housing stock and infrastructure.

PURPOSE

The Master Plan is the only public document that describes the community as a whole in terms of its complex and mutually supporting networks.

As a policy statement of long-term goals, it provides both a broad long-term perspective and a guide to short-term community decisions.

A Master Plan is prepared and implemented with an eye to:

- Influence and manage the development of the community;
- Coordinate public and private investment;
- Minimize conflict between land uses;
- Increase both the benefits and cost-effectiveness of public investment;

GENERAL PLAN

- Forecast and ensure that infrastructure and community facilities are established in advance of demand and located to best serve the community.

Master plans provide the basis for rational decision making but do not replace the decision-making process, nor take the place of the City's codes and other ordinances in establishing regulations. In applying such regulations, consideration should be given to the principles, goals and policies of the Master Plan.

The Master Plan is intended to provide guidance in the evaluation of future decisions on land use, infrastructure improvements, transportation and other issues. In addition, ordinances proposed and considered after the Master Plan adoption should be consistent with the relevant goals and policies contained in the Plan. If an ordinance establishing or modifying rules or regulations is being considered contrary to the goals and policies of the Plan, either the Plan should be reviewed and amended prior to the adoption of the ordinance, or it should clearly state those circumstances that necessitate its conflict with the Plan.

Community planning is a continuous and dynamic process. It helps the community achieve goals important to its citizens and the community at large. Over time, these goals will likely change. At that time the community must again review where they have been, how they got there and what has changed and where they want to go next.

The Planning and Zoning Commission should perform an annual review of the Master Plan principles, goals and policies and forward recommendations for amendments to the Plan to the City Council. The Commission should also prepare an annual report on development and planning activities. The report should indicate changes in current trends and appropriate laws and regulations, include recommendations for changes to the Master Plan's implementation and evaluate the City's progress.

GENERAL PLAN

VISION

The City of Windcrest promotes a high quality of life, balancing neighborhood stability, economic opportunity and responsible growth.

GUIDING PRINCIPLES

- Preserve, protect and enhance the integrity, economic viability and livability of Windcrest's neighborhoods.
- Promote economic diversity and jobs creation.
- Encourage a balance of new development and redevelopment.
- Support the implementation of the Parks and Recreation Open Space Master Plan, adopted July 25, 2012 (Resolution 2012-385 R).
- Provide an environment for the positive community input and collaboration in attaining the Master Plan Goals and Policies.

Realizing both the Vision and Guiding Principles require clear attainable Goals that address basic issues for Windcrest. Policies for attaining the goals must direct the City's planning and implementation strategies.

The key is to create goals and policies that Windcrest can use to measure its progress in fulfilling the vision for the future.

These goals and policies are dynamic. It is important that the entire community, citizens and organizations continue to share their ideas regarding the future.

GENERAL PLAN

GOALS AND POLICIES

Growth Management: Utilize City resources and authority to manage growth and development.

Policy 1-Conduct a review of city codes, ordinances and the Master Plan and revise all outdated, conflicting or ineffective requirements and definitions.

Activity/Task 1

Activity/Task 2

Activity/Task 3 etc....

Policy 2-Develop a process for responding to projected change.

Policy 3-Develop, implement and annually update a comprehensive five-year Capital Improvements Plan that sets priorities for specific projects.

Policy 4-Minimize the negative impact and maximize the benefit from development located outside and adjacent to Windcrest.

Economic Development: Promote a business-government relationship that addresses the need of businesses to operate in a positive and mutually beneficial environment.

Policy 1-Recognize and support the efforts of the Windcrest Economic Development Corporation.

Policy 2-Encourage economic diversity and jobs creation compatible with the quality of life values of Windcrest.

Policy 3-Create an environment of entrepreneurship, productivity and innovation in Windcrest that promotes business start-up and growth.

Policy 4-Take advantage of the proximity of Windcrest to both information technology and large military posts/bases as magnets for growth.

GENERAL PLAN

Community Identity: Plan, locate and maintain infrastructure, utilities and facilities to aid and maintain safe, healthy and sustainable environment for community activity.

Policy 1-Locate police, fire, and code compliance facilities to provide effective service and support the efforts of volunteer services on the community behalf of safety and security.

Policy 2-Ensure that components of the Windcrest Parks and Recreation Open Space Master Plan are supported for implementation.

Policy 3-Provide and encourage transportation options that emphasize convenience, safety, environmental quality and efficiency.

Policy 4-Provide safe, attractive, well-maintained neighborhoods for all residents.

ATTACHMENT 2

ROLE OF CITIZEN COMMITTEE

Reaching consensus on goals, policies, objectives, strategies and tasks for adoption is an intensive, time-consuming and at times, controversial process. Through public discussion, the proposed Goals and related elements are analyzed, tested and verified.

People will differ in their opinions and it is important for the community to spell out its objectives/policies. These provide the criteria by which the community measures its progress and success in meeting its goals. They help the community to evaluate how well it has accomplished them.

As differences of opinion arise it is imperative they all be given consideration. They will cause further and deeper reexamination of the Goals and Policies/Objectives to assure that they meet the community's values and Vision.

As the Master Planning Process goes forward, this process of questioning, discussion and resolution will lead to a commitment to the Goals. The entire City of Windcrest will acknowledge its full participatory role in the Plan's preparation and its implementation.

ROLE OF CITIZEN COMMITTEE: **DUTIES**

Duty of Care

Act in good faith for the best interests of the Community

Act reasonably, competently and prudently

Duty of Loyalty

Put interests of Windcrest above all else

No self-dealing; No self-interest

Duty of Obedience

Obligation to advance Mission for preparing Master Plan

Duty to act ethically and consistent with Mission

ROLE OF CITIZEN COMMITTEE: **MAJOR RESPONSIBILITIES**

Define the Character of the Community

- Establish, disseminate and steward the Mission

- Preserve the autonomy of the elected and appointed officials and their roles

- Engage with community at all levels

Provide Effective Leadership

- Support the Master Planning Process established

- Promote the Master Plan

Chart a course for the Future

- Set major direction for the Master Plan preparation

- Develop a strategy to meet the requirements set out by the City Council

- Eg., Outreach/education methods, timing, budget...

ROLE OF CITIZEN COMMITTEE: **SETTING DIRECTION**

Strategic Leadership: Community Engagement

Where are we now?

How did we get here?

Where do we want to be in 5-10 years?

How do we meet the challenges?

Does the way we operate help to meet our Goals?

How do we invest in our future?

How do we maximize what we have now?

How do we inspire and invite the Possibilities?!

ROLE OF CITIZEN COMMITTEE: **COMPOSITION**

1. As appointees of the City Council the Committee may comprise residents from several areas of the City representing a variety of neighborhoods, businesses and other stakeholders.
2. The committee may also have representatives from key Boards and Commissions.
3. The committee may also have a roster of alternates available for participation, to assure continuity during the process.
4. It shall be the responsibility of each member to communicate with their constituencies as the Planning process goes forward and encourage their participation.
5. The committee should be of a number that fully represents the Windcrest community.

ROLE OF CITIZEN COMMITTEE: **MEMBERSHIP**

The Committee shall be comprised of:

Two City Council members—One of which will act as Chair

Two members of the Economic Development Council

One member of the Parks Advisory Board

Two members representing neighborhood/resident interests

Two members representing commercial/business interests

Member of Planning and Zoning Commission (acts as oversight and non-voting)

Technical Advisory members including:

TXDOT

NEISD

SA Economic Development Foundation (which will include all utilities)

Bexar County Economic Development Office (which will include all
County services)

ROLE OF CITIZEN COMMITTEE: **OUTREACH/INPUT**

In the initial phase, the Committee may hold a community workshop(s) to promote full input of ideas and opportunities.

The Committee will then hold a series of public meetings to insure that the Draft meets the intent and spirit of the Windcrest Vision.

The committee shall utilize all methods of technological opportunities as well as traditional measures to assure maximum participation at all sessions.

The Committee shall meet regularly with the Planning and Zoning Commission to report its progress.

ROLE OF CITIZEN COMMITTEE: **APPROVAL PROCESS**

The Committee will report its findings to the Planning and Zoning Commission. The Commission will hold public hearings on the final draft as presented.

At such time it will then be forwarded to City Council for adoption after community meetings and public hearings are held to insure all opportunities for input.

IMPLEMENTATION

Once adopted, the Master Plan will be used as a guideline for scheduling future projects and programs with related budgetary and policy considerations.

It will be reconsidered for updates as directed by the City Council.

ROLE OF CITIZEN COMMITTEE: **SCHEDULE****

JANUARY, 2014

January 6—City Council approves process and appoints Committee

Mid-January—Committee convenes and develops work program

Week of January 27—Committee hosts community meetings to gather input

FEBRUARY

Week of February 3—Committee hosts community meetings to gather input

Week of February 10—Update presented to Planning and Zoning Commission

Week of February 17-28—Committee convenes to prepare DRAFT Plan outline

MARCH

Week of March 3—Presentation of update to Planning and Zoning Commission
and public hearing schedule for PZ and City Council

Schedule: continued

Week of March 24—First Public hearing for Planning and Zoning commission

APRIL

Week of April 7—Second PZ public hearing

Week of April 21—First City Council public hearing

MAY

Week of May 5—Second City Council Public Hearing and approval

****TENTATIVE SCHEDULE BASED ON COMMUNITY INPUT, AVAILABILITY AND LEGAL POSTING REQUIREMENTS.**



ORDINANCE NO. 2014-707 (O)

**AN ORDINANCE AUTHORIZING COMMENCEMENT OF THE
WINDCREST MASTER PLAN DEVELOPMENT PROCESS
AND APPOINTMENT OF A MASTER PLAN REVIEW
COMMITTEE.**

WHEREAS, Section 23.703 of the City Code of the City of Windcrest provides for the function and duty of the Planning and Zoning Commission to develop and recommend a comprehensive plan for the City; and

WHEREAS, the Commission has met and developed a DRAFT General Plan Concept for review by the City Council; and

WHEREAS, based on review and discussion on November 18, 2013, the City Council refined the DRAFT General Plan Concept purpose and direction and forwarded it to staff to prepare the process for community engagement; and

WHEREAS, a Master Plan Review Committee will be appointed by the City Council to provide oversight and insure community participation; and

WHEREAS, the Planning and Zoning Commission is charged with the responsibility of direction and review for the Plan as it evolves.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE
CITY OF WINDCREST:**

SECTION 1. City Council approves the following appointments:

City Council— (who will serve as Chair)

City Council—

Economic Development Council—

Economic Development Council—

Member of Parks Commission—

Representative of Resident/Neighborhood—
Representative of Resident/Neighborhood—
Representative of Commercial/Business—
Representative of Commercial/Business—
Member of Planning and Zoning Commission

Technical Advisory Members:

TXDOT

NEISD

San Antonio Economic Development Foundation (will include all utilities and related agencies)

Bexar County Economic Development (includes all County services)

The Planning and Zoning Commission member will be non-voting.

The City Council will appoint the vice-chair.

SECTION 2. The Master Plan Review Committee will follow the process outlined in Attachment 1 and Attachment 2 of the City Council memorandum approved on January 6, 2014.

SECTION 3. The Master Plan Review Committee will serve until the Master Plan is approved by the City Council.

PASSED AND APPROVED, on the _____ day of _____, 2014 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.

Alan Baxter, Mayor

ATTEST:

Kelly Rodriguez, City Secretary

APPROVED:

Michael S. Brenan, City Attorney



November 25, 2013

City of Windcrest
Mr. Rafael Castillo
City Manager
8601 Midcrown
Windcrest, TX 78239

**RE: INCREASE IN FRANCHISE FEE AND TERM OF FRANCHISE FEE
AGREEMENT WITH CPS ENERGY**

Dear Mr. Castillo:

As mentioned in my email message to you earlier this month, on November 7, 2013, the City of San Antonio approved a CPS Energy 4.25 percent rate adjustment on all electric and gas customers. As a result of this adjustment, CPS Energy is able to increase franchise fees from 3 to 4% for our suburban city partners effective February 1, 2014. This letter and the forthcoming correspondence will serve as the first step in ensuring your community receives this additional funding and our commitment to moving this process forward.

This letter serves to offer the City of Windcrest (the City) a one percent increase in the franchise fee that CPS Energy currently pays the City for CPS Energy to execute within, operate and maintain in, upon, over, under, and across the present and future streets, alleys, public ways and places within the City all the facilities CPS Energy deems reasonably necessary for the rendition of safe, reliable and economical electric and gas service (CPS Energy Facilities). The franchise fee rate, thus, would increase from three percent (3%) to four percent (4%), provided the City accepts a term of twenty (20) years for the franchise fee rate and executes the enclosed franchise agreement.

If the City is interested in accepting CPS Energy's proposal, please respond within 30 days of receipt of this letter on its intent to execute the new agreement or return the executed agreement to CPS Energy via first-class, United States mail and electronic mail to jrmcaden@cpsenergy.com by no later than December 31, 2013. Upon receiving the new franchise agreement CPS Energy also will sign and return an executed copy to you.

I extend to you my personal gratitude for the collaboration and partnership during these discussions as you are a valued member of our stakeholder community.

If you have any questions about this offer, please call Jim McAden at 210-353-3706.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Rudy Garza', is written over a horizontal line consisting of three parallel lines.

Rudy D. Garza
V.P. External Relations
CPS Energy

cc: The Honorable Alan Baxter, Mayor of Windcrest



ORDINANCE NO. 2014-708 (O)

AN ORDINANCE GRANTING AN ELECTRIC & GAS
FRANCHISE TO CITY PUBLIC SERVICE ENERGY

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

SECTION 1. Description. This agreement hereby grants the City of San Antonio, acting by and through the City Public Service Board, (CPS Energy), a twenty-year franchise commencing on _____, 2014, for transmission, distribution and sale of electricity within CPS Energy's certificated service area and within the City of Windcrest (Franchise Agreement). CPS Energy may construct, operate and maintain in, upon, over, under, and across the present and future streets, alleys, public ways and places within the City of Windcrest, Texas (City) all the facilities CPS Energy deems reasonably necessary for the rendition of safe, reliable and economical electric and gas service (CPS Energy Facilities).

SECTION 2. Payment for Street Rental. CPS Energy shall make a payment for street rental to the City of Windcrest in the amount of four percent (4%) of CPS Energy's gross receipts from the sale of electricity and gas within the City. "Gross receipts" excludes uncollectibles. The payment for street rental shall be treated by CPS Energy as a system-wide cost of service, and shall not be identified separately on the customer bill.

2.1. The payment for street rental will reflect CPS Energy's gross receipts for such sales, on a quarterly basis and will be due to the City within thirty (30) days after the close of each quarter in CPS Energy's fiscal year.

SECTION 3. Limitation on Assessments. The street rental charge is in lieu of all other fees or charges and the City shall not impose or collect, nor attempt to impose or collect, any charge or fee in connection with the construction, operation and maintenance of CPS Energy Facilities within the City other than the payment for street rental provided for under SECTION 2 above.

SECTION 4. Audits. Upon written notice to CPS Energy, the City shall be entitled, during normal working hours and at reasonable intervals during the term of this agreement, to audit

records of CPS Energy supporting the payment for street rental, including customer lists, to the extent such information is public information.

SECTION 5. Construction, Operation and Maintenance of Facilities. CPS Energy may open cut streets, curbs and sidewalks, bore, or utilize any other methods it deems reasonably necessary to construct, operate and maintain CPS Energy Facilities within the City. The design and construction of CPS Energy Facilities and CPS Energy's access to and restoration of paved surfaces shall be in accordance with CPS Energy design and construction standards, which CPS Energy shall make available for review by the City upon request. Street cuts and restoration of paved surfaces shall be subject to ordinances that may be adopted by the City, to the extent that such requirements are not in conflict with the following provisions.

5.1 Prior to starting any work, CPS Energy shall give ten (10) days written notice of the scope and duration of the work to the official designated by the City. Prior notice may be reduced or waived by the City in order to allow the work to proceed. In the event CPS Energy determines there is an emergency, CPS Energy may act without any prior notice, but shall provide notice to the City as soon as practicable.

5.2 The surface of any street, alley, or public way or place disturbed by CPS Energy shall be restored by CPS Energy within a reasonable time after the completion of the work. No street, alley, or public way or place shall be encumbered by CPS Energy for a longer period than shall be reasonably necessary to execute the work. CPS Energy shall continue to maintain the integrity of the portion of any paved surface over CPS Energy Facilities, as restored by CPS Energy during the work, as long as CPS Energy Facilities remain in use by CPS Energy at that location. CPS Energy shall have no responsibility for any injuries to landscaping or improvements located over, under, or around CPS Energy Facilities, but shall use reasonable care to avoid such injuries.

SECTION 6. Civic Improvements. The City shall give reasonable prior written notice of Street repaving, widening or straightening projects to CPS Energy. CPS Energy shall, at its expense, relocate CPS Energy Facilities in connection with activities reasonably related to the City's widening or straightening of streets.

SECTION 7. Use of Pole Space. CPS Energy shall permit the City to use existing CPS Energy poles for the City's communications conductors used for the City's governmental purposes, to the extent CPS Energy determines space is available. Such use shall be subject to the City's execution of CPS Energy's form of contract for pole attachment and payment of the CPS Energy fees applicable to such service.

SECTION 8. Rate Schedules. CPS Energy shall offer to serve the City's accounts under the rate schedules most favorable to the City, in accordance with CPS Energy's Rules and Regulations applying to Electric Service, a copy of which will be provided upon request.

SECTION 9. Furnishing of Information. CPS Energy will make available to the City meeting agendas for CPS Energy's Board meetings, information packets, and rate filings, and will

arrange periodic sessions for presentations by and discussions with knowledgeable CPS Energy employees. CPS Energy will at times provide confidential and competitively sensitive information to the City, including, quarterly electrical usage reports. The City agrees to keep such information confidential according to the Confidentiality Agreement for an Inter-Governmental Transfer of Information attached hereto as Exhibit A.

SECTION 10. Uniform Franchise Benefits. If, at any time during the term of this Franchise Agreement, CPS Energy enters into another franchise agreement for the provision of electric and gas service which provides increased financial benefits to any incorporated community in excess of the percentages stated in SECTION 2, CPS Energy shall provide written notice of such event to the City. At the option of the City, which must be exercised in writing within thirty (30) days after the City's receipt of notice from CPS Energy, this Franchise Agreement shall be amended to incorporate such increased financial benefit. The amendment to the Franchise Agreement shall be effective from the same date shown in the franchise agreement with such other incorporated community.

SECTION 11. Limited indemnity. It is expressly understood and agreed by and between the City and CPS Energy that CPS Energy shall indemnify and hold the City harmless from any and all loss sustained by the City on account of any suit, judgment, claim or demand whatsoever to the extent that such loss is attributed to the negligence of CPS Energy, its agents or employees in the performance of services under this Franchise Agreement.

SECTION 12. Effective Date. This Franchise Agreement shall become effective upon its adoption by the City in the form authorized by the board of CPS Energy. It shall supersede and take precedence over inconsistent ordinances, resolutions, or regulations hereafter or heretofore passed by the City. The payments provided for in SECTION 2 shall be effective for CPS Energy's gross receipts from electric sales within the City commencing February 1, 2014 if this Franchise Agreement is adopted by the City on or before or December 31, 2013, otherwise shall be effective for CPS Energy's gross receipts from electric and gas sales within the City commencing the first day of the month following adoption by the City.

SECTION 13. Headings. The headings of the sections in this Franchise Agreement are for organizational purposes only. They have no separate meaning and shall not be read as affecting the language of the sections.

SECTION 14. Continuation of Agreement. This Franchise Agreement shall remain in effect beyond the expiration of its term until a new agreement becomes effective between the parties or until this Franchise Agreement is terminated by either party upon 180 days prior written notice, which notice may precede the expiration date by not more than 180 days.

SECTION 15. Assignment. This Franchise Agreement may be assigned by CPS Energy upon mutual written agreement of the City and CPS Energy.

Passed and Approved on this the 6th day of January, 2014.

Alan Baxter, Mayor

ATTEST:

Kelly Rodriguez, City Secretary



City Council Agenda Item Report

January 6, 2013

Contact –Sarah Mangham

smangham@windcrest-tx.gov

SUBJECT:
**DELIBERATION AND POSSIBLE ACTION ON A
RESOLUTION APPROVING THE 2013 TAX ROLL AS
SUBMITTED BY THE BEXAR COUNTY TAX ASSESSOR-
COLLECTOR.**

- 1. BACKGROUND/HISTORY**
Annually the Appraisal District certifies the annual tax roll.
- 2. FINDINGS/CURRENT ACTIVITY**
The resolution is to approve the 2013 tax roll as submitted by the Bexar County Tax Assessor-Collector.
- 3. FINANCIAL IMPACT -**
N/A
- 4. ACTION OPTIONS/RECOMMENDATION**
Staff seeks approval of the resolution approving the 2013 tax roll as submitted by the Bexar County Tax Assessor-Collector.



Albert Uresti, MPA
Office of the Tax Assessor - Collector

November 8, 2013

Ms. Sarah Mangham, Finance Officer
City of Windcrest
8601 Midcrown
Windcrest, Texas 78239-2516

RE: City of Windcrest – 2013 Tax Roll

Dear Ms. Mangham:

Enclosed is a summary of values and levies taken from the initial Tax Roll for the City of Windcrest.

Section 26.09e of the State Property Tax Code requires the tax roll to be approved by the taxing units governing body. Please notify this office, at your earliest convenience, when the tax roll is certified.

If you have any question, please contact Mr. Carlos Gutierrez at 335-6600.

Sincerely,

A handwritten signature in green ink, appearing to read "AU", is located below the word "Sincerely,".

Albert Uresti, MPA
Tax Assessor-Collector
Bexar County

AU:PH/am

Enclosure



TAX ROLL STATEMENT AS OF OCTOBER 01, 2013

TAX ASSESSMENT ROLLS OF WINDCREST FOR THE YEAR 2013 SHOW THE FOLLOWING SUMMARIES:

ROLL	NUMBER ACCTS	MARKET VALUE	TAXABLE VALUE	FREEZE LOSS	TOTAL LEVY
REAL PROPERTY	2,675	537,597,735	436,819,913	0.00	1,814,036.44
PERSONAL PROPERTY	147	16,012,585	15,178,248	0.00	63,118.30
INTANGIBLES	1	362,388	362,388	0.00	1,504.75
TOTAL	2,823	553,972,708	452,360,549	0.00	1,878,659.49

RATE OF TAXATION ASSESSMENT RATIO 100%
TOTAL TAX RATE 00.415231

ALBERT URESTI
TAX ASSESSOR-COLLECTOR BEXAR COUNTY
BY:



OCTOBER 28, 2013



RESOLUTION NO. 2014-472(R)

**A RESOLUTION APPROVING THE 2013 TAX ROLL AS
SUBMITTED BY THE BEXAR COUNTY TAX ASSESSOR-
COLLECTOR**

WHEREAS, the Bexar County Tax Assessor-Collector has submitted the City of Windcrest 2013 Tax Roll for approval by the City Council as required by Section 26.09 (e) of the Tax Code; and

WHEREAS, the City Council has examined the proposed tax roll and found it to be correct.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that the 2013 tax roll submitted by the Bexar County Tax Assessor-Collector on November 8, 2013 is hereby approved.

DULY PASSED AND APPROVED, on the _____ day of January, 2014 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.

Alan Baxter, Mayor

ATTEST:

Kelly Rodriguez, City Secretary

APPROVED:

Michael S. Brenan, City Attorney



City Council Agenda Item Report

January 6, 2014

Contact – Andrew Hunt/ Jeffry McKinnie / Michael McAlear
Ahunt@rkci.com/ jmckinnie@idsengineeringgroup.com/ mmcalear@windcrest-tx.gov

Resolution #: 2014-473(R)

SUBJECT: Deliberation and possible action on a resolution to award a contract to D. Plata Construction Co., LLC. for the Windcrest Roadway CIP Package #2.

1. BACKGROUND/HISTORY

On October 22, 2013 the City of Windcrest released an Invitation for Bids for Windcrest Roadway CIP Package #2, and advertised notices for such bids on October 22, 2013 and October 29, 2013 in the San Antonio Express. On November 18, 2013 in the City Council Chambers, four sealed bids from prospective contractors were opened and publicly read aloud.

2. FINDINGS/CURRENT ACTIVITY

D. Plata Construction Co, LLC placed a low bid of \$840,611.69 for the performance of the base bid. Pronto Sandblasting placed the high bid at \$1,764,898.50. City Engineers, IDS Engineering Group, recommended an award to AJ Commercial Services in the amount of \$840,611.69.

3. FINANCIAL IMPACT -

D. Plata Construction Co, LLC placed a low bid of \$840,611.69. The IDS Engineering Group Opinion of Probable Cost estimated the project at \$1,225,750.90. Funding for this project will be provided from the City of Windcrest Capital Improvement Budget.

4. ACTION OPTIONS/RECOMMENDATION

Staff recommends the award of the Windcrest Roadway CIP Package #2 contract to D. Plata Construction Co. LLC in the amount of \$840,611.69.



November 27, 2013

Mr. Rafael Castillo, Jr.
City Manager
City of Windcrest
8601 Midcrown
Windcrest, TX 78239

Reference: Windcrest Roadway CIP Package #1
Contract Award Letter

Dear Mr. Castillo:

On November 18, 2013, bids for the referenced project were opened and read aloud. The low bidder was D. Plata Construction Co., LLC with a base bid of \$840,611.69. After tabulation and evaluation of the bids received, it is to the best of our knowledge and belief, the lowest and best qualified bid is that of D. Plata Construction. We recommend the award of the contract to D. Plata Construction in the amount of \$840,611.69.

If you have any questions, please contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeffrey McKinnie", is written over a light blue horizontal line.

Jeffrey McKinnie, P.E.
Senior Project Manager

cc: Andrew Hunt, PE, Raba Kistner Facilities
Sarah Mangham, City of Windcrest

Attachments: Bid Tabulation
Contractor Bid Documents Submittal Checklist

Windcrest CIP Package 2

Bid Tabulation

				IDS Engineering Group OPCC		D. Plata Construction Co., LLC		RL Jones, LP		Alamo City Constructors, Inc.		Pronto Sandblasting	
ITEM NO.	ITEM DESCRIPTION	BID QUANTITIES	UNIT	UNIT BID PRICE	EXTENDED AMOUNT	UNIT BID PRICE	EXTENDED AMOUNT	UNIT BID PRICE	EXTENDED AMOUNT	UNIT BID PRICE	EXTENDED AMOUNT	UNIT BID PRICE	EXTENDED AMOUNT
EARTHWORK													
100.1	Mobilization	1	LS	\$ 20,368.00	\$ 20,368.00	\$ 7,056.00	\$ 7,056.00	\$ 53,000.00	\$ 53,000.00	\$ 30,000.00	\$ 30,000.00	\$ 150,000.00	\$ 150,000.00
100.2	Insurance and Bond	1	LS	\$ 20,368.00	\$ 20,368.00	\$ 22,400.00	\$ 22,400.00	\$ 30,000.00	\$ 30,000.00	\$ 18,000.00	\$ 18,000.00	\$ 50,000.00	\$ 50,000.00
101.1	Preparing Right-of-Way	1	LS	\$ 20,368.00	\$ 20,368.00	\$ 6,720.00	\$ 6,720.00	\$ 25,000.00	\$ 25,000.00	\$ 6,000.00	\$ 6,000.00	\$ 60,000.00	\$ 60,000.00
103.1	Remove Concrete Curb	7,866	LF	\$ 3.50	\$ 27,531.00	\$ 1.89	\$ 14,866.74	\$ 1.50	\$ 11,799.00	\$ 2.50	\$ 19,665.00	\$ 4.00	\$ 31,464.00
103.3	Remove Sidewalks and Driveways	31,932	SF	\$ 3.00	\$ 95,796.00	\$ 0.76	\$ 24,268.32	\$ 0.50	\$ 15,966.00	\$ 2.50	\$ 79,830.00	\$ 6.00	\$ 191,592.00
104.1	Street Excavation (1,000 C.Y. <X<10,000 C.Y.)	6,827	CY	\$ 15.00	\$ 102,405.00	\$ 10.79	\$ 73,663.33	\$ 12.75	\$ 87,044.25	\$ 20.00	\$ 136,540.00	\$ 17.00	\$ 116,059.00
107.1	Embankment (FINAL)(ORD COMP)(TY A)	121	CY	\$ 15.00	\$ 1,815.00	\$ 12.20	\$ 1,476.20	\$ 8.00	\$ 968.00	\$ 10.00	\$ 1,210.00	\$ 7.00	\$ 847.00
EARTHWORK SUBTOTAL =				\$ 288,651.00		\$ 150,450.59		\$ 223,777.25		\$ 291,245.00		\$ 599,962.00	
BASE & SURFACE COURSES													
108.1	Lime Treated Subgrade (6" compacted depth)	13,797	SY	\$ 4.00	\$ 55,188.00	\$ 2.09	\$ 28,835.73	\$ 4.50	\$ 62,086.50	\$ 4.50	\$ 62,086.50	\$ 4.50	\$ 62,086.50
108.2	Lime	222	TON	\$ 150.00	\$ 33,300.00	\$ 162.40	\$ 36,052.80	\$ 250.00	\$ 55,500.00	\$ 150.00	\$ 33,300.00	\$ 150.00	\$ 33,300.00
200.1	Flexible Base (6" Compated depth)	13,797	SY	\$ 7.00	\$ 96,579.00	\$ 6.76	\$ 93,267.72	\$ 15.85	\$ 218,682.45	\$ 13.00	\$ 179,361.00	\$ 7.00	\$ 96,579.00
202.1	Prime Coat	2,759	GAL	\$ 4.00	\$ 11,036.00	\$ 5.55	\$ 15,312.45	\$ 3.50	\$ 9,656.50	\$ 4.50	\$ 12,415.50	\$ 7.00	\$ 19,313.00
203.1	Tack Coat	1,380	GAL	\$ 5.00	\$ 6,900.00	\$ 4.62	\$ 6,375.60	\$ 3.50	\$ 4,830.00	\$ 4.50	\$ 6,210.00	\$ 7.00	\$ 9,660.00
205.4	Hot Mix Asphaltic Pavement Type D (2.0 inches pavement thickness)	13,797	SY	\$ 9.00	\$ 124,173.00	\$ 9.21	\$ 127,070.37	\$ 8.50	\$ 117,274.50	\$ 10.00	\$ 137,970.00	\$ 12.00	\$ 165,564.00
234.1	Base Reinforcement (TX 140)	13,797	SY	\$ 3.50	\$ 48,289.50	\$ 2.79	\$ 38,493.63	\$ 3.25	\$ 44,840.25	\$ 2.00	\$ 27,594.00	\$ 5.00	\$ 68,985.00
BASE & SURFACE COURSES SUBTOTAL =				\$ 375,465.50		\$ 345,408.30		\$ 512,870.20		\$ 458,937.00		\$ 455,487.50	
MISCELLANEOUS CONSTRUCTION													
500.4	Concrete Cub & Gutter (14" depth)	7,866	LF	\$ 20.00	\$ 157,320.00	\$ 13.96	\$ 109,809.36	\$ 20.00	\$ 157,320.00	\$ 20.00	\$ 157,320.00	\$ 40.00	\$ 314,640.00
502.1	Concrete Sidewalks Conventionally Formed (Exposed Aggregate Finish)	0	SY	\$ 40.00	\$ -	\$ 31.58	\$ -	\$ 56.00	\$ -	\$ -	\$ -	\$ 200.00	\$ -
502.1	Concrete Sidewalks Conventionally Formed	1799	SY	\$ 37.00	\$ 66,563.00	\$ 26.38	\$ 47,457.62	\$ 45.00	\$ 80,955.00	\$ 59.00	\$ 106,141.00	\$ 52.00	\$ 93,548.00
503.1	Portland Cement Concrete Driveway - Residential	1,749	SY	\$ 40.00	\$ 69,960.00	\$ 31.09	\$ 54,376.41	\$ 55.00	\$ 96,195.00	\$ 65.00	\$ 113,685.00	\$ 59.00	\$ 103,191.00
510.1	Timber Guard Posts	3	EA	\$ 120.00	\$ 360.00	\$ 274.40	\$ 823.20	\$ 150.00	\$ 450.00	\$ 400.00	\$ 1,200.00	\$ 400.00	\$ 1,200.00
512.1	Adjusting Existing Manholes	6	EA	\$ 1,200.00	\$ 7,200.00	\$ 1,271.20	\$ 7,627.20	\$ 1,000.00	\$ 6,000.00	\$ 600.00	\$ 3,600.00	\$ 300.00	\$ 1,800.00
512.2	Reconstructing Existing Manholes	0	EA	\$ 1,500.00	\$ -	\$ 2,856.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -
512.3	Valve Box Adjustments	9	EA	\$ 250.00	\$ 2,250.00	\$ 212.80	\$ 1,915.20	\$ 550.00	\$ 4,950.00	\$ 350.00	\$ 3,150.00	\$ 50.00	\$ 450.00
513.1	Removing and Relocating Mail Boxes (Standard)	45	EA	\$ 150.00	\$ 6,750.00	\$ 134.40	\$ 6,048.00	\$ 100.00	\$ 4,500.00	\$ 300.00	\$ 13,500.00	\$ 50.00	\$ 2,250.00
513.1	Removing and Relocating Mail Boxes (Ornamental)	22	EA	\$ 540.00	\$ 11,880.00	\$ 173.60	\$ 3,819.20	\$ 300.00	\$ 6,600.00	\$ 400.00	\$ 8,800.00	\$ 400.00	\$ 8,800.00
516.2	St. Augustine Sodding	5,557	SY	\$ 5.00	\$ 27,785.00	\$ 4.80	\$ 26,673.60	\$ 5.50	\$ 30,563.50	\$ 6.50	\$ 36,120.50	\$ 5.00	\$ 27,785.00
524.1	Concrete Steps	0	CY	\$ 800.00	\$ -	\$ 68.32	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 700.00	\$ -
530.1	Barricades, Signs and Traffic Handling	1	LS	\$ 20,368.00	\$ 20,368.00	\$ 6,160.00	\$ 6,160.00	\$ 12,000.00	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00	\$ 18,000.00	\$ 18,000.00
531.1	Metro Street Name, Block Numbers (High Density) (Varies x 15")	20	EA	\$ 230.00	\$ 4,600.00	\$ 179.20	\$ 3,584.00	\$ 150.00	\$ 3,000.00	\$ 150.00	\$ 3,000.00	\$ 200.00	\$ 4,000.00
531.3	R1-1 Stop (30") (High Density)	5	EA	\$ 220.00	\$ 1,100.00	\$ 229.60	\$ 1,148.00	\$ 250.00	\$ 1,250.00	\$ 300.00	\$ 1,500.00	\$ 300.00	\$ 1,500.00
531.4	R1-2 Yied (36") (High Density)	7	EA	\$ 200.00	\$ 1,400.00	\$ 229.60	\$ 1,607.20	\$ 200.00	\$ 1,400.00	\$ 350.00	\$ 2,450.00	\$ 300.00	\$ 2,100.00
531.6	W14-2P No Outlet Street Marker (High Density)	1	EA	\$ 200.00	\$ 200.00	\$ 229.60	\$ 229.60	\$ 250.00	\$ 250.00	\$ 300.00	\$ 300.00	\$ 400.00	\$ 400.00
540.1	Curb Inlet Gravel Filters	50	LF	\$ 11.00	\$ 550.00	\$ 16.80	\$ 840.00	\$ 5.00	\$ 250.00	\$ 5.00	\$ 250.00	\$ 5.00	\$ 250.00
540.9	Temp. Sediment Control Fence	441	LF	\$ 3.50	\$ 1,543.50	\$ 3.91	\$ 1,724.31	\$ 2.00	\$ 882.00	\$ 4.00	\$ 1,764.00	\$ 5.00	\$ 2,205.00
833	Meter Box relocation	48	EA	\$ 250.00	\$ 12,000.00	\$ 201.60	\$ 9,676.80	\$ 500.00	\$ 24,000.00	\$ 300.00	\$ 14,400.00	\$ 200.00	\$ 9,600.00
834	Fire Hydrant	4	EA	\$ 4,500.00	\$ 18,000.00	\$ 3,584.00	\$ 14,336.00	\$ 2,500.00	\$ 10,000.00	\$ 4,000.00	\$ 16,000.00	\$ 10,000.00	\$ 40,000.00
1018	Root Barrier	5182	LF	\$ 5.00	\$ 25,910.00	\$ 9.05	\$ 46,897.10	\$ 5.00	\$ 25,910.00	\$ 7.00	\$ 36,274.00	\$ 15.00	\$ 77,730.00
MISCELLANEOUS CONSTRUCTION SUBTOTAL =				\$ 435,739.50		\$ 344,752.80		\$ 466,475.50		\$ 534,454.50		\$ 709,449.00	
TOTAL BID AMOUNT				\$ 1,099,856.00		\$ 840,611.69		\$ 1,203,122.95		\$ 1,284,636.50		\$ 1,764,898.50	

Contingency 10% \$ 109,985.60

Math Error \$ 1,209,841.60

PROJECT NAME: Windcrest Roadway CIP Package #2

CONTRACTOR BID DOCUMENTS SUBMITTAL CHECKLIST

CONTRACTOR	D. Plata Construction Company, LLC			RL Jones, LP			Alamo City Constructors, Inc.			Pronto Sandblasting		
	YES	NO		YES	NO		YES	NO		YES	NO	
Section A - Notice to Bidders												
Delivery of Proposals (2:00 p.m. November 18, 2013)	√	☐		√	☐		√	☐		√	☐	
Section B - Instructions to Bidders												
Statement of Qualifications (2)	√	☐		√	☐		√	☐		√	☐	
Financial Statement (1 Sealed)	√	☐		√	☐		√	☐		√	☐	
Section C												
Proposal - Bid Form (2)	√	☐		√	☐		√	☐		√	☐	
Section E Bid Bond												
Performance Bond (2)	√	☐		√	☐		√	☐		√	☐	
Misc.												
Addendum 1 (2)	√	☐		√	☐		√	☐		√	☐	

Comments

RL Jones - Only 1 Bid Bond

Alamo City Constructors, Inc. - Only 1 Bid Bond

Pronto Sandblasting - Only 1 of Each & Financial Statement Not Sealed



RESOLUTION NO. 2014-473(R)

A RESOLUTION AWARDED A CONTRACT TO D. PLATA CONSTRUCTION CO., LLC FOR THE WINDCREST ROADWAY CIP PACKAGE #2.

WHEREAS, on December 13, 2012 the City of Windcrest City Council adopted Resolution 2012-416(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, on February 25, 2013 the City of Windcrest City Council adopted Resolution 2013-417(R), 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; and

WHEREAS, on October 22, 2013 the City of Windcrest released an Invitation for Bids for WINDCREST ROADWAY CIP PACKAGE #2, and advertised notices for such bids on October 22, 2013 and October 29, 2013 in the City of Windcrest's Newspaper of Record; and

WHEREAS, on November 18, 2013 in the City Council Chambers, four sealed bids from prospective contractors were opened and reviewed. D. Plata Construction Co., LLC was the low bidder at Eight Hundred and Forty Thousand, Six Hundred and Eleven Dollars and Sixty-Nine Cents (\$840,611.69);and

WHEREAS, the funding for the Windcrest Roadway CIP Package #2 is budgeted from the City of Windcrest Capital Improvement Budget.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS, the City Council of the City of Windcrest hereby awards a contract in the amount of Eight Hundred and Forty Thousand, Six Hundred and Eleven Dollars and Sixty-Nine Cents (\$840,611.69) for the Windcrest Roadway CIP Package #2 to D. Plata Construction Co., LLC. The City Manager is authorized to negotiate and execute all documents on behalf of the City.

PASSED AND APPROVED ON THIS THE ____ DAY OF JANUARY, 2014.

Alan E. Baxter, Mayor

ATTEST

Kelly Rodriguez, City Secretary

APPROVED AS TO FORM

Michael Brennan, City Attorney



City Council Agenda Item Report

January 6th, 2014

Contact – Chief Al Ballew/ Michael McAlear
aballew@windcrest-tx.gov / mmcalear@windcrest-tx.gov

Resolution #:2014-474(R)

SUBJECT: Deliberation and possible action on a resolution authorizing the purchase of ten police portable radios from Dailey-Wells Communications for a price of \$37,044.00 and authorizing the City Manager to negotiate and execute a contract for such purchase.

1. BACKGROUND/HISTORY

The Windcrest Police Department requested in the FY 2013-2014 budget the procurement of ten portable police radios. The items were approved by the City Council and the WCCPD Board in the FY 2013-2014 budget.

2. FINDINGS/CURRENT ACTIVITY

Dailey-Wells Communications (Harris Corporation) has provided a quote for the ten requested portable radios models in the amount of \$37,044.00 (attached). The quoted amount incorporates state DIR contract discount pricing (DIR contract DIR-SDD-1520).

3. FINANCIAL IMPACT -

\$37,044.00 funding is available and has been approved in the WCCPD FY-13-14 Budget (Capital Expenditures).

4. ACTION OPTIONS/RECOMMENDATION

Staff recommends the approval of the purchase of ten (10) XG-75 Portable Radios from Dailey-Wells Communications in the amount of \$37,044.00.

DAILEY-WELLS COMMUNICATIONS

3440 E. Houston St., San Antonio, TX 78219



To: Lt. Dale Clark
For: City of Windcrest Police Department
Date: 14-Oct-13

XG-75 Portable, ProVoice & P25 Trunking Phase I & II, 700/800MHz

Item	Part Number	Description	Qty.	Unit List	Disc. %	Unit Sale	Ext Sale
1	EVXG-PF78B	PORTABLE, XG-75, 700/800 MHz, SYSTEM, GREY/BLACK	10	\$2,170.00	26.75%	\$1,589.53	\$15,895.30
2	EV-P25ED	FEATURE PACKAGE, P25 TRUNKING & EDACS	10	\$1,600.00	26.75%	\$1,172.00	\$11,720.00
3	MAEV-NPL7G	FEATURE, EDACS SECURITY KEY (ESK)	10	\$110.00	26.75%	\$80.58	\$805.80
4	EV-PRO	FEATURE, PROVOICE	10	\$250.00	26.75%	\$183.13	\$1,831.30
5	EVXG-NPL4F	FEATURE, P25 PHASE 2 TDMA	10	\$250.00	26.75%	\$183.13	\$1,831.30
6	MAEV--NNC5K	ANTENNA, 700/800 MHz, FLEXIBLE END-FED GAIN	10	\$30.00	26.75%	\$21.98	\$219.80
7	MAEV-PA2U	BATTERY, LI-POLY	10	\$140.00	26.75%	\$102.55	\$1,025.50
8	MAEV-PA2U	BATTERY, LI-POLY (SPARES)	10	\$140.00	26.75%	\$102.55	\$1,025.50
9	MAEV-NCH9T	CHARGER, SINGLE, TRI-CHEMISTRY	10	\$120.00	26.75%	\$87.90	\$879.00
10	V2-S2ER12112	SPEAKER MICROPHONE, COILED CORD W/EMERGENCY W/LED	10	\$137.42	10%	\$123.68	\$1,236.80
11	V1-10282	EARPHONE KIT FOR HIGH NOISE ENVIRONMENTS	10	\$47.45	10%	\$42.72	\$427.20
12	MAEV-NHC2G	BELT CLIP, STANDARD	10	\$20.00	26.75%	\$14.65	\$146.50
Total per Unit				\$5,014.87		\$3,704.40	
Total:						\$	\$37,044.00

Note: Per State DIR Contract
Programming provided by Bexar County
Does not include Encryption

Terms: Net 30 Days
Price valid until November 30, 2013
Dailey Wells Communications
Proprietary and Confidential.

FINANCIAL – PROPOSED WCCPD FY2013-2014 BUDGET (CAPITAL EXPENDITURES)

WINDCREST POLICE DEPARTMENT
FY2013-2014 PROPOSED WCCPD BUDGET

CAPITAL EXPENDITURES

ITEM	FY2013-2014 QUANTITY	CM - (\$ YEAR PLAN)	QUANTITY	COST PER UNIT	TOTAL COST	QUANTITY TOTALS
POLICE PORTABLE RADIOS (HANDHELD) P25 COMPLIANT	1	YES	10	\$ 3,705.00	\$ 37,050.00	\$ 43,390.00
BALLISTIC VESTS		YES	10	\$ 628.00	\$ 6,280.00	
2013 CHEVROLET TAHOE PPV (INCLUDES ALL EMERGENCY LIGHTING EQUIPMENT) - REPLACES UNIT 640		YES	1	\$ 36,200.00	\$ 36,200.00	
2013 CHEVROLET TAHOE PPV (INCLUDES ALL EMERGENCY LIGHTING EQUIPMENT) - REPLACES UNIT 601		YES	1	\$ 36,200.00	\$ 36,200.00	
2013 CHEVROLET TAHOE PPV (INCLUDES ALL EMERGENCY LIGHTING EQUIPMENT) - REPLACES UNIT 604		YES	1	\$ 36,200.00	\$ 36,200.00	
POLICE MOBILE RADIOS (IN-CAR) P25 COMPLIANT (INCLUDES INSTALLATION)		YES	3	\$ 4,800.00	\$ 14,400.00	
VEHICLE EQUIPMENT ORGANIZERS	2	YES	3	\$ 160.00	\$ 480.00	\$ 146,410.00
VEHICLE FIRE EXTINGUISHERS		YES	3	\$ 75.00	\$ 225.00	
VEHICLE ACCIDENT MEASURE MASTERS		YES	3	\$ 135.00	\$ 405.00	
GETAC 5400 VEHICLE LAPTOP COMPUTERS WITH COSYNIC, GPS, LAPTOP STANDS AND PLATFORM TRAYS, EXTENDED WARRANTIES AND INSTALLATION		NO	1	\$ 4,300.00	\$ 4,300.00	
GETAC 5400 VEHICLE LAPTOP COMPUTERS WITH COSYNIC, GPS, ELECTRONIC TICKETWRITING, CARD READER, VIDEOAC IN-CAR VIDEO SYSTEM, LAPTOP STANDS AND PLATFORM TRAYS, EXTENDED WARRANTIES AND INSTALLATION		YES	2	\$ 9,000.00	\$ 18,000.00	
BALLISTIC SHIELDS		NO	3	\$ 2,000.00	\$ 6,000.00	
LIDAR - HANDHELD PRECISION RADAR		NO	2	\$ 2,410.00	\$ 4,820.00	
VEHICLE RADAR (IN CAR)	3	YES	2	\$ 2,300.00	\$ 4,600.00	\$ 17,520.00
AIR PURIFIERS/CLEANERS (RECOPROS, COMMUNICATIONS AND PATROL)		NO	4	\$ 400.00	\$ 1,600.00	
PRINTER - OPERATIONS DIVISION		NO	1	\$ 500.00	\$ 500.00	
OFFICE CHAIRS (INTERVIEW ROOM, PATROL OFFICE, SUPERVISORS OFFICES)		NO	16	\$ 125.00	\$ 2,000.00	
SWAT EQUIPMENT/UPGRADES/MULTI-AGENCY SUPPORT		YES	1	\$ 8,000.00	\$ 8,000.00	
STALKER SPEED AWARENESS MONITOR TRAILER	4	NO	1	\$ 8,443.00	\$ 8,443.00	\$ 40,143.00
2013 FULL POLICE BIKE (INCLUDES BACK, STAND, LIGHTS, EQUIPMENT BAG)		YES	2	\$ 1,250.00	\$ 2,500.00	
RADAR SPEED DISPLAYS		YES	4	\$ 4,800.00	\$ 19,200.00	
GRAND TOTAL - FY2013-2014					\$ 247,403.00	\$ 247,403.00

POLICE RADIOS - MANDATORY COMPLIANCE FOR P25 RADIOS IS REQUIRED BY DECEMBER 2015. USED RADIOS FOR FY2013-2014 IN CONJUNCTION WITH 5 YEAR CP PLAN WILL INSURE THAT THE WINDCREST POLICE DEPARTMENT IS READY AND IN COMPLIANCE WITH MANDATED REQUIREMENTS BY DECEMBER 2015.

7/19/2013

Prepared by: A. O. Baskin
Chief of Police



RESOLUTION NUMBER 2014-474(R)

A RESOLUTION AUTHORIZING THE PURCHASE OF TEN POLICE PORTABLE RADIOS FROM DAILEY-WELLS COMMUNICATIONS FOR A PRICE OF \$37,044.00 AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT FOR SUCH PURCHASE

WHEREAS, it will promote the safety and welfare of the citizens of the City of Windcrest to purchase the portable radios displayed in attachment A; and

WHEREAS, the City of Windcrest Purchasing Policy requires council approval for all purchases over \$10,000 and competitive bidding or proposals for all purchases over \$25,000; and

WHEREAS, Dailey-Wells Communications (Harris Corporation) holds a contract with the State of Texas Department of Information Resources (DIR-SDD-1520) awarded through the competitive bidding or proposal process; and

WHEREAS, the City of Windcrest City Council authorizes the purchase of the portable radios displayed in attachment A from Dailey-Wells Communications in accordance with purchasing guidelines.

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

1. The purchase of the ten (10) portable radios displayed in attachment A for a price of \$37,044.00 is approved.
2. The City Manager is authorized to negotiate and execute a contract with Dailey-Wells Communications for such purchase.

DULY PASSED AND APPROVED, on the _____ day of January, 2014 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, City Secretary

APPROVED AS TO FORM

Michael Brennan, City Attorney



RESOLUTION NO. 2014-475(R)

**A RESOLUTION APPOINTING MEMBERS TO THE CITY
OF WINDCREST PARKS AND RECREATION
COMMISSION.**

WHEREAS, the Code of Ordinances authorize the city council to appoint the members of the City of Windcrest Parks and Recreation Commission.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINDCREST, TEXAS that the following persons are hereby appointed to be members of the City of Windcrest Parks and Recreation Commission:

<u>Name:</u>	<u>Term of Office:</u>
Jan Leaders	3 years- January 6, 2014 to January 6, 2015
Dennis Dooley	3 years- January 6, 2014 to January 6, 2015
Jay Eldridge	3 years- January 6, 2014 to January 6, 2015
Mike Scott	3 years- January 6, 2014 to January 6, 2015
JoAnn Hilliard	3 years- January 6, 2014 to January 6, 2015
Scott Gorton	3 years- January 6, 2014 to January 6, 2015

PASSED and APPROVED this 6th day of January, 2014.

Alan Baxter, MAYOR

ATTEST:

Kelly Rodriguez, City Secretary

APPROVED AS TO FORM:

Michael S. Brennan, City Attorney

STATE OF TEXAS

§

AGREEMENT FOR LOAN OF

§

TRAILER PURCHASED WITH

COUNTY OF BEXAR

§

HOMELAND SECURITY FUNDS

This Loan Agreement (the “Agreement”) is entered into by and between Bexar County (“COUNTY”) and the City of Windcrest on behalf of its Emergency Management’s Community Emergency Response Team-CERT (“CITY”) (also, individually, a “Party” or, collectively, the “Parties”).

RECITALS

COUNTY has procured the trailer and accessories described below (both individually and collectively, the “Trailer”) with Texas Homeland Security funds:

1 CargoMate Transport Trailer, 5’ X 8’, VIN (5NHUEH013EY067546) (White) Single Axle – Ramp Rear Door and Side Door with 2 12V Dome Lights – Spare Tire Mount and Spare Tire

Accessories include:

Bulldog 2 inch Coupler, Coupler Lock, CERT Graphics, 4 X 3", 1 Table, 2 Folding Chairs, 4 Traffic Cones, 4 Tie Down Straps, 1 Ice Chest, 1x 5 Gal Water Cooler.

Total Trailer Cost with Accessories: \$2852.18

The purpose of this Agreement is to set out the terms and conditions under which County will loan the Trailer to CITY.

ARTICLE I

TERM

1.01 The term of this Agreement begins when the Agreement is fully executed and terminates five years later, except that COUNTY may terminate this Agreement when it is in the best interest of COUNTY to do so.

ARTICLE II

LICENSE TO USE TRAILER GRANTED

2.01 COUNTY will loan the Trailer to CITY for the purpose of furthering the Texas Homeland Security Strategy. In consideration for the loan of the Trailer, CITY will:

- A. Obtain and maintain full insurance coverage for the Trailer, and provide proof of that insurance;
- B. Maintain the Trailer in good working order;
- C. Ensure operators receive appropriate training on the hook up, movement, backing

and use of the trailer,

- D. Use the Trailer only for purposes permitted under the Alamo Area Community Emergency Response Team ("CERT") Guidelines to include CERT and other appropriate homeland security trainings, exercises, approved community events, and CERT activation(s) by the Emergency Management Authority;
- E. Return the Trailer to COUNTY if it is no longer needed; and
- F. Comply with all terms of this Agreement.

ARTICLE III **COMPLIANCE WITH LAW**

- 3.01 CITY certifies that it will comply with the Permanent Loan Guidelines promulgated by the U.S. Department of Homeland Security's Office of State and Local Government Coordination and Preparedness; and SAA Information Bulletin No. 11-001, March 02, 2011 stating all recipients must be NIMS compliant.

ARTICLE IV **INSPECTION OF TRAILER**

- 4.01 At any reasonable time and as often as COUNTY may deem necessary, CITY will make the Trailer available for inspection by COUNTY or any of its authorized representatives.

ARTICLE V **PERFORMANCE REPORTS**

- 5.01 As often and in the form as COUNTY may require, CITY will furnish COUNTY with performance records deemed by COUNTY to be pertinent to matters covered by this Agreement.

ARTICLE VI **OTHER TERMS AND CONDITIONS**

- 6.01 **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties and contains all of the terms and conditions agreed upon. No other agreement, oral or otherwise, regarding the subject matter of this Agreement will bind the Parties unless it is in writing, dated subsequent to the date of this Agreement, and duly executed by the Parties.

- 6.02 **Interpretation.** If a disagreement or dispute arises between the Parties pertaining to the interpretation or meaning of any part of this Agreement or its governing rules, regulations, laws, codes or ordinances, COUNTY, as the Party responsible for compliance with the requirements of the UASI State Homeland Security Grant, shall have the final authority to render or secure an interpretation.

6.03 **Notices.** For purposes of this Agreement, all official communications and notices among the Parties will be deemed sufficient if in writing and mailed, registered or certified mail, postage prepaid, to the following addresses:

CITY: Emergency Management Coordinator
8601 Mid Crown
Windcrest, TX 78239

COUNTY: Bexar County Judge
Bexar County Courthouse
101 W. Nueva; 10th Floor
San Antonio, TX 78205

And: Bexar County Office of Emergency Management
622 Dolorosa
San Antonio, TX 78207-4535

Notice of changes of address by either Party must be made in writing delivered to the other Party's last known address within five business days of such change.

6.04 **Parties Bound.** This Agreement is binding on and will inure to the benefit of the Parties and their respective, administrators, legal representatives, successors and assigns, except as otherwise expressly provided.

6.05 **Gender.** Words of gender used in this Agreement will be construed to include the other gender, and words in the singular number will be construed to include the plural, unless the context otherwise requires.

6.06 **Relationship of Parties.** Nothing contained in this Agreement will be construed to create between the Parties the relationship of principal and agent, partners, joint venturers or any other similar relationship.

6.07 **Texas Law to Apply.** This Agreement will be construed under and in accordance with the laws of the State of Texas, and all obligations of the Parties are performable in Bexar County, Texas.

6.8 **Captions.** The captions contained in this Agreement are for convenience of reference only, and in no way limit or enlarge the terms and/or conditions of this Agreement.

6.9 **Recitals.** The Recitals at the beginning of this Agreement are incorporated into the Agreement.

EXECUTED this _____ day of _____, 2013.

COUNTY OF BEXAR

CITY OF WINDCREST

By: _____
NELSON W. WOLFF
County Judge

By: _____
Title: _____

ATTEST:

ATTEST:

By: _____
GERARD RICKHOFF
County Clerk

By: _____

APPROVED AS TO LEGAL FORM:

SUSAN D. REED
Criminal District Attorney
Bexar County, Texas

By: _____
LARRY L. ROBERSON
Assistant Criminal District Attorney
Civil Division

APPROVED AS TO FINANCIAL CONTENT:

By: _____
SUSAN YEATTS
County Auditor

By: _____
DAVID SMITH
County Manager



RESOLUTION NO. 2014-476 (R)

A RESOLUTION APPROVING AN AGREEMENT WITH BEXAR COUNTY FOR THE LOAN OF A TRAILER PURCHASED WITH HOMELAND SECURITY FUNDS FOR USE BY THE WINDCREST COMMUNITY EMERGENCY RESPONSE TEAM (CERT) AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT ON BEHALF OF THE CITY

WHEREAS, the City Council has determined that it would enhance the safety and welfare of the citizens of the City of Windcrest to enter into a loan agreement for the use of a trailer purchased by Bexar County with Homeland Security funds for use by the Windcrest Community Emergency Response Team (CERT).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windcrest, Texas, that a loan agreement for the use of a trailer purchased by Bexar County with Homeland Security funds for use by the Windcrest Community Emergency Response Team (CERT) is approved and the City Manager is authorized to execute said agreement on behalf of the city.

DULY PASSED AND APPROVED, on the ____ day of _____, 2014 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



City Council Agenda Item Report

January 6th, 2014

Contact – Sarah Mangham/ Michael McAlear

smangham@windcrest-tx.gov / mmcalear@windcrest-tx.gov

Resolution #: 2014-477(R)

**SUBJECT: DELIBERATION AND POSSIBLE ACTION ON A RESOLUTION
APPROVING THE AMENDED PURCHASING POLICY.**

1. BACKGROUND/HISTORY

Every year the Council should review and approve the Purchasing Policy. The original Policy was adopted via Council on April 18, 2011. A revised Purchasing Policy was adopted by the Council on September 17, 2013.

2. FINDINGS/CURRENT ACTIVITY

The FY 11/12 Audit recommended staff make changes to the City's Fixed Asset Policy. A revised Fixed Asset Policy is incorporated into the proposed amended Purchasing Policy by reference.

3. FINANCIAL IMPACT -

These changes are proposed to comply with proper accounting standards as recommended by the Auditors.

4. ACTION OPTIONS/RECOMMENDATION

Staff recommends Council to take action on the Resolution to adopt the amended Purchasing Policy.



RESOLUTION NUMBER 2014-477 (R)

**A RESOLUTION ADOPTING THE CITY OF WINDCREST
FIXED ASSET POLICY AS ATTACHMENT “A” TO THE
WINDCREST PURCHASING POLICY**

WHEREAS, the City Council adopted a Purchasing Policy on or about April 18, 2011; and

WHEREAS, on September 17, 2012 the City Council passed Resolution 2012-397 adopting a revised Purchasing Policy.

WHEREAS, the City Council desires to adopt a Fixed Asset Policy as an attachment to the Purchasing Policy.

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

1. The attached Fixed Asset Policy is adopted as Attachment “A” to the Windcrest Purchasing Policy and shall provide the standard guidelines for the purchase of capital assets using City of Windcrest funds.
2. All previous purchasing policies in conflict with the policy adopted herein are hereby repealed.

DULY PASSED AND APPROVED, on the 6th day of January, 2014 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.

Alan Baxter, Mayor

ATTEST:

Kelly Rodriguez, Assistant City Secretary

APPROVED AS TO FORM:

Michael S. Brennan, City Attorney



WINDCREST

TEXAS

PURCHASING POLICY

Original Adopted: April 18, 2011

Revised Adopted: January 6, 2014

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1. INTRODUCTION

This policy is intended to establish and describe the basic procurement policies under which the City of Windcrest (the “City”) will operate. This policy is effective immediately upon issuance, and supersedes all previous purchasing instructions or directives.

The Finance Department is the City’s oversight department for buying and contracting for the acquisition, storage and disposal of goods, and for the procurement of services and construction. Each Department Head will be responsible for following the purchasing policy.

2. FINANCE DEPARTMENT POLICY STATEMENT

The City Manager is responsible for the administrative affairs of the City. The City Manager has delegated the purchasing responsibility within the guidelines established in this manual to the Department Heads and the Finance Department. Each Department Head is authorized to execute orders on behalf of the City within these policy guidelines. Any interpretation of these guidelines necessary for the effective operation of the purchasing function will be made by the City Mayor .

3. PURCHASE CATEGORIES

The City’s purchasing categories are outlined below.

A. PURCHASE CARDS & CHARGE ACCOUNTS

Purchase Cards and Charge Accounts are to be used for purchasing small dollar (less than \$ 999.99), high volume items, and for official City travel. Purchase Cards and Charge Accounts are for official City business purposes only and shall not be used for any personal transactions. Use of the Purchase Card to make purchases of capitalized equipment is prohibited. Improper use of a Purchasing Card or Charge Account may result in disciplinary action, up to and including termination of employment.

All purchase cardholders must be approved by both the Municipal Finance Officer and, City Manager.

All open credit accounts must be approved by the Municipal Finance Officer. An example of open credit accounts would be like Home Depot, Office Max, Sam’s, etc...

Purchase Cardholder responsibilities:

1. All purchase transactions processed against the Purchase Card or Charge Account must be made by the purchase cardholder.
2. The Cardholder or Charge Account Holder shall forward all documentation of all purchases to the Finance Department within 2 business days of the purchase.
3. The cardholder shall be responsible for maintaining the security of the card and shall be personally liable for any charges that are assessed against the card for other than official City business conducted in accordance with the policies contained herein.
4. The cardholder shall immediately advise the Municipal Finance Officer of any lost or stolen cards or any suspicion of identity theft related to the card.
5. Purchase Card purchase approvals: The department manager or department head must review all charge documentation and approve all cardholder statements. Each statement cycle a copy of the statement will be provided to the City Manager for review and approval.

Purchase Card dollar limitations:

1. The Purchase Card and / or Charge Accounts are to be used for purchases of goods or certain business services under \$1,000 without a Purchase Requisition or Purchase Order, except as provided in the next paragraph. This means if the total payment, including freight, to be made to a vendor is equal to or more than \$1,000, a purchase order must be used. Purchase Card purchases exceeding \$1,000 will be used for travel only. There are only going to be 2 Purchase Cards, and will be held by the Finance Department. If a purchase needs to be made by a department on the Purchase Card, it will need to be checked out from Finance.
2. Purchase Cards may be used where vendors will not accept a purchase order or there are exceptional circumstances for the purchase. The Purchase Card holder must have written approval from the City Manager or his designee for the purchase prior to placing an order.

Suspension/Termination of Credit Cards: Cardholders who do not abide by City policies will have their Purchase Card privileges suspended and may face further disciplinary action, up to and including termination and prosecution by the City. The Purchase Card shall be immediately canceled when the cardholder's employment with the City is terminated.

B. PURCHASES OF \$2,999.99 OR LESS BUT GREATER THAN \$1,000.

Purchases that are \$1,000.00 to \$2,999.99 will be completed by the Accountant I in the Finance Department. The Department will submit in writing (email is sufficient), the item(s), make, model, and recommended vendor. A visual picture of the products will assist the Finance Department in the purchasing of the item(s). Finance will obtain three informal quotes (verbal / web) on goods or services with a total cost within this spending authority. Staff will always look at Buyboard or the State Procurement Website as part of the 3 quotes. Once obtained, the recommended vendor and price will be provided to the Department Head for final approval prior to processing the purchase order. The Purchase will be accomplished by the means of a City Purchase Order and Telephone / Written Quote Form. **City employees are prohibited from making "separate, sequential, or component" purchases to avoid purchase order requirements.** Competitive quotations or bidding are not required. Each purchase is anticipated to be completed within 3 business days from date of request. An awarded purchase order will be provided to the Vendor and the Department Head. Once goods are received, the Department will document on purchase order that the goods are received and provide the purchase order and the invoice to Finance for payment.

Monthly reports will be submitted to Council as part of the Monthly Finance Report.

C. PURCHASES OF \$ 9,999.99 OR LESS BUT GREATER THAN \$3,000

Purchases that are \$3,000 to \$9,999.99 will be completed by the Accountant I in the Finance Department. The Department will submit in writing (email is sufficient), the item(s), make, model, and recommended vendor. A visual picture of the products will assist the Finance Department in the purchasing of the item(s). Finance will obtain three formal quotes (verbal / web) on goods or services with a total cost within this spending authority. Staff will always look at Buyboard or the State Procurement Website as part of the 3 quotes and will submit the quote form to at least 1 HUB. Please refer to www.window.state.tx.us/procurement for a list of the current HUB vendors for the commodity that is being purchased. Once obtained, the recommended vendor and price will be provided to the Department Head for final approval prior to processing the purchase order. The Purchase will be accomplished by the means of a City Purchase Order and Written Quote Form. **City employees are prohibited from making "separate, sequential, or component" purchases to avoid purchase order requirements.** Each purchase is anticipated to be completed within 5 to 7 business days from date of request. An awarded purchase order will be provided to the Vendor and the Department Head. Once goods are received, the Department will document on purchase order that the goods are received and provide the purchase order and the invoice to Finance for payment. ***All such expenditures must be approved by the Municipal Finance Officer and City Manager prior to awarding the purchase.***

Monthly reports will be submitted to Council as part of the Monthly Finance Report.

D. PURCHASES OF \$24,999.99 OR LESS BUT GREATER THAN \$10,000

Purchases that are \$10,000 to \$24,999.99 will be completed by the Accountant I in the Finance Department. The Department will submit in writing (email is sufficient), the item(s), make, model, and recommended vendor. A visual picture of the products will assist the Finance Department in the purchasing of the item(s). Finance will obtain three formal quotes (verbal / web) on goods or services with a total cost within this spending authority. Staff will always look at Buyboard or the State Procurement Website as part of the 3 quotes and will submit the quote form to at least 1 HUB. Please refer to www.window.state.tx.us/procurement for a list of the current HUB vendors for the commodity that is being purchased. Once obtained, the recommended vendor and price will be provided to the Department Head for final approval prior to processing the purchase order. The Purchase will be accomplished by the means of a City Purchase Order and Written Quote Form. **City employees are prohibited from making "separate, sequential, or component" purchases to avoid purchase order requirements.** Each purchase is anticipated to be completed within 5 to 7 business days from date of request. An awarded purchase order will be provided to the Vendor and the Department Head. Once goods are received, the Department will document on purchase order that the goods are received and provide the purchase order and the invoice to Finance for payment. ***All such expenditures must be approved by the Municipal Finance Officer and the City Manager and the City Council prior to awarding the purchase. A formal resolution thru the City Council shall be attached to the purchase order.***

MINOR CONSTRUCTION PROJECTS: Minor construction projects are construction activities under \$25,000. The Project Manager for all minor construction projects for all City facilities will be determined by the City Manager (see section 2 below).

Change Orders: After any contract is signed, if changes are necessary in the scope of work, the contract price, or the contract time, a change order must be prepared on a City approved form for execution by the Contractor and the City. All change orders must be submitted thru the Accountant I in Finance.

- If a change order involves a decrease or an increase of \$25,000 or less, the governing body may grant general authority to an administrative official of the municipality to approve the change orders.
- The original contract price may not be increased under this section by more than 25 percent. The original contract price may not be decreased under the Local Government Code by more than 25 percent without the consent of the contractor.

Payment Requisitions: Payment requisitions must be prepared, properly completed with all necessary signatures except the Finance Department and certified that all information contained on the Payment Requisition is correct including certification that the payment request is in compliance with the contract.

- PROFESSIONAL SERVICES: For professional services involving an anticipated fee of \$25,000 or less, the requesting Accountant I will create a Professional Services Contract for legal review.

All purchases \$10,000 or greater must be approved by the City Council prior to award.

Monthly reports will be submitted to Council as part of the Monthly Finance Report.

E. PURCHASES OVER \$25,000

The Texas Local Government Code requires competitive bidding or proposals for city purchases exceeding \$50,000 in amount, with very few exceptions. The City of Windcrest requires competitive bidding or proposals for city purchases exceeding \$25,000 in amount with very few exceptions. Unless approved thru City Council to not complete the competitive bidding or proposals. **City employees are prohibited from making "separate, sequential, or component purchases to avoid the competitive bidding requirements". A violation of these prohibitions is a Class B misdemeanor (\$1,000 fine and/or 180 days in jail), and conviction results in immediate removal from office or employment and ineligibility for other public office or employment for four years after the date of conviction (Local Gov't. Code Section 271.029 and 271.030).**

Purchases must be made through formal, written, sealed competitive bids or proposals. **Departments are prohibited from splitting purchases to avoid the formal bid requirement.**

City Council approval is required for the award of contracts for all purchases for goods and services of over \$10,000. If the formal bid process is used and the low bid is \$9,999.99 or below, the City Manager has the authority to execute the contract award.

- HIGH TECHNOLOGY PURCHASES: High technology purchases in excess of \$25,000 must be made through formal, written, sealed proposals. **Departments are prohibited from splitting purchases to avoid the formal proposal requirement.** State law requires that the relative importance of price and other evaluation factors be specified in the RFP. All RFP's for high technology purchases must be approved by the Department Head, IT

Committee, Legal, and the City Manager or his designee prior to advertisement of the RFP.

- **PROFESSIONAL SERVICES:** "Professional Services" are services which involve mental or intellectual skills, usually accompanied by formal certification or licensing by a state agency, such as accounting, architecture, engineering, medicine, planning, economics, law, financial advisory services and scientific or laboratory consulting services.

State law prohibits the purchase of professional services by competitive bidding. User departments must select professional service consultants on the basis of demonstrated competence and qualifications, and must negotiate fees on the basis of what is fair and reasonable for the type of services, rather than on a "low bid" basis. Except for architects and engineers, discussed below, both price and qualifications can be considered in selecting consultants.

For services involving an anticipated fee of more than \$25,000, use the formal Request-For-Proposals ("RFP") procedure in coordination with the City Manager. Deviations from the RFP requirement must be based on unusual circumstances, and a written waiver must be approved by the City Manager.

Architects/Engineers:

In the case of architectural or engineering services a two step process must be followed. The first step is initial selection of the consultant based on demonstrated competence and qualifications (and not considering price); and the second step involves negotiation of a fee with the selected consultant. If fee negotiations are not successful, then fee negotiations with the second most qualified consultant may be undertaken, and so forth. It is important to keep in mind that price may **not** be considered in the initial selection of an engineer or architect.

The RFP and calendar (a schedule for the RFP & project) must be approved by the City Manager and the Attorney prior to issuance of the RFP. If the amount payable under the contract exceeds \$9,999, award of the contract will require City Council approval.

Contract amendments: All contract amendments must be approved by the City Council.

Change in Services: The consultant must receive written approval from the City prior to initiating any additional work. Additional services for which compensation exceeds \$10,000 of current contract amount must be approved by the City Council. All change of services for which compensation is less than \$50,000 may be approved by the City Manager.

- CONSTRUCTION PROJECTS

Construction projects include construction activities for buildings, streets, and utility system improvements including renovations and demolitions. The City Manager will designate a Project Manager for each construction project. These projects sometimes involve the acquisition by the City of real property, right-of-way or easements, which must be completed before the contractor enters the project area. In addition, state law requires most public works projects to be designed and overseen by a registered professional engineer or architect, who can be either in house (Engineering Department) or a contracted consultant.

Technical specifications/plans and supplementary conditions are developed by the Architect/ Engineer.

- a. Asbestos Abatement: If the project involves renovation or demolition work on an existing City building, state law requires an asbestos abatement survey to be conducted by a state licensed person, and material samples must be collected and submitted for analysis at a state certified laboratory. If asbestos is found, the Project Manager must contact the Engineering Department for additional information regarding asbestos abatement. All demolition projects require notification to the Texas Department of Health regardless of whether asbestos is present.
- b. Elimination of Architectural Barriers: If the project involves construction of a building with an estimated construction cost of \$50,000 or more, the City is required to submit all plans and specifications for the construction or renovation to the Texas Department of Licensing and Regulation for review for removal of barriers to persons with disabilities.
- c. Change Orders: After the contract is signed, if changes are necessary in the scope of work, the contract price, or the contract time, the Architect/Engineer advises the Project Manager. With the Project Manager's approval, the Architect/ Engineer prepares a change order on a City approved form in triplicate originals for execution by the Contractor, the City, and the Architect/Engineer.

The net amount of all change orders cannot increase the original contract price by more than 25%. The net amount of all change orders cannot decrease the original contract price by more than 25% without the Contractor's consent.

Change orders involving an increase or decrease of less than \$10,000 or less will be executed by the City Manager.

Change orders involving an increase of more than \$10,000 must be approved by City Council.

Payment Requisition: It is the responsibility of the Project Manager and the Engineer/Architect to ensure that the correct Payment Requisition forms are properly completed with all necessary signatures except the Finance Department, and/or the City Manager, which are obtained after the completed and signed Payment Requisition, is sent to the Finance Department. The City Manager's signature is only required on the final payment.

Final Payments: The City Manager signs all Final Payment Requisitions.

Monthly reports will be submitted to Council as part of the Monthly Finance Report.

4. EXEMPT PURCHASING FUNCTIONS

State law provides a few exemptions from competitive bidding. Such examples include:

- The purchase of land or rights-of-ways;
- Personal or professional services, such as engineering, architectural, or planning services;
- Property bought at an auction;
- Property bought at a going-out-of-business sales; and
- Property bought from another political subdivision or state or federal government.
- In case of public calamity, where it becomes necessary to act at once to provide relief for local citizens or to preserve or protect the public health;
- In case of unforeseen damage to public property, machinery, or equipment, where immediate repair is necessary;
- Procurement necessary to preserve or protect public health or safety of the City's residents;
- Procurement for work that is performed and paid for by the day as the work progresses;
- Purchase of land or right-of-way; or
- Other matters as set forth in Section 252.022 of the Texas Local Gov't. Code.

The application of exemptions from competitive bidding requirements for purchases in excess of \$10,000 must be approved in each case by the City Manager and the City Council.

5. EMERGENCY PURCHASES

Emergency purchases are those purchases caused by an unforeseen and dangerous situation that requires immediate action to preserve the health and safety of people or property in the City. When emergency purchases are made, the user department must make the purchase at the best possible price considering all existing circumstances and the necessity for prompt action. The Finance Department will issue a verbal approval upon request when an emergency occurs which must be followed-up with a purchase order as soon as time permits, or within 48 hours of purchase, whichever occurs first. The user department must submit a purchase requisition within 48 hours after the emergency purchase is made.

Emergency purchase orders in excess of \$10,000 **must** be authorized by the Municipal Finance Officer and City Manager and ratified by the City Council at the next scheduled Council Meeting.

6. SOLE SOURCE PURCHASES

State laws allow for a limited exemption from competitive bidding for the purchase of goods where the functional requirements of the City can be satisfied by only one source. This applies to: purchases where competition is precluded because of:

the existence of patents, copyrights, secret processes or natural monopolies;

the purchase of films, manuscripts or books; purchases of electric power, gas, water, and other utility services;

the purchase of captive replacement parts or components for equipment; and

other items as specified in Section 252.022(a)(7) of the Texas Local Gov't. Code.

A product is eligible for sole source purchase only when there is a significant functional difference between the product and other similar products on the market, **and** when the item is available only from one vendor. The following are **not** sufficient justifications for a sole source purchase:

A product is made by only one manufacturer, if products from other manufacturers are available that perform a similar function.

A particular name brand of product is preferred over other brands.

Only one local vendor offers a product, if other vendors who offer the product can meet the City's needs and delivery time is critical.

Sole source purchases in excess of \$10,000 must be approved by the City Manager and the City Council prior to the purchase. When City Council approval is necessary, a detailed explanation of the sole source basis for the purchase must be included by the user department on the agenda request form.

7. RENTAL AND LEASE EQUIPMENT

All lease agreements are accomplished by sealed bids/proposals if the amount of the lease is expected to exceed \$50,000 over the term of the lease agreement. A lease of equipment is subject to the requirements for competition that apply to purchases. Rental or lease equipment agreements will be processed on a standard purchase order.

The user department must identify the source of funds to cover payments of lease charges for the entire period of the lease.

8. BLANKET PURCHASE ORDERS

The user department shall submit a purchase order for a blanket purchase order approval for an amount of estimated annual recurring expenditures. For example, a department would set up a blanket purchase order for vendors from whom they regularly purchase needed supplies. Examples might include office supplies, equipment parts, lubricants, fuel, and so forth.

9. INTERGOVERNMENTAL PURCHASES

It is the policy of the City to facilitate joint purchasing arrangements on an inter-governmental basis. The Municipal Finance Officer will work with other governmental entities to take advantage of the benefits of joint purchasing arrangements. In addition, the Municipal Finance Officer will utilize various cooperative programs available to the City.

10. COMPUTER HARDWARE AND SOFTWARE PURCHASES

The City has adopted the following policy for the purchase of computer hardware and software.

Any City staff employee can make purchases for computer supplies/equipment less than \$100 (consumable items, such as diskettes, CD's, DVD's, ink cartridges, mice.)

Purchases of computer supplies/equipment \$100.00 to \$999.99 must have the approval of the Department Director, IT Director, and Municipal Finance Officer.

Purchase of computer supplies/equipment \$1,000 - \$25,000 must be approved by the Department Director, the IT Director, Municipal Finance Officer, and the City Manager.

If cost is estimated to exceed \$50,000 the RFP policy applies.

All original program diskettes/CD's shall be kept by the City Secretary for retention filing at the Records Storage Center. The original software license is kept by the user department for its files.

11. CITY COUNCIL AUTHORIZATION

Contracts for the purchase of goods and services involving an expenditure in excess of \$10,000 require the approval of the City Council, whether or not the purchase is to be obtained through a competitive bidding or proposals procedure. The Department Head is responsible for timely processing of City Council Agenda Request forms to the City Manager when Council approval is necessary for a purchase.

12. BUYING LOCALLY

The City encourages purchases from vendors in Windcrest when the needs of the City and the requirements for competition in this manual can be met. State law, however, does not permit purchases to be limited to Windcrest vendors when competition is afforded by out-of-town vendors who can meet the City's delivery and/or service requirements.

In purchasing any real property or personal property that is not affixed to real property, if the City receives one or more bids from local bidders, and the bids are within five percent of the lowest responsible bid received by the City from a nonresident bidder, City may award the contract to the lowest responsible bidder who is a local bidder, if the City determines in writing that the local bidder offers the City the best combination of contract price and additional economic development opportunities for the City created by the contract award including the employment of local residents, and increased tax revenues to the city.

13. HISTORICALLY UNDERUTILIZED BUSINESSES (HUB'S)

The City is taking the following actions to assist Historically Underutilized Businesses (HUB's) in doing business with the City.

The Department Heads insures that HUB's are given a fair and equal opportunity to bid on City contracts.

The Department Heads ensures that, before the City makes an expenditure of more than \$3,000 but less than \$50,000, at least one HUB is contacted on a rotating basis, based on information provided by the Texas Building and Procurement Commission.

It is the City's intent that these actions will promote participation of HUB's within the City.

14. FIXED ASSETS

The City is responsible for keeping records of all of its fixed assets. Fixed assets will be recorded and maintained per the procedures outlined by the document entitled "City of Windcrest, Texas Fixed Asset Policy and Procedures" hereby incorporated by reference (Attachment A).

15. SURPLUS

All surplus computer hardware and software must be returned to the IT Director. For all other surplus goods, contact the Finance Department for disposal either by on-line auction, or City Auction.

16. TRAVEL

All travel must be approved by the Municipal Finance Officer and the City Manager, using the attached Travel Request Form. All travel requests shall be made within 2 weeks of the travel date(s). The mileage rate to be reimbursed for all mileage will be the same rate of reimbursement used by the Federal Government.

17. RECYCLED PRODUCTS

The City encourages all user departments to assist in the purchase of recycled products and supports the entire process of recycling.

18. DOCUMENTS

REQUISITIONS: The Requisition requests authorization for the User Department to enter into a contract with a vendor to purchase goods and/or services for the user department and to charge the appropriate department or project budget once all approvals have been obtained.

THE PURCHASE ORDER: The primary purchasing document used by the City to secure supplies and/or equipment is the Purchase Order ("PO"). The PO is a binding written agreement between the City and a vendor obligating the City to pay for specified goods or services when delivered in accordance with the purchase order terms. PO's will be issued by the Finance Department only. **NO ORDER IS BINDING UPON THE CITY UNTIL A PURCHASE ORDER HAS BEEN ISSUED. NO EMPLOYEE SHALL CONSENT TO AN ORDER ON THE "CONFIRMING" BASIS BEFORE A PURCHASE ORDER HAS BEEN ISSUED. ANY PURCHASE ORDER THAT IS CONFIRMED WITH A VENDOR BEFORE BEING ISSUED A PURCHASE ORDER, WILL BE CONSIDERED AN AUTHORIZED PURCHASE AND WILL NEED TO BE REIMBURSED BY THE EMPLOYEE TO THE CITY.**

RECEIPTS: The user department is required to process a Material Receiving Report for complete delivery of an order prior to payment. This will be completed on the Requisition.

TRANSFERS OF FUNDS: In the event that the department director needs to transfer funds between line items the transfers of funds form must be completed.

FIXED ASSET ACTIVITY FORM: The Fixed Asset Activity Form must be completed for each fixed asset that is added, deleted or transferred. A fixed asset is a cost of \$2,500 or greater at the time of purchase.

TRAVEL AUTHORIZATION FORM: All travel must be approved using the attached form. It must be submitted within 2 weeks of the travel date(s).

City of Windcrest, Texas

Fixed Asset Policy and Procedures

Effective January 6, 2014

1.0 Policy Goal

The goal of a capital asset inventory system and this policy is to provide control and accountability over capital assets.

These policies and procedures are the minimum requirements for capital assets that departments must meet. A department may maintain its capital asset inventory system in greater detail, or use additional supporting documentation, as long as they meet the required minimum standards.

1.1 Authority

The City of Windcrest requires all departments to use this policy to protect and report on assets held by the City.

1.2 Responsibility

The responsibility for the custody, use, control, and care of City property lies with each City department. The department director should ensure that the department maintains adequate internal control procedures. These internal control procedures must comply with City ordinances, policies, rules, and requirements. It is each City employee's responsibility to use property only for City purposes and to exercise reasonable care for its safekeeping.

Additions, disposals, and transfer of capital assets will be recorded in accordance with GAAP (Generally Accepted Accounting Principles). The Finance Department will tag capital assets on a regular basis, with the assistance of the department in possession of the capital assets.

2.0 Capital Assets Defined

Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold for the particular classification of the asset and have an estimated life of greater than three years.

Assets which are purchased, constructed, or donated that meet or exceed established capitalization thresholds will be recorded by the City.

Capital assets include: land, land improvements, buildings, building improvements, machinery and equipment, computer equipment, vehicles and heavy equipment, infrastructure, works of art and historical treasures, water rights, and construction in progress.

Fixed asset components having a unit cost under the City's threshold amount should be capitalized if they are originally purchased as part of a system and the system has a value equal to or exceeding the capitalization threshold. To track on a group basis, items must have the same characteristics, purchase/in-line service date, class code, and be visually identifiable as logically belonging to

the group.

3.0 Capitalization Thresholds

With the exception of assets acquired with grant funds, which will be capitalized based grant agreement and guidelines, and the acquisition of vehicles, the capitalization threshold is established for each capital asset category as follows:

Asset Category	Minimum
Land	\$1
Land Improvements	\$2,500
Building	\$2,500
Building Improvements	\$2,500
Machinery and Equipment	\$2,500
Computer Equipment	\$2,500
Vehicles and Heavy Equipment	\$2,500
Infrastructure	\$2,500
Construction in Progress	\$2,500
Water Rights	\$2,500
Works of Art and Historical Treasures	\$2,500

Donated capital assets will be recorded at their estimated fair market value at the time of acquisition plus ancillary charges.

4.0 Capital Asset Categories

4.1 Land

Land is to be capitalized but not depreciated. It is recorded at historical cost and remains at that cost until disposal. The following ancillary costs should be included as part of the cost of land: commissions; professional fees; grading; removal, relocation, or reconstruction of property of others; other costs incurred in acquiring the land. All land will be capitalized regardless of cost.

4.2 Land Improvements

Land improvements consist of re-conditioning, other than buildings that prepare land for its intended use. Examples include retaining walls, parking lots, sidewalks, outdoor lighting, fencing/gates, landscaping, sprinkler systems, fountains, sport fields, or bleachers.

4.3 Buildings

Buildings should be recorded at either their acquisition cost or construction cost. Ancillary costs for buildings include professional fees, damage payments, costs of fixtures permanently attached to a building or structure, insurance premiums, interest, and related costs incurred during construction, and any other cost necessary to place a building or structure into its intended location and condition for use.

4.4 Building Improvements

Building improvements that extend the useful life of the building by more than 25% should be capitalized. Examples of building improvements

include major roofing projects that tear the original roof down to the joints or peak a flat roof, major energy conservation projects, or additions to buildings.

4.5 Machinery and Equipment

Machinery and equipment are tangible assets to be used for operations, the benefits of which extend beyond three years from date of acquisition and rendered into service. Examples of this category are office equipment, audiovisual equipment, machinery, furniture and fixtures, and lawn equipment. Ancillary costs include freight and storage costs, installation costs, and professional fees.

4.6 Computer Equipment

Computers and software which meet or exceed the capitalization threshold will be capitalized. Ancillary costs for computer equipment will follow the same basic guidelines as the machinery and equipment category.

4.7 Vehicles and Heavy Equipment

Motored vehicles and heavy which meet or exceed the capitalization threshold will be capitalized. Any additional equipment required in placing the vehicle in operation and that adds value to the vehicle will be capitalized. Examples of these additions are lettering, sirens, light bars, and tool boxes.

4.8 Infrastructure

Infrastructure assets are long-lived assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include streets, roads, bridges, sidewalks, street signs, street and traffic lighting, and storm, water, and sewer drainage systems.

4.9 Construction in Progress

Construction in progress is the economic construction activity status of building and other structures, infrastructures, additions, reconstruction, which are substantially incomplete. Construction in progress assets should be capitalized to their appropriate capital asset categories upon the completion or when the asset is placed into service.

4.10 Water Rights

Water rights are costs the City incurs in acquiring water rights from private owners.

4.11 Works of Art and Historical Treasures

Works of art, historical treasures, and similar items should be recorded at historical cost or fair value at date of donation. These items of significance are not held for financial gain, but rather for public exhibition, education, or research in furtherance of public service.

5.0 Repairs and Maintenance

The following will determine if maintenance or repair should be capitalized or expensed. With respect to asset improvements, costs over \$2,500 should be capitalized if:

1. The estimated life of the asset is extended by more than 25%, or

2. The cost results in an increase in the capacity of the asset, or
3. The efficiency of the asset is increased by more than 10%, or
4. Significantly changes the character of the asset.

Maintenance costs allow an asset to continue to be used during its originally established useful life. Maintenance costs are expenses in the period incurred. The following improvements will not significantly increase the estimated life, capacity, or efficiency of the asset and therefore will be considered maintenance and will not be capitalized: tuckpointing, roof repair or replacement (unless it extends the life of the building by more than 25%, such as replacing a flat roof with a pitched roof), window replacement (unless replaced with energy efficient windows), repainting, re-carpeting, remodeling (converting) a building to a different use, where remodeling does not extend the useful life of the structure itself, etc. For equipment, maintenance contracts will not be capitalized.

6.0 Depreciation

Depreciation is the process of allocating the cost of tangible property over its estimated useful life. Depreciation will be calculated using the straight-line method. In straight-line depreciation, the cost of the asset is pro-rated over the estimated useful life of the asset. The salvage value of all depreciable assets will be zero. For proprietary type funds, the depreciation amounts calculated are reported in the general ledger. For governmental type funds, the depreciation amounts are not reported at the fund level in the account of the governmental funds, only in the Comprehensive Annual Financial Report (C.A.F.R.). All assets will be reported until disposal. When capital assets are sold, or otherwise disposed of, the historical cost of such assets and any accumulated depreciation are removed from asset accounts.

Estimated useful lives are as follows:

Buildings	45 years
Machinery and Equipment	10 years
Computer Equipment	3 years
Vehicles	6 years
Transit Buses	12 years
Infrastructure	25 years

Land is deemed to be inexhaustible; therefore it will not be depreciated. Construction in progress is not depreciated until the asset is placed in service.

7.0 Tagging of Capital Assets

The purpose of capital asset tagging is to facilitate accounting, for the asset, aid in its identification if the asset is stolen, and to discourage theft. All movable capital assets will be physically tagged by using a standardized adhesive tag with the following information:

City of Windcrest Property, optional bar code, and an assigned control number (capital asset number).

Occasionally, it will be impractical to physically tag items such as vehicles, land, buildings, infrastructure, and improvements other than building. Instead, a capital asset number will be assigned.

Control and accountability of vehicles will be based on the VIN number and unit number assigned by the Finance Department.

8.0 Capital Asset Recording

Once assets are assigned an identification number, the Finance Department will update the Fixed Asset System by entering each capital asset in the system and including the following information:

- Asset Identification Number
- Asset Description
- Serial Number (if applicable)
- Date of Acquisition
- Acquisition cost
- Asset Class Type
- Purchase Order Number (if applicable)
- Physical Location
- Asset Life
- Vendor Name (if applicable)
- Department Responsible for Asset
- Fund/Account Purchasing Asset
- Method of Acquisition
- Date and Method of Disposition
- Asset Classification (Government/Proprietary)

9.0 Disposal of Capital Assets

Upon the disposal of an asset, the department responsible for the asset will substantiate this action with a Fixed Asset Acquisition/Transfer/Disposition Form approved by the department director. The form will include the asset tag and should be submitted to the Finance Department within a reasonable amount of time after the asset disposal.

10.0 Acquisition, Disposal and Transfer Forms

Special forms have been created for the acquisition, disposal, or transfer of capital assets. These disposal and transfer forms should be completed by the department responsible for the asset and approved and signed by the department director. In the case of an asset transfer, the form must be completed by the department transferring the asset and signed by all appropriate personnel.

11.0 Leased Equipment

Equipment should be capitalized if the lease agreement is non-cancelable and meets any one of the following criteria:

1. The lease transfers ownership of the property by the end of the lease term.
2. The lease contains a bargain purchase option.

3. The lease term is equal to 75% or more of the estimated economic life of the leased property.
4. The present value of the minimum lease payments at the inception of the lease, excluding executory costs, equals at least 90% of the fair value of the leased property.

**Passed and Approved by the
City of Windcrest
City Council
Resolution # _____**