



**CITY OF WINDCREST ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS
JUNE 11, 2025**

CITY COUNCIL CHAMBERS - 8601 MIDCROWN

5:30 PM

NOTICE IS HEREBY GIVEN THAT A **REGULAR** MEETING OF THE BOARD OF DIRECTORS OF THE WINDCREST ECONOMIC DEVELOPMENT CORPORATION (WEDC) WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON WEDNESDAY, JUNE 11, 2025, STARTING AT 5:30 PM. DURING THE MEETING, THE BOARD WILL CONSIDER, DELIBERATE, AND MAY TAKE ACTION UPON ANY OF THE SUBJECTS LISTED BELOW.

"The Board Intends To Have A Quorum Physically Present At The Above Address. Board Members Not Physically Present May Participate By Live Two-Way Video And Audio Feed Following The Texas Open Meetings Act."

Vision Statement: Nourish And Develop A Vibrant Community That Consistently Pushes The Limits.

Mission Statement: Facilitate Interaction Between Business, City, And Other Community Organizations To Nourish The Economic Health And Well-Being Of Windcrest, Its Citizens, And The Region.

Request All Pagers And Cell Phones Be Turned Off, Except Emergency On-Call Personnel. Citizens Are Asked To Refrain From Talking During Proceedings Unless Recognized By The Presiding Officer.

CITIZEN COMMUNICATION: AS A COURTESY TO CITIZENS IN ATTENDANCE, AND AT THE DISCRETION OF THE PRESIDING OFFICER OF THE MEETING, CITIZENS WILL BE GIVEN A REASONABLE OPPORTUNITY TO STATE THEIR COMMENTS OR ASK QUESTIONS REGARDING ANY ITEM ON THE AGENDA, BEFORE THE BOARD TAKES ACTION ON ANY ACTION ITEMS LISTED. THE BOARD REQUESTS COMMENTS BE BRIEF, TO THE POINT, AND NO LONGER THAN 6 MINUTES. TIME CANNOT BE YIELDED TO ANOTHER SPEAKER. PLEASE NOTE THAT THE BOARD MAY NOT BE PERMITTED TO RESPOND TO QUESTIONS OR COMMENTS.

It's Important To Note That The Items Listed On The Agenda Below May Not Be Discussed Or Considered In The Order They Are Presented. If Any Item On The Agenda Requires Discussion In An Executive Or Closed Session, The Board Will Convene As Permitted By And Following Texas Government Code Chapters 551.071 And 551.090.

Consistent With Windcrest City Council Resolution No. 292, The WEDC Board Elects To Audio And Video Record Its Meetings. The Recordings Are Preserved Electronically As The Official Minutes Of Its Meetings.

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City Of Windcrest Council Chambers Are Wheelchair Accessible, And Accessible Parking Spaces Are Available. In Compliance With Americans With Disabilities Act, The City Of Windcrest Will Provide Reasonable Accommodations For Persons Attending The Meeting. To Better Serve You, Requests Should Be Received 48 Hours Prior To The Meeting. Please Contact The City Secretary'S Office, At 210-655-0022 Ext. 2150 Or Fax 210-655-8776, Or 711 Texas Relay.

I. CALL TO ORDER

1. Roll call and Establish Quorum
2. Vote to excuse absent board member(s), if applicable
3. Pledge of Allegiance
4. Prayer

II. CITIZENS TO BE HEARD

Members of the public may sign up to provide public comments to the Board of Directors, as per City and Board regulations and guidelines.

NOTE: Citizens may address the WEDC on topics not on the agenda for no more than three (3) minutes. An email statement may be sent to the WEDC Coordinator at knelson@windcrest-tx.gov to be read into the meeting to the WEDC Board.

III. VISITORS/PRESENTATIONS

- a) Executive Directors Report regarding Economic Development Activities.
- b) Current Financials (Balance, Revenue & Expense) ending April 30, 2025
- c) Heritage Tree Committee Report

IV. DISCUSSION AND ACTION

- a) Winbucks Program Update
- b) Shared Services Agreement with the City of Windcrest

V. EXECUTIVE SESSION

VI. RESUME OPEN SESSION

Consider and take possible action on matters discussed in the executive session, potential purchase of real property, and economic incentive requests.

VII. GENERAL ANNOUNCEMENTS AND FUTURE AGENDA ITEMS REQUESTED

VIII. ADJOURNMENT

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Windcrest Economic Development Corporation Board of Directors 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 (72) hours prior to the meeting on June 11, 2025.

BY:

A handwritten signature in black ink, reading "Rachel C. Dominguez". The signature is written in a cursive, flowing style with a large loop at the end of the last name.

Rachel C. Dominguez, City Secretary

Windcrest Economic Development Corporation
Statement of Financial Position
As of April 30, 2025

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1000 Frost - Checking 0485	1,350,320.41
1001 Petty Cash	250.00
Total Bank Accounts	<u>\$ 1,350,570.41</u>
Other Current Assets	
1300 Prepaid Expense	
1303 Prepaid Rent	1,297.17
1304 Prepaid Other	1,889.47
Total 1300 Prepaid Expense	<u>\$ 3,186.64</u>
Total Other Current Assets	<u>\$ 3,186.64</u>
Total Current Assets	<u>\$ 1,353,757.05</u>
Fixed Assets	
1400 Computers & Monitors	2,280.34
1402 Furniture & Fixtures	11,993.99
1403 Building & Improvements	3,350.00
1500 Accumulated Depreciation	(6,066.91)
Total Fixed Assets	<u>\$ 11,557.42</u>
Other Assets	
1600 EDC - Investment First Public	131,791.34
Total Other Assets	<u>\$ 131,791.34</u>
TOTAL ASSETS	<u>\$ 1,497,105.81</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2100 Commerce Bank 2199	2,238.94
Total Credit Cards	<u>\$ 2,238.94</u>
Other Current Liabilities	
2002 Wages Payable	(11,945.64)
2003 Accrued Expenditures	17,993.05
2007 Compensated Absences	1,775.00
Total Other Current Liabilities	<u>\$ 7,822.41</u>
Total Current Liabilities	<u>\$ 10,061.35</u>
Total Liabilities	<u>\$ 10,061.35</u>
Equity	
3000 Net Assets	1,399,404.28
Prior Period Adjustment	108.67
Net Revenue	87,531.51
Total Equity	<u>\$ 1,487,044.46</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 1,497,105.81</u>

Windcrest Economic Development Corporation
Statement of Activity
April 2025

	Total
Revenue	
Total Revenue	
Gross Profit	\$ -
Expenditures	
6000 Salaries, Benefits & Labor	
6001 Salaries	5,816.00
6004 Social Security / Medicare Match	448.10
6005 Health Insurance-EDC	725.10
6006 Retirement--EDC	914.94
6009 Contract Labor	10,023.60
6021 Health Insurance - Life & Vision	32.28
6053 Cell Phone Allowance	41.54
Total 6000 Salaries, Benefits & Labor	\$ 18,001.56
6010 BRE & Prospect Development Expenses	
6013 Travel	209.01
6014 Meals & Entertainment	140.78
Total 6010 BRE & Prospect Development Expenses	\$ 349.79
6025 Administrative & Other Expenses	
6026 Rent	1,297.17
6028 Equipment, Computers & Other	38.54
6029 Internet Services	170.90
6030 Computer Maintenance, Software, Website	317.72
6031 Accounting Services	1,355.00
6032 Barcom / IT	585.60
6033 Phone Services	87.43
6036 Training Staff/Board	2,227.00
6038 Supplies	40.69
6042 Legal Expenses	6,313.75
6045 Vehicle Expenses-EDC	35.00
6046 Vehicle Fuel-EDC	138.01
6047 Contingencies	93.50
Total 6025 Administrative & Other Expenses	\$ 12,700.31
Total Expenditures	\$ 31,051.66
Net Operating Revenue	\$ (31,051.66)
Other Revenue	
4003 Revenue Income - Interest	14,469.99
Total Other Revenue	\$ 14,469.99
Net Other Revenue	\$ 14,469.99
Net Revenue	\$ (16,581.67)

Windcrest Economic Development Corporation
Statement of Activity
October 2024 - April 2025

	Total
Revenue	
4000 Revenue	
4001 Income - Sales Tax	282,461.96
Total 4000 Revenue	\$ 282,461.96
Total Revenue	\$ 282,461.96
Gross Profit	\$ 282,461.96
Expenditures	
6000 Salaries, Benefits & Labor	
6001 Salaries	40,712.00
6004 Social Security / Medicare Match	3,130.47
6005 Health Insurance-EDC	5,075.70
6006 Retirement--EDC	6,217.15
6009 Contract Labor	70,165.20
6021 Health Insurance - Life & Vision	225.96
6053 Cell Phone Allowance	290.78
Total 6000 Salaries, Benefits & Labor	\$ 125,817.26
6010 BRE & Prospect Development Expenses	
6013 Travel	3,870.99
6014 Meals & Entertainment	1,581.63
6016 Promoting Windcrest(BRE Events)	18,174.79
Total 6010 BRE & Prospect Development Expenses	\$ 23,627.41
6025 Administrative & Other Expenses	
6026 Rent	8,905.75
6027 Furniture & Fixtures	149.41
6028 Equipment, Computers & Other	277.07
6029 Internet Services	1,205.13
6030 Computer Maintenance, Software, Website	4,122.68
6031 Accounting Services	9,777.76
6032 Barcom / IT	3,148.56
6033 Phone Services	611.90
6036 Training Staff/Board	3,290.00
6037 Dues & Subscriptions	750.00
6038 Supplies	530.34
6042 Legal Expenses	39,893.13
6043 Audit	2,500.00
6044 Sales Tax Services	0.26
6045 Vehicle Expenses-EDC	1,893.99
6046 Vehicle Fuel-EDC	372.83
6047 Contingencies	1,016.80
Total 6025 Administrative & Other Expenses	\$ 78,445.61
Total Expenditures	\$ 227,890.28
Net Operating Revenue	\$ 54,571.68
Other Revenue	
4003 Revenue Income - Interest	32,959.83
Total Other Revenue	\$ 32,959.83
Net Other Revenue	\$ 32,959.83
Net Revenue	\$ 87,531.51

Windcrest Economic Development Corporation
Budget vs. Actuals: 2024 WEDC Projections - FY25 P&L
October 2024 - April 2025

	Actual	Budget	Total over Budget	% of Budget
Revenue				
4000 Revenue	0.00	0.00	0.00	
4001 Income - Sales Tax	282,461.96	390,833.31	(108,371.35)	72.27%
Total 4000 Revenue	\$ 282,461.96	\$ 390,833.31	\$ (108,371.35)	72.27%
Total Revenue	\$ 282,461.96	\$ 390,833.31	\$ (108,371.35)	72.27%
Gross Profit	\$ 282,461.96	\$ 390,833.31	\$ (108,371.35)	72.27%
Expenditures				
6000 Salaries, Benefits & Labor	0.00	0.00	0.00	
6001 Salaries	40,712.00	47,250.00	(6,538.00)	86.16%
6004 Social Security / Medicare Match	3,130.47	3,208.31	(77.84)	97.57%
6005 Health Insurance-EDC	5,075.70	6,416.69	(1,340.99)	79.10%
6006 Retirement--EDC	6,217.15	6,125.00	92.15	101.50%
6007 Workers Comp-EDC	0.00	291.69	(291.69)	0.00%
6008 Unemployment Comp	0.00	291.69	(291.69)	0.00%
6009 Contract Labor	70,165.20	75,250.00	(5,084.80)	93.24%
6021 Health Insurance - Life & Vision	225.96	291.62	(65.66)	77.48%
6053 Cell Phone Allowance	290.78	291.62	(0.84)	99.71%
Total 6000 Salaries, Benefits & Labor	\$ 125,817.26	\$ 139,416.62	\$ (13,599.36)	90.25%
6010 BRE & Prospect Development Expenses	0.00	0.00	0.00	
6011 Consulting/Planning/Infrastructure	0.00	46,666.69	(46,666.69)	0.00%
6012 Collateral Material	0.00	2,333.31	(2,333.31)	0.00%
6013 Travel	3,870.99	4,083.31	(212.32)	94.80%
6014 Meals & Entertainment	1,581.63	1,750.00	(168.37)	90.38%
6015 EDC Projects	0.00	68,833.31	(68,833.31)	0.00%
6016 Promoting Windcrest(BRE Events)	18,174.79	17,500.00	674.79	103.86%
6017 Sponsorships, Regional Marketing	0.00	4,083.31	(4,083.31)	0.00%
6018 Commercial Revitalization/Store Front Grants	0.00	17,500.00	(17,500.00)	0.00%
Total 6010 BRE & Prospect Development Expenses	\$ 23,627.41	\$ 162,749.93	\$ (139,122.52)	14.52%
6025 Administrative & Other Expenses	0.00	0.00	0.00	
6026 Rent	8,905.75	9,158.31	(252.56)	97.24%
6027 Furniture & Fixtures	149.41	583.31	(433.90)	25.61%
6028 Equipment, Computers & Other	277.07	583.31	(306.24)	47.50%
6029 Internet Services	1,205.13	1,866.69	(661.56)	64.56%
6030 Computer Maintenance, Software, Website	4,122.68	4,083.31	39.37	100.96%
6031 Accounting Services	9,777.76	11,550.00	(1,772.24)	84.66%
6032 Barcom / IT	3,148.56	3,208.31	(59.75)	98.14%
6033 Phone Services	611.90	583.31	28.59	104.90%
6035 Public Relations	0.00	1,166.69	(1,166.69)	0.00%

FOR MANAGEMENT PURPOSES ONLY

6036 Training Staff/Board	3,290.00	2,916.69	373.31	112.80%
6037 Dues & Subscriptions	750.00	816.69	(66.69)	91.83%
6038 Supplies	530.34	1,750.00	(1,219.66)	30.31%
6039 Postage	0.00	291.69	(291.69)	0.00%
6040 Copier	0.00	583.31	(583.31)	0.00%
6041 Repairs & Maintenance	0.00	291.69	(291.69)	0.00%
6042 Legal Expenses	39,893.13	40,833.31	(940.18)	97.70%
6043 Audit	2,500.00	4,083.31	(1,583.31)	61.22%
6044 Sales Tax Services	0.26	0.00	0.26	
6045 Vehicle Expenses-EDC	1,893.99	2,333.31	(439.32)	81.17%
6046 Vehicle Fuel-EDC	372.83	583.31	(210.48)	63.92%
6047 Contingencies	1,016.80	1,400.00	(383.20)	72.63%
Total 6025 Administrative & Other Expenses	\$ 78,445.61	\$ 88,666.55	\$ (10,220.94)	88.47%
Total Expenditures	\$ 227,890.28	\$ 390,833.10	\$ (162,942.82)	58.31%
Net Operating Revenue	\$ 54,571.68	\$ 0.21	\$ 54,571.47	25986514.29%
Other Revenue				
4003 Revenue Income - Interest	32,959.83	9,333.31	23,626.52	353.14%
Total Other Revenue	\$ 32,959.83	\$ 9,333.31	\$ 23,626.52	353.14%
Other Expenditures				
8000 Depreciation Expense	0.00	816.69	(816.69)	0.00%
Total Other Expenditures	\$ -	\$ 816.69	\$ (816.69)	0.00%
Net Other Revenue	\$ 32,959.83	\$ 8,516.62	\$ 24,443.21	387.01%
Net Revenue	\$ 87,531.51	\$ 8,516.83	\$ 79,014.68	1027.75%

SHARED SERVICES AGREEMENT BETWEEN CITY OF WINDCREST AND WINDCREST ECONOMIC DEVELOPMENT CORPORATION

THE STATE OF TEXAS, COUNTY OF BEXAR

KNOWN ALL MEN BY THESE PRESENTS:

THIS AGREEMENT, executed the __ day of _____, 2025 ("Day of Execution"), by and between the CITY OF WINDCREST, a municipal corporation, acting by and through its City Council, situated in Bexar County, Texas (hereinafter referred to as "City"), and the City of Windcrest Economic Development Corporation (hereinafter referred to as "WEDC") acting by and through its board, Executive Director and President of the Board as follows:

WHEREAS the City strategically organized WEDC pursuant to state law to advance, support, and promote business and economic development interests of the city and its constituents;

WHEREAS the City and WEDC are unified in the promotion of Windcrest and to take appropriate actions to efficiently sustain both City and WEDC operations; and

WHEREAS this Shared Services Agreement provides for the efficient operations of WEDC, thereby permitting WEDC's resources to be focused on its primary mission of economic development for the city.

NOW THEREFORE, the City and WEDC do agree to the following terms of this Agreement:

I. SERVICES AND RESPONSIBILITIES

The City agrees to provide certain administrative, payroll, and related services to WEDC in order to foster a strong relationship with WEDC and a commitment to economic development.

Services the City shall perform for WEDC shall include:

1. Providing payroll and employment benefit services, including but not limited to Workers Compensation and SUI Unemployment Insurance for WEDC's staff member as part of the regular payroll provided to their employee costs to be reimbursed for all salary and benefits paid to WEDC as agreed upon.
2. Providing audit services annually as part of their process and complete accounting services, including monthly financial statements.
3. Providing meeting space and access to its recording system for the monthly WEDC Board meetings and for any special Board meetings, after notification by WEDC of the need for a special meeting.
4. Providing and operating a monthly newsletter for residents and businesses.

5. Serving as Custodian of Records as may be required by law after being provided WEDC approved monthly financial statement and annual audit.
6. Providing access to City resources and staff as promptly as possible and cooperate with the economic development process.
7. Providing access to the City Civic Center as needed by WEDC with reasonable notice.
8. Providing access to the City Vehicle Storage Facility for WEDC Vehicle parking.

Responsibilities of WEDC shall include:

1. Providing copies of bills and invoices related to WEDC expenditures to the City CFO, Finance Department or the City Manager's offices as payment is approved by WEDC staff or leadership.
2. Providing review of completed financial statements on a monthly basis no later than 30 days after a month is closed.
3. Contracting with the City and their auditor for an annual audit of its financial records and transactions.
4. Adhering to the purchasing and related policies of the City.
5. Continuing to have WEDC Board President and Executive Director act as liaisons with the Mayor (or designee) and the City Manager over any matters related to economic development and this Agreement.
6. Providing at least one article and/or submission to be incorporated into the monthly newsletter and work with local businesses who may wish to advertise in the publication.

II. COSTS

The City shall allocate to the WEDC the cost associated with recurring and contractual services which WEDC utilizes and receives benefit. WEDC will reimburse the city for the allocated cost for these shared services. This agreement is to be reviewed by both parties in twelve months and every twelve months thereafter.

The City shall invoice WEDC its cost of these Shared Services at a rate of \$60,000 per year, which is payable within 30 days of invoice.

In the event of the termination of this agreement, WEDC will be responsible for paying the City only the portion of the cost allocated to periods prior to the effective date of the termination of the agreement.

It is the express purpose of this agreement for the City to provide certain administrative and shared services to WEDC.

III. TERM

Subject to early termination as provided in Article IV below, this Agreement shall be in effect for a period of one year commencing _____, 2025, and ending _____, 2026 and said Agreement shall be extended for additional one-year terms thereafter under the same terms and conditions unless one party gives to the other party written notification at least thirty (30) days prior to the end of the existing term of its desire to terminate or amend the Agreement.

IV. TERMINATION

This Agreement may be terminated by the City or WEDC, in whole, or from time to time, in part, upon thirty (30) days' notice of the specific issues with an opportunity cure by the other party during said 30 days. Thereafter, termination (in whole or in part) shall be effective thirty (30) days after delivery of final notice of termination specifying to what extent performance or work under the Agreement shall be terminated, after receipt by the notified party.

After receipt of a Notice of Termination:

1. City shall cease the provision of services on the date as specified in the thirty (30) day Notice of Termination to the extent possible.
2. City shall, within 10 days, provide notice of any provision of services to be terminated except as may be agreed upon by the Parties.
3. WEDC shall pay all expenses incurred through the date of termination.

V.

This Agreement shall take effect on the Day of Execution.

IN WITNESS WHEREOF, the parties have executed this Agreement in the year and on the day indicated.

**CITY OF WINDCREST ECONOMIC
DEVELOPMENT CORPORATION**

CITY OF WINDCREST

Board President

Mayor

Executive Director

City Manager