



**CITY OF WINDCREST ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS
OCTOBER 9, 2024**

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, OCTOBER 9, 2024, 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) Swearing in of the new and reappointed WEDC Board of Director's new members: Rebecca Achterberg, Kevin Compton, and Vivian Le.
Reappointment: Rainbeau Presti
- 2) Roll Call and Establish Quorum
- 3) Vote to consider the excuse of an absent board member(s), if applicable
- 4) Pledge of Allegiance
- 5) Prayer

II. CITIZENS TO BE HEARD

- 1) 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 @knelson@windcrest-tx.gov to be read into the meeting to the WEDC Board.

III. VISITORS/PRESENTATIONS

- 1) Executive Directors Report regarding Economic Development Activities.
- 2) Current Financials (Balance, Revenue & Expense) ending August 2024 and provision of Financial Services.

IV. DISCUSSION AND ACTION

- 1) Election of Officers
- 2) Light Up Participation
- 3) Compensation Committee
- 4) Windcrest BUCKS Program

V. EXECUTIVE SESSION

- 1) Govt. Code 551.072, 551.071, 551.087 Consultation with Legal Counsel regarding real estate transactions, including the purchase, lease, or exchange of real property within the City of Windcrest, as well as on the economic development and property redevelopment.
- 2) Active and Confidential Economic Development Projects.

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.

- 1) 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 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 October 9, 2024.

BY:

Rachel C. Dominguez, City Secretary

Windcrest Economic Development Corporation
Statement of Financial Position
As of August 31, 2024

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1000 Frost - Checking 0485	\$ 837,094.37
1001 Petty Cash	218.63
1002 Certificate of Deposit	250,000.00
Total Bank Accounts	<u>1,087,313.00</u>
Other Current Assets	
1300 Prepaid Expense	
1302 Prepaid Sales Tax	0.26
1304 Prepaid Other	810.67
Total 1300 Prepaid Expense	<u>810.93</u>
Total Other Current Assets	<u>810.93</u>
Total Current Assets	<u>1,088,123.93</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	127,726.01
Total Other Assets	<u>127,726.01</u>
TOTAL ASSETS	<u>\$ 1,227,407.36</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2100 Commerce Bank 2199	\$ 205.60
Total Credit Cards	<u>205.60</u>
Other Current Liabilities	
2002 Wages Payable	500.67
2003 Accrued Expenditures	5,680.81
2007 Compensated Absences	1,775.00
Total Other Current Liabilities	<u>7,956.48</u>
Total Current Liabilities	<u>8,162.08</u>
Total Liabilities	<u>8,162.08</u>

Windcrest Economic Development Corporation

Statement of Financial Position

As of August 31, 2024

	<u>Total</u>
Equity	
3000 Net Assets	2,596,654.41
Prior Period Adjustment	108.67
Net Revenue	<u>(1,377,517.80)</u>
Total Equity	<u>1,219,245.28</u>
TOTAL LIABILITIES AND EQUITY	\$ 1,227,407.36

Windcrest Economic Development Corporation
Statement of Activity
August 2024

	<u>Total</u>
Revenue	
Total Revenue	
Gross Profit	-
Expenditures	
6000 Salaries, Benefits & Labor	
6001 Salaries	\$ 5,652.80
6004 Social Security / Medicare Match	435.62
6005 Health Insurance-EDC	725.10
6006 Retirement--EDC	843.90
6009 Contract Labor	9,741.60
6021 Health Insurance - Life & Vision	32.28
6053 Cell Phone Allowance	41.54
Total 6000 Salaries, Benefits & Labor	<u>17,472.84</u>
6010 BRE & Prospect Development Expenses	
6014 Meals & Entertainment	170.00
6016 Promoting Windcrest(BRE Events)	4,773.57
6017 Sponsorships, Regional Marketing	416.67
Total 6010 BRE & Prospect Development Expenses	<u>5,360.24</u>
6025 Administrative & Other Expenses	
6026 Rent	1,214.73
6028 Equipment, Computers & Other	10.65
6029 Internet Services	170.87
6030 Computer Maintenance, Software, Website	235.32
6031 Accounting Services	1,375.00
6032 Barcom / IT	404.77
6033 Phone Services	87.24
6038 Supplies	77.10
6045 Vehicle Expenses-EDC	35.00
6047 Contingencies	118.36
Total 6025 Administrative & Other Expenses	<u>3,729.04</u>
Total Expenditures	<u>26,562.12</u>
Net Operating Revenue	<u>(26,562.12)</u>
Other Revenue	
4003 Revenue Income - Interest	3,244.82
Total Other Revenue	<u>3,244.82</u>
Net Other Revenue	<u>3,244.82</u>
Net Revenue	<u>\$ (23,317.30)</u>

Windcrest Economic Development Corporation
Statement of Activity
October 2023 - August 2024

	<u>Total</u>
Revenue	
4000 Revenue	
4001 Income - Sales Tax	\$ 615,633.67
4004 Other Income	0.45
Total 4000 Revenue	<u>615,634.12</u>
Total Revenue	<u>615,634.12</u>
Gross Profit	<u>615,634.12</u>
Expenditures	
6000 Salaries, Benefits & Labor	
6001 Salaries	60,514.40
6004 Social Security / Medicare Match	4,667.49
6005 Health Insurance-EDC	8,701.20
6006 Retirement--EDC	8,050.09
6009 Contract Labor	107,157.60
6021 Health Insurance - Life & Vision	387.36
6053 Cell Phone Allowance	498.48
Total 6000 Salaries, Benefits & Labor	<u>189,976.62</u>
6010 BRE & Prospect Development Expenses	
6013 Travel	594.59
6014 Meals & Entertainment	1,135.35
6015 EDC Projects	1,680,000.00
6016 Promoting Windcrest(BRE Events)	11,701.76
6017 Sponsorships, Regional Marketing	5,133.37
6018 Commercial Revitalization/Store Front Grants	19,475.84
Total 6010 BRE & Prospect Development Expenses	<u>1,718,040.91</u>
6025 Administrative & Other Expenses	
6026 Rent	14,644.43
6027 Furniture & Fixtures	445.18
6028 Equipment, Computers & Other	74.55
6029 Internet Services	1,807.70
6030 Computer Maintenance, Software, Website	3,779.74
6031 Accounting Services	17,965.79
6032 Barcom / IT	4,464.61
6033 Phone Services	965.94
6036 Training Staff/Board	1,156.14
6037 Dues & Subscriptions	170.00
6038 Supplies	1,285.30
6039 Postage	9.85
6040 Copier	467.60

Windcrest Economic Development Corporation
Statement of Activity
October 2023 - August 2024

	Total
6042 Legal Expenses	96,630.01
6043 Audit	14,125.01
6045 Vehicle Expenses-EDC	575.67
6046 Vehicle Fuel-EDC	653.00
6047 Contingencies	1,520.97
Total 6025 Administrative & Other Expenses	160,741.49
Total Expenditures	2,068,759.02
Net Operating Revenue	(1,453,124.90)
Other Revenue	
4003 Revenue Income - Interest	75,607.10
Total Other Revenue	75,607.10
Net Other Revenue	75,607.10
Net Revenue	\$ (1,377,517.80)

Windcrest BUCKS Program



Buy Using Coupons - Keep Saving



Date: *

Dear Business Owner:

The Windcrest Economic Development Corporation (WEDC) is dedicated to strengthening and expanding our local economy. A vital aspect of this endeavor involves promoting local businesses by driving residents and visitors to support them. As part of our community-focused approach to achieving this, we have previously implemented and are now considering renewing the Windcrest Bucks Program (Bucks). We value your input on the program and would like to know if you would be interested in participating.

The primary goal of Bucks is to boost sales for your business. Participating businesses are requested to provide a "perk" as a percentage discount (ranging from 5% to 10%) or a fixed dollar amount discount for customers who present the app. In previous versions of Bucks, various businesses offered these discounts on various products and services, including retail stores, wellness, travel, food and dining, technology, and other everyday needs. The discounts had to be redeemed in person, incentivizing people to support local businesses by visiting them.

Currently, we are asking our local businesses to respond to key questions:

1. Would you be interested in offering a discount and participating in this program to help attract new business?
2. Do you believe a community-wide discount program promoted by the WEDC could potentially attract more customers than a discount you can provide as an individual business?
3. Would you prefer it to be offered only to Windcrest residents or anyone who signed up for the program?
4. What would you prefer customers present to receive their discounts? A QR code or a discount card?

To express your interest and willingness to participate, please answer the above questions and send them to Windcrest Economic Development Corporation at 8940 Fourwinds Drive, Suite #206, Windcrest, Texas 78239. You can also visit our website at Windcrest-txedc.com and click on the Bucks symbol to provide brief comments. If you have any questions about the program or would instead give feedback verbally, don't hesitate to contact Karen at 830-305-5782 or email her at knelson@windcrest-tx.gov.

Sincerely,

Rainbeau Presti
(title)
Windcrest Economic Development Corporation

WINDCREST ECONOMIC DEVELOPMENT CORPORATION
8940 FOURWINDS DRIVE, SUITE #206, WINDCREST, TEXAS 78239
(210) 469-6800

FORM CENTER

[VIEW SITE](#)

MAIN FIELD SETS LEGACY FORMS PROPERTIES PERMISSIONS

BACK

Form Center ▶ Individual ▶ Modify Windcrest BUCKS Program

EDIT CONDITIONS

SAVE

CANCEL

Disclaimer: The information to be submitted on this form will be sent via email. To protect sensitive information and comply with applicable data security requirements, do not request sensitive personal information, included but not limited to: Social Security numbers, driver's license numbers, medical information, passport numbers, passwords, tax ID number, or financial information of any kind, including, without limitation, bank account information, routing numbers, credit card number. If you intend to collect sensitive information, please reach out to your account manager to discuss CivicPlus's secure form offerings.

IN ORDER TO MAINTAIN COMPLIANCE WITH DATA SECURITY REQUIREMENTS, CIVICPLUS MAY, AT ANY TIME AND IN ITS SOLE DISCRETION, UNPUBLISH ANY FORM THAT SOLICITS SENSITIVE INFORMATION WITH OR WITHOUT NOTICE TO YOU.

Form Details

Last modified:
by Karen Nelson
on September 5, 2024

Created:
by Karen Nelson
on September 5, 2024

Name *

Windcrest BUCKS Program

Description

A program designed to boost business sales by offering discounts as rewards for customers who shop at participating establishments in Windcrest.

You have 856 characters left.

Type

Regular ▼

Submit Option

Submit and Print ▼

Confirmation Page

☒ After user submits form, go to category's confirmation page.

Submit To

knelson@windcrest-tx.gov

Separate each email address with a comma.

▼ Hide Additional Details

Unlisted Form

☐ This form will only be accessible by direct link and will not be listed in the front end Form Center list or Site Search.

Force Login

☐ Users will be required to log in to view the form.

Save to Database

☒ Submissions for this form will be viewable within the module.

Receive Email Copy

☒ Allow users to email a copy of the form submission.

Display

Starting Onat

Ex. 8:00 AM

Stopping Onat

Ex. 5:00 PM

Business Name

Name

Address

City

State

Zip Code

Field Types	
Short Answer	Long Answer
Checkboxes	Dropdown
Radio Buttons	Section Break
Reply Email	Page Break
Date/Time	File Upload
Image	Link
Text	

Phone Number

Email Address

Address

Complete Contact Information

Electronic Signature

First and Last Name

Phone and Fax Numbers and Email Address

1. Would you be interested in offering a discount and participating in this program to help attract new business?

2. Do you believe that a community-wide discount program promoted by the WEDC is better than a discount you can provide as an individual business?

3. Would you prefer this program to be offered only to Windcrest residents or anyone who signs up for the program?

4. What would you prefer customers present to receive their discounts? A QR Code or a discount card?

Comments & Questions

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I agree.

Electronic Signature

First M. Last