

**CITY OF WINDCREST ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS**

Regular Meeting

**August 22, 2013
6:00 P.M.**

Windcrest City Hall

NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WINDCREST ECONOMIC DEVELOPMENT CORPORATION (WEDC) WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 22nd DAY OF AUGUST 2013 STARTING APPROXIMATELY 6:00 P.M. DURING THE MEETING, THE BOARD WILL CONSIDER, DELIBERATE AND MAY TAKE ACTION UPON ANY OF THE SUBJECTS LISTED BELOW.

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, AND PRIOR TO THE BOARD TAKING ACTION ON ANY ACTION ITEMS LISTED. THE BOARD REQUESTS COMMENTS BE BRIEF, TO THE POINT, AND NO LONGER THAN 5 MINUTES. TIME CANNOT BE YIELDED TO ANOTHER SPEAKER.

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.

I. Call To Order

1. Determination of a Quorum
2. Pledge of Allegiance
3. Prayer
4. Vote to consider the excuse of absent board member(s), if applicable

II. Visitors/Presentations

1. Sarah Mangham, Municipal Finance Officer, will give an update on the WEDC finances as of July 31, 2013. [Att. 1]
2. Sarah Mangham, Municipal Finance Officer will give an update on the 3rd quarter Public Funds Investment Report. [Att. 2]

III. Citizens to be Heard

IV. Discussion

None.

V. Discuss and Act

1. The WEDC Board of Directors will discuss and may take action to formally approve invoice #23435 for \$3,360 by Jim Bray of Don McCrary & Associates, Inc. [Att. 3]
2. The WEDC Board of Directors will discuss and may take action to create a committee to negotiate the contract with Robert Colunga of Colunga Group LLC.

VI. Executive Session

None

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 Board of Directors of the WEDC is a true and correct copy of said Notice and I posted a true and correct copy of said Notice on the bulletin board at the Windcrest City Hall in a convenient place to the public. Said Notice was posted 72 hours prior to the 22nd of August 2013.

By: _____
Kelly Rodriguez, City Secretary

I certify that the attached notice and agenda of items considered by the WEDC Meeting was removed by me from the City Hall bulletin board on the 22nd of August 2013.

By: _____
Kelly Rodriguez, City Secretary

Attachment #1

BALANCE SHEET

AS OF: JULY 31ST, 2013

13 -ECONOMIC DEVELOPMENT CORP

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
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ASSETS

13-1102	CLAIM ON CASH	(27,480.71)
13-1105	CASH - CHECKING	381,857.90
13-1106	Savings - TLF Proceeds	653,710.03
13-1115	INVESTMENTS-TEXPOOL#15900001	0.00
13-1116	INVESTMENTS-TEXPOOL#15900003	0.00
13-1117	EXPENSE CARD	3,161.08
13-1315	DUE FROM GENERAL FUND	0.00
13-1375	DUE FROM HOT FUND	0.00
13-1510	A/R SALES TAX	21,927.28
		<u>1,033,175.58</u>

TOTAL ASSETS

1,033,175.58

LIABILITIES

13-2315	DUE TO GENERAL FUND	40,000.00
13-2320	DUE TO TAXING ENTITIES	0.00
13-2400	A/P PENDING	266,136.06
13-2401	ACCOUNTS PAYABLE	0.00
13-2402	ALAMO TITLE ESCROW FUNDS	0.00
13-2410	A/P - SALES TAX	21,927.29
	TOTAL LIABILITIES	<u>328,063.35</u>

EQUITY

13-3201	FUND BALANCE	1,871,601.95
	TOTAL BEGINNING EQUITY	<u>1,871,601.95</u>
	TOTAL REVENUE	289,793.65
	TOTAL EXPENSES	1,456,283.37
	TOTAL INCREASE/(DECREASE) IN FUND BAL.	(1,166,489.72)

TOTAL EQUITY & FUND BALANCE

705,112.23

TOTAL LIABILITIES, EQUITY & FUND BALANCE

1,033,175.58

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

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 83.33

	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	382,821	382,821	22,130.64	289,793.65	2,118,203.09	0.00	75.70	93,027.35
TOTAL REVENUES	382,821	382,821	22,130.64	289,793.65	2,118,203.09	0.00	75.70	93,027.35
<u>EXPENDITURE SUMMARY</u>								
00-GENERAL EXPENDITURES								
SALARIES & BENEFITS	148,899	150,837	5.56	110,034.04	53,081.87	0.00	72.95	40,802.66
OTHER EXPENSES	102,154	100,216	367.97	46,554.48	54,113.68	0.00	46.45	53,661.82
CAPITAL EXPENSES	1,813,541	1,813,541	25,598.99	1,299,694.85	1,495,806.30	0.00	71.67	513,846.15
OTHER INCOME/EXPENSES	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-GENERAL EXPENDITURES	2,064,594	2,064,594	25,972.52	1,456,283.37	1,603,001.85	0.00	70.54	608,310.63
TOTAL EXPENDITURES	2,064,594	2,064,594	25,972.52	1,456,283.37	1,603,001.85	0.00	70.54	608,310.63
REVENUE OVER/(UNDER) EXPENDITURES	(1,681,773)	(1,681,773)	3,841.88	(1,166,489.72)	515,201.24	0.00	69.36	(515,283.28)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: JULY 31ST, 2013

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 83.33

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	7,046.56	1,625,952.62	0.00	0.00	7,046.56)
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	219,185.64	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)	382,571	382,571	22,123.97	282,641.88	272,925.55	0.00	73.88	99,929.12
13-4301 INTEREST	250	250	6.67	105.21	139.28	0.00	42.08	144.79
13-4900 PROCEEDS FROM CAPITAL LEASE	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	382,821	382,821	22,130.64	289,793.65	2,118,203.09	0.00	75.70	93,027.35

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

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 83.33

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								
13-500-009 SALARIES - EDC	70,000	70,000	0.00	42,397.96	24,230.79	0.00	60.57	27,602.04
13-500-010 ADMINISTRATIVE EXPENSES	0	0	0.00	40.20	0.00	0.00	0.00	(40.20)
13-500-011 EDC LONGEVITY	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-013 STIPEND	0	1,938	0.00	1,871.86	0.00	0.00	96.60	65.84
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	5,465	5,465	0.00	3,662.97	1,889.01	0.00	67.03	1,802.03
13-500-040 HEALTH INSURANCE-EDC	876	876	5.56	9,760.12	97.80	0.00	1,114.17	(8,884.12)
13-500-050 RETIREMENT-EDC	7,140	7,140	0.00	3,165.93	1,603.28	0.00	44.34	3,974.07
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	260.99	0.00	100.00	0.00
13-500-080 CONTRACT LABOR	65,000	65,000	0.00	49,000.00	25,000.00	0.00	75.38	16,000.00
13-500-095 TERMINATION PAYOUT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	148,899	150,837	5.56	110,034.04	53,081.87	0.00	72.95	40,802.66
OTHER EXPENSES								
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	830.85	509.59	0.00	57.30	619.15
13-500-120 DUES & SUBSCRIPTIONS	1,400	1,400	0.00	2,397.00	591.50	0.00	171.21	(997.00)
13-500-130 TRAINING	5,000	5,000	0.00	530.00	175.00	0.00	10.60	4,470.00
13-500-132 TRAVEL	15,000	13,062	0.00	9,243.93	411.87	0.00	70.77	3,818.37
13-500-135 MEALS & ENTERTAINMENT	5,000	5,000	150.12	4,857.37	709.63	0.00	97.15	142.63
13-500-200 COMPUTER MAINTENANCE	200	200	170.00	886.90	147.35	0.00	443.45	(686.90)
13-500-201 WEBSITE MAINTENANCE	720	720	0.00	313.00	561.00	0.00	43.47	407.00
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	60,000	60,000	0.00	20,150.00	43,440.00	0.00	33.58	39,850.00
13-500-290 AUDIT	5,500	5,500	0.00	4,900.00	5,500.00	0.00	89.09	600.00
13-500-430 SUPPLIES	1,200	1,200	47.85	1,362.47	693.63	0.00	113.54	(162.47)
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	48.00	0.00	0.00	0.00	48.00
13-500-590 POSTAGE	145	145	0.00	101.20	45.00	0.00	69.79	43.80
13-500-630 LEGAL ADVERTISING	476	476	0.00	0.00	276.28	0.00	0.00	476.00
13-500-640 COPIER USAGE	1,443	1,443	0.00	0.00	956.83	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	4,620	4,620	0.00	933.76	96.00	0.00	20.21	3,686.24
TOTAL OTHER EXPENSES	102,154	100,216	367.97	46,554.48	54,113.68	0.00	46.45	53,661.82
CAPITAL EXPENSES								
13-500-800 EDC PROJECTS	200,000	200,000	13,888.08	22,408.58	1,755.41	0.00	11.20	177,591.42
13-500-801 PROMOTING WINDCREST	38,282	38,282	464.21	30,049.67	5,465.85	0.00	78.50	8,232.33
13-500-810 CAPITAL EXPENSE	0	0	0.00	2,520.00	0.00	0.00	0.00	(2,520.00)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: JULY 31ST, 2013

13 -ECONOMIC DEVELOPMENT CORP

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13-500-890 TLF LOAN PAYMENTS	659,960	659,960	6,934.57	81,303.96	78,097.90	0.00	12.32	578,656.04
13-500-891 RACKER ROAD PROJECT	915,299	915,299	0.00	1,132,249.60	1,364,871.34	0.00	123.70	(216,950.60)
13-500-892 TLF INTEREST	0	0	4,312.13	31,163.04	45,615.80	0.00	0.00	(31,163.04)
TOTAL CAPITAL EXPENSES	1,813,541	1,813,541	25,598.99	1,299,694.85	1,495,806.30	0.00	71.67	513,846.15
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	2,064,594	2,064,594	25,972.52	1,456,283.37	1,603,001.85	0.00	70.54	608,310.63
TOTAL EXPENDITURES	2,064,594	2,064,594	25,972.52	1,456,283.37	1,603,001.85	0.00	70.54	608,310.63
REVENUE OVER/(UNDER) EXPENDITURES	(1,681,773)	(1,681,773)	3,841.88	(1,166,489.72)	515,201.24	0.00	69.36	(515,283.28)

Windcrest EDC
Quarterly Investment Report
April 1, 2013 to June 30, 2013
Portfolio Summary Management Report

<u>Portfolio as of March 31, 2013</u>		<u>Portfolio as of June 30, 2013</u>	
Beginning Book Value	\$ 1,272,430	Ending Book Value	\$ 1,199,143
Beginning Market Value	\$ 1,272,430	Ending Market Value	\$ 1,199,143
		Investment Income for the quarter	\$ 27
Unrealized Gain / Loss	\$ -	Unrealized Gain/Loss	\$ -
		Change in Unrealized Gain/Loss	\$ -
		*Change in Market Value:	\$ (73,287)

Authorized by:

Sarah Mangham
 Sarah Mangham, CGFO
 Municipal Finance Officer

 Currently Vacant
 EDC Director

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

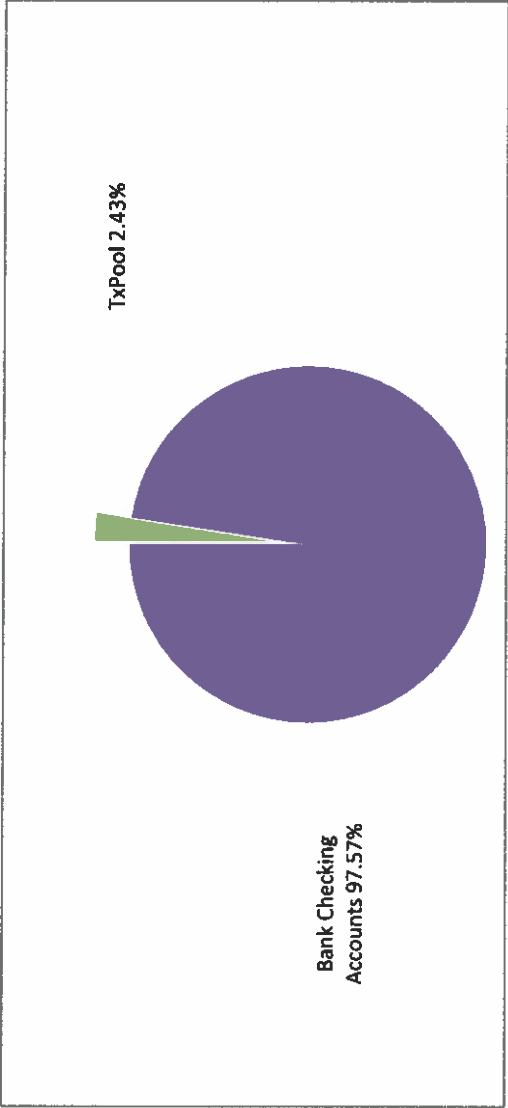
*Change in Market Value is required data, but will primarily reflect the receipt and expenditures of the City's funds from quarter to quarter.

Your Portfolio

As of June 30, 2013

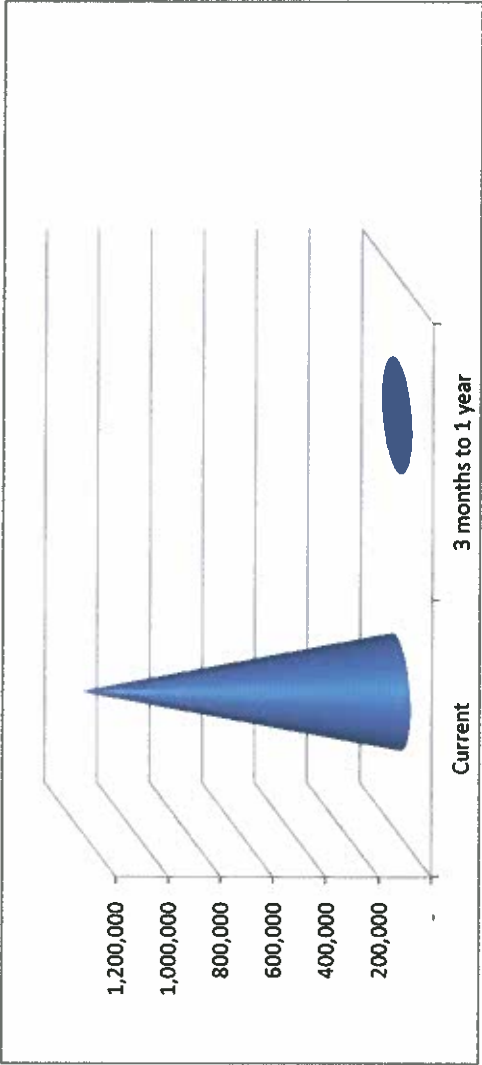
Your portfolio by diversification.

TxPool	29,855
Bank Checking Accounts	1,199,143



Your portfolio by maturity.

Current	1,199,143
3 months to 1 year	-



Your Portfolio

As of June 30, 2013

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term (days)
Investment Pools	29,855	29,855	29,855	2.43%	1
Money Market Funds	-	-	-	0.00%	1
Bank Accounts	1,199,143	1,199,143	1,199,143	97.57%	1
CDs	-	-	-	0.00%	129/365

WINDCREST EDC FINANCE SUMMARY
For the Period Ending June 30, 2013

Acct Code		Account	Rate	Term (days)
Frost Bank Accounts:				
13-1105	Economic Development Corporation	\$ 545,438	0.0010%	1
13-1106	Economic Development Corporation Escrow	\$ 653,705	0.0010%	1
	Total - Frost National Bank	\$ 1,199,143	0.0010%	1
INVESTMENTS:				
	Texpool (breakout by fund below)	\$ -	0.0000%	1
13-1115	Economic Dev. Fund	-		
	TOTAL ALL FUNDS	\$ 1,199,143		

Fund	Fund Title	Balance	Interest Earned
13	Economic Development	1,199,143.00	27.16
	Total	1,199,143.00	27.16

FROST - ALL ACCOUNTS

	2009-10	2010-11	2011-12	2012-2013
October	0.5000%	0.0010%	0.0010%	0.0010%
November	0.5000%	0.0010%	0.0010%	0.0010%
December	0.5000%	0.0010%	0.0010%	0.0010%
January	0.5000%	0.0010%	0.0010%	0.0010%
February	0.5000%	0.0010%	0.0010%	0.0010%
March	0.5000%	0.0010%	0.0010%	0.0010%
April	0.0010%	0.0010%	0.0010%	0.0010%
May	0.0010%	0.0010%	0.0010%	0.0010%
June	0.0010%	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.

Attachment #2

**Windcrest EDC
Quarterly Investment Report
April 1, 2013 to June 30, 2013
Portfolio Summary Management Report**

<u>Portfolio as of March 31, 2013</u>		<u>Portfolio as of June 30, 2013</u>	
Beginning Book Value	\$ 1,272,430	Ending Book Value	\$ 1,199,143
Beginning Market Value	\$ 1,272,430	Ending Market Value	\$ 1,199,143
		Investment Income for the quarter	\$ 27
Unrealized Gain / Loss	\$ -	Unrealized Gain/Loss	\$ -
		Change in Unrealized Gain/Loss	\$ -
		*Change in Market Value:	\$ (73,287)

Authorized by:

Sarah Mangham
Sarah Mangham, CGFO
Municipal Finance Officer

Currently Vacant
EDC Director

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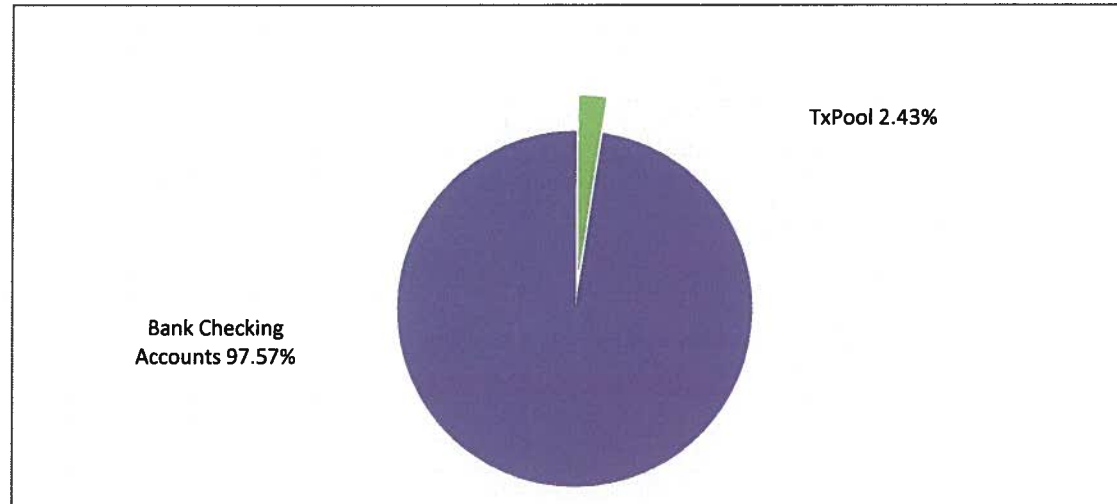
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Your Portfolio

As of June 30, 2013

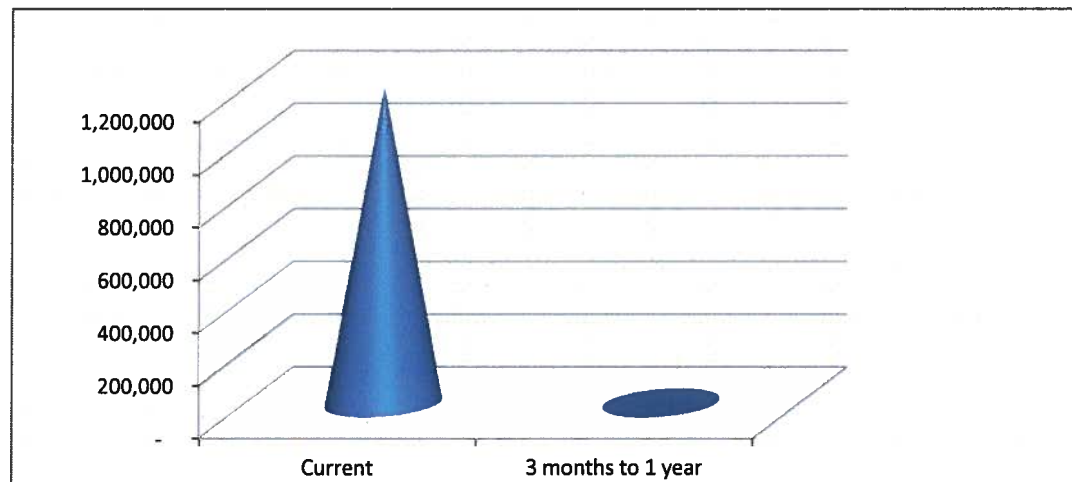
Your portfolio by diversification.

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Bank Checking Accounts	1,199,143



Your portfolio by maturity.

Current	1,199,143
3 months to 1 year	-



Your Portfolio

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Bank Accounts	1,199,143	1,199,143	1,199,143	97.57%	1
CDs	-	-	-	0.00%	129/365

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For the Period Ending June 30, 2013

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	Total - Frost National Bank	\$ 1,199,143	0.0010%	1
INVESTMENTS:				
	Texpool (breakout by fund below)	\$ -	0.0000%	1
13-1115	Economic Dev. Fund	-		
	TOTAL ALL FUNDS	<u>\$ 1,199,143</u>		

Fund	Fund Title	Balance	Interest Earned
13	Economic Development	1,199,143.00	27.16
	Total	1,199,143.00	27.16

FROST - ALL ACCOUNTS

	2009-10	2010-11	2011-12	2012-2013
October	0.5000%	0.0010%	0.0010%	0.0010%
November	0.5000%	0.0010%	0.0010%	0.0010%
December	0.5000%	0.0010%	0.0010%	0.0010%
January	0.5000%	0.0010%	0.0010%	0.0010%
February	0.5000%	0.0010%	0.0010%	0.0010%
March	0.5000%	0.0010%	0.0010%	0.0010%
April	0.0010%	0.0010%	0.0010%	0.0010%
May	0.0010%	0.0010%	0.0010%	0.0010%
June	0.0010%	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.

Attachment #3

Don McCrary & Associates, Inc.
323 Breesport St.
San Antonio, TX 78216-2602

Statement of Professional Services

BILL TO:
Windcrest WEDC
8601 Midcrown
Windcrest Tx. 78239

DATE: 7/31/2013
INVOICE # 23435
JOB # 9021

Invoice Period May 18 through July 31 2013

Subdivision	Unit	Lot	Block	Type of Survey	Job Address
					Racker Road
GF #					

DESCRIPTION	DATE	QUANTITY	RATE	AMOUNT
Inspector on Racker Road				
Site inspection	5/22/2013	1.50	\$80.00	\$ 120.00
WEDC Meeting	5/23/2013	2.00	\$80.00	\$160.00
Site inspection	5/31/2013	1.50	\$80.00	\$ 120.00
Project walk thru w/ contractor	6/5/2013	2.00	\$80.00	\$160.00
Meeting w/ Rackspace	6/10/2013	2.00	\$80.00	\$ 160.00
Site inspection	6/11/2013	1.00	\$80.00	\$80.00
Electrical inspections	6/17/2013	2.00	\$80.00	\$160.00
WEDC Meeting	6/27/2013	2.00	\$80.00	\$160.00
Complete project walk through	6/28/2013	3.00	\$80.00	\$240.00
Site inspection	7/3/2013	1.00	\$80.00	\$80.00
Site inspection	7/10/2013	2.00	\$80.00	\$160.00
Complied final punch list	7/15/2013	2.00	\$80.00	\$160.00
WEDC Meeting	7/18/2013	1.50	\$80.00	\$ 120.00
Meeting with CPS at site	7/19/2013	1.00	\$80.00	\$80.00
On site w/ contractor and punch list items	7/22/2013	3.00	\$80.00	\$240.00
J3 meeting on Invoicing. Project final	7/23/2013	3.00	\$80.00	\$240.00
Electrical Service Meeting	7/29/2013	2.00	\$80.00	\$160.00
Email Responses 5/22/2013 thru 7/29/2013	7/31/2013	9.50	\$80.00	\$760.00

Subtotal: \$3,360.00
Sales Tax: \$0.00
\$0.00%

Total: \$3,360.00


James R. Bray Vice President

DUE UPON RECEIPT