

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

Regular Meeting

**August 14, 2014
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 14th DAY OF AUGUST 2014 STARTING AT 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 wellbeing 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. Mr. Tim Maloney, WEDC Board President will give a presentation on the services of Mr. Harry Adams, WEDC Board Attorney.
2. Sarah Mangham, Municipal Finance Officer, will give an update on the WEDC finances as of July 31, 2014.(Att. 1)
3. WEDC Financial Investment Committee will give a presentation as to their recommendations concerning the funds of the WEDC.(Att. 2)
4. Robert Colunga, Executive Director, will give a presentation on the updates to the Storefront & Streetscape Improvement Program for 2014-2015 fiscal year. (Att. 3)

5. Robert Colunga, Executive Director, will give an update on current activities and future projects and objectives.(Att. 4)

III. Citizens to be Heard

IV. Discussion

None

V. Discuss and Act

1. The WEDC Board of Directors will discuss and may take action regarding the Storefront & Streetscape Improvement Program for fiscal 2014 – 2015.
2. The WEDC Board of Directors will discuss and may take action regarding the request of the Financial Investment Committee to open an account with TexPool and one with Lone Star. (Att. 2)

VI. Executive Session

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 14th of August 2014.

By: Kelly Rodriguez
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 ____ of August 2014.

By: _____
Kelly Rodriguez, City Secretary

BALANCE SHEET

AS OF: JULY 31ST, 2014

13 -ECONOMIC DEVELOPMENT CORP

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
13-1102	CLAIM ON CASH	57,315.26	
13-1105	CASH - CHECKING	199,260.29	
13-1106	Savings - TLF Proceeds	25,002.59	
13-1115	INVESTMENTS-TEXPOOL#15900001	0.00	
13-1116	INVESTMENTS-TEXPOOL#15900003	0.00	
13-1117	EXPENSE CARD	1,303.65	
13-1204	PREPAID SALES TAX	13,875.26	
13-1315	DUE FROM GENERAL FUND	0.00	
13-1375	DUE FROM HOT FUND	0.00	
13-1510	A/R SALES TAX	0.00	
		296,757.05	
	TOTAL ASSETS		296,757.05
			=====
LIABILITIES			
=====			
13-2315	DUE TO GENERAL FUND	40,000.00	
13-2320	DUE TO TAXING ENTITIES	0.00	
13-2400	A/P PENDING	(13,364.21)	
13-2401	ACCOUNTS PAYABLE	0.00	
13-2402	ALAMO TITLE ESCROW FUNDS	0.00	
13-2410	A/P - SALES TAX	0.00	
	TOTAL LIABILITIES		26,635.79
EQUITY			
=====			
13-3201	FUND BALANCE	385,966.68	
	TOTAL BEGINNING EQUITY	385,966.68	
	TOTAL REVENUE	289,731.27	
	TOTAL EXPENSES	405,576.69	
	TOTAL INCREASE/(DECREASE) IN FUND BAL.	(115,845.42)	
	TOTAL EQUITY & FUND BALANCE		270,121.26
	TOTAL LIABILITIES, EQUITY & FUND BALANCE		296,757.05
			=====

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2014

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
REVENUE SUMMARY								
ALL REVENUES	487,868	487,868	11,037.87	289,731.27	289,793.65	0.00	59.39	198,136.73
TOTAL REVENUES	487,868	487,868	11,037.87	289,731.27	289,793.65	0.00	59.39	198,136.73
EXPENDITURE SUMMARY								
00-GENERAL EXPENDITURES								
SALARIES & BENEFITS	90,418	90,418	0.00	67,635.00	117,234.04	0.00	74.80	22,783.00
OTHER EXPENSES	103,271	103,271	246.74	52,872.26	51,659.48	0.00	51.20	50,399.04
CAPITAL EXPENSES	373,245	373,245	1,067.35	285,069.43	1,489,714.61	0.00	76.38	88,175.74
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	1,314.09	405,576.69	1,658,608.13	0.00	71.54	161,357.78
TOTAL EXPENDITURES	566,934	566,934	1,314.09	405,576.69	1,658,608.13	0.00	71.54	161,357.78
REVENUE OVER/ (UNDER) EXPENDITURES	(79,066)	(79,066)	9,723.78	(115,845.42)	(1,368,814.48)	0.00	146.52	36,778.95

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2014

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	25.00	7,046.56	0.00	0.00 (	25.00)
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	11,037.68	289,681.27	282,641.88	0.00	59.41	197,936.73
13-4301 INTEREST	250	250	0.19	25.00	105.21	0.00	10.00	225.00
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	11,037.87	289,731.27	289,793.65	0.00	59.39	198,136.73

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2014

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	0	0	0.00	0.00	42,397.96	0.00	0.00	0.00
13-500-010 ADMINISTRATIVE EXPENSES	4,000	4,000	0.00	0.00	40.20	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	1,871.86	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	3,662.97	0.00	0.00	0.00
13-500-040 HEALTH INSURANCE-EDC	0	0	0.00	0.00	9,760.12	0.00	0.00	0.00
13-500-050 RETIREMENT-EDC	0	0	0.00	0.00	3,165.93	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	0.00	67,500.00	56,200.00	0.00	78.49	18,500.00
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	0.00	67,635.00	117,234.04	0.00	74.80	22,783.00
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	104.88	830.85	0.00	7.23	1,345.12
13-500-120 DUES & SUBSCRIPTIONS	2,000	2,000	0.00	2,853.09	2,502.00	0.00	142.65 (	853.09)
13-500-130 TRAINING	5,000	5,000	0.00	7,010.68	530.00	0.00	140.21 (	2,010.68)
13-500-132 TRAVEL	13,062	13,062	60.00	6,019.97	9,243.93	0.00	46.09	7,042.33
13-500-135 MEALS & ENTERTAINMENT	5,000	5,000	41.71	5,070.25	4,857.37	0.00	101.41 (	70.25)
13-500-200 COMPUTER MAINTENANCE	200	200	0.00	1,522.89	886.90	0.00	761.45 (	1,322.89)
13-500-201 WEBSITE MAINTENANCE	720	720	52.43	2,354.86	313.00	0.00	327.06 (	1,634.86)
13-500-205 REPAIRS & MAINT OF BUILDING	0	0	0.00	93.54	0.00	0.00	0.00 (	93.54)
13-500-250 LEGAL EXPENSES	40,000	40,000	0.00	22,650.00	25,150.00	0.00	56.63	17,350.00
13-500-290 AUDIT	5,500	5,500	0.00	2,950.00	4,900.00	0.00	53.64	2,550.00
13-500-430 SUPPLIES	3,250	3,250	92.60	1,644.40	1,362.47	0.00	50.60	1,605.60
13-500-440 ELECTION EXPENSES	0	0	0.00	122.00	0.00	0.00	0.00 (	122.00)
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	62.00	48.00	0.00	0.00 (	62.00)
13-500-590 POSTAGE	250	250	0.00	13.70	101.20	0.00	5.48	236.30
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	400.00	933.76	0.00	1.62	24,220.00
TOTAL OTHER EXPENSES	103,271	103,271	246.74	52,872.26	51,659.48	0.00	51.20	50,399.04
CAPITAL EXPENSES								
13-500-800 EDC PROJECTS	200,000	200,000	0.00	1,992.51	22,858.58	0.00	1.00	198,007.49
13-500-801 PROMOTING WINDCREST	38,282	38,282	1,067.35	5,282.35	30,049.67	0.00	13.80	32,999.65
13-500-810 CAPITAL EXPENSE	0	0	0.00	0.00	2,520.00	0.00	0.00	0.00
13-500-890 TLF LOAN PAYMENTS	97,450	97,450	0.00	88,907.24	81,303.96	0.00	91.23	8,542.76
13-500-891 RACKER ROAD PROJECT	0	0	0.00	164,163.61	1,321,819.36	0.00	0.00 (	164,163.61)

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13-500-892 TLF INTEREST	37,513	37,513	0.00	24,723.72	31,163.04	0.00	65.91	12,789.45
TOTAL CAPITAL EXPENSES	373,245	373,245	1,067.35	285,069.43	1,489,714.61	0.00	76.38	88,175.74
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	1,314.09	405,576.69	1,658,608.13	0.00	71.54	161,357.78
TOTAL EXPENDITURES	566,934	566,934	1,314.09	405,576.69	1,658,608.13	0.00	71.54	161,357.78
REVENUE OVER/ (UNDER) EXPENDITURES	(79,066)	(79,066)	9,723.78	(115,845.42)	(1,368,814.48)	0.00	146.52	36,778.95



Economic Development Corporation Agenda Item Report July 10, 2014

Contact – Sarah Mangham, Municipal Finance Officer
smangham@windcrest-tx.gov

SUBJECT: Deliberation and possible action on starting investment accounts with TexPool and Lone Star Investments Pools.

1. BACKGROUND/HISTORY

An investment committee (Board members Sue Alexander, and Lisa Pepi and staff members Sarah Mangham, and Robert Colunga) have been tasked with the investment strategies for the EDC.

2. FINDINGS/CURRENT ACTIVITY

Staff is bringing these resolution to the Board after much discussion on what and where is the safest place for the Board's fund balance.

The investment committee recommends starting 2 investment accounts, one with TexPool and one with Lone Star. This will allow for the investments to be invested at a higher rate than Frost, and by having 2 accounts we can monitor which is providing the better rate, and move funds accordingly.

3. FINANCIAL IMPACT -

Positive, the board will see a higher rate of return.

4. ACTION OPTIONS/RECOMMENDATION

Staff seeks action on these investment pools.



STOREFRONT AND STREETSCAPE IMPROVEMENT PROGRAM

(Fiscal Year 2014-2015)

GUIDELINES AND REQUIREMENTS

The Storefront and Streetscape Improvement Program assists commercial property and/or business owners in rehabilitating their storefronts and the streetscapes located adjacent to their buildings to revitalize neighborhood commercial areas, eliminate blight and enhance the livability of surrounding neighborhoods. Funding is provided by the Windcrest Economic Development Corporation (the “WEDC”).

PROGRAM GOALS

1. Revitalize and improve the appearance of commercial areas to positively impact the aesthetics, marketability, and perception of Windcrest.
2. Activate the Windcrest business environment by improving the pedestrian experience.
3. Stimulate private investment, while at the same time encouraging a higher level of quality and design of retail, commercial and professional storefronts and streetscapes.

PROGRAM FUNDING AND AVAILABILITY OF FUNDS

The Storefront and Streetscape Improvement Program offers commercial property owners and business tenants up to a 50% matching grant of up to a maximum of \$9,999 per building/retail center, on a reimbursement basis only, for the funding of well-designed improvements in enhancing their storefronts and streetscapes. The cumulative amount awarded by the Windcrest Economic Development Corporation (WEDC) for the 2014-2015 Fiscal Year will not exceed \$80,000. In Special Circumstance the maximum can be exceeded with the approval of both the Windcrest Economic Development Board and the Windcrest City Council.

Reimbursement Match Calculation Example:

Total Qualifying Project Cost	Maximum WEDC Reimbursement Match
\$1,000	\$500
\$1,500	\$750
\$2,000	\$1,000
\$2,500	\$1,250
\$5,000	\$2,500
\$10,000	\$5,000
\$14,000	\$7,000

\$20,000	\$9,999
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Grant funds are subject to budget availability and as a result, funding may not be available for all eligible applicants. Grants are awarded based on available funds.

ELIGIBILITY CRITERIA

1. Applicant must schedule a pre-application meeting with the WEDC Director.
2. Applicant must be a property owner or business tenant of a street level business with street front presence and access.
3. If the Applicant is a business tenant, the business will need to have the property owner's express consent for the proposed improvements and have been established in the City of Windcrest for at least 12 months.
4. Property taxes must be current.
5. Applicant must represent that to the best of their knowledge they have no debts to the City.
6. Applicant must certify that there are no current code enforcement actions pending against the property that would not be mitigated by the project.
7. Preference will be given to businesses located north of Walzem Road. Preference will be given to the following types of businesses:
 - a. Restaurant/Café/Purveyor of Food
 - b. Apparel/Shoes/Home Furnishings & Other Soft Goods
 - c. Grocery/Food & Floral Market/General Merchandise
8. Nonconforming signage on property, if applicable, must be permanently removed as part of the improvement.
9. Applicant must comply with all State and local laws and regulations pertaining to licensing, permits, building code and zoning requirements and obtain the necessary regulatory approvals.

SELECTION CRITERIA

Projects are reviewed on a competitive basis. The Evaluation Form outlines the rating criteria by which each submitted project is assessed. Those projects with the highest weighted average will be granted funding.

ELIGIBLE COSTS

Labor, design, and material costs are eligible costs. Further, permit fees associated with the proposed renovation/rehabilitation and fees for architectural design and engineering for the project are eligible program costs. Costs incurred for alternations or improvements completed prior to receipt of formal written approval by the WEDC are not eligible for reimbursement. Funds cannot be used to correct outstanding code violations or for property damage caused by acts of nature.

The WEDC will provide dollar for dollar matching grants from \$500 to \$9,999 to commercial property/business owners who present eligible projects that will activate the streetscape using

high-quality, pedestrian-oriented design elements. Projects must exceed \$1,000 to be considered for a grant.

Criteria in which eligible projects will be determined include:

- Design quality of proposed improvements
- Consistency of design with business activity
- Compatibility with design of surrounding buildings and neighborhood
- Proposed improvements are sufficient to improve the aesthetics of the building/retail center
- Improvement of property will significantly impact the revitalization of the City
- Community involvement of Applicant

QUALIFYING IMPROVEMENTS

Rehabilitation of building facades visible to the street, including storefronts and streetscapes, which consist of new and/or the repair, restoration, replacement, or removal of:

- Cornices
- Gutters and downspouts
- Awnings and canopies
- Siding/trimming, and bricking
- Exterior Lighting
- Painting (limited colors, no day-glow) and masonry cleaning
- Inappropriate or incompatible exterior finishes or materials
- Architectural elements
- Entrance upgrades /doors/windows
- Balconies
- Signage
- Outdoor furnishings in connection with sidewalk cafes
- Landscaping (i.e. plant life, planting beds, planting containers)
- Limited security and accessibility improvements
- Parking and Lighting Improvements
- Permit and design review fees can be reimbursed through the program

The following repairs are allowed as long as they are part of work which directly affects the storefront and/or streetscape:

- Fences
- Seal coating and re-striping of parking lots
- Bike racks
- Interior window display lighting

In addition, sustainable elements such as bio-swales and semi-permeable pavers may be included in the larger project.

NON-QUALIFYING IMPROVEMENTS

- Roofs
- Structural foundations
- Billboards
- Security systems
- Non-permanent fixtures
- Interior window coverings
- Vinyl awnings
- Personal property and equipment
- Security bars
- Razor/barbed wire fencing

DESIGN REQUIREMENTS

All improvements must conform to applicable City of Windcrest building codes, local, state and federal laws. The following improvements are encouraged:

1. Parapets which serve to hide air conditioning units, gutters, down spouts and other rooftop equipment or structures from view;
2. New storefront construction, appropriately scaled within an existing building;
3. Cleaning, repainting or residing of building;
4. Awnings or canopies that can be both functional and visually appealing;
5. Lighting that is visually appealing and appropriately illuminates signage, storefront window displays, and recessed areas of a building façade;
6. Window display areas which are appropriately scaled and which facilitate night viewing;
7. Window replacement and window framing visible from the street, which is appropriately scaled to the building;
8. Additional signage that is attractively integrated into the architecture of the building, including the window area, awnings or canopies, and entryways;
9. Curbing, irrigation, approved trees, landscaping beds or other landscaping features attached to the building where appropriate; and
10. Removal of architectural barriers to public accessibility.

Other improvements can be made with written approval if they meet the objectives of the Storefront and Streetscape Improvement Program.

APPLICATION

The Applicant will consult with the WEDC's Director, before an application is submitted, to determine Applicant and project eligibility. WEDC staff will then work with Applicant to help Applicant meet program conditions that are required for a commitment of funds. If Applicant is determined eligible, the Applicant will be required to submit the following attachments:

1. Completed application (See Attachment A).
2. Color photographs of existing storefront and streetscape conditions with description of what is represented in each photograph prior to making the proposed improvements.

3. A written statement of the project scope and why improvements are needed. Provide as much detail as possible, including what you are changing or replacing, type of new materials to be used, color, location on building, etc.
4. If the Applicant is a property owner, show proof of ownership.
5. If the Applicant is a business tenant, letter of permission from the property owner to participate in the Storefront and Streetscape Improvement Program.
 - a. Letters should include the expiration date of the current lease.
6. Architectural drawings and/or renderings of the improvements, reflecting placement, materials and colors to be used. Some minor projects may only require pictures of materials.
7. At least two bids from licensed contractors reflecting work to be performed, costs and completion schedule. If the Applicant is a licensed contractor, an additional bid must be submitted to validate the Applicant's bid. Contractor fees and overhead for Applicant owners will not be reimbursed. Any contractor that has submitted a competitive, detailed estimate can be used. All contractors must be licensed and bonded. All construction contracts will be between the applicant and contractor. Contractors cannot be changed unless new bids have been submitted to the WEDC.

RELATED PARTIES

This program is not open for participation to any Windcrest City council member, board or commission member, city employee, or immediate family members of an employee or council/board/commission member.

REVIEW AND APPROVAL

The WEDC has the sole authority to determine eligibility of proposed work and confirmation of completed work. The WEDC's Review Committee will meet monthly to review applications, unless no applications have been submitted. The Applicant need not be present for the Committee meeting. Grant applications will not be reviewed by the Committee until all the requested information is submitted.

The Committee has the right to deny the application if, in its sole opinion, it does not meet the goals or requirements of the program. Certain work may be required or precluded as a condition of funding. If the Committee determines that the project meets the criteria of the program and should move forward, a recommendation is made to the WEDC Board of Directors, which meets on a semi-monthly basis. Generally, an award decision will occur within 45 days of submittal of the complete application.

Applicants will be notified in writing as to whether his/her application has been rejected or approved. Upon approval, the Applicant must enter into a legally binding performance agreement with the WEDC which references and incorporates the Guidelines and General Conditions of this Storefront and Streetscape Improvement Program and the terms and conditions of his/her participation in the program. The specific requirements of this Program include, but are not limited to, the following:

1. Project scope, property location and specific improvements to be undertaken;

2. Amount of the grant;
3. Work commitment period, so that if funds are not used within that period, program funds can be reallocated for other eligible projects;
4. Maintenance requirements and operating standards, which will vary based on nature of establishment;
5. Acknowledgment of the reimbursement claim procedures and supporting documentation needed for reimbursement;
6. Monitoring and right of final inspection by the WEDC;
7. Acknowledgment of change order procedures;
8. Compliance with applicable local, state, and federal laws;
9. Promotional rights of WEDC for the project;
10. Repayment penalty for removal of improvements; and
11. WEDC's standard contract terms and provisions (e.g., liability, indemnification, termination, etc.)

Upon the date of WEDC board approval, the Applicant has 30 days to enter into the above noted agreement with WEDC and 90 days from date of contract execution to begin construction. If the work does not begin within the 90 day period, the Applicant will be notified in writing that the grant will lapse and the grant agreement will be terminated. Once construction has started, the Applicant has one year to complete the improvements. If the improvements are not complete at the end of the one year period, the Applicant will be notified in writing that the grant will lapse and the grant agreement will be terminated. If an approved project is nearing the one year lapse point, an opportunity will be provided for the Applicant to request an extension. One extension may be granted at the discretion of the WEDC Board depending on the project's circumstances and the future needs of the program. If an approved grant does lapse and is terminated, the Applicant may re-apply if funds are available. There is no guarantee that a resubmission will be approved, and the project will be re-evaluated based upon the established criteria detailed above.

After approval, any changes to the project, no matter how minimal, must be approved by the WEDC and a Final Inspection Report must be obtained through the City Secretary/Permit Clerk. Grant recipients will work closely with the WEDC's Director to communicate the project progress and resolve any issues or questions. Funding will be provided on a reimbursable basis after satisfactory project completion and submission of project receipts to WEDC. Further, reimbursement payment will not be issued until the Applicant has paid for the improvement work in full. Reimbursement claims must be accompanied by the following supporting documents: proof of payments (e.g., cancelled checks, paid invoices/receipts of eligible expenses), statements from architects, contractors and/or subcontractors acknowledging that all payments have been received.

ADJUSTMENTS and TERMINATION

The Applicant understands that the WEDC and the City of Windcrest reserves the right make changes in the conditions of the Storefront and Streetscape Improvement Program as they

determine in their sole discretion as warranted at any time, including for applications already pending.

If the Applicant seeks to change the scope of their project after a grant has already been approved, the Applicant must meet with the WEDC Director. The Applicant must have written approval on all modifications to remain eligible for grant funding.

All work for approved projects must be complete within one year of the date construction begins unless an extension is granted by the WEDC.

The WEDC has the right to terminate any agreement under the Storefront and Streetscape Improvement Program if a participant is found to be in violation of any conditions set forth in these guidelines or if the project has been started prior to an executed agreement with the WEDC.

GENERAL CONDITIONS

1. It is expressly understood and agreed that the Applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, ordinances and other applicable regulations. Neither approval of a grant application nor payment of the grant upon completion of the project shall constitute approval by any City department or WEDC staff of the project, nor shall approval of such grant application or payment of the grant upon completion constitute a waiver by the City or the WEDC of any safety regulation, building code, ordinance and other applicable regulation.
2. It is expressly understood and agreed that the Applicant is solely responsible for overseeing the work, and will not seek to hold the WEDC, the City of Windcrest, and/or their agents, employees, officers, and/or directors liable for any property damage, personal injury, or other loss related in any way to the Storefront and Streetscape Improvement Program, and by submission of an application, the Applicant agrees to indemnify the WEDC, the City of Windcrest, and/or their agents, employees, officers, and/or directors from any claims or damages resulting from the project, including reasonable attorneys' fees.
3. The Applicant shall be responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the Storefront and Streetscape Improvement Program.
4. The Applicant authorizes the City of Windcrest and the WEDC to promote an approved project, including but not limited to displaying a sign at the site during and after construction, and using photographs and descriptions of the project in material and press releases.
5. The Applicant must agree not to change or alter the improved façade without prior written approval from the WEDC for three (3) years from the date of the rebate check issued under the Storefront and Streetscape Improvement Program. The Applicant agrees to return a pro-rated amount of the grant money received if the improvement is removed within three (3) years.

Evaluation Form

Below is the evaluation criteria and point system that will be used to assess each of the submitted projects.

Evaluation Factor	Possible Points	Score
Design quality of proposed improvements	20	
Consistency of design with business activity	10	
Compatibility with design of surrounding buildings and neighborhood	10	
Proposed improvements are sufficient to improve the aesthetics of the building/retail center	20	
Improvement of property will significantly impact the revitalization efforts of the City	30	
Community involvement of Applicant	10	
TOTAL SCORE RECEIVED	100	

**STOREFRONT AND STREETSCAPE
IMPROVEMENT PROGRAM
APPLICATION**

Applicant Name: _____

Applicant Address: _____

Contact Person: _____

Phone: _____

Email: _____

Business Description: _____

Certificate of Occupancy/Business Registration Number and Date Issued: _____

Texas Sales and Use Tax I.D. Number: _____

Relationship between the Applicant and the storefront and/or streetscape:

☐ Owner ☐ Tenant

Property Owner: _____

Property Owner's Phone: _____

Length and expiration date of lease of business: _____

If expiration date less than 2 years, do you intend to renew? _____

Square footage of establishment: _____

Days/hours of operation: _____

Are all of the business' local, state and federal taxes paid up-to-date?

☐ Yes ☐ No (if no, provide explanation) _____

Does the business have any outstanding City of Windcrest code violations and/or fines?

☐ Yes ☐ No (if yes, provide explanation) _____

Grant Amount Requested: _____

Estimated Cost of the Project: _____

Worked to be performed by: _____

Estimated Project Start and End Dates: _____

What is Applicants' current or past community involvement?: _____

Please include the following information with your application:

1. If the Applicant is a business tenant, letter of permission from the property owner to participate in the Storefront and Streetscape Improvement Program
 - a. Letters should include the expiration date of the current lease
2. Color photographs of existing conditions with description of what is represented in each photograph prior to making the proposed improvements
3. Written statement of the project scope and why improvements are needed. Provide as much detail as possible, including what you are changing or replacing, type of new materials to be used, color, location on building, etc.
4. Architectural drawings and/or renderings of the improvements, reflecting placement, materials and colors to be used. Some minor projects may only require pictures of materials.
5. A copy of bids from at least two (2) different contractors plus an additional bid if Applicant is a licensed contractor and plans to do the work.

By affixing your signature the Applicant acknowledges they have read and agreed to the Windcrest Economic Development Corporation Storefront and Streetscape Improvement Program Guidelines and General Conditions. The Applicant understands that this application and its contents shall be binding on the Applicant at the discretion of the WEDC. Applicant understands that all grants are awarded on rebate basis after all work has been certified completed by the Windcrest Economic Development Corporation. Applicant understands that his/her project will be evaluated and recommendations made as to scope of work to be included in the Storefront and Streetscape Improvement Program. Applicant understands that submittal of this application in no way guarantees him/her a grant from the Windcrest Economic Development Corporation. Applicant understands that additional information may be requested as needed. The Windcrest Economic Development Corporation reserves the right to reject any and all applications at its sole discretion.

It is expressly understood that work commenced or completed prior to the final approval of the grant is ineligible for funding. The Applicant is solely responsible for overseeing the work and will not seek to hold the City of Windcrest or the Windcrest Economic Development Corporation liable for any property damage, personal injury, or other loss related to the Storefront and Streetscape Improvement Program. The Applicant agrees to indemnify the City of Windcrest and Windcrest Economic Development Corporation and/or their agents, employees, officers and/or directors from any claims or damages resulting from the project, including reasonable attorneys' fees.

If property is owned by a corporation, partnership, or joint venture, an individual legally authorized to represent the entity must sign below on behalf of the entity.

Signature of Applicant: _____ **Date:** _____

Printed Name of Applicant: _____ **Title:** _____

Signature of Property Owner: _____ **Date:** _____

Printed Name of Property Owner: _____ **Title:** _____

Robert Colunga WEDC Executive Director

WEDC Report for Month of July, 2014

1. Working with Whataburger and Whitestone-Reit on the new Whataburger training facility located at the former University of Phoenix location.
2. Demolition of the Old Frost Bank Building and working with all appropriate agencies,.
3. Work with Buffalo Wild Wings on their project and move in to the former Marie Callender's
4. Construction meetings with In-n-Out Burger staff and contractors to coordinate construction.
5. Continued negotiations with potential new businesses.
6. Completion of new page to the DevelopWindcrest website (Incentives Page)
7. Working on the WEDC Financial Investment Committee to submit report to the WEDC Board.
8. Working on the final selection of a new staff employee with Colonel Alexander
9. Working with Krysten Vela our new member of the team and training and educating her as to the dealings and interactions of the WEDC.
10. Working with Rackspace on further development of their complex and utilization of their facilities and current status of construction and staffing.
11. Working with several interested parties in the Office Max building as well as the old Chuck E Cheese location and the call center which will temporarily be placed there.
12. Working with media on progress and developments in Windcrest.
13. Completing the San Dollar Pools for Storefront Program and completion of improvements.
14. B-3 Zoning and Coordination with prospective businesses
15. Working with New Burke's Outlet store in the Windcrest Park Centre
16. Windcrest Master Plan Committee agenda, workshops and meetings.
17. Planning and Zoning Agenda and assisting businesses with their questions and request.
18. Continued marketing strategies for the year and modifying our approach in Marketing Windcrest as needed
19. Working with the Walzem Road Area Revitalization Committee and other local entities and HOA which have an effect on Windcrest.
20. Work with TXDOT on construction issues with the 35 expansion.
21. Working with NEISD on construction issues, communication with the WEDC and COW
22. Working with Rackspace on future projects and development.
23. Working with Valcor properties on new business to be located in the Old Chuck E Chees location.
24. Working with Park & Recreation Board on placement of one of our bike racks and the property owners of Starbucks for another location – Mr. Dooley has been out of pocket.
25. Working with the City of Windcrest & Rackspace on the transition of the road system around Rackspace.
26. Working with various stores on their applications for the Storefront and Streetscape Improvement Program.
27. Working with the Weitzman Group, Whitestone-Reit, Turner Busby Development with potential businesses and development.

28. Interacting with other communities and addressing issues and concerns they may perceive with future or possible development which is occurring in Windcrest.
29. Working on closing with developer on lot located on the 111 acres area.
30. 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.
31. 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.
32. 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 are 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.
33. 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.
34. Updating of Develop Windcrest website and Windcrest Windfall website and phone application and working with businesses to get new incentives for the application users.