

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

**Regular Meeting**

**July 9, 2015  
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 9<sup>th</sup> DAY OF JULY 2015 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. Robert Colunga, Executive Director, will give a report on the WEDC activities for the month of May 2015 and a reports on ICSC RECon and TEDC Mid-Year Conference with appropriate board members who attended.(Att. 1)
2. Sarah Mangham, Municipal Finance Officer, will give an update on the WEDC finances as of May 31, 2015.(Att. 2)

**III. Citizens to be Heard**

**IV. Discussion and Action Open Session**

1. The WEDC Board will Consider and take possible action authorizing the adoption of a vehicle use policy.(Att. 3)

**V. Executive Session**

1. Consultation with Attorney under Section 551.071 regarding legal issues pertaining to real estate and/or economic development and incentive negotiations.
2. The WEDC will conduct a closed session as authorized by Section 551.072 of the Texas Government Code to discuss of purchase, lease, sale or exchange of real property and improvements near Rackspace Hosting.
3. The WEDC will conduct a closed session as authorized by Section 551.072 of the Texas Government Code to discuss of purchase, lease, sale or exchange of real property and improvements or redevelopment (IH-35 Corridor).
4. The WEDC will conduct closed as authorized by Section 551.087 to deliberate regarding business prospect and economic development incentive negotiations (IH-35 Corridor).

**VI. Open Session**

1. The WEDC Board will Consider and take possible action to authorize due diligence on real estate and improvements as discussed in closed session and authorize the WEDC Director to execute such action as directed.
2. Consider and take possible action to approve purchase, sale or lease of real property as discussed in closed session.
3. Consider and take possible action to authorize agreement and economic development incentives for IH-35 Corridor project as discussed in closed 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 9<sup>th</sup> of July 2015.

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 July 2015.

By: \_\_\_\_\_  
Kelly Rodriguez, City Secretary

**Robert Colunga WEDC Executive Director**

**WEDC Report for Month of June, 2015**

1. Working with Drury on possible tenant for new pad site next to Buffalo Wild Wings
2. Worked on questions from WEDC on annual audit.
3. Working with Responsive ED Charter School on the former Chuck E Cheese building, expected to open in August of 2015
4. Working on annual review of the WEDC, State of the EDC
5. Working with Whataburger University on the Grand Opening Ceremony rescheduled.
6. Meeting with Lipscomb/Busby on bringing a local 100 year old companies headquarters to the City of Windcrest.
7. Working with Dollar Tree on Grand Opening
8. Working with Hotel chain and legal on possible incentive options to bring them to Windcrest.
9. Working on a new Business Retention and Attraction program to bring in new business and develop and grow current businesses.
10. Working with Stratford Land on the sale of property on 111 acres.
11. Working with East Group Properties on their portion of land purchased from Stratford Land.
12. Working with Drury Hotels on the redevelopment of the property along the IH35 access road and demolition of the Pear Tree Inn to be developed into a new pad site and re-platted, currently scheduled for some time in early May.
13. Working the Weitzman Group on matters concerning the development of their property and two possible additions.
14. Working with Drury Hotels on re-platting process for their properties located here in Windcrest.

### Background:

- WEDC is a member of ICSC (International Conference of Shopping Centers)
- ICSC offers an opportunity for EDC's to meet with developers, franchisees and companies not only through out the nation, but the world
- WEDC utilizes ICSC RECon as a unique opportunity to reach out to a huge variety of developers, retailers and emerging businesses through out the world.
- ICSC RECon 2015 was attended by nearly 34,000 people. There is no better event for networking in the shopping center industry

### Goal:

- Work to forge new and strengthen relationships with developers, retail businesses and commercial realtors
- Generate interest in Windcrest, Texas for new businesses and emerging companies
- Interact and at times work in conjunction with other governmental entities to further development in Windcrest and in the area where it has a positive impact on Windcrest.

### Analysis:

#### ICSC RECon 2015 Activities

| Date                | Event                                                    | Purpose                                                                                                                |
|---------------------|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Sunday, May 17th    | Registration/Networking                                  | Networking & Strategies                                                                                                |
| Monday, May 18th    | Various Meetings with Developers/ Businesses             | Strengthen Relationships and Forge New Ones                                                                            |
| Tuesday, May 19th   | Various Meetings with Developers/ Businesses             | Attracting New Businesses & Setting up communication network                                                           |
| Wednesday, May 20th | Finalize actions moving forward w/ Developers/Businesses | Working on the next steps toward development and solidifying new business                                              |
| Summary of Event    | Successful                                               | Developed new relationships, strengthen current relationships and moving forward on continued development of WIndcrest |

**Attendees:** Tim Maloney

**Varied** Col. Gerrow

Robert Colunga

Kelly Hamilton

### Cost:

Conference Costs per person are: \$965 each

Conf Cost: \$570.00 each

Hotel: 3 nights X \$167.77 avg = \$500

Taxes & Fees 3 nights at hotel totaled = \$144

Per Diem: 3 days X \$71 = \$213

Airfare 344.20 each

TOTAL COST OF EVENT Averaged w/ taxes = \$1,771.20

### Recommendation:

- Designate two WEDC board members to attend with the Executive Director of the WEDC. The event has tremendous value in helping generate new interest in Windcrest, TX

### Event Recap and Shared Learnings:

- Event was an extremely valueable tool to help generate new interest and strengthen relationships in Windcrest
- The Convention Center where RECon is held encompasses approximately 3.2 million square feet with exhibit space of 2 million square feet and meeting space of nearly 250,000 square feet. The facility is one of the most modern and functional centers in the world - centrally located within walking distance of 100,000 guest rooms
- ICSC RECon we saw cities attend such as Live Oak, Universal City, Selma, etc and even saw our own Bexar County Commissioner Tommy Calvert attend.

## Background:

- WEDC is a member of TEDC <https://www.texasedc.org/>
- TEDC offers multiple conferences and training year round for the purpose of Economic Development, Sales Tax, House Bills' that relate to or affect EDC's and more.
- WEDC board utilizes TEDC training and updates year round for continued learning.

## Goal:

- Be an active participant of TEDC Conference for purposes of knowledge to State of Texas Economic Development
- Educate and learn about 84th Legislative Updates, Sales Tax training, Business Retention, Business Expansion, Business Recruitment and Community Involvement
- To interact with other members of the Economic Development community and to see how we can utilize some of their tools into our EDC

## Analysis:

### TEDC 2015 Mid-Year Conference Activities

| Date                | Event                                                                    | Purpose                                                                                           |
|---------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Wednesday, June 3rd | Golf Tournament                                                          | Networking                                                                                        |
| Wednesday, June 3rd | Various Conf Committee Mtgs                                              | Committee Understanding                                                                           |
| Thursday, June 4th  | Building a Brand of You (City)                                           | Attracting New Business                                                                           |
| Thursday, June 4th  | Relationships with School Districts, Community Colleges and Universities | How to businesses and learning opportunities help creat the right labor force and funding options |
| Friday, June 5th    | 84 Legislative Session                                                   | Sales Tax Bills                                                                                   |

**Attendees:**

Lisa  
Beckie  
  
Robert

## Cost:

Conference Costs per person are: \$965 each

FY2014-2015 Budgeted amount for Training and Conferences: \$8,000.00

Conf Cost: \$350 for non member

FY2014-2015 Actual amount of Training and Conference Funds remaining: \$5,717.00 per SM

Hotel: 3 nights X \$170 = \$510

Per Diem: 3 days X \$35 = \$105

Total Average Cost per attendee = \$965.00

WEDC Vehicle will be used as transportation to Galveston, TX.

## Recommendation:

- Designate up to 2(two) WEDC board members to attend along with the Executive Director

## Event Recap and Shared Learnings:

- Event sessions were very informative and gave insight as to what is going on around the State and how others areas are bringing in development
- Following link will take board members to Conference Presentation for insightful information reviewed at the conference. [TEDC 2015 Mid-Year Conference Presentations](#)
- House Bill information is still not completed for this 84th Legislative Session but HB's affecting WEDC or City Business will be provided to members of TEDC via the website.

CITY OF WINCREST  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2015

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## 13 - ECONOMIC DEVELOPMENT CORP

\* OF YEAR COMPLETED: 75.00

| REVENUES                            | PRIOR YEAR<br>YTD BALANCE | AMENDED<br>BUDGET | CURRENT<br>PERIOD | YEAR TO DATE<br>BALANCE | YEAR TO DATE<br>ENCUMBERED | % OF<br>BUDGET | BUDGET<br>BALANCE |
|-------------------------------------|---------------------------|-------------------|-------------------|-------------------------|----------------------------|----------------|-------------------|
| 13-4105 INCOME - OTHER              | 25.00                     | 0                 | 0.00              | 576.96                  | 0.00                       | 0.00 (         | 577)              |
| 13-4110 INCOME - OTHER (HOT)        | 0.00                      | 0                 | 0.00              | 0.00                    | 0.00                       | 0.00           | 0                 |
| 13-4111 INCOME - OTHER (GEN. FUND)  | 0.00                      | 0                 | 0.00              | 0.00                    | 0.00                       | 0.00           | 0                 |
| 13-4112 INCOME-WALZEM RD GRANT      | 0.00                      | 0                 | 0.00              | 0.00                    | 0.00                       | 0.00           | 0                 |
| 13-4113 INCOME-CORPORATE DONATIONS  | 0.00                      | 0                 | 0.00              | 0.00                    | 0.00                       | 0.00           | 0                 |
| 13-4115 SALES TAX (.25)             | 278,643.59                | 487,618           | 46,677.42         | 308,716.97              | 0.00                       | 63.31          | 178,901           |
| 13-4301 INTEREST                    | 24.81                     | 250               | 0.46              | 217.04                  | 0.00                       | 86.82          | 33                |
| 13-4900 PROCEEDS FROM CAPITAL LEASE | 0.00                      | 0                 | 0.00              | 0.00                    | 0.00                       | 0.00           | 0                 |
| TOTAL REVENUES                      | 278,693.40                | 487,868           | 46,677.88         | 309,510.97              | 0.00                       | 63.44          | 178,357           |

CITY OF WINCREST  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2015

## 13 - ECONOMIC DEVELOPMENT CORP

\$ OF YEAR COMPLETED: 75.00

## DEPARTMENTAL EXPENDITURES

| DEPARTMENTAL EXPENDITURES | PRIOR YEAR<br>YTD BALANCE | AMENDED<br>BUDGET | CURRENT<br>PERIOD | YEAR TO DATE<br>BALANCE | YEAR TO DATE<br>ENCUMBERED | % OF<br>BUDGET | BUDGET<br>BALANCE |
|---------------------------|---------------------------|-------------------|-------------------|-------------------------|----------------------------|----------------|-------------------|
|---------------------------|---------------------------|-------------------|-------------------|-------------------------|----------------------------|----------------|-------------------|

## 00-GENERAL EXPENDITURES

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## SALARIES &amp; BENEFITS

|                                      |           |         |          |           |      |       |        |
|--------------------------------------|-----------|---------|----------|-----------|------|-------|--------|
| 13-500-009 SALARIES - EDC            | 0.00      | 0       | 0.00     | 0.00      | 0.00 | 0.00  | 0      |
| 13-500-010 ADMINISTRATIVE EXPENSES   | 0.00      | 27,000  | 8,667.00 | 10,667.00 | 0.00 | 39.51 | 16,333 |
| 13-500-011 EDC LONGEVITY             | 0.00      | 0       | 0.00     | 0.00      | 0.00 | 0.00  | 0      |
| 13-500-013 STIPEND                   | 0.00      | 0       | 0.00     | 0.00      | 0.00 | 0.00  | 0      |
| 13-500-018 EDC EDUCATION PAY         | 0.00      | 0       | 0.00     | 0.00      | 0.00 | 0.00  | 0      |
| 13-500-020 EDC OVERTIME              | 0.00      | 0       | 0.00     | 0.00      | 0.00 | 0.00  | 0      |
| 13-500-030 SOCIAL SECURITY-EDC       | 0.00      | 0       | 0.00     | 0.00      | 0.00 | 0.00  | 0      |
| 13-500-040 HEALTH INSURANCE-EDC      | 0.00      | 0       | 12.55    | 50.20     | 0.00 | 0.00  | 50     |
| 13-500-050 RETIREMENT-EDC            | 0.00      | 0       | 0.00     | 0.00      | 0.00 | 0.00  | 0      |
| 13-500-060 WORKERS COMPENSATION-EDC  | 0.00      | 0       | 0.00     | 0.00      | 0.00 | 0.00  | 0      |
| 13-500-070 UNEMPLOYMENT COMPENSATION | 135.00    | 0       | 0.00     | 0.00      | 0.00 | 0.00  | 0      |
| 13-500-080 CONTRACT LABOR            | 71,250.00 | 96,000  | 0.00     | 65,374.76 | 0.00 | 68.10 | 30,625 |
| 13-500-095 TERMINATION PAYOUT        | 0.00      | 0       | 0.00     | 0.00      | 0.00 | 0.00  | 0      |
| TOTAL SALARIES & BENEFITS            | 71,385.00 | 123,000 | 8,679.55 | 76,091.96 | 0.00 | 61.86 | 46,908 |

## OTHER EXPENSES

|                                      |           |        |        |           |      |        |        |
|--------------------------------------|-----------|--------|--------|-----------|------|--------|--------|
| 13-500-100 PUBLIC RELATION FEES-GENE | 0.00      | 0      | 0.00   | 0.00      | 0.00 | 0.00   | 0      |
| 13-500-115 MOBILE TELEPHONE          | 104.88    | 0      | 0.00   | 52.43     | 0.00 | 0.00   | 52     |
| 13-500-120 DUES & SUBSCRIPTIONS      | 2,853.09  | 1,500  | 0.00   | 2,537.30  | 0.00 | 169.15 | 1,037  |
| 13-500-130 TRAINING                  | 7,010.68  | 8,000  | 0.00   | 2,283.41  | 0.00 | 28.54  | 5,717  |
| 13-500-132 TRAVEL                    | 5,959.97  | 19,900 | 0.00   | 5,404.01  | 0.00 | 27.16  | 14,496 |
| 13-500-135 MEALS & ENTERTAINMENT     | 5,028.54  | 5,000  | 0.00   | 3,192.72  | 0.00 | 63.85  | 1,807  |
| 13-500-200 COMPUTER MAINTENANCE      | 1,522.89  | 3,000  | 0.00   | 82.99     | 0.00 | 2.77   | 2,917  |
| 13-500-201 WEBSITE MAINTENANCE       | 2,302.43  | 2,000  | 0.00   | 21.75     | 0.00 | 1.09   | 2,022  |
| 13-500-205 REPAIRS & MAINT OF BUILDI | 93.54     | 0      | 0.00   | 149.80    | 0.00 | 0.00   | 150    |
| 13-500-250 LEGAL EXPENSES            | 22,650.00 | 30,000 | 0.00   | 12,282.15 | 0.00 | 40.94  | 17,718 |
| 13-500-290 AUDIT                     | 2,950.00  | 5,500  | 0.00   | 2,000.00  | 0.00 | 36.36  | 3,500  |
| 13-500-430 SUPPLIES                  | 1,551.80  | 5,200  | 0.00   | 1,181.93  | 0.00 | 22.73  | 4,018  |
| 13-500-440 ELECTION EXPENSES         | 122.00    | 0      | 0.00   | 215.01    | 0.00 | 0.00   | 215    |
| 13-500-510 VEHICLE EXPENSE-EDC       | 0.00      | 0      | 0.00   | 340.00    | 0.00 | 0.00   | 340    |
| 13-500-515 HEALTH EXPENSE ALLOW-DIRE | 0.00      | 0      | 584.76 | 1,754.28  | 0.00 | 0.00   | 1,754  |
| 13-500-520 MOVING EXPENSE-DIRECTOR   | 0.00      | 0      | 0.00   | 0.00      | 0.00 | 0.00   | 0      |
| 13-500-540 VEHICLE FUEL              | 62.00     | 100    | 0.00   | 51.12     | 0.00 | 51.12  | 49     |
| 13-500-590 POSTAGE                   | 13.70     | 500    | 0.00   | 15.75     | 0.00 | 3.15   | 484    |
| 13-500-630 LEGAL ADVERTISING         | 0.00      | 0      | 0.00   | 0.00      | 0.00 | 0.00   | 0      |
| 13-500-640 COPIER USAGE              | 0.00      | 1,443  | 0.00   | 0.00      | 0.00 | 0.00   | 1,443  |
| 13-500-650 WALZEM RD GRANT EXPENSES  | 0.00      | 0      | 0.00   | 0.00      | 0.00 | 0.00   | 0      |
| 13-500-700 CONTINGENCIES             | 400.00    | 2,000  | 0.00   | 1,732.73  | 0.00 | 86.64  | 267    |
| TOTAL OTHER EXPENSES                 | 52,625.52 | 84,143 | 584.76 | 33,253.88 | 0.00 | 39.52  | 50,889 |

## CAPITAL EXPENSES

|                                |          |        |          |           |      |        |        |
|--------------------------------|----------|--------|----------|-----------|------|--------|--------|
| 13-500-800 EDC PROJECTS        | 2,867.51 | 57,300 | 4,395.39 | 60,590.14 | 0.00 | 105.74 | 3,290  |
| 13-500-801 PROMOTING WINDCREST | 4,215.00 | 46,407 | 0.00     | 13,941.51 | 0.00 | 30.04  | 32,466 |
| 13-500-810 CAPITAL EXPENSE     | 0.00     | 43,000 | 0.00     | 283.00    | 0.00 | 0.66   | 42,717 |

CITY OF WINCREST  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2015

## 13 - ECONOMIC DEVELOPMENT CORP

\* OF YEAR COMPLETED: 75.00

| DEPARTMENTAL EXPENDITURES          | PRIOR YEAR<br>YTD BALANCE | AMENDED<br>BUDGET | CURRENT<br>PERIOD | YEAR TO DATE<br>BALANCE | YEAR TO DATE<br>ENCUMBERED | % OF<br>BUDGET | BUDGET<br>BALANCE |
|------------------------------------|---------------------------|-------------------|-------------------|-------------------------|----------------------------|----------------|-------------------|
| 13-500-890 TLF LOAN PAYMENTS       | 88,907.24                 | 103,049           | 9,563.75          | 77,153.50               | 0.00                       | 74.87          | 25,896            |
| 13-500-891 RACKER ROAD PROJECT     | 164,163.61                | 0                 | 0.00              | 10,471.31               | 0.00                       | 0.00           | 10,471            |
| 13-500-892 TLF INTEREST            | 24,723.72                 | 31,911            | 1,682.95          | 13,595.49               | 0.00                       | 42.60          | 18,316            |
| TOTAL CAPITAL EXPENSES             | 284,877.08                | 281,667           | 15,642.09         | 176,034.85              | 0.00                       | 62.50          | 105,632           |
| OTHER INCOME/EXPENSES              |                           |                   |                   |                         |                            |                |                   |
| 13-500-900 PRIOR PERIOD ADJUSTMENT | 0.00                      | 0                 | 0.00              | 6,954.00                | 0.00                       | 0.00           | 6,954             |
| TOTAL OTHER INCOME/EXPENSES        | 0.00                      | 0                 | 0.00              | 6,954.00                | 0.00                       | 0.00           | 6,954             |
| TOTAL 00-GENERAL EXPENDITURES      | 408,887.60                | 488,810           | 24,906.40         | 278,426.69              | 0.00                       | 56.96          | 210,383           |
| TRANSFERS                          |                           |                   |                   |                         |                            |                |                   |
| =====                              |                           |                   |                   |                         |                            |                |                   |
| 13-900-500 TRANSFER TO GEN. FUND   | 0.00                      | 0                 | 0.00              | 7,666.66                | 0.00                       | 0.00           | 7,667             |
| TOTAL TRANSFERS                    | 0.00                      | 0                 | 0.00              | 7,666.66                | 0.00                       | 0.00           | 7,667             |
| TOTAL EXPENDITURES                 | 408,887.60                | 488,810           | 24,906.40         | 278,426.69              | 0.00                       | 56.96          | 210,383           |
| REVENUE OVER/(UNDER) EXPENDITURES  | ( 130,194.20)             | ( 942)            | 21,771.48         | 23,417.62               | 0.00                       | 2,485.95-      | ( 24,360)         |

### **EDC Vehicle Use Agreement**

By signing this Vehicle Use Agreement , the driver confirms he/she has been given the Vehicle Use Agreement and agrees to comply with all requirements, which include but are not limited to the following:

1. Authorized Vehicle Drivers are employees, contractors, and agents who are permitted to operate a fleet vehicle on a public roadway for the EDC/City on work-related business. Only employees, contractors, and agents with an unrestricted, current Texas driver's license (or military dependent with a valid and lawfully held out-of-state license) may operate EDC/City vehicles or use a vehicle to conduct EDC/City business.
2. All drivers and passengers in EDC/City vehicles must comply with all state driving laws, including the seat belt law.
3. Any employee or contractor operating an EDC/City vehicle shall not engage in any activity which will be a distraction from safe operation of the vehicle, which shall include, but not be limited to, reading, talking, texting or using a cell phone or other electronic device (unless permissible hands free device is used) while the vehicle is in operation, unless such employee is specifically exempt by applicable law from such requirements.
4. Any employee or contractor operating an EDC/City vehicle must do so in a safe manner. Any employee operating an EDC/City vehicle under the influence of drugs or alcohol or in an unsafe or negligent manner is subject to disciplinary action up to and including termination.
5. The EDC or the City has the right to search any EDC/City vehicle at any time. Therefore, employees, contractors and passengers have no reasonable expectation of privacy with respect to EDC/City vehicles.
6. Vehicles are for official EDC/City business only. No personal use of any kind is permitted unless approved in writing by a manager/supervisor. Transporting family members, guests, or pets/animals in any EDC/City vehicle is prohibited at all times.
7. The EDC/City provides the required collision and liability insurances on its vehicles. If an EDC/City-owned vehicle is damaged or involved in an accident during unauthorized use, the employee-driver will be drug/alcohol tested and there personal automobile insurance may be responsible.
8. Any vehicular accident or injury in an EDC/City vehicle must be immediately reported to the employee's supervisor and to the appropriate law enforcement agencies (i.e., 911 emergencies).
9. Any loss, theft, or damage of EDC/City vehicles must be immediately reported to the employee's supervisor and to the appropriate law enforcement agencies.
10. Except during business travel, EDC/City vehicles must normally be returned to the office or another designated location at the conclusion of each work shift or official event. However, Authorized Drivers may be permitted to take an EDC/City vehicle home, with the written approval of the EDC, where such is in furtherance of or relating to official events or business travel.
11. Drivers are individually financially responsible for the costs associated with any moving violations or traffic citations arising from their use of a EDC/City vehicle. Employees will be

expected to reimburse the EDC/City promptly for any such costs which the EDC/City must pay directly, including late fees or processing fees.

12. At the end of every month, the EDC is responsible for submitting a completed Vehicle Mileage Form (doc number: WVP-003) to the City, for each vehicle. The Mileage Report indicates the beginning and ending odometer readings for the vehicle and the business purpose for the mileage. Drivers must provide accurate records and documentation to enable the EDC to submit the Vehicle Mileage Form. Failure to provide necessary documentation in a timely manner may lead to revocation of driving privileges.
13. Drivers are responsible for ensuring that the vehicle interior is kept clean and is free of any trash or other debris at the end of each business day.
14. Smoking is not permitted in any EDC/City vehicle – NO EXCEPTIONS. Should this rule be violated, the employee will be held financially responsible for any cleaning costs which might be required, and may be subject to disciplinary action, including loss of driving privileges.
15. Each vehicle generally features the EDC/City logo on the sides of the vehicle. Logos cannot be removed or defaced.

### **City of Windcrest Economic Development Corporation Vehicle Use Policy**

#### **For Employee Personnel File**

This is to confirm that I have received the Vehicle Use Policy and agree to abide by the rules and regulations set forth.

I understand these policies in no way constitute a contract and cannot be construed as such, either in whole or in part.

Furthermore, I understand that the EDC reserves the right to change, modify or cancel the contents of these policies in whole or in part at any time.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## City of Windcrest Vehicle Use Policy

### Employee Copy

This is to confirm that I have received the City of Windcrest Vehicle Use Policy and agree to abide by the rules and regulations set forth.

I understand these policies in no way constitute a contract and cannot be construed as such, either in whole or in part.

Furthermore, I understand that the City of Windcrest reserves the right to change, modify or cancel the contents of these policies in whole or in part at any time.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_