

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

Regular Meeting

**June 11, 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 11th DAY OF JUNE 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.(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

V. Discuss and Act

1. The WEDC Board will Consider and take possible action authorizing a budget workshop meeting for the 2015-2016 budget on a date to be determined.
2. The WEDC Board will Consider and take possible action authorizing Board President Tim Maloney, Board Member Col. Sue Alexander & WEDC Executive Director Robert Colunga to begin the process of hiring a part time administrative person.
3. The WEDC Board will Consider and take possible action authorizing the adoption of a vehicle use policy.(Att. 3)

VI. Executive Session

1. 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.

VII. 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

VIII. General Announcements and Future Agenda Items Requested

IX. 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 11th of June 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 June 2015.

By: _____
Kelly Rodriguez, City Secretary

Robert Colunga WEDC Executive Director

WEDC Report for Month of May, 2015

1. Working with Valcor Properties (Mr. Gary Stephens) on the lease of the former Chuck-E-Cheese location.
2. Working with Whataburger University on the Grand Opening Ceremony.
3. Working on continuing the development of potential development from the ICSC – ReConn event.
4. Meeting with Lipsomb/Busby on bringing a local 100 year old companies headquarters to the City of Windcrest.
5. Implementation and updates to Website and Social Media
6. Working with Hotel chain and legal on possible incentive options to bring them to Windcrest.
7. Working on a new Business Retention and Attraction program to bring in new business and develop and grow current businesses.
8. Working with Stratford Land on the sale of property on 111 acres.
9. Working with East Group Properties on their portion of land purchased from Stratford Land and the re-platting of the land as well as re-zoning to CC uses.
10. 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.
11. Working the Weitzman Group on matters concerning the development of their property and two possible additions.
12. Working with local businesses to become more involved with the Windcrest Community and events. (In n Out Burger, Sprint, Olive Garden, Buffalo Wild Wings, etc)
13. Working with Drury Hotels on re-platting process for their properties located here in Windcrest.



- [Home > Who We Are](#)

Who We Are

The ResponsiveEd community of schools are tuition-free, public charter schools dedicated to helping students of all ages achieve their full potential.

At ResponsiveEd, we're all about options in education. Strongly tied to the communities they serve, the mission of our schools is to provide hope for students through an encouraging, innovative environment where they are academically successful and develop into lifelong learners.

At ResponsiveEd, we believe a proper education includes both personal development and academic achievement. Our goal is to educate the whole student. To this end, we:

- develop and utilize innovative methodologies and reinforce individualized learning environments
- practice the belief that every student can learn
- expect student ownership of the learning process
- put the student first

History

The History Behind ResponsiveEd®

"I wish someone had taught me this earlier in my life," the homeless man said to the young teacher he had befriended. "It would have made all the difference." A lack of basic education had left the man with few opportunities and a life of hardship.

Chuck Cook, who today is the CEO of ResponsiveEd, was the young teacher who heard this haunting admission from his homeless friend. The encounter changed his life. Chuck and his wife spent five years in inner-city Los Angeles developing a learning center that would

eventually become the largest privately funded, inner-city adult education program in the United States.

The program in Los Angeles was successful; however, Chuck realized that a more effective solution to the problem he was seeing was to stop the issue long before it created adults with marginal lives. The solution was to address the drop-out problem with younger students. Chuck returned to his home state of Texas armed with a passion to address the high school drop-out problem, and ResponsiveEd was born.

Today, as a non-profit organization with more than 65 campuses in Texas, ResponsiveEd is solving the entire education problem—helping students succeed early so they are never tempted to drop out and helping students who have dropped out recover the opportunities a good education provides.

- **Future**

A Future Full of Opportunity—For Our Students And For Us

With a vision for the future, ResponsiveEd will continue to respond to the needs of our communities. We will continue to be innovative in our thinking, progressive in our practice, and passionate in our belief that every student has the ability to learn. Utilizing the best technology has to offer, the creativity our educators possess, and the resources provided to us, we will press on with the important task at hand—to educate Texas students and provide opportunity and hope.

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2015

13 -ECONOMIC DEVELOPMENT CORP
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 66.67

	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	42,161.81	262,833.09	228,728.89	0.00	53.87	225,034.91
TOTAL REVENUES	487,868	487,868	42,161.81	262,833.09	228,728.89	0.00	53.87	225,034.91
EXPENDITURE SUMMARY								
00-GENERAL EXPENDITURES								
SALARIES & BENEFITS	123,000	123,000	9,737.55	67,412.41	63,885.00	0.00	54.81	55,587.59
OTHER EXPENSES	82,943	84,143	6,339.17	32,669.12	47,396.32	0.00	38.83	51,473.88
CAPITAL EXPENSES	258,127	281,667	20,462.01	160,392.76	260,545.18	0.00	56.94	121,274.24
OTHER INCOME/EXPENSES	0	0 (	6,954.00) (	6,954.00)	0.00	0.00	0.00	6,954.00
TOTAL 00-GENERAL EXPENDITURES	464,070	488,810	29,584.73	253,520.29	371,826.50	0.00	51.86	235,289.71
TOTAL EXPENDITURES	464,070	488,810	29,584.73	253,520.29	371,826.50	0.00	51.86	235,289.71
REVENUE OVER/ (UNDER) EXPENDITURES	23,798 (	942)	12,577.08	9,312.80 (	143,097.61)	0.00	988.62-(	10,254.80)

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2015

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 66.67

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	576.96	25.00	0.00	0.00 (	576.96)
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	42,039.41	262,039.55	228,679.26	0.00	53.74	225,578.45
13-4301 INTEREST	250	250	122.40	216.58	24.63	0.00	86.63	33.42
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	42,161.81	262,833.09	228,728.89	0.00	53.87	225,034.91

13 -ECONOMIC DEVELOPMENT CORP

% OF YEAR COMPLETED: 66.67

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	0.00	0.00	0.00	0.00
13-500-010 ADMINISTRATIVE EXPENSES	27,000	27,000	2,000.00	2,000.00	0.00	0.00	7.41	25,000.00
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	0.00	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	0.00	0.00	0.00	0.00
13-500-040 HEALTH INSURANCE-EDC	0	0	12.55	37.65	0.00	0.00	0.00 (	37.65)
13-500-050 RETIREMENT-EDC	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-060 WORKERS COMPENSATION-EDC	0	0	0.00	0.00	0.00	0.00	0.00	0.00
13-500-070 UNEMPLOYMENT COMPENSATION	0	0	0.00	0.00	135.00	0.00	0.00	0.00
13-500-080 CONTRACT LABOR	96,000	96,000	7,725.00	65,374.76	63,750.00	0.00	68.10	30,625.24
13-500-095 TERMINATION PAYOUT	0	0	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	123,000	123,000	9,737.55	67,412.41	63,885.00	0.00	54.81	55,587.59
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	0	0	0.00	52.43	104.88	0.00	0.00 (	52.43)
13-500-120 DUES & SUBSCRIPTIONS	1,500	1,500	1,450.75	2,537.30	2,793.09	0.00	169.15 (	1,037.30)
13-500-130 TRAINING	8,000	8,000	350.00	2,283.41	7,010.68	0.00	28.54	5,716.59
13-500-132 TRAVEL	20,000	19,900	4,266.41	5,404.01	3,928.30	0.00	27.16	14,495.99
13-500-135 MEALS & ENTERTAINMENT	5,000	5,000	202.54	3,192.72	4,631.21	0.00	63.85	1,807.28
13-500-200 COMPUTER MAINTENANCE	3,000	3,000	0.00	82.99	1,418.03	0.00	2.77	2,917.01
13-500-201 WEBSITE MAINTENANCE	2,000	2,000	30.56 (	21.75)	2,302.43	0.00	1.09-	2,021.75
13-500-205 REPAIRS & MAINT OF BUILDING	0	0	0.00	149.80	93.54	0.00	0.00 (	149.80)
13-500-250 LEGAL EXPENSES	30,000	30,000	0.00	12,282.15	20,150.00	0.00	40.94	17,717.85
13-500-290 AUDIT	5,500	5,500	0.00	2,000.00	2,950.00	0.00	36.36	3,500.00
13-500-430 SUPPLIES	2,500	5,200	0.00	1,181.93	1,446.46	0.00	22.73	4,018.07
13-500-440 ELECTION EXPENSES	1,500	0	0.00	215.01	122.00	0.00	0.00 (	215.01)
13-500-510 VEHICLE EXPENSE-EDC	0	0	0.00	340.00	0.00	0.00	0.00 (	340.00)
13-500-515 HEALTH EXPENSE ALLOW-DIRECTO	0	0	0.00	1,169.52	0.00	0.00	0.00 (	1,169.52)
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	100	29.11	51.12	32.00	0.00	51.12	48.88
13-500-590 POSTAGE	500	500	9.80	15.75	13.70	0.00	3.15	484.25
13-500-630 LEGAL ADVERTISING	0	0	0.00	0.00	0.00	0.00	0.00	0.00
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	2,000	2,000	0.00	1,732.73	400.00	0.00	86.64	267.27
TOTAL OTHER EXPENSES	82,943	84,143	6,339.17	32,669.12	47,396.32	0.00	38.83	51,473.88
CAPITAL EXPENSES								
13-500-800 EDC PROJECTS	65,000	57,300	8,576.37	56,194.75	1,992.51	0.00	98.07	1,105.25
13-500-801 PROMOTING WINDCREST	46,407	46,407	638.94	13,941.41	3,251.50	0.00	30.04	32,465.59
13-500-810 CAPITAL EXPENSE	11,760	43,000	0.00	283.00	0.00	0.00	0.66	42,717.00

CITY OF WINCREST
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2015

13 -ECONOMIC DEVELOPMENT CORP

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DEPARTMENTAL EXPENDITURES	ORIGINAL BUDGET	AMENDED BUDGET	CURRENT PERIOD	YEAR TO DATE BALANCE	PRIOR YEAR YTD BALANCE	TOTAL ENCUMBERED	% OF BUDGET	BUDGET BALANCE
13-500-890 TLF LOAN PAYMENTS	103,049	103,049	9,615.63	67,589.75	71,152.13	0.00	65.59	35,459.26
13-500-891 RACKER ROAD PROJECT	0	0	0.00	10,471.31	164,163.61	0.00	0.00 (	10,471.31)
13-500-892 TLF INTEREST	31,911	31,911	1,631.07	11,912.54	19,985.43	0.00	37.33	19,998.45
TOTAL CAPITAL EXPENSES	258,127	281,667	20,462.01	160,392.76	260,545.18	0.00	56.94	121,274.24
OTHER INCOME/EXPENSES								
13-500-900 PRIOR PERIOD ADJUSTMENT	0	0 (	6,954.00) (	6,954.00)	0.00	0.00	0.00	6,954.00
TOTAL OTHER INCOME/EXPENSES	0	0 (	6,954.00) (	6,954.00)	0.00	0.00	0.00	6,954.00
TOTAL 00-GENERAL EXPENDITURES	464,070	488,810	29,584.73	253,520.29	371,826.50	0.00	51.86	235,289.71
TOTAL EXPENDITURES	464,070	488,810	29,584.73	253,520.29	371,826.50	0.00	51.86	235,289.71
REVENUE OVER/ (UNDER) EXPENDITURES	23,798 (	942)	12,577.08	9,312.80 (	143,097.61)	0.00	988.62-(	10,254.80)

Windcrest

Compound Period : Monthly

Nominal Annual Rate : 3.250 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	03/28/2011	1,600,000.00	1		
2 Payment	05/01/2011	11,246.70	16	Monthly	08/01/2012
3 Payment	09/01/2012	198,746.70	1		
4 Payment	10/01/2012	11,246.70	12	Monthly	09/01/2013
5 Payment	09/30/2013	250,000.00	1		
6 Payment	10/01/2013	11,246.70	12	Monthly	09/01/2014
7 Payment	09/18/2014	175,000.00	1		
8 Payment	10/01/2014	11,246.70	64	Monthly	01/01/2020
9 Payment	01/01/2020	10,446.82	1		

AMORTIZATION SCHEDULE - Normal Amortization

	Date	Payment	Interest	Principal	Balance
Loan	03/28/2011				1,600,000.00
1	05/01/2011	11,246.70	4,904.74	6,341.96	1,593,658.04
2	06/01/2011	11,246.70	4,316.16	6,930.54	1,586,727.50
3	07/01/2011	11,246.70	4,297.39	6,949.31	1,579,778.19
4	08/01/2011	11,246.70	4,278.57	6,968.13	1,572,810.06
5	09/01/2011	11,246.70	4,259.69	6,987.01	1,565,823.05
6	10/01/2011	11,246.70	4,240.77	7,005.93	1,558,817.12
7	11/01/2011	11,246.70	4,221.80	7,024.90	1,551,792.22
8	12/01/2011	11,246.70	4,202.77	7,043.93	1,544,748.29
9	01/01/2012	11,246.70	4,183.69	7,063.01	1,537,685.28
10	02/01/2012	11,246.70	4,164.56	7,082.14	1,530,603.14
11	03/01/2012	11,246.70	4,145.38	7,101.32	1,523,501.82
12	04/01/2012	11,246.70	4,126.15	7,120.55	1,516,381.27
13	05/01/2012	11,246.70	4,106.87	7,139.83	1,509,241.44
14	06/01/2012	11,246.70	4,087.53	7,159.17	1,502,082.27
15	07/01/2012	11,246.70	4,068.14	7,178.56	1,494,903.71
16	08/01/2012	11,246.70	4,048.70	7,198.00	1,487,705.71
17	09/01/2012	198,746.70	4,029.20	194,717.50	1,292,988.21
18	10/01/2012	11,246.70	3,501.84	7,744.86	1,285,243.35
19	11/01/2012	11,246.70	3,480.87	7,765.83	1,277,477.52
20	12/01/2012	11,246.70	3,459.83	7,786.87	1,269,690.65
21	01/01/2013	11,246.70	3,438.75	7,807.95	1,261,882.70
22	02/01/2013	11,246.70	3,417.60	7,829.10	1,254,053.60
23	03/01/2013	11,246.70	3,396.40	7,850.30	1,246,203.30
24	04/01/2013	11,246.70	3,375.13	7,871.57	1,238,331.73
25	05/01/2013	11,246.70	3,353.82	7,892.88	1,230,438.85
26	06/01/2013	11,246.70	3,332.44	7,914.26	1,222,524.59

Windcrest

	Date	Payment	Interest	Principal	Balance
27	07/01/2013	11,246.70	3,311.00	7,935.70	1,214,588.89
28	08/01/2013	11,246.70	3,289.51	7,957.19	1,206,631.70
29	09/01/2013	11,246.70	3,267.96	7,978.74	1,198,652.96
30	09/30/2013	250,000.00	3,095.15	246,904.85	951,748.11
31	10/01/2013	11,246.70	84.74	11,161.96	940,586.15
32	11/01/2013	11,246.70	2,547.42	8,699.28	931,886.87
33	12/01/2013	11,246.70	2,523.86	8,722.84	923,164.03
34	01/01/2014	11,246.70	2,500.24	8,746.46	914,417.57
35	02/01/2014	11,246.70	2,476.55	8,770.15	905,647.42
36	03/01/2014	11,246.70	2,452.80	8,793.90	896,853.52
37	04/01/2014	11,246.70	2,428.98	8,817.72	888,035.80
38	05/01/2014	11,246.70	2,405.10	8,841.60	879,194.20
39	06/01/2014	11,246.70	2,381.15	8,865.55	870,328.65
40	07/01/2014	11,246.70	2,357.14	8,889.56	861,439.09
41	08/01/2014	11,246.70	2,333.06	8,913.64	852,525.45
42	09/01/2014	11,246.70	2,308.92	8,937.78	843,587.67
43	09/18/2014	175,000.00	1,276.94	173,723.06	669,864.61
44	10/01/2014	11,246.70	775.39	10,471.31	659,393.30
45	11/01/2014	11,246.70	1,785.86	9,460.84	649,932.46
46	12/01/2014	11,246.70	1,760.23	9,486.47	640,445.99
47	01/01/2015	11,246.70	1,734.54	9,512.16	630,933.83
48	02/01/2015	11,246.70	1,708.78	9,537.92	621,395.91
49	03/01/2015	11,246.70	1,682.95	9,563.75	611,832.16
50	04/01/2015	11,246.70	1,657.05	9,589.65	602,242.51
51	05/01/2015	11,246.70	1,631.07	9,615.63	592,626.88
52	06/01/2015	11,246.70	1,605.03	9,641.67	582,985.21
53	07/01/2015	11,246.70	1,578.92	9,667.78	573,317.43
54	08/01/2015	11,246.70	1,552.73	9,693.97	563,623.46
55	09/01/2015	11,246.70	1,526.48	9,720.22	553,903.24
56	10/01/2015	11,246.70	1,500.15	9,746.55	544,156.69
57	11/01/2015	11,246.70	1,473.76	9,772.94	534,383.75
58	12/01/2015	11,246.70	1,447.29	9,799.41	524,584.34
59	01/01/2016	11,246.70	1,420.75	9,825.95	514,758.39
60	02/01/2016	11,246.70	1,394.14	9,852.56	504,905.83
61	03/01/2016	11,246.70	1,367.45	9,879.25	495,026.58
62	04/01/2016	11,246.70	1,340.70	9,906.00	485,120.58
63	05/01/2016	11,246.70	1,313.87	9,932.83	475,187.75
64	06/01/2016	11,246.70	1,286.97	9,959.73	465,228.02
65	07/01/2016	11,246.70	1,259.99	9,986.71	455,241.31
66	08/01/2016	11,246.70	1,232.95	10,013.75	445,227.56
67	09/01/2016	11,246.70	1,205.82	10,040.88	435,186.68
68	10/01/2016	11,246.70	1,178.63	10,068.07	425,118.61
69	11/01/2016	11,246.70	1,151.36	10,095.34	415,023.27
70	12/01/2016	11,246.70	1,124.02	10,122.68	404,900.59
71	01/01/2017	11,246.70	1,096.61	10,150.09	394,750.50
72	02/01/2017	11,246.70	1,069.12	10,177.58	384,572.92
73	03/01/2017	11,246.70	1,041.55	10,205.15	374,367.77

Windcrest

	Date	Payment	Interest	Principal	Balance
74	04/01/2017	11,246.70	1,013.91	10,232.79	364,134.98
75	05/01/2017	11,246.70	986.20	10,260.50	353,874.48
76	06/01/2017	11,246.70	958.41	10,288.29	343,586.19
77	07/01/2017	11,246.70	930.55	10,316.15	333,270.04
78	08/01/2017	11,246.70	902.61	10,344.09	322,925.95
79	09/01/2017	11,246.70	874.59	10,372.11	312,553.84
80	10/01/2017	11,246.70	846.50	10,400.20	302,153.64
81	11/01/2017	11,246.70	818.33	10,428.37	291,725.27
82	12/01/2017	11,246.70	790.09	10,456.61	281,268.66
83	01/01/2018	11,246.70	761.77	10,484.93	270,783.73
84	02/01/2018	11,246.70	733.37	10,513.33	260,270.40
85	03/01/2018	11,246.70	704.90	10,541.80	249,728.60
86	04/01/2018	11,246.70	676.35	10,570.35	239,158.25
87	05/01/2018	11,246.70	647.72	10,598.98	228,559.27
88	06/01/2018	11,246.70	619.01	10,627.69	217,931.58
89	07/01/2018	11,246.70	590.23	10,656.47	207,275.11
90	08/01/2018	11,246.70	561.37	10,685.33	196,589.78
91	09/01/2018	11,246.70	532.43	10,714.27	185,875.51
92	10/01/2018	11,246.70	503.41	10,743.29	175,132.22
93	11/01/2018	11,246.70	474.32	10,772.38	164,359.84
94	12/01/2018	11,246.70	445.14	10,801.56	153,558.28
95	01/01/2019	11,246.70	415.89	10,830.81	142,727.47
96	02/01/2019	11,246.70	386.55	10,860.15	131,867.32
97	03/01/2019	11,246.70	357.14	10,889.56	120,977.76
98	04/01/2019	11,246.70	327.65	10,919.05	110,058.71
99	05/01/2019	11,246.70	298.08	10,948.62	99,110.09
100	06/01/2019	11,246.70	268.42	10,978.28	88,131.81
101	07/01/2019	11,246.70	238.69	11,008.01	77,123.80
102	08/01/2019	11,246.70	208.88	11,037.82	66,085.98
103	09/01/2019	11,246.70	178.98	11,067.72	55,018.26
104	10/01/2019	11,246.70	149.01	11,097.69	43,920.57
105	11/01/2019	11,246.70	118.95	11,127.75	32,792.82
106	12/01/2019	11,246.70	88.81	11,157.89	21,634.93
107	01/01/2020	11,246.70	58.59	11,188.11	10,446.82
108	01/01/2020	10,446.82	0.00	10,446.82	0.00

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: _____