



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

Regular Meeting

**May 10, 2023
5:30 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 DRIVE, WINDCREST, TEXAS ON THE 10TH DAY OF MAY, 2023 STARTING AT 5:30 P.M. DURING THE MEETING, THE BOARD WILL CONSIDER, DELIBERATE AND MAY TAKE ACTION UPON ANY OF THE SUBJECTS LISTED BELOW.

"It is the intent of the Board to have a quorum physically present at the above address. Board members not physically present may participate by live two-way video and audio feed in accordance with the Texas Open Meetings Act."

Vision Statement: Nourish and develop a vibrant community that consistently pushes the limits.

Mission Statement: Facilitate interaction between business, city, and other community organizations to nourish the economic health and well-being of Windcrest, its citizens, and the region.

Request all pagers and cell phones be turned off, except emergency on-call personnel. Citizens are asked to refrain from talking during proceedings unless recognized by the Presiding Officer.

CITIZEN COMMUNICATION: AS A COURTESY TO CITIZENS IN ATTENDANCE, AND AT THE DISCRETION OF THE PRESIDING OFFICER OF THE MEETING, CITIZENS WILL BE GIVEN A REASONABLE OPPORTUNITY TO STATE THEIR COMMENTS OR ASK QUESTIONS REGARDING ANY ITEM ON THE AGENDA, 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 6 MINUTES. TIME CANNOT BE YIELDED TO ANOTHER SPEAKER. PLEASE NOTE THAT THE BOARD MAY NOT BE PERMITTED TO RESPOND TO QUESTIONS OR COMMENTS.

Items will not necessarily be discussed or considered in the order they are printed on the agenda below. If during the course of the meeting, discussion of any item on the agenda should be held in an executive or closed session, the Board will convene in such executive or closed session as permitted by and in accordance with Texas Government Code Chapters 551 and 551.

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 an absent board member(s), if applicable

II. Citizens to be Heard

1. Members of the public may sign up to provide public comments to the Board in accordance with Board and City ordinances and policy.

NOTE: Citizens may address the WEDC on topics not on the agenda for no more than three (3) minutes. An email statement may be sent to the WEDC Coordinator at knelson@windcrest-tx.gov to be read into the meeting to the WEDC Board.

III. Visitors/Presentations

1. Executive Directors Report regarding Economic Development Activities.
2. Current Financials (Balance, Revenue & Expense) ending March 2023.

IV. Discuss and Act

1. ICP Project: LOI / Resolution / Proposed Public Hearing
2. Takas Lights Project
3. Storefront & Streetscape Grant Program

Executive Session

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

V. Resume Open Session: Consider and take possible action on matters discussed in executive session, potential purchase of real property, and economic incentive requests.

VI. General Announcements and Future Agenda Items Requested

VII. 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 10th day of May, 2023.

By:  _____
Rachel Dominguez, City Secretary

Windcrest Economic Development Corporation
Statement of Financial Position
As of March 31, 2023

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1000 Frost - Checking 0485	\$ 1,864,583.91
1001 Petty Cash	216.14
1002 Certificate of Deposit	250,000.00
Total Bank Accounts	<u>2,114,800.05</u>
Other Current Assets	
1300 Prepaid Expense	1,828.17
1302 Prepaid Sales Tax	0.26
1303 Prepaid Rent	1,282.40
Total 1300 Prepaid Expense	<u>3,110.83</u>
Total Other Current Assets	<u>3,110.83</u>
Total Current Assets	<u>2,117,910.88</u>
Fixed Assets	
1400 Computers & Monitors	2,280.34
1402 Furniture & Fixtures	11,993.99
1403 Building & Improvements	3,350.00
1500 Accumulated Depreciation	(6,066.91)
Total Fixed Assets	<u>11,557.42</u>
Other Assets	
1600 EDC - Investment First Public	118,265.70
Total Other Assets	<u>118,265.70</u>
TOTAL ASSETS	<u>\$ 2,247,734.00</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2100 Commerce Bank 2199	\$ 216.90
Total Credit Cards	<u>216.90</u>
Other Current Liabilities	
2002 Wages Payable	13,511.39
2003 Accrued Expenditures	8,499.18
2007 Compensated Absences	1,775.00
Total Other Current Liabilities	<u>23,785.57</u>
Total Current Liabilities	<u>24,002.47</u>
Total Liabilities	<u>24,002.47</u>

Windcrest Economic Development Corporation
Statement of Financial Position
As of March 31, 2023

	<u>Total</u>
Equity	
3000 Net Assets	2,067,605.12
Prior Period Adjustment	108.67
Net Revenue	<u>156,017.74</u>
Total Equity	<u>2,223,731.53</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 2,247,734.00</u>

Windcrest Economic Development Corporation
Statement of Activity
March 2023

	<u>Total</u>
Revenue	
Total Revenue	
Gross Profit	<u>-</u>
Expenditures	
6000 Salaries, Benefits & Contract Labor	
6001 Salaries	\$ 3,561.60
6004 Social Security / Medicare Match	275.64
6005 Health Insurance-EDC	725.10
6006 Retirement--EDC	259.42
6009 Contract Labor	4,719.60
6021 Health Insurance - Life & Vision	32.28
6053 Cell Phone Allowance	41.54
Total 6000 Salaries, Benefits & Contract Labor	<u>9,615.18</u>
6010 BRE & Prospect Development Expenses	
6014 Meals & Entertainment	1,123.50
6016 Promoting Windcrest(BRE Events)	2,540.00
6017 Sponsorships, Regional Marketing	416.67
Total 6010 BRE & Prospect Development Expenses	<u>4,080.17</u>
6025 Administrative & Other Expenses	
6026 Rent	1,179.35
6029 Internet Services	170.87
6030 Computer Maintenance, Software, Website	16.23
6031 Accounting Services	1,342.64
6032 Barcom / IT	437.07
6033 Phone Services	87.56
6039 Postage	128.20
6042 Legal Expenses	5,222.49
6043 Audit	11,041.67
6045 Vehicle Expenses-EDC	143.00
Total 6025 Administrative & Other Expenses	<u>19,769.08</u>
Uncategorized Expense	70.73
Total Expenditures	<u>33,535.16</u>
Net Operating Revenue	<u>(33,535.16)</u>
Other Revenue	
4003 Revenue Income - Interest	5,778.51
Total Other Revenue	<u>5,778.51</u>
Net Other Revenue	<u>5,778.51</u>
Net Revenue	<u>\$ (27,756.65)</u>

Windcrest Economic Development Corporation
Statement of Activity
October 2022 - March 2023

	<u>Total</u>
Revenue	
4000 Revenue	
4001 Income - Sales Tax	\$ 287,534.12
Total 4000 Revenue	287,534.12
Total Revenue	287,534.12
Gross Profit	287,534.12
Expenditures	
6000 Salaries, Benefits & Contract Labor	
6001 Salaries	23,150.40
6004 Social Security / Medicare Match	1,791.66
6005 Health Insurance-EDC	4,713.15
6006 Retirement--EDC	1,686.23
6009 Contract Labor	41,970.60
6021 Health Insurance - Life & Vision	209.82
6053 Cell Phone Allowance	270.01
Total 6000 Salaries, Benefits & Contract Labor	73,791.87
6010 BRE & Prospect Development Expenses	
6013 Travel	20.00
6014 Meals & Entertainment	1,832.41
6015 EDC Projects	441.23
6016 Promoting Windcrest(BRE Events)	10,640.00
6017 Sponsorships, Regional Marketing	4,550.02
Total 6010 BRE & Prospect Development Expenses	17,483.66
6025 Administrative & Other Expenses	
6026 Rent	6,938.70
6027 Furniture & Fixtures	156.64
6028 Equipment, Computers & Other	164.98
6029 Internet Services	1,015.17
6030 Computer Maintenance, Software, Website	313.88
6031 Accounting Services	8,058.51
6032 Barcom / IT	3,365.27
6033 Phone Services	520.29
6037 Dues & Subscriptions	160.00
6038 Supplies	1,477.69
6039 Postage	128.20
6040 Copier	238.52
6042 Legal Expenses	32,684.67
6043 Audit	18,750.02
6045 Vehicle Expenses-EDC	724.41

Windcrest Economic Development Corporation
Statement of Activity
October 2022 - March 2023

	Total
6046 Vehicle Fuel-EDC	73.00
6047 Contingencies	413.18
Total 6025 Administrative & Other Expenses	75,183.13
Uncategorized Expense	70.73
Total Expenditures	166,529.39
Net Operating Revenue	121,004.73
Other Revenue	
4003 Revenue Income - Interest	35,013.01
Total Other Revenue	35,013.01
Net Other Revenue	35,013.01
Net Revenue	\$ 156,017.74

	Oct 2022				Nov 2022			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue								
4000 Revenue			0.00				0.00	
4001 Income - Sales Tax	89,072.04	58,333.33	30,738.71	152.69%	65,652.23	58,333.33	7,318.90	112.55%
4002 Proceeds from Reserves		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%
Total 4000 Revenue	\$ 89,072.04	\$ 67,833.33	\$ 21,238.71	131.31%	\$ 65,652.23	\$ 67,833.33	-\$ 2,181.10	96.78%
Total Revenue	\$ 89,072.04	\$ 67,833.33	\$ 21,238.71	131.31%	\$ 65,652.23	\$ 67,833.33	-\$ 2,181.10	96.78%
Gross Profit	\$ 89,072.04	\$ 67,833.33	\$ 21,238.71	131.31%	\$ 65,652.23	\$ 67,833.33	-\$ 2,181.10	96.78%
Expenditures								
6000 Salaries, Benefits & Contract Labor			0.00				0.00	
6001 Salaries	3,561.60	4,250.00	-688.40	83.80%	5,342.40	4,250.00	1,092.40	125.70%
6002 Admin Expenses		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6003 EDC Overtime		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6004 Social Security / Medicare Match	275.64	333.33	-57.69	82.69%	413.46	333.33	80.13	124.04%
6005 Health Insurance-EDC	725.10	833.33	-108.23	87.01%	1,087.65	833.33	254.32	130.52%
6006 Retirement--EDC	259.42	366.67	-107.25	70.75%	389.13	366.67	22.46	106.13%
6007 Workers Comp-EDC		91.67	-91.67	0.00%		91.67	-91.67	0.00%
6008 Unemployment Comp		41.67	-41.67	0.00%		41.67	-41.67	0.00%
6009 Contract Labor	4,213.80	10,150.00	-5,936.20	41.52%	9,439.20	10,150.00	-710.80	93.00%
6021 Health Insurance - Life & Vision	32.28	41.66	-9.38	77.48%	48.42	41.66	6.76	116.23%
6053 Cell Phone Allowance	41.54	41.66	-0.12	99.71%	62.31	41.66	20.65	149.57%
Total 6000 Salaries, Benefits & Contract Labor	\$ 9,109.38	\$ 16,316.65	-\$ 7,207.27	55.83%	\$ 16,782.57	\$ 16,316.65	\$ 465.92	102.86%
6010 BRE & Prospect Development Expenses			0.00				0.00	
6011 Consulting/Planning/Infrastructure		4,833.33	-4,833.33	0.00%		4,833.33	-4,833.33	0.00%
6012 Collateral Material		583.33	-583.33	0.00%		583.33	-583.33	0.00%
6013 Travel		833.33	-833.33	0.00%		833.33	-833.33	0.00%
6014 Meals & Entertainment	377.35	416.67	-39.32	90.56%	54.19	416.67	-362.48	13.01%
6015 EDC Projects	441.23	16,325.00	-15,883.77	2.70%		16,325.00	-16,325.00	0.00%

	Oct 2022				Nov 2022			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
6016 Promoting Windcrest(BRE Events)	2,300.00	4,583.33	-2,283.33	50.18%	1,450.00	4,583.33	-3,133.33	31.64%
6017 Sponsorships, Regional Marketing	1,916.67	833.33	1,083.34	230.00%	416.67	833.33	-416.66	50.00%
6018 Commercial Revitalization/Store Front Grants		2,500.00	-2,500.00	0.00%		2,500.00	-2,500.00	0.00%
6019 Infrastructure/Streets		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%
Total 6010 BRE & Prospect Development Expenses	\$ 5,035.25	\$ 40,408.32	-\$ 35,373.07	12.46%	\$ 1,920.86	\$ 40,408.32	-\$ 38,487.46	4.75%
6025 Administrative & Other Expenses			0.00				0.00	
6026 Rent	1,145.00	1,250.00	-105.00	91.60%	1,145.00	1,250.00	-105.00	91.60%
6027 Furniture & Fixtures	119.06	166.66	-47.60	71.44%		166.66	-166.66	0.00%
6028 Equipment, Computers & Other	35.18	250.00	-214.82	14.07%		250.00	-250.00	0.00%
6029 Internet Services	160.82	166.66	-5.84	96.50%	170.87	166.66	4.21	102.53%
6030 Computer Maintenance, Software, Website	59.53	500.00	-440.47	11.91%	59.53	500.00	-440.47	11.91%
6031 Accounting Services	1,342.64	1,333.33	9.31	100.70%	1,345.31	1,333.33	11.98	100.90%
6032 Barcom / IT	393.77	391.67	2.10	100.54%	620.92	391.67	229.25	158.53%
6033 Phone Services	85.87	83.33	2.54	103.05%	85.87	83.33	2.54	103.05%
6035 Public Relations		500.00	-500.00	0.00%		500.00	-500.00	0.00%
6036 Training Staff/Board		333.33	-333.33	0.00%		333.33	-333.33	0.00%
6037 Dues & Subscriptions		33.33	-33.33	0.00%	160.00	33.33	126.67	480.05%
6038 Supplies	1,171.02	333.33	837.69	351.31%	180.89	333.33	-152.44	54.27%
6039 Postage		41.67	-41.67	0.00%		41.67	-41.67	0.00%
6040 Copier		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6041 Repairs & Maintenance		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6042 Legal Expenses	4,120.00	3,333.33	786.67	123.60%	10,718.68	3,333.33	7,385.35	321.56%
6043 Audit	1,041.67	1,583.33	-541.66	65.79%	1,041.67	1,583.33	-541.66	65.79%
6044 Sales Tax Services		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6045 Vehicle Expenses-EDC	315.50	166.66	148.84	189.31%	140.91	166.66	-25.75	84.55%
6046 Vehicle Fuel-EDC		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6047 Contingencies	251.59	200.00	51.59	125.80%	161.59	200.00	-38.41	80.80%

	Oct 2022				Nov 2022			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
6049 General Liability Insurance		41.67	-41.67	0.00%		41.67	-41.67	0.00%
6050 E&O Liability Insurance		75.00	-75.00	0.00%		75.00	-75.00	0.00%
6051 Auto Liability Insurance		75.00	-75.00	0.00%		75.00	-75.00	0.00%
6052 Auto Physical Damage Insurance		33.33	-33.33	0.00%		33.33	-33.33	0.00%
Total 6025 Administrative & Other Expenses	\$ 10,241.65	\$ 11,224.95	-\$ 983.30	91.24%	\$ 15,831.24	\$ 11,224.95	\$ 4,606.29	141.04%
6999 Ask My Accountant			0.00				0.00	
Uncategorized Expense			0.00				0.00	
Total Expenditures	\$ 24,386.28	\$ 67,949.92	-\$ 43,563.64	35.89%	\$ 34,534.67	\$ 67,949.92	-\$ 33,415.25	50.82%
Net Operating Revenue	\$ 64,685.76	-\$ 116.59	\$ 64,802.35	-55481.40%	\$ 31,117.56	-\$ 116.59	\$ 31,234.15	-26689.73%
Other Revenue								
4003 Revenue Income - Interest	332.75	83.33	249.42	399.32%	4,150.75	83.33	4,067.42	4981.10%
Total Other Revenue	\$ 332.75	\$ 83.33	\$ 249.42	399.32%	\$ 4,150.75	\$ 83.33	\$ 4,067.42	4981.10%
Other Expenditures								
8000 Depreciation Expense		120.00	-120.00	0.00%		120.00	-120.00	0.00%
Total Other Expenditures	\$ 0.00	\$ 120.00	-\$ 120.00	0.00%	\$ 0.00	\$ 120.00	-\$ 120.00	0.00%
Net Other Revenue	\$ 332.75	-\$ 36.67	\$ 369.42	-907.42%	\$ 4,150.75	-\$ 36.67	\$ 4,187.42	-11319.20%
Net Revenue	\$ 65,018.51	-\$ 153.26	\$ 65,171.77	-42423.67%	\$ 35,268.31	-\$ 153.26	\$ 35,421.57	-23012.08%

	Dec 2022				Jan 2023			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue								
4000 Revenue			0.00				0.00	
4001 Income - Sales Tax	81,377.72	58,333.33	23,044.39	139.50%	51,432.13	58,333.33	-6,901.20	88.17%
4002 Proceeds from Reserves		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%
Total 4000 Revenue	\$ 81,377.72	\$ 67,833.33	\$ 13,544.39	119.97%	\$ 51,432.13	\$ 67,833.33	-\$ 16,401.20	75.82%
Total Revenue	\$ 81,377.72	\$ 67,833.33	\$ 13,544.39	119.97%	\$ 51,432.13	\$ 67,833.33	-\$ 16,401.20	75.82%
Gross Profit	\$ 81,377.72	\$ 67,833.33	\$ 13,544.39	119.97%	\$ 51,432.13	\$ 67,833.33	-\$ 16,401.20	75.82%
Expenditures								
6000 Salaries, Benefits & Contract Labor			0.00				0.00	
6001 Salaries	3,561.60	4,250.00	-688.40	83.80%	3,561.60	4,250.00	-688.40	83.80%
6002 Admin Expenses		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6003 EDC Overtime		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6004 Social Security / Medicare Match	275.64	333.33	-57.69	82.69%	275.64	333.33	-57.69	82.69%
6005 Health Insurance-EDC	725.10	833.33	-108.23	87.01%	725.10	833.33	-108.23	87.01%
6006 Retirement--EDC	259.42	366.67	-107.25	70.75%	259.42	366.67	-107.25	70.75%
6007 Workers Comp-EDC		91.67	-91.67	0.00%		91.67	-91.67	0.00%
6008 Unemployment Comp		41.67	-41.67	0.00%		41.67	-41.67	0.00%
6009 Contract Labor	9,439.20	10,150.00	-710.80	93.00%	4,719.60	10,150.00	-5,430.40	46.50%
6021 Health Insurance - Life & Vision	32.28	41.66	-9.38	77.48%	32.28	41.66	-9.38	77.48%
6053 Cell Phone Allowance	41.54	41.66	-0.12	99.71%	41.54	41.66	-0.12	99.71%
Total 6000 Salaries, Benefits & Contract Labor	\$ 14,334.78	\$ 16,316.65	-\$ 1,981.87	87.85%	\$ 9,615.18	\$ 16,316.65	-\$ 6,701.47	58.93%
6010 BRE & Prospect Development Expenses			0.00				0.00	
6011 Consulting/Planning/Infrastructure		4,833.33	-4,833.33	0.00%		4,833.33	-4,833.33	0.00%
6012 Collateral Material		583.33	-583.33	0.00%		583.33	-583.33	0.00%
6013 Travel	20.00	833.33	-813.33	2.40%		833.33	-833.33	0.00%
6014 Meals & Entertainment	127.75	416.67	-288.92	30.66%	129.62	416.67	-287.05	31.11%
6015 EDC Projects		16,325.00	-16,325.00	0.00%		16,325.00	-16,325.00	0.00%

	Dec 2022				Jan 2023			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
6016 Promoting Windcrest(BRE Events)	1,450.00	4,583.33	-3,133.33	31.64%	1,450.00	4,583.33	-3,133.33	31.64%
6017 Sponsorships, Regional Marketing	966.67	833.33	133.34	116.00%	416.67	833.33	-416.66	50.00%
6018 Commercial Revitalization/Store Front Grants		2,500.00	-2,500.00	0.00%		2,500.00	-2,500.00	0.00%
6019 Infrastructure/Streets		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%
Total 6010 BRE & Prospect Development Expenses	\$ 2,564.42	\$ 40,408.32	-\$ 37,843.90	6.35%	\$ 1,996.29	\$ 40,408.32	-\$ 38,412.03	4.94%
6025 Administrative & Other Expenses			0.00				0.00	
6026 Rent	1,145.00	1,250.00	-105.00	91.60%	1,145.00	1,250.00	-105.00	91.60%
6027 Furniture & Fixtures		166.66	-166.66	0.00%	-5.71	166.66	-172.37	-3.43%
6028 Equipment, Computers & Other		250.00	-250.00	0.00%	129.80	250.00	-120.20	51.92%
6029 Internet Services	170.87	166.66	4.21	102.53%	170.87	166.66	4.21	102.53%
6030 Computer Maintenance, Software, Website	59.53	500.00	-440.47	11.91%	59.53	500.00	-440.47	11.91%
6031 Accounting Services	1,342.64	1,333.33	9.31	100.70%	1,342.64	1,333.33	9.31	100.70%
6032 Barcom / IT	1,125.97	391.67	734.30	287.48%	393.77	391.67	2.10	100.54%
6033 Phone Services	85.87	83.33	2.54	103.05%	87.56	83.33	4.23	105.08%
6035 Public Relations		500.00	-500.00	0.00%		500.00	-500.00	0.00%
6036 Training Staff/Board		333.33	-333.33	0.00%		333.33	-333.33	0.00%
6037 Dues & Subscriptions		33.33	-33.33	0.00%		33.33	-33.33	0.00%
6038 Supplies	13.86	333.33	-319.47	4.16%	68.24	333.33	-265.09	20.47%
6039 Postage		41.67	-41.67	0.00%		41.67	-41.67	0.00%
6040 Copier		83.33	-83.33	0.00%	238.52	83.33	155.19	286.24%
6041 Repairs & Maintenance		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6042 Legal Expenses	7,841.25	3,333.33	4,507.92	235.24%	1,250.00	3,333.33	-2,083.33	37.50%
6043 Audit	1,041.67	1,583.33	-541.66	65.79%	1,041.67	1,583.33	-541.66	65.79%
6044 Sales Tax Services		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6045 Vehicle Expenses-EDC	55.00	166.66	-111.66	33.00%	35.00	166.66	-131.66	21.00%
6046 Vehicle Fuel-EDC		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6047 Contingencies		200.00	-200.00	0.00%		200.00	-200.00	0.00%

	Dec 2022				Jan 2023			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
6049 General Liability Insurance		41.67	-41.67	0.00%		41.67	-41.67	0.00%
6050 E&O Liability Insurance		75.00	-75.00	0.00%		75.00	-75.00	0.00%
6051 Auto Liability Insurance		75.00	-75.00	0.00%		75.00	-75.00	0.00%
6052 Auto Physical Damage Insurance		33.33	-33.33	0.00%		33.33	-33.33	0.00%
Total 6025 Administrative & Other Expenses	\$ 12,881.66	\$ 11,224.95	\$ 1,656.71	114.76%	\$ 5,956.89	\$ 11,224.95	-\$ 5,268.06	53.07%
6999 Ask My Accountant			0.00				0.00	
Uncategorized Expense			0.00				0.00	
Total Expenditures	\$ 29,780.86	\$ 67,949.92	-\$ 38,169.06	43.83%	\$ 17,568.36	\$ 67,949.92	-\$ 50,381.56	25.85%
Net Operating Revenue	\$ 51,596.86	-\$ 116.59	\$ 51,713.45	-44254.96%	\$ 33,863.77	-\$ 116.59	\$ 33,980.36	-29045.18%
Other Revenue								
4003 Revenue Income - Interest	14,245.92	83.33	14,162.59	17095.79%	5,584.18	83.33	5,500.85	6701.28%
Total Other Revenue	\$ 14,245.92	\$ 83.33	\$ 14,162.59	17095.79%	\$ 5,584.18	\$ 83.33	\$ 5,500.85	6701.28%
Other Expenditures								
8000 Depreciation Expense		120.00	-120.00	0.00%		120.00	-120.00	0.00%
Total Other Expenditures	\$ 0.00	\$ 120.00	-\$ 120.00	0.00%	\$ 0.00	\$ 120.00	-\$ 120.00	0.00%
Net Other Revenue	\$ 14,245.92	-\$ 36.67	\$ 14,282.59	-38848.98%	\$ 5,584.18	-\$ 36.67	\$ 5,620.85	-15228.20%
Net Revenue	\$ 65,842.78	-\$ 153.26	\$ 65,996.04	-42961.49%	\$ 39,447.95	-\$ 153.26	\$ 39,601.21	-25739.23%

Windcrest Economic Development
Budget vs. Actuals: 2023 WEDC Budget (Copy)
October 2022 - September 2023

	Feb 2023				Mar 2023			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue								
4000 Revenue			0.00				0.00	
4001 Income - Sales Tax		58,333.33	-58,333.33	0.00%		58,333.33	-58,333.33	0.00%
4002 Proceeds from Reserves		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%
Total 4000 Revenue	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%
Total Revenue	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%
Gross Profit	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%
Expenditures								
6000 Salaries, Benefits & Contract Labor			0.00				0.00	
6001 Salaries	3,561.60	4,250.00	-688.40	83.80%	3,561.60	4,250.00	-688.40	83.80%
6002 Admin Expenses		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6003 EDC Overtime		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6004 Social Security / Medicare Match	275.64	333.33	-57.69	82.69%	275.64	333.33	-57.69	82.69%
6005 Health Insurance-EDC	725.10	833.33	-108.23	87.01%	725.10	833.33	-108.23	87.01%
6006 Retirement--EDC	259.42	366.67	-107.25	70.75%	259.42	366.67	-107.25	70.75%
6007 Workers Comp-EDC		91.67	-91.67	0.00%		91.67	-91.67	0.00%
6008 Unemployment Comp		41.67	-41.67	0.00%		41.67	-41.67	0.00%
6009 Contract Labor	9,439.20	10,150.00	-710.80	93.00%	4,719.60	10,150.00	-5,430.40	46.50%
6021 Health Insurance - Life & Vision	32.28	41.66	-9.38	77.48%	32.28	41.66	-9.38	77.48%
6053 Cell Phone Allowance	41.54	41.66	-0.12	99.71%	41.54	41.66	-0.12	99.71%
Total 6000 Salaries, Benefits & Contract Labor	\$ 14,334.78	\$ 16,316.65	-\$ 1,981.87	87.85%	\$ 9,615.18	\$ 16,316.65	-\$ 6,701.47	58.93%
6010 BRE & Prospect Development Expenses			0.00				0.00	
6011 Consulting/Planning/Infrastructure		4,833.33	-4,833.33	0.00%		4,833.33	-4,833.33	0.00%
6012 Collateral Material		583.33	-583.33	0.00%		583.33	-583.33	0.00%
6013 Travel		833.33	-833.33	0.00%		833.33	-833.33	0.00%
6014 Meals & Entertainment	20.00	416.67	-396.67	4.80%	1,123.50	416.67	706.83	269.64%
6015 EDC Projects		16,325.00	-16,325.00	0.00%		16,325.00	-16,325.00	0.00%

Windcrest Economic Development
Budget vs. Actuals: 2023 WEDC Budget (Copy)
October 2022 - September 2023

	Feb 2023				Mar 2023			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
6016 Promoting Windcrest(BRE Events)	1,450.00	4,583.33	-3,133.33	31.64%	2,540.00	4,583.33	-2,043.33	55.42%
6017 Sponsorships, Regional Marketing	416.67	833.33	-416.66	50.00%	416.67	833.33	-416.66	50.00%
6018 Commercial Revitalization/Store Front Grants		2,500.00	-2,500.00	0.00%		2,500.00	-2,500.00	0.00%
6019 Infrastructure/Streets		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%
Total 6010 BRE & Prospect Development Expenses	\$ 1,886.67	\$ 40,408.32	-\$ 38,521.65	4.67%	\$ 4,080.17	\$ 40,408.32	-\$ 36,328.15	10.10%
6025 Administrative & Other Expenses			0.00				0.00	
6026 Rent	1,179.35	1,250.00	-70.65	94.35%	1,179.35	1,250.00	-70.65	94.35%
6027 Furniture & Fixtures	43.29	166.66	-123.37	25.98%		166.66	-166.66	0.00%
6028 Equipment, Computers & Other		250.00	-250.00	0.00%		250.00	-250.00	0.00%
6029 Internet Services	170.87	166.66	4.21	102.53%	170.87	166.66	4.21	102.53%
6030 Computer Maintenance, Software, Website	59.53	500.00	-440.47	11.91%	16.23	500.00	-483.77	3.25%
6031 Accounting Services	1,342.64	1,333.33	9.31	100.70%	1,342.64	1,333.33	9.31	100.70%
6032 Barcom / IT	393.77	391.67	2.10	100.54%	437.07	391.67	45.40	111.59%
6033 Phone Services	87.56	83.33	4.23	105.08%	87.56	83.33	4.23	105.08%
6035 Public Relations		500.00	-500.00	0.00%		500.00	-500.00	0.00%
6036 Training Staff/Board		333.33	-333.33	0.00%		333.33	-333.33	0.00%
6037 Dues & Subscriptions		33.33	-33.33	0.00%		33.33	-33.33	0.00%
6038 Supplies	43.68	333.33	-289.65	13.10%	0.00	333.33	-333.33	0.00%
6039 Postage		41.67	-41.67	0.00%	128.20	41.67	86.53	307.66%
6040 Copier		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6041 Repairs & Maintenance		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6042 Legal Expenses	3,532.25	3,333.33	198.92	105.97%	5,222.49	3,333.33	1,889.16	156.67%
6043 Audit	3,541.67	1,583.33	1,958.34	223.68%	11,041.67	1,583.33	9,458.34	697.37%
6044 Sales Tax Services		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6045 Vehicle Expenses-EDC	35.00	166.66	-131.66	21.00%	143.00	166.66	-23.66	85.80%
6046 Vehicle Fuel-EDC	73.00	83.33	-10.33	87.60%		83.33	-83.33	0.00%
6047 Contingencies		200.00	-200.00	0.00%		200.00	-200.00	0.00%

Windcrest Economic Development
Budget vs. Actuals: 2023 WEDC Budget (Copy)
October 2022 - September 2023

	Feb 2023				Mar 2023			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
6049 General Liability Insurance		41.67	-41.67	0.00%		41.67	-41.67	0.00%
6050 E&O Liability Insurance		75.00	-75.00	0.00%		75.00	-75.00	0.00%
6051 Auto Liability Insurance		75.00	-75.00	0.00%		75.00	-75.00	0.00%
6052 Auto Physical Damage Insurance		33.33	-33.33	0.00%		33.33	-33.33	0.00%
Total 6025 Administrative & Other Expenses	\$ 10,502.61	\$ 11,224.95	-\$ 722.34	93.56%	\$ 19,769.08	\$ 11,224.95	\$ 8,544.13	176.12%
6999 Ask My Accountant			0.00				0.00	
Uncategorized Expense			0.00		70.73		70.73	
Total Expenditures	\$ 26,724.06	\$ 67,949.92	-\$ 41,225.86	39.33%	\$ 33,535.16	\$ 67,949.92	-\$ 34,414.76	49.35%
Net Operating Revenue	-\$ 26,724.06	-\$ 116.59	-\$ 26,607.47	22921.40%	-\$ 33,535.16	-\$ 116.59	-\$ 33,418.57	28763.32%
Other Revenue								
4003 Revenue Income - Interest	4,920.90	83.33	4,837.57	5905.32%	5,778.51	83.33	5,695.18	6934.49%
Total Other Revenue	\$ 4,920.90	\$ 83.33	\$ 4,837.57	5905.32%	\$ 5,778.51	\$ 83.33	\$ 5,695.18	6934.49%
Other Expenditures								
8000 Depreciation Expense		120.00	-120.00	0.00%		120.00	-120.00	0.00%
Total Other Expenditures	\$ 0.00	\$ 120.00	-\$ 120.00	0.00%	\$ 0.00	\$ 120.00	-\$ 120.00	0.00%
Net Other Revenue	\$ 4,920.90	-\$ 36.67	\$ 4,957.57	-13419.42%	\$ 5,778.51	-\$ 36.67	\$ 5,815.18	-15758.14%
Net Revenue	-\$ 21,803.16	-\$ 153.26	-\$ 21,649.90	14226.26%	-\$ 27,756.65	-\$ 153.26	-\$ 27,603.39	18110.82%

Corporation y) (Copy) - FY23 P&L

	Apr 2023				May 2023				% of Budget
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget		
Revenue									
4000 Revenue			0.00				0.00		
4001 Income - Sales Tax		58,333.33	-58,333.33	0.00%		58,333.33	-58,333.33	0.00%	
4002 Proceeds from Reserves		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%	
Total 4000 Revenue	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%	
Total Revenue	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%	
Gross Profit	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%	
Expenditures									
6000 Salaries, Benefits & Contract Labor			0.00				0.00		
6001 Salaries		4,250.00	-4,250.00	0.00%		4,250.00	-4,250.00	0.00%	
6002 Admin Expenses		83.33	-83.33	0.00%		83.33	-83.33	0.00%	
6003 EDC Overtime		83.33	-83.33	0.00%		83.33	-83.33	0.00%	
6004 Social Security / Medicare Match		333.33	-333.33	0.00%		333.33	-333.33	0.00%	
6005 Health Insurance-EDC		833.33	-833.33	0.00%		833.33	-833.33	0.00%	
6006 Retirement--EDC		366.67	-366.67	0.00%		366.67	-366.67	0.00%	
6007 Workers Comp-EDC		91.67	-91.67	0.00%		91.67	-91.67	0.00%	
6008 Unemployment Comp		41.67	-41.67	0.00%		41.67	-41.67	0.00%	
6009 Contract Labor	-4,719.60	10,150.00	-14,869.60	-46.50%		10,150.00	-10,150.00	0.00%	
6021 Health Insurance - Life & Vision		41.66	-41.66	0.00%		41.66	-41.66	0.00%	
6053 Cell Phone Allowance		41.66	-41.66	0.00%		41.66	-41.66	0.00%	
Total 6000 Salaries, Benefits & Contract Labor	-\$ 4,719.60	\$ 16,316.65	-\$ 21,036.25	-28.93%	\$ 0.00	\$ 16,316.65	-\$ 16,316.65	0.00%	
6010 BRE & Prospect Development Expenses			0.00				0.00		
6011 Consulting/Planning/Infrastructure		4,833.33	-4,833.33	0.00%		4,833.33	-4,833.33	0.00%	
6012 Collateral Material		583.33	-583.33	0.00%		583.33	-583.33	0.00%	
6013 Travel		833.33	-833.33	0.00%		833.33	-833.33	0.00%	
6014 Meals & Entertainment	20.00	416.67	-396.67	4.80%		416.67	-416.67	0.00%	
6015 EDC Projects		16,325.00	-16,325.00	0.00%		16,325.00	-16,325.00	0.00%	

Corporation y) (Copy) - FY23 P&L

	Apr 2023				May 2023			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
6016 Promoting Windcrest(BRE Events)	1,520.22	4,583.33	-3,063.11	33.17%		4,583.33	-4,583.33	0.00%
6017 Sponsorships, Regional Marketing		833.33	-833.33	0.00%		833.33	-833.33	0.00%
6018 Commercial Revitalization/Store Front Grants		2,500.00	-2,500.00	0.00%		2,500.00	-2,500.00	0.00%
6019 Infrastructure/Streets		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%
Total 6010 BRE & Prospect Development Expenses	\$ 1,540.22	\$ 40,408.32	-\$ 38,868.10	3.81%	\$ 0.00	\$ 40,408.32	-\$ 40,408.32	0.00%
6025 Administrative & Other Expenses			0.00				0.00	
6026 Rent		1,250.00	-1,250.00	0.00%		1,250.00	-1,250.00	0.00%
6027 Furniture & Fixtures		166.66	-166.66	0.00%		166.66	-166.66	0.00%
6028 Equipment, Computers & Other		250.00	-250.00	0.00%		250.00	-250.00	0.00%
6029 Internet Services	170.87	166.66	4.21	102.53%		166.66	-166.66	0.00%
6030 Computer Maintenance, Software, Website	101.17	500.00	-398.83	20.23%		500.00	-500.00	0.00%
6031 Accounting Services		1,333.33	-1,333.33	0.00%		1,333.33	-1,333.33	0.00%
6032 Barcom / IT		391.67	-391.67	0.00%		391.67	-391.67	0.00%
6033 Phone Services		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6035 Public Relations		500.00	-500.00	0.00%		500.00	-500.00	0.00%
6036 Training Staff/Board		333.33	-333.33	0.00%		333.33	-333.33	0.00%
6037 Dues & Subscriptions		33.33	-33.33	0.00%		33.33	-33.33	0.00%
6038 Supplies		333.33	-333.33	0.00%		333.33	-333.33	0.00%
6039 Postage		41.67	-41.67	0.00%		41.67	-41.67	0.00%
6040 Copier		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6041 Repairs & Maintenance		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6042 Legal Expenses		3,333.33	-3,333.33	0.00%		3,333.33	-3,333.33	0.00%
6043 Audit		1,583.33	-1,583.33	0.00%		1,583.33	-1,583.33	0.00%
6044 Sales Tax Services		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6045 Vehicle Expenses-EDC	35.00	166.66	-131.66	21.00%		166.66	-166.66	0.00%
6046 Vehicle Fuel-EDC		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6047 Contingencies		200.00	-200.00	0.00%		200.00	-200.00	0.00%

Corporation y) (Copy) - FY23 P&L

	Apr 2023				May 2023				% of Budget
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget		
6049 General Liability Insurance		41.67	-41.67	0.00%		41.67	-41.67	0.00%	
6050 E&O Liability Insurance		75.00	-75.00	0.00%		75.00	-75.00	0.00%	
6051 Auto Liability Insurance		75.00	-75.00	0.00%		75.00	-75.00	0.00%	
6052 Auto Physical Damage Insurance		33.33	-33.33	0.00%		33.33	-33.33	0.00%	
Total 6025 Administrative & Other Expenses	\$ 307.04	\$ 11,224.95	-\$ 10,917.91	2.74%	\$ 0.00	\$ 11,224.95	-\$ 11,224.95	0.00%	
6999 Ask My Accountant	0.85		0.85				0.00		
Uncategorized Expense			0.00				0.00		
Total Expenditures	-\$ 2,871.49	\$ 67,949.92	-\$ 70,821.41	-4.23%	\$ 0.00	\$ 67,949.92	-\$ 67,949.92	0.00%	
Net Operating Revenue	\$ 2,871.49	-\$ 116.59	\$ 2,988.08	-2462.90%	\$ 0.00	-\$ 116.59	\$ 116.59	0.00%	
Other Revenue									
4003 Revenue Income - Interest		83.33	-83.33	0.00%		83.33	-83.33	0.00%	
Total Other Revenue	\$ 0.00	\$ 83.33	-\$ 83.33	0.00%	\$ 0.00	\$ 83.33	-\$ 83.33	0.00%	
Other Expenditures									
8000 Depreciation Expense		120.00	-120.00	0.00%		120.00	-120.00	0.00%	
Total Other Expenditures	\$ 0.00	\$ 120.00	-\$ 120.00	0.00%	\$ 0.00	\$ 120.00	-\$ 120.00	0.00%	
Net Other Revenue	\$ 0.00	-\$ 36.67	\$ 36.67	0.00%	\$ 0.00	-\$ 36.67	\$ 36.67	0.00%	
Net Revenue	\$ 2,871.49	-\$ 153.26	\$ 3,024.75	-1873.61%	\$ 0.00	-\$ 153.26	\$ 153.26	0.00%	

	Jun 2023				Jul 2023			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue								
4000 Revenue			0.00				0.00	
4001 Income - Sales Tax		58,333.33	-58,333.33	0.00%		58,333.33	-58,333.33	0.00%
4002 Proceeds from Reserves		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%
Total 4000 Revenue	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%
Total Revenue	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%
Gross Profit	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%
Expenditures								
6000 Salaries, Benefits & Contract Labor			0.00				0.00	
6001 Salaries		4,250.00	-4,250.00	0.00%		4,250.00	-4,250.00	0.00%
6002 Admin Expenses		83.34	-83.34	0.00%		83.34	-83.34	0.00%
6003 EDC Overtime		83.34	-83.34	0.00%		83.34	-83.34	0.00%
6004 Social Security / Medicare Match		333.34	-333.34	0.00%		333.34	-333.34	0.00%
6005 Health Insurance-EDC		833.34	-833.34	0.00%		833.34	-833.34	0.00%
6006 Retirement--EDC		366.66	-366.66	0.00%		366.66	-366.66	0.00%
6007 Workers Comp-EDC		91.66	-91.66	0.00%		91.66	-91.66	0.00%
6008 Unemployment Comp		41.66	-41.66	0.00%		41.66	-41.66	0.00%
6009 Contract Labor		10,150.00	-10,150.00	0.00%		10,150.00	-10,150.00	0.00%
6021 Health Insurance - Life & Vision		41.66	-41.66	0.00%		41.66	-41.66	0.00%
6053 Cell Phone Allowance		41.66	-41.66	0.00%		41.66	-41.66	0.00%
Total 6000 Salaries, Benefits & Contract Labor	\$ 0.00	\$ 16,316.66	-\$ 16,316.66	0.00%	\$ 0.00	\$ 16,316.66	-\$ 16,316.66	0.00%
6010 BRE & Prospect Development Expenses			0.00				0.00	
6011 Consulting/Planning/Infrastructure		4,833.33	-4,833.33	0.00%		4,833.33	-4,833.33	0.00%
6012 Collateral Material		583.33	-583.33	0.00%		583.33	-583.33	0.00%
6013 Travel		833.34	-833.34	0.00%		833.34	-833.34	0.00%
6014 Meals & Entertainment		416.66	-416.66	0.00%		416.66	-416.66	0.00%
6015 EDC Projects		16,325.00	-16,325.00	0.00%		16,325.00	-16,325.00	0.00%

	Jun 2023				Jul 2023			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
6016 Promoting Windcrest(BRE Events)		4,583.33	-4,583.33	0.00%		4,583.33	-4,583.33	0.00%
6017 Sponsorships, Regional Marketing		833.34	-833.34	0.00%		833.34	-833.34	0.00%
6018 Commercial Revitalization/Store Front Grants		2,500.00	-2,500.00	0.00%		2,500.00	-2,500.00	0.00%
6019 Infrastructure/Streets		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%
Total 6010 BRE & Prospect Development Expenses	\$ 0.00	\$ 40,408.33	-\$ 40,408.33	0.00%	\$ 0.00	\$ 40,408.33	-\$ 40,408.33	0.00%
6025 Administrative & Other Expenses			0.00				0.00	
6026 Rent		1,250.00	-1,250.00	0.00%		1,250.00	-1,250.00	0.00%
6027 Furniture & Fixtures		166.66	-166.66	0.00%		166.66	-166.66	0.00%
6028 Equipment, Computers & Other		250.00	-250.00	0.00%		250.00	-250.00	0.00%
6029 Internet Services		166.66	-166.66	0.00%		166.66	-166.66	0.00%
6030 Computer Maintenance, Software, Website		500.00	-500.00	0.00%		500.00	-500.00	0.00%
6031 Accounting Services		1,333.33	-1,333.33	0.00%		1,333.33	-1,333.33	0.00%
6032 Barcom / IT		391.67	-391.67	0.00%		391.67	-391.67	0.00%
6033 Phone Services		83.34	-83.34	0.00%		83.34	-83.34	0.00%
6035 Public Relations		500.00	-500.00	0.00%		500.00	-500.00	0.00%
6036 Training Staff/Board		333.33	-333.33	0.00%		333.33	-333.33	0.00%
6037 Dues & Subscriptions		33.34	-33.34	0.00%		33.34	-33.34	0.00%
6038 Supplies		333.34	-333.34	0.00%		333.34	-333.34	0.00%
6039 Postage		41.66	-41.66	0.00%		41.66	-41.66	0.00%
6040 Copier		83.34	-83.34	0.00%		83.34	-83.34	0.00%
6041 Repairs & Maintenance		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6042 Legal Expenses		3,333.34	-3,333.34	0.00%		3,333.34	-3,333.34	0.00%
6043 Audit		1,583.33	-1,583.33	0.00%		1,583.33	-1,583.33	0.00%
6044 Sales Tax Services		83.34	-83.34	0.00%		83.34	-83.34	0.00%
6045 Vehicle Expenses-EDC		166.66	-166.66	0.00%		166.66	-166.66	0.00%
6046 Vehicle Fuel-EDC		83.34	-83.34	0.00%		83.34	-83.34	0.00%
6047 Contingencies		200.00	-200.00	0.00%		200.00	-200.00	0.00%

	Jun 2023				Jul 2023			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
6049 General Liability Insurance		41.66	-41.66	0.00%		41.66	-41.66	0.00%
6050 E&O Liability Insurance		75.00	-75.00	0.00%		75.00	-75.00	0.00%
6051 Auto Liability Insurance		75.00	-75.00	0.00%		75.00	-75.00	0.00%
6052 Auto Physical Damage Insurance		33.34	-33.34	0.00%		33.34	-33.34	0.00%
Total 6025 Administrative & Other Expenses	\$ 0.00	\$ 11,225.01	-\$ 11,225.01	0.00%	\$ 0.00	\$ 11,225.01	-\$ 11,225.01	0.00%
6999 Ask My Accountant			0.00				0.00	
Uncategorized Expense			0.00				0.00	
Total Expenditures	\$ 0.00	\$ 67,950.00	-\$ 67,950.00	0.00%	\$ 0.00	\$ 67,950.00	-\$ 67,950.00	0.00%
Net Operating Revenue	\$ 0.00	-\$ 116.67	\$ 116.67	0.00%	\$ 0.00	-\$ 116.67	\$ 116.67	0.00%
Other Revenue								
4003 Revenue Income - Interest		83.33	-83.33	0.00%		83.33	-83.33	0.00%
Total Other Revenue	\$ 0.00	\$ 83.33	-\$ 83.33	0.00%	\$ 0.00	\$ 83.33	-\$ 83.33	0.00%
Other Expenditures								
8000 Depreciation Expense		120.00	-120.00	0.00%		120.00	-120.00	0.00%
Total Other Expenditures	\$ 0.00	\$ 120.00	-\$ 120.00	0.00%	\$ 0.00	\$ 120.00	-\$ 120.00	0.00%
Net Other Revenue	\$ 0.00	-\$ 36.67	\$ 36.67	0.00%	\$ 0.00	-\$ 36.67	\$ 36.67	0.00%
Net Revenue	\$ 0.00	-\$ 153.34	\$ 153.34	0.00%	\$ 0.00	-\$ 153.34	\$ 153.34	0.00%

	Aug 2023				Sep 2023			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue								
4000 Revenue			0.00				0.00	
4001 Income - Sales Tax		58,333.33	-58,333.33	0.00%		58,333.37	-58,333.37	0.00%
4002 Proceeds from Reserves		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%
Total 4000 Revenue	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%	\$ 0.00	\$ 67,833.37	-\$ 67,833.37	0.00%
Total Revenue	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%	\$ 0.00	\$ 67,833.37	-\$ 67,833.37	0.00%
Gross Profit	\$ 0.00	\$ 67,833.33	-\$ 67,833.33	0.00%	\$ 0.00	\$ 67,833.37	-\$ 67,833.37	0.00%
Expenditures								
6000 Salaries, Benefits & Contract Labor			0.00				0.00	
6001 Salaries		4,250.00	-4,250.00	0.00%		4,250.00	-4,250.00	0.00%
6002 Admin Expenses		83.34	-83.34	0.00%		83.34	-83.34	0.00%
6003 EDC Overtime		83.34	-83.34	0.00%		83.34	-83.34	0.00%
6004 Social Security / Medicare Match		333.34	-333.34	0.00%		333.34	-333.34	0.00%
6005 Health Insurance-EDC		833.34	-833.34	0.00%		833.34	-833.34	0.00%
6006 Retirement--EDC		366.66	-366.66	0.00%		366.66	-366.66	0.00%
6007 Workers Comp-EDC		91.66	-91.66	0.00%		91.66	-91.66	0.00%
6008 Unemployment Comp		41.66	-41.66	0.00%		41.66	-41.66	0.00%
6009 Contract Labor		10,150.00	-10,150.00	0.00%		10,150.00	-10,150.00	0.00%
6021 Health Insurance - Life & Vision		41.70	-41.70	0.00%		41.70	-41.70	0.00%
6053 Cell Phone Allowance		41.70	-41.70	0.00%		41.70	-41.70	0.00%
Total 6000 Salaries, Benefits & Contract Labor	\$ 0.00	\$ 16,316.74	-\$ 16,316.74	0.00%	\$ 0.00	\$ 16,316.74	-\$ 16,316.74	0.00%
6010 BRE & Prospect Development Expenses			0.00				0.00	
6011 Consulting/Planning/Infrastructure		4,833.33	-4,833.33	0.00%		4,833.37	-4,833.37	0.00%
6012 Collateral Material		583.33	-583.33	0.00%		583.37	-583.37	0.00%
6013 Travel		833.34	-833.34	0.00%		833.34	-833.34	0.00%
6014 Meals & Entertainment		416.66	-416.66	0.00%		416.66	-416.66	0.00%
6015 EDC Projects		16,325.00	-16,325.00	0.00%		16,325.00	-16,325.00	0.00%

	Aug 2023				Sep 2023			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
6016 Promoting Windcrest(BRE Events)		4,583.33	-4,583.33	0.00%		4,583.37	-4,583.37	0.00%
6017 Sponsorships, Regional Marketing		833.34	-833.34	0.00%		833.34	-833.34	0.00%
6018 Commercial Revitalization/Store Front Grants		2,500.00	-2,500.00	0.00%		2,500.00	-2,500.00	0.00%
6019 Infrastructure/Streets		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%
Total 6010 BRE & Prospect Development Expenses	\$ 0.00	\$ 40,408.33	-\$ 40,408.33	0.00%	\$ 0.00	\$ 40,408.45	-\$ 40,408.45	0.00%
6025 Administrative & Other Expenses			0.00				0.00	
6026 Rent		1,250.00	-1,250.00	0.00%		1,250.00	-1,250.00	0.00%
6027 Furniture & Fixtures		166.70	-166.70	0.00%		166.70	-166.70	0.00%
6028 Equipment, Computers & Other		250.00	-250.00	0.00%		250.00	-250.00	0.00%
6029 Internet Services		166.70	-166.70	0.00%		166.70	-166.70	0.00%
6030 Computer Maintenance, Software, Website		500.00	-500.00	0.00%		500.00	-500.00	0.00%
6031 Accounting Services		1,333.33	-1,333.33	0.00%		1,333.37	-1,333.37	0.00%
6032 Barcom / IT		391.67	-391.67	0.00%		391.67	-391.67	0.00%
6033 Phone Services		83.34	-83.34	0.00%		83.34	-83.34	0.00%
6035 Public Relations		500.00	-500.00	0.00%		500.00	-500.00	0.00%
6036 Training Staff/Board		333.33	-333.33	0.00%		333.37	-333.37	0.00%
6037 Dues & Subscriptions		33.34	-33.34	0.00%		33.34	-33.34	0.00%
6038 Supplies		333.34	-333.34	0.00%		333.34	-333.34	0.00%
6039 Postage		41.66	-41.66	0.00%		41.66	-41.66	0.00%
6040 Copier		83.34	-83.34	0.00%		83.34	-83.34	0.00%
6041 Repairs & Maintenance		83.33	-83.33	0.00%		83.37	-83.37	0.00%
6042 Legal Expenses		3,333.34	-3,333.34	0.00%		3,333.34	-3,333.34	0.00%
6043 Audit		1,583.33	-1,583.33	0.00%		1,583.37	-1,583.37	0.00%
6044 Sales Tax Services		83.34	-83.34	0.00%		83.34	-83.34	0.00%
6045 Vehicle Expenses-EDC		166.70	-166.70	0.00%		166.70	-166.70	0.00%
6046 Vehicle Fuel-EDC		83.34	-83.34	0.00%		83.34	-83.34	0.00%
6047 Contingencies		200.00	-200.00	0.00%		200.00	-200.00	0.00%

	Aug 2023				Sep 2023			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
6049 General Liability Insurance		41.66	-41.66	0.00%		41.66	-41.66	0.00%
6050 E&O Liability Insurance		75.00	-75.00	0.00%		75.00	-75.00	0.00%
6051 Auto Liability Insurance		75.00	-75.00	0.00%		75.00	-75.00	0.00%
6052 Auto Physical Damage Insurance		33.34	-33.34	0.00%		33.34	-33.34	0.00%
Total 6025 Administrative & Other Expenses	\$ 0.00	\$ 11,225.13	-\$ 11,225.13	0.00%	\$ 0.00	\$ 11,225.29	-\$ 11,225.29	0.00%
6999 Ask My Accountant			0.00				0.00	
Uncategorized Expense			0.00				0.00	
Total Expenditures	\$ 0.00	\$ 67,950.20	-\$ 67,950.20	0.00%	\$ 0.00	\$ 67,950.48	-\$ 67,950.48	0.00%
Net Operating Revenue	\$ 0.00	-\$ 116.87	\$ 116.87	0.00%	\$ 0.00	-\$ 117.11	\$ 117.11	0.00%
Other Revenue								
4003 Revenue Income - Interest		83.33	-83.33	0.00%		83.37	-83.37	0.00%
Total Other Revenue	\$ 0.00	\$ 83.33	-\$ 83.33	0.00%	\$ 0.00	\$ 83.37	-\$ 83.37	0.00%
Other Expenditures								
8000 Depreciation Expense		120.00	-120.00	0.00%		120.00	-120.00	0.00%
Total Other Expenditures	\$ 0.00	\$ 120.00	-\$ 120.00	0.00%	\$ 0.00	\$ 120.00	-\$ 120.00	0.00%
Net Other Revenue	\$ 0.00	-\$ 36.67	\$ 36.67	0.00%	\$ 0.00	-\$ 36.63	\$ 36.63	0.00%
Net Revenue	\$ 0.00	-\$ 153.54	\$ 153.54	0.00%	\$ 0.00	-\$ 153.74	\$ 153.74	0.00%

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
4000 Revenue	0.00	0.00	0.00	
4001 Income - Sales Tax	287,534.12	700,000.00	-412,465.88	41.08%
4002 Proceeds from Reserves	0.00	114,000.00	-114,000.00	0.00%
Total 4000 Revenue	\$ 287,534.12	\$ 814,000.00	-\$ 526,465.88	35.32%
Total Revenue	\$ 287,534.12	\$ 814,000.00	-\$ 526,465.88	35.32%
Gross Profit	\$ 287,534.12	\$ 814,000.00	-\$ 526,465.88	35.32%
Expenditures				
6000 Salaries, Benefits & Contract Labor	0.00	0.00	0.00	
6001 Salaries	23,150.40	51,000.00	-27,849.60	45.39%
6002 Admin Expenses	0.00	1,000.00	-1,000.00	0.00%
6003 EDC Overtime	0.00	1,000.00	-1,000.00	0.00%
6004 Social Security / Medicare Match	1,791.66	4,000.00	-2,208.34	44.79%
6005 Health Insurance-EDC	4,713.15	10,000.00	-5,286.85	47.13%
6006 Retirement--EDC	1,686.23	4,400.00	-2,713.77	38.32%
6007 Workers Comp-EDC	0.00	1,100.00	-1,100.00	0.00%
6008 Unemployment Comp	0.00	500.00	-500.00	0.00%
6009 Contract Labor	37,251.00	121,800.00	-84,549.00	30.58%
6021 Health Insurance - Life & Vision	209.82	500.00	-290.18	41.96%
6053 Cell Phone Allowance	270.01	500.00	-229.99	54.00%
Total 6000 Salaries, Benefits & Contract Labor	\$ 69,072.27	\$ 195,800.00	-\$ 126,727.73	35.28%
6010 BRE & Prospect Development Expenses	0.00	0.00	0.00	
6011 Consulting/Planning/Infrastructure	0.00	58,000.00	-58,000.00	0.00%
6012 Collateral Material	0.00	7,000.00	-7,000.00	0.00%
6013 Travel	20.00	10,000.00	-9,980.00	0.20%
6014 Meals & Entertainment	1,852.41	5,000.00	-3,147.59	37.05%
6015 EDC Projects	441.23	195,900.00	-195,458.77	0.23%

	Total			
	Actual	Budget	over Budget	% of Budget
6016 Promoting Windcrest(BRE Events)	12,160.22	55,000.00	-42,839.78	22.11%
6017 Sponsorships, Regional Marketing	4,550.02	10,000.00	-5,449.98	45.50%
6018 Commercial Revitalization/Store Front Grants	0.00	30,000.00	-30,000.00	0.00%
6019 Infrastructure/Streets	0.00	114,000.00	-114,000.00	0.00%
Total 6010 BRE & Prospect Development Expenses	\$ 19,023.88	\$ 484,900.00	-\$ 465,876.12	3.92%
6025 Administrative & Other Expenses	0.00	0.00	0.00	
6026 Rent	6,938.70	15,000.00	-8,061.30	46.26%
6027 Furniture & Fixtures	156.64	2,000.00	-1,843.36	7.83%
6028 Equipment, Computers & Other	164.98	3,000.00	-2,835.02	5.50%
6029 Internet Services	1,186.04	2,000.00	-813.96	59.30%
6030 Computer Maintenance, Software, Website	415.05	6,000.00	-5,584.95	6.92%
6031 Accounting Services	8,058.51	16,000.00	-7,941.49	50.37%
6032 Barcom / IT	3,365.27	4,700.04	-1,334.77	71.60%
6033 Phone Services	520.29	1,000.00	-479.71	52.03%
6035 Public Relations	0.00	6,000.00	-6,000.00	0.00%
6036 Training Staff/Board	0.00	4,000.00	-4,000.00	0.00%
6037 Dues & Subscriptions	160.00	400.00	-240.00	40.00%
6038 Supplies	1,477.69	4,000.00	-2,522.31	36.94%
6039 Postage	128.20	500.00	-371.80	25.64%
6040 Copier	238.52	1,000.00	-761.48	23.85%
6041 Repairs & Maintenance	0.00	1,000.00	-1,000.00	0.00%
6042 Legal Expenses	32,684.67	40,000.00	-7,315.33	81.71%
6043 Audit	18,750.02	19,000.00	-249.98	98.68%
6044 Sales Tax Services	0.00	1,000.00	-1,000.00	0.00%
6045 Vehicle Expenses-EDC	759.41	2,000.00	-1,240.59	37.97%
6046 Vehicle Fuel-EDC	73.00	1,000.00	-927.00	7.30%
6047 Contingencies	413.18	2,400.00	-1,986.82	17.22%

	Total			
	Actual	Budget	over Budget	% of Budget
6049 General Liability Insurance	0.00	500.00	-500.00	0.00%
6050 E&O Liability Insurance	0.00	900.00	-900.00	0.00%
6051 Auto Liability Insurance	0.00	900.00	-900.00	0.00%
6052 Auto Physical Damage Insurance	0.00	400.00	-400.00	0.00%
Total 6025 Administrative & Other Expenses	\$ 75,490.17	\$ 134,700.04	-\$ 59,209.87	56.04%
6999 Ask My Accountant	0.85	0.00	0.85	
Uncategorized Expense	70.73	0.00	70.73	
Total Expenditures	\$ 163,657.90	\$ 815,400.04	-\$ 651,742.14	20.07%
Net Operating Revenue	\$ 123,876.22	-\$ 1,400.04	\$ 125,276.26	-8848.05%
Other Revenue				
4003 Revenue Income - Interest	35,013.01	1,000.00	34,013.01	3501.30%
Total Other Revenue	\$ 35,013.01	\$ 1,000.00	\$ 34,013.01	3501.30%
Other Expenditures				
8000 Depreciation Expense	0.00	1,440.00	-1,440.00	0.00%
Total Other Expenditures	\$ 0.00	\$ 1,440.00	-\$ 1,440.00	0.00%
Net Other Revenue	\$ 35,013.01	-\$ 440.00	\$ 35,453.01	-7957.50%
Net Revenue	\$ 158,889.23	-\$ 1,840.04	\$ 160,729.27	-8635.10%



STOREFRONT AND STREETSCAPE IMPROVEMENT PROGRAM

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) will not exceed \$60,000.

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

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. Applicants 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 the 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 before 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 the 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
- 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 re-siding of the 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 that 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 a 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 the 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 the 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 are 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 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 (if yes, provide explanation)** _____

☐ **No**

Grant amount requested: \$ _____

Estimated cost of the project: \$ _____

Worked to be performed by: _____

Estimated project start and end dates: _____

What is Applicant's 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.

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

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

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

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