



**HELOTES**  
TEXAS  
ECONOMIC DEVELOPMENT  
REGULAR MEETING AGENDA

The City of Helotes Economic Development Corporation (EDC) Board of Directors will meet for a Regular Meeting on Wednesday, March 20, 2019 at 7:00 p.m. in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023. This is an open meeting, subject to the open meeting laws of the State of Texas.

1. Call to order.

**OPEN SESSION:**

2. Citizens to be heard.

*The EDC cannot discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). The EDC will accept comments from citizens of the City of Helotes and its Extraterritorial Jurisdiction (ETJ) only. Comments are limited to three (3) minutes, and this time is not transferable. Discussion by the EDC of any item not on the Agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to any inquiry, and / or a proposal to place the item on a future EDC Agenda.*

**CONSENT AGENDA (ITEM NOS. 3 – 4):**

***All Consent Agenda items listed below are considered routine by EDC Staff and are intended to be enacted by one motion. There will be no separate discussion of these items, unless a Director requests it, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.***

3. Approval of the minutes of the EDC Regular Meeting dated February 20, 2019. (Staff)
4. Approval of the EDC Fiscal Year Ending (FYE) 2019 Revenue and Expense and Balance Sheet Reports dated March 12, 2019. (Staff)

**NOTICE OF ASSISTANCE AT THE PUBLIC MEETING**

The City of Helotes City Hall is wheelchair accessible, and accessible parking spaces are available. In compliance with the Americans with Disabilities Act, the City of Helotes will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received forty-eight (48) hours prior to the meeting. Please contact the City Secretary's Office at 210.695.5911 or by facsimile at 210.695.2123.

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

5. Presentation by Armstrong, Vaughan & Associates, P.C. and discussion of and action on the EDC FYE 2018 Annual Financial Report. (Auditor)
6. Presentation by the Texas Department of Transportation (TxDOT) on TxDOT's Gateway Monument Program and City Pride Signage, and discussion of and direction on the location(s), funding, design(s), and installation of gateway monument and/or city pride signage within TxDOT rights-of-way and the City of Helotes. (Staff)

***Adjourn into work session.***

7. Discussion of and direction on the EDC FYE 2019 Strategic Work Plan. (Staff)

***Adjourn into open session.***

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

8. Discussion of and action on the EDC FYE 2019 Strategic Work Plan, and authorizing the Executive Director to transmit said Plan to the City Council for final review and approval. (Staff)
9. Staff Updates:
  - Work completed and/or in progress since February 20, 2019;
  - EDC website – RealMassive (property database), GISPlanning (demographics), Neon Cloud (videos), and Manhard Consulting (land planning);
  - Bird's Eye View map;
  - S.H. 16 water / sewer utility project;
  - OTHSD pedestrian bridge project and FEMA CLOMR;
  - Municipal Development District (MDD) creation;
  - Helotes visitor center planning; and
  - Current and proposed commercial developments within the City of Helotes.

***Adjourn.***

The EDC Board of Directors reserves the right to adjourn into Closed Session at any time during the course of this meeting to discuss any of the exceptions to the requirement that a meeting be open to the public, in accordance with Texas Government Code, Chapter 551 *Open Meetings*, Subchapter D *Exceptions to Requirement that Meetings be Open*. No action may be taken in Closed Session.

A quorum of the City Council and/or other City Boards, Committees, or Commissions may be present at this meeting. The City Council and/or other City Boards, Committees, or Commissions may not take action regarding public business or policy.

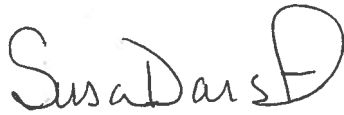
I certify that this Agenda was posted on March 15, 2019 at 5:00 p.m.



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Rick A. Schroder  
Executive Director

**Attest:**



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Susan Darst  
Assistant to the City Administrator



## REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, February 20, 2019 at 7:00 p.m., in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023. This was an open meeting, subject to the open meeting laws of the State of Texas.

**Present:**

**Board Members:** Pat Wootton, President Kathryn Mitchell  
 Bill Putty Stephanie "Stevie" Seitz  
 Patrick Adam Alan Holmes

**Staff:** Rick Schroder, Executive Director  
 Glenn Goolsby, Assistant Director  
 Susan Darst, Asst. to City Administrator

**Absent:** Matthew McCrossen

**1. Call to Order.**

President Wootton called the meeting to order at 7:02 p.m.

**OPEN SESSION:**

**2. Citizens to be Heard.**

*The EDC cannot discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). The EDC will accept comments from citizens of the City of Helotes and its Extraterritorial Jurisdiction (ETJ) only. Comments are limited to three (3) minutes, and this time is not transferable. Discussion by the EDC of any item not on the Agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to any inquiry, and / or a proposal to place the item on a future EDC Agenda.*

No public comment.

**CONSENT AGENDA (ITEM NOS. 3 – 4):**

All items marked with an asterisk (\*) on the Consent Agenda were voted on as a group at the beginning of the meeting. Motion was made by Patrick Adam, second by Bill Putty to approve Item Nos. 3 and 4, as written. Motion carried unanimously.

3. Approval of the minutes of the EDC Regular Meeting dated January 16, 2019. (Staff)\*
4. Approval of the EDC Fiscal Year Ending (FYE) 2019 Revenue and Expenditure, Balance Sheet, and Encumbrance Reports dated February 13, 2019. (Staff)\*

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

5. Discussion of and action on the EDC FYE 2018 Strategic Work Plan. (President Wootton)

Motion to discuss Item No. 5 was made by Patrick Adam, second by Kathryn Mitchell. Glenn Goolsby reviewed each goal and the suggested edits made at the previous Board meeting.

**No action taken.**

6. Discussion of and action on EDC sponsorship of the Helotes Area Chamber of Commerce (Chamber) Power Lunches. (Staff)

Motion to discuss Item No. 6 was made by Patrick Adam, second by Stevie Seitz. Glenn Goolsby presented the Board a sponsorship opportunity for the Helotes Area Chamber of Commerce's Power Lunch series. Mr. Goolsby advised the Board of current Chamber sponsorships provided to the EDC under the current Service and Office Use Agreement.

**Motion was made by Bill Putty, second by Alan Holmes to approve an Annual Power Lunch Sponsorship in the amount of \$1,000.00. Motion carried unanimously.**

7. Staff Updates:

- Work completed and/or in progress since January 16, 2019;
- Commercial property database, GIS integration, and EDC website;
- Bird's Eye View map;
- S.H. 16 water / sewer utility project;
- Gateway monument signage and the Texas Dept. of Transportation;
- OTHSD pedestrian bridge project;
- Municipal Development District (MDD) creation;
- Helotes visitor center planning; and
- 2019 State of the City on March 5, 2019 at 11:30 a.m.

**No action taken.**

Adjourn the regular meeting of the EDC Board of Directors.

**President Wootton adjourned the meeting at 8:32p.m.**

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Rick A. Schroder  
Executive Director

**DRAFT**

CITY OF HELOTES  
 REVENUE & EXPENSE REPORT - UNAUDITED  
 AS OF: MARCH 12, 2019

4

15 -ECONOMIC DEVELOPMENT CORP  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-PROPERTY TAXES	1,220,288.82	0.00	582,375.11	637,913.71	47.72
MISCELLANEOUS REVENUE	<u>8,492.00</u>	<u>0.00</u>	<u>7,140.86</u>	<u>1,351.14</u>	<u>84.09</u>
TOTAL REVENUES	<u>1,228,780.82</u>	<u>0.00</u>	<u>589,515.97</u>	<u>639,264.85</u>	<u>47.98</u>
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>1,228,780.82</u>	<u>3,977.06</u>	<u>657,076.14</u>	<u>571,704.68</u>	<u>53.47</u>
TOTAL EXPENDITURES	<u>1,228,780.82</u>	<u>3,977.06</u>	<u>657,076.14</u>	<u>571,704.68</u>	<u>53.47</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	( 3,977.06)	( 67,560.17)	67,560.17	0.00

CITY OF HELOTES  
REVENUE & EXPENSE REPORT - UNAUDITED  
AS OF: MARCH 12, 2019

05 -ECONOMIC DEVELOPMENT CORP  
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-PROPERTY TAXES</u>					
401-3140 SALES TAX	1,210,581.82	0.00	577,104.70	633,477.12	47.67
401-3150 MIXED BEVERAGE	<u>9,707.00</u>	<u>0.00</u>	<u>5,270.41</u>	<u>4,436.59</u>	<u>54.29</u>
TOTAL NON-PROPERTY TAXES	1,220,288.82	0.00	582,375.11	637,913.71	47.72
<u>MISCELLANEOUS REVENUE</u>					
406-1010 INTEREST	<u>8,492.00</u>	<u>0.00</u>	<u>7,140.86</u>	<u>1,351.14</u>	<u>84.09</u>
TOTAL MISCELLANEOUS REVENUE	8,492.00	0.00	7,140.86	1,351.14	84.09
TOTAL REVENUES	1,228,780.82	0.00	589,515.97	639,264.85	47.98
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CITY OF HELOTES  
 REVENUE & EXPENSE REPORT - UNAUDITED  
 AS OF: MARCH 12, 2019

15 -ECONOMIC DEVELOPMENT CORP  
 ADMINISTRATION  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>PERSONNEL</b>					
10-5101 SALARIES	68,053.00	2,617.43	31,034.93	37,018.07	45.60
10-5111 LONGEVITY	1,100.00	0.00	1,100.00	0.00	100.00
10-5113 BENEFITS	<u>17,352.22</u>	<u>378.63</u>	<u>7,114.49</u>	<u>10,237.73</u>	<u>41.00</u>
TOTAL PERSONNEL	86,505.22	2,996.06	39,249.42	47,255.80	45.37
<b>CONTRACTUAL SERVICES</b>					
10-5201 MEMBERSHIPS, DUES & LICENSES	16,000.00	0.00	4,660.37	11,339.63	29.13
10-5202 AUDIT FEES	3,200.00	0.00	1,600.00	1,600.00	50.00
10-5203 SCHOOLS, SEMINARS, CONFERENCES	3,000.00	0.00	0.00	3,000.00	0.00
10-5204 INTL. CONF. SHOPPING CENTERS	9,000.00	0.00	4,622.57	4,377.43	51.36
10-5205 BANK FEES	500.00	0.00	0.00	500.00	0.00
10-5206 LEGAL FEES	2,993.00	0.00	399.00	2,594.00	13.33
10-5208 CONC. DESIGN & LAND USE PLANS	25,000.00	0.00	1,550.00	23,450.00	6.20
10-5210 WORKSHOPS & PROMOTIONS	3,000.00	0.00	150.00	2,850.00	5.00
10-5211 MARKETING	35,000.00	981.00	8,708.63	26,291.37	24.88
10-5212 WEBSITE DEV. & MAINTENANCE	8,144.00	0.00	3,040.00	5,104.00	37.33
10-5214 MANAGED SVCS. AGREEMENT	5,523.68	0.00	5,523.68	0.00	100.00
10-5215 DEBT SERVICE	323,040.00	0.00	323,040.00	0.00	100.00
10-5221 RETAIL RECRUITMENT	20,000.00	0.00	0.00	20,000.00	0.00
10-5224 OFFICE RENTAL	9,600.00	0.00	3,800.00	5,800.00	39.58
10-5225 OTHSD PARKING LOT LEASE	6,000.00	0.00	2,106.12	3,893.88	35.10
10-5226 LAND ACQUISITION	<u>234,649.84</u>	<u>0.00</u>	<u>0.00</u>	<u>234,649.84</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	704,650.52	981.00	359,200.37	345,450.15	50.98
<b>COMMODITIES</b>					
10-5301 OFFICE SUPPLIES	5,126.08	0.00	247.18	4,878.90	4.82
10-5302 OPERATIONAL EXPENSES	9,750.00	0.00	9,119.17	630.83	93.53
10-5305 COMMUNICATION EQUIPMENT	1,421.00	0.00	506.55	914.45	35.65
10-5326 EXPENSE REIMBURSEMENT	250.00	0.00	0.00	250.00	0.00
10-5333 380 AGREEMENT REIMBURSEMENTS	<u>421,078.00</u>	<u>0.00</u>	<u>248,753.45</u>	<u>172,324.55</u>	<u>59.08</u>
TOTAL COMMODITIES	437,625.08	0.00	258,626.35	178,998.73	59.10
<b>TOTAL ADMINISTRATION</b>					
	1,228,780.82	3,977.06	657,076.14	571,704.68	53.47
<b>TOTAL EXPENDITURES</b>					
	<u>1,228,780.82</u>	<u>3,977.06</u>	<u>657,076.14</u>	<u>571,704.68</u>	<u>53.47</u>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>					
	<u>0.00</u>	<u>( 3,977.06)</u>	<u>( 67,560.17)</u>	<u>67,560.17</u>	<u>0.00</u>

\*\* END OF REPORT \*\*\*

CITY OF HELOTES  
REVENUE & EXPENSE REPORT - UNAUDITED  
AS OF: MARCH 12, 2019

03 -CAPITAL REPLACEMENT  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
MISCELLANEOUS REVENUE	<u>104,161.50</u>	<u>0.00</u>	<u>101,770.07</u>	<u>2,391.43</u>	<u>97.70</u>
TOTAL REVENUES	<u>104,161.50</u>	<u>0.00</u>	<u>101,770.07</u>	<u>2,391.43</u>	<u>97.70</u>
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	500.00	0.00	0.00	500.00	0.00
BUILDING & GROUNDS	<u>808,259.77</u>	<u>0.00</u>	<u>34,986.94</u>	<u>773,272.83</u>	<u>4.33</u>
TOTAL EXPENDITURES	<u>808,759.77</u>	<u>0.00</u>	<u>34,986.94</u>	<u>773,772.83</u>	<u>4.33</u>
REVENUES OVER/(UNDER) EXPENDITURES	( 704,598.27)	0.00	66,783.13	( 771,381.40)	9.48-

CITY OF HELOTES  
 REVENUE & EXPENSE REPORT - UNAUDITED  
 AS OF: MARCH 12, 2019

03 -CAPITAL REPLACEMENT  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>					
106-1010 INTEREST	10,202.50	0.00	9,611.07	591.43	94.20
106-1018 PD MISC REVENUES	2,150.00	0.00	350.00	1,800.00	16.28
106-1019 FD MISC REVENUES	<u>91,809.00</u>	<u>0.00</u>	<u>91,809.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL MISCELLANEOUS REVENUE	104,161.50	0.00	101,770.07	2,391.43	97.70
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TOTAL REVENUES	104,161.50	0.00	101,770.07	2,391.43	97.70
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CITY OF HELOTES  
REVENUE & EXPENSE REPORT - UNAUDITED  
AS OF: MARCH 12, 2019

13 -CAPITAL REPLACEMENT  
ADMINISTRATION  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
CONTRACTUAL SERVICES					
10-5200 BANK CHARGES	500.00	0.00	0.00	500.00	0.00
TOTAL CONTRACTUAL SERVICES	500.00	0.00	0.00	500.00	0.00
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TOTAL ADMINISTRATION	500.00	0.00	0.00	500.00	0.00

CITY OF HELOTES  
 REVENUE & EXPENSE REPORT - UNAUDITED  
 AS OF: MARCH 12, 2019

03 -CAPITAL REPLACEMENT  
 BUILDING & GROUNDS  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL OUTLAY</u>					
550-5501 FIRE DEPT PURCHASES	91,809.00	0.00	0.00	91,809.00	0.00
550-5509 EDC 2015 Cofo EXPENDITURES	297,384.20	0.00	15,858.00	281,526.20	5.33
550-5510 POLICE DEPT PURCHASES	9,367.57	0.00	0.00	9,367.57	0.00
550-5512 CITY 2015 Cofo EXPENDITURES	<u>409,699.00</u>	<u>0.00</u>	<u>19,128.94</u>	<u>390,570.06</u>	<u>4.67</u>
TOTAL CAPITAL OUTLAY	808,259.77	0.00	34,986.94	773,272.83	4.33
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TOTAL BUILDING & GROUNDS	808,259.77	0.00	34,986.94	773,272.83	4.33
<hr/>					
TOTAL EXPENDITURES	808,759.77	0.00	34,986.94	773,772.83	4.33
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REVENUES OVER/(UNDER) EXPENDITURES	( 704,598.27)	0.00	66,783.13	( 771,381.40)	9.48-
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\*\*\* END OF REPORT \*\*\*

05 -ECONOMIC DEVELOPMENT CORP

ACCOUNT#	TITLE		
<b>ASSETS</b>			
=====			
101-2000	EDC OPERATING CASH	67,092.07	
101-2100	EDC TEXPOOL	25.00	
101-2600	LOGIC	748,592.88	
101-3100	FARM BUREAU EDC 6 MONTH CD	0.00	
101-3200	FARM BUREAU BANK MM	4.11	
105-1000	RECEIVABLE - SALES TAX	198,595.26	
120-0000	DUE FROM GENERAL FUND	0.00	
120-1000	DUE FROM EDC CAP PROJ	0.00	
			<u>1,014,309.32</u>
TOTAL ASSETS			1,014,309.32 =====
<b>LIABILITIES</b>			
=====			
201-0000	ACCOUNTS PAYABLE	0.00	
201-0200	PRIOR YEAR PAYABLES	( 1,001.00)	
201-0300	380 AGREEMENT PAYABLE	113,848.73	
201-1000	WAGES PAYABLE	0.00	
202-0910	PREPAID PAYABLES	0.00	
202-1300	DUE TO CITY OP	39,179.42	
			<u>152,027.15</u>
TOTAL LIABILITIES			152,027.15
<b>EQUITY</b>			
=====			
390-0000	FUND BALANCE/RETAINED EARNINGS	929,402.35	
390-1000	PREPAID ITEMS	439.99	
			<u>929,842.34</u>
TOTAL BEGINNING EQUITY			929,842.34
TOTAL REVENUE		589,515.97	
TOTAL EXPENSES		657,076.14	
REVENUE OVER/(UNDER) EXPENSES		( 67,560.17)	
TOTAL EQUITY & OVER/(UNDER)			<u>862,282.17</u>
TOTAL LIABILITIES, EQUITY & OVER/(UNDER)			1,014,309.32 =====

03 -CAPITAL REPLACEMENT

ACCOUNT#	TITLE		
<b>ASSETS</b>			
=====			
101-2000	TEXPOOL CAPITAL PROJECTS	664.36	
101-2200	SAFEKEEPING - CITY	0.00	
101-2300	SAFEKEEPING - EDC	0.00	
101-2400	CAPITAL CASH	386.07	
101-2500	EDC CAPITAL CASH	48,382.77	
101-2600	FIRE DEPT CAPITAL CASH	1,124.93	
101-2700	POLICE DEPT CAPITAL CASH	7,567.57	
101-2800	ADMIN CAPITAL CASH	78,629.54	
101-3000	LOGIC CAPITAL CASH	834,689.45	
101-3010	LOGIC CAPITAL EDC	128,698.90	
120-0000	DUE FROM CITY	103,566.20	
			<u>1,203,709.79</u>
TOTAL ASSETS			<u>1,203,709.79</u>
			=====
<b>LIABILITIES</b>			
=====			
201-0000	ACCOUNTS PAYABLE	463,180.76	
201-0100	RETAINAGE PAYABLE	58,577.49	
201-0200	PAYABLES PRIOR YEAR	0.00	
202-0910	PREPAID PAYABLES	( 91,809.51)	
202-1300	DUE TO OTHER FUNDS	0.00	
202-1305	DUE FROM OTHER ACCOUNTS	0.00	
TOTAL LIABILITIES			<u>429,948.74</u>
<b>EQUITY</b>			
=====			
390-0000	FUND BALANCE/RETAINED EARN	706,977.92	
TOTAL BEGINNING EQUITY			<u>706,977.92</u>
TOTAL REVENUE		101,770.07	
TOTAL EXPENSES		34,986.94	
REVENUE OVER/(UNDER) EXPENSES			<u>66,783.13</u>
TOTAL EQUITY & OVER/(UNDER)			<u>773,761.05</u>
TOTAL LIABILITIES, EQUITY & OVER/(UNDER)			<u>1,203,709.79</u>
			=====



Armstrong, Vaughan & Associates, P. C.

Certified Public Accountants

Deborah F. Fraser

Phil S. Vaughan

Nancy L. Vaughan

Kimberly J. Roach

March 13, 2019

Board of Directors  
Helotes Economic Development Corporation

We have audited the financial statements of the governmental activities and the major fund of Helotes Economic Development Corporation for the year ended September 30, 2018. Professional standards require that we advise you of the following matters related to our audit.

### **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated August 31, 2018, our responsibility as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material aspects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of City of Helotes solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

### **Compliance with All Ethical Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.



## **Qualitative Aspects of the Entity's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Corporation are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2018. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from management's current judgments. There were no sensitive estimates affecting the financial statements.

### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The Corporation does not have any sensitive financial statement disclosures.

## **Significant Difficulties Encountered during the Audit**

We encountered no difficulties in dealing with management relating to the performance of the audit.

## **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all such audit differences.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. Additionally, none of the differences detected as a result of audit procedures were material to the financial statements either individually or in the aggregate.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### **Representations Requested from Management**

We have requested certain representations from management that are included in the management representation letter dated March 13, 2019.

### **Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with City of Helotes, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as City of Helotes's auditors.

### **Compliance with Public Funds Investment Act**

The Public Funds Investment Act requires that we include, as part of our audit, procedures to determine if the Corporation complied with the provisions of the Act. We found, as a result of our tests, that the City has complied in all material respects, with the provisions of the Act and the Corporation's internal investment policy.

This report is intended solely for the information and use of the board of directors and management of the Helotes Economic Development Corporation and is not intended to be and should not be used by anyone other than these specified parties.



Armstrong, Vaughan & Associates, P.C.

March 13, 2019

**CITY OF HELOTES ECONOMIC  
DEVELOPMENT CORPORATION**

**ANNUAL  
FINANCIAL REPORT**

**FISCAL YEAR ENDED  
SEPTEMBER 30, 2018 AND 2017**



CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION  
ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED SEPTEMBER 30, 2018

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CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION  
ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED SEPTEMBER 30, 2018

PRINCIPAL OFFICERS

PRESIDENT ..... Pat Wootton  
VICE PRESIDENT ..... Joel Lutz  
SECRETARY ..... Diane Anderson  
BOARD MEMBER ..... Kathryn Mitchell  
BOARD MEMBER ..... Bill Putty  
BOARD MEMBER ..... Stephanie “Stevie” Seitz  
BOARD MEMBER ..... Wayne Stacey



Armstrong, Vaughan & Associates, P. C.

Certified Public Accountants

Deborah F. Fraser

Phil S. Vaughan

Nancy L. Vaughan

Kimberly J. Roach

## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
City of Helotes Economic Development Corporation  
City of Helotes, Texas

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and the major fund of the City of Helotes Economic Development Corporation (a component unit of the City of Helotes) as of and for the years ended September 30, 2018 and 2017, and the related notes to the financial statements which collectively comprise the City of Helotes Economic Development Corporation's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

City of Helotes Economic Development Corporation's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

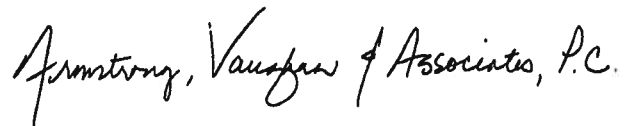
## ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of City of Helotes Economic Development Corporation, as of September 30, 2018 and 2017, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



Armstrong, Vaughan & Associates, P.C.

March 13, 2019

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION  
MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the City of Helotes Economic Development Corporation, a component unit of the City of Helotes, financial performance provides an overview of the Corporation's financial activity for the fiscal year ended September 30, 2018. It should be read in conjunction with the financial statements.

**Financial Highlights**

- The Corporation's net position was \$985,044 at September 30, 2018.
- The Corporation's total revenues were \$833,225 while total expenses were \$200,976.
- The Corporation's net position increased by \$141,355 after the transfer of pledged revenue to the primary government (City of Helotes).

**Corporation Highlights**

City of Helotes Economic Development Corporation was formed in February 6, 2003 under the Development Corporation Act of 1979, Texas Revised Civil Statutes Annotated, Article 5190.6, Section 4B. It receives all its proceeds from the 1/2 cent sales tax adopted in 2003 for economic development in the City of Helotes.

**Using this Annual Report**

This annual report consists of three parts: Management's Discussion and Analysis, Financial Statements and Required Supplementary Information. The Statement of Net Position and Activities provides information on the Corporation as a whole. The Corporation's net position—the difference between assets and liabilities—provides one way to measure financial health or financial position.

**Statement of Net Position**

Table 1 shows all of the assets and liabilities of the Corporation and is presented on the accrual basis. The total net position is \$985,044.

**Table 1**  
**City of Helotes Economic Development Corporation**  
**Net Position**

	2018	2017
Cash and Investments	\$ 845,279	\$ 401,534
Certificate of Deposit	-	250,882
Accounts Receivable	221,457	268,862
Land	48,140	48,140
<b>Total Assets</b>	<b>1,114,876</b>	969,418
<b>Liabilities</b>	<b>129,832</b>	125,729
<b>Total Liabilities</b>	<b>129,832</b>	125,729
Net Investment in Capital Assets	48,140	48,140
Unrestricted	936,904	795,549
<b>Total Net Position</b>	<b>\$ 985,044</b>	<b>\$ 843,689</b>



## Statement of Activities

Table 2 shows all of the expenses and revenues of the Corporation and is also presented on the accrual basis. General Revenues consist of the ½ cent sales tax the Corporation receives for economic development.

**Table 2**  
**City of Helotes Economic Development Corporation**  
**Statement of Activities and Changes in Net Position**

	<u>2018</u>	<u>2017</u>
Program Revenues	\$ -	\$ -
General Revenues	<u>833,225</u>	<u>746,550</u>
<b>Total Revenues</b>	<u><b>833,225</b></u>	<u><b>746,550</b></u>
Total Expenses	<u>(200,976)</u>	<u>(201,970)</u>
Transfers In (Out) from Primary Government	<u>(490,894)</u>	<u>(473,539)</u>
<b>Total Expenditures</b>	<u><b>(691,870)</b></u>	<u><b>(675,509)</b></u>
<b>Change in Net Position</b>	<u><b>\$ 141,355</b></u>	<u><b>\$ 71,041</b></u>

## Balance Sheet

The Balance Sheet shows the assets, liabilities, and fund balances of the Corporation.

## Statement of Revenues, Expenditures, and Changes in Fund Balance

This Statement shows the revenues and expenditures for the Corporation. The largest income is from the 1/2 cent sales tax adopted in 2003 for economic development.

## Budget to Actual

The Corporation's total actual expenditures were less than budgeted amounts.

## Description of Current and Expected Conditions

With just over 7 square miles of land within its corporate limits, the City of Helotes' economy continues to thrive. Approximately 300 businesses across a variety of NAICS codes employed more than 2,500 individuals in 2018, with the majority of said businesses employing 1 to 4 persons.

97% of Helotes' eligible labor force is currently employed, and the average 2018 household income was \$116,297. By 2023, the average household income is expected to increase to \$134,709. Roughly 30% of the City's population is employed in executive, sales, or construction fields, while approximately 15% of residents work in office and administrative support roles. Lastly, more than 59% of the City's population has earned, at a minimum, an Associate's Degree.

Since 2008, the City's general and economic development sales and use tax receipts have increased approximately 376%, from \$766,305 to \$3.65 million. Similarly, ad valorem (property) tax receipts rose from \$2.17 million in 2008 to \$3.71 million in 2018, an increase of 71%. Over the same time period, sales and use and property tax receipts, as components of total City revenue, nearly equalized at approximately one-third each. The property tax rate has declined or stayed the same since 2009.

The City's retail trade area (RTA) includes over 18,000 existing homes. With approximately \$78 million in retail, food, and beverage sales leaking from Helotes into the City of San Antonio, the estimated 31,000 additional rooftops in active and/or planned subdivisions in the City's RTA will continue to produce fruitful economic development opportunities in Helotes.

12-month commercial real estate trends in Helotes, Texas:

Inventory:	110 buildings
	1,584,010 sq. ft., up 1.6%
Vacant Sq. Ft.:	37,185 sq. ft.
Vacancy Rate:	3.1%, down 0.1%
Occupancy Rate:	96.9%
Under Construction:	2 buildings
	18,700 sq. ft., down 13.8%
Avg. Rent:	\$20.42 / sq. ft., up 0.6%
Avg. Sale Price / Sq. Ft.:	\$205.00 / sq. ft., up 3.1%

As sales tax revenues within the City continue to rise, the number of projects funded by the Corporation to promote new and expanding business opportunities continues to rise. Overall, the EDC continues to ensure their expected and real revenues are in line with expected and real expenditures.

#### **Contacting the Corporation's Financial Management**

This financial report is designed to provide a general overview of the Corporation's finances and show the Corporation's accountability to its taxpayers. If you have any questions about this report or need additional financial information, contact the City of Helotes Economic Development Corporation at P.O. Box 507, Helotes, Texas 78023 or at (210) 695-8877.

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION  
 COMPARATIVE STATEMENTS OF NET POSITION  
 SEPTEMBER 30, 2018 AND 2017

	2018	2017
<b>ASSETS</b>		
Cash and Investments	\$ 845,279	\$ 401,534
Certificate of Deposit	-	250,882
Accounts Receivable - State	221,457	198,595
Due from Primary Government	-	70,267
Capital Assets:		
Land	48,140	48,140
<b>TOTAL ASSETS</b>	<b>\$ 1,114,876</b>	<b>\$ 969,418</b>
 <b>LIABILITIES</b>		
<i>Liabilities:</i>		
Accounts Payable	\$ 183	\$ -
Accrued Liabilities	116,474	113,848
Accrued Compensated Absences	13,175	11,881
<b>TOTAL LIABILITIES</b>	<b>129,832</b>	125,729
 <b>NET POSITION</b>		
Net Investment in Capital Assets	48,140	48,140
Unrestricted	936,904	795,549
<b>TOTAL NET POSITION</b>	<b>\$ 985,044</b>	<b>\$ 843,689</b>

The accompanying notes are an integral part of these statements.

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION  
 COMPARATIVE STATEMENTS OF ACTIVITIES  
 FOR THE YEARS ENDED SEPTEMBER 30, 2018 AND 2017

	<b>2018</b>	2017
<b>EXPENSES</b>		
Professional Services	\$ 60,368	\$ 98,095
Personnel	74,526	72,701
Reimbursement to City Administration	11,085	15,000
Training and Seminars	11,203	6,988
Parking Lease Agreement	5,283	4,272
Office Supplies and Expenses	37,133	2,947
Other Expenses	1,378	1,967
<b>TOTAL EXPENSES</b>	<b>200,976</b>	201,970
 <b>REVENUES</b>		
<i>Program Revenues:</i>		
Charges for Services	-	-
<i>Total Program Revenues</i>	-	-
 <i>Net Governmental Activities</i>	<b>(200,976)</b>	(201,970)
 <i>General Revenues:</i>		
Sales Tax	823,691	743,542
Interest	9,534	3,008
<i>Total General Revenues</i>	<b>833,225</b>	746,550
 <i>Transfers From (To) Primary Government</i>	<b>(490,894)</b>	(473,539)
 <i>Change in Net Position</i>	<b>141,355</b>	71,041
 <b>BEGINNING NET POSITION</b>	<b>843,689</b>	772,648
 <b>ENDING NET POSITION</b>	<b>\$ 985,044</b>	\$ 843,689

The accompanying notes are an integral part of these statements.

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION  
 COMPARATIVE BALANCE SHEETS  
 SEPTEMBER 30, 2018 AND 2017

	2018	2017
<b>ASSETS</b>		
Cash and Investments	\$ 845,279	\$ 401,534
Certificate of Deposit	-	250,882
Accounts Receivable - State	221,457	198,595
Due from Primary Government	-	70,267
	\$ 1,066,736	\$ 921,278
 <b>LIABILITIES AND FUND BALANCE</b>		
<i>Liabilities:</i>		
Accounts Payable	\$ 183	\$ -
Accrued Liabilities	116,474	113,848
<i>Total Liabilities</i>	116,657	113,848
 <i>Fund Balance:</i>		
Committed:		
Capital Replacement	171,999	171,999
Unassigned	778,080	635,431
<i>Unassigned Fund Balance</i>	950,079	807,430
	\$ 1,066,736	\$ 921,278
 <b>RECONCILIATION OF THE BALANCE SHEETS TO THE STATEMENTS OF NET POSITION:</b>		
 <b>TOTAL FUND BALANCES</b>	 <b>\$ 950,079</b>	 <b>\$ 807,430</b>
Capital Assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund financial statements	48,140	48,140
Accrued compensated absences are not due and payable from current financial resources and, therefore, are not reported in the governmental funds	(13,175)	(11,881)
	\$ 985,044	\$ 843,689

The accompanying notes are an integral part of these statements.

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION  
 COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCE  
 FOR THE YEARS ENDED SEPTEMBER 30, 2018 AND 2017

	2018	2017
<b>REVENUES</b>		
Sales Tax	\$ 823,691	\$ 743,542
Interest	9,534	3,008
<b>TOTAL REVENUES</b>	<b>833,225</b>	<b>746,550</b>
 <b>EXPENDITURES</b>		
Professional Services	60,368	98,095
Personnel	73,232	70,173
Reimbursement to City Administration	11,085	15,000
Training and Seminars	11,203	6,988
Parking Lease Agreement	5,283	4,272
Office Supplies and Expenses	37,133	2,947
Other Expenses	1,378	1,967
<b>TOTAL EXPENDITURES</b>	<b>199,682</b>	<b>199,442</b>
 <b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>633,543</b>	<b>547,108</b>
 <b>OTHER FINANCING SOURCES (USES)</b>		
Transfer In (Out) to Primary Government	(490,894)	(473,539)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(490,894)</b>	<b>(473,539)</b>
 <b>Net Change in Fund Balance</b>	<b>142,649</b>	<b>73,569</b>
 <b>BEGINNING FUND BALANCE</b>	<b>807,430</b>	<b>733,861</b>
 <b>ENDING FUND BALANCE</b>	<b>\$ 950,079</b>	<b>\$ 807,430</b>

**RECONCILIATION OF THE STATEMENTS OF REVENUES, EXPENDITURES  
 AND CHANGES IN FUND BALANCE TO STATEMENTS OF NET POSITION:**

<b>NET CHANGE IN FUND BALANCE</b>	\$ 142,649	\$ 73,569
 Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental fund financial statements	<b>(1,294)</b>	<b>(2,528)</b>
 <b>CHANGE IN NET POSITION</b>	<b>\$ 141,355</b>	<b>\$ 71,041</b>

The accompanying notes are an integral part of these statements.

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION  
NOTES TO THE FINANCIAL STATEMENTS  
SEPTEMBER 30, 2018 AND 2017

NOTE A -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1. Financial Reporting Entity

City of Helotes Economic Development Corporation is a nonprofit industrial corporation, with powers of taxation, created pursuant to Section 4B Article 5190.6 of Vernons Texas Civil Statutes (V.T.C.S.), as amended. City of Helotes Economic Development Corporation (hereafter referred to as the Corporation) was created February 6, 2003 to act on behalf of the City for promotion, development, and enhancement of economic development within the City of Helotes. The Corporation is a component unit of the City of Helotes. A component unit is a legally separate corporation for which the elected officials of the governmental unit are financially accountable. The Corporation is presented in the City's financial statements as a blended component unit.

The financial statements of the Corporation have been prepared in conformity with generally accepted accounting principles (GAAP), as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The financial statements present the financial position and results of operations of the Corporation only.

2. Basis of Presentation

The government-wide financial statements are presented in accordance with GASB 34, which mandates government-wide financial statements of net position and activities, and are presented on the economic resources measurement focus and accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when incurred, regardless of the timing of the related cash flows. It also requires that capital assets be recorded at cost less accumulated depreciation.

Governmental funds use the modified accrual basis of accounting. Under this method, revenues are recognized in the accounting period in which they become both available and measurable (flow of current financial resources measurement focus). Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable.

3. Budgets

The Corporation adopts annual operating (and if necessary capital) budget which is approved by the City Council. Formal budgetary accounting is employed as a management control. The budgets can be amended by the Board of Directors, subject to City Council approval. Actual expenditures cannot legally exceed budgeted appropriations at the fund level. All budgeted appropriations lapse at the end of each fiscal year. The budget is presented on the modified accrual basis of accounting.

4. Cash and Investments

Cash includes cash deposits and investments with maturity dates within three (3) months of the date acquired by the Development Corporation.

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2018 AND 2017

NOTE A -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

4. Cash and Investments (Continued)

The Corporation reports investments at fair value based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

5. Related Party Transactions

During the course of operations, numerous transactions occur between the Corporation and the City. These receivables and payables are classified as "due from primary government" or "due to primary government" on the Balance Sheet and Statement of Net Position. The Corporation reimburses the City for its share of personnel costs and paid an agreed upon rate of \$15,000 for general administrative overhead. The Corporation has also pledged revenue to cover a portion of the City's debt service (see note E).

During the normal course of operations, payables and receivables occur between the Corporation and City based on the timing of transactions between the two entities. These balances are expected to be paid/received in the next fiscal year.

6. Capital Assets

Capital assets, which include land, are capitalized at total acquisition cost or fair market value at the time of donation if donated. Depreciation (where applicable) is recorded on all depreciable capital assets on a straight-line basis over the estimated useful lives. Land held for future development is not depreciated.

7. Sales Tax Revenue

The citizens of the City of Helotes voted to adopt an additional one-half of one percent (1/2 cent or \$0.0050) local sales and use tax to be used by the Corporation for the promotion and development of new and expanded business enterprises and any other purposes authorized by Section 4B, Article 5190.6, V.T.C.S., as amended (the Development Corporation Act of 1979).

8. Fund Balance

Fund Balance is classified as follows:

Nonspendable – Represents amounts that cannot be spent because they are either not in spendable form (such as inventory or prepaid items) or legally required to remain intact.

Restricted – Represents amounts that are constrained by external parties, constitutional provisions, or enabling legislation.



CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2018 AND 2017

NOTE A -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

8. Fund Balance (Continued)

Committed – Represents amounts that can be used only for the specific purposes determined by a formal action of the government’s highest decision-making authority. The governing board is the highest level of decision-making authority for the corporation that can commit fund balance. Once adopted, the limitation imposed remains in place until a similar action is taken to remove or revise the limitation.

Assigned – Represents amounts which the Corporation intends to use for a specific purpose but does not meet the criteria of restricted or committed. The Board of Directors may make assignments and has chosen not to delegate that authority to any other individuals.

Unassigned - Represents the residual balance that may be spent on any other purpose for the Corporation.

When an expenditure is incurred for a purpose in which multiple classifications are available, the Corporation considers restricted balances spent first, committed second, and assigned third.

9. Net Position

Net position represents the difference between assets and liabilities. Net investment in capital assets, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any loans used to purchase, construct, or improve those assets.

10. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE B -- DEPOSITS AND INVESTMENTS

1. Deposits

At September 30, 2018 and 2017, the total carrying amount of the Corporation’s deposits were \$42,553 and \$219,335, respectively, and the bank balance was \$48,699 and \$332,938, respectively. All cash deposits were fully collateralized.

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION  
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2018 AND 2017

NOTE B -- DEPOSITS AND INVESTMENTS (Continued)

2. Investments

As of September 30, 2018, the Corporation had the following investments:

	2018	2017
	Carrying	Carrying
	Value	Value
<i>Investment Pools:</i>		
TexPool	\$ 1,135	\$ 1,118
LOGIC	801,591	181,081
<i>Certificates of Deposit:</i>		
Farm Bureau Bank	-	250,882
	\$ 802,726	\$ 433,081

The net asset value of investments are valued using prices quoted prices in active markets (Level 1) inputs.

*Credit Risk*

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The ratings of securities by nationally recognized rating agencies are designed to give an indication of credit risk. At September 30, 2018 and 2017, the City of Helotes Economic Development Corporation was not significantly exposed to credit risk.

*Custodial Credit Risk*

Deposits are exposed to custodial credit risk if they are not covered by depository insurance and the deposits are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the City of Helotes Economic Development Corporation's name.

Investment securities are exposed to custodial credit risk if the securities are uninsured, are not registered in the name of the government, and are held by either the counterparty or the counterparty's trust department or agent but not in the City of Helotes Economic Development Corporation's name.

At September 30, 2018 and 2017, the City of Helotes Economic Development Corporation was not exposed to custodial credit risk.

*Concentration of Credit Risk*

The risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. As of September 30, 2018 and 2017, the City of Helotes Economic Development Corporation had no exposure to concentration of credit risk.

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION  
 NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
 SEPTEMBER 30, 2018 AND 2017

NOTE C -- CAPITAL ASSETS

Activity for assets capitalized by the Corporation is summarized below:

	Balance 10/1/2017	Additions	Deletions	Balance 9/30/2018
Land	\$ 48,140	\$ -	\$ -	\$ 48,140

Land is not depreciated.

NOTE D -- TRANSFERS

Transfers during the year ended September 30, 2018, were as follows:

Transfer Out	Transfer In	2018 Amount	2017 Amount	Purpose
EDC	Primary Government - Debt Service	\$ 486,870	\$ 471,019	Pledged revenue
EDC	Primary Government - Capital Projects	4,024	2,520	Supplemental funding
		\$ 490,894	\$ 473,539	

NOTE E -- COMMITMENTS AND CONTINGENCIES

*Litigation*

Management is not aware of any pending or threatened litigation that may have a material impact on the Corporation's financial statements.

*380 Development Agreement*

The City of Helotes and the Economic Development Corporation have entered into 380 Development agreements to encourage growth within the City. The agreements involve the City and Corporation reimbursing the project costs through refunding a portion of the sales and use taxes generated by the projects up to a maximum amount. No reimbursements have been made as of the date of this report, but the City and Corporation are recording estimated rebate amounts. The terms of the agreements are as follows:

Development, Date Began	Sales Tax Refund Agreement		Maximum Grant Amount	Current Year Reductions	Maximum EDC Balance Due	Term
	City	EDC				
Bandera Helotes Plaza (2010)	50%	50%	\$ 300,000	\$ 16,470	\$ 133,530	10 years
Bluff and Shops at Old Town Helotes (2014)	50%	50%	\$ 2,000,000	\$ -	\$ 1,000,000	15 years
Texas Developers, LLC (2016)	75% of excess	75% of excess	N/A	\$ 418,269	N/A	20 years
CSDRE LLC and Slim Texas LLC (2017)	40%	40%	\$ 600,000	\$ 1,316	\$ 298,684	13 years

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)  
SEPTEMBER 30, 2018 AND 2017

NOTE E -- COMMITMENTS AND CONTINGENCIES (Continued)

*Pledged Revenue*

Through Interlocal Agreements with the City of Helotes, the Economic Development Corporation has pledged a portion of its revenue over the next 20 years to reimburse the City for debt service on multiple bonds issued. The agreements called for reimbursement of \$4,000,000 for the Certificates of Obligation Series 2007 and \$937,480 for the Certificates of Obligation Series 2015 issued by the City. These portions of the debt issuance were used by the Corporation for implementation of The Old Town Helotes Improvements and State Highway 16 & Helotes Linear Creek Development Projects. The Corporation transferred \$471,019 and \$467,795 during the years ended September 30, 2018 and 2017, respectively, for the debt service requirements and is up to date on payments required by the agreement. The Economic Development Corporation's future pledged revenues are as follows:

Fiscal Year Ending September 30,	Series 2007	Series 2015	Total
2019	\$ 294,495	\$ 24,519	\$ 319,014
2020	296,046	24,214	320,260
2021	297,203	24,466	321,669
2022	297,968	24,144	322,112
2023	298,339	23,822	322,161
2024 - 2028	1,194,113	171,194	1,365,307
2029 - 2033	-	236,726	236,726
2034 - 2035	-	64,408	64,408
	<u>\$ 2,678,164</u>	<u>\$ 593,493</u>	<u>\$ 3,271,657</u>

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED SEPTEMBER 30, 2018  
(WITH COMPARATIVE ACTUAL AMOUNTS FOR 2017)

	Budgeted Amounts		Actual 2018	Variance	Actual 2017
	Original	Final		Favorable (Unfavorable)	
<b>REVENUES</b>					
Taxes	\$ 852,000	\$ 852,000	\$ 823,691	\$ (28,309)	\$ 743,542
Interest	2,000	2,000	9,534	7,534	3,008
<b>TOTAL REVENUES</b>	<b>854,000</b>	<b>854,000</b>	<b>833,225</b>	<b>(20,775)</b>	<b>746,550</b>
<b>EXPENDITURES</b>					
Professional Services	174,151	191,400	60,368	131,032	98,095
Personnel	72,006	72,006	73,232	(1,226)	70,173
City Administration Cost Reimbursement	11,649	5,400	11,085	(5,685)	15,000
Training and Seminars	9,900	9,900	11,203	(1,303)	6,988
Parking Lease Agreement	5,890	6,000	5,283	717	4,272
Office Supplies and Expenses	87,149	76,149	37,133	39,016	2,947
Other Expenses	2,360	2,250	1,378	872	1,967
<b>TOTAL EXPENDITURES</b>	<b>363,105</b>	<b>363,105</b>	<b>199,682</b>	<b>163,423</b>	<b>199,442</b>
<b>Excess (Deficiency) of Revenues Over (Under) Expenditures</b>	<b>490,895</b>	<b>490,895</b>	<b>633,543</b>	<b>142,648</b>	<b>547,108</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfer In (Out) to Primary Government	(490,895)	(490,895)	(490,894)	1	(473,539)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(490,895)</b>	<b>(490,895)</b>	<b>(490,894)</b>	<b>1</b>	<b>(473,539)</b>
<b>Net Change in Fund Balance</b>	<b>-</b>	<b>-</b>	<b>142,649</b>	<b>142,649</b>	<b>73,569</b>
<b>Fund Balance - October 1</b>	<b>807,430</b>	<b>807,430</b>	<b>807,430</b>	<b>-</b>	<b>733,861</b>
<b>Fund Balance - September 30</b>	<b>\$ 807,430</b>	<b>\$ 807,430</b>	<b>\$ 950,079</b>	<b>\$ 142,649</b>	<b>\$ 807,430</b>

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED SEPTEMBER 30, 2018  
(WITH COMPARATIVE ACTUAL AMOUNTS FOR 2017)

**Budgetary Information** – The budget is prepared in accordance with accounting principles generally accepted in the United States of America. The Corporation maintains strict budgetary controls. The objective of these controls is to ensure compliance with legal provision embodied in the annual appropriated budget approved by the City Council and as such is a good management control device. The following are the funds which have legally adopted annual budgets: General Fund.

Budgetary preparation and control is exercised at the department level. Actual expenditures may not legally exceed appropriations at the fund level.





**City of Helotes  
Economic Development Corporation  
AGENDA ITEM REQUEST FORM**

**DATE:** March 20, 2019

**AGENDA PLACEMENT:**       **CONSENT**  
    **INDIVIDUAL**  
    **PRESENTATION**  
    **CLOSED**

**CAPTION:**

Presentation by the Texas Department of Transportation (TxDOT) on TxDOT's Gateway Monument Program and City Pride Signage, and discussion of and direction on the location(s), funding, design(s), and installation of gateway monument and/or city pride signage within TxDOT rights-of-way and the City of Helotes. (Staff)

**BACKGROUND:**

Since February 2018, the EDC Strategic Work Plan included, as Goal No. 2, the installation of gateway monument signage along State rights-of-way. Both the EDC and City Council approved this Plan.

The purpose of this signage is to alert vehicular traffic of the corporate City limits as they enter Helotes from State rights-of-way (namely, S.H. 16, F.M. 1560, and Hausman Rd.).

Included within packets are the following documents:

- Gateway Monument Program Guidelines;
- Draft Gateway Monument Agreement; and
- City Pride Sign Guidelines.

City Pride signage accomplishes the same goal of alerting vehicular traffic when entering the City of Helotes; however, the signage consists only of a metal sign identifying the name of the City and its civic organizations.

**FINANCIAL:** N/a

**RECOMMENDATION:** No recommendation provided. Seeking input / direction.

**SUBMITTED BY:** EDC Staff

**DATE SUBMITTED:** March 15, 2019

**SUGGESTED MOTION:** No motion provided.

## **Rick Schroder**

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**From:** Amanda Worden <Amanda.Worden@txdot.gov>  
**Sent:** Friday, March 15, 2019 12:13 PM  
**To:** Rick Schroder  
**Cc:** Jessica Castiglione; Jonathan Bean  
**Subject:** Gateway Monument Signage in Helotes  
**Attachments:** Interlocal-Interlocal\_Gateway\_Mon\_Guide.doc; Interlocal-Interlocal\_Gateway\_Mon.docx

Good Afternoon Mr. Schroder,

Please see the attached TxDOT Gateway Monument Program Guidelines. This document is very informative and contains a lot of information in regards to the Gateway Monument Program.

A few items I wanted to point out are:

- Only one Gateway Monument will be allowed per State route in each direction into a town.
- Gateway Monuments are to be solely funded and maintained by a Local Entity.

I have also attached a Gateway Monument Agreement so you all could gain a better understanding of what the agreement entails.

Please take some time to look over the document and feel free to contact us should you have any questions.

Thank you,

Amanda Worden  
SAT-District Maintenance  
(210) 615-5814



# Gateway Monument Program Guidelines

## General

Integration of the transportation system to reflect community values may be achieved through enhancements that include Gateway Monuments. This program provides a method for the Texas Department of Transportation (TxDOT) to permit enhancement of transportation facilities by local entities.

A Gateway Monument is defined as any freestanding structure, nonintegral or nonrequired highway feature that will communicate the name of a city, county, or town (Local Entity) within TxDOT right of way. A Gateway Monument may include the name of the Local Entity and/or the officially adopted seal. The approval of a Gateway Monument proposal shall be made with due consideration to safety (location, potential for motorist distraction, accessibility for maintenance, etc.), aesthetics, community support, and maintainability. Proposals for the placement of Gateway Monuments must comply with these guidelines.

Gateway Monuments differ from aesthetic treatments incorporated into engineered highway features (sound walls, retaining walls, or other highway features).

## Guidance

Local Entities often desire transportation facilities to provide identification and a favorable image of the communities in which they are located. TxDOT encourages and promotes enrichment of the cultural and visual environment for transportation system users and local communities by facilitating and coordinating the integration of Gateway Monuments within the operational highway right-of-way, through the Gateway Monument Agreement process.

Gateway Monuments are to be solely funded and maintained by a Local Entity. TxDOT will collaborate with the responsible Local Entity supporting the proposed Gateway Monument.

Gateway Monuments are discretionary features within the transportation corridor. Only one Gateway Monument will be allowed per State route in each direction into a town. The incorporation of a Gateway Monument will be evaluated for its potential for creating a distraction to motorists. TxDOT retains sole discretion for determining the location, appropriate size, content, colors, and other elements of the Gateway Monument. TxDOT shall have responsibility for approval of all Gateway Monuments on the State highway system and in addition, the Federal Highway Administration (FHWA) must approve Gateway Monuments on the interstate system.

Gateway Monuments shall be located beyond the clear recovery zone or otherwise placed to minimize the likelihood of being struck by an errant vehicle.

Other improvements such as landscaping or accent lighting may be considered in conjunction with the Gateway Monument proposal. Any improvements will be the responsibility of the Local Entity. TxDOT will collaborate with the Local Entity for appropriateness of the Gateway Monument proposal in context with existing, proposed, and future improvements.

### **Review/Approval Process**

Gateway Monument submittals shall be reviewed with primary considerations to safety (location), appropriateness, aesthetics and access for maintenance purposes.

The Local Entity shall submit a Gateway Monument proposal to the District Engineer. The District Engineer has approval authority for these proposals. If the Gateway Monument is proposed for the interstate facility, the District shall coordinate with the Maintenance Division for additional processing and FHWA review and approval.

The Gateway Monument Agreement must be fully executed by both TxDOT and the Local Entity prior to the commencement of any construction associated with the project.

### **Financial Responsibilities**

All costs for proposed Gateway Monument design, construction, access for maintenance, maintenance, and if required, removal of the Gateway Monument shall be the responsibility of the Local Entity and stipulated in detail within the Preliminary and Final Gateway Monument submittals.

The Gateway Monument Agreement shall stipulate that the Local Entity shall hold harmless, indemnify, and defend the State against any action associated with a Gateway Monument. TxDOT will assume the administrative costs associated with Gateway Monument proposal reviews, and developing, issuing, and monitoring the Gateway Monument Agreement for approved Gateway Monument projects. All other costs, including labor, materials, supplies, and traffic control (if required) for design, engineering, testing, construction, installation, maintenance, and removal of the Gateway Monument shall be the responsibility of the Local Entity. Coordination and resolution of any utility issues will be the responsibility of the Local Entity.

### **Maintenance**

The Local Entity shall be required to provide for regularly scheduled maintenance, as described in the Gateway Monument Agreement, for its projected lifespan. Maintenance shall include, but not be limited to, restoration work to maintain the integrity of the approved Gateway Monument, maintenance of any associated landscaping or lighting and graffiti removal. Gateway Monuments shall be kept clean, free of graffiti, and in good repair. Graffiti removal shall conform to current TxDOT policies and guidelines, which require prompt removal of offensive messages and timely removal of all other graffiti.

Maintenance access shall be as stipulated by TxDOT in the Gateway Monument Agreement and should be provided from outside the highway right-of-way, wherever possible. For projects located on interstate highways, access shall not be from the mainlanes. Maintenance practices shall protect air and water quality as required by federal and state law.

### **Removal**

The Local Entity shall remove Gateway Monuments, which in the opinion of TxDOT create safety or operational concern due to deterioration or inadequate maintenance. TxDOT will notify the Local Entity when it has determined that the Gateway Monument requires special attention. In the event the Local Entity fails to maintain, repair, rehabilitate, or remove the Gateway Monument in a timely manner, TxDOT may remove the Gateway Monument after 60 days following notification to the Local Entity, and bill the Local Entity for all costs of removal and restoration of the area.

TxDOT reserves the right to remove the Gateway Monument due to construction, rehabilitation, or other necessary activities affecting the transportation facilities without any obligation, compensation to, or approval of the Local Entity. TxDOT will strive to notify the Local Entity of its intent to remove the Gateway Monument to allow for timely removal and salvage by the Local Entity (if possible).

TxDOT reserves the right to remove or alter any Gateway Monument that presents an immediate safety hazard to the public without delay or advanced notification to the Local Entity.

### **Design and Placement of Gateway Monuments**

Proposed Gateway Monuments shall:

1. Be freestanding.
2. Feature only the letters of the community name and/or officially adopted seal.
3. Include, if required by TxDOT, approved protective graffiti coatings.
4. Be appropriate to its proposed setting and community context.
5. Be in proper size and scale with its surroundings. **The maximum size of the gateway monument face shall not exceed 400 square feet in total. The height shall not exceed 20 feet above existing grade. Monument widths exceeding 20 feet will not be allowed for gateway monuments on the Interstate, although the FHWA may consider waiving this limitation on a case-by-case basis.**
6. Be composed of materials that are durable for the projected life span of the project.
7. Be located beyond the clear zone, for both main lane traffic and frontage road traffic.
8. Be located where maintenance can be safely performed, as specified in the Gateway Monument Agreement and in conformance with TxDOT procedures.
9. Be subject to the review and approval of TxDOT in consideration of design, size, and scale for appropriate integration on urban or rural highway features.

Proposed Gateway Monuments shall not:

1. Be allowed within the center median areas of interstate highway right-of-way.
2. Contain religious, political, special interest, private, or commercial messages of any sort, including, but not limited to, symbols, logos, business names, trade names, jingles, or slogans.
3. Contain any displays of any sort, advertising, decorative banners, flags, or flag poles.
4. Display telephone numbers, street addresses, or Internet addresses.
5. Interfere with airspace above the roadway.
6. Create a distraction to the motoring public, for example, the proposed Gateway Monument shall be large enough to interpret at highway speed, but not be so large that it demands attention from the motorist.
7. Include reflective or glaring surface finishes.
8. Include illumination that impairs or distracts the vision of transportation system users. Other lighting may be permitted.
9. Display blinking or intermittent or moving lights, including changeable message signs, digital displays or lighted static displays such as LED. **Ground mounted uprights to illuminate the gateway monument itself will be acceptable.**
10. Include moving elements (kinetic art) or simulate movement.
11. Include water features of any sort.
12. Interfere with official traffic control devices nor interfere with the operational right-of-way above the roadway.
13. Be placed within State right-of-way upon trees, or painted or drawn upon rocks or other existing natural features.
14. Make use of or simulate colors or combinations of colors usually reserved for official traffic control devices described in the Texas Manual on Uniform Traffic Control

Devices.

15. Require the removal of trees or other vegetation for visibility, or harm trees during construction. Pruning of tree branches or roots, and removal of shrubs should be avoided.
16. Negatively impact existing highway features, including existing signs, irrigation systems, necessary drainage patterns, and facilities.

### **Submittal Requirements for Gateway Monument Proposals**

A Gateway Monument proposal must be supported by the Local Entity that has jurisdiction in the area where the Gateway Monument will be incorporated. The Local Entity shall issue an adopted resolution or other official document recommending approval of the proposed design of the Gateway Monument and requesting installation within the operational highway right-of-way.

The Local Entity shall provide the Department an adopted resolution or other official documentation that describes the Local Entity's:

1. Jurisdiction over the area of the project site.
2. Approval of the Gateway Monument content.
3. Funding responsibility.
4. Commitment to ensure maintenance of the Gateway Monument (and any associated landscaping and/or lighting), including timely graffiti removal/repair, and removal (or restoration) of the Gateway Monument as needed.
5. Proposed schedule for commencing and completing project installation.

A licensed landscape architect, architect, or professional engineer shall professionally prepare, sign and seal submittals for a Gateway Monument Proposal. Exhibits, plans, and details shall include, but are not limited to the following:

1. A full description of the proposed Gateway Monument, including location, construction, and installation techniques, details necessary to convey construction methods, proposed color scheme, proposed materials, including, but not limited to, paint and protective coatings.
2. Specifications for proposed materials, including material data sheets.
3. A scaled drawing indicating the placement of the proposed Gateway Monument.
4. Elevations and details clearly illustrating and dimensioning the proposal (the Gateway Monument must be aesthetically pleasing on all visible sides).
5. Landscape, irrigation and lighting plans if required.
6. Construction schedule.
7. Cost estimate.
8. Traffic control plans and provisions if required.
9. Proposed maintenance plan and schedule (including proposed access for maintenance purposes).
10. Environmental documentation.

The Local Entity shall adhere to and maintain compliance with departmental rules, regulations, state and federal laws, and any additional requirements TxDOT may apply to the project. If, at any time during the process, TxDOT recommends any changes for a proposal that has not yet received final approval, the proposal may be returned to the Local Entity for revision. Once TxDOT approves a Gateway Monument proposal, no changes shall be made to the Gateway Monument without prior written approval of the District Engineer. For Gateway Monuments located on interstate highways, changes must be submitted to FHWA for approval.

**GATEWAY MONUMENT  
AGREEMENT**

**THE STATE OF TEXAS §**

**COUNTY OF TRAVIS §**

**THIS AGREEMENT** is made by and between the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the "State", and the \_\_\_\_\_ of \_\_\_\_\_, acting through its duly authorized officials, as evidenced by Resolution or Ordinance Number \_\_\_\_\_, dated \_\_\_\_\_, hereinafter called the "Local Entity".

**BACKGROUND**

The State owns and maintains a system of highways, including \_\_\_\_\_ in \_\_\_\_\_ County, Texas, for public use and benefit. The State agrees to allow for the construction of a Gateway Monument within the State's right of way and the Local Entity agrees to construct the Monument and to conduct the long term maintenance for this structure located at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_, referred to as the "Gateway Monument," more specifically described in **Attachment "A,"** Project Map, which is attached hereto. The Local Entity will conduct the Monument's long term maintenance activities through the use of Local Entity forces, contractors, or other means satisfactory to the Local Entity and the State.

**THEREFORE**, in consideration of the mutual promises contained in this Agreement, the parties agree to the following.

**A G R E E M E N T**

**SECTION 1. PERIOD OF THE AGREEMENT**

This Agreement becomes effective when finally executed by the State and shall continue unless or until otherwise terminated as provided by this agreement.

**SECTION 2. FINANCIAL RESPONSIBILITIES**

All costs covered by this agreement including design, engineering, testing, construction, installation, access for maintenance, maintenance, labor, materials, supplies, traffic control, additional improvements, and if required, removal of the Gateway Monument, shall be the responsibility of the Local Entity.

Any administrative costs associated with the Gateway Monument that are incurred by the State, such as those related to proposal review, as well as developing, issuing, and monitoring the Agreement for approved the Gateway Monument project shall be the responsibility of the State.

### **SECTION 3. RESPONSIBILITY OF THE PARTIES**

**A. The Local Entity agrees to:**

- 1. Provide Gateway Monument design plans to the State before execution of this agreement according to State policy and, upon final approval, furnish and construct the Gateway Monument according to plans approved by the State, which are set out more specifically in Attachment "B," Local Entity's Final Gateway Monument Proposal, which is attached to this Agreement, and include any other related installation items that may be required; and**
- 2. Furnish, erect, and maintain any barricades, signs and traffic handling devices, in accordance with the latest Texas Manual of Uniform Traffic Control Devices (MUTCD) and to the satisfaction of the State related to this project, as may be required to protect the safety of the public; and**
- 3. Conduct periodic inspections of the Gateway Monument as deemed necessary; and**
- 4. Provide for the construction and maintenance of all associated appurtenances that are considered by the State to be a part of the project. The Local Entity further agrees to remove such items from the project's location and restore the area to the satisfaction of the State upon termination of this Agreement in accordance with Section 9.**

**B. The State agrees to:**

- 1. Review and evaluate the Gateway Monument proposal submitted by the Local Entity with due consideration to safety (location, potential for motorist distraction, accessibility for maintenance, etc.), aesthetics, community support and maintainability; and**
- 2. Coordinate with other State Divisions, as appropriate, as well as interact with the Federal Highway Administration (FHWA) for input, review and approval; and**
- 3. Cooperate with the Local Entity to determine the requirements for barricades, signs, and traffic handling devices to be used by the Local Entity during the construction and maintenance of the Gateway Monument; and**
- 4. Provide maintenance access to the project location for the Local Entity or for its Contractor or group, and if possible, from outside the highway right of way; and**
- 5. Conduct periodic inspections of the Gateway Monument as deemed necessary.**

**C. The Local Entity and State further agree that nothing contained in this Agreement will be construed to:**

- 1. Give either party the power to direct and control the day-to-day activities of the other; or**
- 2. Constitute the parties as partners, joint venturers, co-owners, or otherwise as participants in a joint or common undertaking; or allow either party to create or assume any obligation on behalf of the other party for any purpose whatsoever.**



## **SECTION 4. DESIGN AND PLACEMENT OF GATEWAY MONUMENTS**

- A. Gateway Monuments shall be designed and placed so as to:**
- 1. Be freestanding.**
  - 2. Feature only the letters of the community name and/or officially adopted seal.**
  - 3. Include, if required by the State, approved protective graffiti coatings.**
  - 4. Be appropriate to its proposed setting and community context.**
  - 5. Be in proper size and scale with its surroundings.**
  - 6. Be composed of materials that are durable for the projected life span of the project.**
  - 7. Be located beyond the clear zone, for both main lane traffic and frontage road traffic.**
  - 8. Be located where maintenance can be safely performed, as specified in the Gateway Monument Agreement, and in conformance with State procedures.**
  - 9. Be subject to the review and approval of the State in consideration of design, size, and scale for appropriate integration on urban or rural highway features.**
- B. Gateway Monuments shall not:**
- 1. Be allowed within the center median areas of interstate highway rights-of-way.**
  - 2. Contain religious, political, special interest, private, or commercial messages of any sort, including, but not limited to, symbols, logos, business names, trade names, jingles, or slogans.**
  - 3. Contain any displays of any sort, advertising, decorative banners, flags, or flag poles.**
  - 4. Display telephone numbers, street addresses, or Internet addresses.**
  - 5. Interfere with airspace above the roadway.**
  - 6. Create a distraction to the motoring public; for example, the Gateway Monument shall be large enough to interpret at highway speed, but not be so large that it demands attention from the motorist.**
  - 7. Include reflective or glaring surface finishes.**
  - 8. Include illumination that impairs or distracts the vision of transportation system users. Other lighting may be permitted.**
  - 9. Display blinking or intermittent or moving lights, including changeable message signs, digital displays, or lighted static displays such as LED.**
  - 10. Include moving elements (kinetic art) or simulate movement.**
  - 11. Include water features of any sort.**
  - 12. Interfere with official traffic control devices, nor interfere with the operational right-of-way above the roadway.**
  - 13. Be placed within State right-of-way upon trees, or painted or drawn upon rocks or other existing natural features.**
  - 14. Make use of or simulate colors or combinations of colors usually reserved for official traffic control devices described in the Texas Manual on Uniform Traffic Control Devices.**
  - 15. Require the removal of trees or other vegetation for visibility, or harm trees during construction. Pruning of tree branches or roots, and removal of shrubs should be avoided.**
  - 16. Negatively impact existing highway features, including existing signs, irrigation systems, necessary drainage patterns, and facilities.**

**SECTION 5. MAINTENANCE**

The Local Entity shall provide regularly scheduled maintenance, as described in **Attachment "B,"** the Local Entity's Final Gateway Monument Proposal, for its projected lifespan. Maintenance shall include, but not be limited to, restoration work to maintain the integrity of the approved Gateway Monument, maintenance of any associated landscaping or lighting, and graffiti removal. Gateway Monuments shall be kept clean, free of graffiti, and in good repair. Graffiti removal shall conform to the most current State policies and guidelines, which require prompt removal of offensive messages and timely removal of all other graffiti. Maintenance practices of the Local Entity or its agent shall protect air and water quality as required by federal and state law.

**SECTION 6. MONUMENT REMOVAL**

The Local Entity shall remove the Gateway Monument covered by this agreement, if in the opinion of the State, it creates safety or operational concerns due to deterioration or inadequate maintenance or upon termination of the main Gateway Monument Agreement. The State will notify the Local Entity when it has determined that the Gateway Monument requires special attention. In the event the Local Entity fails to maintain, repair, rehabilitate, or remove the Gateway Monument in a timely manner, the State may choose to remove the Gateway Monument after thirty (30) days following notification to the Local Entity, and bill the Local Entity for all costs of removal and restoration of the area.

The State reserves the right to remove the Gateway Monument due to construction, rehabilitation, violation of the terms of this agreement, or other necessary activities affecting the transportation facilities without any obligation, compensation to, or approval of the Local Entity. The State will strive to notify the Local Entity of its intent to remove the Gateway Monument to allow for timely removal and salvage by the Local Entity, if possible.

The State reserves the right to remove or alter any Gateway Monument that presents an immediate safety hazard to the public without delay or advanced notification to the Local Entity.

**SECTION 7. USE OF CONTRACTOR OR GROUP**

The Local Entity shall have the right to engage any responsible Contractor or group to perform or provide any portion of the Local Entity's Gateway Monument activities specified in this Agreement. However, notwithstanding this provision, the Local Entity shall continue to remain responsible to the State to ensure performance of all its duties and responsibilities specified in this Agreement. The Local Entity shall ensure that any Contractor or group complies with all provisions of this agreement, and federal, state, and local laws, and regulations as may be applicable.

In the event the Local Entity engages a Contractor to perform Gateway Monument construction or maintenance activities under this Agreement, the Local Entity shall ensure that said Contractor shall indemnify the State for any and all damages and claims for damages by said Contractor, its employees, agents, or representatives, including any claims resulting from bodily injury or death to others, or, for loss of or damage to property of others, arising out of, incident to, or in any manner connected to Gateway Monument construction or

maintenance activities, and, for any or all liability arising from the negligent acts of said Contractor, its employees, agents, or representatives.

In the event the Local Entity engages and approves a responsible group to perform Gateway Monument construction or maintenance activities under this Agreement, the Local Entity shall require and ensure that said Contractor or group follow all the terms of this Agreement as well as all Attachments.

## **SECTION 8. INDEMNIFICATION**

The Local Entity and the State each acknowledge responsibility for the acts, deeds, errors and omissions of its own employees. The parties agree that the Texas Tort Claims Act pertaining to governmental liability for tortious conduct and/or property damage shall apply to this Agreement.

The Local Entity shall also indemnify and save harmless the State from any and all expense, including, but not limited to, attorney fees, which may be incurred by the State in litigation or otherwise resisting a claim or liabilities that may be imposed on the State as a result of error, omission, or act of the Local Entity, its agents, or its employees.

## **SECTION 9. TERMINATION**

This Agreement may be terminated under any of the following conditions:

- A. By mutual written agreement and consent of both parties; or
- B. By either party upon giving the other party thirty (30) days prior written notice; or
- C. By the State, in the event the State determines that the Gateway Monument is not in the best interest of the traveling public.

If either party terminates this Agreement, as provided herein, the Local Entity will be responsible for repair or removal of the Gateway Monument. In the event that the Local Entity does not provide the repair or removal services, the State may remove or repair the Gateway Monument and shall be entitled to reimbursement from the Local Entity for any reasonable costs incurred by the State to restore the State's right of way to its original condition.

## **SECTION 10. AMENDMENTS**

Amendments to this Agreement shall be in writing and shall be executed by both parties.

## **SECTION 11. AUDIT**

The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under the contract or indirectly through a subcontract under the contract. Acceptance of funds directly under the contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

**SECTION 12. SUCCESSORS AND ASSIGNS**

Subject to the provisions of Section 7, the Local Entity shall not assign or otherwise transfer its rights and obligations under this Agreement except with prior written consent of the State, and any prohibited assignment or transfer shall be null and void.

**SECTION 13. REMEDIES**

This Agreement shall not be considered as specifying the exclusive remedy for any default. All legal remedies may be pursued by either party and shall be cumulative.

**SECTION 14. INSURANCE**

If this agreement authorizes the Local Entity or its contractor to perform any work on State right of way, before beginning work, the entity performing the work shall provide the State with a fully executed copy of the State's Form 1560 Certificate of Insurance verifying the existence of coverage in the amounts and types specified on the Certificate of Insurance for all persons and entities working on the State right of way. This coverage shall be maintained until all work on the State right of way is complete. If coverage is not maintained, all work on State right of way shall cease immediately, and the State may recover damages and all costs of completing the work.

**SECTION 15. NOTICES**

All notices to either party by the other under this Agreement shall be delivered personally or sent by U.S. mail, postage prepaid, addressed to such party at the following addresses:

<p><b>STATE :</b>                  Texas Department of Transportation                  District Engineer                  (mailing address) _____                  _____, Texas</p>	<p><b>LOCAL ENTITY:</b>                  City of _____                  Attn: _____                  _____</p>
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**SECTION 16. GRATUITIES**

Texas Transportation Commission policy mandates that employees of the State shall not accept any benefits, gifts, or favors from any person doing business or who reasonably speaking may do business with the State under this Agreement. Any person doing business with or who may reasonably speaking do business with the State under this Agreement may not make any offer of benefits, gifts or favors to State employees. Failure on the part of the Local Entity to adhere to this policy may result in the termination of this Agreement.

**SECTION 17. INCORPORATION OF PROVISIONS**

Attachments "A" and "B" are made part of this contract. The parties shall comply with the provisions of Attachments "A" and "B" as if they were set forth in full within the body of this contract.

**SECTION 18. SIGNATORY WARRANTY**

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

**THEREFORE**, the Parties have executed this Agreement in duplicate originals.

**THE CITY OF** \_\_\_\_\_

**THE STATE OF TEXAS**

By: \_\_\_\_\_

Certified as being executed for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by The Texas Transportation Commission

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
City Clerk

By: \_\_\_\_\_

\_\_\_\_\_  
District Engineer

\_\_\_\_\_  
District

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
City Attorney

**List of Attachments:**

- "A" – Project Map for Gateway Monument**
- "B" - Local Entity's Final Gateway Monument Proposal**

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## Section 7 — City Pride Signs

### Introduction

The City Pride Sign Program (CPSP) allows cities to install and maintain a sign (at city expense) near the city limits sign. Attachment signs affixed to the city pride sign display the names of civic organizations and other messages determined by the city. The program is intended to remove non-official and non-traffic-related signing (such as SUPERIOR PUBLIC WATER SYSTEM, CLEAN CITIES 2000, etc.) from Texas Department of Transportation (TxDOT) sign supports.

The CPSP rules allow the Texas Commission on Environmental Quality's (TCEQ) SUPERIOR (or APPROVED) PUBLIC WATER SYSTEM and the CLEAN CITIES 2000 signs to be placed on a separate, independent (non-TxDOT) sign support, in addition to the city pride sign. Independently mounted non-official or non-traffic-related signing within the right-of-way must comply with the CPSP rules.

This section covers the basic procedures and requirements of the City Pride Sign Program. Complete information on the program can be found in TAC Title 43, Chapter 25, Subchapter H, Sections 25.420 through 25.425. For Frequently Asked Questions (FAQ), go to the City Pride Sign - FAQ page on the TxDOT website.

### Program Application and Approval

A city may obtain an application for participation in the CPSP from the TxDOT district office or the Traffic Operations Division (TRF) in Austin. The application may contain a request for more than one sign. One city pride sign and one TCEQ sign may be placed at each eligible highway entrance.

**Form Available.** Contact TRF for a CPSP application (Form 2020).

The city submits the CPSP application to the district office. The district approves proposed CPSP sign designs and locations if the plans meet TxDOT specifications (see "Sign Specifications" and "Sign Placement" later in this section). The district notifies the city in writing as to whether its specifications have met TxDOT criteria, noting deficiencies on the returned application. The city may resubmit the application after correcting any deficiencies.

### Agreement

After the district approves the city's application and proposed sign, the city must enter into an agreement with TxDOT.

### **Cooperation with Contractors**

While installing or maintaining the sign, the city must cooperate with any TxDOT contractor working on the state highway system at that location.

### **Sign Installation and Maintenance**

The city or its contractor may install the city pride or TCEQ sign. The district inspects the installation to ensure that the sign meets TxDOT and *Texas Manual on Uniform Traffic Control Devices* (TMUTCD) standards. Upon completion of the installation, the city must submit as-built plans to the appropriate TxDOT district office.

The city must maintain the city pride and TCEQ signs in a safe manner and condition, in accordance with TxDOT standards.

### **Sign Removal or Relocation**

If changes in the roadway or changes in highway signing require that a city pride or TCEQ sign be relocated or removed, the city must do so at its own expense.

If the district determines that a city pride or TCEQ sign is damaged, broken, faded, or no longer meets specifications, the city must remove or replace it within 60 calendar days of written notification from the district. If the sign is not removed or replaced within 60 calendar days of such notification, the city is liable for removal and disposal costs.

### **Participation of Civic Organizations**

Civic organizations apply to the city to have their attachment sign placed on a city pride sign. To be eligible, a civic organization must meet both of the following criteria.

- ◆ be located within or have a member who resides in the city.
- ◆ comply with all applicable laws concerning the provisions of public accommodations without regard to race, religion, color, sex, or national origin.

**Fees Not Allowed.** Neither TxDOT nor the city may require fees for participation in the City Pride Sign Program.

**Attachment Signs.** The organization's attachment sign must be placed within the available sign space. An organization may have only one attachment sign per city pride sign, unless the city and organization agree to install additional signs.

---

## Sign Specifications

Details of specific TCEQ signs are covered in this subsection.

City Pride and TCEQ signs must:

- ◆ meet the applicable provisions of the TMUTCD
- ◆ have background material which conforms with TxDOT specifications
- ◆ be fabricated, installed, and maintained in conformance with TxDOT specifications and fabrication details (including approved breakaway supports).

The standard for city pride signs, SMD (CPS) series, shows typical sign designs. TxDOT will consider alternate designs for uniquely shaped backgrounds upon request. The sign message identifying the city may be no greater than eight inches in height. The maximum allowable sign area is 80 square feet. Attachment signs must be spaced for a balanced appearance.

City Pride signs **may not** contain:

- ◆ advertising or words that may be construed as advertising or the offering of products and services
- ◆ notification of municipal ordinances or regulations
- ◆ attachments that extend beyond the sign borders
- ◆ attachments to sign supports, including banners or flags (also applies to TCEQ signs).

City Pride and TCEQ signs may not display lighting.

**Attachment Signs.** Attachment signs are provided by civic organizations or governmental entities. The attachment signs display points of interest or geographical, recreational, cultural, or civic information, including awards for participation in programs. Attachment signs:

- ◆ may not exceed 48 inches in width or 36 inches in height
- ◆ may be any color or combination of colors
- ◆ may not identify a commercial establishment, service or product
- ◆ may not display a supplemental address or directional information, such as meeting dates or locations
- ◆ may not display a message, symbol or trademark resembling an official traffic control device.

## Sign Placement

Placement of city pride and TCEQ signs is subject to TxDOT approval. One city pride sign and approved TCEQ sign may be placed at each eligible highway entrance. The signs must be placed:



- ◆ between 300 and 800 feet from the city limits
- ◆ to take advantage of natural terrain so that interference with the scenery is minimal
- ◆ to avoid visual contact with other signs within the state highway right-of-way
- ◆ with a lateral offset greater than existing guide signs
- ◆ without blocking motorists' view of existing traffic control and guide signs
- ◆ in locations other than hanging above the road.

**Controlled Access Highways.** City pride signs may not be placed adjacent to the main lanes of interstates and other controlled access highways. The signs can be placed between the frontage road and the right-of-way line, but not between the main lanes and the frontage road.

### Existing Signs

**Traffic Signs.** The city may not remove or relocate existing traffic signs (regulatory, warning, destination, guide, recreation, or cultural interest) without the written permission of TxDOT. If TxDOT grants permission to move a traffic sign to accommodate a city pride or TCEQ sign, the city bears both the responsibility and expense.

**Non-Traffic Signs.** Although a city's participation in the CPSP is voluntary, cities must remove all non-traffic-related (civic organization) signage not in compliance with the CPSP rules from TxDOT right-of-way. Non-official or non-traffic-related signs and attachments cannot be attached to TxDOT sign supports. Information explaining the CPSP is available from TRF and on the TxDOT website.

At the city's request, districts may remove non-official and non-traffic related signs from TxDOT supports and return the signs to the city. However, districts should not remove these signs without first contacting the city and allowing the city a chance to remove the signs voluntarily. Signs removed by TxDOT forces should be returned to the city or stored until the city (or others) can be contacted. TxDOT forces should not discard signs that are property of the city (or others) unless there has been no effort to contact TxDOT or retrieve the signs within 60 days of notification.

### Program Operation

The city is responsible for selecting the civic organizations and placing the attachment signs. Civic organization, government agencies, etc. apply to the participating city for inclusion in the CPSP. Districts should direct requests for non-official or non-traffic-related signage to the appropriate city.

### Examples of Signs Under the CPSP

Signs under the CPSP include:

- ◆ CLEAN CITIES 2000 signs
- ◆ SOURCE WATER PROTECTION AREA signs
- ◆ SUPERIOR PUBLIC WATER SYSTEM signs
- ◆ LONE STAR CITY signs

### **Other Structures**

If a city wishes to erect other permanent structures within the right-of-way, such as walls or berms, displaying "WELCOME TO (CITY NAME)" or other messages as an integral part of the overall landscape design, the requests should be forwarded to the TxDOT Design Division (DES). DES evaluates such requests under the rules of existing landscape programs with regard to project design, adequate sight distance, adequate clear zone, and maintenance.



Figure 8-4. Example of City Pride Sign

**City of Helotes  
Economic Development Corporation  
AGENDA ITEM REQUEST FORM**

**DATE:** March 20, 2019

**AGENDA PLACEMENT:**       **CONSENT**  
    **INDIVIDUAL**  
    **PRESENTATION**  
    **CLOSED**

**CAPTION:**

Discussion of and direction on the EDC FYE 2019 Strategic Work Plan. (Staff)

Discussion of and action on the EDC FYE 2019 Strategic Work Plan, and authorizing the Executive Director to transmit said Plan to the City Council for final review and approval. (Staff)

**BACKGROUND:**

The EDC Board of Directors reviewed and discussed the FYE 2019 Strategic Work Plan at their January 16<sup>th</sup> and February 20<sup>th</sup> regularly-scheduled meetings.

In an effort to ensure that all Directors have reviewed the document, including proposed changes, and provided input, we have included both a work session and a subsequent action item on the Plan on tonight's agenda.

Four documents are included in the backup materials:

1. Article Four of the EDC Amended Bylaws stipulating the need for the EDC to annually adopt a Plan and provide said Plan to the City Council for review and approval;
2. EDC Staff's preparation of the Plan following comments received at the January 16<sup>th</sup> and February 20<sup>th</sup> meeting; and
3. The Executive Director's review and recommended amendments to the Plan in both clean and red-lined copies.

**FINANCIAL:** N/a

**RECOMMENDATION:**

In an effort to timely send the proposed FYE 2019 Strategic Work Plan to the City Council for review and approval, EDC Staff recommends approval of the Plan – in whatever form the Board decides – at tonight's meeting.

**SUBMITTED BY:** EDC Staff

**AMENDED BYLAWS**  
**OF**  
**THE CITY OF HELOTES**  
**ECONOMIC DEVELOPMENT CORPORATION**

**ARTICLE ONE**  
**PURPOSE AND POWERS**

Section 1.1 Purpose. The Corporation is incorporated for the purposes set forth in Article Four of its Articles of Incorporation, as amended, the same to be accomplished on behalf of the City of Helotes, Texas (the *City*) as its duly constituted authority and instrumentality in accordance with the Development Corporation Act of 1979, as amended, Texas Revised Civil Statutes Annotated Article 5190.6 (the *Act*), and other applicable laws.

Section 1.2 Powers. In the fulfillment of its corporate purposes, the Corporation shall be governed by Section 4B of the Act and a special election held in the City on February 1, 2003 (the *Election*), and it shall have all the powers set forth and conferred in its Articles of Incorporation, as amended, in the Act, and in other applicable law, subject to the limitations prescribed therein and herein and to the provisions thereof and hereof.

**ARTICLE TWO**  
**BOARD OF DIRECTORS**

Section 2.1 Powers, Number, and Terms of Office.

(a) The property and affairs of the Corporation shall be managed and controlled by a Board of Directors (the *Board*) under the guidance and direction, acting through the Executive Director, of the City Council of the City (the *Council*), and, subject to the restrictions imposed by law, by the Articles of Incorporation, as amended, and by these Bylaws, the Board shall exercise all of the powers of the Corporation.

(b) The Board shall consist of seven (7) Directors, each of whom shall be appointed by the Council. As vacancies occur on the Board or terms expire, the Mayor will recommend appointments of new candidates and submit same to Council for approval.

(c) The Directors constituting the first Board shall be those Directors named in the Articles of Incorporation. Successor Directors shall have the qualifications and be appointed to the terms set forth in the Articles of Incorporation, as amended.

(d) Any Director may be removed from office by the Council at will.

*Administration, Article IV. Ethics* of the City Code of Ordinances, with regard to any particular matter or vote before the Board, the Director shall bring the same to the attention of the Board and shall abstain from discussion and voting thereof. If any Director believes that any other Director may have a conflict of interest on a matter before the Board, he/she is obligated to inform the Director of that opinion. It is then the responsibility of the Director with the possible conflict to resolve the situation. Any questions of possible ethics violations shall be referred to the Corporation's legal counsel.

## **ARTICLE FOUR FUNCTIONAL CORPORATE DUTIES AND REQUIREMENTS**

### **Section 4.1 City of Helotes Economic Development Corporation Plan.**

(a) It shall be the duty and obligation of the Board to finance and implement the City of Helotes Economic Development Corporation Plan, subject to approval or disapproval by Council.

(b) In carrying out its obligations under subsection (a), the Corporation shall be authorized to exercise all rights and powers granted under the Act, including, but not limited to Section 4B.

(c) The Board shall submit reports to the Council as to the status of its activities in carrying out its obligations under this Section. Reports shall be submitted, at a minimum, on a quarterly fiscal year basis.

(d) Any and all agreements with a cumulative value at or above Ten Thousand Dollars (\$10,000.00) made between the Corporation and other parties shall be individually approved by the City Council, and any and all agreements made between the Corporation and other parties shall be authorized, executed, approved, and delivered in accordance with applicable law.

(e) An administrative services contract may be executed annually as a part of the budget process between the Corporation and the City for the services provided by the Executive Director, Treasurer, City Attorney, and other City services / functions. Subject to the authority of the City Administrator, the Corporation may have the right to utilize City services, employees, and, if applicable, independent contractors provided (i) that the City Administrator approves the utilization of such services; (ii) that the Corporation may pay, as stipulated within the administrative services contract and approved by the City Administrator, reasonable compensation to the City for such services; and (iii) the performance of such services does not materially interfere or conflict with the other duties of such personnel of the City. Utilization of the aforesaid City services, employees, and independent contractors may be solely by an administrative services contract approved by the City Council.

**Section 4.2 Annual Corporate Budget.** Prior to the commencement of each fiscal year of the Corporation, the Board shall adopt a proposed budget of expected revenues from sources set out in Section 4.5 of this Article and proposed expenditures for the next ensuing fiscal year. The budget shall contain such classifications and shall be in such form as may be prescribed from time to time by the Council. The budget shall not be effective until the same has been approved by the Council.

# City of Helotes Economic Development Corporation

## **FYE 2019 WORK PLAN**

ADMINISTERED BY:



### **BOARD OF DIRECTORS**

Pat Wootton, President, Place Three  
Alan Holmes, Vice President, Place Four  
Kathryn Mitchell, Secretary, Place Five  
Bill Putty Place One  
Patrick Adam Place Two  
Mathew McCrossen, Place Six  
Stevie Seitz, Place Seven

### **TECHNICAL SUPPORT**

Rick Schroder, Executive Director  
Glenn Goolsby, Asst. Exec. Director

Approved by the HEDC Board of Directors on  
Approved by the City Council on

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## EXECUTIVE SUMMARY

The **Work Plan** is a living document created by the Helotes Economic Development Corporation (HEDC) Board of Directors to guide future policy decisions and Staff actions. Each year, the HEDC Board of Directors revisits the document to remind itself of the Corporation's mission, vision, history, and goals. The Work Plan constitutes the Annual Plan of the HEDC, mandated by Article IV, Section 4.1 of the HEDC Bylaws, and the Plan must be approved by the City Council on an annual basis.

### MISSION STATEMENT

To promote, encourage, and enhance the creation of jobs, the expansion of the local tax base, and our quality-of-life through projects that assist in the retention and expansion of existing employers and which attract new employers and aid in their development and growth.

### VISION STATEMENT

Our vision for Helotes includes a balance of sales and property tax that takes into account our town's historic roots and unique environment, resulting in an improved quality-of-life for all Helotes citizens.

### HISTORY

The City of Helotes was incorporated in 1981 in an effort by local residents to avoid annexation by the City of San Antonio. The newly organized city of 1,535 residents rapidly transitioned from a small rural town to a suburban community. To ensure positive growth, the City Council appointed an Economic Development Committee in 1997. In 2002, Helotes citizens approved a ballot initiative to add a half-cent 4B Economic Development Sales Tax. The Helotes Economic Development Corporation (HEDC) was formed in 2003, and the HEDC Board of Directors was tasked with the administration of the dedicated 4B sales tax fund.

Today, the HEDC remains dedicated to thoughtful economic growth, and supports public and private investment in projects that improve the economic outlook of the City and enhance the quality-of-life for nearly 9,000 Helotes citizens.

**GOAL 1 | DEVELOP INDUSTRY TARGETS**  
**short term goal (2019 – 2021)**

**PRIORITY ONE:**

Refine incentive policies to attract desirable industry and business types.

**PRIORITY TWO:**

Support the development of Class A office space.

**PROJECTS**

- Utilize industry experts to conduct a capacity analysis, and identify the amount of underutilized and / or undeveloped office space needed within Helotes.
- Work with property owners to promote development opportunities.

**PRIORITY THREE:**

Encourage the development of mixed-use, entertainment, and hotel concepts.

**PROJECTS**

- Identify sites and build consensus

**GOAL 2 | GATEWAY SIGNAGE**  
**short / mid-term goal (2019 – 2020)**

**PRIORITY ONE:**

Locate, design, and coordinate the installation of gateway signage along State Highway 16.

**PROJECTS**

- Locate and secure public and / or private property for signage location(s).
- If located on public right-of-way, coordinate with TxDOT and seek State approval.
- Develop project cost estimate and coordinate with City on funding options.
- Engage a sign contractor to design and install signage.

**GOAL 3 | EXTERNAL MARKETING & COMMUNICATION PLAN**  
**short term goal (2019 – 2020)**

**PRIORITY ONE:**

Evaluate and refine current marketing and communication plan efforts for the development and real estate community.

**PROJECTS**

- Ensure easy access to pertinent information,
- Provide accessible information on HEDC website(s).
- Use social media to promote development opportunities.

**PRIORITY TWO:**

Better communicate the City of Helotes' commercial growth strategy within the corporate City limits and its Extraterritorial Jurisdiction (ETJ).

**PROJECTS**

- Promote S.H. 16 Water and Sewer Utility project, including the use of water impact fee credits and sewer pro rata refunds as incentives for desirable developments.
- Work with City Officials and Staff to implement the HEDC Growth Management Plan.

**GOAL 4 | VISITOR CENTER**  
**mid-term goal (2019 – 2023)**

**PRIORITY ONE:**

Establish a Helotes Visitor Center consisting of office space for the Helotes EDC, Helotes Area Chamber of Commerce, and the Historical Society of Helotes.

**PROJECTS**

- Gather potential stakeholders and develop a memorandum of understanding.
- Conduct site assessments and determine suitable tract(s).
- Complete land and construction cost estimates.
- Complete a cost benefit analysis of leasing versus ownership
- Obtain approval from stakeholders and City Council on most viable option.

## **GOAL 5 | INTERNAL MARKETING & COMMUNICATION PLAN short term goal (2019 – 2020)**

### **PRIORITY ONE:**

Evaluate and refine current marketing and communication plan efforts for area residents and business owners.

#### **PROJECTS**

- Assist the City in developing digital content for the City and EDC websites describing desirable industries, business types, and incentives used within the community to promote economic development.
- Use social media, Helotes Magazine, and other methods to inform the general public about economic development opportunities, and related items of interest within the community.

### **PRIORITY TWO:**

Better communicate the City of Helotes' commercial growth strategy within the corporate City limits and its ETJ to area residents and business owners.

#### **PROJECTS**

- Highlight the benefits of being located within the corporate City limits
- Encourage annexation

### **PRIORITY THREE:**

Continue to promote and encourage day-tripping and other forms of tourism within Helotes.

#### **PROJECTS**

- Create a campaign that promotes what to see/do/eat in Helotes.
- Develop video's that highlight activities in Helotes.

**GOAL 6 |                      CREATE A MUNICIPAL DEVELOPMENT DISTRICT**  
**short / mid-term goal (2019 – 2022)**

**PRIORITY ONE:**

Proceed with creating a Municipal Development District (MDD) once the City of Helotes has acquired the release of the San Antonio Metropolitan Transit Authority's (VIA) sales and use tax.

**PROJECTS**

- Coordinate with City staff to acquire the release of VIA sales and use tax.
- Secure HEDC and City Council approval.
- Proceed with steps to hold an election to adopt MDD.

Note: Executive Director's Recommended Revisions

# City of Helotes Economic Development Corporation

## **FYE 2019 WORK PLAN**

ADMINISTERED BY:



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Alan Holmes, Vice President, Place Four  
Kathryn Mitchell, Secretary, Place Five  
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### **TECHNICAL SUPPORT**

Rick Schroder, Executive Director  
Glenn Goolsby, Asst. Exec. Director

Approved by the HEDC Board of Directors on \_\_\_\_\_.  
Approved by the City Council on \_\_\_\_\_.



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Today, the HEDC remains dedicated to thoughtful economic growth, and supports public and private investment in projects that improve the economic outlook of the City and enhance the quality-of-life for more than 9,000 Helotes citizens.

**GOAL 1 | DEVELOP INDUSTRY TARGETS**  
**short term goal (2018 – 2019)****PRIORITY ONE:**

Refine and communicate incentive policies to attract desirable industries and business types.

**PROJECTS**

- Communicate available incentives during pre-development meetings, business meetings, trade shows, et cetera.
- Utilize existing and future incentive opportunities, such as:
  - OTHSD Tax Abatement Program;
  - Chapter 380 economic development agreements;
  - Water / sewer impact fee credits and pro rata refunds;
  - Permit / license fee reductions; and
  - Tax increment reinvestment zones.

**PRIORITY TWO:**

Support the development of Class A office space.

**PROJECTS**

- Conduct a capacity analysis and identify the amount of underutilized and / or undeveloped office space needed within Helotes.
- Work with property owners, brokers, and speculative office space developers to promote office development opportunities.

**PRIORITY THREE:**

Encourage the development of mixed-use (including restaurants and retailers), entertainment, and hotel concepts.

**PROJECTS**

- Conduct a capacity analysis and identify the amount of underutilized and / or undeveloped mixed use, entertainment, and hotel concepts needed within Helotes.
- Identify sites suitable for the aforementioned concepts.
- Work with property owners, brokers, and speculative developers to promote mixed use, entertainment, and hotel development opportunities.

**GOAL 2 | GATEWAY SIGNAGE**  
**mid-term goal (2018 – 2021)**

**PRIORITY ONE:**

Establish location(s), funding source(s), and design(s) of gateway signage along State rights-of-way.

**PROJECTS**

- Locate and secure, through TxDOT, public rights-of-way for signage location(s).
- Engage a landscape architect, architect, or professional engineer to design signage.
- Develop project cost estimate(s) and determine funding options.

**PRIORITY TWO:**

Bid and construct gateway signage in TxDOT rights-of-way.

**GOAL 3 | EXTERNAL MARKETING & COMMUNICATION PLAN**  
**Development and Real Estate Community**  
**short term goal (2018 – 2019)**

**PRIORITY ONE:**

Evaluate and refine current marketing and communication plan efforts for the development and real estate community.

**PROJECTS**

- Ensure easy access to complete and pertinent development information on City and HEDC websites and through other electronic mediums.
- Use social media and other mediums to promote development opportunities.
- Attend trade and similar events and distribute information directly to the development and real estate community.

**PRIORITY TWO:**

Better communicate the City of Helotes' commercial growth strategy within the corporate City limits and its Extraterritorial Jurisdiction (ETJ).

**PROJECTS**

- Promote development within the Old Town Helotes Special District.
- Promote the S.H. 16 water and sewer utility project, including the use of water impact fee credits and sewer pro rata refunds as incentives for desirable developments.
- Work with City Officials and Staff to implement the HEDC Growth Management Plan.
- Highlight the benefits of being located within the corporate City limits.
- Encourage annexation if located in the ETJ.

**GOAL 4 | INTERNAL MARKETING & COMMUNICATION PLAN**  
**Area Business Owners**  
**short term goal (2018 – 2019)**

**PRIORITY ONE:**

Evaluate and refine current marketing and communication plan efforts for existing businesses in the City of Helotes.

**PROJECTS**

- Ensure easy access to complete and pertinent information for existing businesses on City and HEDC websites and through other electronic mediums.
- Use social media, Helotes Magazine, area partnerships, and other mediums to promote business retention and expansion opportunities, economic development opportunities, and related items of interest within the business community.
- Assist and/or coordinate educational programs that support existing business owners. Partners may include the following:
  - UTSA Small Business Development Center;
  - Helotes Area Chamber of Commerce;
  - Alamo Workforce Solutions;
  - Alamo Area Council of Governments;
  - National Association of the Self-Employed;
  - National Association of Women Business Owners; and
  - U.S. Small Business Administration.

**PRIORITY TWO:**

Continue to promote and encourage day-tripping and other forms of tourism within Helotes.

**PROJECTS**

- Create a campaign that promotes what to see/do/eat in Helotes.
- Develop videos that highlight activities in Helotes.

**GOAL 5 | VISITOR CENTER**  
**long-term goal (2019 – 2029)**

**PRIORITY ONE:**

Establish a Helotes Visitor Center consisting of office space for the HEDC, Helotes Area Chamber of Commerce, Historical Society of Helotes, and other interested organizations that provide governmental, educational, and/or business-related assistance to the community.

**PROJECTS**

- Gather potential stakeholders and develop a memorandum of understanding.
- Conduct site assessments and determine suitable tract(s).
- Complete land and construction cost estimates.
- Complete a cost benefit analysis of leasing versus ownership.
- Obtain approval from stakeholders and City Council on most viable option.
- Secure funding, either in part or in full.

**GOAL 6 |                      CREATE A MUNICIPAL DEVELOPMENT DISTRICT**  
**mid-term goal (2018 – 2023)**

**PRIORITY ONE:**

Create a Municipal Development District (MDD) once the City of Helotes has secured the release of the San Antonio Metropolitan Transit Authority's (VIA) sales and use tax within the City's ETJ.

**PROJECTS**

- Collaborate with City Officials and Staff to secure the release of VIA sales and use tax within the City's ETJ.
- Secure City Council approval for MDD creation.
- Hold an election to adopt MDD.



Note: Executive Director's Recommended Revisions

# City of Helotes Economic Development Corporation

## FYE 2018~~9~~ WORK PLAN

ADMINISTERED BY:



### BOARD OF DIRECTORS

Pat Wootton, President, [Place Three](#)  
[Alan Holmes](#), Vice President, [Place Four](#)  
Kathryn Mitchell, [Secretary](#), [Place Five](#)  
[Bill Putty](#), [Place One](#)  
[Patrick Adam](#), ~~[Joel Lutz](#)~~, [Place Two](#)  
~~[Mathew McCrossen](#)~~ ~~[Diane Anderson](#)~~, [Place Six](#)  
~~[Stevie Seitz](#)~~ ~~[Vacant](#)~~, [Place Seven](#)

### TECHNICAL SUPPORT

~~[Tom Long](#)~~, ~~[San Antonio Economic Development Foundation \(SAEDF\)](#)~~  
~~[Sarah Sanchez](#)~~, ~~[SAEDF](#)~~  
~~[Lynda Rodriguez](#)~~, ~~[CPS Energy](#)~~  
Rick Schroder, Executive Director  
Glenn Goolsby, Asst. Exec. Director

Approved by the HEDC Board of Directors on \_\_\_\_\_, ~~February 21, 2018~~

Approved by the City Council on \_\_\_\_\_, ~~February 22, 2018~~

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<b>PAGE 9  </b>	<b>GOAL 6:</b> Create a Municipal Development District

## EXECUTIVE SUMMARY

The **Work Plan** is a living document created by the Helotes Economic Development Corporation (HEDC) Board of Directors to guide future policy decisions and Staff actions. Each year, the HEDC Board of Directors revisits the document to remind itself of the Corporation's mission, vision, history, and goals. The Work Plan constitutes the Annual Plan of the HEDC, mandated by Article IV, Section 4.1 of the HEDC Bylaws, and the Plan must be approved by the City Council on an annual basis.

### MISSION STATEMENT

To promote, encourage, and enhance the creation of jobs, the expansion of the local tax base, and our quality-of-life through projects that assist in the retention and expansion of existing employers and which attract new employers and aid in their development and growth.

### VISION STATEMENT

Our vision for Helotes includes a balance of sales and property taxes that takes into account our town's historic roots and unique environment, resulting in an improved quality-of-life for all Helotes citizens.

### HISTORY

The City of Helotes was incorporated in 1981 in an effort by local residents to avoid annexation by the City of San Antonio. The newly organized city of 1,535 residents rapidly transitioned from a small rural town to a suburban community. To ensure positive growth, the City Council appointed an Economic Development Committee in 1997. In 2002, Helotes citizens approved a ballot initiative to add a half-cent 4B Economic Development Sales Tax. The Helotes Economic Development Corporation (HEDC) was formed in 2003, and the HEDC Board of Directors was tasked with the administration of the dedicated 4B sales tax fund.

Today, the HEDC remains dedicated to thoughtful economic growth, and supports public and private investment in projects that improve the economic outlook of the City and enhance

the quality-of-life for nearly more than 9,000 Helotes citizens.

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**GOAL 1 | DEVELOP INDUSTRY TARGETS**  
**short term goal (2018 – 2019)**

**PRIORITY ONE:**

Define desirable industry and business types in Helotes.

**PROJECTS**

- Enlist the assistance of organizations to define desirable industry and business types in Helotes.

**PRIORITY TWO:**

Refine and communicate incentive policies to attract desirable industries and business types.

**PROJECTS**

- Communicate available incentives during pre-development meetings, business meetings, trade shows, et cetera.
- Utilize existing and future incentive opportunities, such as:
  - OTHSD Tax Abatement Program;
  - Chapter 380 economic development agreements;
  - Water / sewer impact fee credits and pro rata refunds;
  - Permit / license fee reductions; and
  - Tax increment reinvestment zones.

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**PRIORITY THREE:**

Support the development of Class A office space.

**PROJECTS**

- Define "Class A" office space.
- Utilize industry experts to conduct a capacity analysis, and identify the amount of underutilized and / or undeveloped office space needed within Helotes.
- Identify speculative office space developers.
- Work with property owners, brokers, and speculative office space developers to promote office development opportunities.

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**PRIORITY THREE:**

Encourage the development of mixed-use (including restaurants and retailers), entertainment,

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and hotel concepts.

PROJECTS

- Conduct a capacity analysis and identify the amount of underutilized and / or undeveloped mixed use, entertainment, and hotel concepts needed within Helotes.
- Identify sites suitable for the aforementioned concepts.
- and build consensus—Work with property owners, brokers, and speculative developers to promote mixed use, entertainment, and hotel development opportunities.

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GOAL 2 |

GATEWAY SIGNAGE

short-/mid-term goal (2018 – 20210)

PRIORITY ONE:

LocateEstablish location(s), funding source(s), and —design(s), of gateway signage—and coordinate the installation of gateway signage along State Highway 16. along State rights-of-way.

PROJECTS

- Locate and secure, through TxDOT, public and /-or private propertyrights-of-way for signage location(s).
- If located on public right of way, coordinate with TxDOT and seek State approval. Develop project cost estimate and coordinate with City on funding options.
- Engage a landscape architect, architect, or professional engineer sign contractor to design and install signage.

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- Develop project cost estimate(s) and determine funding options.

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**PRIORITY TWO:**

Bid and construct gateway signage in TxDOT rights-of-way.

**GOAL 3 |**

**EXTERNAL MARKETING & COMMUNICATION PLAN**  
**Development and Real Estate Community**  
**short term goal (2018 – 2019)**

**PRIORITY ONE:**

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Evaluate and refine current marketing and communication plan efforts for the development and real estate community.

**PROJECTS**

- Ensure easy access to complete and pertinent development information on City and HEDC websites and through other electronic mediums. ~~such as Dept. of Commerce or GeoTracking data, in intelligible formats like Microsoft Excel.~~
- Provide accessible information on HEDC website(s).
- Use social media and other mediums to promote development opportunities.
- Attend trade and similar events and distribute information directly to the development and real estate community.

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PRIORITY TWO:

~~Continue to utilize and monitor the effectiveness of the site selection consultant for retail development.~~

PROJECTS

- ~~Review and revise site inventory list to include site specific advantages and disadvantages. Address disadvantages.~~
- ~~Assess current and future road improvement projects to determine new commercial development opportunities.~~

**PRIORITY THREETWO:**

Better communicate the City of Helotes' commercial growth strategy within the corporate City limits and its Extraterritorial Jurisdiction (ETJ).

**PROJECTS**

- Promote development within the Old Town Helotes Special District.
- Promote the S.H. 16 ~~W~~water and ~~S~~sewer ~~U~~tility project, including the use of water impact fee credits and sewer pro rata refunds as incentives for desirable developments.
- Work with City Officials and Staff to implement the HEDC Growth Management Plan.
- Highlight the benefits of being located within the corporate City limits.
- Encourage annexation if located in the ETJ.

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**GOAL 4 | INTERNAL MARKETING & COMMUNICATION PLAN**  
**Area Business Owners**  
**short term goal (2018 – 2019)**

**PRIORITY ONE:**

Evaluate and refine current marketing and communication plan efforts for existing businesses in the City of Helotes.

**PROJECTS**

- Ensure easy access to complete and pertinent information for existing businesses on City and HEDC websites and through other electronic mediums.
- Use social media, Helotes Magazine, area partnerships, and other mediums to promote business retention and expansion opportunities, economic development opportunities, and related items of interest within the business community.
- Assist and/or coordinate educational programs that support existing business owners. Partners may include the following:
  - UTSA Small Business Development Center;
  - Helotes Area Chamber of Commerce;
  - Alamo Workforce Solutions;
  - Alamo Area Council of Governments;
  - National Association of the Self-Employed;
  - National Association of Women Business Owners; and
  - U.S. Small Business Administration.

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**PRIORITY TWO:**

Continue to promote and encourage day-tripping and other forms of tourism within Helotes.

**PROJECTS**

- Create a campaign that promotes what to see/do/eat in Helotes.
- Develop videos that highlight activities in Helotes.

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**GOAL 54 | VISITOR CENTER**  
**midlong-term goal (2019 – 2029)**

**PRIORITY ONE:**

Establish a Helotes Visitor Center consisting of office space for the ~~Helotes-EDCHEDC~~, Helotes Area Chamber of Commerce, ~~and the~~ Historical Society of Helotes, and other interested organizations that provide governmental, educational, and/or business-related assistance to the community.-

**PROJECTS**

- Gather potential stakeholders and develop a memorandum of understanding.
- Conduct site assessments and determine suitable tract(s).
- Complete land and construction cost estimates.
- Complete a cost benefit analysis of leasing versus ownership.
- Obtain approval from stakeholders and City Council on most viable option.
- Secure funding, either in part or in full.~~Secure funding.~~

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**GOAL 5 | INTERNAL MARKETING & COMMUNICATION PLAN**  
**short term goal (2018 – 2019)**

**PRIORITY ONE:**

Evaluate and refine current marketing and communication plan efforts for area residents and business owners.

**PROJECTS**

- Assist the City in Create a developing digital content for the City and EDC website "New Resident" Packet describing desirable industries, business types, and incentives used within the community to promote economic development.
- Use social media, Helotes Magazine, and other methods to inform the general public about current events, economic development opportunities, and related items of interest within the community.

**PRIORITY TWO:**

Better communicate the City of Helotes' commercial growth strategy within the corporate City limits and its ETJ to area residents and business owners.

**PROJECTS**

- Highlight the benefits of being located within the corporate City limits
- Encourage annexation

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**PRIORITY THREE:**

Continue to promote and encourage day tripping and other forms of tourism within Helotes.

**PROJECTS**

- Create a campaign that promotes what to see/do/eat in Helotes.
- Develop video's that highlight activities in Helotes.

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**GOAL 6 | CREATE A MUNICIPAL DEVELOPMENT DISTRICT**  
**~~short /~~ mid-term goal (2018 – 2023~~0~~)**

**PRIORITY ONE:**

~~Evaluate the feasibility of Proceed with creating~~ Create a Municipal Development District (MDD) ~~once the City of Helotes has acquired~~ secured the release of the San Antonio Metropolitan Transit Authority's (VIA) sales and use tax within the City's ETJ.

**PROJECTS**

- ~~• Determine the feasibility of releasing the San Antonio Metropolitan Transit Authority's (VIA) sales and use tax within Helotes' ETJ.~~
- ~~▪ Coordinate with City staff~~ Collaborate with City Officials and Staff to acquire secure the release of VIA sales and use tax within the City's ETJ.
- Secure HEDC and City Council approval for MDD creation.
- ~~Proceed with steps to~~ Hold an election to adopt MDD.

**Rick Schroder**

---

**From:** Rick Schroder  
**Sent:** Tuesday, February 26, 2019 3:12 PM  
**To:** 'bonnie.prosser@viainfo.net'  
**Cc:** Glenn Goolsby; Tom Schoolcraft; 'david@marne.com'; 'Hope@AndradeVdP.com'; 'Arndt, Jeff'; pwootton@att.net; Susan Darst; Celina Perez  
**Subject:** City of Helotes MDD Request  
**Attachments:** City of Helotes 2019.pdf

Ms. Prosser,

Thank you for sending the attached memorandum dated February 15, 2019.

You state in the memorandum that “the withdrawal of any territory from the VIA service area requires that the entire Unit of Election that voted to join, vote to withdraw the Unit.” Since the 1977 election authorizing the VIA MTA was a county-wide election, I assume the entire county would then need to approve the withdrawal of Helotes ETJ from the VIA service area. If successful, the City of Helotes would then call an election in the ETJ authorizing the creation of an MDD.

If I am correct, what would be the mechanism to do so? Would the VIA Board of Directors have to authorize the election? County Commissioners? Please advise.

Best,

Rick A. Schroder  
City Administrator  
Helotes EDC Executive Director  
[www.visithelotes.com](http://www.visithelotes.com)  
(210) 695-5913 (Direct)  
(210) 838-5299 (Mobile)  
(210) 695-2123 (Fax)



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**From:** Prosser, Bonnie <Bonnie.Elder@viainfo.net>  
**Sent:** Tuesday, February 19, 2019 1:40 PM  
**To:** Rick Schroder <RSchroder@Helotes-TX.gov>  
**Cc:** Andrade, Hope <Hope.Andrade2@viainfo.net>; boarddavidmarne <David@marne.com>; Arndt, Jeff