



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, September 18, 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.

PUBLIC HEARING:

2. Public Hearing on proposed Maintenance & Operating, Interest & Sinking, and Capital budgets for Fiscal Year Ending (FYE) 2020. Proposed EDC budgets include economic development "Projects," as defined by Texas Local Govt. Code Chapter 505 *Type B Corporations*. EDC FYE 2020 "Projects" include the following expenditures: Maintenance & Operating; Interest & Sinking (Debt Service); Personnel & Benefits; Office Rental; Memberships; Audit Fees; Conferences, Workshops & Seminars; Legal & Financial Fees; Conceptual Design / Land Use / Retail Recruitment / Capacity Analysis Consultants; Marketing & Social Media Campaigns; Website(s) Development & Maintenance; Managed Services Agmt. w/ City; Old Town Helotes Special District Pedestrian Bridge & Parking Lot Lease Agmt.; Land Acquisition; Economic Development Grants & Incentives; Ch. 380 Economic Development Agmt. Reimbursements; City Gateway Signage; Google 360 Tours; City Visitor's & Tourism Center; and Municipal Development District Creation.

OPEN SESSION:

3. 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.

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.

CONSENT AGENDA (ITEM NOS. 4 – 10):

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.

4. Approval of the minutes of the EDC Special Meeting dated August 14, 2019. (Staff)
5. Approval of the EDC Fiscal Year Ending (FYE) 2019 Revenue and Expense, Balance Sheet, and Encumbrance Reports dated September 13, 2019. (Staff)
6. Approval of an FYE 2019 Budget Amendment increasing Operating Acct. No. 05-401-3140 *Sales Tax Revenue* by \$146,903.62 and increasing Operating Acct. No. 05-510-5333 *Chapter 380 Economic Development Agreement Reimbursements* by \$146,903.62. (Staff)
7. Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving an Agreement for Management Services between the City of Helotes and the EDC; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)
8. Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving an Investment Policy and Strategy for public investment purposes; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)
9. Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) designating Investment Officers for public investment purposes; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)
10. Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving a list of approved brokers / dealers for public investment purposes; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION:

11. Discussion of and action on a proposal for the EDC to provide the funding for a City Council approved project to add a spray park/splash pad to the Helotes Fitness Park and Disc Golf Course to be completed jointly with the City of Helotes whereby the EDC will provide the funding and the City of Helotes will provide the project planning, design, engineering, estimating, and management. (Mayor Schoolcraft)
12. Discussion of and action on a proposal for the EDC to provide the funding for a City Council approved project to install new sidewalks along the East side of Riggs Road from Our Lady Guadalupe Catholic Church (OLG) to F.M. 1560 and along the West side of Old F.M. 1560 from F.M. 1560 to City Hall to be completed jointly with the City of Helotes whereby the EDC will provide the funding and the City of Helotes will provide the project planning, design, engineering, estimating, and management. (Mayor Schoolcraft)
13. Discussion of and action on a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving appropriations for the Fiscal Year Ending (FYE) 2020 Maintenance and Operating, Interest and Sinking, and Capital Budgets beginning October 1, 2019 and ending September 30, 2020 to support the EDC's Programs, "Projects," as defined by Texas Local Govt. Code Chapter 505 *Type B Corporations*, and cooperatives; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)
14. Staff Updates:
 - a. Work completed and/or in progress since August 14, 2019; and
 - b. 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 September 13, 2019 at 5 p.m.



Rick A. Schroder
Executive Director

ATTEST:



Glenn Goolsby
Assistant Director

HEARST

MEDIA SOLUTIONS

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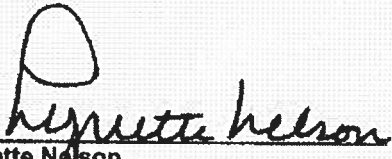
SAN ANTONIO EXPRESS NEWS AFFIDAVIT OF PUBLICATION

STATE OF TEXAS:
COUNTY OF BEXAR

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared, Lynette Nelson, who after being duly sworn, says that she is the BOOKKEEPER of HEARST NEWSPAPERS, LLC - dba: SAN ANTONIO EXPRESS-NEWS, a daily newspaper published in Bexar County, Texas and that the publication, of which the annexed is a true copy, was published to wit

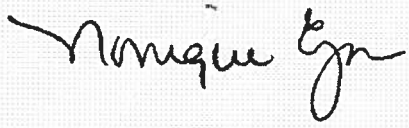
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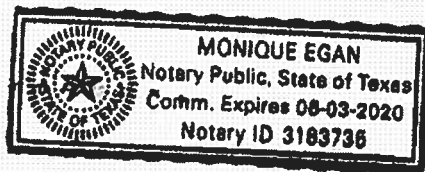
Publication EN Classified Pub Date 31-JUL-19


Lynette Nelson
Bookkeeper

Sworn and subscribed to before me, this 1 day of Aug A.D. 2019

Notary public in and for the State of Texas





NOTICE OF RESCHEDULED PUBLIC HEARINGS

Helotes Economic Development Corp. (EDC) will hold Public Hearings on Aug. 14 and Sept. 18, 2019 at 7 pm CST at 12951 Bandera Rd., Helotes, TX 78023 on proposed Maintenance & Operating, Interest & Sinking, and Capital budgets for Fiscal Year Ending (FYE) 2020. City Council will hold Public Hearings on the same at the same location and time on Aug. 22 and Sept. 12, 2019. Proposed EDC budgets include economic development "Projects," as defined by Texas Local Govt. Code Chapter 585 Type B Corporations. Proposed EDC budgets are posted on www.helotesedc.com.

EDC FYE 2020 "Projects" include the following expenditures: Maintenance & Operating; Interest & Sinking (Debt Service); Personnel & Benefits; Office Rental; Memberships; Audit Fees; Conferences, Workshops & Seminars; Legal & Financial Fees; Conceptual Design / Land Use / Retail Recruitment / Capacity Analysis Consultants; Marketing & Social Media Campaigns; Website(s); Development & Maintenance; Managed Services Agmt. w/ City; Old Town Helotes Special District Pedestrian Bridge & Parking Lot Lease Agmt.; Land Acquisition; Economic Development Grants & Incentives; Ch. 360 Economic Development Agmt. Reimbursements; City Gateway Signage; Google 360 Tours; City Visitor's & Tourism Center; and Municipal Development District Creation.



SPECIAL MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Special Meeting on Wednesday, August 14, 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 Alan Holmes, Vice-President
 Bill Putty Patrick Adam
 Matthew McCrossen

Staff: Rick Schroder, Executive Director
 Glenn Goolsby, Assistant Director

Absent: Kathryn Mitchell, Secretary Stephanie "Stevie" Seitz

1. Call to Order.

President Wootton called the meeting to order at 7:00 p.m.

PUBLIC HEARING:

2. Public Hearing on proposed Maintenance & Operating, Interest & Sinking, and Capital budgets for Fiscal Year Ending (FYE) 2020. Proposed EDC budgets include economic development "Projects," as defined by Texas Local Govt. Code Chapter 505 Type B Corporations. EDC FYE 2020 "Projects" include the following expenditures: Maintenance & Operating; Interest & Sinking (Debt Service); Personnel & Benefits; Office Rental; Memberships; Audit Fees; Conferences, Workshops & Seminars; Legal & Financial Fees; Conceptual Design / Land Use / Retail Recruitment / Capacity Analysis Consultants; Marketing & Social Media Campaigns; Website(s) Development & Maintenance; Managed Services Agmt. w/ City; Old Town Helotes Special District Pedestrian Bridge & Parking Lot Lease Agmt.; Land Acquisition; Economic Development Grants & Incentives; Ch. 380 Economic Development Agmt. Reimbursements; City Gateway Signage; Google 360 Tours; City Visitor's & Tourism Center; and Municipal Development District Creation.

Public hearing was opened at 7:00 PM with no public comment hearing was closed at 7:01 PM.

OPEN SESSION:

3. 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 – 6):

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 Items 4 thru 6 as written. Motion carried unanimously.

4. *Approval of the minutes of the EDC Regular Meeting dated June 19, 2019. (Staff)
5. *Approval of the EDC Fiscal Year Ending (FYE) 2019 Revenue and Expenditure, Balance Sheet, and Encumbrance Reports dated August 5, 2019. (Staff)
6. *Approval of the EDC Quarterly Investment Report dated June 30, 2019. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION:

7. Discussion of and direction on proposed Maintenance & Operating, Interest & Sinking, and Capital budgets for Fiscal Year Ending (FYE) 2020. Proposed EDC budgets include economic development "Projects," as defined by Texas Local Govt. Code Chapter 505 *Type B Corporations*. (Staff)

Motion was made by Mathew McCrossen, second by Alan Holmes to discuss Item 7.

Rick Schroder presented the preliminary budgets. No action taken.

8. Discussion of and action on sponsoring the Helotes 0.5K Challenge hosted by the Helotes Chamber Foundation. (Staff)

Motion was made by Patrick Adam, second by Alan Holmes to discuss Item 8.

Motion was made by Alan Holmes, second by Mathew McCrossen to fund the purchase of promotional items for Shop Helotes in an amount not to exceed \$2,500 for inclusion in the Helotes 0.5K Challenge swag bag.

9. **Staff Updates:**

- **Work completed and/or in progress since June 19, 2019; and**
- **Current and proposed commercial developments with the City of Helotes.**

Mr. Goolsby reported on advertising created to promote local events, reviewed status of gateway signage, provided an update on software integration of RealMassive and GISPlanning into the EDC website, and updates on commercial projects within Helotes.

No action taken.

Adjourn the regular meeting of the EDC Board of Directors.

President Wootton adjourned the meeting at 7:58 p.m.

Rick A. Schroder
Executive Director

DRAFT

05 -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	1,353,603.92 (133,315.10)	110.92
MISCELLANEOUS REVENUE	8,492.00	0.00 (79,754.01)	88,246.01	939.17-
TOTAL REVENUES	1,228,780.82	0.00	1,273,849.91 (45,069.09)	103.67
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	1,228,780.82	4,757.23	1,054,454.19	174,326.63	85.81
TOTAL EXPENDITURES	1,228,780.82	4,757.23	1,054,454.19	174,326.63	85.81
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (4,757.23)	219,395.72 (219,395.72)	0.00

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	1,343,789.25 (133,207.43)	111.00
401-3150 MIXED BEVERAGE	9,707.00	0.00	9,814.67 (107.67)	101.11
TOTAL NON-PROPERTY TAXES	1,220,288.82	0.00	1,353,603.92 (133,315.10)	110.92
<u>MISCELLANEOUS REVENUE</u>					
406-1010 INTEREST	8,492.00	0.00	19,538.99 (11,046.99)	230.09
406-1060 TRANSFERS IN/OUT	0.00	0.00 (99,293.00)	99,293.00	0.00
TOTAL MISCELLANEOUS REVENUE	8,492.00	0.00 (79,754.01)	88,246.01	939.17-
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TOTAL REVENUES	1,228,780.82	0.00	1,273,849.91 (45,069.09)	103.67

05 - ECONOMIC DEVELOPMENT CORP
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
PERSONNEL					
510-5101 SALARIES	68,053.00	2,617.43	65,061.52	2,991.48	95.60
510-5111 LONGEVITY	1,100.00	0.00	1,100.00	0.00	100.00
510-5113 BENEFITS	17,352.22	378.63	14,775.37	2,576.85	85.15
TOTAL PERSONNEL	86,505.22	2,996.06	80,936.89	5,568.33	93.56
CONTRACTUAL SERVICES					
510-5201 MEMBERSHIPS, DUES & LICENSES	16,000.00	0.00	9,076.11	6,923.89	56.73
510-5202 AUDIT FEES	3,200.00	0.00	3,200.00	0.00	100.00
510-5203 SCHOOLS, SEMINARS, CONFERENCES	3,000.00	0.00	1,004.86	1,995.14	33.50
510-5204 INTL. CONF. SHOPPING CENTERS	9,000.00	0.00	8,173.32	826.68	90.81
510-5205 BANK FEES	500.00	0.00	0.00	500.00	0.00
510-5206 LEGAL FEES / MDD CREATION	2,993.00	0.00	624.00	2,369.00	20.85
510-5208 CONC. DESIGN & LAND USE PLANS	25,000.00	0.00	1,781.00	23,219.00	7.12
510-5210 WORKSHOPS & PROMOTIONS	3,000.00	0.00	189.41	2,810.59	6.31
510-5211 MARKETING / TOURISM	34,168.77	0.00	14,425.07	19,743.70	42.22
510-5212 WEBSITE DEV. & MAINTENANCE	8,975.23	452.13	8,975.23	0.00	100.00
510-5214 MANAGED SVCS. AGREEMENT	5,523.68	0.00	5,523.68	0.00	100.00
510-5215 DEBT SERVICE	323,040.00	0.00	323,040.00	0.00	100.00
510-5221 RETAIL RECRUITMENT CONSULTING	20,000.00	0.00	0.00	20,000.00	0.00
510-5224 OFFICE RENTAL	9,600.00	800.00	9,500.22	99.78	98.96
510-5225 OTHSD PARKING LOT LEASE	6,000.00	400.00	5,169.43	830.57	86.16
510-5226 LAND ACQUISITION	234,149.84	0.00	0.00	234,149.84	0.00
510-5227 CAPACITY / GAP ANALYSES	0.00	0.00	0.00	0.00	0.00
510-5228 VISITOR CENTER	0.00	0.00	0.00	0.00	0.00
510-5229 GATEWAY SIGNAGE	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	704,150.52	1,652.13	390,682.33	313,468.19	55.48
COMMODITIES					
510-5301 OFFICE SUPPLIES	2,210.91	0.00	391.59	1,819.32	17.71
510-5302 OPERATIONAL EXPENSES	13,165.17	0.00	13,165.17	0.00	100.00
510-5305 COMMUNICATION EQUIPMENT	1,421.00	0.00	1,128.97	292.03	79.45
510-5326 EXPENSE REIMBURSEMENT	250.00	109.04	167.62	82.38	67.05
510-5333 380 AGREEMENT REIMBURSEMENTS	421,078.00	0.00	567,981.62	(146,903.62)	134.89
TOTAL COMMODITIES	438,125.08	109.04	582,834.97	(144,709.89)	133.03
TOTAL ADMINISTRATION	1,228,780.82	4,757.23	1,054,454.19	174,326.63	85.81
TOTAL EXPENDITURES	1,228,780.82	4,757.23	1,054,454.19	174,326.63	85.81
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	(4,757.23)	219,395.72	(219,395.72)	0.00

*** END OF REPORT ***

BALANCE SHEET

AS OF: SEPTEMBER 13, 2019

05 -ECONOMIC DEVELOPMENT CORP

ACCOUNT#	TITLE	
ASSETS		
101-2000	EDC OPERATING CASH	44,513.97
101-2100	EDC TEXPOOL	1,145.47
101-2600	LOGIC	1,040,111.84
101-3100	FARM BUREAU EDC 6 MONTH CD	0.00
101-3200	FARM BUREAU BANK MM	0.00
105-1000	RECEIVABLE - SALES TAX	221,456.64
120-0000	DUE FROM GENERAL FUND	0.00
120-1000	DUE FROM EDC CAP PROJ	0.00
		<u>1,307,227.92</u>
TOTAL ASSETS		
		<u>1,307,227.92</u>
LIABILITIES		
201-0000	ACCOUNTS PAYABLE	0.00
201-0200	PRIOR YEAR PAYABLES	(1,001.00)
201-0300	380 AGREEMENT PAYABLE	116,474.05
201-1000	WAGES PAYABLE	0.00
202-0910	PREPAID PAYABLES	0.00
202-1300	DUE TO CITY OP	22,280.75
		<u>137,753.80</u>
TOTAL LIABILITIES		
		<u>137,753.80</u>
EQUITY		
390-0000	FUND BALANCE/RETAINED EARNINGS	949,638.41
390-1000	PREPAID ITEMS	439.99
		<u>950,078.40</u>
TOTAL BEGINNING EQUITY		
		<u>950,078.40</u>
TOTAL REVENUE		
		1,273,849.91
TOTAL EXPENSES		
		1,054,454.19
		<u>219,395.72</u>
REVENUE OVER/(UNDER) EXPENSES		
		<u>219,395.72</u>
TOTAL EQUITY & OVER/(UNDER)		
		<u>1,169,474.12</u>
TOTAL LIABILITIES, EQUITY & OVER/(UNDER)		
		<u>1,307,227.92</u>

03 -CAPITAL REPLACEMENT
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
MISCELLANEOUS REVENUE	104,161.50	0.00	285,742.81 (181,581.31)	274.33
TOTAL REVENUES	104,161.50	0.00	285,742.81 (181,581.31)	274.33
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	500.00	0.00	0.00	500.00	0.00
BUILDING & GROUNDS	871,282.77	2,600.00	607,572.65	263,710.12	69.73
TOTAL EXPENDITURES	871,782.77	2,600.00	607,572.65	264,210.12	69.69
REVENUES OVER/(UNDER) EXPENDITURES	(767,621.27) (2,600.00) (321,829.84) (445,791.43)	41.93

03 -CAPITAL REPLACEMENT
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MISCELLANEOUS REVENUE</u>					
406-1010 INTEREST	10,202.50	0.00	23,240.81 (13,038.31)	227.80
406-1018 PD MISC REVENUES	2,150.00	0.00	1,400.00	750.00	65.12
406-1019 FD MISC REVENUES	91,809.00	0.00	161,809.00 (70,000.00)	176.25
406-1020 EDC MISC REVENUES	0.00	0.00	99,293.00 (99,293.00)	0.00
406-1023 ADMIN MISC REVENUES	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUE	104,161.50	0.00	285,742.81 (181,581.31)	274.33
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TOTAL REVENUES	104,161.50	0.00	285,742.81 (181,581.31)	274.33

03 -CAPITAL REPLACEMENT
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
CONTRACTUAL SERVICES					
510-5200 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
TOTAL ADMINISTRATION	500.00	0.00	0.00	500.00	0.00

03 -CAPITAL REPLACEMENT
BUILDING & GROUNDS
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
CAPITAL OUTLAY					
550-5501 FIRE DEPT PURCHASES	55,539.00	0.00	31,651.90	23,887.10	56.99
550-5509 EDC PURCHASES	396,677.20	0.00	369,388.07	27,289.13	93.12
550-5510 POLICE DEPT PURCHASES	9,367.57	0.00	0.00	9,367.57	0.00
550-5512 ADMINISTRATION PURCHASES	409,699.00	2,600.00	206,532.68	203,166.32	50.41
550-5514 VEHICLE PURCHASES	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	871,282.77	2,600.00	607,572.65	263,710.12	69.73
TOTAL BUILDING & GROUNDS	871,282.77	2,600.00	607,572.65	263,710.12	69.73
TOTAL EXPENDITURES	871,782.77	2,600.00	607,572.65	264,210.12	69.69
REVENUES OVER/ (UNDER) EXPENDITURES	(767,621.27) (2,600.00) (321,829.84) (445,791.43) (41.93

*** END OF REPORT ***

BALANCE SHEET

AS OF: SEPTEMBER 13, 2019

03 -CAPITAL REPLACEMENT

ACCOUNT#	TITLE		
ASSETS			
101-2000	TEXPOOL CAPITAL PROJECTS	671.81	
101-2200	SAFEKEEPING - CITY	0.00	
101-2300	SAFEKEEPING - EDC	0.00	
101-2400	CAPITAL CASH	(24,433.36)	
101-2500	EDC CAPITAL CASH	27,360.40	
101-2600	FIRE DEPT CAPITAL CASH	39,578.50	
101-2700	POLICE DEPT CAPITAL CASH	8,640.08	
101-2800	ADMIN CAPITAL CASH	28,522.49	
101-3000	LOGIC CAPITAL CASH	606,757.34	
101-3010	LOGIC CAPITAL EDC	0.00	
120-0000	DUE FROM CITY	103,566.20	
120-1000	PREPAID PAYABLES	116,242.87	
			906,906.33
	TOTAL ASSETS		906,906.33
LIABILITIES			
201-0000	ACCOUNTS PAYABLE	10,981.20	
201-0100	RETAINAGE PAYABLE	119,021.16	
201-0200	PAYABLES PRIOR YEAR	28,013.97	
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		249,825.84
390-0000	FUND BALANCE/RETAINED EARN	978,910.33	
	TOTAL BEGINNING EQUITY		978,910.33
	TOTAL REVENUE	285,742.81	
	TOTAL EXPENSES	607,572.65	
	REVENUE OVER/(UNDER) EXPENSES	(321,829.84)	
	TOTAL EQUITY & OVER/(UNDER)		657,080.49
	TOTAL LIABILITIES, EQUITY & OVER/(UNDER)		906,906.33

STATUS: ALL
 VENDOR RANGE: ALL
 DEPT BREAK: N

DETAILED REPORT

G/L ACCOUNT	ACCOUNT NAME	PO NO#	ISSUE DATE	VENDOR	VENDOR NAME	ITEM DESCRIPTION	AMOUNT OUTSTANDING
05 510-5211	MARKETING / TOURISM	19-01016	4/12/2019	2000	NEON CLOUD PRODUCT	TOURISM VIDEO	2,750.00
** TOTAL **							2,750.00

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION (EDC) APPROVING AN AGREEMENT FOR MANAGEMENT SERVICES BETWEEN THE CITY OF HELOTES AND THE EDC; AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, the EDC is desirous of entering into an agreement with the City of Helotes (the “City”) for the provision of certain administrative services; and

WHEREAS, the City authorized the creation of the EDC, pursuant to the provisions of Texas Revised Civil Statutes Annotated Article 5190.6, as amended (the “Act”); and

WHEREAS, the EDC’s mission is to promote, encourage, and enhance the creation of jobs and the expansion of the local sales and property tax base through economic development projects that assist in the retention and expansion of existing employers and which attract new employers and aid in their development, growth, and investment of human and capital resources within the City; and

WHEREAS, the Board of Directors believe that an agreement is necessary in order to ensure the most effective operation of the EDC concerning this matter.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION THAT:

Section One. Approval. The Agreement, attached hereto as Exhibit A, is hereby approved for one year, beginning October 1, 2019 and expiring on September 30, 2020.

Section Two. Authorization. The Executive Director is hereby authorized to take all necessary steps to implement the provisions of this Resolution.

Section Three. Effective Date. This Resolution shall take effect immediately upon its adoption.

Section Four. Recitals. The Board of Directors finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

Section Five. Severability. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Resolution. The Board of Directors hereby declares that it would have passed this Resolution, and each section, subsection, clause, or phrase thereof,

irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

PASSED AND APPROVED THIS 18th DAY OF SEPTEMBER 2019.

Rick A. Schroder, Executive Director

ATTEST:

Glenn Goolsby, Asst. Director

“Exhibit A”

**AGREEMENT FOR MANAGEMENT SERVICES
BETWEEN THE CITY OF HELOTES AND
THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION**

THIS AGREEMENT, approved as of the 26th day of September 2019, by and between the City of Helotes (the “City”), acting by and through its Mayor, Thomas A. Schoolcraft, and the City of Helotes Economic Development Corporation (the “EDC”), acting by and through its Executive Director, is as follows:

WITNESSETH:

I

That the City agrees to provide management, administrative, and financial services to the EDC according to the terms of this Agreement. For purposes of this Agreement, the Executive Director shall serve as the designated employee described in Section 3.6 of the EDC Bylaws who shall oversee EDC Staff and its completion of the following activities:

- a) Development of an annual Economic Development Plan, as required by Section 4.1 of the EDC Bylaws. The Economic Development Plan shall be reviewed and approved by the EDC Board of Directors and the City Council.
- b) Reviewing projects and materials and advising the EDC Board of Directors of the tasks and responsibilities of the EDC and its Board of Directors, pursuant to law and the EDC Articles of Incorporation and Bylaws, to ensure that the EDC carries out its duties and requirements imposed on it by law and the EDC Articles of Incorporation and Bylaws.
- c) Preparing all reports and keeping all books and records required by the EDC Articles of Incorporation and Bylaws, unless otherwise stipulated within the EDC Articles of Incorporation and Bylaws.
- d) Administering and monitoring, on the Board of Directors’ behalf, all agreements authorized by Article 4 *Functional Corporate Duties and Requirements* of the EDC Bylaws, and monitoring the progress of and reporting to the EDC and the City Council concerning economic development programs the EDC has expended sales tax monies on, as permitted by the provisions of Texas Revised Civil Statutes Annotated, Article 5190.6, as amended (the “Act”), unless otherwise stipulated within the EDC Articles of Incorporation and Bylaws.
- e) Preparing a budget for the forthcoming year for review and approval by the EDC Board of Directors and the City Council. The budget shall be prepared in accordance with Article 4 *Functional Corporate Duties and Requirements* of the EDC Bylaws.
- f) Providing all necessary accounting and financial management services through the City Treasurer and the City’s Administrative Department. Services shall be provided in accordance with Article 4 *Functional Corporate Duties and Requirements* and Section 3.4 *Treasurer* of the EDC Bylaws.

- g) EDC personnel shall be personnel of the EDC, not the City; however, EDC personnel shall be subject to the City's Personnel Policies and Procedures Manual, except where said Policies and Procedures conflict with the authority conferred by the EDC Articles of Incorporation and Bylaws onto the Executive Director. EDC personnel salaries and benefits shall be paid by the EDC through accounting and financial management services provided by the City Treasurer and the City's Administrative Department.
- h) Ensuring that the appropriate insurance coverages indemnifying the EDC, EDC Board of Directors and Officers and Officials, EDC personnel, City Officials and Officers, and City personnel, individually and in their capacity as Officers, Officials, Directors and staff, are current and fully paid. These coverages shall be for, at a minimum, \$1 million per claim, and the cost of said coverages shall be at the Corporation's expense.

II

The EDC reserves the right to hire an attorney of its own or utilize the City Attorney at its own expense. Such legal services shall include representation in litigation, legal proceedings, review of documents, contracts, and other legal instruments as to form and legality.

III

The EDC shall pay a fixed fee for management services provided the EDC by the City, pursuant to this Agreement.

Subject to the City establishing this Agreement with the EDC for management services, the EDC shall pay to the City for management services included within this Agreement the annual sum of \$5,400.00.

In the event of the termination of this Agreement, the EDC will be responsible for paying the City only the portion of the cost allocated to periods prior to the effective date of the termination of the Agreement and any and all continuing costs incurred by the City after Agreement termination associated with City oversight of the EDC, as prescribed by the EDC Articles of Incorporation and Bylaws.

IV

Nothing in this Agreement shall be construed to divest the EDC Board of Directors of its discretion and policy making functions. As provided by the Act, all of the EDC's "programs and expenditures" must be approved by the City Council.

In accordance with the EDC Articles of Incorporation and Bylaws, the appropriate individuals are hereby given the authority to execute checks in conformity with its rules governing bank signatories, withdrawals, and transfer of funds, provided these funds have been authorized by the EDC and the City and comply with the provisions of the Act. It is understood and agreed that the requirement that City officials and personnel sign checks drawn on the EDC's account(s) is administrative only to assure against misappropriation and improper use of funds, except that the EDC has to obtain prior approval of the City Council before authorizing

disbursement of funds. Authorization of expenditures by the EDC Board of Directors shall be deemed binding upon City signatories, unless otherwise restrained by judicial order.

V

Subject to early termination, as provided in Article VI below, this Agreement shall be in effect for a period of one year, commencing October 1, 2019 and ending September 30, 2020, unless otherwise renewed or extended at the discretion of both parties.

VI

TERMINATION

- a) This Agreement may be terminated by the City or EDC, in whole, or from time to time, in part, upon thirty (30) days notice from the terminating party to the other party; however, any and all continuing costs incurred by the City after Agreement termination associated with City oversight of the EDC, as prescribed by the EDC Articles of Incorporation and Bylaws, shall continue to be compensable by the EDC to the City. Termination shall be effective thirty (30) days after delivery of Notice of Termination specifying to what extent performance or work under the Agreement shall be terminated thirty (30) days after receipt by the notified party.
- b) After receipt of a Notice of Termination the City and the EDC shall:
 - i. Stop work on the date, as specified, in the thirty (30) day Notice of Termination to the extent possible.
 - ii. Place no further orders or subcontracts, except as may be necessary for the completion of work not terminated.
 - iii. Subject to Texas law, terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the Notice of Termination in so far as possible.
 - iv. The EDC shall pay all lawfully incurred expenses incurred through the date of termination.

VII

OFFICIALS NOT TO BENEFIT

No public official of the EDC Board of Directors and/or the City Council who exercises any functions or responsibilities in the review or the approval of the undertaking or carrying out of any project or program hereunder, shall participate in any decision relating to the Agreement which affects his/her personal interest, nor shall he/she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

VIII

It is expressly understood that the City and the EDC each retain the right to pursue other avenues for economic development, when it is determined to be in the best interest of the City or the EDC to do so, and this Agreement shall not limit either the City's right or the EDC's right to pursue such interests.

IX

This agreement shall take effect on October 1, 2019 and expire on September 30, 2020 and is subject to amendment and extension at such time.

IN WITNESS WHEREOF, the parties have executed this Agreement in the year and on the day indicated.

**CITY OF HELOTES
ECONOMIC DEVELOPMENT CORPORATION**

Rick Schroder, Executive Director 09/26/19

ATTEST:

Glenn Goolsby, Asst. Director 09/26/19

CITY OF HELOTES

Thomas Schoolcraft, Mayor 09/26/19

ATTEST:

Celina Perez, City Secretary 09/26/19

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION (EDC) APPROVING AN INVESTMENT POLICY AND STRATEGY FOR PUBLIC INVESTMENT PURPOSES; AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, Chapter 2256 of the Government Code, commonly known as the "Public Funds Investment Act," (the "Act") requires the EDC to, at least annually, adopt an Investment Policy by rule, order, ordinance, or resolution; and

WHEREAS, the goal of the EDC is to create an Investment Policy to insure the safety of all funds entrusted to the EDC, while making available those funds for the payment of all necessary obligations of the EDC and providing for the investment of funds not immediately required; and

WHEREAS, the safety of principal invested shall always be the primary concern of the EDC; and

WHEREAS, the attached Investment Policy and incorporated Strategy comply with the Act and authorize the investment of EDC funds in safe and prudent investments; and

WHEREAS, the Board of Directors of the EDC has reviewed the current Investment Policy and made the changes summarized below and shown on the attached Policy and does hereby approve the Investment Policy, effective immediately. Changes made were:

- None.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION THAT:

Section One. Approval. The EDC has complied with the requirements of the Act, and the Investment Policy and Strategy for Fiscal Year Ending 2020, attached hereto, is hereby adopted effective immediately.

Section Two. Authorization. The Executive Director is hereby authorized to take all necessary steps to implement the provisions of this Resolution.

Section Three. Effective Date. This Resolution shall take effect immediately upon its adoption.

Section Four. Recitals. The Board of Directors finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

Section Five. Severability. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Resolution. The Board of Directors hereby declares that it would have passed this Resolution, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

PASSED, ADOPTED, AND APPROVED by the Board of Directors of the City of Helotes Economic Development Corporation this the 18th day of September 2019.

APPROVED:

Rick A. Schroder, Executive Director

ATTEST:

Glenn Goolsby, Asst. Director

**CITY OF HELOTES
ECONOMIC DEVELOPMENT CORPORATION
INVESTMENT POLICY AND STRATEGY**

Adopted September 18, 2019

PURPOSE

The Investment Policy of the City of Helotes Economic Development Corporation (the “EDC”) is established to provide specific policy and strategy guidelines for the investment of the EDC’s funds in order to achieve the EDC’s goals of safety, liquidity, diversification, and yield. Investments shall be made in a manner which will provide for reasonable yield and maximum security, while meeting the daily cash flow demands of the EDC and conforming to all state and local statutes governing the investment of public funds. It sets forth policies and procedures to enhance opportunities for prudent investment of assets. The Policy is undertaken and implemented to assure municipal residents of the EDC’s ability to meet its financial obligations in the near, short, and long term and to assure the public’s trust in the EDC as a steward of its public funds.

This Policy satisfies the statutory requirements of the Texas Government Code, Chapter 2256, the Public Funds Investment Act (the “Act”).

SCOPE

The Investment Policy applies to all financial assets and investment transactions of the EDC and all funds under the control of the EDC. These funds are reported in the EDC’s Annual Financial Report (AFR) and include:

Operating Funds;
Capital Improvement and Bond Funds;
Debt Service Funds;
Debt Service Reserve Funds;

and all other funds which may be created are included under this Policy, unless specifically excluded by the Board of Directors.

OBJECTIVES

The primary objectives, in priority order, of the EDC’s investment activities are:

1. **Safety.** Preservation and safety of principal is the EDC’s primary objective. Investments shall be made in a manner that seeks to ensure the preservation of capital in the overall portfolio, whether from security defaults or erosion of market value.
2. **Liquidity.** The EDC’s investment portfolio shall remain sufficiently liquid to enable the EDC to meet all operating requirements which might be reasonably anticipated. This shall be achieved by matching investment maturities with forecasted cash flow liabilities

and maintaining additional liquidity for unexpected liabilities.

3. **Diversification.** The portfolio shall be diversified by market sector and maturity in order to avoid market risk.
4. **Yield.** The EDC's investment portfolio will be designed with the objective of attaining a yield commensurate with the EDC's investment risk constraints and the cash flow operating requirements. Yield is of secondary importance to the safety and liquidity objectives described above.

BENCHMARK

The benchmark for the EDC's total portfolio shall be the six-month Treasury Bill, designated for its comparability to the EDC's expected average cash flow pattern. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified herein and prudent investment policies.

STANDARD OF CARE

The standard of care governing the investment process shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio, rather than a consideration as to the prudence of a single investment:

Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Investment Officers acting in accordance with this Policy and written procedures and exercising due diligence shall be relieved of personal liability for any individual security's credit risk or market price change, provided deviations from expectations are reported in a timely fashion to the Board of Directors and the liquidity and the sale of securities are carried out in accordance with the terms of this Policy.

STRATEGY

The EDC may maintain one commingled portfolio for investment purposes which incorporates the specific investment strategy considerations and the unique characteristics of the fund groups represented in the portfolio.

- A. **Operating Funds.** The investment strategy for the operating (enterprise and special revenue) and special purpose funds has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. This may be accomplished by purchasing high quality, short- to medium-term maturity securities (0-2 years) which will complement each other in a laddered maturity structure permitting some extension for yield

enhancement. The dollar weighted average maturity of the portfolio will be calculated using the stated final maturity date of each security.

- B. Capital Projects. The investment strategy for capital project funds will have as its primary objective assurance that anticipated cash flows are matched and provide adequate investment liquidity. At least 10% total liquidity is planned to provide flexibility and for unanticipated project outlays. The stated final maturity dates of securities held may not exceed two years or the estimated project completion date.
- C. Debt Service Funds. The investment strategy for debt service funds shall have as its primary objective the assurance of available funds adequate to fund the debt service obligations on a timely basis. Successive debt service dates will be fully funded before any investment extension. Since payment of debt is one of the highest priorities of the EDC, safety of principal should be of the highest priority when selecting an investment. The stated final maturity dates of securities held may not exceed six months.
- D. Debt Service Reserve Funds. The investment strategy for debt service reserve funds shall have as its primary objective the ability to generate a revenue stream to the debt service funds from high quality securities with a low degree of volatility. Securities should be high credit quality and, except as may be required by the bond ordinance specific to an individual issue, of short to intermediate-term maturities. The stated final maturity dates of securities held may not exceed six months.

The EDC intends to match investments with projected cash flow and liquidity needs of the EDC. In no case will the average weighted maturity of the total portfolio exceed six (6) months. The maximum final stated maturity of any investment shall not exceed two years. The six-month Treasury Bill for the comparable reporting time period will be used as the benchmark for the overall portfolio reflecting the EDC's primary market and the cash flow objectives of the portfolio.

The EDC shall pursue a conservative portfolio management strategy. Securities may be sold before they mature if market conditions present an opportunity for the EDC to benefit from the trade, but the strategy will be primarily buy-and-hold. The Investment Officers will continuously monitor the contents of the portfolio, the available markets, and the relative value of competing instruments to adjust the portfolio in response to market conditions.

DELEGATION OF AUTHORITY AND RESPONSIBILITIES

Investment Officers

Authority to manage the EDC's investment program is derived from state statutes and EDC resolution. The EDC will, by resolution, designate the EDC Executive Director / City Administrator and City Treasurer as the Investment Officers to invest and reinvest funds of the EDC in accordance with the EDC's Investment Policy, the Act, and the Public Funds Collateral Act (Government Code 2257). Responsibility for the operation of the investment program is hereby delegated to the Investment Officers. The EDC Executive Director / City Administrator and City Treasurer shall establish written procedures and controls for the operation of the program and Investment Officers shall act in accordance with the established written procedures

and internal controls.

Investment Officers shall be familiar with this Policy and may not engage in an investment transaction except as provided under the terms of this Policy and the procedures established. The Investment Officers shall be responsible for all transactions undertaken and shall regulate the activities of subordinate officials. Investment Officers will review the Investment Policy annually to suggest any changes necessary to the EDC, will monitor all counterparties, and will prepare quarterly reports for the EDC.

The EDC will provide investment training required by the Act (Sec. 27.56.008) for the EDC's Investment Officers. The Investment Officers shall attend at least one, ten (10) hour training session within twelve months after taking office or assuming duties. Training includes education in investment controls, security risks, strategy risks, market risks, and compliance with the Act. Investment Officers must complete eight (8) hours of investment training in each succeeding two-year period.

Conflicts of Interest

An Investment Officer who has any personal or business relationship with any entity seeking to sell an investment to the EDC will file a statement disclosing that personal or business interest. The Investment Officer shall file a statement disclosing that relationship, as required by Texas Local Government Code Chapters 171 and 176, as applicable. These statements must be filed with the City Secretary, disclosed to the EDC Board of Directors, and approved by the Board of Directors before any business is transacted with said entity or individual. Investment Officers shall not undertake personal investment transactions with the same individual with which business is conducted on behalf of the EDC.

EDC Board of Directors Responsibilities

The EDC Board of Directors retains ultimate fiduciary responsibility for the investment program. The Board will annually adopt the Investment Policy and Strategy, designate Investment Officers, approve authorized broker/dealers, provide for training, and quarterly receive and review investment reports.

INTERNAL CONTROLS

The Investment Officers are responsible for establishing and maintaining an internal control structure that will be reviewed annually with the EDC's auditor. The internal control structure will be designed to ensure that EDC assets are protected from loss, theft, or misuse and to provide reasonable assurance that these objectives are met. The consent of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by the Investment Officers.

Internal controls will address the following points at a minimum:

- i. Control of collusion;
- ii. Separation of transaction authority from accounting and record keeping;
- iii. Safekeeping;
- iv. Clear delegation of authority; and

- v. Written confirmation of all transactions for investments and wire transfers.

Procedures should be developed to support the internal control objectives and should include: safekeeping, delivery vs. payment, investment accounting, and collateral / depository agreements.

Change in Ratings

The Investment Officer or investment adviser shall monitor, on no less than a weekly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally-recognized rating agency. If any security falls below the minimum rating required by the Policy, the Investment Officer shall notify the EDC Board of Directors of the loss of rating, conditions affecting the rating, and possible loss of principal with liquidation options available, by the next, regularly-scheduled EDC meeting after the loss of the required rating.

Monitoring Insurance Coverage

The Investment Officer or investment advisor shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered certificates of deposit owned by the EDC based upon information from the FDIC / NCUA / SIPC. If any bank has been acquired or merged with another bank in which brokered certificates of deposit are owned, the Investment Officer shall immediately liquidate any brokered certificate of deposit which places the EDC above the FDIC / NCUA / SIPC insurance level.

Delivery versus Payment

All security transactions will be executed on a Delivery versus Payment (DVP) basis which ensures that securities are deposited in safekeeping prior to the release of EDC funds. All securities shall be registered in the name of the EDC, safekept by the EDC's primary depository or an independent custodian approved by the EDC, and evidenced by safekeeping receipts.

Cash Flow Analysis

Cash flow analysis is a control designed to protect and sustain cash flow requirements of the EDC. The Investment Officers will maintain a cash flow analysis process designed to monitor and forecast cash balances for investment purposes.

INVESTMENT POLICY CERTIFICATION

A written copy of the EDC's Investment Policy shall be presented to any pool in which the EDC participates. The authorized representative of the pool seeking to sell an authorized investment shall execute a written instrument substantially to the effect that:

- The pool has received and thoroughly reviewed the Investment Policy of the EDC; and
- Acknowledges that the firm has implemented reasonable procedures and controls in an effort to preclude transactions conducted between the firm and the EDC that are not authorized by the EDC's Investment Policy, except to the extent that authorization is dependent on an analysis of the makeup of the entire portfolio or requires an interpretation of subjective investment standards.

The Investment Officers of the EDC may not use any pool which has not delivered a Policy Certification to the EDC.

AUTHORIZED FINANCIAL COUNTERPARTIES AND INSTITUTIONS

The Investment Officers will provide a list of no less than three brokers / dealers for EDC Board of Directors approval at least annually. Brokers / dealers must be authorized before transactions are made. All brokers / dealers who desire to become qualified for investment transactions will be required to supply the following information which will be maintained by the Investment Officers:

- i. Annual audited financial statements;
- ii. Proof of Financial Industry Regulatory Authority (FINRA) certification;
- iii. FINRA CRD registration number;
- iv. Proof of Texas state registration; and
- v. A completed EDC questionnaire.

The Investment Officers will at least annually review the service, financial condition, and registration of brokers / dealers for recommendations to the Board of Directors.

An expanded list of counterparties, including local government pools and financial institutions authorized to provide investment transactions, will be maintained by the Investment Officers. This list need not be approved by the Board of Directors because of frequency in bank changes resulting from competitive bids. All pools require specific action by the Board for participation.

The EDC is under no obligation to transact business with any financial institution or firm.

DEPOSITORIES

EDC Banking Services Depository

At least every five years, a EDC banking services depository shall be selected through a competitive request for proposal (RFP) process in accordance with the Texas Government Code 105.017. In selecting this depository, the services, cost of services, credit worthiness, earnings potential, and collateralization by the institution shall be considered. The EDC may utilize a depository outside the EDC limits for this purpose. This primary banking services depository will safe-keep securities owned by the EDC and will not be authorized as a broker for the EDC in order to perfect delivery versus payment settlement.

Additional Depositories

Time and demand deposits may be purchased from any bank in Texas. Banks seeking to establish eligibility for the EDC's competitive certificate of depository or demand deposit programs shall submit for review annual financial statements, evidence of federal insurance, and other information as required by the Investment Officers. Deposits exceeding FDIC / NCUA insurance coverage will require a written depository agreement and collateralization in accordance with this Policy.

COLLATERALIZATION

Time and Demand Bank Deposits – Pledged Collateral

All time and demand deposits shall be collateralized above FDIC / NCUA coverage in accordance with this Policy. The total of FDIC / NCUA insurance and the market value of collateral must be at least 102% of the total principal and accrued interest on deposit daily. The depository is responsible for monitoring and maintaining margins daily.

All pledged securities must be safekept at an independent institution outside the holding company of the pledging bank. Depository institutions pledging collateral against deposits must, in conjunction with the custodial agent, furnish the necessary collateral before deposits are made and receipts provided within one business day. The EDC's depository will be responsible for monitoring and maintaining collateral levels daily. The independent custodian will provide the EDC with a monthly report on the collateral pledged. EDC representatives will have the right to inspect the records for pledged collateral at any time. Collateral may be substituted; however, any substitution of collateral must be approved in writing by the EDC.

The EDC shall have a depository / collateral contract with each bank and that agreement will comply with the Financial Institutions, Reform, Recovery, and Enforcement Act of 1989 (FIRREA) to ensure that the EDC's security interest in collateral pledged to secure deposits is enforceable against the receiver of a failed financial institution.

Collateral Owned under Repurchase Agreements

Collateral is owned under a repurchase agreement. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the transaction, and such collateral must be in place before the transaction takes place. The collateral shall be held by an independent third-party financial institution approved by the EDC. The counter-party is liable for monitoring and maintaining the collateral and margin daily. A Bond Market Association Master Repurchase Agreement shall be executed for the transaction.

Authorized Collateral

EDC funds must be secured only by:

- Obligations of the United States Government, its agencies and instrumentalities including mortgage backed securities and CMOs passing the bank test; and
- Obligations issued by any state, its agencies, or political subdivisions rated A or above by two nationally recognized rating agencies.

If a depository offers collateral pooling as collateral for deposits, the Investment Officers will analyze the costs and risks of such program to the EDC. Before entering into a pooled collateral program, the Investment Officers must receive approval from the Board of Directors.

SAFEKEEPING

The laws of Texas, this Policy, and prudent treasury management requires that all securities be settled on a delivery versus payment basis and held in safekeeping by an independent third-party

financial institution approved by the EDC.

All safekeeping arrangements shall be approved by the Investment Officers and an agreement of the terms executed in writing. The third-party safekeeping agent shall be required to issue safekeeping receipts to the EDC clearly indicating the ownership by or pledge to the EDC.

AUTHORIZED INVESTMENTS

EDC funds may be invested only in the following instruments, as further defined by the Act. If changes are made to the authorized investments in the Act, they will not be authorized for EDC use until this Policy is amended and adopted by the EDC Board of Directors.

All investments will be made on a competitive basis. To the extent possible, the EDC will attempt to match its investments with anticipated cash flow requirements. The EDC portfolio will have a maximum weighted average maturity of six (6) months. At all times, liquid funds will represent no less than 10% of the portfolio to meet unanticipated liabilities.

1. Obligation of the United States, its agencies and instrumentalities, excluding mortgage backed securities and with a final stated maturity not to exceed two years.
2. Fully insured or collateralized certificates of deposit or term share certificate of any bank or credit union doing business in Texas with a stated maturity date not to exceed eighteen (18) months. Certificates of deposit may be purchased through the CDARS program with a bank in Texas.
3. AAA-rated, constant dollar local government investment pools which strive to maintain a stable \$1.00 net asset value and comply with SEC Rule 2a-7.
4. Fully collateralized repurchase agreements purchased through a primary government securities dealer, as defined by the Federal Reserve, with a stated maturity not to exceed six (6) months. A "flex" repurchase agreement may be used for bond proceeds beyond six (6) months but must not exceed the expenditure plan of the funds.
5. AAA-rated SEC registered money market mutual funds which strive to maintain a \$1 net asset value and comply with SEC Rule 2a-7.
6. Interest bearing accounts in any bank or credit union in Texas fully insured by FDIC / NCUA or collateralized in accordance with this Policy.
7. Fully FDIC-insured / NCUA-insured brokered certificate of deposit securities from banks in any state within the United States of America delivered versus payment to the EDC's safekeeping depository, not to exceed one (1) year to maturity. Investment Officers must verify the FDIC / NCUA status of the bank on www.2fdic.gov/idasp/main_bankfind.asp or www.ncua.gov to assure that the bank is FDIC / NCUA insured.

Any investment that requires a minimum rating by this Policy will not qualify as authorized during the period the investment does not have that minimum rating. Investment Officers shall

inform the Board of Directors and take all prudent measures to liquidate the downgraded investment in a reasonable time period if ratings have dropped.

Any investment purchased when the investment type was authorized by Policy need not be liquidated if the Policy is modified to un-authorize the investment. The Investment Officers will review the investment and act in a reasonable manner for the overall good of the portfolio(s).

Diversification

The EDC's investments shall be diversified to eliminate risk of loss resulting from over-concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector and maturities selected shall provide for stability of income and reasonable liquidity. Laddered maturities shall be used based on the anticipated cash flow of funds.

INVESTMENT RESTRICTIONS AND PROHIBITED TRANSACTIONS

To provide for the safety and liquidity of the EDC's funds, the following transactions are not authorized:

- a. Borrowing for re-investment purposes ("Leverage").
- b. Investment in any mortgage backed security, including inverse floaters, principal only securities, interest only securities, and floaters.
- c. Investment in any equity linked securities.
- d. Investment in options, futures, swaps, caps, floors, and collars.
- e. "When-issued" transactions in which securities not yet issued or acquired and sold for speculation purposes.

INVESTMENT REPORTING

No less than quarterly, the Investment Officers shall jointly prepare, sign, and submit to the EDC Board of Directors a written quarterly investment report in accordance with the Act (2256.023). The report must include at a minimum:

- A detailed description of the investment position of the EDC on the date of the report;
- The book value and market value of each separately invested asset at the beginning and end of the reporting period by the type of asset and fund type invested;
- A summary statement of each portfolio stating:
 - o Beginning and ending market value for the period,
 - o Beginning and ending amortized book value for the period,
 - o Change in market value for the period,
 - o The overall yield of the portfolio and the comparable period yield of the benchmark;
 - o The weighted average maturity, and
 - o The earnings for the period recognizing both accrued interest and net amortization;

- The maturity date of each separately invested asset;
- The maturity date of each separately invested asset that has a maturity date;
- The portfolio/fund for which each individual investment was acquired; and
- A statement of compliance to the Investment Policy and Strategy and the Act.

Market prices will be obtained from independent sources for the reports.

AUDIT

The EDC, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to the EDC's Investment Policy.

If the EDC has invested in other than money market funds, investment pools, and certificates of deposit, the quarterly investment reports shall be formally reviewed by the EDC's independent auditor. The result of this review shall be submitted to the EDC Board of Directors with the annual financial audit.

POLICY ADOPTION

The EDC Investment Policy and Investment Strategy shall be reviewed and adopted by the EDC Board of Directors no less than annually. Any changes to the Policy or Strategy shall be recorded in the adopting resolution.

CITY OF HELOTES
ECONOMIC DEVELOPMENT CORPORATION

BROKER / DEALER QUESTIONNAIRE

Name of Firm: _____

CRD #: _____

Address:

Primary Representative on account: _____

Telephone: _____

Fax: _____

E-Mail: _____

CRD# _____

Backup representative or trading assistant: _____

Telephone: _____

E-mail: _____

Branch Manager: _____

Telephone: _____

Fax: _____

E-Mail: _____

Is the firm designated as a Primary Dealer by the Federal Reserve?

Yes _____ No _____

Is the firm registered with the Texas State Securities Board?

Yes _____ No _____

Is the firm and representative registered with FINRA?

Yes _____ No _____

How long has the designated representative been an institutional fixed income broker at this firm? _____ Years in total? _____

What market sectors does the account representative specialize in?

Delivery instructions: _____

All transactions will be completed delivery versus payment.

BROKER / DEALER QUESTIONNAIRE

Page 2 – To be completed only by Non-Primary Dealers

Name of Firm: _____
CRD #: _____

Years in business at this location: _____
Total years in business: _____

Indicate the approximate sales volume in the following sectors for the previous year:

US Treasuries - _____
Repo - _____
US Agencies - _____
MBS - _____
CP - _____
Other? - _____

Has your firm, or this account representative, been subject to a regulatory agency, state of _____, or federal investigation for alleged improper, disreputable, unfair, [or] fraudulent activities related to the sale of securities or money market instruments in the past five years? Are there any outstanding claims? If yes, please explain:

Please attach a sample of your standard confirmation to be provided to clients. Please provide the firm's most recent audited financial statements (Required annually).

What portfolio information do you require from your clients?

What research information will you be providing on a regular basis?

Attached is our Investment Policy. The representatives assigned to the account must acknowledge that they have received, read, and understood the Policy by completing the attached Policy Certification form.

POLICY CERTIFICATION FORM
as required by Texas Government Code 2256.005 (k)

CITY OF HELOTES
ECONOMIC DEVELOPMENT CORPORATION

_____ (the "Firm")

I, as an authorized representative for the Firm named above, hereby certify that I and the broker covering this account, have received and reviewed the Investment Policy of the EDC.

We acknowledge that this firm has implemented reasonable internal procedures and controls in an effort to preclude investment transactions conducted between this Firm and the EDC that are not authorized by the EDC's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the EDC's entire portfolio or requires an interpretation of subjective investment standards.

Firm: _____

Signature _____

Name: _____

Title: _____

Date: _____

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION (EDC) DESIGNATING INVESTMENT OFFICER(S) FOR PUBLIC INVESTMENT PURPOSES; AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, the Public Funds Investment Act, codified in the Texas Government Code Chapter 2256, governs local government investment; and

WHEREAS, the EDC intends to fulfill the requirements of the Public Funds Investment Act in order to secure the safety of its funds; and

WHEREAS, the Public Funds Investment Act (Section 2256.005f) states that:

Each investing entity shall designate, by rule, order, ordinance, or resolution, as appropriate, one or more officers as investment officer(s) to be responsible for the investment of its funds consistent with the adopted Investment Policy and Investment Strategy. Authority granted to a person to invest an entity's funds is effective until rescinded by the Board of Directors or until the expiration of the officer's term or termination of employment.

In the administration of the duties of an Investment Officer, the Officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs, but the Board of Directors retains ultimate responsibility as fiduciaries of the assets. The Investment Officer(s) may deposit, withdraw, transfer, or manage the funds in any other manner; and

WHEREAS, the Public Funds Investment Act and the EDC's Investment Policy require the Investment Officer(s) to perform certain duties and report regularly to the Board of Directors on the investment program.

NOW, THEREFORE, BE IT RESOLVED that:

Section One. Designation of Investment Officer(s). The EDC has complied with the requirements of the Public Funds Investment Act and its Investment Policy and designates the following individuals to serve as Investment Officers:

- Rick A. Schroder, Executive Director / City Administrator
- Tabitha "Taby" Durr, City Treasurer

to exercise the judgment and care, under circumstances then prevailing, that a prudent person would exercise in the management of the person's own affairs and to perform all requirements of the Act.

Section Two. Assignment of Responsibility. The aforementioned Investment Officer(s) are hereby assigned the responsibility for the investment, management, and safekeeping of all funds, regardless of their source or form, at all times.

Section Three. Authorization. The Executive Director is hereby authorized to take all necessary steps to implement the provisions of this Resolution.

Section Four. Effective Date. This Resolution shall take effect immediately upon its adoption.

Section Five. Recitals. The Board of Directors finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

Section Six. Severability. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Resolution. The Board of Directors hereby declares that it would have passed this Resolution, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

PASSED, ADOPTED, AND APPROVED by the EDC Board of Directors this the 18th day of September 2019.

APPROVED:

Rick A. Schroder, Executive Director

ATTEST:

Glenn Goolsby, Asst. Director

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION (EDC) APPROVING A LIST OF APPROVED BROKERS / DEALERS FOR PUBLIC INVESTMENT PURPOSES; AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, the Public Funds Investment Act governs local government investments;
and

WHEREAS, the Public Funds Investment Act requires the governing body, no less than annually, to review, revise, and adopt a list of qualified broker/dealers which are authorized to engage in investment transactions with the EDC; and

WHEREAS, the following brokers/dealers are recommended for approval and will be sent a copy of the EDC Investment Policy for written certification of their review in accordance with the Act and the Investment Policy.

NOW, THEREFORE, BE IT RESOLVED that:

Section One. Approval. The following entities are authorized as brokers / dealers for the EDC:

- Loop Capital,
- Raymond James,
- Stifel Nicolaus, and
- Wells Fargo.

Section Two. Banking Institutions. In accordance with the EDC Investment Policy, any qualified Texas bank used for time or demand deposits may be approved by the Investment Officers, as identified through the competitive process, without further Board of Directors action.

Section Three. Compliance. The EDC has complied with the requirements of the Public Funds Investment Act, and the list of authorized brokers/dealers is hereby adopted.

Section Four. Authorization. The Executive Director is hereby authorized to take all necessary steps to implement the provisions of this Resolution.

Section Five. Effective Date. This Resolution shall take effect immediately upon its adoption.

Section Six. Recitals. The Board of Directors finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

Section Seven. Severability. If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Resolution. The Board of Directors hereby declares that it would have passed this Resolution, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

PASSED, ADOPTED, AND APPROVED by the EDC Board of Directors this the 18th day of September 2019.

APPROVED:

Rick A. Schroder
Executive Director

ATTEST:

Glenn Goolsby
Asst. Director

EDC Agenda Item

DATE: September 18, 2019

AGENDA PLACEMENT: Individual

CAPTION:

Discussion of and action on a proposal for the EDC to provide the funding for a City Council approved project to add a spray park/splash pad to the Helotes Fitness Park and Disc Golf Course to be completed jointly with the City of Helotes whereby the EDC will provide the funding and the City of Helotes will provide the project planning, design, engineering, estimating, and management. (Mayor Schoolcraft)

BACKGROUND:

The Helotes Fitness Park and Disc Golf Course has been an ongoing project since 2010. The addition of the five acre tract of land that is the Helotes Fitness Park to the original three acre tract where the disc golf course is located has proven to be a tremendous asset to the park. It has become a gathering place for exercise groups, family gatherings, disc golf enthusiasts, and citizens and visitors alike who just are looking for a place to get some exercise in the great outdoors. The addition of the approximately 1/3 mile walking/jogging trail and the installation of seven new new fitness stations in 2018 has proven to be a great asset to the park.

The trail has been named the Helotes Healthy Heart Walk with signage marking the trail in 1/10 mile increments so people walking or jogging can pace themselves while putting in laps around the trail. Each fitness station has a sign describing the exercise intended for that particular station and includes a QR code that allows the user to read the code with a QR reader on their phone and link to a short video showing them several ways to use the equipment at that station.

The disc golf course has similar technology on the signs at each tee box that link the player to a brief video of a drone flight down each fairway to show the golfer how to “play” the hole. These amenities have proven to be very popular with users and make the experience of visiting the park much more interesting and enjoyable.

This proposal is for a new spray park/splash pad, hereinafter referred to as a splash pad, to add a fun way for families to enjoy the park even more during the hot days of summer. We are in the initial stage of planning the splash pad and have reached out to several companies well known in the industry to assist us with design ideas and developing specifications. We are proposing a splash pad between 1,000 s.f. and 2,000 s.f. with 12 to 18 interchangeable spray features. The system we are proposing will, most likely, be a recirculating one so that we can recycle the water used for the splash pad but we will be looking at all other options. The design will include ground, area, and directional sprays to enhance the overall experience and encourage interaction between the users. It will, most likely, not include brightly colored or other fiberglass figures that will tend to fade over time with exposure to the elements.

The addition of a splash pad to our park will be an ideal recreational attraction and greatly add to the overall experience of using the park. There is no standing water in a splash pad so there is no need for a lifeguard. All of the spray features will be programmable to enhance the play experience while at the same time, conserving water through monitored use of the splash pad. This project will result in a positive addition to our City and give our citizens a close-by, convenient, and safe environment to bring their whole family for a few hours or a whole afternoon of fun on those hot summer days we experience every year. Splash pads stimulate children's senses through interactive aquatic play, provide an outlet for older children, including teenagers, to get exercise, and entertain adults who just like to get wet and have fun with their kids. This is a viable project that will result in a tremendous asset for the City and an enhancement that will provide many years of recreation for our citizens and visitors to Helotes.

We currently have parking for 25 to 30 vehicles at the disc golf course. In anticipation of the need for additional parking, we have applied to TxDOT for a driveway permit to install an improved driveway off of FM 1560 at the location of the existing gate used by our Public Works personnel. We will then be able to dedicate enough area for parking 30 to 60 vehicles for overflow/auxiliary parking. We have the option of making this secondary parking area part of this project or plan it as a separate project to be completed at a later date.

This project was approved by the City Council on 09/12/2019 and is eligible for funding by the EDC under the Texas Local Government Code, Chapter 505, Type B Corporations, Subchapter D, Section 505.151, Authorized Projects, which allows projects found to be suitable by the Board of Directors to be suitable including public park purposes and events, parks, park facilities, and open space improvements.

FINANCIAL INFORMATION:

Depending upon the final size of the proposed splash pad, the number and type of spray features included, and the type of system for capturing water, we are anticipating the total cost of this project, with additional amenities including shade structures, seating, and fencing, if determined to be necessary, to come in between \$250,000.00 and \$300,000.00.

RECOMMENDED ACTION: Approval of this agenda item.

SUBMITTED BY: Mayor Schoolcraft

SUGGESTED MOTION:

Discussion of and action on a proposal for the EDC to provide the funding for a City Council approved project to add a spray park/splash pad to the Helotes Fitness Park and Disc Golf Course to be completed jointly with the City of Helotes whereby the EDC will provide the funding and the City of Helotes will provide the project planning, design, engineering, estimating, and management.

INNOVATIVE SOLUTIONS FOR AQUATIC PLAY



Unique features for unique facilities

Water Odyssey offers a wide range of unique spray features. With vibrant colors, unique themes, and custom creations we can set your facilities apart from the rest.



Get the most play value

Eliminate extra costs by doing the job right the first time. Our high-quality products maximize play value and minimize maintenance costs to extend the life of your parks for years to come.



Low flow features for water conservation

We understand that water conservation is a big deal. That's why we provide a wide variety of options from spray features to water management solutions, so you can make every drop count.



Fun For Everyone

We believe it's important to design and develop our products for people of all abilities to promote inclusive play. That's why Water Odyssey products are ADA and DDA Compliant!



The beauty of interchangeability

Don't limit the potential of your aquatic play facility. If you plan for future expansion, or just want the ability to switch out spray features with ease, then the Switcheroo™ Anchoring System is right for you. Fun Forms™ are also interchangeable, so it's easy to switch out elements, or retrofit old spray features without undergoing costly renovations and downtime.

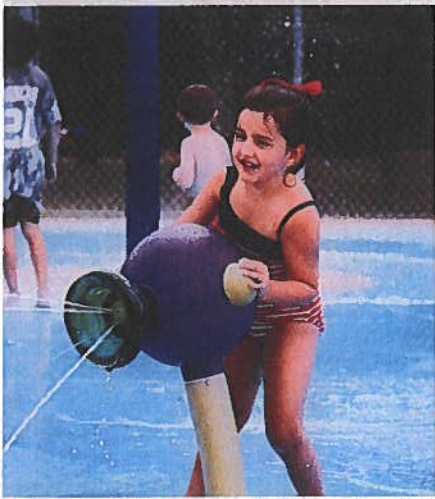


Keeping safety in mind

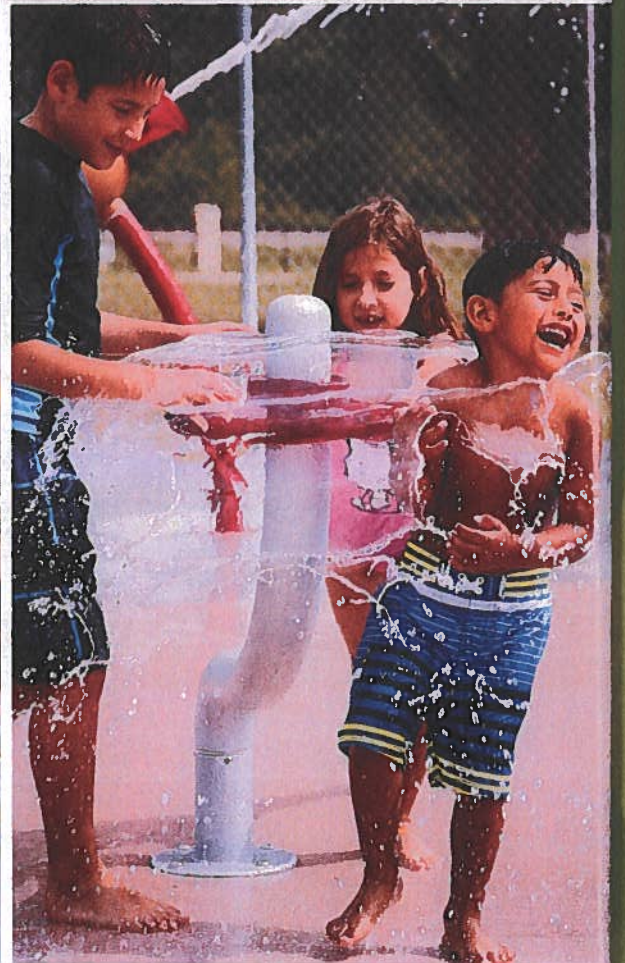
As a family company, we know how important safety is when it comes to children. That's why Water Odyssey spray features & systems are designed and manufactured in accordance with ASTM standards F2461-09 and F1487-11.

URBAN DESIGNS

COLORCAST™



HAND-CARVED
CREATIONS
COME TO LIFE
WITH BRIGHT
COLORS AND
COOL SPRAY
EFFECTS

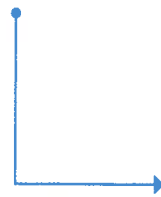




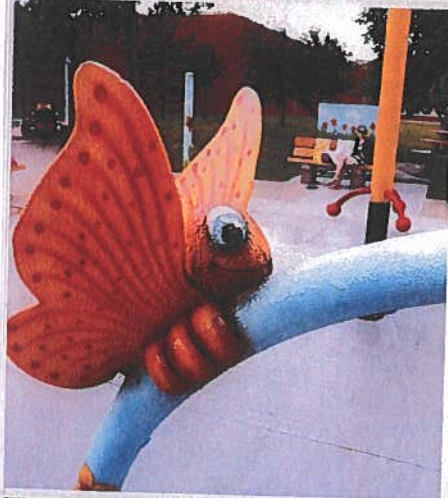
**SCAN THE QR CODE TO SEE
THIS SPRAY PARK IN MOTION!**



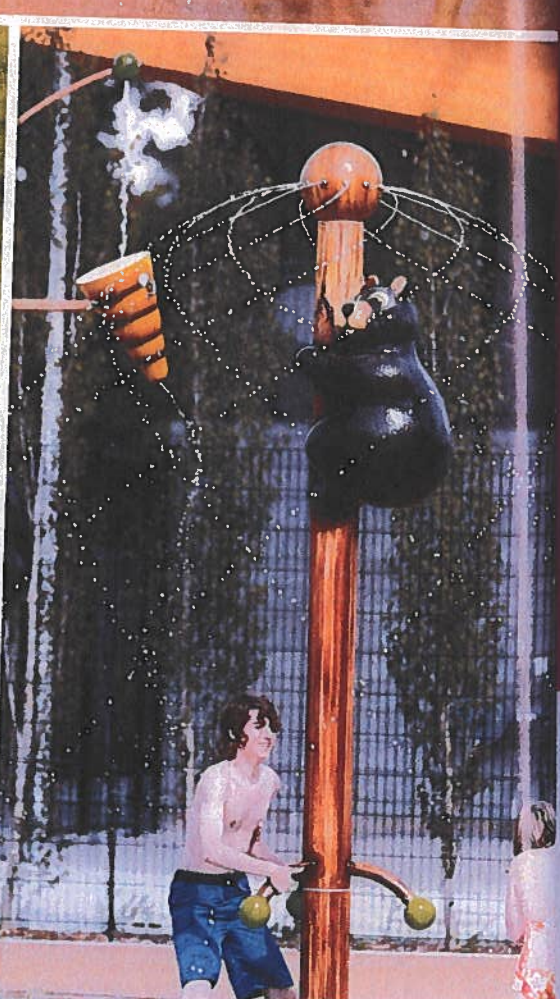
Coordinate the colors of your spray park by choosing from our palette of color schemes. Urban #2 shown above.



THEMED ESSENTIALS

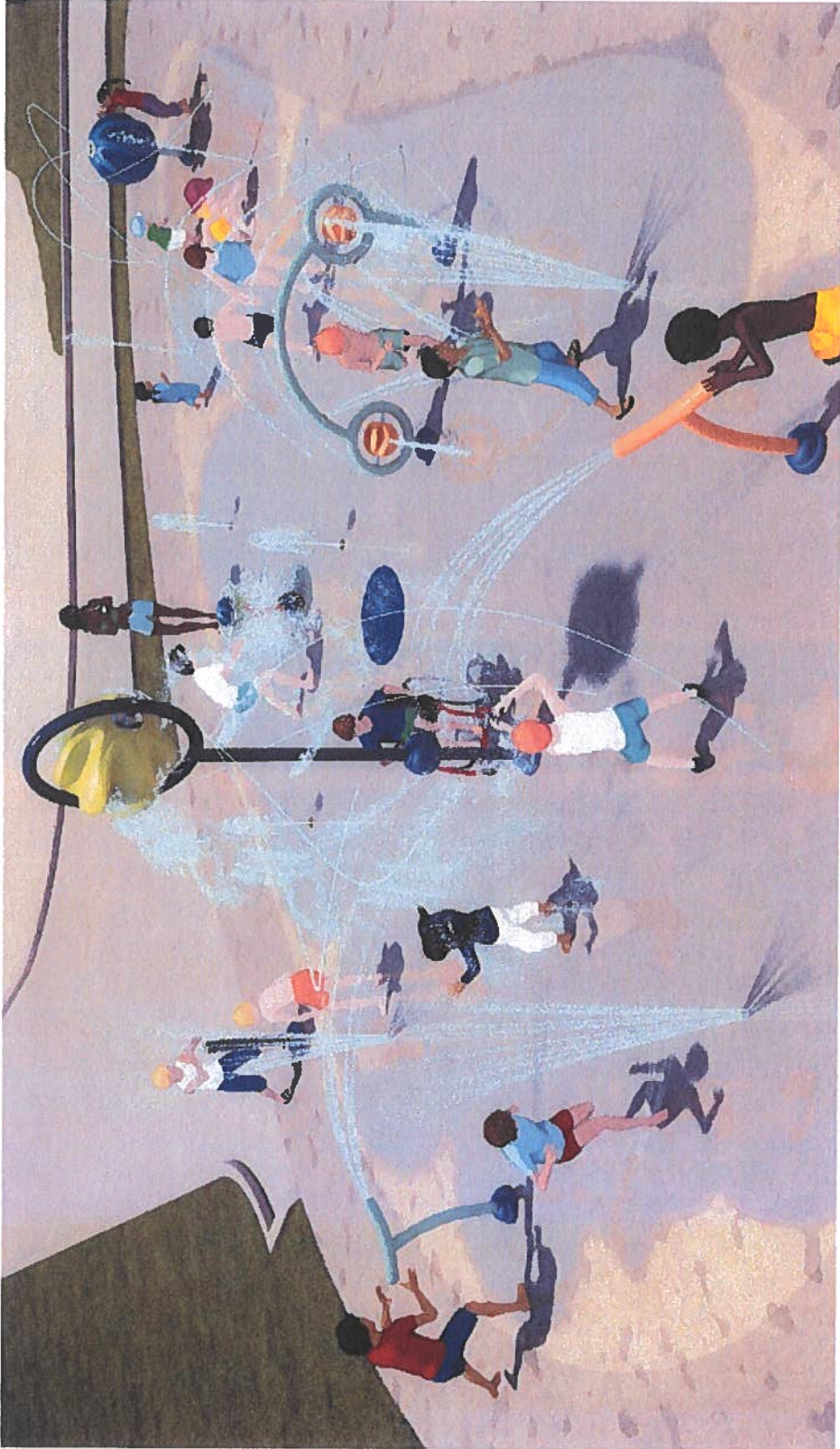


CREATE AN
IMMERSIVE
AQUATIC PLAY
EXPERIENCE



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ID#25908 - 013744

View 1

PlayRope
PLAYROPE.COM
VORTEX

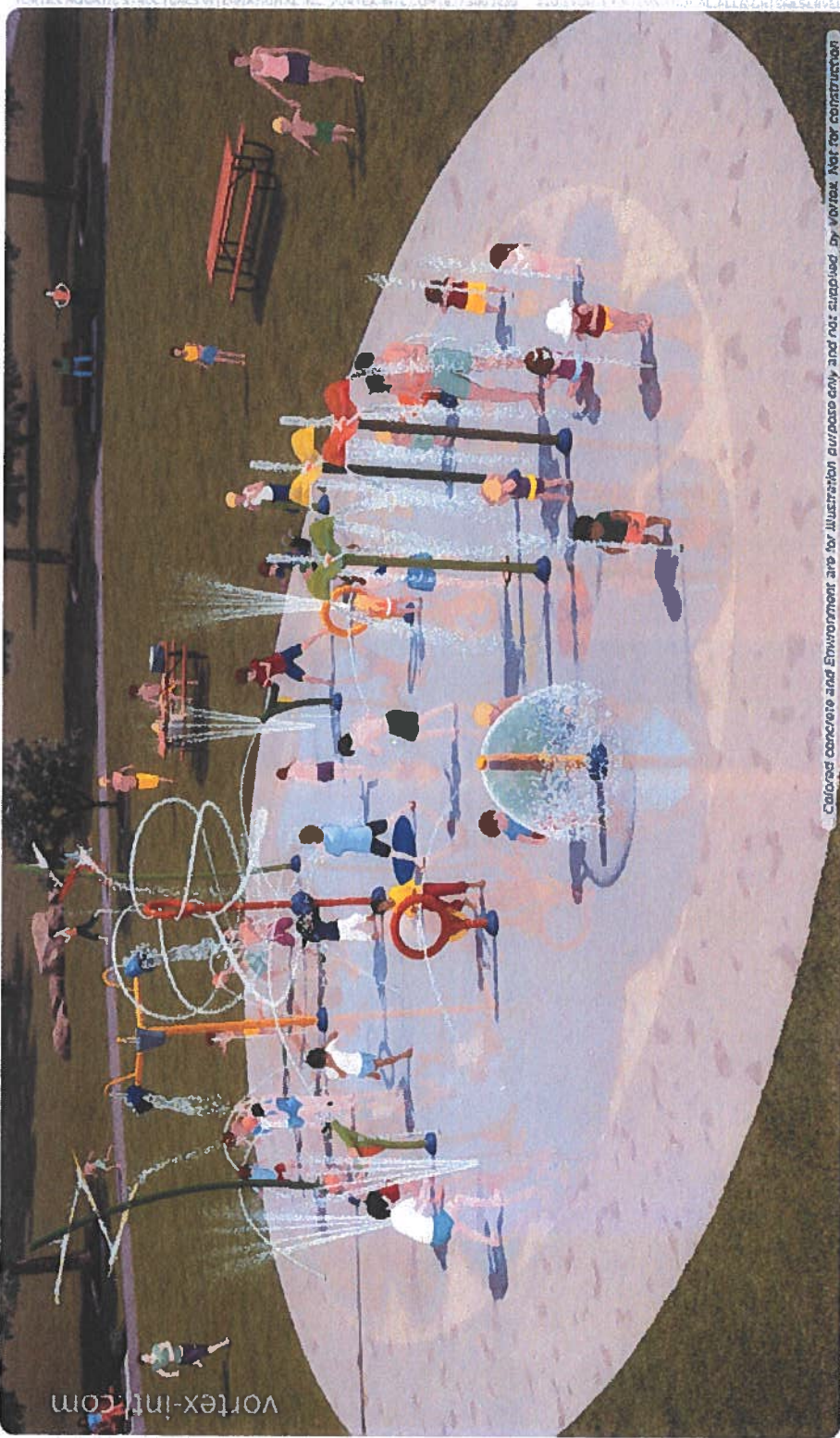


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ID#26193 - Q14324

View 1



vortex-intl.com

VORTEX AQUATIC SYSTEMS (USA) INTERNATIONAL INC. | VORTEX-INTL.COM | 877-589-7229 | 4201 VORTEX DRIVE, WASHINGTON, ALABAMA 36688

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ID#28746 - 017135

View 1

GROUND SPRAYS

MINI SERIES




GROUND SPRAYS
INFLUENCE
DISCOVERY
AND MULTI-
GENERATIONAL
PLAY



OVER N' UNDER W097


 24 GPM/91 LPM

 Height: 4 FT/122 CM
Throw: 4 FT/122 CM

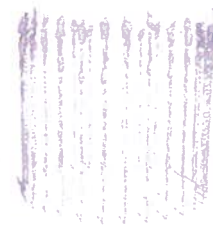


WATER FENCE W058

 6-36 GPM/23-136 LPM


 W058C
2-10 GPM/8-38 LPM


 Height: 4 FT/122 CM



WATER CAGE W012

 60 GPM/227 LPM

 W012C
18 GPM/68 LPM

 Height: 4 FT/122 CM



Create with aquatic play

Keeping youthful hearts entertained by providing the creative depth your aquatic playground needs.







JUST-A-BUCKET
W147

-  5-15 GPM/19-57 LPM
-  Height: 13'-8"/417 CM





DEW DROP BUCKETS
W356

-  5-15 GPM/19-57 LPM
-  Height: 14'-10"/452 CM





FILL N' SPILL
W103

-  5-15 GPM/19-57 LPM
-  Height: 13'-0"/396 CM





SPIN N' SPILL
W130

-  15-30 GPM/47-114 LPM
-  Height: 13'-4"/406 CM





BIG BUCKETS
W121

-  14-42 GPM/53-159 LPM
-  Height: 13'-0"/396 CM




SPLASH TOWER
W133


-  32-96 GPM/121-363 LPM
-  Height: 15'-6"/472 CM

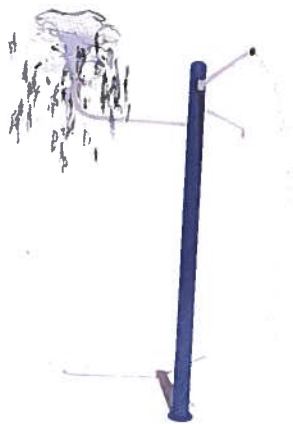


SPRAY WAY
W034

 12 GPM/45 LPM


 W034C
6 GPM/23 LPM

 Height: 7'-4"/224 CM



THREE ARM BANDIT
W129


 25-35 GPM/95-132 LPM

 Height: 13'-1"/399 CM



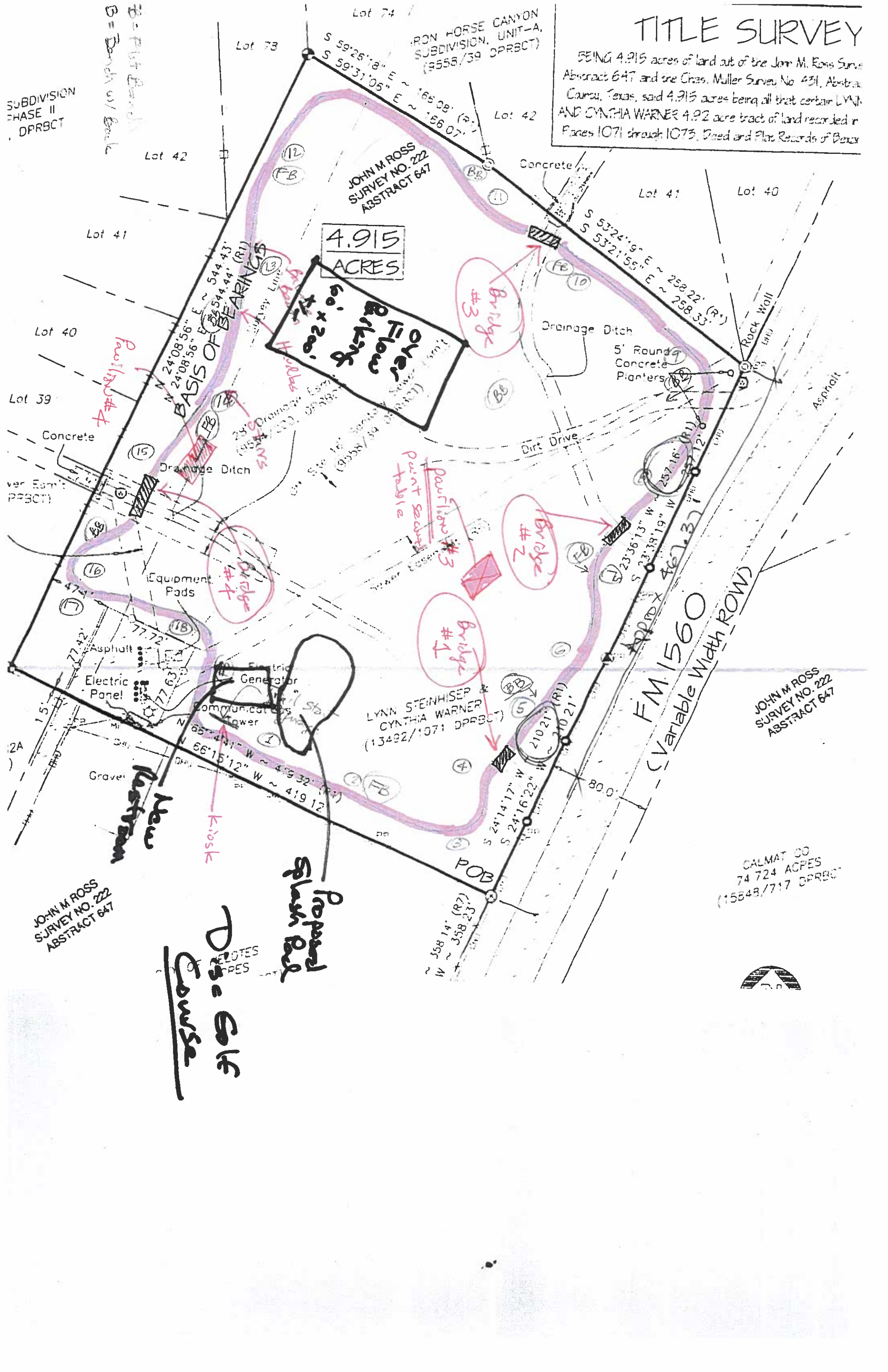
SILLY SHOWER
W023

 30-120 GPM/114-454 LPM

 Height: 14'-11"/455 CM

TITLE SURVEY

BEING 4.915 acres of land out of the John M. Ross Survey Abstract 647 and the Chas. Muller Survey No. 431, Abstract Course, Texas, said 4.915 acres being all that certain LYNN AND CYNTHIA WARNER 4.92 acre tract of land recorded in Pages 1071 through 1073, Deed and Plat Records of Bexar



EDC Agenda Item

DATE: September 18, 2019

AGENDA PLACEMENT: Individual

CAPTION:

Discussion of and action on a proposal for the EDC to provide the funding for a City Council approved project to install new sidewalks along the East side of Riggs Road from Our Lady Guadalupe Catholic Church (OLG) to F.M. 1560 and along the West side of Old F.M. 1560 from F.M. 1560 to City Hall to be completed jointly with the City of Helotes whereby the EDC will provide the funding and the City of Helotes will provide the project planning, design, engineering, estimating, and management. (Mayor Schoolcraft)

BACKGROUND:

Recently, City Council approved the submission of a Safe Routes to School Infrastructure Funding grant application to TxDOT for the installation of sidewalks in multiple areas of the City. Although it is possible that we will receive all or at least partial funding for this proposed project, the grant funds are limited with applications submitted by many entities far exceeding the available funds. This agenda item is being presented for consideration and approval to allow staff to begin planning for these two segments of sidewalks as a contingency should we not receive the requested grant funding. Approval of this proposed sidewalk project will allow us to complete the connection of a safer walkable route between Old Town Helotes, City Hall, and, once the widening of FM 1560 is completed, the Helotes Fitness Park and Disc Golf Course.

Riggs Road is used by many walkers and joggers, especially in the morning and evening hours. Even though there is an existing minimal shoulder on both sides of the street, a sidewalk will keep pedestrians off of the driving surface and provide such safer route. The segment on the OLG side of FM 1560 will be approximately 3,450 linear feet while the segment on the City Hall side of FM 1560 will be approximately 1,200 linear feet. The proposed sidewalk will be six feet wide with a rough broom finish and will be installed on the East, or Bandera Road side of Riggs Road. This will negate the need for extensive runs of handrail that would be needed if the sidewalk would be installed on the West, or Helotes Creek side of Riggs Road. Installation on the East side of Riggs Road will require a crosswalk to be located near OLG and approximately 50 feet from the intersection of Riggs Road and Fm 1560. A short segment of 50 linear feet of sidewalk will be installed on the West side of Riggs Road to allow pedestrians using that sidewalk to proceed to the intersection and connect with the existing sidewalk along Fm 1560. We will allow for spanning one small culvert inlet on Riggs Road with the sidewalk and no curbing or handrail should be necessary.

This project will be bid with the assumption that the work will be completed on the two segments at the same time but the segments will be bid as separate projects. The total area of sidewalk will be approximately 28,000 square feet with approximately 20,700 square feet for the Riggs Road segment and approximately 7,200 square feet on the Old FM 1560 segment. Payment will be made

based upon job measured square footage once the project is completed. This project is contingent upon whether we receive grant funding. Our purpose for presenting it for consideration at this time is so that we can complete the preliminary planning, layout, and bid document preparation to be ready to begin the project in the first quarter of 2020.

This project is eligible for funding by the EDC under the Texas Local Government Code, Chapter 505, Type B Corporations, Subchapter D, Authorized Projects, Section 505.155 (1), a project to provide public safety, facilities, streets and roads. The City Council approved this project on 09/12/2019.

FINANCIAL INFORMATION:

We anticipate the total cost of this project to fall within the range of \$125,000.00 to \$175,000.00.

RECOMMENDED ACTION: Approval of this agenda item.

SUBMITTED BY: Mayor Schoolcraft

SUGGESTED MOTION:

Discussion of and action on a proposal for the EDC to provide the funding for a City Council approved project to install new sidewalks along the East side of Riggs Road from Our Lady Guadalupe Catholic Church (OLG) to F.M. 1560 and along the West side of Old F.M. 1560 from F.M. 1560 to City Hall to be completed jointly with the City of Helotes whereby the EDC will provide the funding and the City of Helotes will provide the project planning, design, engineering, estimating, and management.

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION (EDC) APPROVING APPROPRIATIONS FOR THE FISCAL YEAR ENDING (FYE) 2020 MAINTENANCE AND OPERATING, INTEREST AND SINKING, AND CAPITAL BUDGETS BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020 TO SUPPORT THE EDC’S PROGRAMS, “PROJECTS,” AS DEFINED BY TEXAS LOCAL GOVERNMENT CODE CHAPTER 505 TYPE B CORPORATIONS, AND COOPERATIVES; AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, the mission of the EDC is to promote, encourage, and enhance the creation of jobs and the expansion of the local sales and property tax base through economic development projects that assist in the retention and expansion of existing employers and which attract new employers and aid in their development, growth, and investment of human and capital resources within the City of Helotes; and

WHEREAS, the vision of the EDC 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; and

WHEREAS, proposed FYE 2020 Maintenance and Operating, Interest and Sinking, and Capital Budgets (the “Budgets”) were duly presented to the EDC Board of Directors by the EDC President and the Executive Director and two public hearings were held thereon on August 14, 2019 and September 18, 2019, notice of said hearings having first been duly published in the San Antonio Express News, on the EDC website, and on the City of Helotes electronic bulletin board; and

WHEREAS, the EDC Board of Directors has reviewed and amended the attached FYE 2020 Budgets, and such amendments, approved by the EDC Board of Directors on September 18, 2019, have been identified and their effect included within the attached Budgets; and

WHEREAS, the EDC Board of Directors officially found that all line items outlined within the attached FYE 2020 Budgets comply with the requirements and purposes of the election authorizing the use of additional sales and use tax monies for economic development purposes and constitute qualified “Projects,” as defined Texas Local Government Code Chapter 505 *Type B Corporations*; and

WHEREAS, pursuant to Sec. 505.158 of the Texas Local Government Code, the City Council of the City of Helotes will adopt a Resolution approving the EDC’s appropriations, Budgets, programs, “Projects,” and cooperatives for FYE 2020 beginning October 1, 2019 and

ending September 30, 2020 after giving the Resolution at least two separate readings. The City Council held two public hearings on this Resolution on August 22, 2019 and September 12, 2019.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION:

SECTION ONE: That appropriations for the EDC's FYE 2020 Maintenance and Operating, Interest and Sinking, and Capital Budgets, beginning October 1, 2019 and ending September 30, 2020, to support the EDC's programs, "Projects," as defined by Texas Local Government Code Chapter 505 *Type B Corporations*, and cooperatives be fixed and determined for said terms in accordance with the expenditures shown in the EDC's FYE 2020 Budgets, a copy of which is appended hereto as Exhibit A.

SECTION TWO: That said appropriations supporting EDC programs, "Projects," and cooperatives are hereby approved in all respects by the EDC Board of Directors and adopted as the EDC Maintenance and Operating, Interest and Sinking, and Capital Budgets for the fiscal year beginning October 1, 2019 and ending September 30, 2020.

SECTION THREE: That the City Administrator, serving as the EDC Executive Director, is hereby authorized to take all necessary steps to implement the provisions of this Resolution and is given the authority to sign documents authorizing the payment of funds and to expend public monies that have been approved and appropriated within said Budgets.

SECTION FOUR: That this Resolution shall take effect on October 1, 2019.

SECTION FIVE: That the Board of Directors finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

SECTION SIX: That if any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Resolution. The Board of Directors hereby declares that it would have passed this Resolution, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

PASSED AND APPROVED THIS 18th DAY OF SEPTEMBER 2019.

Rick A. Schroder, Executive Director

ATTEST:

Glenn Goolsby, Asst. Director

“Exhibit A”

PROPOSED BUDGET
AS OF: SEPTEMBER 9, 2019

05 -ECONOMIC DEVELOPMENT CORP

REVENUES	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	PROJECTED YEAR END	2019-2020 PROPOSED BUDGET
					BEGINNING FUND BALANCE	\$950,079	\$1,283,517
NON-PROPERTY TAXES							
401-3140 SALES TAX	633,289	757,921	1,215,880	1,210,582	1,343,789	1,465,952	1,465,952
401-3150 MIXED BEVERAGE	7,759	8,733	9,302	9,707	9,815	9,815	9,815
TOTAL NON-PROPERTY TAXES	641,049	766,654	1,225,182	1,220,289	1,353,604	1,475,767	1,475,767
MISCELLANEOUS REVENUE							
406-1010 INTEREST	1,833	3,009	9,534	8,492	19,539	21,315	21,315
406-1060 TRANSFERS IN/OUT	0	(2,520)	0	0	(99,293)	(99,293)	0
TOTAL MISCELLANEOUS REVENUE	1,833	489	9,534	8,492	(79,754)	(77,978)	21,315
TOTAL REVENUES	642,882	767,143	1,234,715	1,228,781	1,273,850	1,397,789	1,497,082

05 -ECONOMIC DEVELOPMENT CORP
ADMINISTRATION
EXPENDITURES

(----- 2018-2019 -----) (----- 2019-2020 -----)

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	PROJECTED YEAR END	PROPOSED BUDGET
PERSONNEL							
510-5101 SALARIES	0	0	0	68,053	65,062	67,664	72,545
510-5111 LONGEVITY	0	860	980	1,100	1,100	1,100	1,220
510-5113 BENEFITS	0	0	0	17,352	14,775	15,366	18,266
TOTAL PERSONNEL	0	860	980	86,505	80,937	84,130	92,031
CONTRACTUAL SERVICES							
510-5201 MEMBERSHIPS, DUES & LICENSES	5,992	5,741	9,419	16,000	9,076	9,901	16,000
510-5202 AUDIT FEES	2,900	3,000	3,100	3,200	3,200	3,200	3,200
510-5203 SCHOOLS, SEMINARS, CONFERENCES	1,762	1,247	1,784	3,000	1,005	1,096	3,000
510-5204 INTL. CONF. SHOPPING CENTERS	6,188	7,528	4,664	9,000	8,173	8,916	8,916
510-5205 BANK FEES	245	0	0	500	0	500	500
510-5206 LEGAL FEES / MDD CREATION	4,101	4,147	2,868	2,993	624	681	5,000
510-5208 CONC. DESIGN & LAND USE PLANS	4,700	0	7,300	25,000	1,781	1,943	15,000
510-5210 WORKSHOPS & PROMOTIONS	300	1,000	0	3,000	189	206	3,000
510-5211 MARKETING / TOURISM	26,606	28,178	11,099	34,621	14,425	15,736	35,000
510-5212 WEBSITE DEV. & MAINTENANCE	0	1,050	6,336	8,523	8,975	9,791	9,791
510-5214 MANAGED SVCS. AGREEMENT	15,000	15,000	11,084	5,524	5,524	5,524	5,400
510-5215 DEBT SERVICE	335,000	195,000	200,000	323,040	323,040	323,040	329,210
510-5221 RETAIL RECRUITMENT CONSULTING	35,000	30,000	25,000	20,000	0	0	0
510-5224 OFFICE RENTAL	0	0	17,031	9,600	9,500	9,500	10,800
510-5225 OTHSD PARKING LOT LEASE	0	0	162	6,000	5,169	6,000	5,520
510-5226 LAND ACQUISITION	0	0	0	234,150	0	0	0
510-5227 CAPACITY / GAP ANALYSES	0	0	0	0	0	0	15,000
510-5228 VISITOR CENTER	0	0	0	0	0	0	50,000
510-5229 GATEWAY SIGNAGE	0	0	0	0	0	0	50,000
TOTAL CONTRACTUAL SERVICES	437,794	291,891	299,848	704,151	390,682	396,034	565,337
510-5206 LEGAL FEES / MDD CREATION							
PERMANENT NOTES:							
STRATEGIC WORK PLAN GOAL NO. 6							
510-5211 MARKETING / TOURISM							
PERMANENT NOTES:							
STRATEGIC WORK PLAN GOAL NO. 4							
510-5227 CAPACITY / GAP ANALYSES							
PERMANENT NOTES:							
STRATEGIC WORK PLAN GOAL NO. 1							
510-5228 VISITOR CENTER							
PERMANENT NOTES:							
STRATEGIC WORK PLAN GOAL NO. 5							
510-5229 GATEWAY SIGNAGE							
PERMANENT NOTES:							
STRATEGIC WORK PLAN GOAL NO. 2							

05 --ECONOMIC DEVELOPMENT CORP
ADMINISTRATION
EXPENDITURES

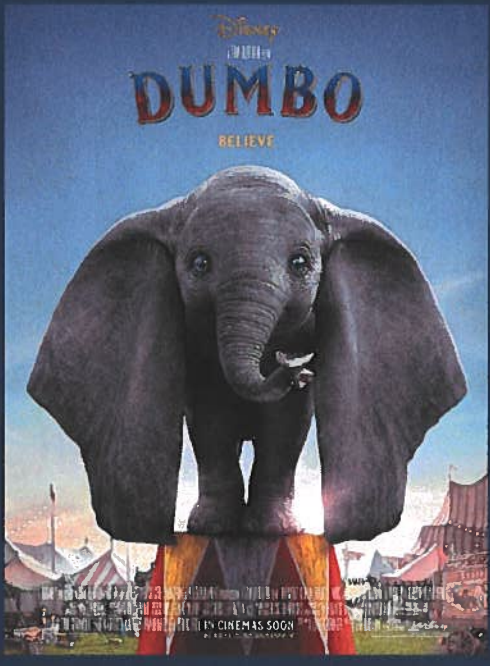
(-----2018-2019-----) (-----2019-2020-----)

	2015-2016 ACTUAL	2016-2017 ACTUAL	2017-2018 ACTUAL	CURRENT BUDGET	2018-2019 Y-T-D ACTUAL	PROJECTED YEAR END	PROPOSED BUDGET
COMMODITIES							
510-5301 OFFICE SUPPLIES	730	957	3,037	2,211	392	428	3,000
510-5302 OPERATIONAL EXPENSES	641	1,755	15,703	13,165	13,165	14,362	14,362
510-5305 COMMUNICATION EQUIPMENT	1,530	235	1,362	1,421	1,129	1,232	1,232
510-5326 EXPENSE REIMBURSEMENT	128	129	0	250	168	183	183
510-5333 360 AGREEMENT REIMBURSEMENTS	0	0	421,727	421,078	567,982	567,982	567,982
TOTAL COMMODITIES	3,029	3,076	441,828	438,125	582,835	584,186	586,759
TOTAL ADMINISTRATION	440,823	295,827	742,656	1,228,781	1,054,454	1,064,351	1,244,127
TOTAL EXPENDITURES	440,823	295,827	742,656	1,228,781	1,054,454	1,064,351	1,244,127
REVENUE OVER/(UNDER) EXPENDITURES	202,058	471,316	492,059	0	219,396	333,438	252,955
ENDING FUND BALANCE						\$1,283,517	\$1,536,472

*** END OF REPORT ***

Ad created for Helotes Highlights to promote Movie Night.

MOVIE NIGHT AT THE PARK



September 20

FREE!

Fun for the whole family. Don't forget to bring your own chairs or blankets. Located at 12951 Bandera Road, Helotes, TX 78023.

For more info visit:
www.visithelotes.com

ACTIVITIES BEGIN AT 6:00 PM HELOTES CITY HALL



Events Attended:

August 21, 2019

RETAIL LIVE!

RETAIL. REAL ESTATE. LIVE.

GROWING AS A LEADER

SPEAKER:
Tomas Martinez III

LOCATION:
SALTGRASS STEAK HOUSE
11812 BANDERA RD
HELOTES, TX 78023

Helotes Area Chamber of Commerce
POWER LUNCH

SEPT 17
11:30 AM - 1:00 PM

COST: \$20 MEMBERS (before Sept. 11) | \$30 NON-MEMBERS

MENU: STEAK & SHRIMP, BABY BACK RIBS, CHOPPED STEAK, OR CHICKEN LAREDO

SPONSORS: Frost BANKING. INVESTMENTS. INSURANCE | HELOTES TEXAS | RBFCU

Old Town Helotes Special District Pedestrian Bridge Project:

Sidewalks are complete! The next step is for the contractor to install railing.

Gateway monument signage:

During the last EDC meeting Mr. Holmes presented a conceptual monument sign design which was sent to Keller Signs.

Shop Helotes Website:

The Shop Helotes website has been updated and now includes all local businesses.

Prospects:

HEDC staff has been in contact with several new prospects considering Helotes.

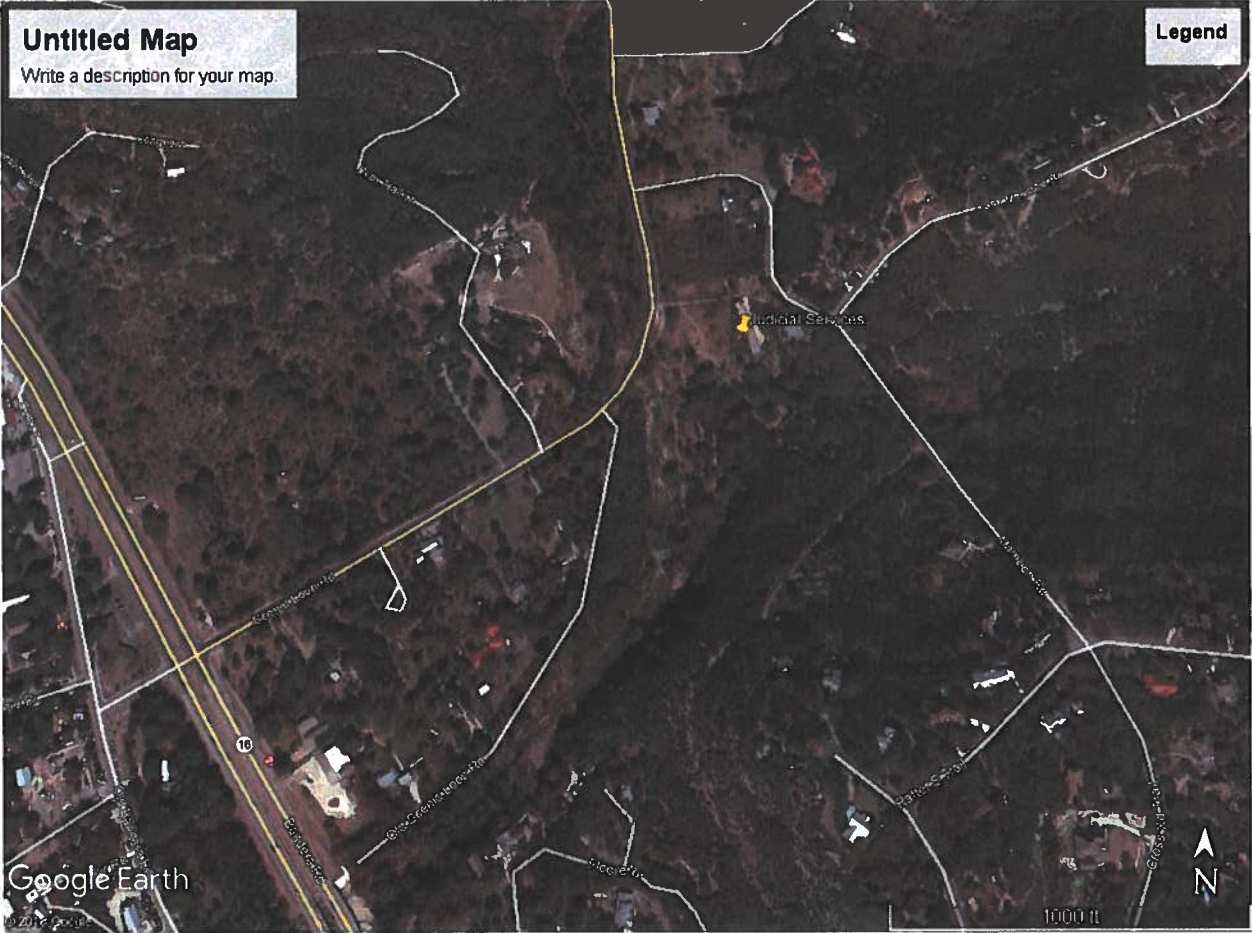
We continue to have discussions for the development of a 15-20 acre mixed-use project. The developers are evaluating several sites.

Commercial Development Updates:

HEDC staff has received permission from the property owner to begin promoting the site to developers. Staff is still working with Manhard Consulting to create additional site plans that highlight a wide range of uses. The site is currently being considered by Kidder Entertainment Group, otherwise known as Cooter Browns.



Proposed 18,175 sqft. office building. The property owners are submitting documents to obtain a demolition permit. The property still needs to be platted.



Proposed 20,000 sqft. office / retail center – The property owner/developer, Stan Goodson has hired an architect and contractor to work on the site layout and building design. They plan to submit a conceptual design at the next Planning and Meeting.

