



The City of Helotes Economic Development Corporation (EDC) Board of Directors will meet for a Regular Meeting on Wednesday, September 15, 2021 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) 2021. Proposed EDC budgets include economic development “Projects,” as defined by Texas Local Govt. Code Chapter 505 *Type B Corporations*. EDC FYE 2022 “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 Planning; Marketing; Special Event Marketing; Website(s) Development & Maintenance; Managed Services Agmt. w/ City; Old Town Helotes Parking Lot Lease Agmt.; Land Acquisition; Ch. 380 Economic Development Agmt. Reimbursements; Google 360 Tours; E-Commerce Accelerator Grant; Business Improvement Grant; Tenant Improvement Grant; Visitor & Tourism Center; Pedestrian Bridge Capital Improvements.

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). Comments are limited to three (3) minutes, and this time is not transferable. Discussion by the EDC of any item not on the Agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to any inquiry, and / or a proposal to place the item on a future EDC Agenda.

CONSENT AGENDA (ITEM NOS. 4 – 9):

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 Regular Meeting dated August 18, 2021. (Staff)

CONSENT AGENDA CONT:

5. Approval of the EDC Fiscal Year Ending (FYE) 2020 Revenue and Expense Report dated September 9, 2021. (Staff)
6. 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)
7. 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)
8. 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)
9. 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)
10. Approval of a Resolution of the Helotes Economic Development Corporation (EDC) authorizing certain budget amendments pertaining to the adopted Fiscal Year Ending (FYE) 2021 Budget. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION:

11. 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) 2022 Maintenance & Operating, Interest & Sinking, and Capital budgets for Fiscal Year Ending (FYE) 2022. Proposed EDC budgets include economic development “Projects,” as defined by Texas Local Govt. Code Chapter 505 *Type B Corporations* and 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)
12. Discussion of and action on the election of officers for the EDC Board of Directors, as required by the EDC Restated and Amended Articles of Incorporation, Article Ten Board of Directors, including, but not limited to, President, Vice-President, and Secretary. (Staff)

STAFF REPORT:

13. Update on the E-Commerce Accelerator Grant Program and Google 360 Virtual Business Tours. (Glenn Goolsby, Assistant Director)

MAYOR'S REPORT:

14. Update on the following by Mayor Richard Whitehead:
- EDC Board and City Council roles
 - Collaboration with other agencies to support local businesses
 - Fiscal Responsibilities

CLOSED SESSION:

15. Closed Session in accordance with Texas Government Code § 551.072 *Deliberation Regarding Real Property*. In addition to the matters listed below, any matter scheduled for Open Session may be discussed in Closed Session, as appropriate and authorized by law:
- §551.072 *Deliberation Regarding Real Property* – To consider the purchase of a real property interest for future development purposes.


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.

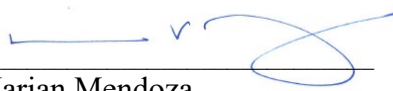
A quorum of the City Council and/or other City Boards, Committees, or Commissions may be present at this meeting. The City Council and/or other City Boards, Committees, or Commissions may not take action regarding public business or policy.

I certify that this Agenda was posted on September 12, 2021 at 3:00 p.m.

Attest:



Glenn Goolsby
Assistant Director



Marian Mendoza
Executive Director



REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, August 18, 2021 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: Blaine Lopez, President John Kodosky, Secretary
Melody Cooper Joel Lutz

Staff: *Marian Mendoza, Executive Director*
Glenn Goolsby, Assistant Director

Absent: Melissa Benavides Allison Higgins
Greg Hayden

1. Call to Order.

President Lopez called the meeting to order at 7:09 p.m.

PUBLIC HEARING:

- 2. Public Hearing on proposed Maintenance & Operating, Interest & Sinking, and Capital budgets for Fiscal Year Ending (FYE) 2021. Proposed EDC budgets include economic development “Projects,” as defined by Texas Local Govt. Code Chapter 505 *Type B Corporations*. EDC FYE 2022 “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 Planning; Marketing; Special Event Marketing; Website(s) Development & Maintenance; Managed Services Agmt. w/ City; Old Town Helotes Parking Lot Lease Agmt.; Land Acquisition; Ch. 380 Economic Development Agmt. Reimbursements; Google 360 Tours; E-Commerce Accelerator Grant; Business Improvement Grant; Tenant Improvement Grant; Visitor & Tourism Center; Pedestrian Bridge Capital Improvements.**

President Lopez opened the Public Hearing at 7:10 p.m., with no citizens signed up to speak the hearing was closed at 7:10 p.m.

OPEN SESSION:

3. Citizens to be heard.

The HEDC cannot discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). Comments are limited to three (3) minutes, and this time is not

transferable. Discussion by the HEDC 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 HEDC Agenda.

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 4 – 5):

All items marked with an asterisk (*) on the consent agenda were voted on as a group. Motion was made by John Kodosky, second by Melody Cooper to approve Items 4 and 5 as written. Motion carried unanimously.

- 4. * Approval of the minutes of the Regular Meeting dated July 21, 2021. (Staff)**
- 5. *Approval of the EDC Fiscal Year Ending (FYE) 2021 Revenue and Expense Report dated August 11, 2021. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 6. Presentation of and discussion on the Proposed FY 2021 - 2022 EDC Operating Budget. – Marian Mendoza, Executive Director**

Marian Mendoza reviewed changes made from the last presentation to include \$239,000.00 for the acquisition of right-of-way for the expansion of FM 1560 by TxDOT.

- 7. Discussion of and action on a Resolution by the Board of Directors of the Helotes Economic Development Corporation, canceling the construction of a spray park/splash pad at the Helotes Fitness Park and Disc Golf Course located at 10483 Parrigin Rd. and new sidewalks along Riggs Road and Old F.M. 1560 and authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution.**

Motion was made by Joel Lutz, second by John Kodosky to discuss and take action on the item as written.

Motion was made by John Kodosky, second by Joel Lutz to approve the resolutions canceling the construction of a spray park/splash pad at the Helotes Fitness Park and Disc Golf Course located at 10483 Parrigin Rd. and new sidewalks along Riggs Road and Old F.M. 1560. Motion carried unanimously.

STAFF REPORT:

- 8. Discussion on scheduling a Work Session to review the FY 2021 Strategic Work Plan. - Marian Mendoza, Executive Director**

Marian Mendoza suggested the board of directors hold a work session in October to review and modify if needed the FY 2021 Strategic Work Plan.

President Lopez after reading the following section, adjourned into closed session at 7:36 p.m.

CLOSED SESSION:

9. Closed Session in accordance with Texas Government Code § 551.072 *Deliberation Regarding Real Property*. In addition to the matters listed below, any matter scheduled for Open Session may be discussed in Closed Session, as appropriate and authorized by law:

- **§551.072 *Deliberation Regarding Real Property* – To consider the purchase of a real property interest for future development purposes.**

President Lopez reconvened the meeting at 7:59 p.m. and announced that no action had been taken during the closed session.

Adjourn the regular meeting of the EDC Board of Directors.

President Lopez adjourned the meeting at 8:00 p.m.

Marian Mendoza Executive Director

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: SEPTEMBER 10TH, 2021

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	888,182.00	(880,579.55)	1,072,311.21	(184,129.21)	120.73
MISCELLANEOUS REVENUE	<u>12,000.00</u>	<u>0.00</u>	<u>1,551.15</u>	<u>10,448.85</u>	<u>12.93</u>
TOTAL REVENUES	900,182.00	(880,579.55)	1,073,862.36	(173,680.36)	119.29
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>725,262.39</u>	<u>(872,278.49)</u>	<u>997,739.68</u>	<u>(272,477.29)</u>	<u>137.57</u>
TOTAL EXPENDITURES	725,262.39	(872,278.49)	997,739.68	(272,477.29)	137.57
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	174,919.61	(8,301.06)	76,122.68	98,796.93	43.52

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: SEPTEMBER 10TH, 2021

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	874,767.00	(881,515.84)	1,062,432.23	(187,665.23)	121.45
401-3150 MIXED BEVERAGE	9,815.00	936.29	6,028.98	3,786.02	61.43
401-3160 SUBLEASE HELOTES CHAMBER	<u>3,600.00</u>	<u>0.00</u>	<u>3,850.00</u>	<u>(250.00)</u>	<u>106.94</u>
TOTAL NON-PROPERTY TAXES	888,182.00	(880,579.55)	1,072,311.21	(184,129.21)	120.73
<u>MISCELLANEOUS REVENUE</u>					
406-1010 INTEREST	<u>12,000.00</u>	<u>0.00</u>	<u>1,551.15</u>	<u>10,448.85</u>	<u>12.93</u>
TOTAL MISCELLANEOUS REVENUE	12,000.00	0.00	1,551.15	10,448.85	12.93
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TOTAL REVENUES	900,182.00	(880,579.55)	1,073,862.36	(173,680.36)	119.29
	=====	=====	=====	=====	=====

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: SEPTEMBER 10TH, 2021

05 -ECONOMIC DEVELOPMENT CORP
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
510-5101 SALARIES	74,721.35	2,817.04	70,351.16	4,370.19	94.15
510-5111 LONGEVITY	1,460.00	0.00	1,340.00	120.00	91.78
510-5113 BENEFITS	<u>19,360.04</u>	<u>420.31</u>	<u>17,100.87</u>	<u>2,259.17</u>	<u>88.33</u>
TOTAL PERSONNEL	95,541.39	3,237.35	88,792.03	6,749.36	92.94
<u>CONTRACTUAL SERVICES</u>					
510-5201 MEMBERSHIPS, DUES & LICENSES	15,000.00	0.00	5,445.68	9,554.32	36.30
510-5202 AUDIT FEES	3,400.00	0.00	3,400.00	0.00	100.00
510-5203 SCHOOLS, SEMINARS, CONFERENCES	3,200.00	0.00	536.66	2,663.34	16.77
510-5204 INTL. CONF. SHOPPING CENTERS	3,200.00	0.00	0.00	3,200.00	0.00
510-5205 BANK FEES	750.00	0.00	209.94	540.06	27.99
510-5206 LEGAL FEES / MDD CREATION	3,000.00	0.00	247.00	2,753.00	8.23
510-5208 CONC. DESIGN & LAND USE PLANS	15,000.00	0.00	6,000.00	9,000.00	40.00
510-5210 WORKSHOPS & PROMOTIONS	3,000.00	0.00	0.00	3,000.00	0.00
510-5211 MARKETING / TOURISM	30,000.00	0.00	27,143.59	2,856.41	90.48
510-5212 WEBSITE DEV. & MAINTENANCE	12,000.00	0.00	1,850.00	10,150.00	15.42
510-5214 MANAGED SVCS. AGREEMENT	30,000.00	6,000.00	36,000.00 (6,000.00)	120.00
510-5215 DEBT SERVICE	321,669.00	0.00	321,669.00	0.00	100.00
510-5216 SBLAP GRANTS & ADMINISTRATION	0.00	0.00	450,850.00 (450,850.00)	0.00
510-5224 OFFICE RENTAL	12,000.00	0.00	9,800.00	2,200.00	81.67
510-5225 OTHSD PARKING LOT LEASE	5,520.00	0.00	4,547.20	972.80	82.38
510-5228 VISITOR CENTER	50,000.00	0.00	3,950.00	46,050.00	7.90
510-5230 MARKETING/CITY EVENTS	<u>110,000.00</u>	<u>0.00</u>	<u>20,893.50</u>	<u>89,106.50</u>	<u>18.99</u>
TOTAL CONTRACTUAL SERVICES	617,739.00	6,000.00	892,542.57 (274,803.57)	144.49
<u>COMMODITIES</u>					
510-5301 OFFICE SUPPLIES	2,000.00	0.00	244.62	1,755.38	12.23
510-5302 OPERATIONAL EXPENSES	8,500.00	0.00	15,315.20 (6,815.20)	180.18
510-5305 COMMUNICATION EQUIPMENT	1,232.00	0.00	845.26	386.74	68.61
510-5326 EXPENSE REIMBURSEMENT	250.00	0.00	0.00	250.00	0.00
510-5333 380 AGREEMENT REIMBURSEMENTS	<u>0.00</u>	<u>(881,515.84)</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL COMMODITIES	11,982.00 (881,515.84)	16,405.08 (4,423.08)	136.91
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TOTAL ADMINISTRATION	725,262.39 (872,278.49)	997,739.68 (272,477.29)	137.57
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TOTAL EXPENDITURES	725,262.39 (872,278.49)	997,739.68 (272,477.29)	137.57
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REVENUES OVER/(UNDER) EXPENDITURES	174,919.61 (8,301.06)	76,122.68	98,796.93	43.52
=====					

*** END OF REPORT ***



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: September 15, 2021**

- AGENDA PLACEMENT:**
- PUBLIC HEARING
 - RECOGNITION
 - UNFINISHED BUSINESS
 - CONSENT
 - INDIVIDUAL
 - CLOSED

CAPTION:

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)

BACKGROUND:

The City has maintained a Management Services Agreement with the Helotes EDC for a number of years. The amount paid in the agreement varied annually:

- FY12 to FY14 - \$8,000
- FY15 - \$12,000
- FY16 to FY17 - \$15,000
- FY18 to FY19 - \$5,400
- FY20 - \$15,000
- FY21 - \$36,000

During the budget presentation, staff presented the reasons on why it is important to begin considering the cost of the all City's staff time functioning as support staff for HEDC. There are several City staff that provides support to ensure the success of HEDC. The work that is completed by City staff includes, but is not limited to, preparing the agendas, writing reports, reviewing the EDC work plan, website updates, social media promotion, purchasing and payroll.

- City Administrator – 25%
- Finance Director – 5%
- Purchasing/Accounts Payable – 5%



- Public Relation – 18%
- City Secretary – 3%
- Human Resources – 1.3%

Total - \$45,280*

*Salary only and does not include benefit cost.

FINANCIAL:

\$36,000 annually

ATTACHMENTS:

Attachment A – Resolution

Exhibit A – Agreement for Management Services

SUBMITTED BY: Marian V. Mendoza, Executive Director

RESOLUTION NO. ____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION APPROVING AN AGREEMENT FOR MANAGEMENT SERVICES BETWEEN THE CITY OF HELOTES AND THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION; 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 City of Helotes Economic Development Corporation (hereinafter referred to as the “Corporation”) is desirous to enter into an agreement providing that certain administrative services of the Corporation will be performed by the City of Helotes, Texas (hereinafter referred to as the “City”); and

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

WHEREAS, the mission of the Corporation is to promote, encourage, and enhance the creation of new and expanded business enterprises in the City, the creation of jobs in the City, 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 believes that an agreement is necessary in order to ensure the most effective operation of the Corporation concerning this matter.

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

Section One. Approval. The Agreement for Management Services (the “Agreement”) between the City of Helotes and the City of Helotes Economic Development Corporation, attached hereto as Exhibit A, is hereby adopted for one year, beginning October 1, 2021 and expiring on September 30, 2022.

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 October 1, 2021.

Section Four. Recitals. The Board of Directors finds all 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 15TH DAY OF SEPTEMBER 2021.

ATTEST:

Marian V. Mendoza, Executive Director

Glenn Goolsby, Assistant Director

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

THIS AGREEMENT, approved as of the 15TH day of September, 2021 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, Marian Mendoza.

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.
- i) Providing indirect services, including, but not limited to, information technology support, public relations support, financial services to include accounts payable, and other support resources, as needed.

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 \$36,000.00.

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, 2021 and ending September 30, 2022, 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, 2021 and expire on September 30, 2022 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**

Marian V. Mendoza, Executive Director

Date

ATTEST:

Glenn Goolsby, Assistant Director Date

CITY OF HELOTES

Richard Whitehead, Mayor Date

ATTEST:

Celina Perez, City Secretary Date



City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: September 15, 2021

- AGENDA PLACEMENT:**
- PUBLIC HEARING**
 - RECOGNITION**
 - UNFINISHED BUSINESS**
 - CONSENT**
 - INDIVIDUAL**
 - CLOSED**

CAPTION:

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.

BACKGROUND:

The Public Funds Investment Act requires governmental bodies to annually review and adopt municipal investment policies, strategies, and related documents prior to the commencement of each fiscal year.

The proposed Investment Policy and Strategy for FYE 2022 was reviewed by Linda Patterson, City Financial Advisor. The recommended changes are denoted in the policy.

FINANCIAL: N/A

ATTACHMENTS:

Attachment A – Resolution

Attachment B – Investment Policy

SUBMITTED BY: Staff

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 was reviewed by Linda Patterson, City Financial Advisor. The recommended changes have been made within the policy.

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 2022, 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 15th day of September 2021.

APPROVED:

Marian Mendoza, Executive Director

ATTEST:

Glenn Goolsby, Asst. Director

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

Adopted September 15~~6~~, 2021~~0~~

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 ~~to be 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 securityguarding against~~ 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.

The Investment Officers acting in accordance with this Policy and written supporting 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 provided. 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 credit 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~~ two years.

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~~ one year. 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, buy and hold 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-Finance Director~~ 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-Finance Director~~ 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. The 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 for 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 with the City Secretary.

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. If statutory levels are reached certain disclosure must be made to the Texas Ethics Commission per the Act.

EDC Board of Directors Responsibilities

The EDC Board of Directors retains ultimate fiduciary responsibility for the investment program. The Board will designate investment officer and training sources and 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.

The investment officers shall perform an internal audit for compliance to this Policy and the Act.

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 adviser 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. The investment adviser may retain all documents for EDC.

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 / NCUSIFA coverage in accordance with this Policy. The total of FDIC / NCUSIFA 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 or bank 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 in which funds exceed the FDIC insurance coverage 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.

- FLHB Irrevocable Letter of Credit

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~~ 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~~ one year. 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 depository 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: _____



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: September 15, 2021**

- AGENDA PLACEMENT:**
- PUBLIC HEARING
 - RECOGNITION
 - UNFINISHED BUSINESS
 - CONSENT
 - INDIVIDUAL
 - CLOSED

CAPTION:

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)

BACKGROUND:

The Public Funds Investment Act requires governmental bodies to annually review and adopt municipal investment policies, strategies, and related documents prior to the commencement of each fiscal year.

The City's Investment Policy and Strategy designates that the City Administrator/EDC Executive Director and City Treasurer shall act as the Investment Officers for the City and EDC; however, the Act requires that Investment Officers be appointed by name, as well.

FINANCIAL: N/A

ATTACHMENTS: Attachment A – Resolution

SUBMITTED BY: Staff

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 designates Marian V. Mendoza, City Administrator/EDC Executive Director, and Tabitha "Taby" Durr, Finance Director, to serve as the Investment Officers for the City of Helotes and 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. Repealer. Resolution No. 20-005 is hereby repealed in its entirety and replaced with this Resolution.

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

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.

Section Seven. Effective Date. This Resolution shall take effect October 1, 2021.

PASSED, ADOPTED, AND APPROVED by the EDC Board of Directors this the 15th day of September 2021.

APPROVED:

Marian Mendoza, Executive Director

ATTEST:

Glenn Goolsby, Asst. Director



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: September 15, 2021**

- AGENDA PLACEMENT:**
- PUBLIC HEARING
 - RECOGNITION
 - UNFINISHED BUSINESS
 - CONSENT
 - INDIVIDUAL
 - CLOSED

CAPTION:

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)

BACKGROUND:

The proposed authorized brokers/dealers for FYE 2022 has two additions, the EDC's Investment Policy requires the Investment Officers to annually provide a list of not less than three (3) brokers/dealers for Board of Directors' approval. Brokers/dealers must be authorized before transactions are made, and all brokers/dealers who desire to become qualified for investment transactions are required to supply the following information:

- 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 City questionnaire.

Although the EDC is under no obligation to transact business with any financial institution or firm, the EDC is barred from purchasing securities, such as Treasuries, until the Board of Directors authorizes certain brokers/dealers. Patterson & Associates, the EDC's financial advisor, recommends the following brokers/dealers for the Board of Directors' approval:



- Loop Capital,
- Raymond James,
- Stifel Nicolaus, and
- Wells Fargo.
- UBS Financial
- RBC Securities

ATTACHMENTS: Attachment A – Resolution

SUBMITTED BY: Staff

RESOLUTION NO. 21- _____

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.
- UBS Financial
- RBC Securities

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. Repealer. Resolution No. 20-006 is hereby repealed in its entirety and replaced with this Resolution.

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

Section Six. Effective Date. This Resolution shall take effect October 1, 2021.

Section Seven. 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 Eight. 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 15th day of September 2021.

APPROVED:

Marian Mendoza
Executive Director

ATTEST:

Glenn Goolsby
Asst. Director



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: September 15, 2021**

AGENDA PLACEMENT:

- PUBLIC HEARING
- RECOGNITION
- UNFINISHED BUSINESS
- CONSENT
- INDIVIDUAL
- CLOSED

CAPTION:

Approval of a Resolution of the Helotes Economic Development Corporation (EDC) authorizing certain budget amendments pertaining to the adopted Fiscal Year Ending (FYE) 2021 Budget. (Staff)

EXECUTIVE SUMMARY:

Sections 102.010 of the Texas Local Government Code authorize the governing body to amend the annual budget for municipal purposes.

The 380 Agreement Expense listed in the FY21 Operating Budget correlates to Sales Tax Revenues. After much discussion with the City Auditors concerning the need for interdepartmental budget adjustments due to the increase of the 380 Agreement payment it was recommended that a budget adjustment be made to remove the 380 Agreement payment from expenses and pay it out of the Sales Tax revenue line item to accurately reflect budget totals. This is an obligated payment and can only be paid from the designed revenue source indicated in the 380 Agreement.

Transfer of the 380 Agreement Expense will eliminate the \$600,000.00 EDC 380 Expense Account and reduce the Tax revenue by \$600,000.00 from the EDC Budget

ATTACHMENTS:

Attachment A – Resolution

PREPARED BY: Marian V. Mendoza, City Administrator

RESOLUTION NO. 21-_____

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION (EDC) AUTHORIZING CERTAIN BUDGET AMENDMENTS PERTAINING TO THE ADOPTED FISCAL YEAR ENDING (FYE) 2021 BUDGET AND IN ACCORDANCE WITH §102.008(1) OF THE TEXAS LOCAL GOVERNMENT CODE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; AUTHORIZING THE EDC EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS ORDINANCE; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, on September 16, 2020, Board of Directors adopted Resolution No. 002-009, setting forth the FYE 2021 Budget for the operating period beginning on October 1, 2020, and ending on September 30, 2021; and

WHEREAS, the Executive Director has submitted to the Board of Directors certain budget amendments on revenue and expenditure accounts pertaining to the adopted FYE 2021 Budget; and

WHEREAS, Board of Directors has determined that the certain budget amendments are necessary and desire to amend the adopted FYE 2021 Budget in accordance with §102.008(1) of the Texas Local Government Code. The City Council will approve the EDC amendments on September 23, 2021.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:

SECTION ONE. Approval. Appropriations of the Fiscal Year Ending (FYE) 2021 Budget beginning on October 1, 2020, and ending on September 30, 2021, for support of the general government of the City of Helotes, Texas, is hereby amended in accordance with the changes shown in Exhibit A, attached hereto.

SECTION TWO. Repealer. Resolution No. 002-009 is hereby repealed in its entirety and replaced with this Resolution.

SECTION THREE. Authorization. The EDC Executive Director is hereby authorized to take all necessary steps to implement the provisions of this Resolution. The Director of Finance shall hereby file with the City Secretary a true copy of the amended FYE 2021 Budget as adopted by the Board of Directors and then approved by the City Council. The City Secretary shall certify as a true copy, said amended budget, and file it with this Resolution and Ordinance in the official records of the City.

SECTION FOUR. Effective Date. This Resolution shall be effective immediately upon adoption.

SECTION FIVE. Recitals. The City Council 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 AND APPROVED this 15th day of September, 2021.

APPROVED:

Marian V. Mendoza, Executive Director

ATTEST:

Glenn Goolsby, Asst. Director

EXHIBIT A

Special Revenue Funds:

Expenditures:

05-510-5333	EDC - Transferring 380 Agreement Expenses	SALES TAX REVENUE	\$600,000
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**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: September 15, 2021**

- AGENDA PLACEMENT:**
- PUBLIC HEARING**
 - RECOGNITION**
 - UNFINISHED BUSINESS**
 - CONSENT**
 - INDIVIDUAL**
 - CLOSED**

CAPTION:

Presentation of and discussion on the Proposed FY 2021 - 2022 Economic Development Corporation (EDC) Operating Budget. – Marian Mendoza, Executive Director

EXECUTIVE SUMMARY:

The Notice of the Public Hearings was published on August 03, 2021 to consider the Proposed FY 2021 – 2022 EDC Operating Budget. A PowerPoint (PPT) summarizing the proposed budget was presented at the HEDC Meeting on Wednesday, August 18, 2021.

This is the final Public Hearing before adopting the Proposed FY 2021 - 2022 HEDC Operating Budget on September 15, 2021. The budget will subsequently be approved on September 23, 2021 by City Council.

ATTACHMENT:

- Attachment A – FYE 2021 Proposed Budget
- Attachment B – Resolution

SUBMITTED BY: Marian V. Mendoza, Executive Director

Budget Highlights:

- Business Improvement Grant
 - Carry-over of funds from FY21 \$30,000 – currently 4 applicants pending
 - Total amount originally proposed \$50,000
 - Increased to \$80,000
- TxDot FM1560 Budget Finalized Cost \$284,794 – fixed amount set till end of 2021
 - Transferring in \$181,000 from Fund Balance
- Reallocating 380 Agreement Expenses to Property Tax and Sales Tax Revenue
 - The 380 Agreement Expense listed in the FY21 Operating Budget correlates to Sales Tax Revenues. After much discussion with the City Auditors concerning the need for interdepartmental budget adjustments due to the increase of the 380 Agreement payment it was recommended that the 380 Agreement payment be reallocated from expenses and moved to the Tax revenue line item to accurately reflect budget totals. This is an obligated payment and can only be paid from the designed revenue source indicated in the 380 Agreement.
 - Decreased total **operating budget** by \$600,000

EDC 05

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 AMENDED	Y-T-D ACTUAL	PROJECTED YEAR END	PROPOSED 2020-2021
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NON-PROPERTY TAX									
401-3140	SALES TAX	\$ 757,921.00	\$ 1,215,880.00	\$ 1,470,234.00	\$ 1,604,285.25	\$ 874,767.00	\$ 1,062,432.23	\$ 1,159,016.98	\$ 1,079,650.00
401-3150	MIXED BEVERAGES	\$ 8,733.00	\$ 9,302.00	\$ 9,815.00	\$ 8,945.16	\$ 9,815.00	\$ 6,028.98	\$ 8,038.64	\$ 6,500.00
401-3160	SUBLEASE FROM CHAMBER				\$ -	\$ 3,600.00	\$ 3,850.00	\$ 4,200.00	\$ 4,200.00
TOTAL		\$ 766,654.00	\$ 1,225,182.00	\$ 1,480,049.00	\$ 1,613,230.41	\$ 888,182.00	\$ 1,072,311.21	\$ 1,171,255.62	\$ 1,090,350.00

MISCELLANEOUS REVENUE									
406-1010	INTEREST	\$ 3,009.00	\$ 9,534.00	\$ 21,643.00	\$ 14,410.32	\$ 12,000.00	\$ 1,613.68	\$ 2,151.57	\$ 5,000.00
406-1060	TRANSFERS IN/OUT	\$ (2,520.00)	\$ -	\$ (99,293.00)	\$ -	\$ -	\$ -	\$ -	\$ 181,000.00
TOTAL MISC REVENUES		\$ 489.00	\$ 9,534.00	\$ (77,650.00)	\$ 14,410.32	\$ 12,000.00	\$ 1,613.68	\$ 2,151.57	\$ 186,000.00

PERSONNEL									
510-5101	SALARIES	\$ -	\$ -	\$ 67,679.00	\$ 70,922.89	\$ 74,721.35	\$ 70,351.16	\$ 91,456.51	\$ 75,074.08
510-5111	LONGEVITY	\$ 860.00	\$ 980.00	\$ 1,100.00	\$ 1,220.00	\$ 1,460.00	\$ 1,340.00	\$ 1,560.00	\$ 1,560.00
510-5113	BENEFITS	\$ -	\$ -	\$ 15,154.00	\$ 17,287.29	\$ 19,360.04	\$ 17,100.87	\$ 19,360.00	\$ 19,360.00
PERSONNEL	TOTAL	\$ 860.00	\$ 980.00	\$ 83,933.00	\$ 89,430.18	\$ 95,541.39	\$ 88,792.03	\$ 112,376.51	\$ 95,994.08

CONTRACTUAL SERVICES									
510-5201	MEMBERSHIPS, DUES & LICENSES	\$ 5,741.00	\$ 9,419.00	\$ 9,601.00	\$ 19,632.80	\$ 15,000.00	\$ 5,445.68	\$ 7,260.91	\$ 16,000.00
510-5202	AUDIT FEES	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,300.00	\$ 3,400.00	\$ 3,400.00	\$ 3,400.00	\$ 3,500.00
510-5203	SCHOOLS, SEMINARS, CONFERENCES	\$ 1,247.00	\$ 1,784.00	\$ 1,034.00	\$ 79.00	\$ 3,200.00	\$ 536.66	\$ 715.55	\$ 3,200.00
510-5204	INTL. CONF. SHOPPING CENTERS	\$ 7,528.00	\$ 4,664.00	\$ 8,173.00	\$ 1,928.04	\$ 3,200.00	\$ -	\$ -	\$ 3,200.00
510-5205	BANK FEES	\$ -	\$ -	\$ -	\$ 500.00	\$ 750.00	\$ 209.94	\$ 209.94	\$ 750.00
510-5206	LEGAL FEES	\$ 4,147.00	\$ 2,868.00	\$ 624.00	\$ 1,651.00	\$ 3,000.00	\$ 247.00	\$ 329.33	\$ 5,000.00
510-5207	TENANT IMPROVEMENT								\$ 150,000.00
510-5208	CONC. DESIGN & LAND USE PLANS	\$ -	\$ 7,300.00	\$ 1,781.00	\$ -	\$ 15,000.00	\$ 6,000.00	\$ -	\$ 30,000.00
510-5210	WORKSHOPS & PROMOTIONS	\$ 1,000.00	\$ -	\$ 189.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
510-5211	MARKETING / TOURISM	\$ 28,178.00	\$ 11,099.00	\$ 17,115.00	\$ 23,376.55	\$ 30,000.00	\$ 27,143.59	\$ 36,191.45	\$ 75,000.00
510-5212	WEBSITE DEV. & MAINTENANCE	\$ 1,050.00	\$ 6,336.00	\$ 9,974.00	\$ 7,929.09	\$ 12,000.00	\$ 2,381.25	\$ 3,175.00	\$ 5,000.00
510-5214	MANAGED SVCS. AGREEMENT	\$ 15,000.00	\$ 11,084.00	\$ 5,524.00	\$ 15,000.00	\$ 30,000.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00
510-5215	DEBT SERVICE	\$ 195,000.00	\$ 200,000.00	\$ 323,040.00	\$ 329,210.22	\$ 321,669.00	\$ 321,669.00	\$ 321,669.00	\$ 322,112.00
510-5216	SBLAP GRANTS *& ADMINISTRATION			\$ -	\$ 1,000.00	\$ -	\$ 450,850.00	\$ 450,850.00	\$ -
510-5217	LAND ACQUISITION								\$ 285,000.00
510-5223	BUSINESS IMPROVEMENT GRANT								\$ 80,000.00
510-5224	OFFICE RENTAL	\$ -	\$ 17,031.00	\$ 9,500.00	\$ 9,700.00	\$ 12,000.00	\$ 10,800.00	\$ 14,400.00	\$ 13,200.00
510-5225	OTHSD PARKING LOT LEASE	\$ -	\$ 162.00	\$ 5,169.00	\$ 4,959.85	\$ 5,520.00	\$ 4,947.20	\$ 6,596.27	\$ 6,120.00
510-5228	VISITOR CENTER	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ 3,950.00	\$ 3,950.00	\$ -
510-5230	MARKETING/CITY EVENTS	\$ -	\$ -	\$ -	\$ -	\$ 110,000.00	\$ 20,893.50	\$ 45,000.00	\$ 64,000.00
Other	CAPITAL IMPROVEMENTS								
CONTRACTUAL SERVICES	TOTAL	\$ 261,891.00	\$ 274,847.00	\$ 394,924.00	\$ 418,266.55	\$ 617,739.00	\$ 894,473.82	\$ 929,747.45	\$ 1,101,082.00

COMMODITIES									
510-5301	OFFICE SUPPLIES	\$ 957.00	\$ 3,037.00	\$ 392.00	\$ 222.04	\$ 2,000.00	\$ 244.62	\$ 326.16	\$ 3,000.00
510-5302	OPERATIONAL EXPENSES	\$ 1,755.00	\$ 15,703.00	\$ 14,093.00	\$ 10,165.71	\$ 8,500.00	\$ 15,657.19	\$ 20,876.25	\$ 15,000.00
510-5305	COMMUNICATION EQUIPMENT	\$ 235.00	\$ 1,362.00	\$ 1,254.00	\$ 1,098.17	\$ 1,232.00	\$ 905.19	\$ 1,206.92	\$ 1,300.00
510-5326	EXPENSE REIMBURSEMENT	\$ 129.00	\$ -	\$ 168.00	\$ 93.73	\$ 250.00	\$ -	\$ -	\$ 250.00
510-5333	380 AGREEMENT REIMBURSEMENTS	\$ -	\$ 421,727.00	\$ 567,982.00	\$ 606,631.74	\$ -	\$ -	\$ -	\$ -
COMMODITIES	TOTAL	\$ 3,076.00	\$ 441,829.00	\$ 583,889.00	\$ 618,211.39	\$ 11,982.00	\$ 16,807.00	\$ 22,409.33	\$ 19,550.00

TOTAL REVENUES		\$ 767,143.00	\$ 1,234,716.00	\$ 1,402,399.00	\$ 1,627,640.73	\$ 900,182.00	\$ 1,073,924.89	\$ 1,173,407.19	\$ 1,276,350.00
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TOTAL EXPENSES		\$ 265,827.00	\$ 717,656.00	\$ 1,062,746.00	\$ 1,125,908.12	\$ 725,262.39	\$ 1,000,072.85	\$ 1,064,533.29	\$ 1,216,626.08
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TOTAL OVER & UNDER		\$ 501,316.00	\$ 517,060.00	\$ 339,653.00	\$ 501,732.61	\$ 174,919.61	\$ 73,852.04	\$ 108,873.90	\$ 59,723.93
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RESOLUTION NO. 21-__

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION (EDC) APPROVING APPROPRIATIONS FOR EDC'S FISCAL YEAR ENDING (FYE) 2022 OPERATING AND CAPITAL BUDGETS BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022 TO SUPPORT THE EDC'S PROGRAMS, "PROJECTS," AS DEFINED BY CHAPTERS 501-502 AND CHAPTER 505 OF THE TEXAS LOCAL GOVERNMENT CODE; AUTHORIZING THE EDC 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 2022 Operating and Capital Budgets were duly presented to the EDC Board of Directors by the EDC Executive Director and two public hearing were held thereon on August 18, 2021 and September 15, 2022, notice of said hearings having first been duly published in a newspaper of general circulation, on the EDC website, and on the City of Helotes agenda bulletin board; and

WHEREAS, the EDC Board of Directors officially finds that all line items outlined within the attached FYE 2022 Operating and Capital 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 by Chapters 501-502 and Chapter 505 of the Texas Local Government Code; and

WHEREAS, pursuant to Sec. 505.158 of the Texas Local Government Code, the City Council of the City of Helotes shall adopt a Resolution approving the EDC's appropriations, operating and capital budgets, programs, "Projects," and cooperatives for FYE 2021 beginning October 1, 2021 and ending September 30, 2022 after giving the Resolution at least two separate readings. City Council held two public hearings on this Resolution on August 26, 2021 and September 9, 2021. The City Council will approve the EDC Budgets on September 23, 2021.

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 2022 Operating and Capital Budgets, beginning October 1, 2021 and ending September 30, 2022, to support the EDC's programs, "Projects," as defined by Chapters 501-502 and Chapter 505 of the Texas Local Government Code, and cooperatives be fixed and determined for said terms in accordance with the expenditures shown in the EDC's FYE 2022 Operating and Capital 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 Board of Directors of the EDC and adopted as the EDC Operating and Capital Budgets for the fiscal year beginning October 1, 2021 and ending September 30, 2022.

SECTION THREE: That the 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 takes effect immediately.

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 15th DAY OF SEPTEMBER 2022.

Marian V. Mendoza
Executive Director

ATTEST:

Glenn Goolsby
Assistant Director



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: September 15, 2021**

AGENDA PLACEMENT:

- PUBLIC HEARING**
- RECOGNITION**
- UNFINISHED BUSINESS**
- CONSENT**
- INDIVIDUAL**
- CLOSED**

CAPTION:

Discussion of and action on the election of officers for the EDC Board of Directors, as required by the EDC Restated and Amended Articles of Incorporation, Article Ten Board of Directors, including, but not limited to, President, Vice-President, and Secretary. (Staff)

BACKGROUND:

Article Ten Board of Directors: Section (d) The Board of Directors shall elect a President, Vice President, Secretary and any other officers that the Corporation considers necessary to serve as executive officers of the Corporation, as more specifically provided in the Corporation's Bylaws.

The term of each officer's office shall expire on September 30 of each year. The City Administrator, or his/her designee who shall be reviewed by the Board of Directors and approved by the City Council, shall serve as the Executive Director of the Corporation, but the Executive Director shall not be a member of the Board of Directors.

SUBMITTED BY: Staff

City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: September 15, 2021

AGENDA PLACEMENT:

- PUBLIC HEARING
- RECOGNITION
- UNFINISHED BUSINESS
- CONSENT
- INDIVIDUAL
- STAFF REPORT
- CLOSED

CAPTION:

Update on the E-Commerce Accelerator Grant Program. (Glenn Goolsby, Assistant Director)

EXECUTIVE SUMMARY:

The E-Commerce Accelerator Grant Program was officially launched on July 2021. To date 5 companies have applied 2-approved, 2-pending documents, and 1-denial. The denial was based on the applicant not meeting the third-party contractor requirement.

Approved

Lutz Insurance

B-Daddy BBQ

Pending

Congelato

Subway Helotes

Denial

Texas Grounds Coffee

SUBMITTED BY: Glenn Goolsby, Assistant Director