



REGULAR MEETING AGENDA

The City of Helotes Economic Development Corporation (EDC) Board of Directors will meet for a Regular Meeting on Wednesday, May 18, 2022 at 7:00 p.m. in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023. This is an open meeting, subject to the open meeting laws of the State of Texas.

1. Call to order.

OPEN SESSION:

2. Citizens to be heard.
The EDC cannot discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). Comments are limited to three (3) minutes, and this time is not transferable. Discussion by the EDC of any item not on the Agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to any inquiry, and / or a proposal to place the item on a future EDC Agenda.

CONSENT AGENDA (ITEM NOS. 3 – 5):

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

3. Approval of the minutes of the Regular Meeting dated April 20, 2022. (Staff)
4. Approval of the EDC Fiscal Year Ending (FYE) 2022 Revenue and Expense Report dated May 12, 2022. (Staff)
5. Approval of the Quarterly Investment Report for the Helotes Economic Development Corporation for the quarter ending March 2022.

COMMITTEE REPORTS:

6. Update from the Executive Committee meeting.
7. Update from the Finance Committee meeting

ITEMS FOR INDIVIDUAL CONSIDERATION:

8. Discussion and action on amending the HEDC Policies and Procedures to include the following:

- Purchasing Policy;
- Credit Card Policy; and
- Travel Policy.

CLOSED SESSION:

9. Closed Session in accordance with Texas Government Code § 551.072 *Deliberation Regarding Real Property* and § 551.074 *Personnel Matters*. 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.
 - § 551.074 *Personnel Matters* – To discuss the qualifications and salary range for the position of Executive Director for the Economic Development Corporation.

Adjourn into Open Session

ITEMS FOR INDIVIDUAL CONSIDERATION:


10. Discussion and action on approving job qualifications and salary range for the position of Executive Director for the HEDC.

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 by May 13, 2022 at 5:00 p.m.



Glenn Goolsby
Interim Executive Director
Helotes Economic Development Corporation



REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, April 20, 2022 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:

<i>Board Members:</i>	Blaine Lopez, President	John Kodosky, Vice-President
	Melody Cooper, Secretary	Greg Hayden
	Melissa Benavides	Joel Lutz
	Jeff Felty	Marian Mendoza, Ex-Officio

Staff:

*Glenn Goolsby, Interim Executive Director
Frank Garza, EDC Attorney*

Absent:

1. Call to Order.

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

OPEN SESSION:

2. 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. 3 – 4):

All items marked with an asterisk (*) on the consent agenda were voted on as a group. Motion was made by John Kodosky, second by Greg Hayden to approve Items 3 and 4 as written. Motion carried unanimously.

3. *Approval of the minutes of the Regular Meeting dated March 16, 2022. (Staff)

4. ***Approval of the EDC Fiscal Year Ending (FYE) 2022 Revenue and Expense Report dated April 13, 2022. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. **Discussion and action on contracting with YOLO Texas to film an episode highlighting Helotes to Shop, Dine, and Play.**

Motion was made by John Kodosky, second by Greg Hayden to discuss and take action on the item as written. Motion carried unanimously.

Glenn Goolsby presented how other Cities, EDC's., and CVB's utilize the show to promote the area for tourism. He stated each reference he called highly recommended the production company.

Motion was made by John Kodosky, second by Melissa Benavides to contract with YOLO in an amount not to exceed \$18,800 and request the City split the fee utilizing the Hotel Occupancy Tax. Motion carried unanimously.

6. **Discussion and action on approval of a contract with Ardurra to complete a LOMR for the Helotes Pedestrian Bridge.**

Marian Mendoza reviewed past work completed and the need to finalize the LOMR on the Helotes Pedestrian Bridge.

Motion was made by Joel Lutz, second by Melody Cooper to discuss and take action on the item as written. Motion carried unanimously.

Blaine Lopez explained the potential for future liability if the LOMR was not finalized.

Motion was made by Jeff Felty, second by John Kodosky to approve contracting with Ardurra for the LOMR in amount not to exceed \$24,000. Motion carried unanimously.

MAYOR'S REPORT:

7. **Update from city council representative regarding:**
 - **EDC Board and City Council roles**

Mayor Whitehead stated City Council had met during a work session to review HEDC goals and expectations moving forward. One area of concern was development of the extraterritorial jurisdiction "ETJ" around Helotes. There was a consensus from Council to not exert efforts to extend the city limits. He also mentioned Council will be evaluating the Boards performance related to development of new businesses, expansion of existing businesses, and daily operations. The Board of Directors requested a copy of the report for review. The Mayor agreed to email one.

President Lopez convened into closed session at 7:53 p.m. after reading the following statement.

CLOSED SESSION:

8. **Closed Session in accordance with Texas Government Code § 551.072 *Deliberation Regarding Real Property* and § 551.074 *Personnel Matters*. 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.
- **§ 551.074 Personnel Matters** – To discuss the qualifications of candidate for the position of Executive Director.

President Lopez reconvened the meeting at 8:36 p.m. and announced that no action had been taken during the closed session.

ITEMS FOR INDIVIDUAL CONSIDERATION:

9. Approval of a Resolution of the Helotes Economic Development Corporation (EDC) authorizing budget amendment pertaining to the adopted Fiscal Year Ending (FYE) 2022 Budget. (Staff)

Motion was made by Jeff Felty, second by Greg Hayden to amend the budget by \$1,604 for salaries and personal expenditures. Motion carried unanimously.

10. Discussion and action on approval of a Resolution of the Helotes Economic Development Corporation establishing HEDC ad hoc committees.

Motion was made by Melody Cooper, second by John Kodosky to discuss and take action on the item as written. Motion carried unanimously.

After reviewing each committee, the board recommended adding responsibilities for an executive job search to the Executive Committee, and the establishment of finance policies and procedures to the Finance Committee. The EDC Attorney suggested adding “The committees along with guidance from the Executive Director will be responsible for the following:” language to each committee.

Motion was made by Melody Cooper, second by Jeff Felty to amend the motion to include edits as discussed. Motion carried unanimously.

Adjourn the regular meeting of the EDC Board of Directors.

President Lopez adjourned the meeting at 9:01 p.m.

Glenn Goolsby
Interim Executive Director

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: MAY 12TH, 2022

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	1,090,350.00	700.00	1,129,982.41 (39,632.41)	103.63
MISCELLANEOUS REVENUE	<u>186,000.00</u>	<u>0.00</u>	<u>1,406.95</u>	<u>184,593.05</u>	<u>0.76</u>
TOTAL REVENUES	1,276,350.00	700.00	1,131,389.36	144,960.64	88.64
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>1,227,626.08</u>	<u>6,012.50</u>	<u>843,688.81</u>	<u>383,937.27</u>	<u>68.73</u>
TOTAL EXPENDITURES	1,227,626.08	6,012.50	843,688.81	383,937.27	68.73
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	48,723.92 (5,312.50)	287,700.55 (238,976.63)	590.47

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: MAY 12TH, 2022

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	1,079,650.00	0.00	1,121,620.40 (41,970.40)	103.89
401-3150 MIXED BEVERAGE	6,500.00	0.00	5,562.01	937.99	85.57
401-3160 SUBLEASE HELOTES CHAMBER	<u>4,200.00</u>	<u>700.00</u>	<u>2,800.00</u>	<u>1,400.00</u>	<u>66.67</u>
TOTAL NON-PROPERTY TAXES	1,090,350.00	700.00	1,129,982.41 (39,632.41)	103.63
<u>MISCELLANEOUS REVENUE</u>					
406-1010 INTEREST	5,000.00	0.00	1,406.95	3,593.05	28.14
406-1060 TRANSFERS IN/OUT	<u>181,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>181,000.00</u>	<u>0.00</u>
TOTAL MISCELLANEOUS REVENUE	186,000.00	0.00	1,406.95	184,593.05	0.76
TOTAL REVENUES	1,276,350.00	700.00	1,131,389.36	144,960.64	88.64
	=====	=====	=====	=====	=====

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: MAY 12TH, 2022

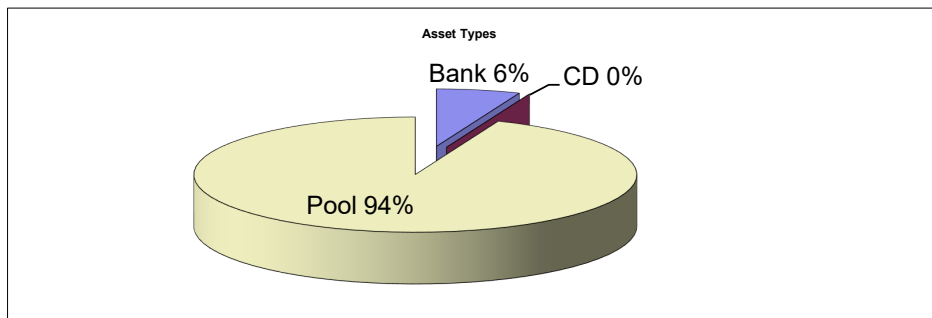
05 -ECONOMIC DEVELOPMENT CORP
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
510-5101 SALARIES	75,074.08	2,887.46	49,016.40	26,057.68	65.29
510-5111 LONGEVITY	1,560.00	0.00	1,460.00	100.00	93.59
510-5113 BENEFITS	<u>19,360.00</u>	<u>450.05</u>	<u>11,184.06</u>	<u>8,175.94</u>	<u>57.77</u>
TOTAL PERSONNEL	95,994.08	3,337.51	61,660.46	34,333.62	64.23
<u>CONTRACTUAL SERVICES</u>					
510-5201 MEMBERSHIPS, DUES & LICENSES	16,000.00	0.00	11,725.00	4,275.00	73.28
510-5202 AUDIT FEES	3,500.00	0.00	3,500.00	0.00	100.00
510-5203 SCHOOLS, SEMINARS, CONFERENCES	3,200.00	0.00	248.03	2,951.97	7.75
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	0.00	750.00	0.00
510-5206 LEGAL FEES / MDD CREATION	5,000.00	0.00	1,332.80	3,667.20	26.66
510-5207 FACADE/TENANT IMPROVEMENT	150,000.00	0.00	0.00	150,000.00	0.00
510-5208 CONC. DESIGN & LAND USE PLANS	30,000.00	0.00	1,450.00	28,550.00	4.83
510-5210 WORKSHOPS & PROMOTIONS	3,000.00	0.00	100.00	2,900.00	3.33
510-5211 MARKETING / TOURISM	75,000.00	650.00	30,717.45	44,282.55	40.96
510-5212 WEBSITE DEV. & MAINTENANCE	5,000.00	500.00	4,500.00	500.00	90.00
510-5214 MANAGED SVCS. AGREEMENT	36,000.00	0.00	36,000.00	0.00	100.00
510-5215 DEBT SERVICE	322,112.00	0.00	339,560.11	(17,448.11)	105.42
510-5217 LAND ACQUISITION/DUE DILIGENCE	285,000.00	0.00	285,000.00	0.00	100.00
510-5223 BUSINESS IMPROVEMENT GRANTS	80,000.00	0.00	0.00	80,000.00	0.00
510-5224 OFFICE RENTAL	13,200.00	1,100.00	7,500.00	5,700.00	56.82
510-5225 OTHSD PARKING LOT LEASE	6,120.00	400.00	3,215.05	2,904.95	52.53
510-5230 MARKETING/CITY EVENTS	50,000.00	0.00	50,000.00	0.00	100.00
510-5231 CAPITAL IMPROVEMENTS	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	1,112,082.00	2,650.00	774,848.44	337,233.56	69.68
<u>COMMODITIES</u>					
510-5301 OFFICE SUPPLIES	3,000.00	0.00	0.00	3,000.00	0.00
510-5302 OPERATIONAL EXPENSES	15,000.00	24.99	6,605.63	8,394.37	44.04
510-5305 COMMUNICATION EQUIPMENT	1,300.00	0.00	574.28	725.72	44.18
510-5326 EXPENSE REIMBURSEMENT	<u>250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>	<u>0.00</u>
TOTAL COMMODITIES	19,550.00	24.99	7,179.91	12,370.09	36.73
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TOTAL ADMINISTRATION	1,227,626.08	6,012.50	843,688.81	383,937.27	68.73
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TOTAL EXPENDITURES	1,227,626.08	6,012.50	843,688.81	383,937.27	68.73
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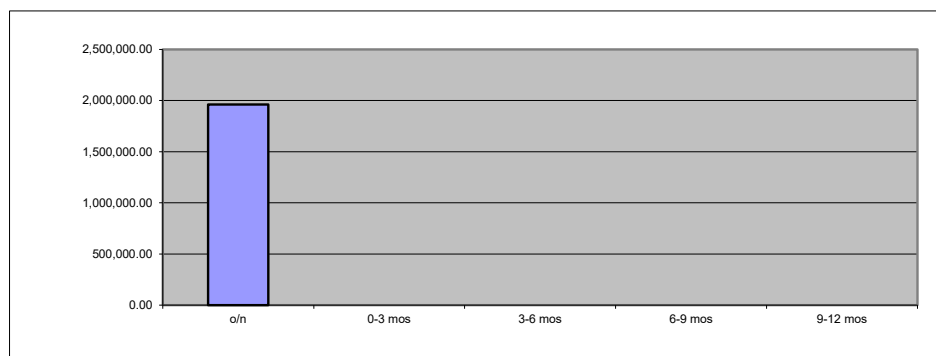
**CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
 QUARTERLY INVESTMENT REPORT SUMMARY
 PERIOD ENDING 03/31/2022**

Beginning Book Value	\$ 1,562,881.62
Beginning Market Value	\$ 1,562,881.62
Beginning Weighted Average Maturity	0 days
Beginning Yield	0.0500%
Ending Book Value	\$ 1,962,797.58
Ending Market Value	\$ 1,962,797.58
Ending Weighted Average Maturity	0 days
Ending Yield	0.1400%
Unrealized Gain/(Loss)	\$ -
Change in Market Value	\$ 399,915.96
Benchmark Yield (6 Mth. T-Bill)	0.7100%

Allocation by Type of Investment



Allocation by Maturity Date



**CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
QUARTERLY INVESTMENT REPORT**

as of
03/31/22

Purchase Date	Security	Coupon or Avg. Rate	Quarter Ending Date	Yield	Par	Price	Days to Maturity	Beginning Book	Beginning Market	Ending Book	Ending Market	Change in Market	Period Earnings
Bank Checking Accounts													
N/a	Frost Operating Fund	0.0100%	09/30/21	0.0100%	\$120,050.71	100.000	0	\$ 20,706.99	\$ 20,706.99	\$ 120,050.71	\$ 120,050.71	\$ 99,343.72	\$ 4.52
Subtotal Checking Accounts					\$ 120,050.71			\$ 20,706.99	\$ 20,706.99	\$ 120,050.71	\$ 120,050.71	\$ 99,343.72	\$ 4.52
Pools													
N/a	LOGIC Operating Fund	0.1500%	09/30/21	0.1500%	\$1,842,720.05	100.000	0	\$1,542,147.81	\$1,542,147.81	\$1,842,720.05	\$1,842,720.05	\$ 300,572.24	\$ 572.24
N/a	TexPool Operating Fund	0.1600%	09/30/21	0.1600%	\$26.82	100.000	0	\$ 26.82	\$ 26.82	\$ 26.82	\$ 26.82	\$ -	\$ -
Subtotal Pools					\$ 1,842,746.87			\$ 1,542,174.63	\$ 1,542,174.63	\$ 1,842,746.87	\$ 1,842,746.87	\$ 300,572.24	\$ 572.24
TOTALS					\$ 1,962,797.58			\$ 1,562,881.62	\$ 1,562,881.62	\$ 1,962,797.58	\$ 1,962,797.58	\$ 399,915.96	\$ 576.76
												Average Weighted Maturity	0 days
												Average Weighted Yield	0.14%
												Average Portfolio Benchmark (6 Mth. T-Bill)	0.71%
This quarterly report has been prepared in compliance with the Public Funds Investment Act and the EDC's Investment Policy.													
Notes: Funds are left in the bank depository to pay for bank fees. Bank fees are charged based upon an Earnings Credit Rate (ECR) equal to the prior month's average 91-day T-bill rate + 25 points. The ECR is paid directly to the bank depository. Approx. Jan. ECR = 0.20%; Feb ECR = 0.15%; Mar. ECR = 0.15%. For EDC Capital Fund monies, see City's Quarterly Investment Report dated 03/31/2022.													
<i>Tabitha Durr</i> 04/19/22			<i>Marian Mendoza</i> 05/02/22										
Investment Officer Date			Investment Officer Date										



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: May 18, 2022**

AGENDA PLACEMENT:

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

CAPTION:

Discussion and action on amending the HEDC Policies and Procedures to include the following:

- Purchasing Policy;
- Credit Card Policy; and
- Travel Policy.

EXECUTIVE SUMMARY:

The Finance Committee has met to review existing financial policies from the City of Helotes and in an effort to streamline the process for the HEDC the committee is recommending changes to the following policies; purchasing, credit card, and travel policies.

ATTACHMENTS:

- Attachment A – Purchasing Policy and Procedures
- Attachment B – Credit Card Policy
- Attachment C – Travel Policy

PREPARED BY: Glenn Goolsby, Interim Executive Director

Helotes Economic Development Corporation Purchasing Procedure

I Invoice Processing

Invoices will be received, separated, and given to the Executive Director by Accounts Payable

A. Single Department Invoices

1. Check requests are processed by the appropriate department and approved by the Executive Director.
2. The department will ensure funds are available within their budget, and document their unencumbered fund balance on the check request form.
3. Completed check requests are submitted to Accounts Payable for review.
4. Accounts Payable submits the check request to Finance Director for processing.
5. Check requests are due to Accounts Payable each Monday in order to be included in the weekly check run. Checks requests submitted after Monday will be included in the following week's check run.

B. Multi-Department Invoices

1. Single check request is processed by Accounts Payable and forwarded to Executive Director.
2. Each Department Head reviews and approves their portion of the invoice and returns to Accounts Payable.
3. Accounts Payable will submit to the Finance Director for processing

C. Administrative Invoices

1. Check requests are processed by Accounts Payable.
2. Accounts Payable will submit the check request to the appropriate staff for review and approval;
 - a. IT/Computer related invoices are submitted to the IT Specialist/Executive Director for approval.
 - b. Buildings and Grounds related invoices are submitted to the Public Works Supervisor for approval.

II Credit Card Purchases

- A. The Finance Director will distribute each Department's credit card statement.
- B. Each Department will complete a check request ensuring all receipts are present, all expenditures are allocated to the correct General Ledger line item, and submit to Accounts Payable.
- C. Accounts Payable will process according to the Helotes Economic Development Corporation Credit Card Policy.
- D. When the goods are received or services complete, the Executive Director will process a Check Request form and submit to Accounts Payable with all associated documentation.

III Approval Authority

The following approval levels shall be utilized in all procurement related matters.

Amount	Approval Required			
0 - \$499	Executive Director			
\$500 - \$999		EDC President		
\$1,000 - \$9,999			Finance Committee	
\$10,000 +				City Council

**Any item not budgeted will require approval associated with the next threshold level.

Purchases between \$1 and \$999

- A. One-time purchase for goods or services do not require quotes to be obtained. Quotes are recommended when possible. A “good faith” effort should be used to solicit from local businesses.
- B. When the goods are received or services complete, the Executive Director will process a Check Request Form and submit to Accounts Payable with all associated documentation.

Purchases between \$3,000 and \$49,999

- A. One-time purchase for goods or services will require three written quotes. It is recommended to utilize vendors HUB vendors when possible. A “good faith” effort should be used to solicit from local businesses. A Requisition Order Form shall be completed with approval from the appropriate approval level in the above chart, prior to making the purchase.
- B. When the goods are received or services complete, the Executive Director will process a Check Request Form and submit to Accounts Payable with all associated documentation.
- C. Accounts Payable will review and submit to the Finance Director for check payment processing approval.

Purchases above \$50,000

- A. One-time purchase for goods or services will require sealed bids. All contracts over \$50,000 must also include a contract, insurance, and bonds (if needed).
- B. When the goods are received or services complete, the Executive Director will process a Check Request Form and submit to Accounts Payable with all associated documentation.
- C. Accounts Payable will review and submit to the Finance Director for check payment processing approval.

All invoices must be processed and submitted as soon as possible to ensure enough time for payment process to be completed and payments made on time to avoid late fees or disruption of any services.

IV Purchasing Procedure Violations

Employees will be held accountable for the proper use and administration of the Purchasing Process. The Finance Committee and/or EDC Board of Directors are responsible for ensuring that employees comply with the policies outlined in this manual.

V Exceptions to Competitive Bidding

In some cases, competitive bidding is not possible to procure a good or service. Below are the exceptions to utilizing a competitive bidding process. These exceptions must also accompany the Sole Source/Emergency or Exceptions to Competitive Bidding Form as well as a letter on company letterhead in the event the purchase is a sole source purchase. An example of the form is located in the back of the policy.

A. Emergency Purchases

Texas statutes generally allow the local government to make “emergency or exempted purchases” without competitive bidding as per Texas Local Government Code 255.022 “General Exemptions”. A political subdivision is generally exempted from competitive bidding or contacting Historically Underutilized Businesses (HUB) if one of the following occurs:

1. Public Calamity – In the case of a public calamity, the prompt purchase of items is required to provide for the needs of the public or to preserve the property of the political subdivision.
2. Preservation or Protection – The item is necessary to preserve or protect the health or safety of residents of the political subdivision.
3. Unforeseen Damage – The item is made necessary by unforeseen damage to public property.

B. Sole Source Purchases

Quotes are not required if the materials, goods, or supplies can only be purchased from a sole vendor, in other words, a sole source. Reasonable efforts must be made to ensure purchases from sole sources are correctly classified as such. Materials, goods, and/or supplies cannot be requested so as to remove other suitable alternative vendors/sources. The department must attach justification to validate the sole source procurement meets one of the requirements listed below.

1. The good/service is a one of a kind or patented, copyrighted, secret process or unique item;
2. The product is only available from a regulated or natural monopoly; or
3. The product is a component of an existing system which is only available from one supplier.

VI Professional Services

Government agencies are prohibited by law from awarding a contract by competitive bidding for some professional services including architects, interior designers, engineers,

or certified public accountants. The Professional Services Procurement Act established a set of procedures that must be followed to contract for these services.

The selection of these providers shall be based on demonstrated competence, experience, and qualifications of the firm.

VII Prompt Payment Act

Department shall ensure Purchase Orders, invoices, and the appropriate documentation is submitted to Finance in a timely manner. Invoices are to be paid no later than net 30 days.

Texas Government Code Chapter 2251 stipulates that all local governments shall pay for goods and services within thirty (30) days of the delivery or invoice date or interest is automatically imposed.

HELOTES ECONOMIC DEVELOPMENT CORPORATION CREDIT CARD POLICY AND PROCEDURES

I PURPOSE

The purpose of this policy is to establish criteria for the proper use of credit cards when conducting EDC business. Credit cards issued under this policy may only be used by the name of the cardholder or the individual that logged out a temporary EDC credit card to conduct EDC business. Credit cards may not be used for personal purchases, cash advances or purchases that exceed the cardholder's authorized purchase limit. A cardholder who makes unauthorized purchases or advances will be liable for the amount of such purchases or advances, plus any administrative fees charged by the bank in connection with the misuse. In the event a card is used mistakenly by an employee on an unauthorized purchase, the employee must notify the EDC finance committee and set up arrangements for payment. Employees may be subject to disciplinary action for misuse of the EDC credit card, up to and including termination.

To receive your assigned or temporary-use credit card, please read this Credit Card Policy and return the Credit Card Holder Agreement to the EDC finance committee. Retain the Policy and a copy of the signed agreement and any revisions for your reference.

II GENERAL INFORMATION

The Helotes EDC Credit Card shall be utilized and/or administered by EDC employees/board.

CREDIT CARD PROGRAM ADMINISTRATOR – The EDC finance committee serves as the program administrator. The program administrator shall be the first point of contact for the Card Holder to answer any questions in respect to proper use of the credit card and card limits.

III CONDITIONS

1. Only authorized employees/EDC board members may use the EDC's credit card. Everyone issued a credit card must sign a contract stating they have read the Policy and Procedures of the credit card and agree to abide by them. This must be turned into the finance committee prior to the card being issued to any employee.
2. An EDC credit card may be used only for the purchase of approved goods or services for official business of the Helotes EDC.
3. Maintain the credit card in a secure location at all times.
4. There will be certain situations where cards will be signed out to the cardholder but must be returned to the EDC Executive Director or the finance committee immediately

after using the card for approved purchase. These situations will be handled on a case-by-case basis.

5. Must use the credit card within its purchase limits and restrictions.
6. EDC credit card users must notify vendors or merchants that the credit card transaction should be exempt from Sales and Use Taxes (IRS Tax Identification #32-011531491). If sales tax is improperly charged, the employee will be responsible for paying the sales tax.
7. Must never accept cash, gift cards or certificates in lieu of credit to the credit card.
8. The employee/board member using the credit card must submit receipts and reconcile all receipts against corresponding statement detailing the goods or services purchased, related official business, and general ledger account number against which the expense should be recorded.
9. The cardholder will be personally liable for expenditures that cannot be shown to be related to the business of the Helotes EDC.
10. Any employee/board member issued the card is responsible for its protection and custody, and shall immediately notify the Finance Director if the card is lost or stolen.
11. Resolve disputes or billing errors, if any, with the vendor.
12. Report erroneous transactions to the finance committee
13. Employees must immediately surrender the card upon termination of employment.

IV CARDHOLDERS RESPONSIBILITIES

1. Maintaining Security - Cards should be kept in a secure location. Each cardholder is directly responsible for the physical security of the card assigned to him/her. Cardholders shall not permit anyone to use the card for any purpose.
2. Personal Usage - EDC credit cards may not be used for any personal use at all. No exceptions.
3. Lost or Stolen Cards - Immediately upon discovering that a card has been lost or stolen, the cardholder is required to call the issuing bank. In addition to contacting the credit card company, the cardholder is also required to immediately report lost or stolen cards to finance committee by email.
4. Obtaining Pre- approval for Purchases- Possession of an EDC credit card does not; by itself constitute authorization to make purchases. Prior to using the card to make any purchase above \$500, a Requisition and prior written authorization must be obtained

from the EDC board president. Prior written authorization from the finance committee is required for purchases over \$1,000.

5. Reconciliation Procedure - All card holders and departments are responsible to keep all receipts and documents, and reconcile backup to their statement each month. Each receipt needs a description of what the purchase was used for and the GL Account number written on it. Then all is turned in to the finance committee are expected to submit credit cards invoices for reconciliation within 5 business days of the credit card statement print date. For all purchases equal to or exceeding \$500 the requisition order (R.O) authorizing the purchase must be attached. Purchase for which receipts cannot be produced will be considered unauthorized purchases and therefore the responsibility of the employee and may constitute grounds for disciplinary action. * For approved travel expenses - all receipts, itinerary, and proof of mileage and a printed copy of the per diem rates that your travel expenses occurred.
6. Allowable Purchases - Credit cards may be used for the following purposes only, subject to preapproval:
 - To confirm hotel reservations under the EDC policy concerning travel
 - To pay hotel charges under the EDC policy concerning travel
 - To pay for allowable meal charges under the EDC policy concerning travel
 - Parking and shuttle fees • Car rental under the EDC policy concerning travel
 - Air fare under the EDC policy concerning travel
 - The purchase of training materials at conference and seminars
 - Gas purchases when traveling, if the employee is not using their personal vehicle and receiving or seeking to receive the standard mileage rate reimbursement
 - Internet orders for specific EDC business purchases only
 - Retail purchases for specific EDC business purchases only
7. Prohibited Transactions - The EDC credit card shall not be used for the following purchases:
 - In town-meals (unless for an EDC event or hosting clients/ prospects).
 - Purchases which were incurred before receiving required approval.
 - Purchase of items for personal or non-EDC use, regardless of whether the employee intends to reimburse the EDC for the amount of the purchase.
 - Purchase of items in violation of the EDC's travel policy.
 - Use of the credit card for cash advances.
 - Exceeding the credit card limit.
 - No show charges for hotels and car rentals.
 - Conference/convention meals if already included in registration fees.
 - First or business class airfare upgrades.
 - Gifts to friends or relatives in lieu of meals and lodging.
 - Life travel accident insurance premiums.
 - Parking fines and traffic tickets.
 - Personal care items.

- Clothing and clothing rental.
- Laundry, valet, or dry-cleaning charges of personal items.
- Personal entertainment such as, but not inclusive to, hotel room movies, newspapers, magazines, health club facilities, etc.
- Repairs or towing of personal vehicles.
- Babysitting/pet sitting.
- Expense for travel companions.
- Mini-bar refreshments or other snacks in addition to the meal reimbursement.
- Alcohol • Basic monthly charges for personal cell phones
- Home internet service charges
- Any “Non- EDC of Helotes Related” business, services or purchases.

V. MANAGEMENT

The EDC finance committee is the administrator of this policy and shall be responsible for the authorization of issuance and retrieval of assigned EDC credit cards to personnel and generally for overseeing compliance of this policy.

The EDC executive director shall be responsible for:

- Assisting and maintaining records of issuance and retrieval of EDC credit cards, and overseeing compliance with this policy in conjunction with the EDC finance committee.
- Keeping a log of the employees who have signed a contract and are allowed to be issued a card.
- Accounting and payment of expenses. All documentation must accompany invoices before payment is made.

The finance committee is responsible for:

- Ensuring the accuracy of statements and the activity on the credit card statement.
- Payment of the full balance on the credit card statement within the grace period to avoid interest and late fee charges.
- Executive director should issue checks that have been approved expenses by the EDC finance committee, board president, and/ or EDC board.

VI DISCIPLINARY ACTION

The Helotes EDC board shall provide for "ZERO TOLERNANCE" factor toward the improper use of the credit card.

1. Severe disciplinary action leading to termination of employment shall be taken by the EDC board when the Cardholder knowingly, willingly and intentionally misuses and/ or abuses the use of the EDC Credit Cards.

2. A less than severe disciplinary action leading to verbal reprimand, written reprimand, or suspension without pay, may be taken by the EDC board when the Cardholder uses a credit card for purchases that are not in line with the EDC's Credit Card Policies and Procedures.

HELOTES ECONOMIC DEVELOPMENT CORPORATION
CREDIT CARD EMPLOYEE AGREEMENT
(ATTACHMENT "A")

The Helotes EDC is allowing you the privilege of being presented with a Credit Card. This privilege represents trust in you as a responsible agent of the EDC capable of protecting the EDC's assets.

I, (_____), on this the ___ day of __, 202__ as a cardholder, agree to comply with the terms and conditions of this Agreement, Credit Card Policies and Procedures as well as the Purchasing and Contracting Policies and Procedures of the Helotes EDC.

I acknowledge that the Credit Card will not affect my personal credit rating.

I acknowledge that the EDC finance committee and/ or board may terminate my right to use this card at any time for any reason.

I further acknowledge that I understand that improper use of this card may result in disciplinary action, up to and including termination of employment. Should I fail to use this card properly, I authorize the EDC finance committee to deduct from my salary an amount equal to the total of the discrepancy.

I agree to return the card to the finance committee and/ or executive director immediately upon request or upon termination of employment.

I acknowledge receipt of said Agreement and confirm, by my original signature below, that I am in full understanding of all requirements, terms and conditions, in respect to the Credit Card Policy.

Cardholder

EDC Finance Committee

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Signature: _____

Print Name: _____

Date: _____

Signature: _____

Print Name: _____

Date: _____

Helotes Economic Development Corporation Travel Policy

Purpose: To establish and standardize a policy on travel and authorized travel reimbursements.

Applicability: This policy applies to employees, volunteers, elected and appointed EDC officials.

Effective Date: May XXXX, 2022.

1. PURPOSE

- A. This policy replaces all previously issued travel policies, including those previously used by individual departments within the EDC.
- B. Employees must exercise good judgment to travel at the lowest reasonable cost to the EDC. This includes scheduling travel at the lowest net cost to the EDC, such as group travel by automobile, picking a conference with the closest destination, and other common-sense decisions.

2. GUIDELINES

A. Approval

Employees must obtain approval from the finance committee prior to any travel, including out of state, that requires reimbursement. Executive Director may approve travel related reimbursements when budgeted and are less than \$1,000. If an employee uses an EDC vehicle for an out-of-town delivery or pickup and has no other reimbursable expenses, completion of a Travel Expense Report (hereinafter referred to as "Form") is not necessary. EDC employees must have the EDC finance committee's written approval for travel other than day trips.

B. Travel To and From Business Locations

If travel can be safely accomplished the same day, i.e. coordinating with the start of a school, conference, seminar, etc., the EDC's net cost would be lower. However, prior day travel is permitted if necessary to accommodate an early start time of EDC business. Similarly, if the reason for travel does not end until after a full day's business (5:00 p.m.), the traveler is authorized to stay overnight before returning. Prior day travel or layover for golf tournaments, athletic or other social events is not authorized for reimbursement.

C. Form for Use by Traveler

The Form serves as the originating and only source document for travel authorization, travel advances, and travel reimbursements. An agenda for each conference, education opportunity, or school must be attached to the Form. Payments that can reasonably be directly billed or charged to the EDC should be so billed or charged.

Departments are encouraged to arrange direct payments for items such as registrations, lodging, and airfares.

D. Advances

1. Advances are not available for Day Travel (no overnight stay). The finance committee must approve advances for multiple day travel.
2. Advances are limited to the meal per diem total, mileage, and cannot exceed estimated travel costs authorized.
3. When an employee's meal per diem and/or mileage is approved by the Department Head/Supervisor, the completed Form will be used by Finance Director and Accounts Payable to process the advance. The travel advance check will be available for pick-up on Thursdays. The Finance Director must receive travel advance requests two weeks before the travel departure date.

E. Travel Completion

1. The Actual Expenses Incurred portion of the Form will be completed after the employee returns and is used for any travel reimbursement request. All costs and travel times of the trip should be included on the Form, including costs that have already been paid by the EDC, for which the employee is not seeking reimbursement.
2. No travel reimbursements will be processed without the completion of this Form. Receipts for all expenses must be attached, excluding meal receipts.
3. Travel Forms must be completed within two (2) weeks of travel.
4. No travel advance or reimbursement will be paid to employees who have not completed travel Forms from previous trips.
5. EDC finance committee's approval is required prior to any expenditure of funds that are unbudgeted or over \$1,000.
6. Employee to provide a debrief on the outcome and interactions made during travel to the board at the next EDC meeting.

F. Standard Mileage Rates

Travel by personal vehicle mileage reimbursement will be calculated based upon the current rates issued by the Internal Revenue Service. An EDC vehicle should be used whenever feasible and is strongly encouraged for day travel.

1. If more than one employee rides in the vehicle, only the owner of the vehicle will be reimbursed for vehicle expenses.
2. All personal vehicles used for EDC business must be adequately insured for liability, personal injury and property damage.
3. When using a personal automobile for a day trip which originates from home, the mileage reported for reimbursement should be from home or from EDC office, whichever is less.

G. Special Conditions

1. If an employee is traveling as an officer or board member or a presenter to a particular organization, and the organization is paying part or all of the travel, the employee will not be allowed a duplicate travel reimbursement from the EDC. Any expenses covered by the organization will be deducted from expenses requested by the employee.
2. Additional weekend stay can be reimbursed only if the savings are warranted from Saturday stay-over deals (e.g., airfare), and only with advance approval from the EDC finance committee.

H. Reimbursable Expenses

Any item or expense not listed in this policy must be noted and approved by the EDC finance committee prior to travel for inclusion.

3. OVERNIGHT/EXTENDED STAY

A. The following expenses are reimbursable (if not already paid by the EDC):

1. Airfare or other public transportation costs-Tickets should be the least expensive available (e.g., coach class on an airline).
2. Roundtrip mileage to airport - Roundtrip mileage to SAT will be limited to 60 miles.
3. Standard mileage - Employees will include a map which contains directions, with mileage, from EDC office to their final destination.
4. Parking-Employees will be reimbursed for airport satellite parking costs only, unless the EDC finance committee approves parking at closer, more expensive lots.
5. Airport service, if employees choose not to drive.

6. Taxi, shuttle, or bus fare from the destination airport to the registered hotel and back, and for other necessary trips during stay.
7. Lodging-See Section B below.
8. Only those Conference registration expenses which are authorized by the finance committee. Employees must register for early registration when possible. Employees will also include a conference itinerary or agenda.
9. Meals-See Section C below.
10. Tolls - If the employee uses a personal TxTag for toll road travel, the EDC will reimburse without a receipt, at the published TxTag rates. Employees must provide the booth locations along the designated route.
11. Rental car expenses if necessary, at the lowest possible rates, with advance finance committee approval.
12. Gratuities - Tips for porters, bellhops, or cab drivers will be reimbursed if on receipt.
13. Alcohol purchased during EDC functions, events, or development meetings.

B. Lodging

A government rate should be requested when possible, reimbursement for lodging will be reasonable and customary, actual room rate for single occupancy, plus actual taxes paid. Employees should stay at the conference hotel when possible to avoid other transportation charges.

C. Meals

The EDC will only reimburse meals using the most current GSA Schedule, which is the maximum amount that will be reimbursed. To determine the maximum per diem allowance, use the most current applicable Federal Register for that specific geographical destination. When traveling abroad or outside of the continental United States, per diem rates for foreign travel will apply, otherwise use the domestic rates listed. These schedules can be found at www.gsa.gov. Click on "Per Diem rates".

Per diem allowance for meals shall be pro-rated for the day of departure and the day of return according to GSA guideline, currently 75% for each day. Adjustments for meals provided by other entities on the day of departure or return will not be deducted from per diem allowance.

Meals included in registration fees or provided by another agency should be deducted from the per diem reimbursement allowance (except for medical, dietary or religious reasons as

outlined in the GSA regulations). Continental breakfast is not considered a meal for calculating paid per diem allowance. Receipts for meals by per diem allowance are not required. A travel advance is the preferred method of payment for per diem.

Include a schedule of per diem calculation per day along with a print out of per diem rate from www.gsa.gov.

4. DAY TRAVEL - NO OVERNIGHT STAY

Overnight stays are not allowed within a 30-mile radius of EDC office or the employee's home, if applicable.

A. The following expenses are reimbursable:

1. Roundtrip mileage for privately owned vehicle, when an EDC vehicle is not available and when approved in advance by the executive director.
2. Tolls.
3. Only those Conference registration expenses which are authorized by the executive director. Employees must register for early registration when possible.

5. NONREIMBURSABLE COSTS

A. The following costs are NOT reimbursable for any EDC funded trip:

1. When two (2) or more employees travel in the same personal vehicle, mileage reimbursement will be paid to the employee who provides the vehicle; passengers cannot claim mileage.
2. More than one (1) round trip to the airport.
3. Personal alcoholic beverage costs.
4. Lodging and meals provided by family/friends.
5. Extra transportation costs incurred while employee is not in actual attendance at conference (e.g., for sight-seeing, shopping, golfing, etc.).
6. Additional costs for spouse or other non-EDC employees.
7. In-room movies, personal telephone calls, or other in-room amenities at lodging.
8. Repair costs for privately owned vehicles.

6. COMPLIANCE AUDITING

- A. The finance committee signing the Travel Form is responsible for ensuring that all travel claims originating from their department is in compliance with the EDC's Travel Policy. EDC executive director should review all submissions for completeness, mathematical accuracy, compliance with expense limitations, and overall compliance with this policy. The finance committee will review submissions for accuracy.
- B. The traveler is responsible for submitting all receipts and expense documents related to their travel within five (5) days of travel. The traveler may delegate responsibility for preparation of the forms, but will always retain accountability for travel expenses and must sign all appropriate documentation.
- C. The finance committee is responsible for compliance verification with the EDC's Travel Policy. Travel claims which are submitted to the finance committee for payment processing will be processed only if they contain all the necessary documentation.
- D. All travel claims which are incomplete will be returned by the finance committee to the employee's respective Department Head/Supervisor for corrections.
- E. The finance committee will return any request unpaid to the employees that are not in compliance with this policy.

The finance committee with support from the EDC board shall have the authority to grant exceptions from any part of this policy when deemed in the best interest of the EDC.

All exceptions must be stated in writing, signed by the appropriate parties, and attached to the Travel Expense Report for audit inspection.

REFERENCES IRS Publication 463-Travel, Entertainment, Gift and Car Expenses



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: May 18, 2022**

AGENDA PLACEMENT:

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

CAPTION:

Discussion and action on approving job qualifications and salary range for the position of Executive Director for the HEDC.

EXECUTIVE SUMMARY:

The Executive Committee has met to review and create a job description for the Executive Director Position, see attachment A. Staff was directed to compile a list of current job openings and provided population size and revenues for reference, see attachment B. Once approved the HEDC can coordinate with the City's HR Director to advertise the position.

ATTACHMENTS:

Attachment A – Executive Director Job Description

Attachment B – Salary Survey

PREPARED BY: Glenn Goolsby, Interim Executive Director



JOB DESCRIPTION

JOB TITLE: Executive Director

DEPARTMENT: Helotes Economic Development Corporation (“EDC”)

FLSA STATUS: Exempt

JOB DESCRIPTION

The Executive Director provides senior level direction, management and oversight of the City of Helotes EDC. In general, responsibilities include business development for the community, management of the EDC’s budget, ongoing programs, and community involvement. In addition, the Executive Director is charged with developing strong community relationships and providing critical analysis and insights into economic conditions to the EDC Board and other community stakeholders.

Essential Job Functions:

- Develops and presents EDC Annual Strategic Work Plan, Annual Budget and proposed projects to the EDC Board of Directors and to City Council for approval. Provides regular executive level reporting to the EDC Board and City Council.
- Develops and implements projects, recommendations, economic analyses, incentive analysis, and proposed policy changes for consideration by the EDC Board of Directors in keeping with Board directives, the EDC’s Articles, Bylaws and Mission.
- Networks and builds relationships with the business community. Works to retain/expand existing businesses and works to recruit new businesses to Helotes
- Collaborates with other outside resources, organizations, and commercial real estate representatives to attract new businesses and to assist with expansion of existing businesses.
- Monitors and manages financial performance of the EDC. Provides analysis of revenue and expenses to anticipate and propose changes/alterations in the EDC’s best interest.
- Assists in the development and management of the EDC budget, including all contracts; accounts payable, accounts receivable, and the preparation of financial statements; and maintains a cash flow projection.
- Negotiates vendor contracts for service with the approval of the EDC Board and monitors contract compliance.
- Ensures that orders and resolutions of the Board are carried into effect.
- Collaborates with City staff and leadership for strategies, planning, and is an active member of the Development Review Team.
- Manages the branding, marketing, and advertising of the EDC which represents the City of Helotes as a great place for business.

- Manage, in conjunction with City Secretary and legal counsel, the provision of open records request responses.
- Manage preparations for monthly EDC Board meetings, special board meeting(s), and strategic planning, as well as meeting follow-up.
- Act as a primary liaison with City Administrator's Office, other City departments, and community partners on behalf of EDC.
- Performs other duties and tasks as assigned.

EDUCATION AND BASIC REQUIREMENTS

- Bachelor's degree from an accredited college or university in Economics, Public Policy, Business or Public Administration, or related field (Master's degree preferred).
- Minimum 5 years of progressively responsible management and supervisory experience in the field of economic development.
- Have and maintain a clear and valid Texas Class C Operator's License with an acceptable driving record.

OTHER REQUIREMENTS

The Director must have significant knowledge, skills and/or abilities in:

- City organization, operations, policies and procedures.
- Ability to handle multiple projects simultaneously.
- Strong financial and budgeting background.
- Proven and prior experience negotiating developer agreements, working in growing communities, and creating and accomplishing objectives which benefit taxpayers.
- Ability to establish and maintain an effective working relationship with co-workers, employees in other City departments, outside agencies and the general public with a courteous and professional demeanor.
- Working independently with minimal oversight, be a self-starter.
- Bring ideas to the board that further the mission, vision, and goals of the EDC.
- Desire to immerse oneself in and be part of the community.
- Be available after normal working hours when required.

PHYSICAL REQUIREMENTS

- Work under pressure/stress and under deadlines in order to respond to co-workers, EDC Board and the public.
- Must have the ability to sit, stand, move around, bend, reach, stretch, push and pull, and remain upright for extended periods of time in one room.
- Ability to lift and move objects weighing up to twenty-five (25) pounds, unassisted.

FY2022 Executive Director Salary Survey

City	Population	Budget	Position	Starting Salary Range	
Jarrell	1,392	\$543,173.00	Executive Director	\$60,000.00	- \$75,000.00
Ferris	2,842	\$372,738.00	Executive Director	\$94,132.00	\$122,821.00
Jacksboro	4,397	\$777,982.00	Executive Director	\$70,000.00	\$85,000.00
Aubrey	5,006	\$626,010.00	Executive Director	\$65,000.00	- \$85,000.00
Gun Barrel City	6,084	\$618,347.00	Executive Director	\$65,000.00	- \$85,000.00
Cuero	8,246	\$728,325.00	Executive Director	\$80,000.00	- \$90,000.00
Burkburnett	11,241	\$491,271.00	Executive Director	\$60,000.00	- \$90,000.00
Helotes	10,277	\$2,452,313.00	Executive Director		
Freeport	12,169	\$2,267,000.00	Executive Director		- \$90,000.00
Plainview	20,492		Executive Director	\$85,000.00	- \$110,000.00
Converse	27,466	\$1,907,406.00	Executive Director	\$71,822.00	- \$107,723.00
Copperas Cove	32,715	\$750,000.00	Executive Director		- \$120,000.00
Rosenburg	37,816	\$5,816,426.00	Executive Director	\$96,012.81	- \$149,198.40
Cedar Hill	48,560	\$3,308,342.00	Executive Director	\$120,000.00	- \$153,637.00
Victoria	67,055	\$8,757,277.00	Executive Director	\$100,000.00	- \$120,000.00
Lewisville	106,000	\$565,000.00	Executive Director		- \$175,000.00
Denton	136,195	\$4,226,275.00	Executive Director	\$150,000.00	- \$185,000.00
Odessa	175,000	\$11,995,682.00	Executive Director	\$120,000.00	- and up
McKinney	195,308	\$16,764,674.00	Executive Director	\$94,649.36	- \$137,242.35