



The City of Helotes Economic Development Corporation (EDC) Board of Directors will meet for a Regular Meeting on Wednesday, October 16, 2019 at 7:00 p.m. in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023. This is an open meeting, subject to the open meeting laws of the State of Texas.

1. Call to order.
2. Discussion of and action on the election of officers for the EDC Board of Directors, as required by the EDC Restated Certificate of Formation, Article Ten *Board of Directors*, including, but not limited to, a President, Vice-President, and Secretary. (Staff)

**PUBLIC HEARING:**

3. Public Hearing on a proposal for the EDC to fund the construction of a spray park / splash pad at the Helotes Fitness Park and Disc Golf Course located at 10483 Parrigin Rd. The proposal constitutes an economic development "Project," as defined by Texas Local Govt. Code Chapter 505 *Type B Corporations*.
4. Public Hearing on a proposal for the EDC to fund the construction of new sidewalks along Riggs Rd. from Our Lady Guadalupe Catholic Church (OLG) to F.M. 1560 and along Old F.M. 1560 from F.M. 1560 to Helotes City Hall. The proposal constitutes an economic development "Project," as defined by Texas Local Govt. Code Chapter 505 *Type B Corporations*.

**NOTICE OF ASSISTANCE AT THE PUBLIC MEETING**

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

### **OPEN SESSION:**

5. Citizens to be heard.

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

### **CONSENT AGENDA (ITEM NOS. 6 – 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.***

6. Approval of the minutes of the EDC Regular Meeting dated September 18, 2019. (Staff)

7. Approval of the EDC Fiscal Year Ending (FYE) 2020 Revenue and Expense, Balance Sheet, and Encumbrance Reports dated October 11, 2019. (Staff)

8. Approval of a proposal for the EDC to fund the construction of a spray park / splash pad at the Helotes Fitness Park and Disc Golf Course located at 10483 Parrigin Rd. to be completed jointly with the City of Helotes whereby the EDC will provide the funding and the City of Helotes will provide the project planning, design, engineering, estimating, and management. (Mayor Schoolcraft)

9. Approval of a proposal for the EDC to fund the construction of new sidewalks along Riggs Rd. from Our Lady Guadalupe Catholic Church (OLG) to F.M. 1560 and along Old F.M. 1560 from F.M. 1560 to Helotes City Hall to be completed jointly with the City of Helotes whereby the EDC will provide the funding and the City of Helotes will provide the project planning, design, engineering, estimating, and management. (Mayor Schoolcraft)

### **ITEMS FOR INDIVIDUAL CONSIDERATION:**

10. Discussion of and action on a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving a revised 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)

11. Discussion of and direction on the design, cost, and installation of gateway monument signage on S.H. 16 (Bandera Rd.), Hausman Rd., and/or F.M. 1560. (Staff)
12. Discussion of and action on producing a 2020 Shop Helotes Fiesta Medal. (Staff)
13. Staff Updates:
  - Work completed and/or in progress since September 18, 2019; and
  - Current and proposed commercial developments with the City of Helotes.

**Adjourn.**

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

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

I certify that this Agenda was posted on October 11, 2019 at 5 p.m.



Rick A. Schroder  
Executive Director

**Attest:**

  
\_\_\_\_\_  
Glenn Goolsby  
Assistant Director

(c) The Directors shall serve without compensation, but they shall be reimbursed for their actual expenses incurred in the performance of their duties as Directors. Any vacancy occurring on the Board of Directors, by reason of death, resignation, or otherwise, shall be filled by appointment by the Council of a person who shall hold office until the expiration of the term.

(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.

(e) Meetings of the Board of Directors are subject to the Texas Open Meetings Act, as amended, Texas Government Code, Chapter 551, and the Corporation is subject to the Texas Open Records Act, as amended, Texas Government Code, Chapter 552.

#### **ARTICLE ELEVEN BYLAWS**

The initial Bylaws of the Corporation have been approved by the Council and shall be adopted by the Corporation's Board of Directors and shall, together with this Restated Certificate, govern the initial affairs of the Corporation until and unless amended in accordance with the provisions of the Local Govt. Code, the Business Code and this Restated Certificate.

#### **ARTICLE TWELVE INCORPORATORS**

The name and street address of each incorporator are:

1. Fritz Bohne 12951 Bandera Road, Helotes, Texas 78023
2. Eva Juarez 12951 Bandera Road, Helotes, Texas 78023
3. Morton Ault 12951 Bandera Road, Helotes, Texas 78023

Each incorporator was a qualified elector of the City at the time of original incorporation.

#### **ARTICLE THIRTEEN COUNCIL APPROVAL**

The City specifically authorized the Corporation by ordinance to act on its behalf to further the public purposes stated in said ordinance and its Articles of Incorporation, and the City has by said ordinance dated February 13, 2003, approved the Corporation's Articles of Incorporation. A copy of such ordinance is on file among the permanent public records of the City and the Corporation.

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# HEARST

## MEDIA SOLUTIONS

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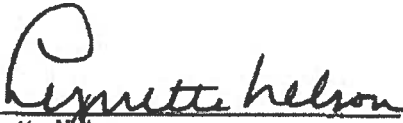
### SAN ANTONIO EXPRESS NEWS AFFIDAVIT OF PUBLICATION

STATE OF TEXAS:  
COUNTY OF BEXAR

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

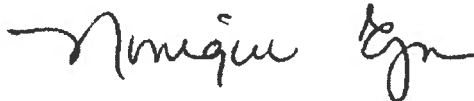
Customer ID: 702738  
Customer Name: City Of Helotes  
Order ID: 3039576

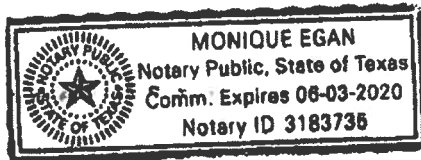
Publication	Pub Date
EN Classified	25-SEP-19

  
Lynette Nelson  
Bookkeeper

Sworn and subscribed to before me, this 26 day of Sept. A.D. 2019

Notary public in and for the State of Texas





#### NOTICE OF PUBLIC HEARINGS

Melotes Economic Development Corp. (EDC) will hold Public Hearings on October 16, 2019 at 7 p.m. CST at Helotes City Hall, 12951 Bandera Rd., Helotes, TX 78023 on:

- A proposal for the EDC to fund the construction of a spray park / splash pad at the Melotes Fitness Park and Disc Golf Course located at 10483 Parrigin Rd.; and
- A proposal for the EDC to fund the construction of new sidewalks along Riggs Rd. from Our Lady Guadalupe Catholic Church (OLG) to F.M. 1560 and along Old F.M. 1560 from F.M. 1560 to Helotes City Hall.

The proposals constitute economic development "Projects," as defined by Texas Local Govt. Code Chapter 505 Type B Corporations.

## **EDC Agenda Item**

**DATE: September 18, 2019**

**AGENDA PLACEMENT: Individual**

**CAPTION:**

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

**BACKGROUND:**

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

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

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

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

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

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

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

**FINANCIAL INFORMATION:**

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

**RECOMMENDED ACTION:** Approval of this agenda item.

**SUBMITTED BY:** Mayor Schoolcraft

**SUGGESTED MOTION:**

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

# HEARST

MEDIA SOLUTIONS

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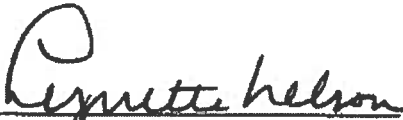
## SAN ANTONIO EXPRESS NEWS AFFIDAVIT OF PUBLICATION

STATE OF TEXAS:  
COUNTY OF BEXAR

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

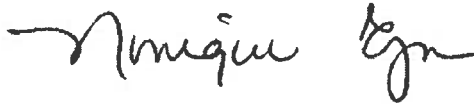
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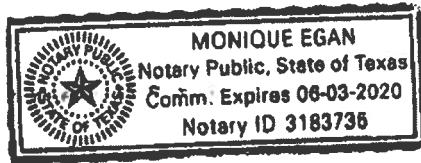
<u>Publication</u> EN Classified	<u>Pub Date</u> 25-SEP-19
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\_\_\_\_\_  
Lynette Nelson  
Bookkeeper

Sworn and subscribed to before me, this 26 day of Sept. A.D. 2019

Notary public in and for the State of Texas





### NOTICE OF PUBLIC HEARINGS

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The proposals constitute economic development "Projects," as defined by Texas Local Govt. Code Chapter 505 Type B Corporations.



## **EDC Agenda Item**

**DATE: September 18, 2019**

**AGENDA PLACEMENT: Individual**

**CAPTION:**

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

**BACKGROUND:**

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

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

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

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

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

**FINANCIAL INFORMATION:**

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

**RECOMMENDED ACTION:** Approval of this agenda item.

**SUBMITTED BY:** Mayor Schoolcraft

**SUGGESTED MOTION:**

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



## REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, September 18, 2019 at 7:00 p.m., in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023. This was an open meeting, subject to the open meeting laws of the State of Texas.

**Present:**

**Board Members:** Pat Wootton, President Alan Holmes, Vice-President  
Kathryn Mitchell, Secretary Stephanie "Stevie" Seltz  
Bill Putty Matthew McCrossen

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

**Absent:** Patrick Adam

**1. Call to Order.**

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

**PUBLIC HEARING:**

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

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

**OPEN SESSION:**

- 3. Citizens to be Heard.**

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

No Public Comment

**CONSENT AGENDA (ITEM NOS. 4 – 10):**

All items marked with an asterisk (\*) on the consent agenda were voted on as a group at the beginning of the meeting. Motion was made by Matthew McCrossen, second by Kathryn Mitchell to approve Items 4 thru 10 as written. Motion carried unanimously.

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

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

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

Motion was made by Matthew McCrossen, second by Stevie Seitz to discuss Item 11.

Mayor Schoolcraft presented plans to build a splash pad at the Helotes Fitness Park and Disc Golf Course. The project is planned to be up to a 2,000 sqft. pad with 12 to 18 spray features.

Motion was made by Stevie Seitz, second by Bill Putty to proceed with a public hearing and presentation whereby the EDC would fund up to \$300,000.00 for a splash pad. Motion passed 4-ayas, 1-nay; Matthew McCrossen.

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

Motion was made by Kathryn Mitchell, second by Bill Putty to discuss Item 12.

Mayor Schoolcraft presented the proposed project to construct a six foot sidewalk from Our Lady of the Guadalupe Church to Helotes City Hall.

Motion was made by Stevie Seitz, second by Kathryn Mitchell to proceed with a public hearing and presentation for the EDC to fund a new sidewalk along Riggs Road to connect to City Hall. Motion passed 3-ayas, 2-nays; Matthew McCrossen and Bill Putty.

13. **Discussion of and action on a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving appropriations for the Fiscal Year Ending (FYE) 2020 Maintenance and Operating, Interest and Sinking, and Capital Budgets beginning October 1, 2019 and ending September 30, 2020 to support the EDC's Programs, "Projects," as defined by Texas Local Govt. Code Chapter 505 Type B Corporations, and cooperatives; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)**

Motion was made by Matthew McCrossen, second by Alan Holmes to discuss Item 13.

Rick Schroder presented the proposed FYE 2020 Budget.

Motion was made by Bill Putty, second by Kathryn Mitchell to approve the FYE 2020 Budget as presented. Motion carried unanimously.

**14. Staff Updates:**

- a. Work completed and/or in progress since August 14, 2019; and**
- b. Current and proposed commercial developments within the City of Helotes.**

Mr. Goolsby reported on advertising created to promote local events, reviewed status of gateway signage, and provided an update on commercial projects within Helotes.

No action taken.

**Adjourn the regular meeting of the EDC Board of Directors.**

President Wootton adjourned the meeting at 8:04 p.m.

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Rick A. Schroder  
Executive Director

**DRAFT**

05 -ECONOMIC DEVELOPMENT CORP  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-PROPERTY TAXES	1,475,766.64	0.00	0.00	1,475,766.64	0.00
MISCELLANEOUS REVENUE	21,315.10	0.00	0.00	21,315.10	0.00
TOTAL REVENUES	1,497,081.74	0.00	0.00	1,497,081.74	0.00
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	1,244,126.50	2,996.95	2,996.95	1,241,129.55	0.24
TOTAL EXPENDITURES	1,244,126.50	2,996.95	2,996.95	1,241,129.55	0.24
REVENUES OVER/ (UNDER) EXPENDITURES	252,955.24	( 2,996.95)	( 2,996.95)	255,952.19	1.18-

REVENUE & EXPENSE REPORT - UNAUDITED  
AS OF: OCTOBER 11, 2019

05 -ECONOMIC DEVELOPMENT CORP  
REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>NON-PROPERTY TAXES</b>					
401-3140 SALES TAX	1,465,951.64	0.00	0.00	1,465,951.64	0.00
401-3150 MIXED BEVERAGE	9,815.00	0.00	0.00	9,815.00	0.00
TOTAL NON-PROPERTY TAXES	1,475,766.64	0.00	0.00	1,475,766.64	0.00
<b>MISCELLANEOUS REVENUE</b>					
406-1010 INTEREST	21,315.10	0.00	0.00	21,315.10	0.00
406-1060 TRANSFERS IN/OUT	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS REVENUE	21,315.10	0.00	0.00	21,315.10	0.00
<b>TOTAL REVENUES</b>	1,497,081.74	0.00	0.00	1,497,081.74	0.00



05 -ECONOMIC DEVELOPMENT CORP  
ADMINISTRATION  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
510-5101 SALARIES	72,544.50	2,617.43	2,617.43	69,927.07	3.61
510-5111 LONGEVITY	1,220.00	0.00	0.00	1,220.00	0.00
510-5113 BENEFITS	18,266.42	379.52	379.52	17,886.90	2.08
TOTAL PERSONNEL	92,030.92	2,996.95	2,996.95	89,033.97	3.26
<u>CONTRACTUAL SERVICES</u>					
510-5201 MEMBERSHIPS, DUES & LICENSES	16,000.00	0.00	0.00	16,000.00	0.00
510-5202 AUDIT FEES	3,200.00	0.00	0.00	3,200.00	0.00
510-5203 SCHOOLS, SEMINARS, CONFERENCES	3,000.00	0.00	0.00	3,000.00	0.00
510-5204 INTL. CONF. SHOPPING CENTERS	8,915.93	0.00	0.00	8,915.93	0.00
510-5205 BANK FEES	500.00	0.00	0.00	500.00	0.00
510-5206 LEGAL FEES / MDD CREATION	5,000.00	0.00	0.00	5,000.00	0.00
510-5208 CONC. DESIGN & LAND USE PLANS	15,000.00	0.00	0.00	15,000.00	0.00
510-5210 WORKSHOPS & PROMOTIONS	3,000.00	0.00	0.00	3,000.00	0.00
510-5211 MARKETING / TOURISM	35,000.00	0.00	0.00	35,000.00	0.00
510-5212 WEBSITE DEV. & MAINTENANCE	9,790.83	0.00	0.00	9,790.83	0.00
510-5214 MANAGED SVCS. AGREEMENT	5,400.00	0.00	0.00	5,400.00	0.00
510-5215 DEBT SERVICE	329,210.22	0.00	0.00	329,210.22	0.00
510-5221 RETAIL RECRUITMENT CONSULTING	0.00	0.00	0.00	0.00	0.00
510-5224 OFFICE RENTAL	10,800.00	0.00	0.00	10,800.00	0.00
510-5225 OTHSD PARKING LOT LEASE	5,520.00	0.00	0.00	5,520.00	0.00
510-5226 LAND ACQUISITION	0.00	0.00	0.00	0.00	0.00
510-5227 CAPACITY / GAP ANALYSES	15,000.00	0.00	0.00	15,000.00	0.00
510-5228 VISITOR CENTER	50,000.00	0.00	0.00	50,000.00	0.00
510-5229 GATEWAY SIGNAGE	50,000.00	0.00	0.00	50,000.00	0.00
TOTAL CONTRACTUAL SERVICES	565,336.98	0.00	0.00	565,336.98	0.00
<u>COMMODITIES</u>					
510-5301 OFFICE SUPPLIES	3,000.00	0.00	0.00	3,000.00	0.00
510-5302 OPERATIONAL EXPENSES	14,361.70	0.00	0.00	14,361.70	0.00
510-5305 COMMUNICATION EQUIPMENT	1,231.63	0.00	0.00	1,231.63	0.00
510-5326 EXPENSE REIMBURSEMENT	183.27	0.00	0.00	183.27	0.00
510-5333 380 AGREEMENT REIMBURSEMENTS	567,982.00	0.00	0.00	567,982.00	0.00
TOTAL COMMODITIES	586,758.60	0.00	0.00	586,758.60	0.00
TOTAL ADMINISTRATION	1,244,126.50	2,996.95	2,996.95	1,241,129.55	0.24
TOTAL EXPENDITURES	1,244,126.50	2,996.95	2,996.95	1,241,129.55	0.24
REVENUES OVER/ (UNDER) EXPENDITURES	252,955.24 (	2,996.95) (	2,996.95)	255,952.19	1.18-

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

05 -ECONOMIC DEVELOPMENT CORP BALANCE SHEET AS OF: OCTOBER 11, 2019

ACCOUNT#	TITLE	
<b>ASSETS</b>		
101-2000	EDC OPERATING CASH	140,386.24
101-2100	EDC TEXPOOL	1,145.47
101-2600	LOGIC	1,040,111.84
101-3100	FARM BUREAU EDC 6 MONTH CD	0.00
101-3200	FARM BUREAU BANK MM	0.00
105-1000	RECEIVABLE - SALES TAX	221,456.64
120-0000	DUE FROM GENERAL FUND	0.00
120-1000	DUE FROM EDC CAP PROJ	0.00
		<u>1,403,100.19</u>
	<b>TOTAL ASSETS</b>	<b>1,403,100.19</b>
<b>LIABILITIES</b>		
201-0000	ACCOUNTS PAYABLE	0.00
201-0200	PRIOR YEAR PAYABLES	( 1,001.00)
201-0300	380 AGREEMENT PAYABLE	116,474.05
201-1000	WAGES PAYABLE	0.00
202-0910	PREPAID PAYABLES	0.00
202-1300	DUE TO CITY OP	2,996.95
		<u>118,470.00</u>
	<b>TOTAL LIABILITIES</b>	<b>118,470.00</b>
<b>EQUITY</b>		
390-0000	FUND BALANCE/RETAINED EARNINGS	1,287,187.15
390-1000	PREPAID ITEMS	439.99
	<b>TOTAL BEGINNING EQUITY</b>	<u>1,287,627.14</u>
	TOTAL REVENUE	0.00
	TOTAL EXPENSES	2,996.95
	REVENUE OVER/(UNDER) EXPENSES	( 2,996.95)
	<b>TOTAL EQUITY &amp; OVER/(UNDER)</b>	<u>1,284,630.19</u>
	<b>TOTAL LIABILITIES, EQUITY &amp; OVER/(UNDER)</b>	<b>1,403,100.19</b>

03 -CAPITAL REPLACEMENT  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
MISCELLANEOUS REVENUE	249,947.91	0.00	0.00	249,947.91	0.00
TOTAL REVENUES	249,947.91	0.00	0.00	249,947.91	0.00
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	500.00	0.00	0.00	500.00	0.00
BUILDING & GROUNDS	943,143.98	67,376.15	67,376.15	875,767.83	7.14
TOTAL EXPENDITURES	943,643.98	67,376.15	67,376.15	876,267.83	7.14
REVENUES OVER/ (UNDER) EXPENDITURES	( 693,696.07) (	67,376.15) (	67,376.15) (	626,319.92)	9.71

03 -CAPITAL REPLACEMENT  
 REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
MISCELLANEOUS REVENUE					
406-1010 INTEREST	12,676.91	0.00	0.00	12,676.91	0.00
406-1018 PD MISC REVENUES	0.00	0.00	0.00	0.00	0.00
406-1019 FD MISC REVENUES	0.00	0.00	0.00	0.00	0.00
406-1020 EDC MISC REVENUES	0.00	0.00	0.00	0.00	0.00
406-1023 ADMIN MISC REVENUES	237,271.00	0.00	0.00	237,271.00	0.00
TOTAL MISCELLANEOUS REVENUE	249,947.91	0.00	0.00	249,947.91	0.00
TOTAL REVENUES	249,947.91	0.00	0.00	249,947.91	0.00

03 -CAPITAL REPLACEMENT  
ADMINISTRATION  
EXPENDITURES

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

03 -CAPITAL REPLACEMENT  
BUILDING & GROUNDS  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL OUTLAY</u>					
550-5501 FIRE DEPT PURCHASES	2,251.50	0.00	0.00	2,251.50	0.00
550-5509 EDC PURCHASES	7,880.40	0.00	0.00	7,880.40	0.00
550-5510 POLICE DEPT PURCHASES	8,640.08	0.00	0.00	8,640.08	0.00
550-5512 ADMINISTRATION PURCHASES	687,101.00	0.00	0.00	687,101.00	0.00
550-5514 VEHICLE PURCHASES	237,271.00	67,376.15	67,376.15	169,894.85	28.40
TOTAL CAPITAL OUTLAY	943,143.98	67,376.15	67,376.15	875,767.83	7.14
<hr/>					
TOTAL BUILDING & GROUNDS	943,143.98	67,376.15	67,376.15	875,767.83	7.14
<hr/>					
TOTAL EXPENDITURES	943,643.98	67,376.15	67,376.15	876,267.83	7.14
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	( 693,696.07 )	( 67,376.15 )	( 67,376.15 )	( 626,319.92 )	9.71

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

BALANCE SHEET  
AS OF: OCTOBER 11, 2019

03 -CAPITAL REPLACEMENT

ACCOUNT#	TITLE	
<b>ASSETS</b>		
101-2000	TEXPOOL CAPITAL PROJECTS	671.81
101-2200	SAFEKEEPING - CITY	0.00
101-2300	SAFEKEEPING - EDC	0.00
101-2400	CAPITAL CASH	( 91,357.81)
101-2500	EDC CAPITAL CASH	7,880.40
101-2600	FIRE DEPT CAPITAL CASH	2,251.50
101-2700	POLICE DEPT CAPITAL CASH	8,640.08
101-2800	ADMIN CAPITAL CASH	28,391.06
101-3000	LOGIC CAPITAL CASH	606,757.34
101-3010	LOGIC CAPITAL EDC	0.00
120-0000	DUE FROM CITY	103,566.20
120-1000	PREPAID PAYABLES	116,242.87
		<u>783,043.45</u>

TOTAL ASSETS 783,043.45

<b>LIABILITIES</b>		
201-0000	ACCOUNTS PAYABLE	10,981.20
201-0100	RETAINAGE PAYABLE	119,021.16
201-0200	PAYABLES PRIOR YEAR	28,013.97
202-0910	PREPAID PAYABLES	91,809.51
202-1300	DUE TO OTHER FUNDS	0.00
202-1305	DUE FROM OTHER ACCOUNTS	0.00
		<u>249,825.84</u>

TOTAL LIABILITIES 249,825.84

390-0000	FUND BALANCE/RETAINED EARN	600,593.76
		<u>600,593.76</u>
<b>EQUITY</b>		
	TOTAL REVENUE	0.00
	TOTAL EXPENSES	67,376.15
	REVENUE OVER/(UNDER) EXPENSES	( 67,376.15)
	TOTAL EQUITY & OVER/(UNDER)	<u>533,217.61</u>

TOTAL LIABILITIES, EQUITY & OVER/(UNDER) 783,043.45

**CITY OF HELOTES  
ECONOMIC DEVELOPMENT CORPORATION  
AGENDA ITEM REQUEST FORM**

**DATE:**           **October 16, 2019**

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

**CAPTION:**

Discussion of and action on a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving a revised 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 EDC Board of Directors approved an Agreement for Management Services (the "Agreement") between the EDC and City of Helotes on September 18, 2019. The Agreement was subsequently placed on the City Council's September 26, 2019 Regular Meeting Agenda for discussion and action. City Council postponed action on the Agreement until October 10, 2019, allowing additional time to review estimated costs and any other fees that may need to be added and/or increased to compensate the City for administrative services performed by the City on behalf of the EDC.

On October 10, 2019, City Council voted to approve the Agreement with an increased annual fee of \$15,000; the original Agreement included \$5,400 per year.

October 10, 2019 City Council agenda item excerpt:

"The City has maintained a Management Services Agreement with the Helotes EDC for a number of years. When the EDC moved its office out of City Hall to the retail center adjacent to the Municipal Complex, the fee paid by the EDC to the City for these services each year has been fixed at \$5,400.00 per year whereby the City would provide management, administrative, and financial services to the EDC. Up until now, that fee was adequate to cover the financial services provided but did not consider any administrative costs or other services provided by the City.

This fiscal year, it is important to begin considering the cost of the City Administrator's time functioning as the EDC Executive Director. Currently the City Administrator estimates that it takes him an average of two hours each week to complete the work in his role as the EDC Executive Director. That work includes, but is not limited to, preparing the agendas, writing



reports, reviewing the EDC work plan and preparing the quarterly report for Council review. He also attends two retail conferences each year, one in Las Vegas and the other in Dallas. Those two conferences involve a minimum of five days or 40 hours of additional time commitment by the City Administrator.

The estimated cost to the City to provide the services required by this agreement are:

City Treasurer and IT services (See attached chart)	\$5,528.75
City Administrator's time to provide administrative services (52 weeks @ 2 hours/week + 12 meetings @ 2 hours = 128 hours at \$55.00/hr)	\$7,040.00
Conferences (40 hours @ \$55.00/hr)	\$2,200.00
<b>Total estimated costs for Management Services Agreement</b>	<b>\$14,768.75"</b>

**FINANCIAL:**

The Agreement adopted by City Council on October 10, 2019 increases the fee from \$5,400 to \$15,000 per year. An FYE 2020 budget amendment will need to be approved to increase said line item by \$9,600.

**RECOMMENDATION:** No recommendation provided.

**SUBMITTED BY:** EDC Staff

**DATE SUBMITTED:** October 11, 2019

**SUGGESTED MOTION:** No motion provided.

**EDC Management Services Agmt. Cost Estimate**

<b>Cost Item</b>	<b>Cost Description</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
Payroll Process	30 min. per payroll	13	\$ 48.51	\$ 630.63
Benefit Payments	30 min. per payroll	13	\$ 48.51	\$ 630.63
Journal Entries & Transfers	30 min. per week	26	\$ 48.51	\$ 1,261.26
Accounts Payable & Positive Pay	30 min. per week	26	\$ 48.51	\$ 1,261.26
Bank Reconciliation	15 min. per month	3	\$ 48.51	\$ 145.53
Qrtly. Investment Report	30 min. per quarter	2	\$ 48.51	\$ 97.02
Audit Preparation	8 hrs. per year	8	\$ 48.51	\$ 388.08
941 / TWC Qrtly. Reports	30 min. per quarter	2	\$ 48.51	\$ 97.02
W2s / 1099s	2 hrs. per year	2	\$ 48.51	\$ 97.02
IT Services	\$74,544 / 81 FTE	-	Lump Sum	\$ 920.30
<b>Total</b>				<b>\$ 5,528.75</b>

RESOLUTION NO. \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

**PASSED AND APPROVED THIS 16<sup>th</sup> DAY OF OCTOBER 2019.**

\_\_\_\_\_  
Rick A. Schroder, Executive Director

**ATTEST:**

\_\_\_\_\_  
Glenn Goolsby, Asst. Director

**“Exhibit A”**

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

**THIS AGREEMENT**, approved as of the 10<sup>th</sup> day of October, 2019, by and between the City of Helotes (the “City”), acting by and through its Mayor, Thomas A. Schoolcraft, and the City of Helotes Economic Development Corporation (the “EDC”), acting by and through its Executive Director, is as follows:

**WITNESSETH:**

**I**

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

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

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

## II

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

## III

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

Subject to the City establishing this Agreement with the EDC for management services, the EDC shall pay to the City for management services included within this Agreement the annual sum of ~~\$5,400.00~~ \$15,000.00.

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, 2019 and ending September 30, 2020, unless otherwise renewed or extended at the discretion of both parties.

**VI**

**TERMINATION**

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

**VII**

**OFFICIALS NOT TO BENEFIT**

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



**VIII**

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

**IX**

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

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

**CITY OF HELOTES  
ECONOMIC DEVELOPMENT CORPORATION**

\_\_\_\_\_  
Executive Director 10/16/19

**ATTEST:**

\_\_\_\_\_  
Glenn Goolsby, Asst. Director 10/16/19

**CITY OF HELOTES**

\_\_\_\_\_  
Thomas Schoolcraft, Mayor 10/10/19

**ATTEST:**

\_\_\_\_\_  
Celina Perez, City Secretary 10/10/19

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

**DATE:**       **October 16, 2019**

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

**CAPTION:**

Discussion of and direction on the design, cost, and installation of gateway monument signage on S.H. 16 (Bandera Rd.), Hausman Rd., and/or F.M. 1560. (Staff)

**BACKGROUND:**

Pursuant to Goal 2, Priorities One and Two of the adopted FYE 2019 Economic Development Corporation (EDC) Strategic Work Plan, the EDC Board of Directors authorized the Executive Director to solicit proposals from sign contractors for the design and construction of gateway monument signage on April 17, 2019. Subsequently, EDC Staff coordinated with the City's Purchasing Dept. to solicit proposals on sign design and construction. Contacted sign contractors were:

1. Keller Custom Signs;
2. Comet Signs;
3. The Sign Center;
4. Signs of San Antonio;
5. Xpress Signs; and
6. Executive Signs.

The City received one (1) response from Keller Custom Signs, which, coincidentally, completed the design and construction of the City's LED monument sign in front of City Hall. Keller Custom Signs provided three (3) sign designs at no cost, and it provided associated costs for sign manufacturing and installation. The proposed signs met the City's Code of Ordinances sign provisions for single-business monument signs.

On June 19, 2019, Staff provided the sign designs and cost estimates to the EDC Board of Directors. Comments included the following (in no particular order):

- Use natural – rather than cut – stone for the monument base;
- The sign height is fine; however, the sign's mass is too small;
- Use more stone;
- Make the sign more "primitive" or "rustic";
- "Helotes" should be the predominate sign feature – not the windmill;

- Proposed sign attributes, such as the words and letters that are attached to the base or away from the face of the sign, may be subject to vandalism;
- More contrast needed between the blue font and the red background;
- Sign cabinet should be stucco (with coloring part of stucco finish for maintenance purposes);
- More designs (preferably 5) needed; and
- Price should be closer to \$7,000, rather than between \$9,000 and \$10,000.

On June 27, 2019, City Council reviewed the sign designs and cost estimates and provided the following comments to Staff:

- Sign does not need to be as big as proposed;
- Rust or earth-toned colors are preferable to red;
- Windmill does not need to be the focus of the sign;
- Prefers “Helotes” be outlined;
- Items detached from the face of the sign may get dirty;
- Prefers “Welcome to Helotes”;
- Too much red;
- The City’s logo is meant for a shirt – not for an outdoor welcome sign;
- Incorporate more rock;
- Wants to see additional designs;
- Likes the “depth” provided through items detached from the face of the sign;
- Prefers to have the signs placed in the S.H. 16 median;
- Make the logo smaller;
- Place “Welcome” at the top of the sign, and eliminate “City of”;
- Add “Gateway to the Texas Hill Country”; and
- Lower total sign height.

On July 2, 2019, the Planning and Zoning Commission reviewed the sign designs and cost estimates and provided the following comments to Staff:

- In other cities, it always says “Welcome to”;
- Add “City of”;
- Add “the Gateway to the Texas Hill Country”;
- “Gateway to the Texas Hill Country” should be on sign closer to Loop 1604, not on northern sign;
- Add landscaping;
- This sign should be the “model” sign for other businesses coming to Helotes;
- Tone down the red color;
- Prefers a wider and less tall sign;
- Likes sign with flat face (i.e. everything on face of sign) and white outline;
- Base and sign face should be same size;
- Windmill background should be kept, but be more recognizable for vehicular traffic; and

ITEM NO. \_\_\_\_\_

- “Have a great day” or “Thank you for visiting” on rear of sign.

The aforementioned comments were transmitted to Keller Custom Signs, and Keller provided the attached design revisions and cost estimates. Design 10661-A6 follows the submission of a proposed sign design by Alan Holmes, former EDC Director and current Councilmember. Councilman Holmes’ original design is included in backup materials, as well.

**FINANCIAL:** See attachments.

**RECOMMENDATION:** No recommendation provided.

**SUBMITTED BY:** EDC Staff

**SUGGESTED MOTION:** No motion provided.



**KELLER**  
CUSTOM SIGNS

1234 San Francisco - San Antonio, Tx. 78201  
1210 695-8767 - Fax: 1210 695-8760  
www.kellercustomsigns.com



Sign Design Project For:

City of Helotes

Helotes, Texas

Date: 7.23.19

Customer Approval

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

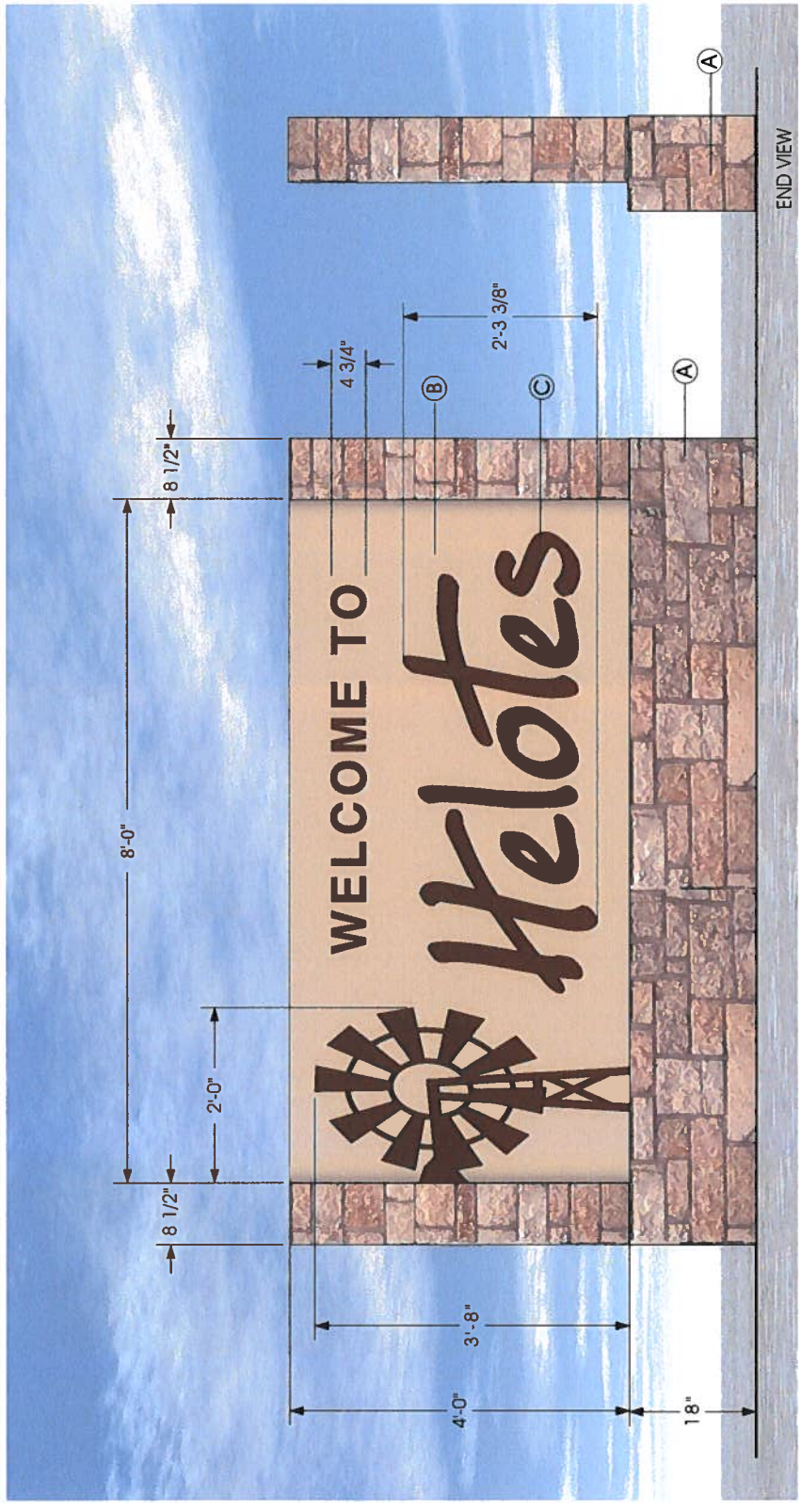
THIS UNPUBLISHED DESIGN IS THE PROPERTY OF KELLER CUSTOM SIGNS & DESIGNS AND IS SUBMITTED FOR YOUR PERSONAL USE IN CONNECTION WITH A PROJECT WE ARE PLANNING FOR YOU. IT IS NOT TO BE MODIFIED, COPIED, REPRODUCED, EXHIBITED OR SHOWN TO ANYONE OUTSIDE YOUR ORGANIZATION WITHOUT WRITTEN PERMISSION OF KELLER CUSTOM SIGNS & DESIGNS. VIOLATION OF THE ABOVE, EXEMPLES KELLER CUSTOM SIGNS & DESIGNS TO COLLECT FEES FOR ART AND STAFF TIME FROM THE CUSTOMER.

CLIENT ACKNOWLEDGEMENT  
ALL SIGNS W/RED 120V W/LESS SPECIFIED OTHERWISE

Sales Rep.: Angelo

SCALE: 3/4" = 1'-0"

Dwg #: 10661-A1



MANUFACTURE AND INSTALL ( 1 ) ONE NON-LIT SINGLE FACE MONUMENT SIGN.

- A. ROCK BASE
- B. RECESSED ALUMINUM CABINET TO BE PRIMED AND PAINTED TAN STUCCO.
- C. F.C.O. ALUMINUM GRAPHICS / POWDER COATED AKZO-NOBEL #23-9192

END VIEW



**P.O. Box 690970  
San Antonio, TX 78269**

Phone # 210-695-8767  
Fax # 210-695-8760  
Web Site kellercustomsigns.com

Date 9/16/2019

Job # 10661-A1

Rep AG

Credit Cards Accepted:

Mastercard American Express  
Visa Discover

## Quotation and Purchase Contract

### Client Billing Information

### Job Location

City of Helotes 12951 Bandera Rd Helotes, TX 78023	Customer Phone   Customer Fax	City of Helotes 12951 Bandera Rd Helotes, TX 78023  50% down payment / 50% upon completion - Thank You!	Authorization / P.O.
--	--	---	----------------------

### We Respectfully Submit Specification & Estimates For:

Description	Qty	Rate	Amount
Manufacture and install (1) 4'x8' single face non-illuminated monument sign with 1/8" aluminum flat cut out Windmill and "WELCOME TO HELOTES". Background of sign face stucco finish painted to customer specified color, letters painted to customer specified. Cost includes setting base pipe, pouring concrete pad for rock and rock work. As per drawing #10661-A1.	1	9,180.00	9,180.00T

\*Please Make All Checks Payable To: Keller Custom Signs & Designs.  
 \*Out Of State Taxes Are The Responsibility Of The Client  
 \*Initial Deposit Total Is Required At Time Of Contract Signing.  
 \*Final Balance Total Is Due Upon Installation.  
 \*THIS PROPOSAL MAY BE WITHDRAWN BY KELLER CUSTOM SIGNS IF PROPOSAL, DEPOSIT, AND FINAL DRAWING NOT ACCEPTED WITHIN 15 DAYS OF PROPOSAL DATE. IF AT ANY TIME THE SCOPE OF WORK CHANGES THE PRICE IS SUBJECT TO CHANGE. \*Customer Is To Furnish All Primary Electrical Service (120V UNLESS OTHERWISE AGREED) And Connection To The Sign Including: Timers, Photocells, Switches, And /Or Other Controls Required By Local City Ordinances At Customers Own Expense.  
 \*Installation Portion Of This Estimate Is Based On Adequate Access To Front And Backside Of The Installation Area.  
 \*Installation Above Ceiling Line May Require Roof Repair And Is The Responsibility Of The Client.  
 \*This Proposal Becomes A Contract Upon Acceptance And Subject To All Terms And Conditions.

<b>Subtotal</b>	\$9,180.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total Contract</b>	\$9,180.00

### This Agreement Is Accepted & Approved By:

Customer Signature _____	Sales Account Rep _____ Date _____
Date _____	KCSD Management Approval _____ Date _____





**KELLER**  
CUSTOM SIGNS

1234 San Francisco • San Antonio, Tx. 78201  
(210) 695-8767 • Fax: (210) 695-8760  
www.kellercustomsigns.com



Sign Design Project For:

City of Helotes

Helotes, Texas

Date: 7.29.19

Customer Approval

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

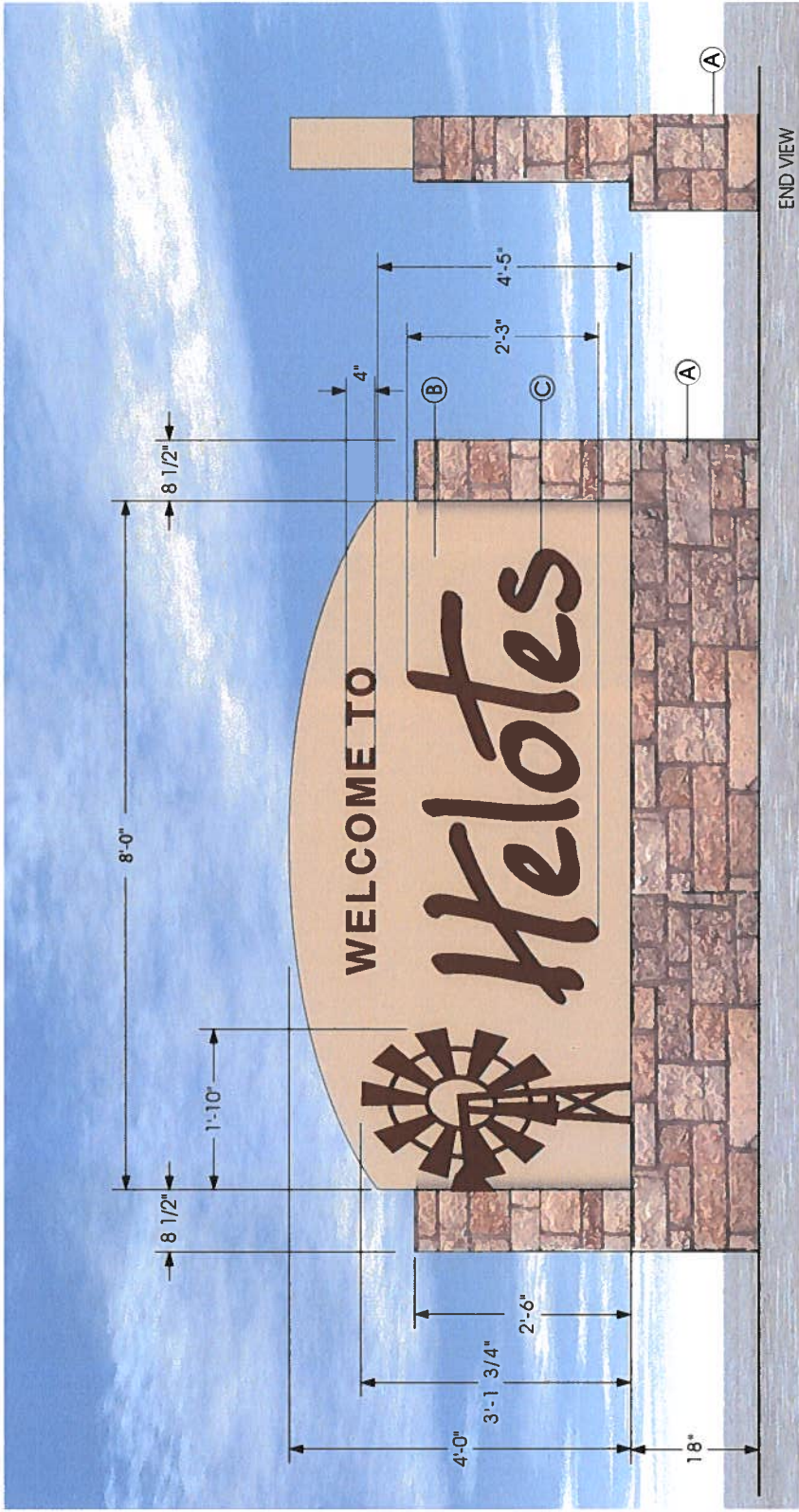
THIS UNPUBLISHED DESIGN IS THE PROPERTY OF KELLER CUSTOM SIGNS & DESIGNS AND IS SUBMITTED FOR YOUR PERSONAL USE IN CONNECTION WITH A PROJECT WE ARE PLANNING FOR YOU. IT IS NOT TO BE MODIFIED, COPIED, REPRODUCED, EXHIBITED OR SHOWN TO ANYONE OUTSIDE YOUR ORGANIZATION WITHOUT WRITTEN PERMISSION OF KELLER CUSTOM SIGNS & DESIGNS. VIOLATION OF THE ABOVE ENTITLES KELLER CUSTOM SIGNS & DESIGNS TO COLLECT FEES FOR ART AND STAFF TIME FROM THE CUSTOMER.

CLIENT ACKNOWLEDGEMENT  
ALL SIGNS WIPED 120V UNLESS SPECIFIED OTHERWISE

Sales Rep.: Angelo

SCALE: 3/4" = 1'-0"

Dwg #: 10661-A2



- MANUFACTURE AND INSTALL ( 1 ) ONE NON-LIT SINGLE FACE MONUMENT SIGN.
- A. ROCK BASE
  - B. RECESSED ALUMINUM CABINET TO BE PRIMED AND PAINTED TAN STUCCO.
  - C. F.C.O. ALUMINUM GRAPHICS / POWDER COATED AKZO-NOBEL #23-9192

END VIEW



**P.O. Box 690970  
San Antonio, TX 78269**

Phone # 210-695-8767  
Fax # 210-695-8760  
Web Site kellercustomsigns.com

Date 9/16/2019  
Job # 10661-A2  
Rep AG  
Credit Cards Accepted:  
Mastercard American Express  
Visa Discover

## Quotation and Purchase Contract

### Client Billing Information

### Job Location

City of Helotes 12951 Bandera Rd Helotes, TX 78023	Customer Phone   Customer Fax	City of Helotes 12951 Bandera Rd Helotes, TX 78023  Authorization / P.O.  50% down payment / 50% upon completion - Thank You!
--	--	---

### We Respectfully Submit Specification & Estimates For:

Description	Qty	Rate	Amount
Manufacture and install (1) 4'x8' single face non-illuminated monument sign with radius top, 1/8" aluminum flat cut out Windmill and "WELCOME TO HELOTES". Background of sign face stucco finish painted to customer specified color, letters painted to customer specified. Cost includes setting base pipe, pouring concrete pad for rock and rock work. As per drawing #10661-A2.	1	9,773.00	9,773.00

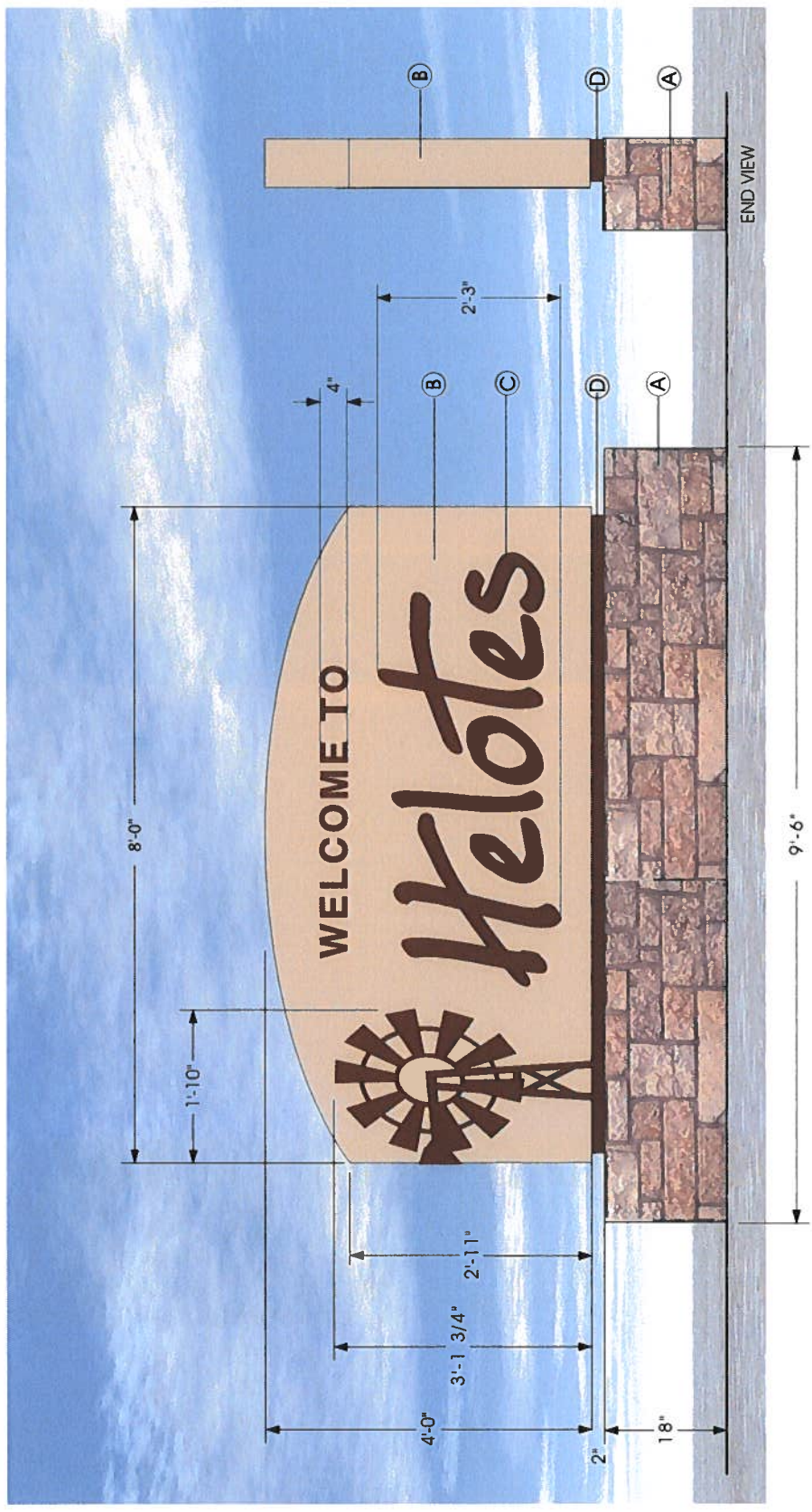
\*Please Make All Checks Payable To: Keller Custom Signs & Designs.  
 \*Out Of State Taxes Are The Responsibility Of The Client  
 \*Initial Deposit Total Is Required At Time Of Contract Signing.  
 \*Final Balance Total Is Due Upon Installation.  
 \*THIS PROPOSAL MAY BE WITHDRAWN BY KELLER CUSTOM SIGNS IF PROPOSAL, DEPOSIT, AND FINAL DRAWING NOT ACCEPTED WITHIN 15 DAYS OF PROPOSAL DATE. IF AT ANY TIME THE SCOPE OF WORK CHANGES THE PRICE IS SUBJECT TO CHANGE. \*Customer Is To Furnish All Primary Electrical Service (120V UNLESS OTHERWISE AGREED) And Connection To The Sign Including: Timers, Photocells, Switches, And /Or Other Controls Required By Local City Ordinances At Customers Own Expense.  
 \*Installation Portion Of This Estimate Is Based On Adequate Access To Front And Backside Of The Installation Area.  
 \*Installation Above Ceiling Line May Require Roof Repair And Is The Responsibility Of The Client.  
 \*This Proposal Becomes A Contract Upon Acceptance And Subject To All Terms And Conditions.

<b>Subtotal</b>	\$9,773.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total Contract</b>	\$9,773.00

### This Agreement Is Accepted & Approved By:

Customer Signature _____  Date _____	Sales Account Rep _____ Date _____ KCSD Management _____ Approval _____ Date _____
--	--





MANUFACTURE AND INSTALL ( 1 ) ONE NON-LIT SINGLE FACE MONUMENT SIGN.

A. ROCK BASE  
B. ALUMINUM CABINET TO BE PRIMED AND PAINTED TAN STUCCO.  
C. F.C.O. ALUMINUM GRAPHICS / POWDER COATED AKZO-NOBEL #23-9192  
D. ALUMINUM R REVEAL TO BE PRIMED AND PAINTED TO GRAPHICS COLORS.



**P.O. Box 690970  
San Antonio, TX 78269**

Phone # 210-695-8767

Fax # 210-695-8760

Web Site kellercustomsigns.com

Date 9/16/2019

Job # 10661-A3

Rep AG

Credit Cards Accepted:

Mastercard American Express  
Visa Discover

## Quotation and Purchase Contract

### Client Billing Information

### Job Location

City of Helotes 12951 Bandera Rd Helotes, TX 78023	Customer Phone   Customer Fax	City of Helotes 12951 Bandera Rd Helotes, TX 78023	Authorization / P.O.   50% down payment / 50% upon completion - Thank You!
--	--	--	---

### We Respectfully Submit Specification & Estimates For:

Description	Qty	Rate	Amount
Manufacture and install (1) 4'x8' single face non-illuminated monument sign with radius top, 2" reveal on base, 1/8" aluminum flat cut out Windmill and "WELCOME TO HELOTES". Background of sign face stucco finish painted to customer specified color, letters painted to customer specified. Cost includes setting base pipe, pouring concrete pad for rock and rock work. As per drawing #10661-A3.	1	9,116.00	9,116.00

\*Please Make All Checks Payable To: Keller Custom Signs & Designs.  
 \*Out Of State Taxes Are The Responsibility Of The Client  
 \*Initial Deposit Total Is Required At Time Of Contract Signing.  
 \*Final Balance Total Is Due Upon Installation.  
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 \*Installation Above Ceiling Line May Require Roof Repair And Is The Responsibility Of The Client.  
 \*This Proposal Becomes A Contract Upon Acceptance And Subject To All Terms And Conditions.

<b>Subtotal</b>	\$9,116.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total Contract</b>	\$9,116.00

### This Agreement Is Accepted & Approved By:

Customer Signature _____	Sales Account Rep _____ Date _____
Date _____	KCSD Management Approval _____ Date _____





Sign Design Project For:

City of Helotes

Helotes, Texas

Date: 7.29.19

Customer Approval

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

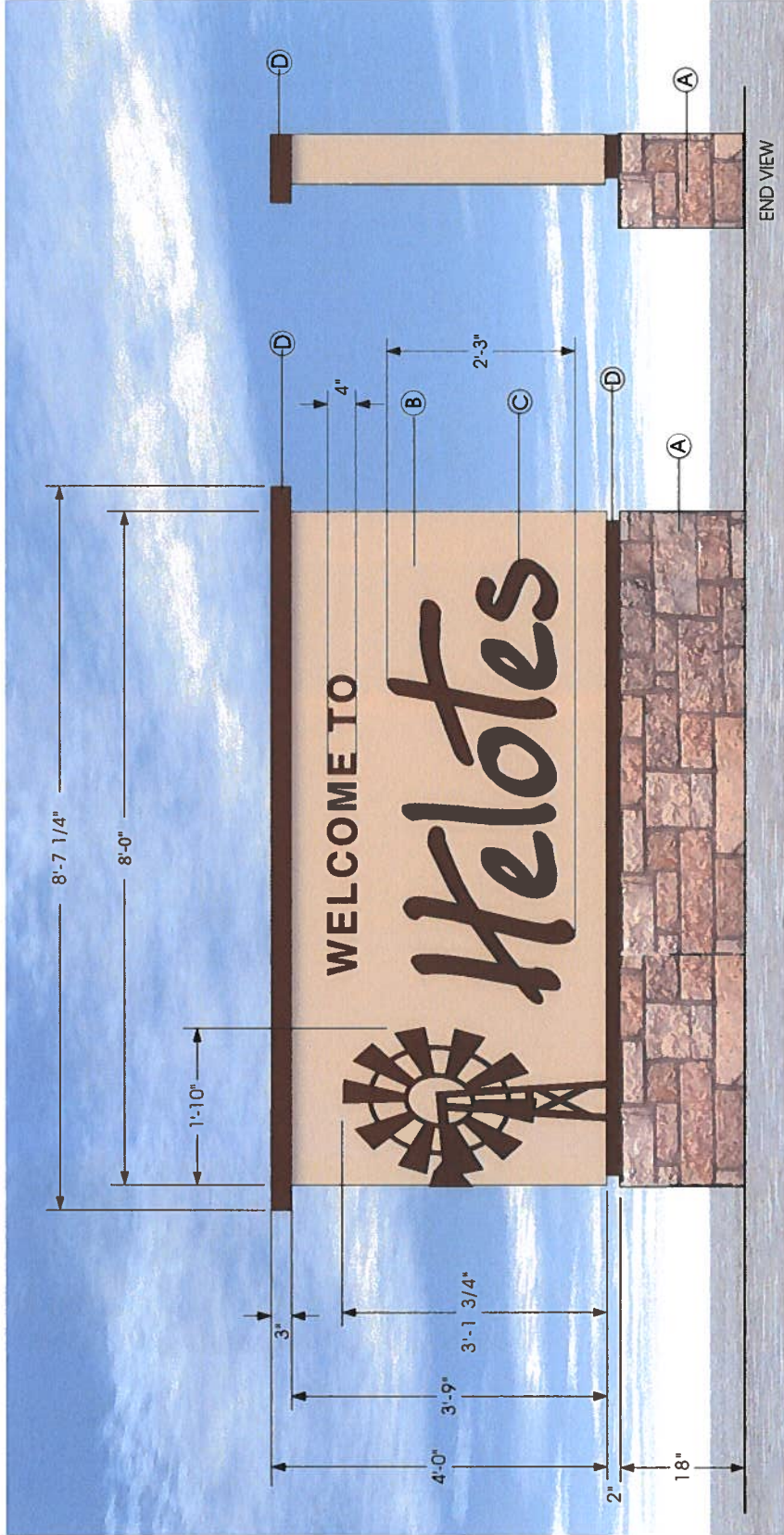
THIS UNPUBLISHED DESIGN IS THE PROPERTY OF KELLER CUSTOM SIGNS & DESIGNS AND IS SUBMITTED FOR YOUR PERSONAL USE IN CONNECTION WITH A PROJECT WE ARE PLANNING FOR YOU. IT IS NOT TO BE MODIFIED, COPIED, REPRODUCED, EXHIBITED OR SHOWN TO ANYONE OUTSIDE YOUR ORGANIZATION WITHOUT WRITTEN PERMISSION OF KELLER CUSTOM SIGNS & DESIGNS. VIOLATION OF THE ABOVE ENTITLES KELLER CUSTOM SIGNS & DESIGNS TO COLLECT FEES FOR ART AND STAFF TIME FROM THE CUSTOMER.

CLIENT ACKNOWLEDGEMENT  
ALL SIGNS WIRED 120V UNLESS SPECIFIED OTHERWISE

Sales Rep.: Angelo

SCALE: 3/4" = 1'-0"

Dwg #: 10661-A4



- MANUFACTURE AND INSTALL ( 1 ) ONE NON-LIT SINGLE FACE MONUMENT SIGN.
- A. ROCK BASE
  - B. ALUMINUM CABINET TO BE PRIMED AND PAINTED TAN STUCCO.
  - C. F.C.O. ALUMINUM GRAPHICS / POWDER COATED AKZO-NOBEL #23-9192
  - D. ALUMINUM ROOF ACCENT & REVEAL TO BE PRIMED AND PAINTED TO GRAPHICS COLORS.



**P.O. Box 690970  
San Antonio, TX 78269**

Phone # 210-695-8767

Fax # 210-695-8760

Web Site [kellercustomsigns.com](http://kellercustomsigns.com)

Date 9/16/2019

Job # 10661-A4

Rep AG

Credit Cards Accepted:

Mastercard American Express  
Visa Discover

## Quotation and Purchase Contract

### Client Billing Information

### Job Location

City of Helotes 12951 Bandera Rd Helotes, TX 78023	Customer Phone   Customer Fax	City of Helotes 12951 Bandera Rd Helotes, TX 78023	Authorization / P.O.   50% down payment / 50% upon completion - Thank You!
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### We Respectfully Submit Specification & Estimates For:

Description	Qty	Rate	Amount
Manufacture and install (1) 4'x8' single face non-illuminated monument sign with 3" flat roof, 2" reveal on base, 1/8" aluminum flat cut out Windmill and "WELCOME TO HELOTES". Background of sign face stucco finish painted to customer specified color, letters painted to customer specified. Cost includes setting base pipe, pouring concrete pad for rock and rock work. As per drawing #10661-A4.	1	9,626.00	9,626.00

\*Please Make All Checks Payable To: Keller Custom Signs & Designs.  
 \*Out Of State Taxes Are The Responsibility Of The Client.  
 \*Initial Deposit Total Is Required At Time Of Contract Signing.  
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 \*Installation Above Ceiling Line May Require Roof Repair And Is The Responsibility Of The Client.  
 \*This Proposal Becomes A Contract Upon Acceptance And Subject To All Terms And Conditions.

**Subtotal**

\$9,626.00

**Sales Tax (0.0%)**

\$0.00

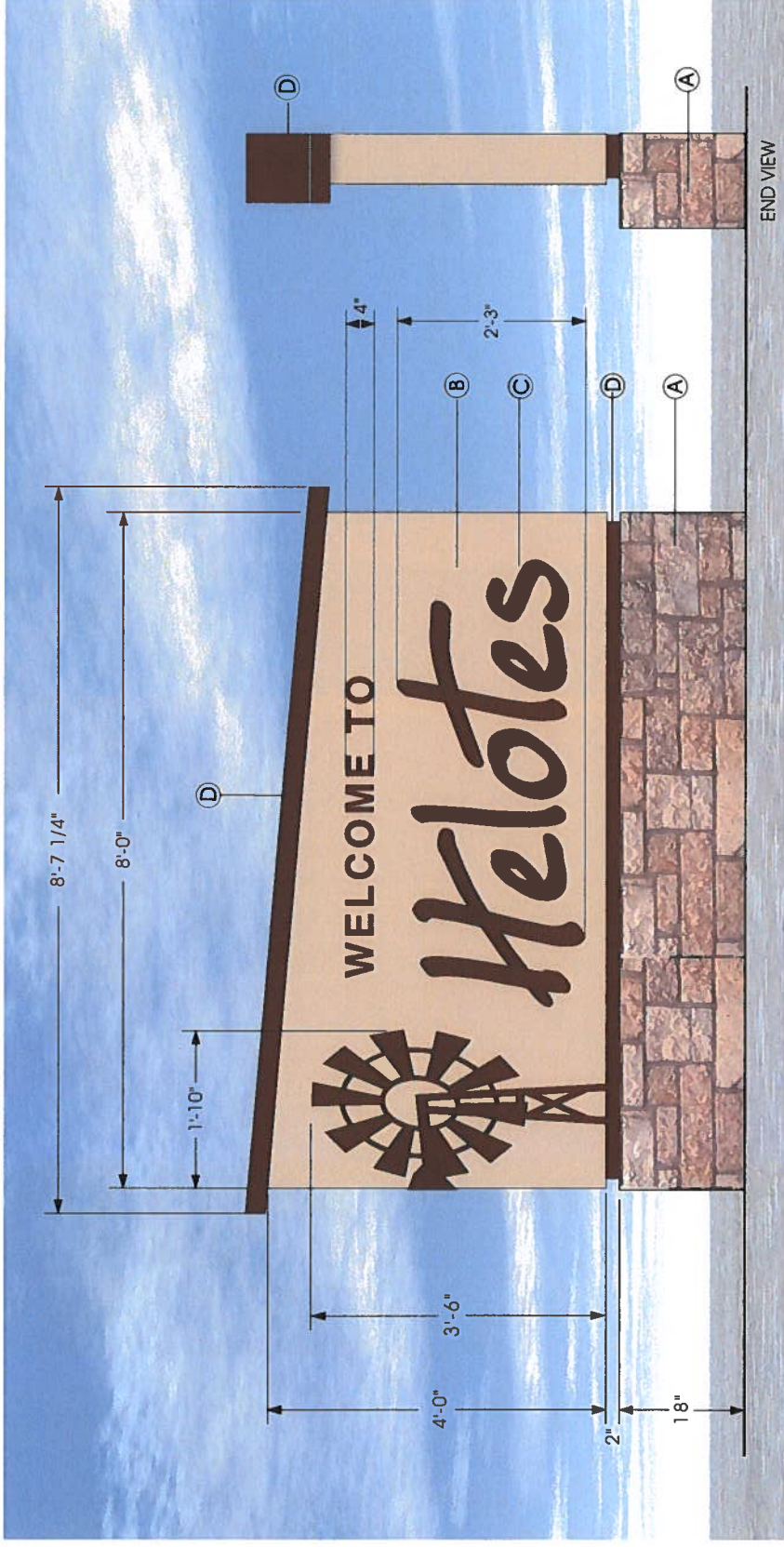
**Total Contract**

\$9,626.00

### This Agreement Is Accepted & Approved By:

Customer Signature _____  Date _____	Sales Account Rep _____ Date _____ KCSD Management Approval _____ Date _____
--	---





MANUFACTURE AND INSTALL ( 1 ) ONE NON-LIT SINGLE FACE MONUMENT SIGN.

- A. ROCK BASE
- B. ALUMINUM CABINET TO BE PRIMED AND PAINTED TAN STUCCO.
- C. F.C.O. ALUMINUM GRAPHICS / POWDER COATED AKZO-NOBEL #23-9192
- D. ALUMINUM ROOF ACCENT & REVEAL TO BE PRIMED AND PAINTED TO GRAPHICS COLORS.

END VIEW



**P.O. Box 690970  
San Antonio, TX 78269**

Phone # 210-695-8767  
Fax # 210-695-8760  
Web Site kellercustomsigns.com

Date 9/16/2019

Job # 10661-A5

Rep AG

Credit Cards Accepted:

Mastercard American Express  
Visa Discover

## Quotation and Purchase Contract

### Client Billing Information

### Job Location

City of Helotes 12951 Bandera Rd Helotes, TX 78023	Customer Phone   Customer Fax	City of Helotes 12951 Bandera Rd Helotes, TX 78023  50% down payment / 50% upon completion - Thank You!	Authorization / P.O.
--	--	---	----------------------

### We Respectfully Submit Specification & Estimates For:

Description	Qty	Rate	Amount
Manufacture and install (1) 4'x8' single face non-illuminated monument sign with 3" slanted roof, 2" reveal on base, 1/8" aluminum flat cut out Windmill and "WELCOME TO HELOTES". Background of sign face stucco finish painted to customer specified color, letters painted to customer specified. Cost includes setting base pipe, pouring concrete pad for rock and rock work. As per drawing #10661-A5	1	8,806.00	8,806.00

\*Please Make All Checks Payable To: Keller Custom Signs & Designs.  
 \*Out Of State Taxes Are The Responsibility Of The Client.  
 \*Initial Deposit Total Is Required At Time Of Contract Signing.  
 \*Final Balance Total Is Due Upon Installation.  
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 \*Installation Portion Of This Estimate Is Based On Adequate Access To Front And Backside Of The Installation Area  
 \*Installation Above Ceiling Line May Require Roof Repair And Is The Responsibility Of The Client.  
 \*This Proposal Becomes A Contract Upon Acceptance And Subject To All Terms And Conditions.

<b>Subtotal</b>	\$8,806.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total Contract</b>	\$8,806.00

### This Agreement Is Accepted & Approved By:

Customer Signature _____	Sales Account Rep _____ Date _____
Date _____	KCSD Management Approval _____ Date _____





Sign Design Project For:

**City of Helotes**

Helotes, Texas

Date: 7.29.19 9.9.19

Customer Approval

Date:

THIS UNPUBLISHED DESIGN IS THE PROPERTY OF KELLER CUSTOM SIGNS & DESIGNS AND IS LIMITED FOR YOUR PERSONAL USE IN CONNECTION WITH A PROJECT WE ARE PLANNING FOR YOU.  
IT IS NOT TO BE MODIFIED, COPIED, REPRODUCED, EXHIBITED OR SHOWN TO ANYONE OUTSIDE YOUR ORGANIZATION WITHOUT WRITTEN PERMISSION OF KELLER CUSTOM SIGNS & DESIGNS.  
VIOLATION OF THE ABOVE ENTITLES KELLER CUSTOM SIGNS & DESIGNS TO COLLECT FEES FOR ART AND STAFF TIME FROM THE CUSTOMER.

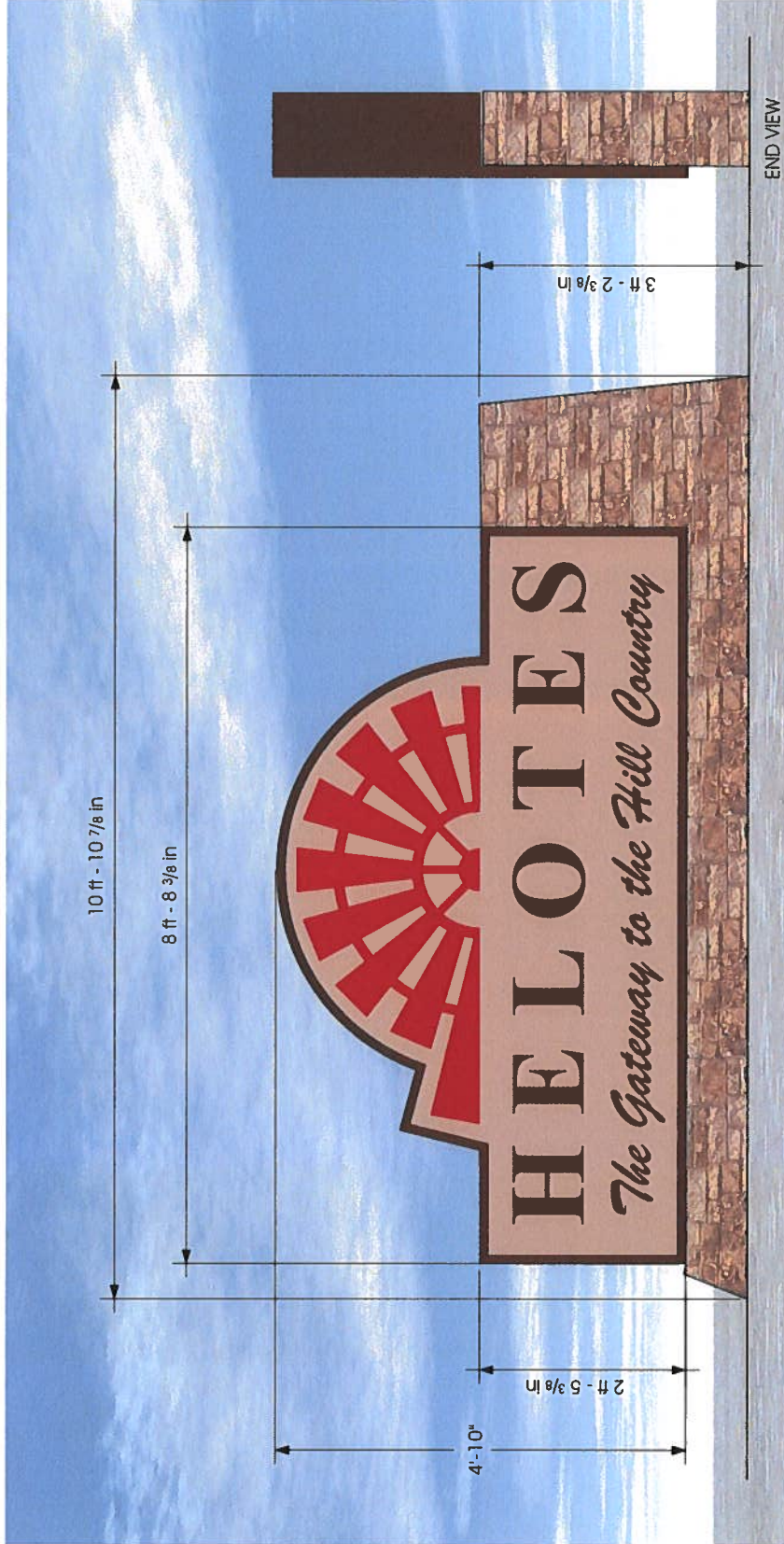
CLIENT ACKNOWLEDGEMENT

ALL SIGNS WIRED 120V UNLESS SPECIFIED OTHERWISE

Sales Rep.: Angelo

SCALE: 3/4" = 1'-0"

Dwg #: 10661-A6



MANUFACTURE AND INSTALL ( 1 ) ONE NON-LIT SINGLE FACE MONUMENT SIGN.

- A. ROCK BASE
- B. ALUMINUM CABINET TO BE PRIMED AND PAINTED TAN STUCCO WITH BORDER TO MATCH RUST.
- C. F.C.O. ALUMINUM GRAPHICS / POWDER COATED AKZO-NOBEL #23-9192
- D. PROPELER GRAPHICS TO BE PRIMED AND PAINTED RED.



**P.O. Box 690970  
San Antonio, TX 78269**

Phone # 210-695-8767

Fax # 210-695-8760

Web Site [kellercustomsigns.com](http://kellercustomsigns.com)

Date 9/16/2019

Job # 10661-A6

Rep AG

Credit Cards Accepted:

Mastercard American Express  
Visa Discover

## Quotation and Purchase Contract

### Client Billing Information

### Job Location

City of Helotes 12951 Bandera Rd Helotes, TX 78023	Customer Phone   Customer Fax	City of Helotes 12951 Bandera Rd Helotes, TX 78023  Authorization / P.O.  50% down payment / 50% upon completion - Thank You!
--	--	---

### We Respectfully Submit Specification & Estimates For:

Description	Qty	Rate	Amount
Manufacture and install (1) 4'10"x8'8-3/8" single face non-illuminated monument sign with contour cabinet shape, 1/8" aluminum flat cut out Windmill and "WELCOME TO HELOTES". Background of sign face stucco finish painted to customer specified color, letters painted to customer specified. Cost includes setting base pipe, pouring concrete pad for rock and rock work. As per drawing #10661-A6	1	12,350.00	12,350.00

\*Please Make All Checks Payable To: Keller Custom Signs & Designs.  
 \*Out Of State Taxes Are The Responsibility Of The Client.  
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 \*This Proposal Becomes A Contract Upon Acceptance And Subject To All Terms And Conditions.

<b>Subtotal</b>	\$12,350.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total Contract</b>	\$12,350.00

This Agreement Is Accepted & Approved By:

Customer Signature _____	Sales Account Rep _____	Date _____
Date _____	KCSD Management Approval _____	Date _____



**City of Helotes EDC  
AGENDA ITEM REQUEST FORM  
DATE:**

**Agenda Placement:**  CONSENT  
 INDIVIDUAL  
 PRESENTATION  
 CLOSED

**CAPTION:**

12. Discussion of and action on producing a 2020 Shop Helotes Fiesta Medal.

**BACKGROUND:**

The EDC produced their first Fiesta Medal in 2018, giving them away as a promotion in local businesses. The medals are given away during the months of February thru April. In 2019 in an effort to promote new restaurants in Helotes the EDC created their second annual Fiesta Medal. Staff hosted a giveaway at nine restaurants where patrons could buy any menu items and receive a free Shop Helotes Fiesta Medal. The medals were also available at five local events such as Ladies Night Out and Helotes MarketPlace. EDC staff attended several vendor events outside the area, selling approximately 100 medals.

**FINANCIAL:** Not to exceed \$2,500.00

**RECOMMENDATION:**

**SUBMITTED BY:**

**DATE SUBMITTED:**

**SUGGESTED MOTION:**

**DISPOSITION:**



13a

October 4, 2019

Honorable Mayor and City Council  
City of Helotes, Texas  
12951 Bandera Road  
Helotes, Texas 78023

**Re: Quarterly Update (September 2019)  
City of Helotes Economic Development Corporation (EDC) Work Plan**

Mayor and City Council:

Article Four of the EDC Amended Bylaws requires the Corporation to submit quarterly written reports to the City Council on its activities and progress in implementing the EDC Work Plan. As you are aware, the EDC Work Plan is updated annually, and it is reviewed and approved by both the EDC Board of Directors and City Council. The current Work Plan was reviewed and approved in May and June 2019.

**Goal 1 / Develop Industry Targets (short term goal 2018 – 2019)**

*Retail Consultant*

In January 2019, the EDC Board of Directors agreed to discontinue its use of third-party recruitment services over concerns that fees were not tied to performance. Efforts have been made to identify a consultant with a performance based fee structure, however to date, all have requested large upfront fees along with performance fees.

*Class A Office Space*

EDC staff has reached out to several brokers and the San Antonio Economic Development Foundation to identify the best practice techniques for determining office demand. The EDC has also budgeted monies to complete a study in FYE 2020. To date none of the contacts have been able to identify a means to perform such a study on a localized basis in a small city. These reports are generated for larger metro areas where they can aggregate large amounts of data from prior years along with current growth trends to determine the anticipated need.

EDC staff is currently working with Judicial Services to assist with their headquarter relocation to the City of Helotes; the project is currently in the platting phase. Staff has also reached out to local brokers to enlist their help in developing more office buildings. To date, REATA and dhrealty have agreed to take a closer look into the area.

#### *Mixed Use, Entertainment and Hotel Concepts*

In October 2016, the EDC Board of Directors commissioned a hotel feasibility study which evaluated several sites along Bandera Road and recommended a 75 room limited service facility. A new study is likely needed entering into FYE 2020. One of the proposed sites is located at the corner of Bandera Road and Hausman Road, known as Dr. Bitter's property. The EDC and City have routinely spoken with Dr. Bitter's regarding a potential mixed-use development, but to date, he has not moved forward with development.

To date the EDC has assisted with the development of Helotes Crossing and Camino Bandera/Helotes Retail Center. The EDC continues to promote the development of other properties with local developers and the brokerage community. One of the marketing tools has been to create conceptual plans with Manhard Consulting that utilize, mixed-use, hotel, and office concepts. Currently the EDC is working with SDI Realty to evaluate the potential of a mixed-use development in Helotes.

EDC staff was in discussion with Cooter Browns to relocate to Helotes. The owners first choice was property located behind KFC, which requires a specific use permit. The owner submitted the request to the Planning and Zoning Commission on September 3<sup>rd</sup>, and to City Council on September 12<sup>th</sup>. The request was denied. The owner is evaluating other sites in Helotes.

#### **Goal 2 / Gateway Signage (mid-term goal 2018 – 2021)**

Staff solicited proposals from sign contractors for the design and installation of monument gateway signage on Bandera Road (S.H. 16). Keller Custom Signs responded and provided three (3) sign designs and cost estimates.

In June / July 2019, Staff presented the proposed designs to the EDC Board of Directors, City Council, and the Planning and Zoning Commission. Staff consolidated each body's comments and provided the same to the sign contractor. Comment topics included sign design, wording, color, and size.

During the August board meeting, Alan Holmes presented sketches he had drawn for the gateway sign. Staff has forwarded those to Keller Custom Signs and will be presenting the new renderings with estimated cost during the October board meeting.

#### **Goal 3 / External Marketing & Communication Plan (short term goal 2018 – 2019) Development & Real Estate Community**

##### *Development and Real Estate Communities*

In an effort to ensure accurate, available property data on the HEDC website, the EDC contracted with RealMassive and GISPlanning to provide a comprehensive web-based service. RealMassive scours the internet and retrieves and consolidates broker listing information for available properties in Helotes. The platform allows brokers to upload and alter commercial property listings, as well. GISPlanning provides visitors with the ability to generate on-demand and property-specific demographic reports and comparisons. The services are integrated for ease of use into the EDC website.

The EDC continues to utilize Manhard Consulting to create site plans and pro-forma cost estimates on available commercial properties within the corporate City limits. Several sites were also selected for a video presentation that is hosted on YouTube and the EDC website. To date, the EDC has created site plans and cost estimates for the following properties:

- \*12423 Bandera Road
- \*12590 Bandera Road
- Bitter's tract at the corner of Bandera Road and Hausman
- 13523 Bandera Road
- \*1.96 Acres along Bandera Road near Jupe Mills
- \*14824 Scenic Loop Road at Bandera Road
- \*13931 Scenic Loop Road
- 6.7 Acres along Bandera Road

\*Five of the eight properties are currently being developed.

On May 19-22, EDC staff attended the International Council of Shopping Centers "ICSC" ReCON 2019 Conference. The conference provides programing to learn about the latest trends, emerging brands and concepts and the ability to meet national development representatives.

On August 21<sup>st</sup>, EDC staff attended the Retail Live conference in Austin, Texas. This conference allows retailers interested in building in Texas an opprortunity to exhibit in front of brokers, developers, and cities. There were several concepts interested in Helotes. Most require being part of a large scale development. Staff is working to build these partnerships.

EDC is already planning to exhibit at the ICSC Red River States Conference coming January 2020. This regional show allows us to promote Helotes to retailers and developers actively expanding in Texas.

### *Promoting Development*

The Shop Helotes Facebook page continues to promote a sense of community through advertising local events from area organizations and businesses. To assist with business content, staff utilizes images taken through the Google 360 Tour Program.

City and EDC staff was interviewed by TPR for an article and radio segment on growth in Helotes. The article was published on June 24<sup>th</sup> titled "*Helotes Grows In Size, Hopes To Keep*

*Small Town Charm*” By BRIAN KIRKPATRICK it was also shared by the Texas Economic Development Council.

On August 2-3, 2019, Neon Cloud shot video footage to produce a promotional economic development video highlighting opportunities for future commercial growth within Helotes. To date staff has reviewed the initial video and suggested some edits. Final editing should be completed in the fourth quarter of 2019.

*SAWS Water Impact Fee Credits and Sewer Pro Rata Refunds established:*

**Bond Account # 14181 – City of Helotes – water credits – Balance: \$1,302,362.95**

Construction cost \$1,183,966.32 plus 10% Engineering Design Fee = \$1,302,362.95

The installation of approximately 7,041 linear feet of 12” PVC waterline on State Highway 16 Bandera Road from Circle A Trail to Scenic Loop Road with SAWS GCP Permit # 113273, Job # 15-1142.

#### **Pro-Rata Sanitary Sewer Main**

The installation of approximately 5,239 linear feet of 8” and 12” PVC sanitary sewer line on State Highway 16 Bandera Rd from Circle A Trail to Scenic Loop Road.

The City of Helotes requests the Pro-Rata refunds for the sanitary sewer utilities that were constructed with SAWS GCP Permit # 113274, Job# 15-1630, to be payable to the City of Helotes located at P.O. Box 507 Helotes, Texas 78023-0507.

Linear Feet of Sewer Main – 5,239

Service – Both Sides of Sewer Main

Total Amount Construction Cost - \$1,198,952.70

#### **Pro-Rata Calculations:**

- 5,239 linear feet X 2 (both sides of main) = 10,478 linear feet
- \$1,198,952.70 plus 10 % Engineer Design Fee = \$1,318,847.97 / 10,478 linear ft = **\$125.87 per linear ft frontage**

#### *Growth Management Plan*

In February 2017 the EDC received the final report on the Helotes ETJ Growth Management Plan performed by Freese & Nichols. The plan mentioned using various economic development incentives to encourage voluntary annexation. The EDC Board of Directors has reviewed one request for incentive from MEGA Systems located at 18668 Bandera Road, Helotes, TX 78023. The Board requested further analysis on the return on investment and evaluation of potential adjacent developments. The prospect is willing to request annexation; however, staff has not found a mechanism to force annexation of adjacent properties, which limits the potential revenue generated by future development. Also, since MEGA Systems is a manufacturer the

vast majority of their sales are tax exempt further limiting any direct revenue from expansion. A case could be made the expansion would have an indirect impact through the multiplier effect of additional workers spending their money in Helotes.

#### **Goal 4 / Internal Marketing & Communication Plan (short term goal 2018 – 2019) Area Business Owners**

##### *Existing Business Efforts*

EDC staff continues to work with City staff to evaluate marketing opportunities through various print, digital, and radio channels. Current events are being promoted through the City's social media accounts & magazine, as well as publications from the Helotes Area Chamber of Commerce, Life in Sonoma Ranch, and Alamo Ranch Highlights. EDC staff also assists with creating ads to promote city events such as Movie Night at the Park and Independence Day Celebration.

EDC utilizes ShopHelotes.com website to promote shopping local. Staff periodically reviews the listings, and makes edits when necessary. Businesses are also encouraged to create and update their own listing.

EDC Board of Directors approved funding for local businesses to receive Google 360 Business Tours during FYE 2019. To date twenty locations have been filmed and uploaded to Google during FYE 2019. The program expired on September 30, 2019.

In an effort to promote new restaurants in Helotes the EDC created their second annual Fiesta Medal, which is also part of the Shop Helotes campaign. During the months February thru April nine restaurants hosted a giveaway where patrons could buy any menu items and receive a free Shop Helotes Fiesta Medal. The medals were also available at five local events such as Ladies Night Out and Helotes MarketPlace. EDC staff attended several vendor events outside the area, selling approximately 100 medals.

##### *Partnerships*

The EDC continues to maintain several partnerships that include, Helotes Area Chamber of Commerce, Small Business Development Center, Bexar County Economic Development, and San Antonio Economic Development Foundation.

Through the Chamber partnership the EDC educates businesses on various topics that impact them, such as, social media, cyber security, and leadership training. The partnership also helps promote new businesses with hosting ribbon cuttings.

EDC staff recently participated in a regional planning session lead by the San Antonio Economic Development Foundation. The goal is create a unified coalition when promoting the San Antonio region and sharing of information.



### *Day-tripping and Tourism*

Part of the NeonCloud contract includes the production of a tourism video to highlighting Helotes as a shopping and entertainment destination. The EDC

On September 18<sup>th</sup>, the EDC Board of Directors voted to support the development of a splash pad and sidewalks down Riggs Road in an effort to promote quality of life and tourism in Helotes. Those projects will hold a public hearing on October 16, 2019 for final approval.

### **Goal 5 / Visitor Center (long term goal 2019 – 2029)**

EDC Board of Directors has recommended staff evaluate both lease and purchase options for future office space. Both the Helotes Historical Society and Helotes Area Chamber of Commerce are interested in discussing how all entities could be housed in the same building. Once property has been identified, staff will inquire about site development cost with a local engineering firm.

### **Goal 6 / Create a Municipal Development District (mid-term goal 2018 – 2023)**

VIA Metropolitan Transit General Counsel informed the City Administrator they are unable to provide any assistance in releasing area currently being assessed the Metropolitan Transit Authority (MTA) Sales Tax. They suggested the City seek advice from in-house counsel. The City Administrator has forwarded the information to Davidson Troilo Ream & Garza for comment.

**Commercial Development Updates:**

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

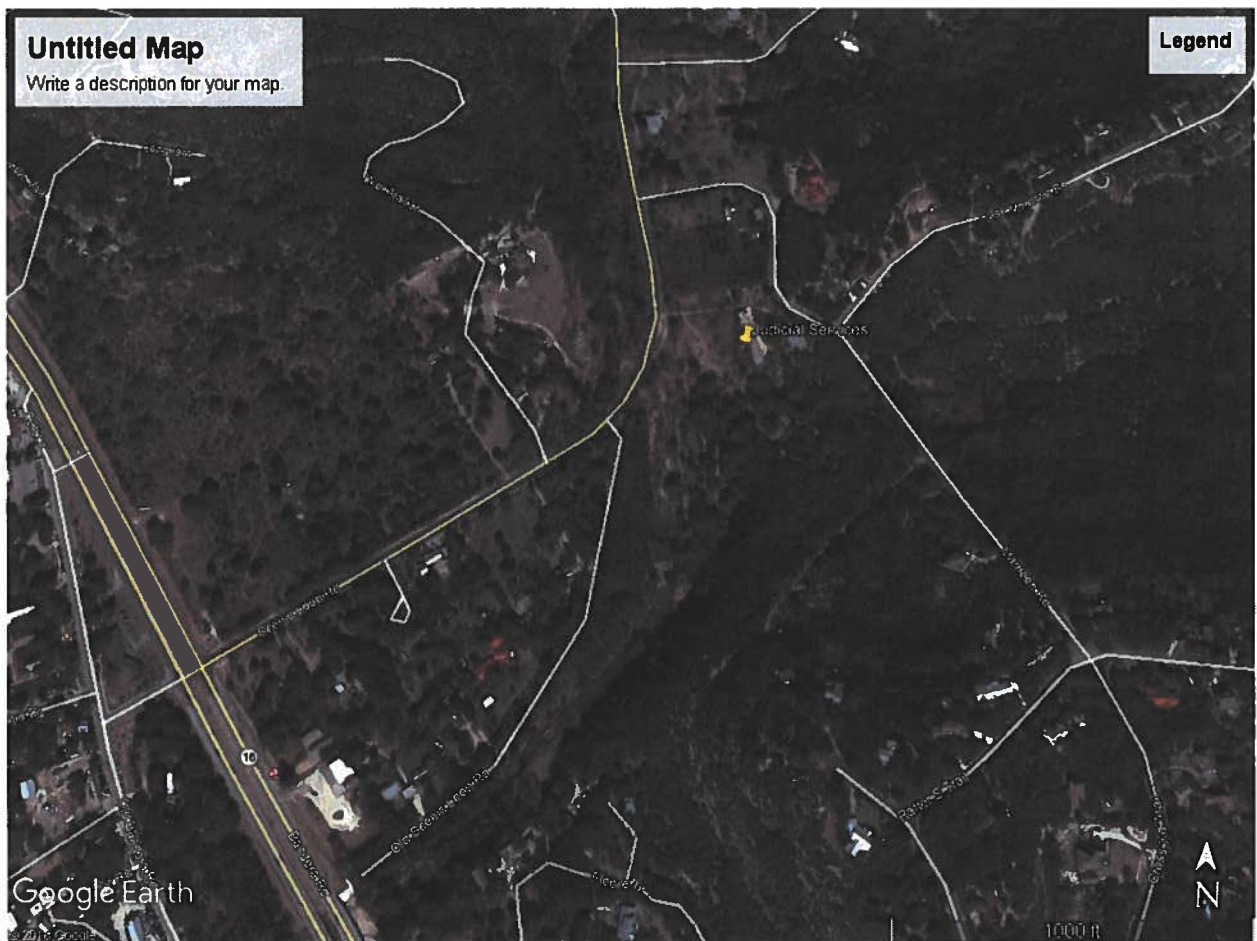


HEDC staff has been in contact with the broker representing the disposition of the First Choice ER located at 12285 Bandera Road. They have accepted a second offer from a medical group looking to purchase all five properties in Bexar County.





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



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

