AGENDA
REGULAR MEETING
HELOTES CITY COUNCIL
September 24, 2020 at 7:00 p.m.

The City of Helotes City Council will meet for a Regular Meeting on Thursday, September 24, 2020 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.

SUPPLEMENTAL NOTICE OF PARTICIPATION BY TELEPHONE CONFERENCE

As a result of COVID-19, the Governor of Texas issued an order on March 16, 2020, suspending various provisions of the Open Meetings Act, which now authorizes the participation in a meeting by videoconference and / or teleconference. In order to advance the public health goal of physical distancing, the City of Helotes City Council will conduct this regular meeting by telephone conference. No in person input will be allowed. To speak remotely, register in advance by using the fillable Citizen Comment Form on the City website. The comment form is due by 12:00 pm on Thursday, September 24. Once the comment form is received, the speaker will receive a confirmation email with the toll-free phone number and access code. Speakers will be placed in a queue until their time to speak. Watch the livestream meeting broadcast on the City's YouTube channel. The digital meeting packet is available on the City website.

1. Call to order.
   - Invocation.
   - Pledge of Allegiance.

OPEN SESSION:

2. Citizens to be Heard. ***The City Council shall not discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). The Council 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. Each person may only speak once. No profanity or threats will be tolerated.***

CONSENT AGENDA (ITEM NOS. 3 - 13):

All Consent Agenda items listed below are considered routine by City Staff and are intended to be enacted by one motion. There will be no separate discussion of these items, unless a Councilmember 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 September 10, 2020. (Staff)

4. Approval of an Ordinance of the City Council of the City of Helotes, Texas appointing Tabitha Durr as the Finance Director of the City of Helotes; and repealing Ordinance No. 18-05. (Staff)

CONSENT AGENDA Cont.:

5. Approval of an Ordinance of the City Council of the City of Helotes, Texas approving an Investment Policy and Strategy for Fiscal Year Ending (FYE) 2021. (Staff)

6. Approval of a Resolution of the City Council of the City of Helotes, Texas designating Tabitha Durr, Finance Director, as the Investment Officer for Fiscal Year Ending (FYE) 2021. (Staff)

7. Approval of a Resolution of the City Council of the City of Helotes, Texas approving a list of approved brokers / dealers for public investment purposes for Fiscal Year Ending (FYE) 2021. (Staff)

8. Approval of a Resolution of the City Council of the City of Helotes, Texas designating the San Antonio Express News as the official newspaper for Fiscal Year Ending (FYE) 2021. (Staff)

9. Approval of a Resolution of the City Council of the City of Helotes, Texas approving an Agreement for Management Services between the City of Helotes and the City of Helotes Economic Development Corporation (EDC) for Fiscal Year Ending (FYE) 2021. (Staff)

10. Approval of a a Resolution of the City Council of the City of Helotes, Texas approving the submission of a Justice Assistance Grant Application to the Office of the Governor – Criminal Justice Division Coronavirus Emergency Supplemental Funding Program for the purchase of COVID-19 response and mitigation supplies. (Staff)

11. Approval of interdepartmental adjustments to the Fiscal Year Ending (FYE) 2020 Budget.

12. Approval of a Traffic Impact Analysis, pursuant to Municipal Code of Ordinances Chapter 78 *Subdivisions*, Article II *Subdivision Regulations*, for Vantage at Helotes Subdivision, being a 15.535 acre tract of land situated in the City of Helotes Extra-territorial Jurisdiction (ETJ), generally located near the intersection of Galm Road and F.M. 1560, more particularly described as BCAD Prop. ID No. 1210561. (Applicant)

13. Approval of the following reappointments to the Economic Development Corporation Board of Directors (Mayor Schoolcraft):

    - Ron Lane, Place Two — Term Expiring September 30, 2022; and
    - Blaine Lopez, Place Four — Term Expiring September 30, 2022.

ITEMS FOR INDIVIDUAL CONSIDERATION:

14. Discussion of and action on the appointment of Gregory Hayden to the Economic Development Corporation Board of Directors, Place Six, with a term expiring September 30, 2022. (Mayor Schoolcraft)

ITEMS FOR INDIVIDUAL CONSIDERATION Cont.:

15. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving the terms of a License Agreement between the City of Helotes and the City of San Antonio for access and use of the Helotes Park Estates 3 Shelter for the provision of mobile and portable radio communications. (Staff)

16. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 70 *Solid Waste* by revising Article I *Collection and Disposal* and by adding Article III *Trimming by Tree Contractors*. (Staff)

17. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving appropriations for the City of Helotes Economic Development Corporation's (EDC) FYE 2021 Maintenance & Operating, Interest & Sinking, and Capital Budgets beginning October 1, 2020 and ending September 30, 2021 to support the EDC's programs, "Projects," as defined by Texas Local Government Code Chapter 505 *Type B Corporations*. (Staff)

18. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas making appropriations for the support of the City of Helotes for the fiscal year beginning October 1, 2020 and ending September 30, 2021; appropriating money to a sinking fund to pay the interest and principal of the City's indebtedness; adopting the annual Budget of the City of Helotes for the 2020 – 2021 fiscal year; authorizing personnel positions and salaries; setting the 2020 – 2021 holiday schedule for City employees; and authorizing the City Administrator to expend monies and sign documents in accordance with said Budget. (Staff)

19. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas ratifying the adoption of the Fiscal Year Ending (FYE) 2021 Municipal Budget raising more revenue from ad valorem (property) taxes due to increased property valuations and the addition of real property to the tax roll than in the FYE 2020 Municipal Budget. (Staff)

20. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas levying an ad valorem (property) tax rate for the Tax Year 2020 in the amount of $0.346524 cents per $100 valuation and directing the Bexar County Tax Assessor-Collector to assess, account for, and distribute the ad valorem (property) taxes as herein levied:

    a. Adopt the ad valorem (property) tax rate for the Maintenance and Operations expenditures of the City of Helotes at $0.272646 cents per $100 valuation for the Tax Year beginning January 1, 2020 and ending December 31, 2020; and

    b. Adopt the ad valorem (property) tax rate for the principal and interest payable on the Interest and Sinking (debt service) expenditures of the City of Helotes at $0.073878 cents per $100 valuation for the Tax Year beginning January 1, 2020 and ending December 31, 2020. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION Cont.:

21. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas establishing the Municipal Fee Schedule for Fiscal Year Ending (FYE) 2021. (Staff)

Adjourn meeting.

The City Council 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.

Thomas A. Schoolcraft, Mayor

I certify that this Agenda was posted on September 18, 2020 at 7:00 p.m.

Celina Perez, City Secretary

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL
SEPTEMBER 10, 2020

The City of Helotes City Council met for a regular meeting Thursday, September 10, 2020 at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas. This was an open meeting, subject to the open meeting laws of the State of Texas. Due to COVID-19, this meeting was conducted via teleconference.

Present: Thomas A. Schoolcraft, Mayor
Alex Blue, Mayor Pro Tem
Alan Holmes
Bert Buys
Cynthia Massey
Paul Friedrichs

Staff Present: Marian Mendoza, City Administrator
Celina Perez, City Secretary
Frank Garza, City Attorney (via teleconference)

1. Call to Order.

Mayor Schoolcraft called the meeting to order at 7:00 p.m. Council Member Massey led the invocation. Mayor Schoolcraft led the pledge to the U.S. flag and the Texas flag.

PUBLIC HEARINGS (ITEM NOS. 2 – 3):

2. Public hearing to give all interested persons the right to appear and be heard on the proposed FYE 2021 City of Helotes Municipal Budget, including, but not limited to, the General (Maintenance & Operations) Fund, Debt Service (Interest & Sinking) Fund, Capital Replacement Fund, Municipal Court Security and Technology Funds, Police Dept. Training and Education Fund, School Safety Fund, PEG (Public Access Channel) Fund, Police Department State Forfeiture Fund, Street Maintenance Fund, and Hotel Occupancy Tax (HOT) Fund.

Mayor Schoolcraft opened the public hearing at 7:02 p.m. No one signed up to speak on this item. Mayor Schoolcraft closed the public hearing at 7:03 p.m.

3. Public hearing to give all interested persons the right to appear and be heard on the proposed FYE 2021 City of Helotes Economic Development Corporation (EDC) Budget, including, but not limited to, Maintenance & Operating Fund, Interest & Sinking Fund, and Capital Fund, to support the EDC's programs as defined by Texas Local Government Code Chapter 505 *Type B Corporations*.

Mayor Schoolcraft opened the public hearing at 7:03 p.m. No one signed up to speak on this item. Mayor Schoolcraft closed the public hearing at 7:04 p.m.

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OPEN SESSION:

4. Citizens to be Heard. (Via Teleconference)

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 5 - 6): All items marked with an asterisk (**) on the consent agenda were voted on by one motion. Motion was made by Council Member Holmes, second by Council Member Buys, to approve items 5 and 6 on the consent agenda. Motion to approve carried unanimously.

5. ** **Approval of the minutes of the Regular Meeting dated August 27, 2020. (Staff)**

6. ** **Approval of the Fiscal Year Ending (FYE) 2020 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated September 3, 2020. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

7. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas casting votes on the official ballot for the election of Place Nos. 1 – 4 of the Board of Trustees for the Texas Municipal League (TML) Intergovernmental Risk Pool. (Staff)

Motion was made by Council Member Buys, second by Council Member Friedrichs, to discuss and act on this item as written.

Majority vote was casted as follows: Place 1 - Robert Herrera (unopposed), Place 2 – John Fullen, Place 3 – Jeffrey Snyder, and Place 4 – Kimberly Meismer.

Mayor Schoolcraft advised the official ballot would be marked accordingly and sent to TML.

8. Discussion of and action on modifications to the C-6 Disposal Systems, Inc. Schedule of Rates, pursuant to Ordinance No. 468 *Solid Waste Collection and Disposal Services Contract*, Section XIII *Payments and Fees*. (Jorge Cantu, C-6 Disposal Systems, Inc.)

Motion was made by Council Member Friedrichs, second by Council Member Buys, to discuss and act on this item as written.

Speaking on this item was Jorge Cantu, C6 Disposal Systems, Inc. In accordance with Subparagraph 13.4(b) of the current contract, C-6 may adjust the Schedule of Rates after giving 30 days written notice to the City on the basis of unusual changes in the cost of operations. On August 31, the City received written notification of residential rate changes, based on growing volumes of brush and garbage. The letter explained an increase in brush volume was noticed in mid-2018. This is largely attributed to homeowners hiring tree contractors, and those contractors wrongfully leaving tree trimmings behind for C-6 to collect. Most recently, the COVID-19 pandemic is playing a role. Many households are staying home, thus generating more trash. If Council elects to continue with the same, existing level of residential services (garbage pickup twice a week, recycling pickup once a week, brush pickup twice a year, and bulk item pickup twice a year) the rate will increase to $24.21 per month plus franchise fee and sales tax. This rate would

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go into effect on October 1, 2020. Alternatively, Council can consider downgrading to a lesser service level for a lower monthly rate, or provide 30 days written notice of cancellation to C-6 and solicit proposals for a new solid waste contractor with new services to begin January 2021.

Council held a lengthy discussion on this item. Ultimately, Council believed C-6 provided ample reason and were amenable to the rate increase. Additionally, there was discussion on how to rectify the issue of tree contractors leaving tree trimmings behind. Marian Mendoza, City Administrator, advised ordinance amendments to address tree contractor responsibilities and regulations would be placed on a future meeting agenda.

Motion to amend was made by Council Member Friedrichs to adjust the Schedule of Rates as prescribed by Subparagraph 13.4(b) of the current contract and to continue with the same, existing level of residential services. The amended motion was seconded by Council Member Buys.

Motion to approve carried unanimously.

9. Discussion on the proposed FYE 2021 Municipal Budget. (Mayor Schoolcraft and Staff)

Marian Mendoza, City Administrator, reported no changes to the proposed FYE 2021 Municipal Budget.

CLOSED SESSION:

Mayor Schoolcraft read the caption below and adjourned the meeting into closed session at 8:37 pm

10. Closed Session in accordance with Texas Government Code §551.071 *Consultations with City Attorney*. 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:

- **§551.071 *Consultations with City Attorney* regarding development near Beverly Hills Subdivision.**

Mayor Schoolcraft convened the meeting into open session at 9:41 pm and announced no action had been taken in closed session.

ITEMS FOR INDIVIDUAL CONSIDERATION:

11. Discussion of and action on matters discussed in Closed Session regarding development near Beverly Hills Subdivision.

Councilmember Massey provided a brief statement, indicating Council directed Staff and the City Attorney to look at all options for the control of traffic through Halpenny and Beverly Hills streets, including the possible annexation of Sunset Ranch and Sunset Hills roads, and to write a formal letter to the City of San Antonio, Bexar County, Commissioner Rodriguez's office, and Bexar County Public Works expressing concern about the McCrary tract development and its negative impact on the City and City roads.

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Adjourn

With no more business to come before Council, Mayor Schoolcraft adjourned the meeting at 9:43 p.m.

ATTEST:

_____
Thomas A. Schoolcraft, Mayor

_____
Celina Perez, City Secretary

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CITY COUNCIL
AGENDA ITEM REQUEST FORM

MEETING DATE: September 24, 2020

AGENDA PLACEMENT:

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

CAPTION:

Approval of an Ordinance of the City Council of the City of Helotes, Texas appointing Tabitha Durr as the Finance Director of the City of Helotes; and repealing Ordinance No. 18-05. (Staff)

EXECUTIVE SUMMARY:

On March 22, 2018, City Council appointed Tabitha "Taby" Durr as the City Treasurer. As the City continues to grow, the responsibilities for the position of City Treasurer have developed into more than just monitoring the City's cash flow. Taby's responsibilities now include overseeing all financial activities, preparing and submitting all official financial reports, budgetary planning, ensuring all financial practices are in line with state and / or federal regulations, and improving processes to minimize financial risk.

Many of the day to day data operations have been reassigned to other Staff in order to allow Taby to concentrate on the bigger picture of overseeing the disbursement of funds to departments and implementing financial policies. With these changes, the title of City Treasurer no longer defines her role. Establishing the new title of Finance Director provides a more accurate description of her duties and responsibilities.

ATTACHMENTS:

Attachment A – Ordinance (Finance Director position)
Attachment B – Ordinance No. 18-05 (City Treasurer position)

PREPARED BY: Marian V. Mendoza, City Administrator

DATE SUBMITTED: September 17, 2020

ORDINANCE NO. 20-_____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS APPOINTING TABITHA DURR AS THE FINANCE DIRECTOR OF THE CITY OF HELOTES; APPROVING THE FORM AND AMOUNT OF A BOND EXECUTED BY THE SAME; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; REPEALING ORDINANCE NO. 18-05, ANY OTHER CODE PROVISIONS, ORDINANCES, AND PARTS OF ORDINANCES/ PROVISIONS IN CONFLICT HEREWITH; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Helotes, Texas desires to appoint Tabitha "Taby" Durr as the Finance Director of the City of Helotes.

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

Section One. Position Established. The position of Finance Director is established in lieu of, but with the same powers and responsibilities as the position of City Treasurer, as defined by law. The salary of the Finance Director shall be established in the City Budget.

Section Two. Appointment. In accordance with Municipal Code of Ordinances Chapter 2 *Administration*, Article II *Officers and Employees*, Section 2-11(b) *Appointmen*t, the City Council appoints Tabitha "Taby" Durr to the position of Finance Director.

Section Three. Duties and Responsibilities. The duties and responsibilities of the Finance Director shall be subject to the direction and supervision of the City Administrator and shall include the following:

(1) Receive and securely keep all money belonging to the City and follow all State laws and City policies regarding the accountability thereof;

(2) Keep books, accounts, and reports as required by State law and the City policy;

(3) Duties and responsibilities as established by the Finance Director job description; and

(4) Exercise the duties of the City Treasurer as prescribed by Texas Local Government Code Chapter 22 *Form of Government in a Type A General Law Municipality*, Section 22.075 *Bond and Duties of Treasurer*.

Section Four. Bond. In accordance with Section 22.075 *Bond and Duties of Treasurer*, subparagraph (a), the treasurer of the municipality shall execute a bond. The executed bond is attached hereto as "Exhibit A".

Section Five. Severability. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Ordinance. The City Council hereby declares that it

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would have passed this Ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared void.

Section Six. Repealer. Ordinance No. 18-05, any other code provisions, ordinances, and parts of ordinances/provisions in conflict herewith are hereby repealed to the extent of such conflict.

Section Seven. Findings. The City Council finds all of the above recitals to be true and correct and incorporates the same in this Ordinance as findings of fact.

Section Eight. Effective Date. This Ordinance shall be effective immediately following approval by the City Council.

PASSED AND APPROVED this 24th day of September, 2020.

CITY OF HELOTES, TEXAS

_____

Thomas A. Schoolcraft, Mayor

ATTEST:

_____

Celina Perez, City Secretary

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Exhibit A
Bond

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THE HARTFORD

PUBLIC OFFICIAL DIVISION

BOND NO. 61BSBHS9156

OFFICIAL BOND

Know All Men By These Presents, That we, Tabitha Durr of Helotes in the State of Texas as Principal, and the Hartford Casualty Insurance Company, a corporation duly organized and existing under and by virtue of the Laws of the State of Indiana, and authorized to become sole surety on bonds in the State of Texas, as Surety, are held and firmly bound unto City of Helotes in the State of Texas, in the full and just sum of Fifty Thousand Dollars ($ 50,000) lawful money of the United States, for payment of which well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Signed and sealed this 25thday of July A.D. 2017

Whereas, the said Tabitha Durr

has been duly elected or appointed to the office of Accounting/Finance/Purchasing

in and for the City of Helotes
for the term beginning on the 1st day of October , 2017

and ending indefinitely.

Now, Therefore, The Condition of the Above Obligation is Such, that if the above bounden

Tabitha Durr shall, during the aforesaid term, faithfully and truly perform all the duties of their office and shall pay over and account for all funds coming into their hands by virtue of

their said office of Accounting/Finance/Purchasing
as required by law, then this obligation to be void, otherwise to be and remain in full force and virtue. The Surety shall have the right to cancel this obligation upon 30 days notice to the Obligee.

In Witness Whereof, the said Principal has hereunto set they hand and seal, and the said Hartford Casualty Insurance Company has caused these presents to be signed by its officers proper for the purpose the day and year first above written.

Tabitha Durr

Principal

Hartford Casualty Insurance Company

By Ann Ruot

Ann Ruot, Attorney-in-Fact

HARTFORD CASUALTY INSURANCE COMPANY INCORPORATED INDIANA

State of
County of

Before me, this day of
personally appeared the said
to me known and known to me to be the individual described in and who executed the foregoing bond, and they acknowledged to me that they executed the same.

IMPORTANT NOTICE

To obtain information or make a complaint:

You may contact your agent.

You may call Hartford Insurance Group at the toll free telephone number for information or to make a complaint at:

1-800-392-7805

You may also write to The Hartford:

The Hartford
Hartford Financial Products
2 Park Avenue, 5th Floor
New York, New York 10016
1-212-277-0400

You may contact the Texas Department of Insurance to obtain information on companies, coverages, rights or complaints at:

1-800-252-3439

You may write the Texas Department of Insurance

P.O. Box 149104
Austin, TX 78714-9104
Fax Number (512) 490-1007
Web: http://www.tdi.state.tx.us
E-mail: ConsumerProtection@tdi.state.tx.us

PREMIUM OR CLAIMS DISPUTES: Should you have a dispute concerning your premium or about a claim you should contact the agent first. If the dispute is not resolved, you may contact the Texas Department of Insurance.

ATTACH THIS NOTICE TO YOUR POLICY: This notice is for your information only and does not become a part or condition of the attached document.

AVISO IMPORTANTE

Para obtener informacion o para someter una queja.

Puede comunicarse con su agente.

Usted puede llamar al numero de telefono gratis de The Hartford Insurance Group para informacion o para someter una queja al

1-800-392-7805

Usted tambien puede escribir a The Hartford.

The Hartford
Hartford Financial Products
2 Park Avenue, 5th Floor
New York, New York 10016
1-212-277-0400

Puede comunicarse con el Departamento de Seguros de Texas para obtener informacion acerca de compañías, coberturas, derechos o quejas al:

1-800-252-3439

Puede escribir al Departamento de Seguros de Texas

P.O. Box 149104
Austin, TX 78714-9104
Fax Number (512) 490-1007
Web: http://www.tdi.state.tx.us
E-mail: ConsumerProtection@tdi.state.tx.us

DISPUTAS SOBRE PRIMAS O RECLAMOS: Si tiene una disputa concerniente a su prima o a un reclamo, debe comunicarse con su agente primero. Si no se resuelve la disputa, puede entonces comunicarse con el departamento (TDI).

UNA ESTE AVISO A SU POLIZA: Este aviso es solo para proposito de informacion y no se convierte en parte o condicion del documento adjunto.

Claims Inquiries Notice

Hartford Fire Insurance Company
Hartford Casualty Insurance Company
Hartford Accident and Indemnity Company
Hartford Underwriters Insurance Company
Twin City Insurance Company
Hartford Insurance Company of Illinois
Hartford Insurance Company of the Midwest
Hartford Insurance Company of the Southwest

Please address inquiries regarding **Claims** for all surety and fidelity products issued by The Hartford' s underwriting companies to the following:

Phone Number:	:	888-266-3488
Fax – Claims	:	860-757-5835 or 860-221-3965
E-mail	:	bond.claims@thehartford.com
Mailing Address	:	The Hartford BOND, T-4 One Hartford Plaza Hartford, CT 06155

Attachment A
Exhibit A

POWER OF ATTORNEY

Direct Inquiries/Claims to:
THE HARTFORD
BOND, T-12
One Hartford Plaza
Hartford, Connecticut 06155
Bond.Claims@thehartford.com
call: **888-266-3488** *or fax:* **860-757-5835**

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: VICTOR O SCHINNERER & COMPANY INC
Agency Code: 61-611070

- [ ] **Hartford Fire Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- [x] **Hartford Casualty Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- [ ] **Hartford Accident and Indemnity Company**, a corporation duly organized under the laws of the State of Connecticut
- [ ] **Hartford Underwriters Insurance Company**, a corporation duly organized under the laws of the State of Connecticut
- [ ] **Twin City Fire Insurance Company**, a corporation duly organized under the laws of the State of Indiana
- [ ] **Hartford Insurance Company of Illinois**, a corporation duly organized under the laws of the State of Illinois
- [ ] **Hartford Insurance Company of the Midwest**, a corporation duly organized under the laws of the State of Indiana
- [ ] **Hartford Insurance Company of the Southeast**, a corporation duly organized under the laws of the State of Florida

having their home office in Hartford, Connecticut (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint Ann Ruot

its true and lawful Attorney-in-Fact, to sign its name as surety(ies) only as delineated above by , and to execute, seal and acknowledge the following bond, undertaking, contract or written instrument:

Bond No. 61BSBHS9156
Naming Tabitha Durr as Principal,
and City of Helotes as Obligee,

in the amount of See Bond Form(s) on behalf of Company in its business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 6, 2015 the Companies have caused these presents to be signed by its Senior Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.

John Gray, Assistant Secretary

M. Ross Fisher, Senior Vice President

STATE OF CONNECTICUT
COUNTY OF HARTFORD } ss. Hartford

On this 11th day of January, 2016, before me personally came M. Ross Fisher, to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut; that he is the Senior Vice President of the Companies, the corporations described in and which executed the above instrument; that he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that he signed his name thereto by like authority.

Nora M. Stranko
Notary Public
My Commission Expires March 31, 2018

CERTIFICATE

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of July 25, 2017.

Signed and sealed at the City of Hartford.

Kevin Heckman, Assistant Vice President

ORDINANCE NO. 18-05

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS APPOINTING TABITHA DURR AS THE CITY TREASURER OF THE CITY OF HELOTES; APPROVING THE FORM AND AMOUNT OF A BOND EXECUTED BY THE SAME; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; REPEALING ANY OTHER CODE PROVISIONS, ORDINANCES, PARTS OF ORDINANCES, AND OTHER PROVISIONS IN CONFLICT HEREWITH; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Helotes, Texas desires to appoint Tabitha Durr as the City Treasurer of the City of Helotes.

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

Section One. **Appointment.** In accordance with Texas Local Government Code (TLGC) Chapter 22 *Aldermanic Form of Government in a Type A General Law Municipality*, the City Council appoints Tabitha Durr to the position of City Treasurer. The City Treasurer is charged with completing the duties prescribed by the Municipal Code of Ordinances and TLGC Section 22.075 *Bond and Duties of Treasurer*.

Section Two. **Approval of Bond.** The executed bond, attached hereto and incorporated herein as "Exhibit A", is approved.

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

Section Four. **Repealer.** All other ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section Five. **Findings.** The City Council finds all of the above recitals to be true and correct and incorporates the same in this Ordinance as findings of fact.

Section Six. **Effective Date.** This Ordinance shall be effective immediately following approval by the City Council.

PASSED AND APPROVED THIS 22nd DAY OF March, 2018.

CITY OF HELOTES, TEXAS

Thomas A. Schoolcraft, Mayor

ATTEST:

Celina Perez, City Secretary

Agenda Item No. 5

CITY COUNCIL
AGENDA ITEM REQUEST FORM

MEETING DATE: September 24, 2020

AGENDA PLACEMENT:

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

CAPTION:

Approval of an Ordinance of the City Council of the City of Helotes, Texas approving an Investment Policy and Strategy for Fiscal Year Ending (FYE) 2021. (City Staff)

EXECUTIVE SUMMARY:

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

The proposed Investment Policy and Strategy for FYE 2021 was reviewed by Linda Patterson, City Financial Advisor. The recommended changes are denoted in the policy.

ATTACHMENTS:

Attachment A – Ordinance and Investment Policies

PREPARED BY: Taby Durr, City Treasurer

DATE SUBMITTED: September 14, 2020

ORDINANCE NO. 20-_____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS APPROVING AN INVESTMENT POLICY AND STRATEGY FOR PUBLIC INVESTMENT PURPOSES FOR FISCAL YEAR ENDING (FYE) 2021; REPEALING ORDINANCE NO. 19-10; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS ORDINANCE; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, Government Code Chapter 2256, Section 2256.005, commonly known as the "Public Funds Investment Act," (the "Act"), requires the governing body to, at least annually, adopt an Investment Policy by rule, order, ordinance, or resolution; and

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

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

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

WHEREAS, the City Financial Advisor recommends the changes shown on the attached Investment Policy; and

WHEREAS, the City Council has reviewed the recommended changes and does hereby approve the Investment Policy.

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

SECTION ONE. ***Approval***. The City has complied with the requirements of the Act, and the Investment Policy and Strategy for Fiscal Year Ending 2021, attached hereto as Exhibit A, is hereby adopted.

SECTION TWO. ***Repealer***. City of Helotes Ordinance No. 19-10 is hereby repealed in its entirety.

SECTION THREE. ***Authorization.*** The City Administrator is hereby authorized to take all necessary steps to implement the provisions of this Ordinance.

SECTION FOUR. ***Effective Date.*** This Ordinance shall take effect October 1, 2020.

DRAFT

SECTION FIVE. ***Recitals.*** The City Council finds all of the above recitals to be true and correct and incorporates the same in this Ordinance as findings of fact.

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

PASSED, ADOPTED, AND APPROVED this 24th day of September, 2020.

APPROVED:

_____

ATTEST: Thomas A. Schoolcraft, Mayor

_____

Celina Perez, City Secretary

DRAFT

CITY OF HELOTES, TEXAS
INVESTMENT POLICY AND STRATEGY

Adopted September 24, 2020

PURPOSE

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

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

SCOPE

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

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

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

OBJECTIVES

The primary objectives, in priority order, of the City's investment activities are:

1. **Safety**. Preservation and safety of principal is the City's primary objective. Investments shall be made in a manner that seeks to ensure the preservation of capital in the overall portfolio ~~, whether from~~ guarding against security defaults or erosion of market value.

2. **Liquidity**. The City's investment portfolio shall remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated. This shall be achieved by matching investment maturities with forecasted cash flow liabilities and maintaining additional liquidity for unexpected liabilities.

3. **Diversification.** The portfolio shall be diversified by market sector and maturity in order to avoid market risk.

4. **Yield.** The City's investment portfolio will be designed with the objective of attaining a yield commensurate with the City's investment risk constraints and the cash flow operating requirements. Yield is of secondary importance to the safety and liquidity objectives described above.

BENCHMARK

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

STANDARD OF CARE

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

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

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

STRATEGY

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

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

B. Capital Projects. The investment strategy for capital project funds will have as its primary objective assurance that anticipated cash flows are matched and ~~provide~~ adequate investment liquidity provided. At least 10% total liquidity is planned to provide flexibility and for unanticipated project outlays. The stated final maturity dates of securities held may not exceed two years or the estimated project completion date.

C. Debt Service Funds. The investment strategy for debt service funds shall have as its primary objective the assurance of available funds adequate to fund the debt service obligations on a timely basis. Successive debt service dates will be fully funded before any investment extension. Since payment of debt is one of the highest priorities of the City, safety of principal should be of the highest priority when selecting an investment. The stated final maturity dates of securities held may not exceed six months.

D. Debt Service Reserve Funds. The investment strategy for debt service reserve funds shall have as its primary objective the ability to generate a revenue stream to the debt service funds from high credit quality securities with a low degree of volatility. Securities should be high credit quality and, except as may be required by the bond ordinance specific to an individual issue, of short to intermediate-term maturities. The stated final maturity dates of securities held may not exceed ~~six months~~ two years.

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

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

DELEGATION OF AUTHORITY AND RESPONSIBILITIES

Investment Officer~~s~~

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

Investment Officer~~s~~ shall be familiar with this Policy and may not engage in an investment transaction except as provided under the terms of this Policy and the procedures established. The

Investment Officers shall be responsible for all transactions undertaken and shall regulate the activities of subordinate officials. The Investment Officers will review the Investment Policy annually to suggest any changes necessary to the Council, will monitor all counterparties, and will prepare quarterly reports for the City Council.

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

Conflicts of Interest
An Investment Officer who has any personal or business relationship with any entity seeking to sell an investment to the City will file a statement disclosing that personal or business interest with the City Secretary.

the Investment Officer shall file a statement disclosing that relationship, as required by Texas Local Government Code Chapters 171 and 176, as applicable. These statements must be filed with the City Secretary, disclosed to the City Council, and approved by the City Council before any business is transacted with said entity or individual. Investment Officers shall not undertake personal investment transactions with the same individual with which business is conducted on behalf of the City. If statutory levels are reached certain disclosure must be made to the Texas Ethics Commission per the Act.

City Council Responsibilities
The City Council retains ultimate fiduciary responsibility for the investment program. The Council will designate investment officers and training sources and annually adopt the Investment Policy and Strategy, approve authorized broker/dealers, provide for training, and quarterly receive and review investment reports.

INTERNAL CONTROLS

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

Internal controls will address the following points at a minimum:

i. Control of collusion;
ii. Separation of transaction authority from accounting and record keeping;
iii. Safekeeping;
iv. Clear delegation of authority; and
v. Written confirmation of all transactions for investments and wire transfers.

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

The investment officer~~s~~ shall perform an internal ~~l~~audit~~s~~ for compliance to this Policy and the Act.

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

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

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

Cash Flow Analysis
Cash flow analysis is a control designed to protect and sustain cash flow requirements of the City. The Investment Officer~~s~~ will maintain a cash flow analysis process designed to monitor and forecast cash balances for investment purposes.

INVESTMENT POLICY CERTIFICATION

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

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

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

AUTHORIZED FINANCIAL COUNTERPARTIES AND INSTITUTIONS

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

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

The Investment Officers will at least annually review the service, financial condition, and registration of brokers /dealers for recommendations to the Council. The investment adviser may retain all documents for the City.

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

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

DEPOSITORIES

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

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

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COLLATERALIZATION

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

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

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

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

Authorized Collateral
City funds must be secured only by:

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

If a depository offers collateral pooling as collateral for deposits, the Investment Officer~~s~~ will analyze the costs and risks of such program to the City. Before entering into a pooled collateral program, the Investment Officer~~s~~ must receive approval from the City Council.

SAFEKEEPING

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

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

AUTHORIZED INVESTMENTS

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

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

1. Obligation of the United States, its agencies and instrumentalities, excluding mortgage backed securities and with a final stated maturity not to exceed two years.

2. Fully insured or collateralized depository certificates of deposit or term share certificate of any bank or credit union doing business in Texas with a stated maturity date not to exceed eighteen (18) months. Certificates of deposit may be purchased through the CDARS program with a bank in Texas.

3. AAA-rated, constant dollar local government investment pools which strive to maintain a stable $1.00 net asset value and comply with SEC Rule 2a-7.

4. Fully collateralized repurchase agreements purchased through a primary government securities dealer, as defined by the Federal Reserve, with a stated maturity not to exceed six (6) months. A “flex” repurchase agreement may be used for bond proceeds beyond six (6) months but must not exceed the expenditure plan of the funds.

5. AAA-rated SEC registered money market mutual funds which strive to maintain a $1 net asset value and comply with SEC Rule 2a-7.

6. Interest bearing accounts in any bank or credit union in Texas fully insured by FDIC/ NCUA or collateralized in accordance with this Policy.

7. Fully FDIC-insured/ NCUA-insured brokered certificate of deposit securities from banks in any state within the United States of America delivered versus payment to the City’s safekeeping depository, not to exceed one (1) year to maturity. Investment Officer~~s~~ must verify the FDIC / NCUA status of the bank on www.2fdic.gov/idasp/main_bankfind.asp or www.ncua.gov to assure that the bank is FDIC/ NCUA insured.

Any investment that requires a minimum rating by this Policy will not qualify as authorized during the period the investment does not have that minimum rating. Investment Officer~~s~~ shall inform the Council and take all prudent measures to liquidate the downgraded investment in a reasonable time period if ratings have dropped.

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

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

INVESTMENT RESTRICTIONS AND PROHIBITED TRANSACTIONS

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

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

INVESTMENT REPORTING

No less than quarterly, the Investment Officer~~s~~ shall jointly prepare, sign, and submit to the City Council a written quarterly investment report in accordance with the Act (2256.023). The report must include at a minimum:

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

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

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

AUDIT

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

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

POLICY ADOPTION

The City of Helotes Investment Policy and Investment Strategy shall be reviewed and adopted by the City Council no less than annually. Any changes to the Policy or Strategy shall be recorded in the adopting ordinance / resolution.

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CITY OF HELOTES, TEXAS

BROKER / DEALER QUESTIONNAIRE

Name of Firm: _____
CRD #: _____

Address:
_____
_____

Primary Representative on account: _____
Telephone: _____
Fax: _____
E-Mail: _____
CRD# _____

Backup representative or trading assistant: _____
Telephone: _____
E-mail: _____

Branch Manager: _____
Telephone: _____
Fax: _____
E-Mail: _____

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

Is the firm registered with the Texas State Securities Board?
Yes _____ No_____

Is the firm and representative registered with FINRA?
Yes _____ No_____

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

DRAFT

What market sectors does the account representative specialize in?

_____

_____

Delivery instructions: _____

_____

All transactions will be completed delivery versus payment.

BROKER / DEALER QUESTIONNAIRE

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

Name of Firm: _____
CRD #: _____

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

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

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

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

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

What portfolio information do you require from your clients?

_____

_____

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

_____

_____

DRAFT

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

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

~~CITY OF HELOTES, TEXAS~~

~~_____ (the "Firm")~~

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

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

~~Firm: _____~~

~~Signature: _____~~

~~Name: _____~~

~~Title: _____~~

~~Date: _____~~

DRAFT

CITY COUNCIL
AGENDA ITEM REQUEST FORM

MEETING DATE: September 24, 2020

AGENDA PLACEMENT:

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

CAPTION:

Approval of a Resolution of the City Council of the City of Helotes, Texas designating Tabitha Durr, Finance Director, as the Investment Officer for Fiscal Year Ending (FYE) 2021. (Staff)

EXECUTIVE SUMMARY:

Government Code Chapter 2256 *Public Funds Investment*, Section 2256.005 *Investment Policies, Investment Strategies and Investment Officer*, requires each governmental body to designate within the body's investment policy, one or more individuals as Investment Officer(s).

The City of Helotes Investment Policy and Investment Strategy designates the Finance Director as the Investment Officer for the City and the City of Helotes Economic Development Corporation (EDC). The City must also adopt an ordinance or resolution designating Taby, by name, as the Investment Officer.

The Investment Officer is responsible for the investment of City funds, in a manner consistent with the City Investment Policy and Investment Strategy for the fiscal year. The designated officer shall attend a training session once every two years. Authority granted to the officer is effective until rescinded by the governmental body or the officer's separation.

ATTACHMENTS:

Attachment A – Resolution

PREPARED BY: Taby Durr, City Treasurer

DATE SUBMITTED: September 14, 2020

RESOLUTION NO. 20-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS DESIGNATING TABITHA DURR, FINANCE DIRECTOR, AS THE INVESTMENT OFFICER FOR PUBLIC INVESTMENT PURPOSES FOR FISCAL YEAR ENDING (FYE) 2021; REPEALING RESOLUTION NO. 19-016; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

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

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

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

> Each investing entity shall designate, by rule, order, ordinance, or resolution, as appropriate, one or more officers as investment officer(s) to be responsible for the investment of its funds consistent with the adopted Investment Policy and Investment Strategy. Authority granted to a person to invest an entity's funds is effective until rescinded by the City Council or until the expiration of the officer's term or termination of employment.
>
> In the administration of the duties of an Investment Officer, the Officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs, but the City Council retains ultimate responsibility as fiduciaries of the assets. The Investment Officer(s) may deposit, withdraw, transfer, or manage the funds in any other manner; and

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

NOW, THEREFORE, BE IT RESOLVED that:

Section One. *Designation of Investment Officer(s)*. The City has complied with the requirements of the Public Funds Investment Act and its Investment Policy and designates Tabitha "Taby" Durr, Finance Director, to serve as the Investment Officer to exercise the judgment and care, under circumstances then prevailing, that a prudent person would exercise in the management of the person's own affairs and to perform all requirements of the Act.

DRAFT

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

Section Three. ***Repealer*****.** Resolution No. 19-016 is hereby repealed in its entirety and replaced with this Resolution.

Section Four. ***Authorization.*** The City Administrator is hereby authorized to take all necessary steps to implement the provisions of this Resolution.

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

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

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

PASSED, ADOPTED, AND APPROVED by the City Council of the City of Helotes this the 24th day of September, 2020.

APPROVED:

_____
Thomas A. Schoolcraft
Mayor

ATTEST:

_____
Celina Perez
City Secretary

DRAFT

CITY COUNCIL
AGENDA ITEM REQUEST FORM

MEETING DATE: September 24, 2020

AGENDA PLACEMENT:

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

CAPTION:

Approval of a Resolution of the City Council of the City of Helotes, Texas approving a list of approved brokers / dealers for public investment purposes for Fiscal Year Ending (FYE) 2021. (Staff)

EXECUTIVE SUMMARY:

The proposed authorized brokers / dealers for FYE 2021 remains unchanged, however, the City's Investment Policy requires the Investment Officer to annually provide a list of not less than three (3) brokers / dealers for City Council approval. Brokers / dealers must be authorized before transactions are made, and all brokers / dealers who desire to become qualified for investment transactions are required to supply the following information:

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

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

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

ATTACHMENTS:

Attachment A – Resolution

PREPARED BY: Taby Durr, City Treasurer

DATE SUBMITTED: September 14, 2020

RESOLUTION NO. 20-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS APPROVING A LIST OF APPROVED BROKERS / DEALERS FOR PUBLIC INVESTMENT PURPOSES FOR FISCAL YEAR ENDING (FYE) 2021; REPEALING RESOLUTION NO. 19-009; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

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

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

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

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

Section One. *Approval*. The following entities are authorized as brokers / dealers for the City of Helotes:

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

Section Two. *Banking Institutions*. In accordance with the City Investment Policy, any qualified Texas bank used for time or demand deposits may be approved by the Investment Officer(s), as identified through the competitive process, without further Council action.

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

Section Four. *Repealer.* City of Helotes Resolution No. 19-009 is hereby repealed in its entirety.

Section Five. *Authorization.* The City Administrator is hereby authorized to take all necessary steps to implement the provisions of this Resolution.

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

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

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

PASSED, ADOPTED, AND APPROVED by the City Council this the 24th day of September, 2020.

APPROVED:

_____
Thomas A. Schoolcraft
Mayor

ATTEST:

_____
Celina Perez
City Secretary

DRAFT

CITY COUNCIL
AGENDA ITEM REQUEST FORM

MEETING DATE: September 24, 2020

AGENDA PLACEMENT:

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

CAPTION:

Approval of a Resolution of the City Council of the City of Helotes, Texas designating the San Antonio Express News as the official newspaper for Fiscal Year Ending (FYE) 2021. (Staff)

EXECUTIVE SUMMARY:

Texas Local Government Code Chapter 52, Section 52.004 *Official Newspaper*, requires the governing body to approve an ordinance or resolution designating a newspaper to serve as the municipality's official newspaper for the fiscal year.

The municipality shall publish each ordinance, legal notice, and any other matters required by law in the official newspaper.

ATTACHMENTS:

Attachment A – Resolution

PREPARED BY: Celina Perez, City Secretary

DATE SUBMITTED: September 8, 2020

RESOLUTION NO. 20-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS DESIGNATING THE SAN ANTONIO EXPRESS NEWS AS THE OFFICIAL NEWSPAPER FOR THE CITY OF HELOTES, TEXAS FOR FISCAL YEAR ENDING (FYE) 2021; PROVIDING THAT ALL OFFICIAL PUBLIC NOTIFICATIONS BE PUBLISHED IN SAID NEWSPAPER; REPEALING RESOLUTION NO. 19-010; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, Section 52.004 of the Texas Local Government Code provides that the governing body of a municipality shall designate a public newspaper to be the municipality's official newspaper; and

WHEREAS, in order to comply with the provisions of Section 52.004, it is necessary for the City Council of the City of Helotes, Texas to take action as evidenced by this Resolution.

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

Section One. ***Designation of Official Newspaper.*** In accordance with Section 52.004 of the Texas Local Government Code, the San Antonio Express News is hereby designated as the City's official newspaper for the Fiscal Year Ending (FYE) September 30, 2020.

Section Two. ***Publications.*** All City ordinances, notices, or other matters required to be published by law shall be published in the San Antonio Express News.

Section Three. ***Repealer.*** Resolution No. 19-010 is hereby repealed in its entirety and replaced with this Resolution.

Section Four. ***Authorization.*** The City Administrator is hereby authorized to take all necessary steps to implement the provisions of this Resolution.

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

Section Six. ***Severability.*** If any section, subsection, sentence, clause, or phrase of this Resolution is for any reason held to be unconstitutional or illegal, such decision shall not affect the validity of the remaining sections of this Resolution. The City Council 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.

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

PASSED AND APPROVED by the City Council of the City of Helotes this the 24th day of September, 2020.

APPROVED:

_____
Thomas A. Schoolcraft, Mayor

ATTEST:

_____
Celina Perez, City Secretary

DRAFT

CITY COUNCIL
AGENDA ITEM REQUEST FORM

MEETING DATE: September 24, 2020

AGENDA PLACEMENT:

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

CAPTION:

Approval of a Resolution of the City Council of the City of Helotes, Texas approving an Agreement for Management Services between the City of Helotes and the City of Helotes Economic Development Corporation (EDC) for Fiscal Year Ending (FYE) 2021. (Staff)

EXECUTIVE SUMMARY:

The City Council and EDC Board of Directors annually review, approve, and execute an Agreement for Management Services for the provision of administrative support, financial management, and oversight of the EDC by the City.

This Agreement commences on October 1, 2020 and ends on September 30, 2021. The following revisions are denoted in the Agreement:

- Changed the term City Treasurer to Finance Director; and
- Increased the annual management services fee from $15,000.00 to $30,000.00.

ATTACHMENTS:

Attachment A – Resolution and Agreement

PREPARED BY: City Staff

DATE SUBMITTED: September 8, 2020

RESOLUTION NO. 20-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS APPROVING AN AGREEMENT FOR MANAGEMENT SERVICES BETWEEN THE CITY OF HELOTES AND THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION FOR FISCAL YEAR ENDING (FYE) 2021; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, the City of Helotes, Texas (hereinafter referred to as the "City") is desirous of entering into an agreement for the provision of certain administrative services for the City of Helotes Economic Development Corporation (hereinafter referred to as the "EDC") to be performed by the City; 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 City applauds the mission of the EDC 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 City Council believes 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 CITY COUNCIL OF THE CITY OF HELOTES, TEXAS THAT:

Section One. ***Approval.*** The Agreement, attached hereto as Exhibit A, is hereby approved for one year, beginning October 1, 2020 and expiring on September 30, 2021.

Section Two. ***Authorization.*** The City Administrator 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 City Council finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

Section 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

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the validity of the remaining sections of this Resolution. The City Council 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 24th day of September, 2020.

_____
Thomas A. Schoolcraft, Mayor

ATTEST:

_____
Celina Perez, City Secretary

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Attachment A
Exhibit A

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

THIS AGREEMENT, approved on the 24th day of September, 2020, by and between the City of Helotes (the "City"), acting by and through its Mayor 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~~ Finance Director 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.

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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~~ Finance Director 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 ~~$15,000.00~~ $30,000.00.

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

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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~~ 2020 and ending September 30, ~~2020~~ 2021, 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.

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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~~ 2020 and expire on September 30, ~~2020~~ 2021 and is subject to amendment and extension at such time.

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

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION

_____
Marian Mendoza, Executive Director

ATTEST:

_____
Glenn Goolsby, Asst. Director

CITY OF HELOTES

_____
Thomas Schoolcraft, Mayor

ATTEST:

_____
Celina Perez, City Secretary

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CITY COUNCIL
AGENDA ITEM REQUEST FORM

MEETING DATE: September 24, 2020

AGENDA PLACEMENT:

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

CAPTION:

Approval of a Resolution of the City Council of the City of Helotes, Texas approving the submission of the Justice Assistance Grant Application to the Office of the Governor – Criminal Justice Division Coronavirus Emergency Supplemental Funding Program for the purchase of COVID-19 response and mitigation supplies. (Staff)

EXECUTIVE SUMMARY:

The Office of the Governor requires the governing body to approve the grant application submission through a Resolution and designate the grantees authorized official. Staff requests Council approve the application submission for the Criminal Justice Division Coronavirus Funding Grant Program for the requested grant amount of $38,333.32.

The said grant requires no matching funding from the City and the grant monies will be used to purchase COVID-19 response and mitigation supplies for the City of Helotes. A breakdown of the supplies are listed in the attached Grant Application, under the section Budget Details.

ATTACHMENTS:

Attachment A – Resolution and Grant Application

PREPARED BY: Susan Darst, Purchasing Specialist

DATE SUBMITTED: September 16, 2020

RESOLUTION NO. 20-_____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HELOTES, TEXAS APPROVING THE SUBMISSION OF A JUSTICE ASSISTANCE GRANT APPLICATION TO THE OFFICE OF THE GOVERNOR – CRIMINAL JUSTICE DIVISION FOR THE CITY OF HELOTES COVID EMERGENCY SUPPLEMENTAL FUNDING; AUTHORIZING THE CITY ADMINISTRATOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; AND ADOPTING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Helotes, Texas finds it in the best interest of the citizens of the City of Helotes that the Criminal Justice Division Coronavirus Emergency Supplemental Funding Program be operated for the 2020-2021 fiscal year; and

WHEREAS, the Coronavirus Emergency Supplemental Funding Program requires no matching funds from the City of Helotes; and

WHEREAS, the City Council of the City of Helotes, Texas agrees that, in the event of loss or misuse of the Office of the Governor funds, the City Council assures that the funds will be returned to the Office of the Governor in full; and

WHEREAS, the City Council of the City of Helotes, Texas designates City Administrator Marian V. Mendoza as the grantee's Project Director. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

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

Section One. The City Council approves the submission of the grant application, attached hereto as "Exhibit A", for the Criminal Justice Division Coronavirus Emergency Supplemental Funding Program.

Section Two. The City Administrator is hereby authorized to take all necessary steps to implement the provisions of this Resolution.

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

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

Section Five. 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 City Council hereby declares that it would have

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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 24th day of September, 2020.

CITY OF HELOTES, TEXAS:

_____
Thomas A. Schoolcraft, Mayor

ATTEST:

_____
Celina Perez, City Secretary

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Applicant Agency Name: Helotes, City of
Project Title: Covid Emergency Supplemental Funding
Start Date: 7/1/2020
End Date: 6/30/2021
Division or Unit to Administer the Project: City of Helotes
Regional Council of Goverments(COG) within the Project's Impact Area: Alamo Area Council of Governments
Headquarter County: Bexar
Counties within Project's Impact Area: Bexar
Address Line 1: 12951 Bandera Road
Address Line 2:
City/State/Zip: Helotes Texas 78023-0441
Payment Address Line 1:
Payment Address Line 2:
Payment City/State/Zip:

Grant Officials:
Authorized Official
Name: Thomas Schoolcraft
Email: tschoolcraft@helotes-tx.gov
Address 1: 12951 Bandera Road
Address 1: Helotes City Hall
City: Helotes, Texas 78023
Phone: 210-695-5912 Other Phone:
Fax: 210-695-2123
Agency:
Title: The Honorable
Salutation: Mayor
Position: Mayor

Financial Official
Name: Taby Durr
Email: tdurr@helotes-tx.gov
Address 1: P O Box 507
Address 1:
City: Helotes, Texas 78023
Phone: 210-695-5915 Other Phone:
Fax: 210-695-2123
Agency:
Title: Ms.
Salutation: Ms.
Position: Accounting/Finance/Purchasing Officer

Project Director
Name: Marian Mendoza
Email: mmendoza@helotes-tx.gov
Address 1: 12951 Bandera Rd
Address 1:
City: Helotes, Texas 78023
Phone: 210-695-5913 Other Phone: 210-695-8877
Fax: 210-695-2123
Agency:
Title: Ms.
Salutation: Ms.
Position: Helotes City Administrator

Grant Writer
Name: Susan Darst
Email: sdarst@helotes-tx.gov
Address 1: City of Helotes
Address 1: 12951 Bandera Road
City: Helotes, Texas 78023
Phone: 210-695-5914 Other Phone:
Fax: 210-695-5914
Agency:
Title: Ms.
Salutation: Ms.
Position: Assistant to the City Administrator

Collapse Grant Vendor Details

Grant Vendor Information

City of Helotes
12951 Bandera Road
Helotes, Texas 78023

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:

210-695-5913

Overall Certification

Each applicant agency must certify to the specific requirements detailed above as well as to comply with all requirements within the PSO Funding Announcement, the *Guide to Grants*, the *Grantee Conditions and Responsibilities*, any authorizing or applicable state and federal statutes and regulations to be eligible for this program.

☑ **I certify to all of the application content & requirements.**

Project Abstract :

The City of Helotes requests funding for Covid-19 related activities to include a portable decontamination /triage shelter, sanitizing equipment and supplies, and funding for a Covid-19 related public outreach campaign. The requested resources will enhance the City's Police and Fire Department response and mitigation to the 2020 Covid pandemic.

Problem Statement :

Due to the Covid-19 pandemic, the City's first responders have run short of critical supplies. Additionally, the City has identified additional measures appropriate for the effective response and mitigation of the Covid-19 pandemic. The City requests funding for face masks and gloves for the City's Police and Fire personnel, sanitation equipment and supplies for the City's Police, Fire, and Public Works buildings and equipment, and a portable decontamination / triage tent for Covid-19 response.

Supporting Data :

The cases of Covid-19 in the City of Helotes and greater Bexar County continue to increase. The City of Helotes's Age Dependency ratio is 62.9% of an estimated population of 10,341. An estimated 6,504 Helotes citizens fall into a high-risk category for Covid-19. In addition to escalating number of cases, currently research indicates a high probably of a second wave of Covid-19 in the fall of 2020. Source: Worldpopulationreview.com and the City of San Antonio.

Project Approach & Activities:

The City of Helotes has enacted a number of prevention and mitigation activities to include all recommendations for social distancing and all Federal, State, and Local orders. Project activities for City staff and first responders include the use of disposable masks and gloves and frequent decontamination of facilities and vehicles. Project activities for the City's residents include dedicated staff for the dissemination and circulation of Covid-19 related safety information as well as enhanced website, social media, and print campaigns.

Capacity & Capabilities:
All Covid -19 activities are coordinated through our Emergency Management Coordinator, Fire Chief Scott Moreland. Chief Moreland continues to work closely with Bexar County, STRAC, City of San Antonio, and Local Officials to carryout Federal, State, and Local Covid-19 executive orders. Additionally, the City of Helotes has adopted additional local polices to strengthen the City's response to safeguard City residents and staff. Communication is handled by the City's Public Information Officer Andrea Wazir. Andrea's role is dedicated to the communication of Covid-19 related information to the Helotes Citizens through the City's website, social media platforms, and direct mail. Andrea is the initial point of contact for citizens with further questions in relation to Covid-19.

Performance Management :

Prevention actives will be measured by the reduced spread of Covid-19 in the Helotes area. The City of Helotes will utilize data provided by the City of San Antonio and Bexar County's information on Coviid-19 to determine the success of the City's prevention, education, and mitigation plan.

Target Group :

The City's grant request will provide appropriate PPE to the City's Police, Fire, and Public Works first responders. Sanitization equipment will be used to sanitize vehicles and public areas n the City Hall Complex and equipment in City Parks. Our educational campaign will target all Helotes area citizens.

Evidence-Based Practices:

The City's Covid-19 response follows Federal, State, and Local executive orders with the additional guidance by the Center for Disease Control.

Collapse Project Activities

Project Activities Information

View Introduction

View Icons

Introduction

This section contains questions about your project. It is very important for applicants to review their funding announcement for guidance on how to fill out this section. Unless otherwise specified, answers should be about the EXPECTED activities to occur during the project period.

Selected Project Activities:

ACTIVITY	PERCENTAGE:	DESCRIPTION
Coronavirus Emergency Supplemental Funding (CESF) Program	100.00	This fund will support the following activities: Additional disposable face masks and gloves for the City's first responders A decontamination tent to support Fire and Police Covid-19 response and mitigation. Sanitation equipment and supplies to sanitize first responder's vehicles A Covid-19 public outreach campaign.

CJD Purpose Areas

PERCENT DEDICATED	PURPOSE AREA	PURPOSE AREA DESCRIPTION

Collapse Measures

Measures Information

View Introduction

Objective Output Measures

OUTPUT MEASURE	TARGET LEVEL
Number of hours of jailer/correctional staff overtime supporting the COVID-19 response.	0
Number of hours of other essential staff overtime supporting the COVID-19 response.	0
Number of hours of peace officer overtime supporting the COVID-19 response.	0
Number of individuals equipped with Personnel Protective Equipment (PPE) supporting the COVID-19 response.	80
Number of individuals tested for COVID-19.	0
Number of individuals treated for COVID-19.	0

Objective Outcome Measures

OUTCOME MEASURE	TARGET LEVEL

Custom Output Measures

CUSTOM OUTPUT MEASURE	TARGET LEVEL

Custom Outcome Measures

CUSTOM OUTCOME MEASURE	TARGET LEVEL

Collapse Documents

Documents Information

View Introduction

View Single Audits

Resolution from Governing Body

Applications from nonprofit corporations, local units of governments, and other political subdivisions must include a resolution that contains the following:

1. Authorization by your governing body for the submission of the application to the Public Safety Office (PSO) that clearly identifies the name of the project for which funding is requested;
2. A commitment to provide all applicable matching funds;
3. A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update the PSO should the official change during the grant period.); and
4. A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to PSO.

Upon approval from your agency's governing body, upload the approved resolution to eGrants by clicking on the **Upload Files** sub-tab located in the **Summary** tab.

Contract Compliance

Will PSO grant funds be used to support any contracts for professional services?

Select the appropriate response:

- ○ Yes
- ◉ No

For applicant agencies that selected **Yes** above, describe how you will monitor the activities of the sub-contractor(s) for compliance with the contract provisions (including equipment purchases), deliverables, and all applicable statutes, rules, regulations, and guidelines governing this project.

Enter a description for monitoring contract compliance:

Collapse Budget Details

Budget Details Information

View Introduction

View Instructions

Budget Information by Budget Line Item:

CATEGORY	SUB CATEGORY	DESCRIPTION	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL	UNIT/%
Equipment	Laboratory Equipment and Accessories	Decontamination tent.	$25,000.00	$0.00	$0.00	$0.00	$25,000.00	1
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	Paper supplies, printing, and postage for public outreach campaign to implement CDC Guidelines	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	0
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	N95 face masks for First Responders. We request 20 cases at $144.00 per case.	$2,880.00	$0.00	$0.00	$0.00	$2,880.00	0
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	Plastic gloves for first responders. 30 cases at $170.00 per case.	$5,100.00	$0.00	$0.00	$0.00	$5,100.00	0
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	2 Victory Electrostatic Sanitation sprayers. $692. Buyboard price.	$1,384.02	$0.00	$0.00	$0.00	$1,384.02	0
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	Alcohol gel/sanitizer. 10 cases at $62.93 per case.	$629.30	$0.00	$0.00	$0.00	$629.30	0
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular, battery, flexicuff, drug testing kit)	Sanitizer despenser and stand. 10 dispenser / stands at $100.00 each.	$1,000.00	$0.00	$0.00	$0.00	$1,000.00	0
Supplies and Direct Operating Expenses	Project Supplies (e.g., binocular,	Vital Oxide for electrostatic sprayers. 10 gallons	$340.00	$0.00	$0.00	$0.00	$340.00	0

	battery, flexicuff, drug testing kit)	at $34.00 per gallon.						

Collapse Source of Match Details

Source of Match Information

View Introduction

View Instructions

Detail Source of Match/GPI:

DESCRIPTION	MATCH TYPE	AMOUNT

Summary Source of Match/GPI:

Total Report	Cash Match	In Kind	GPI Federal Share	GPI State Share
$0.00	$0.00	$0.00	$0.00	$0.00

Collapse Budget Summary

Budget Summary Information

View Introduction

View Instructions

Budget Summary Information by Budget Category:

CATEGORY	OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
Equipment	$25,000.00	$0.00	$0.00	$0.00	$25,000.00
Supplies and Direct Operating Expenses	$13,333.32	$0.00	$0.00	$0.00	$13,333.32

Budget Grand Total Information:

OOG	CASH MATCH	IN-KIND MATCH	GPI	TOTAL
$38,333.32	$0.00	$0.00	$0.00	$38,333.32

Collapse Conditions of Funding

Condition Of Fundings

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Project Funds	Hold Line Item Funds
Compliance with State and Federal Laws, Programs and Procedures: Local units of government, including cities, counties and other general purpose political subdivisions, as appropriate, and institutions of higher education that operate a law enforcement agency, must comply with all aspects of the programs and procedures utilized by the U.S.	6/25/2020 11:39:37 AM	6/26/2020	Yes	No

Department of Homeland Security ("DHS") to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS. Additionally, counties and municipalities may NOT have in effect, purport to have in effect, or make themselves subject to or bound by, any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3). Lastly, eligible grantees/applicants must comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code. Each local unit of government and institution of higher education that operates a law enforcement agency must download, complete and then return the **CEO/Law Enforcement Certifications and Assurances Form** certifying compliance with federal and state immigration enforcement requirements.				
Resolution: Applications from nonprofit corporations, local units of governments, and other political subdivisions must submit a resolution electronically using the 'Upload' function in the eGrants system. The resolution must contain the following: • Authorization by your governing body for the submission of the application to OOG that clearly identifies the name of the project for which funding is requested; • A commitment to provide all applicable matching funds; • A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update OOG should the official change during the grant period.); and • A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to OOG.	6/25/2020 11:40:16 AM		Yes	No

Collapse Conversion Data

Creating a Snapshot for this Project

Enter a description for the Snapshot, then click the 'Create a New Snapshot' button. Your new Snapshot will display below.

Application Navigation Links

Navigating to another Tab in this Project
Click on a link below to 'go to' the selected tab for this project in eGrants.

Eligibility
Profile
Narrative
Activities
Measures
Activities
Documents
Budget
Source.of.Match
Budget.Summary
Grant.Vendor

View All of the Snapshots for this Project

CITY COUNCIL
AGENDA ITEM REQUEST FORM

MEETING DATE: September 24, 2020

AGENDA PLACEMENT:

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

CAPTION:

Ratification of the following FYE 2020 interdepartmental budget adjustments:

- Transferring $93,600.00 from General Fund #01-550-5520 Building & Grounds Parks & Recreation to General Fund #01-530-5330 Court Fees; and

- Transferring $32,000.00 from General Fund #01-550-5520 Building & Grounds Parks & Recreation to General Fund #01-580-5102 Fire Department overtime.

EXECUTIVE SUMMARY:

Interdepartmental budget adjustments are common in the last few months of each fiscal year to balance each Department's General Fund budget prior to the commencement of the annual audit in late 2020.

ATTACHMENTS: N/A

PREPARED BY: Taby Durr, City Treasurer

DATE SUBMITTED: September 16, 2020

CITY COUNCIL
AGENDA ITEM REQUEST FORM

MEETING DATE: September 24, 2020

AGENDA PLACEMENT:

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

CAPTION:

Approval of a Traffic Impact Analysis pursuant to Municipal Code of Ordinances Chapter 78 *Subdivisions*, Article II *Subdivision Regulations*, for Vantage at Helotes Subdivision, being a 15.535 acre tract of land situated in the City of Helotes Extra-territorial Jurisdiction (ETJ), generally located near the intersection of Galm Road and F.M. 1560, more particularly described as BCAD Prop. ID No. 1210561. (Applicant)

EXECUTIVE SUMMARY:

The Vantage at Helotes Subdivision is a proposed apartment complex development consisting of approximately 288 units. The subject property is situated in the City of Helotes Extra-territorial Jurisdiction (ETJ) and generally located near the intersection of Galm Road and F.M. 1560.

The City of Helotes does not provide service or govern land use in its ETJ, however, the Municipal Code of Ordinances grant the City jurisdiction on regulating tree preservation and landscaping, traffic, and exterior signage. All other development aspects of this project, such as platting and permitting, lie within the jurisdiction of Bexar County.

Currently, the subdivision is in the platting stage and the proposed re-plat is still under review by Bexar County. The City will review and provide comments on the re-plat and Stormwater Management Plan (SWMP). Bexar County will then finalize the re-plat in accordance with the Interlocal Agreement between the City and the County.

The City Engineer has reviewed the Traffic Impact Analysis (TIA) and recommends approval. The development will produce minimal traffic impact delays of no more than 3 seconds and the projected turning movements do not reach the threshold to require an additional turn lane.

ATTACHMENTS:

Attachment A – Site Location Maps
Attachment B – City Engineer Findings

Attachment C – Vantage at Helotes Subdivision Traffic Impact Analysis
Attachment D – Vantage at Helotes Subdivision Plat (proposed)

PREPARED BY: Ernest Cruz, Development Services Director

DATE SUBMITTED: September 4, 2020

Attachment A

Property Identification #: 1210561		Property Information: 2020		Owner Identification #: 2821692	
Geo ID:	04450-901-0050	Legal Description:	CB 4450L BLK 1 LOT 5 (GALM RD) REFER TO:81100-000-0510	Name:	GALM ROAD REAL ESTATE INVESTORS LTD
Situs Address:	11615 GALM RD SAN ANTONIO, TX 78254	Abstract:	A04450	Exemptions:	
Property Type:	Real	Neighborhood:	NBHD code51200	DBA:	MASTEC
State Code:	F1	Appraised Value:	$1,900,000.00		
		Jurisdictions:	09, 06, 56, 11, CAD, 10, 77, 08		

Bexar CAD Map Search

This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Bexar County Appraisal District expressly disclaims any and all liability in connection herewith.

Google Maps Vantage at Helotes

Attachment A

Imagery ©2020 Google, Imagery ©2020 CAPCOG, Maxar Technologies, Map data ©2020 100 ft

Attachment B

RECEIVED
By Ernest Cruz at 8:09 am, 9/2/20

LNV
an Ardurra Company

September 1, 2020

Mr. Ernest Cruz
Development Services Specialist
City of Helotes
P.O. Box 507
Helotes, TX 78023

Re: Vantage at Helotes Subdivision
Replat without Vacating Original Plat
TIA Approval Letter

Dear Mr. Cruz,

We have reviewed the Traffic Impact Analysis (TIA) submitted by the AC Group, LLC for the subject subdivision. The TIA shows that minimal traffic impacts will be incurred as a result of the subject subdivision with added delays of no more than 3 seconds due to the increase in projected traffic. Additionally, the TIA shows that the additional projected turning movements do not reach the threshold to require additional turn lanes.

Therefore, we recommend that the TIA for the subject subdivision be approved.

If you have any questions, please feel free to contact me at (210) 822-2232.

Very truly yours,

LNV, LLC
TBPE Firm No. F-366

Joseph T. Arteritano, PE
Senior Project Manager

Incl: Traffic Impact Analysis for Vantage at Helotes Apartments

Attachment B

City of Helotes
Development Services
Department
P.O. Box 507
12951 Bandera Road
Helotes, TX 78023
Phone (210) 695.8877
Fax (210) 695.2123

Application Date: 06-11-2020

TRAFFIC IMPACT ANALYSIS (TIA) THRESHOLD WORKSHEET

CHAPTER 78, *Subdivision Regulations*

Project Name: Vantage at Helotes Apartments

Location: FM 1560 and Galm Road

Applicant: _____ ☐ Owner or ☐ Agent

Address: _____ Phone Number: _____

Permit Type (Check One): ☐ Zoning, N.C.B.: _____ ☐ POADP #: _____ ☐Plat #: _____ ☐Bldg. Plan #: _____ ☐Other: _____

Box A (Original TIA) *RESIDENTIAL DEVELOPMENT*

Anticipated Land Use:	Number of Units:	Peak Hour (e.g.,5-6pm weekday):	Peak Hour Trip Rate:	Peak Hour Trips:	Trip Rate Source:
Apartments (Multi-Family)	288	5-6 PM Weekday	0.56 per Unit	161	ITE Code: 220 Other:

Box B (Original TIA) *NON RESIDENTIAL DEVELOPMENT*

Anticipated Land Use:	Project Size:			Peak Hour: (e.g.,5-6pm weekday):	Peak Hour Trip Rate:	Peak Hour Trips:	Trip Rate Source:
	Acres:	GFA:	Other*:				
							ITE Code: Other:

Box C (Updated TIA) If property already has a TIA on file, complete Box C. If not, ignore Box C.

Peak Hour Trips Projected In *Current* TIA:	Peak Hour Trips (from Box A or B) Projected in *Updated* Development Plan:	Increase in Peak Hour Trips (if over 100 additional trips, a new TIA is required):

Box D (Information Regarding the Person/Agency Who Prepared the TIA)

Prepared By: AC Group, LLC **Date:** June 1, 2020

Comments: _____

Box E (Office Use Only, Do Not Write in the Box) **FEES:** The City's Fee Schedule can be accessed online at www.helotes-tx.gov.

A traffic impact analysis is required. The consultant preparing the study must meet with City staff to discuss the scope and requirements of the study before beginning the study.

A traffic impact analysis is **not required.** The traffic generated by the proposed development does not exceed the threshold requirements.

The traffic impact analysis has been waived for the following reason (s):

_____

_____

Reviewed by: Byron Sanderfer Date: 07/22/20

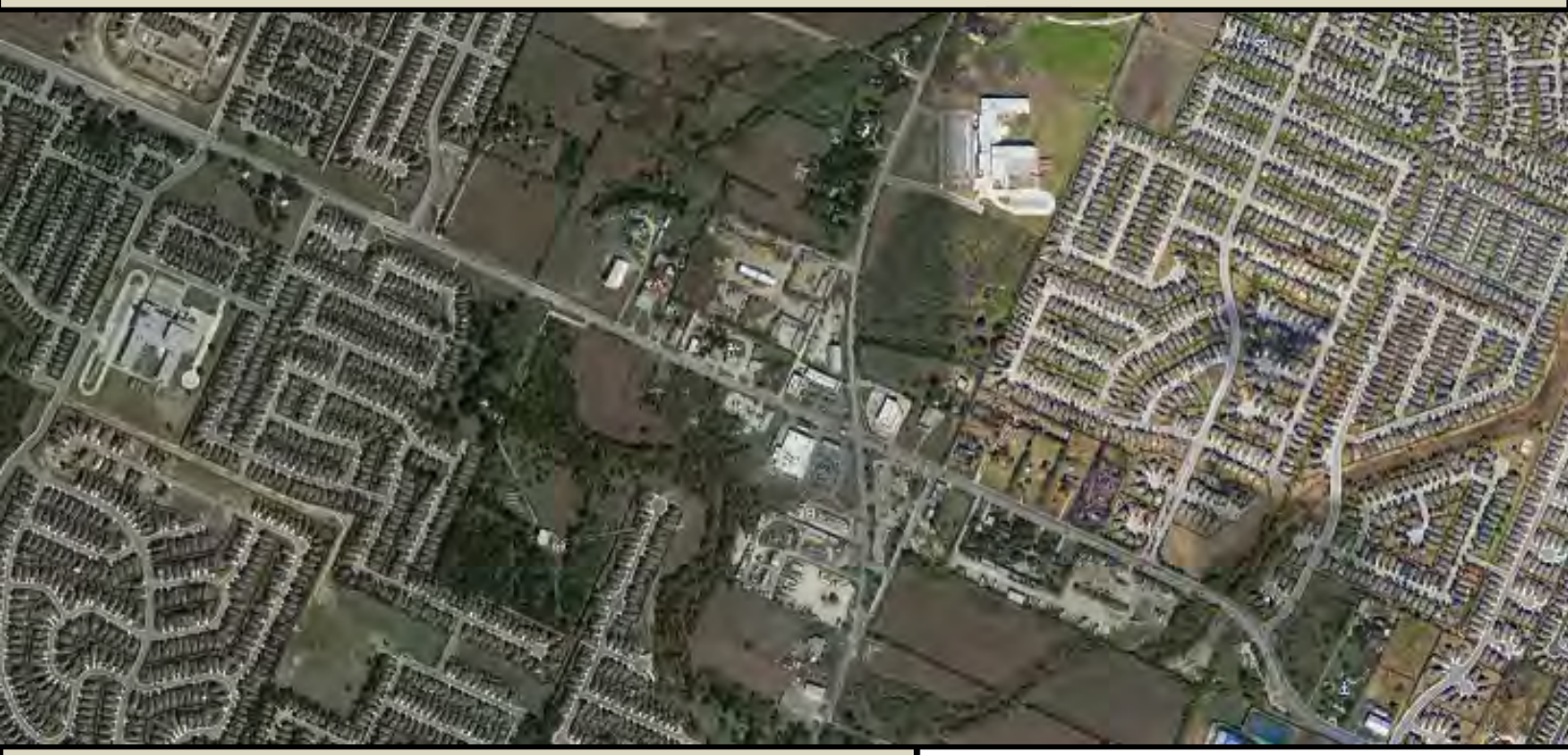
Note: GFA = Gross Floor Area (Bldg. Size) ITE = Institute of Transportation

Attachment C

TRAFFIC IMPACT ANALYSIS

Vantage at Helotes Apartments

FM 1560
Helotes, Texas



Prepared for: **Mr. Chris Weigand, P.E.**
7334 Blanco Road, Suite 200
San Antonio, Texas 78216

Prepared by: **AC Group, LLC**
5828 Sebastian Place, Suite 108
San Antonio, Texas 78249

STATE OF TEXAS
RENE ARREDONDO
91678
LICENSED
PROFESSIONAL ENGINEER

6/1/20

June 1, 2020 **Revised: July 28, 2020**
Project No. 2020003800

Texas TBPE Firm No. F-11727

AC GROUP LLC
Traffic Data Surveyors

TRAFFIC IMPACT ANALYSIS

Vantage at Helotes Apartments
FM 1560
Helotes, Texas

June 2020
Version 1

Prepared by:

AC Group, LLC
5828 Sebastian Place, Ste. 108
San Antonio, Texas 78249
(210) 535-3558
TBPE Firm Registration No. F-11727

EXECUTIVE SUMMARY

Project Description

As per the requirements of the City of Helotes Unified Development Code (UDC) Section 78-39(c), which adopts the City of San Antonio UDC, a Traffic Impact Analysis (TIA) has been prepared for the proposed Vantage at Helotes Apartment Complex to be located along FM 1560 (Shaenfield Road) north of Galm Road in Helotes, Texas. The proposed Multifamily Housing (ITE Code: 220) apartment complex will include as many as 288 units and will generate 132 peak hour trips during the morning peak period and 161 peak hour trips during the evening peak period. Project build-out is anticipated for late 2021.

Access Driveways

Access to the proposed apartment complex will include two full-access driveways. Driveway No. 1 is to be located along FM 1560 approximately 960' north of Galm Road and Driveway No. 2 is to be located approximately 280' north of Galm Road along Old Galm Road located approximately 450' west of FM 1560.

Traffic Impact Analysis

The City of Helotes UDC did require a Level 1 TIA for this project with intersection capacity analysis of the FM 1560 and Galm Road intersection and each of the two proposed access driveways. The analysis periods were between 7:00 and 8:00 AM for the morning peak period and between 5:00 and 6:00 PM for the evening peak period.

With the proposed TxDOT roadway improvements to FM 1560, traffic simulation models for the FM 1560 and Galm/Shaenfield Road intersection demonstrated minimal operational impacts to the study intersection between No Build and Build Out scenarios during both AM and PM peak periods. The FM 1560 and Galm/Shaenfield Road intersection increased from 36.5 seconds of delay per vehicle (LOS D) to 38.6 seconds of delay per vehicle (LOS D) during the AM peak hour. The intersection also increased from 32.3 seconds of delay per vehicle (LOS C) to 33.7 seconds of delay per vehicle (LOS C) during the PM peak hour.

Mitigation Measures

As discussed in the Turn Lane Analysis section of this report, TxDOT would require a left or right-turn lane when turn volumes exceed 50 vehicles per hour. Based on the projected turn volumes at each of the proposed access driveways, neither Driveway No. 1 nor Driveway No. 2 (via Old Galm Road) would exceed the 50 vehicle threshold requiring turn lane installation. Turn lanes were not required at either proposed access location.

TRAFFIC IMPACT ANALYSIS
Vantage at Helotes Apartments
Helotes, Texas

PROJECT SCOPE

As per the requirements of the City of Helotes Unified Development Code (UDC) Section 78-39(c), which adopts the City of San Antonio UDC, a Traffic Impact Analysis (TIA) has been prepared on behalf of Mr. Chris Weigand, P.E. for the proposed Vantage at Helotes Apartment Complex to be located along FM 1560 (Shaenfield Road) north of Galm Road in Helotes, Texas. The proposed Multifamily Housing (ITE Code: 220) apartment complex will include as many as 288 units and will generate 132 peak hour trips during the morning peak period and 161 peak hour trips during the evening peak period. Project build-out is anticipated for late 2021. Figure 1 below shows a location map of the proposed apartment complex in Helotes, Texas.

Figure 1. Location Map for the Proposed Vantage at Helotes Apartments along FM 1560

Access to the proposed apartment complex will include two full-access driveways. Driveway No. 1 is to be located along FM 1560 approximately 960' north of Galm Road and Driveway No. 2 is to be located approximately 280' north of Galm Road along Old Galm Road located approximately 450' west of FM 1560. Figure 2 below shows the site plan with proposed driveway locations.

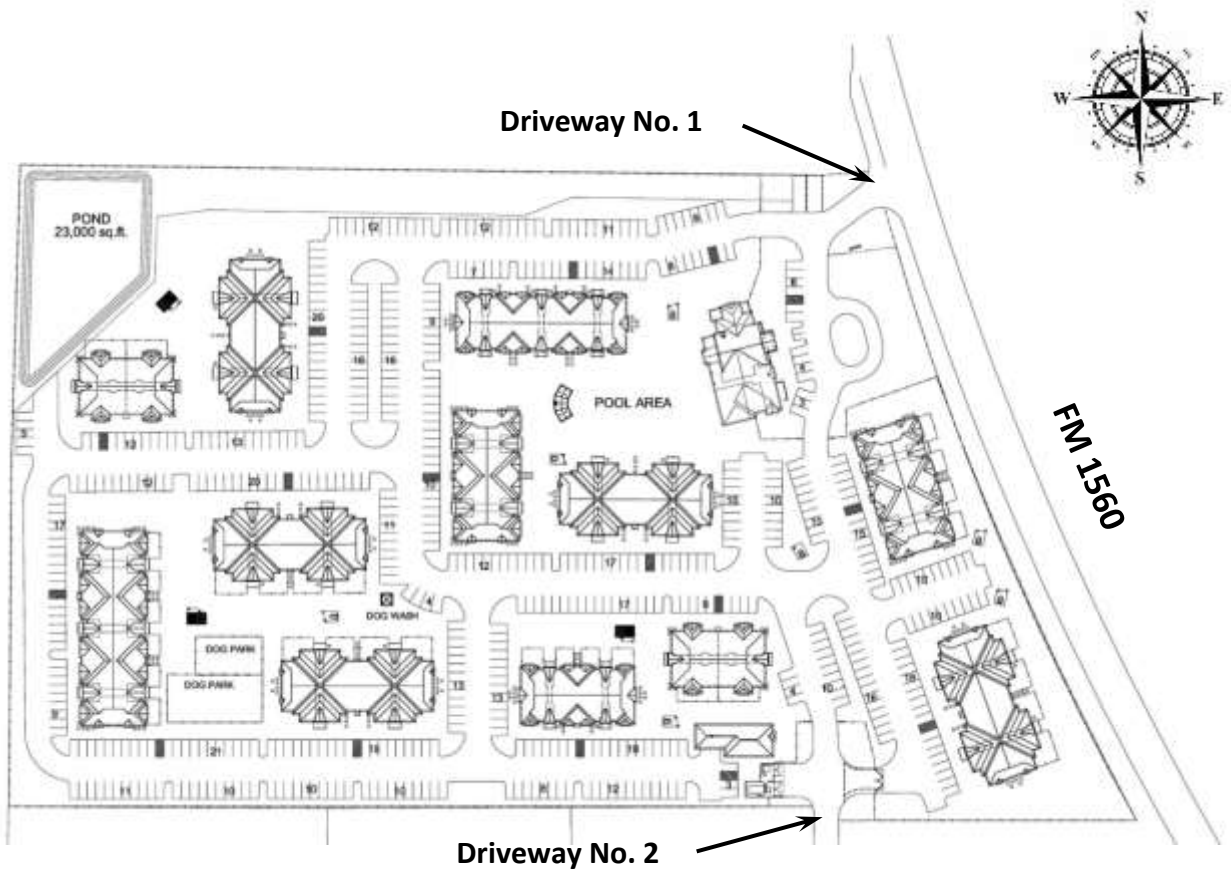


Figure 2. Site Plan for the Proposed Vantage at Helotes Apartments along FM 1560

STUDY AREA

The study area for this traffic impact analysis includes the FM 1560 and Galm Road/Shaenfield Road intersection, located within the City of Helotes Extraterritorial Jurisdiction (ETJ), and the proposed driveways along FM 1560 and Galm Road. The proposed Vantage at Helotes Apartment complex will be located along FM 1560 within the City of Helotes ETJ.

The surrounding areas include single-family residential subdivisions and commercial land uses along FM 1560, Galm Road and Shaenfield Road. Figure 3 below shows the proposed Vantage at Helotes Apartment complex and surrounding land uses.

Figure 3. Study Intersections for the Proposed Vantage at Helotes Apartments TIA

LAND USE AND ZONING

The proposed site is zoned Helotes ETJ with a Bexar County legal description of CB 4450L BLK 1 LOT 5 (GALM RD) REFER TO: 81100-000-0510. The areas surrounding the proposed multi-family residential lot includes Residential (R1) and Helotes ETJ parcels along FM 1560 and Galm Road, as shown in Figure 4 below.

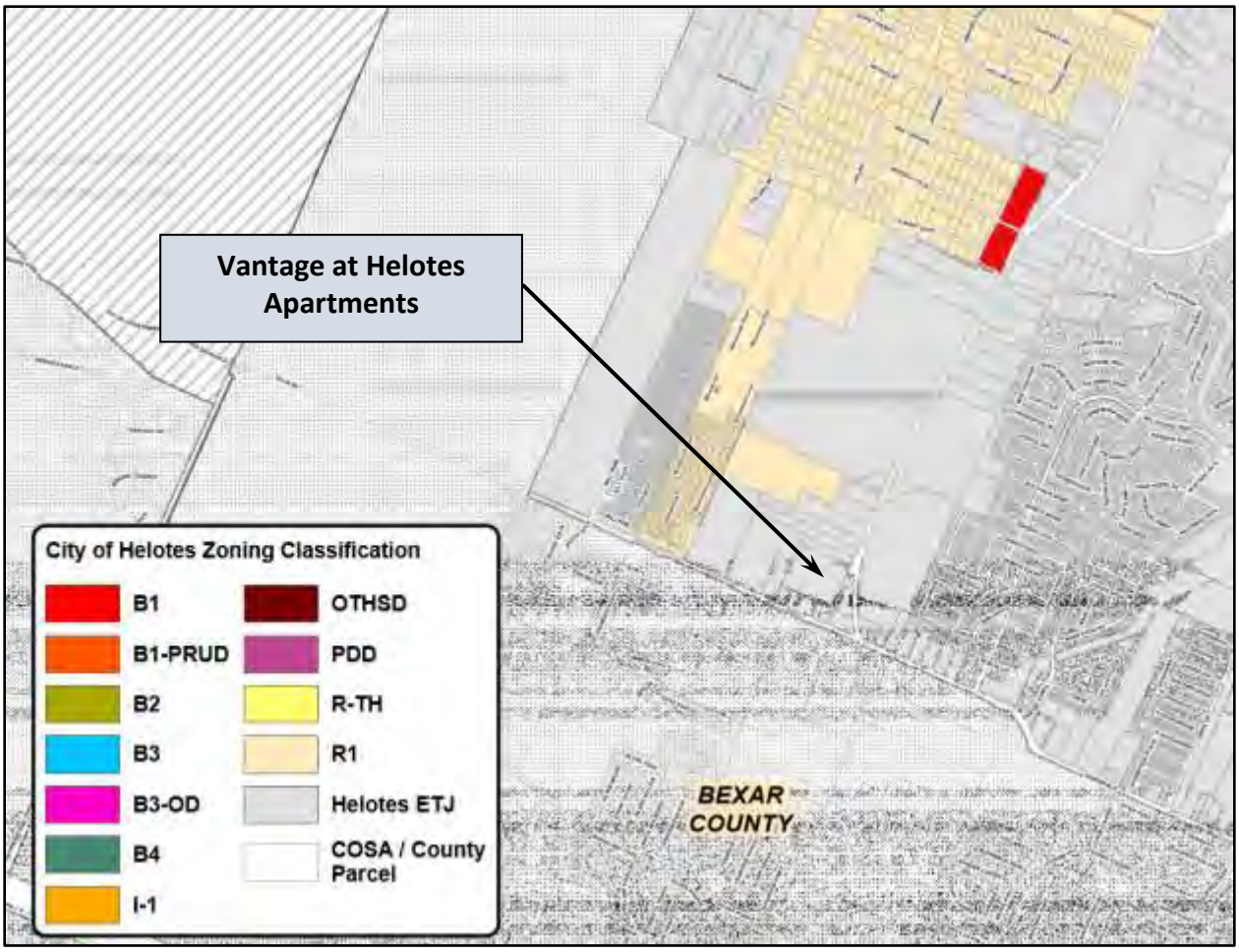


Figure 4. City of Helotes Zoning in the Vicinity of the Proposed Vantage at Helotes Apartments

EXISTING ROADWAYS

FM 1560 is an uncurbed, 38' wide roadway with one 12' lane in the direction of travel and 7' shoulders. FM 1560 widens to 50' approaching Galm Road with a southbound 12' left-turn lane. FM 1560 is classified as a Primary Arterial Type A (120' ROW) on the City of San Antonio Major Thoroughfare Plan and currently has a posted speed limit of 45 miles per hour. Figure 5 below shows FM 1560 north of Galm Road and adjacent to the proposed development.

Figure 5. FM 1560 – Facing South towards Galm/Shaenfield Road

The Texas Department of Transportation (TxDOT) is currently proposing reconstruction of FM 1560 from FM 471 (Culebra Road) to State Highway 16 (Bandera Road). FM 1560 will be reconstructed from the existing two-lane roadway with one 12' lane in each direction of travel to a five-lane roadway with two 12' lanes in each direction of travel and a 14' continuous two-way, left-turn lane, as shown in Figures 6 and 7. Additional improvements will include raised medians at approaches to FM 471 and Galm Road, operational improvements at major intersections, bicycle lanes, sidewalks, and improvements to drainage.

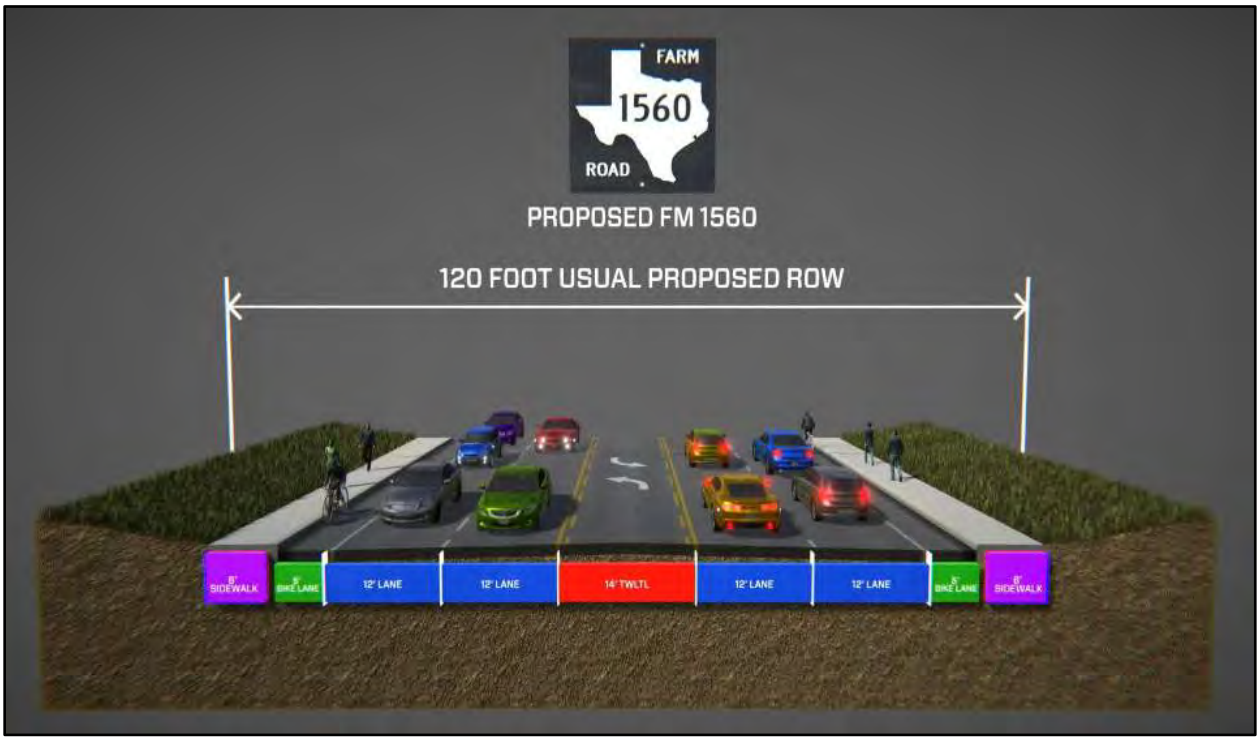


Figure 6. Existing FM 1560 Typical Section and Right-of-Way

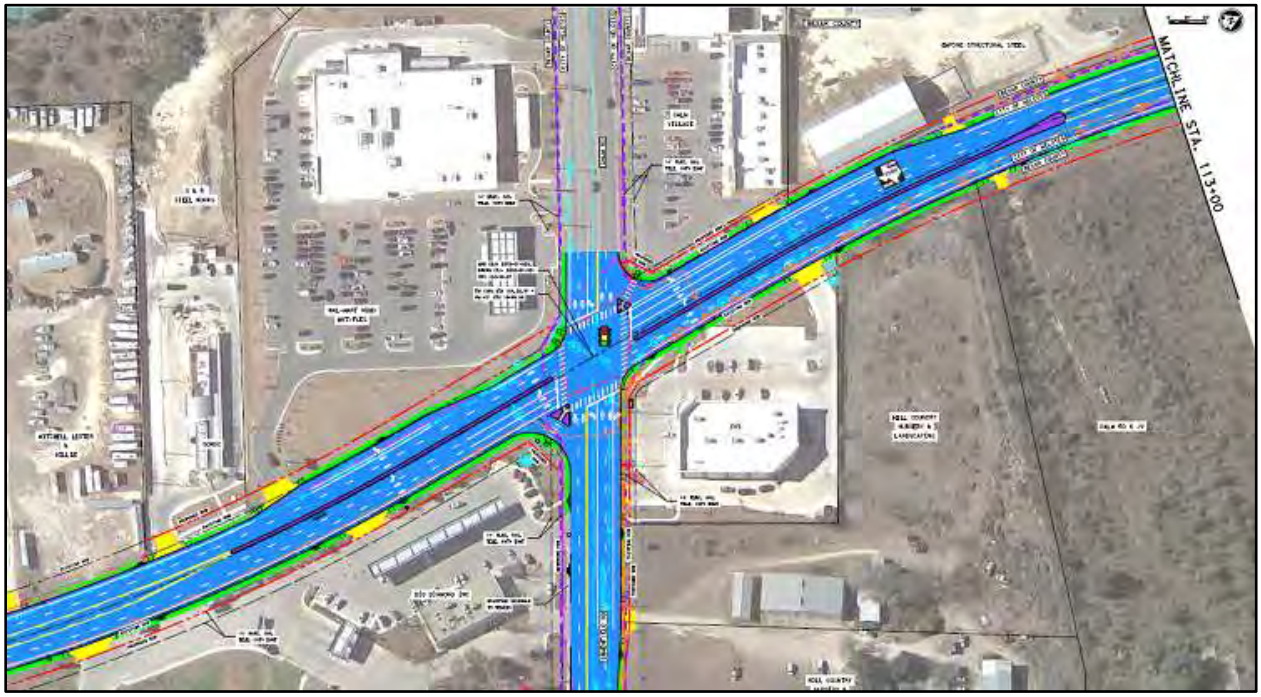


Figure 7. Proposed FM 1560 Schematic at Galm/Shaenfield Road

Galm Road, is a 56' wide uncurbed roadway with two 12' lanes in each direction of travel and 4' shoulders. North of Culebra Road (north-south section), Galm Road is a 30' wide uncurbed roadway with one 15' lane in each direction of travel. Galm Road is classified as a Secondary Arterial Type A (86' ROW) on the City of San Antonio Major Thoroughfare Plan and has a posted speed limit of 40 miles per hour. Figure 8 below shows Galm Road in the vicinity of the proposed apartment complex.

Figure 8. Galm Road – Facing East towards FM 1560

EXISTING TRAFFIC DATA

The Texas Department of Transportation (TxDOT) traffic volume forecasts for FM 1560, presented during the FM 1560 Open House in 2019, show an average daily traffic (ADT) volume of 13,966 vehicles per day in 2017 and projected to have an ADT of 18,716 vehicles per day in 2023 and 33,803 vehicles per day in 2043.

Turning movement count (TMC) data was also collected at the intersection of FM 1560 and Galm/Shaenfield Road on Tuesday, November 27, 2018. TMC data sheets are included in Appendix D of the study.

Figure 9. TxDOT Traffic Forecasted Trends for FM 1560

BACKGROUND TRAFFIC GROWTH

An annual average growth rate (AAGR) was estimated at **4.00%** per year based on historical average daily traffic (ADT) counts available on the Texas Department of Transportation (TxDOT) Traffic Maps for 2013 and 2017. Although no historical average daily traffic volume data was available for FM 1560 in the vicinity of the proposed development, TxDOT traffic maps did include traffic volume data for FM 471 (Culebra Road) west of FM 1560. This rate represents the annual average growth rate (AAGR) for the area surrounding in the vicinity of the proposed development. The table below illustrates ADT data for FM 471 west of FM 1560 in the vicinity of the proposed development.

Table 1. Annual Average Growth Rate for Culebra Road, West of FM 1560

Location	Year	ADT	Rate of Growth	Proposed AAGR (%)
	2013	20,085	-	
Culebra Road (FM 471)	2017	20,133	0.0006%	4.00%

PROJECTED TRAFFIC DATA

Projected traffic volume data may be calculated for a 2022 project completion using a 4.00% annual average growth rate (AAGR), as determined in the previous section. The 2021 projected average daily traffic (ADT) volume for Culebra Road (FM 471) west of FM 1560 was calculated as 23,553 vehicles per day.

TRIP GENERATION

Using the Tenth Edition of the ITE *TRIP GENERATION MANUAL* reference, the proposed Vantage at Helotes Apartment complex will generate trips based on the total number of multi-family units. The Vantage at Helotes Apartment complex will have as many as 288 units. Tables 2 shows the projected trip generation calculations for the proposed Vantage at Helotes Apartment complex.

The Institute of Transportation Engineers (ITE) Trip Generation Manual describes Multi-family Housing (Low-Rise) as apartments, townhouses, and condominiums located within the same building with at least three other units and that have one or two levels.

Table 2. Trip Generation for the Proposed Vantage at Helotes Apartments

TRIP GENERATION									
ITE Code	**Weekday 24 Hour**		**Weekday AM Peak**		**Weekday PM Peak**		**Saturday 24 Hour**		**Saturday Peak**
220	**Multifamily Housing (Low-Rise)**								
Rate / DU	7.32		0.46		**0.56**		8.14		0.70
Dwelling Units	288		288		**288**		288		288
Trips	2,108		132		**161**		2,344		202
% Enter/Exit	50%	50%	23%	77%	**63%**	**37%**	50%	50%	Data Not Available
# Enter/Exit	1,054	1,054	30	102	**101**	**60**	1,172	1,172	

Source: *ITE Trip Generation Manual, Tenth Edition*

TRIP DISTRIBUTION

Trip distribution for the proposed Vantage at Helotes Apartment complex was based on the surrounding roadway system and anticipated routes to and from the surrounding major roadway system, specifically FM 1560, Galm Road, and Shenfield Road. Trip distribution for the proposed Vantage at Helotes Apartment complex was forecasted as 10% from areas west of the proposed development along Galm Road, 40% from areas east of the proposed development along Shaenfield Road, 25% from areas south of the proposed development along FM 1560, and 25% from areas north of the proposed development along FM 1560. Table 3 shows the projected trip distribution for the proposed Vantage at Helotes Apartment complex to be located along FM 1560 north of Galm Road in Helotes, Texas.

Table 3. Trip Distribution for the Proposed Vantage at Helotes Apartments

TRIP DISTRIBUTION								
	AM Peak				PM Peak			
Enter	EB Galm	WB Shaenfield	NB FM 1560	SB FM 1560	EB Galm	WB Shaenfield	NB FM 1560	SB FM 1560
	10%	40%	25%	25%	10%	40%	25%	25%
	3	12	7	8	10	41	25	25
	30				101			
Exit	WB Galm	EB Shaenfield	NB FM 1560	SB FM 1560	WB Galm	EB Shaenfield	NB FM 1560	SB FM 1560
	10%	40%	25%	25%	10%	40%	25%	25%
	10	41	25	26	6	24	15	15
	102				60			

DRIVEWAY ACCESS

Access to the proposed apartment complex will include two full-access driveways. Driveway No. 1 is to be located along FM 1560 approximately 960' north of Galm Road and Driveway No. 2 is to be located approximately 280' north of Galm Road along Old Galm Road located approximately 450' west of FM 1560. Figure 10 below shows the site plan with proposed driveway locations.

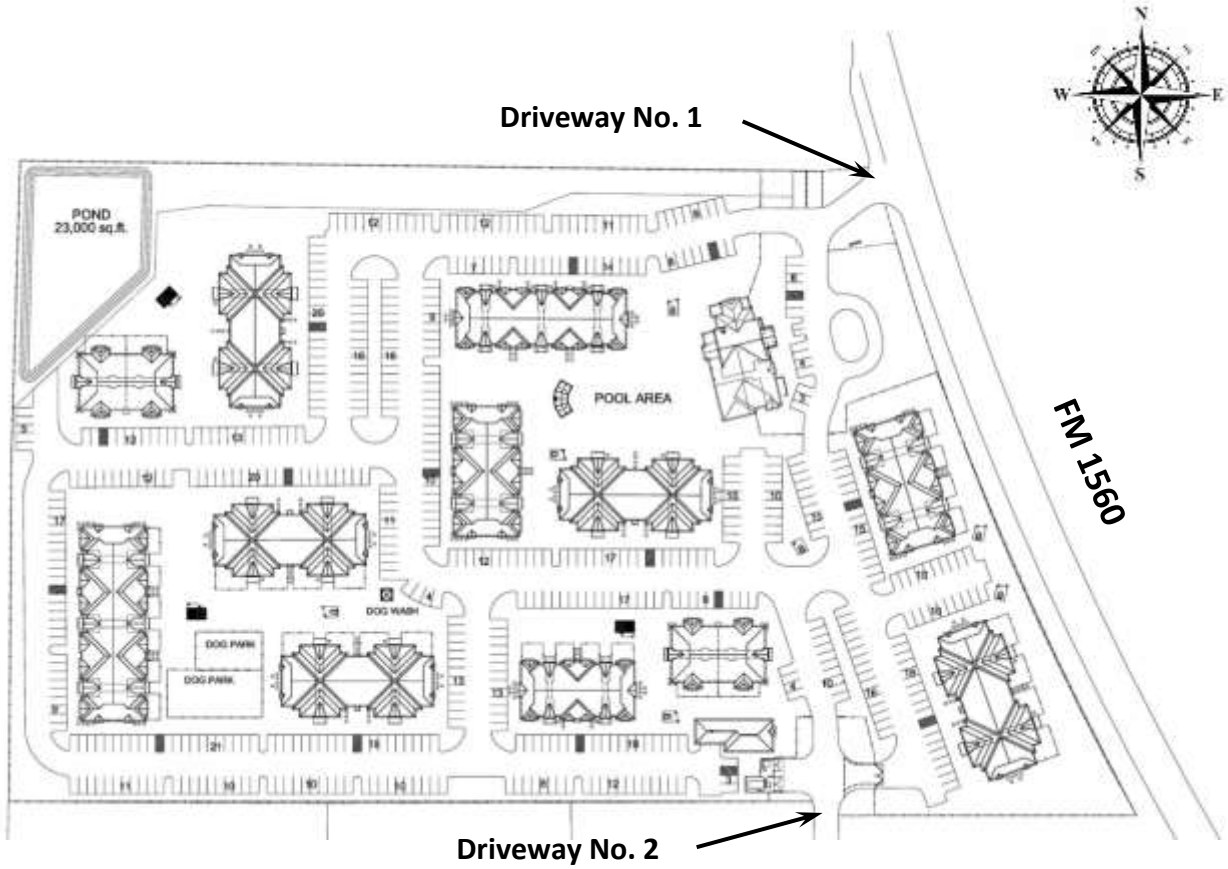


Figure 10. Access Driveways for Proposed Vantage at Helotes Apartments along FM 1560

TRAFFIC IMPACT ANALYSIS

In determining traffic impacts to the surrounding roadway system as a result of trips to be generated by the proposed Vantage at Helotes Apartment complex, a microscopic traffic simulation model was developed to evaluate capacity and levels-of-service at the FM 1560 and Galm Road intersection and each of the proposed access driveways. The traffic simulation software was used to compare three scenarios: existing conditions, projected conditions (No Build) and projected conditions with the proposed development (Build Out). The results from the traffic simulation analysis are used to determine the need for appropriate traffic impact mitigation measures.

TRAFFIC SIMULATION ANALYSIS

The Synchro traffic signal software simulation application was utilized for comparison of the alternative scenarios. The analysis process involved the development of a base model (network with existing conditions), calibration of the base model (validation of traffic conditions), and alternative comparisons to the base model (traffic impact assessment).

Development of the base model involves the development of a system network, also referred to as the link-node network. The network development inputs include: link-node assignment, traffic control, traffic signalization, roadway geometry, lane assignment, traffic volumes, and turning movements. The calibration of the base model requires the iterative adjustment of the network inputs to simulate existing roadway traffic conditions. Existing traffic data was collected on Tuesday, November 27, 2018. **The analysis periods were between 7:00 and 8:00 AM for the morning peak period and between 5:00 and 6:00 PM for the evening peak period.**

Traffic simulation models for existing traffic conditions (2018) were developed with existing roadway and intersection geometry whereas the No Build and Build Out traffic conditions (2021) were developed with proposed TxDOT roadway improvements along FM 1560.

A capacity analysis was conducted for the following intersections:

- FM 1560 and Galm/Shaenfield Road
- FM 1560 and Driveway No. 1
- Galm Road and Old Galm Road (Driveway No. 2)

Table 4 shows the level-of-service thresholds (from the 2010 Highway Capacity Manual) for signalized and un-signalized intersections.

TRAFFIC SIMULATION RESULTS

Results from the traffic simulation analysis are correlated to the level-of-service criteria shown in Table 4 and summarized in Tables 5 through 7. The tables show approach control delay (seconds per vehicle) and the overall average intersection delay (seconds per vehicle).

Table 4. Level-of-Service Criteria for Signalized and Unsignalized Intersections

Level-of-Service (LOS)	Control Delay (seconds/vehicle)		Description
	Signalized Intersections	Unsignalized Intersections	
A	≤10.0	≤10.0	Very low vehicle delay, free traffic flow, good signal progression
B	10.1 to 20.0	10.1 to 15.0	Good signal progression, more vehicle stops and higher delay than LOS A
C	20.1 to 35.0	15.1 to 25.0	Stable traffic flow, fair signal progression, significant number of vehicle stops
D	35.1 to 55.0	25.1 to 35.0	Noticeable traffic congestion, longer delays and unfavorable signal progression
E	55.1 to 80.0	35.1 to 50.0	Limit of acceptable vehicle delay, unstable traffic flow, poor signal progression
F	> 80.0	> 50.0	Unacceptable delay, extremely unstable flow, heavy congestion, traffic exceeds capacity

Source: Highway Capacity Manual, Transportation Research Board, 2000.

Table 5. LOS Summary for the FM 1560 and Galm Road Intersection

	Intersection Approaches									
	Northbound FM 1560		Southbound FM 1560		Eastbound Galm		Westbound Shaenfield		Average	
	Delay (Sec)	LOS	Delay (Sec)	LOS	Delay (Sec)	LOS	Delay (Sec)	LOS	Delay (Sec)	LOS
AM Peak Period										
Existing (2020)	32.5	C	31.2	C	60.3	E	27.2	C	41.0	D
No Build (2021)	17.9	B	20.2	C	63.6	E	23.6	C	36.5	D
Built Out (2021)	18.0	B	21.3	C	68.5	E	24.1	C	38.6	D
PM Peak Period										
Existing (2020)	29.7	C	133.1	F	24.7	C	38.5	D	59.0	E
No Build (2021)	18.6	B	22.1	C	28.9	C	47.6	D	32.3	C
Built Out (2021)	19.3	B	22.3	C	30.1	C	50.4	D	33.7	C

Table 6. LOS Summary for the FM 1560 and Access Driveway No. 1 Intersection

	Intersection Approaches									
	Northbound FM 1560		Southbound FM 1560		Eastbound Driveway 1		Westbound		Average	
	Delay (Sec)	LOS	Delay (Sec)	LOS	Delay (Sec)	LOS	Delay (Sec)	LOS	Delay (Sec)	LOS
AM Peak Period										
Existing (2020)										
No Build (2021)										
Built Out (2021)	0.1	A	0.0	A	23.2	C			0.8	A
PM Peak Period										
Existing (2020)										
No Build (2021)										
Built Out (2021)	0.8	A	0.0	A	23.3	C			0.8	A

Table 7. LOS Summary for the Galm Road and Old Galm Road (Driveway No. 2) Intersection

	Intersection Approaches									
	Northbound		Southbound Driveway 2		Eastbound Galm		Westbound Galm		Average	
	Delay (Sec)	LOS	Delay (Sec)	LOS	Delay (Sec)	LOS	Delay (Sec)	LOS	Delay (Sec)	LOS
AM Peak Period										
Existing (2019)										
No Build (2020)										
Built Out (2020)			51.1	F	0.1	A	0.0	A	0.8	A
PM Peak Period										
Existing (2019)										
No Build (2020)										
Built Out (2020)			102.4	F	0.5	A	0.0	A	1.2	A

TRAFFIC SIMULATION OBSERVATIONS

With the proposed TxDOT roadway improvements to FM 1560, traffic simulation models for the FM 1560 and Galm/Shaenfield Road intersection demonstrated minimal operational impacts to the study intersection between No Build and Build Out scenarios during both AM and PM peak periods. The FM 1560 and Galm/Shaenfield Road intersection increased from 36.5 seconds of delay per vehicle (LOS D) to 38.6 seconds of delay per vehicle (LOS D) during the AM peak hour. The intersection also increased from 32.3 seconds of delay per vehicle (LOS C) to 33.7 seconds of delay per vehicle (LOS C) during the PM peak hour.

Traffic simulation models also showed that the two proposed driveways along FM 1560 and Galm Road would be expected to operate at acceptable LOS values during the morning and evening peak periods during both scenarios analyzed.

Figure 11. Synchro Traffic Simulation Model for Proposed Vantage at Helotes Apartments (Evening Peak Period - 2021)

TURN LANE ANALYSIS

Table 2-3 of the TxDOT *Access Management Manual* requires that a left or right-turn lane be installed when turn volumes exceed 50 vehicles per hour in a 45 mile per hour (or greater) speed zone and 60 vehicles per hour in speed zones less than 45 miles per hour.

Driveway No. 1 along FM 1560 has a projected right-turn volume of 8 vehicles per hour during the morning peak hour and 25 vehicles per hour during the evening peak hour. **A right-turn lane would not be required for Driveway No. 1 along southbound FM 1560.**

Driveway No. 1 also has a projected left-turn volume of 10 vehicles per hour during the morning peak hour and 35 vehicles per hour during the evening peak hour. **A left-turn lane would not be required for Driveway No. 1 along northbound FM 1560 however the TxDOT FM 1560 roadway improvement project will include a continuous two-way, left-turn lane (CTWLTL) extending through proposed Driveway No. 1.**

Driveway No. 2 along Galm Road has a projected right-turn volume of 9 vehicles per hour during the morning peak hour and 31 vehicles per hour during the evening peak hour. **A right-turn lane would not be required for Driveway No. 2 along westbound Galm Road.**

Driveway No. 2 also has a projected left-turn volume of 3 vehicles per hour during the morning peak hour and 10 vehicles per hour during the evening peak hour. **A left-turn lane would not be required for Driveway No. 2 along eastbound Galm Road.**

CONCLUSION

Based on projected trip generation and distribution volumes for the Vantage at Helotes Apartments, the proposed development is not anticipated to have a detrimental impact on the surrounding roadway system, specifically along FM 1560 and Galm Road. Traffic simulation models for the FM 1560 and Galm/Shaenfield Road intersection demonstrated minimal operational impacts to the study intersection between No Build and Build Out scenarios during both AM and PM peak periods. The FM 1560 and Galm/Shaenfield Road intersection increased from 36.5 seconds of delay per vehicle (LOS D) to 38.6 seconds of delay per vehicle (LOS D) during the AM peak hour. The intersection also increased from 32.3 seconds of delay per vehicle (LOS C) to 33.7 seconds of delay per vehicle (LOS C) during the PM peak hour. No mitigation improvements would be recommended due to these operational impacts.

As discussed in the Turn Lane Analysis section of this report, a left or right-turn lane would be required when turn volumes exceed 50 vehicles per hour. Neither Driveway No. 1 nor Driveway No. 2 (via Old Galm Road) would exceed the 50 vehicle threshold requiring turn lane installation. Turn lanes are not required at either proposed access location.

Prepared by:

Rene Arredondo, P.E., P.T.O.E.

APPENDIX INDEX

Appendix A **Site Layout - Exhibit A**

Appendix B **Aerial Photo – Exhibit B**

Appendix C **Trip Distribution Exhibits – Exhibits C, D, E, F, and G**

Appendix D **Traffic Data Sheets**

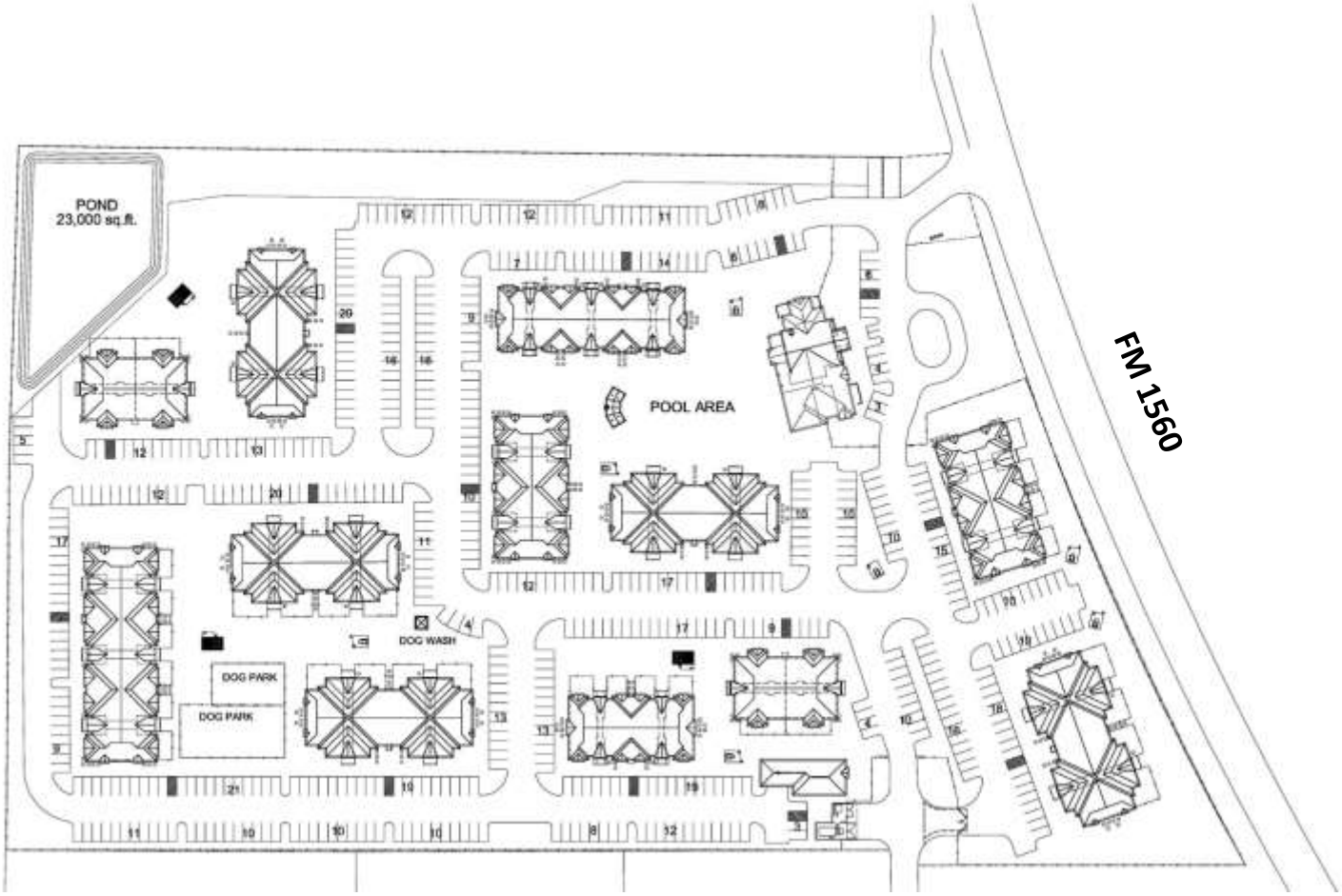
Appendix E **Synchro Traffic Simulation Output Files**

Appendix F **TIA Threshold Worksheet**

SITE LAYOUT

EXHIBIT A

APPENDIX A



AC GROUP LLC
FIRM TBPE Mg. F-11727
5838 Sebastian Place, Suite 108
San Antonio, Texas 78250
Office: (210) 256-2447
Fax: (210) 509-9680

SITE LAYOUT

VANTAGE AT HELOTES APARTMENTS

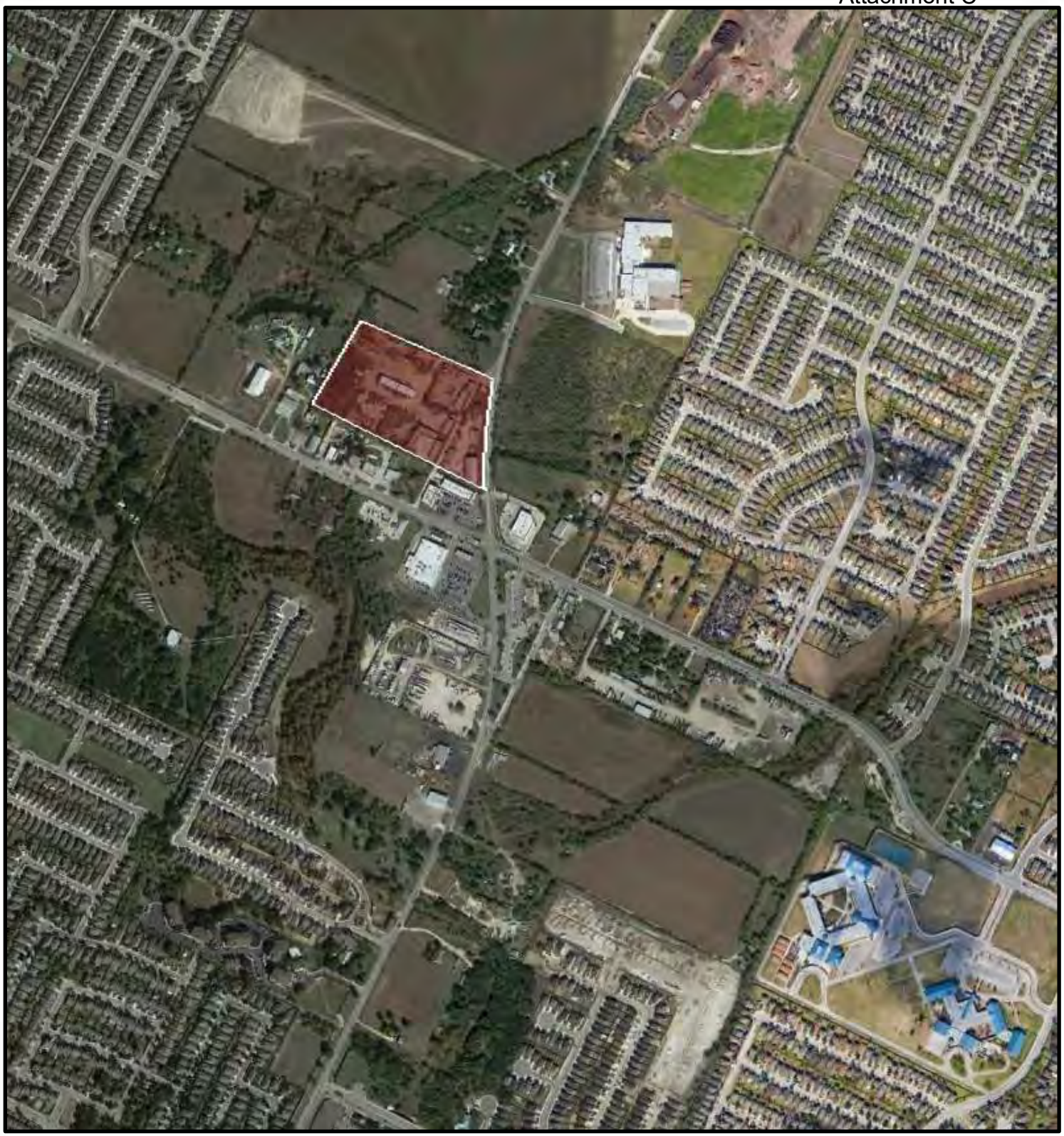
NORTH

EXHIBIT A

AERIAL PHOTOGRAPH

EXHIBIT B

APPENDIX B



AC GROUP LLC

FIRM TBPE No. F-11727

5838 Sebastian Place, Suite 108
San Antonio, Texas 78250

Office: (210) 256-2447
Fax: (210) 509-9680

AERIAL PHOTOGRAPH

VANTAGE AT HELOTES APARTMENTS

NORTH

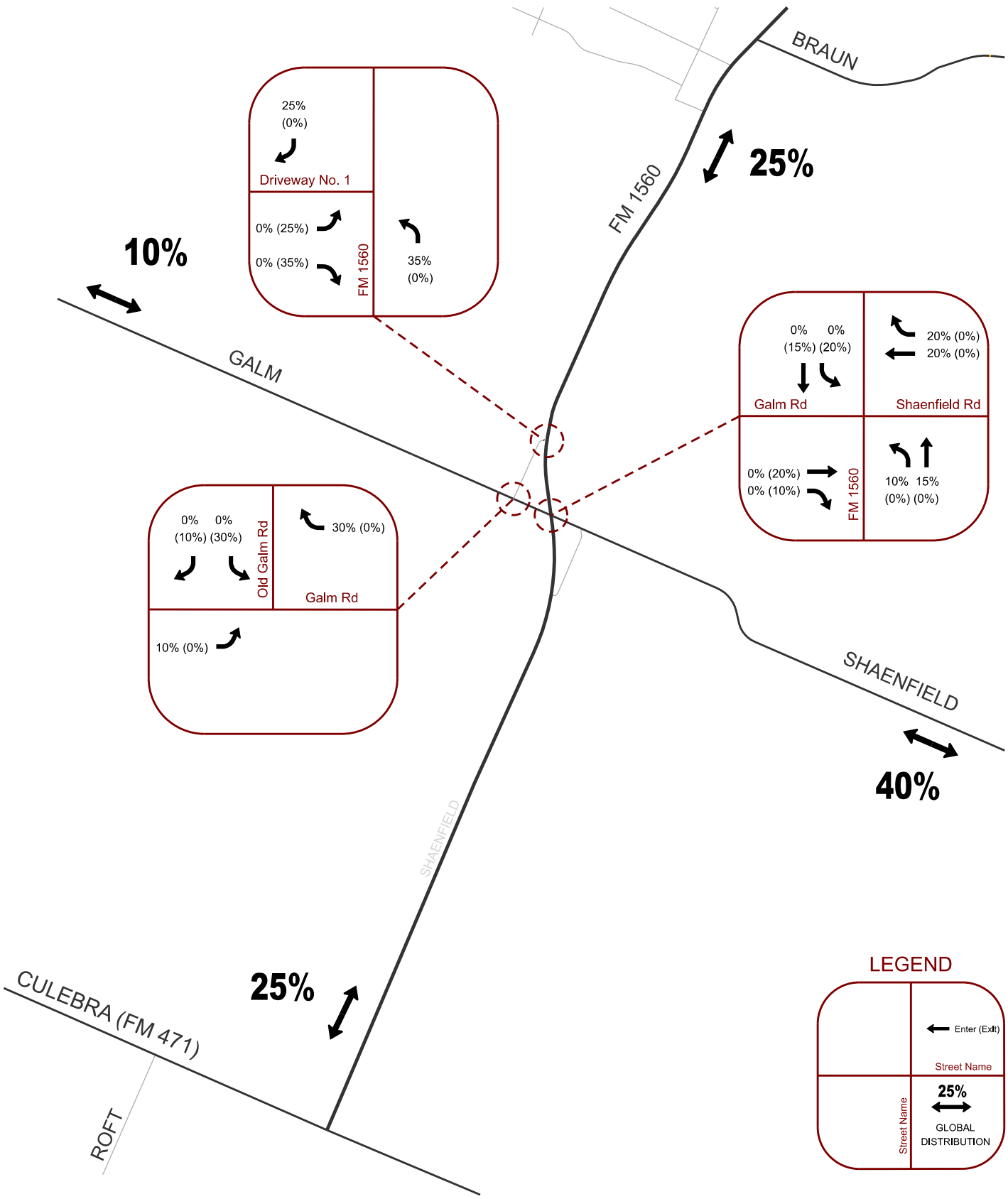
EXHIBIT B

TRIP DISTRIBUTION EXHIBITS

- Exhibit C – Trip Generation and Distribution Percentages
- Exhibit D – Trip Generation and Distribution Volumes (2020)
- Exhibit E – Existing Traffic Volumes (2020)
- Exhibit F – No-Build Traffic Volumes (2021)
- Exhibit G – Built-Out Traffic Volumes (2021)

APPENDIX C

Attachment C



AC GROUP LLC
TRANSPORTATION AND TRAFFIC ENGINEERING

FIRM TBPE No. F-11727

5828 Sebastian Place, Suite 108
San Antonio, Texas 78250

Office: (210) 256-2447
Fax: (210) 509-9680

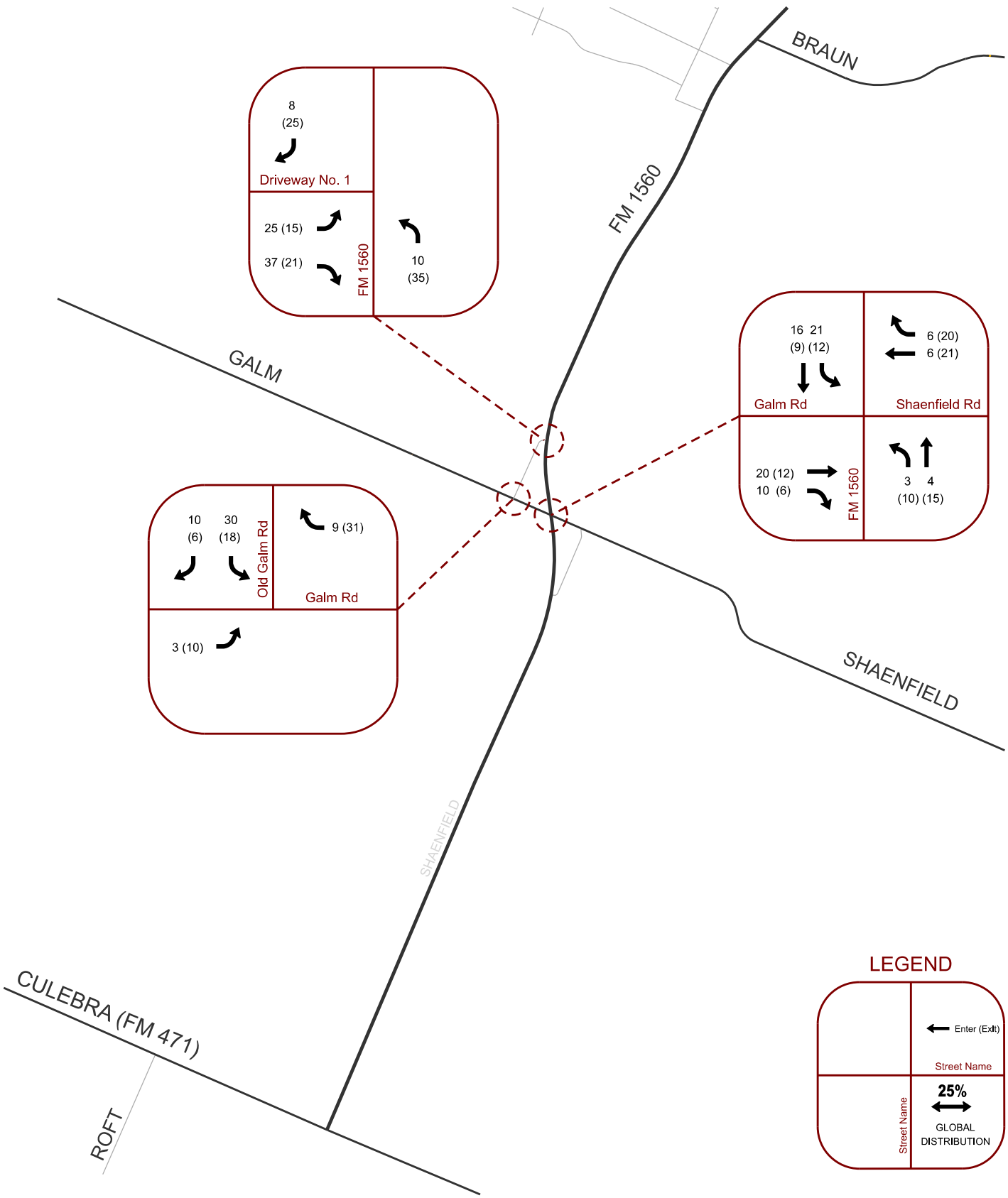
TRIP DISTRIBUTION (PERCENTAGES)

VANTAGE AT HELOTES APARTMENTS

NORTH

EXHIBIT C

Attachment C



AC GROUP LLC
TRANSPORTATION AND TRAFFIC ENGINEERING

FIRM TBPE No. F-11727

5828 Sebastian Place, Suite 108
San Antonio, Texas 78250
Office: (210) 256-2447
Fax: (210) 509-9680

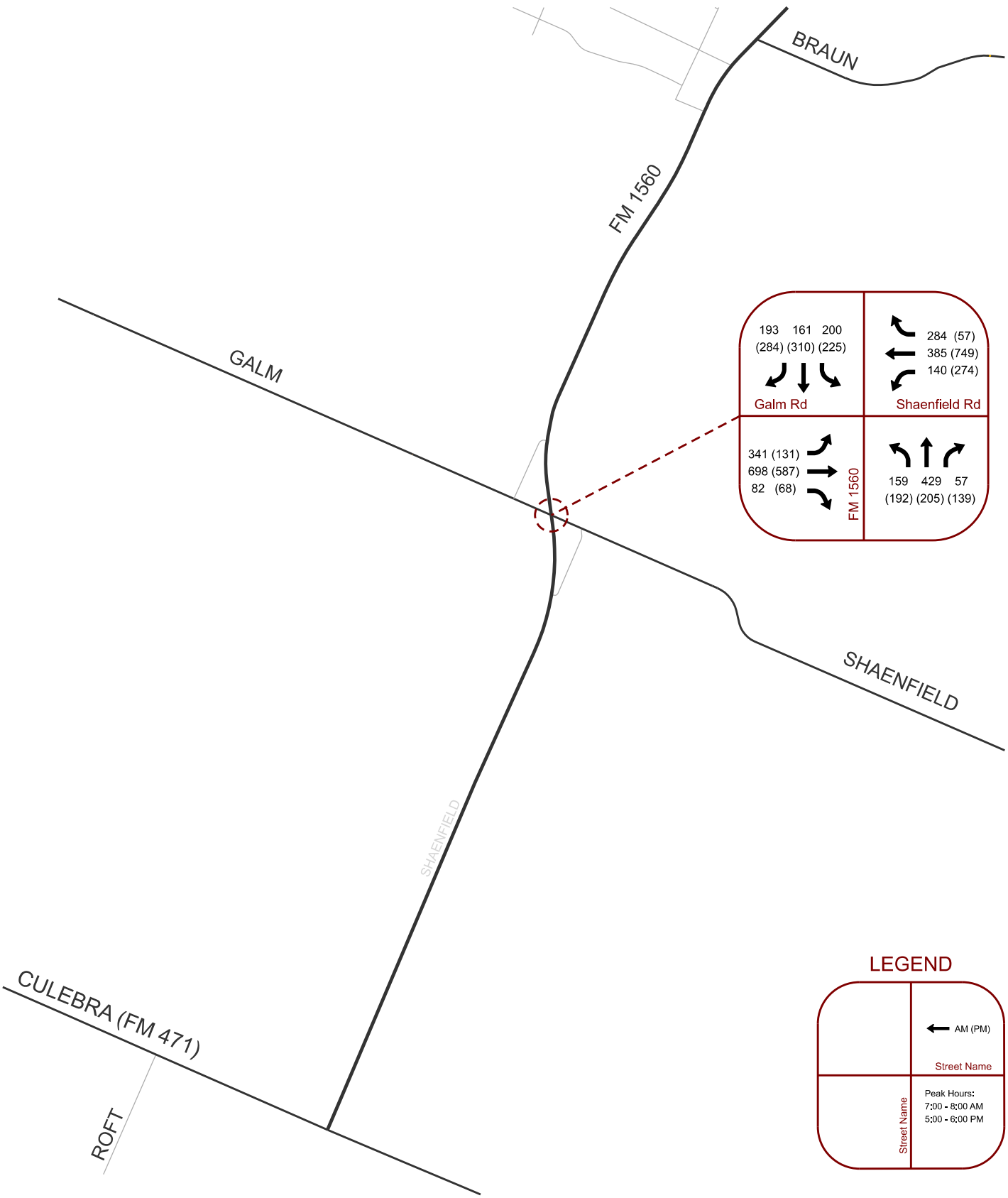
TRIP DISTRIBUTION (VOLUMES)

VANTAGE AT HELOTES APARTMENTS

NORTH

EXHIBIT D

Attachment C



AC GROUP LLC
TRANSPORTATION AND TRAFFIC ENGINEERING

FIRM TBPE No. F-11727

5828 Sebastian Place, Suite 108
San Antonio, Texas 78250

Office: (210) 256-2447
Fax: (210) 509-9680

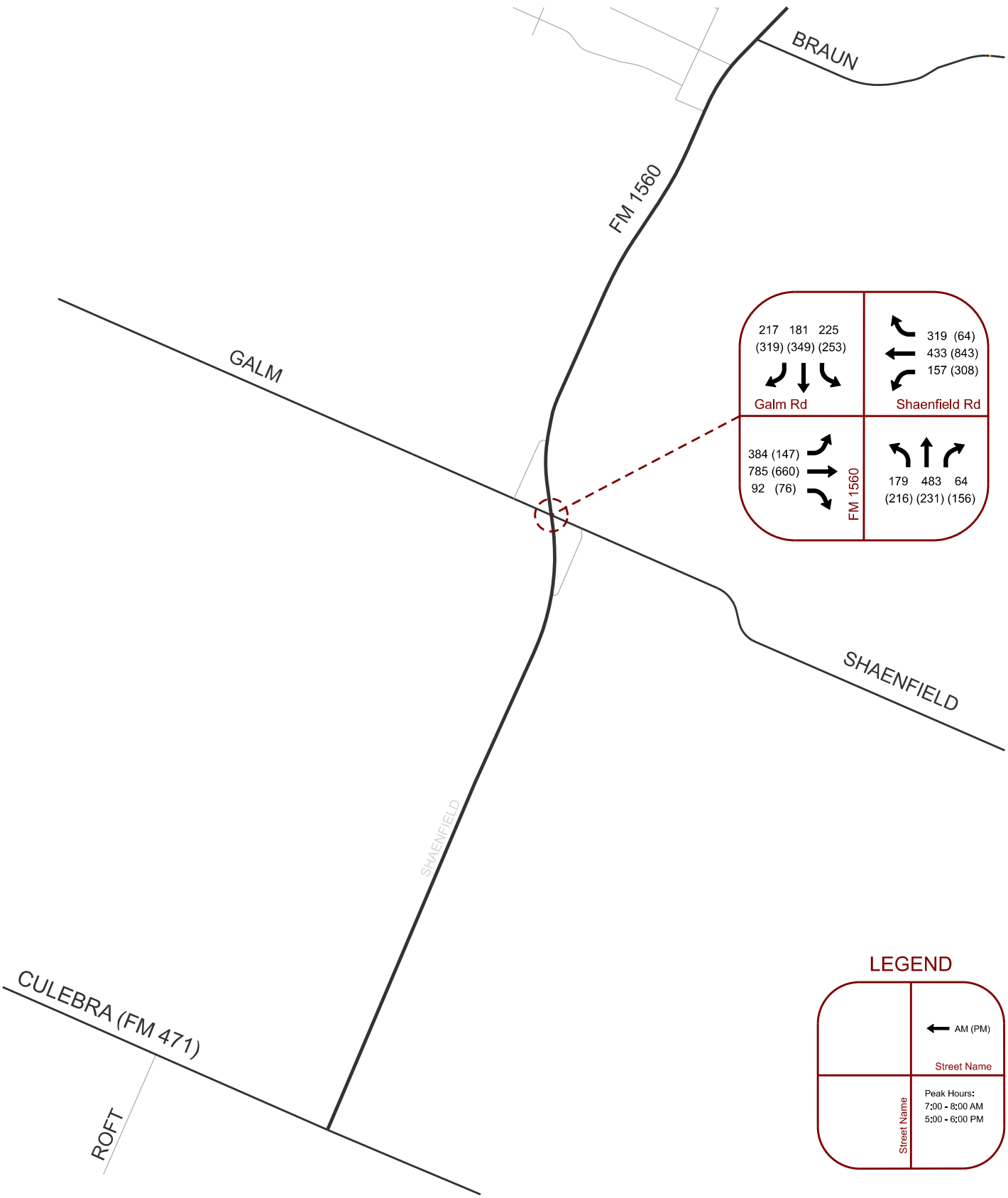
EXISTING TRAFFIC VOLUMES (2018)

VANTAGE AT HELOTES APARTMENTS

NORTH

EXHIBIT E

Attachment C



NO BUILD TRAFFIC VOLUMES (2021)

VANTAGE AT HELOTES APARTMENTS

NORTH

AC GROUP LLC
TRANSPORTATION AND TRAFFIC ENGINEERING

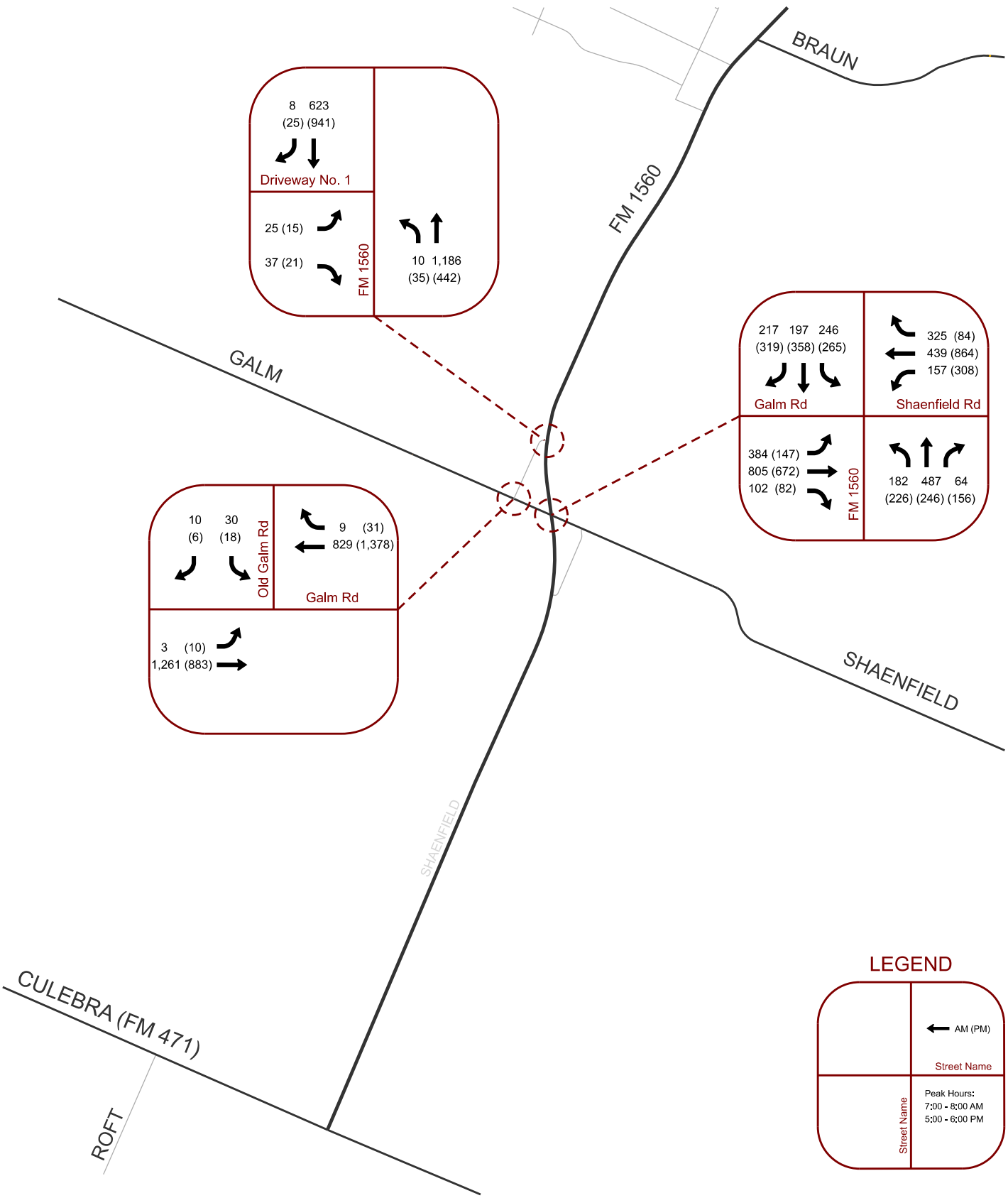
FIRM TBPE No. F-11727

5828 Sebastian Place, Suite 108
San Antonio, Texas 78250

Office: (210) 256-2447
Fax: (210) 509-9680

EXHIBIT F

Attachment C



AC GROUP LLC
TRANSPORTATION AND TRAFFIC ENGINEERING

FIRM TBPE No. F-11727

5828 Sebastian Place, Suite 108
San Antonio, Texas 78250

Office: (210) 256-2447
Fax: (210) 509-9680

BUILD TRAFFIC VOLUMES (2021)

VANTAGE AT HELOTES APARTMENTS

NORTH

EXHIBIT G

TRAFFIC DATA SHEETS

APPENDIX D

FM 1560 and Galm Road

Intersection	North/South Street :	FM 1560	
	East/West Street :	Galm Road	
City / State	San Antonio, Texas		
Project No.	2018009200	Peak Period :	1 — 7:00 AM - 9:00 AM
Date Recorded:	Tuesday, November 27, 2018	Peak Hour:	7:00 AM to 8:00 AM

AC GROUP LLC — TRAFFIC ENGINEERING AND DATA COLLECTION

Start Time	Intersection Approaches																Traffic Control	
	FM 1560				FM 1560				Galm Road				Galm Road					
	Northbound				Southbound				Eastbound				Westbound					
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Total	Hourly Total
7:00 AM	27	107	16		41	35	37		95	210	8		37	106	87		806	
7:15 AM	41	134	11		53	34	53		82	166	13		31	86	79		783	
7:30 AM	51	91	15		51	44	49		90	171	31		32	96	87		808	
7:45 AM	40	97	15		55	48	54		74	151	30		40	97	31		732	3129
8:00 AM	26	85	11		18	31	51		93	133	22		28	100	25		623	
8:15 AM	26	74	21		18	37	26		95	174	18		30	94	21		634	
8:30 AM	18	74	33		15	24	25		57	137	15		28	80	10		516	
8:45 AM	20	52	27		10	32	19		40	130	10		23	54	13		430	2203
	Northbound				Southbound				Eastbound				Westbound					
	Left	Thur	Right		Left	Thur	Right		Left	Thur	Right		Left	Thur	Right		Total	Hourly Total
7:00 AM																	0	
7:15 AM																	0	
7:30 AM																	0	
7:45 AM																	0	0
8:00 AM																	0	
8:15 AM																	0	
8:30 AM																	0	
8:45 AM																	0	0
	Northbound				Southbound				Eastbound				Westbound					
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Total	Hourly Total
7:00 AM	27	107	16		41	35	37		95	210	8		37	106	87		806	
7:15 AM	41	134	11		53	34	53		82	166	13		31	86	79		783	
7:30 AM	51	91	15		51	44	49		90	171	31		32	96	87		808	
7:45 AM	40	97	15		55	48	54		74	151	30		40	97	31		732	3129
8:00 AM	26	85	11		18	31	51		93	133	22		28	100	25		623	
8:15 AM	26	74	21		18	37	26		95	174	18		30	94	21		634	
8:30 AM	18	74	33		15	24	25		57	137	15		28	80	10		516	
8:45 AM	20	52	27		10	32	19		40	130	10		23	54	13		430	2203
Total	249	714	149	0	261	285	314	0	626	1272	147	0	249	713	353	0		
Peak Total	159	429	57	0	200	161	193	0	341	698	82	0	140	385	284	0		
Peak Turn Percent	25%	67%	9%	0%	36%	29%	35%	0%	30%	62%	7%	0%	17%	48%	35%	0%		
Peak Approach Total	645				554				1121				809					
FORMULA	204	536	64		220	192	216		380	840	124		160	424	348			
PHF	0.7794	0.8004	0.8906		0.9091	0.8385	0.8935		0.8974	0.831	0.6613		0.875	0.908	0.8161			
Comments																		

Peak Hour Approach Traffic Volume and Percentage

FM 1560

35%	29%	36%
193	161	200

Galm Road

284	385	140
35%	48%	17%

30%	62%	7%
341	698	82

159	429	57
25%	67%	9%

FM 1560 and Galm Road

Intersection	North/South Street :	FM 1560	
	East/West Street :	Galm Road	
City / State	San Antonio, Texas		
Project No.	2018009200	Peak Period :	3 — 4:00 PM - 6:00 PM
Date Recorded:	Tuesday, November 27, 2018	Peak Hour:	5:00 PM to 6:00 PM

AC GROUP LLC — TRAFFIC ENGINEERING AND DATA COLLECTION

Start Time	Intersection Approaches																Traffic Control	
	FM 1560				FM 1560				Galm Road				Galm Road					
	Northbound				Southbound				Eastbound				Westbound					
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Total	Hourly Total
4:00 PM	42	58	19		37	48	51		38	116	14		53	129	9		614	
4:15 PM	47	56	31		38	65	52		48	132	16		62	138	12		697	
4:30 PM	27	58	33		23	70	72		50	151	11		77	144	13		729	
4:45 PM	41	53	37		32	79	80		33	148	21		61	185	15		785	2825
5:00 PM	55	47	28		54	74	71		27	127	14		68	189	14		768	
5:15 PM	50	44	41		53	87	65		47	140	16		65	175	14		797	
5:30 PM	43	61	34		53	78	79		25	161	9		70	196	20		829	
5:45 PM	44	53	36		65	71	69		32	159	29		71	189	9		827	3221
	Northbound				Southbound				Eastbound				Westbound					
	Left	Thur	Right		Left	Thur	Right		Left	Thur	Right		Left	Thur	Right		Total	Hourly Total
4:00 PM																	0	
4:15 PM																	0	
4:30 PM																	0	
4:45 PM																	0	0
5:00 PM																	0	
5:15 PM																	0	
5:30 PM																	0	
5:45 PM																	0	0
	Northbound				Southbound				Eastbound				Westbound					
	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Left	Thru	Right	U	Total	Hourly Total
4:00 PM	42	58	19		37	48	51		38	116	14		53	129	9		614	
4:15 PM	47	56	31		38	65	52		48	132	16		62	138	12		697	
4:30 PM	27	58	33		23	70	72		50	151	11		77	144	13		729	
4:45 PM	41	53	37		32	79	80		33	148	21		61	185	15		785	2825
5:00 PM	55	47	28		54	74	71		27	127	14		68	189	14		768	
5:15 PM	50	44	41		53	87	65		47	140	16		65	175	14		797	
5:30 PM	43	61	34		53	78	79		25	161	9		70	196	20		829	
5:45 PM	44	53	36		65	71	69		32	159	29		71	189	9		827	3221
Total	349	430	259	0	355	572	539	0	300	1134	130	0	527	1345	106	0		
Peak Total	192	205	139	0	225	310	284	0	131	587	68	0	274	749	57	0		
Peak Turn Percent	36%	38%	26%	0%	27%	38%	35%	0%	17%	75%	9%	0%	25%	69%	5%	0%		
Peak Approach Total	536				819				786				1080					
FORMULA	220	244	164		260	348	316		188	644	116		284	784	80			
PHF	0.8727	0.8402	0.8476		0.8654	0.8908	0.8987		0.6968	0.9115	0.5862		0.9648	0.9554	0.7125			
Comments																		

Peak Hour Approach Traffic Volume and Percentage

FM 1560

35% 284 — 38% 310 — 27% 225

Galm Road

57 5% — 749 69% — 274 25%

17% 131 — 75% 587 — 9% 68

192 36% — 205 38% — 139 26%