



HELOTES
TEXAS
ECONOMIC DEVELOPMENT
REGULAR MEETING AGENDA

The City of Helotes Economic Development Corporation (HEDC) Board of Directors will meet for a Regular Meeting on Wednesday, May 19, 2021 at 7:00 p.m. in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023. This is an open meeting, subject to the open meeting laws of the State of Texas.

1. Call to order.

OPEN SESSION:

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

CONSENT AGENDA (ITEM NOS. 3 – 4):

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

3. Approval of the minutes of the Special Meeting dated April 14, 2021. (Staff)
4. Approval of the EDC Fiscal Year Ending (FYE) 2021 Revenue and Expense Report dated May 13, 2021. (Staff)

CLOSED SESSION:

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

ITEMS FOR INDIVIDUAL CONSIDERATION:

6. Discussion of and action on authorizing the Executive Director to engage the services required for the possible acquisition of real estate for future development purposes.

STAFF REPORT:

7. Staff update on business assistance grants. (Glenn Goolsby, Assistant Director)

Adjourn.

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

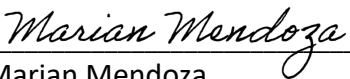
A quorum of the City Council and/or other City Boards, Committees, or Commissions may be present at this meeting. The City Council and/or other City Boards, Committees, or Commissions may not take action regarding public business or policy.

I certify that this Agenda was posted on May 14, 2021 at 5:00 p.m.

Attest:



Glenn Goolsby
Assistant Director


Marian Mendoza
Executive Director



SPECIAL MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Special Meeting on Wednesday, April 14, 2021 at 7:00 p.m., in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023. This was an open meeting, subject to the open meeting laws of the State of Texas.

Present:

Board Members: *Blaine Lopez, President* *John Kodosky, Secretary*
 Greg Hayden *Melody Cooper*
 Stephanie "Stevie" Seitz *Alan Holmes*
 Allison Higgins

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

1. Call to Order.

President, Lopez called the meeting to order at 7:03 p.m.

OPEN SESSION:

2. Citizens to be heard.

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

No one signed up to speak on this item.

CONSENT AGENDA (ITEM NOS. 3 – 4):

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

3. *Approval of the minutes of the Regular Meeting dated March 17, 2021. (Staff)

4. *Approval of the EDC Fiscal Year Ending (FYE) 2021 Revenue and Expense Report dated April 9, 2021. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. **Discussion of and action on a Resolution of the City of Helotes Economic Development Corporation (HEDC) authorizing the E-commerce Accelerator Incentive Program per the FYE 2021 Strategic Work Plan and approving the reallocation of budgeted FYE 2021 funds into Operating Account No. 05-510-5211 *Marketing / Tourism* to support this program. (Staff)**

Motion was made by Alan Holmes, second by Melody Cooper, to discuss and act on the item as written.

Glenn Goolsby presented the proposed program eligibility and guidelines for participating businesses.

Consensus was to amend the program to expand eligible businesses to include both services and products/retail sales. The Board also expanded the list of eligible providers to allow businesses to select their own web development provider.

Motion to amended was made by Alan Holmes, second by Melody Cooper to included expanding the eligibility and service providers. Motion carried unanimously.

6. **Discussion of and action on approving the reallocation of budgeted FYE 2021 funds into Operating Account No. 05-510-5302 *Operational Expenses* for the purchase of decorative light poles to provide additional pedestrian lighting for the Old Town Helotes (OTH) Pedestrian Bridge. (Staff)**

Motion was made by Alan Holmes, second by Allison Higgins, to discuss and act on the item as written.

Marian Mendoza presented the option for decorative light poles to provide additional pedestrian lighting along the pathway of the OTH Pedestrian Bridge. She informed the Board that several vendors were contacted and the recommendation is not for the lowest bid but the best value.

Board member Kodosky questioned if staff had contacted any local vendors to see if such lighting could be replicated. Glenn Goolsby informed the Board that a local vendor was contacted and they would could not replicate the lighting but offer other alternatives. Mr. Goolsby showed the Board the other options. The Board liked the options but did not feel that this was the look of OTH and wanted see a demonstration of the other options in combination with the decorative light poles.

Motion to approve carried unanimously.

STAFF REPORT:

Staff update on Small Business Assistance Program and Helotes Area Chamber of Commerce Gift Card Give Back Program. (Glenn Goolsby, Assistant Director)

Glenn Goolsby reviewed the number of applications already submitted and pending for the SBAP. He also highlighted the success of sponsoring the Gift Card Give Back which assisting 25 local businesses and put more than \$20,000 back into the economy.

Adjourn the regular meeting of the EDC Board of Directors.

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

Marian Mendoza
Executive Director

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: MAY 13TH, 2021

Item 4

05 -ECONOMIC DEVELOPMENT CORP
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-PROPERTY TAXES	1,488,182.00	0.00	1,127,978.12	360,203.88	75.80
MISCELLANEOUS REVENUE	<u>12,000.00</u>	<u>0.00</u>	<u>1,267.26</u>	<u>10,732.74</u>	<u>10.56</u>
TOTAL REVENUES	1,500,182.00	0.00	1,129,245.38	370,936.62	75.27
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>1,325,262.39</u>	<u>4,952.27</u>	<u>870,668.51</u>	<u>454,593.88</u>	<u>65.70</u>
TOTAL EXPENDITURES	1,325,262.39	4,952.27	870,668.51	454,593.88	65.70
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	174,919.61	(4,952.27)	258,576.87	(83,657.26)	147.83

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: MAY 13TH, 2021

05 -ECONOMIC DEVELOPMENT CORP

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-PROPERTY TAXES</u>					
401-3140 SALES TAX	1,474,767.00	0.00	1,125,069.39	349,697.61	76.29
401-3150 MIXED BEVERAGE	9,815.00	0.00	2,208.73	7,606.27	22.50
401-3160 SUBLEASE HELOTES CHAMBER	<u>3,600.00</u>	<u>0.00</u>	<u>700.00</u>	<u>2,900.00</u>	<u>19.44</u>
TOTAL NON-PROPERTY TAXES	1,488,182.00	0.00	1,127,978.12	360,203.88	75.80
<u>MISCELLANEOUS REVENUE</u>					
406-1010 INTEREST	<u>12,000.00</u>	<u>0.00</u>	<u>1,267.26</u>	<u>10,732.74</u>	<u>10.56</u>
TOTAL MISCELLANEOUS REVENUE	12,000.00	0.00	1,267.26	10,732.74	10.56
<hr/>					
TOTAL REVENUES	1,500,182.00	0.00	1,129,245.38	370,936.62	75.27
	=====	=====	=====	=====	=====

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: MAY 13TH, 2021

05 -ECONOMIC DEVELOPMENT CORP
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
510-5101 SALARIES	74,721.35	2,817.04	47,814.84	26,906.51	63.99
510-5111 LONGEVITY	1,460.00	0.00	1,340.00	120.00	91.78
510-5113 BENEFITS	<u>19,360.04</u>	<u>420.31</u>	<u>11,446.23</u>	<u>7,913.81</u>	<u>59.12</u>
TOTAL PERSONNEL	95,541.39	3,237.35	60,601.07	34,940.32	63.43
<u>CONTRACTUAL SERVICES</u>					
510-5201 MEMBERSHIPS, DUES & LICENSES	15,000.00	0.00	2,657.68	12,342.32	17.72
510-5202 AUDIT FEES	3,400.00	0.00	1,700.00	1,700.00	50.00
510-5203 SCHOOLS, SEMINARS, CONFERENCES	3,200.00	0.00	355.00	2,845.00	11.09
510-5204 INTL. CONF. SHOPPING CENTERS	3,200.00	0.00	0.00	3,200.00	0.00
510-5205 BANK FEES	750.00	0.00	0.00	750.00	0.00
510-5206 LEGAL FEES / MDD CREATION	3,000.00	0.00	247.00	2,753.00	8.23
510-5208 CONC. DESIGN & LAND USE PLANS	15,000.00	0.00	0.00	15,000.00	0.00
510-5210 WORKSHOPS & PROMOTIONS	3,000.00	0.00	0.00	3,000.00	0.00
510-5211 MARKETING / TOURISM	30,000.00	1,850.00	21,134.38	8,865.62	70.45
510-5212 WEBSITE DEV. & MAINTENANCE	12,000.00	0.00	0.00	12,000.00	0.00
510-5214 MANAGED SVCS. AGREEMENT	30,000.00	0.00	30,000.00	0.00	100.00
510-5215 DEBT SERVICE	321,669.00	0.00	321,669.00	0.00	100.00
510-5216 SBLAP GRANTS & ADMINISTRATION	0.00	0.00	25,600.00	(25,600.00)	0.00
510-5224 OFFICE RENTAL	12,000.00	(350.00)	4,700.00	7,300.00	39.17
510-5225 OTHSD PARKING LOT LEASE	5,520.00	0.00	3,071.19	2,448.81	55.64
510-5228 VISITOR CENTER	50,000.00	0.00	0.00	50,000.00	0.00
510-5230 MARKETING/CITY EVENTS	<u>110,000.00</u>	<u>0.00</u>	<u>450.00</u>	<u>109,550.00</u>	<u>0.41</u>
TOTAL CONTRACTUAL SERVICES	617,739.00	1,500.00	411,584.25	206,154.75	66.63
<u>COMMODITIES</u>					
510-5301 OFFICE SUPPLIES	2,000.00	0.00	152.63	1,847.37	7.63
510-5302 OPERATIONAL EXPENSES	8,500.00	214.92	7,109.67	1,390.33	83.64
510-5305 COMMUNICATION EQUIPMENT	1,232.00	0.00	651.07	580.93	52.85
510-5326 EXPENSE REIMBURSEMENT	250.00	0.00	0.00	250.00	0.00
510-5333 380 AGREEMENT REIMBURSEMENTS	<u>600,000.00</u>	<u>0.00</u>	<u>390,569.82</u>	<u>209,430.18</u>	<u>65.09</u>
TOTAL COMMODITIES	611,982.00	214.92	398,483.19	213,498.81	65.11
<hr/>					
TOTAL ADMINISTRATION	1,325,262.39	4,952.27	870,668.51	454,593.88	65.70
<hr/>					
TOTAL EXPENDITURES	1,325,262.39	4,952.27	870,668.51	454,593.88	65.70
=====					
REVENUES OVER/(UNDER) EXPENDITURES	174,919.61	(4,952.27)	258,576.87	(83,657.26)	147.83
=====					

*** END OF REPORT ***