



## REGULAR MEETING AGENDA

The City of Helotes Economic Development Corporation (EDC) Board of Directors will meet for a Regular Meeting on Wednesday, June 15, 2022 at 7:00 p.m. in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023. This is an open meeting, subject to the open meeting laws of the State of Texas.

1. Call to order.

### **OPEN SESSION:**

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

### **CONSENT AGENDA (ITEM NOS. 3 – 4):**

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

3. Approval of the minutes of the Regular Meeting dated May 18, 2022. (Staff)
4. Approval of the EDC Fiscal Year Ending (FYE) 2022 Revenue and Expense Report dated June 9, 2022. (Staff)

### **COMMITTEE REPORTS:**

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

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

8. Discussion and action on approving a resolution to amend the HEDC Policies and Procedures to include the following:
  - Meeting Policy;

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

**STAFF REPORT:**

9. Update on current HEDC programs and grants to include but not limited to the following: Tenant Improvement Grant, E-Commerce Grant, Arts Grant and YOLO Texas.

**CLOSED SESSION:**

10. Closed Session in accordance with Texas Government Code § 551.072 *Deliberation Regarding Real Property* and § 551.071 *Consultation with 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:
  - §551.072 *Deliberation Regarding Real Property* – To consider the purchase of a real property interest for future development purposes.
  - § 551.071 *Consultation with Attorney* – To discuss legal issues related to the use of EDC funds.

***Adjourn into Open Session***

***Adjourn.***

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

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

I certify that this Agenda was posted by June 10, 2022 at 3:00 p.m.




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Glenn Goolsby  
Interim Executive Director  
Helotes Economic Development Corporation



## REGULAR MEETING MINUTES

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

***Present:***

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

*Staff:* Glenn Goolsby, Interim Executive Director

***Absent:*** Melody Cooper, Secretary

**1. Call to Order.**

President Lopez called the meeting to order at 7:06 p.m.

**OPEN SESSION:**

**2. Citizens to be heard.**

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

No one signed up to speak on this item.

**CONSENT AGENDA (ITEM NOS. 3 – 5):**

All items marked with an asterisk (\*) on the consent agenda were voted on as a group. Motion was made by Joel Lutz, second by Melissa Benavides to approve Items 3 thru 5 as written. Motion carried unanimously.

**3. \*Approval of the minutes of the Regular Meeting dated April 20, 2022. (Staff)**

**4. \*Approval of the EDC Fiscal Year Ending (FYE) 2022 Revenue and Expense Report dated May 12, 2022. (Staff)**

5. **\*Approval of the Quarterly Investment Report for the Helotes Economic Development Corporation for the quarter ending March 2022.**

#### **COMMITTEE REPORTS:**

6. **Update from the Executive Committee meeting.**

President Lopez highlighted the committee had met twice to review the mission and objectives of the EDC and develop the job qualifications for the Executive Director Position.

7. **Update from the Finance Committee meeting.**

John Kodosky stated the committee had met twice to review and amend the EDC purchasing, travel, and credit card policies.

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

8. **Discussion and action on amending the HEDC Policies and Procedures to include the following:**
  - **Purchasing Policy;**
  - **Credit Card Policy; and**
  - **Travel Policy.**

Motion was made by Joel Lutz, second by Greg Hayden to discuss and take action on Item 8. Consensus was to approve as presented. Motion carried unanimously.

President Lopez convened into closed session at 7:25 p.m. after reading the following statement.

#### **CLOSED SESSION:**

9. **Closed Session in accordance with Texas Government Code § 551.072 *Deliberation Regarding Real Property* and § 551.074 *Personnel Matters*. In addition to the matters listed below, any matter scheduled for Open Session may be discussed in Closed Session, as appropriate and authorized by law:**
  - **§551.072 *Deliberation Regarding Real Property* – To consider the purchase of a real property interest for future development purposes.**
  - **§ 551.074 *Personnel Matters* – To discuss the qualifications and salary range for the position of Executive Director for the Economic Development Corporation.**

President Lopez reconvened the meeting at 8:30 p.m. and announced that no action had been taken during the closed session.

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

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

Motion was made by Jeff Felt, second by Greg Hayden to discuss and take action on Item 10. Consensus was to approve the job description and qualifications and establish a salary range of \$75,000 to \$90,000 for the Executive Director position. Motion carried unanimously.

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

President Lopez adjourned the meeting at 8:33 p.m.

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Glenn Goolsby  
Interim Executive Director

CITY OF HELOTES  
 REVENUE & EXPENSE REPORT - UNAUDITED  
 AS OF: JUNE 9TH, 2022

Item 3

05 -ECONOMIC DEVELOPMENT CORP  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-PROPERTY TAXES	1,090,350.00	0.00	939,017.46	151,332.54	86.12
MISCELLANEOUS REVENUE	<u>186,000.00</u>	<u>0.00</u>	<u>2,681.13</u>	<u>183,318.87</u>	<u>1.44</u>
TOTAL REVENUES	1,276,350.00	0.00	941,698.59	334,651.41	73.78
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>1,227,626.08</u>	<u>3,102.38</u>	<u>850,868.43</u>	<u>376,757.65</u>	<u>69.31</u>
TOTAL EXPENDITURES	1,227,626.08	3,102.38	850,868.43	376,757.65	69.31
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	48,723.92 (	3,102.38)	90,830.16 (	42,106.24)	186.42

CITY OF HELOTES  
 REVENUE & EXPENSE REPORT - UNAUDITED  
 AS OF: JUNE 9TH, 2022

05 -ECONOMIC DEVELOPMENT CORP

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-PROPERTY TAXES</u>					
401-3140 SALES TAX	1,079,650.00	0.00	929,313.67	150,336.33	86.08
401-3150 MIXED BEVERAGE	6,500.00	0.00	6,903.79 (	403.79)	106.21
401-3160 SUBLEASE HELOTES CHAMBER	<u>4,200.00</u>	<u>0.00</u>	<u>2,800.00</u>	<u>1,400.00</u>	<u>66.67</u>
TOTAL NON-PROPERTY TAXES	1,090,350.00	0.00	939,017.46	151,332.54	86.12
<u>MISCELLANEOUS REVENUE</u>					
406-1010 INTEREST	5,000.00	0.00	2,681.13	2,318.87	53.62
406-1060 TRANSFERS IN/OUT	<u>181,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>181,000.00</u>	<u>0.00</u>
TOTAL MISCELLANEOUS REVENUE	186,000.00	0.00	2,681.13	183,318.87	1.44
TOTAL REVENUES	1,276,350.00	0.00	941,698.59	334,651.41	73.78
	=====	=====	=====	=====	=====

CITY OF HELOTES  
REVENUE & EXPENSE REPORT - UNAUDITED  
AS OF: JUNE 9TH, 2022

05 -ECONOMIC DEVELOPMENT CORP  
ADMINISTRATION  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
510-5101 SALARIES	75,074.08	2,887.46	54,791.32	20,282.76	72.98
510-5111 LONGEVITY	1,560.00	0.00	1,460.00	100.00	93.59
510-5113 BENEFITS	<u>19,360.00</u>	<u>0.00</u>	<u>8,872.00</u>	<u>10,488.00</u>	<u>45.83</u>
TOTAL PERSONNEL	95,994.08	2,887.46	65,123.32	30,870.76	67.84
<u>CONTRACTUAL SERVICES</u>					
510-5201 MEMBERSHIPS, DUES & LICENSES	16,000.00	0.00	11,725.00	4,275.00	73.28
510-5202 AUDIT FEES	3,500.00	0.00	3,500.00	0.00	100.00
510-5203 SCHOOLS, SEMINARS, CONFERENCES	3,200.00	0.00	523.03	2,676.97	16.34
510-5204 INTL. CONF. SHOPPING CENTERS	3,200.00	0.00	0.00	3,200.00	0.00
510-5205 BANK FEES	750.00	0.00	0.00	750.00	0.00
510-5206 LEGAL FEES / MDD CREATION	5,000.00	0.00	2,359.00	2,641.00	47.18
510-5207 FACADE/TENANT IMPROVEMENT	150,000.00	0.00	0.00	150,000.00	0.00
510-5208 CONC. DESIGN & LAND USE PLANS	30,000.00	0.00	1,450.00	28,550.00	4.83
510-5210 WORKSHOPS & PROMOTIONS	3,000.00	0.00	100.00	2,900.00	3.33
510-5211 MARKETING / TOURISM	75,000.00	0.00	30,717.45	44,282.55	40.96
510-5212 WEBSITE DEV. & MAINTENANCE	5,000.00	0.00	4,500.00	500.00	90.00
510-5214 MANAGED SVCS. AGREEMENT	36,000.00	0.00	36,000.00	0.00	100.00
510-5215 DEBT SERVICE	322,112.00	0.00	339,560.11 (	17,448.11)	105.42
510-5217 LAND ACQUISITION/DUE DILIGENCE	285,000.00	0.00	285,000.00	0.00	100.00
510-5223 BUSINESS IMPROVEMENT GRANTS	80,000.00	0.00	0.00	80,000.00	0.00
510-5224 OFFICE RENTAL	13,200.00	0.00	8,600.00	4,600.00	65.15
510-5225 OTHSD PARKING LOT LEASE	6,120.00	0.00	3,674.46	2,445.54	60.04
510-5230 MARKETING/CITY EVENTS	50,000.00	0.00	50,000.00	0.00	100.00
510-5231 CAPITAL IMPROVEMENTS	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	1,112,082.00	0.00	777,709.05	334,372.95	69.93
<u>COMMODITIES</u>					
510-5301 OFFICE SUPPLIES	3,000.00	0.00	0.00	3,000.00	0.00
510-5302 OPERATIONAL EXPENSES	15,000.00	214.92	7,461.78	7,538.22	49.75
510-5305 COMMUNICATION EQUIPMENT	1,300.00	0.00	574.28	725.72	44.18
510-5326 EXPENSE REIMBURSEMENT	<u>250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>250.00</u>	<u>0.00</u>
TOTAL COMMODITIES	19,550.00	214.92	8,036.06	11,513.94	41.11
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TOTAL ADMINISTRATION	1,227,626.08	3,102.38	850,868.43	376,757.65	69.31
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TOTAL EXPENDITURES	1,227,626.08	3,102.38	850,868.43	376,757.65	69.31
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