



**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, June 16, 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 Regular Meeting dated May 19, 2021. (Staff)
4. Approval of the EDC Fiscal Year Ending (FYE) 2021 Revenue and Expense Report dated June 11, 2021. (Staff)

**STAFF REPORT:**

5. Staff update on Small Business Assistance Program and expenditures related to City events. (Marian Mendoza, Executive Director)

**CLOSED SESSION:**

6. 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.

**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 June 11, 2021 at 5:00 p.m.

*Marian Mendoza*

Marian Mendoza  
Executive Director

**Attest:**



Glenn Goolsby  
Assistant Director



## REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met 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 was an open meeting, subject to the open meeting laws of the State of Texas.

**Present:**

<i>Board Members:</i>	<i>Blaine Lopez, President</i>	<i>John Kodosky, Secretary</i>
	<i>Stephanie "Stevie" Seitz</i>	<i>Melody Cooper</i>
	<i>Allison Higgins</i>	

<i>Staff:</i>	<i>Marian Mendoza, Executive Director</i>
	<i>Glenn Goolsby, Assistant Director</i>

<b>Absent:</b>	<i>Greg Hayden</i>	<i>Alan Holmes</i>
----------------	--------------------	--------------------

**1. Call to Order.**

President, Lopez called the meeting to order at 7:09 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 placethe 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 Stevie Seitz, second by Allison Higgins to approve Items 3 and 4 as written. Motion carried unanimously.

**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)**

President Lopez after reading the following section, adjourned into closed session at 7:11 p.m.

**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.**

President Lopez reconvened the meeting at 8:16 p.m. and announced that no action had been taken during the closed session.

**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.**

Motion was made by Stevie Seitz, second by Allison Higgins to approve the item as written.  
Motion carried unanimously.

**STAFF REPORT:**

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

Glenn Goolsby reported that 24 businesses had applied for the second round of grants with 23 meeting the eligibility requirements.

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

President Lopez adjourned the meeting at 8:23 p.m.

---

Marian Mendoza  
Executive Director

CITY OF HELOTES  
 REVENUE & EXPENSE REPORT - UNAUDITED  
 AS OF: JUNE 11TH, 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	2,100.00	1,331,233.14	156,948.86	89.45
MISCELLANEOUS REVENUE	<u>12,000.00</u>	<u>0.00</u>	<u>1,389.61</u>	<u>10,610.39</u>	<u>11.58</u>
TOTAL REVENUES	1,500,182.00	2,100.00	1,332,622.75	167,559.25	88.83
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>1,325,262.39</u>	<u>116,346.56</u>	<u>1,283,779.24</u>	<u>41,483.15</u>	<u>96.87</u>
TOTAL EXPENDITURES	1,325,262.39	116,346.56	1,283,779.24	41,483.15	96.87
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	174,919.61	( 114,246.56)	48,843.51	126,076.10	27.92

CITY OF HELOTES  
 REVENUE & EXPENSE REPORT - UNAUDITED  
 AS OF: JUNE 11TH, 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	1,325,435.49	149,331.51	89.87
401-3150 MIXED BEVERAGE	9,815.00	0.00	2,997.65	6,817.35	30.54
401-3160 SUBLEASE HELOTES CHAMBER	<u>3,600.00</u>	<u>2,100.00</u>	<u>2,800.00</u>	<u>800.00</u>	<u>77.78</u>
TOTAL NON-PROPERTY TAXES	1,488,182.00	2,100.00	1,331,233.14	156,948.86	89.45
<u>MISCELLANEOUS REVENUE</u>					
406-1010 INTEREST	<u>12,000.00</u>	<u>0.00</u>	<u>1,389.61</u>	<u>10,610.39</u>	<u>11.58</u>
TOTAL MISCELLANEOUS REVENUE	12,000.00	0.00	1,389.61	10,610.39	11.58
<hr/>					
TOTAL REVENUES	1,500,182.00	2,100.00	1,332,622.75	167,559.25	88.83
	=====	=====	=====	=====	=====

CITY OF HELOTES  
 REVENUE & EXPENSE REPORT - UNAUDITED  
 AS OF: JUNE 11TH, 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	53,448.92	21,272.43	71.53
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>12,832.89</u>	<u>6,527.15</u>	<u>66.29</u>
TOTAL PERSONNEL	95,541.39	3,237.35	67,621.81	27,919.58	70.78
<u>CONTRACTUAL SERVICES</u>					
510-5201 MEMBERSHIPS, DUES & LICENSES	15,000.00	0.00	4,990.68	10,009.32	33.27
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	( 840.79)	20,293.59	9,706.41	67.65
510-5212 WEBSITE DEV. & MAINTENANCE	12,000.00	1,850.00	1,850.00	10,150.00	15.42
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	110,000.00	420,600.00	( 420,600.00)	0.00
510-5224 OFFICE RENTAL	12,000.00	2,100.00	7,800.00	4,200.00	65.00
510-5225 OTHSD PARKING LOT LEASE	5,520.00	0.00	3,527.94	1,992.06	63.91
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	113,109.21	813,483.21	( 195,744.21)	131.69
<u>COMMODITIES</u>					
510-5301 OFFICE SUPPLIES	2,000.00	0.00	244.62	1,755.38	12.23
510-5302 OPERATIONAL EXPENSES	8,500.00	0.00	11,170.20	( 2,670.20)	131.41
510-5305 COMMUNICATION EQUIPMENT	1,232.00	0.00	689.58	542.42	55.97
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	0.00	402,674.22	209,307.78	65.80
TOTAL ADMINISTRATION	1,325,262.39	116,346.56	1,283,779.24	41,483.15	96.87
TOTAL EXPENDITURES	1,325,262.39	116,346.56	1,283,779.24	41,483.15	96.87
REVENUES OVER/(UNDER) EXPENDITURES	174,919.61	( 114,246.56)	48,843.51	126,076.10	27.92

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



**City of Helotes EDC**  
**AGENDA ITEM REQUEST FORM**  
**DATE: June 16, 2021**

**Agenda Placement:**  **CONSENT**  
 **INDIVIDUAL**  
 **STAFF REPORT**  
 **PRESENTATION**  
 **CLOSED**

**CAPTION:**

Staff update on Small Business Assistance Program and expenditures related to City events.

**BACKGROUND:**

The Small Business Assistance Program was approved by HEDC on March 17<sup>th</sup> and by the Helotes City Council on March 25<sup>th</sup>. Applications were accepted from April 5<sup>th</sup> to April 23<sup>rd</sup> and awarded the week of May 31<sup>st</sup>. The Program received twenty-four (24) applications and twenty-three (23) were funded totaling \$395,000 in grants distributed.

The first full City event that was held in FY21 was the April MarketPlace. Since then the City has been able to have the Cornyval Parade in May and continuing MarketPlace monthly. Allocated funds for the approved City events will reflect a cost savings due to COVID regulations and the City not being able to hold all planned events.

**ATTACHMENT:** Attachment A – SBAP Report

**SUBMITTED BY:** EDC Staff

**DATE SUBMITTED:** 06/11/21





## Helotes Small Business Assistance Grant Round 2 Program Report

<b>Submitted Applications</b>	<b>24</b>
Not Submitted	4
Total Accounts Created in ZoomGrants	28

<b>Submitted Application Detail</b>	<b>Total</b>
Recommended for Approval	23
Unqualified / Ineligible	1
Total Submitted Applications	24

<b>Type of Applicant Organizations</b>	<b>Total</b>
For-Profit Business	21
Non-Profit Organization	3
Total Submitted Applications	24

Program Funding Totals	Applicants	Total
New Applicants (Eligible for \$25k)	14	\$350,000
Returning Applicants (Eligible for \$5k)	9	\$45,000
<b>Recommended Funding Total</b>	<b>23</b>	<b>\$395,000</b>

- Reasons for Unqualified/Ineligible Determination(s)**
- One (1) Business do not demonstrate a Gross Income loss of 15% or more within one of the four quarters in 2020.

<b>Not Submitted Application Detail</b>	
Not Started	3
Partially Started Not Complete	1
Total	4

Submitted Applicant Demographic Detail	Total Submitted	Ineligible	Recommended
Non-Women/Non-Minority	5	0	5
Minority Owned	3	0	3
Women Owned	6	0	6
Minority and Women Owned	10	1	9
Total	24	1	23