



MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, July 15, 2020 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 Ron Lane, Vice-President
Kathryn Mitchell, Secretary Stephanie "Stevie" Seitz
Matthew McCrossen John Kodosky

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

Absent: Phyllis Jackson

1. Call to Order.

President, Blaine Lopez called the meeting to order at 7:00 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 comments.

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 Matthew McCrossen, second by Kathryn Mitchell to approve Items 3 & 4 as written. Motion carried unanimously.

3. *Approval of the minutes of the Regular Meeting dated June 17, 2020.

4. *Approval of the EDC Fiscal Year Ending (FYE) 2020 Revenue and Expense Report dated July 9, 2020.

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. **Presentation by Armstrong, Vaughan & Associates, P.C. and discussion of and action on the EDC Fiscal Year Ending (FYE) 2019 Comprehensive Annual Financial Report. – Auditor**

Kim Roach from Armstrong, Vaughan & Associates presented the FYE 2019 Audit.

Motion was made by Matthew McCrossen, second by John Kodosky to discuss and approve the item as presented. Motion carried unanimously.

6. **Discussion of and direction on utilizing funds from the EDC Operating Budget to contribute to City events that promote local businesses, as permitted under Texas Local Government Code Section 380.001 (b) *Economic Development Programs* and Section 505.103 *Limitation on Use of Revenues for Promotional Purposes*. – Marian Mendoza, Executive Director**

Executive Director, Marian Mendoza presented the item and recommended the item be incorporated into the FYE 2021 Budget and not make a budget adjust for the FYE 2020 Budget.

Motion was made by Matthew McCrossen, second by John Kodosky to discuss and take action on Item 6. Direction was given to adjust the FYE 2021 Budget to include up to \$140,000 for marketing and event promotion. Motion carried unanimously.

7. **Discussion of and direction on utilizing funds from EDC Operating Account No. 05-510-5211 *Marketing / Tourism* for the purchase of reusable shopping tote bags to promote *Shop Helotes!* – Glenn Goolsby, Assistant Director**

Assistant Director, Glenn Goolsby presented Item 7 and highlighted seven design options for reusable tote bags. Direction was given to move forward with obtaining samples and pricing on three styles.

8. **Presentation of the Proposed FY 2020 - 2021 EDC Operating Budget and discussion on and action on scheduling a public hearing. – Marian Mendoza, Executive Director**

Marian Mendoza presented the proposed FYE 2021 Budget.

Motion by Matthew McCrossen, second by Kathryn Mitchell to discuss and take action on the Item as written to publish notice of a public hearing on August 19th and September 16th. Motion carried unanimously.

STAFF REPORT:

9. **Staff update on Small Business Loan Assistance Program and COVID-19 Restrictions – Glenn Goolsby, Assistant Director**

Mr. Goolsby informed the board three businesses had received funding and a fourth had just submitted their application for review.

Adjourn the regular meeting of the EDC Board of Directors.

President Lopez adjourned the meeting at 8:38 p.m.



Marian Mendoza
Executive Director