



SPECIAL MEETING AGENDA

The City of Helotes Economic Development Corporation (EDC) Board of Directors will meet for a Special Meeting on Wednesday, May 13, 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 authorize the participation of a meeting by videoconference and / or teleconference. In order to advance the public health goal of physical distancing, the City of Helotes EDC will conduct this special meeting by telephone conference. No in person input will be allowed. To speak remotely, citizens must register in advance by using the fillable Citizens Comment Form on the EDC or City websites. The comment form is due by 12:00 pm on Wednesday, May 13, 2020. 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 Spectrum Government Access Channel 21 or the recording on the City's YouTube channel. The digital meeting packet is available on the EDC website.

1. Call to order.

PUBLIC HEARING:

2. Public Hearing on a proposal for the City of Helotes Economic Development Corporation (HEDC) to fund a Small Business Assistance Program that will offer zero (0%) interest loans to businesses in the City of Helotes that have been impacted by COVID 19. The program qualifies as an economic development "Project", as defined by Texas Local Govt. Code Chapter 505 Type B Corporations.

OPEN SESSION:

3. 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.

ITEMS FOR INDIVIDUAL CONSIDERATION:

4. Discussion of and action on a Resolution of the City of Helotes Economic Development Corporation (HEDC) approving a project to establish a Small Business Loan Assistance Program that will offer zero (0%) interest loans to businesses within the corporate limits of Helotes that have been impacted by the coronavirus (COVID-19); and authorizing the HEDC Executive Director to take all necessary steps to implement the provisions of this Resolution. (Staff)

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 8, 2020 at 4:00 p.m.

Attest:



Glenn Goolsby
Assistant Executive Director

Marian Mendoza

Marian Mendoza
Executive Director



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: May 13, 2020**

Agenda Placement:

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

CAPTION:

Public Hearing on a proposal for the City of Helotes Economic Development Corporation (HEDC) to fund a Small Business Loan Assistance Program that will offer zero (0%) interest loans to businesses in the City of Helotes that have been impacted by COVID 19. The program qualifies as an economic development "Project", as defined by Texas Local Govt. Code Chapter 505 Type B Corporations.

BACKGROUND AND SUMMARY:

HEDC staff has researched several programs to provide financial assistance to small businesses located in the City of Helotes in response to the coronavirus (COVID-19) pandemic. COVID-19 has had, and continues to have, a significant impact on our local economy by limiting the services that may be offered by many City businesses or causing their temporary closure, resulting in layoffs and financial hardship. In the interest of reducing the economic impact of COVID-19 on local businesses located within the City of Helotes, the HEDC Board of Directors and Staff propose this program to assist our local businesses.

Staff contacted Community Development Financial Institution (CDFI) lenders to seek a partnership with the EDC and to administer the program. A Special HEDC meeting was held on April 30, 2020 to discuss program needs, setting the program parameters and decide on a CDFI lender to administer the program. The program will provide a minimum of \$5,000.00 to a maximum of \$20,000.00 in zero (0%) interest loans to each eligible Helotes small business that has been adversely impacted by the COVID-19 pandemic until available funds are allocated. The EDC will partner with BCL of Texas to administer the program. The total funding for the program is \$336,000.00 to include total loan distribution and administration fee to be paid over a 36 month period.

ATTACHMENT:

Attachment A – Public Hearing Notices

SUBMITTED BY: HEDC Staff



**NOTICE OF PUBLIC HEARING & 60 DAY COMMENT PERIOD
ON THE USE OF TYPE B FUNDS FOR THE SMALL BUSINESS RECOVERY PROGRAM**

The Helotes EDC hereby gives notice, pursuant to Texas Local Government Code, Sec. 505.158, that it will conduct a sixty (60) day comment period that will open on May 2, 2020 and will close on July 1, 2020 for the consideration to use Type B sales tax funds for a Small Business Loan Assistance Program that will be used to offer zero interest loans to businesses that are impacted by the COVID 19 pandemic.

Public Hearings are scheduled for Wednesday, May 13 2020 at 7 p.m. at the Economic Development Board Special meeting and on Thursday, May 14, 2020 at 7 p.m. at the City Council meeting; both will be held at Helotes City Hall, 12951 Bandera Rd., Helotes, TX 78023. Note that funding for the Small Business Loan Assistance Program requires approval by the Helotes EDC Board of Directors and the Helotes City Council.

The program qualifies as an economic development "Project," as defined by Texas Local Govt. Code Chapter 505 *Type B Corporations*.

For additional information, the public may contact Glenn Goolsby, Assistant Executive Director via email at ggoolsby@helotes-tx.gov or via phone at (210) 695-5910.

Notice has been published in the S.A. Express News and will be posted at the Helotes City Hall Municipal Building Bulletin Board and EDC website for the duration of the public comment period, which will end on July 1, 2020.

Hearst Newspapers, LLC Order Confirmation

<u>Ad Order Number</u> 0034023195	<u>Customer</u> CITY OF HELOTES	<u>Payor Customer</u> CITY OF HELOTES	<u>PO Number</u>
<u>Sales Rep.</u> 1202-SAE	<u>Customer Account</u> 20000334	<u>Payor Account</u> 20000334	<u>Ordered By</u> glenn goolsby
<u>Order Taker</u> ccastillo	<u>Customer Address</u> PO BOX 507 HELOTES TX 780230507 USA	<u>Payor Address</u> PO BOX 507 HELOTES TX 780230507 USA	<u>Customer Fax</u>
<u>Order Source</u> Rep	<u>Customer Phone</u> 2106955911	<u>Payor Phone</u> 2106955911	<u>Customer EMail</u> CITYSEC@HELOTES-TX.GOV
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Invoice Text
GLENN GOOLSBY

<u>Net Amount</u>	<u>Tax Amount</u>	<u>Total Amount</u>	<u>Payment Method</u>	<u>Payment Amount</u>	<u>Amount Due</u>
\$296.33	\$0.00	\$296.33	Credit Card	\$0.00	\$296.33

<u>Ad Number</u>	<u>Ad Type</u>	<u>Ad Size</u>	<u>Color</u>
0034023195-01	Legal	1 X 17 li	

<u>Run Date</u>	<u>Product</u>	<u>Placement</u>	<u>Position</u>	<u>Subtotal</u>
05/02/2020	SAE Express-News	Legals	Legal Notices	\$246.33

WYSIWYG Content

NOTICE OF PUBLIC HEARINGS
The City of Helotes Economic Development Corporation (EDC) will hold a Public Hearing on May 13, 2020 and City Council will hold a Public Hearing on May 14, 2020 at 7 p.m. in the City Hall Council Chambers, 12951 Bandera Rd., Helotes, TX 78023 on a proposal for the EDC to fund a Small Business Assistance Program that will offer zero (0%) or low interest loans to businesses in the City of Helotes that have been impacted by COVID 19. The proposal constitute an economic development "Project," as defined by Texas Local Govt. Code Chapter 505 Type B Corporations. For more information, visit www.helotesedc.com.

City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: May 13, 2020

Agenda Placement: **CONSENT**
 INDIVIDUAL
 PRESENTATION
 CLOSED

CAPTION:

Discussion of and action on a Resolution of the City of Helotes Economic Development Corporation (HEDC) approving a project to establish a Small Business Loan Assistance Program that will offer zero (0%) interest loans to businesses within the corporate limits of Helotes that have been impacted by the Coronavirus (COVID-19); and authorizing the HEDC Executive Director to take all necessary steps to implement the provisions of this Resolution.

BACKGROUND AND SUMMARY:

On April 30, 2020 the HEDC Board of Directors approved publishing a Notice of Public Hearing to consider funding a Small Business Loan Assistance Program that will offer zero (0%) interest loans to businesses in the City of Helotes that have been impacted by COVID 19 and selected CEN-TEX CDC dba BCL of Texas to administer the loan program in an amount of \$300,000.00.

Staff is recommending the following eligibility requirements for each business to qualify for assistance through the program:

- Located within the corporate limits of the City of Helotes and must be in current compliance with the City of Helotes Code of Ordinances, including all applicable zoning and land use ordinances
- Not a home-based business
- Must have a current Certificate of Occupancy in Helotes
- Must have been in business since May 2019
- Must be a sales tax producing business
- Must demonstrate a loss of revenue in the period beginning March 1, 2020 due to the COVID-19 crisis using the twelve (12) previous months as a basis
- Must be able to repay the new loan payment
- Must provide verification of available collateral owned free and clear by the business or owner
- Has not received a Bexar County, State or Federal COVID-19 loan or grant; will be evaluated on a case by case basis



ATTACHMENT:

Attachment A – Resolution

FINANCIAL:

Total loan funds of \$300,000 plus administration fee of \$36,000 paid monthly over a 36 month period.

SUBMITTED BY: HEDC Staff

RESOLUTION NO. 20-001

A RESOLUTION OF THE ECONOMIC DEVELOPMENT CORPORATON (EDC) OF THE CITY OF HELOTES, TEXAS, ESTABLISHING A SMALL BUSINESS ASSISTANCE PROGRAM AND ELIGIBILITY CRITERIA TO PROVIDE IMMEDIATE, SHORT-TERM FINANCIAL AID TO QUALIFIED SMALL BUSINESSES THAT HAVE BEEN IMPACTED BY COVID-19 IN THE CITY OF HELOTES; APPROPRIATING \$336,000 TO ESTABLISH THE PROGRAM; AUTHORIZING THE HEDC EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; REPEALING ANY OTHER CODE PROVISIONS, RESOLUTIONS, OR PARTS OF RESOLUTIONS, AND OTHER PROVISIONS IN CONFLICT HEREWITH; AND SETTING AN EFFECTIVE DATE.

WHEREAS, in December 2019, a novel coronavirus, now designated SARS-Co V2 which causes the disease COVID-19, was detected in Wuhan, China; and

WHEREAS, President Donald J. Trump declared a State of National Emergency for the United States of America on March 13, 2020 in response to the spread of COVID-19; and

WHEREAS, on March 13, 2020, Texas Governor Greg Abbott declared a statewide public health disaster; and

WHEREAS, on March 20, 2020, Mayor Thomas Schoolcraft issued a declaration of local disaster for public health emergency for the City of Helotes for a period of seven (7) days; and

WHEREAS, on March 26, 2020, the City Council adopted Declaration No. 2020-02, continuing and extending the Mayor's amended declaration of local disaster for public health emergency for sixty (60) days to help abate the public health threat resulting from the COVID-19 pandemic; and

WHEREAS, the COVID-19 pandemic has caused closures of and limitations on local businesses; and

WHEREAS, some local businesses in the City of Helotes do not currently have an online presence which would enable them to provide services during this state of disaster; and

WHEREAS, Chapter 505 of the Texas Local Government Code allows Economic Development Corporations to establish economic development projects to business enterprises that create or retain primary jobs in the municipality; and

WHEREAS, the HEDC recognizes the economic strain the COVID-19 pandemic is causing its local businesses, and desires to establish a stimulus program to provide limited financial assistance to small businesses located within the city limits; and

WHEREAS, the HEDC finds that establishing this program and awarding zero interest loans to such small businesses will serve the public health, safety and welfare of the City of Helotes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION THAT:

SECTION 1: The HEDC desires to establish a small business assistance program pursuant to Chapter 505 of the Texas Local Government Code to provide immediate, short-term financial assistance in the form of zero interest loans to qualified businesses located within the city limits of the City of Helotes.

SECTION 2: The HEDC Executive Director is authorized to negotiate and execute a contract with CEN-TEX CDC dba BCL of Texas, a Community Development Financial Institution (CDFI) lender, to administer the small business assistance program, and are authorized to take any and all other actions they deem necessary to administer the program consistent with the program requirements set forth herein.

SECTION 3: The HEDC shall appropriate the sum of \$336,000 from the HEDC budget to establish the Small business Loan Assistance program.

SECTION 4. Each qualified small business is eligible to receive a zero interest loan from \$5,000 up to \$20,000.

SECTION 5. The HEDC finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

SECTION 6. If any section, subsection, sentence, clause or phrase of this Resolution be declared unconstitutional and/or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Resolution shall remain in full force and effect. The HEDC hereby declares that it would have passed this Resolution, and each section, subsection, clause and phrase thereof regardless of whether any one or more sections, subsections, sentences, clauses or phrases may be declared unconstitutional and/or invalid.

SECTION 7. This Resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED THIS 13TH DAY OF MAY, 2020.

HELOTES ECONOMIC DEVELOPMENT CORPORATION

Blaine Lopez, President

ATTEST:

Glenn Goolsby, Assistant Executive Director