



The City of Helotes Economic Development Corporation (EDC) Board of Directors will meet for a Regular Meeting on Wednesday, November 18, 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, November 18, 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 the City's YouTube channel. The digital meeting packet is available on the EDC website.

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 September 16, 2020. (Staff)
4. Approval of the EDC Fiscal Year Ending (FYE) 2020 Revenue and Expense Report dated October 31, 2020. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. Discussion of and action on the election of officers for the EDC Board of Directors, as required by the EDC Restated and Amended Articles of Incorporation, Article Ten *Board of Directors*, including, but not limited to, President, Vice-President, and Secretary. (Staff)
6. Discussion of and action on approving amendments to the EDC Policy and Procedures to include a decision tree matrix that will be utilized to evaluate projects and expenditures over \$10,000, or another expenditure amount agreed upon by the Board of Directors, to ensure unplanned projects brought to the EDC align with the current Strategic Work Plan. (Staff)
7. Discussion and action on appropriation of additional FYE 2021 funds for electrical work to connect electrical meter loop, install outlets and light poles on Old Town Helotes (OTH) Pedestrian Bridge. (Staff)

STAFF REPORT:

8. Update/summary on the EDC FYE 2019 Strategic Work Plan and presenting proposed FYE 2021 Strategic Work Plan for review and recommendations. (Staff)
9. Update on the Small Business Grant Program and Digital Billboard Advertising Program. (Marian Mendoza, Executive 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 November 13, 2020 at 4:00 p.m.

Marian Mendoza

Marian Mendoza
Executive Director

Attest:

Glenn Goolsby

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, September 16, 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 *Matthew McCrossen*
 John Kodosky

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

Absent: *Stephanie "Stevie" Seitz* *Phyllis Jackson*

1. Call to Order.

President, Lopez called the meeting to order at 7:00 p.m.

PUBLIC HEARING:

- 2. Public Hearing on proposed Maintenance & Operating, Interest & Sinking, and Capital budgets for Fiscal Year Ending (FYE) 2021. Proposed EDC budgets include economic development "Projects," as defined by Texas Local Govt. Code Chapter 505 *Type B Corporations*. EDC FYE 2021 "Projects" include the following expenditures: Maintenance & Operating; Interest & Sinking (Debt Service); Personnel & Benefits; Office Rental; Memberships; Audit Fees; Conferences, Workshops & Seminars; Legal & Financial Fees; Conceptual Design / Land Use Planning; Marketing & Social Media Campaigns; Special Event Marketing; Website(s) Development & Maintenance; Managed Services Agmt. w/ City; Old Town Helotes Parking Lot Lease Agmt.; Land Acquisition; Ch. 380 Economic Development Agmt. Reimbursements; Google 360 Tours; Small Business Loan & Grant Incentives; City Visitor's & Tourism Center; Splash Pad; and Sidewalks.**

Blaine Lopez opened the public hearing at 7:00 p.m. No one signed up to speak on this item. Mr. Lane closed the public hearing at 7:00 p.m.

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). 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. 4 – 9):

All items marked with an asterisk (*) on the consent agenda were voted on as a group. Motion was made by Matthew McCrossen, second by John Kodosky to approve Items 4 thru 9 as written. Motion carried unanimously.

4. ***Approval of the minutes of the Regular Meeting dated August 19, 2020. (Staff)**
5. ***Approval of the EDC Fiscal Year Ending (FYE) 2020 Revenue and Expense Report dated September 10, 2020. (Staff)**
6. ***Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving an Agreement for Management Services between the City of Helotes and the EDC; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)**
7. ***Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving an Investment Policy and Strategy for public investment purposes; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)**
8. ***Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) designating Investment Officers for public investment purposes; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)**
9. ***Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving a list of approved brokers / dealers for public investment purposes; authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

10. **Discussion of and action on renewal of a Lease Agreement for EDC office space located at 12682 F.M. 1560 West, Suite 105, Helotes, Texas between the Helotes EDC and E. Douglas Deptuch and Son #1 LLC. (Staff)**

Marian Mendoza presented the proposed HEDC Office Lease Agreement with Douglas Deptuch, highlighting it would be a three-year extension with a rental increase of \$100.00 each year.

Motion was made by Matthew McCrossen, second by Kathryn Mitchell to approve the agreement as written. Motion carried unanimously.

11. **Discussion of and action on entering into a Sublease Agreement for shared office space located at 12682 F.M. 1560 West, Suite 105, Helotes, Texas with the Helotes Area Chamber of Commerce. (Marian Mendoza, Executive Director)**

Marian Mendoza presented the proposed Sublease Agreement between the HEDC and Helotes Area Chamber of Commerce to run concurrent with the HEDC master lease agreement.

Motion was made by Ron Lane, second by Kathryn Mitchell to amend the agreement for a period of one year with an option to auto renew for up to two more years and

12. **Discussion of and action on a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (EDC) approving appropriations for the Fiscal Year Ending (FYE) 2021 Maintenance & Operating, Interest & Sinking, and Capital budgets for Fiscal Year Ending (FYE) 2021. Proposed EDC budgets include economic development "Projects," as defined by Texas Local Govt. Code Chapter 505 *Type B Corporations* and authorizing the Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date. (Staff)**

Motion was made by Matthew McCrossen, second by John Kodosky to discuss and take action on Item 12 as written.

13. **Discussion of and direction on creating a policy decision matrix that will be utilized to evaluate projects and expenditures over \$10,000, or another expenditure amount agreed upon by the Board of Directors, to ensure unplanned projects brought to the EDC align with the current Strategic Work Plan. (Matthew McCrossen, Board Member)**

Matthew McCrossen presented a decision tree matrix he developed to assist in evaluating future projects. Direction was given to staff to bring the item back for board approval.

14. **Discussion of and direction on the purchase of digital billboards to promote Shop Helotes! and local events. (Glenn Goolsby, Assistant Director)**

Glenn Goolsby presented the Item and outlined how the HEDC could utilize digital billboards in the surrounding area to promote a shop Helotes shop local ad campaign. Direction was given to

allocate up to \$10,000 for the ad campaign. Additional direction was given to require businesses to register to participate and base selection on a lottery system.

15. **Discussion of and direction on sponsoring the Helotes Area Chamber's 0.5K Challenge. – Glenn Goolsby, Assistant Director**

Glenn Goolsby presented the request by the Helotes Area Chamber to sponsor the 0.5K Challenge. Direction was given to participate at the \$3,500.00 level.

STAFF REPORT:

16. **Update on the Small Business Grant Program and COVID-19 restrictions. (Marian Mendoza, Executive Director)**

Marian Mendoza provided an update that 23 businesses had applied and 8 more pending additional information.

Adjourn the regular meeting of the EDC Board of Directors.

President Lopez adjourned the meeting at 8:19 p.m.

Marian Mendoza
Executive Director

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: OCTOBER 31ST, 2020

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	138,221.06	138,221.06	1,349,960.94	9.29
MISCELLANEOUS REVENUE	<u>12,000.00</u>	<u>239.99</u>	<u>239.99</u>	<u>11,760.01</u>	<u>2.00</u>
TOTAL REVENUES	<u>1,500,182.00</u>	<u>138,461.05</u>	<u>138,461.05</u>	<u>1,361,720.95</u>	<u>9.23</u>
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>1,215,262.39</u>	<u>171,306.68</u>	<u>171,306.68</u>	<u>1,043,955.71</u>	<u>14.10</u>
TOTAL EXPENDITURES	<u>1,215,262.39</u>	<u>171,306.68</u>	<u>171,306.68</u>	<u>1,043,955.71</u>	<u>14.10</u>
REVENUES OVER/ (UNDER) EXPENDITURES	284,919.61	(32,845.63)	(32,845.63)	317,765.24	11.53-

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: OCTOBER 31ST, 2020

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	138,221.06	138,221.06	1,336,545.94	9.37
401-3150 MIXED BEVERAGE	9,815.00	0.00	0.00	9,815.00	0.00
401-3160 SUBLEASE HELOTES CHAMBER	3,600.00	0.00	0.00	3,600.00	0.00
TOTAL NON-PROPERTY TAXES	<u>1,488,182.00</u>	<u>138,221.06</u>	<u>138,221.06</u>	<u>1,349,960.94</u>	<u>9.29</u>
<u>MISCELLANEOUS REVENUE</u>					
406-1010 INTEREST	12,000.00	239.99	239.99	11,760.01	2.00
TOTAL MISCELLANEOUS REVENUE	<u>12,000.00</u>	<u>239.99</u>	<u>239.99</u>	<u>11,760.01</u>	<u>2.00</u>
TOTAL REVENUES	<u>1,500,182.00</u>	<u>138,461.05</u>	<u>138,461.05</u>	<u>1,361,720.95</u>	<u>9.23</u>

05 -ECONOMIC DEVELOPMENT CORP
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
PERSONNEL					
510-5101 SALARIES	74,721.35	8,376.28	8,376.28	66,345.07	11.21
510-5111 LONGEVITY	1,460.00	0.00	0.00	1,460.00	0.00
510-5113 BENEFITS	19,360.04	1,830.66	1,830.66	17,529.38	9.46
TOTAL PERSONNEL	<u>95,541.39</u>	<u>10,206.94</u>	<u>10,206.94</u>	<u>85,334.45</u>	<u>10.68</u>
CONTRACTUAL SERVICES					
510-5201 MEMBERSHIPS, DUES & LICENSES	15,000.00	(92.32)	(92.32)	15,092.32	0.62-
510-5202 AUDIT FEES	3,400.00	0.00	0.00	3,400.00	0.00
510-5203 SCHOOLS, SEMINARS, CONFERENCES	3,200.00	0.00	0.00	3,200.00	0.00
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	0.00	3,000.00	0.00
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	0.00	0.00	30,000.00	0.00
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	0.00	30,000.00	0.00
510-5215 DEBT SERVICE	321,669.00	0.00	0.00	321,669.00	0.00
510-5216 SBLAP GRANTS & ADMINISTRATION	0.00	160,000.00	160,000.00	(160,000.00)	0.00
510-5224 OFFICE RENTAL	12,000.00	550.00	550.00	11,450.00	4.58
510-5225 OTHSD PARKING LOT LEASE	5,520.00	400.00	400.00	5,120.00	7.25
510-5228 VISITOR CENTER	50,000.00	0.00	0.00	50,000.00	0.00
TOTAL CONTRACTUAL SERVICES	<u>507,739.00</u>	<u>160,857.68</u>	<u>160,857.68</u>	<u>346,881.32</u>	<u>31.68</u>
COMMODITIES					
510-5301 OFFICE SUPPLIES	2,000.00	117.06	117.06	1,882.94	5.85
510-5302 OPERATIONAL EXPENSES	8,500.00	125.00	125.00	8,375.00	1.47
510-5305 COMMUNICATION EQUIPMENT	1,232.00	0.00	0.00	1,232.00	0.00
510-5326 EXPENSE REIMBURSEMENT	250.00	0.00	0.00	250.00	0.00
510-5333 380 AGREEMENT REIMBURSEMENTS	600,000.00	0.00	0.00	600,000.00	0.00
TOTAL COMMODITIES	<u>611,982.00</u>	<u>242.06</u>	<u>242.06</u>	<u>611,739.94</u>	<u>0.04</u>
TOTAL ADMINISTRATION	1,215,262.39	171,306.68	171,306.68	1,043,955.71	14.10
TOTAL EXPENDITURES	<u>1,215,262.39</u>	<u>171,306.68</u>	<u>171,306.68</u>	<u>1,043,955.71</u>	<u>14.10</u>
REVENUES OVER/ (UNDER) EXPENDITURES	<u>284,919.61</u>	<u>(32,845.63)</u>	<u>(32,845.63)</u>	<u>317,765.24</u>	<u>11.53-</u>

*** END OF REPORT ***



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: November 18, 2020**

Agenda Placement: CONSENT
 INDIVIDUAL
 PRESENTATION
 CLOSED

CAPTION:

Discussion of and action on the election of officers for the EDC Board of Directors, as required by the EDC Restated and Amended Articles of Incorporation, Article Ten Board of Directors, including, but not limited to, President, Vice-President, and Secretary. (Staff)

BACKGROUND:

Article Ten Board of Directors: Section (d) The Board of Directors shall elect a President, Vice President, Secretary and any other officers that the Corporation considers necessary to serve as executive officers of the Corporation, as more specifically provided in the Corporation's Bylaws.

The term of each officer's office shall expire on September 30 of each year. The City Administrator, or his/her designee who shall be reviewed by the Board of Directors and approved by the City Council, shall serve as the Executive Director of the Corporation, but the Executive Director shall not be a member of the Board of Directors.

FINANCIAL: N/A.

SUBMITTED BY: EDC Staff



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: November 18, 2020**

Agenda Placement: **CONSENT**
 INDIVIDUAL
 PRESENTATION
 CLOSED

CAPTION:

Discussion of and action on approving an amending the EDC Policy and Procedures to include a decision tree matrix that will be utilized to evaluate projects and expenditures over \$10,000, or another expenditure amount agreed upon by the Board of Directors, to ensure unplanned projects brought to the EDC align with the current Strategic Work Plan. (Staff)

BACKGROUND:

Director Matthew McCrossen presented discussion at the August 19th and September 16th EDC meeting, outlining the benefits of establishing a decision tree matrix.

The main points of discussion were:

- Creating a tool such as a decision tree to assist current and future board members to evaluate projects based not only on legality, but if they align with the goals established in the EDC Strategic Work Plan.
- Implementing such a tool would provide for better continuity and direction for board members.

Direction was given to staff to incorporate the policy into the HEDC Policies and Procedures and bring back for final approval.

FINANCIAL: N/A.

ATTACHMENT: Attachment A – Policies and Procedures Amended

SUBMITTED BY: EDC Staff

City of Helotes
Economic Development Corporation
Policies and Procedures



Adopted and approved by the Board of Directors
November 18, 2020

TABLE OF CONTENTS

PAGE 3 | Agenda Item Requirements and Process

PAGE 4 | Project Approval Process

EDC Agenda Requirements

The agenda is the sole means of the Economic Development Corporation to take official action. Therefore, items must be presented in ample time, in sufficient detail, and with sufficient clarity of recommendations to give:

- a) Public notice of the nature of the issue being presented for action and/or information; and
- b) The Board an opportunity to study the issue before a public discussion can take place.

All agenda items must be submitted to the Executive Director for placement on the agenda no later than noon six (6) days prior to the desired EDC meeting date.

The President will review agenda items – which must include supporting data, committee findings (if appropriate), options and recommendations – and approve or disapprove their inclusion based on completeness and whether the issue is 1) ripe for consideration by the Board and 2) within jurisdiction of the EDC. The Executive Director will be responsible for administering the addenda process. The EDC Specialist will be responsible for coordinating all aspects of the agenda process.

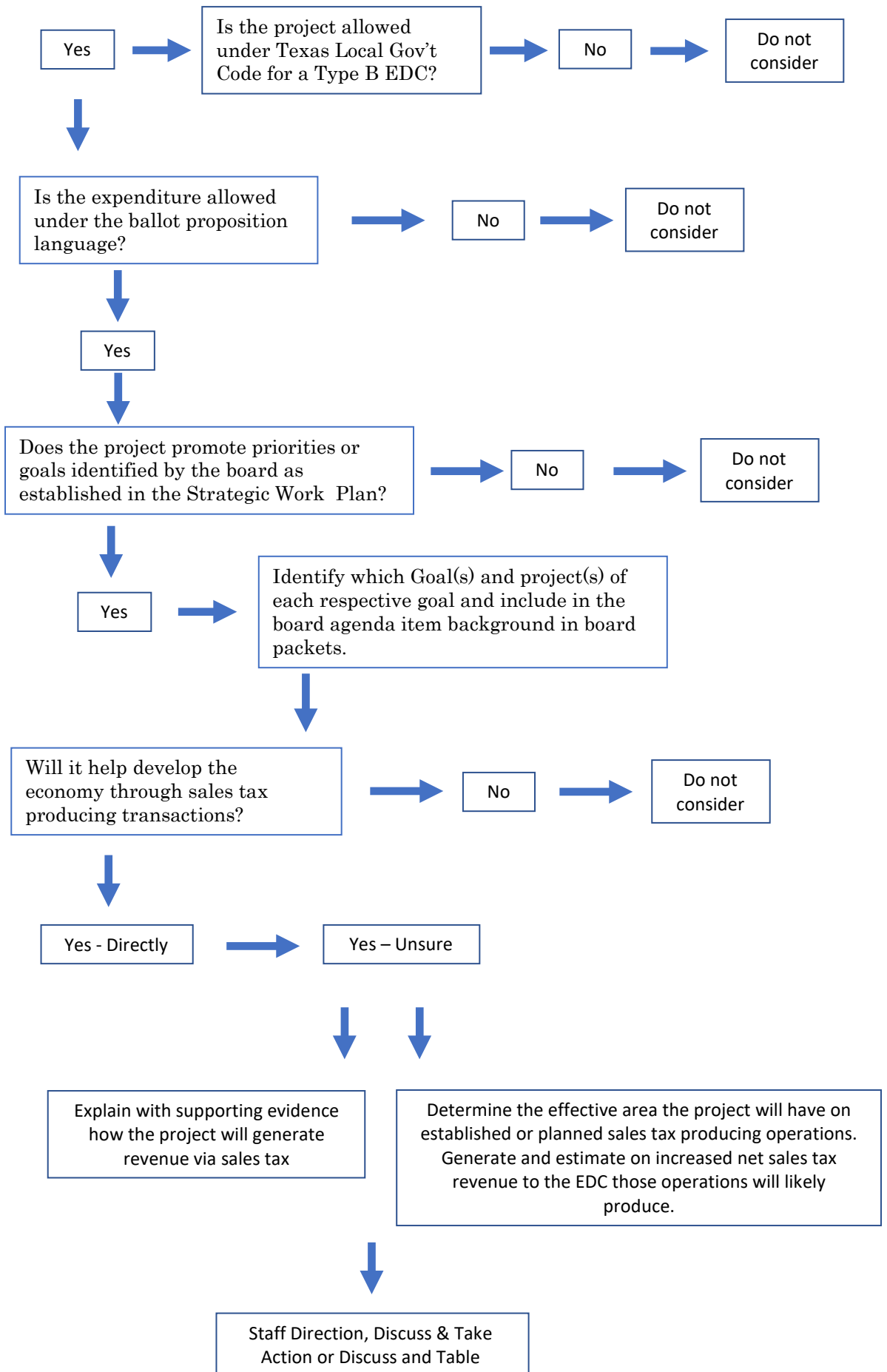
Directors who wish to place an item on the agenda should follow these procedures:

- a) Contact the President with his/her item for vetting and consultation at least a week before posting date; or
- b) Initiate the process by providing an Agenda Item Request form signed by two EDC directors, which will be presented to the President for review no later than two (2) days before posting date. The directors are responsible for the completeness of their agenda item request and for their own work products. Agenda items not received on a timely basis, with appropriate signatures, will be processed and posted on the agenda for the second meeting hence, provided they are complete.

Project Approval Process

The Helotes Economic Development Corporation is dedicated to achieving the highest quality of development, services, infrastructure, and quality of life for the citizens of Helotes. One of the primary tools for achieving these goals is to fund projects that will enhance our goals. For this reason, the HEDC Board of Directors has developed a Project Decision Matrix to evaluate each project presented to the HEDC that exceeds \$10,000.00. See table below.

Project Decision Matrix





City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: November 18, 2020

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

CAPTION:

Discussion and action on appropriation of additional FYE 2021 funds for electrical work to connect electrical meter loop, install outlets and light poles on Old Town Helotes (OTH) Pedestrian Bridge. (Staff)

BACKGROUND:

The OTH Pedestrian Bridge was completed in 2019 with future plans to provide additional decorative lighting along the pathway. The City has installed a pole and requested CPS to install meter loop across the street to provide the electricity to the OTH Pedestrian Bridge. Both those costs will be covered through the City budget.

Additional work by an electrician will be needed to connect the electrical meter loop under the bridge and install additional outlets and decorative light poles at each end of the bridge to allow for lighting along the pathway.

FINANCIAL: Not to exceed \$6,000

ATTACHMENT: Attachment A – Application to CPS for Meter Loop

SUBMITTED BY: EDC Staff



COMMERCIAL DEVELOPMENT & SERVICES APPLICATION

To help us process your application, please provide all requested information. Missing information may result in delays.

Electronically (Preferred)	By Mail	By Hand Delivery
<ul style="list-style-type: none"> Submit your application and monitor the status of it and any associated work requests at <u>Construction web portal</u> <p>OR</p> <ul style="list-style-type: none"> Send this form as an email attachment to <u>Ce@cpsenergy.com</u> 	CPS Energy Attn: IDS-Customer Engineering Supervisor P.O. Box 1771 Mail Drop #410101 San Antonio, Texas 78296-1771	<ul style="list-style-type: none"> 17281 N. Green Mountain Rd San Antonio, Texas 78247 <p>OR</p> <ul style="list-style-type: none"> 7814 S. Zarzamora Street #3 San Antonio, Texas 78224

If you have any questions or need assistance you may call (210) 353-4050.

CUSTOMER & PROJECT INFORMATION

Project Name: 14600 Bandera Road Company Name: City of Helotes

Application Date: 11-4-20 Requested CPS Energy Energize Date: _____

Note: Please note that your service start date will depend on the complexity of your project and the completion of your responsibilities described in the Construction & Renovation Step by Step Processes

Location/Address: 14600 Bandera Helotes Tx, 78023

Owner: City of Helotes Phone: 210-695-8877 Email: jmair@helotes-tx.gov

Engineer(Elec): _____ Phone: _____ Email: _____

Engineer(Civil): _____ Phone: _____ Email: _____

Electrician: Pat Johnson Phone: 210-213-6730 Email: tpjohnson1958@gmail.com

Plumber: _____ Phone: _____ Email: _____

Superintendent: _____ Phone: _____ Email: _____

Architect: _____ Phone: _____ Email: _____

Developer: _____ Phone: _____ Email: _____

*Primary Contact: Joshua Mair Phone: 210-877-4965 Email: jmair@helotes-tx.gov

*Primary Contact will receive status updates as the work progresses and will be contacted in the case that additional information is needed.

Have you already had a Utility Preliminary Plan Review meeting with CPS Energy? _____

To request a meeting, go to:

<https://cpsenergy.com/content/dam/corporate/en/Documents/CustomEngineering/UPPR%20Memo%20and%20Form.pdf>



SERVICE ADDRESS

Please read the following information before proceeding:

- A complete and accurate service address is required before service may be installed.
- **The City of San Antonio** assigns addresses within city limits. A service address must be assigned prior to the installation of an electric or gas service. An Address Verification Letter may be required if service address is not verifiable. This letter is supplied by the City of San Antonio.
- For an assignment of a new address or for an Address Verification Letter, you can submit the form by clicking on the following link: <https://docsonline.sanantonio.gov/FileUploads/dsd/RequestforAddress.pdf> and submitting to the City of San Antonio's Development Services Addressing Team, either in person at 1901 S Alamo or via email at dsd.addressing@sanantonio.gov. For further information, please contact their Land Entitlements Addressing Team at (210) 207-1111.
- **Incorporated cities** that assign their own addresses are: Alamo Heights, Balcones Heights, Castle Hills, Hill Country Village, Hollywood Park, Leon Valley, Live Oak, Lytle (Medina County), Olmos Park, Schertz, Terrell Hills, Universal City (commercial only), and Windcrest.
 - **Important:** For addresses in an incorporated city, an Address Verification Letter may be required if service address is not found in our system. This letter is supplied by the incorporated city.

For additional information, click on link:
<https://www.cpsenergy.com/content/dam/corporate/en/Documents/CSI/General%20Addressing%20Information.pdf>
- **Bexar County** - CPS Energy assigns addresses outside of city limits.
 - **Important:** If the address is outside of city limits one of the following documents are required to assign your address:
 - Property survey **OR**
 - Plat with legal description
 - **EXTRATERRITORIAL JURISDICTION (ETJ) APPROVAL/ CERTIFICATE OF DETERMINATION:** If you are outside San Antonio city limits, you may still be within San Antonio's ETJ. It is suggested that you contact the Development Services Department of the City of San Antonio prior to obtaining any other releases for electrical service. Please contact the City of San Antonio at the Business and Development Services building, 1901 S. Alamo St. (210) 207-1111.

Provide new address for service request:

Address: 14600 Old Bandera Road Apt/Unit #: _____
 City: Helotes State: Texas Zip Code: 78023



NEW SERVICE REQUEST

Please select all applicable installation options from the following categories.

Structure Type	Requested Service Type	Permanent Electric Service Type
<input type="checkbox"/> Industrial/Manufacturing <input type="checkbox"/> Restaurant <input type="checkbox"/> Retail <input type="checkbox"/> School <input type="checkbox"/> Warehouse <input type="checkbox"/> Hospital <input type="checkbox"/> Convenience Store <input checked="" type="checkbox"/> Other (Note below)	<input checked="" type="checkbox"/> Perm. Overhead Electric Service (Overhead Transformer) <input type="checkbox"/> Overhead to Underground Service <input type="checkbox"/> Perm. Underground Electric Service (Padmount Transformer) <input type="checkbox"/> Temporary Electric Service <input type="checkbox"/> Gas Service <input type="checkbox"/> Network <input type="checkbox"/> Electric Vehicle Charging <input type="checkbox"/> Distribution Generation (Solar) <input type="checkbox"/> Irrigation <input type="checkbox"/> Private Lighting	<input checked="" type="checkbox"/> 120/240 1-ph <input type="checkbox"/> 240/120 3-ph open (Δ) delta <input type="checkbox"/> 208/120 3-ph <input type="checkbox"/> 480/277 3-ph <input type="checkbox"/> Primary Metering <input type="checkbox"/> 4kV <input type="checkbox"/> Do Not Know

Expected Square Footage: N/A

Additional Information: Meter loop along City street for special events

BILLING INFORMATION

Billing Name: P.O. Box 507 Phone: 210-695-8877

Billing Address: _____ Apt/Unit #: _____

City: Helotes State: Texas Zip Code: 78023

Billing Tax ID # or Social Security No.: 74-222022 Driver's License No.: 11186904

Tax Exempt (If Tax Exempt attach form 01-339 from the Texas Comptroller)
<https://comptroller.texas.gov/forms/01-339.pdf>



APPLICATION ATTACHMENTS

The following attachments are required to be submitted with the application to initiate design. Please note that all CAD files need to be 2007 version or older.

Please check below accordingly:

Small Commercial Customers (Overhead Transformers):

- Load Sheet (attached)
- Site Plan of Utility Services (PDF File)
- Address Verification Letter (If applicable)
- Tax Form 01-339 (If applicable)

The following items will be required at a later time, determined by your designer. If they have been completed, they can accompany application.

- Meter loop drawing (PDF File)
- Environmental Form
- Motor Load Form (for 100 HP motors or larger)

Large Commercial Customers (Padmount Transformers):

- Load Sheet - Signed & Sealed if design drawings are not yet at 100% submittal (attached)
- Utility Site Plan - Signed & Sealed (CAD file, 2007 version or older & PDF file)
- Address Verification Letter (If applicable)
- Tax Form (If Applicable)

The following items will be required at a later time, determined by your designer. If they have been completed, they can accompany application.

- Customer Environmental Requirements Checklist
- Electric Meter Loop Drawing - Signed & Sealed if required by Electric Service Standards, Section 90.3.2 (PDF File)
- Electric One-Line Diagram - Signed & Sealed (PDF File)
- Gas Appliance/Plumbing Schedule - Signed & Sealed (Pdf. File)
- Gas Site One-Line Diagram - Signed & Sealed (PDF. File)
- Motor Load Form (for 100 HP motors or larger)

AUTHORIZATION

Joshua Mair

Name

11-4-20

Date



ELECTRIC AND GAS LOAD SHEET (REQUIRED)

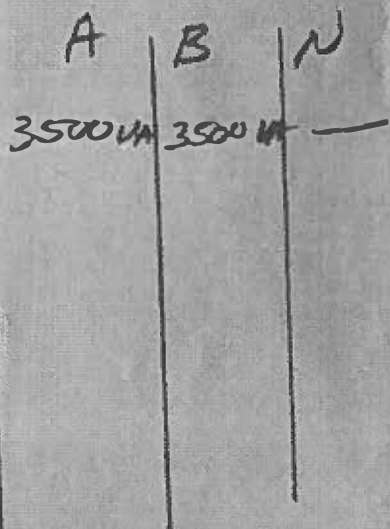
Project/Business Name: 14600 Bandera Road

Address/Location: 14600 Bandera Road Helotes Tx, 78023

ELECTRICAL LOAD	
EQUIPMENT	kVA
A/C or Heating (largest HVAC load)	
Lighting	
Receptacles	
Water Heater	
Computers	
Refrigeration	
Elevators	
Motors under 100 HP	
Motors over 100 HP (Large Motor Form required)	
Electric Vehicle Charging	
Distributed Generation (Solar)	
Other: <u>Power for City Events</u>	
TOTAL estimated kVA	3500

GAS LOAD	
PRESSURE REQUESTED: <input type="checkbox"/> 4 oz. <input type="checkbox"/> 1 lbs. <input type="checkbox"/> 2 lbs. <input type="checkbox"/> Not sure <input type="checkbox"/> Other: _____	INDICATE UNITS: <input type="checkbox"/> BTU/h <input type="checkbox"/> CFH
Furnace	
Boiler	
Cooking	
Water Heater	
Pool/Spa Heater	
Gas Lighting	
Generator	
Commercial Drying:	
Other Equipment: _____	
TOTAL estimated BTU/h or CFH	N/A

LOAD =



20' POLE

12' DRIP LOOP CLEARANCE

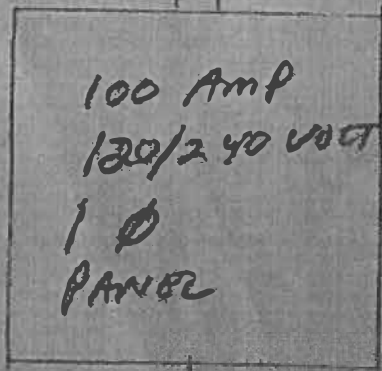
3-#2CU

14600
OLD BANDERA (RD)

4'-6'



CODE 01

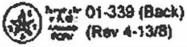


5/8" GR ROD
#6CU





City of Helotes new meter loop,


 01-339 (Back)
 (Rev 4-13/8)

Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency City of Helotes (Sales Tax Exempt # 742220224)	
Address (Street & number, P.O. Box or Route number) 12951 Bandera Road/P.O. Box 507	Phone (Area code and number) (210) 695-5914
City, State, ZIP code Helotes, Texas 78023	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: _____

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

Local Government

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here ▶	Purchaser <i>Susan Darsch</i>	Title Purchasing	Date 01/01/2020

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.
Do not send the completed certificate to the Comptroller of Public Accounts.**



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: November 18, 2020**

Agenda Placement: CONSENT
 INDIVIDUAL
 STAFF REPORT
 PRESENTATION
 CLOSED

CAPTION:

Update/summary on the EDC FYE 2019 Strategic Work Plan and presenting proposed FYE 2021 Strategic Work Plan for review and recommendations. (Staff)

BACKGROUND:

The HEDC adopted the 2019 Strategic Work Plan on June 19, 2019. Each year the Strategic Work Plan is to be reevaluated and adjusted to meet current needs and goals of the City and HEDC.

Staff is recommending the following:

- Reorganizing the Goals and adding two new categories; *Accelerate Recovery and Advance Local Educational and Workforce Development*.
- Merging the external and internal marketing to have a more cohesive brand.
- Removing *Creating a Municipal Development District* due to cost and legislative restrictions as well as removing Gateway Signage for similar issues.

Discussion of a work session to be held in December to finalize the Strategic Work Plan.

FINANCIAL: N/A

ATTACHMENT: Attachment A – FYE 2019 Work Plan

Attachment B – Draft FYE 2021 Work Plan

SUBMITTED BY: EDC Staff

City of Helotes Economic Development Corporation

FYE 2019 WORK PLAN

ADMINISTERED BY:



BOARD OF DIRECTORS

Pat Wootton, President, Place Three
Alan Holmes, Vice President, Place Four
Kathryn Mitchell, Secretary, Place Five
Bill Putty, Place One
Patrick Adam, Place Two
Mathew McCrossen, Place Six
Stevie Seitz, Place Seven

TECHNICAL SUPPORT

Rick Schroder, Executive Director
Glenn Goolsby, Asst. Exec. Director

Approved by the HEDC Board of Directors on June 19, 2019.
Approved by the City Council on May 23, 2019.

TABLE OF CONTENTS

PAGE 3 	EXECUTIVE SUMMARY Mission & Vision Statements and History
PAGE 4 	GOAL 1: Develop Industry Targets
PAGE 5 	GOAL 2: Gateway Signage
PAGE 6 	GOAL 3: External Marketing & Communication Plan
PAGE 7 	GOAL 4: Internal Marketing & Communication Plan
PAGE 8 	GOAL 5: Visitor Center
PAGE 9 	GOAL 6: Create a Municipal Development District

EXECUTIVE SUMMARY

The **Work Plan** is a living document created by the Helotes Economic Development Corporation (HEDC) Board of Directors to guide future policy decisions and Staff actions. Each year, the HEDC Board of Directors revisits the document to remind itself of the Corporation's mission, vision, history, and goals. The Work Plan constitutes the Annual Plan of the HEDC, mandated by Article IV, Section 4.1 of the HEDC Bylaws, and the Plan must be approved by the City Council on an annual basis.

MISSION STATEMENT

To promote, encourage, and enhance the creation of jobs, the expansion of the local tax base, and our quality-of-life through projects that assist in the retention and expansion of existing employers and which attract new employers and aid in their development and growth.

VISION STATEMENT

Our vision for Helotes includes a balance of sales and property taxes that takes into account our town's historic roots and unique environment, resulting in an improved quality-of-life for all Helotes citizens.

HISTORY

The City of Helotes was incorporated in 1981 in an effort by local residents to avoid annexation by the City of San Antonio. The newly organized City of 1,535 residents rapidly transitioned from a small rural town to a suburban community. To ensure positive growth, the City Council appointed an Economic Development Committee in 1997. In 2002, Helotes citizens approved a ballot initiative to add a half-cent 4B Economic Development Sales Tax. The Helotes Economic Development Corporation (HEDC) was formed in 2003, and the HEDC Board of Directors was tasked with the administration of the dedicated 4B sales tax fund.

Today, the HEDC remains dedicated to thoughtful economic growth, and supports public and private investment in projects that improve the economic outlook of the City and enhance the quality-of-life for more than 9,000 Helotes citizens.

GOAL 1 | DEVELOP INDUSTRY TARGETS
short term goal (2018 – 2019)**PRIORITY ONE:**

Support the development of Class A office space.

PROJECTS

- Conduct a capacity analysis and identify the amount of underutilized and / or undeveloped office space needed within Helotes.
- Work with property owners, brokers, and speculative office space developers to promote office development opportunities.

PRIORITY TWO:

Encourage the development of mixed-use (including restaurants and retailers), entertainment, and hotel concepts.

PROJECTS

- Conduct a capacity analysis and identify the amount of underutilized and / or undeveloped mixed use, entertainment, and hotel concepts needed within Helotes.
- Identify sites suitable for the aforementioned concepts.
- Work with property owners, brokers, and speculative developers to promote mixed use, entertainment, and hotel development opportunities.

GOAL 2 | GATEWAY SIGNAGE
mid-term goal (2018 – 2021)

PRIORITY ONE:

Establish location(s), funding source(s), and design(s) of gateway signage along State rights-of-way.

PROJECTS

- Locate and secure, through TxDOT, public rights-of-way for signage location(s).
- Engage a landscape architect, architect, or professional engineer to design signage.
- Develop project cost estimate(s) and determine funding options.

PRIORITY TWO:

Bid and construct gateway signage in TxDOT rights-of-way.

GOAL 3 | EXTERNAL MARKETING & COMMUNICATION PLAN
Development and Real Estate Community
short term goal (2018 – 2019)

PRIORITY ONE:

Evaluate and refine current marketing and communication plan efforts for the development and real estate community.

PROJECTS

- Ensure easy access to complete and pertinent development information on City and HEDC websites and through other electronic mediums.
- Use social media and other mediums to promote development opportunities.
- Attend trade and similar events and distribute information directly to the development and real estate community.

PRIORITY TWO:

Better communicate the City of Helotes' commercial growth strategy within the corporate City limits and its Extraterritorial Jurisdiction (ETJ).

PROJECTS

- Promote development within the Old Town Helotes Special District.
- Promote development along the S.H. 16 commercial corridor.
- Promote the S.H. 16 water and sewer utility project, including the use of water impact fee credits and sewer pro rata refunds as incentives for desirable developments.
- Work with City Officials and Staff to implement the HEDC Growth Management Plan.
- Highlight the benefits of being located within the corporate City limits.
- Encourage annexation if located in the ETJ.

GOAL 4 | INTERNAL MARKETING & COMMUNICATION PLAN
Area Business Owners
short term goal (2018 – 2019)

PRIORITY ONE:

Evaluate and refine current marketing and communication plan efforts for existing businesses in the City of Helotes.

PROJECTS

- Ensure easy access to complete and pertinent information for existing businesses on City and HEDC websites and through other electronic mediums.
- Use social media, Helotes Magazine, area partnerships, and other mediums to promote business retention and expansion opportunities, economic development opportunities, and related items of interest within the business community.
- Assist and/or coordinate educational programs that support existing business owners. Partners may include the following:
 - UTSA Small Business Development Center;
 - Helotes Area Chamber of Commerce;
 - Alamo Workforce Solutions;
 - Alamo Area Council of Governments;
 - National Association of the Self-Employed;
 - National Association of Women Business Owners; and
 - U.S. Small Business Administration.

PRIORITY TWO:

Continue to promote and encourage day-tripping and other forms of tourism within Helotes.

PROJECTS

- Create a campaign that promotes what to see/do/eat in Helotes.
- Develop videos that highlight activities in Helotes.

GOAL 5 | VISITOR CENTER
long-term goal (2019 – 2029)

PRIORITY ONE:

Establish a Helotes Visitor Center consisting of office space for the HEDC, Helotes Area Chamber of Commerce, Historical Society of Helotes, and other interested organizations that provide governmental, educational, and/or business-related assistance to the community.

PROJECTS

- Gather potential stakeholders and develop a memorandum of understanding.
- Conduct site assessments and determine suitable tract(s).
- Complete land and construction cost estimates.
- Complete a cost benefit analysis of leasing versus ownership.
- Obtain approval from stakeholders and City Council on most viable option.
- Secure funding, either in part or in full.

GOAL 6 | CREATE A MUNICIPAL DEVELOPMENT DISTRICT
mid-term goal (2018 – 2023)

PRIORITY ONE:

Create a Municipal Development District (MDD) once the City of Helotes has secured the release of the San Antonio Metropolitan Transit Authority's (VIA) sales and use tax within the City's ETJ.

PROJECTS

- Collaborate with City Officials and Staff to secure the release of VIA sales and use tax within the City's ETJ.
- Secure City Council approval for MDD creation.
- Hold an election to adopt MDD.

City of Helotes Economic Development Corporation

FYE 2021 WORK PLAN

ADMINISTERED BY:



BOARD OF DIRECTORS

Blaine Lopez, President, Place Four
Kathryn Mitchell, Secretary, Place Five
Phyllis Jackson, Place One
Melody Cooper, Place Two
John Kodosky, Place Three
Gregory Hayden, Place Six
Stevie Seitz, Place Seven

TECHNICAL SUPPORT

Marian Mendoza, Executive Director
Glenn Goolsby, Asst. Director

Approved by the HEDC Board of Directors on TBD.
Approved by the City Council on TBD.

TABLE OF CONTENTS

PAGE 3 	EXECUTIVE SUMMARY Mission & Vision Statements and History
PAGE 4 	GOAL 1: Accelerate Recovery
PAGE 5 	GOAL 2: Assess and Implement a Targeted Development Program
PAGE 6 	GOAL 3: Implement and Enhance Economic Development Marketing
PAGE 7 	GOAL 4: Advance Local Education and Workforce Development
PAGE 8 	GOAL 5: Evaluate and Develop a Visitor Center

EXECUTIVE SUMMARY

The **Work Plan** is a living document created by the Helotes Economic Development Corporation (HEDC) Board of Directors to guide future policy decisions and Staff actions. Each year, the HEDC Board of Directors revisits the document to remind itself of the Corporation's mission, vision, history, and goals. The Work Plan constitutes the Annual Plan of the HEDC, mandated by Article IV, Section 4.1 of the HEDC Bylaws, and the Plan must be approved by the City Council on an annual basis.

MISSION STATEMENT

To promote, encourage, and enhance the creation of jobs, the expansion of the local tax base, and our quality-of-life through projects that assist in the retention and expansion of existing employers and which attract new employers and aid in their development and growth.

VISION STATEMENT

Our vision for Helotes includes a balance of sales and property taxes that takes into account our town's historic roots and unique environment, resulting in an improved quality-of-life for all Helotes citizens.

HISTORY

The City of Helotes was incorporated in 1981 in an effort by local residents to avoid annexation by the City of San Antonio. The newly organized City of 1,535 residents rapidly transitioned from a small rural town to a suburban community. To ensure positive growth, the City Council appointed an Economic Development Committee in 1997. In 2002, Helotes citizens approved a ballot initiative to add a half-cent 4B Economic Development Sales Tax. The Helotes Economic Development Corporation (HEDC) was formed in 2003, and the HEDC Board of Directors was tasked with the administration of the dedicated 4B sales tax fund.

Today, the HEDC remains dedicated to thoughtful economic growth, and supports public and private investment in projects that improve the economic outlook of the City and enhance the quality-of-life for more than 9,000 Helotes citizens.

GOAL 1 | ACCELERATE RECOVERY
short-term term goal (2021 – 2023)

PRIORITY ONE:

Coordinate short-term economic recovery efforts from the COVID-19 pandemic by aggregating information and allocating resources to top priorities.

PROJECTS

- Create a user-friendly database of recovery resources on the EDC website.
- Continue communication with local business leaders to understand the short-term and long-term needs of those businesses.
- Stay informed of regional and national resources to assist business recovery efforts.

GOAL 2 | ASSESS AND IMPLEMENT A TARGETED DEVELOPMENT PROGRAM
long-term term goal (2021 – 2025)**PRIORITY ONE:**

Assess current market trends and identify opportunities for attracting new developments.

PROJECTS

- Survey development trends and identify any opportunities.
- Evaluate unmet community needs and target those sectors.
- Work with property owners, brokers, and developers to attract new investments.

PRIORITY TWO:

Implement programs to encourage targeted development of restaurants, entertainment concepts, breweries, distilleries, hotels, and other mixed-use concepts.

PROJECTS

- Designate and coordinate investments into opportunity areas.
- Develop a toolbox to support economic development efforts.
- Identify specific brands / concepts expanding in the surrounding area.
- Connect startups with investors and other capital resources.

**GOAL 3 | IMPLEMENT AND ENHANCE ECONOMIC DEVELOPMENT MARKETING
short-term goal (2021 – 2022)****PRIORITY ONE:**

Enhance external communication of development opportunities in Helotes.

PROJECTS

- Ensure easy access to complete and pertinent development information on City and HEDC websites and through other electronic mediums.
- Use social media and other mediums to promote development opportunities.
- Attend trade and similar events and distribute information directly to the development and real estate community.

PRIORITY TWO:

Enhance communication to businesses of the benefits of annexation.

PROJECTS

- Identify businesses that would benefit from annexation.
- Consider targeted incentives to encourage annexation.

PRIORITY THREE:

Brand and promote Helotes as a tourism destination.

PROJECTS

- Use social media, print advertising, area partnerships, and other mediums to promote local businesses and events to the surrounding area.
- Create a campaign that promotes what to see/do/eat in Helotes.
- Continue efforts to support and fund signature festivals and events that encourage both local and visitor participation.

GOAL 4 | ADVANCE LOCAL EDUCATION AND WORKFORCE DEVELOPMENT
short-term goal (2021 – 2022)**PRIORITY ONE:**

Foster and manage partnerships to ensure leadership and workforce development needs are met.

PROJECTS

- Assist and/or coordinate educational programs that support existing business owners. Partners may include the following:
 - Helotes Area Chamber of Commerce;
 - UTSA Small Business Development Center;
 - Alamo Workforce Solutions;
 - Alamo Area Council of Governments;
 - National Association of the Self-Employed;
 - National Association of Women Business Owners; and
 - U.S. Small Business Administration.

GOAL 5 | EVALUATE AND DEVELOP A VISITOR CENTER
long-term goal (2021 – 2025)**PRIORITY ONE:**

Establish a Helotes Visitor Center consisting of office space for the HEDC, Helotes Area Chamber of Commerce, Historical Society of Helotes, and other interested organizations that provide governmental, educational, and/or business-related assistance to the community.

PROJECTS

- Gather potential stakeholders and develop a memorandum of understanding.
- Identify the needs of each entity and create a preliminary site plan.
- Conduct site assessments and determine suitable tract(s).
- Complete land and construction cost estimates.
- Complete a cost benefit analysis of leasing versus ownership.
- Obtain approval from stakeholders and City Council on most viable option.

Helotes EDC
Agenda Item #9: Staff Report



Helotes Small Business Grant Program Closeout Report

Submitted Applications	31
Not Submitted	4
Total Accounts Created in ZoomGrants	35

Submitted Application Detail	Tier 1 \$20k	Tier 2 \$TBD	Total
Recommended for Approval	15	0	15
Unqualified / Ineligible	15	1	16
Total Submitted Applications	30	1	31

Program Funding Totals	Tier 1 \$20k	Tier 2 \$TBD	Total
Recommended Amount	\$300,000	0	\$300,000
Funding Total	\$300,000	\$0	\$300,000

Reasons for Unqualified/Ineligible Determination(s)***

- Four (4) Businesses are not within the City of Helotes city limits.
- One (1) Business is no longer in operation.
- One (1) Business is not eligible due to receipt of funding from the Helotes Small Business loan program, which will be converted to a forgivable loan.
- Two (2) Businesses received Bexar County grant via LIFTFund.
- Six (6) Businesses do not demonstrate a gross Income loss of 15% due to COVID-19 economic injury.
- One (1) Business revenue is over \$1million.
- One (1) Business was not a sales tax producing business.

Not Submitted Application Detail

Not Started and/or Test Applications	1
Determined Ineligible	3
Total	4

Communication on Inquiries and/or Assistance

Communication on Inquiries and/or Assistance	Total
Incoming Phone Calls	58
Incoming Emails	61
Outgoing Phone Calls	301
Outgoing Emails	124



Submitted Applicant Demographic Detail***	Total		
	Submitted	Ineligible	Recommended
Non-Women/Non-Minority	9	5	4
Minority Owned	6	4	2
Women Owned	9	4	5
Minority and Women Owned	7	3	4
Total	31	16	15

Billboard Program Applicants

Order	Grant	Business Name	Requested Time	Contact Person
1	No	Barbell Sweets	Evening (4 p.m. to 8 p.)	Audrey Ayala
2	No	Excellence Realty	Morning (6 a.m. to 11 a.m.)	Vanessa Saenz
3	No	LoneStar BBQ	Morning (6 a.m. to 11 a.m.)	Bryan Crawford
4	Yes	Helotes Country Club	Evening (4 p.m. to 8 p.)	Tammy Pointon
5	No	Southtown Yoga	Evening (4 p.m. to 8 p.)	Steve Ausdenmoore
6	No	Fincks	Morning (6 a.m. to 11 a.m.)	Emily Kanaby
7	No	Pope's	Morning (6 a.m. to 11 a.m.)	Melody Cooper
8	Yes	Cracked Mug	Morning (6 a.m. to 11 a.m.)	Donna Wells
9	Yes	Wine 101	Evening (4 p.m. to 8 p.)	Debra Manea
10	Yes	Simply Yours	Evening (4 p.m. to 8 p.)	Madeleine sarem
11	Yes	D Anthony	Other	Diane Diaz De Leon
12	No	Club Pilates	Morning (6 a.m. to 11 a.m.)	Shari Leighton
13	No	Texas Grounds Coffee	Morning (6 a.m. to 11 a.m.)	Jennifer Howard

Nov. 23, 2020 (Braun South)	Nov. 30, 2020 (Shaenfield North)	Dec. 7, 2020 (Loop 410)	Dec. 7, 2020 (Braun North)
Morning (6 a.m. to 11 a.m.) Cracked Mug	Morning (6 a.m. to 11 a.m.) Pope's Cleaners	Morning (6 a.m. to 11 a.m.) Excellence Realty	Morning (6 a.m. to 11 a.m.) Club Pilates
Afternoon (11 a.m. to 4 p.m.) Southtown Yoga	Afternoon (11 a.m. to 4 p.m.) D' Anthony	Afternoon (11 a.m. to 4 p.m.) LoneStar BBQ	Afternoon (11 a.m. to 4 p.m.) Simply Yours
Evening (4 p.m. to 8 p.m.) Barbell Sweets	Evening (4 p.m. to 8 p.m.) Wine 101	Evening (4 p.m. to 8 p.m.) Finck's	Evening (4 p.m. to 8 p.m.) Helotes Country Club
Overnight (8 p.m. to 6 a.m.) OTH Lights	Overnight (8 p.m. to 6 a.m.) OTH Lights	Overnight (8 p.m. to 6 a.m.) OTH Lights	Overnight (8 p.m. to 6 a.m.) Texas Grounds Coffee

OLD TOWN HELOTES

HOLIDAY
LIGHTS

DEC. 1ST - 31ST

Show us your Lights



Exit Bandera Road * Drive thru Holiday Light Display



BARBELL SWEETS
macro friendly treats

**Keep it
Local!**



North 2 miles Exit Bandera Road • Shophelotes.com



*Keep it
Local!*



North 3 miles Exit Bandera Road In Old Town Helote



SOUTHTOWN
YOGA LOFT

*Keep it
Local!*



North 1 mile Exit Bandera Road • Shophelotes.com