



The City of Helotes Economic Development Corporation (EDC) Board of Directors will meet 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 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, July 15, 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 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
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
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
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

STAFF REPORT:

9. Staff update on Small Business Loan Assistance Program and COVID-19 Restrictions – Glenn Goolsby, Assistant 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 July 10, 2020 at 4:00 p.m.

Attest:



Glenn Goolsby
Assistant Director


Marian Mendoza
Executive Director



MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, June 17, 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: Ron Lane, Vice-President Kathryn Mitchell, Secretary
Stephanie "Stevie" Seitz Matthew McCrossen
John Kodosky Phyllis Jackson

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

Absent: Blaine Lopez, President

1. Call to Order.

Ron Lane, Vice-President called the meeting to order at 7:11 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.

Brad Graves, Chairman of the Helotes Area Chamber of Commerce stated he looks forward to a continued relationship with the HEDC and is here to answer any questions regarding a sublease.

Lydia McCloskey, board members of the Helotes Area Chamber of Commerce and a local business owner of SurGIS of Texas stated as a business owner the importance of having a local chamber of commerce. She expressed concern over the proposed increase in lease payment and considering the amount a space being utilized by the chamber feels that their counter offer is reasonable.

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 HEDC Meetings dated December 18, 2019, April 30, 2020, and May 13, 2020. - Staff
4. *Approval of the EDC Fiscal Year Ending (FYE) 2020 Revenue and Expense Report dated June 10, 2020. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. **Discussion of and action to enter into a Sublease Agreement for shard office space located at 12682 F.M 1560 West Suite 105, Helotes, Bexar County, Texas with the Helotes Area Chamber of Commerce. – Marian Mendoza, Executive Director**

Motion made by Matthew McCrossen, second by John Kodosky to discuss and take action on Item 5.

Marian Mendoza presented the sublease agreement and explained how staff determined the lease rate.

Motion was made by Matthew McCrossen, second by Kathryn Mitchell to amend the sublease agreement in the amount of \$300 per month until September 30, 2020 and to include a provision to end the sublease with 60-day notice, if the EDC relocates or the property is sold. Motion carried unanimously.

6. **Discussion of utilizing Economic Development Corporation funds for 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. – Stevie Seitz, Board of Directors Member**

Motion to discuss made by Matthew McCrossen, second by Kathryn Mitchell. All in favor.

Stevie Seitz presented reasons to why the EDC should expend monies to support City events that bring in tourist.

Direction was given to bring the item back at the next EDC meeting with the expenditure of each event and how monies would be utilized to support and market those events.

Adjourn the regular meeting of the EDC Board of Directors.

President Lopez adjourned the meeting at 8:22 p.m.

Marian Mendoza
Executive Director

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: JULY 9TH, 2020

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	1,475,766.64	0.00	1,173,071.76	302,694.88	79.49
MISCELLANEOUS REVENUE	<u>21,315.10</u>	<u>0.00</u>	<u>12,630.15</u>	<u>8,684.95</u>	<u>59.25</u>
TOTAL REVENUES	<u>1,497,081.74</u>	<u>0.00</u>	<u>1,185,701.91</u>	<u>311,379.83</u>	<u>79.20</u>
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>1,244,126.50</u>	<u>3,288.40</u>	<u>917,569.53</u>	<u>326,556.97</u>	<u>73.75</u>
TOTAL EXPENDITURES	<u>1,244,126.50</u>	<u>3,288.40</u>	<u>917,569.53</u>	<u>326,556.97</u>	<u>73.75</u>
REVENUES OVER/(UNDER) EXPENDITURES	252,955.24 (3,288.40)	268,132.38 (15,177.14)	106.00

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: JULY 9TH, 2020

Item #4

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	1,465,951.64	0.00	1,166,200.93	299,750.71	79.55
401-3150 MIXED BEVERAGE	9,815.00	0.00	6,870.83	2,944.17	70.00
401-3160 SUBLEASE HELOTES CHAMBER	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL NON-PROPERTY TAXES	1,475,766.64	0.00	1,173,071.76	302,694.88	79.49
<u>MISCELLANEOUS REVENUE</u>					
406-1010 INTEREST	21,315.10	0.00	12,630.15	8,684.95	59.25
406-1060 TRANSFERS IN/OUT	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MISCELLANEOUS REVENUE	21,315.10	0.00	12,630.15	8,684.95	59.25
TOTAL REVENUES	<u>1,497,081.74</u>	<u>0.00</u>	<u>1,185,701.91</u>	<u>311,379.83</u>	<u>79.20</u>

05 -ECONOMIC DEVELOPMENT CORP
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
510-5101 SALARIES	72,544.50	2,742.20	57,211.89	15,332.61	78.86
510-5111 LONGEVITY	1,220.00	0.00	1,220.00	0.00	100.00
510-5113 BENEFITS	<u>18,266.42</u>	<u>421.20</u>	<u>13,277.71</u>	<u>4,988.71</u>	<u>72.69</u>
TOTAL PERSONNEL	92,030.92	3,163.40	71,709.60	20,321.32	77.92
<u>CONTRACTUAL SERVICES</u>					
510-5201 MEMBERSHIPS, DUES & LICENSES	16,000.00	0.00	11,377.80	4,622.20	71.11
510-5202 AUDIT FEES	3,200.00	0.00	3,300.00 (100.00)	103.13
510-5203 SCHOOLS, SEMINARS, CONFERENCES	3,000.00	0.00	79.00	2,921.00	2.63
510-5204 INTL. CONF. SHOPPING CENTERS	8,915.93	0.00	1,928.04	6,987.89	21.62
510-5205 BANK FEES	500.00	0.00	0.00	500.00	0.00
510-5206 LEGAL FEES / MDD CREATION	5,000.00	0.00	1,157.00	3,843.00	23.14
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	35,000.00	0.00	13,107.30	21,892.70	37.45
510-5212 WEBSITE DEV. & MAINTENANCE	9,790.83	0.00	7,929.09	1,861.74	80.98
510-5214 MANAGED SVCS. AGREEMENT	5,400.00	0.00	15,000.00 (9,600.00)	277.78
510-5215 DEBT SERVICE	329,210.22	0.00	329,210.22	0.00	100.00
510-5224 OFFICE RENTAL	10,800.00	0.00	7,900.00	2,900.00	73.15
510-5225 OTHSD PARKING LOT LEASE	5,520.00	0.00	3,600.00	1,920.00	65.22
510-5227 CAPACITY / GAP ANALYSES	15,000.00	0.00	0.00	15,000.00	0.00
510-5228 VISITOR CENTER	50,000.00	0.00	0.00	50,000.00	0.00
510-5229 GATEWAY SIGNAGE	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	565,336.98	0.00	394,588.45	170,748.53	69.80
<u>COMMODITIES</u>					
510-5301 OFFICE SUPPLIES	3,000.00	0.00	222.04	2,777.96	7.40
510-5302 OPERATIONAL EXPENSES	14,361.70	125.00	7,303.80	7,057.90	50.86
510-5305 COMMUNICATION EQUIPMENT	1,231.63	0.00	864.78	366.85	70.21
510-5326 EXPENSE REIMBURSEMENT	183.27	0.00	82.23	101.04	44.87
510-5333 380 AGREEMENT REIMBURSEMENTS	<u>567,982.00</u>	<u>0.00</u>	<u>442,798.63</u>	<u>125,183.37</u>	<u>77.96</u>
TOTAL COMMODITIES	586,758.60	125.00	451,271.48	135,487.12	76.91
<hr/>					
TOTAL ADMINISTRATION	1,244,126.50	3,288.40	917,569.53	326,556.97	73.75
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TOTAL EXPENDITURES	1,244,126.50	3,288.40	917,569.53	326,556.97	73.75
<hr/>					
REVENUES OVER/ (UNDER) EXPENDITURES	252,955.24 (3,288.40)	268,132.38 (15,177.14)	106.00
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*** END OF REPORT ***



City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: July 15, 2020

Agenda Placement: CONSENT
 INDIVIDUAL
 PRESENTATION
 CLOSED

CAPTION:

Presentation of Comprehensive Annual Financial Report (CAFR) for year ended September 30, 2019 for the City of Helotes Economic Development Corporation (HEDC).

EXECUTIVE SUMMARY:

An audit is required annually of the City and HEDC's basic financial statements. This audit is conducted by Certified Public Accountants selected by the City Council.

The HEDC utilizes Armstrong, Vaughn & Associates, P.C. for audit services of the governmental activities and the major fund. Kimberly J. Roach, CPA, will present the audit. This audit is for year ended September 30, 2019 and was completed February 2020. The independent opinion on the financial statements is "unmodified". An unmodified opinion states that the financial statements are presented fairly and in conformity with the Governmental Accounting Standards Board (GASB). The audited Comprehensive Annual Financial Report (CAFR) will be accessible to the public at City Hall and on the City website.

ATTACHMENTS:

Attachment A – Governance Letter
Attachment B - CAFR

PREPARED BY: Marian V. Mendoza, Executive Director

DATE SUBMITTED: July 8, 2020



Armstrong, Vaughan & Associates, P. C.

Certified Public Accountants

Deborah F. Fraser

Phil S. Vaughan

Nancy L. Vaughan

Kimberly J. Roach

February 14, 2020

Board of Directors
Helotes Economic Development Corporation

We have audited the financial statements of the governmental activities and the major fund of Helotes Economic Development Corporation for the year ended September 30, 2019. Professional standards require that we advise you of the following matters related to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated October 10, 2019, our responsibility as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material aspects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of City of Helotes solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethical Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Corporation are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2019. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from management's current judgments. There were no sensitive estimates affecting the financial statements.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The Corporation does not have any sensitive financial statement disclosures.

Significant Difficulties Encountered during the Audit

We encountered no difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all such audit differences.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. Additionally, none of the differences detected as a result of audit procedures were material to the financial statements either individually or in the aggregate.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Representations Requested from Management

We have requested certain representations from management that are included in the management representation letter dated February 14, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with City of Helotes, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as City of Helotes's auditors.

Compliance with Public Funds Investment Act

The Public Funds Investment Act requires that we include, as part of our audit, procedures to determine if the Corporation complied with the provisions of the Act. We found, as a result of our tests, that investment training for both investment officers was not taken timely as existing training expired in March 2019 for the City Administrator and July 2019 for the City Treasurer. We did confirm that as of the date of this report, the City Treasurer has registered for upcoming training and incoming investment officer will obtain training within the 12 month grace period. The Corporation has complied in all other material respects, with the provisions of the Act and the Corporation's internal investment policy.

This report is intended solely for the information and use of the board of directors and management of the Helotes Economic Development Corporation and is not intended to be and should not be used by anyone other than these specified parties.



Armstrong, Vaughan & Associates, P.C.

February 14, 2020

**CITY OF HELOTES ECONOMIC
DEVELOPMENT CORPORATION**

**ANNUAL
FINANCIAL REPORT**

**FISCAL YEARS ENDED
SEPTEMBER 30, 2019 AND 2018**



CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED SEPTEMBER 30, 2019

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CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED SEPTEMBER 30, 2019

PRINCIPAL OFFICERS

PRESIDENTBlaine Lopez
VICE PRESIDENT Ron Lane
SECRETARY Kathryn Mitchell
BOARD MEMBER Phyllis Jackson
BOARD MEMBER John Kudosky
BOARD MEMBERMatthew McCrossen
BOARD MEMBERStephanie “Stevie” Seitz



Armstrong, Vaughan & Associates, P. C.

Certified Public Accountants

Deborah F. Fraser

Phil S. Vaughan

Nancy L. Vaughan

Kimberly J. Roach

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
City of Helotes Economic Development Corporation
City of Helotes, Texas

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of the City of Helotes Economic Development Corporation (a component unit of the City of Helotes) as of and for the years ended September 30, 2019 and 2018, and the related notes to the financial statements which collectively comprise the City of Helotes Economic Development Corporation's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

City of Helotes Economic Development Corporation's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of City of Helotes Economic Development Corporation, as of September 30, 2019 and 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



Armstrong, Vaughan & Associates, P.C.

February 14, 2020

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the City of Helotes Economic Development Corporation, a component unit of the City of Helotes, financial performance provides an overview of the Corporation's financial activity for the fiscal year ended September 30, 2019. It should be read in conjunction with the financial statements.

Financial Highlights

- The Corporation's net position was \$1,318,832 at September 30, 2019.
- The Corporation's total revenues were \$936,899 while total expenses were \$180,778.
- The Corporation's net position increased by \$333,788 after the transfer of pledged revenue to the primary government (City of Helotes).

Corporation Highlights

City of Helotes Economic Development Corporation was formed in February 6, 2003 under the Development Corporation Act of 1979, Texas Revised Civil Statutes Annotated, Article 5190.6, Section 4B. It receives all its proceeds from the 1/2 cent sales tax adopted in 2003 for economic development in the City of Helotes.

Using this Annual Report

This annual report consists of three parts: Management's Discussion and Analysis, Financial Statements and Required Supplementary Information. The Statement of Net Position and Activities provides information on the Corporation as a whole. The Corporation's net position—the difference between assets and liabilities—provides one way to measure financial health or financial position.

Statement of Net Position

Table 1 shows all of the assets and liabilities of the Corporation and is presented on the accrual basis. The total net position is \$1,318,832.

Table 1
City of Helotes Economic Development Corporation
Net Position

	2019	2018	2017
Cash and Investments	\$ 1,183,747	\$ 845,279	\$ 401,534
	-	-	250,882
Accounts Receivable	259,837	221,457	268,862
Land	48,140	48,140	48,140
Total Assets	1,491,724	1,114,876	969,418
Liabilities	172,892	129,832	125,729
Total Liabilities	172,892	129,832	125,729
Net Investment in Capital Assets	48,140	48,140	48,140
Unrestricted	1,270,692	936,904	795,549
Total Net Position	\$ 1,318,832	\$ 985,044	\$ 843,689

Statement of Activities

Table 2 shows all of the expenses and revenues of the Corporation and is also presented on the accrual basis. General Revenues consist of the ½ cent sales tax the Corporation receives for economic development.

Table 2
City of Helotes Economic Development Corporation
Statement of Activities and Changes in Net Position

	2019	2018	2017
Program Revenues	\$ -	\$ -	\$ -
General Revenues	936,899	833,225	746,550
Total Revenues	<u>936,899</u>	<u>833,225</u>	<u>746,550</u>
Total Expenses	(180,778)	(200,976)	(201,970)
Transfers In (Out) to Primary Government	(422,333)	(490,894)	(473,539)
Total Expenditures	<u>(603,111)</u>	<u>(691,870)</u>	<u>(675,509)</u>
Change in Net Position	<u>\$ 333,788</u>	<u>\$ 141,355</u>	<u>\$ 71,041</u>

Balance Sheet

The Balance Sheet shows the assets, liabilities, and fund balances of the Corporation.

Statement of Revenues, Expenditures, and Changes in Fund Balance

This Statement shows the revenues and expenditures for the Corporation. The largest income is from the 1/2 cent sales tax adopted in 2003 for economic development.

Budget to Actual

The Corporation's total actual expenditures were less than budgeted amounts.

Description of Current and Expected Conditions

The City of Helotes Economic Development Corporation has experienced steady revenue growth while maintaining expenses. This has allowed the Corporation to complete planned projects and consider several new ones. The following list highlights some of those projects funded:

- Installation of a pedestrian bridge in Old Town Helotes along Old Bandera Road;
- Completion of filming a promotional video by Neon Cloud Productions;
- Approval of a Splash Pad at the Helotes Disk Golf Course and Natural Area;
- Approval of sidewalks down Riggs Road to connect Old Town Helotes to City Hall.

Even though the HEDC has experienced several years of growth, we are monitoring the outbreak of the COVID-19 virus and how it may affect our local business community. We are expecting a significant reduction in sales tax for FYE 2020 with a slow recovery.

Contacting the Corporation's Financial Management

This financial report is designed to provide a general overview of the Corporation's finances and show the Corporation's accountability to its taxpayers. If you have any questions about this report or need additional financial information, contact the City of Helotes Economic Development Corporation at P.O. Box 507, Helotes, Texas 78023 or at (210) 695-8877.

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
 COMPARATIVE STATEMENTS OF NET POSITION
 SEPTEMBER 30, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
ASSETS		
Cash and Investments	\$ 1,183,747	\$ 845,279
Accounts Receivable - State	259,837	221,457
Capital Assets:		
Land	<u>48,140</u>	<u>48,140</u>
TOTAL ASSETS	<u>\$ 1,491,724</u>	<u>\$ 1,114,876</u>
LIABILITIES		
<i>Liabilities:</i>		
Accounts Payable	\$ 383	\$ 183
Accrued Liabilities	151,665	116,474
Accrued Compensated Absences	<u>20,844</u>	<u>13,175</u>
TOTAL LIABILITIES	<u>172,892</u>	<u>129,832</u>
NET POSITION		
Net Investment in Capital Assets	48,140	48,140
Unrestricted	<u>1,270,692</u>	<u>936,904</u>
TOTAL NET POSITION	<u>\$ 1,318,832</u>	<u>\$ 985,044</u>

The accompanying notes are an integral part of these statements.

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
COMPARATIVE STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED SEPTEMBER 30, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
EXPENSES		
Professional Services	\$ 42,058	\$ 60,368
Personnel	91,603	74,526
Reimbursement to City Administration	5,524	11,085
Training and Seminars	10,635	11,203
Parking Lease Agreement	5,169	5,283
Office Supplies and Expenses	25,621	37,133
Other Expenses	168	1,378
TOTAL EXPENSES	<u>180,778</u>	<u>200,976</u>
REVENUES		
<i>Program Revenues:</i>		
Charges for Services	-	-
<i>Total Program Revenues</i>	<u>-</u>	<u>-</u>
 <i>Net Governmental Activities</i>	 <u>(180,778)</u>	 <u>(200,976)</u>
 <i>General Revenues:</i>		
Sales Tax	915,256	823,691
Interest	21,643	9,534
<i>Total General Revenues</i>	<u>936,899</u>	<u>833,225</u>
 <i>Transfers From (To) Primary Government</i>	 <u>(422,333)</u>	 <u>(490,894)</u>
 <i>Change in Net Position</i>	 333,788	 141,355
BEGINNING NET POSITION	<u>985,044</u>	<u>843,689</u>
 ENDING NET POSITION	 <u>\$1,318,832</u>	 <u>\$ 985,044</u>

The accompanying notes are an integral part of these statements.

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
COMPARATIVE BALANCE SHEETS
SEPTEMBER 30, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
ASSETS		
Cash and Investments	\$ 1,183,747	\$ 845,279
Accounts Receivable - State	<u>259,837</u>	<u>221,457</u>
TOTAL ASSETS	<u>\$ 1,443,584</u>	<u>\$ 1,066,736</u>
LIABILITIES AND FUND BALANCE		
<i>Liabilities:</i>		
Accounts Payable	\$ 383	\$ 183
Accrued Liabilities	<u>151,665</u>	<u>116,474</u>
<i>Total Liabilities</i>	<u>152,048</u>	<u>116,657</u>
<i>Fund Balance:</i>		
Committed:		
Capital Replacement	-	171,999
Unassigned	<u>1,291,536</u>	<u>778,080</u>
<i>Total Fund Balance</i>	<u>1,291,536</u>	<u>950,079</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 1,443,584</u>	<u>\$ 1,066,736</u>
RECONCILIATION OF THE BALANCE SHEETS TO THE STATEMENTS OF NET POSITION:		
TOTAL FUND BALANCES	\$ 1,291,536	\$ 950,079
Capital Assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund financial statements	48,140	48,140
Accrued compensated absences are not due and payable from current financial resources and, therefore, are not reported in the governmental funds	<u>(20,844)</u>	<u>(13,175)</u>
TOTAL NET POSITION	<u>\$ 1,318,832</u>	<u>\$ 985,044</u>

The accompanying notes are an integral part of these statements.

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
 COMPARATIVE STATEMENTS OF REVENUES, EXPENDITURES AND
 CHANGES IN FUND BALANCE
 FOR THE YEARS ENDED SEPTEMBER 30, 2019 AND 2018

	2019	2018
REVENUES		
Sales Tax	\$ 915,256	\$ 823,691
Interest	21,643	9,534
TOTAL REVENUES	936,899	833,225
 EXPENDITURES		
Professional Services	42,058	60,368
Personnel	83,934	73,232
Reimbursement to City Administration	5,524	11,085
Training and Seminars	10,635	11,203
Parking Lease Agreement	5,169	5,283
Office Supplies and Expenses	25,621	37,133
Other Expenses	168	1,378
TOTAL EXPENDITURES	173,109	199,682
 Excess (Deficiency) of Revenues Over (Under) Expenditures	763,790	633,543
 OTHER FINANCING SOURCES (USES)		
Transfer In (Out) to Primary Government	(422,333)	(490,894)
TOTAL OTHER FINANCING SOURCES (USES)	(422,333)	(490,894)
 Net Change in Fund Balance	341,457	142,649
 BEGINNING FUND BALANCE	950,079	807,430
 ENDING FUND BALANCE	\$ 1,291,536	\$ 950,079
 RECONCILIATION OF THE STATEMENTS OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE TO STATEMENTS OF NET POSITION:		
 NET CHANGE IN FUND BALANCE	\$ 341,457	\$ 142,649
 Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental fund financial statements	(7,669)	(1,294)
 CHANGE IN NET POSITION	\$ 333,788	\$ 141,355

The accompanying notes are an integral part of these statements.

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
NOTES TO THE FINANCIAL STATEMENTS
SEPTEMBER 30, 2019 AND 2018

NOTE A -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

1. Financial Reporting Entity

City of Helotes Economic Development Corporation is a nonprofit industrial corporation, with powers of taxation, created pursuant to Section 4B Article 5190.6 of Vernons Texas Civil Statutes (V.T.C.S.), as amended. City of Helotes Economic Development Corporation (hereafter referred to as the Corporation) was created February 6, 2003 to act on behalf of the City for promotion, development, and enhancement of economic development within the City of Helotes. The Corporation is a component unit of the City of Helotes. A component unit is a legally separate corporation for which the elected officials of the governmental unit are financially accountable. The Corporation is presented in the City's financial statements as a blended component unit.

The financial statements of the Corporation have been prepared in conformity with generally accepted accounting principles (GAAP), as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The financial statements present the financial position and results of operations of the Corporation only.

2. Basis of Presentation

The government-wide financial statements are presented in accordance with GASB 34, which mandates government-wide financial statements of net position and activities, and are presented on the economic resources measurement focus and accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when incurred, regardless of the timing of the related cash flows. It also requires that capital assets be recorded at cost less accumulated depreciation.

Governmental funds use the modified accrual basis of accounting. Under this method, revenues are recognized in the accounting period in which they become both available and measurable (flow of current financial resources measurement focus). Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable.

3. Budgets

The Corporation adopts annual operating (and if necessary capital) budget which is approved by the City Council. Formal budgetary accounting is employed as a management control. The budgets can be amended by the Board of Directors, subject to City Council approval. Actual expenditures cannot legally exceed budgeted appropriations at the fund level. All budgeted appropriations lapse at the end of each fiscal year. The budget is presented on the modified accrual basis of accounting.

4. Cash and Investments

Cash includes cash deposits and investments with maturity dates within three (3) months of the date acquired by the Development Corporation.

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
SEPTEMBER 30, 2019 AND 2018

NOTE A -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

4. Cash and Investments (Continued)

The Corporation reports investments at fair value based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

5. Related Party Transactions

During the course of operations, numerous transactions occur between the Corporation and the City. These receivables and payables are classified as "due from primary government" or "due to primary government" on the Balance Sheet and Statement of Net Position. The Corporation reimburses the City for its share of personnel costs and paid an agreed upon rate of \$15,000 for general administrative overhead. The Corporation has also pledged revenue to cover a portion of the City's debt service (see note E).

During the normal course of operations, payables and receivables occur between the Corporation and City based on the timing of transactions between the two entities. These balances are expected to be paid/received in the next fiscal year.

6. Capital Assets

Capital assets, which include land, are capitalized at total acquisition cost or fair market value at the time of donation if donated. Depreciation (where applicable) is recorded on all depreciable capital assets on a straight-line basis over the estimated useful lives. Land held for future development is not depreciated.

7. Sales Tax Revenue

The citizens of the City of Helotes voted to adopt an additional one-half of one percent (1/2 cent or \$0.0050) local sales and use tax to be used by the Corporation for the promotion and development of new and expanded business enterprises and any other purposes authorized by Section 4B, Article 5190.6, V.T.C.S., as amended (the Development Corporation Act of 1979).

8. Fund Balance

Fund Balance is classified as follows:

Nonspendable – Represents amounts that cannot be spent because they are either not in spendable form (such as inventory or prepaid items) or legally required to remain intact.

Restricted – Represents amounts that are constrained by external parties, constitutional provisions, or enabling legislation.

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
SEPTEMBER 30, 2019 AND 2018

NOTE A -- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

8. Fund Balance (Continued)

Committed – Represents amounts that can be used only for the specific purposes determined by a formal action of the government’s highest decision-making authority. The governing board is the highest level of decision-making authority for the corporation that can commit fund balance. Once adopted, the limitation imposed remains in place until a similar action is taken to remove or revise the limitation.

Assigned – Represents amounts which the Corporation intends to use for a specific purpose but does not meet the criteria of restricted or committed. The Board of Directors may make assignments and has chosen not to delegate that authority to any other individuals.

Unassigned - Represents the residual balance that may be spent on any other purpose for the Corporation.

When an expenditure is incurred for a purpose in which multiple classifications are available, the Corporation considers restricted balances spent first, committed second, and assigned third.

9. Net Position

Net position represents the difference between assets and liabilities. Net investment in capital assets, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any loans used to purchase, construct, or improve those assets.

10. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE B -- DEPOSITS AND INVESTMENTS

1. Deposits

At September 30, 2019 and 2018, the total carrying amount of the Corporation’s deposits were \$141,688 and \$42,553, respectively, and the bank balance was \$143,287 and \$48,699, respectively. All cash deposits were fully collateralized.

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
 NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
 SEPTEMBER 30, 2019 AND 2018

NOTE B -- DEPOSITS AND INVESTMENTS (Continued)

2. Investments

As of September 30, 2019, the Corporation had the following investments:

	2019	2018
	Carrying	Carrying
	Value	Value
<i>Investment Pools:</i>		
TexPool	\$ 27	\$ 1,135
LOGIC	1,042,032	801,591
	\$ 1,042,059	\$ 802,726

The net asset value of investments are valued using prices quoted prices in active markets (Level 1) inputs.

Credit Risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The ratings of securities by nationally recognized rating agencies are designed to give an indication of credit risk. At September 30, 2019 and 2018, the City of Helotes Economic Development Corporation was not significantly exposed to credit risk.

Custodial Credit Risk

Deposits are exposed to custodial credit risk if they are not covered by depository insurance and the deposits are uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution's trust department or agent but not in the City of Helotes Economic Development Corporation's name.

Investment securities are exposed to custodial credit risk if the securities are uninsured, are not registered in the name of the government, and are held by either the counterparty or the counterparty's trust department or agent but not in the City of Helotes Economic Development Corporation's name.

At September 30, 2019 and 2018, the City of Helotes Economic Development Corporation was not exposed to custodial credit risk.

Concentration of Credit Risk

The risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. As of September 30, 2019 and 2018, the City of Helotes Economic Development Corporation had no exposure to concentration of credit risk.

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
SEPTEMBER 30, 2019 AND 2018

NOTE C -- CAPITAL ASSETS

Activity for assets capitalized by the Corporation is summarized below:

	Balance 10/1/2018	Additions	Deletions	Balance 9/30/2019
Land	\$ 48,140	\$ -	\$ -	\$ 48,140

Land is not depreciated.

NOTE D -- TRANSFERS

Transfers during the year ended September 30, 2019, were as follows:

Transfer Out	Transfer In	2019 Amount	2018 Amount	Purpose
EDC	Primary Government - Debt Service	\$ 319,015	\$ 486,870	Pledged revenue
EDC	Primary Government - Capital Projects	103,318	4,024	Contributions toward projects
		\$ 422,333	\$ 490,894	

NOTE E -- COMMITMENTS AND CONTINGENCIES

Litigation

Management is not aware of any pending or threatened litigation that may have a material impact on the Corporation's financial statements.

380 Development Agreement

The City of Helotes and the Economic Development Corporation have entered into 380 Development agreements to encourage growth within the City. The agreements involve the City and Corporation reimbursing the project costs through refunding a portion of the sales and use taxes generated by the projects up to a maximum amount. No reimbursements have been made as of the date of this report, but the City and Corporation are recording estimated rebate amounts. The terms of the agreements are as follows:

Development, Date Began	Sales Tax Refund Agreement		Maximum Grant Amount	Current Year Reductions	Maximum EDC Balance Due	Term
	City	EDC				
Bandera Helotes Plaza (2010)	50%	50%	\$ 300,000	\$ 1,740	\$ 131,790	10 years
Bluff and Shops at Old Town Helotes (2014)	50%	50%	\$ 2,000,000	\$ -	\$ 1,000,000	15 years
Texas Developers, LLC (2016)	75% of excess	75% of excess	N/A	\$ 601,433	N/A	20 years
CSDRE LLC and Slim Texas LLC (2017)	40%	40%	\$ 600,000	\$ -	\$ 298,684	13 years

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
 NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
 SEPTEMBER 30, 2019 AND 2018

NOTE E -- COMMITMENTS AND CONTINGENCIES (Continued)

Pledged Revenue

Through Interlocal Agreements with the City of Helotes, the Economic Development Corporation has pledged a portion of its revenue over the next 20 years to reimburse the City for debt service on multiple bonds issued. The agreements called for reimbursement of \$4,000,000 for the Certificates of Obligation Series 2007 and \$937,480 for the Certificates of Obligation Series 2015 issued by the City. These portions of the debt issuance were used by the Corporation for implementation of The Old Town Helotes Improvements and State Highway 16 & Helotes Linear Creek Development Projects. The Corporation transferred \$319,015 and \$486,870 during the years ended September 30, 2019 and 2018, respectively, for the debt service requirements and is up to date on payments required by the agreement. The Economic Development Corporation's future pledged revenues are as follows:

Fiscal Year Ending September 30,	Series 2007	Series 2015	Total
2020	\$ 296,046	\$ 24,214	\$ 320,260
2021	297,203	24,466	321,669
2022	297,968	24,144	322,112
2023	298,339	23,822	322,161
2024	298,318	24,028	322,346
2025 - 2029	895,795	218,128	1,113,923
2030 - 2034	-	197,966	197,966
2035	-	32,206	32,206
	<u>\$ 2,383,669</u>	<u>\$ 568,974</u>	<u>\$ 2,952,643</u>

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE YEAR ENDED SEPTEMBER 30, 2019
(WITH COMPARATIVE ACTUAL AMOUNTS FOR 2018)

	Budgeted Amounts		Actual 2019	Variance	Actual 2018
	Original	Final		Favorable (Unfavorable)	
REVENUES					
Taxes	\$ 799,211	\$ 799,211	\$ 915,256	\$ 116,045	\$ 823,691
Interest	8,492	8,492	21,643	13,151	9,534
TOTAL REVENUES	807,703	807,703	936,899	129,196	833,225
EXPENDITURES					
Current:					
Professional Services	106,337	106,337	42,058	64,279	60,368
Personnel	86,505	86,505	83,934	2,571	73,232
City Administration Cost Reimbursemen	5,400	5,524	5,524	-	11,085
Training and Seminars	19,000	19,000	10,635	8,365	11,203
Parking Lease Agreement	6,000	6,000	5,169	831	5,283
Office Supplies and Expenses	26,521	26,897	25,621	1,276	37,133
Other Expenses	250	250	168	82	1,378
Capital Outlay	234,650	234,150	-	234,150	-
TOTAL EXPENDITURES	484,663	484,663	173,109	77,404	199,682
Excess (Deficiency) of Revenues Over (Under) Expenditures	323,040	323,040	763,790	206,600	633,543
OTHER FINANCING SOURCES (USES)					
Transfer In (Out) to Primary Government	(323,040)	(323,040)	(422,333)	(99,293)	(490,894)
TOTAL OTHER FINANCING SOURCES (USES)	(323,040)	(323,040)	(422,333)	(99,293)	(490,894)
Net Change in Fund Balance	-	-	341,457	107,307	142,649
Fund Balance - October 1	950,079	950,079	950,079	-	807,430
Fund Balance - September 30	\$ 950,079	\$ 950,079	\$1,291,536	\$ 107,307	\$ 950,079

CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE YEAR ENDED SEPTEMBER 30, 2019
(WITH COMPARATIVE ACTUAL AMOUNTS FOR 2018)

Budgetary Information – The budget is prepared in accordance with accounting principles generally accepted in the United States of America. The Corporation maintains strict budgetary controls. The objective of these controls is to ensure compliance with legal provision embodied in the annual appropriated budget approved by the City Council and as such is a good management control device. The following are the funds which have legally adopted annual budgets: General Fund.

Budgetary preparation and control is exercised at the department level. Actual expenditures may not legally exceed appropriations at the fund level.





City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: July 15, 2020

Agenda Placement: CONSENT
 INDIVIDUAL
 PRESENTATION
 CLOSED

CAPTION:

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

BACKGROUND:

On June 18, 2020 the Helotes Economic Development Corporation (HEDC) Board of Directors directed Staff to review eligible City events that could be funded by HEDC during Fiscal Year (FY) 2020 and future fiscal years.

Staff reviewed all twenty-six (26) City events and determined that *MarketPlace*, the *Cornyval Parade*, and the *Christmas Parade* are eligible events that meet the criteria of promoting local business as required by Texas Local Government Code Section 380.001 (b) and Section 505.103. These three events bring hundreds of people into the City that shop local businesses.

Due to COVID-19 restrictions placed upon Texas cities, the City of Helotes has not been able to hold several of their annual events, including *MarketPlace* and the *Cornyval Parade*. Staff is recommending that funding for these events be placed in the FY 2021 Operating Budget instead of completing a budget adjustment for FY 2020.

FINANCIAL:

The total funding amount for *MarketPlace*, the *Cornyval Parade* and the *Christmas Parade* for FY 2021 is \$63,437.64. This estimated funding amount is for supplies, Bailiffs and Event Assistants needed for the three (3) events. Full-time City staffing is not included and will be budgeted in the City's General Fund Operating Budget.

ATTACHMENTS:

Attachment A – Events Budget

SUBMITTED BY: Marian V. Mendoza, Executive Director

Item	Description	Cost Breakdown	Budget
Port-o-potties w/handwash station	4 per event	\$205 each x 4 = \$820 x 12	\$9,840.00
Water	For staff, 1 case Jan-May and 2 cases Jun-Sep	\$4 x 13	\$52
Staff supplies	Paper towels, soap, gloves, hand sanitizer, ponchos, sunscreen, bug spray, cleaning wipes	\$40 x 12	\$480.00
Electricity	Annual payments to OTH Businesses for electricity use	\$100 x 4	\$400.00
Extra Trash Bins	i.e. C6 Disposal	\$75 x 12	\$900.00
PW supplies	Tents, cord covers, trash cans, signage, etc. - all supplies PW uses to run the event		Unknown
Website Maintenance	ESD monthly charges	\$608 x 12	\$7,296.00
Advertising / Social Media	Paid advertising for 12 events		\$2,000.00
Vinyl for the Plotter (2 rolls)	i.e. Lodde		\$300.00
Plotter ink	Allocation across events		\$50.00
Bailiffs	2 at 13 hr day - 12 events	\$692/per event	\$8,304.00
Special Event Assistant	5 at 13 hr day - 12 events	\$975/per event	\$11,700.00
		Total	\$41,322.00

*** Budget does not include salary information for PR Specialist, MarketPlace Coordinator, Public Works staff or Health Inspectors. ***

Item	Description	Cost Breakdown	Budget
Port-o-potties w/handwash station	Near line up	\$205 each x 10	\$2,050.00
Advertising / Social media	Paid ads		\$800.00
Traffic control	i.e. Flasher Equip		\$7,900.00
Sound Services	Announcer tent		\$500.00
Extra Security	Paid officers to supplement HPD availability	***Estimate Only*** 15 officers x \$20 per hour for 4 hours	\$1,200.00
Trophies and ribbons	For Parade winners		\$600.00
Golf Carts	For staff use during lineup		\$650.00
Announcer Gift	Thank you basket		\$50.00
Candy	For use on City floats		\$500.00
Vinyl for the Plotter (3 rolls)	Sponsor banners, welcome banner, Council banner, etc.		\$450.00
Plotter ink	Allocation across events		\$50.00
Breakfast for judges & announcer			\$75.00
Judges gift	Thank you gift	\$25 x 5 judges	\$125.00
Float supplies	Public Works supplies for building and decorating City floats	***Estimate Only***	\$1,500.00
Bailiffs	2 at 6 hr day	\$26.62/hr	\$319.44
Special Event Assistant	3 at 6 hr day	\$15/per hr	\$270.00
		Total	\$17,039.44

**** Budget does not include salary information for PR Specialist, Public Works staff, HPD Officers and other City staff.***

Item	Description	Cost Breakdown	Budget
Port-o-potties w/handwash station	Near line up	\$205 each x 2	\$410.00
Advertising / Social media	Paid ads		\$600.00
Sound Services	Parade announcer, music		\$1,000.00
Gift for Parade Announcer	Gift basket		\$50.00
Gift for Parade Judges	Thank you gift	\$25 x 5	\$125.00
Vinyl for the Plotter (2 rolls)	i.e. Lodde		\$300.00
Plotter ink	Allocation across events		\$50.00
Trophies and ribbons	For Parade winners		\$600.00
Candy	For use on City floats		\$300.00
Float supplies	Public Works supplies for building and decorating City floats	***Estimate Only***	\$1,000.00
Bailiffs	2 at 5 hr day	\$26.62/hr	\$266.20
Special Event Assistant	5 at 5 hr day	\$15/per hr	\$375.00
		Total	\$5,076.20

**** Budget does not include salary information for PR Specialist, Public Works staff, HPD Officers and other City staff.***



City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: July 15, 2020

Agenda Placement: **CONSENT**
 INDIVIDUAL
 PRESENTATION
 CLOSED

CAPTION:

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 Executive Director

BACKGROUND:

On December 18, 2019, Staff presented to the EDC Board of Directors, several options for marketing materials. The Board requested new graphic options for a reusable shopping tote bag.

Several different graphic options have been developed for the Board's review. The design and material of the shopping tote bags will be determined by the graphic option that is chosen.

FINANCIAL:

Depending on graphic option chosen – not to exceed \$8,000. Once design/graphic and style of bag is chosen, three (3) quotes will be obtained to ensure best pricing.

ATTACHMENTS:

Attachment A – Graphic Options

Attachment B – Bag Options

SUBMITTED BY: Glenn Goolsby, Assistant Director

Attachment A

One color logo



Attachment A

One color logo



Attachment A

One color logo



Attachment A

Full color logo



Attachment A

Dye Sublimation

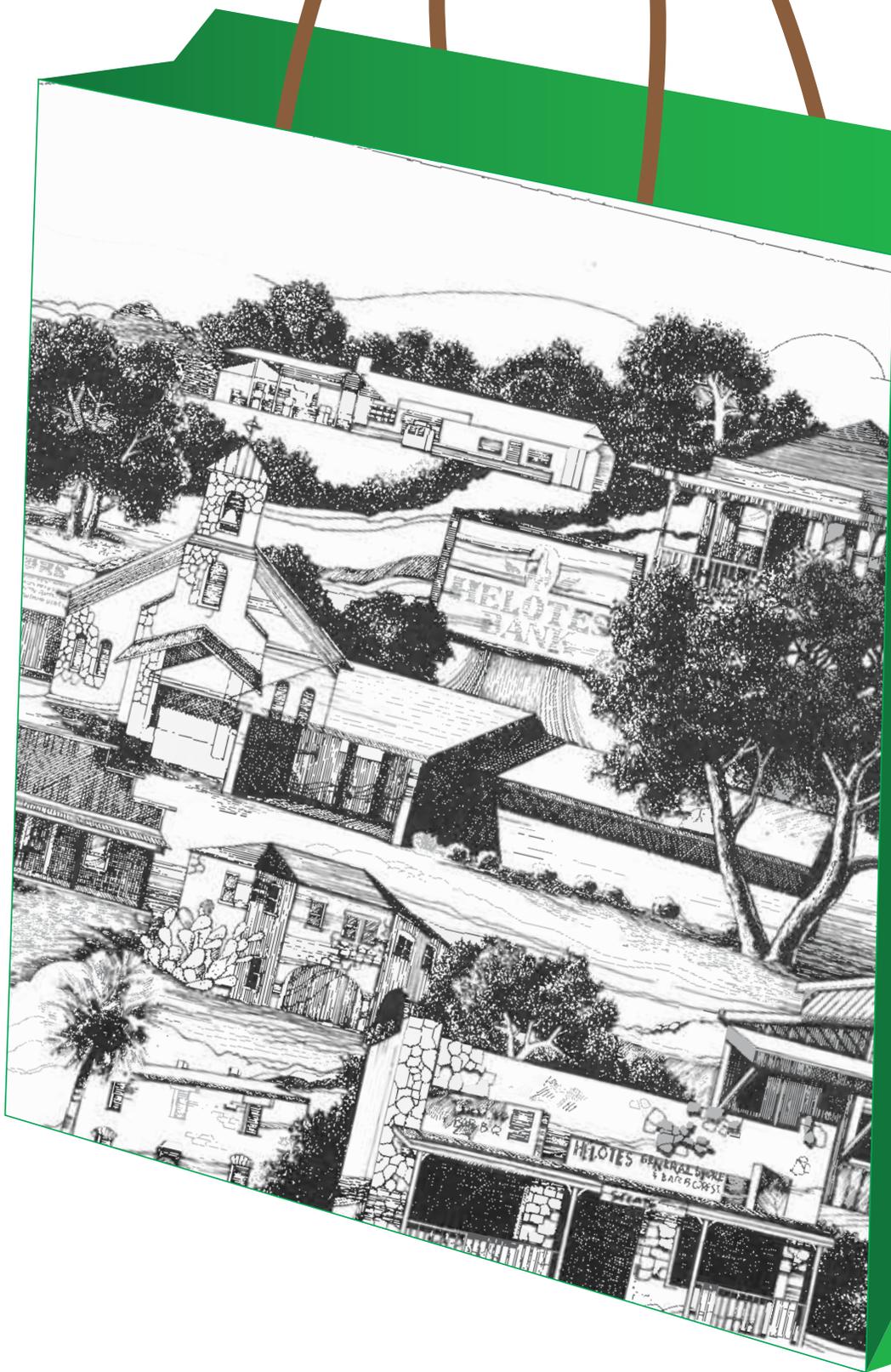


Attachment A

Dye Sublimation



Attachment A
Dye Sublimation



www.shophelotes.com



One-Color Bags

The most common material used in one-color tote bags are “canvas duck” and “canvas sheeting”. One color means printing one color – black, blue, red, white, etc.



Full Color Tote Bags

Same material as one-color but different process of printing - most often material used is "canvas duck" and "canvas sheeting". Four or full color printing means that four different ink colors are used to create a range of printable colors. The "four-color" refers to the four color plates—cyan, magenta, yellow, and black (CMYK).



Dye Sublimation Bags

Dye sublimation is a printing process that uses heat and pressure to transfer digital images onto a substrate. The dye permanently bonds with the fabric and resists fading, cracking and peeling. Dye sublimation also supports a full range of colors.

Dye sublimation works best on smooth fabrics with a tight weave. Many vendors utilized non-woven laminated and non-laminated tote bags.

Dye sublimation allows for edge-to-edge printing, which means an entire panel, and even an entire bag, can be printed. The artwork can wrap around the bag and cover all sides, including the bottom.





**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: July 15, 2020**

Agenda Placement: CONSENT
 INDIVIDUAL
 PRESENTATION
 CLOSED

CAPTION:

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

EXECUTIVE SUMMARY:

A PowerPoint (PPT) summarizing the proposed budget is being presented at the EDC Meeting on Thursday, July 15, 2020. The presentation will be publicly available for viewing on the EDC website.

Staff recommends the Public Hearing on the Proposed FY 2020 - 2021 EDC Operating Budget be held on August 19, 2020 and the adoption of said budget will take place on September 16, 2020. The budget will subsequently be approved on September 24, 2020 by City Council.

ATTACHMENTS:

Attachment A – PPT
Attachment B – Budget Worksheet

PREPARED BY: Marian V. Mendoza, Executive Director

DATE SUBMITTED: July 8, 2020

2020-2021 BUDGET WORK SESSION

JULY 15, 2020



**ECONOMIC DEVELOPMENT
CORPORATION**

Presented by:
Marian V. Mendoza
Executive Director

FY2020 – 21 PROPOSED BUDGET



The Proposed Budget has been developed to:

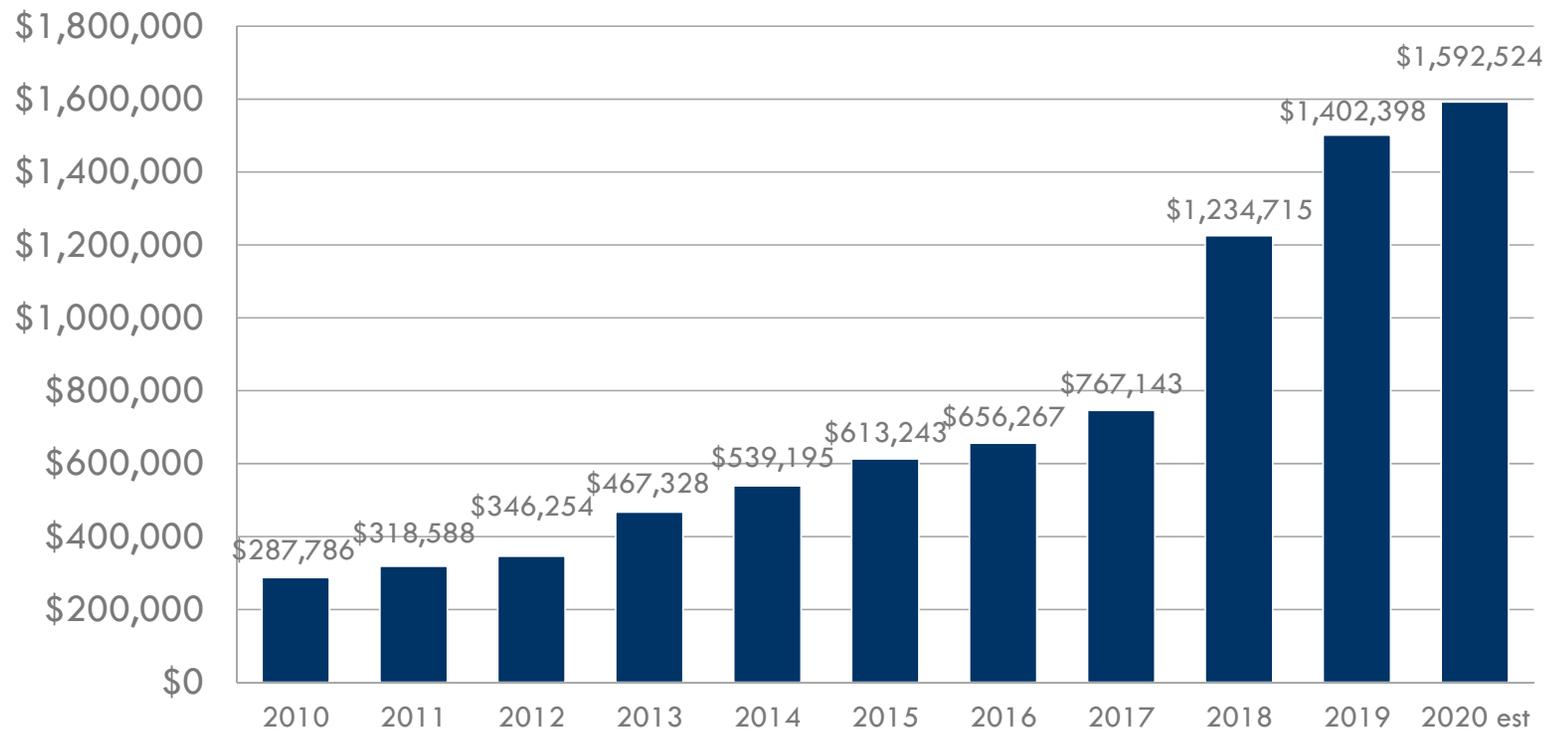
- Be consistent with the established mission, vision and goals of the Helotes Economic Development Corporation;
- Provide a fiscal plan to accomplish high priority action steps consistent with the Strategic Work Plan;
- Allocate resources to provide business development through effective communication, supporting existing businesses and recruit new businesses;
- Highlight how the allocation of HEDC financial and capital resources are targeted to achieve the HEDC's established mission, vision and goals

SALES TAX



- Sales tax revenue is main source for HEDC
- The City's current sales tax rate is 8.00 percent which includes quarter (.25) of a cent for street maintenance and a one-half (.50) of a cent for HEDC
- For the Proposed Budget, \$1,474,767 is projected to be collected by the HEDC from sales tax

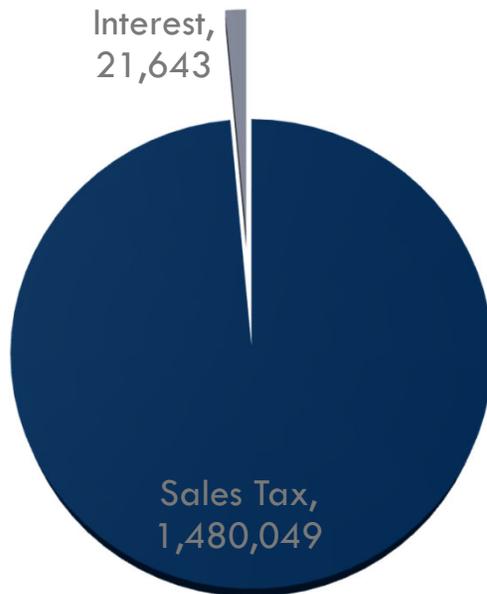
TOTAL REVENUE



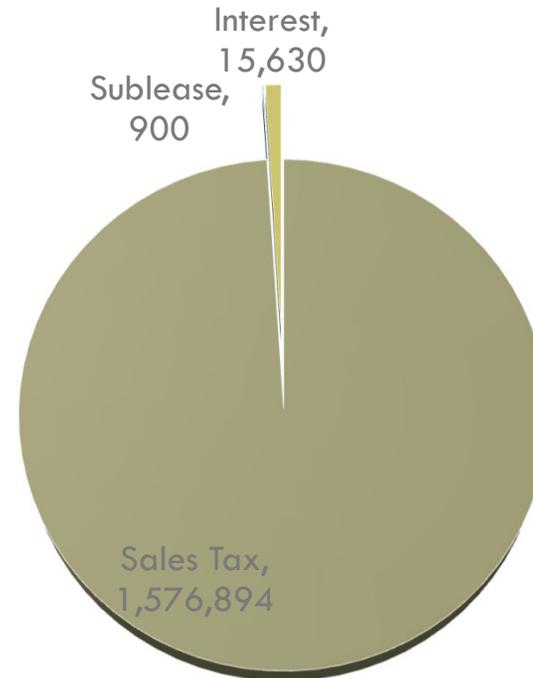


REVENUE COMPARISON

2019 Revenue



2020 Est. Revenue



FY20-21 BUDGET - HEDC



	Actual FY19	Adopted FY20	Projected FY20	Proposed FY21
Personnel	\$ 83,933	\$ 92,031	\$ 92,031	\$ 95,441
Contractual Services	\$ 394,924	\$ 565,337	\$ 416,704	\$ 552,239
Commodities	\$ 583,889	\$ 586,759	\$ 578,864	\$ 611,982
Capital Outlay	\$ 99,293			
Total Expenditures:	\$ 1,162,039	\$ 1,244,127	\$ 1,087,599	\$ 1,263,762
Percentage increase:				1.57%

PROGRAM CHANGES FY 20-21



- **510-5208 Conceptual Design & Land Use Plans**
 - \$15,000 to be used as a marketing and incentive tool

- **510-5211 Marketing/Tourism**
 - \$63,500 for City Events
 - MarketPlace - \$41,322
 - Cornyval Parade - \$17,039
 - Christmas Parade - \$5,076

PROGRAM CHANGES FY 20-21



- **510-5228 Visitor Center**
 - \$50,000 to evaluate and plan a future visitor center
- **210-5333 380 Agreement Reimbursement**
 - \$600,000 - Texas Developers 380 Agreement



FUND STATEMENTS

- The Proposed HEDC Fund allocation for FY 2020-21 is \$1,259,762 representing a 1.57% increase from the current year adopted budget.
- Factors for EDC Budget increase of 1.57%:
 - City Events – MarketPlace, Cornyvale Parade and Christmas Parade
 - Increase in City Office Lease Agreement
 - 380 Agreement Reimbursement – increases with Sales Tax Revenue

FUND STATEMENTS



- Total revenue for FY 2020-21 are projected to be \$1,500,182 representing a 0.2% increase from the current year adopted budget.
- The Proposed HEDC Operating Budget will produce \$236,419 in net revenue after expenditures. This is a decrease of \$16,536 compared to the adopted FY 2020 budget.

PROJECTED EDC FUND REVENUES/ALLOCATIONS FOR CURRENT FISCAL YEAR ENDING 9/30/20

Beginning Balance 10/1/19	\$1,291,095
Projected Revenues	\$1,592,524
Projected Expenses	-\$1,087,599
<i>Reserved Funds for Capital Projects – approved FY20</i>	<u>-\$811,000</u>
Projected Unreserved Fund Balance 9/30/20	\$985,020

PROPOSED HEDC FUND BALANCE FY 2021

Projected Beginning Balance 10/1/20	\$985,020
Proposed Revenues	\$1,500,182
Proposed Expenses	-\$1,236,520
Projected Reserved for Capital Projects	<u>-\$0</u>
Estimated Unreserved Fund Balance 9/30/21	\$1,248,682

NEXT STEPS



Friday, July 17, 2020	Publish Notice of Public Hearing
Wednesday, August 19, 2020	First Public Hearing for FY 2020-21 Proposed Budget
Wednesday, September 16, 2020	Second Public Hearing and Board approval of FY 2020-21 Proposed Budget
Thursday, September 24, 2020	City Council approval of FY 2020-21 Proposed Budget

EDC 05

2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED 2020-2021
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NON-PROPERTY TAX		2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED 2020-2021
401-3140	SALES TAX	\$ 757,921.00	\$ 1,215,880.00	\$ 1,470,234.00	\$ 1,465,952.00	\$ 1,166,201.00	\$ 1,568,394.00	\$ 1,474,767.00
401-3150	MIXED BEVERAGES	\$ 8,733.00	\$ 9,302.00	\$ 9,815.00	\$ 9,815.00	\$ 6,871.00	\$ 7,600.00	\$ 9,815.00
401-3160	SUBLEASE FROM CHAMBER					\$ 300.00	\$ 900.00	\$ 3,600.00
TOTAL		\$ 766,654.00	\$ 1,225,182.00	\$ 1,480,049.00	\$ 1,475,767.00	\$ 1,173,372.00	\$ 1,576,894.00	\$ 1,488,182.00

MISCELLANEOUS REVENUE		2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED 2020-2021
406-1010	INTEREST	\$ 3,009.00	\$ 9,534.00	\$ 21,643.00	\$ 21,315.00	\$ 12,630.00	\$ 15,630.00	\$ 12,000.00
406-1060	TRANSFERS IN/OUT	\$ (2,520.00)	\$ -	\$ (99,293.00)	\$ -	\$ -	\$ -	\$ -
TOTAL MISC REVENUES		\$ 489.00	\$ 9,534.00	\$ (77,650.00)	\$ 21,315.00	\$ 12,630.00	\$ 15,630.00	\$ 12,000.00

PERSONNEL		2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED 2020-2021
510-5101	SALARIES	\$ -	\$ -	\$ 67,679.00	\$ 72,545.00	\$ 57,212.00	\$ 72,545.00	\$ 74,721.35
510-5111	LONGEVITY	\$ 860.00	\$ 980.00	\$ 1,100.00	\$ 1,220.00	\$ 1,220.00	\$ 1,220.00	\$ 1,460.00
510-5113	BENEFITS	\$ -	\$ -	\$ 15,154.00	\$ 18,266.00	\$ 13,278.00	\$ 18,266.00	\$ 19,360.04
PERSONNEL	TOTAL	\$ 860.00	\$ 980.00	\$ 83,933.00	\$ 92,031.00	\$ 71,710.00	\$ 92,031.00	\$ 95,541.39

CONTRACTUAL SERVICES		2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED 2020-2021
510-5201	MEMBERSHIPS, DUES & LICENSES	\$ 5,741.00	\$ 9,419.00	\$ 9,601.00	\$ 16,000.00	\$ 11,378.00	\$ 13,055.00	\$ 15,000.00
510-5202	AUDIT FEES	\$ 3,000.00	\$ 3,100.00	\$ 3,200.00	\$ 3,200.00	\$ 3,300.00	\$ 3,300.00	\$ 3,400.00
510-5203	SCHOOLS, SEMINARS, CONFERENCES	\$ 1,247.00	\$ 1,784.00	\$ 1,034.00	\$ 3,000.00	\$ 79.00	\$ 500.00	\$ 3,200.00
510-5204	INTL. CONF. SHOPPING CENTERS	\$ 7,528.00	\$ 4,664.00	\$ 8,173.00	\$ 8,916.00	\$ 1,928.00	\$ 3,128.00	\$ 3,200.00
510-5205	BANK FEES	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 750.00
510-5206	LEGAL FEES	\$ 4,147.00	\$ 2,868.00	\$ 624.00	\$ 5,000.00	\$ 1,157.00	\$ 2,000.00	\$ 3,000.00
510-5208	CONC. DESIGN & LAND USE PLANS	\$ -	\$ 7,300.00	\$ 1,781.00	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00
510-5210	WORKSHOPS & PROMOTIONS	\$ 1,000.00	\$ -	\$ 189.00	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
510-5211	MARKETING / TOURISM	\$ 28,178.00	\$ 11,099.00	\$ 17,115.00	\$ 35,000.00	\$ 13,107.00	\$ 25,000.00	\$ 93,500.00
510-5212	WEBSITE DEV. & MAINTENANCE	\$ 1,050.00	\$ 6,336.00	\$ 9,974.00	\$ 9,791.00	\$ 7,929.00	\$ 9,791.00	\$ 12,000.00
510-5214	MANAGED SVCS. AGREEMENT	\$ 15,000.00	\$ 11,084.00	\$ 5,524.00	\$ 5,400.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
510-5215	DEBT SERVICE	\$ 195,000.00	\$ 200,000.00	\$ 323,040.00	\$ 329,210.00	\$ 329,210.00	\$ 329,210.00	\$ 321,669.00
510-5224	OFFICE RENTAL	\$ -	\$ 17,031.00	\$ 9,500.00	\$ 10,800.00	\$ 7,900.00	\$ 9,700.00	\$ 12,000.00
510-5225	OTHSD PARKING LOT LEASE	\$ -	\$ 162.00	\$ 5,169.00	\$ 5,520.00	\$ 3,600.00	\$ 5,520.00	\$ 5,520.00
510-5227	CAPACITY / GAP ANALYSES	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -	\$ -	\$ -
510-5228	VISITOR CENTER	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00
510-5229	GATEWAY SIGNAGE	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -
CONTRACTUAL SERVICES	TOTAL	\$ 261,891.00	\$ 274,847.00	\$ 394,924.00	\$ 565,337.00	\$ 394,588.00	\$ 416,704.00	\$ 556,239.00

COMMODITIES		2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED 2020-2021
510-5301	OFFICE SUPPLIES	\$ 957.00	\$ 3,037.00	\$ 392.00	\$ 3,000.00	\$ 222.00	\$ 1,500.00	\$ 2,000.00
510-5302	OPERATIONAL EXPENSES	\$ 1,755.00	\$ 15,703.00	\$ 14,093.00	\$ 14,362.00	\$ 7,304.00	\$ 8,000.00	\$ 8,500.00
510-5305	COMMUNICATION EQUIPMENT	\$ 235.00	\$ 1,362.00	\$ 1,254.00	\$ 1,232.00	\$ 865.00	\$ 1,232.00	\$ 1,232.00
510-5326	EXPENSE REIMBURSEMENT	\$ 129.00	\$ -	\$ 168.00	\$ 183.00	\$ 82.00	\$ 150.00	\$ 250.00
510-5333	380 AGREEMENT REIMBURSEMENTS	\$ -	\$ 421,727.00	\$ 567,982.00	\$ 567,982.00	\$ 442,799.00	\$ 567,982.00	\$ 600,000.00
COMMODITIES	TOTAL	\$ 3,076.00	\$ 441,829.00	\$ 583,889.00	\$ 586,759.00	\$ 451,272.00	\$ 578,864.00	\$ 611,982.00

EDC 05

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 ACTUAL	2019-2020 CURRENT	Y-T-D ACTUAL	PROJECTED YEAR END	REQUESTED 2020-2021
TOTAL REVENUES	\$ 767,143.00	\$ 1,234,716.00	\$ 1,402,399.00	\$ 1,497,082.00	\$ 1,186,002.00	\$ 1,592,524.00	\$ 1,500,182.00
TOTAL EXPENSES	\$ 265,827.00	\$ 717,656.00	\$ 1,062,746.00	\$ 1,244,127.00	\$ 917,570.00	\$ 1,087,599.00	\$ 1,263,762.39
TOTAL OVER & UNDER	\$ 501,316.00	\$ 517,060.00	\$ 339,653.00	\$ 252,955.00	\$ 268,432.00	\$ 504,925.00	\$ 236,419.61

Memberships, Dues, & Licenses 510-5201

TEDC	\$ 1,300.00
IEDC	\$ 455.00
ICSC	\$ 200.00
Business Journal	\$ 100.00
GISPlanning & RealMassive	\$ 10,000.00
Helotes Area Chamber of Commerce	\$ 1,000.00
TOTAL	\$ 13,055.00

Schools, Seminars, & Conferences 510-5203

TEDC Workshops	\$ 1,400.00
IEDC Cert Training	\$ 1,800.00
TOTAL	\$ 3,200.00

Trade Shows 510-5204

Retail Live Conference	\$ 1,200.00
ICSC Texas Conference	\$ 2,000.00
TOTAL	\$ 3,200.00

Marketing/Tourism 510-5211

MarketPlace	\$ 41,322.00
Cornyval Parade	\$ 17,039.44
Christmas Parade	\$ 5,076.20
Marketing	\$ 30,000.00
TOTAL	\$ 93,437.64

FUND BALANCE (10-01-2019)	\$ 1,291,095.68
TOTAL PROJECTED REVENUE	\$ 1,592,524.00
TOTAL PROJECTED EXPENSES	\$ (1,087,599.00)
LIABILITY RESERVES FY20	
SPLASH PAD	\$ (300,000.00)
SIDEWALKS	\$ (175,000.00)
SBLAP	\$ (336,000.00)
TOTAL LIABILITY	\$ (811,000.00)
UNRESERVED BALANCE (09-30-20)	\$ 985,020.68



Staff Report

SBLAP Update



- On May 13th the HEDC Board of Directors created a 0% loan program for up to \$20,000 amortized for 39 months with first 3 months differed payment.
- The Program was officially launched on May 27th.
- To date we have funded 4 business
 - All are food and beverage establishments

Mitigating Factors



- Many businesses are unsure about taking out long term debt under current conditions.
- Bexar County offered both loans and grants
 - Initial funding of \$5.65M was exhausting in two days
 - Opened an additional \$6.5M in grants on June 8th
 - 1 to 5 employees \$10,000
 - 6 to 10 employees \$25,000

Mitigating Factors Cont.



- SBA Payroll Protection Program (PPP)
 - \$350 Billion depleted in two weeks
 - Second round opened April 27th \$310 Billion
 - Ended June 30th w/ \$130 Billion unclaimed
 - Reopened July 6th w/ new deadline of Aug. 8th
- Assisted 388* businesses in the City of Helotes and Helotes ETJ
 - 351 received under \$150k
 - 37 received over \$150k (20 in Helotes City Limits)

Mitigating Factors Cont.



- Economic Injury Disaster Loan (EIDL)
 - \$310 Billion initial funding
 - Closed to new applicants on April 23rd
 - \$60 Billion in additional funds added April 27th
 - Reopened to new applicants on June 15th

Covid-19 State Requirements



- **Face Coverings:** Every person in Texas shall wear a face covering over the nose and mouth when inside a commercial entity or other building or space open to the public, or when in an outdoor public space, whenever it is not feasible to maintain 6 feet of social distancing from another person not in the same household.
- **Large Gatherings Prohibited:** Any outdoor gathering in excess of 10 people is prohibited unless the mayor or county judge for the unincorporated areas of the county, of the location in which the gathering takes place, approves the gathering. There are exceptions for any services listed by the U.S. Department of Homeland Security's Cybersecurity and Infrastructure Security Agency, religious services, and childcare services.
- **Restaurants** may operate up to 50% total occupancy for dine-services. Curbside, drive-thru, and takeout are permitted.
- **Bars** are closed, however, curbside, drive-thru, and takeout are permitted for food and drinks.

Covid-19 Update



- Retail Sales are still down for most businesses at much as 80%.
- Restaurant Sales for most businesses are 70-80% of normal.
- Bars are struggling the most forced to only offer curbside or delivery if they have a kitchen.

Covid-19 Update



- As of July 10th, Bexar County announced over 17,679 positive cases and 165 deaths.
 - Over 1,216 hospitalized
 - 399 in ICU
 - 231 on ventilators
- Helotes Office of Emergency Management is reporting 11 total positive cases of COVID-19 in Helotes, including 1 death.

QUESTIONS

