



HELOTES
TEXAS
ECONOMIC DEVELOPMENT
REGULAR MEETING AGENDA

The City of Helotes Economic Development Corporation (EDC) Board of Directors will meet for a Regular Meeting on Wednesday, November 16, 2022 at 7:00 p.m. in the City Hall Council Chambers, 12951 Bandera Road, Helotes, Texas 78023. This is an open meeting, subject to the open meeting laws of the State of Texas.

1. Call to order.

OPEN SESSION:

2. Citizens to be heard.
The 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 21, 2022 and Workshop Meeting date October 19, 2022.
4. Approval of the HEDC Fiscal Year Ending (FYE) 2022 Revenue and Expense Report dated November 10, 2022.

COMMITTEE REPORTS:

5. Update from the Executive Committee meeting.
6. Update from the Finance Committee.

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

This meeting site is wheelchair accessible and accessible parking spaces are available in front of the office. In compliance with the Americans with Disabilities Act, the Helotes EDC will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received seventy-two (72) hours prior to the meeting. For assistance, contact the Executive Director at 210-695-5910.

ITEMS FOR INDIVIDUAL CONSIDERATION:

7. Discussion of and action on approval of a Resolution of the City of Helotes Economic Development Corporation authorizing the creation of a Retailer and Commercial Tenant Improvement Incentive Program for FYE 2023. (Staff)
8. Discussion of and action on approval of a Resolution of the City of Helotes Economic Development Corporation authorizing the creation of a Targeted Business Incentive Program for FYE 2023. (Staff)
9. Discussion of and action on approval of a Resolution of the City of Helotes Economic Development Corporation authorizing the Community Arts Grant Program. (Staff)
10. Discussion of and action on a request by the Meadows Frozen Custard to approve an application to participate in the Retailer and Commercial Tenant Improvement Grant. (Staff)
11. Discussion of and action on a request by Hairway2Heaven26 to approve an application to participate in the Retailer and Commercial Tenant Improvement Grant. (Staff)
12. Discussion of and action on contracting with 360 Zone to provide Google 360 Virtual Tours to businesses located within the City of Helotes. (Staff)
13. Discussion of and action on approval to produce a Helotes fiesta medal for 2023. (Staff)

STAFF REPORT:

14. Presentation of the HEDC Quarterly Report for period ending September 30, 2022.

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 10, 2022 at 5:00 p.m.



Glenn Goolsby
Interim Executive Director



REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Regular Meeting on Wednesday, September 21, 2022 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
Melody Cooper, Secretary
Melissa Benavides
Marian Mendoza, Ex-Officio

John Kodosky, Vice-President
Greg Hayden
Jeff Felty

Staff: Glenn Goolsby, Interim Executive Director

Absent: Joel Lutz

1. Call to Order.

President Lopez called the meeting to order at 7:05 p.m.

OPEN SESSION:

2. Citizens to be heard.

The HEDC cannot discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). Comments are limited to three (3) minutes, and this time is not transferable. Discussion by the HEDC of any item not on the Agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to any inquiry, and / or a proposal to place the item on a future HEDC Agenda.

No citizen signed up to speak.

CONSENT AGENDA (ITEM NOS. 3 – 7):

All items marked with an asterisk (*) on the consent agenda were voted on as a group. Motion was made by Greg Hayden, second by Melissa Benavides to approve Items 3 thru 7 as written. Motion carried unanimously.

3. *Approval of the minutes of the Workshop and Regular Meeting dated August 17, 2022 and Special Meeting date September 8, 2022.

4. ***Approval of the HEDC Fiscal Year Ending (FYE) 2022 Revenue and Expense Report dated September 15, 2022.**
5. ***Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (HEDC) approving an Investment Policy and Strategy for public investment purposes; authorizing the Interim Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date.**
6. ***Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (HEDC) designating Investment Officers for public investment purposes; authorizing the Interim Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date.**
7. ***Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (HEDC) approving a list of approved brokers / dealers for public investment purposes; authorizing the Interim Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date.**

COMMITTEE REPORTS:

8. Update from the Executive Committee meeting.

President Lopez stated the committee had reviewed the Management Services Agreement, the proposed FYE 2023 Budget, and discussed current prospects with staff.

9. Update from the Finance Committee meeting.

Vice President Kodosky stated the committee had reviewed the monthly expenditure report and noted there was nothing out of the ordinary.

ITEMS FOR INDIVIDUAL CONSIDERATION:

10. **Discussion of and action on a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (HEDC) approving appropriations for the Fiscal Year Ending (FYE) 2023 Maintenance & Operating, Interest & Sinking, and Capital budgets for Fiscal Year Ending (FYE) 2023. Proposed EDC budgets include economic development "Projects," as defined by Texas Local Govt. Code Chapter 505 *Type B Corporations* and authorizing the Interim Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date.**

Motion was made by John Kodosky, second by Greg Hayden to discuss and take action as written. Motion carried unanimously.

11. **Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (HEDC) approving an Interlocal Agreement between the City of Helotes and the HEDC; authorizing the Interim Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date.**

Motion was made by John Kodosky, second by Melody Cooper to approve the item as written. Motion carried unanimously.

12. **Approval of a Resolution of the Board of Directors of the City of Helotes Economic Development Corporation (HEDC) approving an Agreement between the City of Helotes and the HEDC to fund certain City events; authorizing the Interim Executive Director to take all necessary steps to implement the provisions of this Resolution; incorporating recitals; providing for severability; and adopting an effective date.**

Motion was made by Greg Hayden, second by Melody Cooper to approve the item as written. Motion carried unanimously.

13. **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.**

Motion was made by Blaine Lopez, second by Melissa Benavides to nominated Melody Cooper as Secretary. Motion carried unanimously.

Motion was made by Blaine Lopez, second by Greg Hayden to nominate John Kodosky as Vice President. Motion carried unanimously.

Motion was made by John Kodosky, second by Greg Hayden to nominate Blaine Lopez as President. Motion carried unanimously.

STAFF REPORT:

14. **Update on attendance at Retail Live Conference on September 1, 2022. (Glenn Goolsby, Interim Executive Director)**

Glenn Goolsby reported on potential prospects he met at the Retail Live conference in Austin.

Adjourn the regular meeting of the EDC Board of Directors.

President Lopez adjourned the meeting at 7:36 p.m.

Glenn Goolsby
Executive Director



WORKSHOP MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met for a Workshop Meeting on Wednesday, October 19, 2022 at 6:00 p.m., Helotes Economic Development Office, 12682 FM 1560, Suite 105, 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 John Kodosky, Vice President
 Melody Cooper, Secretary Greg Hayden
 Melissa Benavides Joel Lutz
 Jeff Felty Marian Mendoza, Ex-Officio

Staff: Glenn Goolsby, Interim Executive Director

1. Call to Order.

President Lopez called the meeting to order at 6:10 pm.

WORK SESSION:

1. Work Session of the City of Helotes Economic Development Corporation to review and discuss the following

- **FYE 2022 Strategic Work Plan**
- **Incentive Policies & Procedures to include the following:**
 - i. **Community Arts Grant;**
 - ii. **E-Commerce Accelerator Grant;**
 - iii. **Tenant Improvement Grant; and**
 - iv. **Targeted Business Incentive.**

Glenn Goolsby, Executive Director began by reviewing the current program guidelines and process for reviewing applicants. There was discussion to make minor changes to the Community Arts Grant and the Tenant Improvement Grant, which will be presented at the next regular meeting.

Adjourn the workshop meeting of the EDC Board of Directors.

President Lopez adjourned the meeting at 8:00 p.m.

Glenn Goolsby
Executive Director

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: NOVEMBER 10TH, 2022

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 | 1,090,350.00 | 700.00 | 700.00 | 1,089,650.00 | 0.06 |
| MISCELLANEOUS REVENUE | <u>186,000.00</u> | <u>0.00</u> | <u>7,341.71</u> | <u>178,658.29</u> | <u>3.95</u> |
| TOTAL REVENUES | 1,276,350.00 | 700.00 | 8,041.71 | 1,268,308.29 | 0.63 |
| | ===== | ===== | ===== | ===== | ===== |
| <u>EXPENDITURE SUMMARY</u> | | | | | |
| ADMINISTRATION | <u>1,227,626.08</u> | <u>214.92</u> | <u>757,292.29</u> | <u>470,333.79</u> | <u>61.69</u> |
| TOTAL EXPENDITURES | 1,227,626.08 | 214.92 | 757,292.29 | 470,333.79 | 61.69 |
| | ===== | ===== | ===== | ===== | ===== |
| REVENUES OVER/(UNDER) EXPENDITURES | 48,723.92 | 485.08 | (749,250.58) | 797,974.50 | 1,537.75- |

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: NOVEMBER 10TH, 2022

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 | 1,079,650.00 | 0.00 | 0.00 | 1,079,650.00 | 0.00 |
| 401-3150 MIXED BEVERAGE | 6,500.00 | 0.00 | 0.00 | 6,500.00 | 0.00 |
| 401-3160 SUBLEASE HELOTES CHAMBER | <u>4,200.00</u> | <u>700.00</u> | <u>700.00</u> | <u>3,500.00</u> | <u>16.67</u> |
| TOTAL NON-PROPERTY TAXES | 1,090,350.00 | 700.00 | 700.00 | 1,089,650.00 | 0.06 |
| <u>MISCELLANEOUS REVENUE</u> | | | | | |
| 406-1010 INTEREST | 5,000.00 | 0.00 | 7,341.71 (| 2,341.71) | 146.83 |
| 406-1060 TRANSFERS IN/OUT | <u>181,000.00</u> | <u>0.00</u> | <u>0.00</u> | <u>181,000.00</u> | <u>0.00</u> |
| TOTAL MISCELLANEOUS REVENUE | 186,000.00 | 0.00 | 7,341.71 | 178,658.29 | 3.95 |
| <hr/> | | | | | |
| TOTAL REVENUES | 1,276,350.00 | 700.00 | 8,041.71 | 1,268,308.29 | 0.63 |
| | ===== | ===== | ===== | ===== | ===== |

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: NOVEMBER 10TH, 2022

05 -ECONOMIC DEVELOPMENT CORP
 ADMINISTRATION
 EXPENDITURES

| | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | BUDGET BALANCE | % OF BUDGET |
|---|-------------------|-------------------|------------------------|--------------------|----------------|
| <u>PERSONNEL</u> | | | | | |
| 510-5101 SALARIES | 75,074.08 | 0.00 | 6,730.76 | 68,343.32 | 8.97 |
| 510-5111 LONGEVITY | 1,560.00 | 0.00 | 0.00 | 1,560.00 | 0.00 |
| 510-5113 BENEFITS | <u>19,360.00</u> | <u>0.00</u> | <u>1,445.65</u> | <u>17,914.35</u> | <u>7.47</u> |
| TOTAL PERSONNEL | 95,994.08 | 0.00 | 8,176.41 | 87,817.67 | 8.52 |
| <u>CONTRACTUAL SERVICES</u> | | | | | |
| 510-5201 MEMBERSHIPS, DUES & LICENSES | 16,000.00 | 0.00 | 11,440.00 | 4,560.00 | 71.50 |
| 510-5202 AUDIT FEES | 3,500.00 | 0.00 | 0.00 | 3,500.00 | 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 | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 510-5207 FACADE/TENANT IMPROVEMENT | 150,000.00 | 0.00 | 0.00 | 150,000.00 | 0.00 |
| 510-5208 CONC. DESIGN & LAND USE PLANS | 30,000.00 | 0.00 | 0.00 | 30,000.00 | 0.00 |
| 510-5210 WORKSHOPS & PROMOTIONS | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| 510-5211 MARKETING / TOURISM | 75,000.00 | 0.00 | 0.00 | 75,000.00 | 0.00 |
| 510-5212 WEBSITE DEV. & MAINTENANCE | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| 510-5214 MANAGED SVCS. AGREEMENT | 36,000.00 | 0.00 | 30,000.00 | 6,000.00 | 83.33 |
| 510-5215 DEBT SERVICE | 322,112.00 | 0.00 | 330,661.00 (| 8,549.00) | 102.65 |
| 510-5217 LAND ACQUISITION/DUE DILIGENCE | 285,000.00 | 0.00 | 0.00 | 285,000.00 | 0.00 |
| 510-5223 BUSINESS IMPROVEMENT GRANTS | 80,000.00 | 0.00 | 0.00 | 80,000.00 | 0.00 |
| 510-5224 OFFICE RENTAL | 13,200.00 | 0.00 | 1,100.00 | 12,100.00 | 8.33 |
| 510-5225 OTHSD PARKING LOT LEASE | 6,120.00 | 0.00 | 400.00 | 5,720.00 | 6.54 |
| 510-5230 MARKETING/CITY EVENTS | 50,000.00 | 0.00 | 50,000.00 | 0.00 | 100.00 |
| 510-5231 CAPITAL IMPROVEMENTS | <u>25,000.00</u> | <u>0.00</u> | <u>0.00</u> | <u>25,000.00</u> | <u>0.00</u> |
| TOTAL CONTRACTUAL SERVICES | 1,112,082.00 | 0.00 | 423,601.00 | 688,481.00 | 38.09 |
| <u>COMMODITIES</u> | | | | | |
| 510-5301 OFFICE SUPPLIES | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| 510-5302 OPERATIONAL EXPENSES | 15,000.00 | 214.92 | 514.88 | 14,485.12 | 3.43 |
| 510-5305 COMMUNICATION EQUIPMENT | 1,300.00 | 0.00 | 0.00 | 1,300.00 | 0.00 |
| 510-5326 EXPENSE REIMBURSEMENT | <u>250.00</u> | <u>0.00</u> | <u>0.00</u> | <u>250.00</u> | <u>0.00</u> |
| TOTAL COMMODITIES | 19,550.00 | 214.92 | 514.88 | 19,035.12 | 2.63 |
| <u>CAPITAL OUTLAY</u> | | | | | |
| 510-5503 TRANSFER OUT | <u>0.00</u> | <u>0.00</u> | <u>325,000.00 (</u> | <u>325,000.00)</u> | <u>0.00</u> |
| TOTAL CAPITAL OUTLAY | 0.00 | 0.00 | 325,000.00 (| 325,000.00) | 0.00 |
| <hr/> | | | | | |
| TOTAL ADMINISTRATION | 1,227,626.08 | 214.92 | 757,292.29 | 470,333.79 | 61.69 |
| <hr/> | | | | | |
| TOTAL EXPENDITURES | 1,227,626.08 | 214.92 | 757,292.29 | 470,333.79 | 61.69 |
| <hr/> | | | | | |
| REVENUES OVER/(UNDER) EXPENDITURES | 48,723.92 | 485.08 (| 749,250.58) | 797,974.50 | 1,537.75- |
| <hr/> | | | | | |



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: November 16, 2022**

AGENDA PLACEMENT:

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

CAPTION:

Discussion of and action on approval of a Resolution of the City of Helotes Economic Development Corporation authorizing the creation of a Retailer and Commercial Tenant Improvement Incentive Program for FYE 2023. (Staff)

EXECUTIVE SUMMARY:

During the Work Session on October 19, 2022 the HEDC Board discussed continuing the Retailer and Commercial Tenant Improvement Program to assist with new and expanded businesses within the City of Helotes. The Board reviewed the prior years guidelines and recommended minor changes to implement in FYE 2023. Below are some key aspects of the program.

Proposed Program Details:

Eligible Businesses: Remove list of ineligible businesses.

Eligible Improvements: Amended to include primarily fixed improvements.

Score Card: Amended to include targeted businesses

ATTACHMENTS:

Attachment A: Draft Retailer and Commercial Tenant Improvement Program

Attachment B: Resolution

PREPARED BY: Glenn Goolsby, Executive Director

RETAILER AND COMMERCIAL TENANT IMPROVEMENT PROGRAM



A grant for tenant improvements, designed to foster growth in Helotes.

- \$** Maximum grant of \$20,000.
- 🏠** Grant is for permanent improvements.
- 🎯** Higher priority for targeted businesses.

Program Administered by the Helotes Economic Development Corporation 12682 FM1560, Suite 105 Helotes, TX 78023 (210) 695-5910 HelotesEDC.com

RETAILER AND COMMERCIAL TENANT IMPROVEMENT PROGRAM

The Retailer and Commercial Tenant Improvement (TI) Program is designed to help grow a vibrant and thriving business climate in Helotes. This program will support new and expanding businesses within the corporate city limits of Helotes.

The Retailer and Commercial TI Program helps bridge the financial gap between property owner and tenant by providing financial assistance of up to \$20,000 on qualifying permanent improvements to space.

The Retailer and Commercial TI Program operates as a reimbursable grant. Following grant approval, the applicant may begin work. After all work has been completed and the business is open, the applicant will submit receipts to the HEDC and demonstrate all compliance with local regulations before funds will be disbursed.

WHAT ARE WE TRYING TO ACCOMPLISH?

- Attract new businesses that provide needed/desired services
- Encourage business expansion
- Stimulate private investment in retail and commercial developments
- Reduce the number of vacant storefronts throughout Helotes

BUSINESS ELIGIBILITY

In order to be considered eligible for this grant, the business must meet all criteria of the program. Funding decisions will ultimately be based on a variety of factors, including consistency with the HEDC Strategic Plan and availability of resources. Grant recipients may re-file a subsequent grant application with the HEDC no sooner than five (5) years from the original grant approval date.

WHO CAN APPLY?

The Retailer and Commercial TI Program is available on a first-come first-served basis or until funds have been exhausted. Any new or expanding business within the city limits of Helotes may apply for consideration. Applicants must apply before commencing improvement. Tenants must at a minimum sign a 3-year lease agreement. Property owners who will also operate an eligible business may apply for funding.

WHAT IMPROVEMENTS CAN THE GRANT HELP PAY FOR?

Examples of eligible expenses under the Retailer and Commercial TI Program include:

- Hazardous materials abatement, such as asbestos removal
- Interior demolition and shell reconstruction
- Compliance with the Americans with Disabilities Act (ADA)

- Permanent equipment, plumbing, mechanical, electrical & HVAC
- Flooring
- Windows/doors/commercial storefront
- Permanent interior walls and finishes
- Architectural/interior design/permitting fees relate to the improvements
- Security or fire protection systems
- Exterior repair or improvements to façade

The following expenses are not eligible under the Retailer and Commercial TI Program include:

- Furniture such as tables and chairs
- Temporary or moveable cubicles or partitions to subdivide space
- Moveable equipment, fixtures, or furnishings
- Salaries, working capital, or inventory
- In-kind work performed by the applicant
- Other items deemed by staff as narrowly tailored for a particular use and not potentially beneficial to other future users of the space

GRANT AMOUNT

- Grants for new businesses will not exceed \$20,000 or \$25.00 per square foot.
- Grants for existing businesses will not exceed \$10,000 or \$15.00 per square foot.
- Grants may cover up to 50% of the total cost of eligible improvements.

EVALUATION PROCESS

In order to receive a Retailer and Commercial TI Grant, an application must be determined to have a minimum of 5 points from the following list. The number of points that an application receives will correspond to the amount of money per square foot that it will be eligible to receive. The HEDC reserves the right to approve or disapprove each application for any reason.

- 5 points = Up to \$10 per square foot
- 6 points = Up to \$15 per square foot
- 7 points = Up to \$20 per square foot
- 8 or more points = Up to \$25 per square foot

| | Key Consideration | Points |
|----|---|--------|
| 1. | Does the project target businesses sought by the HEDC? <ul style="list-style-type: none"> • Retail, Restaurant, Bar, Hotel (3 points) • Office or other Services (1 point) • Other Projects (0 points) | |
| 2. | Building/space that has been vacant for more than 6 months (1 point) | |
| 3. | How many anticipated jobs will be created? <ul style="list-style-type: none"> • 1-5 FTE employees (1 point) • 6-10 FTE employees (2 points) • 11 or more FTE employees (3 points) | |

| | | |
|----|---|--|
| 4. | Does the project generate sales tax in Helotes? <ul style="list-style-type: none"> • Sales tax from \$1,000 to \$4,999 (1 point) • Sales tax from \$5,000 to \$9,999 (2 points) • Sales tax above \$10,000 (3 points) | |
| 5. | Applications with fully executed lease that are: <ul style="list-style-type: none"> • 3 years in length from the date of application (1 point) • 5 years in length from the date of application (2 points) • Building owner and applicant (2 points) | |
| | Total Points (projects with less than 5 points will not be considered for funding.) | |

HOW TO APPLY? 4 STEPS

Step 1: Submit Your Project Idea

Submit a summary describing your interest and scope of work to be considered. Please include the following:

- a) Property address & landlord's contact information
- b) Narrative description of the project scope
- c) Estimate of anticipated cost
- d) Photos of current condition

Step 2: Prepare a Project Budget and Simple Design Plans

If HEDC staff determines that your project is potentially eligible for the Retailer and Commercial TI Program, the next step is for you to prepare an itemized budget and basic drawings that show the proposed scope of work. Most projects will require the services of an architect or similar design professional.

Step 3: Submit Formal Grant Application

Once HEDC staff has reviewed and determined your project scope of work meets the minimum eligibility, you can submit a formal grant application. Your final application will become part of the public record and will be placed on the next regularly scheduled HEDC meeting. Below is a list of additional documents that will need to be included.

- Copy of lease or lease extension
- Copy of Texas Sales Tax Permit or a Detailed Confidentiality Report from the State Comptroller's Office, if applicable.

Step 4: Start Work

Following HEDC approval the applicant can commence work.

After the project is finished and you have received a final Certificate of Occupancy for the space, grant funds will be disbursed from the HEDC to the applicant upon receipt of contractor final release and waiver(s), satisfactory inspection of the completed work by HEDC staff, and standard closing conditions.

The applicant is responsible for documenting all expenses and submitting receipts to the HEDC after the project is completed. All work must be consistent with the approved grant application and the HEDC staff must approve any changes in work scope or materials in advance of that work being performed.

Upon receiving HEDC Approval, you have six months to begin the improvements and nine (9) months to complete the project and open for business. If one or both of these criteria are not met, the grantee will be notified in writing that the grant is terminated. Applicant can request an extension if nearing the construction lapse date. One extension may be granted at the discretion of the HEDC staff.

**READY TO APPLY OR HAVE QUESTIONS?
CONTACT:**

Glenn Goolsby
Executive Director
Helotes Economic Development Corporation
ggoolsby@helotes-tx.gov
(210) 695-5910

CITY OF HELOTES

Retailer and Commercial Tenant Improvement Program Grant Application

Please fill out the application completely and return it to the HEDC with the items mentioned on page 4.

| | | |
|-----------------------|-----------------|-----------------|
| Applicant Information | Name | Phone |
| | Mailing Address | Fax |
| | Email | Federal Tax ID# |

| | | |
|----------------------|---|--|
| Property Information | Building Address for which Grant is Sought: | |
| | Ownership Status <input type="checkbox"/> I own the property <input type="checkbox"/> I will lease the property | Exact size of space to be leased (sq. ft.) |

Check one:

| | |
|--------------------------|---|
| <input type="checkbox"/> | New business occupying new or existing retail space or redeveloping existing commercial property. |
| <input type="checkbox"/> | Existing businesses making improvements to their existing space, occupying new space of equal or greater size, or redeveloping commercial property. |

Proposed Improvement(s) - Check all that apply

| | | |
|---------------------------------------|--|---|
| Permanent interior walls and finishes | Plumbing, Mechanical, Electrical, or HVAC equipment | Hazardous materials abatement, such as asbestos removal |
| Windows/doors/commercial /storefront | Exterior repair or improvements to façade | Improvements for ADA accessibility compliance |
| Attached fixtures | Interior/exterior demolition | Security or fire protection systems |
| Flooring | Architectural/interior design/permitting fees relate to the improvements | |

Continued on next page.

Retailer and Commercial Tenant Improvement Affidavit

I agree to comply with all standards of the Program, including those requirements set by the HEDC Board of Directors. I understand that this is a voluntary Program, under which the HEDC has the right to approve or deny any project or proposal or portions thereof.

I understand grant funds are on a first-come first-served basis and must meet the minimum eligibility requirements to be considered for funding. I understand the HEDC has the right to deny funding for any reasons.

By accepting grant funds, Applicant authorizes the City and HEDC to promote the project and property including, but not limited to, displaying a sign at the site during and after construction indicating participation in the Program, and using photographs and description of the project and property in the City's and HEDC's printed promotional materials, press releases, and websites.

I understand that I am solely responsible for obtaining the proper permits or variances for my project and the cost associated with the same are not eligible costs.

I certify that the Business is not part to any bankruptcy proceedings or law suits currently pending or contemplated, and Business has not been informed of any potential law suits. If Business is part of any bankruptcy proceedings or law suits, please provide an explanation on a separate sheet of paper.

Applicant(s) Signature _____ Date _____

Building Owner's Signature _____ Date _____
(if different from applicant)

RESOLUTION NO. 23-_____

A RESOLUTION OF THE HELOTES ECONOMIC DEVELOPMENT CORPORATON (HEDC) OF THE CITY OF HELOTES, TEXAS, AUTHORIZING THE RETAILER AND COMMERCIAL TENANT IMPROVEMENT INCENTIVE PROGRAM THAT WILL OFFER MATCHING GRANTS TO QUALIFYING BUSINESSES; AUTHORIZING THE HEDC EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; REPEALING ANY OTHER CODE PROVISIONS, RESOLUTIONS, OR PARTS OF RESOLUTIONS, AND OTHER PROVISIONS IN CONFLICT HEREWITH; AND SETTING AN EFFECTIVE DATE.

WHEREAS, pursuant to the Development Corporation Act, Article 5190.6 Tex. Rev. Civ. Stat. (“Act”), the City has created the HEDC to implement programs for promoting economic development; and

WHEREAS, the HEDC’s mission is to promote, encourage, and enhance the creation of jobs, the expansion of the local tax base, and the quality of life for Helotes residents through projects that assist in their retention and expansion of existing employers and which attract new employers and aid in their economic development and growth; and

WHEREAS, Chapter 505 of the Texas Local Government Code allows Economic Development Corporations to establish incentive programs to provide land, building, equipment, facilities, expenditures, target infrastructure, and improvements found by the board of directors to promote new or expanded business development; and

WHEREAS, the HEDC Board of Directors approved “projects” to include Tenant Improvement Grants after notice had been published on July 29, 2022 and holding a public hearing on August 17, 2022; and

WHEREAS, on September 21, 2022, the HEDC Board of Directors approved the FYE 2023 Budget and later City Council approved the same on September 22, 2022; and

WHEREAS, HEDC recognizes the need to support new and expanding businesses in Helotes and desires to assist those business through a Retailer and Commercial Tenant Improvement Incentive Program to promote new and expanded business development.

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

SECTION 1: Approval. The HEDC approves the Retailer and Commercial Tenant Improvement Incentive Program to establish, operate, and promote new and expanded business development located within the City of Helotes. The HEDC shall utilize up to \$150,000.00 approved in the FYE 2023 Budget.

SECTION 2. Authorization. The EDC Executive Director is authorized to take any and all other actions they deem necessary to administer the program consistent with the program requirements set forth herein.

SECTION 3. Recitals. The HEDC finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

SECTION 4. Severability. If any section, subsection, sentence, clause or phrase of this Resolution be declared unconstitutional and/or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Resolution shall remain in full force and effect. The HEDC hereby declares that it would have passed this Resolution, and each section, subsection, clause and phrase thereof regardless of whether any one or more sections, subsections, sentences, clauses or phrases may be declared unconstitutional and/or invalid.

SECTION 5. Effective Date. This Resolution shall take effect immediately upon its adoption.
PASSED AND APPROVED THIS 16TH DAY OF NOVEMBER, 2022.

HELOTES ECONOMIC DEVELOPMENT CORPORATION:

Glenn Goolsby, Executive Director

ATTEST:

Melody Cooper, HEDC Secretary



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: November 16, 2022**

AGENDA PLACEMENT:

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

CAPTION:

Discussion of and action on approval of a Resolution of the City of Helotes Economic Development Corporation authorizing the creation of a Targeted Business Incentive Program for FYE 2023. (Staff)

EXECUTIVE SUMMARY:

During the Work Session on October 19, 2022 the HEDC Board discussed creating a general application for prospects to provide detailed information about their projects that could be utilized to evaluate the economic impact to Helotes. Staff has researched similar programs and developed the attached application.

ATTACHMENTS:

- Attachment A: Draft Targeted Business Incentive Program Application
- Attachment B: Resolution

PREPARED BY: Glenn Goolsby, Executive Director

Helotes Economic Development Corporation



Targeted Business Incentive Application

| INTERNAL USE ONLY | |
|-----------------------------|--|
| Project Name: | |
| Incentive Task Force Lead: | |
| Date Application Received: | |
| Application Complete (y/n): | |

General Information

The Application for Incentives is intended for internal economic development analysis and efforts will be made to restrict circulation of the information included on the form to appropriate members of the City of Helotes. However, please note that the Texas Open Records Act provides that information collected, assembled, or maintained by the City under a law or ordinance or in connection with the transaction of official business is generally considered to be public information. However, the Texas Public Information Act does provide that information relating to economic development negotiations with a business prospect is withheld from disclosure unless and until an agreement is reached. If an agreement has been reached and is ready for City Council consideration, the final document will be posted to the City of Helotes's website for public disclosure.

Instructions

Please include requested information for all sections. Be accurate and thorough to avoid delays in processing. Where no response is possible, please write N/A. Attachments and additional pages are not required unless specifically requested in the application. We will contact you if supplemental information is required.

In addition to the information required below, please submit the following with your application:

- Certificate of good standing (with State of Texas or other State where doing business)
- Articles of Corporation/Formation
- Letters of Commitment from sources listed under "Committed Level of Financing"

Please submit a completed application and supporting documentation to:

Helotes Economic Development Corporation
Attention: Executive Director
12682 Old FM 1560, Suite 105
Helotes, TX 78023

Questions or Comments

Glenn Goolsby
Executive Director,
Helotes EDC
ggoolsby@helotes-tx.gov
(210) 695-5910

Company Information

Company Name: _____

Headquarters Location: City: _____ State: _____

State of Formation: _____ Federal Tax ID#: _____

Primary Contact Name: First Name: _____ Last Name: _____

Contact Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Mobile: _____ Other Phone: _____

Email Address: _____ Website: _____

Site Selection Consultant (if applicable): _____

Business Description:

NAICS: _____ SIC: _____

Company Age: _____

Business Structure: Private Public Ticker Symbol _____

Registered to Conduct Business in the State of Texas: Yes No

Number of Central Texas Locations: _____ U.S. Locations: _____ Global Locations: _____

Has the Business Faced Any Litigation in the Past 5 Years: Yes No If Yes, Explain:

Project Information

New Business/Project in Helotes Yes No **Expanding Business in Helotes:** Yes No

Project Address:

Is the Project Located in the City Limits of Helotes: Yes No

 If no, is the Project willing to be Annexed? Yes No

Will the Project Property be Owned or Leased? Owned Leased

Project will need to provide either purchase documents or lease agreement before receiving any Incentives.

Please describe the Project:

Local Location of Planned Investment:

Project Timeline

Expected Start Date: _____

Expected Complete Date: _____

Project Capital Investment (U.S. Dollars) Overall

Project Cost Estimate: _____ (Not Including Lease or Purchase Cost)

Land: _____ Total Acres: _____

Building: _____ Square Feet: _____

Project Financing

Method of Financing: _____

Committed Level of Financing:

| <u>Applicant</u> | <u>Financial Institution</u> | <u>Local Government</u> | <u>Federal Government</u> | <u>State Government</u> | Grants | <u>Other</u> | <u>Total</u> |
|------------------|------------------------------|-------------------------|---------------------------|-------------------------|--------|--------------|---------------------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

Investment Schedule

(Please provide a 10-year list of the following items.)

| <u>Year</u> | <u>Land</u> | <u>Building</u> | <u>M&E</u> | <u>FF&E</u> | <u>Taxable Inventory</u> | <u>Labor</u> | <u>Total</u> |
|-------------|-------------|-----------------|----------------|-----------------|--------------------------|--------------|--------------|
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| TOTALS | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

PROJECT TOTAL _____

Taxable Sales Schedule:

| <u>Year</u> | <u>Annual Sales Subject to Sales Taxes</u> |
|-------------|--|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Job Categories and Wage Distributions

| Job Category | Number of Jobs (employed by company) | Number of Jobs (vendor or contract) | Average Annual Wages | Percent to be Locally Hired |
|---------------------|---|--|-----------------------------|------------------------------------|
| Executive | | | | |
| Manager | | | | |
| Supervisor | | | | |
| Staff | | | | |
| Entry Level | | | | |

What is the expected average wage for the lowest paid 10% of local workers? _____

Job Creation Schedule

(Please provide a 10-year list of new jobs created and wage information – EXCLUDE BENEFITS)

| <u>Year</u> | <u>Existing Jobs</u> | <u>New Jobs</u> | <u>Total Jobs</u> | <u>Average Annual Wage</u> | <u>Median Annual Wage</u> |
|-------------|----------------------|-----------------|-------------------|----------------------------|---------------------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

Service Requirements

Electric

Peak Monthly Demand in Kilowatts (KW): _____

Average Monthly Usage in Kilowatt Hours (kWh): _____

Average Monthly Load Factor: _____

Dual Feed Required: Yes No

Current Rate (cents per kWh): _____

Water

Average Monthly Usage: _____ Meter Size: _____

Waste Water

Average Monthly Discharge: _____

Miscellaneous

Building Size: _____ Manufacturing Space: _____

Office Space: _____ Ceiling Heights: _____

Acres: _____ Docks/Type: _____

Parking Requirements: _____

Fiber: Yes

Economic Impact of Project

Will the Project Generate:

| | | |
|---------------|-----|----|
| Property Tax: | | |
| Land: | Yes | No |
| Building: | Yes | No |
| M&E: | Yes | No |
| Inventory: | Yes | No |

Estimated Taxable Value of Property:

Land: _____

Building: _____

M&E: _____

Inventory: _____

Percent Eligible for Freeport Exemption (exported from Texas within 175 days): _____%

Local Sales Tax: Yes No

State Sales Tax: Yes No

Total annual company purchases subject to local sales tax: _____

(For example: office supply purchases, operating expenses, and taxable professional services)

Total Annual Local Taxable Retail Sales: _____

Indirect Local Revenue: Yes No

Describe:

| |
|--|
| |
|--|

Other Local Revenue: Yes No

Describe:

| |
|--|
| |
|--|

Employee Benefits and Labor Force Practices

Health Insurance

Life Insurance

Dental Insurance

Prescription Drug Plan

Retirement Plan

Vision

401(k)

Flexible Spending Accounts

Paid Leave

Tuition Reimbursements

Pension

Disability

Counseling

Other: _____

Please describe training provided to employees:

Does the company provide opportunities for employee advancement:

Yes

No

Describe:

Are there funds for additional employee education (tuition match, etc.):

Yes

No

Describe:

Does the company actively promote diversity in hiring and promotion:

Yes

No

Describe:

Quality of Life Considerations

Does the company have a community outreach program:

Yes

No

Describe:

Does the company actively encourage volunteer/charitable efforts:

Yes

No

Describe:

Type of Incentives Desired

Property Tax Abatement

Sales Tax Rebate

Water Impact Fee Credit

Infrastructure Assistance

Building Permit Fee Rebate

Cash Incentives

Please describe what the Incentives will be utilized for:

Amount of Incentives Requested: _____

Signature/Confirmation of Accuracy

CERTIFICATION OF UNDOCUMENTED WORKERS

Chapter 2264 of the Texas Government Code requires that each business that submits an application to receive a public subsidy include in the application a statement certifying that the business, or a branch, division or department of the business does not and will not knowingly employ an undocumented worker. An undocumented worker means an individual who, at the time of employment, is not lawfully admitted for permanent residence to the United State or authorized under the law to be employed in that manner in the United States. If after a public subsidy, the business, or a branch, division, or department of the business is convicted of a violation under 8 U.S.C. Section 1324a(f), the business shall repay the amount of the public subsidy with interest, at the rate and according to the other terms provided by an agreement under Section 2264.053, not later than the 120th day after the date the public agency, state or local taxing jurisdiction, or Industrial Development Corporation notifies the business of the violation.

CONFIDENTIALITY OF RECORDS

Any potential agreements (including this application) between the City, EDC and the Company are subject to disclosure under the Public Information Act, which is codified in Chapter 552 of the Texas Government Code. There are exceptions, however, for the disclosure of confidential material considered to be third- party proprietary. If the City receives an Open Records Request for all materials related to an economic development agreement and the City is in possession of confidential financial or operational information from the Company, the City will submit a request to the Texas Attorneys General Office-Open Records Division (AG) to keep the requested materials confidential. It is the responsibility of the Company, however, to respond to the AG's petition within ten (10) business days with the assertion that certain financial and operational information is considered third-party and proprietary and thus not subject to the Public Information Act. If the Company does not respond to the AG's petition, the City cannot be withheld from disclosing the requested materials to the requestor.

CONFIRMATION OF ACCURACY

To the best of my knowledge and belief, the information contained in this Application for Incentives is true and correct, as evidenced by my signature below. I further certify that the business entity is in good standing under the laws of the jurisdiction(s) in which the entity is organized or authorized to conduct business and that no delinquent taxes are owed to any taxing entity. I additionally certify that the Company is in compliance with Chapter 2264 of the Texas Government Code.

If incentives are awarded, the applicant will be subject to a performance agreement and be required to submit documentation regarding the number of employees, average wages by employee category, taxable sales, personal property inventory and any other pertinent information required in the contract for incentives awarded for the number of years stipulated in the performance agreement.

Signature: _____
(Company Representative)

Date: _____

RESOLUTION NO. 23-_____

A RESOLUTION OF THE HELOTES ECONOMIC DEVELOPMENT CORPORATON (HEDC) OF THE CITY OF HELOTES, TEXAS, AUTHORIZING THE TARGETED BUSINESS INCENTIVE PROGRAM FOR QUALIFYING BUSINESSES; AUTHORIZING THE HEDC EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; REPEALING ANY OTHER CODE PROVISIONS, RESOLUTIONS, OR PARTS OF RESOLUTIONS, AND OTHER PROVISIONS IN CONFLICT HEREWITH; AND SETTING AN EFFECTIVE DATE.

WHEREAS, pursuant to the Development Corporation Act, Article 5190.6 Tex. Rev. Civ. Stat. (“Act”), the City has created the HEDC to implement programs for promoting economic development; and

WHEREAS, the HEDC’s mission is to promote, encourage, and enhance the creation of jobs, the expansion of the local tax base, and the quality of life for Helotes residents through projects that assist in their retention and expansion of existing employers and which attract new employers and aid in their economic development and growth; and

WHEREAS, Chapter 505 of the Texas Local Government Code allows Economic Development Corporations to establish incentive programs to provide land, building, equipment, facilities, expenditures, target infrastructure, and improvements found by the board of directors to promote new or expanded business development; and

WHEREAS, the HEDC Board of Directors approved “projects” to include New Business Development Incentives after notice had been published on July 29, 2022 and holding a public hearing on August 17, 2022; and

WHEREAS, on September 21, 2022, the HEDC Board of Directors approved the FYE 2023 Budget and later City Council approved the same on September 22, 2022; and

WHEREAS, HEDC recognizes the need to support new and expanding businesses in Helotes and desires to assist those business through a Targeted Business Incentive Program to promote new and expanded business development.

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

SECTION 1: Approval. The HEDC approves the Targeted Business Incentive Program to establish, operate, and promote new and expanded business development located within the City of Helotes. The HEDC shall utilize up to \$400,000.00 approved in the FYE 2023 Budget.

SECTION 2. Authorization. The EDC Executive Director is authorized to take any and all other actions they deem necessary to administer the program consistent with the program requirements set forth herein.

SECTION 3. Recitals. The HEDC finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

SECTION 4. Severability. If any section, subsection, sentence, clause or phrase of this Resolution be declared unconstitutional and/or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Resolution shall remain in full force and effect. The HEDC hereby declares that it would have passed this Resolution, and each section, subsection, clause and phrase thereof regardless of whether any one or more sections, subsections, sentences, clauses or phrases may be declared unconstitutional and/or invalid.

SECTION 5. Effective Date. This Resolution shall take effect immediately upon its adoption.
PASSED AND APPROVED THIS 16TH DAY OF NOVEMBER, 2022.

HELOTES ECONOMIC DEVELOPMENT CORPORATION:

Glenn Goolsby, Executive Director

ATTEST:

Melody Cooper, HEDC Secretary



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: November 16, 2022**

AGENDA PLACEMENT:

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

CAPTION:

Discussion of and action on approval of a Resolution of the City of Helotes Economic Development Corporation authorizing the Community Arts Grant Program. (Staff)

EXECUTIVE SUMMARY:

During the Work Session on October 19, 2022 the HEDC Board discussed amending the Community Arts Grant program to continue to encourage public works of art. Staff has revised the program to include both public and private works of art. Below are some key aspects of the program.

Proposed Program Details:

Priorities: Mini-Murals, Murals, Major Art Sculpture

Eligibility: Individual Artist, Non-profits and Businesses

Funding Details: Commissioned pieces would be funded by the EDC while businesses must provide a 1:1 match.

Approval Process: Community Arts Grant Committee to review and approve each applicant.

ATTACHMENTS:

Attachment A: Draft Community Arts Grant Program

Attachment B: Resolution

PREPARED BY: Glenn Goolsby, Executive Director



CITY OF HELOTES
Community Arts Grant Program
Guidelines and Application Form

Fiscal Year Ending 2023 Grant Cycle



Program Administered by the
Helotes Economic Development Corporation

12682 FM1560, Suite 105
Helotes, TX 78023

(210) 695-5910
HelotesEDC.com



COMMUNITY ARTS GRANT PROGRAM

The Community Arts Grant Program is funded by the City of Helotes Economic Development Corporation and managed by the Community Arts Grant Committee. The program provides funding to Helotes-based arts and cultural organizations as well as individual artists of public art displays.

This document outlines the requirements to be eligible to apply for a grant. The application can be found at www.helotesedc.com/communityartsgrant.

PROJECT OBJECTIVE

- To beautify and add character to the city
- To create a local landmark that inspires people to take photos and share on social media
- To enhance the growing collection of art

ELIGIBLE PROJECTS

- Non-profit 501(c)3 Projects
- Individual Artist Projects
- Businesses with 50% Match
- Projects must be clearly visibly/ accessible to the public

INELIGIBLE PROJECTS

- Projects outside of the City of Helotes
- Projects on private single-family residences/property

GRANT CATEGORIES

Helotes Community Arts Grant Committee welcomes proposals addressing a broad range of initiatives and opportunities to serve the Helotes community:

❖ Mini-Mural Arts Grants (up to \$1,000)

The HEDC invites artist to apply for a public art project to create mini-murals on traffic control boxes along Bandera Road. Selected artists' designs will be digitized and printed on a vinyl wrap.

❖ Murals Arts Grants (up to \$5,000)

The HEDC invites artist to apply for a public art project to enhance the city by adding works of art to the streetscape. Murals should be original hand-painted artwork visible from the public right-of-way.

❖ Community Arts Grants (Not to exceed \$35,000)

The HEDC invites artist to apply for a public art project to create a permanent outdoor installation for the traffic circle in Old Town Helotes. The installation will occupy no more than a 15-foot radius. This is a high traffic area and visibility must be maintained for vehicular traffic. Furthermore, it must be made of materials that can withstand Texas weather.

FUNDING CRITERIA

The number of public art projects awarded funding is dependent on the funds available and the number of applicants submitting each year. Applications will be accepted on a first-come, first-served basis until funding is exhausted or no later than July 31, 2023. Applicants/artists may be funded one time only between October 1, 2022 and September 30, 2023. (note: to achieve diversity in artists and styles, artists may only receive approval and/or funding once every two years.)

Projects on Publicly Owned Property

Artists submitting a project to be located on publicly owned property are not required to provide matching funds. However, projects able to provide matching funds are prioritized.

1. Funds will be awarded based on the Community Arts Grant Committee's evaluation of the eligible proposal using review criteria described below.
2. Eligible expenses may include artist fees, assistant fees, supplies and materials, rental equipment, liability insurance, transportation, installation costs and promotional materials related to a dedication event.

Projects on Private Property

Applicants submitting projects for display on private property must provide a 1:1 match with the amount of requested funding. Project must be visible from the public right-of-way.

1. Funds will be awarded based on the Community Arts Grant Committee's evaluation of the eligible proposal using review criteria described below.
2. Eligible expenses may include artist fees, assistant fees, supplies and materials, rental equipment, liability insurance, transportation, installation costs and promotional materials related to a dedication event.

REVIEW CRITERIA

- ☐ **Concept, scale and execution:** original concept and excellence in execution; scale is appropriate to the building and wall on which it will be painted/attached (* we highly encourage applicants to use images and compositions that will bring innovation to our Community Arts Program collection.)

- Context, design:** creatively responds to site and neighborhood; demonstrates ethical use of references to specific cultural origins; design clearly depicts ideas expressed in project description
- Support:** written evidence of support from property owner, building and business owner(s), or adjacent property owners.
- Feasibility:** ability to complete the proposed project, a realistic budget, agreement between property owner and artist regarding responsibility for wall preparation for painting, and use of acceptable graffiti/UV coating, as needed.
- For community partner projects:** images associated with concepts mean the same for artist and community (i.e., shared meaning beyond individual perspective and experience).

REQUIRED APPLICATION MATERIALS

- Letter of intention (required for the community-related projects)
- Completed on-line application. If there is trouble accessing a personal computer, please contact CAGC to use a computer to submit online application.
- Digital images:
 - One color image of proposed concept
 - One color image of the overall area the project will be located
 - Up to 6 images of past work from each artist contributing to the project design and an image list that includes location, budget, year completed, and description of artist's role (e.g., lead, collaborator, assistant) OR a link to websites/social media accounts that feature artworks
- Résumé or bio for each artist involved in the design of the project.
- If attaching panels to a wall, a materials list, drawing and attachment plan must be submitted.
- Letter from property owner that states commitment to sign the Art Easement Form.
- Letter(s) of support from community partners, if applicable.

AFTER FUNDING APPROVAL

The following requirements apply to all applicants whose project is approved through this program:

1. The applicant must have liability insurance for the duration of the project and provide a Certificate of Insurance at the time a contract is issued that lists the City of Helotes, the Helotes Economic Development Corporation and CAGC and their officers, agents and employees as additional insureds. Contact CAGC for available resources for insurance.
2. CAGC issues a Personal Services Contract outlining the terms of the project and the payment schedule. Once CAGC receives the signed agreement, processing of payments begins. The awarded amount of funding is typically divided into two or three payments. The final payment is made following receipt of the final report and documentation.
3. The project must begin within six months of being awarded funding. If the project is unable to meet that deadline, approval will be rescinded and another application must be submitted for approval.
4. As part of the contract, the artist agrees to waiver of any rights covered in the federal Visual Artist Rights Act that would interfere with the performance of all rights under the Art Easement agreement. For more information on VARA, go to HelotesEDC.com/public-arts-program
5. If the project is located on private property an Art Easement must be signed by the property owner before the project commences.
6. Applicant must notify the CAGC staff of completion of the project.
7. Applicant must acknowledge Community Arts Grant Program support on the project and in all printed materials related to the project with the following language: “The Helotes Economic Development Corporation provided grants funds for this project.”.
8. Applicant submits a final report within 45 days of completion of the project summarizing the completed project and detailing the use of Community Arts Grant funds. Copies of invoices, receipts and checks are required documentation for the final report.

APPLICATION FORM

| | |
|-----------------------------|--|
| Project Name | |
| Name of Organization | |
| Mailing Address | |
| | |
| Contact Name | |
| Contact Title | |
| Contact Email | |
| Contact Phone | |

CHECKLIST:

- Completed Application
- Project Budget
- Sketch of proposed project.
- Current IRS letter identifying 501(c)3 status or evidence that the applicant is an agency/department of local government.
- Supplemental materials (letters of commitment from partner organizations, schools or promotional brochures, etc.)
- Signed MOU or letter of agreement between applicant organization and fiscal agent (if applicable), specifying the fiscal responsibilities of both parties.

| Project Information | |
|---|--|
| Total Project Cost: | |
| Grant Funds Requested: | |
| Project Date(s): | |
| Project Location: | |
| Brief Project Description: (limit to space provided below) | |
| | |

Only an authorized representative of the organization may submit an application. The undersigned representative must be duly approved by the governing board to act on its behalf.

Name (typed/printed) _____

Title _____

Signature _____

Date _____

**** The above must be submitted by 11:59 pm local time on Friday, July 31st, 2023
(Applications received after this time will not be considered)**

RESOLUTION NO. 22-_____

A RESOLUTION OF THE HELOTES ECONOMIC DEVELOPMENT CORPORATON (HEDC) OF THE CITY OF HELOTES, TEXAS, AUTHORIZING THE COMMUNITY ARTS GRANT PROGRAM THAT WILL OFFER GRANTS TO QUALIFYING CULTURAL ORGANIZATIONS INDIVIDUAL ARTIST, OR BUSINESSES FOR PUBLIC ART DISPLAYS; AUTHORIZING THE HEDC EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; REPEALING ANY OTHER CODE PROVISIONS, RESOLUTIONS, OR PARTS OF RESOLUTIONS, AND OTHER PROVISIONS IN CONFLICT HEREWITH; AND SETTING AN EFFECTIVE DATE.

WHEREAS, pursuant to the Development Corporation Act, Article 5190.6 Tex. Rev. Civ. Stat. (“Act”), the City has created the HEDC to implement programs for promoting economic development; and

WHEREAS, the HEDC’s mission is to promote, encourage, and enhance the creation of jobs, the expansion of the local tax base, and the quality of life for Helotes residents through projects that assist in their retention and expansion of existing employers and which attract new employers and aid in their economic development and growth; and

WHEREAS, Chapter 505 of the Texas Local Government Code allows Economic Development Corporations to expend monies for promotional purposes not to exceed 10% of current year’s revenues and unexpended revenues specifically set aside for promotional purposes in past years; and

WHEREAS, the HEDC Board of Directors approved “projects” to include Art Grants after notice had been published on July 29, 2022 and holding a public hearing on August 17, 2022; and

WHEREAS, on September 21, 2022, the HEDC Board of Directors approved the FYE 2023 Budget and later City Council approved the same on September 22, 2022; and

WHEREAS, HEDC Board of Directors believe this program will promote the City of Helotes and support the efforts to attract and retain new and expanding business development.

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

SECTION 1: Approval. The HEDC approves the Community Arts Grant Program to establish, operate, and promote new displays of public art within the City of Helotes. The HEDC shall utilize up to \$50,000.00 approved in the FYE 2023 Budget.

SECTION 2. Authorization. The HEDC Executive Director is authorized to take any and all other actions they deem necessary to administer the program consistent with the program requirements set forth herein.

SECTION 3. Recitals. The HEDC finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

SECTION 4. Severability. If any section, subsection, sentence, clause or phrase of this Resolution be declared unconstitutional and/or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Resolution shall remain in full force and effect. The HEDC hereby declares that it would have passed this Resolution, and each section, subsection, clause and phrase thereof regardless of whether any one or more sections, subsections, sentences, clauses or phrases may be declared unconstitutional and/or invalid.

SECTION 5. Effective Date. This Resolution shall take effect immediately upon its adoption.
PASSED AND APPROVED THIS 16TH DAY OF NOVEMBER, 2022.

HELOTES ECONOMIC DEVELOPMENT CORPORATION:

Glenn Goolsby, Executive Director

ATTEST:

Melody Cooper, HEDC Secretary



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: November 16, 2022**

AGENDA PLACEMENT:

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

CAPTION:

Discussion of and action on a request by the Meadows Frozen Custard to approve an application to participate in the Retailer and Commercial Tenant Improvement Grant. (Staff)

EXECUTIVE SUMMARY:

The HEDC Board of Directors approved the FYE 2022 Retailer and Commercial Tenant Improvement Grant Program on January 19, 2022 and was later approved by City Council on February 10, 2022. The program was funded again for FYE 2023 by the HEDC on September 21, 2022 and by Council on September 22, 2022. The program offers grant reimbursement of up to 50% for eligible improvements, not to exceed \$20,000 or \$25.00 per square foot.

Staff has received a request for consideration by The Meadows who has signed a 5-year lease for property located at 14108 Bandera Road, Suite 4, Helotes, Texas 78023. The leasable space is approximately 1400 square feet. The proposed eligible improvements will include; electrical, HVAC, plumbing, interior walls, interior doors, flooring, millwork, and painting. Estimated cost of improvements is \$202,020.00.

Based on the revised scoring matrix the applicant has earned 10 points, which qualifies for a reimbursement of up to \$25.00 per square foot. The applicant has qualified for the maximum grant amount of \$20,000.00. Approval of this request does not guarantee the applicant will receive the requested funding. The applicant must complete all work, obtain required permits, and submit paid invoices to receive payment.

ATTACHMENTS:

Attachment A: Application

Attachment B: Score Sheet

PREPARED BY: Glenn Goolsby, Executive Director

APPLICATION DETAIL

| | |
|---|--|
| Name | John Kodosky |
| Mailing Address | 10617 Alta Loma Helotes, TX 78023 US |
| Phone | +12108658966 |
| Fax | |
| Email | themedowshelotes@gmail.com |
| Federal Tax ID # | |
| Building Address for which Grant is Sought: | 14018 Bandera Rd, Suite 4 Helotes, TX 78023 US |
| Property Legal Description | The Legacy |
| Property Phone Number | |
| Type of building project | New business occupying new or existing retail space or redeveloping existing commercial property. |
| Proposed Improvement(s) - check all that apply | Structural walls, subfloor, or ceiling Attached fixtures Exterior door/window replacement Mechanical equipment Security or fire protection systems Electrical or plumbing repair, installation, or upgrade Interior cabinetry or woodwork Signage (new, repair or replacement) Interior drywall or feature walls Improvements for ADA accessibility compliance |
| Narrative Description of the Project Scope | Transforming a new construction shell into a fully functioning frozen custard, italian ice, and frozen yogurt shop. |
| Construction Schedule | within 6 months |
| Contractor Scope of Work | The current structure is an empty shell and will require demising walls, plumbing, electrical, HVAC, fire suppression, installation of machines, signage, and decor. |
| Rendering and/or Architecture Plans | Download File |
| Photos of Current Condition | Download File Download File Download File Download File Download File |
| Contractor Cost Estimates | \$202,020 |
| Project Budget | Download File |
| Copy of lease or lease extension | Download File |
| Copy of Texas Sales Tax Permit or a Detailed Confidentiality Report from the State Comptroller's Office, if applicable. | Download File |
| Date | 10/09/2022 |
| Date | 10/09/2022 |

EVALUATION PROCESS

In order to receive a Retailer and Commercial TI Grant, an application must be determined to have a minimum of 5 points from the following list. The number of points that an application receives will correspond to the amount of money per square foot that it will be eligible to receive. The HEDC reserves the right to approve or disapprove each application for any reason.

5 points = Up to \$10 per square foot

6 points = Up to \$15 per square foot

7 points = Up to \$20 per square foot

8 or more points = Up to \$25 per square foot

| | Key Consideration | Points |
|----|---|--------|
| 1. | Does the project target businesses sought by the HEDC? <ul style="list-style-type: none"> • Retail, Restaurant, Bar, Hotel (3 points) • Office or other Services (1 point) • Other Projects (0 points) | 3 |
| 2. | Building/space that has been vacant for more than 6 months (1 point) | 0 |
| 3. | How many anticipated jobs will be created? <ul style="list-style-type: none"> • 1-5 FTE employees (1 point) • 6-10 FTE employees (2 points) • 11 or more FTE employees (3 points) | 2 |
| 4. | Does the project generate sales tax in Helotes? <ul style="list-style-type: none"> • Sales tax from \$1,000 to \$4,999 (1 point) • Sales tax from \$5,000 to \$9,999 (2 points) • Sales tax above \$10,000 (3 points) | 3 |
| 5. | Applications with fully executed lease that are: <ul style="list-style-type: none"> • 3 years in length from the date of application (1 point) • 5 years in length from the date of application (2 points) • Building owner and applicant (2 points) | 2 |
| | Total Points (projects with less than 5 points will not be considered for funding.) | 10 |



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: November 16, 2022**

AGENDA PLACEMENT:

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

CAPTION:

Discussion of and action on a request by Hairway2Heaven26 to approve an application to participate in the Retailer and Commercial Tenant Improvement Grant. (Staff)

EXECUTIVE SUMMARY:

The HEDC Board of Directors approved the FYE 2022 Retailer and Commercial Tenant Improvement Grant Program on January 19, 2022 and was later approved by City Council on February 10, 2022. The program was funded again for FYE 2023 by the HEDC on September 21, 2022 and by Council on September 22, 2022. The program offers grant reimbursement of up to 50% for eligible improvements, not to exceed \$20,000 or \$25.00 per square foot.

Staff has received a request for consideration by Hairway2Heaven26 who has signed a 5-year lease for property located at 14751 Old Bandera Road, #2102, Helotes, Texas 78023. The leasable space is approximately 1,000 square feet. The proposed eligible improvements will include; electrical, plumbing, interior walls, interior doors, flooring, millwork, and painting. Estimated cost of improvements is \$17,225.00.

Based on the revised scoring matrix the applicant has earned 5 points, which qualifies for a reimbursement of up to \$10.00 per square foot. The applicant has qualified for a maximum grant amount of \$10,000.00 or 50% of actual improvement costs, whichever is less. Approval of this request does not guarantee the applicant will receive the requested funding. The applicant must complete all work, obtain required permits, and submit paid invoices to receive payment.

ATTACHMENTS:

Attachment A: Application

Attachment B: Score Sheet

PREPARED BY: Glenn Goolsby, Executive Director

APPLICATION DETAIL

| | |
|---|---|
| Name | Jenny Wayne |
| Mailing Address | 518 Redbird Song San Antonio, TX 78253 US |
| Phone | +12102786154 |
| Fax | |
| Email | waynejenny1412@outlook.com |
| Federal Tax ID # | 32062393684 |
| Building Address for which Grant is Sought: | 14751 Old Bandera Rd. #2102 Helotes, TX 7802 Helotes, TX 78023 US |
| Property Legal Description | at Haciendas Del Rio |
| Property Phone Number | +12103176550 |
| Type of building project | New business occupying new or existing retail space or redeveloping existing commercial property. |
| Proposed Improvement(s) - check all that apply | Structural walls, subfloor, or ceiling Attached fixtures Security or fire protection systems Electrical or plumbing repair, installation, or upgrade Interior cabinetry or woodwork Signage (new, repair or replacement) Interior drywall or feature walls Interior/exterior demolition Improvements for ADA accessibility compliance |
| Narrative Description of the Project Scope | Complete build out of a new salon space, which includes reception area, salon floor space with five working stations, a shampoo room with two working stations, a room for storage and preparation of hair colors and chemicals, a break room, bathroom and a washroom for laundry. |
| Construction Schedule | Nov 1st to Dec.31, 2022 |
| Contractor Scope of Work | Salon build-out and renovation to include, but not limited to, floor plan, climate control and water heater install, electrical, plumbing, drywall, paint and flooring. |
| Rendering and/or Architecture Plans | Download File |
| Photos of Current Condition | Download File Download File Download File Download File Download File |
| Contractor Cost Estimates | 17225 |
| Project Budget | Download File |
| Copy of lease or lease extension | Download File |
| Copy of Texas Sales Tax Permit or a Detailed Confidentiality Report from the State Comptroller's Office, if applicable. | Download File |
| Date | 11/01/2022 |
| Date | 11/01/2022 |

EVALUATION PROCESS

In order to receive a Retailer and Commercial TI Grant, an application must be determined to have a minimum of 5 points from the following list. The number of points that an application receives will correspond to the amount of money per square foot that it will be eligible to receive. The HEDC reserves the right to approve or disapprove each application for any reason.

5 points = Up to \$10 per square foot

6 points = Up to \$15 per square foot

7 points = Up to \$20 per square foot

8 or more points = Up to \$25 per square foot

| | Key Consideration | Points |
|----|---|--------|
| 1. | Does the project target businesses sought by the HEDC? <ul style="list-style-type: none"> • Retail, Restaurant, Bar, Hotel (3 points) • Office or other Services (1 point) • Other Projects (0 points) | 1 |
| 2. | Building/space that has been vacant for more than 6 months (1 point) | 0 |
| 3. | How many anticipated jobs will be created? <ul style="list-style-type: none"> • 1-5 FTE employees (1 point) • 6-10 FTE employees (2 points) • 11 or more FTE employees (3 points) | 1 |
| 4. | Does the project generate sales tax in Helotes? <ul style="list-style-type: none"> • Sales tax from \$1,000 to \$4,999 (1 point) • Sales tax from \$5,000 to \$9,999 (2 points) • Sales tax above \$10,000 (3 points) | 1 |
| 5. | Applications with fully executed lease that are: <ul style="list-style-type: none"> • 3 years in length from the date of application (1 point) • 5 years in length from the date of application (2 points) • Building owner and applicant (2 points) | 2 |
| | Total Points (projects with less than 5 points will not be considered for funding.) | 5 |



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: November 16, 2022**

AGENDA PLACEMENT:

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

CAPTION:

Discussion of and action on contracting with 360 Zone to provide Google 360 Virtual Tours to businesses located within the City of Helotes. (Staff)

EXECUTIVE SUMMARY:

In an effort to continue the support of local businesses, staff is recommending renewing the Google 360 Virtual Tour Program. The program has been funded on six occasions since 2014 assisting 96 businesses with improving their online presence and listing on Google searches.

The program is typically open on a first-come first-served basis until funds are exhausted. Eligibility will be based on businesses who have not received prior tours or have relocated to a new lease space. The program could assist 8-15 businesses with an allocation of \$6,000.

ATTACHMENTS:

Attachment A: Agreement

Attachment B: 2022 Summary

PREPARED BY: Glenn Goolsby, Executive Director

**GOOGLE BUSINESS PHOTOS SERVICE AGREEMENT
JOHN ALMAREZ, 360 ZONE
AND
THE HELOTES ECONOMIC DEVELOPMENT CORPORATION**

This Google Business Photos Service Agreement (hereinafter referred to as the "Agreement") is entered into by and between the City of Helotes Economic Development Corporation (hereinafter referred to as the "EDC"), acting by and through its Board of Directors, and the 360 Zone (hereinafter referred to as the "Photographer"), both of which may be referred to herein collectively as the "Parties" or singularly as "Party".

I. PURPOSE

1.1 The purpose of this Agreement is to establish the terms and conditions under which the Photographer will provide the EDC with photography services, including the Photographers' and EDCs' obligations hereunder and the associated costs and manner and method of payment.

II. TERM

2.1 The term of this Agreement is for eleven (11) months, beginning November 16, 2022 and ending September 30, 2023; provided, however, that this Agreement may be extended until December 31, 2023, at no additional cost, to complete scheduled photography sessions. The Agreement may be terminated by the Parties for convenience upon the provision of thirty (30) days written notice each to the other.

III. SCOPE OF SERVICES

3.1 Photographer shall provide the following still photography and 360 virtual tour services in accordance with the rules and guidelines specified by Google and this Agreement.

- 3.1.1 Photographer will coordinate with the EDC to contact businesses in the City of Helotes with a Certificate of Occupancy to request their participation in the Google Business Photos Program. All businesses meeting Google's requirements and expressing an interest in the Program, will be guaranteed a photo session;
- 3.1.2 Photographer will take photographs of those portions of the exterior and interior of the business premises designated by the business as acceptable for photographing in connection with this Agreement;
- 3.1.3 Photographer will use commercially reasonable efforts to ensure that the photographs meet the Google Business Photos Program's technical specifications;
- 3.1.4 Photographer hereby assigns (or will procure the assignment of) all ownership rights in the photographs (including intellectual property rights) to Business and the

EDC; and

- 3.1.5 Photographer will be responsible for transferring all photographs to a media device supplied by the EDC. Photographs taken each month shall be released to the EDC prior to payment for services.

IV. TIME AND DATE OF SERVICE

4.1 Upon signature, Photographer will coordinate with the EDC to contact each interested business in Helotes and schedule a time and date agreed upon by all Parties to provide the photographic services.

V. COMPENSATION

5.1 The amount to be remitted to Photographer for services described in the Scope of Services section above shall not exceed eight thousand dollars (\$6,000.00) for the eleven (11) month term of this Agreement, payable monthly per completed virtual tour as outlined in Exhibit A.

VI. PAYMENT FOR SERVICES

6.1 Photographer shall issue a monthly invoice to the EDC addressed to:

EDC Executive Director
PO Box 507
Helotes, TX 78023

Helotes shall make its payment within thirty (30) days of receipt of each invoice.

5.2 All payments required under this Agreement shall be made payable to the Photographer and addressed to:

John Almarez
360 Zone
11623 Brae Valley
San Antonio, Texas 78249

VII. REFUND

7.1 Photographer will refund the Service Fees to the EDC (but will have no further liability with respect to the Agreement) if Google rejects the photographs for failure to meet the Google Business Photos technical specifications and Photographer does not correct the failure after re-photographing the business at a mutually agreed upon time.

VIII. INDEMNIFICATION

8.1 PHOTOGRAPHER SHALL, AT ALL TIMES, INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION, EDC BOARD OF DIRECTORS, OFFICERS, EMPLOYEES, AND AGENTS OF THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION FROM AND AGAINST ALL LIABILITY AND EXPENSE, INCLUDING DEFENSE COSTS AND LEGAL FEES, ARISING FROM AND CONNECTED WITH CLAIMS AND LAWSUITS FOR DAMAGES RELATING TO PHOTOGRAPHERS OPERATIONS OR ITS SERVICES, WHICH RESULT FROM BODILY INJURY, DEATH, PERSONAL INJURY, OR PROPERTY DAMAGE UNDER THIS AGREEMENT.

IX. INSURANCE

9.1 Photographer shall procure and maintain in effect, so long as this Agreement is in effect, vehicular, operational, professional and Contractual liability insurance with a company authorized to transact business in the State of Texas, which said Insurance shall be in the amount of not less than \$500,000 for each occurrence for automobile, ambulance, and other vehicular liability insurance; insurance for professional liability in an amount not less than \$1,000,000 for each occurrence and in the aggregate; insurance for general liability, which shall specifically include civil right matters, in an amount not less than \$100,000 for each occurrence.

X. NOTICES

10.1 All notices to be given under this Agreement shall be in writing and shall either be personally served on the other Party or given by certified mail or registered mail, return receipt requested, postage prepaid and addressed to the proper party at the address which appears below or at such other address as the Parties may designate. All notices given by mail shall be deemed to have been given three (3) days after the time of deposit in the United States mail and shall be effective from such date.

If to Helotes: EDC Executive Director, PO Box 507, Helotes, TX 78023

If to Photographer: John Almarez, 11623 Brae Valley. San Antonio, TX 78249

XI. AMENDMENTS

11.1 Except where the terms of this Agreement expressly provide otherwise, any alterations, additions, or deletions to the terms hereof, shall be effected by amendment, in writing, executed by both Photographer and the EDC, and subject to approval by the EDC Board of Directors, as evidenced by passage of a Resolution.

XII. SEVERABILITY

12.1 If any clause or provision of this Agreement is held invalid, illegal or unenforceable under present or future Federal, State or Local laws, including, but not limited to, City Code of ordinances,

then and in that event it is the intention of the Parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this Agreement shall be construed as if such invalid, illegal, or unenforceable clause or provision was never contained herein; it is also the intention of the Parties hereto that in lieu of each clause or provision of this Agreement that is invalid, illegal, or unenforceable, there be added as a part of the Agreement a clause or provision as similar in terms to such invalid, illegal, or unenforceable clause or provision as may be possible, legal, valid and enforceable.

XIII. LAW APPLICABLE

13.1 This Agreement shall be construed under and in accordance with the laws of the State of Texas and any legal action or proceeding brought or maintained, directly or indirectly, as a result of this Agreement shall be heard and determined in Bexar County, Texas. Nothing contained herein shall ever be construed as a waiver of sovereign or governmental immunity available to the EDC or the defenses of the Parties as provided by other law the rights to which are expressly reserved herein and minimally to the extent then and there existing prior to the execution hereof.

XIV. LEGAL AUTHORITY

14.1 The signers of this Agreement for the EDC and Photographer represent, warrant, assure and guarantee that they have full legal authority to execute this Agreement on behalf of themselves and to bind themselves to all of the terms, conditions, provisions and obligations herein contained.

XV. PARTIES BOUND

15.1 This Agreement shall be binding on and inure to the benefit of the Parties hereto and their respective heirs, executors, administrators, legal representatives, and successors and assigns, except as otherwise expressly provided for herein.

XVI. ASSIGNMENT

16.1 Neither party may assign its rights, privileges or obligations under this Agreement, in whole or in part, without the written consent of the governing body of the other party. Any attempt to assign without such approval shall be void.

XVII. COMPLIANCE WITH LAWS AND ORDINANCES

17.1 The Parties hereby agree to comply with all Federal, State, and Local laws and ordinances applicable to the work or services to be performed under this Agreement.

XVIII. ENTIRE AGREEMENT

18.1 This Agreement, together with its authorizing ordinance and its exhibits, if any, constitute the final and entire Agreement between the Parties hereto and contain all of the terms and conditions agreed upon and shall supersede any and all prior written and oral agreements between the Parties. No other Agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the Parties hereto, unless same is in writing, dated subsequent to the date

hereto and duly executed by the Parties, in accordance with Article X.

IXX. INDEPENDENT CONTRACTOR

19.1 Notwithstanding anything contained herein to the contrary whatsoever, this Agreement is not intended to create, nor shall it be construed as creating or constituting, an agency or employment, between the Parties. It is expressly agreed between the Parties that Photographer is an independent Contractor and is in no way an agent or employee of the Helotes EDC. Photographer is totally and solely responsible for the supervision of its employees and for the quality and nature of their acts while providing services under this Agreement. No employee, agent, or servant of Photographer shall be or shall be deemed to be the employee, agent, or servant of the Helotes EDC. The Helotes EDC is interested only in the results obtained under the Agreement; the manner and means conducting the performance this Agreement are the sole control and responsibility of Photographer. None of the benefits provided by the Helotes EDC for its employees (including, but not limited to, compensation insurance and unemployment insurance) are available from the Helotes EDC to the employees, agents, or servants of the Photographer.

EXECUTED and AGREED to this the 16th day of November, 2022

John Almarez
360 Zone

Date

Glenn Goolsby, Executive Director
City of Helotes Economic Development
Corporation

Date

9 Helotes Businesses put on Google Maps

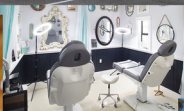
131 Virtual Viewpoints taken

103 High Resolution Photographs taken



Helotes, TX

ADDIEGRACE
BOUTIQUE



Testimonial Page

Feb 14th 2022

Shawna Misiong Owner / interior Designer of The Eclective

The Eclective
12415 Bandera Rd Ste 116
Helotes, TX 78023

It looks fabulous. I am grateful for this exposure on google



March 19th 2022

Krista Elwell Co-Owner of 6 Klicks Cafe

6 Klicks Cafe
12916 Bandera Rd
Helotes TX 78023

It looks absolutely AMAZING!!!! Great job!!!!

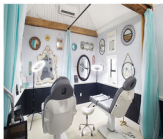


August 30th 2022

Megan Merchant Co-Owner of The Lotes | Aesthetics and wellness

The Lotus Aesthetics and Wellness
14743 Old Bandera Rd Bldg 7
Helotes, TX 78023

These pictures and the tour are AMAZING!!! We have had way less clients asking where to find us (bless), and I just added them to our website.





**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: November 16, 2022**

AGENDA PLACEMENT:

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

CAPTION:

Discussion of and action on approval to produce a Helotes fiesta medal for 2023. (Staff)

EXECUTIVE SUMMARY:

The HEDC has produced a Fiesta Medal since 2018 as a way to promote Helotes and encourage shopping local. The medals are typically given away free with local purchase from select partnering businesses. They have truly become a collector's items. Last year staff coordinated with the art department at O'Connor High School to design the medal with great success students have submitted designs for 2023. Staff is recommending an expenditure not to exceed \$2,500.00.

ATTACHMENTS:

PREPARED BY: Glenn Goolsby, Executive Director

MEMORANDUM

Date: November 2, 2022
To: Helotes City Council
From: Glenn Goolsby, Executive Director, Helotes EDC
Subject: FY2022 Q4 EDC Report

The Helotes Economic Development Corporation has recently established its Strategic Plan and Budget for FYE 2023 and appreciates the support from City Council. We are pleased to provide the following update on projects and programs overseen by the HEDC.

Organizational Update

- An EDC training workshop was held on August 17, 2022 to review Texas Open Meetings Act, Texas Public Information Act, Agenda Posting Requirements, Closed Session Requirements, Economic Development Corporation Legislative Requirements, and Conflicts of Interest.
- The HEDC Board of Directors adopted the FYE 2023-2027 Strategic Work Plan July 20, 2022 and was subsequently approved by City Council on August 11, 2022.
- The HEDC Board of Directors performed an executive search to fill the Executive Director position and selected applicant Glenn Goolsby.
- Developed and approved 3 funding agreements with the City of Helotes to include the following:
 - Debt Payment Reimbursement Agreement
 - Managed Services Agreement
 - Support for City Events Agreement
- Developed and approved the FYE 2023 HEDC Budget of approximately \$3.5 million. Key take-aways include almost \$2 million for 380 Agreement reimbursements, \$710,000 for various incentives, and \$405,000 to City of Helotes.

Strategic Initiatives

HEDC Grant Programs

- Promoted a tenant improvement matching grant to reimburse new or expanding businesses for eligible improvements. To date, we have approved two applications from Greenwing Wealth Management and HTeaO and received at least 4 additional inquiries from prospects.

The Helotes Economic Development Corporation

- Promoted the e-commerce grant program to assist businesses with adapting to online sales and promotion. To date, there have been 8 requests for funding.
 - Completed: B-Daddy BBQ and Schott's Meat Market
 - Pending: Texas Grounds Coffee, Whimsical Annie's, Lutz Insurance, Subway, and Congelato
- Approved the first recipient for the Community Arts Grant Program. Artist Michael O'Brien was selected with 4 interpretive sculptures depicting the water cycle to be placed in Old Town Helotes. To date, the stone bases have been installed and two art pieces are pending installation; Cloud and Rain Muse.
- Promoted the Google 360 Business Tours Program which placed 9 Helotes businesses on the map for FYE 2022.
 - The Eclective, Burn Boot Camp, 6 Klick's Café, PEA Studios, Lotus Aesthetics, Helotes Healthy Balance, Tito's Mexican Snack Bar, Addie Grace, and Champion Pediatric Therapy.

Marketing Initiatives

- Continue coordinating with PR Specialist to manage social media and e-blast communications to business owners.
- Assisted with Helotes being added to the Texas Hill Trail Passport for FYE 2023.
- Sponsored the Helotes 0.5K Challenge in exchange the HEDC received branding on the event flyers, website, race t-shirt, and finisher medal.
- Completed coordination with participating business owners for the YOLO Texas episode which was aired on October 8, 2022. We were able to feature 9 locations to include: Helotes MarketPlace, Floore's Country Store, El Chaparral, B-Daddy BBQ, Wine 101, Busted Sandal, Addie Grace Boutique, Texas Grounds Coffee, and Texas Grounds B&B. The episode is linked to all of our digital marketing platforms.
- Attended Retail Live in Austin on September 1st to connect with retailers looking to expand in Texas. Some of the interested prospects include the following; Black Riffle Coffee, Dutch Brothers, New York Pizza & Pints, Walk On's, Whataburger, McAlister's, Capriotti's, Vape City, Pure Magic Car Wash, Mister Cara Wash, and Buff City Soap.
- Rebranded Shop Helotes to Visit Helotes and launched a new website that incorporates a business directory and travel planning guide.
- Consulted with Floore's Country Store on developing signage to promote shopping in Old Town Helotes. Staff assisted by contacting business owners in Old Town to acquire company

The Helotes Economic Development Corporation

logos to include the following; Simply Yours, Texas Grounds Coffee, J Gibson Salon, Helotes Gallery, Helotes Creek Winery, GG's House, Old Town Antiques, The Cottage, Cheetahlish, B-Daddy BBQ, Elf Hardware, Helotes Tactical Firearms, Helotes Country Club, Wine 101, Congelato, The Cracked Mug, Busted Sandal, and Pete's Place.

Partnerships

- Continued partnership with the Helotes Area Chamber of Commerce (HACC). Staff serves on the Chamber's event planning committee and has assisted in developing monthly networking events and a business awards dinner.

Project Activity

Interest in commercial and residential development going into the 3rd quarter remain relatively high. A majority of large-scale developments are interested in mixed-use concepts that would include either multi-family or single-family components. The City recently approved a planned-unit development (PUD) that would allow for a higher density single-family rental development combined with up to 50,000 square feet of commercial. This has already attracted the interest of other developers looking to build similar projects.

- Currently there are two commercial projects nearing completion; Hacienda del Rio and Legacy at Helotes.
 - Hacienda del Rio is fully leased
 - Legacy at Helotes is 20% leased / 4 contracts pending
- Staff has met and consulted with the following;
 - Ed Villanueva regarding a new office building
 - Mary Moore regarding development in OTH
 - Fulton Development regarding a PUD

The following chart indicates the number of prospective tenants and industry sector.

