



The City of Helotes Economic Development Corporation (EDC) Board of Directors will meet for a Regular Meeting on Wednesday, January 18, 2023 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 November 16, 2022.
4. Approval of the HEDC Fiscal Year Ending (FYE) 2023 Revenue and Expense Report dated January 11, 2023.

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 Interim Executive Director at 210-695-5910.

ITEMS FOR INDIVIDUAL CONSIDERATION:

7. Discussion of and action on sponsoring the Helotes Area Chamber of Commerce Gift Card Give Back initiative for 2023. (Staff)
8. Discussion of and action on amending the Retailer and Commercial Tenant Improvement Incentive Program. (Staff)

STAFF REPORT:

9. Briefing from staff and discussion of the following items:
 - Tenant Improvement Grant;
 - Arts Grant;
 - E-Commerce Grant;
 - Development Updates; and
 - Marketing Efforts.

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 January 13, 2023 at 4:00 p.m.



Glenn Goolsby
Executive Director



REGULAR MEETING MINUTES

The City of Helotes Economic Development Corporation (EDC) Board of Directors met 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 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

Staff: Glenn Goolsby, Executive Director

Absent: Marian Mendoza, Ex-Officio

1. Call to Order.

President Lopez called the meeting to order at 7:03 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 – 4):

All items marked with an asterisk (*) on the consent agenda were voted on as a group. Motion was made by John Kodosky, second by Greg Hayden to approve Items 3 and 4 as written. Motion carried unanimously.

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.**

President Lopez stated there was no update at this time.

6. **Update from the Finance Committee meeting.**

Secretary Cooper stated the committee had reviewed the monthly expenditure report and approved all expenditures.

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)**

Motion was made by Joel Lutz, second by Melody Cooper to discuss and act on this item as written.

Glenn Goolsby highlighted some of the changes made to expand the eligibility criteria.

Motion to approve carried 6-ayes, 1-abstained; John Kodosky.

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)**

Motion was made by John Kodosky, second by Melody Cooper to discuss and act on this item as written.

Glenn Goolsby presented the item and stated the program was created to assist with recruiting businesses identified in the HEDC Strategic Work Plan. President Lopez said he had reviewed the document and felt it would give staff and the board information needed to evaluate a prospective applicant.

Motion to approve carried unanimously.

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)**

Motion was made by John Kodosky, second by Melody Cooper to discuss and act on this item as written.

Glenn Goolsby highlighted changes made to the program to target specific art projects. Melody Cooper asked before launching major art sculpture piece in the traffic circle to obtain City Council approval. Mr. Goolsby said the item would be presented to City Council at their next meeting.

Motion to amend made by John Kodosky, second by Melody Cooper to provide a maximum grant amount of 75% of project cost for projects within publicly owned property and such projects be approved by City Council.

Motion to approve amendments carried unanimously.

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)

Motion was made by Joel Lutz, second by Greg Hayden to discuss and act on this item as written.

Glenn Goolsby reviewed the applicant's submission and state based on the scoring matrix worksheet they qualify for up to \$20,000.

Motion to approve the item as written carried 6-ayes, 1-abstain; John Kodosky.

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)

Motion was made by Jeff Felty, second by Greg Hayden to discuss and act on the item as written.

Glenn Goolsby reviewed the applicant's submission and stated based on the scoring matrix worksheet they qualify for up to \$10,000.

Motion to approve carried unanimously.

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)

Motion was made by Joel Lutz, second by Jeff Felty to discuss and act on the item as written.

Glenn Goolsby discussed the success of the program and that it has been utilized by 96 businesses since 2014.

Motion to approve the item as written carried 6-ayes, 1-abstain; John Kodosky.

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

Motion was made by John Kodosky, second by Melissa Benavides to discuss and act on the item as written.

Glenn Goolsby stated the HEDC has produced a Fiesta medal since 2018 to promote tourism and shopping local. Jeff Felty ask staff to look into establishing a small scholarship for future contest winners.

Motion to approve in an amount not to exceed \$2,500 carried unanimously.

STAFF REPORT:

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

Glenn Goolsby reviewed the report that will be presented to City Council in December.

Adjourn the regular meeting of the EDC Board of Directors.

President Lopez adjourned the meeting at 8:28 p.m.

Glenn Goolsby
Executive Director

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: JANUARY 13TH, 2023

Item 4

05 -ECONOMIC DEVELOPMENT CORP
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-PROPERTY TAXES	3,544,200.00	0.00	601,157.90	2,943,042.10	16.96
MISCELLANEOUS REVENUE	<u>518,985.00</u>	<u>0.00</u>	<u>24,969.55</u>	<u>494,015.45</u>	<u>4.81</u>
TOTAL REVENUES	4,063,185.00	0.00	626,127.45	3,437,057.55	15.41
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>4,063,185.00</u>	<u>3,365.38</u>	<u>1,396,847.21</u>	<u>2,666,337.79</u>	<u>34.38</u>
TOTAL EXPENDITURES	4,063,185.00	3,365.38	1,396,847.21	2,666,337.79	34.38
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(3,365.38)	(770,719.76)	770,719.76	0.00

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: JANUARY 13TH, 2023

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	3,530,000.00	0.00	596,563.51	2,933,436.49	16.90
401-3150 MIXED BEVERAGE	10,000.00	0.00	3,544.39	6,455.61	35.44
401-3160 SUBLEASE HELOTES CHAMBER	<u>4,200.00</u>	<u>0.00</u>	<u>1,050.00</u>	<u>3,150.00</u>	<u>25.00</u>
TOTAL NON-PROPERTY TAXES	3,544,200.00	0.00	601,157.90	2,943,042.10	16.96
<u>MISCELLANEOUS REVENUE</u>					
406-1010 INTEREST	7,000.00	0.00	24,969.55	(17,969.55)	356.71
406-1060 TRANSFERS IN/OUT	<u>511,985.00</u>	<u>0.00</u>	<u>0.00</u>	<u>511,985.00</u>	<u>0.00</u>
TOTAL MISCELLANEOUS REVENUE	518,985.00	0.00	24,969.55	494,015.45	4.81
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TOTAL REVENUES	4,063,185.00	0.00	626,127.45	3,437,057.55	15.41
	=====	=====	=====	=====	=====

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: JANUARY 13TH, 2023

05 -ECONOMIC DEVELOPMENT CORP
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
510-5101 SALARIES	90,000.00	3,365.38	23,557.66	66,442.34	26.18
510-5111 LONGEVITY	1,580.00	0.00	1,580.00	0.00	100.00
510-5113 BENEFITS	<u>23,994.00</u>	<u>0.00</u>	<u>5,054.83</u>	<u>18,939.17</u>	<u>21.07</u>
TOTAL PERSONNEL	115,574.00	3,365.38	30,192.49	85,381.51	26.12
<u>CONTRACTUAL SERVICES</u>					
510-5201 MEMBERSHIPS, DUES & LICENSES	16,000.00	0.00	12,494.88	3,505.12	78.09
510-5202 AUDIT FEES	3,600.00	0.00	1,800.00	1,800.00	50.00
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	1,000.00	0.00	0.00	1,000.00	0.00
510-5206 LEGAL FEES / MDD CREATION	7,500.00	0.00	0.00	7,500.00	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	46.00	2,954.00	1.53
510-5211 MARKETING / TOURISM	80,000.00	0.00	10,153.62	69,846.38	12.69
510-5212 WEBSITE DEV. & MAINTENANCE	15,000.00	0.00	1,000.00	14,000.00	6.67
510-5214 MANAGED SVCS. AGREEMENT	30,000.00	0.00	30,000.00	0.00	100.00
510-5215 DEBT SERVICE	330,661.00	0.00	330,661.00	0.00	100.00
510-5217 LAND ACQUISITION/DUE DILIGENCE	250,000.00	0.00	0.00	250,000.00	0.00
510-5223 BUSINESS IMPROVEMENT GRANTS	80,000.00	0.00	9,600.00	70,400.00	12.00
510-5224 OFFICE RENTAL	14,200.00	0.00	3,400.00	10,800.00	23.94
510-5225 OTHSD PARKING LOT LEASE	5,800.00	0.00	1,257.50	4,542.50	21.68
510-5228 VISITOR CENTER	50,000.00	0.00	0.00	50,000.00	0.00
510-5230 MARKETING/CITY EVENTS	50,000.00	0.00	50,000.00	0.00	100.00
510-5231 CAPITAL IMPROVEMENTS	25,000.00	0.00	0.00	25,000.00	0.00
510-5232 ARTS GRANT	50,000.00	0.00	0.00	50,000.00	0.00
510-5233 NEW DEVELOPMENT INCENTIVE	<u>400,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>400,000.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	1,598,161.00	0.00	450,413.00	1,147,748.00	28.18
<u>COMMODITIES</u>					
510-5301 OFFICE SUPPLIES	3,000.00	0.00	39.99	2,960.01	1.33
510-5302 OPERATIONAL EXPENSES	20,000.00	0.00	1,775.70	18,224.30	8.88
510-5305 COMMUNICATION EQUIPMENT	1,200.00	0.00	69.29	1,130.71	5.77
510-5326 EXPENSE REIMBURSEMENT	250.00	0.00	0.00	250.00	0.00
510-5333 380 AGREEMENT REIMBURSEMENTS	<u>2,000,000.00</u>	<u>0.00</u>	<u>589,356.74</u>	<u>1,410,643.26</u>	<u>29.47</u>
TOTAL COMMODITIES	2,024,450.00	0.00	591,241.72	1,433,208.28	29.21
<u>CAPITAL OUTLAY</u>					
510-5503 TRANSFER OUT	<u>325,000.00</u>	<u>0.00</u>	<u>325,000.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL CAPITAL OUTLAY	325,000.00	0.00	325,000.00	0.00	100.00
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TOTAL ADMINISTRATION	4,063,185.00	3,365.38	1,396,847.21	2,666,337.79	34.38
<hr/>					
TOTAL EXPENDITURES	4,063,185.00	3,365.38	1,396,847.21	2,666,337.79	34.38
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(3,365.38)	(770,719.76)	770,719.76	0.00



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: JANUARY 18, 2023**

AGENDA PLACEMENT:

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

CAPTION:

Discussion of and action on sponsoring the Helotes Area Chamber of Commerce Gift Card Give Back initiative for 2023. (Staff)

EXECUTIVE SUMMARY:

The HEDC Board previously supported the Helotes Chamber of Commerce Gift Card Give Back initiative in 2021 and 2022 with a \$10,000 sponsorship dedicated to Helotes businesses. The matching program assisted 25 local businesses in 2021 and 29 in 2022.

The HACC board of directors have approved \$10,000 to fund the 2023 initiative and are requesting consideration from the HEDC to provide matching funds. The initiative is planned to launch on March 17th.

ATTACHMENTS: Event Flyer

PREPARED BY: Glenn Goolsby, Executive Director

SMALL BUSINESS

GIFT CARD GIVE BACK

HELOTES AREA CHAMBER

March
17th

9:00 AM UNTIL
SOLD OUT

Join us in our Community Initiative!



Sponsorship

Your donation will help us support local businesses thru our gift card matching program.



We Take Care of the Rest

Customer will be able to purchase gift cards in increments of \$25 and then we double it.



Win Win

Your support helps us keep the program going and puts money back into small businesses and residents in our community!

FOR PROGRAM DETAILS PLEASE EMAIL
INFO@HELOTESCHAMBER.COM OR CALL 210-931-0683

SMALL BUSINESS

GIFT CARD GIVE BACK

HELOTES AREA CHAMBER

**March
17th**

**9:00 AM UNTIL
SOLD OUT**

SMALL BUSINESS GIFT CARD GIVE BACK

THIS EVENT IS AN EXCELLENT WAY TO SHOW YOUR SUPPORT TO LOCAL BUSINESSES AND HELP SUSTAIN THEM DURING CHALLENGING TIMES. EVERY DOLLAR RAISED WILL BE USED TO MATCH GIFT CARDS PURCHASED FROM PARTICIPATING BUSINESSES. AS AN BONUS RESIDENTS GET AN OPPORTUNITY TO DOUBLE THERE MONEY TOO.

SPONSORSHIP LEVELS

\$10,000 COMMUNITY CHAMPION SPONSORSHIP

- PREMIER LOGO PLACEMENT ON FLYER AND ADVERTISEMENTS
- LOGO PREDOMINATELY PLACED ON WEBSITE WITH LINK
- SOCIAL MEDIA RECOGNITION

\$5,000 PRESENTING SPONSORSHIP

- LOGO PREDOMINATELY PLACED ON FLYER AND ADVERTISEMENTS
- LOGO PREDOMINATELY PLACED ON WEBSITE WITH LINK
- SOCIAL MEDIA RECOGNITION

\$2,000 SUPPORTING SPONSORSHIP

- LOGO PLACED ON FLYER AND ADVERTISEMENTS
- LOGO PREDOMINATELY PLACED ON WEBSITE WITH LINK
- SOCIAL MEDIA RECOGNITION

ANY DONATION WILL BE ACCEPTED TO SUPPORT THIS PROGRAM.



CONTACT US FOR MORE INFO:

EMAIL INFO@HELOTESCHAMBER.COM

OR CALL 210-931-0683 FOR MORE INFO



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: JANUARY 18, 2023**

AGENDA PLACEMENT:

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

CAPTION:

Discussion of and action on amending the Retailer and Commercial Tenant Improvement Incentive Program. (Staff)

EXECUTIVE SUMMARY:

The HEDC Board approved the FY23 Retailer and Commercial Tenant Improvement Incentive Program on November 16, 2022. Since launching, staff has had to deny multiple applications due to improvements being started before the board has considered approval of the grant request. After becoming aware of these occurrences Mr. Felty requested to place an item on the next HEDC agenda to consider changing the language from “following grant approval, the applicant may begin work” to “following grant submission and confirmation by the Executive Director applicant meets the minimum eligibility criteria, applicant may begin work.” Staff believes this change could streamline the process for applicants and expedite the completion of tenant improvements.

ATTACHMENTS:

Attachment A: Retailer and Commercial Tenant Improvement Program

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)