



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, February 15, 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 – 5):

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 January 18, 2023.
4. Approval of the HEDC Fiscal Year Ending (FYE) 2023 Revenue and Expense Report dated February 9, 2023.
5. Approval of the HEDC Quarterly Investment Report dated December 31, 2022.

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.

COMMITTEE REPORTS:

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

ITEMS FOR INDIVIDUAL CONSIDERATION:

8. Discussion of and action on sponsoring the Helotes Cornyval Festival produced by the Helotes Festival Association. (Staff)
9. Discussion of and action on an application made by Dominion Commercial Management, LLC to approve a grant reimbursement request under the Retailer and Commercial Tenant Improvement Incentive Program. (Staff)
10. Discussion of and direction on supporting the development of an outdoor fitness park located at 10483 Parrigin Road.

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 February 10, 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, January 18, 2023 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 7:02 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 Melody Cooper, 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 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.

President Lopez reviewed items discussed during the committee meeting held on January 11, 2023 which included an application for the Retailer and Tenant Improvement Grant, purchase of promotional items, and consideration of event sponsorships.

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

Austin Lane, Chairman of the Helotes Area Chamber of Commerce presented the FYE 2023 Gift Card Give Back program and requested matching funds from the HEDC in the amount of \$10,000 that would allow the program to provide \$20,000 in the gift card doubling event.

Motion was made John Kodosky, second by Melissa Benavides to discuss and act on the item as presented. Motion carried 6-ayes; 1-abstain, Joel Lutz.

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

Motion was made by Jeff Felty, second by Greg Hayden to discuss and act on the item as presented. Motion carried 6-ayes; 1-abstain, John Kodosky.

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.**

Glenn Goolsby briefed the board on the status of current HEDC programs.

President Lopez adjourned the meeting at 7:48 p.m.

Glenn Goolsby
Executive Director

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

Agenda Item No. 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	311,232.26	311,232.26	3,232,967.74	8.78
MISCELLANEOUS REVENUE	<u>518,985.00</u>	<u>8,362.50</u>	<u>15,704.21</u>	<u>503,280.79</u>	<u>3.03</u>
TOTAL REVENUES	4,063,185.00	319,594.76	326,936.47	3,736,248.53	8.05
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>4,063,185.00</u>	<u>611,298.90</u>	<u>1,368,992.17</u>	<u>2,694,192.83</u>	<u>33.69</u>
TOTAL EXPENDITURES	4,063,185.00	611,298.90	1,368,992.17	2,694,192.83	33.69
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(291,704.14)	(1,042,055.70)	1,042,055.70	0.00

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	3,530,000.00	308,557.01	308,557.01	3,221,442.99	8.74
401-3150 MIXED BEVERAGE	10,000.00	1,975.25	1,975.25	8,024.75	19.75
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	3,544,200.00	311,232.26	311,232.26	3,232,967.74	8.78
<u>MISCELLANEOUS REVENUE</u>					
406-1010 INTEREST	7,000.00	8,362.50	15,704.21	(8,704.21)	224.35
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	8,362.50	15,704.21	503,280.79	3.03
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TOTAL REVENUES	4,063,185.00	319,594.76	326,936.47	3,736,248.53	8.05
	=====	=====	=====	=====	=====

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

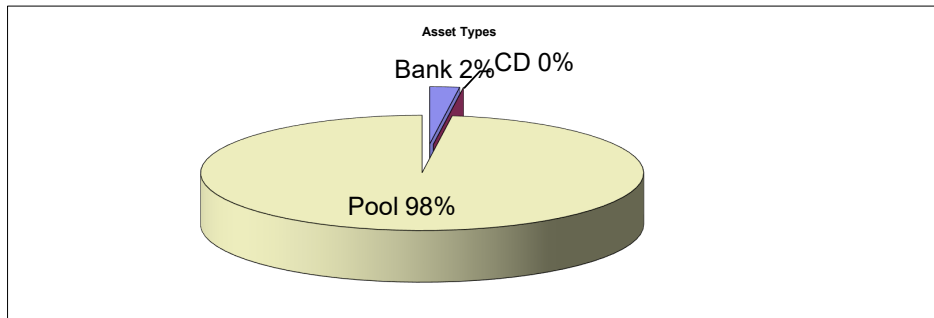
05 -ECONOMIC DEVELOPMENT CORP
 ADMINISTRATION
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
510-5101 SALARIES	90,000.00	6,730.76	13,461.52	76,538.48	14.96
510-5111 LONGEVITY	1,580.00	1,580.00	1,580.00	0.00	100.00
510-5113 BENEFITS	<u>23,994.00</u>	<u>1,959.02</u>	<u>4,020.57</u>	<u>19,973.43</u>	<u>16.76</u>
TOTAL PERSONNEL	115,574.00	10,269.78	19,062.09	96,511.91	16.49
<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	3,600.00	0.00	0.00	3,600.00	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	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	0.00	3,000.00	0.00
510-5211 MARKETING / TOURISM	80,000.00	0.00	0.00	80,000.00	0.00
510-5212 WEBSITE DEV. & MAINTENANCE	15,000.00	0.00	0.00	15,000.00	0.00
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	9,600.00	9,600.00	70,400.00	12.00
510-5224 OFFICE RENTAL	14,200.00	1,100.00	2,200.00	12,000.00	15.49
510-5225 OTHSD PARKING LOT LEASE	5,800.00	457.50	857.50	4,942.50	14.78
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	11,157.50	434,758.50	1,163,402.50	27.20
<u>COMMODITIES</u>					
510-5301 OFFICE SUPPLIES	3,000.00	0.00	0.00	3,000.00	0.00
510-5302 OPERATIONAL EXPENSES	20,000.00	514.88	814.84	19,185.16	4.07
510-5305 COMMUNICATION EQUIPMENT	1,200.00	0.00	0.00	1,200.00	0.00
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>589,356.74</u>	<u>589,356.74</u>	<u>1,410,643.26</u>	<u>29.47</u>
TOTAL COMMODITIES	2,024,450.00	589,871.62	590,171.58	1,434,278.42	29.15
<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	611,298.90	1,368,992.17	2,694,192.83	33.69
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TOTAL EXPENDITURES	4,063,185.00	611,298.90	1,368,992.17	2,694,192.83	33.69
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REVENUES OVER/(UNDER) EXPENDITURES	0.00	(291,704.14)	(1,042,055.70)	1,042,055.70	0.00

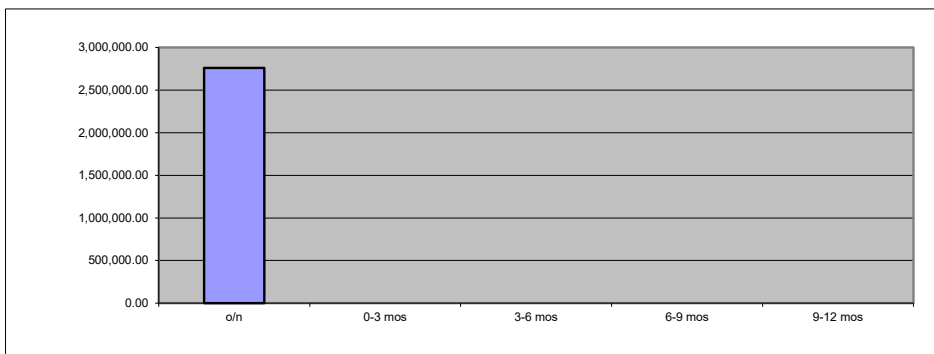
**CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION
 QUARTERLY INVESTMENT REPORT SUMMARY
 PERIOD ENDING 12/31/2022**

Beginning Book Value	\$ 3,128,559.01
Beginning Market Value	\$ 3,128,559.01
Beginning Weighted Average Maturity	0 days
Beginning Yield	1.8800%
Ending Book Value	\$ 2,760,335.44
Ending Market Value	\$ 2,760,335.44
Ending Weighted Average Maturity	0 days
Ending Yield	3.7100%
Unrealized Gain/(Loss)	\$ -
Change in Market Value	\$ (368,223.57)
Benchmark Yield (6 Mth. T-Bill)	4.4000%

Allocation by Type of Investment



Allocation by Maturity Date



CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION													
QUARTERLY INVESTMENT REPORT													
as of													
12/31/22													
Purchase Date	Security	Coupon or Avg. Rate	Quarter Ending Date	Yield	Par	Price	Days to Maturity	Beginning Book	Beginning Market	Ending Book	Ending Market	Change in Market	Period Earnings
Bank Checking Accounts													
N/a	Frost Operating Fund	0.0900%	12/31/22	0.0900%	\$59,997.56	100.000	0	\$ 328,185.10	\$ 328,185.10	\$ 59,997.56	\$ 59,997.56	\$(268,187.54)	\$ 5.58
Subtotal Checking Accounts					\$ 59,997.56			\$ 328,185.10	\$ 328,185.10	\$ 59,997.56	\$ 59,997.56	\$(268,187.54)	\$ 5.58
Pools													
N/a	LOGIC Operating Fund	3.7931%	12/31/22	3.7931%	\$2,700,311.06	100.000	0	\$2,800,347.09	\$2,800,347.09	\$2,700,311.06	\$2,700,311.06	\$(100,036.03)	\$24,963.97
N/a	TexPool Operating Fund	3.5082%	12/31/22	3.5082%	\$26.82	100.000	0	\$ 26.82	\$ 26.82	\$ 26.82	\$ 26.82	\$ -	\$ -
Subtotal Pools					\$ 2,700,337.88			\$ 2,800,373.91	\$ 2,800,373.91	\$ 2,700,337.88	\$ 2,700,337.88	\$(100,036.03)	\$24,963.97
TOTALS					\$ 2,760,335.44			\$ 3,128,559.01	\$ 3,128,559.01	\$ 2,760,335.44	\$ 2,760,335.44	\$(368,223.57)	\$24,969.55
												Average Weighted Maturity	0 days
												Average Weighted Yield	3.71%
												Average Portfolio Benchmark (6 Mth. T-Bill)	4.40%
This quarterly report has been prepared in compliance with the Public Funds Investment Act and the EDC's Investment Policy.													
Notes: Funds are left in the bank depository to pay for bank fees. Bank fees are charged based upon an Earnings Credit Rate (ECR) equal to the prior month's average 91-day T-bill rate + 25 points. The ECR is paid directly to the bank depository. Approx. Oct. ECR = 0.45%; Nov. ECR = 0.80%; Dec. ECR = 0.75%.													
For EDC Capital Fund monies, see City's Quarterly Investment Report dated 12/31/2022													
<i>Tabitha Durr</i>			1/17/23		<i>Marian Mendoza</i>			01/23/23					
Investment Officer			Date		Investment Officer			Date					



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: February 15, 2023**

AGENDA PLACEMENT: **PUBLIC HEARING**
 CONSENT
 INDIVIDUAL
 CLOSED

CAPTION:

Discussion of and action on sponsoring the Helotes Cornyval Festival produced by the Helotes Festival Association. (Staff)

EXECUTIVE SUMMARY:

The Helotes Festival Association has asked the HEDC to consider continuing sponsorship of the 58th Annual Cornyval Festival and Rodeo being held May 4th thru May 7th. Last year the Board approved an expenditure of \$3,500 which included the following benefits; rodeo signage, scoreboard video advertisement, park bench signage, and voice recognition each night.

Staff is recommending supporting the event in the amount of \$3,500 with the same sponsorship benefits.

ATTACHMENTS:

Attachment A: 2023 Sponsorship Proposal

PREPARED BY: Glenn Goolsby, Executive Director

Helotes Festival Association, Inc.
P.O. Box 922
Helotes, TX 78023
(210) 695-2103 www.cornyval.org



On behalf of the Helotes Festival Association we want to thank for your continued support of the Helotes PRCA Rodeo. As part of our continued "Right of First Refusal Policy" we continue to provide past sponsors the opportunity to maintain their sponsorship, as well as making additions before we offer to those on the waiting list. It is very important that you let us know if you are renewing your sponsorship.

Renewal Confirmation Form and payment to HFA, P.O. Box 922, Helotes, TX 78023 no **later than February 24, 2023.**

- Cornyval funds benefit many local charities supporting our youth, seniors, firemen, police, military and cancer treatment & research.
- 2023 marks the **58th annual Helotes Cornyval** and 35th annual P.R.C.A Rodeo, it all begins on Thursday, May 4 thru Sunday, May 7, 2023. Go to cornyval.org for the most current event information.
- Cornyval & Rodeo Sponsorships are seen by approximately 35,000 attendees in 4 days.

If you have additional questions or need assistance, please contact Kathy Buys at Kathy.helotesrodeo@att.net or 210-367-5546.

Sincerely,

Kathy Buys
Rodeo Chairperson

Helotes Economic Development			
Helotes Economic Development 12682 Old FM 1560, Ste 105 Helotes, TX 78023			
	Sponsorship & Events	Quantity	Pricing
	Event:		
	Rodeo General		
	Rodeo Box Seats		
	Rodeo Deck Table Only:		
	Rodeo Deck Table + VIP Parking and Badges		
X	Rodeo Arena Signage	1	\$ 450
	Rodeo Parking		
	VIP Rodeo Parking		
	Rodeo Badges		
X	Scoreboard Ads: 1 per Night	3	\$ 2,050
X	Park Bench Ad	2	\$ 1,000
X	Website Placement		
X	Voice Recognition: Each Night	3	Included
		TOTAL:	\$ 3,500

Please forward this confirmation, along with your payment to:

HELOTES FESTIVAL ASSOCIATION, INC.
PRCA RODEO
PO BOX 922
HELOTES, TX 78023

Thank you! Your support is greatly appreciated.



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: February 15, 2023**

AGENDA PLACEMENT: **PUBLIC HEARING**
 CONSENT
 INDIVIDUAL
 CLOSED

CAPTION:

Discussion of and action on an application made by Dominion Commercial Management, LLC to approve a grant reimbursement request under the Retailer and Commercial Tenant Improvement Incentive Program. (Staff)

EXECUTIVE SUMMARY:

Dominion Commercial Management applied for the FYE 2022 Retailer and Commercial Tenant Improvement Grant Program on September 26, 2022. The application was incomplete and staff requested the following documents; a narrative of the scope of work, construction schedule, plans, and budget. Since the documents were not submitted the grant request was not placed on the HEDC Agenda for consideration until now.

Dominion Commercial Management reached out on January 16, 2023 after the project had been completed to inquire about what documentation was needed to receive grant reimbursement. Staff informed the applicant because of the missing documents the application was never approved to move forward. The applicant requested a review by the Board of Directors and provided the documents on January 31, 2023. Below are some of the criteria for the grant based on when the applicant applied. There have been two modifications to the program since the original application date.

2022 Grant Administration:

- Applications for grant funding will be accepted on a first-come, first-serve basis. Only completed applications that include all required submittal documents and information will be forwarded to the HEDC Board of Directors for review within thirty (30) business days or the next regularly scheduled meeting.
- Approved applicants will enter into an agreement with the HEDC; work may begin only after the agreement is fully executed.
- Applicants who apply for funding after commencing improvements are ineligible.

Based on the original scoring matrix the applicant would earn 4 points, which qualifies for reimbursement of up to \$15.00 per square foot. Therefore, based on the addition of 1,290 square feet, the maximum grant award would be \$9,675.00.

Staff is seeking input from the Board of Directors on how they would like to proceed.



ATTACHMENTS:

Attachment A: FYE 2022 Grant Program & Score Sheet & Application

Attachment B: Supporting Documentation

PREPARED BY: Glenn Goolsby, Executive Director

CITY OF HELOTES

***Retailer and Commercial
Tenant Improvement Program
Guidelines and Application Form***

Fiscal Year Ending 2022 Grant Cycle



ADMINISTERED BY:
The City of Helotes
Economic Development Corporation
12682 FM 1560 W, Suite 105
Helotes, Texas 78023
(210) 695-5910 (direct)

CITY OF HELOTES
Retailer and Commercial Tenant Improvement Program

Program Overview

The City of Helotes Economic Development Corporation (HEDC), in its continuing effort to support the development and redevelopment of the community, has created a Retailer and Commercial Tenant Improvement Program for business owners and building owners within the corporate City limits of Helotes.

The HEDC is committed to helping grow the retail and commercial businesses within the City of Helotes. This program recognizes the importance of incentives to provide certain funds to eligible business tenants to defray a portion of the costs incurred in starting new and expanding existing businesses.

This is a reimbursement grant program. The HEDC acquires no ownership, control, or property interest otherwise in the design, construction, and final product of the improvements.

Program Intent

1. To attract new businesses that provide needed/desired services or products within Helotes to address demand of residents, employees, and visitors, as well as increase foot traffic and create a viable commercial core.
2. To stimulate private investment in retail and office developments, or expansion.
3. To reduce the number of vacant storefronts throughout Helotes.
4. To contribute to the overall value of Helotes by encouraging diversified developments.

Grantee Eligibility

To secure a compelling mix of businesses, the HEDC has identified certain business/tenant types that are eligible for this program to include retail, restaurant, office, and craft niche businesses. In order to protect the public investment, any business tenant interested in applying must have a lease agreement of three (3) or more years at the property where improvements will be made. The following table identifies the types of businesses that were identified as desired uses.

Eligible Business Types	Non-Eligible Business Types
Restaurants and Bars	Automotive Oriented Businesses
Retail (Apparel, Footwear, Home Furnishings, Electronics, Sporting Goods, Crafting, etc.)	Personal Services (Nail or Beauty Salon, Massage)
Office (Single or Multi-Tenant Professional Offices)	Dollar or Thrift Stores
Hotel	
Specialty/Gourmet Grocery	

The HEDC retains discretion to consider stores that fall outside the above-mentioned business types, but serve to fill a limited or underserved sector.

Eligible Improvements

The following improvements are eligible to receive funding through the Program. An individual undertaking an improvement project that includes a portion of the eligible improvements below may apply for a matching grant, but only the improvements identified below will be eligible for funding:

Retailer and Commercial Tenant Improvement Program

Structural walls, subfloor, or ceiling	Attached fixtures	Roofing (arising from structural or integrity concerns)
Exterior door/window replacement	Mechanical equipment	Security or fire protection systems
Exterior painting	Electrical or plumbing repair, installation, or upgrade	Interior cabinetry or woodwork
Exterior brick veneers or treatments	Signage (new, repair or replacement)	Interior drywall or feature walls
Interior/exterior demolition	Original exterior architectural feature repair or replacement	Improvements for ADA accessibility compliance

Ineligible Projects

The Program will not provide funds for any construction, service, or activity not explicitly identified under Eligible Improvements above.

Funding Details

- 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.
- Applicants who apply for funding after commencing improvements are ineligible.
- Grant recipients may re-file a subsequent grant application with the HEDC no sooner than five (5) years from the original grant approval date.

Evaluation Process

- Applications for grant funding will be accepted on a first-come, first-serve basis. Only completed applications that include all required submittal documents and information will be forwarded to the HEDC Board of Directors for review within thirty (30) business days or the next regularly scheduled meeting.
- In order to receive a Tenant Improvement Grant, an application must be determined to have a minimum of 3 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.

- 3 points = Up to \$10 per square foot
- 4 points = Up to \$15 per square foot
- 5 points = Up to \$20 per square foot
- 6 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 (2 points) • Office (1 point) 	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) 	0
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 3 points will not be considered for funding.)	4

Maximum grant 1290sqft x \$15 = \$19,350

Construction Timeline

Once the grant is awarded, the grantee has six (6) months to begin construction 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. Grantee can request an extension if nearing the construction lapse date. One extension may be granted at the discretion of the HEDC staff.

Pre-Construction, Construction, and Reimbursement

- Approved applicants will enter into an agreement with the HEDC; work may begin only after the agreement is fully executed.
- The applicant must obtain all required permits prior to construction.
- The HEDC staff may perform site visits through the construction process to ensure compliance with grant approval.
- Once completed the project must be inspected and approved by the City’s Building Inspector.
- Reimbursement is made only when project is finalized and upon receipt of proof of payment to the HEDC. This should be in the form of an invoice or receipt, which includes the final cost of the project, the work which was done or products purchased, and signed by the contractor or vendor acknowledging that the project was paid for in full.

- Matching grant funds will be released to the applicant within thirty (30) business days from the time of passing inspection and receipt of proof of payment.

Application Components

The applicant must provide the following:

- Completed Scope of Work
 - Narrative description of the project scope
 - Construction schedule
 - Contractor scope of work with cost estimates
 - Renderings and/or architecture plans
 - Photos of current condition
- Project Budget
 - Provide a budget for the project with cost estimates and indicate assumptions for all estimated costs.
- Additional Documents
 - 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.

Questions

A grant application and submittal requirements are included with this packet. If you have further questions regarding the Program, contact Glenn Goolsby, Economic Development Specialist at:

Glenn Goolsby
City of Helotes
Economic Development Corporation
12682 FM 1560 W, Suite 105(Physical)
P.O. Box 507 (Mailing)
Helotes, TX 78023
Phone: (210) 695-5910
E-mail: ggoalsby@helotes-tx.gov,

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 listed in the checklist on page 5.

Applicant Information	Name <i>Edward Villanueva</i>	Phone <i>210-382-9015</i>
	Mailing Address <i>1955 Babeok Rd San Antonio, TX 78229</i>	Fax <i>(210)293-0241</i>
	Email <i>evassoc@hotmail.com</i>	Federal Tax ID# <i>83-2825139</i>

Property Information	Building Address for which Grant is Sought: <i>14237 Old Bandera Rd Helotes, TX 78023</i>	
	Property Legal Description <i>Lot 1 Block 1, County Block 4524</i>	Phone <i>(210) 382-9015</i>

Check one: *Riggs Road Subdivision, Bexar County Texas*

<input checked="" type="checkbox"/>	New business occupying new or existing retail space or redeveloping existing commercial property.
<input checked="" 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

Structural walls, subfloor, or ceiling <input checked="" type="checkbox"/>	Attached fixtures <input checked="" type="checkbox"/>	Roofing (arising from structural or integrity concerns) <input checked="" type="checkbox"/>
Exterior door/window replacement <input checked="" type="checkbox"/>	Mechanical equipment <input checked="" type="checkbox"/>	Security or fire protection systems <input checked="" type="checkbox"/>
Exterior painting <input checked="" type="checkbox"/>	Electrical or plumbing repair, installation, or upgrade <input checked="" type="checkbox"/>	Interior cabinetry or woodwork <input checked="" type="checkbox"/>
Exterior brick veneers or treatments <input checked="" type="checkbox"/>	Signage (new, repair or replacement) <input checked="" type="checkbox"/>	Interior drywall or feature walls <input checked="" type="checkbox"/>
Interior/exterior demolition	Original exterior architectural feature repair or replacement <input checked="" type="checkbox"/>	Improvements for ADA accessibility compliance <input checked="" type="checkbox"/>

Continued on next page.

Retailer and Commercial Tenant Improvement Affidavit

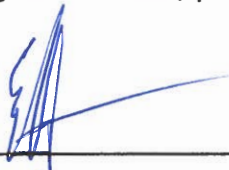
I agree to comply with all standards of the Program, including those requirements set by the HEDC Board of Directors. I understand that this is a voluntary Program, under which the HEDC has the right to approve or deny any project or proposal or portions thereof.


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 9/26/22

Building Owner's Signature _____  Date 9/26/22
(if different from applicant)

DOMINION COMMERCIAL MANAGEMENT, LLC

14237 Old Bandera Rd, Suite 200~ Helotes, Texas 78023
Phone 210.382.9015 ~ Fax 210.233.8099

January 31, 2023

Helotes EDC
12951 Bandera Rd
Helotes, Texas 78023

Re: Improvement Grant

On or about October 1st, 2023 Dominion Commercial Management, LLC began construction on two additions located at 14237 Old Bandera Rd currently leased to The Owens Law Firm, PLLC. We constructed/added 330 sq. ft. of space to the law firm and 960 sq. ft. to the other side of the building. Edward Villanueva & E. Villanueva & Associates, Inc. is owner- occupying this new addition. Our project has just concluded and fully operational.

Best,



E. Villanueva
CEO/President
Dominion Commercial Management, LLC

14237 Old Bandera Road

BUDGET

ADDITIONS

330 SQ FT / 960 SQ FT
OWENS LAW FIRM / E. VIKANURVA & ASSOCIATES, INC

Hard Costs

Form Survey	\$0.00
Lot Stake	\$0.00
Lot Clear	\$0.00
Set Form Foundation Cost	\$12,892.00
Plumber Cost	\$3,500.00
Curb Cut	\$0.00
Foundation Inspection	\$0.00
Pump Truck	\$0.00
Order Slider Doors	\$0.00
Rough Grade Site Contractor	\$0.00
Order Brick	\$0.00
Order Dumpster	\$1,000.00
Exterior Doors	\$600.00
MATERIALS	\$25,000.00
Frame Labor Draw 1	\$10,000.00
Deliver Windows	\$2,000.00
Loose Lumber/ Balcony Materials	\$0.00
Deliver Decking	\$0.00
Exterior Doors Install	\$250.00
Dry in Roofing/ Flashing	\$350.00
Frame Clean	\$200.00
Frame Inspection	\$150.00
Fire/ Place Install	\$0.00
Hvac Rough in Start	\$7,000.00
Delivery Brick/ Stone	\$0.00
Labor Stone/ Stucco	\$0.00
Delivery Roof Shingles	\$8,750.00
Electricals Rough In	\$9,000.00
Poly Seal Insulation	\$2,000.00
Security Pre Wire	\$0.00
Borate/ Pest Shield	\$0.00
Deliver Drywall/ Tape/ float/ texture	\$6,500.00
Drywall Clean	\$200.00
Order Tile 1 /Floors	2000 (allowance)
Order Tile 2 /Tub Shower	\$0.00
Order Tile 3 /Backsplash/Fire place	\$0.00
Garage Door and opener	\$0.00
Garage Door Install	\$0.00

Deliver Interior Trim Package	\$2,000.00
Trim Labor	\$800.00
Cabinets/ Granite	\$1,500.00
Install Cabinets	\$150.00
Order Hardware/ Deliver	\$300.00
Form Flat work/ Labor / Materials	\$0.00
Exterior/ Interior Wall Paint	\$3,000.00
Tile Labor	\$2,000.00
Measure Glass Enclosures/Mirrors	\$250.00
Foundation Under Pinning	\$0.00
Order Rails For Steps/Stairs	\$3,500.00
Final Grade	\$0.00
Top Soil	\$0.00
Exterior Hardware	\$0.00
Fence Install	\$0.00
Deliver Electrical Fixtures	\$500.00
Interior Rough Clean	\$350.00
Plumbing Trim Final	\$250.00
Order Appliances	\$0.00
Duct Test / Envelope test engineering	\$0.00
Landscaping/Trees/Irrigation	\$0.00
Final Clean/ Power wash	\$0.00
Wood Floor/ Laminate Labor	\$0.00
Carpet	\$0.00
Install Screens	\$0.00
Final Survey	\$0.00
Plumbing Fixtures	\$0.00
Miscellaneous/Contingency	\$10,000.00
Project Management	\$10,000.00
HARD COST TOTAL	\$123,992.00

TOTAL	\$123,992.00
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BROADWAY BANK

Account Number XXXXXXXXXX
DOMINION COMMERCIAL MANAGEMENT LLC
CONSTRUCTION ACCOUNT
1955 BABCOCK RD
SAN ANTONIO TX 78229-4511

Bal as of 9-30-22 .00
 +Dep/CR 4 30,053.10
 -Chks/DR 4 15,967.00
 -Service charge .00
 +Interest paid .00
 Current balance 14,086.10

BUS

Opt	Pst Dt Eff Dt	Serial Number	TC	Description	Amount Sub Str/Run/Bat/Seq#	Balance
		100322	025	APX XFER FR DDA	1300.00	1300.00
		100322	025	APX XFER FR DDA	7500.00	8800.00
		100322	074	DEBIT MEMO	-1300.00	7500.00
		100322	074	DEBIT MEMO <i>GC</i>	-7500.00	.00
		102022	025	APX XFER FR DDA	7167.00	7167.00
		102022	4 079	PRIORITY CHECK <i>GC</i>	-5392.00	1775.00
		102422	9999 081	CHECK	-1775.00	.00
		102722	025	APX XFER FR DDA	14086.10	14086.10
		110222	9999 081	CHECK <i>GC</i>	-14086.10	.00
		110422	025	APX XFER FR DDA	21844.98	21844.98
		110722	025	APX XFER FR DDA	1000.00	22844.98
		110722	501 081	CHECK <i>GC</i>	-21844.98	1000.00
		111422	025	APX XFER FR DDA	8868.00	9868.00
		111722	502 081	CHECK <i>GC</i>	-8867.38	1000.62
		112522	503 081	CHECK	-500.00	500.62
		112822	025	APX XFER FR DDA	20777.13	21277.75
		112922	025	APX XFER FR DDA	1500.00	22777.75
		113022	504 081	CHECK <i>GC</i>	-20777.13	2000.62
		120122	505 081	CHECK	-1500.00	500.62
		120722	025	APX XFER FR DDA	150.00	650.62
		120822	361	VIS AMZN Mktp U	-114.01	536.61
		120922	025	APX XFER FR DDA	9242.59	9779.20
		121222	361	VIS LOWES #0108	-105.16	9674.04
		121222	506 165	Allied Waste Sv	-474.20	9199.84
		121322	025	APX XFER FR DDA	600.00	9799.84
		121422	507 081	CHECK	-400.00	9399.84

Opt	Pst Dt Eff Dt	Serial Number	TC Description	Amount Sub Str/Run/Bat/Seq#	Balance
	121422	508	081 CHECK	GC -9242.59	157.25
	121522		025 APX XFER FR DDA	4621.51	4778.76
	121622		025 APX XFER FR DDA	7713.49	12492.25
	121922		361 VIS AMZN Mktp U	-6.47	12485.78
	121922		361 VIS AMAZON.COM	-43.15	12442.63
	121922	509	081 CHECK	GC -4621.51	7821.12
	121922	510	081 CHECK	GC -7713.49	107.63
	122022		025 APX XFER FR DDA	600.00	707.63
	122022	510	934 OD Fee - PD lte	-35.00	672.63
	122022		361 VIS AMZN Mktp U	-12.91	659.72
	122022		361 VIS AMZN Mktp U	-51.05	608.67
	122122		361 VIS BESTBUYCOM8	-269.99	338.68
	122122		361 VIS AMAZON.COM	-248.40	90.28
	122322		025 APX XFER FR DDA	1300.00	1390.28
	122722		025 APX XFER FR DDA	3133.00	4523.28
	122722		361 VIS SALTGRASS B	-231.86	4291.42
	122722	511	081 CHECK	GC -1297.00	2994.42
	122822	512	081 CHECK	GC -3132.25	-137.83
	122922		025 APX XFER FR DDA	3599.60	3461.77
	122922	512	930 OD Fee - PD lte	-35.00	3426.77
	123022		361 VIS Office Furn	-3461.77	-35.00
	010323		930 OD Fee - PD lte	-35.00	-70.00
	010423		025 APX XFER FR DDA	6000.00	5930.00
	010423		025 APX XFER FR DDA	6000.00	11930.00
	010523		361 VIS LIVING SPAC	-3517.04	8412.96
	010523	514	081 CHECK	-450.00	7962.96
	010523	515	081 CHECK	-733.50	7229.46
	010623	513	081 CHECK	GC -8221.96	-992.50
	010923		025 APX XFER FR DDA	14166.00	13173.50
	010923	513	930 OD Fee - PD lte	-35.00	13138.50
	011123	517	081 CHECK	-696.50	12442.00
	011123	518	081 CHECK	-733.50	11708.50
	011223	516	081 CHECK	GC -11742.90	-34.40
	011323	516	930 OD Fee - PD lte	-35.00	-69.40



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: February 15, 2023**

AGENDA PLACEMENT:

- PUBLIC HEARING
- CONSENT
- INDIVIDUAL
- CLOSED

CAPTION:

Discussion of and direction on supporting the development of an outdoor fitness park located at 10483 Parrigin Road. (Staff)

EXECUTIVE SUMMARY:

A representative of the National Fitness Campaign reached out to Mayor Rich Whitehead to inquire if the City of Helotes would be interested in participating in the 2023 campaign. The organization has raised over \$400,000 in funding from Blue Cross Blue Shield of Texas and believes that Helotes could qualify as one of only 25 priority funding locations in the state.

The National Fitness Campaign in partnership with Blue Cross Blue Shield of Texas is seeking to reduce the number of Texans who will succumb to obesity and other related chronic conditions that result from sedentary lifestyles. They are responding by building public-private partnerships that help fund, design, and promote outdoor Fitness Courts, which are now open in more than 400 cities nationwide.

During preliminary discussions with the Mayor, he stated a typical 36-foot by 36-foot project would cost approximately \$120,000 to \$160,000 with anticipated grant funds of up to \$40,000. He would like the HEDC Board of Directors to consider this project for funding during the FYE 2023 Budget cycle.

ATTACHMENTS:

Link: <https://nationalfitnesscampaign.com/watch>

PREPARED BY: Glenn Goolsby, Executive Director