



The City of Helotes Economic Development Corporation (EDC) Board of Directors will meet for a Regular Meeting on Wednesday, March 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 – 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 February 15, 2023.
4. Approval of the HEDC Fiscal Year Ending (FYE) 2023 Revenue and Expense Report dated March 8, 2023.

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:

5. Update from the Finance Committee.

ITEMS FOR INDIVIDUAL CONSIDERATION:

6. Discussion of and action on an application made by Helotes Tactical Firearms to approve a grant reimbursement request under the Retailer and Commercial Tenant Improvement Incentive Program. (Staff)
7. Discussion of and direction on expanding the HEDC offices to include creating coworking office space. (Staff)

STAFF REPORT:

8. Update on the status of the 2022 and 2023 Art Grant Program.

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 March 9, 2023 at 5:00 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, February 15, 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:

<i>Board Members:</i>	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, Executive Director

1. Call to Order.

President Lopez called the meeting to order at 7:04 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 – 5):

All items marked with an asterisk (*) on the consent agenda were voted on as a group. Motion was made by John Kodosky, second by Melissa Benavides to approve Items 3 and 5 as written. The motion carried unanimously.

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.**

COMMITTEE REPORTS:

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

President Lopez mentioned attending an executive meeting with Mayor Whitehead and how it led to Item 10 on the Agenda.

7. **Update from the Finance Committee.**

Secretary Cooper mentioned the Finance Committee had reviewed the previous months' expenditures and approved them.

ITEMS FOR INDIVIDUAL CONSIDERATION:

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

Glenn Goolsby presented a proposal by the Festival Association for continuing the sponsorship package of \$3,500.00.

Motion was made by Jeff Felty, seconded by Greg Hayden to discuss and act on the item as presented. The motion carried unanimously.

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)**

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

Glenn Goolsby reviewed the application and highlighted how it did not comply with the program criteria.

Motion to amend was made by Jeff Felty, seconded by Greg Hayden to deny the application since the request did not meet the criteria established at the time of application. Motion carried 6-ayes; 1-abstein, John Kodosky.

10. **Discussion of and direction on supporting the development of an outdoor fitness park located at 10483 Parrigin Road.**

Glenn Goolsby presented the item and showed a 2-minute video of the proposed fitness park. General consensus was not to move forward at this time and could reconsider in 6 months.

President Lopez adjourned the meeting at 7:55 p.m.

Glenn Goolsby
Executive Director

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: MARCH 8TH, 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	1,050,717.73	2,493,482.27	29.65
MISCELLANEOUS REVENUE	<u>518,985.00</u>	<u>0.00</u>	<u>45,379.15</u>	<u>473,605.85</u>	<u>8.74</u>
TOTAL REVENUES	4,063,185.00	0.00	1,096,096.88	2,967,088.12	26.98
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>4,063,185.00</u>	<u>5,979.70</u>	<u>1,789,819.00</u>	<u>2,273,366.00</u>	<u>44.05</u>
TOTAL EXPENDITURES	4,063,185.00	5,979.70	1,789,819.00	2,273,366.00	44.05
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(5,979.70)	(693,722.12)	693,722.12	0.00

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: MARCH 8TH, 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	1,043,270.98	2,486,729.02	29.55
401-3150 MIXED BEVERAGE	10,000.00	0.00	5,696.75	4,303.25	56.97
401-3160 SUBLEASE HELOTES CHAMBER	<u>4,200.00</u>	<u>0.00</u>	<u>1,750.00</u>	<u>2,450.00</u>	<u>41.67</u>
TOTAL NON-PROPERTY TAXES	3,544,200.00	0.00	1,050,717.73	2,493,482.27	29.65
<u>MISCELLANEOUS REVENUE</u>					
406-1010 INTEREST	7,000.00	0.00	45,379.15	(38,379.15)	648.27
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	45,379.15	473,605.85	8.74
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TOTAL REVENUES	4,063,185.00	0.00	1,096,096.88	2,967,088.12	26.98
	=====	=====	=====	=====	=====

CITY OF HELOTES
REVENUE & EXPENSE REPORT - UNAUDITED
AS OF: MARCH 8TH, 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	37,019.18	52,980.82	41.13
510-5111 LONGEVITY	1,580.00	0.00	1,580.00	0.00	100.00
510-5113 BENEFITS	<u>23,994.00</u>	<u>489.55</u>	<u>9,426.13</u>	<u>14,567.87</u>	<u>39.29</u>
TOTAL PERSONNEL	115,574.00	3,854.93	48,025.31	67,548.69	41.55
<u>CONTRACTUAL SERVICES</u>					
510-5201 MEMBERSHIPS, DUES & LICENSES	16,000.00	0.00	13,494.88	2,505.12	84.34
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	1,774.00	5,726.00	23.65
510-5207 FACADE/TENANT IMPROVEMENT	150,000.00	0.00	8,612.50	141,387.50	5.74
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	546.00	2,454.00	18.20
510-5211 MARKETING / TOURISM	80,000.00	0.00	29,344.92	50,655.08	36.68
510-5212 WEBSITE DEV. & MAINTENANCE	15,000.00	0.00	4,660.00	10,340.00	31.07
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	1,200.00	5,800.00	8,400.00	40.85
510-5225 OTHSD PARKING LOT LEASE	5,800.00	400.00	2,216.86	3,583.14	38.22
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	1,600.00	488,510.16	1,109,650.84	30.57
<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	2,984.55	17,015.45	14.92
510-5305 COMMUNICATION EQUIPMENT	1,200.00	524.77	770.52	429.48	64.21
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>924,488.47</u>	<u>1,075,511.53</u>	<u>46.22</u>
TOTAL COMMODITIES	2,024,450.00	524.77	928,283.53	1,096,166.47	45.85
<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	5,979.70	1,789,819.00	2,273,366.00	44.05
<hr/>					
TOTAL EXPENDITURES	4,063,185.00	5,979.70	1,789,819.00	2,273,366.00	44.05
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REVENUES OVER/(UNDER) EXPENDITURES	0.00	(5,979.70)	(693,722.12)	693,722.12	0.00



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

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

CAPTION:

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

EXECUTIVE SUMMARY:

Helotes Tactical Firearms applied for the FYE 2023 Retailer and Commercial Tenant Improvement Grant Program on February 8, 2023. Staff reviewed the application and determined the applicant at least meets the minimum requirements for the program. The applicant provided all required documents including the following; a narrative of the scope of work, construction schedule, plans, budget, and lease agreement.

The applicant has received 7 points on the scoring matrix and therefore would qualify for up to \$20 per square foot. The lease indicates the leasable square footage is 1,000 SF for a maximum grant award would be \$20,000. However, the proposed improvements are expected to cost \$19,050.56. The actual grant amount would not exceed \$9,525.

Staff is seeking approval of the Retailer and Tenant Improvement Grant in an amount not to exceed \$9,525 for Helotes Tactical Firearms, LLC.


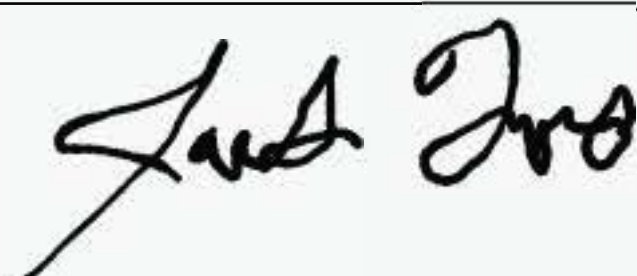
ATTACHMENTS:

Attachment A: Score Sheet & Application

PREPARED BY: Glenn Goolsby, Executive Director

[<< Back to Application List](#)**CASE NUMBER: COHCA-HSJ3BL****DATE OF APPLICATION: 2023-02-08 10:30 PM****IN REVIEW**

APPLICATION DETAIL

Name	Jack Quipp
Mailing Address	12102 Shotgun Way Helotes, TX 78023 US
Phone	+12103637074
Fax	
Email	firequipp@gmail.com
Federal Tax ID #	461181575
Building Address for which Grant is Sought	12682 FM 1560 West Suite 206 Helotes, TX 78023 US
Ownership Status	I will lease the property
Exact size of space to be leased (sq. ft.)	1000sq. ft.
Type of building project	New business occupying new or existing retail space or redeveloping existing commercial property.
Proposed Improvement(s) - check all that apply	Permanent interior walls and finishes Windows/doors/commercial/storefront Attached fixtures Flooring Plumbing, Mechanical, Electrical, or HVAC equipment Security or fire protection systems
Narrative Description of the Project Scope	Remodeling interior retail space.
Photos of Current Condition	Download File Download File Download File Download File
Construction Schedule	2 months
Contractor Scope of Work	None, work will be done by Myself
Rendering and/or Architecture Plans	Download File
Contractor Cost Estimates	None
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
Applicant(s) Signature	
Date	02/08/2023
Building Owner's Signature	
Date	02/08/2023

Attachment A

Material	Cost
Ceiling Tiles	\$ 1,350.00
Ceiling Grid	\$ 825.00
Tile Flooring	\$ 3,550.00
30 Gal Paint	\$ 598.64
Burglar Bars	\$ 700.00
Sheet Rock	\$ 259.56
Sheet Rock Joint Compound	\$ 143.36
Drywall Tape	\$ 45.00
4X8 slatwall sheets	\$ 3,250.00
Doors X 2	\$ 325.00
Baseboards	\$ 200.00
2X4X8 Studs	\$ 225.00
Kiosk	\$3,950.00
Lighting	\$ 1,200.00
Water Heater/ Relocate	\$ 250.00
A/C Relocate	\$ 350.00
Electrical	\$547.00
Screws	\$150.00
Air Ducts/ Vents	\$ 512.00
Cat 5 Wire/ Wall Plates	\$ 320.00
Insulation	\$ 300.00
Total	\$ 19,050.56

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) 	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) 	2
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) 	1
	Total Points (projects with less than 5 points will not be considered for funding.)	7



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

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

CAPTION:

Discussion of and direction on expanding the HEDC offices to include creating coworking office space. (Staff)

EXECUTIVE SUMMARY:

For the last several years the HEDC Board has been exploring opportunities to expand its presence and fill an unmet need in the community for office and meeting rental space. Staff has become aware of a potential lease space that could be renovated to meet these needs. Staff is seeking discussion and direction on how to proceed.

ATTACHMENTS: N/A

PREPARED BY: Glenn Goolsby, Executive Director