



The City of Helotes Economic Development Corporation (EDC) Board of Directors will meet for a Regular Meeting on Wednesday, April 17, 2024 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 Work Session and Regular Meeting Minutes dated March 20, 2024. [Agenda Item](#)
4. Approval of the HEDC (FYE) 2023 Revenue and Expense Report dated April 11, 2024. [Agenda Item](#)

COMMITTEE REPORTS:

5. Update from HEDC standing committees to include the following:
 - Executive Committee;
 - Finance Committee;
 - Governance Committee;
 - Building Evaluation Committee; and
 - Community Enhancement 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:

6. Discussion of and action on approval of an application made by RJ Fite Construction to qualify for a grant reimbursement request under the Retailer and Commercial Tenant Improvement Incentive Program. [Agenda Item](#)

STAFF REPORT:

7. Update on HEDC projects to include the following:
 - Helotes Visitor and Business Center;
 - Brick Paver Program; and
 - Art Grant.

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 April 12, 2024 at 5:00 p.m.



Glenn Goolsby
Executive Director

COMMITTEE REPORTS:

5. Update from HEDC standing committees to include the following:

- **Executive Committee;** - No update.
- **Finance Committee;** - John stated all expenditures had been reviewed and approved.
- **Governance Committee;** - No update.
- **Building Evaluation Committee** – No update.
- **Community Enhancement Committee** – Mr. Goolsby stated the RFQ had been reviewed by the City Attorney and would be posted shortly.

ITEMS FOR INDIVIDUAL CONSIDERATION:

6. Presentation by Armstrong, Vaughan, & Associates, P.C. and discussion of and action on the Fiscal Year Ending (FYE) 2023 Comprehensive Annual Financial Report (CAFR) for the City of Helotes Economic Development Corporation. (Armstrong, Vaughan, & Associates, P.C., City Auditor)

Presenting on this item was Kim Roach, with Armstrong, Vaughan, & Associates, P.C. who have issued an unmodified opinion regarding the FYE 2023 CAFR. Ms. Roach stated the HEDC had \$3.69 million in cash and investments with a total fund balance of \$3.82 million.

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

7. Discussion of and action on adopting the FYE 2025 Strategic Work Plan.

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

Glenn Goolsby, HEDC Executive Director reviewed the changes as suggested during the last Work Shop held on February 21, 2024.

Motion to approve carried unanimously.

8. Discussion of and action on approval of funding for multiple marketing campaigns with ESD & Associates.

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

Speaking on this item was Ping-Jun “Judy” Tsai from ESD & Associates. She presented four options including a road construction tool kit for area businesses, visit Helotes marketing, where is Corny campaign, and a local favorites feature.

Motion to approve carried unanimously.

9. Discussion of and action on authorizing the Building Evaluation Committee to make procurement decisions related to furniture and fixtures for the Helotes Visitor and Business Center.

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

Mr. Goolsby requested approval be granted to the Building Evaluation Committee to make financial decisions related to the procurement of office furniture.

Motion to approve carried unanimously.

10. Discussion of and action on sponsoring the Helotes Area Chamber of Commerce Gift Card Give Back initiative for 2024.

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

Speaking on this item was Horatio Neely, Treasurer for the Helotes Area Chamber of Commerce. He was requesting the HEDC consider supporting the 2024 Gift Card Give Back in the amount of \$10,000 with the Chamber matching those funds.

Motion to amend the sponsorship to \$15,000 was made by Jeff Felty, second by Melissa Benavides. The motion carried 4-ayes and 1-abstain: Austin Lane.

11. Discussion of and action on revising the 5 ad hoc committee appointments.

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

Executive Committee: Blaine, John, and Joel
Finance Committee: John, Joel, and Austin
Governance Committee: Greg, Austin, and Melissa
Building Committee: Greg, Jeff, and Joel
Community Committee: Blain, Jeff, and Greg

Motion to approve the revisions as discussed carried unanimously.

STAFF REPORT:

12. Update on HEDC projects to include the following:

- **Helotes Visitor and Business Center.**

Mr. Goolsby reported during the last City Council meeting that additional funding had been approved for the interior renovation for up to \$300,000.

President Lopez adjourned the meeting at 8:05 p.m.

Glenn Goolsby
Executive Director

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: APRIL 11TH, 2024

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	3,255,000.00	0.00	246,069.11	3,008,930.89	7.56
MISCELLANEOUS REVENUE	<u>421,000.00</u>	<u>0.00</u>	<u>49,269.21</u>	<u>371,730.79</u>	<u>11.70</u>
TOTAL REVENUES	3,676,000.00	0.00	295,338.32	3,380,661.68	8.03
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>3,676,000.00</u>	<u>10,228.10</u>	<u>407,235.89</u>	<u>3,268,764.11</u>	<u>11.08</u>
TOTAL EXPENDITURES	3,676,000.00	10,228.10	407,235.89	3,268,764.11	11.08
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(10,228.10)	(111,897.57)	111,897.57	0.00

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: APRIL 11TH, 2024

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	3,200,000.00	0.00	242,192.26	2,957,807.74	7.57
401-3150 MIXED BEVERAGE	10,000.00	0.00	876.85	9,123.15	8.77
401-3160 SUBLEASE HELOTES CHAMBER	<u>45,000.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>42,000.00</u>	<u>6.67</u>
TOTAL NON-PROPERTY TAXES	3,255,000.00	0.00	246,069.11	3,008,930.89	7.56
<u>MISCELLANEOUS REVENUE</u>					
406-1010 INTEREST	120,000.00	0.00	17,510.36	102,489.64	14.59
406-1011 MISCELLANEOUS	1,000.00	0.00	31,758.85	(30,758.85)	3,175.89
406-1035 USE OF FUND BALANCE	300,000.00	0.00	0.00	300,000.00	0.00
406-1060 TRANSFERS IN/OUT	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MISCELLANEOUS REVENUE	421,000.00	0.00	49,269.21	371,730.79	11.70
<hr/>					
TOTAL REVENUES	3,676,000.00	0.00	295,338.32	3,380,661.68	8.03
	=====	=====	=====	=====	=====

CITY OF HELOTES
REVENUE & EXPENSE REPORT - UNAUDITED
AS OF: APRIL 11TH, 2024

05 -ECONOMIC DEVELOPMENT CORP
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
510-5101 SALARIES	93,975.00	3,614.42	50,601.88	43,373.12	53.85
510-5111 LONGEVITY	1,700.00	0.00	1,700.00	0.00	100.00
510-5113 BENEFITS	<u>27,000.00</u>	<u>0.00</u>	<u>6,294.17</u>	<u>20,705.83</u>	<u>23.31</u>
TOTAL PERSONNEL	122,675.00	3,614.42	58,596.05	64,078.95	47.77
<u>CONTRACTUAL SERVICES</u>					
510-5201 MEMBERSHIPS, DUES & LICENSES	24,000.00	0.00	14,300.00	9,700.00	59.58
510-5202 AUDIT FEES	3,700.00	1,850.00	3,700.00	0.00	100.00
510-5203 SCHOOLS, SEMINARS, CONFERENCES	3,500.00	0.00	0.00	3,500.00	0.00
510-5204 INTL. CONF. SHOPPING CENTERS	2,500.00	0.00	0.00	2,500.00	0.00
510-5205 BANK FEES	1,000.00	0.00	0.00	1,000.00	0.00
510-5206 LEGAL FEES / MDD CREATION	7,000.00	0.00	0.00	7,000.00	0.00
510-5207 FACADE/TENANT IMPROVEMENT	190,000.00	0.00	0.00	190,000.00	0.00
510-5208 CONC. DESIGN & LAND USE PLANS	10,000.00	0.00	0.00	10,000.00	0.00
510-5210 WORKSHOPS & PROMOTIONS	3,000.00	0.00	0.00	3,000.00	0.00
510-5211 MARKETING / TOURISM	64,000.00	900.00	18,743.93	45,256.07	29.29
510-5212 WEBSITE DEV. & MAINTENANCE	16,000.00	0.00	2,544.34	13,455.66	15.90
510-5214 MANAGED SVCS. AGREEMENT	30,000.00	0.00	0.00	30,000.00	0.00
510-5215 DEBT SERVICE	330,683.00	0.00	0.00	330,683.00	0.00
510-5217 LAND ACQUISITION/DUE DILIGENCE	0.00	0.00	0.00	0.00	0.00
510-5223 BUSINESS IMPROVEMENT GRANTS	65,000.00	0.00	10,000.00	55,000.00	15.38
510-5224 OFFICE RENTAL	38,400.00	3,200.00	19,200.00	19,200.00	50.00
510-5225 OTHSD PARKING LOT LEASE	6,000.00	400.00	2,689.36	3,310.64	44.82
510-5228 VISITOR CENTER	330,000.00	0.00	17,271.30	312,728.70	5.23
510-5230 MARKETING/CITY EVENTS	50,000.00	0.00	0.00	50,000.00	0.00
510-5231 CAPITAL IMPROVEMENTS	64,292.00	0.00	0.00	64,292.00	0.00
510-5232 ARTS GRANT	85,000.00	0.00	0.00	85,000.00	0.00
510-5233 NEW DEVELOPMENT INCENTIVE	<u>300,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300,000.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL SERVICES	1,624,075.00	6,350.00	88,448.93	1,535,626.07	5.45
<u>COMMODITIES</u>					
510-5301 OFFICE SUPPLIES	5,000.00	0.00	65.44	4,934.56	1.31
510-5302 OPERATIONAL EXPENSES	40,000.00	125.00	14,876.83	25,123.17	37.19
510-5305 COMMUNICATION EQUIPMENT	1,500.00	138.68	346.68	1,153.32	23.11
510-5326 EXPENSE REIMBURSEMENT	250.00	0.00	0.00	250.00	0.00
510-5333 380 AGREEMENT REIMBURSEMENTS	<u>1,500,000.00</u>	<u>0.00</u>	<u>244,901.96</u>	<u>1,255,098.04</u>	<u>16.33</u>
TOTAL COMMODITIES	1,546,750.00	263.68	260,190.91	1,286,559.09	16.82
<u>CAPITAL OUTLAY</u>					
510-5503 TRANSFER OUT	325,000.00	0.00	0.00	325,000.00	0.00
510-5504 PARK & PLAYGROUND EQUIPMENT	<u>57,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>57,500.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	382,500.00	0.00	0.00	382,500.00	0.00
TOTAL ADMINISTRATION	3,676,000.00	10,228.10	407,235.89	3,268,764.11	11.08
TOTAL EXPENDITURES	3,676,000.00	10,228.10	407,235.89	3,268,764.11	11.08

REVENUES OVER/(UNDER) EXPENDITURES 0.00 (10,228.10) (111,887.57) 111,887.57 0.00



**City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: April 17, 2024**

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

CAPTION:

Discussion of and action on approval of an application made by RJ Fite Construction to qualify for a grant reimbursement request under the Retailer and Commercial Tenant Improvement Incentive Program.

EXECUTIVE SUMMARY:

RJ Fite Construction applied for the FYE 2024 Retailer and Commercial Tenant Improvement Grant Program on April 2, 2024. Staff reviewed the application and determined the applicant 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, budget, and lease agreement.

The applicant has received 8 points on the scoring matrix and therefore would qualify for up to \$25 per square foot. The lease indicates the leasable square footage is 1,500 square feet qualifying the applicant for the maximum grant amount. The proposed improvements are estimated at \$50,014.42. The project is eligible for the maximum grant amount of \$20,000.00.

Staff is seeking approval of the Retailer and Tenant Improvement Grant in an amount not to exceed \$20,000.00 for RJ Fite Construction.

ATTACHMENTS:

Attachment A: Application & Score Sheet

PREPARED BY: Glenn Goolsby, Executive Director

From: [Robert Fite](#)
To: [Glenn Goolsby](#)
Subject: New Entry: Retailer and Commercial Tenant Improvement Program Grant Application
Date: Tuesday, April 2, 2024 5:59:51 PM

Name

Robert Fite

Mailing Address

12790 FM 1560 N #888 Helotes, TX 78023 US

Phone

+12106872184

Email

robert@rjfite.com

Federal Tax ID #

93-2063546

Building Address for which Grant is Sought:

14108 Bandera Rd #104 Helotes, TX 78023 US

Ownership Status

I will lease the property

Exact size of space to be leased (sq. ft.)

Type of building project

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 Windows/doors/commercial/storefront Attached fixtures Flooring

Narrative Description of the Project Scope

We will be adding a new Commercial Glass Front Door for private access to upstairs.

Upstairs Floor 4 offices will be created in large conference room, walls for office space will be framed and insulated and sheet rocked. All framed walls will be at 9' as to not frame to top of interior gable. Tape Float Texture and Paint, Small conference room will have cabinet island created for building plans, 5 interior doors will be installed, new flooring laminate through out upstairs.

Bottom Floor will only have a commercial glass door cut in and installed at bottom of stair entrance to create a private entrance, small 36" wall extensions will be added with 2 doors to allow pass through for the downstairs owner to access.

Minor concrete extension from covered front entrance to new commercial door installation.

Photos of Current Condition

- [Large-Conference-Room.jpg](#)
 - [Medium-Conference-Room.jpg](#)
 - [Rec-Room.jpg](#)
 - [Stairs.jpg](#)
 - [Exterior-Window-to-Door.jpg](#)
-

Construction Schedule

Start Date Friday 4/5/2024

Contractor Scope of Work

Flooring, Sheetrock, Framing, insulation, concrete work, cabinets, exterior commercial glass door.

Rendering and/or Architecture Plans

[RJF-Floor-Plan-.pdf](#)

Contractor Cost Estimates

\$50014

Project Budget

[Build-Out-Quote.pdf](#)

Copy of lease or lease extension

[Complete_with_DocuSign_Legacy_Lease_with_RJ_.pdf](#)

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

[Sales-Tax-Permit.jpg](#)

Applicant(s) Signature



Date

04/02/2024

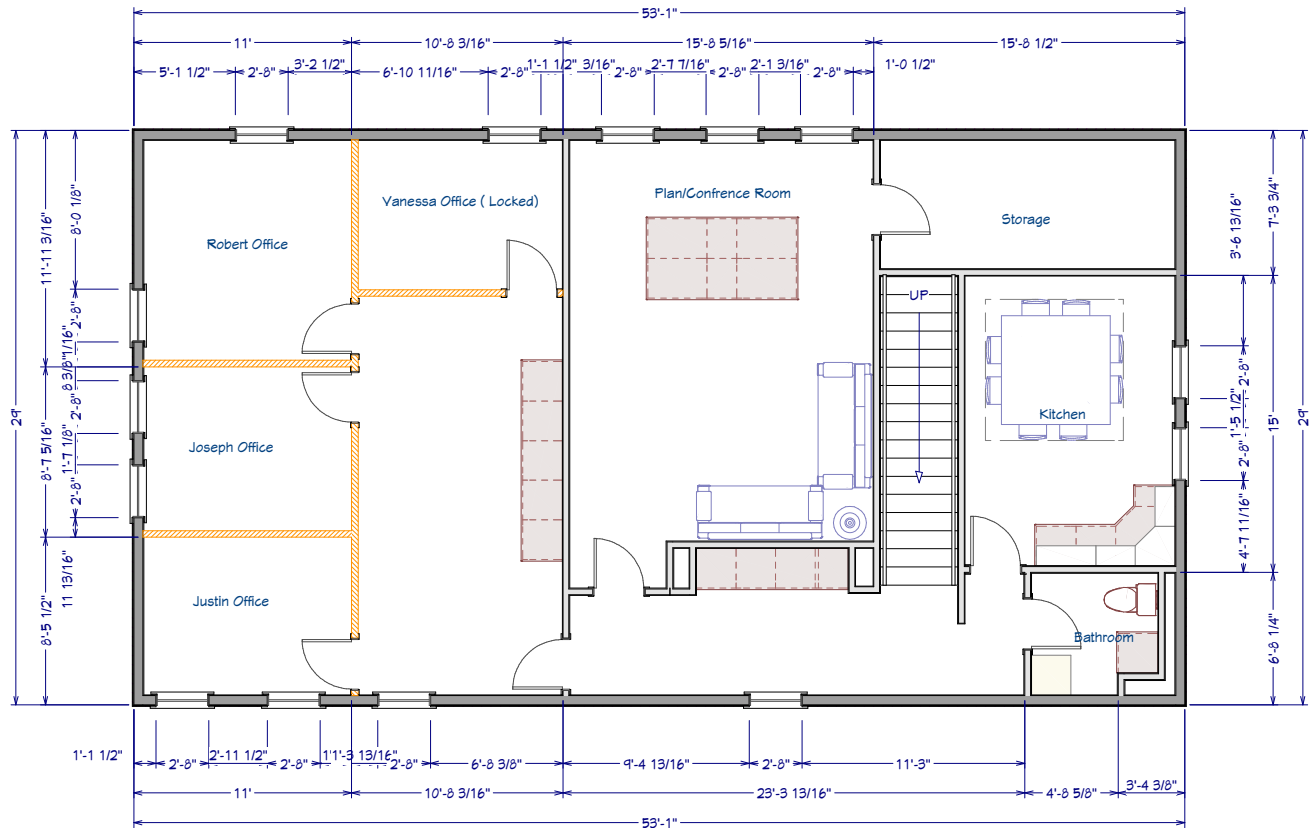
Building Owner's Signature



Date

04/02/2024

Sent from [Helotes Texas - Economic Development](#)



RJ FITE CONSTRUCTION LLC
1539 SQ FT

1st Floor



NO.	DESCRIPTION	BY	DATE
1	Floor Plan Update	RJF	03/25/2024

SHEET TITLE:
**Floor Plan
Upstairs Finish Out**

PROJECT DESCRIPTION:
**RJ Fite Construction LLC
12108 Bandera Rd Bldg 4 UP
Helotes Texas 78023**

DRAWINGS PROVIDED BY:
RJ Fite Construction Office

DATE:
03/25/2024

SCALE:

SHEET:

A-1



RJ Fite Construction LLC

Please Remit Payment to: | 12790 FM 1560 N #888 | Helotes, Tx 78023
 210-569-6823 or 1-888-4RJFite | construction@rjfite.com | www.rjfite.com

RECIPIENT:

RJ Fite Construction
 14789 Old Bandera Road
 Helotes, Texas 78023

Estimate #5106	
Sent on	_____
Total	\$50,014.42

Product/Service	Description	Qty.	Unit Price	Total
Framing	Constructing standard non-structural wall. Create 4 offices in Medium Conference Room and 2 office in Large Conference Room Includes All Framing with single door entrances to each.	660	\$12.00	\$7,920.00
Carpentry	Insulate R13 Wall Standard Fiberglass Install Sheetrock	660	\$5.25	\$3,465.00
Carpentry	Install 5 Standard 36" Interior Hollow Core Doors	5	\$385.00	\$1,925.00*
Carpentry	Install Door Trim and Matching Baseboard through out upstairs.	594	\$4.25	\$2,524.50*
Tape/Float/Texture	Tape / Float / Sand / Texture and leave Paint Ready	1320	\$3.20	\$4,224.00
Paint Specialty	Paint Walls, Trim, Doors	1600	\$3.20	\$5,120.00*
Cabinet Replacement	Install Cabinets Blue Cabinet 9 Lf Base Cabinets B36 (3) 9 Lf Wall Cabinets W36 W24 W24CC W36 CABINET CONSTRUCTION *Fine Maple Wood *Full Overlay door panel *Adjustable Soft Close Hinges *Dovetail Drawer Construction *Full extension, under-mounted, soft close & concealed drawer glides The following quote includes : - All Cabinets, toe kick, fillers, etc. - Prompt Delivery - Professional Assembly - Professional Installation	9	\$350.00	\$3,150.00
Glass Door Exterior Steel Shell	Cut in and frame for new Glass Door - Matching Store Front.	1	\$2,490.00	\$2,490.00



RJ Fite Construction LLC

Please Remit Payment to: | 12790 FM 1560 N #888 | Helotes, Tx 78023
 210-569-6823 or 1-888-4RJFite | construction@rjfite.com | www.rjfite.com

Product/Service	Description	Qty.	Unit Price	Total
Glass Door	Install Store Front Locking Right Swing Exterior Door to match rest of building. Silver Aluminum Store Front Mullion	1	\$3,980.00	\$3,980.00
Concrete	Pour 14x9 Concrete Extension for walkway access.	1	\$2,680.00	\$2,680.00
Welding	Replace weak and incorrectly set stair handrails on inside stairs. Wrought Iron Permanent Hand Rails on Both Sides.	1	\$2,340.00	\$2,340.00
Laminate Flooring Replacement	Install laminate Flooring - TrafficMASTER Hand scraped Saratoga Hickory 7 mm Thick x 7-2/3 in. Wide x 50-5/8 in. Length Laminate Flooring	1600	\$4.50	\$7,200.00

* Non-taxable

This quote is valid for the next 30 days, after which values may be subject to change.

Subtotal	\$47,018.50
Helotes (8.0%)	\$2,995.92
Total	\$50,014.42

Terms Of Agreement: All payments are to be made in a timely fashion or as set forth. RJ Fite Construction reserves the right to lien any property not paid for in full as set forth by the terms on invoice. Any lien placed on subject property will be for payment with interest. All associated lien cost will be added to final payment.



RJ Fite Construction LLC

Please Remit Payment to: | 12790 FM 1560 N #888 | Helotes, Tx
78023
210-569-6823 or 1-888-4RJFite | construction@rjfite.com |
www.rjfite.com

Notes Continued...

Signature: _____ Date: _____

RJ Fite Construction

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)	1
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) 	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.)	8