



**CITY OF WINDCREST ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS
OCTOBER 8, 2025**

CITY COUNCIL CHAMBERS - 8601 MIDCROWN

5:30 PM

NOTICE IS HEREBY GIVEN THAT A **REGULAR** MEETING OF THE BOARD OF DIRECTORS OF THE WINDCREST ECONOMIC DEVELOPMENT CORPORATION (WEDC) WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON WEDNESDAY, OCTOBER 8, 2025, STARTING AT 5:30 PM. DURING THE MEETING, THE BOARD WILL CONSIDER, DELIBERATE, AND MAY TAKE ACTION UPON ANY OF THE SUBJECTS LISTED BELOW.

"The Board Intends To Have A Quorum Physically Present At The Above Address. Board Members Not Physically Present May Participate By Live Two-Way Video And Audio Feed Following The Texas Open Meetings Act."

Vision Statement: Nourish And Develop A Vibrant Community That Consistently Pushes The Limits.

Mission Statement: Facilitate Interaction Between Business, City, And Other Community Organizations To Nourish The Economic Health And Well-Being Of Windcrest, Its Citizens, And The Region.

Request All Pagers And Cell Phones Be Turned Off, Except Emergency On-Call Personnel. Citizens Are Asked To Refrain From Talking During Proceedings Unless Recognized By The Presiding Officer.

CITIZEN COMMUNICATION: AS A COURTESY TO CITIZENS IN ATTENDANCE, AND AT THE DISCRETION OF THE PRESIDING OFFICER OF THE MEETING, CITIZENS WILL BE GIVEN A REASONABLE OPPORTUNITY TO STATE THEIR COMMENTS OR ASK QUESTIONS REGARDING ANY ITEM ON THE AGENDA, BEFORE THE BOARD TAKES ACTION ON ANY ACTION ITEMS LISTED. THE BOARD REQUESTS COMMENTS BE BRIEF, TO THE POINT, AND NO LONGER THAN 6 MINUTES. TIME CANNOT BE YIELDED TO ANOTHER SPEAKER. PLEASE NOTE THAT THE BOARD MAY NOT BE PERMITTED TO RESPOND TO QUESTIONS OR COMMENTS.

It's Important To Note That The Items Listed On The Agenda Below May Not Be Discussed Or Considered In The Order They Are Presented. If Any Item On The Agenda Requires Discussion In An Executive Or Closed Session, The Board Will Convene As Permitted By And Following Texas Government Code Chapters 551.071 And 551.090.

Consistent With Windcrest City Council Resolution No. 292, The WEDC Board Elects To Audio And Video Record Its Meetings. The Recordings Are Preserved Electronically As The Official Minutes Of Its Meetings.

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City Of Windcrest Council Chambers Are Wheelchair Accessible, And Accessible Parking Spaces Are Available. In Compliance With Americans With Disabilities Act, The City Of Windcrest Will Provide Reasonable Accommodations For Persons Attending The Meeting. To Better Serve You, Requests Should Be Received 48 Hours Prior To The Meeting. Please Contact The City Secretary'S Office, At 210-655-0022 Ext. 2150 Or Fax 210-655-8776, Or 711 Texas Relay.

I. CALL TO ORDER

1. Roll call and Establish Quorum
2. Swearing in of new and reappointed WEDC Board members: Jennifer Newman and Rip Stimpson (reappointed) and Terry McDowell (new board member)
3. Vote to excuse absent board member(s), if applicable
4. Pledge of Allegiance
5. Prayer

II. CITIZENS TO BE HEARD

Members of the public may sign up to provide public comments to the Board of Directors, as per City and Board regulations and guidelines.

NOTE: Citizens may address the WEDC on topics not on the agenda for no more than three (3) minutes. An email statement may be sent to the WEDC Coordinator at knelson@windcrest-tx.gov to be read into the meeting to the WEDC Board.

III. VISITORS/PRESENTATIONS

- a) Placer.ai Presentation (Tiffany Huber)
- b) Executive Directors Report regarding Economic Development Activities.
- c) Current Financials (Balance, Revenue & Expense) ending August, 2025.
- d) Mayoral Tree Committee Update (Rainbeau Presti)

IV. DISCUSSION AND ACTION

- a) Global Windcrest Lease Renewal for WEDC Offices (Mario Hernandez)
- b) Storefront & Streetscape Grant Application - RPBJJ Windcrest []

V. EXECUTIVE SESSION

Per Texas Local Govt. Code Sections 551.072, 551.071, 551.087 Consultation with Legal Counsel regarding real estate transactions, discussion regarding the purchase, lease, or exchange of real property within the City of Windcrest, and economic development/redevelopment of property to include active and confidential economic development projects. The Windcrest Economic Development Corporation reserves the right to adjourn into executive session at any time during

course of the meeting to discuss any matter listed below:

VI. RESUME OPEN SESSION

Consider and take possible action on matters discussed in the executive session, potential purchase of real property, and economic incentive requests.

VII. GENERAL ANNOUNCEMENTS AND FUTURE AGENDA ITEMS REQUESTED

VIII. ADJOURNMENT

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Windcrest Economic Development Corporation Board of Directors of the City of Windcrest is a true and correct copy of said Notice and was posted on the bulletin board at City Hall of said City in a convenient place to the public and said Notice was posted more than three (3) business days prior to the meeting on October 8, 2025.

BY:



Karen K. Nelson, WEDC Liason
Business Retention and Expansion Coordinator

Statement of Financial Position
Windcrest Economic Development Corporation
As of August 31, 2025

	Total
Assets	
Current Assets	
Bank Accounts	
1000 Frost - Checking 0485	497,227.19
1001 Petty Cash	250.00
Total for Bank Accounts	\$497,477.19
Accounts Receivable	0.00
Other Current Assets	
1300 Prepaid Expense	0.00
1304 Prepaid Other	705.13
Total for 1300 Prepaid Expense	\$705.13
1312 Lone Star Fund	1,148,727.44
Total for Other Current Assets	\$1,149,432.57
Total for Current Assets	\$1,646,909.76
Fixed Assets	
1400 Computers & Monitors	2,280.34
1402 Furniture & Fixtures	11,993.99
1403 Building & Improvements	3,350.00
1500 Accumulated Depreciation	-6,066.91
Total for Fixed Assets	\$11,557.42
Other Assets	0.00
Total for Assets	\$1,658,467.18
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	0.00
Credit Cards	
2100 Commerce Bank 2199	453.15
Total for Credit Cards	\$453.15
Other Current Liabilities	
2002 Wages Payable	15,955.96
2003 Accrued Expenditures	16,855.55
2007 Compensated Absences	1,775.00
Total for Other Current Liabilities	\$34,586.51
Total for Current Liabilities	\$35,039.66
Long-term Liabilities	0.00
Total for Liabilities	\$35,039.66
Equity	
3000 Net Assets	1,399,404.28
Net Income	223,914.57
Prior Period Adjustment	108.67
Total for Equity	\$1,623,427.52
Total for Liabilities and Equity	\$1,658,467.18

Windcrest Economic Development Corporation
Statement of Activity
August 2025

	<u>Total</u>
Revenue	
Total Revenue	
Gross Profit	<u>\$ -</u>
Expenditures	
6000 Salaries, Benefits & Labor	
6001 Salaries	5,816.00
6004 Social Security / Medicare Match	448.12
6005 Health Insurance-EDC	725.10
6006 Retirement-EDC	914.94
6009 Contract Labor	10,023.60
6021 Health Insurance - Life & Vision	32.28
6053 Cell Phone Allowance	41.54
Total 6000 Salaries, Benefits & Labor	<u>\$ 18,001.58</u>
6010 BRE & Prospect Development Expenses	
6014 Meals & Entertainment	246.66
6016 Promoting Windcrest(BRE Events)	596.51
Total 6010 BRE & Prospect Development Expenses	<u>\$ 843.17</u>
6025 Administrative & Other Expenses	
6026 Rent	1,297.17
6029 Internet Services	170.90
6030 Computer Maintenance, Software, Website	487.05
6031 Accounting Services	2,000.00
6032 Barcom / IT	392.88
6036 Training Staff/Board	1,952.00
6042 Legal Expenses	6,591.74
Total 6025 Administrative & Other Expenses	<u>\$ 12,891.74</u>
Credit Card-Fraud	48.17
Total Expenditures	<u>\$ 31,784.66</u>
Net Operating Revenue	<u>\$ (31,784.66)</u>
Other Revenue	
4003 Revenue Income - Interest	5,444.83
Total Other Revenue	<u>\$ 5,444.83</u>
Net Other Revenue	<u>\$ 5,444.83</u>
Net Revenue	<u>\$ (26,339.83)</u>

Windcrest Economic Development Corporation
Statement of Activity
October 2024 - August 2025

	<u>Total</u>
Revenue	
4000 Revenue	
4001 Income - Sales Tax	542,800.28
Total 4000 Revenue	\$ 542,800.28
Total Revenue	\$ 542,800.28
Gross Profit	\$ 542,800.28
Expenditures	
6000 Salaries, Benefits & Labor	
6001 Salaries	63,976.00
6004 Social Security / Medicare Match	4,922.94
6005 Health Insurance-EDC	7,976.10
6006 Retirement-EDC	9,876.91
6009 Contract Labor	110,259.60
6021 Health Insurance - Life & Vision	355.08
6053 Cell Phone Allowance	456.94
Total 6000 Salaries, Benefits & Labor	\$ 197,823.57
6010 BRE & Prospect Development Expenses	
6013 Travel	4,377.92
6014 Meals & Entertainment	2,181.82
6016 Promoting Windcrest(BRE Events)	18,831.30
Total 6010 BRE & Prospect Development Expenses	\$ 25,391.04
6025 Administrative & Other Expenses	
6026 Rent	14,094.43
6027 Furniture & Fixtures	149.41
6028 Equipment, Computers & Other	294.18
6029 Internet Services	1,888.73
6030 Computer Maintenance, Software, Website	7,230.93
6031 Accounting Services	17,277.76
6032 Barcom / IT	4,735.20
6033 Phone Services	874.14
6036 Training Staff/Board	5,242.00
6037 Dues & Subscriptions	750.00
6038 Supplies	1,076.64
6042 Legal Expenses	65,043.05
6043 Audit	2,500.00
6044 Sales Tax Services	0.26
6045 Vehicle Expenses-EDC	2,013.99
6046 Vehicle Fuel-EDC	446.33
6047 Contingencies	1,402.30
Total 6025 Administrative & Other Expenses	\$ 125,019.35
Credit Card-Fraud	453.45
Total Expenditures	\$ 348,687.41
Net Operating Revenue	\$ 194,112.87
Other Revenue	
4003 Revenue Income - Interest	53,929.08
Total Other Revenue	\$ 53,929.08
Other Expenditures	
9000 Labor Variance	24,127.38
Total Other Expenditures	\$ 24,127.38
Net Other Revenue	\$ 29,801.70
Net Revenue	\$ 223,914.57

October 1st, 2025

Mario Hernandez
City of Windcrest Economic Development Corporation
8940 Fourwinds Drive, Suite 206
San Antonio, Texas 78239
Sent via email delivery to < marioh@satx.rr.com >

RE: Office Lease *Proposal* to renew office lease for Suite 206, 8940 Fourwinds Drive, San Antonio, Texas 78239

Dear Mr. Randle:

On behalf of Calista Windcrest, LLC, the owner/landlord of 8940 Fourwinds, I am pleased to provide the following lease proposal for your consideration and review. This proposal is non-binding on either party until a formal lease amendment document is executed by Landlord and Tenant. This proposal and the terms stated below are subject to final approval by the Landlord.

Tenant: City of Windcrest Economic Development Corporation

Business Use: Per current lease.

Premises: Tenant currently occupies Suite 206, containing approximately 666 rentable square feet, located on the second floor of the Building (the "Premises").

**First Amendment
Commencement**

Date (the "1ACD"): Tenant's current lease term is scheduled to expire October 31, 2025. The First Amendment Commencement Date (the "1ACD") shall be November 1, 2025.

**Tenant's
Proportionate Share:** Per current lease.

Lease Term: Effective upon the 1ACD, the lease term shall be extended for thirty-six (36) months.

Base Rent: Base Rent shall be as per the following schedule:

Months 1-12:	\$24.00/sf/yr	\$1,332.00/month
Months 13-24:	\$24.50/sf/yr	\$1,359.75/month
Months 25-36:	\$25.00/sf/yr	\$1,387.50/month

Operating Expenses: The Lease is on a full-service basis with an existing Base Year of 2023.

Tenant

Improvements: Tenant shall accept the space in its as-is, whereis condition.

Brokerage: Tenant acknowledges Transwestern represents the Landlord and no other brokerage or finder's fee shall be due.

Response: If the terms contained herein are acceptable, please acknowledge by signing below. This will prompt Landlord to draft a lease amendment for review and final execution.

Agreed on this _____ day of October, 2025

Name: _____
(Name)

By: _____
(Signature)

Its: _____
(Title)

Sincerely,
TRANSWESTERN



Mason Pollard
Vice President



Chris Thompson
Senior Associate

Approved by the Texas Real Estate Commission for Voluntary Use

Texas law requires all real estate licensees to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords

Information About Brokerage Services

Before working with a real estate broker, you should know that the duties of a broker depend on whom the broker represents. If you are a prospective seller or landlord (owner) or a prospective buyer or tenant (buyer), you should know that the broker who lists the property for sale or lease is the owner's agent. A broker who acts as a subagent represents the owner in cooperation with the listing broker. A broker who acts as a buyer's agent represents the buyer. A broker may act as an intermediary between the parties if the parties consent in writing. A broker can assist you in locating a property, preparing a contract or lease, or obtaining financing without representing you. A broker is obligated by law to treat you honestly.

IF THE BROKER REPRESENTS THE OWNER:

The broker becomes the owner's agent by entering into an agreement with the owner, usually through a written listing agreement, or by agreeing to act as a subagent by accepting an offer of subagency from the listing broker. A subagent may work in a different real estate office. A listing broker or subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first. The buyer should not tell the owner's agent anything the buyer would not want the owner to know because an owner's agent must disclose to the owner any material information known to the agent.

IF THE BROKER REPRESENTS THE BUYER:

The broker becomes the buyer's agent by entering into an agreement to represent the buyer, usually through a written buyer representation agreement. A buyer's agent can assist the owner but does not represent the owner and must place the interests of the buyer first. The owner should not tell a buyer's agent anything the owner would not want the buyer to know because a buyer's agent must disclose to the buyer any material information known to the agent.

IF THE BROKER ACTS AS AN INTERMEDIARY:

A broker may act as an intermediary between the parties if the broker complies with The Texas Real Estate License Act.

The broker must obtain the written consent of each party to the transaction to act as an intermediary. The written consent must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. The broker is required to treat each party honestly and fairly and to comply with The Texas Real Estate License Act. A broker who acts as an intermediary in a transaction: (1) shall treat all parties honestly; (2) may not disclose that the owner will accept a price less than the asking price unless authorized in writing to do so by the owner; (3) may not disclose that the buyer will pay a price greater than the price submitted in a written offer unless authorized in writing to do so by the buyer; and (4) may not disclose any confidential information or any information that a party specifically instructs the broker in writing not to disclose unless authorized in writing to disclose the information or required to do so by The Texas Real Estate License Act or a court order or if the information materially relates to the condition of the property.

With the parties' consent, a broker acting as an intermediary between the parties may appoint a person who is licensed under the Texas Real Estate License Act and associated with the broker to communicate with and carry out instructions of one party and another person who is licensed under that Act and associated with the broker to communicate with and carry out instructions of the other party.

If you choose to have a broker represent you, you should enter into a written agreement with the broker that clearly establishes the broker's obligations and your obligations. The agreement should state how and by whom the broker will be paid. You have the right to choose the type of representation, if any, you wish to receive. Your payment of a fee to a broker does not necessarily establish that the broker represents you. If you have any questions regarding the duties and responsibilities of the broker, you should resolve those questions before proceeding.

BUILDING: _____

PROSPECT: [_____]

DISCLOSURE OF AGENCY, IF ANY: The Broker named below represents: [☒] Landlord [☐] Tenant [☐] Landlord and Tenant

Transwestern, Mason Pollard Date: [_____]
 Brokerage Company Name (Name)

ACKNOWLEDGMENT OF RECEIPT OF AGENCY DISCLOSURE FORM: I acknowledge I have received a copy of this form. I understand that agreements I may sign may affect or change agency relationships and that the broker may only represent both the Landlord and the Tenant with their full knowledge and consent.

Landlord (Owner) or Tenant (Buyer) or Authorized Representative

Date: _____

Landlord (Owner) or Tenant (Buyer) or Authorized Representative

Date: _____

**STOREFRONT AND STREETSCAPE
IMPROVEMENT PROGRAM APPLICATION**

Applicant Name:	<u>Richar Emiliano Nogueira</u>
Applicant Address:	<u>[REDACTED]</u>
Contact Person:	<u>Richar Nogueira</u> <u>RPBJJ</u> <u>5525 Walzem Rd</u>
Phone:	<u>[REDACTED]</u>
Email:	<u>Richar.nog1@gmail.com</u>
Business Description:	<u>Brazilian JiuJitsu gym</u>
Certificate of Occupancy/Business Registration Number and Date Issued:	<u>2025 - 1088</u> <u>07/09/2025</u>
Texas Sales and Use Tax I.D. Number:	<u>[REDACTED]</u>
Are you the property owner Or Business Tenant?	☐ Owner ☒ Tenant
Commercial property owner name:	<u>Mimco Properties, LLC</u>
Commercial property owner's phone:	<u>(915) 342 1214</u>
Length and expiration date of lease of business:	<u>5 years</u>
If the expiration date is less than 2 years, do you intend to renew?	<u>N/A</u>
Square footage of establishment:	<u>2,600</u>
Days/hours of operation:	<u>Monday - Friday 6:00AM - 9:00pm</u>

Are all the business's local, state, and federal taxes paid and up to date?	☒ Yes ☐ No (if no, explain
Does the business have any outstanding City of Windcrest code violations and/or fines?	☒ No ☐ Yes (if yes, explain
Grant amount requested:	\$ <u>5087.75</u>
Estimated cost of the project:	\$ <u>5087.75</u>
Work is to be performed by:	<u>Spreadgroup SOLUTIONS</u>
Estimated project dates:	Start Date: <u>October 10, 2025</u> on or before: End Date: <u>November 10, 2025</u>

PLEASE INCLUDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION:

1. If the Applicant is a business tenant, a letter of permission from the commercial property owner to participate in the Storefront and Streetscape Improvement Program.
 - a. Letters should include the expiration date of the current lease
2. Color photographs of existing conditions with a description of what is represented in each photograph before making the proposed improvements.
3. Written statement of the project scope and why improvements are needed. Provide as much detail as possible, including what you are changing or replacing, the type of new materials to be used, color, location of the building, etc.
4. Architectural drawings and/or renderings of the improvements, reflecting placement, materials, and colors to be used. Some minor projects may only require pictures of materials.
5. At least two bids from licensed contractors reflecting work to be performed, costs, and completion schedule.

By affixing your signature, the Applicant acknowledges they have read and agreed to the Windcrest Economic Development Corporation Storefront and Streetscape Improvement Program Guidelines and General Conditions. The Applicant understands that this application and its contents shall be binding on the Applicant at the discretion of the WEDC. The Applicant understands that all grants are awarded on a rebate basis after all work has been certified completed by the Windcrest Economic Development Corporation. Applicant understands that his/her project will be evaluated, and recommendations made as to the scope of work to be included in the Storefront and Streetscape Improvement Program. The Applicant understands that the submittal of this application in no way guarantees him/her a grant from the Windcrest Economic Development Corporation. The applicant understands that additional information may be requested as needed. The Windcrest Economic Development Corporation reserves the right to reject all applications at its sole discretion.

It is expressly understood that work commenced or completed before the final approval of the grant is ineligible for funding. The Applicant is solely responsible for overseeing the work and will not seek to hold the City of Windcrest or the Windcrest Economic Development Corporation liable for any property damage, personal injury, or other loss related to the Storefront and Streetscape Improvement Program.

The Applicant agrees to indemnify the City of Windcrest and Windcrest Economic Development Corporation and/or their agents, employees, officers, and/or directors from any claims or damages resulting from the project, including reasonable attorneys' fees.

Signature of Applicant:	Date:
<u>Richard E. Nogueira</u>	<u>09/18/2025</u>
Printed Name of Applicant:	Title:
<u>Richard Emiliano Nogueira</u>	<u>Tenante</u>

Signature of Commercial property owner:	Date:
Printed Name of Commercial Property Owner:	Title:

CHANNEL LETTERS AND CAPSULE



~16FT

GROUP'S
IONS

the sole property of Spread Group Solutions LLC for the purposes of making a sale. It is fully copyright
of the sketch acknowledges that the fee must be paid. After your approval, no changes can be made
closest match we can produce. No refunds and no reprints on color disputes—no exceptions. Due date

DRAWINGS
PREPARED BY: