



The City of Helotes Economic Development Corporation (EDC) Board of Directors will meet for a Regular Meeting on Wednesday, January 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 minutes of the Regular Meeting dated November 15, 2023.
4. Approval of the HEDC (FYE) 2023 Revenue and Expense Report dated January 11, 2024.

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

ITEMS FOR INDIVIDUAL CONSIDERATION:

6. Discussion of and action on authorizing additional improvements for the Helotes Visitor Center to include but not limited to the following:
- Façade Improvements;
 - Signage;
 - Storefront Improvements; and
 - Interior Improvements.
7. Discussion of and action on authorizing additional funding for the development of the Helotes Visitor Center.
8. Discussion of and action on authorizing the Executive Director to negotiate and execute a contract for security cameras and access control hardware for the Helotes Visitor Center.
9. Discussion of and direction on setting a date for a Strategic Planning Workshop.

STAFF REPORT:

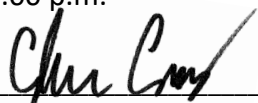
10. Update on HEDC projects to include the following:
- OTH Signage;
 - OTH Traffic Circle; and
 - Internet.

Adjourn.

The EDC Board of Directors reserves the right to adjourn into Closed Session at any time during the course of this meeting to discuss any of the exceptions to the requirement that a meeting be open to the public, in accordance with Texas Government Code, Chapter 551 *Open Meetings*, Subchapter D *Exceptions to Requirement that Meetings be Open*. No action may be taken in Closed Session.

A quorum of the City Council and/or other City Boards, Committees, or Commissions may be present at this meeting. The City Council and/or other City Boards, Committees, or Commissions may not take action regarding public business or policy.

I certify that this Agenda was posted on January 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;** - Joel stated all October expenditures had been approved.
- **Governance Committee;** - No update.
- **Building Evaluation Committee** – Joel stated the committee had met to review plans.
- **Community Enhancement Committee** – Blaine stated they had met with the contractor for the traffic circle improvements and finalized a plan to move forward.

ITEMS FOR INDIVIDUAL CONSIDERATION:

6. Discussion of and action on authorizing the Executive Director to negotiate and execute an agreement for printer equipment and maintenance not to exceed \$12,000 for a 5-year term.

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

Mr. Goolsby stated this would be an updated printer with unlimited black and white prints and 1,250 color prints. Joel asked to include usage tracking among users.

Motion to approve carried unanimously.

7. Discussion of and action on authorizing the Executive Director to negotiate and execute an agreement for internet services not to exceed \$40,000 for a 3-year term.

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

Mr. Goolsby requested approval to negotiate and execute an internet services agreement with either Charter Communications or ATT, whomever can provide the required services to the new Visitor Center.

Motion to approve carried unanimously.

8. Discussion of and action on authorizing the Executive Director and Building Evaluation Committee to solicit, select, and negotiate contracts for the remodeling of the Helotes Visitor and Business Center.

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

Motion to approve carried unanimously.

STAFF REPORT:

9. Update on HEDC projects to include the following:
- OTH Traffic Circle; and
 - Current commercial development.

Mr. Goolsby updated the board on the status of the traffic circle and mentioned since holiday decorations had already been installed in Old Town the contractor was going to wait until 2024 to begin the project. He also addressed comments from the last City Council meeting regarding available lease space within the corporate city limits.

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

Glenn Goolsby
Executive Director

DRAFT

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: JANUARY 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	244,069.11	3,010,930.89	7.50
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	293,338.32	3,382,661.68	7.98
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>3,676,000.00</u>	<u>3,614.42</u>	<u>71,931.48</u>	<u>3,604,068.52</u>	<u>1.96</u>
TOTAL EXPENDITURES	3,676,000.00	3,614.42	71,931.48	3,604,068.52	1.96
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (3,614.42)	221,406.84 (221,406.84)	0.00

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: JANUARY 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>1,000.00</u>	<u>44,000.00</u>	<u>2.22</u>
TOTAL NON-PROPERTY TAXES	3,255,000.00	0.00	244,069.11	3,010,930.89	7.50
<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
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TOTAL REVENUES	3,676,000.00	0.00	293,338.32	3,382,661.68	7.98
	=====	=====	=====	=====	=====

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: JANUARY 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	25,300.94	68,674.06	26.92
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>3,664.84</u>	<u>23,335.16</u>	<u>13.57</u>
TOTAL PERSONNEL	122,675.00	3,614.42	30,665.78	92,009.22	25.00
<u>CONTRACTUAL SERVICES</u>					
510-5201 MEMBERSHIPS, DUES & LICENSES	24,000.00	0.00	8,000.00	16,000.00	33.33
510-5202 AUDIT FEES	3,700.00	0.00	1,850.00	1,850.00	50.00
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	0.00	1,729.76	62,270.24	2.70
510-5212 WEBSITE DEV. & MAINTENANCE	16,000.00	0.00	1,544.34	14,455.66	9.65
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	5,000.00	60,000.00	7.69
510-5224 OFFICE RENTAL	38,400.00	0.00	9,600.00	28,800.00	25.00
510-5225 OTHSD PARKING LOT LEASE	6,000.00	0.00	1,311.26	4,688.74	21.85
510-5228 VISITOR CENTER	330,000.00	0.00	11,040.00	318,960.00	3.35
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	0.00	40,075.36	1,583,999.64	2.47
<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	0.00	1,055.57	38,944.43	2.64
510-5305 COMMUNICATION EQUIPMENT	1,500.00	0.00	69.33	1,430.67	4.62
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>0.00</u>	<u>1,500,000.00</u>	<u>0.00</u>
TOTAL COMMODITIES	1,546,750.00	0.00	1,190.34	1,545,559.66	0.08
<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
<hr/>					
TOTAL ADMINISTRATION	3,676,000.00	3,614.42	71,931.48	3,604,068.52	1.96
<hr/>					
TOTAL EXPENDITURES	3,676,000.00	3,614.42	71,931.48	3,604,068.52	1.96
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(3,614.42)	231,406.84	(231,406.84)	0.00



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

- AGENDA PLACEMENT:**
- PUBLIC HEARING
 - CONSENT
 - STAFF/COMMITTEE REPORT
 - INDIVIDUAL
 - CLOSED

CAPTION:

6. Discussion of and action on authorizing additional improvements for the Helotes Visitor Center to include but not limited to the following:
- Façade Improvements;
 - Signage;
 - Storefront Improvements; and
 - Interior Improvements.

EXECUTIVE SUMMARY:

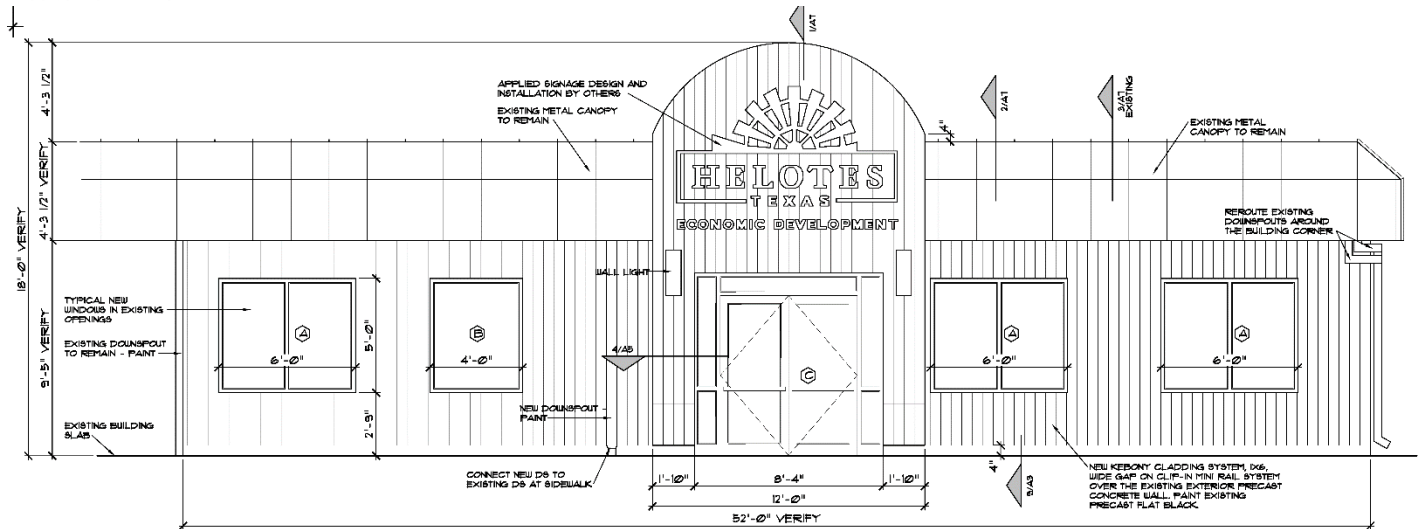
The budget for the original scope of the project was \$250,000. After soliciting bids, the Building Committee reviewed and selected the lowest bidder RJ Fite Construction. The lowest bid based on the original scope of work was \$395,215. Since all bids were significantly above the budgeted amount the Committee along with the Architect identified potential areas of savings. Through these modifications, we have saved approximately \$113,000. However, additional funding is needed to move forward with the project of approximately \$35,000.

Additionally, during the design of the Helotes Visitor and Business Center, the Architect and Staff identified areas of improvement that would enhance the aesthetics and functionality of the center. Staff is now seeking approval for additional funding to incorporate those improvements into the project.

ATTACHMENTS:

Attachment A: Proposal

PREPARED BY: Glenn Goolsby, Executive Director



- Façade Estimated Cost: \$28,500
- Signage Estimated Cost: \$TBD
- Storefront Estimated Cost: \$17,850
- Slide&Stack Doors Estimated Cost: \$27-32k





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

- AGENDA PLACEMENT:**
- PUBLIC HEARING
 - CONSENT
 - STAFF/COMMITTEE REPORT
 - INDIVIDUAL
 - CLOSED

CAPTION:

8. Discussion of and action on authorizing the Executive Director to negotiate and execute a contract for security cameras and access control hardware for the Helotes Visitor Center.

EXECUTIVE SUMMARY:

Since the Visitor Center is incorporating a coworking office space it is essential to provide security and access to tenants. The majority of coworking centers allow for 24/7 access to tenants. Staff has researched various companies and identified Verkada, a leader in the industry, as the best solution. Their security cameras and access control systems integrate into a cloud-based platform. Staff is seeking approval to negotiate and execute a contract to provide security cameras and access control hardware for the Helotes Visitor and Business Center in the amount of approximately \$30,000.

Hardware Cost: \$6,771 + \$299 shipping

Software: \$7,492.20 (5-year license)

Installation: \$14,620

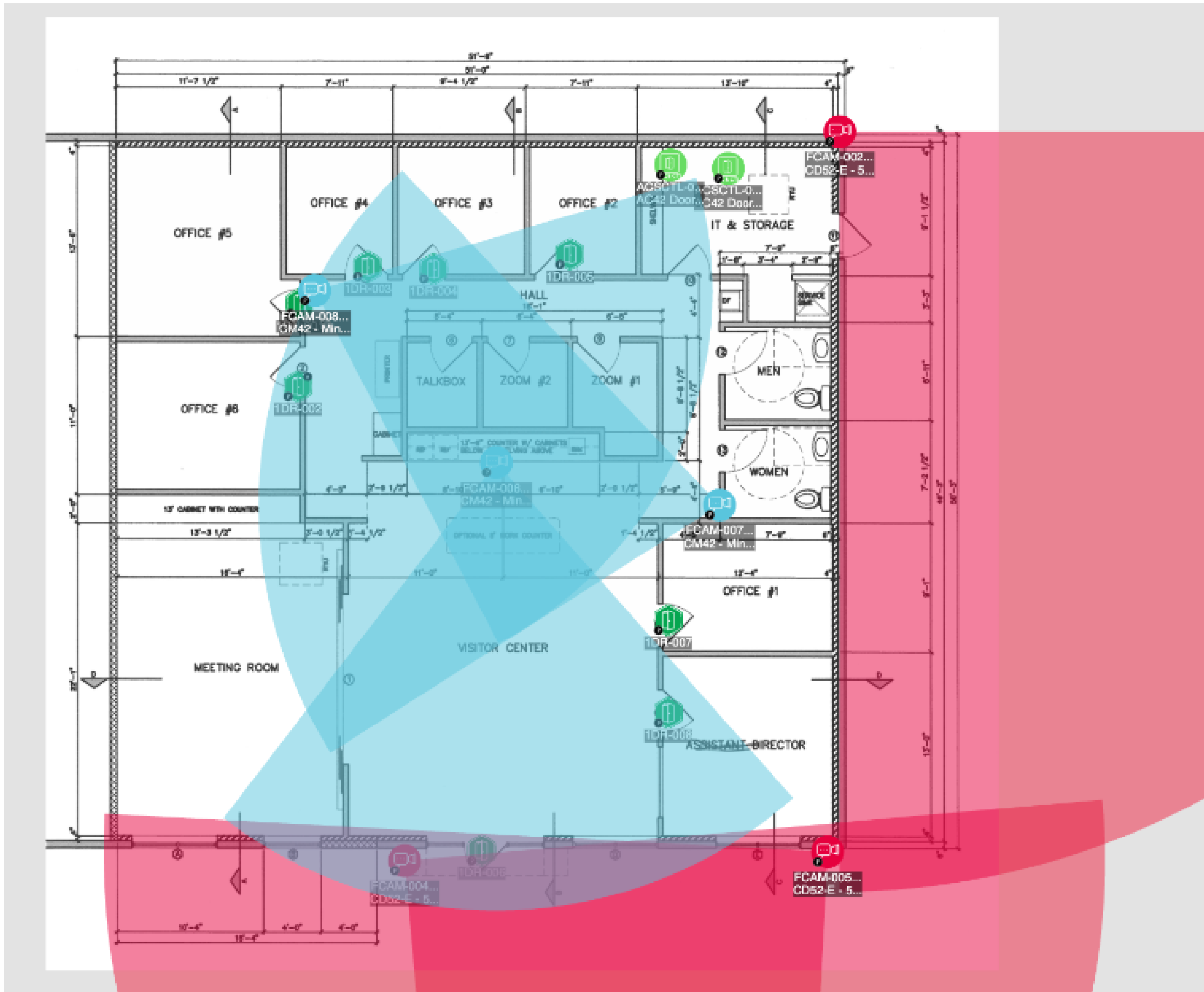
ATTACHMENTS:

Attachment A: Proposal and Layout

PREPARED BY: Glenn Goolsby, Executive Director



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CM42 MINI DOME



Compact, indoor dome with crisp 5MP resolution and advanced AI-analytics.

Camera features

- Image Sensor
 - 1 / 2.8" Progressive CMOS
- Sensor Resolution1
 - 5MP (2592 x 1944)
- Lens Type
 - Fixed
- Focal Length
 - 2.8mm
- Aperture
 - F1.6
- Iris
 - Fixed
- Field of View (after LDC2)
 - Horizontal: 95° (79°)
 - Vertical: 69° (62°)
 - Diagonal: 130° (96°)
- Sensor Movement
 - Tilt: 60°
 - Pan: 350°
 - Rotation: 180°
- Shutter Speed
 - 1 / 30 sec. to 1 / 10,000 sec.
- Day/Night
 - IR-cut filter for day and night function
- IR Range
 - 20m / 66ft
- Minimum Illumination
 - 0.009 lux @ F1.9 (Color)
 - 0 lux with IR Illuminators on
- Onboard Storage
 - Capacity: From 256GB



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CD52-E OUTDOOR DOME

High resolution, general purpose outdoor dome with optical zoom and intelligent edge-based video analytics.

Camera features

- Image Sensor
 - 1 / 2.8" Progressive CMOS
- Sensor Resolution1
 - 5MP (2592 x 1944)
- Lens Type
 - Varifocal; motorized zoom
- Focal Length
 - 2.8 - 8mm
- Aperture
 - F1.3 - F2.4
- Iris
 - P-Iris
- Field of View (after LDC2)
 - Horizontal: 38° - 105° (37° - 84°)
 - Vertical: 29° - 77° (28° - 68°)
 - Diagonal: 48° - 126° (45° - 97°)
- Sensor Movement
 - Tilt: 60°
 - Pan: 355°
 - Rotation: 350°
- Shutter Speed
 - 1 / 30 sec. to 1 / 10,000 sec.
- Day/Night
 - IR-cut filter for day and night function
- IR Range
 - 30m / 98ft
- Minimum Illumination
 - 0.009 lux @ F1.9 (Color)
 - 0 lux with IR Illuminators on
- Onboard Storage
 - Capacity: From 256GB



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Verkada



AC42 DOOR CONTROLLER

An easy-to-install and manage four-door controller for cloud-control of doors, auxiliary devices and integration with your fire alarm interface.

Simple to Manage
Cloud-managed controller configures instantly and updates automatically. No patching, manual updates or IT overhead required.

Increased Visibility and Control
Native integration with Verkada Cameras, Guest, Sensors and more provides unparalleled visibility across your organization.

Always Reliable, At Scale
On-device compute, storage and backup battery power source ensures uninterrupted door functionality, regardless of internet or power connectivity.

Centralized Management
Manage doors, permissions and users from anywhere with Verkada Command. No on-prem servers or databases required.

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AD33 DOOR READER

Bring simplicity and security to your doors. Verkada's AD33 Door Reader supports both **low and high frequency card formats**, allowing teams to distribute credentials across their organization.

Verkada

Access Granted

Green feedback LED indicates that the AD33 has received a successful badge scan and the door has unlocked.



Lockdown

Pulsing red status LEDs indicate that a lockdown has been triggered and that the door cannot be unlocked.



Access Denied

Red feedback LED indicates that the AD33 has received an unsuccessful badge scan and has denied door access.



Default Lock

Static LED status lights indicate that the AD33 is connected to the access control unit and is ready to receive a badge scan



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VERKADA GUEST

Welcome guests with our visitor management system that integrates seamlessly with video security and access control. Provide a simple check-in process for visitors, reduce workload for reception staff, and increase building security with Verkada Guest.

Verkada



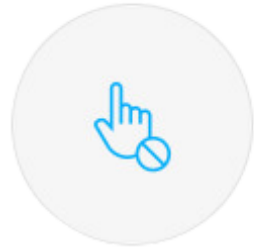
Integrate with Verkada
Cameras & Access Control



Role-based permissions



Customizable visitor
experience



Touchless check-in



Calendar invitations



Document signing



Badge printing



Automatic arrival
notifications



Analytics and reporting



Security Screening



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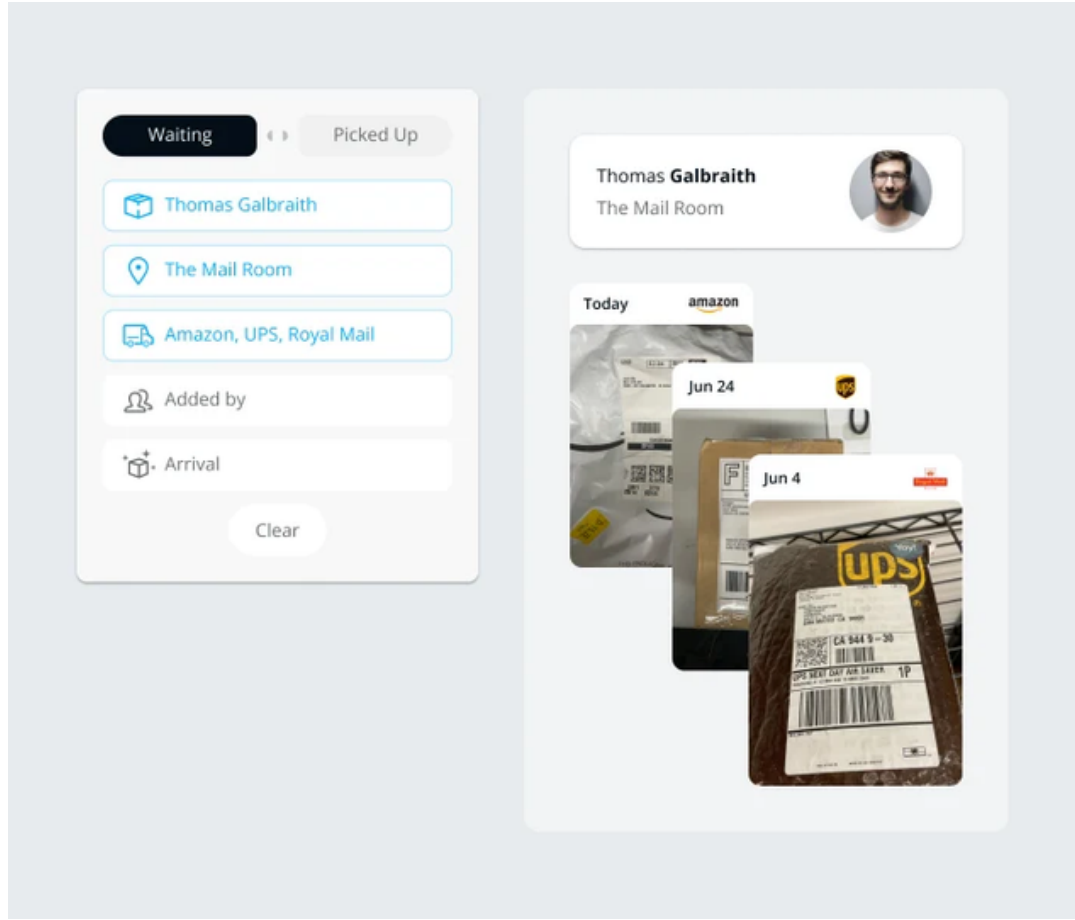
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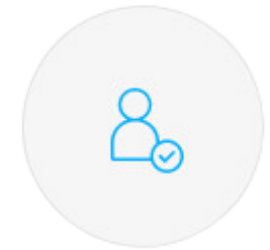
VERKADA MAILROOM

Streamline mailroom deliveries with a simple app to scan packages, notify recipients and manage deliveries.

Verkada



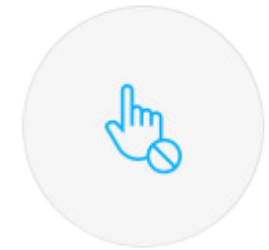
Integrate with Verkada
Cameras & Access Control



Role-based permissions



Customizable visitor
experience



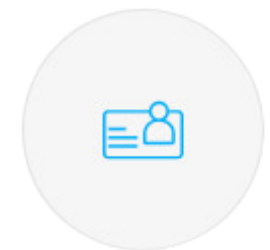
Touchless check-in



Calendar invitations



Document signing



Badge printing



Automatic arrival
notifications



Analytics and reporting



Security Screening

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5 Year Verkada Proposal – Cameras / AC

Highlights:

Hardware: \$6,771

Software: \$7,492.20

Shipping: \$299.00

Verkada Total: \$14,562.20


Installation: \$14,620

Grand Total: \$29,182.20



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3 Year Verkada Proposal - Cameras / AC

Highlights:

Hardware: \$6,771

Software: \$4,821.2


Shipping: \$299.00

Verkada Total: \$11,592.20

Installation: \$14,620

Grand Total: \$26,212.20

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