



The City of Helotes Economic Development Corporation (HEDC) Board of Directors will meet for a Special Meeting on Wednesday, April 14, 2021 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.

SUPPLEMENTAL NOTICE OF PARTICIPATION BY TELEPHONE CONFERENCE

As a result of COVID-19, the Governor of Texas issued an order on March 16, 2020, suspending various provisions of the Open Meetings Act, which now authorize the participation of a meeting by videoconference and / or teleconference. In order to advance the public health goal of physical distancing, the City of Helotes EDC will conduct this regular meeting by telephone conference. No in person input will be allowed. To speak remotely, citizens must register in advance by using the fillable Citizens Comment Form on the HEDC or City websites. The comment form is due by 12:00 pm on Wednesday, April 14, 2021. Once the comment form is received, the speaker will receive a confirmation email with the toll-free phone number and access code. Speakers will be placed in a queue until their time to speak. Watch the livestream meeting broadcast on the City's YouTube channel. The digital meeting packet is available on the HEDC website.

1. Call to order.

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.

CONSENT AGENDA (ITEM NOS. 3 – 4):

All Consent Agenda items listed below are considered routine by HEDC 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 March 17, 2021. (Staff)

4. Approval of the EDC Fiscal Year Ending (FYE) 2021 Revenue and Expense Report dated April 9, 2021. (Staff)

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. Discussion of and action on a Resolution of the City of Helotes Economic Development Corporation (HEDC) authorizing the E-commerce Accelerator Incentive Program per the FYE 2021 Strategic Work Plan and approving the reallocation of budgeted FYE 2021 funds into Operating Account No. 05-510-5211 *Marketing / Tourism* to support this program. (Staff)
6. Discussion of and action on approving the reallocation of budgeted FYE 2021 funds into Operating Account No. 05-510-5302 *Operational Expenses* for the purchase of decorative light poles to provide additional pedestrian lighting for the Old Town Helotes (OTH) Pedestrian Bridge. (Staff)

STAFF REPORT:

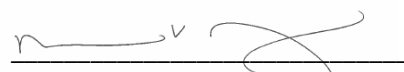
7. Staff update on Small Business Assistance Program and Helotes Area Chamber of Commerce Gift Card Give Back Program. (Glenn Goolsby, Assistant Director)

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 9, 2021 at 5:00 p.m.


Marian Mendoza
Executive Director

Attest:


Glenn Goolsby
Assistant Director

CONSENT AGENDA (ITEM NOS. 4 – 5):

All items marked with an asterisk (*) on the consent agenda were voted on as a group. Motion was made by Stevie Seitz, second by Alan Holmes to approve Items 4 and 5 as written. Motion carried unanimously.

4. ***Approval of the minutes of the Regular Meeting dated March 3, 2021. (Staff)**
5. ***Approval of the EDC Fiscal Year Ending (FYE) 2021 Revenue and Expense Report dated March 12, 2021. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

6. **Presentation of Comprehensive Annual Financial Report (CAFR) for year ended September 30, 2020 for the City of Helotes Economic Development Corporation (HEDC).**

Presentation was made by Kimberly Roach with Armstrong Vaughan and Associates noting that despite the pandemic sales tax revenues were up for FYE 2020. Her firm has issued an unmodified opinion and stated there were no recommendations for improvement.

7. **Discussion of and action on a Resolution of the City of Helotes Economic Development Corporation (HEDC) approving a project to establish a Small Business Assistance Program that will offer grants to businesses within the corporate limits of Helotes that have been impacted by the coronavirus (COVID-19); and authorizing the HEDC Executive Director to take all necessary steps to implement the provisions of this Resolution. (Staff)**

Motion was made by Alan Holmes, second by Allison Higgins to discuss Item 7.

Marian Mendoza presented the program eligibility and guidelines highlighting changes made from the first round to allow more businesses to be eligible.

Motion was made by John Kodosky, second by Stevie Seitz to approve the Resolution on funding the Small Business Assistance Program as presented. Motion carried unanimously.

Adjourn the regular meeting of the EDC Board of Directors.

President Lopez adjourned the meeting at 8:28 p.m.

Marian Mendoza
Executive Director

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: APRIL 9TH, 2021

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	1,488,182.00	0.00	997,431.33	490,750.67	67.02
MISCELLANEOUS REVENUE	<u>12,000.00</u>	<u>0.00</u>	<u>1,138.05</u>	<u>10,861.95</u>	<u>9.48</u>
TOTAL REVENUES	1,500,182.00	0.00	998,569.38	501,612.62	66.56
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>1,325,262.39</u>	<u>4,087.35</u>	<u>852,300.15</u>	<u>472,962.24</u>	<u>64.31</u>
TOTAL EXPENDITURES	1,325,262.39	4,087.35	852,300.15	472,962.24	64.31
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	174,919.61	(4,087.35)	146,269.23	28,650.38	83.62

CITY OF HELOTES
 REVENUE & EXPENSE REPORT - UNAUDITED
 AS OF: APRIL 9TH, 2021

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	1,474,767.00	0.00	994,794.41	479,972.59	67.45
401-3150 MIXED BEVERAGE	9,815.00	0.00	1,936.92	7,878.08	19.73
401-3160 SUBLEASE HELOTES CHAMBER	<u>3,600.00</u>	<u>0.00</u>	<u>700.00</u>	<u>2,900.00</u>	<u>19.44</u>
TOTAL NON-PROPERTY TAXES	1,488,182.00	0.00	997,431.33	490,750.67	67.02
<u>MISCELLANEOUS REVENUE</u>					
406-1010 INTEREST	<u>12,000.00</u>	<u>0.00</u>	<u>1,138.05</u>	<u>10,861.95</u>	<u>9.48</u>
TOTAL MISCELLANEOUS REVENUE	12,000.00	0.00	1,138.05	10,861.95	9.48
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TOTAL REVENUES	1,500,182.00	0.00	998,569.38	501,612.62	66.56
	=====	=====	=====	=====	=====

CITY OF HELOTES
REVENUE & EXPENSE REPORT - UNAUDITED
AS OF: APRIL 9TH, 2021

05 -ECONOMIC DEVELOPMENT CORP
ADMINISTRATION
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
510-5101 SALARIES	74,721.35	2,817.04	39,363.72	35,357.63	52.68
510-5111 LONGEVITY	1,460.00	0.00	1,340.00	120.00	91.78
510-5113 BENEFITS	<u>19,360.04</u>	<u>420.31</u>	<u>9,495.26</u>	<u>9,864.78</u>	<u>49.05</u>
TOTAL PERSONNEL	95,541.39	3,237.35	50,198.98	45,342.41	52.54
<u>CONTRACTUAL SERVICES</u>					
510-5201 MEMBERSHIPS, DUES & LICENSES	15,000.00	0.00	2,432.68	12,567.32	16.22
510-5202 AUDIT FEES	3,400.00	0.00	1,700.00	1,700.00	50.00
510-5203 SCHOOLS, SEMINARS, CONFERENCES	3,200.00	0.00	355.00	2,845.00	11.09
510-5204 INTL. CONF. SHOPPING CENTERS	3,200.00	0.00	0.00	3,200.00	0.00
510-5205 BANK FEES	750.00	0.00	0.00	750.00	0.00
510-5206 LEGAL FEES / MDD CREATION	3,000.00	0.00	76.00	2,924.00	2.53
510-5208 CONC. DESIGN & LAND USE PLANS	15,000.00	0.00	0.00	15,000.00	0.00
510-5210 WORKSHOPS & PROMOTIONS	3,000.00	0.00	0.00	3,000.00	0.00
510-5211 MARKETING / TOURISM	30,000.00	1,200.00	17,472.88	12,527.12	58.24
510-5212 WEBSITE DEV. & MAINTENANCE	12,000.00	0.00	0.00	12,000.00	0.00
510-5214 MANAGED SVCS. AGREEMENT	30,000.00	0.00	30,000.00	0.00	100.00
510-5215 DEBT SERVICE	321,669.00	0.00	321,669.00	0.00	100.00
510-5216 SBLAP GRANTS & ADMINISTRATION	0.00	0.00	25,600.00	(25,600.00)	0.00
510-5224 OFFICE RENTAL	12,000.00	(350.00)	4,050.00	7,950.00	33.75
510-5225 OTHSD PARKING LOT LEASE	5,520.00	0.00	2,614.51	2,905.49	47.36
510-5228 VISITOR CENTER	50,000.00	0.00	0.00	50,000.00	0.00
510-5230 MARKETING/CITY EVENTS	<u>110,000.00</u>	<u>0.00</u>	<u>450.00</u>	<u>109,550.00</u>	<u>0.41</u>
TOTAL CONTRACTUAL SERVICES	617,739.00	850.00	406,420.07	211,318.93	65.79
<u>COMMODITIES</u>					
510-5301 OFFICE SUPPLIES	2,000.00	0.00	117.06	1,882.94	5.85
510-5302 OPERATIONAL EXPENSES	8,500.00	0.00	4,421.00	4,079.00	52.01
510-5305 COMMUNICATION EQUIPMENT	1,232.00	0.00	573.22	658.78	46.53
510-5326 EXPENSE REIMBURSEMENT	250.00	0.00	0.00	250.00	0.00
510-5333 380 AGREEMENT REIMBURSEMENTS	<u>600,000.00</u>	<u>0.00</u>	<u>390,569.82</u>	<u>209,430.18</u>	<u>65.09</u>
TOTAL COMMODITIES	611,982.00	0.00	395,681.10	216,300.90	64.66
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TOTAL ADMINISTRATION	1,325,262.39	4,087.35	852,300.15	472,962.24	64.31
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TOTAL EXPENDITURES	1,325,262.39	4,087.35	852,300.15	472,962.24	64.31
=====					
REVENUES OVER/(UNDER) EXPENDITURES	174,919.61	(4,087.35)	146,269.23	28,650.38	83.62
=====					

*** END OF REPORT ***

City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: April 14, 2021

Agenda Placement: **CONSENT**
 INDIVIDUAL
 STAFF REPORT
 PRESENTATION
 CLOSED

CAPTION:

Discussion of and action on a Resolution of the City of Helotes Economic Development Corporation (HEDC) authorizing the E-commerce Accelerator Incentive Program per the FYE 2021 Strategic Work Plan and approving the reallocation of budgeted FYE 2021 funds into Operating Account No. 05-510-5211 *Marketing / Tourism* to support this program. (Staff)

BACKGROUND:

During the January 27th Strategic Workplan Work Session, staff proposed development of an E-commerce Grant Program to assist small businesses with establishing or updating their website to include online ordering. On March 3, 2021, the HEDC FYE2021 Strategic Work Plan was adopted and direction was given to staff to develop a grants program that would assist City of Helotes businesses in improving and/or creating websites for their businesses.

Staff is proposing an E-Commerce Accelerator Incentive Program that will provide a maximum \$5,000 matching grant per business to reimburse up to 75% of total project cost (whichever is less) to establish, operate, and promote e-commerce for their business.

Eligible expenses for funding include but are not limited to:

- Preparation:
 - Website creation (must include E-commerce capabilities)
 - E-commerce platform set-up and annual subscription fee (shopping carts, online security tools, membership, etc.)
 - POS system upgrades necessary to integrate with e-commerce platforms
 - Contactless Payment
 - Online Reservations
 - Social Accounts Established
- Promotion:
 - Advertising efforts, including social media promotional & digital advertising campaigns (Google Ads, social media boosts, etc.)

- Search Engine Optimization
 - Grantees will qualify under one of two Levels:
 - LAUNCH E-commerce: Online presence established and E-commerce sales begin. Promotional efforts begin. Expense ratio up to 75% Preparation and 25% Promotion.
 - AMPLIFY E-Commerce: E-commerce enhanced & promotions increased. Expense ratio up to 25% Preparation and 75% Promotion.

This item meets Goal 1: Accelerate Recovery.

FINANCIAL: Up to \$75,000.00

Funds are to be reallocated from:

- 510-5208 Construction Design and Land Use Plans
- 510-5228 Visitor Center
- 510-5230 Marketing/City Events

ATTACHMENT: Attachment A – Program Guidelines
Attachment B - Resolution

SUBMITTED BY: EDC Staff

DATE SUBMITTED: 4/7/21



HELOTES E-COMMERCE ACCELERATOR INCENTIVE PROGRAM

PROGRAM OBJECTIVES

The goal of this program is to encourage businesses within the City of Helotes to diversify by establishing and promoting e-commerce sales to complement their brick-and-mortar storefront sales. E-commerce has become increasingly important for businesses in the past decade and the COVID19 pandemic has magnified its significance in business models. Consumer behavior continues to change rapidly. Growing E-commerce businesses during this crisis will result in stronger Helotes businesses post-COVID19.

HEDC is committing \$75,000 to this marketing program that provides a maximum \$5,000 matching grant per business to reimburse up to 75% of total project cost to establish, operate, and promote e-commerce for their business. Applications for the grant will be accepted through **June 30th**, will be considered on a first-come, first-served basis and are subject to availability of funds. This grant program is available to businesses who have a brick-and-mortar facility within the Helotes city limits. Once awarded each business (and their service providers) will begin e-commerce improvements and report monthly progress and monthly statistics to HEDC for six full months.

GRANT DETAILS

Eligible expenses for funding include but are not limited to:

- Preparation:
 - Website creation (must include E-commerce capabilities)
 - E-commerce platform set-up and annual subscription fee (shopping carts, online security tools, membership, etc.)
 - POS system upgrades necessary to integrate with e-commerce platforms
 - Contactless Payment
 - Online Reservations
 - Social Accounts Established
- Promotion:
 - Advertising efforts, including social media promotional & digital advertising campaigns (Google Ads, social media boosts, etc.)
 - Search Engine Optimization

GRANT AMOUNTS AND USE

Grants will be made on a first-come, first-served basis with a maximum grant amount of up to \$5,000 or 75% of total project cost, whichever is less. Grant funds are to be used to cover approved costs as determined by the Helotes Economic Development staff and board, and are subject to the eligibility requirements (below).

Grantees will qualify under one of two Levels:

1. LAUNCH E-commerce: Online presence established and E-commerce sales begin. Promotional efforts begin. Expense ratio up to 75% Preparation & 25% Promotion.
2. AMPLIFY E-Commerce: E-commerce enhanced & promotions increased. Expense ratio up to 25% Preparation & 75% Promotion.

ELIGIBILITY

Businesses must be for-profit.

Business must operate at least one storefront location within the Helotes city limit. Excludes: temporary locations, farmer's market vendors, consignment vendors, etc.

All of E-commerce transactions for the Helotes business location must be fulfilled in Helotes.

Businesses must be in good standing with the City of Helotes with respect to taxes, fees, or other financial obligations, and is in compliance with all applicable zoning, land use, and other ordinances.

OTHER PROGRAM GUIDELINES

Businesses that have an existing website must enhance the website to accept online payments and offer on line shopping (catalog or cart) as noted above in Grant Details Preparation. The grant can be used for other clearly identified enhancements to increase traffic and commerce to the business as determined by DDA staff.

- Where the applicant has no presently existing website, a new website must be established as part of the e-commerce grant.
- Eligible reimbursement expenses exclude sale fees/commissions charged for applicant's online sales transactions.

ACCEPTABLE PROVIDERS

HEDC has compiled a list of participating providers. Businesses may choose the provider they feel best meets their needs. HEDC encourages getting multiple opinions and/or estimates for proposed work but this is not "required".

APPLICATION & REPORTING PROCESS

Application

1. Application Deadline: **June 30, 2021**. Early Application submission is encouraged as proposals will be evaluated as received and early grant awards are likely.
2. Applicant will access and download the application from www.helotesedc.com/e-commerce
3. Applicant will prepare a proposal that includes a Scope of Work with itemized project details and marketing plans, provider/consultant contact info, timelines, and budget line item details such as one-time expenses and reoccurring expenses. For example, if applicant's proposed project includes website design, e-commerce subscription, and ad placement services from the same consultant then itemized details will be needed for the proposal and monthly reports. The submitted Scope of Work should be specific enough for the HEDC to evaluate whether the proposed services are eligible under program guidelines.
4. Applicant will include Baseline Statistics: current number of Website Visits, Website Bounce Rates, Website Length of Visits, Page Reports (Facebook, Instagram Business, etc.), Number of E-commerce sales/transactions, Value of E-commerce sales/transactions, etc.
5. Applicant should complete, sign, and submit the grant application (including itemized projects, chosen provider(s), budget, and timelines via the website)
6. HEDC staff will email notification to the applicant acknowledging receipt of their application.
7. Applications will be reviewed on a weekly basis by the HEDC staff.
8. Applicants will be notified of the decision via email. If approved, the email will serve as authority for the applicant to begin work. Website/e-commerce provider completes the Project Preparation as quoted.
9. E-commerce Promotion will begin once Preparation is complete.

Reporting

1. Monthly reports from the business will include completed Preparation, completed Promotion, and Statistics updates, along with paid invoices for reimbursement.
2. HEDC staff will verify project compliance as detailed in the proposal and provide grant reimbursement to the applicant business.
3. To receive the approved grant reimbursement, approved applicant business pays the website/service provider in full and submits an invoice marked paid to HEDC once per month with their monthly update report.
4. After six months HEDC involvement and monitoring will be complete.

FUNDING AVAILABILITY

The Helotes Economic Development Corporation has allocated \$75,000 in Marketing Funds for this program in fiscal year ending September 30, 2021. Should funding for the program be reduced in the future, we reserve the right to discontinue or modify funding for this program.

GRANTEE RESPONSIBILITIES

Participant's application must include a written Scope of Work that includes specific goal(s), cost estimates, and a timeline for completion of each goal. (See Scope of Work worksheet)

Participants must provide grantor performance reports on a monthly basis during the grant period (six months from approval). Reports will include, as a minimum: Baseline Statistics: Website Visits, Website Bounce Rates, Website Length of Visits, Page Reports (Facebook, Instagram Business, etc.), Number of E-commerce sales/transactions, Value of E-commerce sales/transactions, etc. These statistics will be updated in Participants' monthly reports.

Marketing /Promotional/Advertising data must show overall amount spent, with details separated by media, social media platform, other source(s).

Website traffic must show overall visitor counts for identified time blocks (weekly, daily, etc.).

Requirement to Recognize the Helotes EDC on the Site's Home Page

The home page of the Applicant's web site must recognize the Helotes Economic Development Corporation by stating the following: "The Helotes Economic Development Corporation, hyperlinked to <http://www.helotesedc.com> provided grant funds for the development of this website."

RESOLUTION NO. 21- _____

A RESOLUTION OF THE HELOTES ECONOMIC DEVELOPMENT CORPORATON (HEDC) OF THE CITY OF HELOTES, TEXAS, AUTHORIZING THE E-COMMERCE ACCELERATOR INCENTIVE PROGRAM PER THE FYE 2021 STRATEGIC WORK PLAN AND APPROVING THE REALLOCATION OF BUDGETED FYE 2021 FUNDS INTO OPERATING ACCOUNT NO. 05-510-5211 *MARKETING / TOURISM* TO SUPPORT THIS PROGRAM; AUTHORIZING THE HEDC EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY STEPS TO IMPLEMENT THE PROVISIONS OF THIS RESOLUTION; INCORPORATING RECITALS; PROVIDING FOR SEVERABILITY; REPEALING ANY OTHER CODE PROVISIONS, RESOLUTIONS, OR PARTS OF RESOLUTIONS, AND OTHER PROVISIONS IN CONFLICT HEREWITH; AND SETTING AN EFFECTIVE DATE.

WHEREAS, pursuant to the Development Corporation Act, Article 5190.6 Tex. Rev. Civ. Stat. (“Act”), the City has created the HEDC to implement programs for promoting economic development; and

WHEREAS, the HEDC’s mission is to promote, encourage, and enhance the creation of jobs, the expansion of the local tax base, and the quality of life for Helotes residents through projects that assist in their retention and expansion of existing employers and which attract new employers and aid in their economic development and growth; and

WHEREAS, Chapter 505 of the Texas Local Government Code allows Economic Development Corporations to expend monies for promotional purposes not to exceed 10% of current years revenues and unexpended revenues specifically set aside for promotional purposes in past years; and

WHEREAS, the HEDC Board of Directors approved “projects” to include website development after notice had been published on July 25, 2020 and holding public hearings on August 19, 2020 and September 16, 2020; and

WHEREAS, on March 3, 2021, the HEDC Board of Directors approved the FYE 2021 Strategic Work Plan later and City Council approved the same on March 25, 2021; and

WHEREAS, HEDC recognizes the economic strain the COVID-19 pandemic has had on local businesses, and desires to assist those business through an e-commerce assistance grant program to expanding and/or create an online presence to enhance their business growth.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF HELOTES ECONOMIC DEVELOPMENT CORPORATION THAT:

SECTION 1: Approval. The HEDC approves the E-Commerce Accelerator Incentive Program to establish, operate, and promote businesses located within the City of Helotes. The HEDC shall utilize up to \$75,000.00 previously approved in the FYE 2021 Budget by reallocating funds into Operating Account No. 05-510-5211 *Marketing / Tourism* to support this program. Each qualified small business is eligible to receive a grant up to \$5,000.00 to reimburse up to 75% of total project cost.

SECTION 2. Authorization. The EDC Executive Director is authorized to take any and all other actions they deem necessary to administer the program consistent with the program requirements set forth herein.

SECTION 3. Recitals. The HEDC finds all of the above recitals to be true and correct and incorporates the same in this Resolution as findings of fact.

SECTION 4. Severability. If any section, subsection, sentence, clause or phrase of this Resolution be declared unconstitutional and/or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Resolution shall remain in full force and effect. The HEDC hereby declares that it would have passed this Resolution, and each section, subsection, clause and phrase thereof regardless of whether any one or more sections, subsections, sentences, clauses or phrases may be declared unconstitutional and/or invalid.

SECTION 5. Effective Date. This Resolution shall take effect immediately upon its adoption.
PASSED AND APPROVED THIS 14TH DAY OF APRIL, 2021.

HELOTES ECONOMIC DEVELOPMENT CORPORATION:

Marian Mendoza, Executive Director

ATTEST:

Glenn Goolsby, Assistant Executive Director

City of Helotes EDC
AGENDA ITEM REQUEST FORM
DATE: April 14, 2021

Agenda Placement: **CONSENT**
 INDIVIDUAL
 STAFF REPORT
 PRESENTATION
 CLOSED

CAPTION:

Discussion of and action on approving the reallocation of budgeted FYE 2021 funds into Operating Account No. 05-510-5302 *Operational Expenses* for the purchase of decorative light poles to provide additional pedestrian lighting for the Old Town Helotes (OTH) Pedestrian Bridge. (Staff)

BACKGROUND:

On November 18, 2020, the HEDC Board approved utilizing budgeted FY2021 funds for electrical work to connect the CPS meter loop under the bridge and installing additional outlets. The work has been completed and now ready for decorative light poles to be installed.

The decorative light poles will provide additional pedestrian lighting along the pathway of the OTH Pedestrian Bridge. Several vendors were contacted and five (5) quotes were obtained. The recommendation is not for the lowest bid but the best value from Holophane Lighting/Acuity, a BuyBoard vendor.

- Glass Optics – which will not cloud or lose lumen distribution
- 5-year warranty
- LED Technology
- Dark Sky Compliant
- Poles cast aluminum – surpass the EPA (90 mph) requirements
- New Braunfels, Tx

FINANCIAL: Not to exceed \$7,000

ATTACHMENT: Attachment A – Quote Summary and Schematics

SUBMITTED BY: EDC Staff

DATE SUBMITTED: 04/07/21

Solicitation Record for: Electrical Services at the Old Town Pedestrian Bridge

NIGP Code(s):

<u>Date</u>	<u>Name of Business</u>	<u>HUB</u>	<u>Contact Name</u>	<u>Phone</u>	<u>Email</u>	<u>Each</u>	<u>Shipping</u>	<u>Quote</u>	<u>Notes</u>
17-Mar	CalyyxPure/Neutex Lighting	Y	[REDACTED]	[REDACTED]	[REDACTED]	\$ 1,125.00	\$ -	\$ 2,250.00	
17-Mar	Got It Wholesale	N	[REDACTED]	[REDACTED]	[REDACTED]	\$ 2,241.27	\$ -	\$ 4,482.54	
17-Mar	Acuity	Y	[REDACTED]	[REDACTED]	[REDACTED]	\$ 3,086.78	\$ -	\$ 6,173.56	BuyBoard contract # 618-20
17-Mar	Visco	N	[REDACTED]	[REDACTED]	[REDACTED]	\$ 3,980.00	\$ -	\$ 7,960.00	
17-Mar	Dealer's Electric	Y	[REDACTED]	[REDACTED]	[REDACTED]	\$ 3,492.05	\$ 1,200.00	\$ 8,184.10	BuyBoard contract # 618-20

MAR 18 2021

