



**HELOTES**  
TEXAS  
ECONOMIC DEVELOPMENT  
REGULAR MEETING AGENDA

The City of Helotes Economic Development Corporation (EDC) Board of Directors will meet for a Regular Meeting on Wednesday, November 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 October 18, 2023. [Agenda Item](#)
4. Approval of the HEDC (FYE) 2023 Revenue and Expense Report dated November 9, 2023. [Agenda Item](#)

**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 the Executive Director to negotiate and execute an agreement for printer equipment and maintenance not to exceed \$12,000 for a 5-year term. [Agenda Item](#)
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. [Agenda Item](#)
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. [Agenda Item](#)

**STAFF REPORT:**

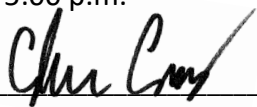
9. Update on HEDC projects to include the following:
- OTH Traffic Circle; and
  - Current commercial development.

***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 November 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, October 18, 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:**

**Board Members:** Blaine Lopez, President      John Kodosky, Vice-President  
 Greg Hayden      Melissa Benavides  
 Joel Lutz

**Staff:** Glenn Goolsby, Executive Director  
 Marian Mendoza, Ex-Officio

**Absent:** Melody Cooper, Secretary      Jeff Felty

**1. Call to Order.**

President Lopez called the meeting to order at 7:00 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 citizens were present to speak.

**CONSENT AGENDA (ITEM NOS. 3 – 4):**

All items marked with an asterisk (\*) on the consent agenda were voted on as a group. Motion was made by John Kodosky, second by Greg Hayden to approve Items 3 and 4 as written. The motion carried unanimously.

3. **\*Approval of the minutes of the Regular Meeting dated September 20, 2023.**
4. **\*Approval of the HEDC (FYE) 2023 Revenue and Expense Report dated October 12, 2023.**

**COMMITTEE REPORTS:**

5. **Update from HEDC standing committees to include the following:**
  - **Executive Committee;** - No update.
  - **Finance Committee;** - John stated all September expenditures had been approved.
  - **Governance Committee;** - No update.
  - **Building Evaluation Committee** – No update.
  - **Community Enhancement Committee** – Blaine stated he is working with committee members to coordinate a meeting.

**ITEMS FOR INDIVIDUAL CONSIDERATION:**

6. **Discussion of and action on approving an Agreement with 360 Zone to provide Google 360 Virtual Business Tours for new and expanding businesses located within the City of Helotes.**

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

Glenn Goolsby reviewed the success from FY23 and requested continuing the program in an amount not to exceed \$8,000.00.

Motion to approve carried unanimously.

7. **Discussion of and action on utilizing EDC Marketing funds to provide temporary banners to businesses along Bandera Road impacted by road construction.**

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

Glenn Goolsby presented creating a program to provide temporary vinyl banners for businesses located along the Hwy 16 road construction to assist with visibility. He also requested allocating funds to create a social media marketing plan to further assist with promoting the business corridor.

Motion to amend was made by Greg Hayden, second by John Kodosky to approve an amount not to exceed \$5,000.00 for vinyl banners and marketing efforts. Motion to approve carried unanimously.

8. **Discussion of and action on approving RJ Fite Construction to design and build improvements to the Old Town Helotes traffic circle.**

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

Glenn Goolsby requested consideration to bypass the HEDC Purchasing Policy in an effort to expedite improvements to the traffic circle.

Motion to amend was made by Joel Lutz, second by Melissa Benavides to bypass the HEDC Purchasing Policy and allow Blaine Lopez and John Kodosky to negotiate an agreement with RJ Fite Construction in an amount not to exceed \$35,000.00. Motion to approve carried unanimously.

**9. Discussion of and action on allocating funding for new playground equipment for the City of Helotes Municipal Park.**

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

Glenn Goolsby presented two playground options and requested the board identify an amount not to exceed in order to reimburse the City after installation. Joel Lutz requested consideration of a reimbursement an amount not to exceed \$25,000.00 to the City of Helotes for playground equipment at the Helotes Municipal Park.

Motion to amend was made by John Kodosky, second by Greg Hayden to reimburse the City of Helotes for playground equipment in an amount not to exceed \$25,000.00. Motion to approve carried unanimously.

**STAFF REPORT:**

**10. Update on HEDC projects to include the following:**

- Visitor and Business Center;
- Old Town Signage; and
- Arts Grant.

Mr. Goolsby updated the board on the status of the visitor center and Old Town Helotes billboard sign. He stated the sign contractor was evaluating installation options for the approved design.

President Lopez adjourned the meeting at 7:49 p.m.

---

**Glenn Goolsby**  
Executive Director

CITY OF HELOTES  
 REVENUE & EXPENSE REPORT - UNAUDITED  
 AS OF: NOVEMBER 30TH, 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	3,255,000.00	0.00	243,569.11	3,011,430.89	7.48
MISCELLANEOUS REVENUE	<u>421,000.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>420,000.00</u>	<u>0.24</u>
TOTAL REVENUES	3,676,000.00	0.00	244,569.11	3,431,430.89	6.65
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>3,676,000.00</u>	<u>0.00</u>	<u>14,588.25</u>	<u>3,661,411.75</u>	<u>0.40</u>
TOTAL EXPENDITURES	3,676,000.00	0.00	14,588.25	3,661,411.75	0.40
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	229,980.86 (	229,980.86)	0.00

CITY OF HELOTES  
 REVENUE & EXPENSE REPORT - UNAUDITED  
 AS OF: NOVEMBER 30TH, 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	3,200,000.00	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>500.00</u>	<u>44,500.00</u>	<u>1.11</u>
TOTAL NON-PROPERTY TAXES	3,255,000.00	0.00	243,569.11	3,011,430.89	7.48
<u>MISCELLANEOUS REVENUE</u>					
406-1010 INTEREST	120,000.00	0.00	0.00	120,000.00	0.00
406-1011 MISCELLANEOUS	1,000.00	0.00	1,000.00	0.00	100.00
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	1,000.00	420,000.00	0.24
<hr/>					
TOTAL REVENUES	3,676,000.00	0.00	244,569.11	3,431,430.89	6.65
	=====	=====	=====	=====	=====

CITY OF HELOTES  
 REVENUE & EXPENSE REPORT - UNAUDITED  
 AS OF: NOVEMBER 30TH, 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	93,975.00	0.00	7,228.84	86,746.16	7.69
510-5111 LONGEVITY	1,700.00	0.00	0.00	1,700.00	0.00
510-5113 BENEFITS	<u>27,000.00</u>	<u>0.00</u>	<u>526.01</u>	<u>26,473.99</u>	<u>1.95</u>
TOTAL PERSONNEL	122,675.00	0.00	7,754.85	114,920.15	6.32
<u>CONTRACTUAL SERVICES</u>					
510-5201 MEMBERSHIPS, DUES & LICENSES	24,000.00	0.00	7,000.00	17,000.00	29.17
510-5202 AUDIT FEES	3,700.00	0.00	0.00	3,700.00	0.00
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	( 200.00)	64,200.00	0.31-
510-5212 WEBSITE DEV. & MAINTENANCE	16,000.00	0.00	44.34	15,955.66	0.28
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	0.00	65,000.00	0.00
510-5224 OFFICE RENTAL	38,400.00	0.00	0.00	38,400.00	0.00
510-5225 OTHSD PARKING LOT LEASE	6,000.00	0.00	0.00	6,000.00	0.00
510-5228 VISITOR CENTER	330,000.00	0.00	0.00	330,000.00	0.00
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	6,844.34	1,617,230.66	0.42
<u>COMMODITIES</u>					
510-5301 OFFICE SUPPLIES	5,000.00	0.00	0.00	5,000.00	0.00
510-5302 OPERATIONAL EXPENSES	40,000.00	0.00	( 10.94)	40,010.94	0.03-
510-5305 COMMUNICATION EQUIPMENT	1,500.00	0.00	0.00	1,500.00	0.00
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	( 10.94)	1,546,760.94	0.00
<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	0.00	14,588.25	3,661,411.75	0.40
<hr/>					
TOTAL EXPENDITURES	3,676,000.00	0.00	14,588.25	3,661,411.75	0.40
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	229,989.86	( 229,989.86)	0.00





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

**AGENDA PLACEMENT:**

- PUBLIC HEARING
- CONSENT
- STAFF/COMMITTEE REPORT
- INDIVIDUAL
- CLOSED

**CAPTION:**

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.

**EXECUTIVE SUMMARY:**

Staff is seeking approval to negotiate and execute an agreement pertaining to the procurement of printer equipment and maintenance services for the EDC office. Presently, the HEDC incurs a monthly expenditure of approximately \$215 for a multifunction printer, encompassing supplies and maintenance for up to 2,000 copies, facilitated by Xerox. It is important to note that the existing agreement is an addendum to the expired contract with the City of Helotes.

In light of the City of Helotes' ongoing negotiation for a new contract with Xerox, staff proposes securing authorization to continue engaging the services of the City's approved contractor for printer equipment and maintenance. Xerox has presented a compelling 60-month lease proposal at a rate of \$177.66 per month, translating to an annual cost reduction of \$447.16 for the HEDC.

**ATTACHMENTS:**

Attachment A: Proposal Presentation

**PREPARED BY:** Glenn Goolsby, Executive Director



# City of Helotes

## Presentation on Replacement Solution for MFP/Printer Fleet

\*This proposal has been prepared exclusively for City of Helotes. This is proprietary information and is intended to be held in confidence by both XBS Southwest and City of Helotes.

**xerox**™ Business Solutions Southwest

# Agenda

- New Technology/Next Generation Services
- Enhanced Service & Support Solutions
- Proposed Pricing
- Questions/Discussions



# Current State

# Current State

## 28 Total Current Devices

### *City of Helotes*

- 4 Large Departmental MFPS
- 9 Desktop MFPs
- 15 Desktop Printers

### ***EDC***

- 1 Large Departmental MFP

## Current Monthly Allowances

### *City of Helotes*

Copiers: BW Monthly Allowance: UNLIMITED

Copiers: Color Monthly Allowance: 8,000

*Color Overages @ \$0.045*

Desktop: BW Monthly Allowance: UNLIMITED

Desktop: Color Monthly Allowance: 1,000

*Color Overages @ \$0.085*

### ***EDC***

Copiers: BW Monthly Allowance: 2,000

*BW Overages @ \$0.0075*

Copiers: Color Monthly Allowance: 2,000

*Color Overages @ \$0.04*

## Current Total Monthly Expenses

### *City of Helotes*

Current Lease & Maintenance: \$1,987.00/mth

### ***EDC***

Current Lease & Maintenance: \$214.92/mth

### Current Monthly Spend

**Total: \$2.201.92/mth**

# New Technology & Next Generation Services

# Recommended Devices – Departmental – Color

***Xerox C8135 – 35 PPM Color MFP  
w/Integrated Finisher and Fax***



***Xerox C8135 –(EDC) 35 PPM Color MFP  
w/Office Finisher, Hole Punch and Fax***



***Xerox C8155 – 35 PPM Color MFP  
w/Office Finisher, High Cap Feeder and  
Fax***



# Recommended Devices – Desktop – Black & White and Color

***Brother MFC-L6900dw– BW Desktop MFP***



***Brother HL-L6400DW– BW Desktop Printer***



***Brother MFC-L9570cdw – Color Desktop MFP  
(1) Additional Tray- not pictured***





# The most security-minded businesses and governments choose Xerox.



**10/10**  
Top Global  
Banks



**10/10**  
Largest  
Universities



**All 50**  
U.S. State  
Governments

- Comprehensive Security: Prevent, Detect, Protect
- Real-Time Threat Response with Best-in-Class Security Partners
- The Only FedRAMP-authorized cloud-based Managed Print Services Provider

# End to End Security Protection

## Safe Devices

- Comprehensive firmware verification
- Advanced, built-in McAfee software to prevent corrupted files or malicious attacks<sup>(1)</sup>
- Automatic network discovery and compliance settings
- Automatic inspection against baseline firmware / security policy
- Proactive remediation and SIEM reporting with full audit logs

## Safe Documents

- Reporting and insight on device behavior, usage and settings across fleet
- User authentication, pin code or card release for pull printing, so documents aren't left at device
- Role-based access control
- Data insight to guide behavior changes to use print resources more efficiently
- Lock down email fields to limit scan destinations

## Safe Data

- Data encryption
- Delete stored data using NIST and US DoD approved methodologies
- Efficient on-boarding with health check, proactive monitoring and resolution
- Print policies and rules-based functionality to improve end-user compliance
- Digitally signed, encrypted and password-protected file formats for scanned information

(1) Xerox® Allalink® and Xerox® ConnectKey® 1.0, 1.5, 2.0i devices

# ConnectKey User Interface

## Xerox® ConnectKey Intuitive User Experience

**A reengineered user interface that delivers a true “mobile device” experience**

- Large capacitive touch screens enable gestures, swipe, scroll – just as you would expect from your smart device
- Completely customizable user interface for maximizing workplace productivity





# Xerox App Gallery



Connect to leading cloud applications to print from and scan to the cloud: Box, OneDrive, Google Drive and more

STREAMLINE WORKFLOW  
AUTOMATE COMPLEX  
TASKS

# Enhanced Service & Support Solutions

# SERVICE CAPABILITIES

- ❑ Service Technicians based locally that are factory trained and tenured and will provide real time back up support as required
- ❑ Preventive Fleet Maintenance
- ❑ Service Level Agreement
  - ❑ Loaners will be provided if equipment is down for over 72 hours
  - ❑ 4-6 hour response time
  - ❑ 95% Uptime for fleet (measured over the quarter)
- ❑ Genuine Xerox OEM Parts & Supplies
- ❑ Customer Driven Replacement Warranty
- ❑ Local Onsite Supply Inventory
- ❑ Equal Engine Utilization
- ❑ Onsite/Virtual Training
- ❑ Online requests with callback ETA's
- ❑ Superior Remote Support & installation
- ❑ Online training videos and 24/7 support
- ❑ Live Chat Support 8am – 5pm



# Fleet Management Portal

Dashboard and the Account Key Metrics on homepage viewed at login (Partner)

Multi-function drop down navigation bar

Simplified Content panels- only shows those that are needed

Improved viewing across whatever devices you might be using to display the portal

**xerox** Fleet Management Portal

Account: Operations DLA | [Home](#) | [Settings](#) | [Sign Out](#)  
Welcome: FMP User

Printers | Supply Orders | Service Requests | Administration

▼ DashBoard (Open Dashboard)

<b>Device Managers Down</b> <b>10</b> Error : 10 Total : 14	<b>No Communication</b> <b>0</b> Total : 9	<b>Missing Meters</b> <b>7</b> Total : 9	<b>Supplies Needed - Managed Devices</b> <b>0</b> Total : 9	<b>Service Needed</b> <b>0</b> Total : 9
--	--	--	---	--

▼ Key Metrics

	Managed	Unmanaged	Total	Managed					
				Colour	Black	Networked	Proactive	Reactive	Tickets last 30 Days
Xerox	9	9	18	56%	44%	78%	0%	0%	
Non Xerox	0	1	1	0%	0%	0%	0%	0%	
<b>Total</b>	9	10	19	56%	44%	78%	0%	0%	

**Printers**  
[Printers](#)  
[Device Managers](#)  
[Account Summary](#)

**Supply Orders**  
[View Supply Orders](#)  
[Order Supplies](#)

**Service Requests**  
[View Service Requests](#)  
[Request Service](#)

**Meters**  
[Meter Management](#)  
[View Meter Reads](#)  
[Submit Meter Reads](#)

**Documents**  
[View My Documents](#)

**Support/Quick Links**  
[Xerox Homepage](#)

Version 1.20.72 | Fleet Management Portal | Copyright © 2017 Xerox Corporation. All rights reserved. | **xerox**

# Proposed Pricing



# Proposed Pricing Summary: Option #1: Keep Existing Desktop Devices

Quantity	City of Helotes Proposed Devices	60 Month Lease and Maintenance Pricing	Service and Supply Structure:
1	Xerox C8155	\$1,093.01/month	<b>All Devices:</b> BW: UNLIMITED  <b>Xerox C8135 and C8155:</b> Color Monthly Allowance of 5,000 with overages @ \$0.035  <b>Existing Brother 9570:</b> Color Monthly Allowance of 1,000 with overages @ \$0.055
3	Xerox C8135		
24	Existing Brother Desktop Devices (15) Brother 6400/(7) Brother 6900/(2) Brother 9570		

Current Monthly Spend for City of Helotes: \$1,987.00

Estimated Monthly Savings: \$893.99

Estimated Yearly Savings: \$10,727.90

Estimated Savings over Lease Term: \$53,639.49

Quantity	EDC Proposed Device	60 Month Lease and Maintenance Pricing	Service and Supply Structure:
1	Xerox C8135	\$177.66/month	BW: UNLIMITED  Color Monthly Allowance of 1,250 with overages @ \$0.035

Current Monthly Spend for EDC: \$214.92

Estimated Monthly Savings: \$37.26

Estimated Yearly Savings: \$447.16

Estimated Savings over Lease Term: \$2,235.82

# Proposed Pricing Summary: Option #2: Keep Existing Desktop Devices with Additional Xerox C8135

Quantity	City of Helotes Proposed Devices	60 Month Lease and Maintenance Pricing	Service and Supply Structure:
1	Xerox C8155	\$1,208.61/month	<b>All Devices:</b> BW: UNLIMITED  <b>Xerox C8135 and C8155:</b> Color Monthly Allowance of 5,000 with overages @ \$0.035  <b>Existing Brother 9570:</b> Color Monthly Allowance of 1,000 with overages @ \$0.055
4	Xerox C8135		
24	Existing Brother Desktop Devices (15) Brother 6400/(7) Brother 6900/(2) Brother 9570		

Current Monthly Spend for City of Helotes: \$1,987.00

Estimated Monthly Savings: \$778.39

Estimated Yearly Savings: \$9,340.68

Estimated Savings over Lease Term: \$46,703.40

Quantity	EDC Proposed Device	60 Month Lease and Maintenance Pricing	Service and Supply Structure:
1	Xerox C8135	\$177.66/month	BW: UNLIMITED  Color Monthly Allowance of 1,250 with overages @ \$0.035

Current Monthly Spend for EDC: \$214.92

Estimated Monthly Savings: \$37.26

Estimated Yearly Savings: \$447.16

Estimated Savings over Lease Term: \$2,235.82

## New Solution Benefits for City of Helotes and EDC

- Significant Savings Overall
- Unlimited BW for both City of Helotes and EDC
- Right-sized Color Allowance for both City of Helotes and EDC
- Option to keep existing desktop printers for additional savings



A background image showing a group of business professionals in a meeting. They are seated around a table, looking at documents and laptops. The image is faded and serves as a backdrop for the text.

**xerox**<sup>TM</sup> Business Solutions Southwest



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

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

**CAPTION:**

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.

**EXECUTIVE SUMMARY:**

Staff is seeking approval to negotiate and execute an agreement to provide business class internet service to the new Visitor and Business Center. During discussions with both service providers in the area for dedicated fiber lines, staff has become aware of a significant lead time on installation of approximately 90-120 days. The delay could be further compounded by HEDC and City Council approvals required on agreements above \$10,000.00. Especially considering the holiday meeting schedule. If approved, staff will place the item for consideration on the next City Council Agenda being held on December 14, 2023.

**ATTACHMENTS:**

Attachment A: Draft Proposal

**PREPARED BY:** Glenn Goolsby, Executive Director

## AT&T Dedicated Fiber Internet

Presented to  
**Helotes EDC**



Pricing-At-A-Glance		Service Address
Monthly Recurring Charges	See Below	12682 Old FM 1560, Ste 105, Helotes, TX 78023
One-Time Charges (Internet Installation)	\$0	
Equipment	\$0	
Contract Length (Months)	36	
Quote Valid Until:	12/6/2023	

Pricing Summary – Dedicated Managed Fiber		Standard		
Description		Monthly	Add-Ons	Total
Dedicated Fiber - 50Mbps x 50Mbps (Port & Access Price)		\$725	\$0	\$725
Dedicated Fiber - 100Mbps x 100Mbps (Port and Access Price)		\$843	\$0	\$843
Dedicated Fiber - 150Mbps x 150Mbps (Port and Access Price)		\$912	\$0	\$912
Description		Quantity	Unit Price	Totals
Dedicated, Symmetrical Bandwidth		1	Included	\$0
24x7x365 Technical Support and Proactive Monitoring		1	Included	\$0
100% Availability Service Level Agreement		1	Included	\$0
AT&T Fiber Installation and Activation (Test & Turn-Up Conference Call)		1	Included	\$0
Optional Components				
Description				Select
AT&T Provided and Managed Router – 24/7 Support				Included
Managed Internet Backup - Includes Cellular Plan and DataRemote Failover Router				Removed

The above prices are based on current rates and do not include any applicable local, state or federal taxes or surcharges. The rates are subject to change without notice. Installation interval is determined after required site survey. This quote is subject to availability of facilities and valid until: 12/06/2023

To ask questions or place an order, contact:

**First Last**  
Client Solutions Executive  
[email@att.com](mailto:email@att.com)  
555.555.5555

**Jeremy Bryant**  
Sales System Engineer  
[Jeremy@att.com](mailto:Jeremy@att.com)  
806.429.6108

AT&T Business Wi-Fi  
with Cisco Meraki



Presented to  
**Helotes EDC**

Pricing-At-A-Glance		Service Address
Monthly Recurring Charges	\$359.33	12682 Old FM 1560, Ste 105, Helotes, TX 78023
Equipment Install (Budgetary 5 Devices)	\$1,450.00	
Enhanced Care (Support)	Included	
Contract Length (Months)	36	
SASE Installation	\$0.00	

Networking Solution - Optional Managed Configuration at \$110 an hour with minimum of 2 hours		
<b>Security Appliance</b>	<b>Count</b>	<b>Monthly Cost</b>
MX68 Router/Security Appliance	1	\$71.25
<b>Access Points Per Building (Main, Back, and Outdoor)</b>	<b>Count</b>	<b>Monthly Cost</b>
MR46 Cloud Managed AP	3	\$157.50
<b>Switch</b>	<b>Count</b>	<b>Monthly Cost</b>
MS120-24P 1G L2 Cld -Mngd 24x GigE 370W PoE Switch	1	\$84.00
		<b>Total Monthly \$312.75</b>

Care Options	
	<b>Monthly Cost</b>
Basic Care - Reactive Monitoring of Services, 75% One Call Resolution, Answer Time of 120 Seconds, 2 Day Equipment Replacement not including Tech Install, No Circuit Support	Included
Enhanced Care - Proactive Monitoring of Services, 90% One Call Resolution, Answer Time of 30 Seconds or Better, Next Business Day Equipment Replacement including Tech Install, Circuit Support Provided. This requires a pro-installation of services from AT&T	\$46.58

The above prices are based on current rates and do not include any applicable local, state or federal taxes or surcharges. The rates are subject to change without notice. Installation interval is determined after required site survey. This quote is subject to availability of facilities and valid until: 12/06/2023

To ask questions or place an order, contact:

**Jay Savage**  
Client Solutions Executive  
[js064g@att.com](mailto:js064g@att.com)  
972.207.8981

**Jake Gillen**  
Sales System Engineer  
[jj782q@att.com](mailto:jj782q@att.com)  
945.336.4890



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

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

**CAPTION:**

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.

**EXECUTIVE SUMMARY:**

On July 13, 2023, the Helotes City Council approved a Resolution granting the HEDC authority to develop the Helotes Visitor and Business Center without seeking additional approval for expenditures up to \$250,000.00. Subsequently, on July 22, 2023, staff entered into a contract with Lone Star Sync, PLLC for architectural services, with the final design being delivered to the HEDC on November 7, 2023.

To mitigate further potential delays, staff is now seeking approval to initiate the process of soliciting, selecting, and negotiating a construction contract for the renovation of the Helotes Visitor and Business Center. This proactive approach aims to streamline the project timeline and ensure efficient progress in the development process.

**ATTACHMENTS:**

**PREPARED BY:** Glenn Goolsby, Executive Director