

MINUTES
HELOTES CITY COUNCIL WORKSHOP
April 4, 2022

The City of Helotes City Council met for a workshop on Monday, April 4, 2022, at 1:00 p.m. in the Helotes Fire Department Training Room, 12951 Bandera Road, Helotes, Texas. This was an open meeting, subject to the open meeting laws of the State of Texas.

Present: Rich Whitehead, Mayor
Craig Sanders
Linda Salazar
Matthew McCrossen
Cynthia Massey
Matthew Merchant

Staff Present: Celina Perez, City Secretary
Taby Durr, Finance Director
Josh Mair, Public Works Director
Jaime Ostrander, Dispatch Supervisor
Scott Moreland, Fire Chief
Andrea Goff Fontanes, Court Administrator

1. Call to Order.

Mayor Whitehead called the workshop to order at 1:00 p.m.

2. Discussion and direction on the allocation of emergency funding from the 2021 American Rescue Plan Act, a federal stimulus bill to aid public health and economic recovery from the novel coronavirus (COVID-19) pandemic.

Mayor Whitehead provided a recap on the American Rescue Plan Act ("ARPA") There are seven categories outlined in the ARPA where project funds can be spent. The City of Helotes will receive a total funding of \$2,468,196.00, delivered in two equal disbursements or tranches of \$1,234,098.00 per tranche. The city received the First Tranche Disbursement and project funding allocation was approved by City Council on January 13, 2022. Mayor Whitehead advised Staff would speak on two projects identified for the Second Tranche Disbursement.

Jaime Ostrander, Dispatch Supervisor, spoke on replacing the dispatch radio console to meet the upcoming P25 requirement. This project meets the eligibility requirements of *Category No. 1 – Support Public Health Expenditures*. The project totals approximately \$184,441.15 and includes replacing three (3) dispatch consoles, recorder for consoles/radio system, and ethernet connections.

Joshua Mair, Public Works Director, spoke on drainage improvement projects at Parrigin Road and Circle A Trail. This project meets the eligibility requirements of *Category No. 6 – Revenue Loss Replacement*. Estimated total for both roadways is \$1,000,000.00 and includes the reconstruction of culverts on Parrigin Road at Helotes Creek Tributary A (near Indian Trail) and on Circle A Trail at French Creek (between Rocking M Trail and Lazy F Trail).

Council agreed, the two projects presented by Staff had an immediate need. Other projects of mention were court scanning software, replacing the Helotes EMS ambulance that is 11 years old, and building a new Public Works facility to house their equipment/demolishing the current facility. Mayor Whitehead concluded discussion, stating the final project list for the Second Tranche Disbursement would be presented to Council at a future meeting for approval through resolution.

To allow for a break, Mayor Whitehead called for a recess. The meeting recessed at 2:06 p.m. and reconvened at 2:15 p.m.

3. Discussion and direction on the Helotes Economic Development Corporation (HEDC) Board of Directors roles, responsibilities, and goals.

Discussion included the Helotes Economic Development Corporation (HEDC) Board does not have a set of Policies and Procedures in place. It was noted there are Policies and Procedures in place for Helotes City Council and Municipal Boards. Council agreed a set of guidelines for the HEDC Board to follow should be created, since the Board performs its duties and obligations under the guidance and direction of City Council. These guidelines would also assist Council in assessing the performance of the HEDC Board. Mayor Whitehead suggested assessing the performance of the HEDC Board in the following three (3) categories: Development of New Business, Expansion of Current Business, and Daily Operations. Council Member Massey mentioned the Bastrop Economic Development Corporation has Policies and Procedures in place and she would send the document to the City Secretary. There being no further discussion, Mayor Whitehead advised a set of Policies and Procedures for the HEDC would be presented to Council at a future meeting.

4. Adjourn

Mayor Whitehead adjourned the workshop at 3:50 p.m.



Rich Whitehead, Mayor

ATTEST:



Celina Perez, City Secretary

