

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL
July 14, 2022

The City of Helotes City Council met for a regular meeting on Thursday, July 14, 2022, at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas. This was an open meeting, subject to the open meeting laws of the State of Texas.

Present: Cynthia Massey, Mayor Pro Tem
Jen Sones
Matthew McCrossen
Matthew Merchant (via Zoom)

Absent: Rich Whitehead, Mayor
Craig Sanders

Staff Present: Marian Mendoza, City Administrator
Celina Perez, City Secretary
Michael Gallardo, DS Coordinator
Josh Mair, PW Director

1. Call to Order.

Mayor Pro Tem Massey called the meeting to order at 7:00 p.m. Bob Grigg, Helotes Police Department Chaplain, led the invocation. Mayor Pro Tem Massey led the pledge to the U.S. flag and the Texas flag.

OPEN SESSION:

2. Citizens to be Heard.

No one signed up to speak.

CONSENT AGENDA (ITEM NOS. 3 - 5): All items marked with an asterisk (*) on the consent agenda were voted on by one motion. Motion was made by Council Member McCrossen, second by Council Member Sones, to approve items 3 through 5 on the consent agenda. Motion to approve carried unanimously by those present.

- 3.* Approval of the minutes of the Regular Meeting dated June 9, 2022, and the Orientation Workshop dated July 1, 2022. (Staff)**
- 4.* Approval of the Fiscal Year Ending (FYE) 2022 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated July 5, 2022. (Staff)**
- 5.* Approval of a Traffic Impact Analysis pursuant to Municipal Code of Ordinances Chapter 78 *Subdivisions*, Article II *Subdivision Regulations*, for the Sagebrooke development site, being approximately 142 acres of land situated in the City of Helotes Extra-territorial Jurisdiction (ETJ), generally located near the intersection of Galm Road and F.M. 1560, and identified as BCAD Prop. ID Nos. 1367059 & 236147 (Applicant)**

MAYOR'S REPORT:

6. Updates on the following: (Mayor)

- **Wrap-up of the Helotes Independence Day Celebration held on Sunday, July 3, 2022, at the Helotes Festival Grounds; and**
- **Reminder: Blood Drive, in partnership with University Health, will be held on Wednesday, July 27, 2022, from 11:00 a.m. to 3:00 p.m. at Helotes City Hall.**
- **Request for Proposals for Impound and Towing Services is open for bidding; Submission deadline is 2:00 p.m. on Friday, August 5, 2022.**

Mayor Pro Tem Massey reported the Helotes Independence Day Celebration held on Sunday, July 3 was a great success. The event was larger than last year and drew 8,000 attendees to the Helotes Festival Grounds. Mayor Pro Tem Massey thanked Staff and Public Works for organizing the event. Next, the community was reminded of the upcoming Blood Drive on Wednesday, July 27 from 11:00 a.m. to 3:00 p.m. at Helotes City Hall (sign up information can be found on the City website). Lastly, proposals are being accepted for Impound and Towing Services. The deadline is Friday, August 5 at 2:00 p.m. (the full bid packet can be found on the City website).

ITEMS FOR INDIVIDUAL CONSIDERATION:

7. Discussion of and action on the appointment of Shawna Misiong to City of Helotes Ethics Commission, Place 2, with a term expiring May 2024. (Council Member Sones)

Motion was made by Council Member Sones, second by Council Member McCrossen, to discuss and act on this item as written.

Motion to approve the item as written carried unanimously by those physically present.

8. Discussion of and action on a request by Aaron and Lori Tyler for approval of associated variances to Municipal Code of Ordinances Chapter 66 Signs, Section 66-51 Commercial Signs, Subsection (b) Wall Signs authorizing the placement of a single business sign on a perimeter fence for The Welcome Mat Storage located at 11295 Shaenfield Road, San Antonio, Texas 78254, more particularly described as BCAD Prop. ID No. 236158. (Applicant)

(Note: On June 7, 2022, the Planning & Zoning Commission recommended approval with the condition that the fence sign include the business address and that it conform to the landscape requirement for monument signs.)

Motion was made by Council Member Sones, second by Council Member McCrossen, to discuss and act on this item as written.

Motion to approve the item, with the Planning & Zoning Commission recommendation that the fence sign include the business address and a landscaped area, carried unanimously by those physically present.

9. Discussion of an action on the Bexar Appraisal District Proposed 2023 Annual Budget. (Staff)

Motion was made by Council Member Sones, second by Council Member McCrossen, to discuss and act on this item as written.

Motion to approve the item as written carried unanimously by those physically present.

A thunderstorm caused area outages and interrupted the meeting live stream. Power is restored towards the end of Agenda Item No. 9. Council Member Merchant is counted absent during the portion of the meeting where the live stream was interrupted and is marked present at Agenda Item No. 10.

10. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas accepting the lowest responsible bid and awarding a contract for the HVAC and Purification Project at Helotes City Hall and Helotes Fire Station; and authorizing the City Administrator to negotiate and execute a contract between the City of Helotes and Air Conditioning Unlimited, LLC for said project. (Staff)

Motion was made by Council Member Sones, second by Council Member McCrossen, to discuss and act on this item as written.

Motion to approve the item as written carried unanimously.

11. First Reading and discussion on an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 18 *Buildings and Building Regulations* by adding Article VI *Substandard Buildings*, to enact regulations for substandard, unsecured, or dangerous buildings. (Staff)

Marian Mendoza, City Administrator, explained a situation arose where a building needed to be demolished due to a catastrophic event. Fortunately, the situation was resolved, however, that might not be the case in the future. Currently, Code has minimal regulations in place for substandard and dangerous buildings. The proposed Ordinance would establish criteria for the Building Official to declare a building to be unfit for human habitation, set forth notice requirements to the building owner, and provide for the public hearing process to determine if the building is substandard and unsafe. The proposed Ordinance follows Texas Local Government Code Chapter 214 and was reviewed by the City Attorney, Building Official, and Fire Marshal.

Council understood the background for proposing this Ordinance. Mayor Pro Tem Massey stated the word "owner" was left off and should be inserted in Section 18-67, subsection (D) *Contents of Order*, subparagraphs 4 and 5. Council further agreed the Mayor and City Administrator (based on Staff findings) could determine whether a case necessitates a public hearing, and set that hearing before City Council, being the Building Standards Board. Marian noted the aforementioned changes would be incorporated in the second reading of the Ordinance.

STAFF REPORT:

12. City of Helotes Economic Development Corporation (HEDC) Fiscal Year Ending 2021 Strategic Plan Activity Report for the quarter ending June 2022. (Staff)

Glenn Goolsby, HEDC Interim Executive Director, provided a quarterly update on projects and programs overseen by the Helotes Economic Development Corporation (HEDC). Glenn spoke on the organizational changes within the HEDC and the recent job posting for a permanent HEDC Executive Director, the progress of the Tenant Improvement Incentive Grant Program and the Community Arts Grant Program, and highlighted marketing and partnership initiatives done thus far, including the recent filming of a tourism video for YOLO, TX set to air on television later this year in October. Lastly, Glenn went over an activity chart that showed the number of prospective tenants by industry classification.

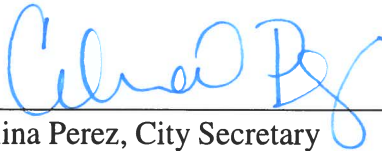
Adjourn

With no more business to come before Council, Mayor Pro Tem Massey adjourned the meeting at 8:10 p.m.



Rich Whitehead, Mayor

ATTEST:



Celina Perez, City Secretary

