

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL
August 11, 2022

The City of Helotes City Council met for a regular meeting on Thursday, August 11, 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: Rich Whitehead, Mayor
Craig Sanders
Jen Sones
Matthew McCrossen
Cynthia Massey
Matthew Merchant

Staff Present: Marian Mendoza, City Administrator
Celina Perez, City Secretary
Scott Moreland, Fire Chief
Josh Mair, Public Works Director
Samantha Bayliss, Marketing & Events Coordinator
Blaine Lopez, EDC Board of Directors President

1. Call to Order.

Mayor Whitehead called the meeting to order at 7:00 p.m. Mayor Whitehead led the invocation, the pledge to the U.S. flag, and the pledge to the Texas flag.

RECOGNITION:

2. Plaques presented by the Robert F. McDermott American Legion Post 309 (Helotes) to the following American Legion, Department of Texas, 20th District award recipient's:

- **Quinton Rose, 2022 Firefighter of the Year; and**
- **Jennifer Harris, 2022 Paramedic of the Year. (American Legion Post 309)**

Commander Willis Gray, American Legion Post 309, presented Quinton Rose with the Department of Texas, 20th District, 2022 Firefighter of the Year Award. Fire Chief Scott Moreland accepted the 2022 Paramedic of the Year Award on behalf of Jennifer Harris.

OPEN SESSION:

3. Citizens to be Heard.

Terry Gray spoke about preserving trees/vegetation on the proposed Bricewood Subdivision Unit-5 plat and submitted into record eight (8) photos that show the existing topography of the subject site.

CONSENT AGENDA (ITEM NOS. 4 - 5): All items marked with an asterisk (*) on the consent agenda were voted on by one motion. Motion was made by Council Member Sanders, second by Council Member Merchant, to approve items 4 and 5 on the consent agenda. Motion to approve carried unanimously.

- 4.* **Approval of the minutes of the Budget Workshop dated July 19, 2022, and the Regular Meeting dated July 28, 2022. (Staff)**
- 5.* **Approval of the Fiscal Year Ending (FYE) 2022 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated July 26, 2022. (Staff)**

MAYOR'S REPORT:

6. **Updates on the following:**
 - **Follow up on first Blood Drive event, held in partnership with University Health, on Wednesday, July 27, 2022, at Helotes City Hall.**

Mayor Whitehead provided an update on the Blood Drive held in partnership with University Health. The event was held on Wednesday, July 27 at Helotes City Hall. Fifteen people signed up, with thirteen donating. One donation can save up to three lives, meaning, the thirteen donations, could save up to thirty-nine lives. The roots of organizing the blood drive was in response to the Uvalde school shootings, however, donations are always needed, thus the City will continue its partnership with University Health. The next blood drive will be held on Thursday, December 15 from 11:00 a.m. to 3:00 p.m. at Helotes City Hall.

ITEMS FOR INDIVIDUAL CONSIDERATION:

7. **Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving the City of Helotes Economic Development Corporation (HEDC) Fiscal Year Ending (FYE) 2023 Strategic Work Plan pursuant to Amendment No. 3 of the HEDC Bylaws, Article Four *Functional Corporate Duties and Requirements*, Section 4.1 *City of Helotes Economic Development Corporation Plan*, subparagraph (a). (HEDC)**

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

The proposed HEDC FYE 2023 Strategic Work Plan (the "Plan") reflects short-term and long-term goals to take place during Years 2022 – 2027. The purpose of the plan, in combination with the HEDC Budget, is to guide project prioritization. The Plan contains the following goals: Goal 1 *Assess and Implement a Targeted Development Program* (long-term goal); Goal 2 *Business Improvement* (short-term goal); Goal 3 *Implement and Enhance Economic Development Marketing* (short-term goal); Goal 4 *Advance Local Education and Workforce Development* (short-term goal); and Goal 5 *Evaluate and Develop a Visitor Center* (long-term goal). The Plan was approved by the HEDC Board of Directors on July 20, 2022, and is being presented to City Council for approval, as required by the HEDC Bylaws.

Council Member Massey suggested that the HEDC sponsor a job fair, to take place in Helotes, with some of the entities listed under Goal 4 *Advance Local Education and Workforce Development*. Overall, all of Council supported the proposed FYE 2023 Strategic Work Plan and commended the HEDC Board.

Motion to approve the item as written carried unanimously.

8. Presentation of and discussion on the proposed FYE 2023 City of Helotes Economic Development Corporation (HEDC) Operating Budget. (HEDC)

Blaine Lopez, HEDC Board President, presented the proposed FYE 2023 City of Helotes Economic Development Corporation (HEDC) Operating Budget. As a recap, the primary source that funds the HEDC is sales tax revenue. The HEDC receives a one-half percent (.50%) from the local sales and use tax in the City. In the proposed budget, a revenue amount of \$3,530,000.000 is projected to be collected from sales tax. Of this revenue amount, approximately \$2,000,000.00 will be remitted in a Chapter 380 Agreement. A notable change in the budget is under section *Commodities*, expense Account No. 05-510-5333 *380 Agreement Reimbursements*. Previously, the Chapter 380 Agreement reimbursement was netted out of revenue Account No. 05-401-3140 *Sales Tax* and not listed as an expense in Account No. 05-510-5333 *380 Agreement Reimbursements*. This accounting change will specifically show the total sales tax revenue being collected, versus what is paid out. The budget also includes \$50,000.00 for continued support of City events that promote economic development and \$325,000.00 for the funding agreement between the City and HEDC to assist with the repayment of debt services from the 2015 Certificate of Obligation. In closing, the budget proposes a revenue total of \$3,551,200.00 and an expenditure total of \$4,063,185.00. Notice of the Public Hearing on the proposed use of the HEDC funds and the draft FYE 2023 Operating Budget document are on the HEDC website for public viewing.

9. Presentation of and discussion on the proposed FYE 2023 Municipal Operating Budget and the proposed Tax Year 2022 ad valorem (property) tax rate. (Mayor Whitehead and Staff)

Marian Mendoza, City Administrator, presented the proposed FYE 2023 Municipal Budget. Fortunately, permit and sales tax revenue have remained stable during FYE 2022. Staff continues to evaluate the impact of inflation and other economic factors. As a result, revenues for the FYE 2023 Budget are based on a conservative approach. Despite these variables, the City is still able to maintain a high level of municipal services to the public. The proposed property tax rate for Tax Year 2022 decreased to \$0.316778 per \$100 valuation. The Maintenance and Operations Rate (M&O) is \$0.273070 and the Interest and Sinking Rate (I&S) is \$0.043708. The FYE 2023 Budget highlights are a city-wide cost of living adjustment, market adjustment for lower hourly employees, dependent medical coverage assistance, added personnel positions (2 police officers, 2 public works crew members & 1 code compliance officer) through the American Rescue Plan Act (ARPA) emergency fund, and technology upgrades. The budget also includes increases for the City Attorney/Prosecutor, City Engineer, fuel, vehicle maintenance (several vehicles are no longer under warranty), and medical supplies. The FYE 2023 Municipal Budget proposes a revenue total of \$8,211,639.00, an expenditure total of \$7,707,272.00, leaving an estimated unreserved fund balance of \$5,362,398.00. The proposed budget will be posted on the City website and will be available at City Hall for public viewing.

Discussion included the pending 2022 COPS Hiring Program (CHP) grant for the hire of four (4) additional police officers. The grant is for a three-year period (FYE 2023, FYE 2024, and FYE 2025) and requires a 25% local match from the City. If the grant is awarded, it would require a budget amendment to be approved by City Council. Marian advised that if the grant is not awarded, Council can always revisit this discussion to evaluate the number of police officers that can be hired, which would still require a budget amendment.

10. Discussion of and action on setting the proposed Tax Year 2022 ad valorem (property) tax rate and setting the meeting to adopt said proposed tax rate on Thursday, September 22, 2022, at 7:00 p.m. in the City Hall Council Chambers. (Staff)

The proposed property tax rate for Tax Year 2022 decreased to \$0.316778 per \$100 valuation. The proposed property tax rate does not exceed the no-new revenue rate of \$0.321350 or the voter-approval rate of \$0.316778. As a result, the City is not required to hold public hearings or an election.

Motion was made by Council Member Merchant to set the proposed 2022 Property Tax Rate at \$0.316778 per \$100 valuation, composed of the Maintenance and Operations Rate (M&O) at \$0.273070 and the Interest and Sinking Rate (I&S) at \$0.043708, and to adopt said property tax rate at the regular City Council Meeting on September 22, 2022, at 7:00 p.m. Second by Council Member Sones.

Motion to approve carried unanimously.

11. Discussion of and action on setting public hearings on the proposed FYE 2023 Municipal Operating Budget and the FYE 2023 City of Helotes Economic Development Corporation (HEDC) Operating Budget on Thursday, August 25, 2022, and Thursday, September 8, 2022, at 7:00 p.m. in the City Hall Council Chambers. (Staff)

Motion was made by Council Member Massey to hold public hearings on the proposed FYE 2023 Municipal Budget and EDC Budget on August 25 and September 8, 2022, at 7:00 p.m. Said budgets will be adopted at the regular City Council Meeting on September 22, 2022 at 7:00 p.m. Second by Council Member Sanders.

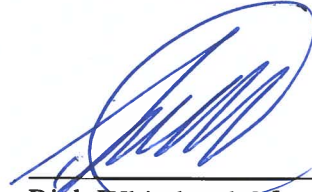
Motion to approve carried unanimously.

12. Presentation of and discussion on the proposed FYE 2023 Municipal Fee Schedule. (Staff)

Marian Mendoza, City Administrator, presented the proposed FYE 2023 Municipal Fee Schedule. Last fiscal year, changes were made to certain building permit fees and EMS services. This fiscal year, few changes are being proposed in other sections of the fee schedule. Some of the proposed changes are updates to existing fees, while other fees are new. Proposed changes are in Section A *Administrative* – adding monitored alarm system permit and false alarm fees; Section B *Animal Control* – increase in fees associated with De-Zavala Shavano Vet Clinic; Section C1 *Building* – increase in Traffic Impact Analysis fees; Section C4 *Zoning* – adding Planned Unit Development (PUD) fees and revising the plat review fee; and Section C6 *Miscellaneous* – increase in peddler permit and *MarketPlace* booth rental fees.

Adjourn

With no more business to come before Council, Mayor Whitehead adjourned the meeting at 9:25 p.m.



Rich Whitehead, Mayor

ATTEST:



Celina Perez, City Secretary

