

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL
August 25, 2022

The City of Helotes City Council met for a regular meeting on Thursday, August 25, 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
Frank Garza, City Attorney

1. Call to Order.

Mayor Whitehead called the meeting to order at 7:01 p.m. Council Member Sones led the invocation. Mayor Whitehead led the pledge to the U.S. flag and the Texas flag.

PUBLIC HEARINGS (ITEM NOS. 2 – 3):

2. Public hearing to give all interested persons the right to appear and be heard on the proposed FYE 2023 City of Helotes Operating Budget, including, but not limited to, the General (Maintenance & Operations) Fund, Debt Service (Interest & Sinking) Fund, Capital Replacement Fund, Municipal Court Security and Technology Funds, Police Dept. Training and Education Fund, School Safety Fund, PEG (Public Access Channel) Fund, Police Department State Forfeiture Fund, Street Maintenance Fund, and Hotel Occupancy Tax (HOT) Fund.

Mayor Whitehead opened the public hearing at 7:02 p.m.

Robert Viera gave kudos to Staff regarding the City's social media presence, including the livestream/playback of City Council Meetings on YouTube. Robert commended the City for looking to go debt free and expressed support for the proposed FYE 2023 Budget.

Mayor Whitehead closed the public hearing at 7:02 p.m.

3. Public hearing to give all interested persons the right to appear and be heard on the proposed FYE 2023 City of Helotes Economic Development Corporation (HEDC) Operating Budget, including, but not limited to, Maintenance & Operating Fund, Interest & Sinking Fund, and Capital Fund, to support the EDC's programs as defined by Texas Local Government Code Chapter 505 Type B Corporations.

Mayor Whitehead opened the public hearing at 7:05 p.m. No one signed up to speak on this item. Mayor Whitehead closed the public hearing at 7:05 p.m.

OPEN SESSION:

4. Citizens to be Heard.

James Baker thanked City Administrator Marian Mendoza for assisting him in reaching a resolution with C6 Disposal, Inc. on the pricing of a construction dumpster. James concluded by saying “it’s great to see that the City is looking after its citizens”.

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. Discussion on the proposed FYE 2023 Municipal Budget. (Mayor Whitehead and Staff)

Marian Mendoza, City Administrator, reported updates in the proposed FYE 2023 Budget. Projections were increased/decreased as follows: *Sales Tax Revenue* increased from \$2.5 million to \$2.8 million; *Other Tax Revenue* increased from \$38,000.00 to \$43,000.00; *Municipal Court Fines* increased by about \$15,000.00; and *Fire Department Revenue* decreased by about \$5,000.00. The total bottom line for revenue increased from \$8.2 million to \$8.5 million. In expenses, \$15,000.00 was added for the COPsync maintenance contract. The total bottom line for expenses increased from \$7.7 million to \$7.726 million. Lastly, Council received projections, with and without the grant for the four (4) police officers, for FYE 2024 through FYE 2028. The projections include the hire of two (2) additional police officers, regardless of the grant outcome. Marian explained these forecasts were provided due to Council’s discussion of hiring additional police officers at the last Council Meeting on August 11, 2022.

The general consensus of Council was to add three (3) police officers in FYE 2023. Council Member Massey prepared her own projections and passed them to Council. The projections show actual revenue collected in FYE 2014 to projected revenue in FYE 2023. Council Member Massey pointed out that historically, sales and property tax revenue have always gone up. The reason for sharing this projection was for informational purposes only. Council Member Massey thanked Marian and the Mayor for their work on the proposed budget and made a final comment regarding the City’s financial policy on the General Fund balance. She shared City of Boerne’s financial policy, which states, “It is the goal of the City of Boerne to maintain an unassigned fund balance in the General Fund equivalent to six (6) months of operating expenditures. The City considers a balance of less than three (3) months of operating expenditures to be inadequate and will take action as described in this policy to increase the unassigned fund balance to maintain the required minimums”. Council Member Massey added that she liked Boerne’s policy and suggested its consideration to the City’s policy.

There being no further comments on the proposed budget, Mayor Whitehead read the caption below and adjourned into closed session at 8:07 p.m.

CLOSED SESSION:

6. **Closed Session in accordance with Texas Government Code §551.074 *Personnel Matters*. In addition to the matters listed below, any matter scheduled for Open Session may be discussed in Closed Session, as appropriate and authorized by law:**
- **§551.074 *Personnel Matters* - To discuss the appointment of public officers on City of Helotes Municipal Boards and Commissions.**
 - **§551.074 *Personnel Matters* - To discuss the terms of agreement on employment for the City Administrator.**

Mayor Whitehead convened the meeting into open session at 8:25 p.m. and announced no action had been taken in closed session.

ITEMS FOR INDIVIDUAL CONSIDERATION:

7. **Discussion of and action on approving the following nominees to the City of Helotes Economic Development Corporation (HEDC) Board of Directors pursuant to Amendment No. 3 of the HEDC Bylaws, Article Two *Board of Directors*, Section 2.1 (e) and (f); and for said nominees to serve a two (2) year term beginning on October 1, 2022, and expiring on September 30, 2024:**
- **Melody Pope Cooper, Place Two;**
 - **Blaine Lopez, Place Four; and**
 - **Gregory Hayden, Place Six. (HEDC Board of Directors)**

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

Motion to approve the item as written carried unanimously.

8. **Discussion of and action on authorizing the Mayor to negotiate and execute the terms of agreement on employment for the City Administrator. (City Council)**

Motion was made by Council Member Massey to authorize the Mayor to negotiate and amend the current contract for the City Administrator. Second by Council Member Merchant.

Motion to approve carried unanimously.

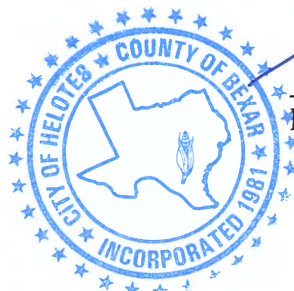
Adjourn

With no more business to come before Council, Mayor Whitehead adjourned the meeting at 8:28 p.m.

ATTEST:



Celina Perez, City Secretary





Rich Whitehead, Mayor