

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL  
September 8, 2022

The City of Helotes City Council met for a regular meeting on Thursday, September 8, 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  
Josh Mair, PW Director

**1. Call to Order.**

Mayor Whitehead called the meeting to order at 7:00 p.m. Pastor Kyle Volkmer, Gateway Fellowship Church, led the invocation. Kendall Kelly and Erin Kelly 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 7:01 p.m. No one signed up to speak on this item. Mayor Whitehead closed the public hearing at 7:01 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 7:02 p.m. No one signed up to speak on this item. Mayor Whitehead closed the public hearing at 7:02 p.m.

OPEN SESSION:

**4. Citizens to be Heard.**

Melody Cooper, owner of Pope Cleaners, spoke in opposition of Agenda Item No. 10, the proposed ordinance to establish no parking at any time on the west side of Old F.M. 1560. Melody explained their customer base consists of senior citizens and individuals that operate big trucks (i.e. dually trucks). It's challenging for these customers to park in the retail centers parking lot, and are subsequently parking on the City's right-of-way. Melody suggested that the City consider establishing parallel parking on the west side of Old F.M. 1560, instead of a no parking zone.

CONSENT AGENDA (ITEM NOS. 5 - 7): 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 5 through 7 on the consent agenda. Motion to approve carried unanimously.

- 5.\* Approval of the minutes of the Regular Meeting dated August 11, 2022, and the Regular Meeting dated August 25, 2022. (Staff)**
- 6.\* Approval of cancelling the regular City Council Meeting on Thursday, October 27, 2022, due to City Hall Council Chambers being used as an early voting center for the November 8, 2022 Election. (Staff)**
- 7.\* Approval of the Fiscal Year Ending (FYE) 2022 City of Helotes Revenue and Expense, Balance Sheet, and Encumbrance Reports dated August 26, 2022. (Staff)**

MAYOR'S REPORT:

**8. Updates on the following: (Mayor Whitehead)**

- **Helotes Music & Movie Night on September 17, 2022, beginning at 7:00 p.m. at Helotes City Hall; and**
- **Community Education and Services Day, in partnership with Frost Bank, on Saturday, September 24, 2022, from 9:00 a.m. to 11:00 a.m. at Helotes City Hall.**

Before the report, Mayor Whitehead expressed his condolences on the passing of Henry Zumwalt. Mr. Zumwalt was an incredible contributor to the Helotes community. Mayor Whitehead also acknowledged the passing of Queen Elizabeth II. All were asked to rise for a moment of silence to remember Mr. Zumwalt and Queen Elizabeth II.

*Moment of Silence*

Mayor Whitehead proceeded with the report. The community was invited to attend the Helotes Music & Movie Night (featured movie is the Disney film *Encanto*) on Friday, September 17 and the Community Education and Services Day on Saturday, September 24 at Helotes City Hall. Information on both events are on the City website.

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 9. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas casting votes on the official ballot for the election of Place Nos. 6 – 9 of the Board of Trustees for the Texas Municipal League Intergovernmental Risk Pool (TML-IRP). (Staff)**

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

The official vote for the Texas Municipal League (TML) Intergovernmental Risk Pool Board of Trustees, Place Nos. 6 – 9 was: Place 6 – No Vote Cast; Place 7 – Mary Dennis; Place 8 – Marian Mendoza; and Place 9 – No Vote Cast.

Motion to approve carried unanimously.

- 10. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas amending Municipal Code of Ordinances Chapter 86 *Traffic and Vehicles*, Article III *Parking*, Section 86-34 *No Parking Zones*, to establish no parking at any time on Old F.M. 1560 and Business Parkway. (Staff)**

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

Council was amenable to establishing parallel parking on the City right-of-way along Old F.M. 1560 (west side). Josh Mair, PW Director, reported that nine (9) parallel parking spaces could fit on the City right-of way at the cost of approximately \$10,000.00. This includes pavement and curbing. Additionally, Josh recommended that the parallel parking spaces on the east side of Old F.M. 1560 be repaired, since work crews would already be on site. Lastly, Josh addressed that a pedestrian warning sign is not required due to the volume of cars/pedestrians, but could be added. Marian Mendoza, City Administrator, advised Council could direct Staff to incorporate this cost in the proposed FYE 2023 Budget, under Agenda Item No. 11.

Discussion moved on to the proposed no parking at any time on Business Parkway (east and west side). Council agreed the semi-trucks parked along Business Parkway were unsafe not only for motorists, but for foot traffic. It was pointed out that Wal-Mart confirmed the parked semi-trucks were not waiting to deliver merchandise to their store.

Motion to amend was made by Council Member Massey to approve no parking at any time on Business Parkway only. The amended motion was seconded by Council Member Sones.

Amended motion to approve carried unanimously.

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

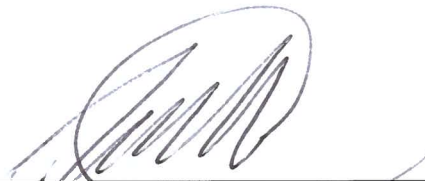
Marian Mendoza, City Administrator, reported few updates in the proposed FYE 2023 Budget. The final budget will reflect increases in workers compensation, dependent medical coverage assistance to cover the added personnel positions that may select dependent coverage (added personnel are the 2 police officers, 2 public works crew members, and 1 code compliance officer through the American Rescue Plan Act “ARPA” emergency fund), and salary to cover any future department hires that may have advanced qualifications/experience (future hires by Police, Public Works, and Fire/EMS). These combined increases total to \$46,000. Additionally, the budget will include an increase of \$10,000 to cover the parking project on Old F.M. 1560, as discussed by Council under Agenda Item No. 10. This would bring the grand total expenditure increase to \$56,000.

Mayor Whitehead asked for any further discussion or comments by City Council. There being none, Mayor Whitehead thanked City Council and Staff for their due diligence on the budget development process.

**Adjourn.**

With no more business to come before Council, Mayor Whitehead adjourned the meeting at 7:37 p.m.

ATTEST:

  
\_\_\_\_\_  
Rich Whitehead, Mayor

  
\_\_\_\_\_  
Celina Perez, City Secretary

