

MINUTES
REGULAR MEETING
HELOTES CITY COUNCIL
September 22, 2022

The City of Helotes City Council met for a regular meeting on Thursday, September 22, 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 7:00 p.m. Joseph Beach, Helotes House of Neighborly Service, led the invocation. Mayor Whitehead led the pledge to the U.S. flag and the Texas flag.

RECOGNITION:

2. Proclamation presented by the Mayor to the Helotes House of Neighborly Service in recognition of their 30th Anniversary. (Staff)

Mayor Whitehead presented the proclamation to the Helotes House of Neighborly Service and recognized the organization's upcoming 30th Anniversary on October 1, 2022.

OPEN SESSION:

3. Citizens to be Heard.

Robert Luedecke commended the Helotes Police Department and advocated for the hiring of more police officers to help control traffic on Bandera Road (i.e. motorists driving at high speeds and motorists darting in/out of lanes).

CONSENT AGENDA (ITEM NOS. 4 - 9): 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 through 9 on the consent agenda. Motion to approve carried unanimously.

4.* Approval of the minutes of the Regular Meeting dated September 8, 2022. (Staff)

- 5.* Approval of an Ordinance of the City Council of the City of Helotes, Texas authorizing certain budget amendments pertaining to the adopted Fiscal Year Ending (FYE) 2022 Budget. (Staff)**

(Note: Marian Mendoza, City Administrator, shared a revised amendment exhibit depicting increases in the Tree Mitigation Fund and the Hotel Occupancy Tax Fund to account for billing occurring in FYE 2022, rather than in FYE 2023.)

- 6.* Approval of an Ordinance of the City Council of the City of Helotes, Texas approving an Investment Policy and Strategy for Fiscal Year Ending (FYE) 2023. (Staff)**
- 7.* Approval of a Resolution of the City Council of the City of Helotes, Texas designating Marian V. Mendoza, City Administrator, and Tabitha Durr, Finance Director, as the Investment Officers for the City of Helotes for Fiscal Year Ending (FYE) 2023. (Staff)**
- 8.* Approval of a Resolution of the City Council of the City of Helotes, Texas approving a list of approved brokers/dealers for public investment purposes for the City of Helotes for Fiscal Year Ending (FYE) 2023. (Staff)**
- 9.* Approval of a Resolution of the City Council of the City of Helotes, Texas designating the San Antonio Express News as the official newspaper for the City of Helotes for Fiscal Year Ending (FYE) 2023. (Staff)**

ITEMS FOR INDIVIDUAL CONSIDERATION:

- 10. Discussion of and action on a request by Robert James for approval of variances pursuant to Municipal Code of Ordinances Chapter 98 Zoning, Section 98-72 *Old Town Helotes Special District*, subparagraph (g)(7) *Creative Sign Review* authorizing the use of an existing off-premise monument sign for Cheetahlish, located at 14436 Old Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242097. (Applicant)**

(Note: On September 6, 2022, the Planning & Zoning Commission recommended approval of a request by Cheetahlish to use an existing monument sign through the Creative Sign Review, to include directional signage (i.e. add an arrow) on to the proposed sign, and that the surface area of the proposed sign does not exceed 20 square feet. The Commission noted that Council should determine whether use of the existing monument sign is considered on-premise or off-premise.)

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

Discussion included that Staff considers use of the existing monument sign by Cheetahlish to be off-premise. The existing monument sign was abandoned by B-Daddy's B-B-Q, and although the b-b-q restaurant and Cheetahlish share the same address for utility purposes, the building is divided, leaving no connectivity between the two businesses.

Motion to approve the request by Cheetahlish to use an existing off-premise monument sign through the Creative Sign Review (with the recommendations by P&Z) carried unanimously.

11. **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 Leslie Road Mill and Overlay Project; and authorizing the City Administrator to negotiate and execute a contract between the City of Helotes and Hayden Paving for said project. (Staff)**

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

Motion to approve the item as written carried unanimously.

12. **Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving a Towing and Impound Services Contract between the City of Helotes and Imatowed Enterprises, Inc., DBA Richard's Towing, for a primary term of three (3) years, with an option to extend for an additional term of two (2) years; and authorizing the Mayor to negotiate and execute a contract for said services. (Staff)**

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

Motion to approve the item as written carried unanimously.

13. **Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving a Professional Services Contract between the City of Helotes and BB Inspection Services, LLC, for the provision of public health inspections; and authorizing the Mayor to negotiate and execute a contract for said services. (Staff)**

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

Motion to approve the item as written carried unanimously.

14. **Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving an Agreement for Management Services between the City of Helotes and the City of Helotes Economic Development Corporation (HEDC) for Fiscal Year Ending (FYE) 2023. (HEDC)**

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

Council Member Massey pointed out a few grammatical corrections within Section 3 *Services to be Provided by City*, Section 7 *Administration*, and spacing in Sections 10 – 13. Mayor Whitehead clarified the revisions do not change the material substance and Staff would correct the minor grammatical/spacing issues.

Motion to approve the item as written carried unanimously.

- 15. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving an Agreement for Events and Marketing between the City of Helotes and the City of Helotes Economic Development Corporation (HEDC) for Fiscal Year Ending (FYE) 2023. (HEDC)**

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

Motion to approve the item as written carried unanimously.

- 16. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving appropriations for the City of Helotes Economic Development Corporation's (HEDC) FYE 2023 Maintenance & Operating, Interest & Sinking, and Capital Budgets beginning October 1, 2022, and ending September 30, 2023, to support the HEDC's programs, "Projects," as defined by Texas Local Government Code Chapter 505 Type B Corporations. (HEDC)**

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

Motion to approve the item as written carried unanimously.

- 17. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas making appropriations for the support of the City of Helotes for the fiscal year beginning October 1, 2022, and ending September 30, 2023; appropriating money to a sinking fund to pay the interest and principal of the City's indebtedness; adopting the annual Budget of the City of Helotes for Fiscal Year 2022 – 2023; authorizing personnel positions and salaries; setting the 2022 – 2023 holiday schedule for City employees; and authorizing the City Administrator to expend monies and sign documents in accordance with said Budget. (Staff)**

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

Motion to approve the item as written carried unanimously. Recorded vote AYE: Council Member Sanders, Sones, McCrossen, Merchant, and Massey; NAY: None; ABSTAIN: None; ABSENT: None.

- 18. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas levying an ad valorem (property) tax rate for the Tax Year 2022 in the amount of \$0.316778 cents per \$100 valuation and directing the Bexar County Tax Assessor-Collector to assess, account for, and distribute the ad valorem (property) taxes as herein levied:**

- a. Adopt the ad valorem (property) tax rate for the Maintenance and Operations expenditures of the City of Helotes at \$0.273070 cents per \$100 valuation for the Tax Year beginning January 1, 2022, and ending December 31, 2022; and**
- b. Adopt the ad valorem (property) tax rate for the principal and interest payable on the Interest and Sinking (debt service) expenditures of the City of Helotes at \$0.043708 cents per \$100 valuation for the Tax Year beginning January 1, 2022, and ending December 31, 2022. (Staff)**

The proposed property tax rate for Tax Year 2022 decreased to \$0.316778 per \$100 valuation and does not exceed the no-new revenue rate of \$0.321350, or the voter-approval rate of \$0.316778.

Item No. 18a - Motion was made by Council Member Merchant, second by Council Member Sanders, to adopt the ad valorem (property) tax rate for the Maintenance and Operations expenditures of the City of Helotes at \$0.273070 cents per \$100 valuation for the 2022 Tax Year. Motion to approve carried unanimously.

Item No. 18b - Motion was made by Council Member Merchant, second by Council Member Sanders, to adopt the ad valorem (property) tax rate for the principal and interest payable on the Interest and Sinking (debt service) expenditures of the City of Helotes at \$0.043708 cents per \$100 valuation for the 2022 Tax Year. Motion to approve carried unanimously.

19. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas ratifying the adoption of the Fiscal Year Ending (FYE) 2023 Municipal Budget raising more revenue from ad valorem (property) taxes due to increased property valuations and the addition of real property to the tax roll than in the FYE 2022 Municipal Budget. (Staff)

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

Motion to approve the item as written carried unanimously.

20. Discussion of and action on an Ordinance of the City Council of the City of Helotes, Texas establishing the Municipal Fee Schedule for Fiscal Year Ending (FYE) 2023. (Staff)

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

Motion to approve the item as written carried unanimously.

Mayor Whitehead read the caption below and adjourned into closed session at 8:04 p.m.

CLOSED SESSION:

21. 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 qualifications and appointment of candidates for the position of Helotes Economic Development Corporation (HEDC) Executive Director.

Mayor Whitehead convened the meeting into open session at 9:01 p.m. and announced no action had been taken in closed session.

ITEMS FOR INDIVIDUAL CONSIDERATION:

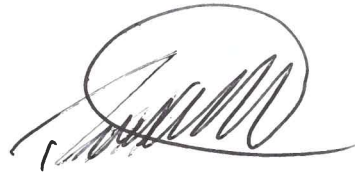
- 22. Discussion and action on approving the preferred candidate for the position of Helotes Economic Development Corporation (HEDC) Executive Director; and authorizing the Board President and City Attorney to negotiate and execute a contract per the terms discussed in Closed Session. (City Council)**

Motion was made by Council Member McCrossen to approve Glenn Goolsby for the position of HEDC Executive Director and authorize the HEDC Board President and City Attorney to negotiate and execute a contract per the terms discussed in Closed Session. The motion was seconded by Council Member Sanders.

Motion to approve carried unanimously.

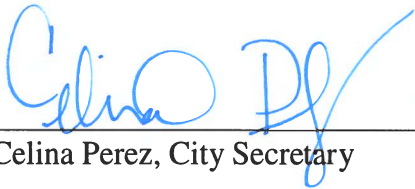
Adjourn.

With no more business to come before Council, Mayor Whitehead adjourned the meeting at 9:05 p.m.



Rich Whitehead, Mayor

ATTEST:



Celina Perez, City Secretary

