

MINUTES  
REGULAR MEETING  
HELOTES CITY COUNCIL  
December 8, 2022

The City of Helotes City Council met for a regular meeting on Thursday, December 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  
Cynthia Massey  
Matthew Merchant

Absent: Matthew McCrossen

Staff Present: Marian Mendoza, City Administrator (via Zoom)  
Celina Perez, City Secretary  
Frank Garza, City Attorney  
Jaime Ostrander, Dispatch Supervisor  
Corey Vullo, PW Operations Supervisor  
Glenn Goolsby, EDC Director

**1. Call to Order.**

Mayor Whitehead called the meeting to order at 7:00 p.m. Council Member Sones led the invocation. Cub Scout Pack 384 led the pledges to the U.S. flag and to the Texas flag.

OPEN SESSION:

**2. Citizens to be Heard.**

No one signed up to speak.

CONSENT AGENDA (ITEM NOS. 3 - 4): 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 3 and 4 on the consent agenda. Motion to approve carried unanimously by those present.

**3.\* Approval of the minutes of the Regular Meeting dated November 10, 2022. (Staff)**

**4.\* Approval of the minutes of the Special Meeting dated November 18, 2022. (Staff)**

MAYOR'S REPORT:

**5. Updates on the following:**

- **Installation of playground equipment at the Helotes Fitness Park & Disc Golf Course;**
- **Reminder: Helotes Hill Country Christmas Parade on Saturday, December 10 in Old Town Helotes, starting at 7:30 p.m.; and**
- **General purpose sales and use tax rate increase from 1.00% to 1.25% will take effect on April 1, 2023.**

Mayor Whitehead announced the completion of the playground equipment installation at the Helotes Fitness Park & Disc Golf Course (located at the intersection of F.M. 1560 and Parrigin Road). The playground equipment has been well received by the community. Water drinking fountains with pet fountains were also installed and restrooms are currently underway. Next, the Helotes Hill County Christmas Parade will take place on Saturday, December 10 in Old Town. The night-time parade is a big event and spectators are encouraged to arrive early, well before the 7:30 p.m. start time. The last update was on the November 8, 2022 Special Election. The ballot proposition, known as Proposition A, passed. The sales and use tax rate increase from 1.00% to 1.25% will take effect on April 1, 2023. As a reminder, additional police officers were identified as a need and these positions have been prioritized to be paid for by this sales tax increase. Thus, the city is already in the hiring process for the officer positions.

Before concluding, Mayor Whitehead mentioned the last Blood Drive of the year. The event is in partnership with University Health and will take place at City Hall on Thursday, December 15 from 11:00 a.m. to 3:00 p.m. The sign up link is located on the City website.

ITEMS FOR INDIVIDUAL CONSIDERATION:

**6. Discussion of and action on a request by Edward Villanueva for approval of a conceptual design plan pursuant to Municipal Code of Ordinances Chapter 98 Zoning, Section 98-27 Old Town Helotes Special District, for a building addition to Dominion Commercial Management LLC, dba Owens Law Firm, located at 14237 Old Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Prop. ID No. 242276 and including the following:**

- **Site plan;**
- **Building design; and**
- **Exterior lighting. (Applicant)**

(Note: The Planning & Zoning Commission regular meeting scheduled on December 6, 2022, was canceled due to lack of quorum. A special meeting was held on December 13, 2022, whereas the Commission recommended approval of the conceptual design plan by Edward Villanueva.)

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

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

- 7. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas authorizing the Mayor to execute an Interlocal and Mutual Aid Agreement between the City and Bexar Metro 9-1-1 Network, for the purpose of enabling the Helotes Dispatch Center to deploy their 9-1-1 call taking ability if/when needed at the Quarry Run Regional Emergency Operations Center. (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 by those present.

- 8. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas authorizing the City of Helotes Economic Development Corporation (HEDC) to continue the Community Arts Grant Program, including the Community Arts Grant Committee and approving amendments to the grant program guidelines thereof, with a grant funding period expiring FYE 2023. (HEDC Board of Directors)**

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

Speaking on this item was Glenn Goolsby, HEDC Executive Director. The Community Arts Grant Program is in its second grant cycle. In FYE 2023, the program budget increased to \$50,000.00. Other changes to the program include modified grant categories, expansion of the eligibility criteria for projects, addition of funding for projects on publicly owned property (may receive up to 75% funding), and project approval must be received by the Community Arts Grant Committee and by the City Council.

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

- 9. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas authorizing the City of Helotes Economic Development Corporation (HEDC) to continue the Retailer and Commercial Tenant Improvement Incentive Grant Program and approving amendments to the grant program guidelines thereof, with a grant funding period expiring FYE 2023. (HEDC Board of Directors)**

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

Speaking on this item was Glenn Goolsby, HEDC Executive Director. The Tenant Improvement Incentive Grant Program is in its second grant cycle. In FYE 2023, the program budget remains at \$150,000.00. Program assistance continues at 50% match funding with a max of \$20,000.00 per business. Changes to the program include expansion of the eligibility criteria for business categories, removal of signage as an eligible improvement expense, and revisions to the score card to include increased points for targeted business.

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

- 10. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas authorizing the City of Helotes Economic Development Corporation (HEDC) to award funding from the FYE 2023 Retailer and Commercial Tenant Improvement Incentive Grant Program to The Meadows, a new frozen custard and treats shop, located at 14108 Bandera Road, Suite 4, Helotes Texas, 78023 in the Legacy Retail Center, more particularly described as BCAD Prop. ID No. 1321866. (HEDC Board of Directors)**

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

Speaking on this item was Glenn Goolsby, HEDC Executive Director. Although the HEDC Board of Directors approved award funding to The Meadows Frozen Custard, the item also requires approval by City Council since the applicant is eligible for the maximum grant amount of \$20,000.00. HEDC Amended Bylaws Section 4.1 *HEDC Plan*, subparagraph (d), dictates any and all agreements with a cumulative value at or above \$10,000.00 made between the HEDC and other parties shall be individually approved by the City Council. Approval of this item does not guarantee that the applicant will receive funding. The applicant must complete all work, obtain required permits, and submit paid invoices to receive payment.

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

- 11. Discussion of and action on a Resolution of the City Council of the City of Helotes, Texas approving an Interlocal Agreement for General Funds between the City of Helotes and Bexar County to provide funding for the Helotes Dispatch Center in an amount not to exceed \$350,000.00, for a one (1) year term beginning on October 1, 2022, and ending on September 30, 2023; and authorizing the Mayor to execute a final Agreement per the terms presented to the City Council. (Staff)**

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

Mayor Whitehead provided background information on this item. Early last year, City Council discussed the operational costs of the Helotes Dispatch Center and dispatch funding options through Bexar County. City Council authorized the Mayor to commence negotiations for an Interlocal Agreement with Bexar County for the provision of dispatch services. After a number of meetings with Bexar County, it was determined that they could not provide dispatch services due to employee capacity. Ultimately, the Bexar County Commissioners Court approved awarding interim funding to the Helotes Dispatch Center for FYE 2023. The funding is subject to the execution of an Interlocal Agreement by both the city and the county. The max funding amount is \$350,000.00 and the city would submit reimbursement requests to Bexar County. Currently, the Agreements reads that reimbursements requests will be submitted on a monthly basis, however, the city requested it change to a quarterly basis. Whether its monthly or quarterly, the city will meet the submission criteria. In closing, Mayor Whitehead thanked Commissioner Marialyn Barnard and Judge Nelson Wolff for the support.

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

STAFF REPORT:

**12. Presentation by Corey Vullo, Public Works Operations Supervisor, on the City of Helotes Municipal Separate Storm Sewer System (Ms4) for Fiscal Year Ending 2022. (Staff)**

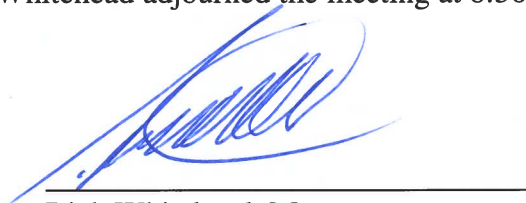
Corey Vullo, Public Works Operations Supervisor, presented an overview of the city's Municipal Separate Storm Sewer System (Ms4) program for Fiscal Year Ending 2022. The presentation included the Stormwater Management Plan (SWMP) and the Best Management Practices (BMPs) that are being done to eliminate the discharge of pollutants into the city's storm sewer system.

**13. Presentation by Glenn Goolsby, Executive Director of the Helotes Economic Development Corporation (HEDC), on the Quarterly Activity Report for the quarter ending September 30, 2022. (Staff)**

Glenn Goolsby, HEDC Executive Director, provided an update on programs and projects by the Helotes Economic Development Corporation (HEDC) for the last quarter of FYE 2022 (period of July – September 2022). Organizational updates include the educational training workshop by the City Attorney on August 17, 2022, approval of the FYE 2023 – 2027 HEDC Strategic Work Plan, and approval of the Debt Payment Agreement with the city. Marketing initiative updates include assisting the city in being added to the Texas Hill Trail Passport for FYE 2023, the rebranding of Shop Helotes to Visit Helotes, and the completed YOLO,TX episode. Glenn pointed out that the Helotes episode had some of the highest views and shares versus other destinations featured on YOLO,TX. Lastly, Glenn went over an activity chart that showed the number of prospective tenants by industry classification.

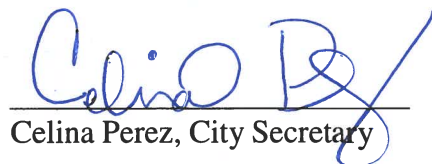
**Adjourn.**

With no more business to come before Council, Mayor Whitehead adjourned the meeting at 8:30 p.m.



Rich Whitehead, Mayor

ATTEST:



Celina Perez, City Secretary

